

**WAITE PARK CITY COUNCIL MEETING****APRIL 4, 2016**

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, April 4, 2016 beginning at 6:30 PM.

**MEMBERS PRESENT**

Members present were Mayor Miller, Councilmembers Linqvist, Schneider, Schulz, and Theisen.

**CITY REPRESENTATIVES PRESENT**

City Representatives present were City Administrator Johnson, Deputy Clerk-Treasurer Virnig, Chief of Police Bentrud, Public Works Director Schluenz, Planning and Community Development Director Noerenberg, Attorney Hansmeier, SEH Engineer Wotzka

**OTHERS PRESENT**

Daryl Haskamp, Brian LaBuda, Jim Aleshire

**PROCLAMATIONS**

Mayor Miller read a "Proclamation Declaring April 10-16, 2016 as Volunteer Appreciation Week".

Mayor Miller read a "Proclamation Declaring April 29<sup>th</sup>, 2016 Rick Savage Day" and thanked him for his years of service.

**OPEN FORUM**

Jerome Salzer, Chairman of the St. Joseph Township Board, asked if any of the property owners affected by the last annexation received City services. It was noted that staff didn't think so. He then asked why the City wants to do another annexation. It was stated the City wants to be able to deal with the current and future development in that area.

Mike Walker, a resident in St. Joseph Township, stated he is concerned with the tax rates for the annexed area. He is wondering what the tax rates will be for the annexed area. It was noted the annexed area will come into the City with a rural tax rate and it will then increase or decrease each year at the same percentage the City rate increases or decreases.

**COUNCIL AGENDA**

Motion by Member Theisen, second by Member Schulz, to approve the 4/4/16 Council Agenda as presented. The motion carried unanimously.

**1. CONSENT AGENDA**

Motion by Member Linqvist, second by Member Theisen, to approve the following 4/4/16 Consent Agenda items:

- 1.A. (Pulled for voting purposes – regarding Council Minutes for March 7, 2016)
- 1.B. Approve Hiring of Maggie Schefers – Part time Police Secretary
- 1.C. (Pulled for discussion – regarding Master Subscription agreement with State Office of Court Administration)
- 1.D. (Pulled for discussion – regarding Job Description for Payroll/HR Clerk)
- 1.E. (Pulled for discussion – regarding Job Description for Utility Billing and Media/Publications Coordinator)
- 1.F. (Pulled for discussion – regarding Hiring Process for Payroll/HR Clerk)
- 1.G. (Pulled for discussion – regarding Lorraine Russell Landscaping Contract)
- 1.H. Approve 4M Fund Agreement by Resolution
- 1.I. Approve Temporary Liquor License for St. Joseph Parish Festival
- 1.J. Approve Temporary Liquor License for Waite Park Family Fun Fest
- 1.K. Approve Rent Supplement Claim for 17<sup>th</sup> Ave South Project

**1.A. COUNCIL MINUTES FOR MARCH 7, 2016**

Mayor Miller stated he was not at the meeting, so needs to abstain.

Motion by Member Theisen, second by Member Schneider, to approve the Council Minutes for March 7, 2016.

Ayes: Members Linquist, Schneider Schulz, Theisen

Nays: None

Abstained: Mayor Miller

The motion carried.

**1.B. HIRING OF MAGGIE SCHEFERS – PART TIME POLICE SECRETARY**

Motion by Member Schneider, second by Member Theisen, to approve hiring of Maggie Schefers – Part time Police Secretary. The motion carried unanimously.

**1.C. MASTER SUBSCRIPTION AGREEMENT WITH STATE OFFICE OF COURT ADMINISTRATION**

Member Theisen questioned what the agreement would cost the City. Chief of Police Bentrud stated he considered this agreement more of a formality. This is basically a way to facilitate records becoming more automated and electronic. He stated there was no increase cost with this agreement that he is aware of. It is a way to do more business with the courts electronically.

Motion by Member Theisen, second by Member Schulz, to approve the Master Subscription Agreement with State Office of Court Administration. The motion carried unanimously. **(RESOLUTION NO. 040416-01)**

**1.D. JOB DESCRIPTION FOR PAYROLL/HR CLERK****1.E. JOB DESCRIPTION FOR UTILITY BILLING AND MEDIA/PUBLICATIONS COORDINATOR****1.F. HIRING PROCESS FOR PAYROLL/HR CLERK**

Included in the 2016 Budget was the addition of a Payroll/Human Resources Clerk position. This draft position description was reviewed during the budget process, along with the Utility Billing and Media/Publications Coordinator. The idea with these positions is to separate the duties of the Utility Billing/Payroll Clerk and create two positions that would include the Payroll/Human Resources Clerk and Utility Billing and Media/Publications Coordinator.

The Payroll/Human Resource Clerk position would be responsible for the payroll functions for the City, which is the largest portion of the City's budget, would manage the employee benefits, and would have more responsibility in the human resources area that will be of great benefit to the City as this function is really divided out among the city administrator, department heads, and the Utility Billing/Payroll Clerk now. None of these staff have the expertise that is really needed on the Human Resource side and this will be a great addition to the City as we continue to grow our staff and continue to be required to comply with additional personnel rules and regulations. It is important to have more oversight in this area given its importance in our overall budget and its impacts. Presented was the job description for review. As discussed in our budget discussions this past fall, the position description was reviewed by Springsted and it was recommended for this position to be a Pay Grade 5 in our current Pay Plan. This position is a new position being created and would not be a position that would be covered under the Civil Service.

The Utility Billing and Media/Publications Coordinator position would be responsible for all aspects of the utility billing operations and would work closely with the Public Works Department on any utility issues that may arise. This will be important as we look in the future for enhancements to our services with the possibility of wireless reads, monthly billing, and online payment options. In addition to this, with the implementation of a new website, new logo and tagline, this position will be responsible for maintaining our website, government access channel, city newsletter, and will be responsible for managing our social media account as we move into those areas of communication as well. This addition of the media/publications position will provide an opportunity for the City to focus its efforts on communications, improve technology, and enhance our abilities to reach out to our residents and business community. This position is a new position that will be filled by our existing Utility Billing and Payroll Clerk. This position is also a new position being created and would not be a position that would be covered under the Civil Service. As discussed in our budget discussions this past fall, the position description was reviewed by Springsted and it was recommended that this position would be a Pay Grade 5 in our current Pay Plan, which is the same pay grade of the existing Utility Billing/Payroll Clerk. We are recommending that

the Council approve this job description as presented now but the current Utility Billing Clerk/Payroll Clerk will not be moved to this position until the appointment of the Payroll/Human Resource Clerk. At the time of this appointment, we will have the Council approve moving the employee to this position.

If the Council approves the job descriptions for the two positions above, the next step in the process would be to authorize the hiring process for the Payroll/Human Resource Clerk. As discussed in our budget work session, this position will be a June-July 2016 hire. Given the time that it takes to go through the hiring process, we are recommending that the Council authorize this hiring process now so that we can begin.

As mentioned above, this position will not be a Civil Service position because it is a newly created position. Staff is recommending, however, using the Civil Service Board as the hiring committee to assist staff with the hiring process. The proposed hiring process timeline and the preferred qualifications that would be used when developing the scoring sheets was presented. Staff hopes to find a candidate that has municipal government experience in both payroll and in human resources. With that, staff is recommending approval of beginning the hiring process for the Payroll/Human Resources Clerk.

Member Linquist questioned whether the Utility Billing and Media/Publications Coordinator position would need to be posted internally. City Administrator Johnson stated it does not because it is a reclassification from an existing position and there is a precedence that has already been established regarding reclassification of positions. The Payroll/Human Resource Clerk position will be posted internally and externally. Discussion was also held on what the Media/Publications part of the job entailed.

Motion by Member Schneider, second by Member Schulz, to approve the Job Description for Payroll/HR Clerk, Job Description for Utility Billing and Media/Publications Coordinator, and the hiring process for Payroll/HR Clerk. The motion carried unanimously.

#### **1.G. LORRAINE RUSSELL LANDSCAPING CONTRACT**

Last year we entered into consultant agreement with Lorraine Russell. It was the first year and worked well. Staff has reviewed last year's agreement and met with Lorraine on items we did not foresee and items that need clarification. These items have been addressed in the scope of services. Other changes to the agreement are to make it a year agreement as she did some small items during the winter months. The agreement will follow a fiscal year beginning in April 2016 and going through March 2017. Lorraine also requested a pay increase, which Staff is fine with as last year was a trial year. Last year's agreement total was \$3,500. Staff has come to an agreement for \$7,300 for the new agreement, which is spread out over the fiscal year, with different amounts for different months depending on the amount of work she will be doing in those months.

Public Works Director Schluenz stated there will also be an added statement to the contract under independent consultant that states the consultant shall communicate with the Public Works Director who shall be the liaison for the City.

Motion by Member Schulz, second by Member Theisen, to approve the Lorraine Russell Landscaping Contract as amended. The motion carried unanimously.

#### **1.H. 4M FUND AGREEMENT BY RESOLUTION**

##### **1.I. TEMPORARY LIQUOR LICENSE FOR ST. JOSEPH PARISH FESTIVAL**

##### **1.J. TEMPORARY LIQUOR LICENSE FOR WAITE PARK FAMILY FUN FEST**

##### **1.K. RENT SUPPLEMENT CLAIM FOR 17<sup>TH</sup> AVE SOUTH PROJECT**

Motion by Member Schneider, second by Member Schulz, to approve the 4M Fund Agreement by Resolution (**RESOLUTION NO. 040416-02**), the Temporary Liquor License for St. Joseph Parish Festival, the Temporary Liquor License for Waite Park Family Fun Fest, and the Rent Supplement Claim for 17<sup>th</sup> Ave South Project. The motion carried unanimously.

## **2. FIRE TRUCK PURCHASE**

The Fire Department has been working for the last couple of years on their needs for a new Fire Truck. They have a 1975 Engine 1 fire truck that is old and has mechanical issues and they are looking at replacing that truck with a new one. They have created a Truck Committee that involved several firefighters, officers, Assistant Fire Chief and the Fire Chief along with the Mayor. The committee reviewed the equipment and truck needs of the department and has made a recommendation to move forward with the presented design for a new Fire Truck – a Frontline Rescue Pumper. The truck would

handle urban and rural fire, auto extrication and other basic rescue situations. Presented was a copy of the proposed fire truck purchase contract with Fire Safety U.S.A. for review and consideration. The timeframe to construct this fire truck is approximately 270 calendar days.

The total cost of the Fire Truck is \$649,907.00. Over the last several years, Staff has been allocating funds from the general fund in anticipation of the purchase of this truck. There is \$120,000 of funds set aside to be used in the purchase. The remaining balance of this purchase will be financed through a lease-purchase option that will be finalized once the Council authorizes the purchase of this fire truck. It is not known what the lease payment would be.

The requested action would be to authorize the Fire Apparatus Purchase Agreement with Fire Safety U.S.A. A final document of the purchase agreement will be provided to the City for signatures once the Council has determined their action to move forward. The Fire Truck Committee recommends approval of the Fire Apparatus Purchase Agreement with Fire Safety U.S.A as presented.

Fire Chief Aleshire reviewed the proposal with the Council. He stated they will be using whatever equipment they can off of the old fire truck, but will also have to purchase some new equipment. Fire Chief Aleshire recognized the truck committee for all of their hard work.

Motion by Member Schneider, second by Member Theisen, to authorize the Fire Apparatus Purchase Agreement with Fire Safety U.S.A. as presented. The motion carried unanimously.

### **3. COUNCIL/MAYOR**

#### **3.A. REVIEW AND APPROVE BILLS**

Motion by Member Theisen, second by Member Schneider, to authorize payment of the accounts payable list (0316D1, 0316D2, 0313D3, 0316D4). The motion carried unanimously.

Mayor Miller stated a thank you letter was received from the St. Cloud Area 4<sup>th</sup> of July Fireworks Committee for the City's donation.

Mayor Miller stated a letter was received from the Central Minnesota Foster Grandparent Program acknowledging Maurita Niedzielski for volunteering 309 hours from September 2015 to January 2016. The Mayor and County Day of Recognition for National Service will be on April 5, 2016.

### **4. ADMINISTRATOR**

#### **4.A. UPDATE**

City Administrator Johnson reviewed the following:

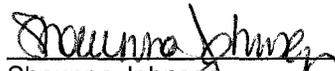
- There is a dinner at the Moose Lodge in recognition of the Governor being in the area.
- There is a Joint Cities Meeting on April 26, 2016 in Sartell.

#### **ADJOURNMENT**

Mayor Miller declared the meeting adjourned at 7:03 p.m.



Richard E. Miller  
Mayor



Shaunna Johnson  
City Administrator