



## City Council Meeting Agenda

Monday, March 5, 2018 - 7:00 PM

Cologne Community Center, 1211 Village Parkway

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### Vision Statement

*The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.*

Mayor: Matt Lein  
Councilmember: Sarah Bruss  
Councilmember: Kyle Evenski  
Councilmember: Don Meyer  
Councilmember: Carol Szaroletta

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**NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 7:00 PM.**

- 1. CALL MEETING TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**
- 5. ADOPT CONSENT AGENDA**

Items listed below are considered routine and non-controversial by the Council. There will be no separate discussion of these items unless requested by a Councilmember, Staff or Citizen. If removed, the item will be discussed at the end of the regular agenda.

- a. February 20, 2018 Minutes
- b. February 20, 2018 Special Meeting Minutes
- c. March 5, 2018 Check Summary Register

- d. February 20, 2018 Payroll
- e. Water Treatment Facility Pay App #17

**6. COUNCIL BUSINESS**

- a. Planning Commission Vacancy

**7. BOARD REPORT**

- a. Fire Department Command Vehicle Presentation (Tour to follow meeting)

**8. ANNOUNCEMENTS**

**9. ITEMS REMOVED FROM THE CONSENT AGENDA**

**10. ADJOURN**

**CALENDAR OF EVENTS/MEETINGS**

March 19	Monday	7:00 PM City Council Meeting
April 2	Monday	6:00 PM Planning Commission Meeting
April 2	Monday	7:00 PM City Council Meeting

City of Cologne City Council  
Meeting Minutes  
*Tuesday, February 20, 2018 - 7:00 PM*  
*Cologne Community Center, 1211 Village Parkway*

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1. CALL MEETING TO ORDER & ROLL CALL

Mayor Matt Lein Called the meeting to order at 7:00 p.m. Councilmembers Bruss, Evenski, Meyer, Szaroletta were present. Also present: City Administrator Jesse Dickson, and Fire Chief Nick Joos.

- 2. PLEDGE OF ALLEGIANCE
- 3. ADOPT AGENDA

**MOTION BY COUNCILMEMBER MEYER TO ADOPT THE AGENDA. SECONDED BY COUNCILMEMBER SZAROLETTA. MOTION CARRIED UNANIMOUSLY.**

- 4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE
- 5. ADOPT CONSENT AGENDA

- a. February 5, 2018 Minutes
- b. February 20, 2018 Payroll
- c. February 7, 2018 - February 20, 2018 Check Summary Register
- d. Resolution 18-02 Accepting Donations
- e. Water Treatment Facility Pay App #16

**MOTION BY COUNCILMEMBER SZAROLETTA TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILMEMBER MEYER. MOTION CARRIED UNANIMOUSLY**

- 6. COUNCIL BUSINESS
  - a. Chief Nick Joos, Cologne FD  
-Vacant Captain position recommendation

Chief Joos appeared before the City Council to recommend a candidate for the vacant Captain position. Joos reported that there were three candidates and

recommended giving the EMS Captain 3 position to Damon Klein for the remainder of the 2018 appointment.

**MOTION BY COUNCILMEMBER BRUSS TO APPROVE CHIEF JOOS' RECOMMENDATION OF DAMON KLEIN FOR THE VACANT CAPTAIN 3 POSITION. SECONDED BY COUNCILMEMBER MEYER. MOTION CARRIED UNANIMOUSLY.**

-Update on radios grant and command vehicle

Chief Joos reported that the radios are ready and training will be able to begin within the next couple weeks. Chief Joos is going to work with City Administrator Dickson to figure out the insurance implications of adding the new equipment. The command vehicle is complete and in the Fire and Rescue Station. Chief Joos will be providing the City Council with a policy for the use of the vehicle. Neighboring cities were consulted for policy recommendations. The Command Vehicle will be available for the Council to view at the March 5th City Council meeting.

b. John Hendel & Don Smith, Benton Lake Watershed Conservancy

John Hendel and Don Smith appeared to discuss the Benton Lake cleanup. Mr. Smith reported on the awards and grants that have been received and the work that has been done through the Conservancy. Mr. Smith presented a memo with a list of recommendations for the City, County, and Conservancy to follow beginning in 2018. Recommendations included continued carp removal, introduction of predator fish, and the installation of an aerator.

Mr. Smith explained that the City would need to take ownership of the aerator and place signs in advance of the installation.

Mr. Smith petitioned the Council to support the cleaning of the lake as the lake has deteriorated over the generations. Mr. Smith reported that an aerator in a nearby community has been successful at keeping the lake healthy. Maintenance for aerators is minimal. An aerator can potentially be used year-round to avoid the maintenance of having to remove and replace the aerator intermittently.

Mr. Hendel suggested running the aerator off of the same power that the lift station on Benton Lake utilizes. Mr. Hendel said that he hopes another carp kill and the introduction of predator fish would keep the carp at bay.

Andrew Dickhart from the CCWMO reported that there were several fish seen this year that had been introduced into the lake several years ago.

Mr. Dickhart expressed the County's interest in the plan that Mr. Smith presented. Mr. Dickhart said that with the Conservancy's and the City's

partnerships, the County can continue to remove carp.

Councilmember Evenski expressed his concern that the potential placement of the aerator could end up favoring certain portions of the lake and voiced his interest in seeing the entirety of Benton Lake focused on through the process.

Mr. Dickhart reported that introducing fish would cost around \$1 per fish, and that an aerator will most likely cost several thousand dollars.

Mr. Hendel suggested introducing fish as soon as the ice is out.

c. Capital Improvement Plan

Chief Joos reported that he had reviewed the Capital Improvement Plan and considered it to be complete and in line with the plan that the Fire Department presented in 2017.

Chief Joos explained the process that the FD is currently going through to be able to prepare bid documents for a new tanker for the City Council to review.

**MOTION BY COUNCILMEMBER SZAROLETTA TO APPROVE THE CAPITAL IMPROVEMENT PLAN. SECONDED BY COUNCILMEMBER MEYER. MOTION CARRIED UNANIMOUSLY.**

d. Cologne Finance Policies

**MOTION BY COUNCILMEMBER SZAROLETTA TO ADOPT THE CAPITAL IMPROVEMENT PLAN POLICY. SECONDED BY COUNCILMEMBER EVENSKI. MOTION CARRIED UNANIMOUSLY.**

**MOTION BY COUNCILMEMBER MEYER TO ADOPT THE DEBT MANAGEMENT POLICY. SECONDED BY COUNCILMEMBER BRUSS. MOTION CARRIED UNANIMOUSLY.**

**MOTION BY COUNCILMEMBER BRUSS TO ADOPT THE INVESTMENT POLICY. SECONDED BY COUNCILMEMBER SZAROLETTA. MOTION CARRIED UNANIMOUSLY.**

**MOTION BY COUNCILMEMBER BRUSS TO ADOPT THE RESERVE POLICY. SECONDED BY COUNCILMEMBER MEYER. MOTION CARRIED UNANIMOUSLY.**

e. Exmark Trade-in Program

City Administrator Dickson presented a memo regarding the exmark trade-in program. This would add another exmark and continue the trade-in program going forward. This is the same program that the City of Cologne has been utilizing for several years.

**MOTION BY COUNCILMEMBER MEYER TO APPROVE THE UFC EXMARK TRADE-IN QUOTE. SECONDED BY COUNCILMEMBER BRUSS. MOTION CARRIED UNANIMOUSLY.**

f. CCC Chairs

City Administrator Dickson presented a memo requesting the purchase of 38 additional chairs for the CCC. The additional chairs would make it possible for the Community Center to host large events without needing to bring additional chairs from the Fire and Rescue Station.

**MOTION BY COUNCILMEMBER BRUSS TO APPROVE THE KI QUOTE FOR \$3,141.16. SECONDED BY COUNCILMEMBER SZAROLETTA. MOTION CARRIED UNANIMOUSLY.**

g. Summer Help 2018

-Position Description

-Job Announcement

-Resolution 18-03 Approving Advertisement

**MOTION BY COUNCILMEMBER MEYER TO APPROVE THE POSITION DESCRIPTION, ANNOUNCEMENT, AND RESOLUTION 18-03. SECONDED BY COUNCILMEMBER SZAROLETTA. MOTION CARRIED UNANIMOUSLY.**

h. M&M Home Contractors Letter of Intent (TBP)

City Administrator Dickson informed the City Council on the process of entering into a letter of intent with M&M Home Contractors for the sale of the City shed and parcel by Fritz Field. Within the letter were terms set forth by M&M requesting the City provide funding for public utilities that would require

upgrading. M&M is also requesting to receive TIF assistance through the redevelopment of the project. City Administrator Dickson reported that, if the City provided the utilities, those expended dollars could be recouped through the potential TIF district that is being requested.

The City Council directed Staff to continue pursuing the letter of intent, pursuant to to changing certain languages, specifically adding that the City would participate in such a deal with around 5-7 years for payback assuming TIF is approved.

7. BOARD REPORT
  - a. January Sheriff's Report
8. ANNOUNCEMENTS
  - a. Cologne Received Wastewater Treatment Facility Operation Award
9. ITEMS REMOVED FROM THE CONSENT AGENDA
10. ADJOURN

**MOTION TO ADJOURN THE MEETING AT 8:30 BY COUNCILMEMBER BRUSS. SECONDED BY COUNCILMEMBER SZAROLETTA. MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted:

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Jesse Dickson, City Administrator

Attest:

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Matt Lein, Mayor

City of Cologne City Council  
Special Meeting Minutes  
*Tuesday, February 20, 2018 - 6:00 PM*  
*Cologne Community Center, 1211 Village Parkway*

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1. CALL MEETING TO ORDER & ROLL CALL

Mayor Matt Lein called the special meeting to order at 6:00 p.m. Councilmembers Bruss, Evenski, Meyer, and Szaroletta were present. Also present: City Administrator Jesse Dickson and Patty Kettles from Springsted.

2. Patty Kettles, Springsted - Capital Improvement Plan and Financing Policies Workshop

Patty Kettles appeared to present the capital improvement plan, attached memo, and financial policies. Ms. Kettles explained the aspects of the plan including the equipment and street reconstruction. The Capital Improvement Plan is intended to be paid for through a combination of equipment bonds, general obligation bonds, and user fees. Also noted was the revenue that is received from the townships that are protected by the Cologne Fire and Rescue Department that would be applied to the equipment bonds that are issued for Fire and Rescue equipment.

Evenski noted that over 10 years, a \$300,000 house is only projected to see a cumulative increase of \$70 to their City share of their taxes due to the fluctuation in debt service over the life of the CIP.

Ms. Kettles presented the financial policies and explained their impact on previous and future rating calls.

ADJOURN

**MOTION BY COUNCILMEMBER SZAROLETTA TO ADJOURN THE MEETING.  
SECONDED BY COUNCILMEMBER MEYER. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted:

Attest:

\_\_\_\_\_  
Jesse Dickson, City Administrator

\_\_\_\_\_  
Matt Lein, Mayor



CITY OF COLOGNE

\*Check Summary Register©

March 2018

Name	Check Date	Check Amt	
<b>10100 Checking</b>			
Paid Chk# 022822	AMERICAN PRESSURE INC.	3/5/2018	\$1,155.28 Street Supplies
Paid Chk# 022823	CENTERPOINT ENERGY	3/5/2018	\$1,366.63 Utilities-Gas
Paid Chk# 022824	CENTRAL FIRE PROTECTION, IN	3/5/2018	\$557.00 Annual Maintenance
Paid Chk# 022825	DI-MAR CONSTRUCTION, INC.	3/5/2018	\$367,277.03 Payr Request #16 WTF
Paid Chk# 022826	DIRECTV	3/5/2018	\$179.51 Satilite Radio
Paid Chk# 022827	DVORAK, SONJA	3/5/2018	\$50.00 Refund Deposit
Paid Chk# 022828	DWK CLEAN WATER SERVICES,	3/5/2018	\$1,020.00 WWTP Monthly Fee
Paid Chk# 022829	EMERGENCY APPARATUS MAIN	3/5/2018	\$1,848.93 CFD- Equipment
Paid Chk# 022830	EMTS	3/5/2018	\$2,100.00 EMT Refresher
Paid Chk# 022831	EMERGENCY RESPONSE SOLU	3/5/2018	\$583.76 CFD - Operating Supplies
Paid Chk# 022832	EVERSON'S HARDWARE HANK I	3/5/2018	\$7.80 Parts
Paid Chk# 022833	GILBERT MECHANICAL CONTRA	3/5/2018	\$1,894.15 CCC-Building Maintenance
Paid Chk# 022834	GREG'S HARDWARE	3/5/2018	\$220.00 Operating Supplies
Paid Chk# 022835	LENZEN CHEVROLET-BUICK, IN	3/5/2018	\$467.33 CFD-Vehicle Supplies
Paid Chk# 022836	LEYMAR COMPANIES	3/5/2018	\$733.00 Annual Renewal-Laserfische
Paid Chk# 022837	LOFFLER-131511	3/5/2018	\$77.94 Monthly Copier Lease
Paid Chk# 022838	MELCHERT, HUBERT, SJODIN, P	3/5/2018	\$2,167.50 CFD-Legal Fees (New Applicants
Paid Chk# 022839	MEUWISSEN, SCOTT	3/5/2018	\$50.00 Refund Deposit
Paid Chk# 022840	MID-AMERICAN RESEARCH CHE	3/5/2018	\$207.31 Operating Supplies
Paid Chk# 022841	MID COUNTY CO-OP	3/5/2018	\$1,372.00 Fuel
Paid Chk# 022842	MN DEPT OF HEALTH	3/5/2018	\$1,043.00 Qtrly Fee
Paid Chk# 022843	MN VALLEY ELECTRIC COOPER	3/5/2018	\$177.84 Utilities-Electricity
Paid Chk# 022844	MN VALLEY TESTING LABS	3/5/2018	\$278.00 Analysis
Paid Chk# 022845	NORTH CENTRAL INTL INC	3/5/2018	\$424.49 CFD - Vehicle Maintenance
Paid Chk# 022846	QUALITY FLOW SYSTEMS, INC	3/5/2018	\$5,150.00 WWTP - Valve Repair
Paid Chk# 022847	QUILL	3/5/2018	\$28.26 Office Supplies
Paid Chk# 022848	RANDYS SANITATION INC	3/5/2018	\$532.38 Sanitation Service
Paid Chk# 022849	SCHMITT BRAD	3/5/2018	\$50.00 Refund Deposit
Paid Chk# 022850	WILLEMS CABINETS & WOODW	3/5/2018	\$65.00 CCC-Building Repairs
Paid Chk# 022851	XCEL ENERGY	3/5/2018	\$7,067.10 Utilities-Electricity
Paid Chk# 022853	SPRINGSTED INCORPORATED	2/5/2018	\$2,075.00 2017 Consulting Fees
<b>Total Checks</b>			<b>\$400,226.24</b>

FILTER: None

**City of Cologne, Payroll Sales Tax March 5, 2018**

<b>City of Cologne, Payroll - Payments</b>				
EMPLOYEE	2/20/18	EFT	\$8,268.76	February 20, 2018 Payroll
IRS	2/20/18	EFT	\$3,139.24	February 20, 2018 Payroll
MN DEPT OF REVENUE	2/20/18	EFT	\$587.85	February 20, 2018 Withholding
PERA	2/20/18	EFT	\$1,799.90	February 20, 2018 Payroll
MN DEPT OF REVENUE	02/21/18	EFT	\$673.00	January Sales Tax Due
		<b>Total</b>	<b>\$14,468.75</b>	





**BOLTON  
& MENK**

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## MEMORANDUM

**Date:** February 28, 2018  
**To:** Mayor and City Council  
Jesse Dickson, City Administrator  
**From:** Jon Peterson, P.E., Project Engineer JDP  
**Subject:** Water Treatment Facility Contract - Di Mar Construction Inc.  
Pay Request No. 17  
City of Cologne, Minnesota  
Project No.: C12.110681

### INTRODUCTION

Pay Request No. 17 for the above-referenced project in the amount of \$395,468.00 is being submitted for approval.

### DISCUSSION

This pay application covers work completed on the project through February 28, 2018. The Contractor is working on completing all interior work in preparation for beginning of startup operations at the facility in March. We recommend approval of the attached Request for Payment No.17

### BUDGET IMPACT

This expenditure is part of the overall water system improvements and will be covered by the PFA loan proceeds.

### ACTION REQUESTED

Approve the attached pay request from Di-Mar Construction, Inc. in the total amount of \$395,468.00.



DI-MAR CONSTRUCTION, INC.									
SCHEDULE OF VALUES									
DISCRIPTION	SCHEDULE OF VALUES	PREVIOUS APPLICATION	THIS APPLICATION	MAT'L STORED	COMPLETED TO DATE	% COMPLETE	Seventeen		BALANCE
							DATE	2/28/2018	
General Conditions	288,000.00	224,640.00	28,800.00	-	253,440.00	88%	-	-	-
Bonds and Insurance	55,000.00	55,000.00	-	-	55,000.00	100%	-	-	34,560.00
Mobilization	42,000.00	42,000.00	-	-	42,000.00	100%	-	-	-
Allowances	425,000.00	159,339.74	-	-	159,339.74	-	-	-	265,660.26
Site Utilities	645,000.00	524,498.81	-	-	524,498.81	68%	-	-	120,501.19
Landscaping	24,000.00	-	-	-	-	-	-	-	24,000.00
Earthwork @ Bldg	205,000.00	188,600.00	10,250.00	-	198,850.00	97%	-	-	6,150.00
Earthwork @ Bkwash Tank	21,000.00	19,950.00	1,050.00	-	21,000.00	100%	-	-	-
Concrete Reinforcing Steel	225,000.00	209,250.00	15,750.00	-	225,000.00	100%	-	-	-
Concrete Construction	496,000.00	461,280.00	34,720.00	-	496,000.00	100%	-	-	-
Precast Planks	79,000.00	79,000.00	-	-	79,000.00	100%	-	-	-
Precast Double Tees	52,000.00	52,000.00	-	-	52,000.00	100%	-	-	-
Masonry	665,000.00	665,000.00	-	-	665,000.00	100%	-	-	-
Misc Metals	89,000.00	89,000.00	-	-	89,000.00	100%	-	-	-
Rough Carpentry	26,000.00	26,000.00	-	-	26,000.00	100%	-	-	-
Arch. Millwork	75,000.00	-	75,000.00	-	75,000.00	100%	-	-	-
Perimeter Insulation	9,450.00	9,450.00	-	-	9,450.00	100%	-	-	-
Damproofing	12,650.00	12,650.00	-	-	12,650.00	100%	-	-	-
CMU Vapor Barrier	60,000.00	60,000.00	-	-	60,000.00	100%	-	-	-
Roofing/Sh Metal/ Siding	107,000.00	83,460.00	23,540.00	-	107,000.00	100%	-	-	-
Caulking	25,000.00	5,000.00	15,000.00	-	20,000.00	80%	-	-	5,000.00
Hollow Metal Doors	49,100.00	44,681.00	1,964.00	-	46,645.00	95%	-	-	2,455.00
Windows	25,000.00	25,000.00	-	-	25,000.00	100%	-	-	-
Ceramic and Quarry Tile	6,500.00	6,500.00	-	-	6,500.00	100%	-	-	-
Resilient Floors	3,000.00	-	-	-	-	-	-	-	3,000.00
Acoustical Ceilings	4,200.00	-	3,780.00	-	3,780.00	90%	-	-	420.00
Painting	150,000.00	43,500.00	52,500.00	-	96,000.00	64%	-	-	54,000.00

Water Treatment Plant  
Cologne, MN

