

**MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, JANUARY 3, 2012**

**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  
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 It was moved by Coy, seconded by Rose, to approve the agenda as presented; the motion carried 7-0.

**VISITORS, REQUESTS AND COMMUNICATIONS**

4 None

**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.**

**PUBLIC HEARINGS**

5 None

**ROUTINE BUSINESS**

6a **City Council Mayor Pro Tem and board/commission appointments**

The City Council annually reviews their appointments to various boards and commissions for the coming year. Councilmembers can be re-appointed to their existing assignment or be assigned to a new board as the Council wishes. Staff noted the Water Park Advisory Board is no longer in existence.

Councilmember Clemons commented every year he questions the need for all of the boards and commissions, as they take up a lot of staff time. He wondered if things could be done in a different way, and noted the example that the Traffic Safety Board has only met twice all year, the Human Rights Commission has met only three times. Councilmember Clemons suggested the Traffic Safety Board could be absorbed into the Planning Commission, as they also deal with signs and sign placement. He stated the City can do a lot of good without an official Human Rights Commission and just felt that some of the boards and commission are not needed.

The City Manager commented the Water Park Board voted to disband, and issues regarding the Water Park can go to the Park Board.

Mayor Srp stated he has been on the Human Rights Commission for around 6 years, and it has been difficult to get a quorum, and the commission has struggled with assignments, a purpose, and participation. He understands Councilmember Clemons' concerns and would be in favor of disbanding the Human Rights Commission. Councilmembers Christiansen agreed.

Councilmember Johnson commented he felt some of the boards or commissions can be folded into other areas which would streamline and make things more efficient.

Councilmember Rose stated the Traffic Safety Board hasn't been as busy as in the past and felt Councilmember Clemons made a good point. However, he liked that community members are involved and would like to look into this further before disbanding any of the commissions.

Mayor Srp stated if there is a human rights issue it could be brought to the council, as would be the case for a traffic safety concern. He reiterated this may be a good time to dissolve the Human Rights Commission.

Councilmember Coy explained she was one of the original Human Rights Commission members several years ago and at the time the Commission was helping a variety of types of citizens. She doesn't feel the types of issues have been alleviated but she does not feel eliminating the Human Rights Commission would take away the citizens' ability to come forward to the City Council about their issues. She wondered why it is difficult to get people to participate, whether it's the meeting time, or if the City is doing a better job. Councilmember Coy stated she would be interested in hearing other ways we can make sure we have an ear to the people the Human Rights Commission is meant to protect.

The City Manager stated these things can be done on a staff level. The Human Rights Commission at one time did a nice job on bullying, and in 2011 focused on protecting seniors and preventing fraud. However it was difficult to get a quorum or participation. The City Manager suggested we can keep the commission on an inactive status, to be looked at again next year.

Discussion continued and the Records Secretary read the boards and commissions that are listed in the City Ordinance. Councilmember Tlougan stated we should go through the formal process of disbanding the Water Park Advisory Board, since it is listed in the Code. He added if there is an article in the paper regarding the discussion this evening, that may generate some interest in the boards and commissions.

Mayor Srp commented Councilmember Clemons brought up this issue and it will be reviewed. He looks forward to future discussions. Mayor Srp stated there are some commissions that people are very passionate about, and he thanked Councilmember Clemons for bringing this issue forward.

Councilmember Clemons questioned whether there is still a productive purpose for the Joint Government Committee. Mayor Srp provided some history as to the origins of the committee and stated it is the only body that gets all the governmental groups together. The City Manager commented she feels the participants find value in the committee.

Councilmember Johnson stated the meeting times don't really work for him, but if Councilmember Christiansen wants to step down from this committee, he will take it. Councilmember Coy stated the meeting time works for her, but she would only participate if the

meetings are productive. Councilmember Christiansen commented the current system of this committee would be difficult to change. He added the City Manager has been doing a great job of updating the committee about the city. Councilmember Coy stated if the purpose is really “joint” then she would like to look at where we can partner on things. Sometimes staff is bound by protocol that elected officials don’t have to follow and elected officials could create a spark to get things going.

Regarding Region 9, Councilmember Coy stated she is a representative of cities under 10,000 on this group and she will stay on this Commission unless the Council indicates otherwise.

It was moved by Johnson, seconded by Tlougan, to approve the 2012 appointments listed; the motion carried 7-0 and included the following appointments:

Mayor Pro Tem - Allan Rose  
Airport Board - Rose (Srp-alternate)  
Charter Commission - Rose  
Economic Development Authority – Coy, Clemons (will need to leave the meetings early)  
Fire Relief – Johnson  
Heritage Preservation Commission – Tlougan  
Human Rights Commission – Srp  
Park Board – Christiansen  
Planning Commission – Tlougan will stay on until someone else takes this assignment  
Traffic Safety Board – Rose

Community Ed – Johnson  
Joint Government – Coy, Johnson (Rose-alternate)  
Library – Tlougan  
Region 9 – Coy  
Tourism & Visitors Bureau - Srp

**6b Citizen board/commission appointments**

Included in the Council material was a list of advisory boards/commissions with vacancies as of January 31, 2012. Notices of the vacancies were placed in the County News & Shopper, on the City’s website, and the Public Access Channel. Members whose terms expire have been notified by letter, requesting that they indicate if they are interested in reappointment.

Applications were submitted by individuals who are interested in appointment. Staff will continue to advertise for the remaining vacancies.

The City Manager read the list of board/commission vacancies, and the list of applicants. She stated because no applications have been received for the Human Rights Commission, there will no longer be a quorum for this meeting. Staff recommends the Council appoint William Johnson and Cory Hanna to the Airport Board.

It was moved by Clemons, seconded by Christiansen, to approve appointment of William Johnson and Cory Hanna to the Airport Board as presented; the motion carried 7-0.

Mayor Srp appealed to the audience that if anyone is interested in being on the Charter Commission, EDA, Heritage Preservation Commission, Human Rights Commission, Park Board, Planning Commission, Traffic Safety Board, etc., to contact Mary Buenzow at the City Hall.

**UNFINISHED BUSINESS**

7 None

**NEW BUSINESS**

8a **Award bid – Electric Substation Transformer #1**

The City Council directed staff to obtain legal bids to renovate City Substation Transformer #1. This transformer was built in the mid-1960's and is in need of renovation based on its age and based on City electric load growth. The construction budget included in the 2012 City Council approved budget is approximately \$290,000. The lone bid received, from Jordan Transformer, LLC is in the amount of \$259,132. The bid amount is contingent on the actual final cost of materials and applied sales tax.

As a cost comparison, the renovation of Substation Transformer #2 was bid at \$245,177 while the final contract amount was \$256,218.46, or 4.5% higher than the bid amount based on final cost of materials and applied sales tax. Staff recommends City Council acceptance of the bid to renovate City Substation Transformer #1 and to award the bid to Jordan Transformer, LLC in the bid amount of \$259,132 with material contingency.

Councilmember Clemons requested clarification of where the money for this transformer is coming from. The City Manager explained the transformer will be paid from the electric budget. Transformer #2 was purchased last year and we were able to save money and have some to move forward with Transformer #1.

Councilmember Clemons reiterated the City is not raising electric rates in 2012. The City Manager stated that is the case.

Councilmember Rose expressed some concerns regarding the material contingency.

It was moved by Clemons, seconded by Srp, to award the bid to Jordan Transformer, LLC to renovate City Substation Transformer #1 in the amount of \$259,132 as presented; the motion carried 7-0.

**CONSENT AGENDA**

9 It was moved by Tlougan, seconded by Christiansen, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following actions:

- a. Minutes – Regular City Council meeting – December 20, 2011- were accepted and placed on file.
- b. Minutes – City Council work session – December 6, 2011- were accepted and placed on file.
- c. Payment Request #29 – Robert L. Carr Co. – Project #0812 – was authorized for payment.
- d. Payment request – Stantec Invoice #552995 – Project #0812- was authorized for payment.
- e. Payroll & expenditures- December 2011 – were authorized for payment.

### **CITY MANAGER’S REPORT**

- 10 The City Manager reported a Joint Committee on Redistricting Committee has been established. Members include City Records Secretary, Mary Buenzow, County Commissioner Dan Kuhns, County Auditor-Treasurer Joyce Oliver, County Commissioner Blair Nelson, City Manager Crystal Prentice, City Councilmember Al Rose, City Councilmember Les Tlougan, and County Chief Deputy Auditor-Treasurer Tammy Wynkoop . The Joint Committee will be charged with making a final recommendation to both the City Council and County Commissioners.

The deadline for municipal redistricting is April 3, 2012. The first committee meeting will be held on January 19<sup>th</sup>.

### **COMMISSION REPORTS**

- 11 The Councilmembers provided the following reports:

Airport Board – Mayor Srp stated he was unable to attend the meeting.

EDA- Councilmember Christiansen stated issues include branding, goals, interchanges, growth, how to tie in with the BEST group, IRP, and the County EDA. Councilmember Coy added the EDA is also looking for a tagline for specific letterhead.

Fire Relief Assoc. – Councilmember Johnson stated there was no December meeting.

Park Board – Councilmember Christiansen reported the Park Board discussions have included Trowbridge Park bandstand, an update from the City Planner, skating rinks and warming houses, volleyball courts and water problems.

Heritage Preservation Commission – Councilmember Tlougan stated there was no meeting in December.

Planning Commission – Councilmember Tlougan reported the Planning Commission has been discussing the home occupation ordinance and regulations, comprehensive plan and land use maps.

Library Board – Councilmember Tlougan stated the Library Board recently discussed insurance for part-time employees, and is looking at snowplowing bids.

Region 9 – Councilmember Coy had no report.

Tourism & Visitors Bureau – Mayor Srp stated there was no December meeting.

### **ANNOUNCEMENTS**

- 12 Councilmember Rose wished everyone a Happy New Year.

Councilmember Johnson commented on the Iowa caucuses this evening.

**ADJOURNMENT**

- 13      There being no further business to be brought before the Council, it was moved by Tlougan, seconded by Coy, to adjourn the meeting at 8:01 p.m.; the motion carried 7-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
RECORDS SECRETARY