

TUESDAY, DECEMBER 9, 2014 COLD SPRING CITY COUNCIL MINUTES

Mayor Doug Schmitz called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Doug Schmitz and Council Members Fran Ramler, Jan Dingmann and Dave Stadther. Absent: Bob Thelen. Others present: Paul Hetland, Mike Dockendorf, Kris Dockendorf, Frank Rajkowski, Dave Heinen, Rick Rausch, Mary Rausch, Gretchen Rogge, Scott Rogge, Sue Kadlec, Matt Achman, Lois Lieser, Ron Fuchs, Pete Weber, Jason Zimmerman, Tanya Schmidt, Shawn Garding, Paul Hoeschen and Angie Mueller.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO APPROVE THE AGENDA OF THE DECEMBER 9, 2014 CITY COUNCIL MEETING. MOTION PASSED 4-0.

CONSENT AGENDA

A. Minutes – November 24, 2014

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO APPROVE THE MINUTES OF THE NOVEMBER 24, 2014 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

B. Designating of Funds to Cover Negative Cash Balances – Resolution No. 2014-22

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO ADOPT RESOLUTION 2014-22, A RESOLUTION DESIGNATING FUNDS TO BE USED TO COVER FUNDS WITH NEGATIVE CASH BALANCES. MOTION PASSED 4-0.

C. Approval of Fire Department Assistant Chief and Treasurer

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO APPOINT GLEN MUELLER TO THE POSITION OF ASSISTANT CHIEF AND CHRIS STAVROS TO THE POSITION OF TREASURER IN THE COLD SPRING FIRE & RESCUE DEPARTMENT. MOTION PASSED 4-0.

D. Accept Resignation of Firefighter Tim Rothstein

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO ACCEPT THE RESIGNATION OF FIREFIGHTER TIM ROTHSTEIN AND THANK HIM FOR HIS DEDICATED SERVICE. MOTION PASSED 4-0.

E. Off-Site Gambling Permit for Richmond Lions – Resolution 2014-24

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO ADOPT RESOLUTION 2014-24, A RESOLUTION APPROVING AN OFF-SITE GAMBLING PERMIT FOR THE RICHMOND LIONS FOR A RAFFLE TO BE HELD AT ST. BONIFACE PARISH CENTER ON MARCH 28, 2015.

PURCHASE OF FIVE AIR TANKS

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE THE PURCHASE OF FIVE SCBA BREATHING TANKS FOR THE FIRE DEPARTMENT, NOT TO EXCEED \$5,500; FURTHERMORE, TO BE PAID FOR OUT OF THEIR DONATION FUND. MOTION PASSED 4-0.

ONE-DAY GAMBLING LICENSE, SIMPLY OUTDOOR EXPERIENCES

MOTION WAS MADE BY RAMLER, SECONDED BY STADTHER, TO APPROVE FORM LG220 APPLICATION FOR EXEMPT PERMIT TO CONDUCT ONE-DAY GAMBLING FOR SIMPLY OUTDOOR EXPERIENCES FOR A RAFFLE TO BE HELD FEBRUARY 7, 2015 AT ST. BONIFACE PARISH CENTER; FURTHERMORE, TO WAIVE THE 30 DAY WAITING PERIOD FOR SAID PERMIT. MOTION PASSED 4-0.

TRUTH IN TAXATION MEETING FOR 2015 BUDGET AND LEVY

A. Review of the Proposed 2015 Budget and Levy

Finance Director Kris Dockendorf updated the Council on the proposed budget explaining that due to a grant received and a lower than expected health insurance renewal, there is a reduction to the general fund levy of \$14,967. She explained that the Council could either reduce the levy by that amount or keep the levy the same and apply that amount to the Blue Heron Heights debt levy. Mayor Schmitz stated that he was in favor of reducing the levy since there was already a significant increase proposed to the levy. The rest of the Council also agreed to reduce the levy by \$14,967.

B. Public Comments

Residents Rick and Mary Rausch inquired how this reduction in the levy would impact their taxes. Dockendorf and Hetland explained that it would be approximately \$8.00 less of an increase on a house valued at \$150,000.

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO APPROVE RESOLUTION 2014-23, A RESOLUTION ADOPTING THE FINAL 2015 COLLECTIBLE TAX LEVY IN THE AMOUNT OF \$1,149,738, ALONG WITH THE FINAL GENERAL FUND, WATER, SEWER, EDA AND STORMWATER BUDGETS FOR 2015. MOTION PASSED 4-0.

PRESENTATION OF 2014 UTILITY RATE STUDY

Kris Dockendorf presented the 2014 Utility Rate Study to the Council. She stated that there is a planned increase in the sewer rate of a \$1.00 to the flat rate, and \$0.50 to the rate per 1,000 gallons for 2015 and again for 2016. She also stated that an increase is planned for the industrial rates for sewer consisting of \$0.10 for the BOD, \$0.20 for TSS, in 2015 and again in 2016. She stated that for flow, an increase of \$1.02 is planned in 2015 and an additional \$1.00 increase in 2016. Hoeschen stated that Cold Spring Brewing is the only industrial sewer user at this time. No increase was planned for 2015 for the water rates, but there is a small increase in water rates planned for 2016. For the storm water fee an increase of \$1.00 is planned for the flat rate in 2015. MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO ADOPT THE 2014 UTILITY RATE STUDY AS PRESENTED. MOTION PASSED 4-0.

WEATHER SPOTTER APPROVAL, EMS DIRECTOR MIKE DOCKENDORF**A. Accept Resignation of Travis Kunz**

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO ACCEPT THE RESIGNATION OF WEATHER SPOTTER TRAVIS KUNZ EFFECTIVE NOVEMBER 30, 2014. MOTION PASSED 4-0.

B. Approve Hiring of Nick Pochardt

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO APPROVE THE HIRING OF NICK POCHARDT AS AN EMERGENCY MANAGEMENT WEATHER SPOTTER EFFECTIVE DECEMBER 1, 2014. MOTION PASSED 4-0.

C. EMS Siren for River Links

Dockendorf explained that Kris Dockendorf had submitted a grant application for assistance in paying for the cost to purchase and install an additional EMS siren in the River Links development. The City was recently notified that they were awarded a \$1,000 grant towards this project.

PUBLIC HEARING TO AMEND ZONING ORDINANCE

Mayor Schmitz opened the public hearing at 6:50 p.m. Hetland explained that the proposed change would remove the 1,200 square feet limit for attached garages. Mayor Schmitz called three times for those wishing to speak, after hearing and seeing none, he closed the hearing at 6:52 pm.

MOTION WAS MADE BY STADTHER, SECONDED BY DINGMANN, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVE ORDINANCE NO. 332, AN ORDINANCE REMOVING THE 1,200 SQUARE FEET LIMIT AS IT PERTAINS TO ATTACHED PRIVATE GARAGES. MOTION PASSED 4-0.

HEARING ON DELINQUENT ACCOUNTS

Mayor Schmitz opened the public hearing at 6:52 p.m. Councilor Dingmann asked whether any of the delinquent accounts have been paid since the agenda was prepared. Staff reported that no payments have been made to satisfy these accounts.

MOTION WAS MADE BY DINGMANN, SECONDED BY RAMLER, TO CERTIFY ASSESSMENTS FOR DELINQUENT UTILITY BILLS FOR THE FOLLOWING: PARCEL ID 48.29651.0000 IN THE AMOUNT OF \$209.33, 48.29148.0000 IN THE AMOUNT OF \$89.92, 48.30016.0010 IN THE AMOUNT OF \$537.87, 48.29225.0020 IN THE AMOUNT OF \$460.67, 48.30019.0004 IN THE AMOUNT OF \$218.22 AND 48.29320.0506 IN THE AMOUNT OF \$67.71. MOTION PASSED 4-0.

PUBLIC WORKS DIRECTOR REPORT**A. Purchase of Transient Voltage Surge Suppressor**

Hoeschen explained that the surge suppressor protects the main unit coming into the motor control center at the high voltage panel that runs all of the preliminary treatment. He stated that the surge suppressor is designed to take any surges and protects the rest of the control center. He stated that recently the surge suppressor was fried and they need to replace it.

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO APPROVE THE PURCHASE OF A TRANSIENT VOLTAGE SURGE SUPPRESSOR FROM WERNER ELECTRIC, AT A PRICE NOT TO EXCEED \$5,898.61, FURTHERMORE, TO BE PAID FROM LINE ITEM 14-70-72-6314. MOTION PASSED 4-0.

B. Rebuild Wastewater Pumps

Hoeschen explained that he would like to have two pumps rebuilt, and stated that the cost is an estimate since the pumps are torn apart and it is unknown what the rebuild costs will be exactly. He stated they know the cost threshold of when it makes more sense to not rebuild and instead buy new.

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE THE REBUILD OF TWO WASTEWATER PUMPS AT DC BRAUN COMPANY AT AN APPROXIMATE COST OF \$6,340, FURTHERMORE, TO BE PAID FROM LINE ITEM 14-70-72-6313. MOTION PASSED 4-0.

C. Surplus Property

Hoeschen gave the Council an update on the generator light sets and snow plow purchased through surplus property.

CHIEF OF POLICE REPORT**A. Incidents from May to August 2014 in the City of Cold Spring**

Chief Boucher presented the number and type of incidents in the City of Cold Spring, Richmond and Wakefield Township for the time period of May through August. He stated that the calls have been consistent and will surpass the total number of incidents from last year.

B. Declare Digital Ally Squad Video Camera to be Surplus Property

Chief Boucher explained that the old video camera system for the squad cars is no longer used and that most other departments have also upgraded their systems too, with the exception of Kimball Police Department. They still use the Digital Ally system and could use another camera for in one of their squads. He added there is also other police equipment that is no longer being used by the department that Kimball could use in their squads. He stated that the Kimball Police Department would also like to donate a light bar to Cold Spring which would be used on one of the new squad cars.

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO DECLARE THE DIGITAL ALLY SQUAD CAMERA MODEL NUMBER DVM100RMT, SERIAL NUMBER 0620-0B25 AND EQUIPMENT, SERIAL NUMBERS 01F4-2287, CA07-3385, RADAR ENABLE SERIAL NUMBER 1FA81120-2146, AND UBLOX GPS ANTENNA SERIAL NUMBER 702229 TO BE SURPLUS PROPERTY AND TO DONATE SAID SQUAD CAMERA AND EQUIPMENT TO THE KIMBALL POLICE DEPARTMENT. MOTION PASSED 4-0.

C. Declare 911 EP Arrow Sticks to be Surplus Property

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO DECLARE THE THREE FOOT ARROW STICK 911 EP, MODEL NUMBER WL28R, SERIAL NUMBER AH0505AD0101 AND TWELVE INCH ARROW STICK 911 EP, MODEL NUMBER LS12RSW, SERIAL NUMBER AH0460AB0200 TO BE SURPLUS PROPERTY AND TO DONATE SAID PROPERTY TO THE KIMBALL POLICE DEPARTMENT. MOTION PASSED 4-0.

D. Declare Radar to be Surplus Property

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO DECLARE RADAR CONE, GENESIS BRAND, SERIAL NUMBER GK31248 AND RADAR WITH CONTROLLER, GENESIS BRAND, SERIAL NUMBER G18393, TO BE SURPLUS PROPERTY AND TO DONATE SAID PROPERTY TO THE KIMBALL POLICE DEPARTMENT. MOTION PASSED 4-0.

E. Declare Siren & Light Controller to be Surplus Property

MOTION WAS MADE BY STADTHER, SECONDED BY RAMLER, TO DECLARE A SIREN, DYNAMAX BRAND WITH NO SERIAL NUMBER AND A LIGHT CONTROLLER, TOUCHMASTER BRAND, MODEL NUMBER TM96, SERIAL NUMBER A10320, TO BE SURPLUS PROPERTY AND TO DONATE SAID PROPERTY TO THE KIMBALL POLICE DEPARTMENT. MOTION PASSED 4-0.

F. Accept Donation of Light Bar from Kimball Police Department

MOTION WAS MADE BY RAMLER, SECONDED BY STADTHER, TO ACCEPT THE DONATION OF A WHELEN LFL LIBERTY LIGHT BAR, MODEL NUMBER SL8RBB, FROM THE KIMBALL POLICE DEPARTMENT. MOTION PASSED 4-0.

G. K9 Replacement Plan

Chief Boucher explained that Abby is going to be 10 years old and that he would like to begin the process to replace her. He stated that the cost of a dog and training will be around \$8,000. He added that for the new dog he would like to pass the position of handler to another officer in the department. He stated that he believes that there is an individual that wants to donate to the canine replacement fund and that others will likely want to donate too. The Council agreed that the narcotic canine program is valuable and a great deterrent.

MOTION WAS MADE BY SCHMITZ, SECONDED BY STADTHER, TO PURSUE THE REPLACEMENT OF THE POLICE CANINE ABBY. MOTION PASSED 4-0.

H. Purchase of 2015 Chevy Impala Squad Car

Chief Boucher reported that the squad car ordered back in July is supposed to be delivered at the end of December. He stated that since there is such a delay he would like to place the order now for the squad car that is budgeted to be purchased in 2015. He stated that within the last couple of weeks the current squad cars have been in for several costly repairs.

MOTION WAS MADE BY RAMLER, SECONDED BY STADTHER, TO APPROVE THE ORDER AND PURCHASE OF A 2015 CHEVROLET IMPALA SQUAD CAR IN AN AMOUNT NOT TO EXCEED \$22,200.00 WITH THE FUNDS TO BE DRAWN FROM THE 2015 BUDGET. MOTION PASSED 4-0.

I. National Life Savers Conference

Chief Boucher reported that he has been selected as one of six officers from Minnesota to attend the National Life Savers Conference in March in Chicago, Illinois. He was nominated for his dedication to traffic safety. He stated that he will need to purchase his airline ticket, hotel, meals, etc. but that the State will reimburse him for those costs.

MOTION WAS MADE BY DINGMANN, SECONDED BY STADTHER, TO AUTHORIZE CHIEF CHRIS BOUCHER TO ATTEND THE NATIONAL LIFE SAVERS CONFERENCE TO BE HELD MARCH 14 - MARCH 17, 2015 IN CHICAGO, ILLINOIS. MOTION PASSED 4-0.

CITY ADMINISTRATOR REPORT

Hetland reported that the House and the Senate have both passed a bill to rename the post office in Cold Spring to the Tom Decker Memorial Post Office. He stated that it will just need to be signed by President Obama for final approval.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$467,637.21 AND SUPPLEMENTAL LIST TOTALING \$25,690.07 PRESENTED BY CITY STAFF. MOTION PASSED 4-0.

RECESS

At 7:34 pm the Council recessed until 7:45 pm, when the City Attorney joined the meeting.

WORKSHOP – CITY COUNCIL & CITY ATTORNEY

Councilors Ramler and Dingmann explained that they were appointed by the Council to interview City staff and make recommendations on improving the administrative function of the City. The following recommendations were stated.

1. City Administrator must be physically present in the City offices four hours a day during business hours and inform staff of the hours he will be in the office each week. In further discussion the Council agreed to change the recommendation to eight hours a day instead of four. They also stated that the City Administrator could attend meetings but should inform staff of when he would be attending meetings and when he'd be expect to be back to the office.
2. The Council packets should contain more detail about pending issues and background on issues before the Council.
3. The City Administrator should follow up on grant applications and reports to ensure a good relationship with grant authorities.
4. The City Administrator should return phone calls within a 24 hour period or assign them to another staff member to meet the 24 hour turnaround time. An electronic phone system was discussed so that calls missed would automatically be forwarded to his cell phone or email.
5. The City Administrator should ensure the job descriptions are updated by Kathleen Murphy and reviewed with all staff.
6. The City Administrator should identify routine tasks that can be completed in his absence by other members of the administrative staff.
7. The City Administrator should review which outside Boards and Commissions he is working on working with the City Council for approval.
8. The City Administrator and the Finance Director should be directed to be professional toward each other in the workplace and in all interactions with the public.
9. If the Finance Director does not fully understand a task which has been assigned, she should bring the matter to the City Administrators attention for further direction.

ADJOURN

MOTION WAS MADE BY RAMLER, SECONDED BY STADTHER, TO ADJOURN AT 8:40 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

Doug Schmitz, Mayor

Paul Hetland, City Administrator