

TUESDAY, OCTOBER 13, 2015 COLD SPRING CITY COUNCIL MINUTES

Mayor Robert Thelen called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Robert Thelen and Council Members Jan Dingmann, Dave Heinen, Jayme Knapp and Fran Ramler. Others present: Kris Dockendorf, Jon Stueve, JoAnn Thelen, Ron Fuchs, Brian Lintgen, Chris Boucher, Heidi Stalboerger, Tammy Paczkowski, Cliff Johnson, Dan Weber and Lois Lieser.

OPEN PUBLIC FORUM

Cliff Johnson stated that the Cold Spring Area Historical Society will be having their annual meeting on Tuesday, October 27, 2015 at the Cold Spring American Legion and all are welcome to attend. Social Hour will begin at 6:00 p.m. and dinner will begin at 6:30 p.m. The annual meeting will follow the dinner with guest speaker John Augustin as Sam Pandolfo to follow.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE OCTOBER 13, 2015 CITY COUNCIL MEETING. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – September 22, 2015, September 23, 2015 and September 29, 2015

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE SEPTEMBER 22, 2015 REGULAR CITY COUNCIL MEETING, SEPTEMBER 23, 2015 SPECIAL COUNCIL MEETING, AND SEPTEMBER 29, 2015 SPECIAL COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. Tree of Hope Lighting

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE THE USE OF THE CITY HALL TREE OF HOPE FOR A CANCER FUNDRAISER WITH THE LIGHTING CEREMONY TO TAKE PLACE ON MONDAY, DECEMBER 21, 2015. MOTION PASSED 5-0.

DISCUSS DRIVEWAY WIDTH ORDINANCE

Dingmann stated that the Planning Commission has discussed the driveway width issue as well as brainstormed ways to prevent driveways from being installed at the incorrect width as well as penalties to be enforced for when it happens. Council directed staff to research if the City can hire a contractor to bring an existing driveway that exceeds the allowed width into conformance and then bill the property owner and even certify it to the taxes. It was the unanimous decision to add this to the October 27, 2015 City Council agenda and discuss whether to issue driveway permits or perhaps add something to the existing building permit.

POLICE CHIEF REPORT – CHRIS BOUCHER

A. Purchase of 2016 Ford Explorer

Chief Boucher stated that he had ordered a 2015 Chevrolet Impala squad car from Schwieters in January and he is still waiting to receive this car. Because of this long wait he is requesting to place the order for the 2016 squad car which has been budgeted for in 2016. Schwieters has recently purchased a Ford dealership in Montevideo and Boucher requested to order a Ford Explorer from them now so that it can be delivered to us and paid for after January 1, 2016. Mayor Thelen stated that if the vehicle comes in before the end of the year Boucher should come back to the Council to see if there is a way to get it paid for in 2015.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE PURCHASE OF A 2016 FORD EXPLORER FROM SCHWIETERS FORD IN MONTEVIDEO FOR \$26,300, TO BE PAID FOR FROM THE 2016 POLICE DEPARTMENT CAPITAL EXPENDITURE BUDGET. MOTION PASSED 5-0

PUBLIC WORKS DIRECTOR REPORT, JON STUEVE

A. Approve Sale of Surplus Items on Stearns County Auction

Stueve stated there were several items that the public works department is looking to sell at the Stearns County Surplus Auction on October 24, 2015.

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO APPROVE THE SALE OF PUBLIC WORKS EQUIPMENT AT THE STEARNS COUNTY AUCTION TO BE HELD OCTOBER 24, 2015 ACCORDING TO THE LIST SUBMITTED BY RON FUCHS, WITH REQUIRED MINIMUM BIDS AS INDICATED. MOTION PASSED 5-0.

B. Approve Job Description for Public Works Technician II Position

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS TECHNICIAN II. MOTION PASSED 5-0.

C. Posting Public Works Technician II Position

Stueve stated that they are currently working with two less employees than what they generally do and he requested permission to advertise internally for the hiring of one full-time Public Works Technician II.

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE AN INTERNAL POSTING FOR THE FULL-TIME POSITION OF PUBLIC WORKS TECHNICIAN II, FOR ONE WEEK, BEGINNING APPROXIMATELY OCTOBER 14, 2015 AND ENDING APPROXIMATELY OCTOBER 21, 2015 WITH A STARTING PAY OF \$16.61 PER HOUR, WHICH IS STEP 0 OF GROUP 4 ON THE PAY SCALE. MOTION PASSED 5-0.

D. Purchase of Salt Sand

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE PURCHASE OF 80 TON OF SALT SAND FROM HOLICKY BROS. AT A PRICE OF \$6,940, TO BE PAID FOR FROM THE STREETS DEPARTMENT SALT SAND BUDGET. MOTION PASSED 5-0.

CITY ENGINEER REPORT, BRIAN LINTGEN**A. CSAH2/Red River Avenue**

Lintgen stated work is being done on the CSAH2/Red River Avenue design plans and he will be meeting with the County on Friday.

B. Main Street

Lintgen stated that O'Malley & Kron Surveyors are currently working on the Main Street topographic survey and should be completed before the winter months.

C. 2nd Avenue Improvements

Lintgen stated that the assessment hearing for the 2nd Avenue Improvement Project will be held on October 27th. He stated that the Council will need to decide at the assessment hearing if they want to assess the land acquisition costs that were incurred when the City purchased the BNSF Railway property. The City attorney has stated that all property acquisition costs can be assessed. Lintgen stated that the notices that were sent out to the properties to be assessed included the property acquisition costs as the Council can lower the assessed amount, but they are not allowed to increase the assessed amount from the amount which was stated in the notice.

D. Wells

Lintgen stated that the wetland delineation report is in the process of being reviewed and looks hopeful for approval.

CITY ADMINISTRATOR REPORT, KRIS DOCKENDORF**A. Approve of Selling Mac Laptop**

Dockendorf stated that the Mac laptop that the former City Administrator had used has been cleaned off by our IT individuals and they recommended selling it on Craigslist.

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE OF LISTING A MACBOOK PRO LAPTOP ON CRAIGSLIST FOR A MINIMUM SALE PRICE OF \$800.00. MOTION PASSED 5-0.

B. City Administrator Job Description

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE POSITION OF CITY ADMINISTRATOR. MOTION PASSED 4-0. KNAPP ABSTAINED DUE TO HAVING INTEREST IN THE POSITION.

C. Assessing Contract with Stearns County

Dockendorf stated that Stearns County has been assessing values to the homes in Cold Spring for quite a long time and we are satisfied with their services. Generally services are contracted for a five year period, however this contract will be for four years.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE ENTERING INTO A FOUR-YEAR CONTRACT WITH STEARNS COUNTY FOR ASSESSING SERVICES, FOR THE TERM JANUARY 2, 2015 THROUGH DECEMBER 31, 2018. MOTION PASSED 5-0.

DISCUSS ANNEXATION PLANS

Dockendorf explained Mayor Thelen had brought it to her attention that a number of years ago the Planning Commission had discussed the annexation plans pertaining to the northwestern area of town. At that time they had directed staff to contact Wakefield Township and move the discussion along. That did not happen and Dockendorf questioned if the Council wished to pick up on this discussion. The entire Council agreed that they would like to see a good, solid discussion resumed with Wakefield Township in order to come up with a transportation expansion plan which would alleviate traffic congestion in the downtown area. Heidi Stalboerger from Wakefield Township stated that they too have a Transportation Plan and believes that it is possibly very similar to the City’s plan. Stalboerger will present this information to the Wakefield Township board and get back in touch with Dockendorf.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$281,305.81 AND SUPPLEMENTAL LIST TOTALING \$29,586.68 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

GENERAL QUESTIONS AND COMMENTS FROM CITY COUNCIL OR ADMINISTRATOR

Dockendorf distributed folders to the Council that the EDA has had designed and will be used to market the City of Cold Spring, it will also include a map of all the lots that are for sale in the Business Park. This is one of the items paid for by the grant that was received from the Initiative Foundation. These folders will be passed out at the MNCAR (Minnesota Commercial Association of Real Estate) exhibit, on October 28, 2015. Dockendorf stated that Dan Steil is looking for one more person to represent the City at the MNCAR exhibit and to let her know if they are interested in attending.

Dockendorf stated that a representative from Xcel Energy will be at a future meeting to give a presentation on solar energy. She also reported that the appointed committee has met with individuals from Alliance Building Corporation. She also mentioned that Wenner Company has submitted their building permit application for the Wenner Retail Commons.

Dockendorf questioned if the Council would like to further discuss the next step in the process of hiring a new City Administrator. The Council directed Dockendorf to add that item to the next Council meeting agenda.

Councilor Dingmann stated the Christian Women’s Rummage Sale is this weekend, October 15 – 17 at St. Boniface.

Mayor Thelen stated that he has been in touch with Brad from Channel 10 and he will be playing some training videos educating individuals on to how to drive on a round-about. The information will start with a brief overview and proceed to become more detailed over time.

Stueve stated that Shawn Garding has recently passed his Wastewater Operators exam. The Council congratulated Shawn on his achievement.

ADJOURN

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADJOURN AT 7:51 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Robert R. Thelen, Mayor

Kris Dockendorf, Acting City Administrator