

**MINUTES  
SPECIAL CITY COUNCIL MEETING**

**NOVEMBER 25, 2013**

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Kay McDaniel, Donavan Mayer, Jean Soine, and Gene Beavers (6:01 p.m.). Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Spooner, City Attorney; Ellarry Prentice, Pres; Chuck DeWolf, Bolton & Menk, Inc.; Neil Herzberg, Bob Liestman, Fire Chief; Bert Stanley, and Chris Stanley.

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

**CONSENT AGENDA**

Motion to approve the minutes from the following meeting: October 15, 2013 EDAP Board, April 17, 2013 Special Joint Budget & Finance and City Council, July 24, 2013 Airport Commission, April 24, 2013 Joint Planning Board, July 22, 2013 Special Safety Committee, July 8, 2013 Joint Trails Board, September 3, 2013 Liquor Board, September 19, 2013 Special Park & Tree Board, and October 9, 2013 Regular City Council.

Motion to approve the following vouchers:

11/13/2013	Voucher	87225	\$82,000.00
11/13/2013	Payroll	87226-87229	\$3,566.25
11/13/2013	Payroll Direct Deposit		\$15,182.36
11/13/2013	Payroll Taxes	87230-87234	\$5,401.62
11/13/2013	Payroll - Fed		\$4,842.49
11/13/2013	Payroll - State		\$847.89
11/13/2013	Payroll - ING		\$275.00
11/13/2013	Payroll - TASC		\$446.13
11/13/2013	Payroll - PERA		\$4,084.91
11/13/2013	Payroll - AFLAC		\$124.46
11/13/2013	Payroll - SELECT		\$353.85
11/20/2013	Vouchers	87235-87294	\$102,706.81
		TOTAL	\$219,831.77

Motion to appoint Gerry Mehr to the Joint Planning Board in the At Large position, effective immediately.

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

**GRANDSTAND/BASEBALL FIELD**

Bert and Chris Stanley representing the Grandstand/Baseball Field were in attendance and reported the following:

- The bid on the main structure was awarded to Wells Concrete, Albany, MN

- Currently building the berm
- Used mulch from the City Compost site to be used to keep the ground from freezing too hard
- Footings are planned for January
- Main structure is planned to be constructed in February
- Reason they are here is to request funding for the storm shelter which will cost \$500,000.00
- Want a cash donation of \$25,000.00 over the next 5 years, the building permit fees waived (of which 75% will be reimbursed by FEMA), and the hook up charges for water and sewer services be waived
- The group has obtained the funds needed to complete the project, but want to do a few extra things to make people want to come here
- This will be a good investment for the City
- Long term plan is to develop little league parks, but will need land to do such

There was some discussion how the City could fund the shelter and/or the facility and how this type of facility will bring people to the community and generate revenue.

The Council directed the City Administrator to work with the City Attorney and Park & Tree Board regarding funding for the project.

Thompson recessed the Special City Council meeting at 6:18 p.m. to open the public hearing on a hazardous building located at 417 Minnie St.

There being no further comments or questions the Public Hearing was closed and the Special City Council meeting was re-opened at 6:23 p.m.

**COMMISSION/COMMITTEE/BOARD & EMPLOYEE SERVICE RECOGNITION LUNCHEON**

At the October 30, 2013 Goals & Objectives Special City Council Working Session the Council consented on hosting a Commission/Committee/Board & Employee Service Recognition Luncheon. The suggested date is Tuesday, December 17, 2013; and to close City Hall from 11:30 a.m. to 1:00 p.m.

Quotes for the meal (roast beef, mashed potatoes, gravy, green beans, bun, butter, salad, bar, coffee, and milk) per plate plus tax are:

Wishin' Well Cafe	\$9.00
Queen Bee's Bar & Grill, Inc.	\$9.75
American Legion	\$10.95

It was suggested to obtain a quote for a cheaper meat choice.

**Motion was made by Soine to host a Commission/Committee/Board & Employee Service Recognition Luncheon on Tuesday, December 17, 2013 from 11:30 a.m. to 1:00 p.m. and to close City Hall from 11:30 a.m. to 1:00 p.m. with the price per plate up to the maximum of \$9.00. Seconded by Beavers and unanimously carried.**

## **EDAP LOAN – MARCY THOMPSON, EATS & TREATS**

The EDAP Loan Application from Marcy Thompson was presented. Thompson is opening a new business in the Tuck's Café building. Thompson is requesting a \$15,000.00 - \$18,000.00 loan. The EDAP Board has reviewed this and recommends approving the loan of \$18,000.00 for 10 years at 3.5% interest; contingent upon a positive financial report. Eckerly reported that Paynesville Township is not participating in this loan.

The Economic Development Loan Agreement, Guarantee of Payment, Promissory Note, and Mortgage were distributed for Council's consideration. The Finance Sub-Committee has met, reviewed the financials, and has given a positive written report.

**Motion was made by Beavers to approve an Economic Development Loan Agreement between the City of Paynesville and Marcella Thompson and Susan Linz in the amount of \$18,000.00 for 10 years at 3.5% interest, Guarantee of Payment, Promissory Note, and Mortgage. Seconded by McDaniel and unanimously carried.**

## **CITY HALL OFFICE CHAIRS**

The current office chairs are 12 years old and Eckerly is requesting the purchase of:

4	chairs	at	\$200.00 each
3	chairs	at	\$289.00 each

with a limited delivery fee for a total of \$1,702.00 to be purchased in 2014. The Budget & Finance Committee has reviewed this and recommends purchasing 7 office chairs from Northern Business in the total amount of \$1,702.00 to be purchased in 2014.

Eckerly reported that the City had a work comp incident regarding a chair and another person went to the chiropractor who suggested a new chair for better back support. The old chairs would not be surplus as they will be used elsewhere. Monies to purchase the chairs would come from the Capital Improvement Fund.

**Motion was made by Soine to purchase office chairs from Northern Business in the total amount of \$1,702.00 to be purchased in 2014 with funds to come from Capital Improvement. Seconded by Beavers and unanimously carried.**

## **INCLEMENT WEATHER POLICY**

The Inclement Weather Policy was reviewed. The only changes being made are the position titles and PTO wording. The Safety Committee has reviewed this and recommends approval.

**Motion was made by Soine to approve the Inclement Weather Policy. Seconded by McDaniel and unanimously carried.**

## **WHEN THE CITY ADMINISTRATOR IS NOT IN THE OFFICE POLICY**

When The City Administrator Is Not In The Office Policy was presented. The only changes being made are the position titles.

**Motion was made by Soine to approve the When The City Administrator Is Not In The Office Policy. Seconded by Mayer and unanimously carried.**

### **WILLIE SCHEEL – RE-ZONE TOWNSHIP PROPERTY**

An excerpt of the meeting minutes are as follows:

Pietsch reviewed the plan that Scheel has regarding his property (2 acres of 10 acres & 13 acres). There is a section (5 acres) sold to Michael Bennett. Scheel transferred all of his development rights off the land to Mr. Bennett's 5 acres without having to plat it. Scheel has access off of Hwy. 55. The land is zoned agriculture. The land has to be platted and then re-zoned to Commercial. The land is in the Orderly Annexation and Urban Expansion areas. A Township Public Hearing is scheduled for November 12, 2013. The Board discussed a 50 foot or 75 foot buffer to separate the residential area from the commercial area. The type of buffer would be trees. The buffer zone would be an outlot. The Township would assign some party to be responsible for the outlot. The City's Comprehensive Plan shows Single Family. The Board called Stearns County regarding the zoning of the Bennett property with the County determining it as Ag. Adult Entertainment would be allowed in the Industrial zone in both the City and Township. The Board discussed that there be no access from Wilglo Acres (crossing the buffer zone). The land would have to be accessed off Hwy. 55 only. The 75 foot buffer zone is to remain undeveloped.

Motion was made by Mayer to support the Re-Zone request to Commercial from Willie Scheel with the understanding that there be a 75 foot tree buffer zone and positive feedback from the Public Hearing on November 12, 2013. Seconded by Wiese and unanimously carried.

The Joint Planning Board has reviewed this and recommends approval. The Township held a public hearing on the Re-Zone and there was no attendees/opposition to the proposed Re-Zone.

There was a brief discussion on if the property could be annexed.

**Motion was made by Soine to support the Re-Zone request submitted by Willie Scheel to Re-Zone the property from Agriculture to Commercial with the understanding that there is a 75 foot tree buffer zone between the Commercial and Residential zones. Seconded by Mayer and unanimously carried.**

### **PAY EQUITY**

Renee Eckerly presented the Pay Equity Study and reported the following:

- 32 comparable cities were solicited for information of which only 12 responded
- 10 other cities were used from the League of Minnesota Cities Salary Survey
- DNU stands for incomplete information
- The current wage scale has 20 grades and 7 steps with increases between steps ranging from 5.61% to 7.8%
- The new proposed wage scale has 20 grades and 9 steps with increases between steps of 3%

- The current wage scale is out of compliance due to wage freezes, step freezes, and/or both, employees being pointed too close together, having males and females in the same grade, and some employees being off the scale.
- Three options for the Council in the future with the new pay scales:
  - Freeze step increases and give a cost of living increase
  - Give step increases, but no cost of living increase
  - Give step and cost of living increases
- Any action by Council will impact the levy or reserve amount
- The majority of the underpaid are the part-time positions
- The City is required to be in compliance or will be fined
- Pay Equity Compliance checks are on an every three year cycle
- The City currently uses the Princeton Point System and the new proposed system is the SAFE system
- It will cost the City \$34,232.06 to move the employees onto the scale
- It will cost the City \$43,207.97 to put the employees on the scale and give them their step increase

It was asked what the employees think of the report. Eckerly stated that the employees have not seen it; except for the employees that are in attendance tonight.

**Motion was made by Beavers to adopt the SAFE System for non-union employees. Seconded by Soine and unanimously carried.**

**Motion was made by Soine to adopt the wage scales for non-union employees. Seconded by McDaniel and unanimously carried.**

**Motion was made by Beavers to place non-union employees below minimum range on SAFE Scale, effective January 1, 2014. Seconded by Mayer and unanimously carried.**

## **2014 STREET PROJECT**

DeWolf reported that Bolton & Menk, Inc. continues to work on plans and construction documents. The turn back portion will be advertised for bids as soon as the County hears back from the State on the plans.

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

DeWolf reported that the facility is completely operational and the contractor is working on the remaining punch list items.

Application For Payment No. 13 in the amount of \$9,870.62; payable to Magney Construction, Inc. for work completed through October 31, 2013 was reviewed.

**Motion was made by Soine to approve Application For Payment No. 13 in the amount of \$9,870.62; payable to Magney Construction, Inc. Seconded by Beavers and unanimously carried.**

## **WATER TREATMENT PLANT REHAB PROJECT**

DeWolf reported that the project started, concrete is poured and the contractor will work throughout the winter as the weather permits.

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

Mergen reported that MPCA is still trying to gain access from the City to place additional monitoring wells on the City's right of way. Thompson has contacted the Department of Health to grant the variance, but MPCA has not submitted the Variance request. MPCA wants to come and visit the proposed sites before submitting a Variance request. The visit will be set for sometime in early December. Eckerly has contacted an attorney regarding the issues the City is having and was given names of two environmental attorneys that have worked with on similar situations.

## **2014 BUDGET**

Paul Bugbee, Historical Society asked to be put on the City Council agenda to address the Council, but did not show up.

## **LAKE KORONIS RECREATIONAL TRAIL - BRIDGE**

This was tabled from the November 12, 2013 City Council Meeting. The Joint Trails Board met on November 4, 2013 to discuss the bridge that is part of Phase 6 (Birch Beach Store to Old Lake Road). This bridge would go on the south side on top of the carp trap. When the Bridge was originally discussed the cost was \$140,000.00. The costs have continued to increase. Now it is \$270,252.00. Meeker County is a partner on this section and was awarded a federal grant of \$119,516.00. There was leftover funding in the amount of \$77,688.95 from allocations from the three entities. The amount needed to build the bridge is \$73,047.05 to be split between the Township and City.

Meeker County needs to know by the end of the month if both entities are going to donate the \$36,523.53 each to make this project funded. It is unlikely that Meeker County will donate any money toward the bridge. But Meeker County believes that it would put a bad mark on them for future federal grant funding if they return the money. Paynesville Township will be meeting Nov. 12, 2013 to decide. The action taken at the trail meeting was:

Motion was made by Bertram to go forward with the bridge with the understanding that the costs would be in the range of \$25,000 each. Seconded by Thompson and unanimously carried.

Paynesville Township has approved \$25,000.00. Maintenance of the bridge and the reason for the substantial increase in costs were questioned.

(Jean Soine left at 7:30 p.m.)

**Motion was made by Beavers to approve \$25,900.00; a three way split between the City, Paynesville Township, and Meeker County, with the funds to be taken from General Fund reserves to build the bridge on the carp trap for the Lake Koronis Recreational Trail. Seconded by McDaniel and passed 3:1 (Thompson, yes; Beavers, yes; McDaniel, yes; and Mayer, No).**

### **PURCHASE OF HUNTER PROPERTY**

The City has closed on the Hunter property legally described as:

Lot Seven (7), Block Two (2) of Project 55 First Addition, according to the plat and survey thereof, now on file and of record in the office of the Stearns County Recorder, Stearns County, Minnesota;

except that part thereof conveyed to the City of Paynesville in Document No. 951676, recorded November 7, 2000, and described therein as follows: That part of Lot 7, Block 2, PROJECT 55 FIRST ADDITION, according to the recorded plat thereof, Stearns County, Minnesota described as follows: Beginning on the West line of said Lot 7, a distant 55.88 feet South of the Northwest corner of said Lot 7; thence along an assumed bearing of South 63 degrees 07 minutes 54 seconds East, parallel with and distant 50 feet South of the South right-of-way line of T.H. #55 a distance of 72.63 feet; thence South 00 degrees 17 minutes 56 seconds West 151.41 feet; thence North 89 degrees 42 minutes 04 seconds West 65.00 feet to the West line of said Lot 7; thence North 00 degrees 17 minutes 56 seconds East, along said West line, 183.84 feet to the point of beginning. Subject to an existing 30.00 foot drainage and utility easement over the West 30.00 feet thereof. Containing 0.25 acres, more or less.

in the amount of \$82,500.00.

**Motion was made by Beavers to purchase the Hunter property in the amount of \$82,500.00. Seconded by Mayer and unanimously carried.**

### **INFORMATIONAL**

Soine reviewed the following informational item; December & January Meeting Schedules.

There being no further business, the meeting was adjourned at 7:35 p.m.

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Renee Eckerly, City Administrator