

**MINUTES  
CITY COUNCIL MEETING**

**JANUARY 28, 2019**

Mayor Pro Tem, Alicia LaBeau called the meeting to order at 6:01 p.m. Council members present were Shawn Reinke, Len Gilmore, and Neil Herzberg. Jeff Thompson was absent. Others present were Renee Eckerly, City Administrator; Jennifer Welling, Administrative Assistant/Zoning Specialist; Ron Mergen, Public Works Director; Eric Glenz, Spooner & Glenz; Chuck DeWolf, Bolton & Menk, Inc.; Paul Wegner, Chief of Police; and Tim Mergen, Meeker Cooperative.

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

**CONSENT AGENDA**

Motion to approve the minutes from the following meetings: December 10, 2018 Public Works Committee, April 25, 2018 Policies & Procedures Committee, November 30, 2018 Policies & Procedures Committee, July 23, 2018 Airport Commission, November 1, 2017 Cable Committee, March 9, 2017 Environmental Committee, October 23, 2017 Policies & Procedures Committee, April 20, 2016 Policies & Procedures Committee, February 1, 2018 Special Park & Tree Board, and January 14, 2019 Regular City Council.

Motion to approve the following vouchers:

01/17/2019	Payroll Checks	98424-98453	\$29,414.77
01/17/2019	Payroll Direct Deposit	none-all checks	\$0.00
01/17/2019	Payroll Taxes	98454-98456	\$1,001.42
01/17/2019	Payroll - Fed		\$7,212.85
01/17/2019	Payroll - State		\$1,446.41
01/17/2019	Payroll - TASC		\$377.24
01/17/2019	Payroll - PERA		\$6,932.56
01/17/2019	Payroll - SELECT		\$468.08
01/17/2019	Payroll - Health Partners		\$5,465.61
01/17/2019	Payroll - AFLAC		\$270.60
01/17/2019	Payroll - Delta Dental		\$221.08
01/17/2019	Payroll - Lincoln		\$545.67
01/17/2019	Voided Payroll Check	98294	\$0.00
01/24/2019	Vouchers (2019)	98457-98466	\$100,389.16
01/24/2019	Vouchers (2018)	98467-98504	\$62,489.62
01/24/2019	Voided Voucher Check	98462	\$0.00
		<b>GRAND TOTAL</b>	<b>\$216,235.07</b>

Motion to approve the attendance of Ron Mergen to the 82<sup>nd</sup> Annual Wastewater Operations Conference.

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

**NORTHLAND SECURITIES BONDING REPORT**

Eckerly reported on bonding for the upcoming projects; 2019 Street Project, AMPI Expansion, and Storm Water Drainage Project. Representative(s) from Northland Securities will be in attendance at the February 11, 2019 Council meeting to answer any questions. A decision will need to be made on which scenario to go with A, B or C for the storm water assessment. No decision is necessary on the AMPI Project. A decision can be made on the Public Works Facility of 15 or 20 years. Bonding for the proposed projects will increase the tax levy approximately \$255,000.00. Eckerly is working on possibly refinancing other bonds to lighten the debt load. No decisions were made and this will be brought back to the February 11, 2019 City Council meeting.

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

Tim Mergen, Meeker Cooperative presented the proposal of offering broadband high speed internet service to its members and non-members throughout its service area. They would like to install fiber optic lines, at grade vaults, and a 120' monopole at the City's water tower site.

An easement was presented. In exchange for this easement Meeker Cooperative would install a fiber optic line to City Hall at no cost to the City. It was asked if residents in the community could also get this service. Tim Mergen said yes, anyone in the service area. It was asked if fiber optic lines could be brought to businesses. Tim Mergen said he was unable to answer that as it is being evaluated. The system's speed, at the slowest will be 25/3, mid would be 50/5 and may offer a higher speed. Competitors, at their high end, are offering 25/3. LaBeau questioned the language on chemical usage on the site. Tim Mergen stated that this is all subcontracted out. Ron Mergen has no issues with the chemical usage. The site of the pole was confirmed as it would not be in the way of future improvements on the site.

**Motion was made by Herzberg to approve the Electric System And Fiber Optic System Easement and Agreement For Easement And Fiber Optic Line between the City of Paynesville and Meeker Cooperative Light & Power Association. Seconded by Reinke and unanimously carried.**

### **TRANSFER FROM FUND 125 AIRPORT CAPITAL IMPROVEMENT TO FUND 455 PAYNESVILLE MUNICIPAL AIRPORT FUND**

Staff is requesting a few permanent transfers from Fund 125 Airport Capital Improvement to Fund 455 Paynesville Municipal Airport Fund for the state and City's share of 3 projects to be posted back to December 31, 2018:

- Transfer \$20,109.70 for the Crack Seal Project
- Transfer \$17,572.50 for the Land Acquisition Project
- Transfer \$20,973.00 for the 2019 Hangar Project

For a total of \$58,655.20 to cover the state and City's share of each project.

**Motion was made by Gilmore to transfer \$20,109.70 for the Crack Seal Project, \$17,572.50 for the Land Acquisition Project and \$20,973.00 for the 2019 Hangar Project for a total of \$58,655.20 from Fund 125 Airport Capital Improvement to Fund 455 Paynesville Municipal Airport Fund for the state and City's share posted back to December 31, 2018. Seconded by Herzberg and unanimously carried.**

### **DOWNTOWN SNOW REMOVAL ORDINANCE & FEE**

Ron Mergen presented Ordinance No. 3, 3<sup>rd</sup> Series Amending the Ice And Snow On Public Sidewalks and Resolution 2019- 09 Establishing Fee For Snow Removal to adopt language and fees to clear the snow from the right of way (which includes sidewalks) in the downtown district. In approximately 1990 the City started charging \$1.00 per linear foot and the fee has never been increased. There is approximately 5,000 feet of billable footage. The Budget & Finance Board is bringing this forward for consideration and is included in the 2019 approved budget. This is being presented for information and discussion only at this time as the ordinance will need to be posted for 10 days prior to approval.

### **WEBSITE UPDATE**

Kristin Leither, Social Media Specialist reported on the City's new website. Revize is still working on the website with an anticipated date of May, 2019 to go live. Residents will be able to subscribe to the website and staff will be able to monitor what pages are most popular, number of visitors, etc. This site will also be mobile friendly and will have the ability to live stream the City Council meetings.

### **AMPI – LETTER OF UNDERSTANDING**

DeWolf reviewed the Temporary Amendment for the AMPI Significant Industrial User Agreement. This will allow AMPI to increase their waste BOD loading from 4,000 to 4,500 pounds per day. AMPI would like to start the increase in flow this summer before the project is complete. The surcharges are put in place to keep AMPI in check with the amount of BODs. Excerpt of minutes from the Public Works Board meeting:

The letter was presented noting the following changes:

- The Daily CBOD limit will go from 4,000 lbs. per day to 4,500 lbs.
- Daily flow (April thru August) will increase from 400,000 gallons per day to 450,000 gallons per day.
- The City will allocate \$50,000.00 from the aeration pond replacement fund to this project. These are funds collected from AMPI.
- The surcharges will increase from \$7.30 per lb. to 4,501- 5,500 at \$8.30; 5,501 – 6,500 at \$12.30 or over 6,500 lbs. at \$14.30 per lb.

- If the project does not go through the letter becomes null and void.

It was noted that staff is working on the SIU agreement with AMPI as that will need to be signed along with the awarding of the contract. DeWolf reviewed the design and estimated the bid opening in early March.

Motion was made by Peschong to approve the Letter of Understanding or Temporary Amendment to the Significant Industrial User Agreement and recommend such to the City Council. Second by Herzberg and unanimously

**Motion was made by Gilmore to approve the Letter of Understanding or Temporary Amendment to the Significant Industrial User Agreement. Seconded by Herzberg and unanimously carried.**

### **STORM WATER PROJECT – ASSESSMENT OPTIONS**

DeWolf presented and explained the three options on the proposed drainage area assessments:

- Option 1 is based on the drainage area as presented in the report with the City percent at 32.9%.
- Option 2 is based on the 50 – 50 cost split. It was noted with this option there is no drainage rational other than this is what the City uses on street projects.
- Option 3 is based on the modified drainage area where the City would be responsible for 41.5 % of the cost. Under this option the case can be made that in a heavy rain event the water from the area West of Garfield Ave. will drain to the new system.

The Public Works Board has approved this and recommends option 3.

**Motion was made by Herzberg to approve assessment option 3 (City responsible for 41.5%) for the storm water drainage project. Seconded by Gilmore and unanimously carried.**

### **SALE OF PROPERTY - CHRISTEN**

Jean Christen has signed a Purchase Agreement for Lot 6, Block 1 she wishes to purchase in Heatherwood Plat 3. The closing is scheduled for February 5, 2019. Please review the attached documents related to the closing on the property.

**Motion was made by Reinke to approve Resolution 2019-08 Approving Sale of Property to Jean Christen, Warranty Deed, and Certification For Property Transfer Form and authorize the Mayor and City Administrator to sign all necessary documents for the closing on this property. Seconded by Gilmore and unanimously carried.**

**(Please see Attachment #1 – the above-referenced Resolution which has been made a part of these minutes.)**

### **SURPLUS PROPERTY – POLICE DEPARTMENT – 2011 FORD CROWN VICTORIA**

Wegner reported that the department listed the 2011 Crown Victoria via eBay in December. The vehicle sold with an end value of \$700.00; however, the buyer has failed to pay for the vehicle and has stopped all communications with the department. With the purchase of the 2009 Crown Victoria from the Willmar Police Department, Wegner would like to forgo selling the 2011 Crown Victoria at this time and hold onto it in the event the 2009 Crown Victoria has mechanical issues.

**Motion was made by Gilmore to reject the bid of \$700.00 for the 2011 Ford Crown Victoria and store the vehicle in the event parts would be needed for the 2009 Crown Victoria. Seconded by Reinke and unanimously carried.**

### **INFORMATIONAL**

LaBeau reviewed the following informational items: December Liquor Store Report, Year To Date Overtime Reports, West Central Sanitation January Garbage Rates, February & March Meeting Schedules, and the Special Joint City Council & EDAP Board Meeting has been cancelled for January 29, 2019. New dates will be brought to the next meeting.

There being no further business, the meeting was adjourned at 6:55 p.m.

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Renee Eckerly, City Administrator