

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2018

CALL TO ORDER/ROLL CALL

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:02 p.m.

Councilmembers present:

| | |
|----------------|-------------------|
| Mayor Roy Srp | Les Tlougan |
| Ann Fitch | Allan Rose |
| Jeremy Conrath | Mark Christiansen |

Absent: Daren Arndt

Staff present:

Danny Lenz, City Manager
Shelly Kolling, Finance Director
Mary Buenzow, City Clerk
Scott Girtler, Waseca Police Officer

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Tlougan, seconded by Conrath, to approve the agenda as presented; the motion carried 6-0.

PUBLIC COMMENT

- 4 Mayor Srp asked if there was anyone in the audience, not on the agenda, who wished to address the City Council at this time. There were no comments.

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 It was moved by Conrath, seconded by Fitch, to approve the Consent Agenda as presented; the motion carried 6-0 and included the following:

- A. Minutes – Regular City Council meeting – December 19, 2017
- B. 2017 Payroll & Expenditures
- C. **Resolution 18-02** – TKDA Airport Consultant Contract two-year extension
- D. **Resolution 18-03** – Tort Liability Limits
- E. **Resolution 18-04** – Designation of City depositories
- F. 2018 Expenditures

ACTION AGENDA

7A Appoint Mayor Pro Tem

The City Council annually reviews their appointments to various boards and commissions for the coming year. Unless otherwise noted, one councilmember serves on each board or commission.

Staff is requesting the Council only appoint the Mayor Pro Tem at this time, and review the list of boards and commissions to consider on which they may wish to serve. Council representatives on each board or commission will be decided at the January 16th meeting.

The City Manager asked the Council to let him or the City Clerk know their preferences for boards or commissions prior to the next meeting.

It was moved by Conrath, seconded by Srp, to appoint Allan Rose as Mayor Pro Tem for 2018; the motion carried 6-0.

7B Resolution No. 18-01 – SCDP Waseca Housing Project

At the January 17, 2017 meeting, Council adopted Resolution 17-06 approving the Citizen Participation Plan for the submission of the Southwest Minnesota Housing Partnership (SWMHP) proposal for the Small Cities Development Program. Since that time the City has been awarded funds for the project from Minnesota Department of Employment and Economic Development (DEED). The City has been awarded a grant of \$533,770 with a City match of \$66,230 which will come from previous SCDP related project funds on hand.

The Waseca project includes two properties consisting of forty (40) units are located in Waseca. The related properties are the North State Street Apartments and BR Properties (NS/BR) located at 116 & 117 14th Ave NE and 108 14th Ave NE.

SWMHP will administer the funds in accordance with all of the Federal requirements, prepare the financial draws for contractor payment and submit to the City. The City would draw funds down from DEED (draw form provided by SWMHP) and forward those funds to the Title Company for contractor payments. Generally DEED funding is expended in one or two payment draws. None of the administrative duties will have a cost to the City of Waseca.

After rehabilitation has been done, there will be an increase in the rent level, but Rural Development will provide additional rental assistance to offset the increases to qualifying renters. Units rehabilitated with tax credit funding are rent restricted for thirty years. Units rehabilitated with Rural Development funding are rent restricted for an additional forty years.

The following policies are required for the City of Waseca to be in compliance with the DEED grant:

- Residential Antidisplacement, Relocation Assistance and Displacement Minimization Plan for the City of Waseca Multi-Family Rehabilitation
- Certification for a Drug-Free Workplace
- HUD Section 3 Plan - The City will to the greatest extent feasible, market to low and very low-income persons or businesses, and female or minority owned contractors.
- Fair Housing Policy
- Authorization Form for SWMHP to sign reimbursement payments requests
- Income Reuse Plan
- Prohibition of Excessive Force Policy

The policies are listed in Resolution 18-01 with copies of each policy attached for Council review.

In addition to these policies, the City will enter into a Contract for Administrative Services with the Southwest Minnesota Housing Partnership. They will facilitate the most of this process for the City of Waseca. A copy of the proposed contract is included for Council review.

The Resolution authorizes the City Manager, or their successor in office, and the Mayor to execute the policies and the contract and amendments thereto, as are necessary to implement the project(s) on behalf of the City of Waseca.

It was moved by Tloughan, seconded by Fitch, to adopt Resolution No. 18-01, A RESOLUTION OF THE WASECA CITY COUNCIL REGARDING SMALL CITIES DEVELOPMENT PROGRAM (SCDP) WASECA HOUSING PROJECT POLICIES AND CONTRACT FOR ADMINISTRATIVE SERVICES; the motion carried 6-0.

REPORTS

8A City Manager's Report

The City Manager announced that John Underwood has been appointed as Fire Chief. There will be an official ceremony at an upcoming City Council meeting.

The City has been notified that the Finance Department has been awarded the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for Fiscal Year 2016. The City Manager commended the Finance Department for their work in achieving this award.

The City Manager wished everyone a Happy New Year.

8B Commission Reports

Airport Board January 2 meeting – Councilmember Rose reported the Airport Board discussed several items, including the FBO hangar, 2018 Projects, the Airport Master Plan, a skydiving update, Airport Board membership, rezoning, the ditch under the runway, and contract renewal for the Airport Manager.

Fire Relief Association December 27 meeting – Councilmember Conrath stated the Association welcomed new City staff representative Penny Vought. They discussed the annual meeting, which is two weeks from today, and the Association agreed that beginning in 2019, the annual meeting date will be changed so as to allow the City Councilmembers to attend.

ANNOUNCEMENTS

- 9 Councilmember Fitch requested the Park Board discussed additional lighting in the Loon Lake Park parking lot. She stated the parking lot is very dark. Councilmember Christiansen made note so the Park Board can discuss this item at the next Park Board meeting.

Councilmember Fitch reported the Sleigh & Cutter Festival Committee will hold a Sesquicentennial event – a Founding Father’s Facial Hair Contest. Contestants may go to Icon Barbers for a shave to get started. The cost is \$25 and all proceeds will go to Children’s Dream Catcher Fund.

Councilmember Tlougan stated he has received many inquiries regarding this item and wondered if there is a timeline for Burger King. The City Manager stated his understanding is they hope to be open by the end of May.

Mayor Srp wished everyone a Happy New Year and hopes for a wonderful 2018.

ADJOURNMENT

- 10 There being no further business, it was moved by Fitch, seconded by Conrath, to adjourn the regular meeting at 7:25 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK