

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, MARCH 19, 2019

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 Ann Fitch
Mark Christiansen Allan Rose
Jeremy Conrath Les Tlougan

Councilmembers absent: Daren Arndt

Staff present: Lee Mattson, City Manager
Tom Kellogg, City Engineer
Ranae Schult, Administrative Assistant

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Conrath, seconded by Fitch, to approve the agenda as presented. Motion carried 6-0.

PUBLIC COMMENT

- 4 **Brent Brass, 1104 10th Avenue SE, Waseca, MN**, voiced his concern regarding Council approving a Variance to the Waseca High School for 1,800 extra square feet of concrete. Mr. Brass stated that in November 2018, he was informed that he was ten feet over on impervious surface, and needed to have it removed. He inquired why he is not able to have his wider driveway.

Lee Mattson, City Manager, stated the High School project did not have any issues with impervious surface, but requested a Conditional Use Permit regarding expansion of an existing parking lot, and a Variance to allow an accessory structure.

REQUESTS AND PRESENTATIONS

- 5 No items were brought forward.

CONSENT AGENDA

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

A. Minutes – Regular City Council Meeting & Work Session – March 5, 2019

B. Payroll & Expenditures

- C. Approval of 2019 Consumption & Display Liquor Permit: Pippi Lane Boutique, LLC
- D. Approval of 2019 Liquor License: Oscars, El Molino, American Legion
- E. **Resolution 19-13:** Approval of Crack Seal/Seal Cost Project 2019-03
- F. Approval of Contract Payments: Tink Larson Community Field

ACTION AGENDA

7A Public Hearing - Gaiter Lake Flood Plain Mapping

The City Council directed Staff to prepare additional information on the City's ability to request that the 100-year flood plain of Gaiter Lake be mapped. Staff provided the estimated 100-year flood plain that was created by Stantec Engineering as part of a Stormwater Study they completed for the City.

Tom Kellogg, City Engineer, provided background information regarding conversations with the DNR and FEMA, and provided Council with pros/cons for flood plain mapping Gaiter Lake.

Lee Mattson, City Manager, stated the policy question presented to the City Council is if the City of Waseca should ask for the Gaiter Lake 100-year flood plan to be mapped.

The public hearing opened at 7:15 p.m.

Scott Frederick, 34662 Valley View Road, Waseca, MN,

Mr. Frederick provided a map and paperwork that he requested Council to review.

Mr. Kellogg stated the normal water level could not be adjusted, per the DNR.

The public hearing was closed at 7:19 p.m.

It was moved by Conrath, seconded by Christiansen, that a flood plain map for the Gaiter Lake 100-year flood plain should not be mapped; the motion carried 6-0

7B Approve Application for DNR Flood Damage Reduction Grant

At the February 5, 2019, City Council Work Session, options to assist four property owners along the shores of Gaiter Lake with flood relief was presented. Options included adding piped outlets to Gaiter Lake, constructing ponding upstream from Gaiter Lake, and enrolling in the Minnesota Department of Natural Resources (MnDNR) Flood Damage Reduction (FDR) program.

Tom Kellogg, City Engineer, stated the piping and ponding options are not feasible due to the estimated costs. However, the MnDNR FDR program would be a 50-50 cost share program between the City and the MnDNR to remove structures from flood prone areas. Mr. Kellogg stated that currently there is no funding available for this program. The next funding possibility with this program is during the 2020 State bonding bill discussions.

It was moved by Conrath, seconded by Rose, to authorize Staff to enroll in the MnDNR Flood Damage Reduction Grant Assistance Program; the motion carried 6-0.

7C Resolution 19-12: Approval of LRIP Grant Agreement

In 2017, the City applied for a Local Road Improvement Program (LRIP) grant from MnDOT. In March of 2018, the City learned they were successful in a \$1,000,000 grant application.

Tom Kellogg, City Engineer, stated the next step in this process is for Council to adopt Resolution No. 19-12. Mr. Kellogg further stated the bid opening on the project will be on March 26, 2019, and be presented to Council at their April 2, 2019 City Council meeting.

It was moved by Tlougan, seconded by Rose, to adopt Resolution 19-12; a Resolution approving the Local Road Improvement Program grant agreement for the 3rd Street NE Street and Utility Improvement Project, City Project No. 2019-01; the motion carried 6-0.

7D Set hearing date for Economic Development Authority Board Designation

The City Council directed Staff to prepare a resolution that would amend the Economic Development Authority (EDA) enabling resolution. Attorney Robert Scott was consulted in the development of the draft resolution.

It was moved by Fitch, seconded by Conrath, to set the public hearing date to amend the Economic Development Authority enabling resolution to April 16, 2019; the motion carried 6-0.

7E Resolution 19-14: Supporting Comprehensive Transportation Funding

The League of Minnesota Cities has asked member cities to pass a resolution supporting increased transportation funding for cities across Minnesota. In addition to calling for aid for Municipal State Aid Streets, which benefits Waseca, the resolution also calls for funding for additional funding, which may not specifically benefit Waseca. Staff feels that supporting transportation funding in general is good for Waseca.

It was moved by Tlougan, seconded by Conrath, to adopt Resolution 19-13; a Resolution Requesting Comprehensive Road and Transit Funding; the motion carried 6-0.

REPORTS

81.A Individual Performance Evaluation Summary

Mayor Srp read the following summary of the closed session City Manager performance evaluation:

On March 5, 2019, the Waseca City Council met in closed session to conduct a six-month performance review of City Manager Lee Mattson. All Councilmembers expressed satisfaction with Mr. Mattson's performance, and the Council considers the performance evaluation to be successfully completed. As stipulated by the City's Employee Agreement with the City Manager, the annual base salary of the position shall be increased to Grade 15, Step 4.

8A City Manager's Report

- Installation of micro monitoring equipment begins this week.
- The City of Waseca received the *Certificate of Achievement for Excellence in Financial Reporting*, as a result of the work on the Comprehensive Annual Financial Report (CAFR) by Shelly Kolling, Finance Director, and the Finance Department.
- The Fire Department is beginning to develop their Strategic Plan.
- Conversations continue with Pinnacle Foods (Birds Eye) on a strategic plan.

- Thanked Street crews for all the work clearing storm sewer inlets, and other work to help deal with the snow melt.

8B **Commission Reports**

- Discover Waseca Tourism: Conrath
 - Abby Hughes is a new member of DWT.
 - Work is continuing on the outdoor brochure.
 - Work is beginning for organization efforts for the fair booth.
- Planning Commission: Srp
 - Planning Commission has three new members.
 - The City Manager explained the role of the Planning Commission.
- Economic Development Authority: Fitch
 - Waseca was not awarded the Southern Minnesota Initiative Foundation (SMIF) Child Care Grant. However, the EDA will be working with SMIF on an abbreviated program.
 - The EDA committed \$2,000 toward the cost of a Tourism Assessment.
 - A Memo of Understanding was approved to host the CEC conference in Waseca in September.
 - The EDA is in need of two more members.

ANNOUNCEMENTS

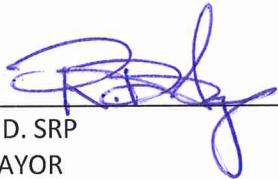
9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Tlougan:
 - Stacy Lienemann, Library Director, is working with the Brad Dushaw, Park Superintendent, on sketches for a music garden in Trowbridge Park.
 - When is T21 in effect? The City Manager stated this is effect on April 4, 2019.
- Councilmember Fitch:
 - Wished the Bluejay boys' basketball team good luck at the State Tournament.
 - Congratulations to the Bluejay girls' basketball team for a great season.
 - As a condition of her current employment as Chamber Director, she is resigning her City Council seat effective March 29, 2019. Councilmember Fitch thanked City Staff and the public for this opportunity to serve.
- Councilmember Tlougan stated Ann is a great person, and he has been happy to serve with her on Council
- Councilmember Christiansen:
 - Encouraged citizens to step up and get involved in the community.
 - Boy Scouts have gathered approximately 1,350 pounds of food for the Food Shelf.
 - Thank you Ann for serving on the City Council.
- Councilmember Rose:
 - Great snow melt.
 - Councilmember Fitch will be missed.


- Councilmember Conrath:
 - He participated in the St. Patrick's Day celebration and had a great time.
 - Voiced his pleasure in working Councilmember Fitch.
- Mayor Srp
 - Thanked Ann for her years of service. She will be missed.
 - Staff will be advertising to fill Councilmember's Fitch Council seat. If interested, please contact City Hall. The Council's loss is the Chambers gain.

ADJOURNMENT

- 10 It was moved by Fitch, seconded by Conrath, to adjourn the meeting at 7:59 p.m.; motion carried 6-0.



R. D. SRP
MAYOR



RANAË SCHULT
ADMINISTRATIVE ASSISTANT

