MINUTES
CITY COUNCIL MEETING

MAY 11, 2020

Mayor Jeff Thompson called the meeting to order at 6:04 p.m. Council members present were Shawn Reinke, Neil Herzberg, Len Gilmore (via Zoom), and Alicia LaBeau. Others present were Belinda Ludwig, Treasurer/Acting City Administrator; Jennifer Welling, Administrative Assistant/Zoning Administrator; Ron Mergen, Public Works Director/Acting City Administrator; Bill Spooner, City Attorney with Spooner & Glenz; Chuck DeWolf, Bolton & Menk, Inc.; Kristen Leither, Social Media Specialist; Tom Fread, Emergency Services Director; Paul Wegner, Police Chief; Bill Ludwig, Liquor Store Manager; and Megan Brick.

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

Tom Fread, Emergency Management Director reported on the following:

- Re-opening Motor Vehicle
- Submission of Preparedness Plan to the State by May 15, 2020
- Stay At Home Order ends on Monday

Motion to approve the following meeting minutes: April 30, 2020 Board of Appeal & Equalization Continuation, January 27, 2020 Airport Board, April 27, 2020 City Council, January 28, 2020 Public Safety Board, November 7, 2019 Joint Planning Board, May 4, 2020 Special City Council, March 10, 2020 Liquor Board and April 20, 2020 Library Board.

Motion to approve the following vouchers:

5/7/2020	Payroll Checks	101051-101056	$5,146.28
5/7/2020	Payroll Direct Deposit		$26,477.00
5/7/2020	Payroll Taxes	101057-101059	$1,948.77
5/7/2020	Payroll - Fed		$8,400.63
5/7/2020	Payroll - State		$1,608.16
5/7/2020	Payroll - TASC		$253.84
5/7/2020	Payroll - PERA		$7,721.16
5/7/2020	Payroll - SELECT		$1,527.94
5/7/2020	Payroll - Health Partners		$4,582.23
5/7/2020	Payroll - AFLAC		$215.09
5/7/2020	Payroll - Delta Dental		$180.00
5/7/2020	Vouchers	101060-101121	$696,420.13
		Total:	$754,481.23

Motion to approve the attendance of Ron Mergen to the MWOA – 44th Annual Conference.

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

CORONAVIRUS COVID-19

Motor Vehicle

The MN Department of Public Safety is requiring that the City have a COVID-19 Preparedness Plan in place when the City Hall, Motor Vehicle, and Driver's License Departments are opened back up to the public. The proposed Preparedness Plan was reviewed. HIPPA guidelines were discussed regarding the health screening. This would be for employees only, not the general public. Also slips of paper would be filled out and put in a box rather than a spreadsheet that anyone can read at any time. The screening would include taking temperature and a questionnaire. Masks, gloves, and hand sanitizer are available for all employees. The general public will have a hand sanitizer station as well as social distancing through the Council chambers with one-way foot traffic. Plexy glass barriers have not been installed due to the camera and signing pad.

Motion was made by Reinke to approve the City Hall COVID-19 Preparedness Plan for the opening of City Hall; including Motor Vehicle, Driver's License, and DNR departments upon the Stay At Home Order being lifted. Seconded by LaBeau and unanimously carried.

PTO

Due to COVID-19 and the absence of the City Administrator there are four employees who are at or near maximum PTO hours of 325. These same employees are doing their best to take time off and have time off scheduled for this summer and fall. The union has no problem with extending the PTO hours, but would want an MOU for such.

Motion was made by LaBeau to allow the four employees in question to accrue up to 400 hours of PTO without penalty through December 31, 2020. Seconded by Herzberg.

There was further discussion on the amount of PTO hours being accrued and the amount being carried over from year to year.

Motion was made by Reinke to amend the previous motion to include all employees to accrue up to 400 hours of PTO without penalty through December 31, 2020. Seconded by LaBeau and unanimously carried.

First motion unanimously carried.

Liquor Store

Due to COVID-19 there has been an increase in sales. The future of COVID-19 is unknown. Staffing availability at the Liquor store is changing due to employees having other jobs that are affected by COVID-19 as well. There is also one employee on medical leave. The Liquor Store Manager is concerned about having the proper staffing at peak times while maintaining proper health and safety of all as well customer service. The Liquor Store Manager is asking approval to increase the hours of two of the current 32-hour employees temporarily or to explore the option of hiring summer help through a temp agency. This would allow for proper staffing as they work through the summer traffic.

Current staff and availability:

Manager	45 hours	
Clerk 1	32 hours	Willing to work 40 hours during the summer
Clerk 2	32 hours	Willing to work 40 hours during the summer
Clerk 3	26-30 hours	Would like to stay the same
Clerk 4	14 hours	Willing to work up to 21 hours
Clerk 5		On medical leave until the middle of July
Clerk 6	Can only work 1-day a week which is Thursday	
Clerk 7	Can only work one day a week on Saturday, but their full-time job is requiring they work a few Saturdays as needed through COVID-19	
Clerk 8	Started out working once a week and every other weekend, their full-time job changed with a promotion and is only available on weekends. As of May 6th, the employee is required to work Saturdays and is not sure of their future at the Liquor Store.	

Ludwig reported that sales are up $126,000.00 for the year. There was some discussion on benefits, if some staff were increased to full-time hours versus hiring. It was suggested to increase the wages, but not offer benefits. Holiday pay for part time is based on the average hours worked.

Motion was made by Herzberg to authorize Bill Ludwig, Liquor Store Manager to approve 3 clerks (clerks 1, 2, 3) up to 40 hours per week with no added pay or benefits and 1 clerk (clerk 4) up to 21 hours at the same rate of pay. Seconded by Gilmore.

There was some further discussion regarding a bonus or hazardous pay. Spooner expressed concern with this as it would need to be offered to all as all employees have some exposure.

Motion was made by LaBeau to amend the previous motion to state through Labor Day. Seconded by Reinke and unanimously carried.

The first motion unanimously carried.

Parks

Mergen reported that the parks are scheduled to open next weekend. The first reservations are for May 30, 2020. The Veterans Park restrooms were already open for the fishing tournament. Mergen asked about keeping the restrooms open, the concert in the park events, etc. There was discussion on sending letters to the Veterans Park renters and posting signage in the parks regarding the Governor's Orders.

LaBeau suggested the City pass a resolution per First Amendment as a Sanctuary City and let people gather as they see fit. Spooner expressed concern with liability issues and City officials pose some self-risk. The State could take a hard lien on this and see it as misconduct by a public official and the State may step in for enforcement. The LMC is saying don't ignore the Governor as there could be repercussions. LaBeau stated that she stands to uphold the Constitution of the U.S. and the State has given freedoms to gather. Spooner understood, but there is a risk by acting against the State's authority of the Constitution; the City is limited on what can be done. Reinke further expressed that it the City's duty to uphold and look out for those who can't.

There was further discussion on sending a letter or resolution to the Governor to open up the businesses. The Council continued to discuss the parks, park equipment, etc. This will be brought back to the May 15, 2020 Special City Council meeting.

PUBLIC WORKS – ESTABLISHING FEES FOR PUBLIC WORKS EMPLOYEES

Mergen presented Resolution 2020-09 Establishing Fees For Public Works Employees. These fees would be charged to other municipalities.

Motion was made by Reinke to approve Resolution 2020-09 Establishing Fees For Public Works Employees. Seconded by LaBeau and unanimously carried.

TRI-CAP – MORTGAGE SATISFACTIONS

As staff continues to go through a number of old files it was found that these mortgages were never satisfied. The following individuals have satisfied their Tri-CAP mortgages:

Matthew & Danielle Dickhausen
Emson & Sara Juma
David Legatt
Davis Hoekstra & Amelia Musser – Hoekstra
Darin Voecks

Motion was made by Reinke to approve the Tri-Cap Mortgage Satisfactions for Matthew & Danielle Dickhausen, Davis Hoekstra & Amelia Musser – Hoekstra, Emson & Sara Juma, Darin Voecks and David Legatt. Seconded by Herzberg and unanimously carried.

AIRPORT T-HANGAR LEASE CHANGE

The Airport Board has reviewed this and the following is an excerpt of minutes from the April 27, 2020 Airport Board meeting:

A pilot from Winsted, MN is inquiring about a hanger for 10 months maybe a year and felt the $250.00 is excessive. Members discussed the rates noting the City's minimum contract is for two years and this should be reduced to one year. After a short discussion,

Motion was made by Fread to reduce the minimum contract to one year and recommend such to the City Council. Seconded by Thompson and unanimously carried.

The current rental rates were also presented.

Motion was made by Herzberg to change the term of the Tee-Hangar Lease to a minimum of one year. Seconded by LaBeau and unanimously carried.

It was noted that this change would not affect current contracts.

CITY ADMINISTRATOR UPDATE

It was reported that one of the candidates have dropped out. LaBeau suggested to put the brakes on the process and repost in July due to the many unknowns of COVID-19. Public input in this process is important. Video interviews were discussed.

Motion was made by Herzberg to kick the can and reject all applications and re-open the position on a schedule to be worked out with the search firm. Seconded by LaBeau

The Council further discussed having the selected candidates reapply, hiring an Assistant Interim City Administrator and technology for video interviews.

The motion passed 3:2 (Thompson, yes; LaBeau, yes; Herzberg, yes; Reinke, no and Gilmore, no).

It was suggested to discuss this further on Friday and in Policies & Procedures.

ORDINANCE NO. 12, 3RD SERIES CHAPTER 2 – COUNCIL AGENDA PROCEDURES

The Policies & Procedures Board has reviewed the City Council agenda procedure and the following is an excerpt of minutes from the March 11, 2020 Policies & Procedures Board meeting:

The proposed ordinance was reviewed with discussion on how often the department heads should give their report. The Fire Chief, Police Chief, and Liquor Store Manager will give their department report every other month.

Motion was made by Gilmore to approve the proposed City Council Agenda Procedure Ordinance with the noted amendments and recommend such to the City Council. Seconded by Reinke and unanimously carried.

The Policies & Procedures Board has reviewed this and recommends approval. This ordinance amendment has been posted for 10 days.

Motion was made by LaBeau to approve Ordinance No. 12, 3rd Series with the change to add Fire Chief. Seconded by Reinke and unanimously carried.

2020 SEALCOAT IMPROVEMENT - BIDS

DeWolf presented the letter and bid results from Bolton & Menk, Inc. The City received and opened two bids:

Asphalt Surface Technologies Corp. (ASTECH Corp.), St. Cloud, MN	$106,999.00
Allie Blacktop Company, Maple Grove, MN	$164,665.17

Motion was made by LaBeau to approve the bid from Asphalt Surface Technologies Corp. (ASTECH Corp.), St. Cloud, MN in the amount of $106,999.00 for the 2020 sealcoat improvements. Seconded by Herzberg and unanimously carried.

AMPI EXPANSION PROJECT

DeWolf gave a verbal report and presented Payment Estimate No. 10; payable to Eagle Construction Company, Inc. in the amount of $287,277.15 for work completed through April 30, 2020.

Motion was made by Reinke to approve Payment Estimate No. 10; payable to Eagle Construction Company, Inc. in the amount of $287,277.15. Seconded by LaBeau and unanimously carried.

LIBRARY

The preliminary cost estimates for location options prepared by Bolton & Menk, Inc. and the minutes from the May 4, 2020 Ad Hoc Library Development Board meeting were presented. LaBeau explained the time, energy, discussion and research that Ad Hoc Library Development Board put into options for the library.

Ludwig and LaBeau presented Moving Library To Koronis Commons:

The Only Viable Option:

- 35 active businesses operating downtown
- City Hall building at bottom end of capacity – according to GRRL our community would support 4,000 – 6,000 square feet and both would cost the same
- The only other empty buildings downtown either have water damage or are structurally incapable of handling the weight load requirements

Create A Community Gathering Space:

- Maker space, black box theater, more computers
- Partnership with township and school
- Community meeting room could be utilized for more programming/rental to groups and individuals
- Place for parents/kids to go while family members are at sporting events/practices

Most Cost Effective Option:

- Sale of Library building
- Sale/rent of City Hall
- Donation from Steel Turkey
- All City entities in one building
- Grant money and donations will go the furthest when starting with a blank slate

Improve Accessibility To Community:

- Not just used by downtown residents, but township and lake residents
- Parking was the greatest concern mentioned
- More traffic and visibility
- Based on survey location did not greatly impact the use of the library

Survey results included:

- Library would have more usage if there was more access to computers and the internet
- Some safety concerns at current library location
- Drop off has limited access

It was noted that most of the group, in the beginning, wanted that library to stay downtown. 5 of the 7 people now want what's best for the community and the library and feel it should be moved to the former Shopko location.

Herzberg asked who pays for this as the users are not all City residents. Herzberg suggested surveying every City of Paynesville resident. LaBeau stated that there are grants available and a substantial financial donation opportunity.

Thompson suggested that the Council look at all options as the library is more than a library, but rather a resource center. Thompson thanked the Board for their work on this.

AIRPORT T-HANGAR PROJECT

DeWolf gave a verbal report and presented Payment Estimate No. 3; payable to Voss Plumbing & Heating of Paynesville in the amount of $234,927.01 for work completed through May 1, 2020.

Motion was made by LaBeau to approve Payment Estimate No. 3; payable to Voss Plumbing & Heating of Paynesville in the amount of $234,927.01. Seconded by Herzberg and unanimously carried.

2019 STREET IMPROVEMENT PROJECT

DeWolf gave a verbal report and presented Payment Estimate No. 8; payable to Voss Plumbing & Heating of Paynesville, Inc. in the amount of $61,975.62 for work completed through May 1, 2020.

Motion was made by Herzberg to approve Payment Estimate No. 8; payable to Voss Plumbing & Heating of Paynesville, Inc. in the amount of $61,975.62. Seconded by Reinke and unanimously carried.

INFORMATIONAL

Thompson reviewed the article in The Daily Observer from Paynesville, Liberia.

Thompson recessed the regular City Council meeting at 7:55 p.m. Thompson opened the Closed Meeting at 8:00 p.m. to discuss an offer on real property located at 810 Diekmann Dr., Lot 4, Block 2, Diekmann Business Park Plat 2, Parcel No. 70.38748.0030.

Thompson closed the Closed Session and re-opened the Regular City Council meeting at 8:45 p.m.

Motion was made by Herzberg to reject the purchase of the old Shopko building due to the uncertain economic status of the times. Seconded by Reinke and passed 3:2 (Gilmore, yes; Reinke, yes; Herzberg, yes; Thompson, no; and LaBeau, no).

Thompson closed the Regular City Council meeting at 8:50 p.m. and opened the Closed Session. Thompson closed the Closed Session at 9:00 p.m. and re-opened the Regular City Council meeting.

Motion was made by Herzberg to approve the separation agreement and release with Renee Eckerly and authorize the Mayor to sign the document. Seconded by Gilmore and unanimously approved.

There being no further business, Thompson adjourned the meeting at 9:01 p.m.

Ron Mergen, Acting City Administrator