

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

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, October 1, 2018 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, Finance Director Lindberg, Public Works Director Schluenz, Planning and Community Development Director Noerenberg, 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.

**3.A. PROCLAMATION RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS AWARENESS DAY**

Mayor Miller read a Proclamation Recognizing October 15, 2018 as Pregnancy and Infant Loss Remembrance Day in the City of Waite Park.

**4. COUNCIL AGENDA**

Motion by Member Theisen, second by Member Schneider, to approve the 10/1/18 Council Agenda as amended.

5.M. (Add) Amended Fee Schedule for Stearns Electric Electric Franchise Fee

5.N. (Add) Amended Fee Schedule for Xcel Energy Electric Franchise Fee

The motion carried unanimously.

**5. CONSENT AGENDA**

Motion by Member Schulz, second by Member Schneider, to approve the following 10/1/18 Consent Agenda items:

- 5.A. Approved City Council Minutes for 8-22-18
- 5.B. Approved City Council Minutes for 8-6-18
- 5.C. Approved Election Judge List for 2018 General Election
- 5.D. Approved Resolution for Notice of Hearing on Proposed Assessment of Unpaid City Charges (**RESOLUTION NO. 100118-01**)
- 5.E. Approved Change Order #1 for Rivers Edge Park Improvements – Phase #3 Project
- 5.F. (Pulled for discussion – regarding Turf Establishment Quote to Schroden's for Rivers Edge Park Improvements – Phase 3)
- 5.G. Approved to Begin the Hiring Process for Police Officer
- 5.H. (Pulled for discussion – regarding Joint Powers Agreement with SCSU – UChoose Program)
- 5.I. Approved 2 AM License for Ultimate Sports Bar Contingent Upon Application Completion

## **5. CONSENT AGENDA (Cont'd.)**

- 5.J. (Pulled for voting purposes – regarding Resolution Opting to Increase the Benefit Level for Firefighters)
- 5.K. Authorized Purchase of Single Axle Truck Chassis – 2019 Budget Item\
- 5.L. Approved Reimbursement to Rock on Trucking for Fuel Costs for Hauling AMP Fill Material
- 5.M. (Pulled for discussion – regarding Amended Fee Schedule for Stearns Electric Electric Franchise Fee)
- 5.N. (Pulled for discussion – regarding Amended Fee Schedule for Xcel Energy Electric Franchise Fee)

The motion carried unanimously.

## **5.F. TURF ESTABLISHMENT QUOTE TO SCHRODEN'S FOR RIVERS EDGE PARK IMPROVEMENTS – PHASE 3**

Member Linquist questioned if the quote from Schroden's was in the original bid. It was stated that this was put out for quotes separately to make sure the City got a top-quality landscaper.

Motion by Member Linquist, second by Member Theisen, to approve the quote to Schroden's for Rivers Edge Park Improvements – Phase 3. The motion carried unanimously.

## **5.H. JOINT POWERS AGREEMENT WITH SCSU – UCHOOSE PROGRAM**

Member Linquist questioned if someone goes through the UChoose Program does the ticket then come off of their record. The understanding is the program is voluntary and if someone successfully completes the program, the ticket is taken off of their record.

Motion by Member Linquist, second by Member Theisen, to approve the Joint Powers Agreement with SCSU – UChoose Program. The motion carried unanimously.

## **5.J. RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS**

Motion by Member Schulz, second by Member Theisen, to approve the "A Resolution Opting to Increase the Benefit Level for Firefighters who are Vested in the Voluntary Statewide Volunteer Firefighter (SVF) Retirement Plan" as presented. The motion carried unanimously. **(RESOLUTION NO. 100118-02)**

## **5.M. AMENDED FEE SCHEDULE FOR STEARNS ELECTRIC ELECTRIC FRANCHISE FEE**

## **5.N. AMENDED FEE SCHEDULE FOR XCEL ENERGY ELECTRIC FRANCHISE FEE**

Member Theisen questioned if the fees proposed are monthly fees. It was confirmed the fees are assessed monthly but are collected at least quarterly.

Motion by Member Schneider, second by Member Schulz, to approve the Amended Fee Schedules for Stearns Electric and Xcel Energy Electric Franchise Fees as presented.

Ayes: Mayor Miller, Members Linquist, Schneider, Schulz

Nays: Member Theisen

Abstained: None

The motion carried. **(ORDINANCE NO. 2018-05 & 2018-06)**

## **6.A. PUBLIC HEARING: PROPERTY TAX ABATEMENTS AND CONSIDER RESOLUTIONS: PROPERTY TAX ABATEMENTS AND SETTING SALE OF BONDS**

Presented was a memo from Northland Securities describing the property tax abatement process and the required action of the City Council. The tax abatement is being considered as part of allowing the City to use sales tax revenue generated from the regional sales tax collected by the City for bonding of the amphitheater project. The City Council is required to hold a public hearing on this. In addition, the Council will need to consider two resolutions that are included. One is on the Property Tax Abatement and the other is for the sale of taxable general obligation tax abatement bonds.

**6.A. PUBLIC HEARING: PROPERTY TAX ABATEMENTS AND CONSIDER RESOLUTIONS: PROPERTY TAX ABATEMENTS AND SETTING SALE OF BONDS (Cont'd.)**

The public hearing opened at 6:40 p.m. Tammy Omdal from Northland Securities explained the two resolutions being presented are regarding street improvements and the amphitheater project. Mayor Miller asked if anyone wanted to speak during the public hearing, but no one came forth.

Motion by Member Schneider, second by Member Theisen, to close the public hearing at 6:43 p.m. The motion carried unanimously.

Motion by Member Theisen, second by Member Linquist, to approve the "Resolution Approving Property Tax AbateMENTS". The motion carried unanimously.

Motion by Member Linquist, second by Member Theisen, to approve the "Resolution Providing for the Competitive Negotiated Sale of \$5,120,000 Taxable General Obligation Tax Abatement Bonds, Series 2018A". The motion carried unanimously.

**6.B. PHASE I AWARD FOR AMP IMPROVEMENT**

SEH Engineer presented bids that were received on the Amp Improvement Phase I project that were received on Thursday, September 27. There was a total of five bids received, but, three of the bids were considered non-responsive because they did not include a Verification of Responsible Contractor form with their bid. Staff consulted with Attorney Hansmeier on this issue and he concurs with the action presented.

The Engineer's Estimate for the base bid is \$1,485,000. The low responsible bid was from C&L Excavating in the amount of \$1,198,499.70. It is recommended to award the bid to C&L Excavating.

Discussion was held on the bids received and the issue with some of the bids being considered non-responsive because they did not include a Verification of Responsible Contractor form with their bid. Attorney Hansmeier stated he feels the safest and best course to take is to award the bid to the lowest responsible bidder. Staff also feels to keep the integrity of the City's bidding process the City needs to follow past practices in awarding to the lowest responsible bidder.

Motion by Member Schneider, second by Member Schulz, to approve the award of the 2018 Amphitheater Improvement – Phase I to C&L Excavating, Inc. along with the approval of the contract forms by the City Administrator, City Engineer and City Attorney. The motion carried unanimously.

**7. COUNCIL/MAYOR**

Mayor Miller stated the Coalition of Greater Minnesota Cities Conference will be held in November.

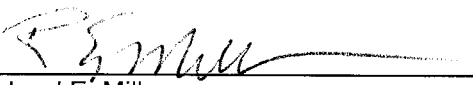
**8. ADMINISTRATOR UPDATE**

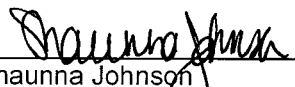
City Administrator Johnson reviewed the following:

- New West and Mammoth Productions will be meeting with City Staff and Council on October 23-25, 2018 regarding the amphitheater project.
- There is not a date or time set yet on the next Joint Cities Meeting.

**ADJOURNMENT**

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

  
Richard E. Miller  
Mayor

  
Shaunna Johnson  
City Administrator