



City Council Meeting Agenda

Monday, March 2, 2026 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: Sarah Bruss
Councilmember: Jeri Bowers
Councilmember: Selmer Olson
Councilmember: Carol Szaroletta

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
 - a. Betsy Pysick – Glad Days

5. ADOPT CONSENT AGENDA

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

- a. February 17, 2026 City Council Minutes
- b. Accounts Payable from February 18th, 2026
- c. February 24th, 2026 Payroll Summary

d. Res No 26-04 Approving Advertising for Summer Help

6. NEW COUNCIL BUSINESS

**a. Electronic Funds Transfer Policy and Res No 26-05 Approving
Electronic Funds Transfer Transactions**

7. INFORMATIONAL ITEMS

**a. Administrator Update
b. Mayor / Council / Committees Reports**

8. ITEMS REMOVED FROM THE CONSENT AGENDA

9. ADJOURN

CALENDAR OF EVENTS/MEETINGS:

March 4 th	Wednesday	Planning Commission Meeting
March 16 th	Monday	City Council Meeting



City Council Meeting Minutes

Tuesday, February 17, 2026 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.

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Councilmember: Sarah Bruss
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1. CALL MEETING TO ORDER & ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Motion by Councilmember Bruss to adopt the agenda as presented, second by Councilmember Bowers. Motion carried unanimously.

4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

5. ADOPT CONSENT AGENDA

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

- a. February 2, 2026 City Council Minutes**
- b. Accounts Payable from February 3rd, 2026**
- c. February 10th, 2026 Payroll Summary**
- d. Temporary Liquor License Cologne Fire Relief Steak Fry**

After discussion, Councilmember Szaroletta made a motion to adopt the consent agenda, second by Councilmember Bruss. Motion carried unanimously.

6. NEW COUNCIL BUSINESS

a. CFD Probationary Fire Fighter Pinning Ceremony

Fire Chief Chad Vos highlighted the training that occurs in the first two years as a probationary officer including over 175 hours of fire training and 50-100 hours of medical training. The Chief acknowledged and thanked the families of the firefighters who are important in supporting their firefighter as they make the sacrifices and commitment to the job.

Motion by Councilmember Bruss to upgrade Justin Fabel, Cory Herrmann and Andrew Martinkek from probationary to firefighter status, second by Councilmember Bowers. Motion carried unanimously.

b. Heat Pump Community Center

Administrator Morrison reviewed her memo to the council covering the quote to replace the heat pump that serves the fitness center, and that there are 5 additional heat pumps in the community center that are all original to the construction of the building in 2006. The expense is not in the 2026 budget, and the recommendation is to pay for the heat pump from the Capital Improvement Fund. After discussion, Councilmember Olson made a motion to accept the bid for \$18,721 from Gilbert Mechanical to replace the heat pump and use the Capital Improvement Fund for the expense, adding the remaining 5 units to the Capital Improvement Plan, second by Councilmember Szaroletta. Motion carried unanimously.

c. Phosphorus Monitoring Quote

Administrator Morrison reviewed with the Councilmembers the discussions that occurred at the February 2nd Council meeting around a phosphorus monitoring system for the wastewater treatment facility including the facts that there are enough ERU's currently available to allow permitting of all lots platted currently, that the turnaround time to purchase and install the system is approximately three to four months and could increase the available ERU's by 100 or more, and that the expense for the system was

not in the budget for 2026. Jake Saulsbury then reviewed the Quote for the system that he had received and covered options the Council could take.

After discussion Councilmember Bruss made a motion to table the purchase of the phosphorus monitoring system, second by Councilmember Bowers. Motion carried unanimously.

7. INFORMATIONAL ITEMS

a. Administrator Update

b. Mayor / Council / Committees Reports

i. COB Newsletter

Councilmembers Bruss and Olson updated the Council on the meeting they had with COB members Lona Hendricks and Jayson Read. The plan would be to have one more printed newsletter mailed out to all residents and share ways to stay connected with an online version on the city website.

c. January Sheriff Report

8. ITEMS REMOVED FROM THE CONSENT AGENDA

9. ADJOURN

Motion by Councilmember Olson to adjourn at 8:00 PM, second by Councilmember Bruss. Motion carried unanimously.

Respectfully Submitted:

Attest:

Michelle Morrison

City Administrator/City Clerk

Matt Lein

Mayor

CITY OF COLOGNE

*Check Summary Register©

Batch:

021726MNREV,021826VERIZON,021726XCEL,021926MHS,021926MidCounty,021926EMTI,021926MidCountyCFD,021926VISA,021926Mackenthuns,021926MVEC,021926Loffler,021926HAWKINS,021926MetroNet,030226CR,022026NCPERS,022426UpKeep,022426Hawkins,022426AFLAC,022426TCW

Name	Check Date	Check Amt	
10100 Checking			
3214e MN REVENUE	02/17/26	\$1,162.00	JAN Sales Tax
3218e VERIZON WIRELESS	02/19/26	\$210.06	CFD Communication - january
3219e XCEL ENERGY	02/19/26	\$1,057.51	Louis Hall
3220e MELCHERT, HUBERT,SJODIN, PLLP	02/19/26	\$187.57	COB Newsletter
3221e MID COUNTY CO-OP	02/19/26	\$69.27	Kerosene
3222e CROWN COLLEGE	02/19/26	\$2,000.00	EMT-B Course Elliot Ische
3223e MID COUNTY CO-OP	02/19/26	\$29.85	CFD-DSL Fuel
3224e VISA - CITIZENS ALLIANCE BANK	02/19/26	\$883.84	Batteries AA
3225e MACKENTHUN'S	02/19/26	\$230.37	CFD-Poweraid
3226e MN VALLEY ELECTRIC COOPERATIVE	02/19/26	\$174.07	2140 N Village Parkway
3227e LOFFLER-131511	02/19/26	\$75.19	Monthly Copier Lease February
3228e HAWKINS, INC	02/19/26	\$30.00	Water Treatment
3229e METRONET	02/19/26	\$119.85	Phones
3230e NCPERS Group Life Ins	02/20/26	\$80.80	Employee Life Insurance - March
3231e UpKeep Cleaning, LLC	02/24/26	\$850.00	February 2026- 4 cleanings
3232e HAWKINS, INC	02/24/26	\$10,588.88	Water Treatment
3233e AFLAC	02/24/26	\$176.08	Employee Insurance March
3234e TWIN CITIES & WESTERN RAILROAD	02/24/26	\$600.00	Annual Fee for Utility Crossing
29731 Carver county CDA	03/02/26	\$100.00	Damage Deposit Refund; Event 2.12.26
29732 DANIEL HERMANN	03/02/26	\$50.00	Snow Removal; 2hrs 2.4.26
29733 Denise Johnson	03/02/26	\$100.00	Damage Deposit Refund; Event 2.14.26
29734 JR Diesel and Truck Repair	03/02/26	\$4,124.16	Service: Turbo Actuation Valve 2005 Spartan
29735 Kelly Kayvon	03/02/26	\$1,751.26	Refund Rental; Volleyball camps
29736 LEAGUE OF MINNESOTA CITIES	03/02/26	\$1,228.50	LMCIT/MMUA Regional Safety Group Training
29737 BRITNI, MAY	03/02/26	\$100.00	Damage Deposit Refund; Event 2.22.26
29738 MN DEPT OF HEALTH	03/02/26	\$2,709.00	Quarterly Service Connection Fee Q1
29739 Rising Star Dance	03/02/26	\$100.00	Damage Deposit Refund; Event 2.22.26
29740 BRENDA ROHLIK	03/02/26	\$100.00	Damage Deposit Refund; Event 02.21.26
29741 Emily Salonek	03/02/26	\$100.00	Damage Deposit Refund; Event 2.21.26
29742 Meghan Scheff	03/02/26	\$100.00	Damage Deposit Refund; Event 2.14.26
29743 JAMI SCHRUPP	03/02/26	\$100.00	Damage Deposit Refund; Event 2.15.26
29744 ST JOHN LUTHERAN	03/02/26	\$75.00	Damage Deposit Refund; Event 2.16.26 (TVRENTAL)
Total Checks		\$29,263.26	

10100 Checking

101 GENERAL FUND	\$14,334.35
601 WATER FUND	\$3,585.33
602 SEWER FUND	\$11,343.58
	<u>\$29,263.26</u>

Clerk Treasurer

Date

FILTER: (([Act Year]='2026' and [period] in (2))) and (Source in ('021726MNREV','021826VERIZON','021726XCEL','021926MHS','021926MidCounty','021926EMTI','021926MidCountyCFD','021926VISA','021926Mackenthuns','021926MVEC','021926Loffler','021926HAWKINS','021926MetroNet','030226CR','022026NCPERS','022426UpKeep','022426Hawkins','022426AFLAC','022426TCW'))

CITY OF COLOGNE

***Check Detail Register©**

Batch:

021726MNREV,021826VERIZON,021726XCEL,021926MHS,021926MidCounty,021926EMTI,021926MidCountyCFD,021926VISA,021926Mackenthuns,021926MVEC,021926Loffler,021926HAWKINS,021926MetroNet,030226CR,022026NCPERS,022426UpKeep,022426Hawkins,022426AFLAC,022426TCW

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
3214 e	02/17/26	MN REVENUE			
G 101-20300		Sales Tax Payable	\$813.00		JAN Sales Tax
G 101-20301		Sales Tax Payable - Trans	\$59.00		JAN Sales Tax
G 101-20302		Sales Tax Payable - Trans	\$58.00		JAN Sales Tax
G 101-20303		Sales Tax Payable - Housi	\$20.00		JAN Sales Tax
G 601-20300		Sales Tax Payable	\$141.00		JAN Sales Tax
G 601-20301		Sales Tax Payable - Trans	\$10.00		JAN Sales Tax
G 601-20302		Sales Tax Payable - Trans	\$46.00		JAN Sales Tax
G 601-20303		Sales Tax Payable - Housi	\$15.00		JAN Sales Tax
		Total	\$1,162.00		
3218 e	02/19/26	VERIZON WIRELESS			
E 101-42230-320		Communications (GENER	\$210.06	6134967787	CFD Communication - january
		Total	\$210.06		
3219 e	02/19/26	XCEL ENERGY			
E 101-42210-381		Electric Utilities	\$585.16		Louis Hall
E 101-45200-381		Electric Utilities	\$472.35		Tennis Courts - Lions Park
		Total	\$1,057.51		
3220 e	02/19/26	MELCHERT, HUBERT,SJODIN, PLLP			
E 101-41600-304		Legal Fees	\$76.57	183888	COB Newsletter
E 101-41600-304		Legal Fees	\$111.00	183888	Nancy Williams
		Total	\$187.57		
3221 e	02/19/26	MID COUNTY CO-OP			
E 101-43100-212		Motor Fuels	\$34.32	25162	Kerosene
E 101-43100-212		Motor Fuels	\$34.95	25170	Kerosene
		Total	\$69.27		
3222 e	02/19/26	CROWN COLLEGE			
E 101-42220-208		Training and Instruction	\$2,000.00	93	EMT-B Course Elliot Ische
		Total	\$2,000.00		
3223 e	02/19/26	MID COUNTY CO-OP			
E 101-42230-212		Motor Fuels	\$29.85	115146	CFD-DSL Fuel
		Total	\$29.85		
3224 e	02/19/26	VISA - CITIZENS ALLIANCE BANK			
E 101-42230-210		Operating Supplies (GEN	\$61.90		Batteries AA
E 101-42230-210		Operating Supplies (GEN	\$100.69		Car wash brushes
E 101-42200-433		Dues and Subscriptions	\$139.00		Amazon Prime Membership
E 101-42230-210		Operating Supplies (GEN	\$20.03		Drone Test Prep Book
E 101-42230-240		Small Tools and Minor Eq	\$99.96		Snow and Ice traction Cleats
E 101-42230-240		Small Tools and Minor Eq	\$80.93		Snow and Ice Traction Cleats
E 101-42230-240		Small Tools and Minor Eq	\$108.99		First Alert Carbon Monoxide Detectors
E 101-42230-240		Small Tools and Minor Eq	\$188.70		Smoke Detectors
E 101-42230-212		Motor Fuels	\$83.64		Arnold Corp TruFuel 50:1
		Total	\$883.84		

CITY OF COLOGNE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
3225 e	02/19/26	MACKENTHUN'S			
	E 101-42210-210	Operating Supplies (GEN	\$230.37		CFD-Poweraid
		Total	\$230.37		
3226 e	02/19/26	MN VALLEY ELECTRIC COOPERATIVE			
	E 602-49470-381	Electric Utilities	\$100.37		2140 N Village Parkway
	E 101-43160-381	Electric Utilities	\$73.70		2043 Village Parkway Light
		Total	\$174.07		
3227 e	02/19/26	LOFFLER-131511			
	E 101-41400-404	Repairs/Maint Machinery/	\$75.19	5271542	Monthly Copier Lease February
		Total	\$75.19		
3228 e	02/19/26	HAWKINS, INC			
	E 602-49450-216	Chemicals and Chem Pro	\$10.00	7334683	Waste Water Treatment Plant
	E 601-49400-216	Chemicals and Chem Pro	\$20.00	7335416	Water Treatment
		Total	\$30.00		
3229 e	02/19/26	METRONET			
	E 101-43100-320	Communications (GENER	\$119.85		Phones
		Total	\$119.85		
3230 e	02/20/26	NCPERS Group Life Ins			
	E 101-41400-130	Employer Paid Ins (GENE	\$32.80	39700003202	Employee Life Insurance - March
	E 601-49400-130	Employer Paid Ins (GENE	\$16.00	39700003202	Employee Life Insurance - March
	E 602-49450-130	Employer Paid Ins (GENE	\$16.00	39700003202	Employee Life Insurance - March
	E 101-43100-130	Employer Paid Ins (GENE	\$16.00	39700003202	Employee Life Insurance - March
		Total	\$80.80		
3231 e	02/24/26	UpKeep Cleaning, LLC			
	E 101-45100-401	Repairs/Maint Buildings	\$850.00		February 2026- 4 cleanings
		Total	\$850.00		
3232 e	02/24/26	HAWKINS, INC			
	E 601-49400-216	Chemicals and Chem Pro	\$0.00	7341464	Water Treatment
	E 602-49450-216	Chemicals and Chem Pro	\$10,588.88	7341464	Waste Water Treatment Plant
		Total	\$10,588.88		
3233 e	02/24/26	AFLAC			
	E 101-41400-130	Employer Paid Ins (GENE	\$14.08	208616	Employee Insurance March
	G 101-21705	Aflac	\$119.76	208616	Employee Insurance March
	E 602-49450-130	Employer Paid Ins (GENE	\$14.08	208616	Employee Insurance March
	E 601-49400-130	Employer Paid Ins (GENE	\$14.08	208616	Employee Insurance March
	E 101-43100-130	Employer Paid Ins (GENE	\$14.08	208616	Employee Insurance March
		Total	\$176.08		
3234 e	02/24/26	TWIN CITIES & WESTERN RAILROAD			
	E 101-43100-312	Contractual Services	\$600.00	900929	Annual Fee for Utility Crossing
		Total	\$600.00		
29731	03/02/26	Carver county CDA			

CITY OF COLOGNE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.12.26
		Total	\$100.00		
29732	03/02/26	DANIEL HERMANN			
E 101-43100-101		Wages and Salaries	\$50.00		Snow Removal; 2hrs 2.4.26
		Total	\$50.00		
29733	03/02/26	Denise Johnson			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.14.26
		Total	\$100.00		
29734	03/02/26	JR Diesel and Truck Repair			
E 101-42230-404		Repairs/Maint Machinery/	\$4,124.16	0312	Service: Turbo Actuation Valve 2005 Spartan
		Total	\$4,124.16		
29735	03/02/26	Kelly Kayvon			
R 101-00000-34793		Gym Fees/Rentals	\$1,608.88		Refund Rental; Volleyball camps
G 101-20300		Sales Tax Payable	\$116.88		Refund Rental; Volleyball camps
G 101-20301		Sales Tax Payable - Trans	\$8.50		Refund Rental; Volleyball camps
G 101-20302		Sales Tax Payable - Trans	\$12.75		Refund Rental; Volleyball camps
G 101-20303		Sales Tax Payable - Housi	\$4.25		Refund Rental; Volleyball camps
		Total	\$1,751.26		
29736	03/02/26	LEAGUE OF MINNESOTA CITIES			
E 601-48930-208		Training and Instruction	\$614.25	445577	LMCIT/MMUA Regional Safety Group Training
E 602-49450-208		Training and Instruction	\$614.25	445577	LMCIT/MMUA Regional Safety Group Training
		Total	\$1,228.50		
29737	03/02/26	BRITNI, MAY			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.22.26
		Total	\$100.00		
29738	03/02/26	MN DEPT OF HEALTH			
E 601-49440-433		Dues and Subscriptions	\$2,709.00		Quarterly Service Connection Fee Q1
		Total	\$2,709.00		
29739	03/02/26	Rising Star Dance			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.22.26
		Total	\$100.00		
29740	03/02/26	BRENDA ROHLIK			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 02.21.26
		Total	\$100.00		
29741	03/02/26	Emily Salonek			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.21.26
		Total	\$100.00		
29742	03/02/26	Meghan Scheff			
G 101-22000		Deposits	\$100.00		Damage Deposit Refund; Event 2.14.26
		Total	\$100.00		

***Check Detail Register©**

Batch:

021726MNREV,021826VERIZON,021726XCEL,021926MHS,021926MidCounty,021926EMTI,021926MidCountyCFD,021926VISA,021926Mackenthuns,021926MVEC,021926Loffler,021926HAWKINS,021926MetroNet,030226CR,022026NCPERS,022426UpKeep,022426Hawkins,022426AFLAC,022426TCW

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
29743	03/02/26	JAMI SCHRUPP			
G 101-22000		Deposits		\$100.00	Damage Deposit Refund; Event 2.15.26
		Total		\$100.00	
29744	03/02/26	ST JOHN LUTHERAN			
G 101-22000		Deposits		\$75.00	Damage Deposit Refund; Event 2.16.26 (TVRENTAL)
		Total		\$75.00	
		10100		\$29,263.26	

Fund Summary

10100 Checking	
101 GENERAL FUND	\$14,334.35
601 WATER FUND	\$3,585.33
602 SEWER FUND	\$11,343.58
	\$29,263.26

Clerk Treasurer

Date

City of Cologne Payroll

24-Feb-26

Employee	\$	11,602.31	February 24, 2026 Payroll
IRS	\$	4,207.63	February 24, 2026 Payroll
MN Department of Revenue	\$	730.88	February 24, 2026 Payroll
PERA	\$	2,454.07	February 24, 2026 Payroll
Total	\$	18,994.89	



**CITY OF COLOGNE
RESOLUTION NO. 26-04
APPROVING ADVERTISEMENT FOR 2026
SEASONAL PUBLIC WORKS HELP**

WHEREAS, the City of Cologne budgets for summer mowing/public works help; and

WHEREAS, City staff recommends advertisement to have help available as soon as possible;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota, to authorize City staff to advertise for up to two (2) seasonal mowing/public works positions for summer 2026.

Adopted by the City Council of the City of Cologne, Minnesota, this 2rd day of March, 2026.

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Bowers _____

Bruss _____

Lein _____

Olson _____

S/ _____

Szaroletta _____

MEMORANDUM

TO: Mayor Lein and Councilmembers

FROM: Michelle Morrison, City Administrator

SUBJECT: ELECTRONIC FUNDS TRANSFER POLICY AND RESOLUTION 26-05 APPROVING ELECTRONIC FUNDS TRANSFER TRANSACTIONS

DATE: 2/24/2026

While working with the auditors last week, it was recommended that the City adopt an Electronic Funds Transfer Policy to go along with the annual adoption of a Resolution that delegates the authority to make electronic funds transfer's on behalf of the city.

The EFT Policy addresses Accounts Payable, Accounts Receivable and Payroll functions and the Resolution delegates the City Treasurer as the EFT Authority.

Going forward, the Resolution delegating the EFT Authority will be approved annually at the first Council meeting of each year.

RECOMMENDATION: Looking for approval of the Electronic Funds Transfer Policy and Resolution 26-05 Approving Electronic Funds Transfer Transactions

Electronic Funds Transfer Policy

PURPOSE

Cities are becoming more transparent with information on the internet and electronic banking is becoming widely accepted. Effective internal control policies and procedures need to be adopted to protect city funds from being disbursed fraudulently.

This policy sets citywide guidelines to allow certain payments by electronic funds transfers (EFTs) including wire transfers for payables, payroll, and receivables. It also:

- 1) sets guidelines to ensure that the use of electronic funds transfers and receipts are initiated, executed, and approved in a secure manner,
- 2) identifies the proper documents to be completed by city staff who might have a new electronic funds transfer request, receipt, or employee payroll deposit change, and
- 3) seeks to mitigate the risks of fraud within the electronic funds transfer process.

POLICY

The City of Cologne may make certain payments by electronic funds transfer if certain polices, described in MN Statute 471.38 are in place. Electronic funds are defined as any transfer of funds initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions.

The City Council shall annually by Resolution, authorize the Clerk/Treasurer, or their designee, to make electronic funds transfers.

SCOPE

This policy applies to all city departments and employees that have control over city disbursement transactions and governs the actions of all city employees.

I. Accounts Payable

- Vendor Payment Approvals
 - i. The Utility Billing Clerk/Administrative Assistant will prepare the Vendor payments, and the City Treasurer, and/or City Council will review and approve for payment as necessary.
 - ii. Except for bond payments and investment transfers, a list of all electronic fund transfers shall be submitted to the City Council at the next regular City Council Meeting following the transfer, if not specifically approved beforehand.
- Vendor Payment Verification
 - i. Written confirmation of each electronic funds transfer shall be available within one business day of each transaction.
- Additional processes:

- i. Conduct an annual review of vendors
 1. Remove duplicate vendors
 2. Inactivate old or unused vendors
 3. Review for unusual activity such as fluctuation in payment amounts, activity for inactive vendors
 - ii. Always require a signed Form W-9 from every new payee in advance of making any payments or change in a mailing address. This can be confirmed online or directly with the IRS.
- II. Payroll
- Direct Deposit Authorization Form
 - i. All employees must complete a Direct Deposit Authorization form with a handwritten signature upon start of employment.
 - ii. This form will be reviewed by the Clerk/Treasurer.
 - iii. Any changes requested by an employee must be made with an updated Direct Deposit Authorization form submitted to the Clerk/Treasurer and signed by the employee.
 - Payroll Payments
 - i. The Utility Billing Clerk/Administrative Assistant will prepare the payroll file. The City Administrator will conduct a review and provide a written approval on the Employee Pay and Hours Worked Detail report before the payment for payroll may be initiated.
 - ii. The payroll related vendor payments are then calculated and entered by Utility Billing Clerk/Administrative Assistant after the City Administrator has reviewed and approved payments.
- III. Accounts Receivable
- Online one-time utility billing payments
 - i. Payments are initiated by the customer and reconciled against the city's accounting software to verify the amount sent by the merchant transact processor matches the amount processed through the city's financial software.
 - Recurring utility billing ACH and credit card payments
 - i. The customer must complete the Automatic Debit form for any ACH payments. Recurring credit card payments are set up by the customer through the secure online portal.
 - Miscellaneous receipts
 - i. Any intergovernmental or other payments received electronically by the city are reconciled daily by the Clerk/Treasurer. It is the city's policy to limit customers with authorization to credit the city's bank account. Therefore, unless transactions are part of a professional relationship with a vendor, the city prefers to collect payments via cash, check, or credit card. For example, a contractor's building permit fee should be paid by cash, check, or money order, but a credit card merchant company can electronically deposit settlement batches into the city's bank account.

**CITY OF COLOGNE
RESOLUTION NO. 26-05**

RESOLUTION APPROVING ELECTRONIC FUNDS TRANSFER TRANSACTIONS

WHEREAS, a local government may make certain payments by electronic funds transfer as described in Minnesota Statute 471.38. Electronic funds transfers are designed as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions; and

WHEREAS, in accordance with Minnesota Statute 471.38, a local government may make an electronic funds transfer for the following:

1. claims for payment from an imprest payroll bank account or investment of excess money;
2. payment of tax or aid anticipation certificates;
3. contributions to pension or retirement funds;
4. vendor payments;
5. payment of bond principal, bond interest and a fiscal agent service charge; and

WHEREAS, the statute has been amended to require that certain policy controls be enacted in order for a local government to utilize electronic funds transfers including that the governing body annually delegates the authority to make electronic funds transfers on behalf of the city; and

WHEREAS, the City Treasurer or designee would be the authority as outlined in the policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COLOGNE, MINNESOTA, AS FOLLOWS: that the City Treasurer or designee is authorized to accept and make payment by electronic funds transfer.

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

Approved:

Matt Lein
Mayor

Attested:

Michelle Morrison
City Administrator

M/ _____

Bowers _____

Bruss _____

Lein _____

S/ _____

Olson _____ Szaroletta _____



Memo

To: Mayor Lein and Council Members

From: Michelle Morrison – City Administrator

Date: February 27, 2026

Re: Administrator Update

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

- Met with Cindy Nash and Paul Modeen – current owner of the now vacant lot at 111 John to discuss development options on the property
- Abdo Audit Team in City Offices week of February 17 – Audit presentation via Zoom to the Council in April
- Worked with Attorney Morschen on two items: 1) responding to neighbors' questions regarding Freedom Storage and 2) ordinance enforcement for a property on Benton St. W
- Met with Communities of Belonging members to discuss efforts / process to expand Carver County Library to a physical location in Cologne

- Spoke with MacKenzie Young-Walters at the Met Council regarding the 2050 comp Plan Assistance program.
- I received a call from someone who may be interested in running for City Council and wondered when filing was open. We are a non-primary sized city, so filing is open from July 14 – July 28. The mayor's seat is up for a two-year term and Councilmembers Szaroletta and Olson's seats are up for 4 year terms.