MINUTES
CITY COUNCIL MEETING

JANUARY 11, 2021

Mayor Shawn Reinke called the meeting to order at 6:00 p.m. Council members present were Jean Soine, Megan Brick, and Neil Herzberg. Others present were Tariq Al-Rifai, City Administrator; Jennifer Welling, Administrative Assistant/Zoning Administrator; Ron Mergen, Public Works Director/Airport Manager; Bill Spooner, City Attorney with Spooner & Glenz; Chuck DeWolf, City Engineer with Bolton & Menk, Inc.; Kristen Leither, Social Media Specialist; Paul Wegner, Police Chief; Bill Fuchs, Brian Haines, Paul Thielen, Ross Amundson, Paynesville Area Hospital District, Brandon Pietsch, Administrator with CentraCare Health Paynesville; Bob Brauchler, Paynesville Area Hospital District; and Jeff Thompson, Paynesville Area Hospital District.

The Pledge of Allegiance was recited.

Reinke gave a short introduction, expectations of Council reports, and encouraged the Council members serving on the City Boards to find a project to work on. In addition, Reinke commented on the happenings at the Nation's Capital. Council members gave verbal activity reports.

Mergen reported on the following:

- Spring Clean Up is set for Saturday, April 24, 2021
- Outdoor skating rink is open for public use
- Park reservations for 2021 are now being accepted
- Airport Fly-In is August 7, 2021
- Airport card reader has been installed
- Reminded residents to clean sidewalks
- Stearns County Solid Waste Management Plan meeting
- Water consumption for 2020 was 219 million gallons which is up 25 million gallons from 2019

Al-Rifai reported on the following:

- He and Mergen have visited 10 local businesses
- Industrial and manufacturing business are doing well; however, their challenges include:
    - Lack of skilled persons to fill the positions
    - Affordable and adequate housing for employees
- Next week, per Al-Rifai's employment contract, he will be working remotely

CONSENT AGENDA

Motion to approve the minutes from the December 28, 2021 Regular City Council meeting.

Motion to approve the following vouchers:

1/11/2021	Vouchers	102271-102323	$ 164,145.86
		Total	$ 164,145.86

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

CENTRACARE HEALTH - PAYNESVILLE

Brandon Pietsch, Administrator with CentraCare Health – Paynesville; Bob Brauchler, Paynesville Area Hospital District Board Chairperson; Ross Amundson, Paynesville Area Hospital District Board Vice Chairperson; and Jeff Thompson Paynesville Area Hospital District Board Director (representing the City of Paynesville) were in attendance to address the City Council to:

1. Provide an update on the completion process related to CentraCare's exercise of their option to purchase the District's assets.
2. Share history of the District and status of the commitments made in the 2013 Affiliation Agreement.
3. Request that the City petition to dissolve the Paynesville Area Hospital District.

This action is the first step in starting the procedure to dissolve the District. One constituent entity must petition for the dissolution as the District cannot petition to dissolve itself. The City was the logical entity to request this action being the hospital was originally a City hospital prior to establishment of the District. Other steps in the dissolution process do not require City involvement.

The City is not party to the Affiliation Agreement; however, the District is requesting through the Resolution that the City agree to monitor the commitments made in the Amendment noting that any expense to enforce would be CentraCare's responsibility per the Amendment.

The final requirement of the City following the Resolution would be to acknowledge receipt of the Certification of Completion from CentraCare after the capital construction project is completed. The commitments and the Certificate of Completion are part of the Amendment document.

Pietsch gave a presentation of what improvements/renovations have been done to date and future projects that are planned.

The documents for consideration are dated for the January 25, 2021 City Council meeting to allow for extra time or the Council to consider the request; however, if the Council wishes to act tonight on the matter they could do that and the dates would be changed to reflect such.

Reinke read aloud a question that City Hall had received from Mark Hislop. "Since CentraCare closed the Albany hospital, where is the guarantee that CentraCare will not close the Paynesville Hospital and build a new one 'outside the district' (like Cold Spring/Wakefield Township?)" Brauchler stated that the operations committee consists of local people and they are committed to building a new hospital here; they have already hired an architect. Albany is different than Paynesville.

Motion was made by Soine to petition to dissolve the Paynesville Area Hospital District. Seconded by Herzberg and unanimously carried.

Motion was made by Herzberg to approve Resolution 2021-07 Approving A Petition To Dissolve The Paynesville Are Hospital District. Seconded by Soine and unanimously carried.

CABLE CONSULTING – RUDY VIGIL

A proposal in the amount of $2,400.00 for the 2021 calendar year from Rudy Vigil for cable consulting services was presented. This is the same amount as last year.
Past charges:

Year	Amount	
2008-2014	$1,600.00	
2015-2018	$2,400.00	($800.00 increase)
2018-2019	$2,600.00	
2020	$2,400.00	

Motion was made by Soine to approve Rudy Vigil's cable consulting services for 2021 in the amount of $2,400.00. Seconded by Brick and unanimously carried.

2021 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 2021:

League of Minnesota Cities (LMC) Annual Conference – June 23-25, 2021 - Rochester
LMC Regional Meetings
LMC Safety & Loss Control Workshops
Mayor's Conference
Stearns County Municipal League Meetings
Municipal Clerks & Finance Officers Association of Minnesota (MCFOA) Clerks Conference – June 15 – 18, 2021 – St. Cloud
All LMC Conferences & Trainings

Information was presented on a few of the upcoming conferences/trainings. Council members are to contact City Hall if they wish to attend so that registrations can be made. The LMC Conference registration deadline is January 13, 2021.

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 2021; including virtual events:

League of Minnesota Cities (LMC) Annual Conference – June 23-25, 2021 - Rochester
LMC Regional Meetings
LMC Safety & Loss Control Workshops
Mayor's Conference
Stearns County Municipal League Meetings
Municipal Clerks & Finance Officers Association of Minnesota (MCFOA) Clerks Conference – June 15 – 18, 2021 – St. Cloud
All LMC Conferences & Trainings

Seconded by Soine and unanimously carried.

2021 LIQUOR STORE LEASE PAYMENT

The 2021 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. These are the same amounts as in 2020. The current lease expires on March 31, 2021. Negotiations are continuing with Roger Teal regarding a new lease.

Motion was made by Soine to pay the 2021 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 Herzberg and unanimously carried.

2021 IRS MILEAGE RATE

The IRS has set the mileage rate at 56 cents per mile for the period January 1, 2021 through December 31, 2021. The City has, in the past, used the IRS mileage rate. The 2020 rate was 57.5 cents

Motion was made by Soine to approve the City mileage rate at 56 cents per mile effective January 1, 2021 through December 31, 2021. Seconded by Brick and unanimously carried.

ELECTION OF MAYOR PRO TEM

The Mayor Pro Tem performs the duties of the mayor during the absence of the mayor.

Motion was made by Herzberg to elect Jean Soine as Mayor Pro Tem. Seconded by Brick and unanimously carried.

OFFICIAL DEPOSITORIES FOR CITY FUNDS

Resolution 2021-01 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act was presented.

Motion was made by Soine to approve Resolution 2021-01 Designating Depositories Of Funds, Designating A Chief Financial Officer & Establishing Authority To Act. Seconded by Herzberg and unanimously carried.

2021 COUNCIL BOARD APPOINTMENTS

Mayor Reinke recommended the following 2021 Council member Board appointments:
Administrative Fine Hearing Board – Megan Brick & Unknown Council Member
Airport Board – Unknown Council Member
Budget & Finance Board – Neil Herzberg & Shawn Reinke
Chamber of Commerce Representative – Jean Soine
Community Ed Representative – Megan Brick
Downtown Redevelopment Board Representatives – Megan Brick & Jean Soine
EDAP Board – Megan Brick & Jean Soine

Environmental Board – Megan Brick
Green Roof Area Center Representative – Neil Herzberg
Hwy. 23 Collation Representatives – Shawn Reinke & Neil Herzberg
Joint Planning Board – Jean Soine
Labor Negotiations Board – Shawn Reinke & Neil Herzberg
Municipal Off-Sale Liquor Retail Board – Jean Soine
Park & Tree Board – Megan Brick
Paynesville Area Joint Trails Board – Unknown Council Member
Policies & Procedures Board – Shawn Reinke & Unknown Council Member
Property Negotiations Board – Neil Herzberg & Unknown Council Member
Planning Board – Jean Soine
Public Safety Board – Shawn Reinke
Public Works Board – Neil Herzberg
Weed Inspector – Shawn Reinke
Wellhead Protection Board – Unknown Council Member

Motion was made by Soine to approve the 2021 Council member Board appointments as presented. Seconded by Brick and unanimously carried.

2021 CITY BOARD MEMBER APPOINTMENTS

A list of City Board member appointments for 2021 was presented (see attached).

Motion was made by Herzberg to approve the 2021 City Board member appointments. Seconded by Soine and unanimously carried.

APPOINTING DATA PRACTICES COMPLIANCE OFFICIAL

Resolution 2021-02 Appointing Data Practices Compliance Official as Tariq Al-Rifai, City Administrator was presented.

Motion was made by Soine to approve Resolution 2021-02 Appointing Data Practices Compliance Official. Seconded by Herzberg and unanimously carried.

2021 CITY ASSIGNMENTS AND APPOINTMENTS

Designate Official Newspaper:	Paynesville Press
Designate City Attorney:	Spooner & Glenz Law Offices, PLLC
Designate Labor Attorney:	Madden Galanter Hansen, LLP Attorneys at Law

Annual Appointments:

Building Inspectors:	Jim Tews, City of Litchfield
	Brad Mehlhop
City Treasurer:	Belinda Ludwig
City Engineer:	Bolton & Menk, Inc.
Emergency Services Director:	Thomas Fread
Auditor:	Schlenner Wenner & Co.
Data Practices Compliance Officer:	Tariq Al-Rifai

Motion was made by Herzberg to approve the 2021 City Assignments and Appointments as presented. Seconded by Brick and unanimously carried.

2021 CITY COUNCIL MEETING DATES

It was suggested to discuss the City Council meeting schedule. If the Council wishes to change the meeting schedule it will need to be done by an ordinance amendment; which will need to be posted for 10 days prior to approval and then published before the new meeting schedule becomes effective. After a brief discussion, it was consented to keep the Council meetings on the second and fourth Monday's of each month at 6:00 p.m.

SPECIAL CITY COUNCIL - WORKING SESSION MEETING

Typically, the City Council holds Working Sessions on a quarterly basis. Possible dates were presented.

Motion was made by Soine to set a Special City Council - Working Session for Tuesday, February 9, 2021 at 6:00 p.m. Seconded by Brick and unanimously carried.

CERTIFICATE OF DEPOSITS, SAVINGS & MONEY MARKET ACCOUNTS

Resolution 2021-03 Regarding Certificate of Deposits, Savings Accounts, & Money Market Accounts was presented.

Motion was made by Soine to approve Resolution 2021-03 Regarding Certificate of Deposits, Savings Accounts, & Money Market Accounts. Seconded by Herzberg and unanimously carried.

AUTOMATED BANK PAYMENTS & WIRES

The auditors would like the City to annually and formally pass a resolution giving authorization to the City Administrator and City Treasurer to make wire/automated bank payments as needed. Resolution 2021-04 Resolution Allowing Wire/Automated Bank Payments was presented.

Motion was made by Soine to approve Resolution 2021-04 Allowing Wire/Automated Bank Payments. Seconded by Herzberg and unanimously carried.

APPOINTMENT OF FIRE DEPARTMENT OFFICERS

The Fire Department members recommend appointing the following:

Chief – Andy Soine
Assistant Chief – Mike Stern
Secretary – Chris Price
Finance Officer – Matt Ellefson
Captain – Roger Torborg
1st Lieutenant – John Kulzer

2nd Lieutenant – Justin Bogie
Training Officer – Shane Schmidt

Motion was made by Herzberg to appoint the following Fire Department Officers:
Chief – Andy Soine
Assistant Chief – Mike Stern
Secretary – Chris Price
Finance Officer – Matt Ellefson
Captain – Roger Torborg
1st Lieutenant – John Kulzer
2nd Lieutenant – Justin Bogie
Training Officer – Shane Schmidt
Seconded by Soine and unanimously carried.

CHECK SIGNING AUTHORITY & PROCEDURES

Resolution 2021-05 Regarding Check Signing Authority & Procedures was presented. This outlines that two signatures are required on all checks and gives the authority to the Mayor, Acting Mayor (Mayor Pro Tem), and the City Administrator/Acting City Administrator or City Treasurer to sign checks. It also allows, in emergency situations, to use a facsimile signature, with one live signature.

Motion was made by Soine to approve Resolution 2021-05 Regarding Check Signing Authority & Procedures. Seconded by Brick and unanimously carried.

2021 FEE SCHEDULE

The proposed 2021 Fee Schedule was presented.

Motion was made by Herzberg to approve the 2021 Fee Schedule. Seconded by Soine and unanimously carried.

MORTGAGE SATISFACTION – WILLIAM & HANCY FUCHS

William and Hancy Fuchs executed an EDAP Revolving Loan in 2015 in the amount of $10,000.00 which has been paid in full. A Mortgage Satisfaction document was presented.

Motion was made by Soine to approve the Mortgage Satisfaction for William and Hancy Fuchs. Seconded by Herzberg and unanimously carried.

MORTGAGE SATISFACTION – GILMORE PROPERTIES, LLC

Gilmore Properties, LLC executed an EDAP Revolving Loan in 2018 in the amount of $5,375.00 which has been paid in full. A Mortgage Satisfaction document was presented.

Motion was made by Herzberg to approve the Mortgage Satisfaction for Gilmore Properties, LLC. Seconded by Brick and unanimously carried.

MORTGAGE SATISFACTIONS – RICHARD & MICHELLE GLENZ

Richard and Michelle Glenz executed two Stearns County HRA Loans in 2009 in the amounts of $12,400.00 and $9,300.00 respectively of which the $12,400.00 is forgiven per the loan criteria and the $9,300.00 has been paid in full. The Mortgage Satisfactions document was presented.

Motion was made by Soine to approve the Mortgage Satisfactions for Richard and Michelle Glenz. Seconded by Brick and unanimously carried.

COUNCIL VACANCY

At the December 28, 2020 City Council meeting the Council accepted Council member, Shawn Reinke's resignation from his position as Council member to assume his role as Mayor. Therefore, leaving his seat open for the remainder of his term. Resolution 2021-06 Accepting Council Member Resignation & Declaring A Vacancy for such was presented. In addition, this Resolution also outlines how the Council elects to fill the vacancy. The vacancy can be filled by:

- Scheduling a special election on _____
  OR
- Appointing _____ to serve the remainder of Shawn Reinke's term on the City council as a Council member.

Persons interested in serving in the vacant Council seat included Bill Fuchs, Brian Haines, Theresa Hacklander, and Paul Thielen. All, except Hacklander gave brief verbal introductions and their intent to serve. Hacklander was unable to attend due to a work commitment and Reinke read her written intent aloud. Paper ballots were distributed and Council members voted. Reinke read the votes aloud:

Paul Thielen – 2 Brian Haines – 1 Bill Fuchs – 1

Motion was made by Herzberg to approve a Resolution 2021-06 Accepting Council Member Resignation & Declaring A Vacancy and appoint Paul Thielen to serve the remainder of Shawn Reinke's term on the City council as a Council member. Seconded by Brick and unanimously carried.

OATH OF OFFICE

Al-Rifai conducted the oath of office ceremony and swore Thielen into the office of Council member.

COMMUNITY BUSINESSES FEEDBACK

This item was pulled from the agenda as Al-Rifai gave the feedback during his Department Head report.

FIRE DEPARTMENT – CONTRACT FOR GRANT WRITING SERVICES

A Contract For Grant Writing Services – 2020 Assistance To Firefighters Grant Program between the City of Paynesville and Lisa Burlage for grant writing services for the fire department was presented.

Motion was made by Soine to approve the Contract For Grant Writing Services – 2020 Assistance To Firefighters Grant Program between the City of Paynesville and Lisa Burlage. Seconded by Brick and unanimously carried.

2021 LOCAL BOARD OF APPEAL & EQUALIZATION MEETING DATE

The Stearns County Assessor has contacted the City and would like to conduct the 2021 Local Board of Appeal & Equalization meeting on Thursday, April 8, 2021 at 6:00 p.m. The City is required to have two trained Local Board of Appeal members. Currently Shawn Reinke is the only trained member. On-line training is available until February 1, 2021. Soine and Brick volunteered to take the training.

Motion was made by Herzberg to set the 2021 Local Board of Appeal & Equalization meeting on Thursday, April 8, 2021 at 6:00 p.m. Seconded by Soine and unanimously carried.

MAYOR CELL PHONE

Mayor, Shawn Reinke is interested in having a City issued cellphone to use for City business. A new smartphone (Google Pixel 4a 5G) is $99.99; plus, a $38.00 per month charge through the City's Verizon cell phone plan.

Motion was made by Soine to approve the purchase of a new City cell phone issued to the Mayor in the amount of $99.99 for the phone plus $38.00 per month through Verizon. Seconded by Brick and unanimously carried.

WATER TREATMENT PLANT (WTP) RE-PIPING PROJECT

DeWolf gave a verbal report on the project. Payment Estimate No.1; payable to Rice Lake Construction Group in the amount of $91,010.00 for work completed through December 28, 2021 was presented.

Motion was made by Herzberg to approve Payment Estimate No.1; payable to Rice Lake Construction Group in the amount of $91,010.00. Seconded by Soine and unanimously carried.

INFORMATIONAL

Reinke reviewed the following informational items: New Paynesville Library Hours, Stearns County Waste Management Plan Update – Focus Group Notice, November 2020 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. Stearns County Environmental Services – Ordinance Public Hearing Notice.

There being no further business, ~~Thompson~~ Reinke adjourned the meeting at 7:20 p.m.

Tariq Al-Rifai, City Administrator