

**MINUTES
REGULAR CITY COUNCIL MEETING**

JANUARY 23, 2013

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Kay McDaniel, Donovan Mayer, Jean Soine, and Gene Beavers. 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, and Chief of Police, Paul Wegner;

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

CONSENT AGENDA

Motion to approve the minutes from the following meeting: December 12, 2012 Public Works Committee, January 9, 2013 Regular City Council, January 9, 2013 Vacation Public Hearing, and December 27, 2012 Special City Council.

Motion to approve the following vouchers:

01/03/2013	Vouchers	85460-85508	\$28,591.83
01/08/2013	Vouchers	85509	\$192.00
01/06/2013	Payroll	85510-85513	\$3,460.57
01/06/2013	Payroll Direct Deposit		\$14,513.81
01/06/2013	Payroll	85337-85344	\$9,725.75
01/06/2013	Payroll - Fed		\$4,790.28
01/06/2013	Payroll - State		\$901.86
01/06/2013	Payroll - ING		\$275.00
01/06/2013	Payroll - TASC		\$446.15
01/16/2013	Vouchers	85522-85590	\$99,591.39
	Total		\$162,488.64

Motion to approve the attendance of Ron Mergen to the Wastewater Operations Conference.

Motion to approve the attendance of Bob Wander to the MRWA Technical Conference.

Motion to approve the attendance of Renee Eckerly to the MCFOA 2013 Conference.

Motion to approve the attendance of Belinda Ludwig to the MCFOA Workshop Intermediate Excel.

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

PERSONNEL - STEP INCREASES

Policies and Procedures Committee will be meeting on January 17, 2013 to review the following Performance reviews which are eligible for step increases:

Josh Mergen, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 12/1/12 (Non-Union Grade Scale).

Lisa Jewell, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 11/23/12 (Non-Union Grade Scale).

Louis Baas, Liquor Store Clerk, Grade 1 Step 3 (\$8.52) to Grade 1, Step 4 (\$8.73) effective 1/4/13 (Non-Union Grade Scale).

Belinda Ludwig, Accounting Specialist Sr., Grade 9, Step 3 (\$36,574.18) to Grade 9, Step 4 (\$39,042.94) effective 1/10/2013.

Motion was made by Beavers to approve step increases for Josh Mergen, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 12/1/12 (Non-Union Grade Scale); Lisa Jewell, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 11/23/12 (Non-Union Grade Scale); Louis Baas, Liquor Store Clerk, Grade 1 Step 3 (\$8.52) to Grade 1, Step 4 (\$8.73) effective 1/4/13 (Non-Union Grade Scale); Belinda Ludwig, Accounting Specialist Sr., Grade 9, Step 3 (\$36,574.18) to Grade 9, Step 4 (\$39,042.94) effective 1/10/2013. Seconded by McDaniel and unanimously carried.

COMPOST SITE KEY FEE WAIVER REQUEST – ROSE CENTER

A Compost Site Key fee (\$100.00) waiver request from the ROSE Center was presented. The City Council has approved this on an annual basis in the past.

Motion was made by Mayer to approve waiving the 2013 Compost Site Key Fee in the amount of \$100.00 for the ROSE Center. Seconded by Soine and unanimously carried.

Spooner stated that the waiver of this fee is like a donation and the State Auditors don't like this.

MCFOA – APPLICATION FOR POSITION ON EXECUTIVE BOARD

Renee Eckerly, City Administrator would like to apply for the Executive Board Vice President for the Municipal Clerks & Finance Officers Association and part of the application is a written affirmation by the City Council.

Motion was made by Soine to support Renee Eckerly, if elected, as the MCFOA Vice President. Seconded by McDaniel and unanimously carried.

LIQUOR STORE - MINNESOTA STATE LOTTERY RETAILER CONTRACT

The Minnesota State Lottery Retailer Contract to conduct the lottery at the liquor store was presented.

Motion was made by Beavers to approve the Minnesota State Lottery Retailer Contract between the City of Paynesville and Minnesota State Lottery and authorize the City Administrator to sign the documents. Seconded by Soine and unanimously carried.

HAZARDOUS MITIGATION PLAN

Resolution 2013-05 Adopting The Stearns County All-Hazard Mitigation Plan was presented. Thompson reported that this was discussed at Public Safety and at the Stearns Municipal League meeting. There is a need to have this document in place for the storm shelter that is being constructed within the grandstand. This is necessary for FEMA funding.

Motion was made by Soine to approve Resolution 2013-05 Adopting The Stearns County All-Hazard Mitigation Plan. Seconded by Mayer and unanimously carried.

2014 STREET IMPROVEMENT PROJECT

A proposal from Bolton & Menk Inc. to provide pre-design engineering services (Feasibility Report) for the 2014 Street Improvement Project in the amount of \$12,100.00 was presented. The project will consist of the following:

- Mill St. from Maple St. to Hwy. 55 replacement of water & sewer mains and service lines, storm sewers, streets curb & gutter, and sidewalks. This portion will have Hwy. 23 turn back funds for the center 24' of road.
- Minnesota St. from Hwy. 55 to Liberty St. replacement of water & sewer mains and service lines, storm sewers, streets curb & gutter.
- Veterans Park parking lot - resurfacing the parking lot.
- Water main loop, along Hwy. 55 from Mill St. to approximately 1,200 feet north in Hwy. 55 right of way.

Resolution 2013-06 Ordering Preparation Of Report On Improvement was also presented.

DeWolf explained that this is necessary as part of the 429 process. Staff will also work with the County and State on this project for turn back funds.

There was some discussion on the condition of the intersection of Hwy. 55 and Hwy. 23. It was asked if the intersection of Lake Ave. and Hwy. 55 is still a secured project. DeWolf said yes and the City will bid the project.

It was suggested that this be put on the Goals & Objectives agenda.

Motion was made by Beavers to approve the proposal from Bolton & Menk Inc. to provide pre-design engineering services for the 2014 Street Improvement Project in the amount of \$12,100.00. Seconded by Soine and unanimously carried.

Motion was made by Soine to approve Resolution 2013-06 Ordering Preparation Of Report On Improvement. Seconded by Beavers and unanimously carried.

COMMITTEE/COMMISSION MEMBER APPOINTMENTS

Mayor Thompson may have member appointments for the following

Committees/Commissions:

Ad Hoc Enhancement Committee

Airport Commission

Public Safety Committee – (Emergency Service Director Position)

Planning Commission

Thompson stated that the Public Safety Committee is reviewing the Emergency Services Director job description and will be proceeding with the hiring process in the near future.

Motion was made by Beavers to appoint Ron Mehr to the Planning Commission, effective immediately. Seconded by Mayer and unanimously carried.

CERT TRAINING

Eckerly explained that this training is to be used for train the trainer a Community Emergency Response Team (CERT). The team is made of community volunteers. There is 8 weeks of training for emergency events. The training is held in New Brighton, MN over a weekend. The County will cover lodging, meals, and transportation; however, there will be one day of staff time. Eckerly further reported that she has already completed half the training.

Motion was made by Beavers to support Eckerly's attendance to the CERT Training. Seconded by McDaniel and unanimously carried.

MPCA – FORMER MID TOWN SERVICE STATION

A letter to MPCA was presented. Mergen reported that the Public Works Committee has reviewed this and recommends sending the letter and authorize MPCA to install the monitoring wells. It is the City's responsibility to protect the City's water supply. The closest monitoring well shows increasing contamination. The City has also proved that the well was designed for 1,000 gallons per minute and wants the lost capacity replaced. Staff will contact all private property owners. The wells will be in the City's right of way and at ground level.

Motion was made by Beavers to approve the letter and send it to MPCA. Seconded by Mayer and unanimously carried.

POLICE DEPARTMENT – OFFICER POSITION

Wegner reported that there were eighty-two applications received for the Police Officer Position. Fifteen applicants were scheduled to be interviewed on January 16. Only twelve were interviewed as one called in sick, one pulled out of the interview and, one did not show. Six applicants have now been selected for a second interview to be held on January 29.

Wegner would like authorization to proceed with a background investigation if a top applicant is chosen. Furthermore, if the background investigation comes back clean Wegner would like authorization to proceed with the physiological & physical examinations. Wegner would only conduct the background investigation and examinations on the top candidate. He would further like to create an eligibility list. Wenger hopes to present the candidate for a job offer at the next meeting. Fees for the background check would run about \$50.00 per hour and the exam would be approximately \$800.00.

Motion was made by Beavers to authorize the background check and physiological & physical examinations exams on the top candidate. Seconded by McDaniel and unanimously carried.

OPPORTUNITY PARK

Eckerly reported the following:

- Attended the closing on 1-11
- Paynesville Arch LLC bought the property from Land and Lease

The Seller’s Statement was presented. The City closed on the sale of the 52,000 square feet to Paynesville Arch LLC on Friday, January 11, 2013 in St. Cloud. The breakdown of the money is as follows:

City received deposit of	\$ 12,500.00
City received \$.12 cents per sq ft storm water	.\$ 6,240.00
City received balance due on land purchase...	\$302,537.24 (minus closing costs)
Total received.....	\$321,277.24
Minus old assessments \$.30 per sq ft.....	-\$ 15,600.00
Balance remaining	\$ 305,677.24

A transfer was done from EDAP to the General Fund paying \$3,098.09 in interest at 2% and \$302,579.15 to principle towards the \$430,000.00 that was borrowed from Reserves.

The balance owed to Reserves is \$127,420.85 plus 2% interest from Jan. 15, 2013.

Spooner explained that an additional \$2,500.00 was paid by them with the first option and should be noted.

INFORMATIONAL

Thompson reviewed the following informational items: February & March Meeting Schedules, December West Central Garbage Rates, Investment Report, and 2014 LGA Estimates. Eckerly explained that the state is trying to get everyone on the same formula.

There being no further business, the meeting was adjourned at 6:38 p.m.

Renee Eckerly, City Administrator