MINUTES
SPECIAL CITY COUNCIL MEETING

MAY 25, 2022

Mayor Shawn Reinke called the City Council meeting to order at 6:00 p.m. Council members present were Jean Soine, Megan Brick and Neil Herzberg. Paul Thielen was absent. Others present were Tariq Al-Rifai, City Administrator; Jennifer Welling, Administrative Assistant/Zoning Administrator; Ron Mergen, Public Works Director; Paul Wegner, Police Chief; Kristin Leither, Social Media Specialist; Andy Soine, Fire Chief; Chuck DeWolf, Bolton & Menk, Inc.; and Bill Spooner, Spooner & Glenz.

The Pledge of Allegiance was recited.

Council members gave verbal activity reports.

Reinke announced that the Council supports enforcement of nuisances and citations that are issued for such.

Mergen gave a report and highlighted the following:

- Filter media rehab will last longer than expected
- City received MN Department of Health – Source Water Protection $10,000 Grant
- Reminded residents to mow their grass
- Sump pump discharge must be to the grass or street
- Summer banners are up
- Splash pad is open
- Parks are open
- Compost site was used extensively after the recent storm
- Railroad crossing on Washburne Ave. will be rehabbed in June and will last approximately 4 days
- Public Works Board received information regarding a brine reclamation system

Al-Rifai mentioned the following:

- There has been a lot of meetings; Policies & Procedures Board, Planning Board, EDAP Board, Liquor Board, Public Works Board, Stearns County Municipal League meeting, and Police & Fire Board. Met with a housing developer. Sat in on a webinar with the Federal Reserve regarding inflation and the economy.

PUBLIC OPEN FORUM

No one was in attendance to address the Council.

CONSENT AGENDA

Motion to approve the minutes from the following meetings: May 9, 2022 Special Joint City Council & Budget & Finance Board, May 9, 2022 Regular City Council, April 13, 2022 Policies & Procedures Board, January 18, 2022 Special Planning Board, March 15, 2022 Special Liquor Board, April 11, 2022 Public Works Board, April 25, 2022 Special City Council –

Retreat, March 14, 2022 Regular City Council, April 25, 2022 Regular City Council, April 18, 2022 Joint Special Planning Board & City Council and March 28, 2022 Regular City Council.

Motion to approve the following vouchers:

5/11/2022	Vouchers Special Run	104639-104640	$ 1,358.00
5/19/2022	Payroll Direct Deposit		$ 35,617.52
5/19/2022	Payroll Taxes	104641-104644	$ 3,337.27
5/19/2022	Payroll - Fed		$ 9,474.99
5/19/2022	Payroll - State		$ 1,670.39
5/19/2022	Payroll - TASC		$ 126.29
5/19/2022	Payroll - PERA		$ 8,400.49
5/19/2022	Payroll - Further		$ 2,004.73
5/19/2022	Payroll - Health Partners		$ 4,909.26
5/19/2022	Payroll - AFLAC		$ 229.52
5/19/2022	Payroll - Delta Dental		$ 189.11
5/19/2022	Payroll - Lincoln		$ 970.06
5/25/2022	Vouchers	104645-104700	$ 322,437.66
		Total	$ 390,725.29

Motion to approve the resignation of Bill Fuchs from the Planning Board.

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

FIRE DEPARTMENT – OFFICER WAGE INCREASE

On May 9, 2022 the Council asked that this be put on the next Council agenda for consideration, due to the recent increases for part-time staff to be more competitive in the hiring market. The following is an excerpt from the March 1, 2022 Budget & Finance Board meeting:

FIRE DEPARTMENT

Soine was in attendance to request salary increases for the Officers of the Fire Department:

- Fire Chief from $1,500 annually to $2,500 annually
- Assistant Chief from $752 annually to $1,000 annually
- Training Officer from $500 annually to $1,500 annually
- Captain from $300 annually to $500 annually
- Finance Officer from $500 annually to $750 annually
- Lieutenants from $300 annually to $500 annually
- Secretary from $300 annually to $750 annually

Soine would like the increases to be effective immediately. Thielen stated that he feels the core of the City services are Police, Fire, and Ambulance and feels this may help with retention. Al-Rifai stated that Reinke told him he would like to see this go through the normal budget process and to be effective in the next budget cycle. Ludwig stated

that normally salary increases are discussed and approved during the budget cycle which will start in the summer months for a preliminary budget to be presented at the first council meeting in September. If the increases are not approved during the normal budget cycle they may have to go to the entity meeting for approval. Knoll stated it is better to go through the budget cycle to be as transparent as possible. It was also stated that the Fire Department salaries should be looked at on a regular basis and a recommendation was to review them at the same time the City reviews their union contracts (every 3 years).

Motion was made by Knoll to approve salary increases for the officers effective 1/1/2023 and to be a part of the budget process for 2023. Seconded by Thielen and unanimously carried.

The Budget & Finance Board recommended the increase effective January 1, 2023. Soine would like the increase effective April 1, 2022 as second quarter payroll is paid out the second pay period in July. Al-Rifai stated that total increase is $3,348.00 per year. Herzberg presented breaking the increase down and spread it over three years. It's not about the money, it's about being fair. Officer salaries should be reviewed on the same schedule as the union contracts.

Motion was made by Herzberg to break out the increase over 3 years, effective 1-1-23.

The motion died due to lack of a second.

Motion was made by Soine to give the increases as outlined on the action sheet effective April 1, 2022 as second quarter payroll is paid out the second pay period in July. Seconded by Brick and passed 3:1 (Soine, yes; Reinke, yes; Brick, yes and Herzberg, no).

FIRE DEPARTMENT – PURCHASE OF OVERHEAD GARAGE DOORS

Soine reported that on May 9, 2022 the City Council made the following motion:

Motion was made by Soine to use the remaining funds from insurance to help cover the cost of replacing all four doors at the Fire Hall with the quote from Buerman Garage Door Sales & Service in the amount of $16,458.00 which includes a $400.00 credit. Seconded by Herzberg and unanimously carried.

However, due to the increase in material cost the bid from Buerman Garage Door Sales & Service showed a higher bid amount of $16,934.00 a $476.00 increase. This is a different amount than what was presented and approved at Budget & Finance. Therefore, there is a need to rescind the previous motion and make a new motion with the correct amount for the overhead garage doors.

Motion was made by Soine to replace all four doors at the Fire Hall with the quote from Buerman Garage Door Sales & Service in the amount of $16,934.00 with a $400.00 credit for a total price to be paid of $16,534.00 which is an increase from the motion that was made at the last meeting. Seconded by Brick and unanimously carried.

LOT SPLIT - MAYER

The City has received a Lot Split application submitted by Donavan & Nannete Mayer. They are wishing to split Lot 5, Block 1, Heatherwood Plat Three (420 Kira Lane) with Parcel No. 70.39118.0513 into two equal parts to be joined to the abutting lots. The North 49 feet to Lot 4, Block 1 and South 49 feet to Lot 6, Block 1 of Heatherwood Plat Three.

The reason for the split is the Mayer's are no longer going to build on the lot and the abutting land owners would like to split and purchase the lot from the Mayer's to provide extra space to their respective lots:

Lot 4 is owned by Thomas & Nancy Deadrick
Lot 6 is owned by Jean Christen

The property is zoned R-1 – Single and Two Family Residential. There is an easement that runs the perimeter of the lot in question so north and south easements outlining Lot 5 will need to be vacated at a later time. The front and rear easements would remain in place. The Planning Board has reviewed this and recommends approval.

Motion was made by Herzberg to set the Mayer Lot Split Public Hearing for June 27, 2022 at 6:30 p.m. Seconded by Soine and unanimously carried.

PARADE PERMIT – PAYNESVILLE AREA SCHOOL – GRADUATION PARADE

A Parade Permit Application has been submitted by the Paynesville Area Schools for a Graduation Car Parade on Sunday, June 5, 2022 from 1:15 p.m. – 1:35 p.m. with staging to begin at 12:45 p.m. In addition, the school is requesting to use the grassy area of 605 Lake Ave. (City owned property) to be used for parade staging. The Police Chief has reviewed this and recommends approval.

Motion was made by Soine to approve the Paynesville Area Schools Parade Permit and allow them to use 605 Lake Ave. for staging. Seconded by Brick and unanimously carried.

MORTGAGE SATISFACTION EDAP LOAN – TREBIL PROPERTIES, LLC

Trebil Properties, LLC (Safe Basements) have satisfied their EDAP Revolving Loan in the amount of $250,000.00. Please review the attached Mortgage Satisfaction.

Motion was made by Herzberg to approve the Mortgage Satisfactions for Trebil Properties, LLC. Seconded by Soine and unanimously carried.

AIRPORT TEE HANGAR LEASES – BROWN & NEWBERG

Mergen presented Airport Tee Hangar Leases for Jay Brown for hangar #7 and Curtis Newberg for hangar #37; both effective June 1, 2022. There is also a current waiting list of seven pilots.

Motion was made by Herzberg to approve the Paynesville Municipal Tee Hangar Leases for Jay Brown and Curtis Newberg. Seconded by Soine and unanimously carried.

DENTAL INSURANCE

Tariq Al-Rifai will give a verbal report. The City currently offers Delta Dental for employee dental insurance. The premium is fully paid by the employee. There are currently 7 employees enrolled in dental insurance. Al Roth has suggested changing to Met Life for our dental insurance. The premium is a bit less, but the bigger advantage is the higher coverage of Endodontic Services (root canals) and Periodontic Services (treating gum disease).

Motion was made by Soine to approve changing the City's offered dental plan from Delta Dental to Met Life, effective July 1, 2022 with premiums coming out of June payroll. Seconded by Brick and unanimously carried.

CHICKENS

This was pulled from the May 9, 2022 City Council agenda and tabled to the May 25, 2022 City Council meeting. The Policies & Procedures Board discussed chickens being allowed in the City limits and tabled any action until April 23, 2023. Excerpt of minutes from the April 13, 2022 Policies & Procedures Board Meeting:

CHICKENS

Members discussed the desire of some residents to have chickens in their yards. It was noted that there is currently a bird flu going around (and is not the first bird flu to affect this area in recent years), which has led to the culling of millions of chickens and turkeys in Minnesota. In addition, there is a limited space in most backyards. Residents who want to raise chickens should have a hobby farm.

Motion was made by Herzberg to not revisit the chicken matter until April 2023 and recommend such to the City Council. Seconded by Al-Rifai and unanimously carried.

Motion was made by Herzberg to keep the City ordinance as is and deny chickens in the City limits.

The motion died due to lack of a second.

Herzberg stated to table this to the next meeting when there is a full Council.

MAYOR TERM FROM 2 TO 4 YEARS – ORDINANCE NO. 35, 3RD SERIES

On May 9, 2022 the City Council approved Resolution 2022-22 establishing 4 year terms for the Mayor. However, Stearns County has indicated that an Ordinance must be passed for such. Please review the attached Ordinance No. 35 adding Section 2-32 titled Mayoral Term. This would not extend the position. This would make the next Mayoral term 4 years instead of 2. It has been suggested that the Ordinance be effective January 1, 2023. Welling explained the Ordinance amendment process; including posting and publication. If the Council wishes to proceed with the Ordinance amendment it will be posted for the necessary 10 days and brought back for formal approval. The Ordinance will be brought back as drafted.

ZONING ORDINANCE PUBLIC HEARING

The Zoning Ordinance Public Hearing was originally set for May 23, 2022, but due to the meeting change the hearing was moved to May 25, 2022 at 6:30 p.m. However, we could not meet the publication regulation. Therefore, we would like to set the Public Hearing for Monday, June 13, 2022 at 6:30 p.m.

Motion was made by Soine to set the Zoning Ordinance Public Hearing for Monday, June 13, 2022 at 6:30 p.m. Herzberg and unanimously carried.

LIQUOR STORE – HIRING OF PART-TIME SEASONAL LIQUOR STORE CLERK

Tariq Al-Rifai and Bill Ludwig interviewed one applicant on Friday May 13, 2022. Adam Jensen has been temporarily appointed by City Administrator Al-Rifai and started work on May 16, 2022 as a Seasonal Part-Time Liquor Store Clerk (non-union position) at Grade 1/Step 1, $14.78 per hour per the City's Wage Scale.

Motion was made by Herzberg to hire Adam Jensen as a Seasonal Part-Time Liquor Store Clerk (non-union position) at Grade 1/Step 1, $14.78 per hour per the City's Wage Scale. Seconded by Soine and passed (Brick abstained).

POLICE DEPARTMENT - HIRING OF FULL-TIME OFFICER

Wegner reported that the department continues to move through the hiring process for full-time officers. One of the candidates, Matt Vredenburg, recently was unable to successfully complete all the required contingent items for employment and is no longer part of the hiring process. Logan Eck is currently in the background phase and will finish his skills portion of school in July.

The department reached out to the other two applicants on the eligibility list to determine their current interest in the position. Both applicants have turned down the offer to proceed due to other employment opportunities they are currently exploring. Therefore, the department has exhausted the eligibility list. The department is requesting permission to repost the open position and continue the process until a recommendation can be made to the council.

Tentative Schedule:

- Accept applications until position is filled
- Round 1 of Interviews - Week of June 6th, 2022- Interview Panel to consist of Wegner, Al-Rifai, and Haakonson
- Round 2 of Interviews - Week of June 13th, 2022- Interview Panel to consist of Wegner and the Policies and Procedures Board. Background to be started immediately on top candidate.
- Background Investigation - Tentatively set for Mid-June
- Psychological and Physical Exam - Following successful background investigation
- Recommendation to Council - July 11th, 2022

Reinke mentioned the proposed increase in the Police Department budget for 2023.

Motion was made by Brick to continue the hiring process for a full-time Police Officer with the above tentative schedule and to allow the police department and administration to continue with the process until a recommendation may be made to Council. Seconded by Soine and unanimously carried.

INFORMATIONAL

Mayor Reinke reviewed the following: May West Central Sanitation Garbage Rates, All City Board Meeting Meal, April Police Department Report, June & July City Meeting Schedules, April 2022 Investments, Liquor Revenue & Expenses, Incode Financial Reports, City Attorney Report, Capital Improvement Breakdown Report and Budget vs Actual Year to Date Chart – all reports can be found on the City's website, MN Department of Health – Source Water Protection $10,000 Grant Award, City Hall Hours including Motor Vehicle are back to 8:30 am – 4:30 pm; effective May 23, 2022, and Annual All City Board & Special City Council Meeting, June 2nd – Please RSVP, if you haven't already done so.

Herzberg questioned the Motor Vehicle hours changing back as the adjustment was due to keeping staff from overtime. Al-Rifai noted that the lines are less and staff feel they want to offer the extended hours back to the community. Reinke suggested mixing up the hours and be open until 6:00 p.m. on a night. Al-Rifai said it could be done.

Spooner mentioned the ordinance regarding the Liquor License Ordinance for the sale of hard beer at ball parks.

There being no further business, Mayor Reinke adjourned the Regular City Council meeting at 6:50 p.m.

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Tariq Al-Rifai, City Administrator