

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 16, 2018

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
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt
Les Tloutan	

Staff present:

Danny Lenz, City Manager
Mark Duchene, City Engineer
Mary Buenzow, City Clerk
Jacob Kaplan, Waseca Police Department

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 Councilmember Fitch requested adding Discover Waseca Tourism to the list of Commission Reports. The City Manager noted the Airport Board and Fire Relief Association reports have already been given.

It was moved by Conrath, seconded by Arndt, to approve the agenda as amended; the motion carried 7-0.

PUBLIC COMMENT

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

REQUESTS AND PRESENTATIONS

- 5A **Fire Chief John Underwood**

Mayor Srp stated he is honored to have John Underwood present this evening to be pinned as the new Fire Chief. Mayor Srp provided background information regarding Chief Underwood's years of service with the Waseca Fire Department and commended him and the fire department for the great job they do in our community.

Chief Underwood was pinned by his wife, Lori Underwood.

Chief Underwood thanked his wife for her support. and the Mayor, City Council and City Manager for giving him this opportunity. He stated the Fire Department is a great group of people who always give 110%.

Chief Underwood stated tonight is the Fire Department's annual meeting and he invited the Council to the fire station after the council meeting for chili and oyster stew.

5B Junior Achievement of Owatonna

Laura Heyne, District Manager for Junior Achievement in Steele-Waseca County (JA), addressed the Council and gave some background information as to the Junior Achievement programs in Waseca. She stated JA conducts programs in partnership with the Waseca community for mentorship, role models, etc. and they currently work with Waseca grades K-5.

Ms. Heyne stated JA is asking for \$500 in support to cover the cost of a classroom. She requested the Council also approve the City allowing its employees to volunteer for JA during daytime hours.

Councilmember Fitch asked if this \$500 request is in addition to the \$1500 requested and received from the EDA. Ms. Heyne stated it is.

Councilmember Rose commented he felt this should be included in the community enhancement fund process, and wondered what fund the donation would come from. The City Manager explained during the last budget session the Council decided to make allocations to organizations and requests individually, and the Council has a fund for this to come out of. He added the EDA has their own budget under separate authority. The City Manager stated this is viewed as an economic development program but also as a community project.

Councilmember Fitch encouraged Ms. Heyne to come back to the EDA to request additional funds. She stated she is a JA volunteer, it is a wonderful experience and she would be in favor of allowing City employees to volunteer.

After further discussion it was moved by Rose, seconded by Srp, to approve \$500 to Junior Achievement of Owatonna;

DISCUSSION

Councilmember Arndt inquired whether this will be a yearly request and should be put into the budget. The City Manager replied it could be made part of the budget discussion.

VOTE ON THE MOTION

The motion carried 7-0.

It was moved by Rose, seconded by Srp to approve allowing city staff to volunteer for JA during daytime hours with the approval of HR and their supervisors, the motion carried 7-0.

CONSENT AGENDA

- 6 It was moved by Fitch, seconded by Arndt, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following:

- A. Minutes- Regular City Council meeting – January 2, 2018
- B. Minutes – Truth in Taxation meeting – December 5, 2017
- C. Minutes – City Council work session – November 28, 2017
- D. Payroll & Expenditures
- E. CSAH 14 Cooperative Agreement with Waseca County
- F. City Building Inspection Services contract amendment
- G. **Resolution No. 18-06** – Airport Fixed Base Operator contract
- H. Off Sale Liquor License application – Walmart, Inc.
- I. **Resolution No. 18-05** – Approving Off Site Gambling Permit – Sleigh & Cutter Festival

ACTION AGENDA

7A Council Board and Commission appointments

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.

A description of each board and their area of responsibility is included in the Council material. Councilmembers can be re-appointed to their current assignment or be assigned to a new board or commission as the Council wishes. Councilmembers were asked to submit their requests for a specific board or commission to the City Manager, to be placed on a chart for easier viewing.

It was moved by Tlougan, seconded by Arndt, to approve the Council board and commission appointments as follows; the motion carried 7-0

Airport Board – Councilmember Rose
Charter Commission – Councilmember Rose
EDA – Mayor Srp, Councilmember Fitch
Heritage Preservation Commission – Councilmember Tlougan
Human Rights Commission – Councilmember Fitch
Park Board – Councilmember Christiansen
Planning Commission – Councilmember Arndt
Community Ed Advisory Board – Councilmember Fitch
Discover Waseca Tourism Board – Councilmembers Conrath, Fitch
Fire Relief Association – Councilmember Conrath
Region 9 – Councilmember Arndt

7B Citizen Board and Commission appointments

Presented to the Council is a list of Advisory Boards and Commissions with vacancies as of January 31, 2018. Members whose terms expire have been notified by letter, requesting they let staff know if they are interested in reappointment. Notices of the vacancies were placed in the Waseca County News, and on the City's website and Facebook page.

It was moved by Tlougan, seconded by Rose, to appoint Larry Fischer, Greg Kaelberer and Jedidiah Kalbow to the Airport Board; the motion carried 7-0.

It was moved by Christiansen, seconded by Fitch, to appoint Dave Dunn to the EDA; the motion carried 7-0.

It was moved by Conrath, seconded by Fitch, to appoint Allen Judd to the Park Board; the motion carried 7-0.

Mayor Srp thanked everyone who volunteers to serve on boards and commissions and encouraged anyone who is interested in a board or commission to contact City Hall.

At this time, Airport Manager Maynard Stensrud addressed the Council and stated he wished to publicly thank City Engineer Mark DuChene for the excellent job he has done for the airport and the Airport Board during his five years with the City.

REPORTS

8A City Manager's Report

The City Manager distributed a tentative 2018 work session schedule. He stated a work session will be cancelled if there isn't something for the meeting agenda, and he will try to keep all work sessions on this list, unless an issue arises before a council meeting.

The Fire Department annual meeting is this evening and the Council is invited to the fire station for chili and oyster stew.

The City Manager stated he wished to thank City Engineer Mark DuChene, whose last day with the City is February 2nd. Mr. DuChene oversees a lot of areas in the City and does very well. He has worked on the public safety building, Tink Larson Field, and is in the middle of the Highway 14 project. The City Manager added that Mr. DuChene has also served as the Acting City Manager at times, and directly oversaw the Public Works department during the flood.

City Engineer Mark DuChene addressed the Council and stated it has been a great honor and privilege to work for the City. He has learned a lot and has grown professionally and personally during his time here. He stated he will miss everyone.

Mayor Srp commented that many staff members have told him what a great person Mark is and he commended Mark for making his career decision for the best interests of his family.

Councilmember Fitch asked the City Manager if it is possible for the Traffic Safety Board to look into placing a stop sign at 4th Street and 7th Avenue NE. *This item will be placed on an upcoming Planning Commission/Traffic Safety Board agenda.*

8B Commission Reports

EDA - Mayor Srp reported the EDA listened to a Junior Achievement presentation from Laura Heyne. He stated the EDA has successfully changed its meeting date and time, and had good attendance at the last meeting. Councilmember Fitch added that two members, Russ Weir and Blain Nelson, are now on a committee for the Lower Property.

HPC – Councilmember Tlougan reported the HPC approved its meeting dates for the year. They also discussed the downtown nomination process, and want to make sure the Council is kept informed of what is happening. There was also discussion regarding the two depots in town, and that one depot is being considered for demolition because of its proximity to the tracks. After some discussion, Mayor Srp commented he would like to participate in discussions regarding the depots.

Councilmember Fitch inquired about historic street signs. Councilmember Tlougan replied this is the first year of the replacement cycle and as they finish the cycle, they will get done.

Park Board – Councilmember Christiansen reported the Board discussed lighting at Loon Lake Park. They are considering installing LED lights, which may help, but if more lighting is needed the Park Board will revisit this issue. The Park Board also discussed lighting on the north side of the bike trail, and a potential dog park. Councilmember Christiansen asked the Councilmembers whether they wish to continue moving forward on a dog park. The City Manager stated he will place this item on an upcoming work session agenda.

Discover Waseca Tourism – Councilmember Conrath stated the DWT welcomed two new members, reviewed the Spring Brochure, discussed the Sesquicentennial, and the Bike TRAM stop in Waseca in mid-July. Councilmember Fitch will represent the DWT at a State conference in March, and Councilmember Conrath will be meeting with Economic Development Coordinator Gary Sandholm to discuss the DWT taking over the tourism website. Councilmember Fitch commented there hasn't been anyone from Waseca attending the Explore Minnesota Tourism Conference in three years and she is looking forward to attending.

ANNOUNCEMENTS

9 Councilmembers made the following announcements:

Councilmember Fitch commented on recent Minnesota sporting event wins.

Councilmember Arndt thanked City Engineer Mark DuChene for his service to the City and wished him well in his new job.

Councilmembers Conrath, Rose and Christiansen echoed Councilmember Arndt's comments to Mark DuChene and stated he will be missed.

Councilmember Christiansen commented it was nice to see more applicants for boards and commissions. He also mentioned the recent Minnesota Vikings win and stated it is good for Minnesota to have something positive to rally around.

Mayor Srp told of a conversation with his 5-year old granddaughter in which she said she did not know what the opposite of love would be, and he expressed his wish that everyone in the world could say the same thing.

Councilmember Rose stated he enjoyed having the Fire Department here as a group this evening and would like to see the Police Department come to a future Council meeting. The City Manager stated he will ask the Police Chief to bring her department with her when she presents her year-end report to the Council.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 7:56 p.m.; the motion carried 7-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK