

**City of Cologne
January 19, 2016**

Pursuant to due call and notice thereof, a regularly scheduled council meeting was held on Tuesday, January 19, 2016 at the Cologne Community Center. Mayor Scott Williams called the meeting to order at 7:00 p.m. Councilmembers Jeff McInnis, Don Meyer, Kyle Evenski and Carol Szaroletta were present. City Administrator Jesse Dickson, and City Clerk Sue Mueller, were present. City Engineer Jake Saulsbury was present.

City Administrator Jesse Dickson requested an addition and a change to the Consent Agenda; f) St. Bernard Liquor License March 6, 2016 and a Gambling Permit for March 6, 2016; d) and e) Cologne Baseball Association Temporary Liquor License and Gambling Permit date change from February 19, 2016 to March 11, 2016.

ADOPT AGENDA

Motion by Meyer, seconded by Szaroletta to approve the revised agenda. Motion passed unanimously.

ADOPT CONSENT AGENDA

- a) January 4, 2016 Council Meeting Minutes
- b) January 19, 2016 Expenditures
- c) January 12, 2016 Payroll
- d) Cologne Baseball Association Temporary Liquor License March 11, 2016
- e) Cologne Baseball Association Application to Conduct Gambling Excluded Bingo March 11, 2016
- f) St. Bernard Temporary Liquor License March 6, 2016
- g) St. Bernard Application for Gambling Permit March 6, 2016

Motion by Evenski seconded by Szaroletta adopt the consent agenda. Motion passed unanimously.

VISITORS PRESENTATIONS, PETITION AND CORRESPONDENCE

COUNCIL BUSINESS

a) Bolton & Menk, Kreg Schmidt Water Treatment Facility Project

City Engineer Kreg Schmidt presented plans for the proposed Water Treatment Facility Project. Three options for financing were presented:

1. Financing with a 20-year Loan & Fund with a Plant Charge and User Fee Increases.

Kreg Schmidt explained by implementing a "Plant Charge" and increasing the water rates approximately 8% the initial annual funding shortfall is estimated to be \$86,000.00. Pending future growth and subsequent rate increases, 2-3 years will be required before the Water Fund will fully support anticipated shortfall.

Schmidt reported the water fund balance currently is \$613,000 and generates between \$35,000 to \$40,000 per year in excess funds, and these funds could be used to offset any shortfall without reducing the water fund balance.

2. Finance with a 30-year Loan & Fund with a Plant Charge Only

Schmidt explained option two. By extending the bond term 10 years, the annual debt service is reduced by approximately \$99,000 to \$248,000 per year. This option is not guaranteed to be available. This option will theoretically cash flow with only the addition of a Plant Charge and without a significant increase in user rates.

3. Delay the Project

Schmidt explained by delaying the project the city may miss out on the low interest funding currently available. Schmidt reported a low interest loan through the PFA saves approximately \$69,000 per year with a cumulative \$1,400,000 over the life of the loan (for a 20 year term) versus conventional financing.

Kreg Schmidt reported there is a deadline of March 30, 2016 for final designs to be submitted to the MN Department of Health, the contract would be certified in June of 2016.

Motion by Evenski, seconded Meyer to proceed with both option one and option two for a Water Treatment Facility. Motion passed unanimously.

b) Open Public Works Position

City Administrator Jesse Dickson requested direction from the Council on the open Public Works position. Public Works employee Damon Klein was in attendance and reported he has taken on some duties that the Director of Public works had been doing. Damon reported some vendors are hesitant to approve items unless it comes from a Supervisor.

Mayor Scott William explained currently City Administrator Jesse Dickson and Damon Klein have been working together until a decision has been made on the position. Administrator Dickson explained at this time he recommends waiting to avoid any pay equity conflict with having a Public Works Supervisor and possibly hiring a Wastewater/Water Treatment operator.

City Administrator Jesse Dickson reported City Attorney Kelly Dohm drafted two job descriptions and two ads. The job descriptions are:

- Public Utilities Maintenance Worker
- Public Utilities Maintenance Supervisor.

City Administrator Jesse Dickson presented Resolution 16-02 Authorizing Advertisement for Full-time Public Works Position.

Motion by McInnis to approve the Public Utilities Maintenance Worker and Public Utilities Maintenance Supervisor Job Descriptions and Resolution No. 16-02 Authorizing Advertisement for both positions seconded Meyer. Motion passed unanimously.

c) Vos Construction

City Administrator Jesse Dickson recommended the Council approve the proposal from Vos Construction, Inc. to remove and replace the north walk door and west walk door at the Fire Department.

Motion by Evenski, seconded Szaroletta to approve the proposal from Vos Construction Inc., to repair/replace the north walk and west door at the Fire Department. Motion passed unanimously.

d) Accept Donations from Mr. Dale Applequist and the Cologne Fire Department Relief Association

City Administrator Jesse Dickson submitted Resolution No. 16-01 Accepting Donations for the following

- Mr. Dale Applequist \$500.00 to be donated to the Cologne Fire Department
- Cologne Fire Department Relief Association \$2762.00 to be used for the construction of new stairs at Fritz Field.

Motion by Evenski, seconded Meyer to approve Resolution No. 16-01 Accepting Donations from Mr. Dale Applequist and the Cologne Fire Department Relief Association. Motion passed unanimously.

e) Lion's Club CCC Rental

City Administrator Jesse Dickson and staff reported on an informal agreement that was agreed upon between the City of Cologne and the Cologne Lions Club regarding the use of the facilities for events in exchange for a donation from the Lions of \$3,000.00 to the city. Brenda Good, Administrative Assistant/Event Coordinator explained in an e-mail the number of rentals was undetermined in 2014. Staff is requesting direction on when the Cologne Lions should start being charged for the rental of the Community Center.

City Administrator Jesse Dickson recommended at the least a damage deposit should be received prior to an event. Councilmember Don Meyer suggested a \$200 deposit be kept for the year to cover any damage. Mayor Scott William thought at one point each organization received one free rental a year. Staff is directed to check documentation regarding usage of the Community Center by organization. No action was taken.

f) Approve 2016 Appointments

Motion by Evenski, seconded Szaroletta to approve the 2016 Appointments. Motion passed unanimously.

BOARD REPORTS

a) Resolution No. 16-03 Approving 2016 Hourly Employee Wage Market Rate Adjustments

City Administrator Jesse Dickson reported he contacted Springsted Inc regarding having a salary scale/step study done. Dickson explained by the February 1st Council meeting he will provide more information on the cost of having a study done.

Mayor Scott Williams explained the Personnel Committee reviewed the last three to four years of salary history and recommended the Market Rate Adjustments for 2016 should be between 1-3%. Councilmember Jeff McInnis recommended adjustments should be based on set goals and achievements to be met.

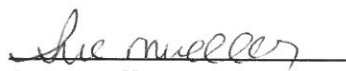
Motion by McInnis, seconded Szaroletta to approve Resolution No. 16-03 Approving 2016 Hourly Employee Wage Rate Adjustments. Motion passed unanimously.

ANNOUNCEMENTS


ADJOURN MEETING

Motion to adjourn by Evenski, seconded by McInnis to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,


Sue Mueller, City Clerk

ATTEST:


Scott Williams, Mayor