

MINUTES REGULAR CITY COUNCIL MEETING

FEBRUARY 10, 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 (6:30 p.m.). Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney (6:02 p.m.); Ellarry Prentice, Press; Chuck DeWolf, Bolton & Menk, Inc.; Neil Herzberg, and Tom Kummrow, Office of Traffic Safety;

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

Paul Wegner, Chief of Police presented the Department's 2013 Annual Report that included:

- Crime statistics
- Crimes against persons have decreased
- Property crimes increased
- Increase visibility in the department
- Traffic enforcement has increased
- Public service activities have increased – more documentation
- Increase in calls for service – tracking all work
- Mileage increased - patrolling only within City limits of Paynesville
- Public safety community outreach events
- Bullying class in the school
- Senior citizen safety
- Researching neighborhood watch program
- March – drivers training point of impact training
- Golf cart ordinance
- Night out event
- Applications are due Thursday for the Part-time Police Officer position

Thompson questioned the paper service. Wegner stated that this is when subpoenas and other documents are served to persons. Thompson asked if the report is available on the website. Wegner said yes it will be. Thompson questioned calls per service in relation to case files being generated and the number being completed, pending, and/or closed. Wegner stated this would need to be done manually.

Ron Mergen, Public Works Director reported the following:

- Due to the extreme cold weather a number of water lines are freezing. Residents are being asked to check the temperature of their water. Contact City Hall if the water temperature is 40 degrees or less.
- Residents are asked to clean around their fire hydrants and sidewalks
- Working with a boy scout on refurbishing benches
- Park reservations are available
- Compost site permits are available
- Compost site will have the same schedule with the addition of Monday nights from 6-8 p.m. (dusk) in May, June, and October
- Spring Clean Up & Household Hazardous Waste Collection will be held April 26, 2014

- Airport activity has been slow due to the weather
- Hangars are 100% full with 3 on a waiting list
- Airport Fly In is scheduled for August 10, 2014
- Outside lights at City Hall have been replaced with LED lights
- Wellhead Protection Committee will be working on the Annual Water Festival

CONSENT AGENDA

Motion to approve the minutes from the following meeting: November 12, 2013 EDAP Board, October 23, 2013 Airport Commission, August 27, 2013 Public Safety Committee, November 25, 2013 Special Safety Committee, December 3, 2013 Liquor Board, December 23, 2013 Special City Council, and January 8, 2014 Regular City Council.

Motion to approve the following vouchers:

01/23/2014	Payroll	87670-87673	\$3,735.27
01/23/2014	Payroll Direct Deposit		\$14,348.29
01/23/2014	Payroll Taxes	87674-87679	\$5,186.04
01/23/2014	Payroll - Fed		\$4,930.65
01/23/2014	Payroll - State		\$912.65
01/23/2014	Payroll - ING		\$275.00
01/23/2014	Payroll - TASC		\$466.13
01/23/2014	Payroll - PERA		\$4,472.29
01/23/2014	Payroll - AFLAC		\$124.46
01/23/2014	Payroll - SELECT		\$353.75
02/05/2014	Vouchers	87684-87773	\$216,916.71
		TOTAL	\$251,721.24

Motion to approve the attendance of Bob Wander to the 77th Annual Wastewater Operations Conference, March 26 – 28, 2014 in Brooklyn Park, MN.

Motion to approve the attendance of Dodi Greeley, Rachel Hoppe, and Roger Torborg to the Mankato Fire School, March 1-2, 2014.

Motion to approve the attendance of Tom Fordyce, Jon Kulzer, Shane Schmidt, and Tim Miller to the Detroit Lakes Fire School, March 8-9, 2014.

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

POLICE DEPARTMENT – OFFICE OF TRAFFIC SAFETY RADAR UNIT PRESENTATION

Tom Kummrow, Law Enforcement Liaison for the Office of Traffic Safety was in attendance to present the City of Paynesville and the Paynesville Police Department with a new radar unit for participation in the State’s TZD program. The value of the radar unit is \$2,500.00. Kummrow is a retired officer that now works for the State. The program used to be called Safe & Sober, but now called Toward Zero Deaths (TZD) Enforcement; because that is the ultimate goal – zero deaths. Kummrow announced that he has also nominated the Paynesville Police Department to receive the Commissioner’s Award.

Motion was made by Soine to accept the equipment from the State of Minnesota. Seconded by McDaniel and unanimously carried.

Wegner thanked the State for the generous offer.

CENTRACARE HEALTH - PAYNESVILLE (CCH-P) – ASSIGNMENT OF EQUIPMENT SHED LEASE

The Assignment of Equipment Shed Lease between the City of Paynesville and CentraCare Health – Paynesville was presented. CentraCare Health – Paynesville leases the storage shed from the City that houses the radio equipment. The only change is the name.

Motion was made by Soine to approve the Assignment of Equipment Shed Lease between the City of Paynesville and CentraCare Health – Paynesville. Seconded by Beavers and unanimously carried.

GAMBLING PERMIT – KORONIS DUCKS UNLIMITED

The attached MN Lawful Gambling LG220 Application For Exempt Permit for the Koronis Ducks Unlimited to conduct a raffle on April 10-11, 2014 at the American Legion Post 271, 770 West Highway 23, Paynesville, MN was presented.

Motion was made by Beavers to approve the MN Lawful Gambling LG220 Application For Exempt Permit for the Koronis Ducks Unlimited to conduct a raffle on April 10-11, 2014 at the American Legion Post 271, 770 West Highway 23, Paynesville, MN. Seconded by Soine and unanimously carried.

PERSONNEL – RESIGNATION/HIRING OF SOCIAL MEDIA SPECIALIST

Amber Young, part-time Social Media Specialist has submitted her resignation from the City of Paynesville. Her last day was January 27, 2014. Renee Eckerly, City Administrator has made a change to the job description, which requires Council approval. That change is on page 2 under Desirable Training Eckerly added experience or training in marketing. Eckerly is requesting approval to start the hiring process to create an eligibility list for the part-time Social Media Specialist.

Motion was made by Soine to accept the resignation of Amber Young, part-time Social Media Specialist; effective January 27, 2014 and to start the hiring process to create an eligibility list for the Part-time Social Media Specialist position. Seconded by Beavers and unanimously carried.

Motion was made by Beavers to approve the job description for the Social Media Specialist. Seconded by Mayer and unanimously carried.

PERSONNEL – RESIGNATION/HIRING OF EMERGENCY MANAGEMENT DIRECTOR

Denise Czech-Schwandt, Part-Time Emergency Management Director has submitted her resignation from the City of Paynesville. Her last day was February 3, 2014. Renee Eckerly, City Administrator has made a change to the job description, which requires Council approval. That change is on page 2 under Minimum Qualification; Eckerly added “and be able to arrive at City

Hall within 10 minutes.” Eckerly is requesting approval to start the hiring process to create an eligibility list for the Part-Time Emergency Management Director

Motion was made by Soine to accept the resignation of Denise Czech-Schwandt, Part-Time Emergency Management Director; effective February 3, 2014 and to start the hiring process to create an eligibility list for the Part-Time Emergency Management Director position. Seconded by Mayer and unanimously carried.

Motion was made by Beavers to approve the job description for the Part-Time Emergency Management Director. Seconded by Soine and unanimously carried.

MPCA FORMER MID TOWN SERVICE STATION

Letters regarding the Request For Variance for at-grade wells from the Department of Health were presented. The well at 419 Lake Ave. was granted a variance with conditions and the well at 121 Mill St. was denied a variance. Mergen reported that MPCA will install nine wells total and new Access Agreements are being drafted with the new addresses.

Eckerly reported that John Hunt, Barr Engineering has contacted MPCA for some reports and has requested a conference call with Bolton & Menk and the Department of Health.

BUILDING INSPECTION SERVICES

The Notice of Designation Or Vacancy Of Certified Building Official was presented. This designates Jim D. Tews as the Certified Building Official accepting responsibility for code administration for the City of Paynesville. The City must give notice to the State regarding their building official status.

Eckerly reported that Tews has been coming on a weekly basis to conduct inspections and issue permits.

The Building Official job description was presented. Eckerly stated that Ann Antonson has reviewed the job description and issued the position 425 points; Grade 12, Step 1 \$46,215.13 to Step 9 \$58,755.17.

Motion was made by Beavers to approve the Notice of Designation Or Vacancy Of Certified Building Official designating Jim D. Tews as the Certified Building Official for the City of Paynesville. Seconded by Soine and unanimously carried.

Motion was made by Beavers to approve the job description and start the hiring process to create an eligibility list for the Building Official position. Seconded by Mayer and unanimously carried.

2014 STREET IMPROVEMENT PROJECT

Chuck DeWolf reported that the project is out for bids with bid opening scheduled for February 19, 2014. The County will open the bids on their portion of the project on February 14, 2014.

LAND RENT BIDS/FARM LEASE – TIM WEGNER

The bid results for land rent were presented with the apparent high bid from Tim Wegner in the amount of \$277.50 per acre. Also for consideration is the Farm Lease, Cash Rent agreement between the City of Paynesville and Tim Wegner. The Public Works Committee has reviewed this and recommends approval.

Motion was made by Mayer to approve the Farm Lease, Cash Rent agreement between the City of Paynesville and Tim Wegner. Seconded by Beavers and unanimously carried.

BOOSTER STATION

A preliminary layout of a proposed booster station at an approximate cost of \$630,000.00 was presented. A site for the station will need to be explored. DeWolf reported that this is a part of the Comprehensive Water Plan as a phase approach to correct the pressure levels in the Project 55 area. A booster station could be installed now with smaller pumps and in the future as development occurs the pumps could be changed out with larger pumps. The \$630,000.00 does not include possible land purchase costs. There was some discussion on the location of the station and to locate it to not create negative pressure. PFA, low interest loan funding for the project was discussed.

Motion was made by Mayer to authorize Chuck DeWolf, Bolton & Menk, Inc. to explore the project and PFA funding for such. Seconded by Soine and unanimously carried.

DERICHS PROPERTIES, LLC – AMENDMENT TO LETTER OF INTENT

An Amendment To Letter Of Intent between the City of Paynesville and Derichs Properties, LLC was presented. Eckerly reported that the amendment is good for 120 days. The Liquor Board is reviewing the proposed new location. Spooner stated his concern with 120 days; that it may be too long.

Motion was made by Soine to approve the Amendment To Letter Of Intent between the City of Paynesville and Derichs Properties, LLC. Seconded by McDaniel and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: January Police Reports and Mediacom Rate Increase. The City closed on the property with Stan & Joann Yarmon on January 31, 2014.

There being no further business, the meeting was adjourned at 6:56 p.m.

Renee Eckerly, City Administrator