

**MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 6, 2011**

**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
John Clemons	Cindy Coy
Larry Johnson	Mark Christiansen
Les Tloutan	

Staff present:

Crystal Prentice, City Manager  
Russ Stammer, City Engineer  
Nathan Reinhardt, Finance Director  
Kimberly Johnson, Planning Director  
Mary Buenzow, Records Secretary

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

3 The City Manager requested the addition of item 8b, 2012 Utility Budget.

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

**VISITORS, REQUESTS AND COMMUNICATIONS**

4a **Presentation of trail signs – Duane Rathmann, Jen Dvorak**

**Jen Dvorak**, incoming President and on behalf of the Waseca Area Tourism & Visitors Bureau (WATVB), thanked the Council for their time and explained the purpose of her visit was to present trail signs for Clear Lake trail.

Ms. Dvorak explained that Clear Lake trail is utilized by many, but there are no maps. The WATVB moved forward to create a trail map in partnership with the Lakes Association. Ms. Dvorak thanked the Park Department, in particular Park Director Mark Bartelt, and Wes Hellevik for their assistance with the signs. She stated there are two signs, which will be placed at Maplewood Park and at the entrance to the marsh.

The signs were presented to the City Council and Ms. Dvorak also noted they indicate “You Are Here” and contain a QR code, so that individuals can scan to the Waseca website and print off the trail map if they wish.

It was moved by Tloutan, seconded by Rose, to accept the Clear Lake trail signs, and thanked everyone involved in this effort; the motion carried 7-0.

**Mayor Srp asked if there was anyone else in the audience, not on the agenda, who wished to address the City Council at this time.**

**Dave Zika, 613 7<sup>th</sup> Avenue NE**, addressed the City Council and explained he received a letter from the City this summer regarding the overlay project on his street. He now has a new street and he stated the City crew was “spectacular” throughout the project. They were willing to answer any questions he had during the process. Mr. Zika stated he also learned that the City owned the equipment they were using, which he felt is an outstanding use of tax dollars and city resources. Mr. Zika stated that Street Department employee Marty Hofmeister even offered that residents could use his property to park their cars if necessary.

Mr. Zika stated he now has a new street, with no potholes, which is a pleasure to drive. He felt the crew was friendly and hardworking and they are fantastic ambassadors for the City of Waseca.

Mr. Zika also referred to an instance last winter when he was snowed in and couldn’t get to his mailbox. The City crew was quick to clear out his area.

Mr. Zika further commented regarding the new Bluejay logo on the water tower and commended the Council for approving this. He felt the bluejay logo on shirts and other items shows a source of pride for anyone who lives in Waseca.

Mr. Zika also thanked the City for our beautiful parks and commented the Park Department is out every day keeping them maintained and they are also outstanding workers and citizens. He thanked the Council for all they do and for always putting the citizens first.

Mayor Srp thanked Mr. Zika for his comments and wished him a Merry Christmas.

### **PUBLIC HEARINGS**

5a **Adoption of Ordinance No. 976 – Amending Chapter 152 of the City Code, Sign Regulations, Pylon Signs**

The City of Waseca is requesting an amendment to the Waseca Code of Ordinance to allow pylon signs in B3, Limited Business and B-4, Highway Business Districts. Waseca Code of Ordinances section 152.11 currently allows freestanding pylon signs only in B-2, Urban Fringe Business and I-2, Moderate Industry districts. Several business owners in either B-3 or B-4 zoning districts have approached the City about installing or upgrading freestanding pylon signs on their property. Further, there are currently a number of businesses in these zoning districts that have freestanding pylon signs, which are considered legally existing, non-conforming signs. For these reasons, the Planning Commission chose to pursue a code amendment to allow pylon signs in B-3 and B-4 districts.

The Planning Commission held a public hearing on the proposed text amendment. There were no members of the public in attendance, and staff received no comments prior to the meeting. The Planning Commission voted to recommend approval of the proposed amendments (4-0).

Ordinance No. 976 is presented for adoption following the public hearing at this time.

**Mayor Srp opened the public hearing at 7:18 p.m.** There were no public comments. **The public hearing closed at 7:19 p.m.**

It was moved by Johnson, seconded by Rose, to adopt Ordinance No. 976, AN ORDINANCE OF THE CITY OF WASECA, MINNESOTA AMENDING CHAPTER 152 OF THE CITY CODE, SIGN REGULATIONS, PYLON SIGNS; the motion carried 7-0.

5b **Assessment hearing – Project #2011-01 – Reconstruction Project  
Resolution No. 11-62 – Adopting Assessment Roll #269**

The City Engineer presented the cost calculation and assessment roll #269 for the 2011 Street Reconstruction Project No. 2011-01. The total cost of the project was \$533,832.54, which is lower than the estimate presented at the project hearing. Assessment rates were calculated in accordance with the City Assessment Policy and applied to each property according to its use. The assessments total \$142,724.59 or approximately 27% of the project cost. The remaining amount will be funded out of the Street CIP Fund.

Staff recommends the Council hold the assessment hearing and adopt Resolution 11-62, Adopting Assessment Roll #269 for Municipal Project No. 2011-01.

**The public hearing opened at 7:23 p.m.**

**JoAnn Earle, 704 5<sup>th</sup> Avenue NE**, addressed the Council and explained she lives on a dead end street which did not seem to need repairs. She stated this is a nice, dead-end street and she lives in the last house, and has off-street parking. However, a new driveway has been constructed at Hartley with new curb and now the street is very busy. Ms. Earle felt the street repairs may have been done for the benefit of the school. She further stated she is now unable to get into her driveway and there have been several near misses with the increased traffic. Ms. Earle stated she does not feel the new street has benefited her property much at all.

The City Engineer explained there are worse streets in town, but the purpose of the overlay is to replace the top 1 ½ inches of asphalt to eliminate cracking, so cracks don't work their way deeper. The overlay is a maintenance operation, and the decision to overlay was based on the condition of the surface of this street.

Regarding the traffic issues, the City Engineer stated there have been changes at the school due to no busing, and citizen requests regarding student drop offs, however these are separate events that just happened at the same time. He would be willing to look into the traffic concerns Ms. Earle mentioned.

Mayor Srp inquired whether the City did any kind of traffic study in this area, and also whether the school was assessed for the street improvement. The City Engineer stated he did not believe a traffic study had been done, but he would be willing to look at the traffic in this area. He commented this had been a minimal use gravel road in the past and was used for the trail, hockey rinks, field driveway access, etc.

Mayor Srp commented he suspected there may now be some illegal turns being made which would endanger pedestrian traffic, and he wondered if there was a possibility of adding some police patrol. Ms. Earle stated she didn't think there was anything illegal about the way the cars go through, but there are no signs in place. She assumes that people have been told to go in one way and out the other, but they don't look as they are going out and she is afraid there will be an accident some day.

The Council directed the City Engineer to install a dead-end sign on 5<sup>th</sup> Avenue NE at this location.

**The public hearing was closed at 7:38 p.m.**

It was moved by Johnson, seconded by Tlougan, to adopt Resolution No. 11-62, A RESOLUTION OF THE WASECA CITY COUNCIL ADOPTING ASSESSMENTS FOR MUNICIPAL PROJECT #2011-01, ASSESSMENT ROLL #269, 2011 STREET RECONSTRUCTION IMPROVEMENTS; the motion carried 7-0.

5c **Assessment hearing – Project #2011-02 – 2011 Overlay Project  
Resolution No. 11-63 – Adopting Assessment Roll #270**

The City Engineer presented the cost calculation and assessment roll #270 for 2011 Street Overlay Improvement Project No 2011-02. The total cost of the project was \$181,835.71, which is slightly less than the estimate presented at the Project Hearing. Assessment rates were calculated in accordance with the City Assessment Policy and applied to each property according to its use. The assessments total \$59,114.98 or approximately 32% of the project cost. The remaining amount will be funded out of the Street CIP Fund.

Staff recommends the Council hold a public hearing and adopt Resolution 11-63, Adopting Assessment Roll #270 for Municipal Project No. 2011-02.

**The public hearing opened at 7:41 p.m.**

**JoAnn Earle, 704 5<sup>th</sup> Avenue NE**, addressed the Council and explained she had objected to her assessment at the previous public hearing. She owns an apartment building with tenants and off-street parking. Ms. Earle stated she felt her street was fine and is now being used heavily by the school.

The City Manager read aloud the appeal process for the audience.

*Staff indicated there were no other objections – written or oral – received on either of the projects.*

**The public hearing was closed at 7:47 p.m.**

It was moved by Johnson, seconded by Clemons, to adopt Resolution No. 11-63, A RESOLUTION OF THE WASECA CITY COUNCIL ADOPTING ASSESSMENT ROLL #270 FOR 2011 OVERLAY PROJECT #2011-02; the motion carried 7-0.

**ROUTINE BUSINESS**

6a **Resolution No. 11-64 – MnDOT Agreement for Airport Improvements**

Minnesota airports are eligible for funding from MnDOT for improvement projects. Proposed projects for 2012 include rehab of the apron and construction of a taxi lane. The City share of this project cost is budgeted, and will be funded from airport revenue – the rental income of the airport farmland.

Staff recommends a motion to adopt Resolution No. 11-64, Accepting Grant Agreement with MnDOT for airport improvements.

Councilmember Clemons requested clarification of what improvements will be made at the airport. The City Engineer explained an apron will be replaced, and a new strip of asphalt will be placed to allow new hangars to be constructed.

It was moved by Tlougan, seconded by Christiansen, to concur with Staff recommendation and adopt Resolution No. 11-64; the motion carried 7-0.

**6b 2012 Liquor License renewals**

The Council was presented with a list of 2012 On Sale, Off Sale, Club, Sunday and 3.2 Liquor License renewals. Staff explained that applicants are required to submit an application, appropriate fees and a Certificate of Insurance for liquor liability insurance coverage. The Police Department conducted background checks on each license applicant, and results did not reveal any criminal convictions, arrest data, and/or suspicious activity that would be of interest pertaining to the liquor license renewals.

The Police Department conducts alcohol compliance checks each year and to date, all liquor licensees have passed alcohol compliance checks in 2011.

It was moved by Clemons, seconded by Rose, to approve the 2012 Liquor License renewals as presented; the motion carried 6-0-1 (Johnson abstained as an employee of a licensed liquor establishment).

**6c 2012 Tobacco License renewals**

Included in the Council material was a list of the 2012 Tobacco License renewals. Licensees are required to submit an application form, appropriate fees, and insurance information to be eligible for renewal.

The Police Department conducts tobacco compliance checks each year, and to date, all tobacco licensees have passed compliance checks in 2011.

It was moved by Tlougan, seconded by Rose, to approve the 2012 Tobacco License renewals as presented; the motion carried 7-0.

**6d 2012 Garbage Hauler License renewals**

The Council was provided with a list of the 2012 Garbage Hauler License renewals. Licensees were required to submit an application, appropriate fee and insurance information. No problems were reported related to the garbage haulers in 2011.

It was moved by Coy, seconded by Johnson, to approve the 2012 Garbage Hauler License renewals as presented;

**DISCUSSION**

There was brief discussion regarding the weight of heavy garbage trucks on city streets. Councilmember Clemons commented there are towns who contract with only one hauler and include garbage fees on utility bills. He wondered if that would be possible or if it would be a cheaper option.

Mayor Srp commented the Council has also held discussions in the past regarding the weight of heavy garbage trucks on city streets. He felt this would warrant a discussion in the future.

**VOTE ON THE MOTION**

The motion carried 7-0.

6e **Designation of depositories for City funds**

The City of Waseca maintains funds at local depositories in checking, savings, certificates of deposit and other investment instruments as allowed for under State Statutes related to the investment of public funds. The City is highly regulated as to the type and risk factor of investment vehicles it can participate in, as there has been much discussion and debate over the types of investment options that municipalities have placed investment dollars into. For audit compliance purposes, the City staff annually requests City Council action approving the local depository sites. This action is necessary for the legal compliance portion of the audit. Staff recommends the approval of the designation of official City depositories.

It was moved by Tlougan, seconded by Christiansen, to approve the City depositories as presented; the motion carried 7-0.

6f **Designation of official city newspaper**

Section 12.01 of the Waseca City Charter requires the Council to annually designate the official City newspaper for legal publications.

Waseca County News is the only publication eligible according to Minnesota Statutes 331A.02 to be designated as the official City newspaper.

It was moved by Tlougan, seconded by Christiansen, to approve Waseca County News as the official City newspaper for 2012; the motion carried 7-0.

**UNFINISHED BUSINESS**

7 None

**NEW BUSINESS**

8a **Library Budget**

The County Commissioners of Waseca and LeSueur Counties respectively and the City Council of the City of Waseca have each acted officially to establish public library service in their respective jurisdiction and provided for the financial support for such service from tax funds.

A general operating budget is established yearly and maintained as a single budget. The budget shall be developed in consultation with members of the regional library board. The library director shall present the budget to the Administrators of the City of Waseca, County of Waseca and County of Le Sueur who will then present the budget to their respective board or council for review and vote during their regularly scheduled meetings. Each joint powers entity has one vote. If two-thirds (2/3) of the joint powers support the budget, the budget is approved. The Library Board recommends the approval from the City of Waseca for the Waseca-Le Sueur Regional Library 2012 budget.

**Theresa Meadows, Library Director**, addressed the Council and provided detail as to the changes made by the Library in order to accommodate budget reductions while still providing quality library services to the citizens of Waseca. Ms. Meadows stated that, even with all the cuts, library usage has remained steady.

Councilmember Tlougan commented he is on the Library Board, which has been working on this budget for many months. He thanked Theresa Meadows, the Library staff, and the Board for their hard work on this difficult task.

It was moved by Tlougan, seconded by Coy, to approve the Library Budget as presented; the motion carried 7-0.

8b **2012 Enterprise Funds Budget**

The City Council held a work session earlier this evening to discuss the proposed budgets for the Enterprise Funds. The recommended 2012 budget maintains utility rates at their current levels. Staff recommends approval of the recommended 2012 budget for the Enterprise Funds.

It was moved by Rose, seconded by Christiansen, to approve the 2012 Utility Enterprise Funds Budget as presented; the motion carried 7-0.

**CONSENT AGENDA**

9 Councilmember Tlougan noted a correction to item 9b. Staff noted the change.

It was moved by Tlougan, seconded by Srp, to approve the Consent Agenda with revisions as noted; the motion carried 7-0 and included the following actions:

- a. Minutes – Regular City Council meeting – November 15, 2011 – were accepted and placed on file.
- b. Minutes – City Council work session – November 15, 2011 – were accepted as amended and placed on file.
- c. Minutes – City Council work session – November 1, 2011 – were accepted and placed on file.
- d. Payroll & expenditures – November 2011 – were authorized for payment.

**CITY MANAGER’S REPORT**

10 The City Manager provided the following report:

The State Budget Forecast Shows \$876 Million Projected Balance for the 2012-13 Biennium, which will be used to restore State reserves. This is good news, and the City Manager stated she hopes the February forecast truly indicates a surplus.

**COMMISSION REPORTS**

11 The Councilmembers gave the following board/commission reports:

EDA - Councilmember Christiansen gave a recap of EDA activities, in particular the establishment of a County EDA and what this entails.

Fire Relief Association – Councilmember Johnson reported account balances are in good shape, board elections are coming up, and there was discussion regarding offering new firefighters to join the State PERA program.

Planning Commission – Councilmember Tlougan stated issues of the Planning Commission included pylon signs and the Comprehensive Plan, land use in particular.

Community Ed Advisory Board – Councilmember Johnson reported that recent items include discussion of medical center discounted rates, a school update from Brian Dietz, and a tour of the CIS.

Joint Government – Councilmember Christiansen stated a report was given by School Superintendent Brian Dietz regarding the passed levy. Updates were also provided by the City, County, Township, Chamber, WDC, BEST, and local businesses.

Library Board- Councilmember Tlougan reported the Board discussed part-time employee insurance, and the 2012 budget.

Tourism & Visitors Bureau - Mayor Srp stated he was unable to attend the meeting due to a conflict.

Region 9 – Councilmember Coy provided an update of Region 9 activities, including the search for a new Director with the resignation of Reggie Edwards. They are also putting together a Strategic Planning Committee.

### ANNOUNCEMENTS

12 **Councilmembers gave the following announcements:**

Councilmember Coy stated she wished to publicly thank City staff for helping make the Holiday Train in Waseca a success. She stated their very prompt response to various requests was greatly appreciated.

On behalf of the Neighborhood Service Center, Councilmember Coy thanked Canadian Pacific Railroad for the Holiday Train entertainment and donation.

Mayor Srp thanked everyone who volunteered to make “Christmas Time’s a Coming” a wonderful event, which benefited American Red Cross.

Mayor Srp commented he and his wife rode the Holiday Train from Owatonna to Waseca. There were around 500 people in attendance in Owatonna, but well over that number in Waseca. The event supported the community and the Neighborhood Service Center and was a wonderful community event. Councilmember Coy reported \$700 and over 800 pounds of food was received in donations. She commended the generosity of the people of Waseca in light of recent other events, i.e. Stuff the Trailer, Empty Bowls, etc.

### ADJOURNMENT

13 There being no further business to be brought before the Council, it was moved by Coy, seconded by Christiansen, to adjourn the meeting at 8:50 p.m.; the motion carried 7-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
RECORDS SECRETARY