

**MINUTES  
REGULAR CITY COUNCIL MEETING**

**JUNE 26, 2013**

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Jean Soine, Kay McDaniel, Donovan Mayer, and Gene Beavers. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney; Chuck DeWolf, Bolton & Menk, Inc.; Ellarry Prentice, Press; Dennis Miley, PAHCS, Bob Brauchler, PAHCS, Joe Musel, PAHCS, Kevin Wall, Louis Industries; Lance Louis, Louis Industries; Leo Louis, Louis Industries; Gerry Mehr, Fire Department; Matt Quade, PAHCS; Ken Reiman, Fire Department; Tony Whelchel, Fire Department; and Bob Liestman, Fire Chief.

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

**CONSENT AGENDA**

Motion to approve the minutes from the following meeting: April 29, 2013 Special Paynesville Area Joint Trails Board, May 8, 2013 Public Works Committee, June 3, 2013 Planning Commission, and May 21, 2013 EDAP Board.

Motion to approve the following vouchers:

06/12/2013	Vouchers	86356-86359	\$655,778.32
06/13/2013	Payroll	86360-86363	\$3,809.91
06/13/2013	Payroll Direct Deposit		\$14,672.58
06/13/2013	Payroll	86364-86369	\$5,329.29
06/13/2013	Payroll – Fed		\$4,978.67
06/13/2013	Payroll – State		\$932.00
06/13/2013	Payroll – ING		\$290.00
06/13/2013	Payroll – TASC		\$446.13
06/13/2013	Payroll – PERA		\$4,342.18
06/14/2013	Vouchers	86370-86374	\$75,966.45
06/21/2013	Vouchers	86375-86430	\$148,918.53
		TOTAL	\$915,464.06

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

**TIF – LOUIS INDUSTRIES**

Ed Tschida, Advance Resources For Development, Inc. presented TIF No. 1-14 for Louis Industries. Resolution 2013-18 Calling Public Hearing On The Proposed Establishment Of Tax Increment Financing District No. 1-14 Within Development District No. 1 And the Proposed Adoption Of A Tax Increment Financing Plan Relating Thereto was reviewed. The EDAP Board has reviewed this and recommends approval. The public hearing is being set for July 24, 2013 at 6:15 p.m.

**Motion was made by Beavers to approve Resolution 2013-18 Calling Public Hearing On The Proposed Establishment Of Tax Increment Financing District No. 1-14 Within Development District No. 1 And the Proposed Adoption Of A Tax Increment Financing Plan Relating Thereto. Seconded by McDaniel and unanimously carried.**

### **FIRE DEPARTMENT – 2012 AUDIT**

Representative(s) from the Fire Department were in attendance to present the 2012 Fire Department Audit. Gerry Mehr explained the following:

- One fire fighter has retired
- Department has 25 active members and 4 deferred members
- Requesting to continue to receive the \$5,000.00 plus splitting the remaining shortage (6,143.00) (\$1,143.00) 50:50 with the department for a total of \$5,571.50.

**Motion was made by Mayer to approve the 2012 Fire Department Audit. Seconded by Beavers and unanimously carried.**

**Motion was made by Soine to approve the contribution of \$5,000.00 plus half of the additional shortfall of \$571.50 for a total of \$5,571.50. Seconded by McDaniel and unanimously carried.**

### **PAHCS CENTRACARE AFFILIATION**

Dennis Miley, Bob Brauchler, Joe Musel, PAHCS were in attendance to give the Council a report on the PAHCS's affiliation with CentraCare. Miley reported the following:

- PAHCS considering an affiliation with CentraCare
- PAHCS Board will discuss this further tonight
- From the public forum a question was brought up; Could PAHCS keep Washburne Court, 700 Stearns, and Koronis Manor separate from the affiliation? This would be a long term lease and if all senior services were split out, PAHCS would not survive.
- It is proposed to keep services in place as they exist

It was asked if the City of Paynesville would be willing to take on the finances of senior services. Thompson stated that the City got out of health care many years ago and the district has operated efficiently. In Thompson's opinion, no. Brauchler stated that the City built 700 Stearns before the district was formed. PAHCS wants to make sure the City is or is not interested in doing it again. It was stated that this would be a hard decision for the Council to make tonight as the City has been on the sidelines through this whole deal. Miley stated that he was not looking for action, but rather a consensus for feeling from the Council. Spooner asked what the understanding of the agreement is. Miley stated that with the new affiliation those senior facilities would remain open for at least 10 years. It was further stated it is difficult to answer as the district was formed to facilitate the facilities and to keep the services here and not just for an additional 10 year window. The Council doesn't want to be in health care or senior services, but wants to make sure the services are provided. Miley stated that if the Hospital District Board approves the affiliation, at the earliest, it would be finalized on October 1, 2013. There is still a first right of refusal for the City to approve.

## **FIRE DEPARTMENT – FIRE & EMERGENCY MUTUAL AID AGREEMENT**

Bob Liestman, Fire Chief presented the Fire Department Fire & Emergency Mutual Aid Agreement. Spooner explained that the Agreement was revised based on the LMC model. Eckerly has emailed out the Agreement to all the Cities and they have verbally approved it. Other cities were mentioned that could be added to the agreement.

**Motion was made by Beavers to approve the Fire & Emergency Mutual Aid Agreement with the changes of additional cities to be added. Seconded by Mayer and unanimously carried.**

## **ALLDON PARK REQUESTS**

A letter from Alldon Park requesting the City to sweep their private streets and the City to waive the \$100.00 annual compost fee was presented. The original development agreement with the Association was reviewed. The persons that developed the original Development Agreement are no longer there. There was some discussion on the City conducting work on private property. Currently the City does sweep the area and charges the development \$100.00 per hour. Currently the City only waives the Compost Fee for the ROSE Center as they help senior citizens for free. The development currently pays \$100.00 for a commercial compost permit/key so that they can use the site any time. It was suggested that staff add sweeping fees to the Fee Schedule.

**Motion was made by Beavers to deny request to waive the \$100.00 annual fee for the compost site. Seconded by Soine and unanimously carried.**

## **PERSONNEL – JOB DESCRIPTIONS**

There are two new job descriptions replacing the Cable Access Specialist (now Social Media Specialist) and Accounting Specialist (now Payroll Specialist). There are three revised job descriptions with new titles; Accounting Specialist, Senior, to Finance Specialist, Administrative Assistant to Administrative Assistant/Zoning Specialist, Deputy Registrar to Motor Vehicle Specialist, and the Head Lifeguard job description has a change to be supervised by Public Works Director/Airport Manager.

Any changes to the job descriptions need to be approved for the pay equity study. Eckerly is proposing the Social Media Specialist working 24 hours a week at \$10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1. 2013 budget has \$5,381.00 for this position. There would be a shortage of \$7,198.84. Eckerly is proposing the Payroll Specialist work full-time at \$12.87 per hour (\$26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1. The 2013 budget for the Accounting Specialist position that is vacant was \$60,059.02 including benefits. Policies & Procedures Committee has met and recommends approval of the job descriptions and starting the hiring process. Eckerly reported that she is working on two new job description for two new positions; Social Media Specialist to replace the Cable Coordinator. This position would be 24 hours a week. There has always been money in the budget, but the persons in the past have never worked the hours. A proposed schedule would be Monday and Wednesday noon – 8:00 p.m. and Friday 8:00 a.m. – 4:30 p.m. Thompson stated that the job descriptions were being changed to be less specific and more general. It was suggested to change the wording to read “public and local access programming and social media and advertising”.

Eckerly reported on the Accounting Specialist position. Work has been moved around and current staff has been doing the work since November. This person would be primary customer service and payroll. The other positions include Administrative Assistant/Zoning Specialist; doing more work with Planning and Zoning and land projects. Deputy Registrar to Motor Vehicle Specialist; she is appointed as the Deputy Registrar, but not really her title and accounts payable. Accounting Specialist Sr. to be changed to Finance Specialist. The job descriptions were generalized and duties were listed in order of importance. All job descriptions have been sent to AFSCME. If the job descriptions are approved they will be sent to Springsted for pointing. Springsted is three weeks ahead of schedule and should be done by the end of August.

**Motion was made by Soine to approve the new job descriptions for Social Media Specialist and Payroll Specialist. Seconded by Beavers and unanimously carried.**

**Motion was made by Beavers to approve the revised job descriptions with title changes for Accounting Specialist, Senior to Finance Specialist; Administrative Assistant to Administrative Assistant/Zoning Specialist; Deputy Registrar to Motor Vehicle Specialist and Head Lifeguard. Seconded by McDaniel and unanimously carried.**

**Motion was made by Mayer to approve proceeding with the hiring of Social Media Specialist working 24 hours a week at \$10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1 and Payroll Specialist work full-time at \$12.87 per hour (\$26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1. Seconded by Beavers and unanimously carried.**

## **COMPOST SITE**

With the recent storm damage there was a demand to get into the Compost Site. In the case, that the Hockey Association is not able to man the site, how would the City Council like the City to proceed. Eckerly explained the angry calls from residents for access to the compost site to be opened. Jones was extremely accommodating and was open and sold 38 permits. There was some discussion on adding another day to the schedule. This will be put on the next Environmental Committee meeting agenda to discuss this with the Hockey Association.

## **WASTEWATER TREATMENT FACILITY RE-SCOPING PROJECT**

DeWolf reported that work continues, equipment is in place, but the rain has slowed the project.

## **MPCA FORMER MID TOWN SERVICE STATION**

Mergen reported that he has contacted MPCA. MPCA is researching paying private property owners for installation of wells. Dates are being discussed for a meeting and MPCA wants all questions and the meeting agenda prior to attending any meeting.

## **PROJECT TH 55/ CO. RD. 181 INTERSECTION**

DeWolf reported that the project is just about complete. There is signage and striping left. The contractor will meet the 2 week project schedule. There was some discussion on the need for traffic to yield for north bound traffic traveling on Lake Ave.

## **ALLEY VACATION – FREIBERG**

The City received a response from DNR; to deny the alley vacation. Spooner stated that Eckerly will need to contact the DNR 15 days prior to the public hearing and discuss the vacation with them. The public hearing on the vacation has been set for Wednesday, July 24, 2013 at 6:30 p.m.

## **2014 STREET IMPROVEMENT PROJECT**

Chuck DeWolf presented the Preliminary Engineering Report including:

- Findings of the report
- Location
- Sanitary sewer improvements
- Manholes
- Water main improvements
- Storm sewer improvements
- Street improvements
- County improvements options on Old Hwy. 23; these costs will not be assessed as it is covered by Stearns County as a turn back project
- Veterans Park – parking lot reconstruction
- Estimated Cost of \$1,162,900.00
- Proposed assessments
- Prelim assessment is at \$65.17 per linear foot
- Schedule of the project
- Sidewalks and proposed locations

Funds for Veterans Park parking lot will be funded by the Park Capital Improvement Fund. Resolution 2013-17 Receiving Feasibility Report & Calling For Hearing On Improvement was presented.

**Motion was made by Beavers to approve Resolution 2013-17 Receiving Feasibility Report & Calling For Hearing On Improvement. Seconded by Soine and unanimously carried.**

## **LEASE AGREEMENTS – PAHCS & XCEL ENERGY**

The Lease Agreements between the City of Paynesville and PAHCS and the City of Paynesville and Xcel Energy to have non-exclusive use of the City's shed located on the City's water tower property for storage and operation of radio equipment and the right to locate and maintain a radio antenna were presented. Spooner stated that there is no fee involved for the agreements with the two entities. The wrong agreement was presented between the City and the PACHS.

**Motion was made by Beavers to approve the Lease Agreement between the City of Paynesville and Xcel Energy. Seconded by Soine and unanimously carried.**

## **WATER TREATMENT PLANT REHAB PROJECT**

There was no update given on this project. The 60 day extension for the Variance was reviewed.

## **INFORMATIONAL**

Thompson reviewed the following informational items: May Investment, Liquor Revenue & Expenses, Incode Financial Reports, City Attorney Report, and Capital Improvement

Breakdown Report (emailed to Council) a copy can also be obtained from the City's website. Morgan Stanley – Investment Report, MCFOA Letter, Minnesota GreenStep Cities Free Seminar, and July & August Meeting Schedules.

Thompson recessed the Regular City Council meeting at 7:39 p.m. Thompson opened the Closed Session at 7:42 p.m. Thompson closed the Closed Session at 8:27 p.m. and re-opened the Regular City Council meeting.

The Mayor stated that the Council was in Closed Session to discuss real property on Outlot A of Opportunity Park and Block 1, Lot 2 of Opportunity Park and Lot 5 of Gales Addition.

**Motion was made by Mayer to instruct the City Attorney to draft a purchase agreement with the Central Minnesota Credit Union to purchase lots 5 of Gales Addition for \$13,500.00 and authorize the Mayor and City Administrator to sign such documents. Seconded by McDaniel and unanimously carried.**

**Motion was made by Soine to accept the offer made by Stanley and Jo Ann Yarmon in the amount of \$5.75 per square foot for 6,100 square feet of Outlot A of Opportunity Park with the following modifications to the terms:**

- a.) Time of closing has to be adjusted to allow the City time to do the lot split.**
  - b.) Acknowledgement of the easement and understanding the land is subject to easements which limit the use of the property.**
  - c.) Utilities under the property have manholes and other access and if re-grading is done to the property the access to those utilities would have to be adjusted accordingly at the cost of the purchaser.**
  - d.) Purchaser has to sign the earnest check that was given to the City.**
- Seconded by Gene Beavers and unanimously carried.**

**Motion was made by Soine to begin the lot splitting process contingent on acceptance of the agreement from Stan and Jo Ann Yarmon. Seconded by Beavers and unanimously carried.**

There was a brief discuss that Excel Energy is unable to meet the end of the month deadline to vacate the property they are leasing on Opportunity Drive and would like a 2-3 week extension but a waiver of the monthly fee.

**Motion was made by Mayer to allow Excel Energy to remain on the lease land if the lattice on the fence of the substation on the corner of Lake Ave and Business 23 is adjusted to correct the sight line to be able to see cars coming from the West. Seconded by Soine and unanimously carried.**

There being no further business, the meeting was adjourned at 8:35 p.m.

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Renee Eckerly, City Administrator