

**MINUTES
CITY COUNCIL MEETING**

DECEMBER 8, 2014

Mayor Jeff Thompson called the meeting to order at 6:01 p.m. Council members present were Kay McDaniel, Donovan Mayer, Jean Soine, and Gene Beavers. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant/Zoning Specialist; Chuck DeWolf, Bolton & Menk, Inc.; Ellarry Prentice, Press, Bill Spooner, City Attorney; JoLyn Lindquist, Social Media Specialist; Belinda Ludwig, Finance Specialist; Steve Griesert, Community Partners Research, Inc.; and Bill Ludwig, Liquor Store Manager.

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

Ron Mergen, Public Works Director reported on the following:

- Electricity report
- Compost report
- Christmas tree drop off site
- Airport hangars are full and there is a waiting list
- Seeing a decrease in fuel purchases
- MPCA has installed an additional sampling well; no results yet
- Received a grant for sealing of unused wells
- Water meters will be read next week
- Open skating schedules are available in the Paynesville Press
- The Community Park Shelter will be constructed next spring

CONSENT AGENDA

Motion to approve the minutes from the following meeting: April 14, 2014 City Council, March 10, 2014 City Council, January 22, 2014 City Council, January 29, 2014 Special City Council – Working Session, March 24, 2014 Special Joint City Council & Budget & Finance, July 28, 2014 Airport Commission, October 28, 2014 Public Safety Committee, and April 28, 2014 City Council.

Motion to approve the following vouchers:

11/26/2014	Payroll Checks	89464-89466	\$3,501.47
11/26/2014	Payroll Taxes	89467-89472	\$6,769.50
11/26/2014	Payroll Direct Deposit		\$18,691.75
11/26/2014	Payroll - Fed		\$6,152.06
11/26/2014	Payroll - State		\$1,105.80
11/26/2014	Payroll - PERA		\$5,629.16
11/26/2014	Payroll - ING		\$275.00
11/26/2014	Payroll - TASC		\$451.13
11/26/2014	Select - Health Saving Acct		\$453.85
11/26/2014	Payroll - AFLAC		\$139.41
11/26/2014	Payroll Direct Deposit		\$5,479.05

11/26/2014	Payroll - Fed		\$2,346.65
11/26/2014	Payroll - State		\$405.91
12/04/2014	Vouchers	89473-89539	\$67,006.13
		TOTAL	\$121,406.87

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

2014 HOUSING STUDY

Steve Griesert, Community Partners Research, Inc. was in attendance and presented the 2014 Housing Study.

Thompson recessed the Regular City Council meeting at 6:30 p.m. for the Truth In Taxation Public Hearing. Thompson recessed the Truth In Taxation Public Hearing at 6:30 p.m. and re-opened the Regular City Council meeting.

2014 HOUSING STUDY CONTINUED

Griesert reviewed the following:

- Types of housing
- Housing availability
- Jobs and employment
- Unemployment
- Preservation of existing housing
- Housing rehab
- Housing beyond repair
- Recommendations
 - It was suggested to start with a meeting with the community's stake holders, agencies and property owners.
 - Develop a plan for this study.

Motion was made by Mayer to adopt the 2014 Housing Study. Seconded by Beavers and unanimously carried.

Thompson recessed the Regular City Council meeting at 6:43 p.m. for the Truth In Taxation Public Hearing. Thompson re-opened the Regular City Council meeting.

2015 CHAMBER HOME & BUSINESS EXPO

The 2015 Chamber Home & Business Expo is Saturday, April 18, 2015 from 9:00 a.m. to 1:00 p.m. at the Paynesville Area High School. The registration fee is \$75.00 (that is what was paid in 2013).

The Council discussed participating, who can work, and what information could be provided to the public. It was suggested to focus on housing including available lots, and CodeRED. Thompson and Eckerly both stated that they would be in attendance.

Motion was made by Soine to participate in the 2015 Chamber Home & Business Expo. Seconded by Beavers and unanimously carried.

EMERGENCY MANAGEMENT DIRECTOR COMPUTER

A quote for a Dell computer for the Emergency Management Director in the amount of \$1,218.98 was presented. Funds would be taken from the Capital Improvement Fund which has \$41,000.00. The Budget & Finance Committee has reviewed this and recommends approval.

Motion was made by Soine to approve the purchase of a Dell computer for the Emergency Management Director in the amount of \$1,218.98 with funds to be taken from the Capital Improvement Fund. Seconded by McDaniel and unanimously carried.

PLACING NON-UNION EMPLOYEES ON SAFE SCALE

Eckerly reported that the Policies & Procedures Committee recommended putting the three department heads (Liquor Store Manager, Police Chief, and Public Works Director/Airport Manager) on the SAFE scale at their current step with an increase on January 1, 2015. These are the last three employees to be placed on the scale.

Motion was made by Mayer to put the Liquor Store Manager, Police Chief, and Public Works Director/Airport Manager) on the SAFE scale at their current step with an increase on January 1, 2015. Seconded by Soine and unanimously carried.

MINUTES

In an effort to get additional minutes approved and on the City's website for the auditors the minutes from the following meetings were reviewed: May 28, 2014 Regular City Council, May 12, 2014 Regular City Council, March 24, 2014 Regular City Council, May 28, 2014 AMPI Alley Vacation Public Hearing, May 12, 2014 CentraCare Health – Paynesville Variance Public Hearing, May 12, 2014 Vogelpohl & Lewis Variance Public Hearing, June 3, 2014 Special City Council, and June 3, 2014 Special City Council – Working Session.

TRAIL

Chuck DeWolf presented Pay Estimate No. 4 (Final Payment) in the amount of \$31,696.76; payable to Duinick, Inc. The invoice is approved by the City, but paid for by Stearns County and then the County invoices the City. The bridge construction is to start this week.

Motion was made by Beavers to approve Pay Estimate No. 4 (Final Payment) in the amount of \$31,696.76; payable to Duinick, Inc. and submit to Stearns County. Seconded by Soine and unanimously carried.

COUNCIL CHAMBERS REMODEL

Eckerly reported that nine bids were opened on Thursday, December 4, 2014 at 11:00 a.m.; with the apparent low bid from Project One Construction, Inc. in the amount of \$49,388.00 plus an alternate of \$3,600.00 (for LED lights). There was \$54,000.00 in the CIP and the City has transferred \$51,000.00. The whole project is estimated at \$78,000.00.

Motion was made by Beavers to accept the bid from Project One Construction, Inc. in the amount of 49,388.00 plus an alternate of \$3,600.00. Seconded by Mayer and unanimously carried.

2015 BUDGET

Resolution 2014 – 35 Adopting the 2015 City Budget was presented.

Motion was made by Soine to approve Resolution 2014 – 35 Adopting the 2015 City Budget. Seconded by Beavers and unanimously carried.

2015 TAX LEVY

Resolution 2014 – 36 Adopting Final 2015 Tax Levy Collectible in 2015 was presented. The proposed levy increase is 2.76%.

Motion was made by Beavers to approve Resolution 2014 – 36 Adopting Final 2015 Tax Levy Collectible in 2015. Seconded by Soine and unanimously carried.

2015 Water & Sewer Rates

Resolution 2014 – 37 Regarding Chapter 3 of Ordinance No. 1, 2nd Series was presented.

Motion was made by Beavers to approve Resolution 2014 – 37 Regarding Chapter 3 of Ordinance No. 1, 2nd Series. Seconded by Mayer and unanimously carried.

LIQUOR STORE STAFFING

Eckerly reported that the Policies and Procedures Committee has met and recommended increasing the hours for April Mathies from 14 hours per week to 32 hours per week at \$11.72 per hour, effective 12-9-14. It was further stated that this is a union position.

Motion was made by Mayer to increase the hours for April Mathies from 14 hours per week to 32 hours per week at \$11.72 per hour, effective 12-9-14. Seconded by Beavers and unanimously carried.

ASSIST CITY OF BELGRADE WITH POLICE PROTECTION

Thompson explained that the Belgrade Police Chief has resigned and they are in need of a Chief Law Enforcement Officer. Belgrade is asking if the City of Paynesville would assist the City of Belgrade with police protection and allow Paul Wegner to be hired as their Temporary Interim Police Chief and any Paynesville Police officers to be hired as a Temporary Part-Time

Police Officer if interested during the City of Belgrade's Police Chief hiring process. This would not take away from their time and responsibilities here. Officers would be paid by Belgrade, and drive Belgrade police cars; however, the officers would use their own guns and holsters. This would be for approximately 3 months.

Motion was made by Beavers to assist the City of Belgrade with police protection and allow Paul Wegner to be hired as their Temporary Interim Police Chief and any Paynesville Police officers to be hired as a Temporary Part-Time Police Officer if interested during the City of Belgrade's Police Chief hiring process. Seconded by Soine and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: Electrical Rates, Windstream Video Rate Increases, 2014 Compost Report, November Police Reports, and West Central Sanitation October & November Garbage Rates.

Thompson presented Council Member Gene Beavers with a gift of appreciation for his service as a Council Member.

There being no further business, the meeting was adjourned at 7:12 p.m.

Renee Eckerly, City Administrator