



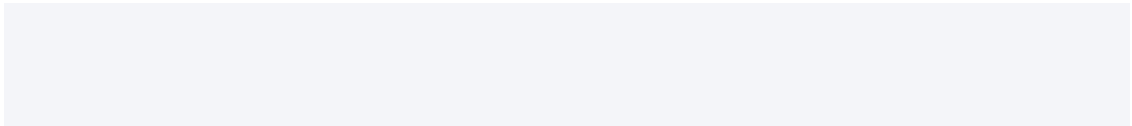
19 13th Avenue North  
Waite Park, MN 56387

## CITY COUNCIL WORK SESSION AGENDA

Lower Conference Room at Waite Park City Hall  
Monday, April 5, 2021

4:00 PM

### 1. Zoom Instructions



Hi there,

Shaunna Johnson is inviting you to a scheduled Zoom meeting.

## JOIN ZOOM MEETING

One tap mobile: US: +13017158592,,83053384593#,,,,\*497933# or  
+13126266799,,83053384593#,,,,\*497933#

Meeting URL: [HTTPS://US02WEB.ZOOM.US/J/83053384593?  
PWD=MVZOREC4BNDJTITMBMNLBVLJV2NODZ09&FROM=ADDON](https://us02web.zoom.us/j/83053384593?pwd=MVZOREC4BNDJTITMBMNLBVLJV2NODZ09&FROM=ADDON)

Meeting ID: 830 5338 4593

Passcode: 497933

### Join by Telephone

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

Dial:

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253  
215 8782 or +1 346 248 7799 or +1 669 900 6833

Meeting ID: 830 5338 4593

Passcode: 497933

INTERNATIONAL NUMBERS

### Skype for Business (Lync)

## 2. **Council Meeting Attendance Guidelines**

The City Council meeting on VIA Video Conferencing using Zoom Optional for Elected Officials

The Chief Administrative Officer and the Chief Legal Counsel for the City of Waite Park have deemed an ongoing health pandemic and peacetime emergency by the office of the Governor of Minnesota, that warrants allowing members to choose to attend the meeting by electronic means as a precaution to ensure the health and safety of the other regular attendees of City Council meetings as well as members of the public who might choose to attend the meeting. Members can choose to join the meeting via a Zoom conference or in person. The City Council will adhere to the processes required under State Law:

1. We will ensure that all members of the meeting body, wherever their physical location, can hear one another and can hear all discussion;

2. We will ensure that all members of the public present at the regular meeting location of the body can hear all discussion of the members of the body; and

3. At least one member of the body, chief legal counsel, or chief administrative officer or designee will be physically present at the meeting location.

### 1. 4:00 PM **Utility Extension Plan For County Road #137 Development Area**

Staff has spent some time re-evaluating the utility extension plan for the development area along County Road #137 and beyond to determine some more affordable options for providing utilities in this area. Plans have shown sewer lines being very deep in this area making the cost of extending these services in the area for development very costly. Staff would like to discuss this further with the City Council.

### 2. 4:30 PM **2021 Review Of Goals & Next Steps Of Culture Assessment**

Attached is a copy of the working document of the 2021 Goals & Objectives. It provides a status report as to where we are at with these goals for 2021. The Goals & Objectives are approved annually in December and prior to 2020, were reviewed quarterly. With 2020 now behind us, we wanted to get back into our normal routine of reviewing these Goals and Objectives quarterly. Staff will be available to answer any questions from Council on these Goals & Objectives. In addition, the City Council, Mayor, and Department Heads met on March 16, 2021 with Susan Herreid to review the Culture Assessment recommendations. Staff provided the City Council with an update on progress with the recommendations that have come out of the Culture Assessment and also discussed with the City Council some of the opportunities and challenges each department faces moving forward. There was not enough time to discuss some of the recommendations moving forward that were suggested by Susan Herreid. Susan Herreid is suggesting working with staff on developing an outline that includes a timeframe and plan of action for moving forward. It is recommended that we follow up in May with a work session with City Council and Department Heads to review this plan to ensure everyone is on the same page moving forward.

Documents:

[2021 GOALS AND OBJECTIVES WORKING DOCUMENT.PDF](#)

### 3. 5:00 PM **Large Item Pick Up**

City Council made some decisions last fall that made some changes to the large item pick up as a result of the increased costs associated with providing the large item pick up to residents. It was also determined that West Central was picking up many things that were not supposed to be picked up as part of the large item pick up and as a result costs increased. Staff worked with West Central to clarify the process with the changes discussed with the City Council. A flyer was created and sent out to all residents ahead of the large item pick up to provide residents with the information about the changes. With the Spring large item pick up approaching, Council member Schulz has requested to discuss this further with the City Council to determine if any changes should be made to how this was handled last Fall. Staff plans to be sending out the flyer that was

sent out last Fall again to all residents in a separate mailing in April and would like to have direction from the City Council on any potential changes prior to the flyer going out to residents. A copy of the flyer is included, along with some additional information related to the costs associated with extra refuse or recycling that a resident can opt to request if they have extra refuse and/or recycling they would like to dispose of.

Documents:

[ADDITIONAL WEST CENTRAL COSTS FOR ADDITIONAL REFUSE OR RECYCLING.PDF](#)  
[LARGE ITEM COLLECTION GUIDELINES 2021.PDF](#)

4. 5:30 PM **Signage Options For The Ledge**

Staff has been working on some different options for the main entrance sign for The Ledge and would like to seek the Council's input on the signage before moving forward. Attached are several copies of some different variations of sign options that we received from Franklin Outdoor Advertising. The variations of these signs range in price of approximately \$20,000-\$25,000. You will also see an additional attachment that shows the variation of how the letters could be done and they could really be done any of the sign ideas. The attachment also shows the proposed dimensions as well which could also be used for any of the signs proposed. At this point, we are not proposing to add an electronic message board due to costs but want to consider this as an option potentially for this sign or another sign on the site in the future. This sign is proposed to be located at the main entrance of the site on Parkway Drive. We do anticipate that there are other locations where an additional sign could be placed on the corner of Parkway Drive and 17th Avenue South as well that could be considered in the future.

Documents:

[MAIN SIGN FOR FRONT GATE PROPOSAL 3-15-2021.PDF](#)  
[THELEDGE\\_OPTION1.JPG.PDF](#)  
[THELEDGE\\_OPTION2.JPG](#)  
[THELEDGE\\_OPTION3.JPG](#)  
[THELEDGE\\_OPTION3.JPG](#)  
[THELEDGE\\_OPTION4.JPG.PDF](#)  
[THELEDGE\\_OPTION5.JPG.PDF](#)  
[THELEDGE\\_WAITEPARKAMPHITHEATER\\_8X20.JPG.PDF](#)

5. 6:00 PM **Finance Director Hiring Process And Modified Job Description Considerations**

Our current Finance Director, Keith Lindberg, is planning to fully retire the end of 2021. In preparation of his retirement, staff has been working on a plan on to replace his position. As part of this review, we have considered our current positions and responsibilities and determined what changes should be considered prior to beginning the selection process. Copies of the proposed changes of job descriptions related to this position are included for your review along with a summary of what is being proposed. In addition to this, staff has provided a copy of the proposed hiring process timeline and some things to consider when replacing a Finance Director position. This is also attached for your review and consideration.

Documents:

[FINANCE DIRECTOR PROPOSED HIRING PROCESS.PDF](#)  
[SUMMARY OF PROPOSED CHANGES TO JOB DESCRIPTIONS.PDF](#)  
[FINANCE DIRECTOR-EXISTING.PDF](#)  
[FINANCE DIRECTOR DRAFT.DOC](#)  
[DEPUTY CLERK-TREASURER.PDF](#)  
[CITY CLERK ACCOUNTANT PROPOSED POSITION DRAFT.DOC](#)  
[CITY ADMINISTRATOR JOB DESCRIPTION.PDF](#)  
[ORDINANCE 20.PDF](#)