

**MINUTES
SPECIAL CITY COUNCIL MEETING**

MAY 26, 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 (6:05 p.m.); and JoLyn Lindquist, Social Media Specialist.

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

CONSENT AGENDA

Motion to approve the minutes from the following meetings: April 13, 2015 Public Works Committee, April 16, 2015 Park & Tree Board, February 17, 2015 Policies & Procedures Committee, July 28, 2014 Trail Board, October 21, 2014 EDAP Board, November 25, 2014 EDAP Board, December 2, 2014 Policies & Procedures Committee, and February 17, 2015 EDAP Board.

Motion to approve the following vouchers:

5/14/2015	Payroll	90382-90386	\$4,224.07
5/14/2015	Payroll Taxes	90387-90391	\$1,533.95
5/14/2015	Payroll Direct Deposit		\$16,081.33
5/14/2015	Payroll - Fed		\$5,577.05
5/14/2015	Payroll - State		\$975.09
5/14/2015	Payroll - Blue Cross		\$4,470.85
5/14/2015	Payroll - TASC		\$392.28
5/14/2015	Payroll - PERA		\$5,369.98
5/14/2015	Payroll - AFLAC		\$139.41
5/14/2015	Payroll - SELECT		\$207.70
5/20/2015	Vouchers	90392-90461	\$171,372.03
		TOTAL	\$210,343.74

Motion to accept the resignation of Wendi Johnson, Liquor Store Clerk effective June 20, 2015.

Motion to approve the attendance of Brad Mehlhop to the GTS Basics of Planning & Zoning Workshop on Wednesday, May 27, 2015.

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

COMPUTER TRAINING CONTRACT

Eckerly reported that the cost of the training is \$600.00 plus materials and mileage. This training will train staff on the Microsoft Office 2013 Suite on Wednesday, June 3, 2015 from 4:30 p.m. – 7:30 p.m.

Motion was made by Soine to approve the computer training contract between the City of Paynesville and Alexandria Technical & Community College. Seconded by Herzberg and unanimously carried.

TRAIL – PHASES 1 & 2 MAINTENANCE

Mergen and Pietsch have reviewed the options of a sealcoat and tack coat on top. A quote in the amount of \$57,082.00 to be split 50:50 between the City and Township for trail maintenance (sealcoat, crack filling, stripping/paint, and overlay) was presented. The Trail Board has reviewed this and recommends approval.

Motion was made by Herzberg to approve up to \$28,541.00 for the City's portion of trail maintenance on Phases 1 & 2. Seconded by Soine and unanimously carried.

SEWER JETTING

Mergen reviewed the attached quotes for sewer jetting:

Johnson Jet-Line, Inc.	\$8,635.00	(\$.68 per lf for 12,700 lf)
Infratech	\$12,319.00	(\$.97 per lf for 12,700 lf)
Visu-Sewer	\$9,906.00	(\$.78 per lf for 12,700 lf)

The Public Works Committee has reviewed this and recommends approval.

Motion was made by Herzberg to approve the quote from Johnson Jet-Line, Inc. in the amount of \$8,635.00 for sewer jetting. Seconded by McDaniel and unanimously carried.

There was some discussion on having the City do their own sewer jetting.

PART-TIME BUILDING INSPECTOR/PART-TIME PUBLIC WORKS INTERMEDIATE EMPLOYEE

Excerpt of minutes from the Policies & Procedures Committee meeting:

Eckerly informed the Committee that two internal staff are interested in the position. One would be the Part-Time Building Official and the other could be Assistant Building Official (part time). If both are doing the Building Official work it was discussed that when either of them does the Building Official duties that they would get the hourly wage of that position.

The Committee reviewed the job description that matches the wage grade/step and no changes are recommended. It was recommended to bring forward to the Council to have Brad Mehlhop begin training to become a Part-Time Building Official/Part-Time Public Works Intermediate employee. The Part-Time Building Official would be at a rate of \$22.22 per hour.

The job description will be revised for the second interested employee and brought back to the next meeting.

Eckerly has been in contact with the City of Litchfield. The position was posted internally and two individuals were interested (Brad Mehlhop and Jennifer Welling) in the position. Jim Tews

will continue to work with the City through the schooling and certification process. It was confirmed to only appoint Brad Mehlhop at this time.

Motion was made by Soine to have Brad Mehlhop be the Part-Time Building Official/Part-Time Public Works Intermediate employee and begin training for the Part-Time Building Official position at a rate of \$22.22 per hour. Seconded by Mayer and unanimously carried.

PARADE PERMIT – VALLEY TRACTOR CLUB

A Parade Permit Application from the Valley Tractor Club was received. The Club wishes to hold a tractor parade on Sunday, June 7, 2015 from approximately 2:00 p.m. – 3:00 p.m. at Washburne Court. The Police Chief has reviewed this and recommends approval with the understanding that the tractors follow all traffic laws and stay to the right of the road.

Motion was made by Soine to approve the Parade Permit for the Valley Tractor Club on June 7, 2015. Seconded by McDaniel and unanimously carried.

MPCA – FORMER MID-TOWN SERVICE STATION

Thank you letters to those who supported the S. F. 1337 bill and a copy of the Governor's veto letter were reviewed. Mergen reported that there is no Terracon testing results yet.

Motion was made by Mayer to send the thank you letters to those who supported the S. F. 1337 bill; including Fischbach and Howe. Seconded by McDaniel and unanimously carried.

STRATEGIC PLANNING RETREAT – EXECUTIVE SUMMARY

The Final Executive Summary was emailed out as an attachment to the Council Agenda.

Motion was made by Soine to approve the Executive Summary from the Strategic Planning Retreat. Seconded by Mayer and unanimously carried.

TEMPORARY STREET CLOSURE APPLICATION – FROM THE HEART CRAFT FAIR

This was tabled from the May 11, 2015 City Council meeting to determine why Andreasen needed to close the street Friday night. A Temporary Street Closure Application has been submitted from Emily Andreasen for the From The Heart Craft Fair to be held on Saturday, August 29, 2015 from 4:00 a.m. to 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 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.

Andreasen had previously asked permission to close the street on Friday night to have the ability to mark off spaces for the 70+ vendors, petting zoo, blue grass band, etc. that are planned for the event. The event will also be using space inside Queen Bee's.

Motion was made by Herzberg to approve the Temporary Street Closing Application for Emily Andreasen for the “From The Heart Craft Fair” to be held on August 29, 2015 on Augusta Ave. from James St. to Business 23. Seconded by Soine and unanimously carried.

2014 STREET IMPROVEMENT PROJECT

DeWolf commented that seeding, turf restoration, some punch list items remain on the project; were to be completed in the next few weeks. Payment Estimate No. 7 in the amount of \$11,751.03; payable to Kuechle Underground, Inc. for work completed through May 1, 2015 was reviewed.

Motion was made by Mayer to approve Payment Estimate No. 7 in the amount of \$11,751.03; payable to Kuechle Underground, Inc. Seconded by McDaniel and unanimously carried.

MN DEPARTMENT OF LABOR & INDUSTRY SAFETY GRANT

A State of MN Grant Contract between the City of Paynesville and the State of MN for a Safety Grant in the amount of \$10,000.00 for the purchase of a utility box/crane was presented. This grant had only an 8 day turn around; therefore, Jeff Thompson, Mayor has already signed the contract to secure the grant.

Motion was made by Mayer to approve the MN Department of Labor & Industry Safety Grant in the amount of \$10,000.00. Seconded by Herzberg and unanimously carried.

WATER TREATMENT PLANT EXPANSION

DeWolf reported that the contractor is painting and working on turf restoration. Payment Estimate No. 15; payable to Magney Construction, Inc. in the amount of \$36,765.00 for work completed through May 8, 2015 was presented.

Motion was made by Soine to approve Payment Estimate No. 15; payable to Magney Construction, Inc. in the amount of \$36,765.00. Seconded by Mayer and unanimously carried.

COUNCIL CHAMBERS REMODEL PROJECT

The Council reviewed the letter from Negen explaining their overage, by \$1,093.00, in hourly fees. Eckerly has visited with Lon Negen regarding the fees and he has agreed to split the total 50:50. The City's amount would be \$546.50.

Motion was made by Soine to approve the payment of \$546.50; payable to Negen for hourly fee overages. Seconded by McDaniel and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: Hwy. 23 Bypass Landscaping, Stearns

Co. Environmental Office After The Fact - Conditional Use Permit Public, Hearing Notices, Stearns Co. Environmental Office Ordinance Amendment Public Hearing, MN Department of Health – Fluoride in Drinking Water Letter, Stearns Co. Environmental Office Updated Motorized Golf Carts & Neighborhood Electric Vehicles Ordinance, Morgan Stanley Investment Report, and June & July Meeting Schedules. It was commented that there has been some complaints with golf carts on the trail.

There being no further business, the meeting was adjourned at 6:39 p.m.

Renee Eckerly, City Administrator