



19 13th Avenue North  
Waite Park, MN 56387

## CITY COUNCIL WORK SESSION AGENDA

Lower Conference Room at Waite Park City Hall

Monday, July 17th at 5:30 PM

1. 5:30 P.M. **Emergency Management Proposal For Services**

Erin (Tuft) Hughes, the Stearns County EMS Director, will be present to discuss the proposed Emergency Management Proposal for services that would be in effect for 2024.

The City Council discussed the idea of having Stearns County manage the emergency management needs for the city several months ago. Staff has since been working with Stearns County on how this would work. Stearns County already provides a portion of the emergency management services for the city as it relates to keeping our emergency management plan up to date and working with our staff on training. A plan has been drafted that would include all aspects of emergency management and a copy of the draft Joint Powers Agreement, as well as a summary of the services that would be provided have been included for your review. Ms. Hughes will be present to review this plan with the City Council and answer any questions regarding the proposal. If the Council is comfortable with the proposal, the Joint Powers Agreement would be considered at the August 7 City Council meeting. This will provide time for the City and the County to address the budget implications with this proposal.

Documents:

[EMERGENCY SERVICES \(JOINT POWERS AGREEMENT\).PDF](#)  
[WAITE PARK JOINT POWERS AGREEMENT INFO.PDF](#)

2. 6:00 P.M. **Admin Update**

Staff would like to continue to update the City Council on things going on within each of our departments. In June, the Public Works Department provided an update to City Council and this month, Administration would like to provide the City Council with an update of things that the department has been working on. Things that will be included in this update include the following:

\*Strategic Plan and Next Steps

\*Sales Tax Legislation and Public Safety

\*2024 CGMC Summer Conference Plan

\*Employee Stay Interviews

\*BNSF Restrictive Covenants

\*Fire Study

STEARNS COUNTY/CITIES OF ST. CLOUD AND WAITE PARK  
DIRECTOR OF EMERGENCY MANAGEMENT PROGRAM  
JOINT POWERS AGREEMENT

This Agreement, is entered into by and between the County of Stearns, hereinafter referred to as "County," the City of St. Cloud, hereinafter referred to as "St. Cloud" and the City of Waite Park, hereinafter referred to as "Waite Park," the parties being governmental and political subdivisions of the State of Minnesota. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statute 471.59.

1. General Purpose. The purpose of this Agreement is to designate the County Emergency Management Director as the Director of both the St. Cloud and Waite Park Emergency Management Program. Each party has a local organization for Emergency Management pursuant to Minnesota Statute 12.25.
2. Termination. This Agreement may be terminated by any party upon ninety (90) days written notice to the other parties. The notice shall be delivered to the Mayor or City Administrator of either St. Cloud or Waite Park and to the County Administrator.
3. County to Assist. The County Emergency Management Director is designated as both the St. Cloud and Waite Park Emergency Management Director during the term of this Agreement. That person will assume all of the duties and responsibilities of the St. Cloud and Waite Park Emergency Management Director. The County Emergency Management Director will have access to all St. Cloud and Waite Park facilities, equipment and records necessary to perform the duties of the St. Cloud and Waite Park Emergency Management Director.
4. Hiring Replacements. When vacancies occur in the position of the County Emergency Management Director the County shall proceed to promptly fill the vacancy.
5. Deputy Director. The County will designate a Deputy Director, who shall be a County employee. The Deputy Director shall be authorized to perform all the duties and responsibilities of the Emergency Management Director in the absence of the Director.
6. Payment to the County. St. Cloud and Waite Park shall be responsible and liable for payment to the County of a proportionate share of the Emergency Management Department. The County share will be 37.5%, the St. Cloud share will be 37.5% and the Waite Park share will be 25% of the overall budget, as established by the Stearns County Board, for the Emergency Management

Department. The County will invoice both St. Cloud and Waite Park on a quarterly basis.

7. Siren Expenses. St. Cloud and Waite Park shall be responsible for all costs incurred in the repair, replacement or expansion of the outdoor warning system, within the corporate limits of either St. Cloud or Waite Park.
8. Employee of the County. During all times when the County Emergency Management Director is acting on behalf of either St. Cloud or Waite Park, that individual shall continue to be considered as an employee of the County for all purposes.
9. Mutual Indemnification. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other parties, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any actor or omission of either of the other parties, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any of the parties of limitations on liability provided by Minnesota Statutes, Chapter 466, or other applicable law.
10. Mutual Waiver of Suit. Each party agrees not to maintain any suit against either of the other parties, its agents, servants and employees, by reason of any act or omission of either of the other parties, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement.

IN WITNESS WHEREOF, the County, St. Cloud and Waite Park have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

COUNTY OF STEARNS

By: \_\_\_\_\_  
Joe Perske, Chair  
Stearns County Board of Commissioners

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Randy Schreifels, Auditor-Treasurer  
County of Stearns

Date: \_\_\_\_\_

CITY OF ST. CLOUD

By: \_\_\_\_\_  
Dave Kleis, Mayor  
City of St. Cloud

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Seth Kauffman, City Clerk  
City of St. Cloud

Date: \_\_\_\_\_

CITY OF WAITE PARK

By: \_\_\_\_\_  
Rick Miller, Mayor  
City of Waite Park

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Adri Brenny, City Clerk  
City of Waite Park

Date: \_\_\_\_\_

## Waite Park Emergency Management Joint Powers Agreement with Stearns County

25% of the Emergency Management annual budget, that is not grant funded



Develop a training and exercise plan to work with Waite Park staff on roles and responsibilities for working in the emergency operations center. This would include the requirements for National Incident Management System training and documentation.

Provide for support of police, fire, and public works during emergency response, when additional resources may be needed to support on-scene operations, but the level of the emergency response does not require an emergency operations center activation.

Coordinate with event staff and local officials on special events planning, as needed. This could include the development of severe weather plans as well as documentation of event information for an Incident Action Plan.

Work with ISD 742 as a liaison for coordinating training and exercise opportunities within the schools located within the City of Waite Park. This could also include representing the City on the Emergency Planning Advisory Committee meetings.

Seek grant funding opportunities to support public safety and emergency management projects within the City of Waite Park. These funds would be managed by the City, the application, grant development and reporting would be done through Emergency Management.

Integrate the Waite Park Emergency Operations Plan into the Stearns County Emergency Operations Plan. Additionally, Emergency Management would provide coordination for the City's participation in the All-Hazard Mitigation Plan and Continuity of Operations Plan as well.

Emergency Management would manage the City's outdoor warning siren system to include monthly testing, reporting on mechanical issues and coordinating with local vendor for repairs. The maintenance agreement for sirens would be a separate cost from professional services agreement through the proposed JPA.