



**City Council Meeting Minutes
Monday, July 11, 2016, 5:00 pm
Wells Community Center**

The Wells City Council convened on Monday, July 11, 2016 at 5:00 pm in the Council Chamber.

Mayor Gaines called the meeting to order with the following councilmembers present: Steve Burns and John Herman. Absent: David Braun and Whitney Harig (both arrived later). Also present: City Administrator Robin Leslie, Deputy City Clerk Megan Boeck, City Attorney David Frundt, Police Chief Tim Brenegan, Street Foreman Mike Pyzick and FCDC Executive Director Tim Clawson.

AGENDA

The agenda for the July 11, 2016 meeting was reviewed. Motion by Herman and second by Burns to approve as presented. Motion carried 3-0 with Mayor voting.

Harig arrived at 5:05 pm.

COALITION OF GREATER MINNESOTA CITIES 2016 LEGISLATIVE UPDATE – CAROLYN JACKSON

Carolyn Jackson from CGMC updated the Council on their 2016 goals and lobbying efforts for increases to LGA and BDPI grants. Jackson also stated that 600 million dollars in new money is needed every year for transportation needs and that CGMC will continue their lobbying efforts so that transportation projects continue in greater Minnesota.

Braun arrived at 5:09 pm.

PUBLIC COMMENT

Kim Huper stated that she is trying to get a building permit for a deck at property address 192 1st Ave SE but that City Administrator Leslie had denied the permit. Huper stated she was told she could apply for a variance.

Leslie stated that Huper has the option to apply for a variance and that is determined by the Board of Appeals not the City Council or the Council could amend the Central Business District Code, but that would take some time.

Frundt stated that no action can be taken unless there is an appropriate public hearing scheduled and appropriate notice is given to the neighboring property owners.

CONSENT AGENDA

Harig questioned the overtime and comp time accrual for the street department and police department. Leslie stated that there is always some over time for pool work and for on-call time during the weekends. Leslie also stated that Officer Seipp has been called in off duty several times for court and specialty cases.

Motion by Braun and second by Harig to approve the consent agenda as listed on pages 1-61 of the Council packet as presented. Motion carried.

Minutes, June 13, 2016

Payments

June Financials/Pool/Building Permits/Overtime/Comp Time

All Pets Impound Report, June 2016

Communities Fighting Hunger/ USC Backpack Program Request – August 17, 2016 Glow Walk at HMP

Board Minutes

-Wells Public Utilities, March 2016

-Library Board, May & June 2016

-Park Board, April & May 2016

-EDA, January, March, May 2016

-Flame Theatre Board, June 2016

-Wells Community Ambulance, May 2016

-P&Z Commission, March, May, June 2016

-HRA, January-May 10, 2016

STAFF REPORTS

Police Chief Brenegan stated that the Ford SUV motor needed extensive repairs but that the lease company covered the entire cost of the repairs. Brenegan also stated that so far he has received about four applications for the part time positions available.

Street Foreman Pyzick stated that the pool has been a challenge in June because of problems with the main pump and that he plans to purchase a new pump at a cost of \$1,500 so that the current pump can serve as a backup. Pyzick also stated that a sanitary sewer tile collapsed on Hwy 109 and that the road will be patched later this fall.

City Attorney Frundt stated that the Johnson property hearing is set for next Tuesday and that there will likely be an abatement order made that day.

The City Engineer's report was given by City Attorney Leslie stating that he is creating a punch list for finishing the SRTS project and that the USC project should be wrapping up this week. She said about 16,000 tons of materials have been hauled off site and the City Engineer will sign off on final grading.

City Administrator Leslie questioned if the Council would be interested in an ordinance so that manure cannot be spread within 500 feet of residential property. She stated the City has received numerous complaints over the years and the County's and other City's ordinance is restrictive but that Wells does not have such an ordinance. It was the consensus of the Council to proceed with the ordinance. Leslie also stated that she is still working on getting tablets ordered for the Council but that the League of MN Cities suggests a policy be in place first and the ones that they selected are no longer available. In addition, Leslie stated she is going to begin work on the 2017 budget as the preliminary levy is due in September. Lastly, she has ordered ordinance books and is working on the rental housing ordinance with Planning & Zoning.

BUSINESS

Resolution 2016-21 Concurring in the Actions of the Wells Public Utilities Commission and Approving the Execution of Amendment No. 1 to Agency Agreement (SMMPA) – Motion by Herman and second by Braun to approve Resolution 2016-21. Motion carried.

Public Hearing- Ordinance 2016-02 (272), Mediacom Franchise Agreement- Mayor Gaines opened the meeting to the public. Hearing no comments, Mayor Gaines closed the meeting to the public. Motion by Herman and second by Braun to approve Ordinance 2016-02 and to waive the second reading. Motion carried.

CGMC Environmental Action Fund Membership- Motion by Herman and second by Burns to approve membership to the CGMC Environmental Action Fund. Motion carried.

Public Meeting Rules of Conduct- Leslie stated that she revamped the old policy and procedures for public meetings and that the point is to remind people to be civil, address the Council and base their comments on facts. Motion by Braun and second by Herman to approve the updated public meeting rules of conduct. Motion carried.

COUNCIL REPORTS

Burns- stated that he is available for the CGMC conference in Austin if needed.

Braun- none.

Harig- stated that because the library has had an increase in use, they have also had an increase in funding which they will save to put toward roof repairs next year. Harig also stated that the EDA is working on marketing properties with FCDC and that they have proposed a new website and broker to put more attention on the Business Park and South Industrial Park.

Herman- mentioned the conversation with Milt Peterson about having a sale at the Quonset site.

Gaines- none.

CLOSED SESSION per Minn. Stat. § 13D.05, subds 3(a) City Administrator & Police Chief

Motion by Harig and second by Herman to go into closed session at 7:02 pm. Motion carried.

Motion by Harig and second by Braun to go back into open session. Motion carried.

There was no action taken in the closed session.

Mayor Gaines summarized what was discussed as follows:

Police Chief-His average rating was between “meets expectations” & “exceeds expectations.”

The Council has seen a marked improvement in customer service in the WPD since he took over the Police Chief position, that he has really “stepped up” to the Police Chief position, and the Councilmembers who participated in the “Council Academy,” put on by WPD, loved it and have encouraged him to follow through with the planned “Citizens Academy” by next year. They also applauded him on his efforts in keeping the Council and community updated with his monthly reports.

The City Administrator, his direct supervisor, gave him all “Exceed Expectations” as he transitioned into the position very well and his first year in has been great. Leslie stated he makes her job easier knowing that she can rely on his experience and decision-making. Also, she said Tim, as Police Chief, sets a great example for the entire WPD, especially for the newer, less experienced officers.

Goals for the coming year: 1. Citizens Academy 2. Continue NNO and community policing programs 3. Finalize update to City’s Emergency Service Officer (ESO) Plan and Emergency Action Plan for employees.

City Administrator-Her average rating was also between “meets expectations” & “exceeds expectations.”

The Council stated they have seen marked improvement in her customer service and time management, which were improvement goals from last year. They applauded her for her vast knowledge of city government practices, her innovative problem-solving skills and creativity. The Council would like to see continued improvement for customer service specifically making herself more accessible to residents and to continue to work on Council and Administration goals set earlier in the year.

ADJOURNMENT

Motion by Braun and second by Burns to adjourn the meeting at 8:20 pm.

Mayor Ronald Gaines

Deputy City Clerk Megan Boeck