

**MINUTES  
SPECIAL CITY COUNCIL MEETING**

**DECEMBER 27, 2018**

Mayor Jeff Thompson called the meeting to order at 6:04 p.m. Council members present were Jean Soine, Alicia LaBeau, Len Gilmore, and Neil Herzberg. Others present were Renee Eckerly, City Administrator; Jennifer Welling, Administrative Assistant/Zoning Specialist; Ron Mergen, Public Works Director; Bill Spooner, City Attorney; Chuck DeWolf, Bolton & Menk, Inc.; Mike Stern, Roger Torborg, Shawn Reinke, and Brad Mehlhop.

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

Paul Wegner, Chief of Police reported on the following:

- Old squad and light bar bids are being advertised for on eBay, bids due January 2, 2019
- K-9 should be here in the next couple of weeks
- Conducting officer reviews
- Working on year-end report
- January 7<sup>th</sup> Officer Johnson will conduct his first DARE Program in the school
- Winter parking is in effect
- TZD – thanked the Council for their continued support of the program
- During a recent TDZ stop in St. Cloud, a Paynesville officer stopped a car that was involved in a shooting and during the stop discovered fire arms, ammunition, and stolen property in addition the persons in the car were wanted felons

**CONSENT AGENDA**

Motion to approve the minutes from the following meetings: October 8, 2018 Public Works Committee, November 20, 2018 Policies & Procedures Committee, November 13, 2018 Special City Council, August 27, 2018 Special Joint City Council & Public Safety Committee, September 27, 2018 Special City Council – Working Session, and December 10, 2018 Regular City Council.

Motion to approve the following vouchers:

12/11/2018	Void Check 98037		\$0.00
12/18/2018	Special Vouchers	98059-98146	\$213,886.66
12/20/2018	Payroll Checks	98147-98178	\$23,592.91
12/20/2018	Voided Checks	98160, 98179-98204	\$0.00
12/20/2018	Payroll Direct Deposit	none-all checks	\$0.00
12/20/2018	Payroll Taxes	98232-98234	\$950.01
12/20/2018	Payroll - Fed		\$12,323.07
12/20/2018	Payroll - State		\$2,186.80
12/20/2018	Payroll - TASC		\$377.24
12/20/2018	Payroll - PERA		\$9,015.70
12/20/2018	Payroll - SELECT		\$468.08
12/20/2018	Payroll - Health Partners		\$5,256.88
12/20/2018	Payroll - AFLAC		\$270.60
12/20/2018	Payroll - Delta Dental		\$221.09

12/20/2018	Payroll - Lincoln		\$545.67
12/27/2018	Vouchers	98235-98259	\$41,831.83
		GRAND TOTAL	\$310,926.54
12/27/2018	Vouchers-Special	98261-98288	\$31,159.91
		GRAND TOTAL	\$31,159.91

Motion to approve the City mileage rate at .58 per mile effective January 1, 2019 through December 31, 2019.

Motion to approve Cigarette Licenses for 2019 for Casey's Retail Company (stores 1652 and 3387), Depot No. V, LLC (Teal's Market-Paynesville), Paynesville Farmers Union Coop Oil Company (Cenex-Paynesville), City of Paynesville (Paynesville Municipal Off-Sale Liquor) and DG Retail, LLC (Dollar General Store 15509), Kwik Trip Inc. (Kwik Trip #598); and On-Sale Liquor & Sunday Liquor Licenses for 2018 for Paynesville American Legion Post No. 271 and Queen Bees Bar & Grill, Inc.

Motion to approve the attendance of Bill Spooner, City Attorney to the 2019 MN Association Of City Attorneys Educational Conference and pay the registration fee of \$275.00.

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

#### **FIRE DEPARTMENT RELIEF ASSOCIATION BYLAWS**

Brad Mehlhop, Fire Department Relief Association was in attendance to present the revised Fire Relief Association Bylaws. Small statutory changes were made as well as one of the benefit provisions allowing a retiree to rejoin and collect another service pension. In the past, a retiree would have to pay back their pension in order to rejoin. Overall, the changes made were simply statutory updates and stylistic, to make it easier to review in the future as it is based off the Auditor Guidelines.

**Motion was made by Gilmore to approve the Fire Department Relief Association Bylaws. Seconded by LaBeau and unanimously carried.**

#### **FIRE DEPARTMENT – SURPLUS FIRE TRUCK**

Fire Chief, Andy Soine is requesting to surplus the 1968 Fire Truck as the new one is in full use now and the department has no use of the old truck. They are estimating the truck to be valued between \$2,000.00 - \$4,000.00. Representatives from the fire department were in attendance to answer any questions.

Dwight Putzke was in attendance to discuss making the 1968 truck a monument. Putzke served on the fire department for 34 years. This truck was “famous” and showed the Council numerous magazine and newspaper articles highlighting the truck. The department changed drastically after getting this truck. This truck is 50 years old and should stay visible in the community; this truck changed how the department operated. The Historical Society does not have room for it now. Putzke is recommending that the City keep the truck.

Thompson stated that the City could advertise for bids and always reject the bids if necessary. Soine asked where it could be stored. There is no room at the fire hall, historical society or in

public works cold storage. Eckerly stated that the truck is outside right now. Gilmore asked what the fire department wants to do. Torborg stated that the truck is old, past its time, and to not keep it. It is currently running, but if it sits too long it may not run. Eckerly asked if the liquids could be pulled. Torborg continued that the exterior will not stay shiny for long. Money is needed for it to be maintained and kept. Gilmore asked what is the truck worth. Torborg stated that North Branch just sold theirs for \$1,500.00, but theirs was not as shiny as ours; maybe worth \$2,500.00. It is a nice specimen for a 50 year old truck. LaBeau questioned working something out with Liberia. It was stated that shipping it there may be more expensive than what the truck is worth. Thompson questioned the timeline for this. There is no specific time line. Gilmore suggested obtaining the fire department's consensus. Putzke noted that it is a large piece of equipment to store. It was suggested to brainstorm on a location to store it. Putzke stated that he may buy it and donate it back to the City.

This was tabled for staff to look for a place to store it and to get the fire department's feedback.

### **LIQUOR STORE CLERK RESIGNATION**

Reno Nichols, Liquor Store Clerk, has submitted his resignation from the City of Paynesville. His last day was December 8, 2018. Bill Ludwig, Liquor Store Manager was aware that if Nichols received the promotion at his full time employment, there would be no two week notice. Bill Ludwig, Liquor Store Manager, is not requesting to start the process for an eligibility list at this time.

**Motion was made by Herzberg to accept the resignation from Reno Nichols, Liquor Store Clerk, effective December 8, 2018. Seconded by LaBeau and unanimously carried.**

### **GAMBLING PERMIT – NORTH FORK CROW RIVER DOUBLE BEARDS NWTF**

A MN Lawful Gambling LG220 Application For Exempt Permit from the North Fork Crow River Double Beards NWTF to conduct a raffle on March 1, 2019 at Queen Bee's Bar & Grill, Inc. was presented.

**Motion was made by Gilmore to approve the MN Lawful Gambling LG220 Application For Exempt Permit from the North Fork Crow River Double Beards NWTF to conduct a raffle on March 1, 2019 at Queen Bee's Bar & Grill, Inc. Seconded by Soine and unanimously carried.**

### **NORTHLAND SECURITIES – ENGAGEMENT LETTER**

An engagement letter from Northland Securities was presented so that they can provide advice on the issuance of municipal securities acting in the capacity of an underwriter for the 2019 Street Project, Storm Sewer Project, and Public Works Facility.

**Motion was made by Soine to approve the engagement letter between Northland Securities and the City of Paynesville. Seconded by Herzberg and unanimously carried.**

## **PURCHASE OF SEWER CAMERA**

Mergen presented two quotes for a new sewer camera:

Copperhead Innovations	\$9,002.00
USA BlueBook	\$11,895.00

The existing camera is a 2007 model and in need of repairs. The City does not charge residents for this service (camera a sewer line). The unit is used 3-5 times per month. The new camera amenities are locating, mobility, video capabilities, battery operation, and high definition clarity of picture. The Public Works Committee has reviewed this and recommends approval with the following motion:

Motion was made by Peschong to purchase the Vcam-6HD system from Copperhead Innovations in the amount of \$9,002.00, declare the old camera unit as surplus property, advertise for sale of such, and recommend such to the City Council. Seconded by Freilinger and unanimously carried.

**Motion was made by Herzberg to approve the purchase of a new sewer camera (V-cam UHD inspection system) from Copperhead Innovations in the amount of \$9,002.00. Seconded by Soine and unanimously carried.**

**Motion was made by LaBeau to surplus the 2007 sewer camera and advertise for sealed bids. Seconded by Gilmore and unanimously carried.**

## **K-9 USE POLICY & PROCEDURES**

Wegner presented the Paynesville Police Department K-9 Use Policy & Procedures. The Policies and Procedures Committee has reviewed this and recommends approval. Coverage for Paynesville Township was questioned. It was left in the policy as the City has a number of properties in the township and anytime a K-9 is used outside the City limits it will need approval by the chief of police.

**Motion was made by Herzberg to approve the Paynesville Police Department K-9 Use Policy & Procedures. Seconded by Soine and unanimously carried.**

Thompson recessed the Regular City Council meeting at 6:34 p.m. and opened the Ordinance Codification Public Hearing.

## **ORDINANCE CODIFICATION PUBLIC HEARING**

Eckerly reported that the Policies & Procedures Committee has reviewed the codified ordinance and there were 21 pages of additions, suggestions, and changes. The whole ordinance would be approved and then amendments can be made starting with Chapter 36 – Zoning.

There being no further comments or questions, Thompson closed the public hearing at 6:35 p.m.

## **MEEKER COOPERATIVE – BROADBAND HIGH SPEED INTERNET SERVICE**

This item was pulled from the agenda.

## **UNION CONTRACTS**

Eckerly presented the Police Union Contract that has now been voted on and ready for approval. Eckerly stated that any Step/Grade adjustment recommendations from Springsted would be updated in the contract once received. The tentative contract for the General Unit is being presented as informational only at this time. No action is required. Article 3 and Section 8.5 – On Call are still under negotiations.

**Motion was made by Soine to approve the Memorandum Of Agreement (Union Contract) between the City of Paynesville, AFSCME Council 65, Local 748, Chapter K, and the Paynesville Police Officers Bargaining Unit January 1, 2019 – December 31, 2021. Seconded by Herzberg and unanimously carried.**

## **RAILROAD TRAIN WHISTLE**

It was directed by Council to put this back on the December 27, 2018 City Council meeting. Eckerly presented an email dated Thursday, December 27, 2018 from Arielle Giordano, CP Rail. Apparently there is an issue on their end and they are working on resolving it. They will let the City know what the issue is once it is resolved.

## **CLEARGOV.COM**

It was directed by Council to put this back on the December 27, 2018 City Council meeting. Eckerly had a demonstration on December 6, 2018 and believes the financial transparency and benchmarking capabilities that this web-based platform provides would save the City staff time and allow the taxpayers to be able to understand the City's financials easier.

There are two modules currently available:

- Transparency & Benchmarking for \$2,500 plus a \$900 one-time onboarding fee
- Budget & Forecasting for \$3,500 plus a \$900 one-time onboarding fee

The data is from the Census Bureau and Minnesota Auditors Office. It can be linked to the City's new website to provide timely financial information. The benchmarking can be used to compare services to other cities in the State of Minnesota. Funds for both modules of the program would come for EDAP.

**Motion was made by Herzberg to approve the contract for \$4,500.00 with ClearGov with funds to come from EDAP, and authorize the Mayor and City Administrator to sign the necessary documents. Seconded by Soine and unanimously carried.**

## **ORDINANCE CODIFICATION – ORDINANCE NO. 1, 3<sup>RD</sup> SERIES**

Ordinance No. 1, 3<sup>rd</sup> Series codifying the City Ordinance Book was presented. The Policies & Procedures Committee along with staff and department heads have reviewed the ordinances and the changes that were made. The Zoning Section of the ordinance will be amended once the codification is complete.

**Motion was made by LaBeau to approve Ordinance No. 1, 3<sup>rd</sup> Series. Seconded by Gilmore and unanimously carried.**

## **CITY ADMINISTRATOR PERFORMANCE APPRAISAL**

Excerpt of minutes from the December 10, 2018 City Council meeting:

Thompson recessed the Regular City Council meeting at 7:30 p.m. and opened the Closed Session at 7:31 p.m. to discuss City Administrator Renee Eckerly's annual performance review. Herzberg reported that all five members submitted "meets expectations" evaluations. General discussion followed and with no requested or suggested changes the Closed Session was closed at 7:56 p.m. Thompson re-opened the Regular City Council meeting at 7:57 p.m. and reported that individual "meets expectations" reports from all council members were submitted so by consensus the mayor was to summarize the five reports and present such to Administrator Eckerly.

**Motion was made by Gilmore to accept the "meets all standards" 2018 Performance Appraisal Report on City Administrator, Renee Eckerly. Seconded by LaBeau and unanimously carried.**

## **INFORMATIONAL**

Thompson reviewed the following informational items: West Central Sanitation December Garbage Rates, MMBA Newsletter, January & February Meeting Schedules, and November Police Department Reports.

There being no further business, the meeting was adjourned at 6:51 p.m.

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Renee Eckerly, City Administrator