



## City Council Meeting Agenda

Monday, February 2, 2026 7:00 PM  
Cologne Community Center, 1211 Village Parkway

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### Vision Statement

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

Mayor: Matt Lein  
Councilmember: Sarah Bruss  
Councilmember: Jeri Bowers  
Councilmember: Selmer Olson  
Councilmember: Carol Szaroletta

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

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

5. **ADOPT CONSENT AGENDA**

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

- a. January 20, 2026 City Council Minutes
- b. Accounts Payable from January 21st, 2026
- c. January 27th, 2026 Payroll Summary

**d. West Hennepin Ducks Unlimited Gambling Permit**

**6. NEW COUNCIL BUSINESS**

**a. Res No 26-02 Resolution for Counting Write-In Votes for Local  
Elective Office**

**b. Phosphorus Monitoring System for Wastewater Treatment  
Facility**

**c. Community of Belonging Newsletter Discussion – Sarah Bruss**

**7. INFORMATIONAL ITEMS**

**a. Administrator Update**

**b. Mayor / Council / Committees Reports**

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

**9. ADJOURN**



## City Council Meeting Minutes

Tuesday, January 20, 2026 7:00 PM  
Cologne Community Center, 1211 Village Parkway

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### **Vision Statement**

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

Mayor: Matt Lein  
Councilmember: Sarah Bruss  
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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**

Mayor Lein called the meeting to order at 7:00 PM. Councilmembers Bowers, and Szaroletta were present. Also present was City Administrator Michelle Morrison. Councilmembers Bruss and Olson were absent.

### **2. PLEDGE OF ALLEGIANCE**

### **3. ADOPT AGENDA**

Mayor Lein advised that the Communities of Belonging Newsletter discussion under new business would be moved to the February 2<sup>nd</sup> meeting when the full council would be present. Motion by Councilmember Szaroletta to adopt the agenda as amended, second by Councilmember Bowers. Motion carried 3-0.

#### **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. January 5, 2026 City Council Minutes**
- b. Accounts Payable from January 6th, 2026**
- c. January 13th, 2026 Payroll Summary**
- d. Pheasants Forever February 28 Gambling Permit**

After discussion, Councilmember Bowers made a motion to approve the consent agenda, second by Councilmember Szaroletta. Motion carried 3-0.

#### **6. NEW COUNCIL BUSINESS**

##### **a. CFD Open for Recruitment Discussion – Brian Loscheider**

Chief's Vos and Loscheider informed the council that the Fire Department is currently at 32 Firefighters and they have reviewed their on boarding procedure to allow new recruits 4 months of time with the department before going to the academy for training. There are currently 7 firefighters with over 20 years of experience, and the average tenure is 9 ½ years. The department was looking for City approval to open the hiring process. After discussion Councilmember Bowers made a motion to open hiring for the fire department, second by Councilmember Szaroletta. Motion carried 3-0.

#### **7. INFORMATIONAL ITEMS**

- a. Administrator Update**
- b. Mayor / Council / Committees Reports**
- c. Dec 2025 and YTD 2025 Sheriff Reports**

#### **8. ITEMS REMOVED FROM THE CONSENT AGENDA**

#### **9. ADJOURN**

Motion by Councilmember Szaroletta to adjourn at 7:15 PM, second by Councilmember Bowers. Motion carried 3-0.

Respectfully Submitted:

Attest:

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Michelle Morrison

City Administrator/City Clerk

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Matt Lein

Mayor

## CITY OF COLOGNE

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**\*Check Summary Register©**

Batch:

012026VERIZON,020226CR,012126MNLAB,012126MidCounty,012126MNFACIL,012226HAWKINS,012226MetroNet,012226Loffler,01226MISSIONCOMM,012226MidCoCo,012226ABDO,012226MVEC,012726ALFAC,012726UltSafety,012826MidWElectric,012826Encore,012826GLakesSalt,012826Grainger

Name	Check Date	Check Amt	
<b>10100 Checking</b>			
3164e	VERIZON WIRELESS	1/21/2026	\$210.06 CFD Communication - January 2026
3165e	MN DEPT OF LABOR & INDUSTR	1/21/2026	\$50.00 Pressure Vessels
3166e	MID COUNTY CO-OP	1/21/2026	\$34.95 Kerosene
3167e	MN PUBLIC FACILITIES AUTHOR	1/21/2026	\$27,890.00 MPFA-DWRF-L-042-FY17
3168e	HAWKINS, INC	1/22/2026	\$8,286.56 Water Treatment
3169e	METRONET	1/22/2026	\$69.45 Phones- February 2026
3170e	LOFFLER-131511	1/22/2026	\$53.60 Monthly Copier Lease Jan
3171e	MISSION COMMUNICATIONS	1/22/2026	\$2,660.00 WWTP Communications
3173e	MID COUNTY CO-OP	1/22/2026	\$543.51 LP-Waste Water Treatment Plant
3174e	ABDO	1/22/2026	\$7,190.00 Audit Progress Billing
3175e	MN VALLEY ELECTRIC COOPER	1/22/2026	\$108.19 2140 N Village Parkway
3176e	AFLAC	1/27/2026	\$176.08 Employee Insurance January
3177e	ULTIMATE SAFETY CONCEPTS, I	1/27/2026	\$394.95 Travel Charger;Holder; Respirator cleaning pad
3179e	MIDWEST ELECTRIC AND GENE	1/28/2026	\$1,222.45 PW Generator; Liquid Cooled Maintenance
3180e	ENCORE HEATING & AIR	1/28/2026	\$1,774.01 Control Board & igniter fixed on heater
3181e	GREAT LAKES SALT	1/28/2026	\$2,793.07 Road Salt
3182e	GRAINGER	1/28/2026	\$181.63 Water Plant
29693	DEHMER FIRE	2/2/2026	\$444.50 Annual Service Protable Fire Extinguishers
29694	JONATHAN GLIDDEN	2/2/2026	\$100.00 Damage Deposit Refund; Event 01.24.26
29695	Danielle Gustafson	2/2/2026	\$100.00 Damage Deposit Refund; Event 1.25.26
29696	Summer Hendricks	2/2/2026	\$100.00 Damage Deposit Refund; Event 01.24.26
29697	Nicole Kalkes	2/2/2026	\$100.00 Damage Deposit Refund; Event 1.17.26
29698	LEYMAR COMPANIES	2/2/2026	\$808.08 Annual Laserfiche License Renewal
29699	MICHELLE MORRISON	2/2/2026	\$1,061.59 Medical Insurance
29700	NORMA PEREZ	2/2/2026	\$300.00 Cleaning; Bingo Event 01.16.26
29701	Deb Paul	2/2/2026	\$100.00 Damage Deposit refund; event 1.24.26
29702	PIONEER CRITICAL POWER	2/2/2026	\$790.40 Annual PMA-FSR Inspection
29703	RECTECH SALES & SERVICES C	2/2/2026	\$41.82 Clamping Piece & O-Ring
29704	Carly Russell	2/2/2026	\$100.00 Damage Deposit Refund; Event 1.17.26
29705	SECURITY BANK	2/2/2026	\$85,465.00 Interest Equipment 632
29706	WICKENHAUSER, JO ANN	2/2/2026	\$100.00 Damage Deposit Refund; Event 1.18.26
29707	Greg Worm	2/2/2026	\$100.00 Damage Deposit Refund; Event 01.17.26
29708	XTREME ELECTRICAL INC	2/2/2026	\$792.77 Village Parkway Street Lights-Troubleshooting
<b>Total Checks</b>			<b>\$144,142.67</b>

Clerk Treasurer

Date

FILTER: (([Act Year]='2026' and [period] in (1))) and (Source in ('012026VERIZON','020226CR','012126MNLAB','012126MidCounty','012126MNFACIL','012226HAWKINS','012226MetroNet','012226Loffler','012226MISSIONCOMM','012226MidCoCo','012226ABDO','012226MVEC','012726ALFAC','012726UltSafety','012826MidWElectric','012826Encore','012826GLakesSalt','012826Grainger'))

## CITY OF COLOGNE

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**\*Check Detail Register©**

Batch:

012026VERIZON,020226CR,012126MNLAB,012126MidCounty,012126MNFACIL,012226HAWKINS,012226MetroNet,012226Loffler,012226MISSIONCOMM,012226MidCoCo,012226ABDO,012226MVEC,012726ALFAC,012726UltSafety,012826MidWElectric,012826Encore,012826GLakesSalt,012826Grainger

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>3164 e</b>	01/21/26	<b>VERIZON WIRELESS</b>			
E 101-42230-320		Communications (GENER	\$210.06	6132465411	CFD Communication - January 2026
		Total	\$210.06		
<b>3165 e</b>	01/21/26	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
E 101-43100-401		Repairs/Maint Buildings	\$50.00	368529	Pressure Vessels
		Total	\$50.00		
<b>3166 e</b>	01/21/26	<b>MID COUNTY CO-OP</b>			
E 101-43100-212		Motor Fuels	\$34.95	24924	Kerosene
		Total	\$34.95		
<b>3167 e</b>	01/21/26	<b>MN PUBLIC FACILITIES AUTHORITY</b>			
E 601-48930-610		Interest	\$25,880.00		MPFA-DWRF-L-042-FY17
E 601-48920-610		Interest	\$2,010.00		MPFA-14-0040-R FY15
		Total	\$27,890.00		
<b>3168 e</b>	01/22/26	<b>HAWKINS, INC</b>			
E 601-49400-216		Chemicals and Chem Pro	\$10.00	7307362	Water Treatment
E 601-49400-216		Chemicals and Chem Pro	\$20.00	7308101	Water Treatment
E 602-49450-216		Chemicals and Chem Pro	\$8,256.56	7311975	Waste Water Treatment Plant
		Total	\$8,286.56		
<b>3169 e</b>	01/22/26	<b>METRONET</b>			
E 101-43100-320		Communications (GENER	\$69.45		Phones- February 2026
		Total	\$69.45		
<b>3170 e</b>	01/22/26	<b>LOFFLER-131511</b>			
E 101-41400-404		Repairs/Maint Machinery/	\$53.60	5244007	Monthly Copier Lease Jan
		Total	\$53.60		
<b>3171 e</b>	01/22/26	<b>MISSION COMMUNICATIONS</b>			
E 602-49450-320		Communications (GENER	\$650.00	2017259	WWTP Communications
E 601-49400-320		Communications (GENER	\$2,010.00	2017259	Lift Station Commuications
		Total	\$2,660.00		
<b>3173 e</b>	01/22/26	<b>MID COUNTY CO-OP</b>			
E 602-49450-212		Motor Fuels	\$543.51	25217	LP-Waste Water Treatment Plant
		Total	\$543.51		
<b>3174 e</b>	01/22/26	<b>ABDO</b>			
E 101-41400-301		Auditing and Acct g Servic	\$1,797.50	516211	Audit Progress Billing
E 601-48930-301		Auditing and Acct g Servic	\$1,797.50	516211	Audit Progress Billing
E 601-49440-301		Auditing and Acct g Servic	\$1,797.50	516211	Audit Progress Billing
E 602-49490-301		Auditing and Acct g Servic	\$1,797.50	516211	Audit Progress Billing
		Total	\$7,190.00		
<b>3175 e</b>	01/22/26	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 602-49470-381		Electric Utilities	\$72.22		2140 N Village Parkway
E 101-43160-381		Electric Utilities	\$35.97		2043 Village Parkway Light

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$108.19		
<b>3176 e</b>	01/27/26	<b>AFLAC</b>			
E 101-41400-130		Employer Paid Ins (GENE	\$14.08		Employee Insurance January
G 101-21705		Aflac	\$119.76		Employee Insurance January
E 602-49450-130		Employer Paid Ins (GENE	\$14.08		Employee Insurance January
E 601-49400-130		Employer Paid Ins (GENE	\$14.08		Employee Insurance January
E 101-43100-130		Employer Paid Ins (GENE	\$14.08		Employee Insurance January
Total			\$176.08		
<b>3177 e</b>	01/27/26	<b>ULTIMATE SAFETY CONCEPTS, INC.</b>			
E 101-42220-210		Operating Supplies (GEN	\$394.95	220806	Travel Charger;Holder; Respirator cleaning pads
Total			\$394.95		
<b>3179 e</b>	01/28/26	<b>MIDWEST ELECTRIC AND GENERATOR</b>			
E 101-41940-404		Repairs/Maint Machinery/	\$1,222.45	93878468	PW Generator; Liquid Cooled Maintenance
Total			\$1,222.45		
<b>3180 e</b>	01/28/26	<b>ENCORE HEATING &amp; AIR</b>			
E 101-42280-500		Capital Outlay (GENERAL	\$1,774.01	165564480	Control Board & igniter fixed on heater
Total			\$1,774.01		
<b>3181 e</b>	01/28/26	<b>GREAT LAKES SALT</b>			
E 101-43100-210		Operating Supplies (GEN	\$2,793.07	182638	Road Salt
Total			\$2,793.07		
<b>3182 e</b>	01/28/26	<b>GRAINGER</b>			
E 601-49400-220		Repair/Maint Supply (GEN	\$181.63	9781541587	Water Plant brass valve
Total			\$181.63		
<b>29693</b>	02/02/26	<b>DEHMER FIRE</b>			
E 101-43100-404		Repairs/Maint Machinery/	\$108.50	5057	Annual Service Protable Fire Extinguishers
E 101-42230-404		Repairs/Maint Machinery/	\$160.00	5057	Annual Service Protable Fire Extinguishers
E 601-48930-404		Repairs/Maint Machinery/	\$72.00	5057	Annual Service Protable Fire Extinguishers
E 602-49450-404		Repairs/Maint Machinery/	\$56.00	5057	Annual Service Protable Fire Extinguishers
E 101-41400-404		Repairs/Maint Machinery/	\$48.00	5057	Annual Service Protable Fire Extinguishers
Total			\$444.50		
<b>29694</b>	02/02/26	<b>JONATHAN GLIDDEN</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 01.24.26
Total			\$100.00		
<b>29695</b>	02/02/26	<b>Danielle Gustafson</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 1.25.26
Total			\$100.00		
<b>29696</b>	02/02/26	<b>Summer Hendricks</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 01.24.26
Total			\$100.00		
<b>29697</b>	02/02/26	<b>Nicole Kalkes</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 1.17.26

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$100.00		
<b>29698</b>	02/02/26	<b>LEYMAR COMPANIES</b>			
E 101-41400-207		Computer Software/Hardw	\$808.08	14963	Annual Laserfiche License Renewal
Total			\$808.08		
<b>29699</b>	02/02/26	<b>MICHELLE MORRISON</b>			
E 101-41400-130		Employer Paid Ins (GENE	\$1,052.60		Medical Insurance
E 101-46200-430		Miscellaneous (GENERAL	\$8.99		Senior Treats
Total			\$1,061.59		
<b>29700</b>	02/02/26	<b>NORMA PEREZ</b>			
E 101-45100-300		Professional Svcs (GENE	\$300.00	10015	Cleaning; Bingo Event 01.16.26
Total			\$300.00		
<b>29701</b>	02/02/26	<b>Deb Paul</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit refund; event 1.24.26
Total			\$100.00		
<b>29702</b>	02/02/26	<b>PIONEER CRITICAL POWER</b>			
E 101-42230-312		Contractual Services	\$790.40	3069	Annual PMA-FSR Inspection
Total			\$790.40		
<b>29703</b>	02/02/26	<b>RECTECH SALES &amp; SERVICES COMPANY</b>			
E 101-43100-404		Repairs/Maint Machinery/	\$41.82	1523	Clamping Piece & O-Ring
Total			\$41.82		
<b>29704</b>	02/02/26	<b>Carly Russell</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 1.17.26
Total			\$100.00		
<b>29705</b>	02/02/26	<b>SECURITY BANK</b>			
E 301-47000-610		Interest	\$3,465.00		Interest Equipment 632
E 301-47000-601		Debt Srv Bond Principal	\$82,000.00		Principal Equipment 632
Total			\$85,465.00		
<b>29706</b>	02/02/26	<b>WICKENHAUSER, JO ANN</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 1.18.26
Total			\$100.00		
<b>29707</b>	02/02/26	<b>Greg Worm</b>			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 01.17.26
Total			\$100.00		
<b>29708</b>	02/02/26	<b>XTREME ELECTRICAL INC</b>			
E 101-43100-404		Repairs/Maint Machinery/	\$792.77	25-5863	Village Parkway Street Lights-Troubleshooting
Total			\$792.77		
<b>10100</b>			\$144,142.67		



CITY OF COLOGNE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

<b>10100 Checking</b>					
101 GENERAL FUND			\$13,495.09		
301 GENERAL DEBT SERVICE			\$85,465.00		
601 WATER FUND			\$33,792.71		
602 SEWER FUND			\$11,389.87		
			\$144,142.67		

Clerk Treasurer

Date

City of Cologne Payroll 27-Jan-26			
Employee	\$	11,436.39	January 27, 2026 Payroll
IRS	\$	3,968.52	January 27, 2026 Payroll
MN Department of Revenue	\$	515.42	January 27, 2026 Payroll
PERA	\$	2,370.13	January 27, 2026 Payroll
<b>Total</b>	\$	18,290.46	

**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: \_\_\_\_\_ Previous Gambling Permit Number: X- \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name of Chief Executive Officer (CEO): \_\_\_\_\_

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**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](http://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): \_\_\_\_\_

Physical Address (do not use P.O. box): \_\_\_\_\_

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

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](http://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)**

<p style="text-align: center;"><b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b></p> <p>The application is acknowledged with no waiting period.</p> <p>_____ 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).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b></p> <p>The application is acknowledged with no waiting period.</p> <p>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> 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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**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: Emily Patterson Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>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-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; 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.</p>
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## MEMORANDUM

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**TO:** Mayor Lein and Councilmembers  
**FROM:** Michelle Morrison, City Administrator  
**SUBJECT:** RES NO 26-02 COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE OFFICE  
**DATE:** 1/26/2026

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The State of Minnesota has passed legislation that helps with the counting and reporting of votes on election night. In the past, all write in candidates for local office had to be hand recorded and tallied before we could report our election results to the County Election office. This is a time consuming process after working the polls for 13 plus hours. The new legislation (see below) allows for serious write in candidates to request their individual votes be tallied by notifying us of that request 19 days before the election.

**RECOMMENDATION:** Adopt Res No 26-02 Counting Write in Votes for Local Elective Office.

### **204B.09 TIME AND PLACE OF FILING AFFIDAVITS AND PETITIONS.**

#### **Subd. 3. Write-in candidates.**

(b) The governing body of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may:

(1) require the candidate to file a written request with the chief election official no later than the 19th day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or

(2) require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

**CITY OF COLOGNE  
RESOLUTION NO. 26-02  
RESOLUTION FOR COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE  
OFFICE**

**WHEREAS**, Minnesota Statute 204B.09, subd. 3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office. and

**WHEREAS**, the current write-in counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns the write-in recording process with Federal, State, and County offices.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COLOGNE, MINNESOTA, AS FOLLOWS:** that the City of Cologne hereby requires candidates for city office to file a written request with the chief election official no later than the nineteenth day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

Adopted by the City Council of the City of Cologne, Minnesota On Monday February 2nd, 2026.

Approved:

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

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Administrator

M/\_\_\_\_\_

S/\_\_\_\_\_

Bowers\_\_\_\_\_

Bruss\_\_\_\_\_

Lein\_\_\_\_\_

Olson\_\_\_\_\_

SzarolettA\_\_\_\_\_

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## MEMORANDUM

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**TO:** Mayor Lein and Councilmembers  
**FROM:** Michelle Morrison, City Administrator  
**SUBJECT:** PHOSPHORUS MONITORING SYSTEM FOR WASTEWATER TREATMENT FACILITY  
**DATE:** 1/29/2026

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Mayor Lein and I met with Jake Saulsbury and Meghan Brockman on January 15<sup>th</sup> to discuss the Phosphorus Monitoring which has been talked about the past year or two to help address the ERU limits with our current plant and our control of Phosphorus discharge at the Wastewater Treatment Facility. Jake has provided the attached to help us with discussion and is in the process of obtaining a formal quote for the system which he will likely bring to the February 17<sup>th</sup> Council Meeting where the Council may choose to act on moving forward with the purchase of the system.

Things to consider:

- 1) The last analysis showed the existing WWTF had room for another 60 Equivalent Residential Units (ERU's). There are 39 lots platted for housing that have not had permits pulled yet. (Winkler Crossing 5<sup>th</sup> has 24 available lots and Ron Olson has 15 available lots). That leaves 21 ERU's available once both projects are complete.
  - a. New building permits have dropped significantly in past year.
  - b. How soon do we need to add additional ERU's?
- 2) The formal quote has not been received but the estimate is \$100,00 to purchase and install.
  - a. This is not in the budget – if Council was to move forward, I would recommend that we reallocate the \$100,000 I do have in the budget for Capital Improvements and not transfer those dollars into the capital funds. (of which \$80,000 was dedicated to the City Fund and \$20,000 was dedicated to the Fire Equipment Fund)
- 3) The Phosphorus Monitoring System could let us add an estimated 150 ERU's

4) My understanding is that after Council Approval, the turnaround for installation and start up would be less than 3 months.

- a. Do we wait until we have a developer with a project and then purchase the system once the development is approved?

Because this is a large and unbudgeted expenditure, I want the Council to take some time to discuss these points and any others that may come through the discussion. With Bolton and Menk coming to the February 17<sup>th</sup> Council meeting we can also discuss these points with them and decide on next steps once all questions and concerns have been addressed.

See memo from Jake Saulsbury following.

RECOMMENDATION: No action is being requested at this time – informational only.





Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

Ph: (952) 448-8838  
Fax: (952) 448-8805  
Bolton-Menk.com

January 28, 2026

City of Cologne  
Attn: Michelle Morrison  
1211 Village Parkway  
PO Box 120  
Cologne, MN 55322

**RE: Wastewater Treatment Facility - Phosphorus Monitoring System**

Dear Mrs. Morrison:

The timing of the Wastewater Treatment Facility (WWTF) upgrade project is still unknown and dependent on funding. Once funding is available and the project is authorized for bidding, it will take approximately 3 years to complete advertising, bidding, construction, and start-up of the WWTF upgrades.

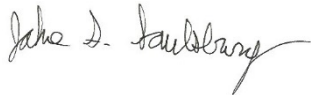
The City's wastewater effluent permit with the MN Pollution Control Agency (MPCA) sets limits for various contaminants in the WWTF discharge water. The limit for phosphorus is especially restrictive. The limit has been exceeded in the past, and without the WWTF upgrades, the City is at risk of exceeding the limit again. Past exceedances have occurred during winter months as cold temperatures greatly affect the treatment. Based on industry standards for phosphorus, the City's wastewater already contains more phosphorus than the WWTF was designed to remove. The WWTF can take approximately another 60 Equivalent Residential Units (ERU's) based on the phosphorus limit (assuming no significant changes to the influent flow) and approximately another 200 ERU's based on overall flow.

The only way to increase the phosphorus treatment capability of the WWTF is to complete the upgrade project. However, the City can reduce its risk of an exceedance in the meantime by more closely monitoring its phosphorus discharge. This can be done by installing a Phosphorus Monitoring System. This system allows for better control of the phosphorus removal at the WWTF by providing real time data of phosphorus levels in the WWTF. This would allow for the operators to adjust chemical dosing and operations immediately rather than waiting for testing results, which can take a week or more. Based on the previous phosphorus exceedance, a drop in treatment or an increase in phosphorus loading to the WWTF can be quite sudden. By installing the Phosphorus Monitoring System, the operators can detect an increase in phosphorus faster and reduce the risk of an exceedance of their MPCA permit.

Attached is additional information on this system. We are in the process of obtaining a formal quote for the purchase and installation of this system. The equipment, start-up, and 1 year of service is anticipated to cost approximately \$85,000. The formal quote will be passed along as soon as it is available. The installation of the system would have to be performed by someone outside of the vendor providing the system, and that is estimated at less than \$15,000. Bolton & Menk is prepared to assist the City with the purchase, installation, and operation of this system as necessary and as requested.

Please contact me if you have any questions or if you require any additional information at this time. Otherwise, a formal quote for this recommended Phosphorus Monitoring System will be obtained and forwarded to you once it is received.

Sincerely,  
**Bolton & Menk, Inc.**

A handwritten signature in cursive script, appearing to read "Jake S. Saulsbury".

Jake S. Saulsbury, P.E.

Cc: Meghan Brockman, Bolton & Menk

## Precise phosphate measurement with the yellow method\*

The quality requirements for discharge from municipal wastewater treatment plants into surface waters are becoming increasingly stringent. In the past, only the emissions of sewage treatment plants in the form of pollutant concentrations or loads were monitored, but today the contamination in the waters where discharge takes place is also assessed.

In step with the tighter permit limits, reliable online measuring instruments will be required in order to measure phosphate concentrations significantly less than 0.1 mg/L PO<sub>4</sub>-P for control and regulation, as well as for monitoring run-off.

The blue method has been used most often for such low-range measurements, as the self-colouration of the wastewater can have an influence on the measurement result.

Now, a revised yellow method (Yellow 2.0) and an optimised photometer unit from Hach<sup>®</sup> are setting new standards in low-range phosphate measurements. The Phosphax sc LR ("Low Range") is the latest addition to the Phosphax sc series, which has been in successful use for a number of years. TU Darmstadt was commissioned to undertake a study of the product, which has confirmed this claim in all respects.

With the new requirements for municipal wastewater treatment plants in mind, the objective of the report was to check and evaluate the operational suitability of the molybdenum blue method (blue method) and the vanadate-molybdate method (yellow method) at low concentrations of less than 0.1 mg/L PO<sub>4</sub>-P using two Hach phosphate analysers.

**Summary of the study:** The investigation has shown that the Phosphax sc Low Range based on the vanadate-molybdate method (yellow method) is suitable for low PO<sub>4</sub>-P concentrations in advanced wastewater treatment applications. It could not be determined whether the self-colouration of the biologically treated wastewater had an influence on the detection of PO<sub>4</sub>-P concentrations (despite the additional use of iron III chloride for additional phosphate reduction). Based on the laboratory comparative measurements using DIN EN ISO 6878 (2004) and the



*We would be happy to provide the complete study to interested parties*

cuvette test (LCK 349 and LCK349 trace), it was clear that there was a good correlation in the measured values at PO<sub>4</sub>-P concentrations of 0.03 mg/L and upward.

The report showed that the Phosphax sc Low Range based on the vanadate-molybdate process is in principle suitable for advanced wastewater treatment applications in the context of low orthophosphate concentrations of up to 0.03 mg/L.

\*Test of two Hach Phosphat Analyzers at the wastewater treatment plant of the Abwasserverband Langen, Egelsbach, Erzhausen", October 2018. Institut IWAR, Technische Universität Darmstadt

# Precise phosphate measurement with the yellow method

Hach has thereby succeeded in developing an online measuring instrument that surpasses the future requirements of the EU Water Framework Directive. With a measuring range of 0.015 - 2.0 mg/L PO<sub>4</sub>-P orthophosphate, there is now a device on the market which can reliably monitor even low phosphate loads in bodies of surface water.

Other benefits of the Phosphax sc Low Range and yellow method 2.0:

- No cooling required for reagents
- Ready-to-use reagent set
- Proven, straightforward operation
- Optimised reagent dosage (yellow method 2.0) for accurate measurements in the 0.015 - 2.0 mg/L PO<sub>4</sub>-P orthophosphate measurement range
- Robust and reliable indoor/outdoor analyser

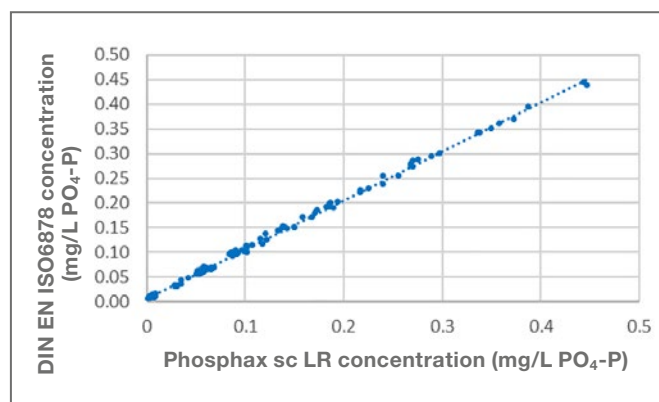


Figure 1: Comparison of laboratory measurements performed in accordance with DIN EN ISO 6878 (2004) with the measured values (n = 116) from the Phosphax sc Low Range

Measuring range	0.015 - 2 mg/L
Parameter	PO <sub>4</sub> -P
Limit of detection	0.015 mg/L
Accuracy	± 2 % ± 0.015 mg/L
Reproducibility	0.7 % + 0.005 mg/L
Measuring principle	Photometric method (double-beam photometer)
Measurement technique	Vandate-molybdate
Meas. interval	10 - 120 min

## HACH COMPANY World Headquarters: Loveland, Colorado USA

United States: 800-227-4224 tel 970-669-2932 fax orders@hach.com  
 Outside United States: 970-669-3050 tel 970-461-3939 fax int@hach.com

**hach.com**

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 In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.



# Phosphax sc LR Online Phosphate Analyzer

## Applications

- Wastewater



*Outdoor Analyzer*



*Indoor Analyzer*

## High accuracy and stability in low range measurement

### Confidence in low range measurement values

The Phosphax sc LR features a new photometer with glass cuvette that results in high stability in low range measurement giving you confidence in your measurement values.

### Ensure compliance and lower plant-operating costs

The Phosphax sc LR features a new yellow method with split-reagent dosing, and a new photometer with twice the path length of the Phosphax sc. These features result in high accuracy in low range measurement that help you do just enough treatment to stay compliant and lower plant operating costs at the same time.

### Generate actionable insights from measurement data

The Phosphax sc LR is Claros™ enabled so you can leverage the Hach Water Intelligence System to collect, manage and analyze data from your instrument.

## Technical Data\*

<b>Range</b>	0.015 - 2 mg/L PO <sub>4</sub> -P
<b>Lower Limit of Detection (LOD)</b>	Using standard solutions: 0.015 mg/L
<b>Accuracy</b>	Using standard solutions: 2% + 0.015 mg/L
<b>Reproducibility</b>	0.7 % + 0.005 mg/L
<b>Response Time</b>	10 min
<b>Measurement Method</b>	Two-beam photometer (yellow method)
<b>Measuring Interval</b>	10 - 120 min
<b>pH Range</b>	5 - 9 pH
<b>Pressure Range</b>	-30 - 50 mbar with continuous sample preparation; at overflow vessel
<b>Permissible Chloride Range</b>	Max Cl <sup>-</sup> concentration: 5000 mg/L
<b>Operating Temperature Range</b>	Indoor model: 5 - 40 °C (41 - 104 °F), 95% relative humidity (non-condensing, non-corrosive) Outdoor model: -20 - 40 °C (-4 - 104 °F), 95% relative humidity (non-condensing, non-corrosive)
<b>Sample Temperature</b>	4 - 45 °C (39 - 113 °F)
<b>Sample Quality</b>	Ultra filtrated or comparable
<b>Flow</b>	1.0 - 20.0 L/h
<b>Power Requirements (Voltage)</b>	115 - 230 V AC, powered by Power Box or SC Controller
<b>Power Requirements (Hz)</b>	50/60 Hz
<b>Dimensions (H x W x D)</b>	Indoor model: 720 mm x 540 mm x 370 mm Outdoor model: 720 mm x 540 mm x 390 mm
<b>Cable Length</b>	2 m (80 in) from edge of enclosure
<b>Weight</b>	Without sample preparation system and without chemicals: 29 kg (indoor model) or 31 kg (outdoor model)
<b>Material</b>	ASA/PC UV-resistant
<b>Enclosure Rating</b>	Indoor model: IP54 Outdoor model: IP55

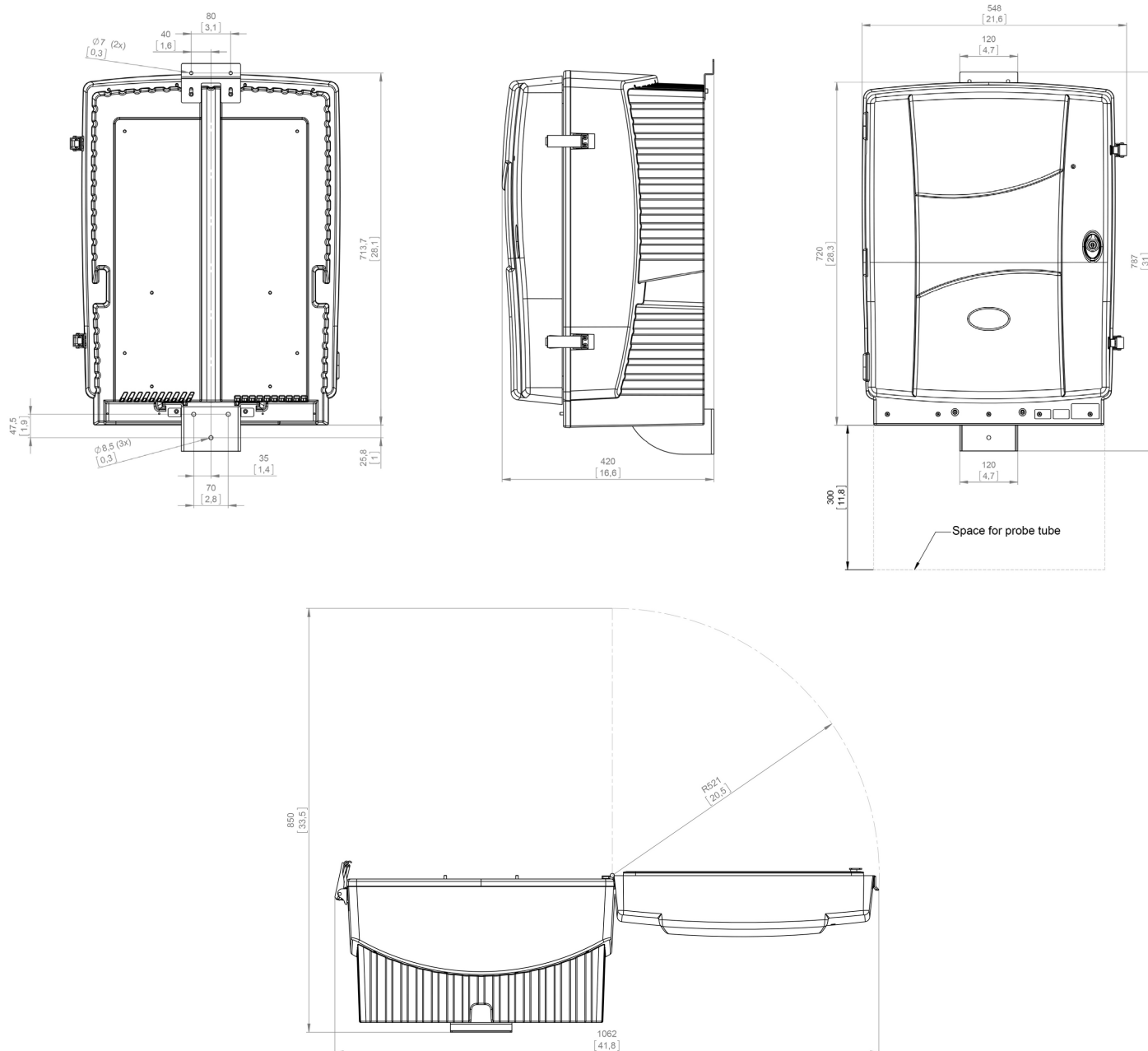
\*Subject to change without notice.

## Principle of Operation

The Phosphax sc LR measures the sample's Ortho-Phosphate concentration with a two-beam photometer using the highly accurate new yellow method. Glass cuvette in the new photometer unit results in consistent measurements and stable repeatability while the double path length improves accuracy in lower ranges.

## Dimensions

In millimeters [inches].



## Order Information\*

### Analyzers

<b>LXV422.99.33001</b>	Phosphax sc LR Online Phosphate Analyzer, Outdoor, 0.015 - 2 mg/L PO <sub>4</sub> -P, 1-channel
<b>LXV422.99.33011</b>	Phosphax sc LR Online Phosphate Analyzer, Indoor, 0.015 - 2 mg/L PO <sub>4</sub> -P, 1-channel

### Mounting Hardware

<b>LZY316</b>	Rail mounting kit
<b>LZY287</b>	Stand mounting for SC analyzer without controller
<b>LZY286</b>	Stand mounting kit for SC analyzer with SC controller
<b>LZX355</b>	Wall mounting kit
<b>LZY285</b>	Rail mounting kit for SC analyzer with SC controller

### Reagents

<b>LCW956</b>	Phosphax sc LR Reagent A
<b>LCW957</b>	Phosphax sc LR Reagent B
<b>LCW955</b>	Phosphax sc LR Reagent Set
<b>LCW958</b>	Phosphax sc LR Standard Solution
<b>LCW959</b>	Phosphax sc LR Cleaning Solution

### Accessories

<b>LZY302</b>	Heated drain/connecting hose, 2 m, 230 V
<b>LZY431</b>	Power extension cable for SC1000/SC1500, 5 m, 115 - 230 V AC
<b>LQV155.99.00002</b>	Power box without power connection cable
<b>LQV155.99.00012</b>	Power box with power connection cable

*\*Part numbers may vary by country.*

### Be confident with Hach Service

Start-Up/Commissioning: Our service technicians visit your site and setup instrumentation, provide basic end-user training on operations and maintenance, and validate settings and performance to get you started.

Service Agreement: Hach provides on-site and in-factory repair, preventive maintenance, and calibration programs for your instruments to ensure reliability and instrument up-time. We have services to fit your specific needs.

### Hach World Headquarters: Loveland, Colorado USA

United States: 800-227-4224 tel 970-669-2932 fax [orders@hach.com](mailto:orders@hach.com)  
Outside United States: 970-669-3050 tel 970-461-3939 fax [int@hach.com](mailto:int@hach.com)  
[hach.com](http://hach.com)

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*In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.*







# Phosphax sc

## Phosphate Analyzer

The Phosphax sc provides critical measurements for the control of your treatment process. Let Hach Service help you ensure that maintenance is done properly and on schedule to achieve peak performance and minimize risk to your process and compliance.

### Benefits of Service

- Ensures maintenance is done properly to maximize uptime and extend instrument life
- Eliminates time and hassle of performing service and managing maintenance schedules
- Hach experts can detect and prevent potential issues that can degrade performance or result in failure
- Ensures critical measurements are accurate, reliable, and available when you need them
- Provides documentation to support regulatory compliance

Annual Average Maintenance Time: Up to 3 hours  
Recommended Maintenance Frequency: 2x / year

### Essential Maintenance Tasks Performed

#### Routine:

- Inspect system for mechanical damage, leaks, and corrosion
- Clean tubing, valve block, analytical compartment, and overflow vessel
- Replace filter pads
- Update firmware to latest version
- Verify with certified standard solutions

#### Advanced:

- Replace reagent pump, air pump head, and check valve
- Verify performance of fans, enclosure heating, and air impermeability
- Resolve any error or warning messages that may impact functionality or accuracy
- Produce service report and performance certificate

### Parts Replaced During Maintenance

Part #	Description	Qty.	Frequency
LZY467	Maintenance Kit	1	12 months
LZY830	Reagent pump	1	24 months

These parts and replacement labor are included with a Hach Service Plan at the recommended frequency as long as the plan is renewed. Coverage is available for on-site repairs.

For more information, visit: [www.hach.com/service](http://www.hach.com/service)

**World Headquarters: Loveland, Colorado USA | [hach.com](http://hach.com)**

**United States** 800-227-4224 fax: 970-669-2932 email: [orders@hach.com](mailto:orders@hach.com)  
**Outside United States** 970-669-3050 fax: 970-461-3939 email: [int@hach.com](mailto:int@hach.com)

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DOC063.53.38168.Nov24

# Community of Belongings Newsletter

**Date:** January 20, 2026

<b>Purpose &amp; Intent</b>	<ul style="list-style-type: none"><li>• The goal is to modernize and streamline the City newsletter, not eliminate communication.</li><li>• We want to meet residents where they already are while being responsible stewards of taxpayer dollars.</li></ul>
<b>Cost &amp; Efficiency</b>	<ul style="list-style-type: none"><li>• Annual mailing costs are approaching \$8,000, driven largely by printing and postage.</li><li>• These funds can be redirected toward:<ul style="list-style-type: none"><li>◦ Community programming</li><li>◦ Infrastructure priorities</li><li>◦ Enhanced digital communication tools</li></ul></li></ul>
<b>Proposed Direction</b>	<ul style="list-style-type: none"><li>• Transition to a digital-first newsletter (pdf + web + email distribution)</li><li>• Maintain limited printed copies available at:<ul style="list-style-type: none"><li>◦ Community Center/City Hall</li><li>◦ Other key public locations</li></ul></li><li>• This ensures accessibility for residents who prefer or rely on print</li></ul>
<b>Community Impact &amp; Equity</b>	<ul style="list-style-type: none"><li>• No one is cut off from information</li><li>• Printed copies remain available for elderly residents and those without reliable internet access</li><li>• Digital allows<ul style="list-style-type: none"><li>◦ Timlier updates</li><li>◦ Broader reach</li><li>◦ Easier sharing</li></ul></li></ul>
<b>Implementation Approach</b>	<ul style="list-style-type: none"><li>• Use one final mailed issue (if Council agrees) to clearly communicate:<ul style="list-style-type: none"><li>◦ The upcoming transition</li><li>◦ Where to find future newsletters</li><li>◦ How to sign up for email notifications</li></ul></li><li>• Move forward with digital distribution beginning with the next cycle</li></ul>
<b>Governance &amp; Next Steps</b>	<ul style="list-style-type: none"><li>• No action was taken at the last meeting</li><li>• Tonight's goals: Alignment on direction and timeline</li></ul>

	<ul style="list-style-type: none"> <li>• Staff can return with a simple implementation plan once Council provides consensus</li> </ul>
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<b>Food for Thought</b>	<ul style="list-style-type: none"> <li>• \$8000 in taxpayer dollars for mailing a single newsletter raises a fair question about scale and impact.</li> </ul> <p><b>What does that look like per household?</b></p> <ul style="list-style-type: none"> <li>• IF an average household pays approximately \$2000 per year in city taxes, then:             <ul style="list-style-type: none"> <li>○ \$8000 in mailing costs is the equivalent of four households entire annual city tax contribution</li> <li>○ In other words, four homes pay for the newsletter mailing along for the year</li> </ul> </li> </ul> <p><b>Why does this matter?</b></p> <ul style="list-style-type: none"> <li>• That same \$8000 could support ongoing services, safety or community improvements</li> <li>• A digital-first approach allows:             <ul style="list-style-type: none"> <li>○ Broader reach</li> <li>○ Faster updates</li> <li>○ Lower recurring costs</li> </ul> </li> <li>• Printed copies can still be made available for residents who prefer them</li> </ul>
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# Memo

**To:** Mayor Lein and Council Members

**From:** Michelle Morrison – City Administrator

**Date:** January 27, 2026

**Re:** Administrator Update

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In addition to items presented in the packet please see the following notes of interest:

- Two Water Main breaks occurred in part to the severe cold weather. The most impactful one was on the east side of Benton Lake. All properties north of Park St had water shut off while Public Works helped Henning Excavating. The project was too big for Henning so Widmer Construction has been called in to make the repairs. Work is planned for Monday Feb 2<sup>nd</sup>. Residents had water back on by 3:30 through a bypass until the final repairs were done. The other break is by the dog park that only affects city property and will be addressed in the next weeks.
- The HVAC unit that serves the Fitness Center has not been keeping the heat up. Gilbert mechanical came to diagnose the problem, and a major crack occurred leaking the coolant. While a repair could be done and fluids replaced – the repair is temporary and fluids would still slowly leak out needing to be replaced at a cost of

over \$700 for each refill. I have held off on the repair and requested a formal quote to replace the unit. There are 5 units serving this building and all are original. I believe we need to have discussion about getting this on our capital improvement plan to be addressed once I see what the bid is for the one unit.