

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

SEPTEMBER 10, 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 (6:08 p.m.). Others present were Renee Eckerly, City Administrator; Jennifer Welling, Administrative Assistant; Ron Mergen, Public Works Director; and Chuck DeWolf, Bolton & Menk, Inc.

AIRPORT CIP

Mergen reviewed the Airport CIP. There was some discussion on a Fixed Based Operator (FBO). The rehabbing of the fuel system and updating the zoning ordinance is currently being completed. There is a waiting list to get into the City-owned hangars. In 2014 acquiring land, adding a beacon, and a parallel taxi way is scheduled. The Council discussed funding the runway rehab in 2018. Eckerly suggested leave the budget as is for 2014 and push the rehab back to 2020. Mergen noted that the runway was built in 2004, sealed in 2012, and proposed to be rehabbed in 2018. DeWolf mentioned that the taxi way must be justified with FAA before the project would be approved. A land swap was mentioned with Pat Meagher. The Council wanted more information on a FBO.

PAHCS – FIRST RIGHT OF REFUSAL

The Council discussed the agreement and that the City can negotiate. Documents stated that CentraCare will maintain operations for at least 10 years. A number of Council members reported that they have visited with Bob Brauchler, Hospital District Chairman. It was stated that the Agreement does not accomplish the Council's desire to assure that a health care facility will always operate here. Thompson suggested the Council focus their efforts on economic development to insure jobs and growth of the community and in turn persons would utilize the health care facilities. It was stated that there may be plan in the near future to build a new hospital. There was some discussion on what would happen if the City would get the hospital back. It was further stated that there are two sides to everything and in this case the City may have to trust that the District has done its research and has the best interest of the Community was kept in mind with this affiliation.

COMMITTEE/COMMISSION/BOARD MAJOR PROJECTS - REPORTS

The Committee members reported on their major projects:

Ad Hoc Enhancement Committee – Jean Soine – The Committee has major project ideas, but no money to do them; landscaping, lights, and painting of light poles.

Airport Commission – Gene Beavers – Airport CIP

Budget & Finance Committee – Jean Soine & Kay McDaniel – 2014 & 2015 Budgets and Contractor reviews.

Cable & Technology Commission – Donovan Mayer – nothing

Community Ed Representative – Jeff Thompson - nothing

EDAP Board – Kay McDaniel & Jean Soine – Industrial Park land, website, and Manufactures Week.

Environmental Committee – Gene Beavers – MPCA, Former Mid Town Service Station

Joint Planning Board – Donovan Mayer – Need a 5th Board member.
Labor Negotiations Team – Gene Beavers & Jeff Thompson – Waiting on Pay Equity results and negotiate 4 contracts (three union and City Administrator).
Municipal Off-Sale Liquor Retail Board – Jeff Thompson – Events and marketing.
Park & Tree Board – Kay McDaniel – Splash pad, soccer field, Ampe Park amenities, and Community Park amenities.
Paynesville Area Joint Trails Board – Jeff Thompson – Phase 7 is just about done and this Board could possibly be dissolved.
Policies & Procedures Committee – Gene Beavers & Donovan Mayer – Police Department and Liquor Store policy hand books.
Planning Commission – Donovan Mayer – Building Inspector RFP, ordinance codification and comprehensive plan.
Public Safety Committee – Jeff Thompson – Emergency Operations Plan, mock drill, public safety reorganization day.
Public Works Committee – Donovan Mayer – Water Plant expansion, Wastewater Treatment Plant Re-Scoping, 2014 Street Project, 2015 Minnie Street & Lake Ave.
Weed Inspector – Jeff Thompson – nothing
Wellhead Protection Committee – Donovan Mayer - MPCA, Former Mid Town Service Station

ELIMINATING SOME COMMITTEES/COMMISSIONS/BOARDS

It was suggested to eliminate the Joint Trails Board and that the maintenance of the trail could be taken care of by following the trail maintenance schedule and having Mergen work with Eckerly and Mike Jensen.

McDaniel commented that she initiated that this be on the agenda to try to accomplish two things:

1. Reduce the number of meetings.
2. Reduce the staff time involved in agendas and minutes.

Welling commented on the time and persons involved in putting an agenda together and then to not have a quorum at a meeting.

It was suggested to revisit the software Stearns County uses (QMZ) to simplify agendas and minutes.

Thompson stated that he also sees two different issues:

1. Staff's workload.
2. Involving members of the community.

It was suggested to go back to hosting an Annual Meeting of all Committees, Commissions, and Boards.

CITY OWNED LAND

Eckerly presented a map of all City owned properties. Thompson reviewed the sites and suggested the City should do one of the following with them if they are not already being currently used:

1. Give the property a use
2. Sell the land

2014 BUDGET

Eckerly presented a letter from City Attorney, Bill Spooner regarding an increase in his hourly billing rate. A spreadsheet was distributed showing that the increase would result in approximately a \$3,334.13 increase in the budget. Eckerly stated that the budget currently has an excess of about \$12,000.00 and the increase would come from that amount.

Eckerly suggested leaving the Airport budget as is for 2014 and increase 2015 by \$30,000.00 and take \$100,000.00 from reserves, and then budget \$45,000.00 for the next six years.

Eckerly commented on the insurance premiums and how it would affect the City's departments.

The Council consented to keep the budget at 5%.

There being no further business, the meeting was adjourned at 7:03 p.m.

Renee Eckerly, City Administrator