

WAITE PARK CITY COUNCIL REGULAR MEETING OCTOBER 7, 2019

1. CALL TO ORDER

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, October 7, 2019, beginning at 6:30 PM.

MEMBERS PRESENT

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

CITY REPRESENTATIVES PRESENT

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

OTHERS PRESENT

There were no signatures on an attendance sheet.

2. PLEDGE OF ALLEGIANCE

2.A. PROCLAMATION RECOGNIZING NATIONAL PREGNANCY & INFANT AWARENESS DAY

Mayor Miller read aloud the National Pregnancy and Infant Awareness Day Proclamation and proclaimed October 15th, 2019 as National Pregnancy and Infant Loss Awareness Day in the City of Waite Park.

3. COUNCIL AGENDA

Motion by Member Schmitt, second by Member Theisen, to approve the 10/7/19 Council Agenda as presented. The motion carried unanimously.

4. CONSENT AGENDA

- 4.A. Approve Ultimate Sports Bar 2 AM Liquor License Renewal
- 4.B. Approve Timothy Wilson to the Firefighter Position
- 4.C. Approve Intra-County Mutual Aid Agreement for Emergency Management
- 4.D. Approve Renewing School Resource Officer Agreement with ISD 742

Motion by Member Linquist, second by Member Schulz, to approve the Consent Agenda as presented. The motion carried unanimously.

5. REGULAR AGENDA ITEMS

5.A. CONSIDER APPROVING SAVESTATIONS

The City has been approached by SaveStation about the idea of installing outdoor Save Stations throughout the Waite Park community. The outdoor SaveStations allow for AEDs to be placed outside allowing 24/7 accessibility to these life saving devices.

CentraCare has a grant program that will provide a new AED for every SaveStation that is placed outside. If the City Council desires to move forward with adding these SaveStations, Staff will then complete the grant application to cover the cost of the AEDs. CentraCare has indicated that they are committed to assisting the Central MN Communities in their efforts.

Staff has been working with SaveStation representatives and have identified the below proposed locations and the costs associated with the SaveStations. The City Council can determine if they want to put SaveStations in each of these locations or choose an alternative. The goal for Staff was to ensure that each of our city facilities had access to at least one.

5.A. CONSIDER APPROVING SAVESTATIONS (Cont'd.)

Proposed Locations: The following are proposed to move forward now:

1. City Hall - SaveStation Standard - 19-13th Avenue North - \$ 2,795.00
To be mounted on the building next to emergency phone. Lighting will already be provided so no lighted station would be needed.
2. Community Park - SaveStation Wall Mount - 55-13th Avenue North - \$3,995.00
To be mounted on the side of the building visible to the public.
3. Library - SaveStation Wall Mount - 253-North 5th Avenue - \$3,995.00
To be mounted on the side of the building visible to the public
4. Old Public Works Building - SaveStation Wall Mount - 602-3rd Street South - \$ 3,995.00
To be mounted on the side of the building visible to the public.
5. New Public Works Building - SaveStation Wall Mount - 670-17th Avenue. South - \$3,995.00
To be mounted on the side of the building visible to the public.
6. Rivers Edge Park - 1165 Great Oak Drive - 2 locations
 - a. Pickle-ball Courts (Restroom Building) - Wall Mount - \$ 3,995.00
 - b. Baseball Fields (Concession Building) - Wall Mount - \$ 3,995.00
 - c. Warming House - currently has interior AED - will remain "As Is" for now.
To be mounted on the side of the building visible to the public.

Additional Costs to Consider: Misc. 12"x18" SaveStation directional sign panels mounted on existing street signs at \$18.00 each - These may or may not be needed. Electrical costs will be donated and will not require any additional costs to the City.

This is not a budgeted item and if the desire of the City Council is to move forward with these, the funds will be required to come out of reserves if current funds are not available in each of the funds listed above.

Member Linquist pointed out that the proposed locations are concentrated to the North side of town and would like to see some moved to the South end specifically Willow Pond, Willow Creek and Discovery where there is a higher resident population.

Other Members agreed that this was a good list to start with and that neighborhood associations can potentially look at purchasing their own.

Motion by Member Schulz, second by Member Theisen, to approve SaveStations to the locations presented. The motion carried unanimously.

5.B. RIVERS EDGE – KWIK TRIP FIELDS CONCRETE

During the construction of Kwik Trip Fields at Rivers Edge Park, the City left out the concrete behind the east and west dugouts, mainly for cost savings. The fields were constructed, with turf placed in that area. That area was planned to be concrete in the future, though with turf irrigation was installed and the drainage with turf now is a problem. The fix would be to install the concrete yet this year, so the concrete has time to cure and does not hinder play on those fields in the spring. The City is quoting the work in 2 phases as "A" and a "B", at a minimum we need to do "A" though economy of scale and construction it makes sense to do both at the same time.

Quotes were sent out to 3 companies, Custom Builders was the only one to quote, their pricing is equal to the cost of rest of concrete work done at River Edge this past year. The price is a good and reasonable cost. The other companies declined due to the amount of work this year.

Member Linquist stated he looked at the proposed project area and stated it was seeded. Member Linquist asked if the area was also irrigated. Public Works Director Schluenz confirmed that it was. Member Linquist didn't believe this area needed any more improvements as it looked nice as is.

Motion by Member Linquist, second by Member Theisen, to deny the Custom Builders bid of \$31,116 for concrete work at River's Edge Field-Kwik Trip Fields; rejecting all bids and agreeing to revisit the topic in one to two years. The motion carried unanimously.

5.C. CONSIDER PAY COMPENSATION STUDY PROPOSAL FROM BAKER TILLY

The City is required to update their pay compensation study every 5 years under our Civil Service Rules. In the past, we have worked with Springsted to accomplish this. Springsted has now merged with Baker Tilly. The proposal from Baker Tilly (same consultant that completed our previous study) was presented for review and consideration. The study will review any job descriptions that have not been reviewed and have changed over time, it will review our existing pay schedule, and will consider internal and external pay equity and markets. This will also include reviewing benefits as well.

The proposal is \$7,500 and will take approximately 3 months to complete. The study was included in the 2019 budget for approval.

Motion by Member Theisen, second by Member Schulz, to approve moving forward with the Pay Compensation Study with Baker Tilly as presented. The motion carried unanimously.

6. COUNCIL/MAYOR

6.A. REVIEW AND APPROVE BILLS

Motion by Member Theisen, second by Member Linquist to approve the 9-26-19 bills as presented. The motion carried unanimously.

6.B. PUBLIC INPUT SUMMARY

No Public Input was given.

7. ADMINISTRATOR UPDATE

City Administrator Johnson reviewed the following:

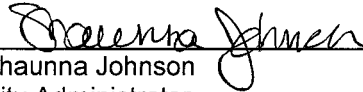
- The Fire Department Open House will be on Thursday, October 10, 2019.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 6:48PM



Richard E. Miller
Mayor



Shaunna Johnson
City Administrator