

**MINUTES
REGULAR CITY COUNCIL MEETING**

JANUARY 8, 2014

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Kay McDaniel, Donavan Mayer, Jean Soine, and Gene Beavers (6:02 p.m.). Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney; Ellarry Prentice, Press; Chuck DeWolf, Bolton & Menk, Inc.; Neil Herzberg, Paul Thielen, Dale Boie, Steve Notch, Bill Haines, and one individual that did not sign in.

The Pledge of Allegiance was recited. Council members gave verbal activity reports.

CONSENT AGENDA

Motion to approve the minutes from the following meeting: August 13, 2013 Ad Hoc ERFPP Committee and April 24, 2012 Ad Hoc Enhancement Committee.

Motion to approve the following vouchers:

12/26/2013	Payroll	087499-087527	\$11,729.83
12/26/2013	Payroll Direct Deposit		\$20,069.77
12/26/2013	Payroll Taxes	087545-087550	\$5,201.64
12/26/2013	Payroll - Fed		\$7,314.76
12/26/2013	Payroll - State		\$996.41
12/26/2013	Payroll - ING		\$275.00
12/26/2013	Payroll - TASC		\$446.75
12/26/2013	Payroll - PERA		\$4,613.39
12/26/2013	Payroll - AFLAC		\$124.46
12/26/2013	Payroll - SELECT		\$353.75
01/02/2014	Vouchers	87551-87586	\$32,858.44
		TOTAL	\$83,984.20

Motion to accept resignation of James Gulbranson, Part-Time Police Officer; effective February 1, 2014.

Motion to approve the attendance of Renee Eckerly to the 2013 Minnesota Employment Law Seminar on January 23, 2014.

Motion was made by Mayer to approve the Consent Agenda. Seconded by Soine and unanimously carried.

Beavers asked to discuss changing the day of the City Council meeting to the agenda. This will be added to New Business Item K.

STEVE NOTCH COUNTY COMMISSIONER CANDIDATE

Steve Notch, Stearns County Commission Candidate was in attendance and addressed the City Council and Paynesville Community regarding his candidacy for Stearns County Commissioner.

SPECIAL PARKING – PAYNESVILLE TOTAL ENTERTAINMENT CENTER

Resolution 2014-01 Authorizing Placement Of Signs At Designated Locations Limiting Parking To 30 Minutes was presented. This resolution would authorize the placement of signs at designated locations limiting parking to 30 minutes for the 2014 year.

Motion was made by McDaniel to approve Resolution 2014-01 Authorizing Placement Of Signs At Designated Locations Limiting Parking To 30 Minutes. Seconded by Beavers and unanimously carried (Soine abstained).

2014 LIQUOR STORE LEASE PAYMENT

The 2014 Liquor Store Lease payment is \$19,620.00 to come from Fund 106 Liquor Capital Improvement. The lease is to be paid in monthly installments of \$1,635.00; plus \$10.00 per month for sign electricity payable to Teals Management.

Motion was made by Soine to pay the 2014 Liquor Store lease in monthly installments of \$1,635.00; plus \$10.00 per month for sign electricity from Fund 106 Liquor Capital Improvement payable to Teals Management. Seconded by Mayer and unanimously carried.

CABLE CONSULTING – RUDY VIGIL

A proposal in the amount of \$1,600.00 for the 2014 calendar year from Rudy Vigil for cable consulting services was presented. This is the same amount that he has charged for the last 6 years.

Motion was made by Beavers to approve the amount of \$1,600.00 for the 2014 calendar year from Rudy Vigil for cable consulting services. Seconded by McDaniel and unanimously carried.

CONFERENCE ATTENDANCE

In the past the Council has pre-approved the attendance (registration, mileage, usual expenses, per diem (if applicable), lodging, and staff time) of the City Administrator and any Council member to the following events for 2014:

LMC Annual Conference – June 18 – 20, 2014 in St. Cloud

LMC Regional Meetings

Mayor's Conference – April 25 – 26, 2014

Legislative Conference – February 27, 2014 in St. Paul

Stearns County Municipal League Meetings

Experienced Officials Training – January 31 – February 1, 2014 in Brooklyn Center

Motion was made by Beavers to approve the attendance (registration, mileage, usual expenses, and per diem (if applicable) of the City Administrator and any Council member to the following events for 2014:

LMC Annual Conference – June 18 – 20, 2014 in St. Cloud

LMC Regional Meetings

Mayor's Conference

Legislative Conference – February 27, 2014 in St. Paul

Stearns County Municipal League Meetings

Experienced Officials Training – January 31 – February 1, 2014 in Brooklyn Center

Seconded by Soine and unanimously carried.

ELECTION OF MAYOR PRO TEM

Nominations for Mayor Pro Tem. The past Mayor Pro Tem was Jean Soine. The Mayor Pro Tem performs the duties of the mayor during the absence of the mayor.

Motion was made by Beavers to elect Jean Soine as Mayor Pro Tem. Seconded by McDaniel and unanimously carried.

OFFICIAL DEPOSITORIES FOR CITY FUNDS

Resolution 2014-02 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act was presented.

Motion was made by Mayer to approve Resolution 2014-02 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act. Seconded by Beavers and unanimously carried.

2014 COUNCIL COMMITTEE APPOINTMENTS

Mayor Thompson recommends the following 2014 Council Committee appointments:

Administrative Fine Hearing Board – Gene Beavers & Kay McDaniel

Ad Hoc Enhancement Committee – Jean Soine

Airport Commission – Gene Beavers

Budget & Finance Committee – Jean Soine & Kay McDaniel

Cable & Technology Commission – Donovan Mayer

Community Ed Representative – Jeff Thompson

EDAP Board – Kay McDaniel & Jean Soine

Environmental Committee – Gene Beavers

Joint Planning Board – Donovan Mayer

Labor Negotiations Team – Gene Beavers & Jeff Thompson

Municipal Off-Sale Liquor Retail Board – Jeff Thompson

Park & Tree Board – Kay McDaniel

Paynesville Area Joint Trails Board – Jeff Thompson

Policies & Procedures Committee – Gene Beavers & Donovan Mayer

Planning Commission – Donovan Mayer

Public Safety Committee – Jeff Thompson

Public Works Committee – Donovan Mayer

Weed Inspector – Jeff Thompson

Wellhead Protection Committee – Donovan Mayer

Motion was made by Soine to approve the 2014 Council committee appointments as presented. Seconded by McDaniel and unanimously carried.

2014 CITY COMMITTEE, COMMISSION, AND BOARD MEMBER APPOINTMENTS

A list of City Committee, Commission, and Board member appointments for 2014 were presented. Bob McDaniel will be added to the Airport Commission. Please see the attached list that is a part of these minutes.

Motion was made by Beavers to approve the 2014 City Committee, Commission, and Board member appointments. Seconded by Mayer and unanimously carried.

2014 CITY ASSIGNMENTS AND APPOINTMENTS

Designate Official Newspaper: Paynesville Press
Designate City Attorney: Frauenshuh & Spooner

Annual Appointments:

Building Inspector: Vacant At This Time
Treasurer: Renee Eckerly
City Engineer: Bolton & Menk, Inc.
Emergency Services Director: Denise Czech-Schwandt
Auditor: CliftonLarsonAllen, LLP
Data Practices Compliance Officer: Renee Eckerly

Motion was made by Soine to approve the 2014 City Assignments and Appointments as presented. Seconded by Beavers and unanimously carried.

2014 COUNCIL MEETING DATE CHANGES

Looking ahead at the 2014 Calendar:

Town & Country Day is June 7-12 with the parade on Wednesday, June 11th

Suggested reschedule date – Monday, June 9, 2014 at 6:00 p.m.

Wednesday, November 26th is the day before Thanksgiving Day

Suggested reschedule date – Monday, November 24, 2014 at 6:00 p.m.

Wednesday, December 24th is Christmas Eve

Suggested reschedule date –Monday, December 29, 2014 at 6:00 p.m.

Beavers suggested moving the Wednesday meetings. After some discussion it was consented to move the City Council meetings from the second and fourth Wednesdays to the second and fourth Mondays of each month starting in February with the agenda to be published on Wednesdays. It was noted that this will need to be done by Ordinance. Spooner will draft an ordinance for the next meeting.

Motion was made by Soine to change meeting dates for June to June 16th and 30th and the second meeting in December to the 29th. Seconded by Beavers and unanimously carried.

RESURFACE CSAH 34 BETWEEN CSAH 66/LAKE AVE. AND TH 22

Resolution 2014-03 was presented. There is no cost to the City on this resurfacing project. The County needs formal approval from the City to resurface the road. The shoulders will be paved within the city limits (even though they are quite narrow).

Motion was made by Soine to approve Resolution 2014-03 Approving County Project Within Municipal Corporate Limits. Seconded by Mayer and unanimously carried.

MPCA FORMER MID TOWN SERVICE STATION

Eckerly reported that Mayer, Mergen and herself met with John Hunt of Barr engineering regarding the site. A team at Barr Engineering will be reviewing the information and bring back options for the City Council to consider at the next meeting.

The two Variance Request Applications for proposed at-grade wells at 419 Lake Ave. South and 121 Mill St. were presented.

Motion was made by Soine to submit the Variance Request Applications to the Department of Health for two proposed at-grade wells at 419 Lake Ave. South and 121 Mill St. Seconded by Mayer and unanimously carried.

BUILDING INSPECTION SERVICES

Eckerly presented a proposal for PermitWorks. A specialized computer software designed for tracking building permits, inspections, geo-base & planning, licenses, and code enforcement. This is the same program that Inspectron, Inc. is using; therefore, the City could conduct a data conversion. The cost for the program is \$7,380.00 for 2014. The annual fee thereafter is \$1,495.00.

Eckerly reported on the status of finding a Building Inspector. The State will help the City if no one else will. Eckerly has been in contact with a number of area cities and inspectors. Eckerly has received a number of sample job descriptions, wage scales, and contracts to work from.

There were a number of questions for Eckerly regarding the PermitWorks software:

1. Do the fees include updates and maintenance issues? Yes.
2. Where will the money come from? This has not been budgeted for so all fees would come from reserves.
3. Is there other options? Yes, the City's financial software has a module, but comparing two; PermitWorks is built especially for building permits. Eckerly did not get a quote from Incode.
4. Why is the Building Permit information needed once the permit is closed? People request information for insurance claims and looking at a potential purchase to see what has been done.

Eckerly further explained that the program will also track the scheduling of inspections and the City will be able to retrieve the last 8 years of work that has been done with Inspectron, Inc.

Motion was made by Soine to approve \$7,380.00 for 2014 plus an annual fee of \$1,495.00 for the PermitWorks computer program with monies to be taken out of reserves. Seconded by Mayer and unanimously carried.

HWY. 23

A number of City residents were in attendance to discuss the addressing of properties along old Hwy. 23 (including Hoffman, Bridge, Mill, and River). Paul Thielen requested to be on the agenda to address the Council.

Thielen explained that he had received a letter regarding the changing of his address from River St. to Business 23 W. This was a surprise to him as it was his first indication that the change would occur. Thielen stated that his daughter has medical supplies delivered to his home and this address would be confusing for deliveries. He further stated that if it's not broke, don't fix it. Thielen requested that the Council table this item and further discuss it before making any decisions. The change encompasses 55 households and 29 businesses. This change will cost a lot of money. Thielen reiterated to table the resolution and take into consideration what the people of Paynesville want.

Thompson reported on the history and that this has been a topic of discussion for 4 years. It made sense to change the name to one name for one continuous street. Eckerly stated that the County requires a name change when they take the road back.

Thielen suggested changing the name to Co. Road 85 or leave it as is. 85 people will need to change driver's licenses, mailing, etc.

Mergen agreed that it will be less confusing for the Fire Department with it being one name. Wegner also agreed; one name is easier for emergency responses. Eckerly stated that she is working on the change for global positioning equipment and goggle maps. Businesses along the by-pass are addressed off the service roads and not Hwy. 23.

Thielen further disagreed with the change.

Haines expressed concern on the address change and the inconvenience it will be to change the addresses on everything. Haines questioned the cost of changing the signs and installation of such.

Boie stated that he was against the change and that his address will not be changed. His address is River St. and he will not be changing his address and the Council will not be making that decision for him. Boie has lived in Paynesville longer than all of the Council members and why are 6 people making up the decision for the whole town.

The Council agreed that this is a difficult situation and there will be some inconvenience. Eckerly announced that all emergency response departments have been notified of the new address and will use this address for responding to emergencies. The Township address change letters were sent in October.

Thielen suggested naming the road County Road 85.

Motion was made by Beavers to approve Resolution 2014-04 Regarding Establishment Of CSAH 85 (Along Old TH 23) In The City Limits Of Paynesville. Seconded by Mayer and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: West Central Sanitation December Garbage Rates, Stearns County Environmental Services – Notice of Public Hearing, December Police Reports, Stearns County Environmental Services – Notice of Scheel Re-Zoning Request Public Hearing, and Liquor Store December And Year End Reports. Eckerly reported that the audit is going good, there has been no finding so far and the auditors will be back in February to finish the 2013 audit.

There being no further business, the meeting was adjourned at 7:21p.m.

Renee Eckerly, City Administrator