

**MINUTES
CITY COUNCIL MEETING**

JANUARY 14, 2019

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Shawn Reinke, 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.; Paul Wegner, Chief of Police; Bill Ludwig, Liquor Store Manager, Doris Wendlandt, Anthony Lapatka, Collin Meadows, Police Officer, Peter Ampe, Mike Tougas, Jean Christen, and five others whom did not sign in.

The Pledge of Allegiance was recited.

Eckerly gave the Oaths of Office to Jeff Thompson, Mayor; Neil Herzberg, Council Member, and Shawn Reinke, Council Member.

Council members gave verbal activity reports. Thompson announced that the second Closed Session has been pulled from the agenda.

CONSENT AGENDA

Motion to approve the minutes from the following meetings: December 27, 2018 Special City Council, November 26, 2018 Regular City Council, December 13, 2018 Policies & Procedures Committee, July 9, 2018 Administrative Fine Hearing Board, May 14, 2018 Regular City Council, July 9, 2018 Regular City Council, August 27, 2018 Regular City Council, and October 22, 2018 Regular City Council.

Motion to approve the following vouchers:

1/3/2019	Payroll Checks	98289-98317, 98321	\$29,308.41
1/3/2019	Payroll Direct Deposit	none-all checks	\$0.00
1/3/2019	Payroll Taxes	98318-98320	\$950.01
1/3/2019	Payroll - Fed		\$7,798.58
1/3/2019	Payroll - State		\$1,597.61
1/3/2019	Payroll - TASC		\$377.24
1/3/2019	Payroll - PERA		\$7,584.73
1/3/2019	Payroll - SELECT		\$468.08
1/3/2019	Payroll - Health Partners		\$11,515.36
1/3/2019	Payroll - AFLAC		\$270.60
1/3/2019	Payroll - Delta Dental		\$221.11
1/3/2019	Voided Payroll Check	98294	\$0.00
1/11/2019	Vouchers (2019)	98322-98368	\$97,474.67
1/11/2019	Vouchers (2018)	98369-98423	\$105,523.02
		GRAND TOTAL	\$263,089.42

Motion to approve training request for Officer Meadows to attend DMT Certification Training on March 5, 2019.

Motion to approve the attendance of Brad Mehlhop to the Annual Institute For Building Officials.

Motion was made by Gilmore to approve the Consent Agenda with the correction to the amount for the Annual Institute for Building Officials. Seconded by LaBeau and unanimously carried.

HIRING OF PART TIME D.A.R.E POLICE OFFICER

Wegner explained that Nathan Johnson, Police Officer was scheduled to start the D.A.R.E. (drug abuse resistance education) with the 5th grade students last week. The program needs to get started as soon as possible due to the teacher needing to get the students ready for the spring state testing and that the material is dated. Wegner was able to locate a local officer (Anthony LaPatka) who recently retired from the City of Willmar who was their School Resource Officer for the past 11 years. LaPatka is only interested in teaching the D.A.R.E. program for the 2019 and 2020 school years at this time. The City does not have another officer qualified to take the course to become certified. LaPatka would work less than 450 hours per year. Wegner recommended Grade 9/Step 1, \$20.19 per hour wage for the position. This would not be a union position. A job description for the D.A.R.E. Officer position was reviewed.

Motion was made by LaBeau to approve the hiring of Anthony LaPatka as the D.A.R.E. Police Educator effective immediately at the rate of \$20.19 per hour for the 2019 and 2020 school years. Seconded by Herzberg.

Reinke questioned if next year the curriculum could be expanded to include domestic violence. Wegner stated that it would not be this year, but possibly in the future.

The motion passed unanimously.

Motion was made by LaBeau to approve the job description for the D.A.R.E. Officer. Seconded by Reinke and unanimously carried.

2019 FEE SCHEDULE

The proposed 2019 Fee Schedule was presented. It was suggested to have the Budget & Finance Board review the fees and recommend any necessary changes

Motion was made by LaBeau to table the 2019 Fee Schedule and send it to the Budget & Finance Board for review. Seconded by Herzberg and unanimously carried.

CABLE CONSULTING – RUDY VIGIL

Please review the attached proposal in the amount of \$2,600.00 for the 2019 calendar year from Rudy Vigil for cable consulting services. This is the same amount as last year.

Past charges:

<u>Year</u>	<u>Amount</u>	
2008-2014	\$1,600.00	
2015	\$2,400.00	(\$800.00 increase)
2016	\$2,400.00	
2017	\$2,400.00	
2018	\$2,600.00	

Motion was made by Gilmore to approve the amount of \$2,600.00 for the 2019 calendar year from Rudy Vigil for cable consulting services. Seconded by LaBeau and unanimously carried.

2019 CONFERENCE ATTENDANCE

In the past the Council has pre-approved the attendance (registration, mileage, usual expenses, per diem (if applicable), lodging, and staff time) of the City Administrator and any Council member to the following events for 2019:

- LMC Annual Conference – June 26-28, 2019 - Duluth
- LMC Regional Meetings
- LMC Safety & Loss Control Workshops
- Mayor's Conference
- Stearns County Municipal League Meetings
- MCFOA Clerks Conference – March 19-22, 2019 – St. Cloud

Motion was made by Herzberg to approve the attendance (registration, mileage, usual expenses, and per diem (if applicable) of the City Administrator and any Council member to the following events for 2019:

- LMC Annual Conference – June 26-28, 2019 - Duluth**
 - LMC Regional Meetings**
 - LMC Safety & Loss Control Workshops**
 - Mayor's Conference**
 - Stearns County Municipal League Meetings**
 - MCFOA Clerks Conference – March 19-22, 2019 – St. Cloud**
- Seconded by LaBeau and unanimously carried.**

2019 LIQUOR STORE LEASE PAYMENT

The 2019 Liquor Store Lease monthly payment is \$1,828.00 plus \$10.00 for sign electricity. The lease is to be paid in monthly installments of \$1,828.00 plus \$10.00 per month for sign electricity payable to Teals Management.

Motion was made by Gilmore to pay the 2019 Liquor Store lease in monthly installments of \$1,828.00 plus \$10.00 per month for sign electricity from 105 Liquor Fund payable to Teals Management. Seconded by Reinke and unanimously carried.

Herzberg asked how many more years are on the lease. Ludwig said 2 more years are left on the lease.

2019 LOCAL BOARD OF APPEAL & EQUALIZATION MEETING DATE

The Stearns County Assessor has contacted the City and would like to conduct the 2019 Local Board of Appeal & Equalization meeting on Thursday, April 25, 2019 at 6:00 p.m. Eckerly mentioned that LaBeau is the only certified member and suggested that other Council members get trained in case LaBeau would be absent.

Motion was made by Herzberg to set the 2019 Local Board of Appeal & Equalization meeting on Thursday, April 25, 2019 at 6:00 p.m. Seconded by Gilmore and unanimously carried.

ELECTION OF MAYOR PRO TEM

The past Mayor Pro Tem was Jean Soine. The Mayor Pro Tem performs the duties of the mayor during the absence of the mayor. Herzberg nominated LaBeau as Mayor Pro Tem.

Motion was made by Herzberg to elect Alicia LaBeau as Mayor Pro Tem. Seconded by Thompson and unanimously carried.

OFFICIAL DEPOSITORIES FOR CITY FUNDS

Resolution 2019-02 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act was presented.

Motion was made by LaBeau to approve Resolution 2019-02 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act. Seconded by Herzberg and unanimously carried.

Thompson recessed the Regular City Council meeting at 6:30 p.m. and opened the Tougas Lot Split Public Hearing.

LOT SPLIT – TOUGAS PUBLIC HEARING

The City has received a Lot Split application submitted by Mike & Joyce Tougas. They own and reside on Lot 5, Block 2, Ampe Plat 4. They have recently purchased the lot directly to the north of them Lot 4, Block 2, Ampe Plat 4. They wish to split this lot in half and the south 39 feet of lot 4 be combined to lot 5 and the north 39 feet of lot 4 be combined to Lot 3. The properties affected by this lot split are described as:

- Lot 3, Block 2, Ampe Morningside Plat 4, located at 525 Maywood Avenue
- Lot 4, Block 2, Ampe Morningside Plat 4, located at 535 Maywood Avenue
- Lot 5, Block 2, Ampe Morningside Plat 4, located at 555 Maywood Avenue

All properties are zoned "R-1" – Single & Two Family Residential District. The owners of Lot 4, Block 2, Ampe Morningside Plat 4, are Michael A. Tougas and Joyce M. Tougas, husband & wife, as joint tenants. The owners of Lot 5, Block 2, Ampe Morningside Plat 4, are Jamie Tougas and Jeffrey Tougas, subject to a life estate in favor of Michael A. Tougas and Joyce M. Tougas, husband & wife. The owner of Lot 3, Block 2, Ampe Morningside Plat 4, is Ampe Properties, LLC.

An appropriate application and fee has been paid seeking to split Lot 4, Block 2, Ampe Morningside Plat 4, so as to attach the South 39 feet of Lot 4, Block 2, Ampe Morningside Plat 4, to Lot 5, Block 2, Ampe Morningside Plat 4, and to attach the remainder of Lot 4, Block 2, Ampe Morningside Plat 4, to Lot 3, Block 2, Ampe Morningside Plat 4.

It has been demonstrated that because all of the lots are currently conforming lots and any and all improvements thereon meet all required setbacks, and the lot split has proposed will make both lots larger than they presently are, that as a result, the lot split will not cause any non-buildable or non-conforming lots. The splitting of Lot 4, Block 2, Ampe Morningside Plat 4, for purposes of attachment to Lots 3 and 5, Block 2, Ampe Morningside Plat 4, will enhance and enlarge the two (2) properties to which these portions of Lot 4, Block 2, Ampe Morningside Plat 4, will be attached. The split as proposed complies with the City's Comprehensive Plan and meets the requirement of Chapter 12, Section 2.11. The Planning Commission recommends approval.

There being no further comments or questions, Thompson closed the Lot Split Public Hearing at 6:32 p.m. and re-opened the Regular City Council meeting.

LOT SPLIT – TOUGAS

**Motion was made by LaBeau to approve Resolution 2019-07 Granting Lot Split.
Seconded by Reinke and unanimously carried.**

2019 COUNCIL BOARD APPOINTMENTS

Mayor Thompson recommends the following 2019 Board appointments:

Ad Hoc City Hall Front Counter Reconfiguration Board – Shawn Reinke & Neil Herzberg

Administrative Fine Hearing Board – Neil Herzberg & Len Gilmore

Airport Board – Jeff Thompson

Budget & Finance Board– Alicia LaBeau & Neil Herzberg

Community Ed Representative – Jeff Thompson

Downtown Redevelopment Board – Len Gilmore & Alicia LaBeau

EDAP Board – Len Gilmore & Shawn Reinke

Environmental Board – Alicia LaBeau

Hwy. 23 Collation – Jeff Thompson & Len Gilmore

Joint Planning Board – Shawn Reinke

Labor Negotiations Board – Alicia LaBeau & Jeff Thompson

Municipal Off-Sale Liquor Retail Board – Len Gilmore

Park & Tree Board – Alicia LaBeau

Paynesville Area Center Representative – Alicia LaBeau

Paynesville Area Joint Trails Board – Jeff Thompson

Policies & Procedures Board – Len Gilmore & Shawn Reinke

Property Negotiations Board – Neil Herzberg & Shawn Reinke

Planning Board – Shawn Reinke

Public Safety Board – Jeff Thompson

Public Works Board – Neil Herzberg

Weed Inspector – Jeff Thompson

Wellhead Protection Board – Neil Herzberg

Motion was made by LaBeau to approve the 2019 Council Board with the change to the Environmental Board being LaBeau. Seconded by Herzberg and unanimously carried.

2019 CITY BOARD MEMBER APPOINTMENTS

The list of City Board member appointments for 2019 was presented (see attached).

Motion was made by LaBeau to approve the 2019 City Board member appointments with LaBeau on the Environmental Board. Seconded by Herzberg and unanimously carried.

2019 CITY ASSIGNMENTS AND APPOINTMENTS

Designate Official Newspaper: Paynesville Press
Designate City Attorney: Spooner & Glenz Law Offices, PLLC

Annual Appointments:

Building Inspectors: Jim Tews, City of Litchfield
Brad Mehlhop
Treasurer: Renee Eckerly
City Engineer: Bolton & Menk, Inc.
Emergency Services Director: Thomas Fread
Auditor: Schlenner Wenner & Co.
Data Practices Compliance Officer: Renee Eckerly

Motion was made by Herzberg to approve the 2019 City Assignments and Appointments as presented. Seconded by Gilmore and unanimously carried.

2019 COUNCIL MEETING DATE CHANGES

Looking ahead at the 2019 Calendar:

Monday, May 27, 2019 – Memorial Day – City Hall is closed
Suggested reschedule date – Tuesday, May 28, 2019
Monday, November 11, 2019 – Veterans Day – City Hall is closed
Suggested reschedule date – Tuesday, November 12, 2019

The regular scheduled December meeting is Monday, December 23, 2019 there may be a desire to move the meeting to later in the month to have the ability to get more vouchers approved and wrap up year-end items. If so suggested dates are:

Thursday, December 26, 2019 OR Monday, December 30, 2019

Motion was made by Gilmore to reschedule the City Council meetings for Monday, May 27, 2019 to Tuesday, May 28, 2019; Monday, November 11, 2019 to Tuesday, November 12, 2019; and Monday, December 23, 2019 to Monday, December 30, 2019. Seconded by LaBeau and unanimously carried.

SPECIAL CITY COUNCIL - WORKING SESSION MEETING

It was asked if a Special City Council - Working Session Meeting is needed.

Motion was made by LaBeau to set a Special City Council - Working Session for Tuesday, February 19, 2019 at 6:00 p.m. Seconded by Herzberg and unanimously carried.

MEEKER COOPERATIVE – BROADBAND HIGH SPEED INTERNET SERVICE

This item was pulled from the agenda.

HOLIDAY TRAIN

The Policies & Procedures Committee has suggested that the City of Paynesville request that the Holiday Train stop in Paynesville this year.

Motion was made by Gilmore to send CP Rail a written request inviting the Holiday Train to stop in Paynesville this year and to be signed by the entire Council. Seconded by LaBeau and unanimously carried.

PHYSICAL WELLNESS TRAINING

The Paynesville Police Department is planning on hosting a training on February 13th, 2019, from 8:00 a.m. to 12:00 p.m. in the Paynesville City Council Chambers. This training is a budgeted component of the Health and Wellness Program that has been submitted for review and inclusion in the Police Contract (to date this has not been reviewed by the Union Negotiations Team and if approved it would be a Memorandum of Understanding added to the Union Contract). The course is taught by Dr. Paul Nystrom, who works as the EMS Medical Director in the Emergency Department of HCMC. He is also a part-time police officer with the Plymouth Police Department.

The training will provide an overview of the concept of physical wellness including most common causes of death along with physical factors and challenges specifically related to law enforcement from causes such as lifestyle, stress, sleep patterns, shift work, diet and exercise. Dr. Nystrom will provide resources, suggestions and recommendations to the attendees on how to live an overall healthy lifestyle, increase health and longevity, cope with the unique set of challenges to law enforcement and provide for recommendations on healthy diet and forms of exercise.

The department would like to invite the City Council and City Administrator to attend the training as well. The training will be open to outside Law Enforcement Agencies as well. The cost of the training is \$1,000 and the police department has budgeted for this expense. All officers will be attending this training.

Motion was made by Gilmore to approve the Physical Wellness Training for the police department in the amount of \$1,000.00. Seconded by LaBeau and unanimously carried.

Thompson recessed the Regular City Council meeting at 6:45 p.m. and opened the Closed Session to discuss an offer on real property described as Lot 6, Block 1, Heatherwood Plat 3, Parcel No. 70.39118.0514 at 470 Kira Lane.

Thompson closed the Closed Session at 6:55 p.m. and re-opened the Regular City Council meeting. The Council received an offer for \$23,000.00 from Jean Christen for Lot 6, Block 1, Heatherwood Plat 3.

Motion was made by Gilmore to accept the offer of \$23,000.00 from Jean Christen for Lot 6, Block 1, Heatherwood Plat 3. Seconded by LaBeau and unanimously carried.

MORTGAGE SATISFACTION - JACKLITCH

Randal and Ann Jacklitch, Members of Rann & Andy, LLC have paid in full their Small Cities Development Loan. The original loan amount was \$16,186.00 of which they paid the remaining balance of \$8,217.20.

Motion was made by LaBeau to approve the Mortgage Satisfaction for Randal and Ann Jacklitch, Members of Rann & Andy, LLC. Seconded by Herzberg and unanimously carried.

SMALL CITIES DEVELOPMENT PROGRAM LOAN – GILMORE PROPERTIES, LLC

Eckerly presented the Small Cities Development Program Loan application from Len & Amy Gilmore for \$35,837.83. This loan was approved by City Council on August 27, 2018 for the amount of \$28,000.00. The project is now complete and the amount has increased to the \$35,837.83. The project is funded by: 40% (\$14,335.13) will be forgiven if the borrower owns the property for 10 years, 25% (\$8,959.45) will be a zero percent mortgage on the property until the property is sold, 20% (\$7,167.57) is the borrowers share and 15% (\$5,375.67) is an EDAP Revolving loan at 5.25% for 36 months.

Thompson asked how much is in the fund balance. Eckerly said approximately \$1,500.00.

Motion was made by LaBeau to approve the Small Cities Development Program Loan for Gilmore Properties, LLC (Len & Amy Gilmore) in the amount of \$28,670.26 (which is the \$35,837.83 minus the borrower's portion) and authorize the Mayor and City Administrator to sign all necessary documents related to the loan. Seconded by Reinke and passed (Gilmore abstained).

BRIGGS – BLANKET LETTER OF REPRESENTATION (BLOR) FOR DEPOSITORY TRUST COMPANY (DTC)

Eckerly presented the Blanket Letter Of Representation (BLOR) For Depository Trust Company. This updates Briggs' files pertaining to the issuance of bonds. Spooner had no concerns with the letter.

Motion was made by Herzberg to approve the Blanket Letter Of Representation (BLOR) For Depository Trust Company (DTC). Seconded by Gilmore and unanimously carried.

AUTOMATED BANK PAYMENTS & WIRES

2019-03 Resolution Allowing Wire/Automated Bank Payments was presented. The auditors would like the City to annually and formally pass a resolution giving authorization to the City Administrator and Finance Specialist to make wire/automated bank payments as needed.

Motion was made by LaBeau to approve Resolution 2019-03 Allowing Wire/Automated Bank Payments. Seconded by Herzberg and unanimously carried.

CREDIT UNION ACCOUNT SIGNERS

In the past the individuals listed at Central MN Credit Union that are approved to sign documents and access account information are Jeff Thompson, Mayor; Jean Soine, Acting Mayor (Mayor Pro Tem) ; Renee Eckerly, City Administrator; and Belinda Ludwig, Finance Specialist. With Jean Soine no longer on the City Council the City needs to remove her name from all the accounts and add her replacement.

Motion was made by Herzberg to remove Jean Soine from all the City accounts at Central MN Credit Union and replace her with Alicia LaBeau, Mayor Pro Tem. Seconded by LaBeau and unanimously carried.

CERTIFICATE OF DEPOSITS, ACCOUNTS & SAFETY DEPOSIT BOXES

There is a need to update Resolution 2019-05 Regarding Certificate of Deposits, Savings Accounts, Money Market Accounts, & Safety Deposit Boxes due to the change in the Finance Specialist job title change (formerly Accounting Specialist Sr.).

Motion was made by Gilmore to approve Resolution 2019-05 Regarding Certificate of Deposits, Savings Accounts, Money Market Accounts, & Safety Deposit Boxes. Seconded by Reinke and unanimously carried.

CHECK SIGNING AUTHORITY & PROCEDURES

Resolution 2019-04 Regarding Check Signing Authority & Procedures was presented. This outlines that two signatures are required on all checks and gives the authority to the Mayor or Acting Mayor (Mayor Pro Tem), and the City Administrator or Finance Specialist to sign checks. It also allows, in emergency situations, to use a facsimile signature, with one live signature.

Motion was made by LaBeau to approve Resolution 2019-04 Regarding Check Signing Authority & Procedures. Seconded by Herzberg and unanimously carried.

ELIMINATION OF FINANCE TECHNICIAN POSITION

Eckerly explained there has been some transition in staff and the Police Department is without a secretary. The person that was in the position was only working 14 hours per week, but with the job market it would be extremely difficult to fill that position at only 14 hours per week. The Policies & Procedures Committee has met and recommends that a full-time Police Secretary/Bookkeeper be hired at Grade 5 on the SAFE salary scale and eliminate the position of Finance Technician. This would make the City more efficient and save money to have the Police

Secretary/Bookkeeper perform the confidential work such as payroll in a confidential environment. This position would not wait on customers at the front counter, except when they are requiring information or want contact specifically with the Police Department.

The Policies & Procedures Committee discussed a severance package of \$13,000.00 (to cover his health insurance costs through December) for Randy Burtzel for the hardship this elimination may cause him. Burtzel's last day of employment would be March 15, 2019.

There is a 60 day notification requirement and meeting in good faith with the labor union. A job description has been drafted for the position. The Policies & Procedures Committee passed a motion unanimously to recommend elimination of the Finance Technician position.

Motion was made by Herzberg to eliminate the full-time Finance Technician position effective immediately and give a 60 day notice to the labor union and employee. Seconded by Gilmore and unanimously carried.

Motion was made by LaBeau to offer a severance package of \$13,000.00. Seconded by Reinke and unanimously carried.

HIRING OF FULL TIME POLICE SECRETARY/BOOKKEEPER

Wegner explained that with the transition of staff, he would like to start the hiring process for a full-time Police Secretary/Bookkeeper at Grade 5 on the SAFE salary scale. This position will also be responsible for some accounting duties previously performed by the Finance Technician position. A job description for the position was presented. The Policies & Procedures Committee has reviewed this and passed a motion unanimously to approve the job description and start the hiring process.

Motion was made by Gilmore to approve the job description for a full-time Police Secretary/Bookkeeper position. Seconded by LaBeau and unanimously carried.

Motion was made by Herzberg to start the hiring process for a full-time Police Secretary/Bookkeeper. Seconded by LaBeau and unanimously carried.

RESIGNATION & HIRING OF POLICE OFFICER

Nathan Johnson, Police Officer has submitted his resignation from the City of Paynesville. His last day will be January 27, 2019. Wegner would like to start the process to create an eligibility list for a Police Officer.

Motion was made by LaBeau to accept the resignation of Nathan Johnson, Police Officer, with his last day being January 27, 2019. Seconded by Herzberg and unanimously carried.

Motion was made by LaBeau to start the hiring process to create an eligibility list for the Police Officer position. Seconded by Herzberg and unanimously carried.

HIRING OF TEMPORARY PART-TIME POLICE OFFICERS

Wegner explained the hiring of two temporary part-time Police Officers to work while the City is hiring a new full-time officer. There are no hours budgeted for a part-time Police Officer in 2019, but the wages for the open full-time position will cover the cost. The position would not be a union position, since the gentlemen are limited on the number of hours they can work due to retirement benefits.

The candidates are Bruce Elfering and Steve Lehmkuhl. Both officers are recently retired and are familiar with the City and the police department procedures. It is suggested to hire them both at \$25.17, which is the grade and step that Elfering retired at (Grade 9/Step 9). There would be no other benefits except Social Security and PERA. Their job description would be the same as the Police Officer job description dated January 2014. The City has had part-time Police Officers in the past. Equipment costs were mentioned.

Motion was made by LaBeau to hire Bruce Elfering and Steve Lehmkuhl as part-time temporary Police Officers at \$25.17 per hour to cover the shortage in staff while hiring a new full-time Police Officer. Seconded by Reinke and unanimously carried.

APPOINTMENT OF FIRE DEPARTMENT CHIEF & OFFICERS

The Fire Department members recommend appointing the following:

Chief – Andy Soine
Assistant Chief – Mike Stern
Secretary – Tim Miller
Treasurer – Jon Kulzer

Motion was made by Gilmore to appoint the following Fire Department Chief & Officers:

**Chief – Andy Soine
Assistant Chief – Mike Stern
Secretary – Tim Miller
Treasurer – Jon Kulzer
Seconded by LaBeau and unanimously carried.**

DESIGNATION OF POLLING PLACE

Resolution 2019-06 Designation of Polling Place was presented. The polling place for each precinct is required to be designated annually.

Motion was made by LaBeau to approve Resolution 2019-06 Designation Of Polling Place. Seconded by Herzberg and unanimously carried.

SURPLUS PROPERTY – POLICE DEPARTMENT – LIGHT BAR

The City received one bid in the amount of \$150.00 from Craig Elfering, C & S Towing for the light bar (surplus property).

Motion was made by Herzberg to accept the bid of \$150.00 from Craig Elfering, C & S Towing for the light bar. Seconded by LaBeau and unanimously carried.

FIRE DEPARTMENT – SURPLUS FIRE TRUCK

This was tabled from the December 27, 2018 City Council meeting to get feedback from the Fire Department members on what they think should be done with the truck. An email from Andy Soine states that the members feel it should be sold. Len Gilmore reached out to some of the retired firefighters on this same matter and they suggested a display of the truck. From the December 27, 2018 City Council meeting:

Fire Chief, Andy Soine requested 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. Soine estimated the truck to be valued between \$2,000.00 - \$4,000.00. Dwight Putzke was in attendance to discuss making the 1968 truck a monument.

Motion was made by Herzberg to surplus the 1968 Fire Truck and advertise for sealed bids with a minimum bid of \$2,000.00.

Motion died for a lack of second.

Motion was made by Gilmore to surplus the 1968 Fire Truck and advertise for sealed bids with a minimum bid of \$2,000.00 with \$500.00 being used for a display regarding the truck. Seconded by LaBeau and unanimously carried.

UNION CONTRACT – CITY HALL GENERAL UNIT

The proposed contract for the City Hall General Unit was presented for approval. The Unit has met and voted to approve the contract. The Unit is looking forward to the wage analysis and meeting to discuss the outcome of such. Article 3 (page 2) and Section 8.5 – On Call (page 8) have been agreed upon. Eckerly mentioned the typo regarding promotions being a 5% increase not at 3% increase.

Motion was made by Herzberg to approve the Memorandum of Agreement Between the City of Paynesville and AFSCME 65 City Hall Bargaining Unit; January 1, 2019 – December 31, 2021. Seconded by Reinke and unanimously carried.

Eckerly stated that the City is still waiting on the wage study and will update the contract once received for such with Council approval.

2017 STREET IMPROVEMENT PROJECT

DeWolf reported that the project is complete and this payment will release the retainage. Payment Estimate No. 7 (Final) in the amount of \$35,842.90; payable to Voss Plumbing & Heating of Paynesville, Inc. for all work completed to date was presented.

Motion was made by Gilmore to approve Payment Estimate No. 7 (Final) in the amount of \$35,842.90; payable to Voss Plumbing & Heating of Paynesville, Inc. Seconded by Reinke and unanimously carried.

SALE OF PROPERTY - REALDSEN

Richard & Bertha Realdsen have signed a Purchase Agreement for the lot they wish to purchase in Heatherwood Plat 3. The closing is scheduled for February 5, 2019.

Motion was made by Reinke to approve Resolution 2019-01 Approving Sale of Property to Richard & Bertha Realdson and Warranty Deed and authorize the Mayor and City Administrator to sign all necessary documents for the closing on this property. Seconded by LaBeau and unanimously carried.

DOWNTOWN REDEVELOPMENT

The Council has approved moving forward with the phase of the Downtown Redevelopment with the consultant from Bolton & Menk, Inc. Kick-off dates for the project to gather information, give input, etc. were discussed. Staff is looking for direction on does the whole Council want to be a part of this, should the EDAP Board be included, should this be done at a working session and/or should the Council's Downtown Redevelopment representatives take care of it.

Motion was made by LaBeau to set a Special Joint City Council & EDAP Board meeting for Tuesday, January 29, 2019 at 5:30 p.m. Seconded by Gilmore and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: November Liquor Store Reports, December Police Department Reports, Stearns County – Conditional Use Permit Public Hearing Notice, and Hwy. 23 Coalition – Update.

There being no further business, the meeting was adjourned at 7:44 p.m.

Renee Eckerly, City Administrator