

**MINUTES
REGULAR CITY COUNCIL MEETING**

AUGUST 24, 2015

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Kay McDaniel, Donavan Mayer, Jean Soine, and Neil Herzberg. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney; Ellarry Prentice, Press (6:04 p.m.); Chuck DeWolf, Bolton & Menk, Inc.; Bill Ludwig, Liquor Store Manager; Paul Wegner, Police Chief; Karen Voz, MN Dept. Health (MDH); Jeff Howe, Representative, Commissioner John Stine, MPCA; Randy Ellingboe, MDH; Kirk Koudelken, MDH; Michelle Fischbach, Senator; Don Milless, MPCA; Paul Evans, Cenex; Mr. Fuchs, Mrs. Fuchs, and Corey Gerads, Alliance Building Corp.

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

Ron Mergen, Public Works Director reported on the following:

- The lifeguards at the beach are done for the season
- Concerts in the Park were another huge success
- Community Park Shelter is complete except the landscaping
- Ampe Park's irrigation is up and running
- Gazebo Park Splash Pad
- Well sealing grant
- Compost Site hours
- Airport is full with a waiting list and planning for a new hangar in the future
- Irrigation is still going
- Sealcoat project went well

Paul Wegner, Chief of Police reported the following:

- Busy season is winding down
- Officer in school half time everyday

CONSENT AGENDA

Motion to approve the minutes from the following meeting: October 20, 2014 Special Safety Committee, July 10, 2015 Policies & Procedures Committee, and July 9, 2015 Park & Tree Board.

Motion to approve the following vouchers:

8/20/2015	Payroll	90979-90987	\$5,235.86
8/20/2015	Payroll Taxes	90988-90993	\$2,009.28
8/20/2015	Payroll Direct Deposit		\$16,770.38
8/20/2015	Payroll - Fed		\$5,910.60
8/20/2015	Payroll - State		\$986.99
8/20/2015	Payroll - Blue Cross		\$4,966.19
8/20/2015	Payroll - TASC		\$392.28
8/20/2015	Payroll - PERA		\$5,399.38
8/20/2015	Payroll - AFLAC		\$139.41
8/20/2015	Payroll - SELECT		\$207.70
8/21/2015	Vouchers	90994-91062	\$334,855.99
		TOTAL	\$376,874.06

Motion to approve the attendance of Chuck Buggs to the LMC Basic Police Reports Training.

Motion to approve training request for the Paynesville Police Department staff to attend the Frontline Response to Sex Trafficking Training.

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

MPCA – FORMER MID TOWN SERVICE STATION

Commissioner John Stine, MPCA addressed the Council including the following:

- Working cooperatively with the City
- Long history with the site
- Legislative action was taken for the site
- Goal is to protect the City's drinking water supply
- A new sentinel well was installed
- In the first sample no contaminations were detected; therefore, it's stable or not yet reached that point
- Legislation decided to approve funding to address the drinking water
- Work collaboratively and cooperatively on a design
- Put money towards an effective use
- Variety of systems/constructions
- To date there has been a lot of interaction and all has not gone perfectly; there has been some frustration
- MPCA takes the City's concerns seriously
- Want to use the best use of funds to provide safe drinking water
- In the process of contracting and here to answer any questions the Council may have

Thompson suggested sending the Representative, Senator and City all a letter in writing outlining the details of what the City needs to do. Stine said a letter could be sent detailing the process; however, some details will be hard to articulate.

Fischbach asked if the contract is negotiable. Stine stated that MPCA wants to make sure the solution will work, is feasible, and effective. The dollar amount is not negotiable as legislation stated up to the given amount.

Fischbach asked how much approval is needed on the City's input or is it take or leave it. Stine stated the MPCA does not dictate it, but wants to work cooperatively to achieve a solution in the City's best interest.

Fischbach asked if the contract would be done by December. Stine said yes, but may take longer. Fischbach stated she would like to see the contract also.

DeWolf stated the Agreement will list the steps for appropriation, timelines, and expectations.

Mergen stated the City's goal is to acquire the best available treatment possible at the best cost. Stine stated there will be one point of contact.

It was stated that this is the first proactive step that has been taken in protecting the City's water.

Thompson stated the City is very interested in protecting the public drinking water. How can the private wells be addressed and the pumping of Well #4 directly into the river.

Stine commented that legislation has created a State Petro Fund and Remediation Fund. The City will benefit from the fund and the ability to respond to underground spills, leaks, and tank storage more effectively. There is a challenge to stretch the resources around the state. Stine thanked the Council for their invitation to come and talk about the project.

GAMBLING – PAYNESVILLE AREA CHAMBER OF COMMERCE

The City has received a MN Lawful Gambling LG220 Application For Exempt Permit from the Paynesville Area Chamber of Commerce to conduct a raffle on November 22, 2015 at the Paynesville American Legion Post 271.

Motion was made by Herzberg to approve the MN Lawful Gambling LG220 Application For Exempt Permit from the Paynesville Area Chamber of Commerce to conduct a raffle on November 22, 2015. Seconded by McDaniel and unanimously carried.

SAFEASSURE CONTRACT

Mergen presented the SafeAssure Contract and invoice in the amount of \$4,533.00 for 12 months of OSHA compliance and safety training services. This is the same contract amount as was in 2013 and 2014 and SafeAssure has been serving the City for 10 years.

Motion was made by Soine to approve the SafeAssure Contract and invoice in the amount of \$4,533.00. Seconded by Herzberg and unanimously carried.

EMPLOYEE SAFETY TRAINING DAY

Annually the City has set Employee Safety Training Day for Columbus Day. The Safety Committee recommends closing City Hall on Monday, October 12, 2015 (Columbus Day) for Annual Employee Safety Training Day. The day will include: health and wellness, blood borne pathogens, right to know, OSHA regulations, and dementia friends training.

Motion was made by Herzberg to close City Hall on Monday, October 12, 2015 (Columbus Day) for Annual Employee Safety Training Day. Seconded by Soine and unanimously carried.

Thompson recessed the Regular City Council meeting at 6:30 p.m. for the Paynesville Farmers Union Co-op Oil Variance Public Hearing.

Thompson recessed the Paynesville Farmers Union Co-op Oil Variance Public Hearing at 6:47 p.m. to open the Boundary Drainage & Utility Easement Vacation Public Hearing.

Thompson recessed the Boundary Drainage & Utility Easement Vacation Public Hearing at 6:47 p.m. and re-opened the Paynesville Farmers Union Co-op Oil Variance Public Hearing.

Thompson closed the Paynesville Farmers Union Co-op Oil Variance Public Hearing at 6:48 p.m. and re-opened the Regular City Council meeting.

VARIANCE PAYNESVILLE FARMERS UNION CO-OP OIL

Motion was made by Soine to approve the Grant of Variance for the Paynesville Farmers Union Co-op Oil Co. Seconded by McDaniel and passed 4:1 (Soine, yes; Herzberg, yes; McDaniel, yes; Mayer, yes; and Thompson, no).

Thompson recessed the Regular City Council meeting at 6:49 p.m. to open the Boundary Drainage & Utility Easement Vacation Public Hearing.

Thompson closed the Boundary Drainage & Utility Easement Vacation Public Hearing and re-opened the Regular City Council meeting at 6:50 p.m.

GOVOFFICE – WEBSITE PROGRAM

Eckerly presented information regarding the GovOffice website program. The total cost is \$7,695.00 plus \$550.00 per year annual website subscription fee (same as it has been). Eckerly outlined the following:

- Approve live streaming
- Website display
- Upgrading the servers
- The version of GovOffice the City is on they are getting rid of and to convert it will take 3 to 6 months
- Leave the website up and build a new one
- Options include the premium package for \$5,070.00 (3-6 months to rebuild, support service, custom design and photos)
- Add-on's equal \$2,625.00
- 4 different backgrounds for \$500.00
- Promotional tabs and calendar
- Mobile design is included in the \$5,070.00
- No added storage is needed
- \$7,695.00 will cover a complete upgrade and make over
- Annual fee of \$550.00 is extra

- EDAP currently pays for the website
- Web stream would be an additional \$2,400.00
- This item is coming from Council as the website is outdated and the photos are not from Paynesville
- This was brought to Budget & Finance Committee
- The additional storage space fee is \$250.00
- Other websites were researched and are more expensive (\$20,000.00)
- We don't have the capability in-house to do this

It was suggested that further research be done. This was tabled to the next meeting.

VACATION – BOUNDARY DRAINAGE & UTILITY EASEMENT

The City Council on its own motion initiated a vacation of a drainage and utility easement which lies within the City owned property of the proposed apartment complex by approving Resolution 2015-10 Setting Public Hearing On Vacation Of A Drainage & Utility Easement on July 27, 2015. Resolution 2015-12 Vacating Drainage & Utility Easement In Lot 7, Block 2, Project 55 First Addition, Stearns County, Minnesota and Notice of Completion Of Proceedings For the Vacation Of Drainage & Utility Easement In Lot 7, Block 2, Project 55 First Addition, Stearns County, Minnesota were presented.

Motion was made by Mayer to approve Resolution 2015-12 Vacating Drainage & Utility Easement In Lot 7, Block 2, Project 55 First Addition, Stearns County, Minnesota. Seconded by Herzberg and unanimously carried.

(Please see Attachment #1 – the above-referenced Resolution which has been made a part of these minutes.)

Motion was made by Herzberg to approve Notice of Completion Of Proceedings For the Vacation Of Drainage & Utility Easement In Lot 7, Block 2, Project 55 First Addition, Stearns County, Minnesota. Seconded by Soine and unanimously carried.

APARTMENT PROPERTY ON HWY. 55 – COMMUNITY PARK LUXURY APARTMENTS

Eckerly explained the following:

- Storm water pond is being worked on
- Discuss waiving the \$.12 per square foot charge or having the new owners enlarge it at their own expense
- The utility easements are done
- DeWolf is reviewing the pond plans and updating the plans to reflect the calculations

Corey Gerads, Alliance Building, Corp. commented that they would like to schedule a closing before the next Council meeting and would like the Council to consider approving the closing documents pending DeWolf's approval of the pond layout and calculations.

Thompson asked what the \$.12 per square foot would total if waived. Spooner stated between \$16,000.00 - \$18,000.00.

Motion was made by Herzberg to approve the closing documents and authorize the Mayor and City Administrator to sign the documents once the contingencies have been met. Seconded by Soine and unanimously carried.

DOWNTOWN PARKING COMPLAINT – K PAYNE

Eckerly reviewed the downtown parking complaint from K Payne. During the events that close James St. their employees are asked to park elsewhere (move their vehicles from in front of their business) and when their employees park elsewhere they are then being asked to move from those locations. Eckerly stated she was not aware of the situation. The only time a person or persons can't park on the street are by Police notice; otherwise it is public parking.

The Council discussed downtown parking and maybe not closing any one street for no more than 2 blocks at any one time. Business can't tell persons who can or can't park in front of their business. It was suggested for business to work together when requesting no parking for special events.

COMPOST SITE COMMERCIAL KEY REFUND REQUEST - STONE LANDSCAPING

This item was pulled from the agenda.

HIRING OF PART-TIME LIQUOR STORE CLERK

The City received an application for the Part-Time Liquor Store Clerk position and an the applicant was interviewed by Renee Eckerly, City Administrator and Bill Ludwig, Liquor Store Manager on Thursday, August 20, 2015. Eckerly and Ludwig both recommend to the City Council to hire Trevor Thompson.

Motion was made by Soine to hire Trevor Thompson at \$8.78 per hour, Part time scale Grade 1/Step 1, with a start date of August 25, 2015 for the position of Part-Time Liquor Store Clerk. Seconded by Herzberg and unanimously carried.

HIRING OF FULL TIME CUSTOMER SERVICE SPECIALIST

The City received fifteen applications of which fourteen applicants were interviewed for the full time Customer Service Specialist position. A second interview was offered to four applicants and two were interviewed by Policies & Procedures Committee and Paul Wegner, Police Chief on August 19, 2015. The Policies & Procedures Committee passed a motion unanimously to recommend RaeAnn Kranz for the Customer Service Specialist position at Grade 3 Step 1 (\$13.15 per hour) and place Angel Murdock on the eligibility list.

Renee Eckerly, City Administrator has temporarily appointed RaeAnn Kranz so that she can come in and complete her paperwork and fingerprinting and start training.

Motion to hire RaeAnn Kranz at \$13.15 per hour, full time scale Grade 3, Step 1, with a start date of August 20, 2015 for the position of full time Customer Service Specialist and put Angle Murdock on the eligibility list for 1 year. Seconded by Mayer and unanimously carried.

2015 SEAL COAT PROJECT

DeWolf presented Payment Estimate No. 2 (Final Pay Estimate) in the amount of \$30,101.88; payable to Caldwell Asphalt Co. Inc. for work completed through August 4, 2015.

Motion was made by Soine to approve Payment Estimate No. 2 (Final Pay Estimate) in the amount of \$30,101.88; payable to Caldwell Asphalt Co. Inc. Seconded by Herzberg and unanimously carried.

TAX ABATEMENT – YARMON FORD

Eckerly presented the Tax Abatement documents including: Resolution Calling Public Hearing On A Proposed Property Tax Abatement, Notice Of Public Hearing Regarding Proposed Property Tax Abatement, Abatement Plan, and proposed schedule. The Public Hearing is tentatively scheduled for Monday, September 28, 2015 at 6:30 p.m. This is not a business subsidy public hearing and the tax abatement will be based on actual figures. This abatement will be City only; not including county or school districts.

Motion was made by Soine to approve Resolution 2015-13 Calling Public Hearing On A Proposed Property Tax Abatement. Seconded by McDaniel and unanimously carried.

(Please see Attachment #2 – the above-referenced Resolution which has been made a part of these minutes.)

INFORMATIONAL

Thompson reviewed the following informational items: July Liquor Store Report, Morgan Stanley Investment Report, and September & October Meeting Schedules.

There being no further business, the meeting was adjourned at 7:48 p.m.

Renee Eckerly, City Administrator