

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, MARCH 6, 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

Absent: Les Tlougan

Staff present:

Danny Lenz, City Manager  
Shelly Kolling, Finance Director  
Mary Buenzow, City Clerk

**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 It was moved by Arndt, seconded by Fitch, to approve the agenda as presented; the motion carried 6-0.

**PUBLIC COMMENT**

- 4 None

**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 items:

- A. Minutes – Regular City Council meeting – February 20, 2018
- B. Payroll & Expenditures
- C. Boat House Leasehold Mortgage Approval
- D. Liquor License Application – Troy Tuma/Night Time Entertainment, LLC
- E. **Resolution No. 18-11** – In Support of Opportunity Zones
- F. Final Payment – Insituform Technologies – Sewer Lining Project #2017-09

## **ACTION AGENDA**

### **7A Fire Service Study**

During the development of the 2018 Budget the Council approved soliciting proposals for the performance of a Fire Service Study from a qualified firm. City staff developed a Request for Proposal for the Fire Service Study and received three responses. All three firms offered different levels of services, experience and cost. The three proposals, and their proposed costs, are:

Cornerstone Consulting Services, LLC - \$12,000

**Emergency Services Consulting International - \$31,714**

Center for Public Safety Management, LLC - \$45,555

After reviewing the proposals, staff is recommending the Council approve Emergency Services Consulting International (ESCI) to conduct the study. ESCI's proposal was rated highly in their response to the required scope of services, provides expertise and experience in their understanding of Fire Department operations, specifically including full-time and paid-on call staffing and fit within the project budget appropriated for 2018.

There was some discussion. Councilmember Rose felt the study could be accomplished in-house. The City Manager stated there have been a lot of changes in this field and he did not think we can replicate what the consultants can do. On March 20<sup>th</sup> the Council will be talking about a new pumper truck and it is important to make sure we are investing our money in the right way.

Councilmember Conrath commented he felt a lot of the concerns have been addressed already and he did not see a lot of changes that will be enacted by the study. He stated he will vote against the study.

Councilmember Fitch stated there are always things that can be improved on and she did not want to put this off because we think we're doing a great job. Looking at efficiencies across the board is necessary and could also be done with other departments.

It was moved by Christiansen, seconded by Fitch, to approve the Fire Service Study as presented; the motion carried 4-2 (nay-Conrath, Rose).

### **7B Updated Community Room Use Guidelines Resolution No. 18-09**

The City of Waseca adopted the Facility Use Guidelines for the Public Safety Building in 2014. Staff has reviewed the use guidelines based on its experience over the past several years on how the facility is used. The attached proposed changes provide additional clarity on the allowable uses, and information on what features are available when. The primary goal of the changes is to make it easier for local businesses and organizations to make use of the facility.

Key Changes to the Guidelines include:

- Identifying hours of operations from 8 AM – 4:30 PM
- Listing amenities available
- Changes to three of the four user classifications to the following:
  - o B: No cost to participate events hosted by local organizations/businesses
  - o C: Cost to participate events hosted by local organizations/businesses

- D: Non-Waseca organizations/businesses
- Changes to the fee structure to eliminate the cost for type B activities at the facility
- Removed the ability for residents to reserve the facility for private, personal events (i.e. birthday parties, family/friend potlucks, showers)

The facility is not available for use, except for City sponsored or associated events, before 8 AM or after 4:30 PM, as this would require the City to provide staffing to ensure the security of the facility. If the Council would like to make the facility available at these times it is recommended that a charge of \$50/hr be charged in order to cover staff expenses, and be contingent on staff being available.

It was moved by Fitch, seconded by Rose, to adopt Resolution No. 18-09, A RESOLUTION OF THE WASECA CITY COUNCIL AMENDING THE FACILITY USE POLICY; the motion carried 6-0.

**7C Approve Recruitment Firm Selection for City Manager Recruitment**

The City Manager explained that staff has reached out to several search firms for proposals to perform the recruitment search for the City Manager position. Three responses were received:

Minnesota Valley Council of Governments - \$4,500  
DDA Human Resources, Inc. - \$17,000  
M&A Executive Search, LLC - \$25,000

The City Manager and the Finance Director both have experience with DDA (David Drown & Associates) Human Resources, Inc. and think they would work very well in developing a profile of the community.

Mayor Srp commented he called all of the references for DDA, and they all spoke very highly of the firm.

It was moved by Rose, seconded by Conrath, to approve DDA Human Resources, Inc. in the amount of \$17,000; the motion carried 6-0.

**REPORTS**

**8A City Manager's Report**

The City Manager gave the following report:

The Parks Department is removing the boards from the Hartley Hockey Rink. They are in a state of disrepair and the Hockey Association has decided to hold off on replacing them for now.

The Parks Department has been tentatively approved for a Statewide Health Improvement Partnership (SHIP) grant, with March 23<sup>rd</sup> being the final approval date. The grant is for benches in various areas, bike stations, signage, etc.

The City will present the final Vision 2030 report presentation on Tuesday, March 13<sup>th</sup> at 3:00 p.m. at the Public Safety Building.

The City Manager, Finance Director and the Mayor have been working on the Interim City Manager search, and have received multiple proposals. Mayor Srp will be meeting with three of the candidates and if any of the Councilmembers wish to meet with them as well, please let him know.

There was some discussion regarding ownership and condition of the Hartley Hockey Rink boards. Councilmember Christiansen stated the boards were leaning, and it has been a safety issue, as well as being hard to pour a sheet of ice.

Councilmember Fitch wondered, if the Hockey Association doesn't have money in their budget, would the City want to wait a couple years before pouring a sheet of ice at Hartley.

**8B Commission Reports**

Park Board – March 6 meeting – Councilmember Christiansen reported that Board member Mike Francis is donating a park bench in memory of his wife, Carol. The Park Director is working on trail naming, with suggestions of Parkridge Trail, North & South Trail, Doodlebug Trail. The City Manager stated he will follow up with the Park Director as to whether there will be a recommendation from the Park Board to the City Council on this issue.

Councilmember Christiansen further reported the Park Board has been reviewing options for the Northeast Park signs. He distributed examples, noting which one was preferred by the Park Board. He commented that Oak Park has never had a sign.

In other areas, Councilmember Christiansen stated the Southview Park pavilion is due for repairs. We have been tentatively approved for a \$12,000 grant. There is also discussion about connecting to the Freeborn County trail.

Mayor Srp asked Councilmember Christiansen for information about the Adopt-A-Park program. Councilmember Christiansen explained the program and stated they are still looking for people to volunteer for cleaning and maintaining parks. Last year 13 of the 17 parks were taken care of by volunteers. He thanked those volunteers and hopes to get a good number of volunteers again this year.

**ANNOUNCEMENTS**

**9 The following announcements were made:**

Councilmember Fitch asked for blessing from the councilmembers to attend the National League Conference if there is money in the budget. She stated she enjoys the League of MN Cities conferences and would love to go to the National Conference, which is in California this year. After brief discussion it was the consensus of the Council that Councilmember Fitch should be allowed to attend the National Conference in Los Angeles in November. Mayor Srp commented he felt Councilmember Fitch's presence would be a very positive thing.

Councilmember Arndt explained that on February 20<sup>th</sup> there was a fire at Walmart in the meat area. The store lost everything and in two weeks' time everything was back up and running. He expressed his thanks to the Cotton Team, and all the associates who came in to get the store back up. He encouraged everyone to come back to Walmart, as the store is bigger and better than ever. Councilmember Arndt added that all the items in the store are new and everything from the fire went to a salvage company.

Councilmember Rose commented he is enjoying the snow.

Mayor Srp stated the night of the Walmart fire he went out to the store, but there was so much activity he came back the next morning. He let the store know that the community was supportive of them and he was able to meet with Walmart employees that morning. He was very impressed by their positive attitude.

**ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Conrath, seconded by Arndt, to adjourn the meeting at 7:43 p.m.; the motion carried 6-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
CITY CLERK