

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 19, 2021

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. The meeting was held virtually, due to COVID-19.

Councilmembers Present: Mayor Roy Srp Ted Conrath
Daren Arndt John Mansfield
Jeremy Conrath Mark Christiansen
Allan Rose

Councilmembers Absent: None

Staff Present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager
Alicia Fischer, Finance Director
Nate Willey, City Engineer
Carl Sonnenberg, Utilities and PW Director

Others Present: N/A

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 Council Member Mansfield asked for item 7B: Lead for MN Lease Agreement to be added to the agenda. It was moved by Conrath, seconded by Rose to approve the agenda as amended. Roll call 7-0. Motion carried.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 It was moved by Christiansen, seconded by Arndt, to approve the Consent Agenda as presented. Roll call 7-0. The motion carried.

- A. Minutes – Regular City Council Meeting & Work Session January 4, 2021
- B. Payroll & Expenditures
- C. RCCA: Electric Territory Acquisition
- D. RCCA: BDPI Waiver
- E. RCCA: Annual Solar Report
- F. RCCA: Cogeneration & Small Power Production

ACTION AGENDA

A. RCCA: Rental Inspection Procedures

City Engineer, Nate Willey, informed Council there are just over 1,000 rental properties/units within the City. Every year, approximately one-third of them are inspected, resulting in a 3-year rental property rotation. Typically, the City building official would schedule on-site inspections. This year however, due to COVID-19 concerns, rental property owners and/or their tenants are instead required to provide the building official with pictures or video of the items needing inspection. This is consistent with what other communities are doing.

After notifying rental property owners of this change via a letter sent on November 9, 2020, the City has received pictures or video for less than 15% of this year's rental unit inspections and some owners have expressed that they will not comply with this new procedure. Currently, the deadline for submitting all required information and fees is February 22, 2021. The owners have also been reminded that passing a rental inspection is a condition of their rental license.

Staff is therefore proposing the following modifications to the rental inspection procedure:

1. Extend the deadline and allow owners or tenants to submit a signed checklist in lieu of pictures or video.
2. One month before that extended deadline is reached, review the level of compliance and, if necessary, inform the owners that they may either comply with the current procedure by the deadline or postpone their inspection until on-site visits are deemed appropriate. Postponed inspections would be charged an increased fee of \$45/unit (normal fee is \$30/unit).

He further explained the fee increase is due to the increased workload created by the delayed inspections. Rental inspections are usually scheduled during the slower winter months. Any postponed inspections would need to take place during the busier construction season, resulting in longer hours and/or overtime for the City's contracted building official. Per their contract agreement with the City, 100% of all rental inspection fees are paid to the City's building inspection contractor, City Building Inspection Services LLC (CBIS). The fees are first collected by the City, who is then invoiced by CBIS on a bi-monthly basis.

Council voiced support for these accommodations and has asked for the fee schedule to be amended and brought forth for approval at a future Council meeting.

B. Lead for MN Lease Agreement

Motion was made by Mansfield, seconded by Srp to discontinue the lease agreement. Roll call 5-2 (Srp, Christiansen Nay), motion carried. Lead for MN will have 30 days to vacate City Hall.

REPORTS

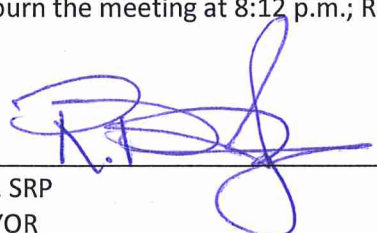
- 8 A. City Manager's Report
- Discussed a plan for in-person Council meetings starting in late February
 - City facilities to open 1/25 to the public
 - Recovery Coordinator Grant needs to be amended
 - Jason Forshee has been promoted to Fire Chief
 - Staff is planning to present an updated CIP draft this Spring to Council
- B. Commission Reports
- Planning Commission
- Sophia Hoiseth was appointed to the Commission
 - Sophia was appointed to the HPC
 - Meeting dates were approved for 2021
- Park Board
- Northwest Nature Park prairie expansion
 - Ongoing dog park discussions
 - Snow removal on the trail system
 - Tree pruning is taking place in the parks
- Discover Waseca Tourism
- Talked about Sleigh & Cutter
 - Discussed the next brochure
- EDA
- Thanked Dave Dunn for his years of service
 - Appointed positions
 - Closed on an EDA loan
 - Talked about the water main grant for Conagra expansion

ANNOUNCEMENTS

- 9 Srp – Divine Intervention happened recently in Waseca. Dorothy Loonan received a new kidney!

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt seconded by Jeremy Conrath, to adjourn the meeting at 8:12 p.m.; Roll call, 6-1 (Rose Nay). Motion carried.



R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

