

1. CALL TO ORDER

A meeting of the Waite Park City Council was held on Monday, May 15, 2023, beginning at 6:30 PM.

MEMBERS PRESENT

Members present were Mayor Miller, Members Blackburn, Linqvist, Schmitt, and Theisen

CITY REPRESENTATIVES PRESENT

City Representatives present or on the call were City Administrator Johnson, City Clerk Brenny, Public Works Director Schluenz, Police Chief Bentrud, Planning and Community Development Director Noerenberg, SEH Engineer Blommel

OTHERS PRESENT

Gary Zimmerman – Waite Park

2. PLEDGE OF ALLEGIANCE**3. PUBLIC INPUT**

Gary Zimmerman asked if Council has considered relocating the library. Mayor Miller stated that the City does not have any empty buildings for the library at this time. Mayor Miller said that the library has been asking for a new space for a number of years, but that is all City funded, which would cost a lot. Mayor Miller expressed that they are uncertain where the future of libraries is going to go. Mayor Miller said that in the future, once it's determined where the Safety Facility is going to go that there might be different options.

Mr. Zimmerman also requested that the City put The Ledge acts on the government access channel.

Mr. Zimmerman presented The City of St. Cloud magazine and was wondering if Waite Park would consider doing something similar. Member Linqvist said that Waite Park does work with CVB that puts out a nice magazine with a lot of Waite Park information. Administrator Johnson said that Waite Park also puts out a quarterly newsletter. Johnson also explained that Waite Park is always trying to determine the best way to get information out to people, and sometimes that is online versus in print. Johnson said that the City can certainly look at the examples and see if there is any certain information we could be providing. Johnson explained that a lot of that comes down to staffing and time. She also explained that the City has been putting out more videos with Anderson Hughes that's really been working out.

Mr. Zimmerman expressed his appreciation for Chief Bentrud and his years of service.

4. COUNCIL AGENDA

Member Theisen moved to approve the agenda as amended, seconded by Member Schmitt. Motion carried unanimously.

5. CONSENT AGENDA

- 5.A. Approve 4/17/23 Local Board of Appeals and Equalization Meeting Minutes
- 5.B. Approve 4/17/23 Council Meeting Minutes
- 5.C. Approve Electrical Inspector Contract
- 5.D. Approve Public Works Seasonal Hire
- 5.E. Approve Purchase Request for Ruwac CB201H2 Vacuum
- 5.F. Approve Police Sergeant Job Description
- 5.G. Approve Promotional Process for Police Sergeant
- 5.H. Approve Street Painting

Member Linqvist requested to pull item F. Approve Police Sergeant Job Description.

Member Linqvist moved to approve all other items on the consent agenda as presented, seconded by Member Schmitt. Motion carried unanimously.

Regarding F. Approve Police Sergeant Job Description, Member Linqvist did not like the proposal of dropping experience down from 5 years to 3 years with supervisory experience listed. Member Linqvist said that it should just state 5 years of law enforcement experience. He didn't think that other supervisory

5. CONSENT AGENDA (Cont.)

experience related to law enforcement was enough. He also said that 3 years does not seem like a long enough time to become a sergeant.

Administrator Johnson said that this was just the minimum qualifications, and the goal was to open the door for others to apply for the position. It doesn't mean that they wouldn't choose the most qualified individual.

Mayor Miller said that proposed verbiage doesn't differentiate between supervisory experience or law enforcement experience.

Member Linqvist said he would like to remove the line about other supervisory experience as he doesn't believe that relates to law enforcement.

Administrator Johnson explained that with the way law enforcement recruitment and retention is going it can be hard to get candidates that have those qualifications, and it doesn't mean that the City isn't still going to hire the best, most qualified candidate. Johnson said she looked at couple other Cities, Sauk Rapids, Sartell, and the Baker Tilly consultant, and what they had for qualifications, and this didn't seem far off. Those cities were all between 2-5 years.

Member Theisen said that Member Linqvist's thoughts might be relevant if they were hiring 20 years ago when they had a lot of applicants, but the department is getting younger now.

Johnson also said that staff thought this would give younger candidates the opportunity to go through the interview process, which Member Theisen agreed was very valuable.

Chief Bentrud said that currently the department would have 3 candidates that would have over 5 years of experience and they were hoping for a broader pool than that. The Chief listed other Cities in Minnesota that had the same criteria. He also said that giving younger candidates the opportunity to interview is not a loss. Either way, it is going to come down to the strength of their resume and a combination of the best experience, which could be military, or whichever will come down to them being a successful supervisor.

Member Theisen moved to approve the Police Sergeant Job description as presented, seconded by Member Blackburn.

Member Linqvist asked to remove other supervisory experience from the description and keep 3 years of experience.

Member Theisen said he was never in a police department or how that operation works, so he relies on the Chief for that information, but he believes other supervisory experience should apply. Supervisors are still managing, people, time, supplies, resources.

Chief Bentrud said that they would want to be able to maintain a strong eligibility list. The Chief said the department has gotten very young very fast and he doesn't believe they will be able to meet the needs of the department if you demand high experience.

Ayes: Mayor Miller, Members Blackburn, Schmitt, and Theisen

Nays: Member Linqvist

Abstain: None

Absent: None

Motion carried 4-1.

6. REGULAR AGENDA

6.A. CONSIDER RESOLUTIONS AND MOU'S FOR SUMMER SCHEDULING

Employees from police administration, public works, and administration have asked to modify their work schedules again this year to allow them the ability to work 4, 10-hour shifts instead of the 5, 8-hour shifts during the summer months from Memorial Day to Labor Day. Staff worked with management to come up with plans in each department on how this could be accomplished. This did work well last year and is something that department heads are in support of offering to employees.

In police administration and city administration offices, staff with approval of the city administrator, will have the ability to choose to remain on the 5, 8-hour shifts or choose to work 4, 10-hour shifts. Office hours will remain the same for both departments and is not proposed to change. Enclosed is a copy of the proposed MOU with the Police Administration Bargaining Unit. For this to be effective for members within this Collective Bargaining Unit, the City Council will need to approve this MOU. As far as the city administration goes, they are not represented by a union and therefore, no policies will need to be modified for this to be effective. The City Administrator can set these hours without any further approval needed by the City Council.

6.A. CONSIDER RESOLUTIONS AND MOU'S FOR SUMMER SCHEDULING (Cont.)

In public works, staff within the collective bargaining unit will all work 4 10-hour shifts except for the on-call employee. The attached MOU will need to be considered for these employees' work schedule to be changed from 5, 8-hour days to 4, 10-hour days. The MOU has been sent to the business agent and signed by the Business Agent.

The summer hour schedule did work well last year. We have tried to create as much flexibility within each department as we can to make this work for everyone. At any time during the summer if this is not working for the department or the staff, we will have the option to consider moving back to our regular shifts.

Member Linquist asked if we were going to be staffed 5 days a week. Mayor Miller said yes, and it was that way last year, and he never received a complaint about it. Administrator Johnson also clarified that in Public Works, whoever is on call that week still works 5 – 8 hours days that week to cover for Friday.

Member Theisen moved to approve Resolution and Memorandum of Understanding for the Non-Licensed Essential Bargaining Unit. Motion seconded by Member Schmitt. Motion carried unanimously.

Member Theisen moved to approve Resolution and Memorandum of Understanding for the Maintenance Worker Bargaining Unit, Teamsters Local No. #320. Motion seconded by Member Schmitt. Motion carried unanimously.

6.B. EMERGENCY REPAIR – PARK PRESS LIFT STATION

Public Works Director Schluenz explained the Park Press Lift Station last fall had a failed check valve that was repaired. While doing that repair, it was determined that the base of the discharge piping had deteriorated to the point where it (Discharge Pipe) was no longer being supported. If not corrected, the discharge pipe will fail. Staff have worked with special contractors that work on lift stations to obtain a quote on the corrective action needed. This takes a very specialized contractor; we were only able to get one quote from Electric Pump. This contractor (Electric Pump) has been doing our lift station work for over 20+ years.

The corrective action needed is to repair the discharge piping in the wet well (wet well is the holding tank for the sewage and where the pumps and discharge pumping is located) The quote for this work in the wet well is \$25,000.00.

The lift station has two pumps in the wet well. We had one original pump fail back in late 2019. It was replaced with a new pump. The other original pump is starting to fail. We have a quote to replace this at the same time as the other work is being done at a cost of \$12,000.00.

Member Theisen moved to approve Electrical Pump quotes for lift station wet well repair of \$25,000 and replacing old pump with new pump for \$12,000 for a total project cost of \$37,000. Motion seconded by Member Schmitt. Motion carried unanimously.

6.C. ADDITIONAL POLICE OFFICER CADET HIRE UNDER PATHWAYS TO POLICING PROGRAM

Chief Bentrud explained that in March of 2023 the Waite Park Police Department was awarded a Pathways to Policing Grant from the MN Department of Public Safety Office of Justice Programs State Grant for \$27,751.00. This grant will pay the salary and benefits for one non-traditional police candidate to attend an approximately four month academic and skills training at Hennepin Technical College in order to become eligible for licensure as a police officer. We currently have an internal candidate identified to attend school under this grant. If the police department was able to find a second candidate to participate in the Pathways to Policing training academy it would be another way to fill current openings for full-time police officer positions within the police department. There is no grant funding nor are there currently funds in the 2023 budget to pay for a second Pathways to Policing cadet however the current 2023 budget for officer salary and benefits was funded to accommodate 22 police officers. With the current hiring challenges we are facing we have not been able to be fully staffed this year such that there would be funds available to pay for this second cadet for the Pathways to Policing program should one be identified.

Mayor Miller thought it was a good idea, being that it worked well for the City once.

6.C. ADDITIONAL POLICE OFFICER CADET HIRE UNDER PATHWAYS TO POLICING PROGRAM (Cont.)

Member Theisen asked if there was a commitment from the cadet to the City after it's completed. Chief Bentrud said there was a commitment requirement. Member Theisen thought that would be a nice thing to see included. Member Schmitt said it's hard to attract applicants these days that he wouldn't want to put those types of restrictions on the position.

Member Linquist asked how many open positions there were in the police department. Administrator Johnson said 3. Member Linquist asked how many applicants they've been receiving. Chief Bentrud said 1-Pathways applicant, 1-Internal Pathways applicant, and 1-traditional applicant.

Member Theisen moved to approve the City funding a pathways to policing cadet, seconded by Member Schmitt. Motion carried unanimously.

7. COUNCIL/MAYOR

7.A. APPROVE BILLS

Member Theisen moved to pay the bills as presented, seconded by Member Schmitt. Motion carried unanimously.

Mayor Miller received thank you's from Terebinth Refuge and WACOSA, for donations made the charitable gambling fund. Mayor Miller received a thank you from the Chamber for continuing to be a member.

7.B. MENTAL HEALTH AWARENESS MONTH PROCLAMATION

Mayor Miller read aloud the proclamation and declared May 2023 Mental Health Awareness Month in the City of Waite Park.

8. ADMINISTRATOR UPDATE

Administrator Johnson said the State of the Cities Address is on Wednesday at The Ledge and is open to the public.

Administrator Johnson said that Chief Bentrud's retirement party is on Thursday from 3-7 also at The Ledge and is open to the public.

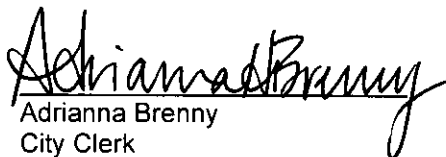
Chief Bentrud expressed thanks and gratitude for his time with the City of Waite Park.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 7:05PM.



Richard E. Miller
Mayor



Adrianna Brenny
City Clerk