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# COUNCIL PROCEEDINGS

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CITY OF WELLS, MINNESOTA

## MINUTES

### Regular Session of City Council City of Wells

The Wells City Council convened in regular session on Monday, August 12, 2013 from 5:00 p.m. until 6:45 p.m. in the Wells Community Center, Council Chambers. Mayor Ron Gaines called the meeting to order with the following council members present: Councilmember John Herman, Councilmember Gary Robbins, and Councilmember Ashley Seedorf. Councilmember Ann Marie Schuster was absent. Employees present: City Administrator Robin Leslie, Deputy City Clerk Deb Redman, and City Engineer Travis Winter. Mayor Gaines led the group in the “Pledge of Allegiance.”

#### **AGENDA:**

The agenda for the August 12, 2013 council meeting was reviewed with Councilmember Herman making a motion to approve the agenda as printed. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to go into closed session to address the Theatre Projectionist position and the Street Department Supervisor position. Councilmember Seedorf made a motion to go into closed session. Councilmember Herman seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **((Closed Session))**

Mayor Gaines asked for a motion to reopen the council meeting. Councilmember Robbins made a motion to go into open session. Councilmember Herman seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.** No action was taken in the closed session.

#### **CITY ENGINEER, TRAVIS WINTER:**

Mayor Gaines asked for a motion to approve Resolution 2013-18; Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. Councilmember Robbins made a motion to approve Resolution 2013-18 as presented. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve Resolution 2013-19; Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Maintenance and Operation. Councilmember Herman made a motion to approve Resolution 2013-19 as presented. Councilmember Seedorf seconded the motion.

Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve Pay Estimate #1 to JJD Companies for the 2<sup>nd</sup> Avenue Northwest Project. Councilmember Seedorf made a motion to approve payment of \$121,382.45 with a second by Councilmember Robbins. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve Pay Estimate #3 to GM Contracting for the CSAH 62 Reconstruction Project. Councilmember Herman made a motion to approve payment of \$444,612.46 with a second by Councilmember Robbins. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **MINUTES:**

The minutes of the regularly scheduled council meeting held on July 8, 2013 were reviewed with Councilmember Seedorf making a motion to accept the minutes as written. Councilmember Herman seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **PAYMENTS:**

The lists of bills for July and August 2013 were reviewed with Councilmember Seedorf making a motion to pay the bills totaling \$128,971.79 for July and \$511,403.65 for August. Councilmember Robbins seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

The list of bills for the storm of June 2013 was reviewed with Councilmember Herman making a motion to pay the bills totaling \$86,469.96. Councilmember Robbins seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

The June & July financial statements of revenues & expenditures and balances & receipts were reviewed with Councilmember Seedorf making a motion to approve as presented. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

The June/July financial reports of the monthly building permits, pool report, and employee overtime & comp-time were reviewed with Councilmember Seedorf making a motion to approve as presented. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **DEPARTMENTAL REPORTS:**

Police Chief Jim Ratelle updated Council on the police department activities and the department's involvement in the upcoming Kernel Days Events.

Assistant Street Supervisor Mike Pyzick had a report in packet updating Council on the work the Street Department had been doing and the help they are providing the Chamber with Kernel Days Activities.

Mayor Gaines asked for a motion to approve the Park Board meeting minutes of July 2, 2013. Councilmember Herman made a motion to approve the minutes as presented. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve the appointment of Tim Schwartz as Soccer Coordinator for the Summer Rec Program. Councilmember Seedorf made a motion to approve the appointment. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve the Planning & Zoning Commission meeting minutes of August 5, 2013. Councilmember Herman made a motion to approve the minutes as written. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve reinstating the Zoning Administrator's \$10 fee for every building check he completes to assist the Building Official. Councilmember Herman made a motion to approve with a second from Councilmember Seedorf. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve the Fire Department meeting minutes of May and June 2013. Councilmember Herman made a motion to approve the minutes as presented. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to allow the Fire Department to advertise for another Volunteer Fireman. Councilmember Robbins made a motion to advertise for a new member. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines asked for a motion to approve the Theatre Manager's requests. Councilmember Robbins made a motion to approve the resignation of 3 Concession workers (Jeremy Schuster, Tanin Richards, & Brittany Pitcher) and hire 4 part-time Concession Worker (Sam Pyzick, Lisa Mershon, Jamie Wise, and Lisa Kibler). Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **PUBLIC COMMENT:**

Sandy Lorenz and Dave McKean discussed the Farmers Market presently and future dreams.

Milt Peterson submitted information on weight restrictions for city roads. Discussion held on amending the city ordinance.

James Bungarden inquired about mosquito spraying.

#### **NEW BUSINESS:**

Mayor Gaines brought the topic of the Kernel Days Committee request to block off a small section of Half Moon Road to the table. Councilmember Seedorf made a motion to approve blocking off a section of Half Moon Road Saturday morning. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines brought the topic of the Bichler/Frundt & Johnson letter to the table. Councilmember Herman made a motion to approve having Frundt & Johnson continue handling the City of Wells cases under the same arrangements the City had with Bichler Law Office. Councilmember Robbins seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines brought the topic of the Easement Agreement to the table. Councilmember Herman made a motion to approve having the Mayor & Acting Mayor sign the Agreement for the City of Wells when all parties have signed. Councilmember Robbins seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

#### **OLD BUSINESS:**

Mayor Gaines brought the topic of the Administrative Fine Ordinance Draft to the table. Councilmember Robbins made a motion to have this ordinance reviewed at a Police & Fire Committee Meeting prior to the next Council Meeting. Councilmember Herman seconded the motion. Discussion held. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines brought the topic of Part-time Theatre Projectionist, Robin Miller to the table. No action taken.

Mayor Gaines brought the topic of Street Department Supervisor position to the table. Councilmember Herman made a motion to give Mike Pyzick a \$.955 per hour pay increase effective immediately. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

Mayor Gaines brought the topic of the Street Department Laborer position to the table. Councilmember Herman made a motion to have City Administrator Robin Leslie advertise for this position immediately. Councilmember Robbins seconded the motion. Roll call taken with Herman, Robbins, and Seedorf voting yea. **Motion carried.**

**INFORMATION:**

The following items were in the Council packet “for information only”; South Central Drug Investigation Unit Annual Meeting, 2014 Local Government Aid notice, Wells United Fund donation to Flame Theatre, Letters of Recognition for Mike Pyzick, Amy Wachlin, and Eric Neubauer.

**CITY REPORTS:**

*Mayor Gaines*

*Councilmember Herman*

*Councilmember Robbins* – Police Committee meeting, impound animals

*Councilmember Schuster*

*Councilmember Seedorf* – Theatre report to City Administrator

*City Administrator Leslie* – Airport plane cleaning

The next regularly scheduled council meeting was set for September 9, 2013 at 5:00 p.m. in the Wells Community Center, Council Chambers.

Councilmember Robbins made the motion to adjourn the meeting with a second from Councilmember Herman. Meeting adjourned.

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Mayor Ronald Gaines

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Deputy City Clerk Debra Redman