

**MINUTES
REGULAR CITY COUNCIL MEETING**

JANUARY 9, 2013

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. Jeff Bertram and Dennis Zimmerman were absent. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney; Ashley Alsum, Cable Coordinator, Chuck DeWolf, Bolton & Menk, Inc.; Ellarry Prentice, Press; Neil Herzberg, Mark Eckerly, Sheri Wegner, Bob McDaniel, and Pastor Bob Kemppainen, Nordland Lutheran Church.

The Pledge of Allegiance was recited and Oaths of Office were given.

Pastor Bob Kemppainen led the Council in prayer. Council members gave verbal activity reports.

Chief of Police Paul Wegner reported on:

- Thanked all who came to the Open House
- Interesting first month with the shooting in Cold Spring and the incident at the High School
- Attended the Chief's Association meeting
- Monthly and year end reports have a different look
- Down 400 cases in 2012 due to Stearns County coverage
- Included a mileage log in the reports
- Proceeding with hiring process for the officer – 14 candidates will be interviewed with a second round to follow
- Discontinued the contract with Stearns County; now the department is self sufficient
- Getting around town; visiting with businesses
- Everyone has been good to work with and have embraced him and his family

Liquor Store Manager Bill Ludwig reported on:

- \$1.13 million in sales up \$62,000.00 from last year
- Up 5.5% in sales, up 6.3% in profit or \$15,000.00
- Transactions from last year up
- Inventory went very smooth, total loss for the year was \$29.02
- Inventory was up \$21,000.00 or 13% of sales
- Auditor found one extra pop
- Sign will be installed next week
- Hoping to attend the MMBA Boot Camp

CONSENT AGENDA

Motion to approve the minutes from the following meeting: December 4, 2012 Liquor Board.

Motion to approve the following vouchers:

01/03/2013 Vouchers

85460-85508

28591.83

Improvement payable to Teals Management. Seconded by Soine and unanimously carried.

CABLE CONSULTING – RUDY VIGIL

The proposal in the amount of \$1,600.00 for the 2013 calendar year from Rudy Vigil for cable consulting services was presented. This is the same amount that he has charged for the last 5 years.

Motion was made by McDaniel to approve the amount of \$1,600.00 for the 2013 calendar year from Rudy Vigil for cable consulting services. Seconded by Beavers 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 2013:

LMC Annual Conference – June 19 – 21, 2013 in St. Paul
LMC Regional Meetings
Mayor's Conference – April 26 – 27, 2013 in Moorhead
Legislative Conference – Thursday, March 21, 2013 in St. Paul
Stearns County Municipal League

Motion was made by Mayer 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 2013:

**LMC Annual Conference – June 19 – 21, 2013 in St. Paul
LMC Regional Meetings
Mayor's Conference – April 26 – 27, 2013 in Moorhead
Legislative Conference – Thursday, March 21, 2013 in St. Paul
Stearns County Municipal League
Seconded by Beavers 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 2013-03 Designating Depositories Of Funds, Designating A Chief Financial Officer, and Establishing Authority To Act was presented.

Motion was made by Soine to approve Resolution 2013-03 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act. Seconded by Beavers and unanimously carried.

2013 COUNCIL COMMITTEE APPOINTMENTS

Mayor Thompson recommends the following 2013 Committee/Commission/Board 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 – Jean Soine & 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 McDaniel to approve the 2013 Council committee appointments as presented. Seconded by Soine and unanimously carried.

2013 CITY COMMITTEE, COMMISSION, AND BOARD MEMBER APPOINTMENTS

The list of City Committee, Commission, and Board member appointments for 2013 was presented.

Motion was made by Mayer to approve the 2013 City Committee, Commission, and Board member appointments. Seconded by McDaniel and unanimously carried.

2013 CITY ASSIGNMENTS AND APPOINTMENTS

Designate Official Newspaper:	Paynesville Press
Designate City Attorney:	Frauenshuh & Spooner
<u>Annual Appointments:</u>	
Building Inspector:	Inspectron Inc.
Treasurer:	Renee Eckerly
City Engineer:	Bolton & Menk, Inc.
Emergency Services Director:	Renee Eckerly
Auditor:	CliftonLarsonAllen, LLP
Data Practices Compliance Officer:	Renee Eckerly

Motion was made by Beavers to approve the 2013 City Assignments and Appointments as presented. Seconded by Soine and unanimously carried.

2013 COUNCIL MEETING DATE CHANGES

Looking ahead at the 2013 Calendar:

Wednesday, February 13th is Ash Wednesday

Suggested reschedule date – Tuesday, February 12, 2013

Town & Country Day is June 8-13 with the parade on Wednesday, June 12th

Suggested reschedule date – Tuesday, June 11, 2013

Wednesday, November 27th is the day before Thanksgiving Day

Suggested reschedule date – Tuesday, November 26, 2013

Wednesday, December 25th is Christmas

Suggested reschedule date – Thursday, December 26, 2013, day after Christmas

Motion was made by Beavers to set the following meeting changes:

February 13, 2013 City Council meeting for Tuesday, February 12, 2013

June 12, 2013 City Council meeting for Monday, June 10, 2013

November 27, 2013 City Council meeting for Monday, November 25, 2013

December 25, 2013 City Council meeting for Monday, December 23, 2013

Seconded by Soine and unanimously carried.

MINNESOTA CITY ATTORNEY'S EDUCATIONAL CONFERENCE

City Attorney, Bill Spooner is interested in attending the Minnesota City Attorney's Educational Conference February 8 & 9, 2013 in Bloomington, MN. The registration fee is \$220.00 (early bird rate if registered by January 10th). Spooner has indicated that he would cover all other costs including, but not limited to hotel accommodations, mileage, meals, etc.

Motion was made by McDaniel to approve the attendance of City Attorney, Bill Spooner to the Minnesota City Attorney's Educational Conference February 8 & 9, 2013 in Bloomington, MN and to reimburse him for the registration fee of \$220.00. Seconded by Beavers and unanimously carried.

CREDIT CARD & CREDIT CARD POLICY

The previous credit card was guaranteed by an employee who has resigned. The Central Minnesota Credit Union can issue a VISA credit card in the City of Paynesville's name. The interest rate would be 9.90% with no annual fee. The statement would be every 30 days. The statement would be paid to the Central Minnesota Credit Union and can be dropped off at the local office. There has not been a previous credit card policy. The Credit Card Policy was reviewed. Eckerly stated that the card has no annual fee and has a \$4,000.00 limit. This card is not tied to any of the City's accounts.

Motion was made by Beavers to approve a Visa Credit Card with Central Minnesota Credit Union. Seconded by Mayer and unanimously carried.

Motion was made by Soine to approve the City of Paynesville Credit Card Policy. Seconded by Mayer and unanimously carried.

Thompson recessed the Regular City Council meeting at 6:38 p.m. for the vacation Public Hearing.

Thompson re-opened the Regular City Council meeting at 6:39 p.m.

WASTEWATER RE-SCOPING PROJECT

DeWolf reported the following:

- Project is continuing to move forward
- Working on the main lift
- Pouring concrete
- Contractor to work through the winter on the aeration building and other improvements
- Project is to be completed by early summer

WATER PLANT REHAB PROJECT

DeWolf reported the following:

- Continue to work on the design
- Design is to be completed by March 2013
- Looking at filter options
- Looking to bid the project in the Spring

POLICE DEPARTMENT – OFFICER POSITION

Wegner reported the following:

- 82 applications were received for the officer position
- 5 additional applications were received after the deadline
- Top 15 applicants will be interviewed, one has already declined
- Interviews will be held January 16, 2013
- 4 people will make up the interview panel
- 5 or 6 applicants will move to the next round
- Have 14 good candidates
- Second interviews will be conducted by the Policies & Procedures Committee the week of January 28th
- Hope to have the officer in place by the end of February or early March

OPPORTUNITY PARK

Resolution 2013-01 Vacating Certain Drainage And Utility Easements In Diekmann Business Park Plat Two and Notice Of Completion Of Proceeding For The Vacation Of A Public Way Consisting Of Drainage And Utility Easements Within Diekmann Business Park Plat Two And Correcting That Certain Notice Of Completion Of Proceedings Recorded April 2, 2012, As Document No. A1365753 was presented.

Motion was made by Beavers to approve Resolution 2013-01 Vacating Certain Drainage And Utility Easements In Diekmann Business Park Plat Two. Seconded by Soine and unanimously carried.

Motion was made by Soine to approve Notice Of Completion Of Proceeding For The Vacation Of A Public Way Consisting Of Drainage And Utility Easements Within Diekmann Business Park Plat Two And Correcting That Certain Notice Of

**Completion Of Proceedings Recorded April 2, 2012, As Document No. A1365753.
Seconded by McDaniel and unanimously carried.**

Here is an excerpt from the 11-13-12 EDAP Board meeting:

The Board discussed the City plat and to plat the remainder of the property into lots so they will sell faster.

Motion was made by Stang to plat the remaining Opportunity Park property into small enough lots so people can purchase multiple lots, if necessary, and recommend such to the City Council. Seconded by Stanley and unanimously carried.

Eckerly reported that EDAP recommends platting the remainder of the property so it is ready to go for a buyer and they don't have to go through the 6 month platting process. Soine agreed to get the lots ready for sale. Spooner interjected that previously the Council did not want to do this, but by doing so there is some flexibility. It was asked if the Out Lot was platted. Spooner said no, and it can't be sub-divided unless it's platted first. There is a need to plat the property to save time and money. It was suggested to see a couple of layout options first.

TRAIL

Payment Estimate No. 2 in the amount of \$44,563.67; payable to Duininck, Inc. was presented for work through Dec. 21, 2012. The County is the fiscal agent for this project; therefore, this bill will be paid by Stearns County and then the City is billed.

Motion was made by Soine to approve Payment Estimate No. 2 in the amount of \$44,563.67; payable to Duininck, Inc. to be paid for by Stearns County. Seconded by Beavers and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: December & Year End Police Reports, Xcel Energy Notice, Liquor Store Reports, MPCA – Former Midtown Service Station, and Goals & Objectives Meeting dates. Mergen reported that the Public Works Committee wants to put a letter together and recommend putting the wells in and protect the City water and put wells 3 and 4 to full capacity. It was suggested to contact the private landowners. The Council consented to hold the Goals & Objectives meeting on Thursday, February 7, 2013 at 6:00 p.m.

There being no further business, the meeting was adjourned at 6:58 p.m.

Renee Eckerly, City Administrator