

**MINUTES
SPECIAL CITY COUNCIL MEETING- GOALS & OBJECTIVES**

FEBRUARY 7, 2013

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Members present were Kay McDaniel, Jean Soine, Donavan Mayer, and Gene Beavers. Also present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Bill Ludwig, Liquor Store Manager; Paul Wegner, Police Chief; Jennifer Welling Administrative Assistant, Ashley Alsum, Cable Coordinator; Stephanie Good, Press; and Mark Eckerly.

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

Thompson suggested going around the table to give Council members and department heads the opportunity to add new goals:

- Ludwig – Staffing
- Wegner – Paynesville Township Contract and MN Crime Prevention/Community Events
- Mergen – Opportunity Park Street Lighting and Ampe Park
- Eckerly – Credit Union/Lake Ave. Intersection and Staffing
- McDaniel – Nothing at this time
- Mayer – Lake Ave./Credit Union
- Soine – RFP's for City Engineer
- Thompson – Staffing, Building Inspector RFP's, and Council Chambers Layout

Airport Land Negotiations – New – High Priority

Mergen reported that this is in the ALP for future City owned hangars. It is in the CIP for 2013. Mergen suggested purchasing land as there is a land owner willing to negotiate or do a land swap. It was suggested to create a Land Negotiation Team. Mergen stated that there is a need for two or more acres. The grant is a 90:10 split.

Low Water Pressure – Carroll Court – Add to #37 – High Priority

Mergen reported that this has been on the Public Works agenda. It was stated that this has been an on-going issue and it's time to deal with it. The City may want to address this with the Water Treatment Plant Project. There was some discussion on how to fix the low pressure. Mergen expressed that the only way a permanent fix would be feasible is if the Hilltop area would be annexed and water and sewer would be hooked up. There is a need to create two different pressure zones. It was suggested to add this to the Water Treatment Plant Project or the 2014 St. Project.

Annexation – New – Medium Priority

It was reported that the existing agreement with the Township is very restrictive for the City. There is a need to increase the City's tax base. There may be land in the agreement that the City can't annex. A timeline and escape clause was discussed. Spooner is researching this.

Fiber Optic Cable – New – Low Priority

It was stated that some cities have put in fiber optic for internet lines. It was suggested to investigate costs and how it could be installed with street projects. Eckerly will check with Bolton & Menk and see if other communities are using it, the cost, and how it's installed.

Aesthetics At Compost Site – New – Medium Priority

Mergen reported that this is one place that trees could be planted; however, the ground is very compacted and will need excavating equipment to rip up the ground. The estimated cost is \$6,000.00 - \$7,000.00. Funds for this could come from the Park Capital Improvement, Street Capital Improvement, and 2014 General Fund Budget Tree Department. This area would not be a park. This will be brought to the Environmental Committee.

Scanning Software – New – High Priority

Eckerly explained the need to transition into electronic filing. The filing room is full due to the City required to keep so much information that is permanent according to the retention schedule and Eckerly would like to put funds in the 2014 Budget for this. Research through electronic files would be a tremendous time saver. The estimated cost is \$8,000.00 - \$10,000.00. There is \$25,000.00 - \$30,000.00 in the City Hall Capital Improvement Fund.

1st Right Of Refusal – Hospital

Eckerly mentioned that the City has the first right of refusal on the hospital. If the City's wants to buy it the City has first chance before they would sell to anyone else.

2014 Budget – LGA Cuts

Eckerly explained that there is an estimated loss of \$24,340.00 for the next three years.

Township Police Contract – New – Low Priority (until March meeting)

Wegner reported that he is asked daily when the City's Police Department will go back to covering Paynesville Township. Wegner is looking for Council's direction and opinions on this. It was suggested to wait until after the Township's annual meeting as the pressure needs to come from the Township residents not the City.

Community Outreach Activities

Wegner mentioned that he paid for his membership in the MN Crime Prevention Association. Wegner would like to host a community picnic for National Night Out and to include other safety related entities. There was some discussion on the cost of such event and if it could be in conjunction with something else. It was suggested that the City pay for Wegner's membership to the MN Crime Prevention Association. Possible date of August 6, 2013 was mentioned for a community picnic.

Crime Free Multi-Housing Ordinance

Wegner would like to create an ordinance for rental properties.

Solicitors Ordinance – #24 – Medium Priority

There was some discussion on the existing ordinance, permit and fee of \$100.00. It was asked how the ordinance would distinguish between local service groups, school organizations, and others.

Kennel Ordinance - #25 – Medium Priority

There was some discussion on a set number of pets and restrictions for such. It was questioned if this should be an animal control ordinance or kennel ordinance. This ordinance needs to be reviewed.

Zoning Ordinance - #13

Eckerly stated that this ordinance must be updated.

Airport Zoning Ordinance – New (separate from #13)

This ordinance is currently being updated.

Parkland Dedication – New (separate from #13)

Parkland dedication was discussed.

Opportunity Park Street Lighting – New – High Priority

Mergen stated that this should be added as a high priority as the street is already in. There was some discussion on decorative versus standard lighting and poles. This will be put on the Ad Hoc Enhancement Committee meeting agenda.

Ampe Park – New – High Priority

Mergen stated that the Soccer Club wants to add:

- Two additional fields; so that they can host all-day tournaments.
- Additional parking
- A shelter
- A walking trail

Mergen suggested purchasing additional property to protect the park. Additional amenities may include:

- Trees
- Softball field
- playground

Staffing – New – High Priority

Both the Liquor Store and City Hall staffing needs to be addressed. The Liquor Store's issue is juggling freight and sales representatives and working with customers and checking them out.

Eckerly expressed the following:

- City Hall staff is drowning
- Very stressed
- Difficult with only 3 people
- Only have 1 part-time temporary person
- Current staff is trying out different job duties
- Current staff is taking on additional job duties
- Want to adjust current staff's job description, pay them more and hire someone to do clerical and wait on customers
- It's on the Council agenda for the Temporary person to be full-time
- Just replacing the Accounting Specialist position is not enough, but there is a need for one and a half more persons
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Eckerly further expressed other needs:

- 5 lifeguards
- Emergency Services Director
- 23 hour Part-time Public Works employee

Ludwig reported that according to MMBA that labor should be 10% of the store's sales. In 2008 labor was at 13.8% and in 2012 it was at 8.7%. Ludwig was open to sharing a staff person with City Hall. He would also like one employee to work over the 14 hours per week as his back up.

Eckerly reported that when Stephanie Hormann was the Cable Coordinator and the Liquor Store Clerk she had unlimited hours. The Liquor Store currently has 6 part-time workers; however, one has not worked in a year. That one could be removed if there is no desire to work.

It was stated that there is a need to have a City Administrator and EDA Director; someone that can spend time promoting the City. It was stated that the City Administrator has a number of different hats including:

- EDA Director
- Finance Director
- Zoning Administrator
- Human Resources Director
- Election Coordinator

It was asked if Eckerly had a choice, which she would want to be. Eckerly said EDA Director.

It was asked how Eckerly sees revising City Hall staff:

- Jennifer Welling – Zoning Administrator, land use, and building permits
- Alice McColley – Accounts Payable
- Belinda Ludwig – Finance Director

Eckerly was asked what else is needed. Eckerly said someone to wait on the window, answer phones, file, scan, etc.

It was stated that there is a need, but how will it be funded with continued LGA cuts and the layoffs were due to LGA cuts. It was further stated that the City needs to stop providing some services or increase revenues.

Eckerly suggested increasing the wages for the current staff and hire someone at a lower rate of pay. The City could obtain one and a half persons for less than the wages paid to the previous employee.

There was some discussion on pushing for additional annexation and development.

Wegner expressed his concern with the County charging \$12,000.00 a year (or \$58.00 per hour) for records management.

It was stated that overworked staff are not productive. One can work hard or work smart.

Lake Ave. & Credit Union Building – New – High Priority

Eckerly explained the following:

- The City would need to purchase 7,700 feet from the Credit Union for the new intersection design

- This would make the existing parking lot a non-buildable lot
- Originally the Credit Union was not going to sell, but now will
- The Credit Union would like an offer on whatever part the City needs
- The lots can't be combined due to the platted alley

The eminent domain process was mentioned.

The existing Credit Union building is in very good condition. The bridge on Lake Ave. is a 10 ton bridge. It was suggested that Eckerly research the market value of the property. It was suggested that a Land Negotiation Committee be formed. Names should be obtained and sent to Council for action.

Building Inspector RFP – New – Urgent

It was reported that the City went out for Building Inspector RFP's last year, but had no response, except from the current inspector. Pairing with another community was discussed. Eckerly will check with surrounding communities. It is imperative that the City also take care of the Minnie Street properties and will need the help of a building inspector. It was suggested that this be put on a future City Council agenda for building inspection services RFP's.

City Engineer RFP – New – High

It was stated that its good to go out for RPF's every few years. Thompson stated that there was a situation, but for the most part he has been satisfied with the engineering services. It was stated that the trust factor has decreased from the situation that occurred. It was suggested to put this on a future Council agenda for engineering services RFP's. Eckerly was instructed to contact Bolton & Menk regarding any penalties or interest stemming from the contractor and that those fees would be paid by Bolton & Menk; not the City.

Council Chambers – New – Low

Thompson stated that this could be put off for now due to funding reasons. It was stated that Eckerly be moved back up onto the platform. It was suggested that this is worth doing and that it should be re-designed.

Trail

This project will be completed this year. The carp trap bridge is left to do.

City Amenities

The river and a bike path along the river were discussed.

MPCA – Former Midtown Service Station - Urgent

It was stated that the City needs to stay on top of this and do everything it can. Legal recourse was discussed. Eckerly will check with an attorney and the fees for such.

Comprehensive Plan

Eckerly reported that the City is waiting for the maps from Stearns County.

Old Airport Property

This is the property on the west side of the bypass.

Visiting Businesses

It was suggested that Council members visit the businesses and report back to Eckerly.

Aesthetics Of The Community

The following were areas of concern:

- Two Minnie Street properties
- The Lake Ave. entrance
- Areas by the river

Wegner suggested a public nuisance ordinance, if this is done, he would like the Council's support. It was suggested to beautify the City in a positive way. Eckerly mentioned the Spring Clean Up, Household Hazardous Waste Collection, and Scavenger Days.

City Administrator Performance Evaluation & Form

It was stated that the Policies & Procedures Committee is working with the LMC.

Money From The Sale Of Land & The Inventory Of Land For Sale

It was suggested to hold a working session on this.

Goals & Objectives List

The Goals & Objectives list was reviewed and the following changes were made:

- #1 reduced to low – name changed to Community Recreation Trails
- #36 typo – Re-scope
- #4 increase to medium
- #52 increase to high
- #55 increase to high
- #56 remove – completed
- #60 remove – completed
- #61 remove – completed
- Add 2014 Budget

There being no further business the meeting was adjourned at 9:09 p.m.

Renee Eckerly, City Administrator