



City Council Meeting Agenda

Monday, May 1, 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. April 17, 2023 City Council Minutes
- b. April 17, 2023 Special Meeting Minutes
- c. May 1, 2023 Check and EFT Summary
- d. April 25, 2023 Payroll Summary
- e. Suburban Waste Haulers Annual License Application
- f. Glad Days Temporary Liquor License Application

- g. Lions Club Temporary Liquor License Application
 - h. St Bernard's Gambling Permit Application
 - i. Resolution 23-09 Approving Seasonal Worker
 - j. Cologne Newsletter SHIP Grant Application & Agreement
- 6. NEW COUNCIL BUSINESS
 - 7. BOARD REPORTS
 - 8. ANNOUNCEMENTS
 - 9. ITEMS REMOVED FROM THE CONSENT AGENDA
 - 10. ADJOURN

CALENDAR OF EVENTS/MEETINGS

May 15	Monday	7:00PM City Council Meeting
May 29	Monday	Memorial Day – Offices Closed
June 5	Monday	6:00PM Planning Commission Meeting
June 5	Monday	7:00PM City Council Meeting



City Council Meeting Minutes

Monday, April 17, 2023 7:00 PM
Cologne Community Center, 1211 Village Parkway

Vision Statement

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1. CALL MEETING TO ORDER & ROLL CALL

Mayor Lein called the meeting to order at 7:00 PM. Councilmembers Bruss, Kells, Lenzen and Szaroletta were present. Also present were City Administrator Jesse Dickson, and City Clerk Michelle Morrison.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Motion by Councilmember Bruss to adopt the agenda adding Josh Kerwood discussion under New Council Business, second by Councilmember Lenzen. Motion carried unanimously.

4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

Cologne Resident Scott Williams asked to speak to the Council about a concern he had with the street project. Contractors were allowed access across his back yard, and he

was asking for compensation for damages. Staff would do some research into the request.

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. April 3, 2023 City Council Minutes**
- b. April 10, 2023 Special Meeting Minutes**
- c. April 17, 2023 Check and EFT Summary**
- d. April 11, 2023 Payroll Summary**
- e. Pitney Bowes Postage Machine Lease Renewal**
- f. Inn Town Liquor License Renewal**

Motion by Councilmember Szaroletta to approve the consent agenda, second by Councilmember Kells. Motion carried unanimously.

6. NEW COUNCIL BUSINESS

- a. Cologne Fire & Rescue Department Extrication Equipment Purchase**

Assistant Fire Chief Randy Clay reviewed the need for updated extrication equipment, the contract pricing agreement received from HGACBuy and the FEMA grant received that will cover all but \$4,666 of the cost. Motion by Councilmember Kells to approve the quote for extrication equipment as presented, second by Councilmember Bruss. Motion carried unanimously.

- b. Roger Storms – Community Garden Presentation**

Roger Storms reviewed his concept plan to develop a Community Garden on City owned land. Soil samples are being analyzed by MidCounty Coop, draft user agreements and rules have been written. Users would pay a small fee to rent a plot. Getting water to the location is a challenge that is being worked on. The consensus of the Council was that there was interest in the project moving forward.

- c. Discussion with Josh Kerwood**

Josh Kerwood attended the Council meeting as a member of the Communities of Belonging and is a member of the Arts Workstream Group. Discussion was had about wrapping utility boxes with art and crosswalk painting.

d. Call Franchise Agreement Public Hearing May 15, 2023

Administrator Dickson advised the Council that the next steps in moving forward with bringing Comcast into the city would be to call for a Franchise Agreement Public Hearing. Motion by Councilmember Bruss to call for a Franchise Agreement Public hearing on May 15, 2023, second by Councilmember Lenzen. Motion carried unanimously.

e. Park Street Public Lobbying Proposal

Administrator Dickson reviewed the proposal received from Park Street Public Lobbying to represent the City in its efforts to secure funding from the State in the current legislative session for the Wastewater Treatment Plant. After discussion, Councilmember Bruss made a motion directing staff to execute an agreement with Park Street Public Lobbying at a cost not to exceed \$8,000, second by Councilmember Kells. Motion carried unanimously.

f. On-sale Liquor License Fee Waiver Request

Mayor Lein discussed a refund for the On Sale Liquor License fees collected for July 1, 2023 – June 30, 2024, for both the Hollanders and Inn Town Wine & Spirits. The Hollanders are helping to improve Fritz Park Field with revenues from the sales and Inn Town Wine & Spirits needs the license to serve at the City's Community Center for events. After discussion, Councilmember Bruss made a motion to refund Inn Town Wine & Spirits \$250 of the On Sale Liquor license fee they have paid, and to invoice the Cologne Hollanders \$250 for their On Sale license, second by Councilmember Lenzen. Motion carried unanimously.

7. BOARD REPORTS

a. March 2023 Sheriff's Report

8. ANNOUNCEMENTS

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADJOURN

Motion by Councilmember Bruss to adjourn at 8:45PM, second by Councilmember Kells. Motion carried unanimously.

Respectfully Submitted:

Attest:

Michelle Morrison

City Clerk

Matt Lein

Mayor



City Council Workshop Minutes

Monday, April 17, 2023 6:00 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

Mayor Lein called the workshop to order at 6:00 PM. Councilmembers Bruss, Kells, Lenzen and Szaroletta were present. Also present were City Administrator Jesse Dickson and City Clerk Michelle Morrison.

Administrator Dickson reviewed his memo to the Council regarding reserve funds and the purpose for having reserves, current city policy on general fund operating budget reserve and enterprise funds reserves. Additionally, a draft updated Capital Improvement Plan covering 2023 – 2030 was discussed.

The Mayor and Council discussed the existing reserves, and the CIP, and various projects that may be added to the CIP. Administrator Dickson advised that no decisions needed to be made at this time, when the 2024 budget is being developed more discussion will be had on the reserves.

Councilmember Bruss made the motion to close the workshop at 6:55PM, second by Councilmember Lenzen. Motion carried 5-0.

Respectfully Submitted:

Attest:

Michelle M Morrison

City Clerk

Matt Lein

Mayor

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***Check Summary Register©**

Batch:

041323Cintas,041823Carco,041823Jostan,041723MVEC,041923Metronet,042123Xcel,042123IDZone,050323CR,042723VisaCFD,042723UFC,042723Share,042723ECM,042723VisaCity

Name	Check Date	Check Amt	
10100 Checking			
1214e CINTAS CORPORATION	4/13/2023	\$156.05	Uniforms
1215e CAR-CO INC	4/13/2023	\$65.45	CFD
1216e JOSTAN SERVICES, INC.	4/17/2023	\$1,587.05	CCC Cleaning - April
1217e MN VALLEY ELECTRIC COOPER	4/17/2023	\$158.02	2140 N Village Parkway
1218e METRONET	4/19/2023	\$174.47	Phones
1223e XCEL ENERGY	4/20/2023	\$8,819.07	Louis Hall
1224e ID ZONE	4/26/2023	\$288.99	Entry Badges
1225e VISA - CITIZENS ALLIANCE BAN	4/27/2023	\$1,640.73	CFD Adapters
1226e UNITED FARMERS COOPERATIV	4/27/2023	\$369.85	PW Softner Salt
1227e SHARE CORPORATION	4/27/2023	\$241.63	PW Truck Wash
1228e ECM PUBLISHERS, INC.	4/27/2023	\$32.40	Publish May 1 Ordinance Amendment
28138 CENTERPOINT	5/3/2023	\$1,280.27	306 Playhouse
28139 CORE & MAIN	5/3/2023	\$272.39	Water Meters
28140 DIVERSIFIED PLUMBING & HEAT	5/3/2023	\$3,017.00	Install Eye Wash Safety System
28141 CROWN COLLEGE	5/3/2023	\$450.00	EMT/EMR Refresher
28142 FASTENAL COMPANY	5/3/2023	\$13.35	PW Parts
28143 FLOW MEASUREMENT AND CO	5/3/2023	\$407.00	Meter Certification
28144 GRAINGER	5/3/2023	\$112.33	PW Aluminum Tines
28145 HAWKINS, INC	5/3/2023	\$4,817.48	Chlorine Cylinder
28146 INN TOWN WINE & SPIRITS	5/3/2023	\$250.00	Refund portion of liquor license fee per Council
28147 JEFFERSON FIRE & SAFETY	5/3/2023	\$326.59	CFD Firefighter Gloves
28148 CINDY JOHNSON	5/3/2023	\$50.00	Deposit Refund
28149 LEAGUE OF MINNESOTA CITIES	5/3/2023	\$29,020.00	
28150 SUSAN LUNDQUIST	5/3/2023	\$50.00	Deposit Refund
28151 MELCHERT, HUBERT,SJODIN, P	5/3/2023	\$5,735.65	Misc Legal Fees
28152 MN DEPT OF HEALTH	5/3/2023	\$520.00	Annual Splash Pad License
28153 MN VALLEY TESTING LABS	5/3/2023	\$360.25	Water Analysis
28154 NCPERS Group Life Ins	5/3/2023	\$96.00	Employee Life Insurance - April
28155 OVERLINE & SON, INC.	5/3/2023	\$4,290.00	Vactor Services Meadow 4/6/2023
28156 QUALITY FLOW SYSTEMS, INC	5/3/2023	\$18,723.00	Install Guide System and Piping Meadow Lift
28157 STORMS WELDING & MFG. INC	5/3/2023	\$18.84	Bolts
28158 CHERYL THURBER	5/3/2023	\$50.00	Deposit Refund
28159 VESSCO, INC.	5/3/2023	\$920.15	Pumphead
28160 WM MUELLER & SONS, INC.	5/3/2023	\$1,642.38	Blacktop
28161 XTREME ELECTRICAL INC	5/3/2023	\$2,160.00	Street Light Repairs
Total Checks		\$88,116.39	

Clerk Treasurer

Date

FILTER: ((([Act Year]='2023' and [period] in (4,5))) and (Source in ('041323Cintas','041823Carco','041823Jostan','041723MVEC','041923Metronet','042123Xcel','042123IDZone','050323CR','042723VisaCFD','042723UFC','042723Share','042723ECM','042723VisaCity')))

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***Check Detail Register©**

Batch:

041323Cintas,041823Carco,041823Jostan,041723MVEC,041923Metronet,042123Xcel,042123IDZone,050323CR,042723VisaCFD,042723UFC,042723Share,042723ECM,042723VisaCity

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
		SECURITY CARD MEMBER SERVICE			
E 101-45100-210		Operating Supplies (GEN	\$378.54		Gym Wipes - Ball Cart
E 101-41400-207		Computer Software/Hardw	\$107.28		Monthly Adobe and Flowroute Subscription
E 101-45200-430		Miscellaneous (GENERAL	\$81.80		Trash Bags
E 101-41400-200		Office Supplies (GENERA	\$114.93		Office Supplies
E 101-46200-430		Miscellaneous (GENERAL	\$25.15		Senior Treats
E 101-43100-401		Repairs/Maint Buildings	\$154.97		Light Bulbs
E 101-42400-433		Dues and Subscriptions	\$660.48		Quarterly Surcharges
		Total	\$1,523.15		
1214 e	04/13/23	CINTAS CORPORATION			
E 101-43100-417		Uniforms	\$19.09	4148583402	Uniforms
E 101-43100-417		Uniforms	\$34.57	4149312677	Uniforms
E 101-45100-401		Repairs/Maint Buildings	\$54.21	4149313052	Rugs, Mats, Mops, Towels
E 101-43100-417		Uniforms	\$29.09	4150025959	Uniforms
E 101-43100-417		Uniforms	\$19.09	4150701918	Uniforms
		Total	\$156.05		
1215 e	04/13/23	CAR-CO INC			
E 101-42230-404		Repairs/Maint Machinery/	\$39.98		CFD
E 101-43100-404		Repairs/Maint Machinery/	\$25.47		PW
		Total	\$65.45		
1216 e	04/17/23	JOSTAN SERVICES, INC.			
E 101-45100-401		Repairs/Maint Buildings	\$1,170.50	8872	CCC Cleaning - April
E 101-45100-223		Building Repair Supplies	\$416.55	8872	Cleaning Supplies
		Total	\$1,587.05		
1217 e	04/17/23	MN VALLEY ELECTRIC COOPERATIVE			
E 602-49470-381		Electric Utilities	\$100.20		2140 N Village Parkway
E 101-43160-381		Electric Utilities	\$57.82		2043 Village Parkway Light
		Total	\$158.02		
1218 e	04/19/23	METRONET			
E 101-43100-320		Communications (GENER	\$174.47		Phones
		Total	\$174.47		
1223 e	04/20/23	XCEL ENERGY			
E 101-42210-381		Electric Utilities	\$507.82		Louis Hall
E 602-49450-381		Electric Utilities	\$5,170.73		WWTP
E 101-41940-381		Electric Utilities	\$14.71		PW Maintenance Bldg
E 101-45200-381		Electric Utilities	\$108.68		Tennis Courts - Lions Park
E 101-43160-381		Electric Utilities	\$1,671.51		Street Light
E 101-43100-381		Electric Utilities	\$304.82		Public Works Facility
E 601-49400-381		Electric Utilities	\$245.35		
E 602-49470-381		Electric Utilities	\$795.45		All Lift Statlions
		Total	\$8,819.07		
1224 e	04/26/23	ID ZONE			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45100-210		Operating Supplies (GEN	\$288.99	1	Entry Badges
		Total	\$288.99		
1225 e	04/27/23	VISA - CITIZENS ALLIANCE BANK			
E 101-42200-430		Miscellaneous (GENERAL	\$40.41		CFD Adapters
E 101-42200-301		Auditing and Acct g Servic	\$6.23		CFD Finance Charge
E 101-42230-240		Small Tools and Minor Eq	\$90.04		CFD Batteries
E 101-42230-404		Repairs/Maint Machinery/	\$1,504.05		CFD 2019 Kenworth Maintenance
		Total	\$1,640.73		
1226 e	04/27/23	UNITED FARMERS COOPERATIVE			
E 101-45100-223		Building Repair Supplies	\$345.87	19-884395	PW Softner Salt
E 101-45100-223		Building Repair Supplies	\$23.98	19-884709	PW Melt It
		Total	\$369.85		
1227 e	04/27/23	SHARE CORPORATION			
E 101-43100-210		Operating Supplies (GEN	\$241.63	230863	PW Truck Wash
		Total	\$241.63		
1228 e	04/27/23	ECM PUBLISHERS, INC.			
E 101-41400-350		Print/Publications (GENE	\$32.40	943494	Publish May 1 Ordinance Amendment
		Total	\$32.40		
28138	05/03/23	CENTERPOINT			
E 101-45200-383		Gas Utilities	\$273.74		107 John Ave
E 101-43100-383		Gas Utilities	\$15.00		306 Playhouse
E 101-43100-383		Gas Utilities	\$587.74		304 Louis St
E 101-42210-383		Gas Utilities	\$393.79		110 Louis St
E 101-41400-301		Auditing and Acct g Servic	\$10.00		Returned check charge
		Total	\$1,280.27		
28139	05/03/23	CORE & MAIN			
E 601-49400-210		Operating Supplies (GEN	\$272.39	378595	Water Meters
		Total	\$272.39		
28140	05/03/23	DIVERSIFIED PLUMBING & HEATING			
E 601-49400-312		Contractual Services	\$450.00	35723	Hydro Jet Sewer Line
E 101-41940-404		Repairs/Maint Machinery/	\$2,567.00	35845	Install Eye Wash Safety System
		Total	\$3,017.00		
28141	05/03/23	CROWN COLLEGE			
E 101-42220-208		Training and Instruction	\$450.00	75	EMT/EMR Refresher
		Total	\$450.00		
28142	05/03/23	FASTENAL COMPANY			
E 101-43100-210		Operating Supplies (GEN	\$13.35	74873	PW Parts
		Total	\$13.35		
28143	05/03/23	FLOW MEASUREMENT AND CONTROL C			
E 602-49450-312		Contractual Services	\$407.00	2081	Meter Certification
		Total	\$407.00		

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Batch:

041323Cintas,041823Carco,041823Jostan,041723MVEC,041923Metronet,042123Xcel,042123IDZone,050323CR,042723VisaCFD,042723UFC,042723Share,042723ECM,042723VisaCity

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
28144	05/03/23	GRAINGER			
E 101-43100-240		Small Tools and Minor Eq	\$112.33	9669043482	PW Aluminum Tines
		Total	\$112.33		
28145	05/03/23	HAWKINS, INC			
E 601-49400-216		Chemicals and Chem Pro	\$10.00	6447869	Chlorine Cylinder
E 602-49450-216		Chemicals and Chem Pro	\$4,807.48	6450403	Aqua Hawk
		Total	\$4,817.48		
28146	05/03/23	INN TOWN WINE & SPIRITS			
R 101-00000-32110		Alcoholic Beverages	\$250.00		Refund portion of liquor license fee per Council Motion April 17, 2023
		Total	\$250.00		
28147	05/03/23	JEFFERSON FIRE & SAFETY			
E 101-42230-240		Small Tools and Minor Eq	\$326.59	301647	CFD Firefighter Gloves
		Total	\$326.59		
28148	05/03/23	CINDY JOHNSON			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28149	05/03/23	LEAGUE OF MINNESOTA CITIES			
E 101-42200-151		Worker s Comp Insurance	\$9,866.80		
E 101-43100-151		Worker s Comp Insurance	\$6,384.40		
E 101-45200-151		Worker s Comp Insurance	\$2,031.40		
E 602-49450-151		Worker s Comp Insurance	\$4,788.30		
E 601-49400-151		Worker s Comp Insurance	\$4,353.00		
E 101-41400-151		Worker s Comp Insurance	\$1,596.10		
		Total	\$29,020.00		
28150	05/03/23	SUSAN LUNDQUIST			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28151	05/03/23	MELCHERT, HUBERT,SJODIN, PLLP			
E 101-41600-304		Legal Fees	\$501.00	166623	Misc Employment Law
E 101-41600-304		Legal Fees	\$1,861.25	166695	Lions Park Acquisition
E 101-41600-304		Legal Fees	\$2,864.05	166791	Misc Legal Fees
E 101-41600-304		Legal Fees	\$509.35	166792	Broken Sewer Lateral
		Total	\$5,735.65		
28152	05/03/23	MN DEPT OF HEALTH			
E 101-45200-430		Miscellaneous (GENERAL	\$520.00		Annual Splash Pad License
		Total	\$520.00		
28153	05/03/23	MN VALLEY TESTING LABS			
E 602-49450-311		Analysis	\$169.40	1192573	Water Analysis
E 602-49450-311		Analysis	\$190.85	1193484	Water Analysis
		Total	\$360.25		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
28154	05/03/23	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		
28155	05/03/23	OVERLINE & SON, INC.			
E 602-49450-312		Contractual Services	\$2,730.00	1181	Vactor Services Meadow 4/6/2023
E 602-49450-312		Contractual Services	\$1,560.00	1182	Vactor Services Village Lift Station 4/14/2023
		Total	\$4,290.00		
28156	05/03/23	QUALITY FLOW SYSTEMS, INC			
E 602-49450-312		Contractual Services	\$17,613.00	44659	Install Guide System and Piping Meadow Lift
E 602-49450-404		Repairs/Maint Machinery/	\$1,110.00	44720	Service Check 5 Lift Stations
		Total	\$18,723.00		
28157	05/03/23	STORMS WELDING & MFG. INC			
E 101-43100-404		Repairs/Maint Machinery/	\$18.84	1023822	Bolts
		Total	\$18.84		
28158	05/03/23	CHERYL THURBER			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
28159	05/03/23	VESSCO, INC.			
E 602-49450-404		Repairs/Maint Machinery/	\$920.15	90773	Pumphead
		Total	\$920.15		
28160	05/03/23	WM MUELLER & SONS, INC.			
E 101-43100-210		Operating Supplies (GEN	\$384.09	285338	Blacktop
E 101-43100-210		Operating Supplies (GEN	\$372.93	285390	Blacktop
E 101-43100-210		Operating Supplies (GEN	\$478.02	285440	Blacktop
E 101-43100-210		Operating Supplies (GEN	\$407.34	285501	Blacktop
		Total	\$1,642.38		
28161	05/03/23	XTREME ELECTRICAL INC			
E 101-43100-312		Contractual Services	\$2,160.00	2007	Street Light Repairs
		Total	\$2,160.00		
10100		Checking	\$89,639.54		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 Checking

101 GENERAL FUND	\$43,914.24
601 WATER FUND	\$5,346.74
602 SEWER FUND	\$40,378.56
	\$89,639.54

Clerk Treasurer

Date

City of Cologne Payroll 25-Apr-23			
Employee	\$	12,802.00	April 25, 2023 Payroll
IRS	\$	4,599.44	April 25, 2023 Payroll
MN Department of Revenue	\$	852.15	April 25, 2023 Payroll
PERA	\$	2,580.05	April 25, 2023 Payroll
Total	\$	20,833.64	



RECEIVED
APR 20 2023

HAULERS LICENSE

Company Name Suburban Waste MN LLC
Owner's Name Rick Sievers, Paul & Katie Rosland
Contact Person Rick Sievers / Susan Schurman
Phone # 952-937-8900
Address 7125 126th Street West #500, Savage MN 55378

Federal ID # 02-0814497

MN Tax ID # 9064229

Place of disposal of the waste collected: HERC & Brooklyn Park Transfer ,Freeway &
Burnsville 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

Amount Paid \$ 875⁰⁰ Date Paid 4-18-2023

Haulers Signature [Signature] Date 04-18-2023

City Official Michelle Morrison Date 4/20/2023

PERMIT EXPIRES APRIL 1, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2022

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 Hays Companies, Inc. 80 South 8th Street Suite 700 Minneapolis MN 55402		CONTACT NAME: Maikou Lor or Kathy Beatyy PHONE (A/C, No, Ext): (612) 333-3323 E-MAIL ADDRESS: maikou.lor@bbrown.com FAX (A/C, No): (612) 373-7270	
INSURED Suburban Waste MN LLC 7125 W 126th Street Savage MN 55378		INSURER(S) AFFORDING COVERAGE INSURER A: Pioneer Specialty Insurance Company INSURER B: Explorer Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 40312 40029	

COVERAGES

CERTIFICATE NUMBER: 2022-2023

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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP1123414	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPP1120860	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB1020202	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	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	N/A	WMN 5067561	10/01/2022	10/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 500,000 E.I. DISEASE - EA EMPLOYEE \$ 500,000 E.I. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Cologne
PO Box 120

Cologne

MN 55322

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

Suburban Waste MN LLC - Cologne

<u>Truck #</u>	<u>Year/Make/Model</u>		<u>License Plate</u>
20	2016 Freightliner M2 106	Rear Loader	YCA-2820
26	2013 Freightliner M2 106 Business	Rear Loader	YBU-4983
23	2011 Freightliner M2 Businesss	Rear Loader	YBR-9062
32	2012 Freightliner M2 106	Rear Loader	YBW-2903

Commercial Vechicle

42	2018 Peterbuilt PB 520	Front Loader	YCB-8639
		Total Trucks	5

2023 Cologne (Include any size recycle)

*Taxes included/no added fees

96 Gallon \$90.00 quarterly

64 Gallon \$84.00 quarterly

35 Gallon \$78.00 quarterly

Full Season Yard Waste \$174.00 (Unlimited with weekly pick up)

On Call \$4.00 bag/bundle

(Price change annually)

Commercial Rates

Rates Vary



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
Cologne Glad Days		6/26/2020	85-1639992
Address	City	State	Zip Code
1087 MEADOW ST	Cologne	MN	55322
Name of person making application		Business phone	Home phone
Tom Schmitz		612-708-2946	612-708-2946
Date(s) of event	Type of organization		
July 27 thru July 30, 2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Betsy Pysick	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Tom Schmitz	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Paul Gort	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Taylor Gort	Cologne	MN	55322

Location where permit will be used. If an outdoor area, describe.

Cologne City Square Park
John Ave. N Cologne, MN 55322

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Breakthru Beverage Minnesota
701 Industrial Blvd NE Minneapolis, MN 55413

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

CSU Producer Resources Inc. \$ 1,000,000.00 coverage

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Cologne Lions Club	1974	6549944	
Address	City	State	Zip Code
P.O. Box 174	Cologne	MN	55322
Name of person making application	Business phone	Home phone	
Tom Schmitz	612-708-2946	612-708-2944	
Date(s) of event	Type of organization		
July 27 thru July 30, 2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Nate Kells	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Jed Thompson	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Keith Koosman	Cologne	MN	55322
Organization officer's name	City	State	Zip Code
Anna Wickenhausen	Cologne	MN	55322

Location where permit will be used. If an outdoor area, describe.

Cologne Lions Park
118 Henry Ave S
Cologne, MN 55322

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Breakthru Beverage Minnesota
701 Industrial Blvd NE
Minneapolis, MN 55413

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Insurance by Bunley \$1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Bernard Catholic Church

Previous Gambling Permit Number: X- 10003-22-026

Minnesota Tax ID Number, if any: 8549092

Federal Employer ID Number (FEIN), if any: 41-0782856

Mailing Address: 212 Church Street East

City: Cologne State: MN Zip: 55322 County: Carver

Name of Chief Executive Officer (CEO): Father Abraham George Kochupurackal

CEO Daytime Phone: 952-466-2031 CEO Email: busadmin@st-bernard-cologne.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): bookkeeper@st-bernard-cologne.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Bernard Catholic Church

Physical Address (do not use P.O. box): 210 Church Street East

Check one:

☒ City: Cologne Zip: 55322 County: Carver

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 7, 2023

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Thampan Date: 4/14/23
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Abraham George Kochupurackal

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- ☒ a copy of your proof of nonprofit status; and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



"Jesus Christ is the same yesterday, today and forever." Heb. 13:8

Archdiocese of
Saint Paul and Minneapolis

Chancellor for Civil Affairs

May 8, 2003

St. Bernard's Parish
212 Church St. E.
Cologne, MN 55322

St. Bernard's Parish, Cologne, Minnesota, is a tax exempt organization under the provisions of Section 501(C)(3) of the Internal Revenue Code by reason of a group ruling dated March 25, 1946 by the Internal Revenue Service, supplemented by letter ruling dated June 19, 2002, a copy of which is enclosed, which provides that any organization listed in the Official Catholic Directory is entitled to such tax exempt status as being an agency of the Catholic Church operated, supervised or controlled by or in connection with the Catholic Church in the United States.

St. Bernard's parish is listed in the Official Catholic Directory for 2002, a copy of the page showing that listing from the directory being enclosed.

If you have any questions, please contact me at your convenience.

Very truly yours,

William S. Fallon

William S. Fallon
Chancellor

Form ST-17
(Rev. 1-1-81)
RV-01014-02



Minnesota Department of Revenue — Sales and Use Tax Division
Centennial Office Building — St. Paul, Minnesota 55145
(612) 296-6181

CERTIFICATE OF EXEMPT STATUS — EXEMPT ORGANIZATION

Under the provisions of Section 297A.25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law, the organization listed below is certified to be exempt from sales and use taxes on purchases, rentals and leases of tangible personal property. The property must be used exclusively in the performance of charitable, religious or educational functions or, in the case of senior citizen groups, in the pleasure, recreation or other nonprofit functions, of the group.

St. Bernard Church and School
Cologne,
Minnesota 55322

Certificate No.	
ES	22249
Date Issued	October 16, 1969
Date Reissued:	February 9, 1983

Commissioner of Revenue

By *J. J. Majerke*
J. J. MAJERKE, Director
Sales and Use Tax Division

This certificate is valid until revoked by the
Minnesota Department of Revenue.



**CITY OF COLOGNE
RESOLUTION NO. 23-09
APPROVING 2023 SEASONAL PUBLIC WORKS EMPLOYEE REHIRE**

WHEREAS, The City of Cologne budgets annually for seasonal help; and

WHEREAS, the City of Cologne is responsible for maintaining parks and streets throughout the summer; and

WHEREAS, the City Staff is recommending the rehiring of the following individual for the summer 2023 season:

David Samuelson \$16/hour

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota, to authorize the rehiring of the positions for the 2023 season.

Adopted by the City Council of the City of Cologne, Minnesota, this 1st day of May, 2023

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Lein _____

Kells _____

Szaroletta _____

Bruss _____

S/ _____

Lenzen _____

**COUNTY OF CARVER
CITY OF COLOGNE
SHIP GRANT AGREEMENT**

This Statewide Health Improvement Partnership (SHIP) Grant Agreement is entered into by and between the County of Carver, 600 East 4th Street, Chaska, Minnesota 55318, through Carver County Public Health, (hereafter “CCPH”) and City of Cologne, 1211 Village Parkway, Cologne, MN 55322 (hereafter “Grantee”).

CCPH has been awarded Minnesota Department of Health (MDH) SHIP funding to support activities that prevent risk factors that lead to chronic disease. This is accomplished by building the capacity of communities to increase access to healthy foods and active living, and to reduce tobacco exposure.

Criteria

Funding and SHIP resources will be provided to support sustainable policy, and systems and environmental (PSE) change. The Grantee will demonstrate a clear and significant link between SHIP resources and PSE change. The Grantee must select activities within the established settings of community, workplace, schools, and health care; this can also include child care settings and senior living facilities. Additionally, within each setting the Grantee must select preapproved activities.

Recitals

1. Under Minnesota Statute §145.986, CCPH is empowered to enter into this grant.
2. CCPH is in need of duties to carry out the provisions of Minnesota Statute § 145.986
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of CCPH.
4. SHIP funds will be used to cover costs for the creation and distribution (postage) of two community newsletters.

Grant Agreement

1. Term of Grant Agreement

- a. **Effective date:** (April 1, 2023). Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred back to the effective date. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement and approved Project Proposal.
- b. **Expiration date:** (October 31, 2023). All expenditures must occur prior to the expiration date.
- c. **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. Duration; 10. Audits; 11. Government Data Practices and Intellectual property; 12. Workers Compensation; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 19. Data Disclosure.

2. Grantee’s Responsibilities

- a. Submit a project proposal that clearly identifies how SHIP resources will support PSE change as detailed in Appendix A: Project Proposal.
- b. Inform SHIP staff of essential meetings and allow SHIP staff to assist as needed

- c. Provide updates on project status, such as but not limited to timelines, budget spent, and activities as requested within 5-10 business days
- d. Only purchase items/conduct the activities agreed upon in the Project Proposal or with written approval from CCPH
- e. Allow CCPH to use any product created
- f. Promote and acknowledge CCPH and SHIP support on all materials/communication using provided SHIP branding
- g. Conduct evaluation activities and provide any data that was collected
- h. Submit invoices from the Grantee institution within 30 days of purchase
 - i. Invoices must include information on:
 - 1. Bill to
 - 2. Remit to
 - 3. Detailed description of goods received/services provided including the vendor(s) and the item(s)
 - 4. Copies of the invoices for vendor(s)
 - 5. Original signed itemized receipts.
- i. Provide a final report within 30 days of the completion of the project with all required information as detailed in Appendix A (Project Proposal): Final Report.

3. CCPH's Responsibilities

- a. Support the Grantee through the agreement and project proposal process including providing information on preapproved activities and allowable and unallowable expenses
- b. Provide technical assistance to help conform projects to MDH and SHIP Grant requirements
- c. Provide feedback on the project proposal within 5-10 business days
- d. Attend essential Grantee meetings, such as quarterly advisory or committee meetings
- e. Follow the MDH guidelines established in the SHIP strategy guides, including the financial guide
- f. Provide electronic and print CCPH and MDH SHIP materials to support awareness, promotion, and other communications related to the project
- g. Approve expenses within 5-10 business days
- h. Reimburse mutually agreed upon project proposal expenditures and accompanying invoices within 45 days of receipt not to exceed \$3,400.00.
- i. Complete all necessary paperwork that is due for MDH

4. Reporting Requirements

The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by CCPH as described in the Recitals, unless CCPH grants an extension in writing.

5. Time

The Grantee must comply with all the time requirements described in this grant agreement.

6. Consideration and Payment

- a. **Consideration.** CCPH will pay for all services performed by the Grantee under this grant agreement as follows:

- i. **Compensation.** The Grantee will be paid for all activities as described in the Project Proposal performed by the Grantee during the term of the Grant up to the amount agreed upon in the Project Proposal.
 - ii. **Total Obligation.** The total obligation of CCPH for all compensation and reimbursements to the Grantee under this grant agreement will not exceed the amount agreed upon in the Project Proposal. CCPH reserves the right not to honor invoices or receipts that include unallowable expenses or are submitted late.
- b. **Payment**
 - i. **Invoices.** CCPH will promptly pay the Grantee after the Grantee's presentation of invoices or receipts for services performed, equipment, trainings, mileage, food expenses or other items agreed upon in the Project Proposal by CCPH's authorized agent pursuant to Clause 7. Invoices shall be submitted in a form prescribed by CCPH within the dates previously noted in "Term of Grant Agreement" in this contract. Submitted receipts must be detailed, signed, and dated; the receipt must have the items purchased in addition to the total, not just the total.

7. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to CCPH's satisfaction, as determined at the sole discretion of CCPH's Authorized Representative and in accordance with all applicable federal, county, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by CCPH to be unsatisfactory or performed in violation of federal, county, or local law.

8. Authorized Representative

CCPH's Authorized Representative is Richard Scott, 600 East 4th Street, Chaska, MN 55318, (952) 361-1500, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, CCPH's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Jesse Dickson, City of Cologne, 1211 Village Parkway, Cologne, MN 55322. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify CCPH.

9. Assignment, Amendments, Waiver, and Grant Agreement Complete

- a. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of CCPH and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- b. **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- c. **Waiver.** If CCPH fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

- d. ***Grant Agreement Complete.*** This grant agreement contains all negotiations and agreements between CCPH and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

10. Liability

The **Grantee** shall indemnify, hold harmless and defend CCPH, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which CCPH, its officers or employees may hereafter sustain, incur or be required to pay, for injury or damages that occur as a result of the use equipment, materials, or any other services purchased with SHIP funding or harms stemming arising out of any defects in the product or by reason of any act or omission of **Grantee**, its agents, servants or employees, in the execution, performance, or failure to adequately perform **Grantee's** obligations pursuant to this agreement.

CCPH's liability under this agreement shall be governed Responsibility will be pursuant to Minnesota Statute § 466.03.

11. Duration

This Grant Agreement is at-will and may be modified in writing by mutual consent of authorized officials from CCPH and the Grantee.

12. Audits

This agreement is covered by the Minnesota Data practices act. Pursuant to Minn. Stat. §16C.05, subd. 5, the **Grantee** agrees that CCPH, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CCPH and involve transactions relating to this Agreement. **The Grantee** agrees to maintain these records for a period of six years from the date of termination of this Agreement.

13. Government Data Practices and Intellectual Property

- a. ***Government Data Practices.*** The Grantee and CCPH must comply with the Minnesota Government Data Practices Act, Minnesota Statute §. 13, as it applies to all data provided by CCPH under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or CCPH.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify CCPH. CCPH will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

14. Worker's Compensation

The Grantee certified that it is in compliance with Minn. Stat. §176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered CCPH employees. Any claims that may arise under the Minnesota Workers''

Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the CCPH's obligation or responsibility.

15. Publicity and Endorsement

- a. **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify CCPH as the sponsoring agency and must not be released without prior written approval from the CCPH's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
- b. **Endorsement.** The Grantee must not claim that CCPH endorses its products or services.

16. Governing Law

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Carver County, Minnesota.

During the performance of this Agreement, the Grantee agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

17. Accessibility: Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines.

Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

18. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

- a. The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

19. Monitoring

If the grant is over \$50,000, CCPH's authorized representatives will conduct at least one monitoring visit per grant period. This visit may be in person or by telephone.

20. Termination

Termination by CCPH. CCPH may cancel this agreement at any time, with or without cause, upon 30 days' written notice to the grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3 and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CCPH, to federal and state tax agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby. Acceptance of the terms of this agreement is acknowledged by the following signatures of the Authorized Representatives.

City of Cologne

Carver County Public Health

Signature/Date

Jesse Dickson, City Administrator

Signature/Date

Richard Scott, Deputy Division Director of
Health, and Human Services and CHS
Administrator

Carver County Public Health Statewide Health Improvement Partnership (SHIP) Project Proposal

SHIP Project Proposal –2022-2023

This Project Proposal accompanies the Statewide Health Improvement Partnership (SHIP) Grant Agreement.

Contact Information

Today's date	April 20, 2023
Organization name	City of Cologne
Name of primary contact	Jesse Dickson, City Administrator
Phone number of primary contact	(952) 466-2064
Email address of primary contact	jessed@colognemn.com
Estimated total number of people reached by this project	3500 +

Project Proposal

Project Goal(s)

What are the goals of this project?

Communities of Belonging (COB) is a community driven initiative supported by Carver County Public Health SHIP.

Vision: Cologne is a Community of Belonging where people are connected and know each other, care about each other, and take care of each other even if everyone does not agree on every issue. Cologne welcomes all people, at all times, and promotes care of the environment and the health and safety of all living things.

- **Mission:** To support and intentionally foster opportunities to connect individuals, families, and organizations living in and serving the Cologne Community.
- **Objectives:**
 - Build relationships and strengthen connections between people and places.
 - Strengthen business presence and economic development by welcoming and fostering connections within the community.
 - Invite and foster community engagement in resources and events.
 - Promote equity and resilience as a healthy outcome of a community of belonging by developing and fostering community conversations.



Carver County Public Health
600 Fourth Street East
Chaska, MN 55318-2102
Phone (952) 361-1329 | Fax (952) 361-1360
public-health@co.carver.mn.us
www.co.carver.mn.us



Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health

<p>Description <i>Provide a general description of the project, including the policy, system or environmental (PSE) change.</i></p> <p><i>Include why this project is needed at your organization or in your community.</i></p>	<p>The Cologne COB Leadership Team currently consists of three community members, Councilmember Nathan Kells serving as a liaison, and two Carver County Public Health staff providing technical support. This team, along with the larger work group (comprised of community members across sectors) identified several projects based on a community survey that was completed in November 2021. The survey was analyzed by Carver County and an infographic was developed to capture the highlights. This survey solicited feedback from residents within the city limits and those living in the fire district. Participants identified several positive aspects/community strengths related to living in Cologne, as well as areas for improvement.</p> <p>One such area for growth is the need for better communication about what is happening in the city and surrounding area and how to get involved in community events and other activities.</p> <p>While social media is a common place for accessing community-related information, not everyone uses social media. Twenty-five percent of respondents noted they do not use any social media, 16% noted little use, 28% noted some use, and 30% noted that this is their main source to learn about activities in Cologne.</p> <p>As a result of the survey the COB communications work group recommended distribution of a quarterly newsletter, created by members of the work group. Volunteers curate content for the newsletter from community leaders, organizations, civic groups, businesses, schools, etc.</p> <p>To date, two newsletters have been created and distributed to Cologne residents living within the city limits and fire district. Additional hard copies of the newsletters have been available at local businesses, city hall, and placed in welcome packets for new residents. Access to the newsletters has also gone out on social media platforms.</p> <p>Community members have offered positive feedback on the newsletter along with additional members joining the COB because of the newsletter.</p> <p>Under this proposal, the City of Cologne would continue to act as the fiscal agent for two additional newsletters (spring/fall).</p>
<p>Health Equity <i>Describe how this project will promote the highest level of health for all in the community, especially those who have socioeconomic disadvantages.</i></p>	<p>Communities of Belonging (COB) is founded on the principles and practices of diversity, equity, and inclusion. All projects will be viewed and implemented through the lens of diversity, equity, and inclusion.</p>
<p>Action Plan and Timeline <i>List the activities needed to accomplish the project and the timeline for completing them. Add mor lines as needed.</i></p>	

Each Action Plan must include SMART Objectives (<i>Specific, Measurable, Attainable, Relevant, Time-Based</i>)	
Action Plan/Activities	Timeframe
<i>Example: Survey residents to gather feedback on program goals.</i>	<i>October 2021</i>
Lisa Steinbauer & Communications Work Group curate content, storyboard for spring and fall newsletters	April – October 2023
Newsletters designed; pre-print prep	April - October 2023
Newsletters sent to vendor for print, fold, mail prep; newsletters mailed	April - October 2023

Budget Include all projected expenses, such as equipment, materials, training fees, substitute costs, curriculum, printing, etc. Add more lines as needed.			
Budget Item	Brief Description	Cost (\$)	In-Kind Contributions/Description *
<i>Example: industrial refrigerator</i>	<i>for storage of larger quantities of fresh produce</i>	<i>\$900</i>	<i>\$150 for labor for installation</i>
Cologne newsletter & distribution	Two newsletters @ \$1,700. each Vendor for newsletters and sign is Graphic Print Promo & Design		Volunteer time curating information and photos for the newsletters, and distribution within of the newsletter within the community and on social media platforms exceeds the 10% in-kind contribution required for SHIP funding.
Total Amount Requested: \$3,400.00			
*In-kind contributions must total 10% of the total project budget; this can include staff/volunteer time and equipment donations.			

<p>Evaluation</p> <p><i>What would indicate to you that this project was successful?</i></p> <p><i>SHIP requires all projects to include evaluation. Are you willing to work with SHIP staff to come up with an evaluation plan?</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>How will you measure progress or change?</i></p>	<p>Will consider the following metrics for measuring success:</p> <ul style="list-style-type: none"> ✓ Response to calls for action ✓ Number of emails opened ✓ Community feedback (anecdotal) ✓ New community members joining the larger COB and/or work group because of the newsletter
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Sustainability <i>What is the plan for making sure the change continues after funding ends?</i>	<ul style="list-style-type: none"> ▪ City of Cologne supports and promotes the newsletter and acts as the fiscal agent for SHIP funding for the remainder of 2023, and will consider funding quarterly newsletter beginning 2024. ▪ The Cologne COB has a strong leadership team and will continue to promote participation in work groups that address needs identified in the community survey. The work of the COB is based on the initial community survey, and is therefore, data driven/community driven. The COB will continue to invite community input into the process.
Communications <i>Who needs to know about this change –community members, clients, elected officials, etc.?</i> <i>How will you communicate with these groups?</i>	<p>The proposed community newsletter will be a primary source of communication and will benefit the broad community.</p> <p>The Communications work group will have the responsibility of creating the newsletter by curating information/photos/stories, etc. from a wide variety of sources for a quarterly newsletter.</p>

Completed proposals for funding and questions can be sent to Diane Davis, SHIP Coordinator at ddavis@co.carver.mn.us

By signing the Project Proposal, the organization agrees to the following expectations:

- ☒ Obtain leadership support for proposed SHIP project.
- ☒ Demonstrate at least a 10% in-kind match.
- ☒ Submit receipts and invoices within 30 days of purchases.
- ☒ Communicate with Carver County SHIP on a regular basis throughout the grant cycle to provide updates, including a final summary

City of Cologne

Signature

Date

Carver County Public Health
Diane Davis, SHIP Coordinator

Diane Davis, SHIP Coordinator

Signature

April 20, 2023

Date