

**MINUTES
REGULAR CITY COUNCIL MEETING**

MAY 11, 2015

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Kay McDaniel, Jean Soine, Neil Herzberg, and Donovan Mayer. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant/Zoning Specialist; Chuck DeWolf, Bolton & Menk, Inc.; Bill Spooner, City Attorney; Ellarry Prentice, Press; JoLyn Lindquist, Social Media Specialist; Belinda Ludwig, Finance Specialist; Bill Ludwig, Liquor Store Manager, and Sarah Utsch, CliftonLarsonAllen.

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

Bill Ludwig, Liquor Store Manager reported on the following:

- Year to date and profit to date sales are up
- Holiday Light Fundraiser
- Customer Appreciation Day
- Beer Camp

CONSENT AGENDA

Motion to approve the minutes from the following meetings: January 26, 2015 Airport Commission, April 6, 2015 Planning Commission, March 10, 2015 Property Negotiations Team, and April 7, 2015 Liquor Board.

Motion to approve the following vouchers:

4/27/2015	Vouchers	90304-90306	\$3,825.21
4/30/2015	Payroll	90307-90311	\$4,439.60
4/30/2015	Payroll Taxes	90312-90314	\$1,392.20
4/30/2015	Payroll Direct Deposit		\$17,110.02
4/30/2015	Payroll - Fed		\$5,871.42
4/30/2015	Payroll - State		\$1,050.99
4/30/2015	Payroll - TASC		\$392.28
4/30/2015	Payroll - PERA		\$5,460.40
4/30/2015	Payroll - SELECT		\$207.70
5/5/2015	Vouchers	90315-90381	\$97,733.56
		TOTAL	\$137,483.38

Motion to accept the resignation of Dan Roberts from the Planning Commission, effective immediately.

Motion to approve the attendance of Renee Eckerly to the GTS Community Solar Gardens Training on Thursday, May 21, 2015.

Motion to approve the 3.2 off-sale beer license for Shopko Stores Operating Co. LLC, (Shopko Hometown #567).

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

2014 AUDIT

Sarah Utsch from CliftonLarsonAllen was in attendance to present and review the 2014 Audit which included the following:

- Required communications was clean which is the best a city can receive
- Internal Controls:
 - Lack of segregation of duties
 - Material audit adjustments
 - Financial statement preparation
- A 25 page check list was completed and found no findings
- One federal single audit was preformed
- City has 15 months of expenditures in reserves; the State Auditor wants 5 months of expenditures in reserves
- Debt Service
- Capital Projects
- Water/Sewer
- Liquor Store – 21.85% in gross profit; transferred \$43,000.00 into the general fund which is the largest amount is 6 years
- Increase in reserves of \$13,437.00

Motion was made by Soine to approve the 2014 Audit. Seconded by Herzberg and unanimously carried.

STATE OF MN – DEPARTMENT OF PUBLIC SAFETY, DRIVER & VEHICLE SERVICES AMENDMENT OF LEASE

Eckerly reviewed the Amendment of Lease between the State of Minnesota – Department of Public Safety, Driver & Vehicle Services and the City of Paynesville. This is a three (3) year lease commencing on July 1, 2015 through June 30, 2018 for every Thursday, from 9:00 a.m. to 4:30 p.m. in the Council Chambers. The quarterly rate has increased from \$350.00 to \$400.00 not to exceed \$1,600.00 per year.

Motion was made by Soine to approve the Amendment of Lease between the State of Minnesota – Department of Public Safety, Driver & Vehicle Services and the City of Paynesville. Seconded by Herzberg and unanimously carried.

PURCHASING OF COMPUTER SOFTWARE - MARCO

Eckerly reported on the most current Microsoft Office Professional Product (Office Professional Plus 2013). Eckerly would like to keep all users on the same platform to be consistent. A quote was received from Marco in the amount of \$3,840.00 for 8 licenses and installation. Training for the employees is scheduled for June 3, 2015 from 4:30 – 7:30 p.m.

Motion was made by Herzberg to approve the purchase of 8 Microsoft Office Professional Products (Office Professional Plus 2013 licenses) and installation in the amount of \$3,840.00 from Marco. Seconded by Soine and unanimously carried.

HOLIDAY TRAIN – CANADIAN PACIFIC RAILROAD

It has been suggested to request that the Holiday Train stop in Paynesville and a letter was presented for consideration.

Motion was made by Mayer to approve the letter to be sent to the Canadian Pacific Railroad requesting the Holiday Train to stop in Paynesville and authorize the Mayor to sign the letter. Seconded by Soine and unanimously carried.

SMALL CITIES GRANT – ADMINISTRATIVE SERVICES AGREEMENT WITH TRI-CAP

Eckerly reported on the Administrative Services Agreement Between the City Of Paynesville and Tri-County Action Program, Inc. to perform administrative services for the Small Cities Grant from now until June 30, 2016 with a reimbursement maximum of \$2,000.00 per project.

Motion was made by Soine to approve the Administrative Services Agreement Between the City Of Paynesville and Tri-County Action Program, Inc. Seconded by Herzberg and unanimously carried.

TEMPORARY STREET CLOSURE APPLICATION – FROM THE HEART CRAFT FAIR

A Temporary Street Closure Application has been submitted from Emily Andreasen for the From The Heart Craft Fair to be held on Friday, August 28, 2015 from 5:00 p.m. – Saturday, August 29, 2015 at 5:00 p.m. Andreasen wishes to close Augusta Ave. between Queen Bee's and Bank of the West from the intersection of James St. to the intersection of Business 23.

The Chief of Police and Fire Chief have reviewed the request and recommend approval with the understanding that Andreasen will work with the Public Works Department on signage and barricades. There is to be no damage to sidewalks and/or streets; no stakes in cement or pavement.

This item was tabled to clarify the time of the closure.

TOWN & COUNTRY DAYS

The Chamber of Commerce has submitted the following applications:

- Parade Permit Application – Grand Parade, Wednesday, June 10, 2015, 6-10 p.m. Route will be the same as last year and will include the following streets: Railroad St., Washburne Ave., Main St., Stearns Ave., Minnesota St., Maple St., and to finish at the Catholic Church. Parade line up will be on Garfield Ave., Railroad St., Lake Ave., and Pomeroy Ave.
- Temporary Street Closing Application – Grand Parade, Wednesday, June 10, 2015 from 6 – 10 p.m. (with the same parade route as last year Washburne Ave, to Main St., to Stearns Ave., to Minnesota St., to Maple St.; ending at the Catholic Church)

- Temporary Street Closing Application – Carnival, Monday, June 8, 2015, 10 p.m. through Thursday, June 11, 2015 at 6 a.m. and to close the following streets: James St. from Stearns Ave. to Washburne Ave.; Augusta Ave. from Business 23 to the Augusta St. alley; and Augusta Ave. from James St. to the AMPI closure.
- Temporary Street Closing Application – Game Night/Tractor Pull, Tuesday, June 9, 2015 from 5:30 – 10 p.m. and to close James St. from Washburne Ave. to Pomeroy Ave. S.
- Temporary Street Closing Application – Kiddie Parade, Sunday June 7, 2015 from 11 a.m. – 3 p.m. to close James St. from F & M Bank to NuCara Alley.
- Parade Permit Application – Kiddie Parade, Sunday June 7, 2015 from 11 a.m. to 3 p.m. Route will be James St. from F & M Bank to NuCara Alley.
- Temporary Waiver Request – To temporary waive the Ordinance on RV's in the Downtown area; the former Credit Union and Feed Co. lots will be used by Magel Carnival from Sunday, June 7, 2015 – Thursday, June 11, 2015.

The Chief of Police and Fire Chief have reviewed the requested and recommend approval with the understanding that the Chamber of Commerce will need to work with the Public Works Department on signage and barricades; some must be posted in the a.m. and need a police escort. No damage to sidewalks and/or streets; no spikes.

There is a need for the Chamber to communicate with the residents/property owners on the parade line up route regarding the restricted access to their property prior to and during the parade.

Motion was made by Soine to approve the Temporary Street Closures, Parade Permits, and waiver of ordinance regarding RV's in the downtown area for the 2015 Town & Country Days activities. Seconded by Herzberg and unanimously carried.

MPCA – FORMER MID-TOWN SERVICE STATION

Mergen reviewed the letter from the MN Department of Health regarding the grant of variance for the monitoring well at 357 Maywood Ave. The well has been installed on Maywood and staff is waiting for sampling results.

STRATEGIC PLANNING RETREAT – EXECUTIVE SUMMARY

The City has not received the Final Executive Summary.

OPPORTUNITY PARK SECOND ADDITION FINAL PLAT

The Final Plat Application for Opportunity Park Second Addition, Development Agreement, Resolution 2015-05 Approving Final Plat Of Opportunity Park Second Addition, Report & Recommendation, and Resolution 2015-05. The Plat has also been reviewed by MnDOT District 8 and they had no comments; however, they would forward it onto District 3 to see if they had any comments and they have notified us of some survey information that is required that is being referred to Chuck DeWolf for clarification.

The Planning Commission has held a public hearing and recommends approval.

Motion was made by Soine to approve Resolution 2015 – 05 Approving Final Plat Of Opportunity Park Second Addition. Seconded by Mayer and unanimously carried.

Motion was made by Herzberg to approve the Opportunity Park Plat Second Addition Development Agreement. Seconded by Mayer and unanimously carried. Project 55 Property Development – Business Subsidy Agreement

HIRING OF LIFEGUARDS

The beach is in need of lifeguard staffing for the summer as none of the previous lifeguards are returning. The City received two applications. Two applicants were interviewed on May 6th. The rate is \$9.00 per hour.

Motion was made by Herzberg to hire Emily Weidner and Gavin Stanger as lifeguards at the rate of \$9.00 per hour. Seconded by Soine and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: April Police Department Reports, MN Department Of Public Safety – Driver & Vehicle Services – 2014 Deputy Registrar Review, American Flag Donation By Paynesville American Legion, Council Chambers Open House – Monday, May 18, 2015 from 2-4 p.m., Jeff Howe, State Representative – Transportation Debate Update, April Liquor Store Reports, and Mediacom - Xstream.

There being no further business, the meeting was adjourned at 6:35 p.m.

Renee Eckerly, City Administrator