

**MINUTES
CITY COUNCIL MEETING**

MAY 28, 2019

Mayor Pro Tem, Alicia LaBeau called the meeting to order at 6:00 p.m. Council members present were Shawn Reinke, Neil Herzberg, and Len Gilmore. Jeff Thompson 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.; Andy Soine, Fire Chief; Adam Leyendecker, Kristin Leither, Social Media Specialist; and Paul Wegner, Police Chief.

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

Andy Soine, Fire Chief reported on the following:

- Calls for March and April:
 - Medicals – 7
 - Car Accidents – 2
 - Fires – 3
 - Alarms – 3
 - Mutual aids – 0
 - Other – 1
- The Department has 2 firefighters that need to take firefighter EMR training, this will be starting in the fall
- The Department is now hiring for 4 openings on the fire department
- Firefighters trained on confined space, mayday search and rescue and wildland fires
- The Department’s summer fundraiser “Backdraft bash” will be June 15th at the baseball field
- We hope to be able to have a Saturday training with other departments on June 22, 2019. This will be a house burn involving Ridgewater College

CONSENT AGENDA

Motion to approve the minutes from the February 19, 2019 EDAP Board.

Motion to approve the following vouchers:

05/11/2019	Void Checks	99081-99082	\$0.00
05/16/2019	Vouchers #1 5-28-19	99083-99130	\$134,514.11
05/23/2019	Payroll Checks	99131-99138	\$4,750.72
05/23/2019	Payroll Direct Deposit		\$23,621.98
05/23/2019	Payroll Taxes	99139-99140	\$1,604.07
05/23/2019	Payroll - Fed		\$7,520.47
05/23/2019	Payroll - State		\$1,497.22
05/23/2019	Payroll - TASC		\$377.24
05/23/2019	Payroll - PERA		\$7,059.87
05/23/2019	Payroll - SELECT		\$603.08
05/23/2019	Payroll - Health Partners		\$5,091.95
05/23/2019	Payroll - AFLAC		\$274.05

05/23/2019	Payroll - Delta Dental		\$221.09
05/23/2019	Payroll - Lincoln		\$653.88
05/28/2019	Vouchers #2	99141-99181	\$66,508.81
		GRAND TOTAL	\$254,298.54

Motion to approve the attendance of Paul Wegner to the Defensive Driving - EVOC Training.

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

TOWN & COUNTRY DAYS ACTIVITIES - PERMITS

The Chamber of Commerce has submitted the following applications:

- **Wild Card Pulling – Location Permission** – Request for permission to allow Wild Card Pulling to take place on the City’s Ambulance Garage property off of Lake Ave. on Saturday, June 15, 2019.
- **Temporary Street Closing Application – Activities** – To close Veterans Drive from Business 23 W to Diekmann Dr. Thursday, June 13 at noon - Saturday, June 15 at midnight.
- **Parade Permit Application – Grand Parade** – Thursday June 13, 2019, 6-10 p.m. Route will be the same as last year and will include the following streets: Railroad St., Washburne Ave., Main St., Stearns Ave., Minnesota St., Maple St., and to finish at the Catholic Church. Parade line up will be on Garfield Ave., Railroad St., Lake Ave., Pomeroy Ave., and James St. Staging is from 5:45 p.m. to 7:45 p.m.
- **Temporary Street Closing Application – Grand Parade** – Thursday, June 13, 2019 from 6 – 10 p.m. (with the same parade route as last year Washburne Ave, to Main St., to Stearns Ave., to Minnesota St., to Maple St.; ending at the Catholic Church).
- **Temporary Street Closing Application - Parade Staging Area** – Thursday, June 13, 2019 from 5:00 - 10:00 p.m. Parade line up will be on Garfield Ave., Railroad St., Lake Ave., Pomeroy Ave., and James St.
- **Kiddie Parade** – The kiddie parade is being held on the Paynesville High School grounds (parking lot), no City permit is necessary.

The Chief of Police and Fire Chief have reviewed and approved the applications. The Chamber will need to work with the Public Works Department on signage and barricades; some must be posted in the a.m. and the staging area to be posted including an entrance, and a police escort is needed for the parade. The Chamber will also need to obtain permits from Stearns County for the closure of County Road 85 (Business 23). There is a need for the Chamber to communicate with the residents/property owners on the parade and parade line up route regarding the restricted access to their property prior to and during the parade. Mark Renn, MnDOT has approved the parade permit.

Motion was made by Gilmore to allow the Wild Card Pulling to hold their event on the City’s Ambulance Garage Property and approve the Temporary Street Closures, and Parade Permit for the 2019 Town & Country Days activities. Seconded by Reinke and unanimously carried.

HWY. 55 & LAKE AVE./CO. RD. 66 AND HWY. 55 & BUSINESS 23/CO. RD. 85

Tom Dumont, MnDOT was in attendance to discuss the continued concerns for the intersections of Hwy. 55 & Lake Ave./Co. Rd. 66 and Hwy. 55 & Business 23/Co. Rd. 85, due to the number of accidents and increased near-misses at these locations in Paynesville.

Dumont reported on the following (Lake Ave. & Hwy. 55):

- Hwy. 55 bids have been let with the project starting July 8, 2019
- Layout
- Accident figures still not matching for this intersection
- Speed and site lines are concerns
- Will be changing the intersection environment:
 - Extend the concrete median
 - Reduce the shoulder from 12' to 4'
 - Reduce the travel lane from 12' to 10'
 - Center line will have a 4' buffer
 - Rumble strips will be down the center line
 - Additional street lights to the east
 - Slow speeds down
 - Delineators on the concrete
- This will not be a long term solution, but will give time for future planning
- Project to conclude by the end of September

Hwy. 55 & Business 23 intersection also discussed. Semis have blown the stop sign. Rumble strips are not in correct location. It was asked if the stop light could be moved. Dumont stated that the warrants needs to be reviewed. Speed and signage was discussed in length.

DeWolf questioned an advanced warning system. Dumont will look into additional signage and crash reporting; as there are concerns that the figures don't match.

EASEMENTS – CITY OF PAYNESVILLE AND GERALD & MARY MEHR

DeWolf reviewed the Absolute, Irrevocable & Perpetual Utility Easement Agreements Between and for the City of Paynesville and the City of Paynesville and Gerald & Mary Mehr. These Easements are necessary for piping the storm water to the regional pond North of Minnie St. from the new proposed pond South of Minnie St.

Motion was made by Herzberg to approve the Absolute, Irrevocable & Perpetual Utility Easement Agreements Between and for the City of Paynesville and the City of Paynesville and Gerald & Mary Mehr. Seconded by Reinke and unanimously carried.

REHAB OF WELL #7

Mergen presented two quotes:

Traut Companies	\$15,226.75
Thein Well	\$16,562.50

Excerpt of the May 13, 2019 Public Works Board Meeting:

Members reviewed wells #7 and #8 that were installed in 2000. They have never been rehabilitated. Well #7 is a 110 ft. deep, has a 12" diameter well casing, 15' of screen, 20 HP motor, and initially produced 500 GPM and is now down to 350 GPM. Well #8 is 160 ft. deep, has a 16" well casing, 35' of screen, 40 HP motor, and was test pumped at 1000 GPM; however, due to the cone of influence and pumping it is at 1000 GPM and has had an effect on surrounding private wells so it is operated at a maximum of 500 GPM. The proposal is to rehab Well #7 this year and Well #8 in 2020. Both wells are beginning to see a loss in specific capacity. The two quotes received for Well #7 were Traut Companies at \$15,226.75 and Thein Well at \$16,562.50.

Motion was made by Herzberg to approve the quote from Traut Well Companies in the amount of \$15,226.75 for the rehab of Well #7 and recommend such to the City Council. Seconded by Quade and unanimously carried.

Motion was made by Gilmore to approve the quote from Traut Well Companies in the amount of \$15,226.75 for the rehab of Well #7. Seconded by Herzberg and unanimously carried.

CENTERPOINT ENERGY FRANCHISE ORDINANCE

Eckerly reported that the current Ordinance expired in 2016. A proposed CenterPoint Energy Gas Franchise Ordinance was presented. This is being presented for review only at this time. City Attorney, Bill Spooner is also reviewing this. The proposed ordinance will have to be posted 10 days prior to approval. This item was tabled.

FEE SCHEDULE - FEE CHANGES

Resolution 2019-18 Amending License & Fee Schedule was presented. The following fees are being recommended by the Budget & Finance Board:

Item	Current Fee	Proposed Fee
Administrative Fine Late Fee	None	first reminder \$5.00 second reminder \$10.00 third reminder Go To Court
Assessment Search	None	\$20.00 per search
Transfer of Water & Sewer Accounts	\$12.50	\$20.00
Snow Removal, Downtown Parking, & Truck Parking	\$10.00 second offense	\$15.00 Second offense

Motion was made by Herzberg to approve Resolution 2019-18 Amending License & Fee Schedule. Seconded by Reinke and unanimously carried.

AIRPORT HANGAR

DeWolf reviewed the letter from Bolton & Menk, Inc. On March 13, 2019 the City received and opened one bid from Voss Plumbing & Heating in the amount of \$1,487,513.00 with a breakdown of:

Schedule 1: Civil site work, footings, foundation & floor slab	\$479,513.00
Schedule 2: 10-unit T-Hangar	\$755,000.00
Schedule 2 Bid Alternate A: Hangar bay unit heaters	<u>\$253,000.00</u>
TOTAL	\$1,487,513.00

The engineer's estimate was \$1,200,000.00

Schedules 1 & 2 are eligible for Federal funding at 90% (city's federal entitlement funds) State funding at 5%, and City's share of 5%. Schedules 1 & 2 equal \$1,234,513.00 and the City doesn't have sufficient entitlement funds to fund the project. The City has been working with Voss to reduce the cost. Proposed is an 8 unit T-Hangar and wall liner panels placed on one-side of the interior partition walls, reducing the project by approximately \$155,000.00. If the Council wishes to move forward with the new proposal the Council would need to award the bid to Voss Plumbing & Heating in the amount of \$1,234,513.00 for schedule 1 and schedule 2; contingent upon the Change Order being executed simultaneously to revise the scope of the project as noted above and contingent on securing the necessary Federal and State grants.

The City is working with Voss to reduce the costs by reducing the project to an 8 unit hangar and only finishing one side of the interior walls.

Motion was made by Reinke to award the bid to Voss Plumbing & Heating in the amount of \$1,234,513.00 for schedule 1 and schedule 2; contingent upon the Change Order being executed simultaneously to revise the scope of the project (8 unit T-Hangar with wall liner panels placed on one-side of the interior partition walls and contingent on securing the necessary Federal and State grants. Seconded by Herzberg and unanimously carried.

Motion was made by Herzberg to not award the bid for Schedule 2 Bid Alternate A. Seconded by Reinke and unanimously carried.

DeWolf will check with the MN Building Code on the wall regulations.

HIRING PART-TIME PUBLIC WORKS EMPLOYEE

Mergen reported that the City received two applications for the open part-time Public Works position of 1,120 hours per year. This position would be Grade 1, Step 1 (\$12.67) on the SAFE Scale in the AFSCME 2018-2020 contract. This position is in the 2019 budget. The dates/hours for this position are from April through November daily from 7:30 a.m. – 4:00 p.m.

Mergen and Eckerly interviewed one of the candidates (as one candidate didn't show) and recommend hiring Rick Hansen for the position. The Public Works department was working shorthanded so Eckerly temporarily appointed Mr. Hansen to start working on Monday, May 20, 2019.

Motion was made by Gilmore to approve the hiring of Rick Hansen for the part time Public Works position for 1,120 hours per year with pay to be Grade 1, Step 1 (\$12.67) on the 2018 Labor Agreement with his first day starting to be May 20, 2019. Seconded by Reinke and unanimously carried.

HOUSING INCENTIVE

Eckerly reported that ten incentives were approved, five incentives have been given out and closed on, three incentives have been given the water & sewer credit on the building permit – still needs tree and \$2,500.00 once CO has been given and one is in the building permit

application stage to get the water & sewer credit – still needs tree and \$2,500.00 once the CO has been given. Therefore there is only one housing incentive remaining.

The EDAP Board reviewed this. Excerpt of the May 21, 2019 meeting:

Eckerly reported on the status of the ten incentives that were approved. Gilmore commented on how people, when buying a lot, bring up the incentives. The Board discussed if it is bringing people into Paynesville; it should be continued. The Board further discussed contractor built homes (not apartments) to rent out and the City is willing to waive the water and sewer hookup fees and give a free boulevard tree up to \$250.00. EDAP would support this concept also.

Motion was made by Nelson to approve ten more complete package housing incentives and ten additional incentives to only waive the water and sewer hookup fees and receive the free boulevard tree, up to \$250.00 and recommend such to the City Council. Seconded by Stanley and unanimously carried.

Motion was made by Gilmore to approve ten (10) more complete package housing incentives for owner occupied homes and ten (10) additional incentives to only waive the water and sewer hookup fees and receive the free boulevard tree, up to \$250.00 for non-owner occupied homes (rentals). Seconded by Reinke and unanimously carried.

INFORMATIONAL

LaBeau reviewed the following informational items: Hwy. 23 Coalition – Update, April Liquor Store Reports, SWCD Community Leader Conservation Tour Invitation, March 2019 Investments, Liquor Revenue & Expenses, Incode Financial Reports, City Attorney Report, and Capital Improvement Breakdown Report – all reports can be found on the City's website, Fire Department Report, and June & July Meeting Schedules.

There being no further business, the meeting was adjourned at 7:09 p.m.

Renee Eckerly, City Administrator