

WAITE PARK CITY COUNCIL MEETING**FEBRUARY 5, 2018****1. CALL TO ORDER**

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, February 5, 2018 beginning at 6:30 PM.

MEMBERS PRESENT

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

CITY REPRESENTATIVES PRESENT

City Representatives present were City Administrator Johnson, Chief of Police Bentrud, Public Works Director Schlueznz, Attorney Hansmeier, SEH Engineer Wotzka

OTHERS PRESENT

There were no signatures on an attendance sheet.

2. PLEDGE OF ALLEGIANCE**3. OPEN FORUM**

Mayor Miller invited anyone wishing to speak during the open forum to step forward, but no one came forth.

4. COUNCIL AGENDA

Motion by Member Theisen, second by Member Linquist, to approve the 2/5/18 Council Agenda as amended.

8.B. (Add) Authorize Use of City Property

The motion carried unanimously.

5. CONSENT AGENDA

Motion by Member Theisen, second by Member Schneider, to approve the following 2/5/18 Consent Agenda items:

- 5.A. Approved Council Minutes of Special Council Meeting January 22, 2018
- 5.B. Approved Resolution for Charter Franchise Agreement Extension (**RESOLUTION NO. 020518-01**)
- 5.C. Approved Fire Department Compensation for Stearns County REP Program
- 5.D. Authorized SEH to prepare plans and specs for 2018 CIP Projects
- 5.E. Approved Emergency Management Consulting Agreement
- 5.F. Approved Purchase of two new in-squad laptop computers

The motion carried unanimously.

6.A. REQUEST FOR MORATORIUM ON CUP'S RE: SOLAR AND WIND ENERGY

Since fall of 2017 staff has been working towards establishing a moratorium on new requests for community solar arrays and wind turbine systems. The Planning Commission reviewed the request in October, but Staff opted to hold off on processing the request with the City Council to ensure we were able to accommodate (at the time) the ongoing Held/Blonigen/Bel Clare Estates solar project that was already in the works. As that project has now been approved, Staff would like to proceed with the moratorium request.

The City has been approached with an increased number of requests for solar production facilities in the western area of the community than Staff was anticipating, and Staff is aware that solar companies are actively approaching additional landowners throughout the community to gauge interest in

6.A. REQUEST FOR MORATORIUM ON CUP'S RE: SOLAR AND WIND ENERGY

(Cont'd.)

production facilities. There are concerns at a Staff level to ensure that the City is able to accommodate both areas for long-term growth while also allowing for such facilities where appropriate. As the existing ordinance does not have specific guidelines for renewable energy facilities of this scale and was put into effect before "solar gardens" were ever being considered, Staff believes that it would be beneficial to look at additional ordinances to guide and direct such facilities. This would also apply to wind turbine systems, which at this time are not referenced within City ordinances. Solar and wind systems have currently been interpreted as being classified as "essential services, governmental and public utility buildings and structures" within the A-1, Agricultural/Rural Residential District, which require Conditional Use Permits. Although the area geography is typically not viewed as overly desirable for wind turbine systems, a change in the designs, turbine technology, or establishment of a state wind program similar to the solar program could cause a rapid increase in interest in such systems.

Staff is aware of one potential site under consideration that may be delayed under the moratorium. However, staff believes it would be best to move forward despite any concerns with pending applications to establish a 6-month moratorium to review and craft ordinances so that if such development does occur Staff is able to review them more appropriately, including conversion of the requests to an Interim Use Permit to better suit the extended timelines associated with many of these projects. The Planning Commission reviewed the request at their October 10, 2017 meeting and recommended approval of the moratorium for a term of six months. No concerns were brought up during the associated public hearing.

Staff recommends approval of the establishment of moratorium regarding consideration or issuance of Conditional Use Permits for essential services, governmental and public utility buildings and structures within the A-1, Agricultural/Rural Residential District for a period of six months from the date of City Council approval.

Member Linnquist stated he feels the moratorium should be in place for 12 months so that Staff can take their time and come up with the correct language.

Motion by Member Linnquist, second by Member Schulz, to approve the interim ordinance shall exist for a period of twelve (12) months from and after its adoption.

Ayes: Mayor Miller, Members Linnquist, Schneider, Schulz

Nays: Member Theisen

Abstained: None

The motion carried.

Motion by Member Schulz, second by Member Linnquist, to approve the moratorium. The motion carried unanimously. **(ORDINANCE NO. 2018-01)**

6.B. PART-TIME COMMUNITY SERVICE OFFICER & COMMUNITY OUTREACH SPECIALIST

The Police Department had discussed during the 2018 budget process the idea of replacing the two-part time police officer positions that are currently vacant with a Part-Time Community Service Officer (CSO) position. The part-time CSO would be able to assist the department in many of its operations and would not require the position to be a licensed police officer, which means the compensation for this part-time position would be less.

As part of considering this position, Staff also reviewed the current full-time Community Service Officer (CSO) position and created a new job description for the part-time CSO. The two positions have different responsibilities. The full-time CSO job description has changed slightly since its last update about 5 years ago and Staff is recommending changing the title from Community Service Officer to Community Outreach Specialist. The proposed changes to the job description and the title change do not increase the compensation for the position but rather reflect more of the duties and responsibilities of what the position does.

The action for the Council will be to consider approving the job descriptions for the part-time CSO and the job description for the Community Outreach Specialist (formerly the CSO position). Both job descriptions have been reviewed by Springsted and points have been established for both positions and are shown on the presented job descriptions. In addition to this action, Staff would like the council to consider allowing Staff to start the hiring process for the part-time CSO position.

6.B. PART-TIME COMMUNITY SERVICE OFFICER & COMMUNITY OUTREACH SPECIALIST (Cont'd.)

Member Linquist questioned one of the requirements of being currently enrolled or completed a POST certified law enforcement program or four-year degree program in criminal justice or law enforcement for the Part-time Community Service Officer. He feels that requirement should state the desired qualification of being currently enrolled or have a POST certification or four-year degree program in criminal justice or law enforcement.

Motion by Member Theisen, second by Member Schneider, to approve the following:

1. Part-time Community Service Officer job description with the desired qualification to be currently enrolled or have completed a POST certification or four-year degree program in criminal justice or law enforcement.
2. Community Outreach Specialist job description and title change from CSO to Community Outreach Specialist.
3. Hiring process for the Part-time Community Service Officer.

The motion carried unanimously.

7. COUNCIL/MAYOR

7.A. REVIEW AND APPROVE BILLS

Motion by Member Schneider, second by Member Schulz, to authorize payment of the accounts payable list (0118D3, 0118D4). The motion carried unanimously.

Mayor Miller stated Thank you letters were received from the Paramount Theater, Terebinth Refuge and CentraCare Health Foundation for the donations they received from the City.

Mayor Miller thanked Staff for a job well done on the Amphitheater presentation with the State Bonding Committee.

8.A. ADMINISTRATOR UPDATE

City Administrator Johnson reviewed the following:

- She will be attending the MCMA Conference in Rochester this week.
- Police Chief Bentrud, Planning and Community Development Director Noerenberg and herself attended the SCSU Winter Institute, which was excellent.
- She will be on vacation February 19th through March 1st.

8.B. AUTHORIZE USE OF CITY PROPERTY

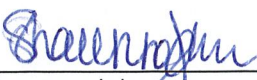
City Administrator Johnson stated they are requesting authorization for the City Administrator and Police Chief to negotiate the potential use of a City property for a temporary facility for police purposes under its joint task force responsibility. It will be located south of Highway 23. The legal description will be provided by the City Attorney when the agreement is put together.

Motion by Member Schulz, second by Member Theisen, to authorize the City Administrator and Police Chief to negotiate the use of City property as a temporary facility for police purposes under its joint task force responsibilities. The motion carried unanimously.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 6:50 p.m.


 Richard E. Miller
 Mayor


 Shaunna Johnson
 City Administrator

