

**MINUTES
CITY COUNCIL MEETING**

JUNE 24, 2019

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Shawn Reinke, Len Gilmore, Alicia LaBeau, 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 with Spooner & Glenz; Chuck DeWolf, City Engineer with Bolton & Menk, Inc.; Kristin Leither, Social Media Specialist; Tom Opatz, Pat Flanders, Riley Flanders, and Paul Wegner, Police Chief.

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

Paul Wegner, Police Chief reported on the following:

- Tom & Jerry have completed their training and are certified and they have been deployed three times to date
- Haakonson has approximately 2 weeks left of field training
- Officers Meadows and Lentsch have reached their one year anniversary
- Staff has been painting the offices and the new furniture is in
- Annual golf tournament
- Officer Elfering will be done helping out the department on 6-30-19 as his P.O.S.T. license will expire
- Lehmkuhl has one year left on his P.O.S.T. license
- Town & Country Days went well – only had violations of alcohol at the carnival
- Speed Zone change on East end of Business 23 by Claire Ave.
- Night to Unite Picnic is August 6, 2019
- Serocki has reached 100 hours of transcription

CONSENT AGENDA

Motion to approve the following minutes: March 4, 2019 Special Airport Board, April 1, 2019 Planning Board, May 21, 2019 EDAP Board, May 6, 2019 Planning Board, and May 20, 2019 Planning Board.

Motion to approve the following vouchers:

06/06/2019	Payroll Checks	99182-99189	\$5,545.18
06/06/2019	Payroll Direct Deposit		\$25,182.36
06/06/2019	Payroll Taxes	99190-99192	\$1,576.25
06/06/2019	Payroll - Fed		\$7,986.39
06/06/2019	Payroll - State		\$1,598.83
06/06/2019	Payroll - TASC		\$377.24
06/06/2019	Payroll - PERA		\$7,660.60
06/06/2019	Payroll - SELECT		\$603.08
06/06/2019	Payroll - Health Partners		\$5,070.89
06/06/2019	Payroll - AFLAC		\$274.05
06/06/2019	Payroll - Delta Dental		\$220.24
06/10/2019	Voided checks	99193	\$0.00

06/10/2019	Vouchers	99194-99252	\$118,516.94
06/12/2019	Void check	99221	\$0.00
06/12/2019	Vouchers 6-24-19 #1	99237-99297	\$191,045.75
06/12/2019	Void checks	99269-99270	\$0.00
06/20/2019	Payroll Checks	99298-99308	\$7,485.36
06/20/2019	Payroll Direct Deposit		\$39,702.57
06/20/2019	Payroll Taxes	99309-99311	\$1,548.43
06/20/2019	Payroll - Fed		\$10,899.32
06/20/2019	Payroll - State		\$1,533.56
06/20/2019	Payroll - TASC		\$377.24
06/20/2019	Payroll - PERA		\$7,321.67
06/20/2019	Payroll - SELECT		\$603.08
06/20/2019	Payroll - Health Partners		\$5,263.79
06/20/2019	Payroll - AFLAC		\$274.05
06/20/2019	Payroll - Delta Dental		\$237.63
06/20/2019	Payroll - Lincoln		\$653.88
06/20/2019	Vouchers #2 6-24-19	99312-99338	\$41,982.71
		GRAND TOTAL	\$483,541.09

Motion to approve the attendance of Lee Schleper & Jason Ruhoff to the 2019 Wastewater Operator Training August 13-15, 2019.

Motion to approve the training request for DMT Certification Training for Officer Lentsch and Officer Haakonson.

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

FIRE DEPARTMENT PROPOSED 2020 BUDGET INCREASE

In order to compensate for the items the Fire Department is interested in purchasing, staff has done a comparison showing what the budget would look like if we increased the Small Equipment line, Large Equipment line and Building line each by \$10,000 keeping all other criteria at the 2019 budgeted figures. This is being shown to the Council as it is on the Fire Department Contract Meeting on June 26, 2019 and the Council will be at a League of MN Cities meeting; therefore, staff would like the Councils' feedback for the meeting. There is no action needed, this is being presented as informational at this time as it will be presented at the fire budget meeting.

There was some discussion on the life expectancy of some of the equipment. Eckerly will confirm this at the meeting. Herzberg noted that the increase will have a direct effect on the tax levy.

MN DEPARTMENT OF HEALTH – WELLHEAD GRANT

Mergen presented the Wellhead Grant Agreement in the amount of \$10,000.00:

- Purchase and install permanent static water level transducers in city wells \$7,000.00
- Prepare and distribute wellhead newsletter to property owners in DWSMA \$1,500.00

- Conduct the Water Festival \$1,500.00

Motion was made by Gilmore to approve the MN Department of Health Grant Agreement. Seconded by LaBeau and unanimously carried.

RE-ZONING – PAT FLANDERS ETAL.

The City has received a Re-Zoning Application from Pat Flanders etal. Mr. Opatz wants to purchase this property, but the sale is pending the Re-Zoning. Please review the attached application. They wish to re-zone the property from R1 – Single & Two Family Residential to R2 – Multi Family Residential. The purpose for the re-zone is for a 3-story assisted living apartment building (40) units and possible future twin homes. They realize a height Variance for the apartments may be required if they exceed 35'. The land is currently bare (mowed for hay).

The Planning Board has reviewed this and held a public hearing on Monday, June 17, 2019. There were a number of people in attendance for the public hearing; some of the concerns they had included:

- The size of the structure
- Traffic on Spruce St.
- Safety of persons walking on Spruce St.
- Easement from Kranz for access to Hwy. 55
- Decrease in property values
- Increase in overall traffic 24/7
- Deliveries and truck traffic
- Vehicles making the hill onto Hwy. 55
- Want the facility in Paynesville, just not in the proposed location
- With 2 access traffic could use it as a “short cut”

The Planning Board recommends the request for Re-Zoning be granted for the following reasons:

- Property is bordered to the North by commercial and to the East by multi-family residential
- Limited number of occupants who will have motor vehicles, that it won't be a substantial increase of traffic
- Requiring an alternate route to access Highway 55, so that all traffic doesn't have to go through the residential area
- This type of housing is needed in Paynesville

The Planning Board made the following motion:

Motion was made by Reinke to approve the Report & Recommendation Of Planning Board Regarding Request For Re-Zoning; contingent on the development having access out to Hwy. 55. Seconded by Fuchs and unanimously carried.

A letter from Gerald Meyer was read aloud.

Motion was made by Reinke to approve Resolution 2019-25 Regarding Request For Re-Zoning. Seconded by Herzberg and unanimously carried.

Motion was made by LaBeau to amend the motion to add that the developer must obtain access to Hwy. 55. Seconded by Herzberg and unanimously carried.

STATE REIMBURSEMENT FOR MNLARS

Governor Walz recently signed an appropriation of \$13 million for deputy registrar reimbursement grants related to the development and deployment of the MNLARS system. The City of Paynesville will be receiving \$41,275.99. The state is requiring each entity to sign the Grant Agreement and Liability Release absolving the state of any further financial responsibility.

Motion was made by Gilmore to authorize the Mayor and City Administrator to sign the Grant Agreement and the Deputy Registrar to sign the Liability Release for the appropriation of \$41,275.99 for deputy registrar reimbursement related to the development and deployment of the MNLARS system. Seconded by LaBeau and unanimously carried.

FIRE DEPARTMENT – CEASE COLLECTION OF VEHICLE FIRE/RESCUE FEE

The Public Safety Board recently reviewed the fee of \$350.00 that the City bills out for vehicle fire/rescues. Excerpt of Public Safety Board Meeting Minutes:

Ludwig explained that vehicle rescue/extrication charges can be billed out at \$350.00/incident. Ludwig spends a lot of time researching to find out who the people are to bill. On February 20, 2018 Ludwig received pictures and insurance information and the fee was collected right away; however, this is not always the case. Call sheets are not turned in to City Hall in a timely manner. Insurance claims are being closed before Ludwig receives the call sheets from the Fire Department. The City has always billed for these types of emergencies. The Fire Department needs to get Ludwig the information. The question is, is all the time and running to get the information worth the \$350.00. The City has collected on 8 of the 12 rescues billed out. Matt Ellefson is now in charge of turning in the fire call sheets.

Motion was made by Eckerly to cease the billing process for extrication and car fires in the amount of \$350.00 and recommend such to the City Council.
Seconded by Soine and unanimously carried.

At the June 10, 2019 the Council decided to eliminate the collection of the \$350.00 for vehicle fires/rescues.

LaBeau expressed her concern with eliminating a fee for something that someone is supposed to take care of. Gilmore stated that the information can be obtain and the process can be done better.

Eckerly noted that if the paperwork is processed more timely the City would have better odds on collecting the fees. In addition the Fire Department got a smart phone just for this so that pictures could be taken and sent directly to Belinda Ludwig for billing. This process is not happening. The Police Department needs the same information. Eckerly suggested increasing the fee to \$500.00. Gilmore suggested getting a procedure in place.

Motion was made by Reinke to eliminate the \$350.00 vehicle fire/rescue fee. Seconded by LaBeau and failed 1:4 (Thompson, no; Reinke, yes; Gilmore, no; Herzberg, no; LaBeau, no).

Motion was made by Herzberg to amend the previous motion to increase the fee to \$500.00 for vehicle fire/rescue fee and to draft and sign a resolution for such. Seconded by LaBeau and passed 4:1 (Thompson, yes; Reinke, no; Gilmore, yes; LaBeau, yes; Herzberg, yes).

Motion to approve Resolution 2019-24 Amending License & Fee Schedule.

TEMPORARY STREET CLOSING – CHAMBER – CAR SHOW AND ARTS & CRAFTS FAIR

This was tabled from the June 10, 2019 City Council meeting for clarification on the street closing locations and location of the Farmer's Market. The Paynesville Chamber of Commerce has submitted a Temporary Street Closing Application to close James St. from Bank of the West drive thru to Perennial Bank drive thru and the August Ave. north of James street to the alley for the Farmer's Market, a Car Show and Arts & Crafts Fair on Saturday, August 17, 2019 from 7:00 a.m. to 4:00 p.m. The Fire Chief and Police Chief have reviewed this and recommend approval with the understanding that the Chamber work with the Public Works Department for barricades. No parking signs must be posted the night before the event. The business and affected properties must be notified of the street closure.

Motion was made by Herzberg to (amend the motion from the June 10, 2019 meeting) close James St. only. Seconded by LaBeau and failed unanimously.

Motion was made by Herzberg to approve the Amended Temporary Street Closing Application for a Car Show and Arts & Crafts Fair on Saturday, August 17, 2019 from 7:00 a.m. to 4:00 p.m. Seconded by LaBeau and unanimously carried.

HOUSING STUDY

This was tabled from the June 10, 2019 City Council meeting for the EDAP Board to review. The EDAP Board met on June 18, 2019 and took no action on the housing study. The Board doesn't want to spend the money unless there is a benefit. Excerpt of minutes from the Budget & Finance Board meeting:

The Budget & Finance Board discussed conducting a housing study. EDAP paid for the study that was conducted in 2014 at the cost of \$12,900.00; now the fee would be \$9,500.00 and the project could start in August/September, 2019.

Motion was made by LaBeau to conduct a housing study in the amount of \$9,500.00 by Community Partners Research (same company as in 2014) and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

The Housing Study Contract between the City of Paynesville and Community Partners Research, Inc. was presented.

There was discussion on the need for the study and having a current study readily available for any developer.

Motion was made by LaBeau to approve a housing study to be conducted by Community Partners Research, Inc. in the amount of \$9,500.00 to be paid for by EDAP. Seconded by Thompson.

Herzberg felt the Council should not override EDAP's recommendation. Eckerly explained that the Council did the same in 2014 as the EDAP Board did not was to pay for it. There was some discussion on housing being directly related to filling jobs and economic development.

The motion passed 4:1 (Thompson, yes; Gilmore, no; Reinke, yes; LaBeau, yes; and Herzberg, yes).

INFORMATIONAL

The following informational items were reviewed: West Central Sanitation June Garbage Rates, May Police Department Reports, July & August Meeting Schedules, Stearns County – Conditional Use Public Hearing Notice, and Hwy. 23 Coalition.

There being no further business, the meeting was adjourned at 7:00 p.m.

Renee Eckerly, City Administrator