

1. CALL TO ORDER

A meeting of the Waite Park City Council was held on Monday, October 16, 2023, beginning at 6:30 PM.

MEMBERS PRESENT

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

MEMBERS ABSENT**CITY REPRESENTATIVES PRESENT**

City Representatives present or on the call were City Administrator Johnson, Planning and Community Development Director Noerenberg, Police Chief Reznicek, City Clerk Brenny, Finance Director Virnig, Attorney Storm, and SEH Engineer Blommel

OTHERS PRESENT**2. PLEDGE OF ALLEGIANCE****3. PUBLIC INPUT****4. COUNCIL AGENDA**

Member Linquist moved to approve the agenda with the addition of item D. Approve Don Blonigen to Planning Commission under Consent Agenda. Motion seconded by Member Schmitt. Motion carried unanimously.

5. CONSENT AGENDA

- 5.A. Approve Resolution Accepting Donations to the City
- 5.B. Approve Engineering Agreement – 15th Ave N Trail
- 5.C. Approve Firefighter Appointment
- 5.D. Appoint Don Blonigen to Planning Commission

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

6. REGULAR AGENDA**6.A. APPROVE FUNDS TRANSFER**

A transfer of \$310,000 and \$167,618 is needed to move money from the local sales tax fund to the debt service fund for payment of principal and interest that will come due during the year 2024 for the City of Waite Park Taxable General Obligation Bonds, Series 2018A. This transfer must be completed before the tax abatement and debt service levies can be cancelled for payable 2024.

Member Linquist moved to approve the transfer of \$310,000 and \$167,618 from the Local Sales Tax Fund to the 2018A G.O. Tax Abatement Bonds Fund. Motion seconded by Member Schmitt. Motion carried unanimously.

6.B. APPROVE 2024 RURAL TAX RATES

Member Theisen moved to approve the 2024 rural tax rates of 46.806% for tax codes 9804 and 9805, 24.061% for tax code 9807 and 21.329% for tax code 9808. Motion seconded by Member Blackburn. Motion carried unanimously.

Member Linquist asked when these different rate changes end. Administrator Johnson said these rates apply to properties that are rural because they don't have utilities, and these rates are whatever the tax rates were last year so they are always a year behind and will stay that way.

6.C. APPROVE APPOINTMENT OF 2 POLICE OFFICERS

The City has multiple vacancies / opening within the Police Department for the position of Police Officer. The hiring process was approved by City Council on June 5th, 2023. The hiring process has been posted on the MN POST Board website, Indeed, and the city website. We received 3 applicants, from July -August. The hiring process has included a scored application and scored interview involving the Civil Service Board and City Staff. The interviews were conducted on August 10th, 2023. One of the applicants voluntarily withdrew from the process, after the interview, due to an issue with their college credits. The remaining 2 candidates were scheduled for an evaluation at Martin-McAllister Consulting Psychologists, Inc. Both candidates were certified by the Civil Service Board and have received favorable recommendations from the Martin- McAllister evaluation.

The previous staffing plan had allowed for 22 sworn officers in 2023-2024. Staff is requesting your consideration of the appointment of both candidates to the position of Police Officer. The appointment for both candidates is to fill vacancies and are funded in the 2023 budget.

Member Linquist asked if the seconded candidate was post certified. Chief Reznicek said he's post eligible.

Member Linquist moved to approve the appointment for the position of Police Officer to Branton Stowell Pay Grade NE7, Step 2, starting on October 30, 2023. Motion seconded by Member Schmitt. Motion carried unanimously.

Member Linquist moved to approve the appointment for the position of Police Officer to Seth Adams, Pay Grade NE 7, Step 1, starting on October 31, 2023. Motion seconded by Member Schmitt. Motion carried unanimously.

7. COUNCIL/MAYOR

7.A. APPROVE BILLS

Member Theisen asked what the purchase of the "Safe Exchange" sign was about. Chief Reznicek explained that two parking spots in the public works parking lot were identified as safe exchange locations. This location is registered on a website where individuals can exchange ecommerce type goods or swapping any type of goods. This spot is public and covered under camera coverage. There is no communication or phone set up in this location. Member Linquist asked how difficult it would be to install an emergency 911 button. Chief Reznicek said he would have to look into that.

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


7.B. NATIONAL PREGNANCY & INFANT LOSS REMEBRANCE DAY PROCLAMATION


Mayor Miller read aloud the proclamation and announced October 15, 2023 as "Pregnancy and Infant Loss Remembrance Day" in the City of Waite Park.

8. ADMINISTRATOR UPDATE

ADJOURNMENT

Mayor Miller adjourned the meeting at 6:41PM


Richard E. Miller
Mayor


Adrianna Brenny
City Clerk