

**MINUTES  
WASECA CITY COUNCIL MEETING  
TUESDAY, MARCH 16, 2010**

**CALL TO ORDER/ROLL CALL**

- 1 The Regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m.

Councilmembers present:

Mayor Roy Srp	Allan Rose
John Clemons	Cindy Coy
Larry Johnson	Mark Christiansen
Les Tlougan	

Staff present:

Crystal Prentice, City Manager  
Mary Buenzow, Records Secretary

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

- 2 A moment of silent prayer was observed. The Pledge of Allegiance to the Flag was recited.

**APPROVAL OF AGENDA**

- 3 It was moved by Coy, seconded by Tlougan, to approve the agenda as presented; the motion carried 7-0.

**VISITORS, REQUESTS, AND COMMUNICATIONS**

- 4 None

**PUBLIC HEARINGS**

- 5 None

**ROUTINE BUSINESS**

- 6 None

**UNFINISHED BUSINESS**

- 7 None

**NEW BUSINESS**

8a **Authorize City Manager to enter into contract with Pettipiece & Associates for Economic Development and Planning Services**

The City Manager explained the Community Development Director will be leaving the City as of March 25<sup>th</sup>. There are a number of development and planning projects that need to be completed, including the Comprehensive Plan, relocation of a business to the South Industrial Park, EDA Revolving Loan Fund, and preliminary plat, annexation and other issues for the Worke property. The City Manager stated the City does not have the internal resources or expertise to carry out these projects. She has met with Chuck Pettipiece and requested a proposal for services.

The City Manager further explained there are number of alternatives that can be considered, however Staff would like to take the time to explore those alternatives and look at other options for the future needs of this department.

It was moved by Rose, seconded by Coy, to authorize the City Manager to enter into a contract with Pettipiece & Associates for Economic Development and Planning Services;

**DISCUSSION**

Councilmember Clemons stated his first reaction is he cannot believe we will pay another consultant, but he spoke with the City Manager regarding the projects and other current issues, and in looking at the economic activities that Mr. Giovannini was involved in, we do need someone short-term. Councilmember Clemons expressed concern regarding holding to a not-to-exceed dollar value. The City Manager stated part of the proposal is that no mileage will be paid to Pettipiece & Associates.

Mayor Srp commented he felt this is a well thought-out plan.

**VOTE ON THE MOTION**

The motion carried 7-0.

Mayor Srp and the Council thanked Community Development Director Peter Giovannini for his work at the City.

**CONSENT AGENDA**

9 It was moved by Clemons, seconded by Coy, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following actions:

- a. Minutes – Regular City Council meeting – March 2, 2010 – were accepted and placed on file.
- b. Payroll & expenditures – March 2010 – were authorized for payment.

### CITY MANAGER’S REPORT

10 The City Manager reported the following:

- 1) The City hired Ann Lauer to the Accountant position, who started on March 8<sup>th</sup>. The City has begun the hiring process for the Finance Director position.
- 2) Census information is going out this week, and the City Manager asked everyone to fill out the information forms. The information is vital in ensuring the City receives appropriate funding. It is a requirement of the law that all information provided on the census forms is confidential.
- 3) March is MN Foodshare Month. The City Manager stated the City will participate in a friendly competition with Waseca County again this year, to see who can gather the most food and cash donations. The City won last year with a total of 752 pounds of food and over \$1,000 in cash donations. She encouraged everyone to participate and stated food items can be dropped off at City Hall and cash donations can be given to Administrative Assistant Michelle Murphy.
- 4) The Council will be holding its mid-year budget reduction work session. The work session had been scheduled for Wednesday, March 17<sup>th</sup>, but is now being rescheduled. After some discussion, Council consensus was to hold the work session on **Tuesday, March 24<sup>th</sup> from 3:00-6:00 p.m. at the Waseca Municipal Airport.**
- 5) The City Manager reported the all-employee meeting held last Thursday with the Mayor and Councilmembers Coy and Clemons was a good meeting and well-received by Staff. The purpose of the meeting was to discuss the City’s current financial situation and it gave the employees an opportunity to give input and ask questions.

Councilmember Coy commented the Mayor did a wonderful job in setting the tone for the meeting and the parameters were well received. She stated employees thanked her after the meeting. Mayor Srp thanked the employees for attending. The City Manager stated she is putting together a list of the ideas from Staff, so Council can see their input.

### COMMISSION REPORTS

11 **The following Commission reports were provided by the City Council:**

- **Heritage Preservation Commission** – Councilmember Tlougan reported no meeting was held this month.

- **Park Board** – Councilmember Christiansen reported the Park Board had a lengthy discussion regarding Emerald Ash Borer and the concerns associated with a potential invasion to ash trees in Waseca. The Park Board discussed the possibility of removing ash trees and planting more trees than were removed. He also stated the Park Board has adopted Veterans Park, and encourages others to adopt a park this season. Mayor Srp inquired whether there is federal funding available for removing trees. Councilmember Christiansen stated that was not discussed, however the Park Board members will look into that possibility. The Park Board agreed on the need to be proactive regarding this issue.
- **Library Board** – Councilmember Tlougan stated the Library has also been looking at budget cuts and has discovered the library is required to be open 20 hours per week. The Library Board also discussed a reduction in materials, so there may not be as many new books on the shelves in the upcoming months.
- **Planning Commission** – Councilmember Tlougan reported there are two new members on the Planning Commission, and it is great to have young people aboard. The Commission spent time discussing the Comprehensive Plan and will be going through the Plan section by section.
- **Joint Government Committee** – Councilmember Christiansen stated at the Joint Government meeting it was reported the School District offered a contract to a new Superintendent, the County has hired a new County Administrator, and the City's update included a report on potholes and union settlements. The Township reported on plowing roads and the Development Corp reported on its annual meeting.
- **EDA** – Councilmember Clemons reported the EDA has recently accomplished some projects and is working on potential new businesses. The EDA has also been working on the Collaborative Initiative and reviewing the roles and responsibilities of the various groups so as not to duplicate tasks.

Councilmember Coy commented the EDA held a joint session with the Planning Commission regarding the Comprehensive Plan and how it relates specifically to economic development. The EDA wants to participate in that discussion and the groups agree the Comprehensive Plan is the roadmap to the next 10-20 years.

Community Development Director Peter Giovannini addressed the Council and commented on his feelings about the community and the willingness of the people of Waseca to do whatever they have to do to make Waseca a better place to live. He stated he has enjoyed his time working for the City of Waseca and thanked the Council for their support.

Mayor Srp and the Council thanked Mr. Giovannini for the work he has done for the City.

- **Airport Board** – Mayor Srp stated he was unable to attend the March Airport Board meeting, but spoke with the City Engineer who indicated the Board had received engineering proposals and TKDA will be providing the engineering services for the airport.

- **Traffic Safety Board** – Councilmember Rose reported the Traffic Safety Board recently made a recommendation regarding parking on Johnson Avenue. The recommendation will be coming to the Council. The Board also discussed a request from the Historical Society for three parking spaces and that recommendation will also be coming to the Council. Mayor Srp inquired whether there has been continued discussion by the Traffic Safety Board regarding parking on 3<sup>rd</sup> Avenue NE. Councilmember Rose stated that issue has also been on the Board’s agendas and he will obtain further information.

### **ANNOUNCEMENTS**

**12 The following miscellaneous announcements were made by the Council:**

- Councilmember Coy reminded everyone of the Rock the Food Shelf event on Saturday, March 27, 2010 at 7:00 p.m. at Central Intermediate School. Bands will be performing free of charge and admission is a food shelf item or a cash donation. The City Manager asked if this is a family event and Councilmember Coy stated it is a family event, however those who plan to attend should be prepared that the bands are loud.
- Councilmember Rose referred to Councilmember Christiansen’s Park Board update regarding the Emerald Ash Borer and stated there are several establishments in town that sell firewood and he felt the City should be proactive regarding inspections of firewood, etc. Councilmember Christiansen stated there are some counties that ban firewood from being brought in, and he thinks Kiesler’s Campground also has a ban. It was agreed the Park Board should look into this further.
- Councilmember Clemons inquired whether the Traffic Safety and Airport Board items will be coming to the Council. The City Manager stated that is the case and the Airport Board recommendation will be coming to the first Council meeting in April.
- Councilmember Tlougan again reminded everyone to turn in their census forms.
- Councilmember Christiansen wished Finance Director Teresa Walters and Community Development Director Pete Giovannini well in their new endeavors and stated they both have been an intricate part of the City. Mayor Srp agreed and also wished them well.
- Mayor Srp reported the DARE Graduation was held on Monday evening and he commended the City Manager for her fine speech, as it was very moving and touching. The City Manager stated it was a fun event and she commended Mayor Srp and Judge Collins for their speeches as well. She added it was great to see the students make pledges to remain drug and alcohol free. Mayor Srp also thanked Officers Sheedy and Kern for their work with the DARE students.
- Mayor Srp thanked Representative Kory Kath for attending the work session this evening and providing a legislative update. He stated this is a tough job and he is glad to have Rep. Kath and Senator Mike Parry at the capitol to represent us.

- Mayor Srp inquired when the downtown plants will be arriving. Councilmember Clemons stated they should arrive the day before Memorial Day.

**ADJOURNMENT**

- 13 There being no further business to be brought before the Council, it was moved by Clemons, seconded by Tlougan, to adjourn the meeting at 7:50 p.m.; the motion carried 7-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
RECORDS SECRETARY