

## **THURSDAY, MARCH 24, 2016 COLD SPRING CITY COUNCIL SPECIAL MEETING MINUTES**

Mayor Robert R. Thelen called the meeting to order at 6:30 p.m. The following City Council members were found to be present: Mayor Robert R. Thelen and Council Members Fran Ramler, Jan Dingmann, Dave Heinen and Jayme Knapp. Others present: Kris Dockendorf, Brian Lintgen, Kathleen Murphy, Rick Thompson, Jon Stueve, Heidi Stalboerger, Dan Weber and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE AGENDA OF THE MARCH 24, 2016 CITY COUNCIL SPECIAL MEETING. MOTION PASSED 5-0.

### **DISCUSS PAY EQUITY REPORT**

Kathleen Murphy from Murphy Management Consultants explained that she has provided assistance with submitting the City's pay equity report which is required every three years. She stated this year it appeared that the City would be in compliance when the report was initially generated. She explained that after receiving the report the State replied that the City could not use the interim pay rate for the three female employees who received an increase to their pay rate during the vacancy of the City Administrator position, as the State considers that pay rate as temporary. She stated that the report will need to be corrected and submitted again to the State by April 8<sup>th</sup>. She stated she then ran the compliance report using the regular rates of pay and the City will be out of compliance because it will not pass the underpayment ratio and will not pass the T-test. She stated that after the City resubmits the report on April 8<sup>th</sup>, the State will then give the City a notice that they are out of compliance and will provide recommendations to implement. She suggested making adjustments to the salary range for the Administrative Assistant I, Administrative Assistant II and Water & Wastewater Supervisor positions. She stated by doing this it would preserve the current structure of points and ranges and have less impact on the resulting compensation program review. She stated that actual salary adjustments could be determined at a later date, but the salary range adjustments would need to be made so that the report would pass when it gets resubmitted. She also stated that another option would be to request additional time in order to complete a compensation program review and re-file the report, although she stated the most time the State would give would be 90 days. The Council discussed the options provided, their desire to complete a city employee wage study, that employee contract negotiations will need to take place this year and that the City Administrator position will likely be filled within the next month. The Council agreed that since they have some time before the State will notify them of the non-compliance, they will make a decision on how to proceed at a future meeting.

### **DISCUSS CITY ADMINISTRATOR HIRING**

Dockendorf explained that the hiring committee for the City Administrator position had met several times and conducted interviews with two candidates. She explained that they have made an offer to one of the candidates and she has accepted it. She explained that if the Council was in favor of the terms that she would put approval of the hiring on the next agenda. She stated that this candidate is well educated, but has no experience being a city administrator. She stated that they have put together a plan to provide the tools and training that she would need to be successful in the position. Dockendorf explained the proposal to start her at a lower pay to begin with but increasing it gradually over the course of the first year. The starting pay would be \$65,000 and every three months she would receive an additional \$2,500 in compensation, so at the end of the first year her salary would be at \$75,000. The committee proposed having a three and six month review to evaluate her progress. Dockendorf stated that the candidate recently inquired about PTO also known as paid time off. Dockendorf explained the City's paid time off benefit including vacation and sick time. After some discussion the Council agreed to give her two weeks of vacation for her first year, with the condition that the vacation cannot be used until after three months of employment.

### **DISCUSS ROCORI TRAIL CONSTRUCTION BOARD REPRESENTATION**

Mayor Thelen stated that he would like to get the Council's philosophy on the administrative duties that are performed for various joint projects between the cities of Rockville, Richmond and Cold Spring. He stated that for the Rocori Trail Construction Board, the City of Rockville has been designated as the Treasurer and the Recorder duties have been yearly alternated between the City of Richmond and Rockville. These duties include taking minutes and preparing the meeting agendas. He stated that the Chairman duties get passed every year

between the three cities. He stated that this year the Recorder duties would be the responsibility of Cold Spring. City staff explained that the administrative duties for Tri-City Cable and the Children's Water Festival, which all three cities participate in, always fall on the City of Cold Spring, even though Cold Spring staff has requested that other cities take their turn in the duties and are continuously rejected. The Council discussed the matter and suggested that perhaps the Recorder duties should be outsourced and that all three cities share in the cost. After more discussion it was decided to wait until after the City Administrator position is filled to look at the duties and determine how to best share the roles with other cities.

### **DISCUSS FIRE CONTRACTS WITH TOWNSHIPS**

Councilor Heinen stated that for over a year representatives from Colledgeville and Wakefield Townships have indicated their interest in forming a Joint Powers Agreement where representatives from the respective townships, the City and Fire Department staff would meet together on a board to make decisions. Rick Thompson from Colledgeville Township stated that they would like to continue discussions towards creating a Joint Powers Agreement for fire and rescue services so that the townships would be better represented. Heidi Stalboerger from Wakefield Township stated that Wakefield Township would also be interested in it. She explained that Wakefield Township has a Joint Powers Agreement with the Chain of Lakes Fire and Rescue and described the benefits to the townships including that it provides a more equitable billing formula based on the past history of calls. The Council agreed that they would be open to continuing dialog with the Townships about a Joint Powers Agreement.

### **DISCUSS VACANT BANK LOTS**

Mayor Thelen stated that Granite Community Bank is still willing to sell the two vacant lots north of their old First National Bank building on Main Street at a discounted price, but only after the building itself is sold. He stated that the Bank is still offering the discounted price for the vacant lots and the building for \$250,000. He added that if the City is only interested in the vacant lots, the price would be \$59,000 for each vacant lot. It was stated that there is \$90,000 in the payment in lieu of parking fund. The Council discussed the desire to provide more downtown parking, and to connect it to the Subway and Post Office parking lot during construction this summer. The Council revisited the idea of purchasing all three parcels and demolishing the bank building. Mayor Thelen suggested that perhaps the parking areas could be leased instead of purchased. He offered to speak to Granite Community Bank about it, unless there were any objections, which there were none.

Mayor Thelen stated that Dan Steil with the EDA has secured a \$1,000 grant to help communicate with the public on the continuing status of the CSAH 2 project. He stated that the Cold Spring Area Chamber of Commerce was approached to see if they would be willing to facilitate the communication and receive the \$1,000. The Chamber was not overly interested in participating, which then lead to the discussion on how to best use the grant to provide the information to the public. The creation of a Facebook page, Twitter, Cold Spring Record, Channel 10, and the City website were all discussed. Mayor Thelen asked the Council to further consider how to best use the grant to communicate with the public.

### **DISCUSS MAIN STREET IMPROVEMENT PLANS**

Mayor Thelen stated that he fields many questions about the Main Street Improvement Project that will occur in 2017. He asked the Council if there are specific items that they want the City Engineer and the Planning Commission to keep in mind for when the Main Street Improvement project design starts. Items of importance to members of the Council were identified as infrastructure, limiting truck traffic, standards for business exteriors, maintaining parking on the street, consistency with design and streetscaping to tie into the Granite Landing Development and Red River Avenue and walkability. It was explained that once the CSAH 2 project commences, planning will begin for the Main Street project.

The discussion then moved into the former Kiess Chevrolet property on Main Street. Stueve stated that Mary Kiess indicated that they would be interested in selling this property. He explained that an updated report is needed to find out the exact environmental concerns that would need to be addressed for the property. Mayor Thelen stated that Scott Kiess had explained that there are actually two parcels that Kiess' are interested in selling for \$100,000 total. The other parcel is located on the block to the east of the Main Street property. The Council

discussed the Main Street property as a possible future location for Veterans Park and the other parcel as a potential spot for the Fire Department. The Council agreed to have further discussions about the property with the Kiess'.

The discussion then moved onto the City Hall complex and the Council's vision for the building. Councilor Heinen stated that he would like to see the Fire Department move out of the complex and the remaining departments would be able to share the space within the building. Councilor Dingmann stated that after the need assessment study is completed they would know more, but it would make the most sense to move out the Fire Department due to their unique needs, to keep the building one story and expand into the south parking lot if necessary while using the strip of land on the west side of the building for parking. Councilor Ramler stated that he agreed with Dingmann and wouldn't be opposed to the Police Department moving out of the building too if needed. Mayor Thelen stated that the City Hall complex is the ideal location for all the departments, so he proposed adding a second story to the building with the administrative offices on the top floor and the bottom floors could be public spaces. Councilor Knapp agreed with the other member's comments and added that workplace safety concerns should also be taken into consideration for staff and Council members. The Council also agreed that future needs should also be considered for the needs assessment study, not just present needs.

Mayor Thelen urged the Council to also think ahead about budget planning for next year which will begin in July.

Lastly, Mayor Thelen explained that he had two separate complaints about the City's Building Inspector. He stated that the two complaints are about how the Building Inspector has handled himself in two instances and the image that gives as he is a representative of the City. Dockendorf stated that she would be willing to speak to the Building Inspector to get his side of the situation. Mayor Thelen stated he would provide the specific information about the complaints to Dockendorf so that she could speak with him about it.

#### **GENERAL COMMENTS AND QUESTIONS**

The Council thanked Kris Dockendorf for her 30 years of service to the City of Cold Spring.

#### **ADJOURN**

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO ADJOURN AT 9:26 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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Robert R. Thelen, Mayor

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Kris Dockendorf, Acting City Administrator