

**MINUTES**  
**SPECIAL CITY COUNCIL – WORKING SESSION**

**AUGUST 22, 2016**

Mayor Jeff Thompson called the meeting to order at 4:00 p.m. Council members present were Kay McDaniel, Neil Herzberg, Donovan Mayer, and Jean Soine. Others present were Renee Eckerly, City Administrator (4:10 p.m.); Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant/Zoning Specialist; Chuck DeWolf, Bolton & Menk, Inc.; Paul Wegner, Police Chief (6:40 p.m.); JoLyn Lindquist, Social Media Specialist; Bill Ludwig, Liquor Store Manager; and Belinda Ludwig, Finance Specialist.

**2017 PROPOSED BUDGET**

**Boom Truck** – Mergen stated that the truck is 20 years old with a 1974 model lift. Mergen will look at all options, but an estimated cost is \$25,000.00 - \$50,000.00; there are used ones out there from telephone and cable companies. Funding for this would come from water, sewer, street and park CIP's. The current boom reaches 27 feet in height. Renting a boom truck or apparatus was discussed and could be considered.

**John Deere Mower** – Mergen stated that the current mower is a 2006 model and was on a 5 year rotation. It has 3,500 hours on it and will be used on a trade in. The estimated cost is \$35,000.00 with money to come out of snow, park, airport, water, and sewer CIP's. It has John Deere mower and snow blower attachments and they will also need to be replaced.

**Future Shop** – Mergen increased his street CIP \$15,000.00 to be used for a new shop. This is a 4-7 year plan with a location to be determined. Funds for this would come from water, sewer, and street CIP's each paying a third. The current property and shop would be sold if a new shop was built. It was stated that the location could be in conjunction with a lift/booster station site or water tower site. It was mentioned that the City could bond for the shop as it would be a million dollar project.

**Enhancement Committee Funding – Downtown Project (Corner Drug)** – There is no funding or formalization with the Blandin group, but they do have access to some small grants. Eckerly met with Kayla Loesch and Ann Fredrichs and their main project is to remove the former drug store and make it into a park. They would like funding to hire a structural engineer to determine the effects of removing this structure on the other buildings. It was commented that the City has enough parks to take care of. The owner of the former drug store building is looking for a 501C3 to give the building to. It was suggested that Blandin group persons sit on the City Enhancement Committee. It was stated that Kelly Ash, U of M Morris may be a help in this matter. It was suggested to remove the Ad Hoc from the Committee title and bring this to a Council meeting where members can be appointed. There is nothing in the 2017 budget for this committee at this time. There was some discussion on conducting a survey.

**City Hall Front Counter Reconfiguration** – There is nothing in the budget for this. It was asked if funds would come from reserves or CIP's. Ludwig presented some budget information recently received from Springsted regarding funds needed from the general fund. Information is currently being gathered as well as cost estimates from other cities.

**City Sign** – Mayer suggested the City purchase a message board or electric changeable copy sign for City Hall or some perimeter location. It was suggested to possibly add this to the front counter committee. The Blandin group is also working on this, but is it the best way to communicate and the most effective use of tax dollars. A City of Paynesville app was suggested.

**2017 Street Project – Lake Ave.** – Staff has met with Ferche regarding the project and Mr. Ferche wants to know if the City will financially participate on this project and if so at what level. Costs are:

Option 1	\$900,000.00	Lake Ave. Project with no decorative median
	\$125,000.00	is within MnDOT right of way
Option 2	\$1.1 million	Lake Ave. Project with decorative median
	\$160,000.00	is within MnDOT right of way

The Council liked the decorative option. DeWolf mentioned that Ferche will also be asking for a deferment. Thompson stated that the City will have some leverage. Staff expect Ferche to be at the September 26, 2016 public hearing.

## **STRATEGIC PLAN**

The following was discussed:

Goal #1- Increase staffing to accommodate City growth and increasing demands

- Liquor Store – fully staffed
- Police Department – fully staffed
- Public Works – fully staffed with the addition of a full-time employee as Mehlhop is part-time in Public Works
- City Administration – posting for a full-time Finance Technician position; received 3 applications to date

Goal #2 – Redevelop & revitalize downtown Paynesville

- Blandin Group is working on this
- Bring back the City's Enhancement Committee

Goal #3 – To address the City's economic development efforts one store at a time

- Opportunity Park lot(s) possible sale
- Interest in residential lots

Goal #4 – To address the City's housing needs

- Apartment complex - checking on the construction of phase two

Goal #5 – To follow through with annexation plans

- Eckerly will check with Spooner on this

Goal #6 – To follow through with existing and current programs and projects.

- This is an ongoing process, Eckerly will check on this

Goal #7 – To address the need for improved City facilities

- Liquor Store is increasing their CIP amount and will be transferring less to the City general fund

Goal #8 – To develop a community identity

- The Blandin Group is working on this

Goal #9 – To improve communication and collaboration with other jurisdictions

- There is another meeting with community leaders set for September

Goal #10 – To adapt to new mandates affecting the Police Department

- Wegner is not aware of any at this time

Goal #11 – To address evolving social issues

- Not aware of any at this time

Eckerly noted that the strategic planning session was removed from the 2017 budget and will be looked at for 2018.

### **PAYNESVILLE TOWNSHIP**

There was some discussion on the proposed Township incubator and using their entire revolving loan funds for ArcaSearch. It was commented that the City and Township have grown apart. It was stated that the City and Township have different goals and plans.

### **BELGRADE POLICE DEPARTMENT**

It was questioned what the status is on the Paynesville Police Department helping out the Belgrade Police Department and the future of such. Wegner stated that he is still doing the administrative work for their department and the Paynesville Officers are only there once in a while. Both his time and any Officer's time is completely separate from their work in Paynesville. Wegner clarified that a Paynesville squad was used in Belgrade during Belgrade days when their squad was down with an alternator issue. The only other time it is there is when it's being used for back up. It was questioned if there is an end to the need of Wegner's help there. Wenger said he had no good answer at this time. Wegner is training an officer on some supervisory responsibilities. Combining departments was mentioned.

### **COMPOST SITE**

It was asked how the cameras are working at the Compost Site. Mergen said they are working well with one issue that needs to be followed up on.

### **ROSCOE WASTEWATER**

It was asked what the status is on helping Roscoe with their wastewater. Staff has met with Roscoe and they have the following choices: Join with Paynesville, join with Richmond or build their own pond. Roscoe is evaluating their options and will make a determination by the summer of 2017 with construction to begin in 2018.

There being no further business, the meeting was adjourned at 5:49 p.m.

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Renee Eckerly, City Administrator