

City of Cologne
April 4, 2016

Pursuant to due call and notice thereof, a regularly scheduled council meeting was held on Monday, April 4, 2016 at the Cologne Community Center. Mayor Scott Williams called the meeting to order at 7:00 p.m. Councilmembers Kyle Evenski, Don Meyer and Carol Szaroletta were present. Councilmember Jeff McInnis was absent. City Administrator Jesse Dickson and City Clerk Sue Mueller were present.

ADOPT AGENDA

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

ADOPT CONSENT AGENDA

- a) March 21, 2016 Council Meeting Minutes
- b) April 4, 2016 Expenditures
- c) March 21, 2016 Payroll

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

VISITORS PRESENTATIONS, PETITION AND CORRESPONDENCE

COUNCIL BUSINESS

- a) **Resolution No. 16-12 Appointing Utility Billing Clerk/Administrative Assistant**
City Administrator Jesse Dickson updated the Council on having office staff pickup extra time to cover the work load due to the Administrative Assistant/Event Coordinator resignation. City Administrator Jesse Dickson recommended the Council approve Resolution No. 16-12 Appointing Lori Kasel as the Utility Billing/Administrative Assistant as a Full Time Employee with pro-rated vacation/sick-time.

Council recommended having Lori Kasel be at the next Council meeting, April 18, 2016 to discuss the job responsibilities and receive input from her.

Motion by Evenski to table Resolution No. 16-12, seconded Szaroletta. Motion passed unanimously.

- b) **Resolution No. 16-13 Approving Use of City Parcel**
City Administrator Jesse Dickson reported on the property at 405 Pleasant St E it is currently landlocked by City parcel (40-132500) the property owner of 405 Pleasant St E is requesting using the city parcel to construct access to their home.

Motion by Evenski to approve Resolution No. 16-13 Approving use of City Parcel 40-132500, seconded Meyer. Motion passed unanimously.

c) Resolution No. 16-14 Approve Increasing Boots and Cell Phone Allowance for Public Works

City Administrator Jesse Dickson recommended Council approve an increase to the public works allowance for annual boot allowance from \$50.00 to \$100.00. and an increase of cell phone reimbursement from \$12.00/per pay check to \$50.00/per month. The change would be reflected in the Employee Policy book under Section 43-reimbursable Expenditures.

Motion by Meyer to approve Resolution No. 16-14 Approving the Increase to Public Works Boots and Cell Phone Allowance, seconded Szaroletta. Motion passed unanimously.

d) CCC Gym/Fitness Center/Facility Use

City Administrator Jesse Dickson updated the Council staff has received requests by residents and fitness center user about the use of the gym. Currently the city charges \$22.50/hr for the use of the gym or \$10.00/hr if hosting a fitness class. Dickson requested direction on whether Council would consider allowing fitness members access to the gym. Issues reported were regarding allowing access to parts of the facility unchecked, with billing procedures and policing gym use when the Cologne Community Center is rented out.

Tabled

e) 212 Bill Board Revisited

City Administrator Jesse Dickson reported after discussions with a representative from Lamar the city has an opportunity to keep the billboard up and benefit the City. Dickson reported rather than trying to bring up the lease price, the city could have an ad space on the west facing side part of the year, as well as collect a lease payment from Lamar. This could create a way to advertise the Cologne Community Center or events in the City at no cost to the city.

Councilmember Kyle Evenski requested staff research what other Communities are doing.

Tabled

f) Cologne Lions CCC Rental Revisited

City Administrator Jesse Dickson reviewed the Cologne Lions rental for the Cologne Community Center and recommended a decision on whether the Cologne Lions would continue to receive free rentals, but be required to sign a lease agreement and a damage deposit.

Council recommend having the Cologne Lions pay a \$250 damage deposit annually and provide proof of insurance.

Motion by Meyer to continue to not charge the Cologne Lions for the rental of the facility, but require a lease agreement, \$250.00 damage deposit annually, and require proof of insurance, seconded Szaroletta. Motion passed unanimously.

g) Quality Flow Lift Station Repairs

City Administrator Jesse Dickson reported the public works staff is requesting repairs for the following:

- The main lift station two concerns
 - Exposed electrical wires in the lift station is a safety hazard, cost to repair \$2,760.00 plus tax.
 - Expanding the access cover, cost to expand \$5,876.00.

Motion by Meyer to approve the repair of the electrical wires at the lift station at a cost of \$2,760.00, seconded Szaroletta. Motion passed unanimously.

h) City Square Park Sandbox

City staff is requesting information regarding the sandbox at City Square Park. Administrator Dickson reported the public works department explained without a border around the sandbox the sand is continually washing down the hill. Options presented were to install treated lumber or plastic forms. Mayor Scott Williams reported other options would be curb edging, railroad ties, landscape blocks. It was recommended staff contact the Cologne Baseball team to see if they would be interested in assisting with the sandbox issue.

i) Memorial Tree/Bench in honor

City Clerk Sue Mueller reported on pricing for a blue spruce tree as a memorial to former city employee Jeff Wilding. Two quotes were received from Kahnke Farm \$575.00 and Waconia Tree Farm of \$385.00.

City Clerk Mueller reported on possibly using some of the recycling reimbursement the city receives toward providing a memorial bench in the area where a tree could be planted.

Mayor Scott Williams and Councilmember Don Meyer recommended contacting Wilson Nursery in New Germany for a price on the tree.

Tabled

BOARD REPORTS

ANNOUNCEMENTS

ADJOURN MEETING

Motion to adjourn by Szaroletta seconded by Evenski to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

Sue Mueller

Sue Mueller, City Clerk

ATTEST:

Scott Williams

Scott Williams, Mayor