



City Council Meeting Agenda

Monday, April 3, 2023 7:00 PM

Cologne Community Center, 1211 Village Parkway

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: Carol Szaroletta

Councilmember: Sarah Bruss

Councilmember: Rachel Lenzen

Councilmember: Nathan Kells

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. **March 20, 2023 City Council Minutes**
- b. **April 3, 2023 Check and EFT Payment Register**
- c. **March 28, 2023 Payroll Summary**
- d. **Q1 Cologne Fire Department Payroll Summary**
- e. **Republic Services Haulers License Renewal**
- f. **Waste Management Haulers License Renewal**

6. NEW COUNCIL BUSINESS

- a. Resolution 23-07 Ordering Improvements
- b. Comcast Cologne Presentation
- c. Cologne Baseball Association 2023 Improvements Request
- d. Resolution 23-08 Approving Advertisement for Utility Billing Clerk/Administrative Assistant
 - i. Utility Billing Clerk/Administrative Assistant Job Description
- e. 2023 Strategic Plan

7. BOARD REPORTS

8. ANNOUNCEMENTS

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADJOURN

CALENDAR OF EVENTS/MEETINGS

April 17	Monday	7:00PM City Council Meeting
April 29	Saturday	CFDRA Steak Fry
May 1	Monday	6:00PM Planning Commission Meeting
May 1	Monday	7:00PM City Council Meeting



City Council Meeting Minutes

Monday, March 20, 2023 7:00 PM

Cologne Community Center, 1211 Village Parkway

Vision Statement

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Mayor: Matt Lein

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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

Acting Mayor Sarah Bruss called the meeting to order at 7:00 PM. Councilmembers Bruss, Kells, Lenzen and Szaroletta were present. Also present were City Administrator Jesse Dickson, City Clerk Michelle Morrison and City Engineer Jake Saulsbury from Bolton Menk. Mayor Lein was absent.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Motion by Councilmember Kells to adopt the agenda, second by Councilmember Bruss. Motion carried 4-0.

4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

a. Karly Werner – Comcast

Karly Werner, Sr. Director of Government Affairs for Comcast came before the Council to introduce herself and Comcast's interest to bring services to Cologne. She would like to meet with city staff and the public works department to discuss. The consensus of the Council was to move forward with the discussion and come to a future meeting.

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. March 6, 2023 City Council Minutes**
- b. March 20, 2023 Check and EFT Payment Register**
- c. March 14, 2023 Payroll Summary**
- d. Cologne Lions Gambling Permit**
- e. Cologne Lions Temporary Liquor License**
- f. Resolution 23-05 Accepting Donation**
- g. Resolution 23-06 Advertising for Seasonal Public Works**

Motion by Councilmember Lenzen to approve the consent agenda, second by Councilmember Szaroletta. Motion carried 4-0.

6. NEW COUNCIL BUSINESS

- a. Benton Creek Area Road Project**
 - i. PUBLIC HEARING: Improvement Hearing for Assessments**

Councilmember Kells made a motion to open the public hearing, second by Councilmember Lenzen. Motion carried 4-0. City Engineer Jake Saulsbury presented a PowerPoint presentation on the scope of the Benton Creek area road project, properties impacted, work completed to date, cost estimates, assessments, funding timeline and next steps. He then opened the floor to questions. After all questions were answered, Councilmember Kells made a motion to close the public hearing, second by Councilmember Lenzen. Motion carried 4-0.

- b. Fire Department Apparatus Purchase**

Fire Chief Chad Vos updated the Council on the need for a tanker truck to replace the 40 year old tanker currently in use, and the long timeline to receive delivery. Councilmember Kells made a motion approving the down payment for a 2,000-gallon, single axle tanker, and authorizing city staff to negotiate and enter into a contract, second by Councilmember Lenzen. Motion carried 4-0.

- c. VFW Park Redevelopment Proposal**

City Clerk Michelle Morrison updated the Council on a phone conversation she and Councilmember Kells had with Bailey Wolf at Flagship Recreation clarify questions from the last Council meeting about installation charges and pricing, correcting the structures

to be purchased, an optional bid with woodchips instead of Pour in Place Surfacing. and getting new bids reflecting the discussion. After discussion, Councilmember Kells made a motion to accept the March 16, 2023 Landscape Structures bid of \$93,880 and the Flagship Recreation bid of \$120,057.53 for VFW Park, second by Councilmember Szaroletta. Motion carried 4-0.

d. Winkler Crossing 3rd LoC Reduction Request

City Administrator Dickson reviewed the request from Loomis homes for release of the balance on the Letter of Credit for Winkler Crossing 3rd. The project is substantially complete and warrantied are in place with the contractors. Motion by Councilmember Lenzen to release the balance of the Letter of Credit for Winkler Crossing #rd, second by Councilmember Kells. Motion carried 4-0.

e. Carver County Smart Water Program Agreement

City Administrator Dickson reviewed a program being offered by Carver County whereby cities can enroll in a program that allows their residents to purchase smart water irrigation systems that better control the amount of water residents use for irrigation. After discussion, it was agreed that Mr. Dickson would talk further with the County and provide options at a future council meeting.

7. BOARD REPORTS

a. Lion's Park Purchase

Administrator Dickson updated the Council on the Lions Park discussion concerns on either side. The consensus of the Council was that it would be a good idea to get both parties and their legal representation together for a meeting to move the discussion along.

b. February Sheriff's Report

8. ANNOUNCEMENTS

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADJOURN

Motion by Councilmember Szaroletta to adjourn at 8:25PM, second by Councilmember Lenzen. Motion carried 4-0.

Respectfully Submitted:

Attest:

Michelle Morrison

City Clerk

Matt Lein

Mayor

CITY OF COLOGNE

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***Check Summary Register©**

Batch:

032123Metronet,032123Xcel,032423Centerpoint,032523Centerpoint,032123Xcel2,040323CR,032823MVEC,032923XCEL,032923VisaCity

	Name	Check Date	Check Amt	
10100	Checking			
1180e	METRONET	3/17/2023	\$175.80	Phones
1186e	XCEL ENERGY	3/24/2023	\$8,188.13	Louis Hall
1187e	MN VALLEY ELECTRIC COOPER	3/28/2023	\$285.40	Street Light Account
1188e	XCEL ENERGY	3/29/2023	\$6,541.28	701 Lake St W
1189e	SECURITY CARD MEMBER SERV	3/29/2023	\$2,695.04	WWTP Internet - March
28080	CENTERPOINT	3/24/2023	\$3,696.20	107 John Ave
28081	CENTERPOINT	3/25/2023	\$819.71	306 Playhouse
28082	CARVER COUNTY	4/3/2023	\$498.00	40.4560420
28083	CENTERPOINT	4/3/2023	\$88.14	124 Hazelwood Lift Station
28084	DAKOTA SUPPLY GROUP	4/3/2023	\$61.79	PW Supplies
28085	ECM PUBLISHERS, INC.	4/3/2023	\$84.80	Publish Ordinance No 23-04
28086	ENGEL WATER TESTING INC.	4/3/2023	\$180.00	Water Sample Testing
28087	CHANTEL EWERT	4/3/2023	\$50.00	Deposit Refund
28088	GENERAL SPRINKLER CORPOR	4/3/2023	\$350.70	CCC Sprinkler Repairs
28089	GRAINGER	4/3/2023	\$281.23	CFD Tyvek Suits for Hazmat
28090	KAREN GUENTZEL	4/3/2023	\$100.00	Deposit Refund
28091	HAWKINS, INC	4/3/2023	\$10.00	Chlorine Cylinder
28092	SHAYLA HAYES	4/3/2023	\$50.00	Deposit Refund
28093	JULIE HESSE	4/3/2023	\$50.00	Deposit Refund
28094	JOSTAN SERVICES, INC.	4/3/2023	\$1,191.00	CCC Cleaning - March
28095	LANO EQUIPMENT OF NORWOO	4/3/2023	\$244.38	PW Parts
28096	LEAGUE OF MINNESOTA CITIES	4/3/2023	\$59,778.00	Liability Community Center
28097	MELCHERT, HUBERT,SJODIN, P	4/3/2023	\$3,769.15	Lions Park Acquisition
28098	MN VALLEY TESTING LABS	4/3/2023	\$508.20	Water Analysis
28099	NCPERS Group Life Ins	4/3/2023	\$96.00	Employee Life Insurance - April
28100	OVERLINE & SON, INC.	4/3/2023	\$2,440.00	Vactor Services March 23 - ft Stations
28101	PRECISION HEATING & COOLIN	4/3/2023	\$350.00	Replace Capacitor PW Building
28102	ANGELA SCHULTZ	4/3/2023	\$50.00	Deposit Refund
28103	WICKENHAUSER EXCAVATING, I	4/3/2023	\$180.00	Snow Removal
28104	ZARNOTH BRUSH WORKS, INC.	4/3/2023	\$167.50	Gutter Broom
Total Checks			\$92,980.45	

Clerk Treasurer

Date

FILTER: ((([Act Year]='2023' and [period] in (3,4))) and (Source in ('032123Metronet','032123Xcel','032423Centerpoint','032523Centerpoint','032123Xcel2','040323CR','032823MVEC','032923XCEL','032923VisaCity'))

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***Check Detail Register©**

Batch:

032123Metronet,032123Xcel,032423Centerpoint,032523Centerpoint,032123Xcel2,040323CR,032823MVEC,032923XCEL,032923VisaCity

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
-9	03/24/23	XCEL ENERGY			
E 101-42210-381		Electric Utilities	\$549.25		Louis Hall
E 602-49450-381		Electric Utilities	\$4,914.81		WWTP
E 101-41940-381		Electric Utilities	\$14.51		PW Maintenance Bldg
E 101-45200-381		Electric Utilities	\$131.39		Tennis Courts - Lions Park
E 101-43160-381		Electric Utilities	\$1,666.47		Street Light
E 101-43100-381		Electric Utilities	\$330.47		Public Works Facility
E 601-49400-381		Electric Utilities	\$58.05		Bldg by Water Tower, Water Tower, Well 1&2
E 602-49470-381		Electric Utilities	\$523.18		All Lift Statlions
E 101-42210-381		Electric Utilities	(\$549.25)		Louis Hall
E 602-49450-381		Electric Utilities	(\$4,914.81)		WWTP
E 101-41940-381		Electric Utilities	(\$14.51)		PW Maintenance Bldg
E 101-45200-381		Electric Utilities	(\$131.39)		Tennis Courts - Lions Park
E 101-43160-381		Electric Utilities	(\$1,666.47)		Street Light
E 101-43100-381		Electric Utilities	(\$330.47)		Public Works Facility
E 601-49400-381		Electric Utilities	(\$58.05)		Bldg by Water Tower, Water Tower, Well 1&2
E 602-49470-381		Electric Utilities	(\$523.18)		All Lift Statlions
		Total	\$0.00		
1180 e	03/17/23	METRONET			
E 101-43100-320		Communications (GENER	\$175.80		Phones
		Total	\$175.80		
1186 e	03/24/23	XCEL ENERGY			
E 101-42210-381		Electric Utilities	\$549.25		Louis Hall
E 602-49450-381		Electric Utilities	\$4,914.81		WWTP
E 101-41940-381		Electric Utilities	\$14.51		PW Maintenance Bldg
E 101-45200-381		Electric Utilities	\$131.39		Tennis Courts - Lions Park
E 101-43160-381		Electric Utilities	\$1,666.47		Street Light
E 101-43100-381		Electric Utilities	\$330.47		Public Works Facility
E 601-49400-381		Electric Utilities	\$58.05		Bldg by Water Tower, Water Tower, Well 1&2
E 602-49470-381		Electric Utilities	\$523.18		All Lift Statlions
		Total	\$8,188.13		
1187 e	03/28/23	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43160-381		Electric Utilities	\$285.40		Street Light Account
		Total	\$285.40		
1188 e	03/29/23	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$95.76		701 Lake St W
E 101-43100-381		Electric Utilities	\$37.54		201 Benton
E 101-45200-381		Electric Utilities	\$13.51		3002 Gold Nuggett Dr
E 601-49400-381		Electric Utilities	\$13.23		Well #3
E 101-45100-381		Electric Utilities	\$3,400.16		Cologne Community Center
E 601-49400-381		Electric Utilities	\$2,726.12		2224 Naples
E 101-43160-381		Electric Utilities	\$254.96		Street Light
		Total	\$6,541.28		
1189 e	03/29/23	SECURITY CARD MEMBER SERVICE			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-320		Communications (GENER	\$24.95		WWTP Internet - March
E 101-41400-207		Computer Software/Hardw	\$77.28		Monthly Adobe Subscription
E 602-49450-320		Communications (GENER	\$0.00		WWTP Phone
E 101-45200-430		Miscellaneous (GENERAL	\$168.80		Propet Dog Litter Bags
E 602-49470-383		Gas Utilities	\$59.51		Centerpoint Gas 105 Benton
E 601-48930-383		Gas Utilities	\$847.05		Centerpoint Gas 2224 Naples
E 101-43100-383		Gas Utilities	\$66.89		Centerpoint Gas
E 101-41400-331		Travel/Education Expense	\$386.54		MCMA Spring Conference
E 101-45100-401		Repairs/Maint Buildings	\$21.45		CCC Door Stops
E 601-49400-311		Analysis	\$69.72		Mailing Water Samples
E 601-48930-208		Training and Instruction	\$348.00		Hotel ME Water Exam St Cloud
E 101-45100-210		Operating Supplies (GEN	\$500.81		CCC Light Bulbs, Gym Wipes Coffee Pot
E 601-48930-200		Office Supplies (GENERA	\$78.91		Inspection Book / Whiteboard
E 101-41400-200		Office Supplies (GENERA	\$45.13		Binders
		Total	\$2,695.04		
28080	03/24/23	CENTERPOINT			
E 101-45200-383		Gas Utilities	\$780.39		107 John Ave
E 101-43100-383		Gas Utilities	\$30.00		306 Playhouse
E 101-43100-383		Gas Utilities	\$1,643.60		304 Louis St
E 101-42210-383		Gas Utilities	\$1,242.21		110 Louis St
E 602-49470-383		Gas Utilities	\$0.00		105 Benton St
E 601-48930-383		Gas Utilities	\$0.00		2224 Naples
		Total	\$3,696.20		
28081	03/25/23	CENTERPOINT			
E 101-43100-383		Gas Utilities	\$0.00		306 Playhouse
E 101-43100-383		Gas Utilities	\$0.00		304 Louis St
E 101-42210-383		Gas Utilities	\$0.00		110 Louis St
E 602-49470-383		Gas Utilities	\$0.00		105 Benton St
E 601-48930-383		Gas Utilities	\$819.71		2224 Naples
		Total	\$819.71		
28082	04/03/23	CARVER COUNTY			
E 101-41940-430		Miscellaneous (GENERAL	\$16.00		40-4560410
E 101-41940-430		Miscellaneous (GENERAL	\$2.00		40.4560420
E 101-41940-430		Miscellaneous (GENERAL	\$2.00		40-4560430
E 101-41940-430		Miscellaneous (GENERAL	\$2.00		40-4560350
E 101-41940-430		Miscellaneous (GENERAL	\$474.00		40-0500636
E 101-41940-430		Miscellaneous (GENERAL	\$2.00		40-8010430
		Total	\$498.00		
28083	04/03/23	CENTERPOINT			
E 602-49470-383		Gas Utilities	\$88.14		124 Hazelwood Lift Station
		Total	\$88.14		
28084	04/03/23	DAKOTA SUPPLY GROUP			
E 601-49400-220		Repair/Maint Supply (GEN	\$61.79		PW Supplies
		Total	\$61.79		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
28085	04/03/23	ECM PUBLISHERS, INC.			
E 101-41400-350		Print/Publications (GENE	\$84.80	937968	Publish Ordinance No 23-04
		Total	\$84.80		
28086	04/03/23	ENGEL WATER TESTING INC.			
E 601-49400-311		Analysis	\$180.00	23-26421	Water Sample Testing
		Total	\$180.00		
28087	04/03/23	CHANTEL EWERT			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28088	04/03/23	GENERAL SPRINKLER CORPORATION			
E 101-45100-401		Repairs/Maint Buildings	\$350.70	40403	CCC Sprinkler Repairs
		Total	\$350.70		
28089	04/03/23	GRAINGER			
E 101-42230-210		Operating Supplies (GEN	\$213.06	9627776694	CFD Tyvek Suits for Hazmat
E 101-42230-210		Operating Supplies (GEN	\$68.17	9628684889	CFD Tyvek Suits for Hazmat
		Total	\$281.23		
28090	04/03/23	KAREN GUENTZEL			
G 101-22000		Deposits	\$100.00		Deposit Refund
		Total	\$100.00		
28091	04/03/23	HAWKINS, INC			
E 601-49400-216		Chemicals and Chem Pro	\$10.00	6423261	Chlorine Cylinder
		Total	\$10.00		
28092	04/03/23	SHAYLA HAYES			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28093	04/03/23	JULIE HESSE			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28094	04/03/23	JOSTAN SERVICES, INC.			
E 101-45100-401		Repairs/Maint Buildings	\$1,191.00	8829	CCC Cleaning - March
		Total	\$1,191.00		
28095	04/03/23	LANO EQUIPMENT OF NORWOOD			
E 101-43100-404		Repairs/Maint Machinery/	\$180.61	82930	PW Parts
E 101-43100-404		Repairs/Maint Machinery/	\$35.99	82980	PW Parts
E 101-43100-404		Repairs/Maint Machinery/	\$27.78	83306	PW Parts
		Total	\$244.38		
28096	04/03/23	LEAGUE OF MINNESOTA CITIES			
E 101-41940-360		Insurance (GENERAL)	\$2,968.00		Liability General Govt Buildings
E 101-42200-360		Insurance (GENERAL)	\$2,354.00		Liability CFD Buildings
E 101-45100-360		Insurance (GENERAL)	\$6,089.00		Liability Community Center

CITY OF COLOGNE

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Batch:

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ity

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-360		Insurance (GENERAL)	\$5,248.00		Property Insurance Parks
E 601-49400-360		Insurance (GENERAL)	\$13,411.00		Property Insurance Water Utilities
E 602-49450-360		Insurance (GENERAL)	\$5,705.00		Property Insurance Sewer
E 101-41940-360		Insurance (GENERAL)	\$6,272.00		Insurance Mobile Property Equip
E 101-41940-360		Insurance (GENERAL)	\$10,370.00		Liability Munincipal Employment
E 101-41940-360		Insurance (GENERAL)	\$4,776.00		City Vehicle Insurance
E 101-42200-360		Insurance (GENERAL)	\$2,585.00		CFD Vehicle Insurance
		Total	\$59,778.00		
28097	04/03/23	MELCHERT, HUBERT,SJODIN, PLLP			
E 101-41600-304		Legal Fees	\$3,485.25	166453	Lions Park Acquisition
E 101-41600-304		Legal Fees	\$283.90	166454	Review 2023 Street Feasibility Study
		Total	\$3,769.15		
28098	04/03/23	MN VALLEY TESTING LABS			
E 602-49450-311		Analysis	\$169.40	1189242	Water Analysis
E 602-49450-311		Analysis	\$169.40	1189804	Water Analysis
E 602-49450-311		Analysis	\$169.40	1190683	Water Analysis
		Total	\$508.20		
28099	04/03/23	NCPERS Group Life Ins			
E 101-41400-130		Employer Paid Ins (GENE	\$48.00		Employee Life Insurance - April
E 601-49400-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - April
E 602-49450-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - April
E 101-43100-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - April
		Total	\$96.00		
28100	04/03/23	OVERLINE & SON, INC.			
E 602-49450-312		Contractual Services	\$2,440.00	1168	Vactor Services March 23 - ft Stations
		Total	\$2,440.00		
28101	04/03/23	PRECISION HEATING & COOLING			
E 101-41940-401		Repairs/Maint Buildings	\$350.00	30017	Replace Capacitor PW Building
		Total	\$350.00		
28102	04/03/23	ANGELA SCHULTZ			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28103	04/03/23	WICKENHAUSER EXCAVATING, INC.			
E 101-43100-312		Contractual Services	\$180.00	4421	Snow Removal
		Total	\$180.00		
28104	04/03/23	ZARNOTH BRUSH WORKS, INC.			
E 101-43100-210		Operating Supplies (GEN	\$167.50	0193012	Gutter Broom
		Total	\$167.50		
		10100 Checking	\$92,980.45		

CITY OF COLOGNE

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*Check Detail Register©

Batch:

032123Metronet,032123Xcel,032423Centerpoint,032523Centerpoint,032123Xcel2,040323CR,032823MVEC,032923XCEL,032923VisaC
ity

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 Checking

101 GENERAL FUND	\$60,061.08
601 WATER FUND	\$18,639.58
602 SEWER FUND	\$14,279.79
	<hr/>
	\$92,980.45

Clerk Treasurer

Date

City of Cologne Payroll 28-Mar-23				
Employee		EFT	\$ 12,464.74	March 28, 2023 Payroll
IRS	1094	EFT	\$ 4,653.43	March 28, 2023 Payroll
MN Department of Revenue	1095	EFT	\$ 808.31	March 28, 2023 Payroll
PERA	1096	EFT	\$ 2,484.03	March 28, 2023 Payroll
		Total	\$ 20,410.51	

City of Cologne Fire Department Payroll
3/29/2023 Quarter 1

Employee	EFT	\$ 16,066.20	March 29, 2023 Q1 Payroll
IRS	1184 EFT	\$ 3,089.49	March 29, 2023 Q1 Payroll
MN Department of Revenue	1185 EFT	\$ 195.48	March 29, 2023 Q1 Payroll
	Total	\$ 19,351.17	



HAULERS LICENSE

Company Name Randy's Sanitation Inc. A Republic Services Company

Owner's Name Republic Services

Contact Person Lorrie Prescott, Operations Clerk

Phone # 763-972-1122

Address 4351 US Highway 12 SE
Delano MN 55328

Federal ID # 41-1481876

MN Tax ID # 498-1443

Place of disposal of the waste collected: Spruce Ridge Landfill, Glencoe MN

Attach the following information to this form with payment before returning to the City of Cologne:

1. Attach a copy of the insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
2. Attach a description of the types and makes of motor vehicles and equipment used.
3. Attach a schedule of the charges made to customers and the time period that the charges shall remain effective.
4. Please sign below before returning to the City of Cologne with payment.

Annual Fee: \$175.00 PER VEHICLE USED

Amount Paid \$ 1050.00 Date Paid _____

Haulers Signature Lorrie Prescott, signing for Date 3/15/2023
Republic Services Corporation

City Official _____ Date _____

PERMIT EXPIRES APRIL 1, 2024

Cologne

2023

Truck listing

	<u>Fleet #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Type</u>	<u>Lic. #</u>
1	1314	2014	PETERBILT	320	FEL	YBW7262
2	1312	2017	PETERBILT	320	FEL	YBR2916
3	1211	2018	PETERBILT	520	FEL	YBX7670
4	2449	2021	PETERBILT	520	ASL	YCA2476
5	2426	2017	PETERBILT	320	ASL	YBR2908
6	2372	2022	PETERBILT	520	ASL	YCD7784

trucks fee/truck
6 \$175.00

Total Fees	\$1,050.00
------------	------------

Residential Rates for 2023:

35 gal	trash	\$7.00	recycle	\$6.00
65 gal	trash	\$7.50	recycle	\$6.00
95 gal	trash	\$8.00	recycle	\$7.50



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
06/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CANNON COCHRAN MANAGEMENT SERVICES, INC. 17015 N. SCOTTSDALE RD. SCOTTSDALE, AZ 85255	CONTACT NAME:		
	PHONE (A/C No.Ext):	FAX (A/C No.Ext):	
E-MAIL ADDRESS: certificateteam@ccmsi.com			
INSURED REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ACE American Insurance Co.		22667
	INSURER B: Indemnity Insurance Co. of North America		43575
	INSURER C: ACE Fire Underwriters Insurance Co.		20702
	INSURER D: Illinois Union Insurance Company		27960
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER: 2127985****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			HDO G47331067	06/30/2022	06/30/2023	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS -COMP/OP AGG \$ 15,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>			ISA H1073261A	06/30/2022	06/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY(Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE
B A C A D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR C50702145 - AOS WLR C5070192A - MA/OR SCF C50702182 - WI WCU C50702273 - OH XS TNS C68991171 - TX NS/XS	06/30/2022 06/30/2022 06/30/2022 06/30/2022 06/30/2022	06/30/2023 06/30/2023 06/30/2023 06/30/2023 06/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE -EA EMPLOYEE \$ 3,000,000 E.L. DISEASE -POLICY LIMIT \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF COVERAGE FOR USE FOR REPUBLIC SERVICES, INC. AND ALL ITS SUBSIDIARIES.

CERTIFICATE HOLDER**CANCELLATION**

EVIDENCE OF COVERAGE

United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY		NAMED INSURED	
POLICY NUMBER See First Page		REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	
CARRIER See First Page	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

CERTIFICATE NUMBER: 2127985

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following provisions apply when required by written contract. As used below, the term certificate holder also includes any person or organization that the insured has become obligated to include as a result of an executed contract or agreement.

GENERAL LIABILITY:

Certificate holder is Additional Insured including on-going and completed operations when required by written contract.

Coverage is primary and non-contributory when required by written contract.

Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

AUTO LIABILITY:

Certificate holder is Additional Insured when required by written contract.

Coverage is primary and non-contributory when required by written contract.

Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY:

Waiver of Subrogation in favor of the certificate holder is included when required by written contract where allowed by state law.

Stop gap coverage for ND and WA is covered under policy no. WLR C50702145 and stop gap coverage for OH is covered under policy no. WCU C50702273, as noted on page 1 of this certificate.

TEXAS EXCESS INDEMNITY AND EMPLOYERS LIABILITY:

Insured is a registered non-subscriber to the Texas Workers Compensation Act. Insured has filed an approved Indemnity Plan with the Texas Department of Insurance which offers an alternative in benefits to employees rather than the traditional Workers Compensation Insurance in Texas. The excess policy (#TNS C68991171) shown on this certificate provides excess Indemnity and Employers Liability coverage for the approved Indemnity Plan.

Contractual Liability is included in the General Liability and Automobile Liability coverage forms. The General Liability and Automobile Liability policies do not contain endorsements excluding Contractual Liability.

Separation of Insured (Cross Liability) coverage is provided to the Additional Insured, when required by written contract, per the Conditions of the Commercial General Liability Coverage form and the Automobile Liability Coverage form.



HAULERS LICENSE

Company Name Waste management
Owner's Name _____
Contact Person Allen Clausen - District manager
Phone # 320 485-4058
Address 490 Industrial Blvd
Winsted, MN 55395
Federal ID # 36-2698820
MN Tax ID # 3514432
Place of disposal of the waste collected: Spruce Ridge Landfill

Attach the following information to this form with payment before returning to the City of Cologne:

1. Attach a copy of the insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
2. Attach a description of the types and makes of motor vehicles and equipment used.
3. Attach a schedule of the charges made to customers and the time period that the charges shall remain effective.
4. Please sign below before returning to the City of Cologne with payment.

Annual Fee: \$175.00 PER VEHICLE USED $\times 3 = \$525.00$

Amount Paid \$ 525⁰⁰ Date Paid 3/24/2023

Haulers Signature ce Date 3-8-23

City Official Michelle Mornum Date 3/23/2023

PERMIT EXPIRES APRIL 1, 2024

**CITY OF COLOGNE
RESOLUTION No 23-07
A RESOLUTION ORDERING IMPROVEMENTS & PREPARATION OF PLANS FOR THE
BENTON CREEK AREA IMPROVEMENT PROJECT**

WHEREAS, a resolution of the City Council adopted the 21ST day of February, 2023, fixed a date for a Public Hearing on the proposed Benton Creek Area Improvement Project, an improvement to all city owned streets and utilities located north and east of T.H. 284 (includes Benton Creek Avenue, Meadow Street, Gold Nugget Drive, Parkside Street, Parkside Circle, and Pond View Court); and

WHEREAS, ten days' mailed notice and two weeks' published notice of the Public Hearing was given, and the hearing was held thereon on the 20th day of March, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota,

1. Such improvement is necessary, cost-effective, and feasible as detailed in the Feasibility Study.
2. Such improvement is hereby ordered as proposed.
3. The City Engineer, Bolton & Menk, Inc., shall prepare plans and specifications for the making of such improvements.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the City Council of the City of Cologne, Minnesota, this 3rd Day of April, 2023.

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Lein _____

Szaroletta _____

S/ _____

Bruss _____

Lenzen _____

Kells _____

Comcast Connecting City of Cologne

Network Expansion Project



• Project Overview & Scope	Page 3
• Innovative Products & Services	Pages 4-6
➤ Residential Customers	
➤ Comcast Business Customers	
➤ Rural Development Technology	
• Community Investment & Digital Equity	Pages 7-8
• Construction & Our Network	Pages 9-13
• Comcast Partners	Page 14

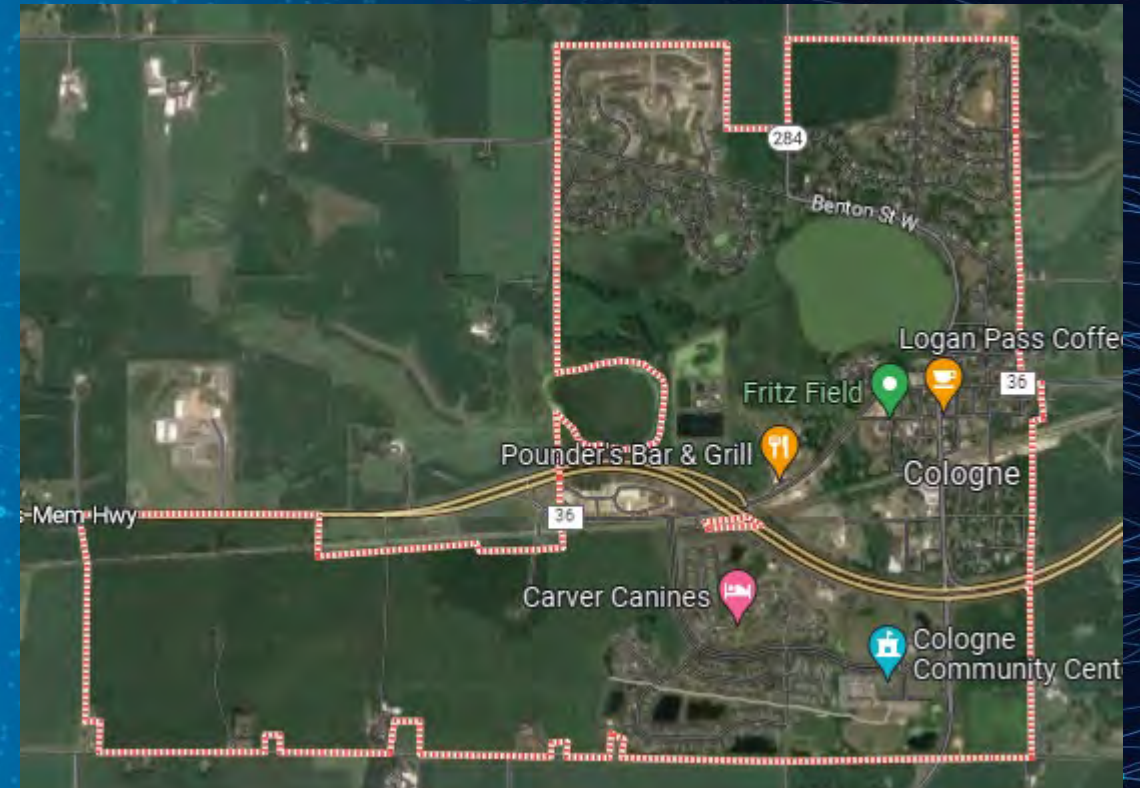
CITY OF COLOGNE, MN

Comcast 2023 Network Expansion

Objective:

Comcast proposes to build a comprehensive state-of-the-art fiber network throughout the City of Cologne. *Every* Resident, business, and community anchor institution in the project area will have access to the same gigabit network and full suite of Xfinity & Comcast Business products and services.

Comcast will build from its exiting network in Carver and Chaska.





We are always evolving and investing in our network to bring our customers the best and most innovative products.

100%

Of Minnesota homes and businesses passed by our network have access to speeds of 1.2 gigs or more.

Over 99.9%

Network reliability with Xfinity Internet

Internet

Powerful, secure WiFi unlocked through the xFi Gateway. With Advanced Security included, **protecting customers from billions of cyberthreats a year.**

Entertainment

All the best entertainment, all in one place, starting at free for our Internet customers. With an award-winning voice remote to easily search and watch the latest shows and movies.

Mobile

Unmatched savings and the **most reliable 5G network.** With the flexibility to mix and match data options and switch between plans anytime.

Home Security

A choice of protection solutions, including **24/7 professional monitoring** and the option for customers to keep an eye on their home through the Xfinity app.

COMCAST BUSINESS

From Main Street to Wall Street and across every industry, we keep businesses prepared for what's next with the best technology solutions, support, and expertise.

More businesses are powered by Comcast Business than any other provider. We are proud to serve businesses in a variety of industries with expansive experience in Retail, Financial Services, Hospitality, Food & Beverage, Education (including eRate services for schools and libraries), and Local, State and Federal government entities through GSA's Schedule 70 contract vehicle and direct partnerships.

Leading Network

Largest, fastest, and reliable network to more small businesses than any other provider

Most reliable 5G mobile network

Portfolio Breadth and Reach

Global, secure networking capabilities plus 50+ points of presence in cities around the world

Extensive on-premise and cloud-based options offering end-to-end secure network solutions

Advanced Security

Advanced security to protect your business from cyberthreats

Help protect all your connected devices at your business or on the go

Trusted Partnership with a Human Touch

Single provider that can customize and deliver solutions right for your business

Flexible delivery model to manage solution – fully manage, co-manage

EMPOWERING RURAL DEVELOPMENT

Farming and agriculture are rising to be technology-based, and a big part of farming occurs on the internet where farmers can check crop health, pest control, and irrigation.

"America's farmers and ranchers embrace technology that allows their farming business to be more efficient, economical and environmentally friendly... farmers use broadband connectivity to achieve optimal yield, lower environmental impact and maximize profits." - American Farm Bureau



Comcast's Machine Q provides the tools to create a network that will guide farmers with the resources to hyper-target trouble spots in their fields.



ASSET
MANAGEMENT



ENVIRONMENTAL
MONITORING



SOIL MOISTURE
MANAGEMENT



DATA CENTRALIZATION

COMMUNITY INVESTMENT & DIGITAL EQUITY

Here are a few community partnerships and examples of Comcast's commitment to digital equity.



\$20.1M cash and in-kind charitable contributions to Minnesota nonprofits



29 Organizations served by Internet Essentials Partnership Program (IEPP) in Minnesota



#1 Best for Vets Employer by Military Times



106 Nonprofits supported in Minnesota over the last three years




344,000 cumulative total low-income Minnesota residents in 86,000 homes connected to the internet through Internet Essentials since 2011.



Over 44,800 Wi-Fi hotspots in Minnesota



COMMUNITY INVESTMENT & DIGITAL EQUITY



internet essentials
FROM COMCAST

Eleanor,
Internet Essentials customer

Get connected to FREE home Internet!

Internet Essentials offers high-speed home Internet for a low monthly price. **You may be eligible to receive Internet Essentials at no cost with the Affordable Connectivity Program (ACP).**

The Affordable Connectivity Program provides eligible households a credit of up to \$30/month towards Internet service.

Apply today if you qualify for programs like the Federal Pell Grant, National School Lunch Program, SNAP, Medicaid, housing assistance, and others.

Save with the Affordable Connectivity Program!


Internet Essentials:

~~\$9.95~~ = \$0 After benefit applied, tax extra

Per Month + Tax

Getting started is easy with no activation fees and free equipment.

- Fast, reliable connection – up to 50 Mbps!
- Good for multiple devices at a time.
- Work and learn from home.
- Make video calls and share files.
- Stay connected on the go, with Xfinity WiFi hotspots.



APPLY NOW >>

Visit InternetEssentials.com, call **1-855-846-8376**, or hold your phone's camera over the code. Standard data charges apply.



Digital Navigators



A SIGNIFICANT EDGE IN CONSTRUCTION

Comcast has been a global leader in advancing network technology and delivering progressively faster, more robust service to our customers to not just meet customers' current needs but to stay well ahead of future demand.

+50K


Since 2017, we have built over 50k new miles of fiber into our network across the country.

2x

We've doubled our network capacity every 30 months to stay well ahead of demand.

Local Construction Office:

4255 Lexington Ave N, Arden Hills, MN



We have a talented local team of technicians and engineers with decades of experience and a national support organization to deliver at scale and on time. Comcast brings the technological capacity and know-how to build in a cost effective and minimally disruptive way.

BROADBAND NETWORK EXPANSION



Broadband Expansion

Comcast is investing more than \$18.8 million to expand broadband service to over 7,000 additional homes in Wayzata, Rogers, Dayton, Corcoran, Spring Hill and Grain Valley. Residents will have access to the full suite of broadband, video, voice, home management, and business products and services. Comcast has invested over \$508.8 million in capital expenditures in the Twin Cities, Kansas and Missouri over the past three years, including investments in the company's network.

Click on the broadband expansion project below for updates on our construction process, FAQs and product information. We want to ensure everyone is well-informed, so please review the entire webpage, which includes: Answers to Frequently Asked Questions and Construction Updates and Activity.



Rogers, Minnesota



Dayton, Minnesota



Grain Valley, Missouri



Wayzata, Minnesota



Spring Hill, Kansas



Corcoran, Minnesota

FREQUENTLY ASKED QUESTIONS

- ▶ What does pre-construction preparation look like?
- ▶ What can I do during this construction process?
- ▶ Who can I contact with questions or specific concerns?
- ▶ What does a construction site look like?
- ▶ Why is there a telecom pedestal (green box) in my yard?
- ▶ What does is the restoration process look like?
- ▶ How will Comcast's investment benefit rural communities in Minnesota?
- ▶ Will Comcast offer options for low-income residents?
- ▶ When will I be notified that Xfinity services will be available to me?

CONSTRUCTION UPDATES

South Rogers

Construction on the first phase was completed in 2021. The second phase will begin Spring, 2023.

OUR NETWORK

We're building a better network, every single day, with a simple purpose: **keeping our customers connected — always.**

As connectivity becomes even more important, we're working hard to build and evolve a smart, reliable network that delivers fast Internet speeds for customers to browse, video-conference, stream, and game.

With this work, we are further evolving the network that reliably delivered above-advertised speeds throughout the historic COVID-19 surge and is paired with ultra-advanced WiFi technology, giving customers a unique combination of speed, coverage throughout the home, advanced cybersecurity, and ultimate control of every connected device.

60M

Nation's largest provider of gig speeds available to 60M homes and businesses.

\$4.2B

In 2021 alone, we invested more than \$4.2B to strengthen, evolve, and expand our network – more than any previous year.

NETWORK MANAGEMENT & SUPPORT UNLIKE ANY OTHER

We work around the clock to constantly improve America's Largest Gig-Speed Broadband Network so it's better today and even better tomorrow.

Comcast has thousands of technicians, engineers, cybersecurity professionals, highly-trained customer care agents, and other frontline team members who are always working to ensure fast, reliable Internet service. These heroes are in your neighborhood expanding access and improving connectivity, in our operations centers performing health checks to pinpoint potential issues, and across the country monitoring for privacy and security attacks.

Dedicated, seamless support

through various channels for your businesses, residents and community

Highly-trained agents

dedicated to supporting your network

700K+ network diagnostic speed tests

performed most days

24/7 proactive network and security monitoring

to help keep our customers' connection safe, secure and private

CYBERSECURITY

Our team of security experts works 24/7 to monitor our network using a mix of highly sophisticated technologies, threat intelligence, and proprietary AI-powered software which helps us process hundreds of thousands of cyber events every second.

6B cyberthreats blocked

by xFi Advanced Security in our customers' homes between Jan and Aug 2020

104 cyberthreats per household

on average each month

Trusted by the Department of Defense

Comcast Business was awarded a 10-year contract by the United States Defense Information Systems Agency (DISA) to establish Commercial Ethernet Gateways providing Ethernet connections to its Defense Information Systems Network (DISN) in the Northeastern United States.

Comcast Contact

Karly Baraga Werner, Sr. Director Government Affairs

Karly_Werner@comcast.com

(651) 900-9953



Cologne Baseball Association

Information for improvements to Fritz Field in 2023

The reason for this request of funding is for two items with regards to Robert G. Fritz Field.

We are asking for assistance with regards to the outfield fence, and an upgraded batting cage, all of which would be completed during the spring/summer of 2023.

Before we get into the numbers of the actual request, I would like to elaborate on what and who Robert G. Fritz Memorial Field is used for.

The first group that uses this field is the Hollanders, however there are many other games that are held on the field by many different levels of play. Namely, the Central Schools Baseball team's JV team uses the field for all their home games. In addition there has usually been at least 1 Varsity game, in past seasons as well. Southwest Christian High School, in Chaska, uses the field for both their Varsity and JV Home games. Numerous summer league teams from the Central School District as well as Waconia use the field for their games in the summer. This ranges from 14u thru Legion level of play. Last season the field also was used as a co-host with Norwood for the Legion District Tournament, which brought in over 14 different teams from surrounding communities. In the past the field has been host to over 35 aged teams, for regular season play as well as State Tourney play. There has also been a youth Tournament in the past few years, that is played during the Glad Days Celebration. Not to mention fall ball for youth and adults as well. So as you can see this field is not just used by the Hollanders, as really that only encompasses about 10-15 games during the season. There have been upwards of 80 plus games scheduled on the field in a season, so many more organizations benefit from the field than just the Hollanders. The field is also open during the summer for local kids to play on and enjoy as well. The next two seasons the field will play host to the Section Baseball Tournament with Southwest Christian as the host, and in August of '24 the Hollanders will play host to the Region 7C tournament. This tournament in the past has seen upwards of 3000+ fans attend over the 8 days/nights of the tournament. As a result of these many different organizations taking part and using the field the Cologne Baseball Association has taken it upon themselves to run the concession stand as much as possible for these events. This is a big part of our fund raising activities and how we plan to help pay for the improvements that will be requested shortly.

First a little history of the ballfield and the improvements since 2005. In 2005, the small electronic scoreboard was purchased and put into place at a cost of \$8000. The next item to be addressed was the outfield fence. This was at the time a chain link fence that had been in place since 1969. In 2009 the city council agreed to put \$10,000 into the cost of the materials for the fence. The Cologne Baseball Association put forth all the labor that was required to install the fence. The next items that were improved at the ballpark was the concession stand as that was doubled in size and the Press Box was installed, the total of these two projects together were about \$2500. Then in 2013 in partnership with the City Council the Light project was approved. This entailed the poles, lights and control shed being built out beyond left field. The total cost of this was \$180,000 which the city council paid for \$150,000 up front and the Cologne Baseball Association paying roughly \$30,000 out of pocket up front. With regards to the \$150,000 this was split 50/50 between the Association and the City with the Association paying the city back \$75,000 plus interest for a total of just over \$80,000. The Association was able to accomplish this in 3 1/2 years. It would have been 3 but the next project had some overruns that the Association was not prepared to handle at that time. This next project was the dugouts, with the help of the Minnesota Twins Community Fund we were able to procure \$10,000 from the Twins for this project, but with some extra items added into the project, the cost on our end exceed \$15,000 above the grant money from the Twins. The city council was gracious enough to absorb those up front and we were able to pay that back with our final Light payment. In 2018 we redid the chain link fencing from dugout to dugout and then also installed fencing for the left field bullpen area. This cost was in excess of \$5000. The Association was also able to install the current batting cage as well, the netting was provided to us by one of the fall ball youth league operators to help improve the park, we just needed to install the poles and turf. The next item to be added to the park was the Fan Deck behind the Third base dugout. The Association built it to code and at our cost, of around \$5,000. We were able to secure the material from a local lumber yard for a \$1 a board instead of the going rate of well over a \$1 a foot. So the value to the park is much more than the actual cost of the materials. In the fall of 2019, in partnership with the city of Cologne the new Scoreboard was purchased and installed. The cost of this project was just over \$50,000. The city paid for this up front with the Association making yearly payments of \$14,000 for 3 years to cover the remaining amounts. That brings us to this past fall, the Association skinned the outfield and re-leveled it along with installing a warning track, then re-seeded and fixed/installed the sprinkler system. This was done at a cost of around \$35,000. The Association paid for this all up front. When you add all these improvements together you will come up with a number of \$320,500 of which the city has covered \$85,000. This is over 18 years and really only 14 years since the city put funds up for the outfield fence in 2009.

Our request at this time is to again partner with the city council to upgrade the outfield fence with a metal structure to secure the wood fence. These metal structures would be pounded into the ground 10-12ft so as to for sure get below the frost line and therefore limit the spring thawing from uprooting the posts. Then replacing the current wood boards with new upgraded wood panels and of course painting them green upon installation. In addition, we would like to improve/upgrade the batting cage from the current single to a double. This would include a concrete base with turf that can be used with cleated shoes and a chain link fence between them to build in added safety for the people inside the cages as they are being used. The total of these two projects is going to be around \$100,000. We would like to ask that the City Council approve a 50/50 split of this project, and pay for the entire project up front with the Association paying yearly installments going forward for up to 3-4 years for repayment. We have enjoyed working with the city in the past and we feel that we have a great partnership in that regard. With the upcoming events planned by the high schools and the Region 7c Tournament the crowds that will be coming to the City of Cologne are going to be sizeable. This is not only good for our concession stand but it is good for the exposure of the town and the other local business in the city. This is additional sales tax revenue that the city will benefit from as well.

Thank you for listening to our request for this project, and we look forward to the future of Fritz Field.

Cologne Baseball Association



**CITY OF COLOGNE
RESOLUTION NO. 23-08
AUTHORIZING FOR ADVERTISEMENT FOR
FULL-TIME UTILITY BILLING CLERK/ADMINISTRATIVE ASSISTANT**

WHEREAS, The City of Cologne will have an open utility billing clerk/administrative assistant position at the end of June 2023 following Lori Kasel's retirement; and

WHEREAS, the City budgets funds annually for a full-time utility billing clerk/administrative assistant; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota, to authorize advertisement for the hiring of a full-time utility billing clerk/administrative assistant.

Adopted by the City Council of the City of Cologne, Minnesota, this 3rd day of April, 2023.

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Lein

Szaroletta

Bruss

Kells

S/ _____

Lenzen



POSITION DESCRIPTION

DATE: March 2023

POSITION TITLE: Utility Billing Clerk/Administrative Assistant

STATUS: Full-Time (9:00 AM-4:30 PM; 30 to 35 hours per week, flexible)

DEPARTMENT: Accounts Payable & Receivable, City Office

DIVISION: Utility Billing

STATUS: Non-exempt

ACCOUNTABLE TO: City Administrator

SUMMARY:

The primary objective of this position is to process all aspects of monthly Utility Billing including billing, reporting, and payment processing, and to fulfill the role of City/Office Administrative Assistant which encompasses a variety of tasks including but not limited to walk-in, phone and email communications, document imaging, records retention, Cologne Fitness Center memberships, Cologne Community Center rentals, AP/AR, building permits, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Utility Billing:

- Maintain and foster an environment that facilitates an enjoyable and productive work environment.
- Handle monthly utility billing – upload readings; download data; calculate and analyze billing register for adjustments and high readings; process and mail bills; process payments through all avenues – cash, check, ACH and electronic; process monthly reminder letters, penalties, and disconnect procedures.
- Process work orders and coordinate with Public Works for meter checks, final readings, new meter installations, disconnections.
- Respond to all resident questions/concerns in a timely manner.
- Prepare various utility billing reports such as final bill balances, high/low/no reads, and credit balances.

- Provide excellent customer service for all residents and customers.
- Interact with all City departments (Public Works, City Office, Utility Billing) as necessary.
- Interact with Banyon Data Systems regarding utility billing software/problem solving.

City Office/Administrative Assistant:

- Handle walk-in, telephone, and email inquiries in a timely manner.
- Ongoing document imaging – scanning documents as required by MN Records Retention Guide.
- Manage Records Retention annually – determine which documents to submit for approval for deletion according to the MN Records Retention Guide.
- Process receipts/deposits and manage A/R for Cologne Community Center (CCC) rentals, second-party invoicing, CFC memberships, and miscellaneous receipts.
- **Cologne Fitness Center memberships:** process new/reactivated/prepay members; create accounts in Utility Billing; process cancellations; maintain records; manage insurance reimbursements partnered with NIHCA; and other duties as they arise.
- **Cologne Community Center rentals:** maintain lease documents to comply with current Fee Schedule and expiration dates; process lease documents for all rentals; process payments; track/audit damage deposits; keep calendar up to date; lead tours to prospective clients; provide instructions and distribute keys to each rental party the week of the event; set door locks and program HVAC for all events.
- **Building Permits:** Process flat fee permits directly to customers; accept and track permits that are sent to Metro West Inspection for review; accept payment for permits and distribute the appropriate paperwork to all parties (City, Inspector, Applicant, and County Assessor); process monthly census report, quarterly surcharge report, and annual building reports.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the administrative oversight of the City Administrator.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to gather a large amount of data and information effectively, accurately, and efficiently.
- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Knowledge of methods of indexing records.
- Computer literate with knowledge of spreadsheet and word processing software.
- Ability to operate various office machines, and meet reasonable typing speed standards.
- Knowledge of accounting, bookkeeping, and payroll.

- Ability to perform accurate calculations.
- Ability to work under own initiative and minimal supervision and work cooperatively in a team environment.
- Ability to research issues and problem solve.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Two (2) years data entry experience.
- Two (2) years customer service experience.
- Two (2) years experience working with financial records.
- High level of speed and accuracy utilizing a 10 key adding machine.
- Knowledge of general operation of computers applications such as Microsoft Word and Excel.

PREFERRED QUALIFICATIONS:

- Two (2) years experience in utility billing or an equivalent in accounts receivable.
- Experience using meter software reading programs.

TOOLS AND EQUIPMENT USED:

Includes frequent use of a personal computer including Excel, Access and Microsoft Word software; copy machine; fax machine; calculator proficient and 10-key experience.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to sit and talk or hear for extended periods of time. The employee is required to handle or feel objects, tools, or controls; and reach with hands and arms for a majority of the work time.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderately noisy.

NON-DISCRIMINATION STATEMENT:

The City of Cologne will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, genetic information, familial status, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Cologne reserves the right to change and/or eliminate any and all job duties if needed. This position is subject to state drug and alcohol testing.)

- A. Applicants offered employment by the City of Cologne may be required to participate in drug/alcohol and job task-related health/physical screening as a prerequisite for employment.
- B. All employees of the City of Cologne are employed "at-will" unless set forth differently in a written employment agreement between the City and the employee. No verbal or written promise or commitment regarding continued employment or job security is binding under the "at will" terms of employment by the City of Cologne unless such terms and conditions are set forth in a fully executed employment contract entered into between the City and the employee.

"I have read items A and B, outlined above, which explain concisely the terms of employment by the City of Cologne."

Employee Name (Please Print)_____

Employee Signature_____ Date _____



CITY OF COLOGNE

Strategic Plan

MARCH 2023

PREPARED BY: **wsb**

Process

The City of Cologne undertook a strategic planning process in February of 2023. The process included the consultant having individual meetings with the Mayor, City Council, and City Staff Team as well as a facilitated group session on Thursday, February 16th. The session included:

- Team building
- Mayor, Council, and City Staff expectation presentations
- Discussion on priorities and strategies
- Discussion on actionable steps to move the priorities and strategies forward

COLOGNE OFFICIALS:

- Mayor Matt Lein
- Councilmember Sarah Bruss
- Councilmember Rachel Lenzen
- Councilmember Carol Szaroletta
- Councilmember Nathan Kells
- City Administrator Jesse Dickson
- Fire Chief Chad Vos
- Public Works Director Brian Vos

CONSULTANTS:

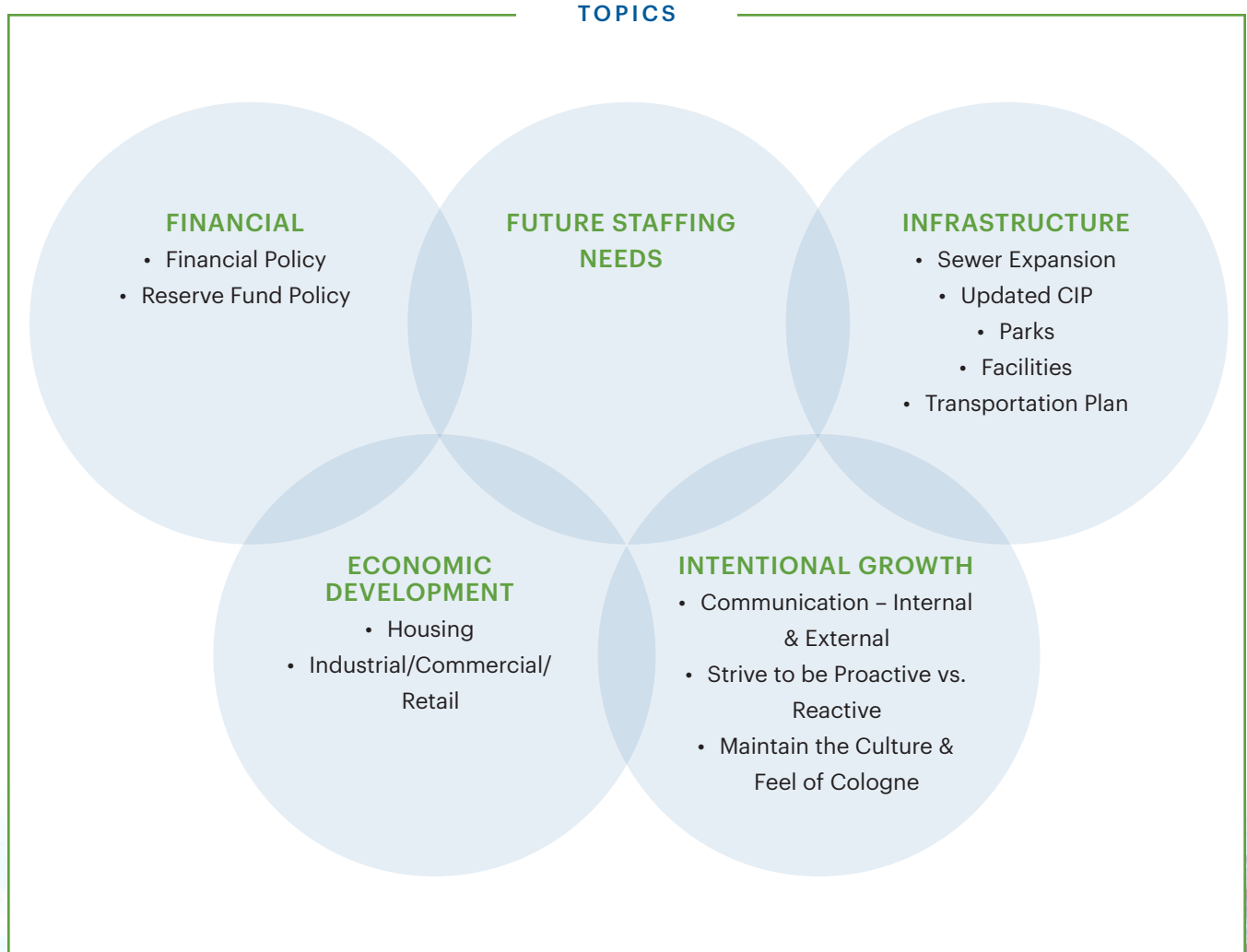
- Bart Fischer, WSB
- Hans Thomsen, WSB



This plan summarizes the discussions from the individual meetings and facilitated session. It is intended to be a working document that is fluid as it elicits continued discussion on the priorities, strategies, projects, and action steps for Cologne.

Discussion Themes

The input from the individual meetings with participants as well as the presentations of expectations by Council and Staff led to a discussion around 5 main themes and topics.



Priorities/Strategies



This chart represents the priorities and strategies that came out of the group discussion during the strategic planning session. This list is in no order of importance and is meant to be fluid and adaptable. It is recommended that the Cologne Team regularly discuss target timelines and lead people/persons for each priority, strategy, and project.

PRIORITY/STRATEGY/PROJECT	TARGET	LEAD
FINANCIAL POLICY DISCUSSION <ul style="list-style-type: none"> Conduct workshops to discuss, clarify, and update Cologne's financial policy. 	Quarter 2 - 2023	Jesse Dickson, City Council
RESERVE FUND POLICY DISCUSSION <ul style="list-style-type: none"> Conduct workshops to discuss, clarify, and update Cologne's reserve fund policy. 	Quarter 2 - 2023	Jesse Dickson, City Council
CONNECTING NEEDED PROJECTS WITH FINANCIAL RESOURCES <ul style="list-style-type: none"> Conduct workshops to discuss and clarify the process to bring ideas and projects forward and how to fund those projects. 	Quarter 3 - 2023	City Leadership Team= Jesse Dickson, City Staff, City Council
SEWER EXPANSION (\$15 MILLION) <ul style="list-style-type: none"> Invest time in building relationships to secure funds to initiate and complete the needed sewer expansion project. 	Quarter 2 - 2023	Jesse Dickson, City Council
REVIEW, UPDATE & MAINTAIN THE CAPITAL IMPROVEMENT PROGRAM (CIP) <ul style="list-style-type: none"> This will assist in prioritizing projects and connecting funding sources. 	Annually	City Leadership Team

PRIORITY/STRATEGY/PROJECT	TARGET	LEAD
CONSIDER CONDUCTING A FACILITIES PLAN/ANALYSIS FOR FUTURE NEEDS, REPLACEMENT, AND MAINTENANCE OF CITY FACILITIES <ul style="list-style-type: none"> • Fire Facility • Park Facilities • City Owned Buildings 	Quarter 4 - 2023	Jesse Dickson, City Staff
TRANSPORTATION PLAN <ul style="list-style-type: none"> • Remain informed of and have an influence on the current transportation plan for state and county roads in Cologne 	Ongoing	City Leadership Team
PARKS & TRAILS <ul style="list-style-type: none"> • Maintain and evaluate future needs for Cologne's parks and trail system. • Consider creating a Parks Master Plan 	Annually	Jesse Dickson, City Staff
FUTURE STAFFING NEEDS <ul style="list-style-type: none"> • At least once per year or as needed, internally evaluate and discuss future staffing needs • Consider grant coordinator position or added duties to current position 	Annually / As Needed	Jesse Dickson, City Staff
HOUSING DEVELOPMENT <ul style="list-style-type: none"> • Be open to and support the market for life cycle and workforce housing • Support and utilize any County programs supporting housing options 	Ongoing	City Leadership Team

PRIORITY/STRATEGY/PROJECT	TARGET	LEAD
COMMERCIAL/RETAIL/INDUSTRIAL DEVELOPMENT <ul style="list-style-type: none"> Accomplish the sewer expansion first Be open to and support the market for commercial, retail, and industrial development Support and utilize any County programs supporting commercial, retail, and industrial development 	Ongoing	City Leadership Team
CONSIDER CONDUCTING AN INDUSTRIAL PARK MASTER PLAN	Quarter 4 - 2023	Jesse Dickson, City Staff
REVITALIZE THE CURRENT DOWNTOWN MASTER PLAN	Quarter 4 - 2023	Jesse Dickson, City Staff
MAINTAIN THE COLOGNE CULTURE & SMALL-TOWN FEEL <ul style="list-style-type: none"> Establish, sponsor, and support community gathering spaces. Establish, sponsor, and support community events Sponsor and support community groups & organizations 	Ongoing	City Leadership Team
COMMUNICATION <ul style="list-style-type: none"> Continue trajectory of proactive vs reactive internal & external communications 	Ongoing	City Leadership Team
COUNCIL RECEIVES REGULAR PUBLIC SAFETY REPORTS FROM THE COUNTY SHERIFF & CITY FIRE DEPARTMENT	Quarterly	Jesse Dickson
IDENTIFY THE PILLARS OF THE COMMUNITY <ul style="list-style-type: none"> All initiatives/projects should align to one or more of these pillars 	Twice annually	Jesse Dickson

Summary/Conclusion

The following are the key takeaways of the discussion from the session participants:

- It was a productive, candid conversation
- This is the beginning of continued effective communication and discussion
- City Staff was happy the City Council is involved and thinking about the future
- Getting the Downtown started will cause the rest to come
- Communication – working together to get things done will be improved
- Intentional growth

The 2023 Cologne Strategic Planning Process allowed the City Council and City Staff to discuss priorities and strategies for Cologne. The process allowed for listening and better understanding of individual goals in an effort to collaborate and move forward with a list of group strategies and priorities.

It is recommended that opportunities are created throughout the year for updates and continued discussion by the Cologne Team on the priorities and strategies as laid out in this document. This will be vital in keeping the lines of communication open for collaboration, understanding, the building of trusting relationships, and the continued momentum in maintaining and creating a successful future for the community.



PROCLAMATION

WHEREAS, on behalf of the City of Cologne and its City Council, I wish to extend our deepest condolences over the passing of Tom Fisher on March 27, 2023, and;

WHEREAS, Tom was an outstanding member of the community, a valued Cologne public works employee for three summers, and an excellent grill master, and;

WHEREAS, Tom served his country proudly as a member of the armed forces, and;

NOW, THEREFORE, I, Matt Lein, Mayor of the City of Cologne, on behalf of the City Council, recognize the contributions Tom Fisher made to the City of Cologne and its residents and express our sympathy upon his passing, and furthermore proclaim that flags on all City of Cologne buildings be flown at half-staff from sunrise until sunset on Saturday, April 1, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed this 31st day of March, 2023.

Matt Lein, Mayor
City of Cologne