MINUTES
REGULAR CITY COUNCIL MEETING

AUGUST 13, 2018

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Alicia LaBeau, Len Gilmore, Jean Soine, 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; Chuck DeWolf, Bolton & Menk, Inc.; Kristin Leither, Social Media Specialist; and Paul Wegner, Police Chief.

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

Ron Mergen, Public Works Director reported on the following:

- Electrical Report
- Wellhead Protection Plan Phase II
- Seal Coat project is complete
- Sidewalk inspections are being conducted
- Tree trimming
- Park reservations
- Splash pad
- Soccer field
- Veterans Park
- Airport – 3 more pilots are looking for hangars
- Water lead survey will be conducted this week
- Compost site – Rotochopper is trying out a new machine
- Donation box has been added out at the compost site

Paul Wegner, Police Chief reported on the following:

- Nite to Unite event, 300-350 people attended
- Thanked the Lions for serving the food
- The two new officers each have about a month left of field training

CONSENT AGENDA

Motion to approve the minutes from the following meetings: October 23, 2017 Airport Commission and April 3, 2018 Special Liquor Board.

Motion to approve the following vouchers:

08/02/2018	Payroll Checks	97342-97346	$4,445.62
08/02/2018	Payroll Direct Deposit		$26,180.27
08/02/2018	Payroll Taxes	97347-97349	$939.64
08/02/2018	Payroll - Fed		$7,805.71
08/02/2018	Payroll - State		$1,577.56
08/02/2018	Payroll - TASC		$377.24
08/02/2018	Payroll - PERA		$7,727.73
08/02/2018	Payroll - SELECT		$468.08
08/02/2018	Payroll - Health Partners		$6,321.91
08/02/2018	Payroll - AFLAC		$270.60

08/02/2018	Payroll - Delta Dental		$221.12
08/09/2018	Vouchers	97350-97425	$391,873.20
08/12/2018	Add'l Vouchers	97426-97452	$114,031.94
		Grand Total	$562,240.62

Motion to approve the training request for Taser Instructor Certification for Officer Lentsch.

Motion to approve the training request for Firearm Instructor Certification for Officer Fread.

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

EASEMENT REQUEST – DUANE OLMSCHEID

Duane Olmscheid sent a letter to the City Council requesting a 20' permanent easement from the City across 417 Minnie St. to access a lot Mr. Olmscheid wishes to split and purchase from Bruce Stang. 417 Minnie St. is the lot the City recently acquired and is currently being re-zoned to be sold as industrial. Once the re-zone is complete the property will be put out for bids. There would be access off of Minnie St. by the platted roadway that lies directly east of 222; however, Mr. Stang does not want the traffic nor give up his land for the access. The Council tabled this until the re-zoning is completed for the two City lots on Minnie Street and a price is set per square foot.

SAFEASSURE CONTRACT/AGREEMENT

Mergen presented the SafeAssure Contract/Agreement from September 2018 – September 2019. The fee is $4,810.46 which is an increase of $94.33 from last year's contract.

Motion was made by Soine to approve the SafeAssure Contract/Agreement and invoice in the amount of $4,810.46. Seconded by Herzberg and unanimously carried.

AIRPORT CRACK SEAL PROJECT

DeWolf reported that there are areas at the airport that are in need of crack sealing (around the hangars, airport parking lot, and access road). MnDOT Aeronautics are willing to provide funding at 75% State/25% local. The estimated total cost is $25,000.00 with the local cost of approximately $6,250.00.

Motion was made by LaBeau to authorize staff to solicit quotes for airport crack sealing. Seconded by Soine and unanimously carried.

TRI-CAP ADMINISTRATIVE SERVICES AGREEMENT – SMALL CITIES DEVELOPMENT PROGRAM

Eckerly presented the proposed Tri-CAP Administrative Services Agreement to administer the Small Cities Development Program. The current administrative fees are $2,000.00 per project and Tri-CAP is proposing to increase it $250.00 to $2,250.00 per project. There is $28,000.00 in the Small Cities Grant Program available.

Motion was made by Soine to approve the Administrative Services Agreement Between the City of Paynesville and Tri-County Action Program, Inc. Seconded by Herzberg and unanimously carried.

HWY. 55 & LAKE AVE. INTERSECTION

Thompson had asked that this be on the Council agenda due to the buzz on social media. Wegner stated that the accident statistics are a little hard to obtain as the location is regulated by State Patrol, Stearns County or the City depending the exact location of the accident. Wegner stated about 15-20 accidents with none being fatal. Most accidents are with vehicles coming from Hilltop.

Thompson questioned the issue of this intersection. Wegner stated that motorists at the stop sign do not have the ability to know how fast vehicles are traveling; they can't judge the speed and there are sight line issues. The sun can also be a problem.

DeWolf stated that there are advanced warning mechanisms. An intersection control evaluation may need to be completed by MnDOT.

SURPLUS PROPERTY – POLICE DEPARTMENT – 2011 CROWN VICTORIA

Wegner reported that with the purchase of the 2018 Ford Interceptor Utility, the police department has a surplus vehicle. To help offset the cost of future squad cars, the department would like to surplus the following vehicle and equipment:

1. 2011 Ford Crown Victoria Interceptor - (Old Squad Car)
    a. Kelly Blue Book ($6,432 to $4,627)
    b. Officers report the odometer only lights up in the cold and has minor scratches and damages from patrol work, otherwise no known problems for personal use.
    c. Over 127,000 miles

Wegner is requesting authorization to surplus the above vehicle and equipment and place the money in the Police Department Capital Improvement account and Forfeiture Account to offset the cost of future squad cars. Wegner requests permission to sell the Crown Victoria via EBay Motors. Listing should not be more then $10- $20 and the selling fee for EBay is $60 for a sale under $2,000 and $125 for over $2,000. Total cost should be under $150 per vehicle. Wegner would also like to advertise in the local paper that the vehicle would be for sale on EBay for local residents interested in the vehicle.

Motion was made by Gilmore to surplus the 2011 Ford Crown Victoria with the funds being used to offset the cost of a future squad car. Seconded by LaBeau and unanimously carried.

Motion was made by Gilmore to approve the surplus of any useable equipment from the un-install of the squad cars. Seconded by LaBeau and unanimously carried.

RETIREMENT OF POLICE OFFICER

Bruce Elfering, Police Officer has submitted his resignation (retirement) from the City of Paynesville with his last day being November 4, 2018. Elfering will be utilizing his accrued PTO

time from August 23, 2018 through November 4, 2018. Elfering has been with the Police Department from January 1992 – July 1993 and October 25, 1993 to November 4, 2018; for 26 years and 7 months. Per the AFSCME Police Labor Union contract, Article 17.1A Severance/Retirement in order to be eligible for the health insurance reimbursement, the employee must also sign a retirement agreement with the City and provide at least two (2) months advance notice of retirement. An Open House for the community and staff to show appreciation for his years of service is being planned.

Motion was made by Herzberg to accept the resignation of Bruce Elfering, Police Officer, effective November 4, 2018. Seconded by Soine and unanimously carried.

Motion was made by Herzberg to approve the Retirement Agreement for Bruce Elfering. Seconded by LaBeau and unanimously carried.

FEES FOR TOWING & IMPOUNDING OF VEHICLES

Wegner presented Resolution 2018-19 Establishing Policies & Fees Related To Towing & Impounding Vehicles. This resolution establishes a $10.00 impound fee per day with a maximum of up to $500.00. This is to off-set the leased garage space fees for vehicles that are impounded.

Motion was made by Gilmore to approve Resolution 2018-19 Establishing Policies & Fees Related To Towing & Impounding Vehicles. Seconded by LaBeau and unanimously carried.

(Please see Attachment #1 – the above-referenced Resolution which has been made a part of these minutes.)

TEMPORARY STREET CLOSING – HEART ARTS & CRAFTS FAIR

The City has received a Temporary Street Closing request from The Paynesville Chamber of Commerce to close Augusta Ave. from AMPI to Bank of the West's East driveway and James St. from Washburne Ave. to the Bank of the West North drive thru entrance on Saturday, August 25, 2018 from 6:00 a.m. – 8:00 p.m. They have asked to use picnic tables, fencing, posts, and barricades again this year. The Police Chief and Fire Chief have approved the request with the understanding they have to work with the Public Works Department for barricades and to post no parking the night/day before.

Motion was made by LaBeau to approve the Paynesville Chamber of Commerce Temporary Street Closing Application for Saturday, August 25, 2018. Seconded by Gilmore and unanimously carried.

LAKE KORONIS RECREATIONAL TRAIL

Mergen reported that on June 11, 2018 the Council was presented with a trail maintenance proposal. At that time the Council passed a motion to approve up to $38,678.00 for trail maintenance, crack sealing, seal coating, and fog sealing with funds to come from the Trail CIP. The current balance in Fund 127 (Lake Koronis Recreational Trail) is $38,785.11. In 2018 there is a transfer to Capital Improvement of $10,000.00 for a Fund total of $48,785.11. The City's total for the trail maintenance is $39,258.000; therefore there is a need to pass another motion to

approve $39,258.00; payable to Paynesville Township for seal coat and crack sealing the Lake Koronis Recreational Trail.

Motion was made by Herzberg to approve the $39,258.00; payable to Paynesville Township for seal coat and crack sealing the Lake Koronis Recreational Trail. Seconded by Soine and unanimously carried.

INFORMATIONAL

Thompson reviewed the following informational items: July Liquor Store Report, Electrical Billing Analysis Report, Mediacom Rate Adjustments, July Police Department Reports, LMC Legislators Of Distinction For 2018 – Jeff Howe, Mediacom Notification of Equal Employment Opportunity, and Wellhead Protection Plan Amendment Part II – Available on the City's website.

Thompson recessed the Regular City Council meeting at 6:42 p.m. to meet in Closed Session to discuss making an offer on real property Lot 12, Block 3, Haines Addition, Parcel No. 70.39026.0000 and to discuss setting purchase prices for: N150' of E151.50' of W867.50' of Block A of Gilbert's New Addition, N 150' of E84.50' of W716. Of Block A of Gilbert's New Addition, and a portion of Block A Gilbert's New Addition except the W867.5'; and the E151.5' of the W867.5' Block A except the 150'; and the E20' of the W736' of Block A except the N150' and the E84.50' of W716' of Block A except the N150'.

Thompson closed the Closed Session at 7:33 p.m. and re-opened the Regular City Council meeting. Thompson summarized the reason for the closed session.

Motion was made by Gilmore to make an offer to purchase in the amount of $20,000.00 on the property identified at 70.39026.0000. Seconded by Soine and passed 4:1 (Soine, yes; Thompson, yes; LaBeau, yes; Gilmore, yes; and Herzberg, no)

Spooner was directed to contact the landowner on the offer the Council has made.

There being no further business, the meeting was adjourned at 7:38 p.m.

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Renee Eckerly, City Administrator