

**MINUTES  
CITY COUNCIL MEETING**

**MARCH 11, 2019**

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Shawn Reinke, Len Gilmore, and Alicia LaBeau. Neil Herzberg was absent. Others present were Renee Eckerly, City Administrator; Jennifer Welling, Administrative Assistant/Zoning Specialist; Ron Mergen, Public Works Director; Bill Spooner, City Attorney with Spooner & Glenz; Chuck DeWolf, City Engineer with Bolton & Menk, Inc.; Paul Wegner, Police Chief; Cody Haakonson, and Stephanie Serocki.

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

Paul Wegner, Police Chief presented his annual report and reported on the following:

- 2019 golf outing is scheduled for June 29, 2019
- Shop With A Cop And Night To Unite
- T & C Days pork chop stand to support Jerry
- Tom & Jerry t-shirts are still for sale
- Tom & Jerry start training on March 11, 2019

**CONSENT AGENDA**

Motion to approve the minutes from the following meetings: December 28, 2018 Policies & Procedures Committee, November 19, 2018 Special Airport Commission, December 3, 2018 Planning Commission, September 11, 2018 Special Budget & Finance Committee, December 28, 2018 Policies & Procedures Committee, February 19, 2019 Special City Council – Working Session, and October 16, 2018 Special Budget & Finance Committee.

Motion to approve the following vouchers:

2/28/2019	Payroll Checks	98681-98683	\$3,555.89
2/28/2019	Payroll Direct Deposit		\$22,269.31
2/28/2019	Payroll Taxes	98684-98686	\$1,831.85
2/28/2019	Payroll - Fed		\$7,336.73
2/28/2019	Payroll - State		\$1,435.62
2/28/2019	Payroll - TASC		\$377.24
2/28/2019	Payroll - PERA		\$6,562.87
2/28/2019	Payroll - SELECT		\$418.08
2/28/2019	Payroll - Health Partners		\$5,247.43
2/28/2019	Payroll - AFLAC		\$270.60
2/28/2019	Payroll - Delta Dental		\$221.09
2/28/2019	Payroll - Lincoln		\$493.38
2/28/2019	Vouchers	98687-98698	\$16,956.90
3/8/2019	VOID CHECKS	98699-96701	\$0.00
3/8/2019	Vouchers-Batch 2	98702-98761	\$90,013.16
		<b>GRAND TOTAL</b>	<b>\$156,990.15</b>

**Motion was made by LaBeau to approve the Consent Agenda. Seconded by Reinke and unanimously carried.**

### **RESIGNATION AND REQUEST TO HIRING PART-TIME SEASONAL 67 DAY PUBLIC WORKS EMPLOYEES**

Ron Mergen, Public Works Director/Airport Manager has received the resignation of Grant Fuchs, Public Works Seasonal effective March 11, 2019 and Jordan Kulzer, part time Public Works. Fuchs has worked for the City of Paynesville every summer since June 2015 and Kulzer since May 15, 2017. Mergen is requesting to create an eligibility list for one seasonal and one part time employee. The seasonal position is at Grade 1, Step 3 (75% of \$13.46) (\$10.10) on the part time SAFE scale. The part time (1,040) Public Works position (union) is at Grade 1, Step 1 \$12.67 per hour. These two positions are in the 2019 budget.

**Motion was made by Reinke to accept the resignations of Grant Fuchs and Jordan Kulzer both from the Public Works department effective March 11, 2019. Seconded by Gilmore and unanimously carried.**

**Motion was made by Gilmore to authorize starting the process to create an eligibility list for the one seasonal 67 day part time position during the summer and one part time Public Works employee to work March – December (1,040 hours per year). Seconded by LaBeau and unanimously carried.**

### **POLICE DEPARTMENT - SALE OF FORFEITED PROPERTY**

The police department has four forfeited vehicles and needs to sell all vehicles via public auction. Any funds obtained from these vehicles will need to be split 70% to the City of Paynesville and 30% to the prosecuting attorney for the case (St. Cloud City Attorney, Paynesville City Attorney or Stearns County Attorney's Office). These are also dedicated funds and do not go into the general fund.

1. 1971 Chevrolet C-10 Classic Pickup
  - a. NADA (\$15,000.00 to \$20,000.00)
  - b. Over 57,620 miles
2. 2009 Pontiac G6
  - a. Kelly Blue Book (\$4,823.00 to 6,314.00)
  - b. Over 9X,XXX Miles
3. 2005 Toyota Corolla
  - a. Kelly Blue Book (\$1,815.00 to \$3,228.00)
  - b. Over 248,851 Miles
4. 2003 Pontiac Grand Prix
  - a. Kelly Blue Book (\$630.00 to \$1,613.00)

Wegner is requesting authorization to auction the vehicles and place the money in the forfeiture account. Wegner is requesting permission to sell the vehicles via eBay Motors. Listing should not be more than \$10.00- \$20.00 and selling fee for eBay is \$60.00 for a sale under \$2,000.00 and \$125.00 for over \$2,000.00. Total cost should be under \$150.00 per vehicle. Wegner would also like to advertise on the City's website and Facebook page that the vehicle would be for sale on eBay for local residents interested in the vehicle. All vehicles will be available for inspection by appointment.

**Motion was made by LaBeau to approve the sale of 1971 Chevrolet C-10, 2009 Pontiac G6, 2005 Toyota Corolla, and 2003 Pontiac Grand Prix via EBay auction with the funds being split according to state statute and placed into the department's forfeiture fund for future needs. Seconded by Reinke and unanimously carried.**

### **VARIANCE REQUEST – ZIMMER & KASS**

The City has received a Variance application from David J. Zimmer and Gayle M. Kass, to allow the replacement of an existing garage. David J. Zimmer and Gayle M. Kass are the owners as joint tenants of property located at 408 Koronis Ave., Paynesville, MN 56362; and WHEREAS, the property at issue is more particularly described as Parcel No. 70.39249.0000, and is legally described as follows, to-wit:

Lot Eight (8), Block One (1), Residence Park, an Addition to the City of Paynesville according to the plat and survey thereof on file and of record in the Office of the County Recorder in and for Stearns County, Minnesota; and

The existing garage is 19'6" in depth and 12' in width. The existing garage meets setback requirements on the front and the two (2) sides, but does not meet the rear setback where the applicant's property abuts the fire hall of the City of Paynesville. The applicant proposes to build a garage which would be 24' wide and 24' deep. The proposed garage would again meet the front and side setbacks, but would not meet the rear setback where the garage abuts the Paynesville Fire Department property. This would be an enlargement or expansion of a non-conforming use and, therefore, requires a Variance from the requirements of City Code, Chapter 36, Section 36-5, which requires accessory buildings to be setback not less than 4' from a rear property line. The Planning Board has approved this and recommends approval.

**Motion was made by Reinke to set the Zimmer Kass Variance Public Hearing for Monday, April 8, 2019 at 6:15 p.m. Seconded by LaBeau and unanimously carried.**

### **PURCHASE OF OFFICE FURNITURE FOR THE EMERGENCY MANAGEMENT DIRECTOR AND POLICE SECRETARY/BOOKKEEPER**

The office furniture in the Police Department for the Emergency Management Director and Police Secretary/Bookkeeper is out of date and not functional for the space. With the combined position of Police Secretary/Bookkeeper, the employee will need to operate two computers, one on the City server and the other on the police server. The current desk will not accommodate this. The department has obtained two quotes for furniture for the space:

- Northern Business Products: \$2,820.65
- Office Furniture Solutions: \$3,868.00

The quotes are for furniture, shipping, and installation. Chairs will be purchased at a later date once an employee is hired. The purchase will be split between Emergency Management, Police, and City. The Budget & Finance Board has reviewed this and recommends Northern Business Products at \$2,820.65.

**Motion was made by LaBeau to approve the purchase of office furniture for the Emergency Management Director and Police Secretary/Bookkeeper with the purchased being split between Emergency Management, Police, and City. Seconded by Reinke and unanimously carried.**

## **HIRING OF FULL TIME POLICE SECRETARY/BOOKKEEPER**

The City received 12 applications for the position of full time Police Secretary/Bookkeeper. The applications were scored and 6 candidates were interviewed on Tuesday, March 5, 2019. The recommendation from the interview team (Chief Wegner, Administrator Eckerly, and Councilor Reinke) is to officially offer the position to Stephanie Serocki at Grade 5, Step 3; \$17.00 per hour on the 2019 SAFE scale and to place Kaitlin Leither on an eligibility list. They are recommending Mrs. Serocki to be hired above the Step 1 due to her training and clearances in law enforcement.

**Motion was made by Reinke to approve the hiring of Stephanie Serocki as the Police Secretary/Bookkeeper position with a start date of April 3, 2019 at Grade 5, Step 3 (\$17.00 per hour) and place Kaitlin Leither on the eligibility list for an open position. Seconded by LaBeau and unanimously carried.**

## **RESIGNATION AND STARTING PROCESS TO HIRE LIQUOR STORE CLERK**

Dawn Koltes, Part-Time Liquor Store Clerk, has submitted her resignation from the City of Paynesville. Her last day will be March 15, 2019. Koltes has been with the City of Paynesville since October 20, 2017. Bill Ludwig, Liquor Store Manager is requesting to create an eligibility list now for Liquor Store Clerks.

**Motion was made by LaBeau to accept the resignation from Dawn Koltes, Liquor Store Clerk; effective March 15, 2019. Seconded by Gilmore and unanimously carried.**

**Motion was made by Gilmore to start the process to create an eligibility list for the position of Liquor Store Clerk. Seconded by Reinke and unanimously carried.**

## **HIRING FULL-TIME POLICE OFFICER**

The City Received 18 applications for the position and interviewed 11 applicants. The Policies & Procedures Board and Paul Wegner, Police Chief will conducted a second round of interviews prior to the City Council meeting.

**Motion was made by Reinke to hire Cody Haakonson as a Full-Time Police Officer at \$20.19 per hour (Grade 9 Step 1 \$42,000.73 annually) contingent on passing the physical exam, physical test, psychological evaluations, and background investigation. Seconded by Gilmore and unanimously carried.**

**Motion was made by LaBeau to create an eligibility list and place Dayna Kluver and Garrett Okerstrom on the list. Seconded by Reinke and unanimously carried.**

## **COMPOST SITE – EDEN LAKE TOWNSHIP USAGE**

Mergen presented a proposed agreement between the City of Paynesville and Eden Lake Township. This agreement would allow the residents of Eden Lake Township to use the compost site and in return Eden Lake Township will donate \$250.00 for compost site expenses.

**Motion was made by Reinke to approve the Agreement between the City of Paynesville and Eden Lake Township. Seconded by LaBeau and unanimously carried.**

**FIRE DEPARTMENT – SURPLUS FIRE TRUCK**

The high bid from eBay for 1968 Fire Truck was \$1,500.00. This bid did not reach the minimum bid that the Council set of \$2,000.00 of which \$500.00 was to be used for a display regarding the truck.

**Motion was made by Gilmore to accept the bid of \$1,500.00 for the 1968 fire truck and use \$500.00 of the bid for a display regarding the truck. Seconded by LaBeau and unanimously carried.**

**RAILROAD TRAIN WHISTLE – UPDATE**

Eckerly reported that the trains now have an automatic whistle which is triggered by GPS when approaching anything along the tracks (animal, car, person, etc.) the whistle is sounded. The Corbin's are happy with the assistance they received from the City on this matter.

**INFORMATIONAL**

LaBeau reviewed the following informational items: Hwy. 23 Coalition Annual Meeting, February Police Department Report, Liquor Store Report, Special City Council Meeting with School & Township will be held April 16, 2019 from 5:00 p.m. – 6:00 p.m. with a Special City Council Working Session to follow. Mergen announced that if residents are running their water; do not stop. The City will contact them when it is safe to shut their water off.

There being no further business, the meeting was adjourned at 6:31 p.m.

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Renee Eckerly, City Administrator