

**TUESDAY, MARCH 8, 2016 JOINT COLD SPRING CITY COUNCIL AND PLANNING COMMISSION  
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. The following Planning Commission members were found to be present: Ann Harren. Absent: Rick Bohannon, Eric Nelson. Others present: Kris Dockendorf, Mark Dockendorf, Mary Kern, Brian Lintgen, Jon Stueve, Tammy Paczkowski, Reggie Fraley, Steve Paasch, Jim Wenner, Pat Wenner, Carl Wenner, Dan Weber and Angie Mueller.

**APPROVAL OF THE AGENDA**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE MARCH 8, 2016 CITY COUNCIL MEETING. MOTION PASSED 5-0.

**CONSENT AGENDA**

A. Minutes – February 23, 2016

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE FEBRUARY 23, 2016 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. Accept Resignation of Firefighter Justin Hellevik

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO ACCEPT THE RESIGNATION OF FIREFIGHTER JUSTIN HELLEVIK AND THANK HIM FOR HIS DEDICATED SERVICE. MOTION PASSED 5-0.

C. Approve One-Day Gambling License, Rocori Band Boosters

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE FORM LG220 APPLICATION FOR EXEMPT PERMIT TO CONDUCT ONE-DAY GAMBLING FOR ROCORI BAND BOOSTERS, INC. FOR A RAFFLE TO BE HELD APRIL 11, 2016 AT THE SIDE BAR AND GRILL; FURTHERMORE, TO WAIVE THE 30 DAY WAITING PERIOD FOR SAID PERMIT. MOTION PASSED 5-0.

D. Approval to Hire Firefighters

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE FIREFIGHTER HIRING COMMITTEE'S RECOMMENDATION TO FILL THREE CURRENT OPENINGS WITH MOLLY EGERMAN-BUERMAN, KEITH PLEKKENPOL, AND MATTHEW VANLITH, CONTINGENT UPON SUCCESSFUL COMPLETION OF THE STANDARD PHYSICAL EXAMINATION. MOTION PASSED 5-0.

**PLANNING COMMISSION MEETING CALLED TO ORDER**

Planning Commission Acting Chairman Dave Heinen called the Planning Commission meeting to order at 6:36 p.m.

**PUBLIC HEARING ON VARIANCES FOR THE WENNER COMPANY**

Acting Chairman Heinen opened the public hearing at 6:36 p.m. Reggie Fraley developer for the Wenner Company, gave a general overview of the variances being requested which are for the two parcels located north of the Rocori Trail. He explained that they reconfigured the layout of these lots to be able to provide a 30 foot setback on the north side of the lot, which abuts residential zoned property, and will be planted green space with trees. He explained that they moved the parking lots to the south of the buildings. Chairman Heinen called three times for those wishing to speak, after hearing none he closed the public hearing at 6:44 p.m. The Planning Commission agreed that moving the parking lots to the south side of the lots was a much better plan and stated their support of the green space abutting the residential property to the north.

**A. Wenner Company Variance for Parking Area Aisle Width – Resolution No. PC 2016-09**

It was explained that this variance request is for Lot 1, Block 1 of Wenner Retail Commons, which is zoned C-3 Highway-Commercial. City Code requires a two-way drive lane to be a width of 24 feet. The Wenner Company is requesting to construct a 14 foot parking area aisle along the south side of this property.

MOTION WAS MADE BY DINGMANN, SECONDED BY HARREN, TO APPROVE RESOLUTION NO. PC 2016-09, A RESOLUTION RECOMMENDING APPROVAL OF A PARKING AREA AISLE VARIANCE FOR THE WENNER COMPANY FOR LOT 1, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 3-0.

**B. Wenner Company Variance for Parking Area Aisle Width – Resolution No. PC 2016-10**

It was explained that this variance request is for Lot 2, Block 1 of Wenner Retail Commons, which is zoned C-3 Highway-Commercial. City Code requires a two-way drive lane to be a width of 24 feet. The Wenner Company is requesting to construct a 14 foot parking area aisle along the south side of this property.

MOTION WAS MADE BY DINGMANN, SECONDED BY HARREN, TO APPROVE RESOLUTION NO. PC 2016-10, A RESOLUTION RECOMMENDING A PARKING AREA AISLE VARIANCE FOR THE WENNER COMPANY FOR LOT 2, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 3-0.

**C. Wenner Company Variance for Parking/Paving Setbacks – Resolution No. PC 2016-11**

It was explained that this variance request is for Lot 1, Block 1 of Wenner Retail Commons. City Code requires a setback from any paving of five feet from commercial property. The five foot requirement would apply to the south side of the property. The Wenner Company is proposing a zero foot paving setback along the south side property.

MOTION WAS MADE BY DINGMANN, SECONDED BY HARREN, TO APPROVE RESOLUTION NO. PC 2016-11, A RESOLUTION RECOMMENDING APPROVAL OF A PARKING/PAVING SETBACK VARIANCE FOR THE WENNER COMPANY FOR LOT 1, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 3-0.

**D. Wenner Company Variance for Parking/Paving Setbacks – Resolution No. PC 2016-12**

It was explained that this variance request is for Lot 2, Block 1 of Wenner Retail Commons. City Code requires a setback from any paving of five feet from commercial property. The five foot requirement would apply to the south side of the property. The Wenner Company is proposing a zero foot paving setback along the south side property.

MOTION WAS MADE BY DINGMANN, SECONDED BY HARREN, TO APPROVE RESOLUTION NO. PC 2016-12, A RESOLUTION RECOMMENDING APPROVAL OF A PARKING/PAVING SETBACK VARIANCE FOR THE WENNER COMPANY FOR LOT 2, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 3-0.

**ADJOURN PLANNING COMMISSION MEETING**

MOTION WAS MADE BY DINGMANN, SECONDED BY HARREN, TO ADJOURN THE PLANNING COMMISSION MEETING AT 6:50 P.M. MOTION PASSED 3-0.

**WENNER COMPANY VARIANCES****A. Wenner Company Variance for Parking Area Aisle Width – Resolution No. 2016-15**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2016-15, A RESOLUTION APPROVING A PARKING AREA AISLE VARIANCE FOR THE WENNER COMPANY FOR LOT 1, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 5-0.

**B. Wenner Company Variance for Parking Area Aisle Width – Resolution No. 2016-16**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2016-16, A RESOLUTION APPROVING A PARKING AREA AISLE VARIANCE FOR THE WENNER COMPANY FOR LOT 2, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 5-0.

C. Wenner Company Variance for Parking/Paving Setbacks – Resolution No. 2016-17  
MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2016-17, A RESOLUTION APPROVING A PARKING/PAVING SETBACK VARIANCE FOR THE WENNER COMPANY FOR LOT 1, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 5-0.

D. Wenner Company Variance for Parking/Paving Setbacks – Resolution No. 2016-18  
MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2016-18, A RESOLUTION APPROVING A PARKING/PAVING SETBACK VARIANCE FOR THE WENNER COMPANY FOR LOT 2, BLOCK 1 WENNER RETAIL COMMONS. MOTION PASSED 5-0.

### **PUBLIC WORKS DIRECTOR REPORT**

#### **A. Approve Purchase of New Lawn Mower**

Stueve explained that the purchase of a new lawn mower for the Baseball Park had been budgeted for this year. He stated that staff will be traveling to check out the mower and if it checks out they would like to move ahead with the purchase. He explained that this is a specialized mower and the one it is replacing will be kept as it is still useful.

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO APPROVE THE PURCHASE OF A NEW LAWN MOWER FOR THE BASEBALL PARK FROM MTI DISTRIBUTING FOR \$11,500, FURTHERMORE, TO BE PAID FROM LINE ITEM 11-65-66-6714. MOTION PASSED 5-0.

#### **B. Pump Repairs**

Stueve explained that there are four RAS pumps that need to be serviced and two mixed liquor pumps. They may need new seals and new bearings. He stated that he received a servicing quote from Electric Motor Service in the amount of \$3,500 to \$3,600 per unit. He added that if there is any machining that needs to be done it will cost an additional \$2,000 per unit.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE QUOTE FROM ELECTRIC MOTOR SERVICE TO SERVICE THE PUMPS IN AN AMOUNT NOT TO EXCEED \$3,600 PER UNIT, FURTHERMORE, THAT THE COST WILL BE PAID FROM LINE ITEM 14-70-72-6314. MOTION PASSED 5-0.

#### **C. SCADA System Controls**

Stueve explained that there are some pieces for the SLC process controller for the SCADA system that are no longer made and that he would like to purchase refurbished pieces. He stated he has received a quote from Preferred Controls in the amount of \$3,075.

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE THE QUOTE FROM PREFERRED CONTROLS TO REFURBISH THE SCADA SYSTEM CONTROLS IN THE AMOUNT OF \$3,075. MOTION PASSED 5-0.

### **CITY ENGINEER REPORT**

#### **A. CSAH 2/Red River Avenue**

Lintgen gave a brief overview of the plans for the project. He stated that the project is scheduled to be advertised for bids the week of April 14<sup>th</sup> and that Stearns County will be handling that as the lead agency on the project.

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE RESOLUTION NO. 2016-19, A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING STEARNS COUNTY TO ADVERTISE FOR BIDS FOR THE “CSAH 2 RECONSTRUCTION PROJECT”. MOTION PASSED 5-0.

#### **B. Wells Update**

Lintgen explained that work continues with the Froehles on the purchase of the additional land needed for the well. He stated that a major sticking point is providing power to the well. He stated that it may be necessary to run the pipes and electric along the west side of the property instead of the east as originally planned. He explained that there are wetlands on the west side of the property and the City will need to do a wetland

delineation plan for that area. He estimated the cost to be \$2,200 to complete it and that it would then need to be approved by Stearns County.

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE A WETLAND DELINATION PLAN FOR THE WEST SIDE OF THE FROEHLE PROPERTY AT A COST NOT TO EXCEED \$2,200 PLUS THE EXPENSES FROM STEARNS COUNTY. MOTION PASSED 5-0.

**CITY ADMINISTRATOR REPORT**

**A. Approve Actuarial Study for Fire Relief Association**

Dockendorf explained that the Fire Department obtained two quotes for the actuarial study for the Relief Association and that the Council had previously decided that they would pay the cost of the study.

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE CONTRACTING WITH HILDI INCORPORATED TO DO AN ACTUARIAL STUDY FOR THE COLD SPRING FIRE RELIEF ASSOCIATION FOR THE YEAR ENDED 12-31-14, IN THE AMOUNT OF \$2,300, TO BE PAID FOR OUT OF ACCOUNTING FEES IN THE FIRE DEPARTMENT BUDGET. MOTION PASSED 5-0.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$65,528.35 AND SUPPLEMENTAL LIST TOTALING \$20,863.11 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADJOURN AT 7:37 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