City of Columbus
Regular City Council Meeting
August 28, 2024

ATTENDANCE SHEET

PLEASE PRINT

Name:	Address:
Genica Sjerven	Columbus Lions

City of Columbus
Regular City Council Meeting
Hybrid Interactive Technology Format
MN Statute, Section 13D.021
08.28.2024

The August 28, 2024 City of Columbus City Council meeting was called to order at 6:01 p.m. by Mayor Jesse Preiner. Councilmembers Ron Hanegraaf, Janet Hegland, and Sue Wagamon were present, as well as City Administrator Jack Davis, Public Works Director Jim Windingstad, City Engineer Kevin Bittner, Finance Director Cheryl Jenkins, and Bill Griffith, City Attorney.

Absent: Council Member Rob Busch
Also in attendance: Genia Sjerven.

A. CITY COUNCIL REGULAR MEETING

1. Call to Order - Regular Meeting, 6:01 p.m.
2. Pledge of Allegiance
3. Adoption of Agenda

Motion by Councilmember Wagamon to approve the 08.28.2024 agenda as with changes of B.3 in the Consent Agenda to include the amended payment summary, and Agenda item C.4 to include the amended work meeting agenda. Seconded by Councilmember Hanegraaf. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

B. CONSENT AGENDA

1. July 10, 2024 City Council Meeting Minutes
2. July 24, 2024 City Council Meeting Minutes
3. Approval of Bill Payments as Attached in the Payment Summary

Motion by Mayor Preiner to approve the consent agenda as presented. Seconded by Councilmember Wagamon. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

C. PRESENTATION(S) and ITEMS FOR COUNCIL ACTION

1. **Public Forum - None**
2. **Columbus Lions' Club Temporary Liquor License**

The Columbus Lions Club presented a request for a Temporary On-Sale Liquor License for the Fall Fest Event on September 21, 2024.

Motion made by Mayor Preiner to approve the temporary on-sale intoxicating liquor license to the Columbus Lions Club for the Fall Fest event on Sept. 21, 2024 at 16319 Kettle River Blvd., Columbus, MN. Seconded by Councilmember Hanegraaf. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

3. **Letter of Credit Release - 3 Beacon Holdings (Truck-Aline Project)**

City Engineer Kevin Bittner explained this project is associated with the Blaine Brothers Letter of Credit for public improvements on 150th Avenue. Bittner said the project was accepted on Oct. 18, 2023, now the developer has requested all the Letter of Credit to be released, however he noted the City is still within the one-year period where they hold 20% of the surety. Therefore, his recommendation was to only release 80% of the Letter of Credit, or $600,000, noting that once the project reaches the one-year warranty period, the City can release the remaining balance.

Councilmember Wagamon wanted to confirm that city staff have been in touch with the business and developer and have explained the reasoning behind releasing 80% versus the requested 100%. Bittner explained that it's noted in the developer's agreement. Finance Director Cheryl Jenkins confirmed she's been in contact with the business and developer and has explained the reasoning, which they understood.

Motion made by Mayor Preiner to approve the Letter of Credit Release to 3 Beacon Holdings in the amount of $600,000 as recommended. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

4. **Set Work Meeting Agenda for September 3, 2024**

The City Administrator informed the Council that the staff recommend the 2025 budget report be discussed at the Monday, September 3, 2024, workshop meeting. Additionally, he informed the

Council of the ACEIT meeting that has been changed from September 3rd to Tuesday, September 4, 2024, and this will be a joint meeting with the Planning Commission.
Motion made by Mayor Preiner to approve the Sept. 3, 2024 Work Meeting Agenda as recommended. Seconded by Councilmember Wagamon. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

5. Columbus Lions Club Raffle Sales - Resolution 24-10

The Columbus Lions Club presented a request for a Raffle Sale to be held at the Fall Fest Event on September 21, 2024.

Motion made by Mayor Preiner to approve Resolution 24-10 authorizing the Columbus Lions Club to conduct a prize raffle for the Fall Fest event on Sept. 21, 2024 at 16319 Kettle River Blvd., Columbus, MN. Seconded by Councilmember Hegland. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

6. 2025 Budget Discussion

City Administrator Jack Davis stated that staff will be reviewing budget schedules for the park land fund, the fire equipment replacement, the fire hall capital, general capital fund and the public works equipment capital funds. The Council was asked for input, adjustments, and modifications to the proposed 2025 budget schedules.

Councilmember Wagamon asked if the Council had reviewed this before and if there were previously suggested changes. Davis confirmed that they have, specifically for the Public Works equipment capital improvement fund. Following that discussion, City staff will be running a Cost replacement analysis on the road grader. Davis said the main goal of the discussion was for input to see what the Council wants to include for equipment purchases on the schedule beyond 2025, not the final approval for 2025 purchases.

Davis recapped the last discussion with the biggest issue being the 7-year replacement schedule for a road grader after Councilmember Hegland noted that the previous piece of equipment lasted 13 years. City Administrator Jack Davis said they may want to look at modifying the equipment replacement schedule and how it’s approached during budget planning. As discussed in the previous meeting, Councilmember Hegland also noted the 2022

equipment sale still needed to be added to the spreadsheet. Finance Manager Cheryl Jenkins said she would update that item.

Davis noted that there's a tractor/stormwater pond mower budgeted for 2026. Prior to the 2026 budget discussion, staff will do an evaluation to make sure the equipment is something they really need to perform the maintenance required. Councilmember Hegland asked when the City would put together a working document for stormwater pond maintenance, tracking which ponds were the City's responsibility and which were the land/home owner's responsibility. Davis said they would be working on that this winter. Public Works Director Jim Windingstad added that they would know for budgeting in 2026, but right now it came down to having the time for staff to sit down and manually go through all the documents and developer agreements. Councilmember Hegland asked City Attorney Bill Griffith if there was a more efficient way to figure this process out. She noted that she has two stormwater ponds on her property that she has paid to have dredged and maintained, and she was wondering what the precedence is. Griffith said the City's default position is that the property owner is responsible unless the City finds out otherwise with the only possible exception is if the pond serves multiple properties. Another approach he'd recommend is a spot check and sending notifications that it's time to maintain the pond, but he wasn't sure if there was an ordinance in place. The city could check with the League of Minnesota Cities to create an ordinance for maintenance.

Councilmember Hegland asked Public Works Director Jim Windingstad and City Engineer Kevin Bittner what their thoughts were on stormwater ponds in developments. She noted that the developer is to provide for drainage of property in a development and it's not on a per parcel basis. She felt that if someone's home was in a development, you can't ask any one landowner to maintain the pond because they were put in to serve the development as a whole and serve multiple properties. Whereas, if someone individually bought a parcel of land, put up a house and there was a pond needed there, she felt it would be obvious the landowner would be in charge of pond maintenance. Windingstad agreed, saying he thought each pond in a development should be the responsibility of all the homes within that development, whether the City should do the work and then assess the property owners, or something else, the process still needs to be determined. Griffith agreed that each developer agreement should define who is responsible for maintenance, but his ordinance suggestion would be a shortcut, but that's usually one pond serving one property. Councilmember Hegland asked what they should do if there isn't an HOA in a development. Griffith said that would fall to the successor to the

developer, which would be everyone in the development, which would allow the City to assess the costs of that maintenance to property owners, similar to a road project. Griffith recommended that overtime the City would have a program based on the age of the development where the City would send out notice to the property owners saying, “it’s time to clean your ponds, here’s a list of services that do that, if it’s not done in the next 12 months, we’re going to do it and assess you.” Windingstad said for developments the City would likely have neighborhood meetings and talk about what needs to happen for maintenance. He noted that this was a bigger conversation, which is why they haven’t gotten started on it quite yet. Hegland said she brought it up because it was a pretty wet year, and her backyard has been underwater most of the summer and she wanted to address it before it becomes a problem and people start having water in their houses. Davis said the best place to start would be on the plats, but this is a bigger project, and they needed to start somewhere and that somewhere is getting the inventory developed. Windingstad felt the best place to start is identifying where all the ponds are and if they are public or private.

Councilmember Ron Hanegraaf asked why this was an issue now and if the City had ever cleaned out one of these ponds. Windingstad said that no, they hadn’t, but they do deal with calls about water not draining every year. He noted that it’s a problem that they’ve been aware of but they previously haven’t had the manpower or time to be able to address it and complete the work/maintenance needed. Hanegraaf noted that in Forest Lake they clean a lot of stormwater ponds. Windingstad explained that Forest Lake does because they are an “MS4” community and that’s a requirement, Columbus is currently not in this category because it’s based on a minimum population of 5,000 before it’s required. Windingstad also explained that in previous years he’s talked about stormwater assessment fees to cover the City’s maintenance costs for ditch cleaning, culvert work, and pond maintenance, all of which are very expensive and are being budgeted as an expense.

Hanegraaf inquired about the existing equipment used for maintenance, stating he thought they used backhoes for stormwater ponds. Windingstad explained that the City has a skid steer with a brush mower, but he can’t use it in certain developments because the houses are too close and the mower throws too much material, so it’s not the right piece of equipment to use. He also explained that while you have stormwater ponds, you also have the drainage ditches that get to them and the maintenance areas, so there’s more than just the pond. Adding that if the City sends someone to mow, they’re mowing for a couple of days, then they’re looking at the

drainage ways: ditch lines and culverts. He noted the City has a check list for the maintenance and a process for cleaning those areas that follows the MS4 policy.

Capital Improvement Plan – Park Land Fund

Councilmember Hegland asked about the Park Land Fund and its carry-forward balance. City Administrator Jack Davis explained that the Park Land fund was part of the Capital Improvement Plan and the only thing that would relate to the budget would be transfers from General Fund. The plan shows no funding for the upcoming year because currently there are no confirmed projects moving forward subject to park dedication fees for 2025. Hegland asked about the current fund balance and wanted to confirm they didn't plan on spending any of it in 2025, Davis confirmed that she was correct.

Fire Equipment Capital Fund & Fire Hall Capital Fund

City Administrator Jack Davis stated that city staff met with the Forest Lake Fire Board and were given information about their proposed equipment purchases, he noted that the "big ticket" item would be a new ladder truck in 2031 at an estimated cost of $3 million dollars, the City would be responsible for $600,000 of that sum. Davis said while the levy would cover that cost at that time, it would impact that account balance in the future.

Councilmember Hegland asked if this budget would include a robot that was previously discussed to put out EV fires. Davis said the cost of that robot would come from a special State Grant Fund and City funds would not be used for that.

Davis asked if there were any additional questions, Mayor Jesse Preiner stated that while he didn't have questions he did have "sticker shock" because he remembered the last ladder truck cost $800,000 and now, they have estimated $3 million.

Davis noted the City replaced the City of Columbus Fire Hall's roof in 2024 which is why the fund is starting at a lower amount, however, there are no proposed projects for 2025 from thi account.

Councilmember Hegland noticed a formula error in the spreadsheet and pointed it out, Davis said City staff will get that rectified for the Council.

Davis noted that after this budget cycle, this fund would have about $120,000, and they felt that would be a good range to stay in, in case there were any unexpected projects or unplanned maintenance needed on the building.

General Capital Fund

City Administrator Jack Davis explained that this fund related to items like IT (Information Technology), security systems, City Hall future repairs and possibly a generator. He noted that the biggest change was the category “New City Hall” which had a $2 million dollar cost for 2030, as a place holder, and no plans for a new city hall have been discussed or approved. That line item was changed to “City Hall Repair” fund. Davis felt having an inspection of the current building would be best, to determine the life span of the existing city hall, and then come up with a timeline for the future for the existing facility.

Davis said one thing they should consider is a generator for City Hall, noting that all the City’s records are at City Hall, In the event of an emergency or natural disaster, City Hall would probably be “command central” and access to records, phones and computers would be vital in these situations.

Councilmember Hegland asked about the $15,000 “new fiber line” cost, stating that after their last meeting she thought it was no longer needed. Davis said he spoke to the City’s IT contractor who said they were almost certain that it wasn’t, but he recommended leaving that amount in there just in case there’s an issue, but it can be moved out to 2026. Councilmember Hegland said she was opposed to putting something in the budget unless it was confirmed that the City needed it. Davis said the item could be pushed out or removed, Hegland said it should be removed.

Councilmember Ron Hanegraaf asked about a budget for City Hall’s parking lot paving/finish. Davis said it was to finish paving the parking lot at City Hall for Council’s consideration. Hegland said she felt some items proposed for future years would be better in a “notes” section as opposed to putting them on the spreadsheet for the budget, because it makes it look like the project is a “done deal” and going to happen as opposed to a suggested project for future council discussion.

Councilmember Sue Wagamon asked if the City would levy for the General Capital Fund. Davis explained the only thing they would levy for is the transfer for 2025, which are the projects specifically happening in the coming year, not future year's projects.

Councilmember Hegland said previously City staff would estimate the numbers of the current year's projects, estimate a levy and then look to see if there was adequate funding to support those projects. So, if you're putting a big expense 7 years out, they would look and if the City is going negative 3 years from now, they'd increase the levy so they're not negative. However, Councilmember Hegland said if that project wasn't something the City was certain they were going to do in 7 years, she didn't want to increase the levy for something that wasn't for sure going to happen.

Public Works Director Jim Windingstad then asked if that was the case, what projects does the Council want to do, and what don't they want to do? He noted in the past the council has always talked about going out to 2030 with information, and he felt like now they didn't want that, so he wanted further clarification. Councilmember Hegland said that wasn't her intention, she was just suggesting that they take off projects that they haven't decided they were going to do. She said an example would be the City Hall parking lot. The Council has talked about it, but there hasn't been consensus on the project, so nothing has been confirmed and that's why Public Works only paved 10% of the lot in the past. Windingstad explained that the reason the parking lot was in the budget it's difficult for maintenance and plowing because only some portions are blacktop and others aren't.

Councilmember Sue Wagamon said they had conversations last year about the parking lot and she remembered four out of five members of the council wanted to repave the lot, but there wasn't an official vote. She stated that if the City wasn't levying for that project in this budget, why not leave it in the spreadsheet? Councilmember Hegland stated that she was just suggesting the council decide whether or not they were going to do the projects listed. If they decide they're going to do them, leave it in the budget, If the council decides not to do it, or they plan on pushing the project to 2027, then take it out, otherwise she felt like the Council was levying funds for something they weren't certain they were going to do.

Councilmember Sue Wagamon asked if the parking lot budget was removed it would reduce the levy amount for that year. City Administrator Jack Davis confirmed that was accurate.

Councilmember Hegland noted that there were a couple “big ticket” items that the Council had discussed, but they had never voted on or confirmed would happen. Davis said some of the items were just projected numbers. Hegland stated that most of her concerns were for public perception, noting that there would be new council members next year and they would assume that the projects were already confirmed because they’re in the budget. She felt the City should be more intentional about what was listed, and only include confirmed projects on the spreadsheet, everything else could go in a separate notes area for future discussion. Hegland said if City staff wanted, she would be happy to vote on those items right now. Davis said some of the items needed more information and background before the Council could vote, but he had no problem removing the items that hadn’t been confirmed.

Councilmember Hegland stated that she felt in regard to a generator at City Hall, the council should vote on that tonight, and it should be confirmed and added to the budget because City Hall doesn’t currently have backup power and that is a risk. Davis said if that was the case, the generator would be moved to the 2025 budget, a year earlier than planned.

Councilmember Hegland then asked about $100,000 budgeted for mold abatement and asked if that was a confirmed project. Davis deferred to Public Works Director Jim Windingstad for an update on that. Windingstad explained that when the City built the Public Works building there were issues that led to the City making an insurance claim to fix the roof and some work to the walls, however the walls are still not fixed. They have condensation and when they removed some panels to check on the insulation, they found that it’s moldy. Currently no one has gotten sick, but it needs to be remedied, but $100,000 is an estimate. Hegland asked what the current estimate would cover. Davis explained it was an estimate for an assessment and replacement. Hegland felt that they should put an estimated cost in for the assessment in 2025 but leave replacement costs for 2026 after they get a more defined estimate. Davis agreed that would be a logical step. Windingstad said he felt it would end up being a dual project, first the wall condensation issue needs to be fixed, then the mold and any replacements related to that. Hegland said they should move forward with the assessment because it felt like this could be an OSHA issue if it doesn’t get addressed, Councilmember Wagamon agreed. Windingstad explained that the first step is going after the moisture issue, if you just focus on the mold, the moisture will still be a problem moving forward. He stated that addressing the condensation problem should be the priority, so bringing someone in for that assessment, then after that, step two would be insulation replacement. Hegland recommended having someone assess the

condensation problem first and then measure the mold levels and adding those fees to the 2025 budget. Davis said City staff will get some estimates and update the budget.

Councilmember Sue Wagamon then asked what would happen to the $35,000 budgeted for the City Hall security system because the Council decided not to do that project. Davis explained they would be taking another look at that project because security systems are becoming more necessary and those dollars might be moving to the next fiscal year, but he's hoping to have an estimate by next week so it might still be in 2025 for the final budget review.

Mayor Jesse Preiner asked if they could take the $150,000 for the parking lot and put it towards the mold issue. Councilmember Sue Wagamon said no, because they decided to take the parking lot out of the 2025 budget because it hadn't been voted on, and the mold was getting changed to an assessment fee until they had more information. Councilmember Janet Hegland said staff would have to get some estimates for the assessment fees for the final budget. Wagamon then said she felt they needed a future meeting to look at the cost for the parking lot and vote on it for the 2026 budget.

Public Works Director Jim Windingstad wanted to clarify for the council that if they do all of the proposed projects in 2025, the City's ending balance is $456,000 in the capital fund that they've already levied for. But if next year, they decided they wanted to do the blacktop project and it was $142,500, they have the money to do that, so the sheet they're looking at is merely a schedule to show what the City would like to do, the only projects they're going to do is what's listed in 2025, everything after that is a project list. So, the City is levying money to cover the costs of those projects that have been scheduled out, so it's important that the Council have these conversations to make sure the City is levying enough to cover the costs.

Councilmember Sue Wagamon asked why the City was levying for $115,000 when they're not going to spend $115,000 - even if it's for the projects in the future. Windingstad explained that in previous discussions the Council determined that the City could either not levy the $100,000 that they had previously bonded for, or they could roll it into the General Fund for the future City Hall Fund. Wagamon agreed that she did remember that conversation. Councilmember Hegland noted that Council learned this year that for the first time, the City had more than the recommended amount of reserves per the City's auditor. She felt that while it's a good problem to have, she didn't want to continue accumulating more money than the City would spend.

Councilmember Hegland recommended that the City should lower the proposed levy, and councilmember Wagamon agreed saying that if it's not a confirmed planned project, it shouldn't be levied.

Windingstad explained that having the capital plan, the intent is to levy an amount to cover your costs so your budget doesn't dramatically change each year, you want to avoid any peaks and valleys over time. Wagamon said she understands, but that was before they found out about the additional funds and she felt that there was no reason the City couldn't pull from that if something unplanned happened. Hegland agreed, adding she felt another important change moving forward is to talk about more definite plans for projects moving forward with the levy. Windingstad agreed that having a definite plan would be beneficial for staff too, because research project costs and getting estimates is a lot of work just for the Council to have information. Hegland agreed that because of council turnover every couple of years and staff turnover, things can get lost in translation over time.

Councilmember Ron Hanegraaf asked for clarification regarding the extra funds. Davis explained the City had a cash balance of about $10,300,000. He explained that total amount includes $4 million for dedicated bond payments, about $2 million for restricted funds including $288,000 of tourism tax money, DEED money which can only be used for revolving loan funds, Enterprise Funds which are restricted to water and sewer projects, and park dedication fees and a couple capital accounts. So in total, the City has about $4.2 million balance, which is essentially the City's total budget for the year. Hegland noted that the recommended amount is 50% of your annual budget, which would be $2.5 million. Hanegraaf clarified that while yes, there were extra funds, it's not all in one account, it's spread out and all adds up. Davis said there are a few things the City is looking at to spend those extra funds, one of which is paying off existing bonds, and City staff will be giving the council some options moving forward. He noted that one thing the Council can do is adjust the levy this year.

Councilmember Hegland wanted to confirm with staff that they removed 3 projects from the budget that the council hadn't voted on yet, totaling approximately $650,000 removed from the proposed levies in 2025, 2026, and 2027. She recommended that staff move forward with the philosophy to not add items to the budget unless they're confirmed and as things come up, determining whether or not the Council wants to do it. Councilmember Wagamon agreed, noting

the cable project worth $15,000 should also be removed. Davis said staff will make those changes and adjustments.

Councilmember Hegland asked if staff would add the assessment costs for the Public Works Building to the final 2025 budget after they received proposals. Davis confirmed that they would. Windingstad clarified that the public works building doesn't have condensation in the summer, only the winter, so he can get an assessment estimate, they just can't do it until wintertime. Both council members Hegland and Wagamon agreed that was fine. Hegland also proposed increasing the City Hall assessment above the proposed $5,000.

The budget was a discussion item at this time, therefore, no formal action was taken.

D. CONSULTANT, LIAISON, & STAFF REPORTS

1. City Engineer Report

City Engineer Kevin Bittner gave the council his consultant report. He updated the Council on the City of Forest Lakes' improvements project on Eureka Avenue, which ties into Columbus' Hornsby Street. Forest Lake is also doing some preliminary design work on the City's portion of the road as well and is applying with the DNR to get a permit for the project. The project is proposed to start sometime in 2025, but Bittner noted it will probably be completed in 2026. He noted that Forest Lake is also doing some environmental work, including the portion in Columbus and is applying to the Local Government Road Wetland Replacement Program. Because Columbus is included in the project, Forest Lake requested the council sign off on that application. He explained the application is for "wetland credits" through Board of Water & Soil Resources (BWSR), which the City has used on previous projects. Bittner requested that Mayor Jesse Preiner sign off on that application.

Mayor Preiner wanted to confirm that Forest Lake would be the City applying and wanted further clarification on the project timeline. Bittner explained that there are a few processes that would impact the timelines. He explained that this application would go through Rice Creek, but Forest Lake is also submitting a permit to the DNR and that could be up to a year-long review process, so they're looking at taking bids in 2025. Bittner said the City would also have to confirm funding for their portion of the project, which City Attorney Griffith worked hard on last year to get funding from the legislature, however the bonding bill was never approved, and he wasn't sure if that meant the City had to start over or not.

Griffith confirmed that the City would have to start over again, but because the City made the list, they had a good starting point for funding requests.

Bittner noted this was just one step in the process and requested Mayor Jesse Preiner to sign off on that application.

Councilmember Hegland made a motion to authorize the Mayor to sign the Local Government Road Wetland Replacement Program application. Seconded by Councilmember Hanegraaf. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

2. Attorney Report

City Attorney Griffith had no formal report but noted that this is the time of year to look into the legislative program and while he didn't have a formal proposal, he wanted the council to be thinking about those possibilities.

3. Mayor & City Council Report

Councilmember Ron Hanegraaf wanted to highlight the hard work of Eagle Scout Matthew Magistad. Hanegraaf said he did a great job and put in 15 oak trees throughout the city. The Park Board had asked if they were going to honor him somehow and he felt it would be a good idea. Hanegraaf proposed making or dedicating a plaque near the trees he planted noting the year he did this project. Public Works Director Jim Windingstad said Mathew fund raised to purchase the trees and had help from a group of people and did a really nice job. Councilmember Hegland was surprised that he dug all the holes himself because the trees were larger than she expected. Windingstad agreed, saying the trees were a lot different than he anticipated, adding that he thought they were going to be small trees but after seeing them and how big they were he was impressed. Hanegraaf proposed doing something at Fall Fest to commemorate his project. Hegland mentioned that another Eagle Scout project put a bench in the park, commemorating five military branches throughout the park and that didn't get recognized and she felt that should get a plaque as well and she felt it may encourage other Eagle Scouts to do public service projects in the City. Hanegraaf agreed, saying that it's nice to see a little history with a date on it.

Davis recommended having staff get cost estimates for two plaques and vote on it at the next meeting. Councilmember Wagamon asked if they could make a motion with a dollar amount for staff to not exceed, that way the plaques could be ordered without having to wait for the next meeting. Hegland recommended that staff could come back with an estimate of what the plaques would cost, and then ask if Magistad would be available to attend a future meeting to accept the recognition.

Councilmember Hanegraaf made a motion to move forward with ordering a plaque. Councilmember Hegland seconded. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

Councilmember Sue Wagamon reported on the Personnel Committee she noted in a previous meeting she had mentioned that the Columbus resident, Mr. Doug Wood, who's a member of the Forest Lake Cable Commission, had to resign with little notice. An application was posted to the website and one person responded, Jeff Duraine. Duraine is a Columbus resident, former Columbus City Council Member and previously served on the Cable Commission for 15 years. He is willing to start right away and it should be an easy transition.

Wagamon made a motion to appoint Jeff Duraine to the Forest Lake Cable Commission effective September 2 to assume responsibilities at the September 19, 2024 meeting. Councilmember Hegland seconded. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

Councilmember Janet Hegland gave an update on the City of Columbus' Fall Fest. She noted that Lynn Carver-Quinn has been out fundraising and has been very successful and has raised about $10,000 in donations. The Volunteer committee meeting was last week and they got some signs ordered. She also noted that Saturday, September 21 is also the 18th anniversary of Columbus becoming a city. Additionally, she recommended the City do a "Happy Birthday Columbus" sign to have at Fall Fest.

Hegland also reported on the other agenda items for the Personnel Committee, stating that they are very close to posting the Assistant City Administrator position, noting that there have been a few IT-related setbacks for permissions and licensing to post the position. She said the job

posting will go live on the League of Minnesota Cities page, the City's website, Indeed, and LinkedIn from September 3-17, 2024.

Hegland also did a brief Planning Commission Report as the council Liasion, noting that they met on August 21 and held a public hearing for MTW Truck Wash, a CUP which would be located on Hornsby Street across from Love's. The applicants were Columbus residents James and Brenna Skeie. Their proposal is to build an industrial semi-truck wash that could also be used for RVs. It would operate from around 5 AM to 8 PM initially and potentially expand to 24-hours/day depending on business. There will not be overnight parking at this facility. Hegland noted that there weren't any public comments or opposition. She said the Planning Commission had some good questions, which they will be discussing at the joint Council meeting the following week on September 4, 2024. Councilmember Sue Wagamon requested the notes from the public hearing to be included in the packet for the joint meeting on September 4. Davis said he would make sure Council received the notes and/or a copy of the recording of the meeting to listen to.

Councilmember Busch had no report, and Mayor Preiner had no report.

4. Code Enforcement Report

No Report

5. Public Works Report

No Report

6. City Administrator Report

City Administrator Jack Davis said when the previous City Administrator was in the role, the City had a credit card in her name. When she resigned that account was canceled and the card was destroyed. City staff have been looking into getting a "Community Card" which will not be associated with a staff person's name. He asked for authorization for Finance Director Cheryl Jenkins to proceed with the community card process. Davis explained that this would help for things requiring a credit card like Indeed and LinkedIn Accounts, the reservation for the shuttle bus at Fall Fest, bigger ticket items they would rather not have to ask staff to pay for on their personal credit cards and then submit for reimbursement.

Councilmember Janet Hegland explained that there will be multiple people that will have a card, and there will be three staff members overseeing the cards. Jenkins explained that there will be three authorized individuals, one being herself, one being City Administrator Davis, and one being a member of the Council.
Mayor Preiner noted that this should be handier for everyone and easier for the Finance Department without needing to do as many reimbursement checks. Jenkins agreed. Hegland explained that this initially came up because when they were trying to pay for postings positions on Indeed, but by the time the check was approved, drafted and mailed. It could delay postings by 2-3 weeks. Davis also noted that some places won't accept checks anymore, like the Shuttle Bus company for Fall Fest. Jenkins noted that the card will be out of the US Bank in Forest Lake, and she felt it would be an easy credit card program to manage, and she felt that it would be a great idea for the City.

Councilmember Hanegraaf agreed to be the City Council Representative for overseeing the Community Cards. Jenkins explained that there would be statements, receipts would be required for every purchase, so he would just be part of the oversight of that process. Hegland noted that staff will also write a Credit Card Purchasing Policy.

Councilmember Hegland made a motion to move forward with a Community Credit Card for the City with the designation of Councilmember Ron Hanegraaf, City Administrator Jack Davis and Finance Manager Cheryl Jenkins as the authorized representatives. Councilmember Wagamon seconded. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

E. ANNOUNCEMENTS & REMINDERS

- Joint City Council & Planning Commission - September 4, 2024 at 6 p.m.
- City Council - Sep 11, 2024at 6 p.m.

F. ADJOURNMENT

Motion by Hegland to adjourn. Seconded by Wagamon. Roll call vote: Hanegraaf – aye; Wagamon – aye; Hegland – aye; Preiner – aye. Motion carries.

The meeting adjourned at 8:02 p.m.

Respectively submitted:

Haley Foster

City of Columbus Media Consultant