



19 13th Avenue North

Waite Park, MN 56387

City Council Agenda
Monday, August 21, 2023
6:30 P.M.

1. CALL TO ORDER

A. Zoom Instructions

JOIN ZOOM MEETING

One tap mobile: US: +13017158592,.85384534488#,...\*048185# or +13052241968,.85384534488#,...\*048185#
Meeting URL: HTTPS://US02WEB.ZOOM.US/J/85384534488?PWD=MHBOCTHZDGHCOHDSRKDSY2NQT0XYZZ09&FROM=ADDON
Meeting ID: 853 8453 4488
Passcode: 048185

Join by Telephone

For higher quality, dial a number based on your current location.

- Dial: +1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 931 3860 US
+1 929 205 6099 US (New York)
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)

+1 689 278 1000 US  
+1 719 359 4580 US

Meeting ID: 853 8453 4488

Passcode: 048185

INTERNATIONAL NUMBERS

**Skype for Business (Lync)**

<HTTPS://US02WEB.ZOOM.US/SKYPE/85384534488>

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC INPUT**

The City Council allows for public input. Citizens are given up to two minutes to provide the Council with their thoughts or concerns regarding any issue they believe is relevant to the City of Waite Park. The City Council will provide any direction needed on issues presented. Depending on the issue raised, City Council may choose to discuss this at a future work session, future City Council Meeting, require staff to follow up, or chose to do nothing at all.

**4. REVIEW AND APPROVE COUNCIL AGENDA**

Councilmember \_\_\_\_\_ moved to approve the Council Agenda as presented or with the following additions:

Councilmember \_\_\_\_\_ seconded the motion.

**A. Council Agenda**

Documents:

[COUNCIL AGENDA.PDF](#)

**5. CONSENT AGENDA ITEMS**

Recommended Action: approval of the consent agenda items as presented.

Councilmember \_\_\_\_\_ moved to approve the consent agenda items as presented.

Councilmember \_\_\_\_\_ seconded the motion.

**A. Approve 8/7/23 Council Meeting Minutes**

Documents:

[8-7-23 COUNCIL MEETING MINUTES - DRAFT.PDF](#)

**B. Approve Emergency Management JPA**

Documents:

[EMERGENCY MANAGEMENT JPA STAFF REPORT.PDF](#)  
[EMERGENCY SERVICES \(JOINT POWERS AGREEMENT\).PDF](#)

**C. Approve Resolution Declaring Support For Glacial Lakes Trail**

Documents:

STAFF REPORT - GLACIAL LAKES TRAIL SUPPORT  
RESOLUTION.PDF  
STEARNS PARKS AND OPEN SPACE MAP.PDF  
RESOLUTION 082123- GLACIAL LAKES TRAIL SUPPORT.PDF

**D. Approve Fraud Policy**

Documents:

STAFF REPORT - FRAUD POLICY.PDF  
FRAUD POLICY.PDF

**E. Approve Moving Employee From Temporary To Part Time**

Documents:

CONSENT AGENDA STAFF REPORT - MOVE LARRY ATKINSON  
FROM TEMPORARY TO PART TIME.DOCX

**6. REGULAR AGENDA ITEMS**

**A. Consider RFP's For The Public Safety Facility**

Documents:

STAFF REPORT PUBLIC SAFETY RFP.PDF

**B. Consider Employee Position Job Review**

Documents:

STAFF REPORT JOB REVIEW.PDF  
BAKER TILLY JOB REVIEW SUMMARY AND  
RECOMMENDATIONS.PDF  
FACILITY EVENT SUPERVISOR 8-15-23.PDF  
MECHANIC FOREMAN 8-21-23.PDF  
MECHANIC 8-21-23.PDF  
JOB DESCRIPTION PUBLIC WORKS TECHNICIAN 8-21-23.PDF  
WATER RESOURCES TECHNICIAN-AMP OPERATIONS 8-21-  
2023.PDF  
HUMAN RESOURCES GENERALIST 8-21-23.PDF  
POLICE ADMINISTRATIVE ASSISTANT UPDATED 8.15.23.PDF  
RECORDS AND EVIDENCE TECHNICIAN 8-21-23.PDF

**C. Park Building Improvements**

Documents:

REGULAR AGENDA STAFF REPORT - PARK BUILDING UPGRADES  
8-21-23.DOCX  
2023 PARK IMPROVEMENTS PLAN QUOTES AUGUST 2 2023 -  
UPDATED 8-17-23 BY WS.XLSX

**D. Consider Lease Agreement Extension Of 602 3rd St S Building**

Documents:

[STAFF REPORT - OLD PW LEASE AGREEMENT.PDF](#)  
[CENTRACARE - OLD PW FACILITY.PDF](#)  
[CENTRACARE LEASE 3RD AMENDMENT \(DRAFT\).PDF](#)

**E. Preliminary And Final Plat - Industries West Plat 5**

Recommend adoption of resolution approving final plat of Industries West Plat 5.

Documents:

[AGENDA ITEM - INDUSTRIES WEST PLAT 5, 8-21-23.PDF](#)

**F. Resolution Of Support Regarding Establishment Of Scientific And Natural Area (SNA)**

Recommend adoption of Resolution of Support regarding purchase of property by MNDNR and establishment of Scientific and Natural Area (SNA).

Documents:

[AGENDA ITEM - ARDOLF SNA PROPERTY, 8-21-23.PDF](#)

**7. COUNCIL/MAYOR**

**A. Approve Bills; Other Business**

Documents:

[8-21-23 APPROVE BILLS AND OTHER BUSINESS AGENDA ITEM.PDF](#)  
[ACCOUNTS PAYABLE FOR 8-21-23 COUNCIL MEETING.PDF](#)

**8. ADMINISTRATOR UPDATE**

**Adjourn**