

**MINUTES**  
**6:00 P.M. - CLOSED SESSION PER M.S. 13.D.01**  
**Advice of Legal Counsel re: Pondview Development**

The Waseca City Council held a Closed Session on March 15, 2016 from 6:00 PM until 6:39 PM at the Waseca City Hall in the Council Chambers.

Councilmembers Present:

Mayor John Clemons	Fred Salsbury
Daren Arndt	Allan Rose
Les Tlougan	Mark Christiansen
Ann Fitch	

Staff Present:

Danny Lenz, City Manager  
 Mark DuChene, Director of Engineering  
 Robert Scott, Legal Counsel – Flaherty & Hood

**MINUTES**  
**REGULAR WASECA CITY COUNCIL MEETING**  
**TUESDAY, MARCH 15, 2016**

**CALL TO ORDER/ROLL CALL**

- 1 The regular Waseca City Council meeting was called to order by Mayor John Clemons at 7:30 p.m. following the closed session City Council meeting to discuss the sale of City property.

Councilmembers present:

Mayor John Clemons	Allan Rose
Daren Arndt	Fred Salsbury
Mark Christiansen	Les Tlougan
Ann Fitch	

Staff present:

Danny Lenz, City Manager  
 Mark DuChene, Director of Engineering  
 Carl Sonnenberg, Utilities Director  
 Ranae Schult, Recording 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 Salsbury, seconded by Arndt, to approve the agenda as presented; the motion carried 7-0.

**VISITORS, REQUESTS AND COMMUNICATIONS**

4a **Proclamation – National Service Recognition Day**

Mayor Clemons read aloud a proclamation declaring April as the Month of the Military Child. He presented the proclamation to several local military children who were in attendance.

**Jeremiah Miller, 14125 Timber Lane, Waseca, Minnesota** thanked Mayor Clemons, and stated there are a lot of children of military parents in Waseca.

Mr. Miller stated this year red, white and blue graduation cords will be worn by graduating high school seniors who have already enlisted in the military, and purple cords will be worn by seniors who have a member of their family currently serving in the military.

Mr. Miller further stated that Friday, April 15<sup>th</sup> has been designated as the day to acknowledge the military children, and asked everyone to consider wearing purple that day to show their support to the children in military families.

Mr. Miller invited everyone to attend the Waseca County Beyond the Yellow Ribbon monthly meeting scheduled for Wednesday, March 30<sup>th</sup> beginning at 6:00 p.m. on the third floor at the Miller-Armstrong building.

4b **Waseca Pageants Organization – Waseca Easter Egg Hunt**

**Molly Kopischke, 36434 Clear Lake Drive, Waseca, Minnesota**, co-director of the Waseca Pageants Organization, a non-profit organization, provided the City Council information regarding a donation request for \$500 from the City to be used towards purchase of candy and prizes for children and publicity for the Waseca Easter Egg Hunt, which will be held on Saturday, March 26<sup>th</sup> at Clear Lake Park.

Ms. Kopischke stated the total cost of the event is \$1,200. To date, they have raised \$550 in cash along with multiple donations of candy from local businesses and community members. Ms. Kopischke stated that last year they had over 8,000 eggs stuffed by volunteers of a local community member's work staff. The event was attended by over 300 children with their parents and grandparents, and offered face painting, balloon animals and games for the children to play before and after the hunt.

Mayor Clemons suggested Council authorization of a donation "up to \$500" to bridge the gap to the \$1,200 needed for the event.

A brief discussion was held regarding the Community Enhancement fund, which would be a fit for this type of request.

Councilmember Tlougan commented that he would be okay with this as a one-time request, but would like them to apply through the Community Enhancement fund for future requests.

It was moved by Christiansen, seconded by Tlougan, to approve a one-time donation of up to \$500 payable to Waseca Pageants for the Waseca Easter Egg Hunt; the motion carried 7-0.

**Mayor Clemons asked if there was anyone in the audience, not on the agenda, who wished to address the City Council at this time. No other visitors addressed the City Council.**

**PUBLIC HEARINGS**

5 None

**ROUTINE BUSINESS**

6a **Resolution No. 16-11** – Approving the Feasibility Report and Calling a Public Hearing for the 2016 City MSA Street Improvement Project No. 2016-01

On January 5, 2016, the City Council approved Resolution No. 16-02 authorizing City Staff to prepare a feasibility study for the 2016 City Municipal State Aid (MSA) Street Improvement Project, City Project 2016-01.

A portion of the project costs are proposed to be financed with special assessments to benefiting properties in accordance with State Statute 429 and the City of Waseca’s Special Assessment Policy. Special assessments are calculated on a front footage basis, and the per foot rate is set per the land use designation according to the Special Assessment Policy. Corner lots are provided a corner lot credit per the Policy where both streets are being assessed with the same project, or it is reasonably assumed that the street adjacent to the corner lot that is not part of the current project will be assessed by the City at a later date. Per the Special Assessment Policy, backyard drainage improvements costs are assessed 100% to the benefited properties based on a prorated share of contributing flow area.

Mark DuChene, City Engineer, provided a Feasibility Report PowerPoint presentation to the City Council.

It was moved by Salsbury, seconded by Tlougan, to accept the Feasibility Study for the 2016 MSA Street Improvement projects and to adopt Resolution No. 16-11, CALLING FOR A PUBLIC HEARING FOR MUNICIPAL PROJECT 2016-01 MSA STREET IMPROVEMENT PROJECTS, to the April 5, 2016 City Council meeting; the motion carried 7-0.

**UNFINISHED BUSINESS**

7 None

**NEW BUSINESS**

8a Tobacco License Application – Theresa M. Schoolmeesters

The City of Waseca received an application for a Tobacco License from Theresa M. Schoolmeesters, who wishes to open a tobacco retail store, Waseca Tobacco, at 213 North State Street in Waseca.

Based on information included in the background check conducted by the Police Department, if the Council chooses to approve the Tobacco License, Staff would recommend including additional conditions on the license as provided to Council as Attachment 1.

Mayor John Clemons invited Robert Scott, attorney for Flaherty & Hood, who was present at the City Council closed session, to provide the City Council and public with a few observations regarding license application. Mayor Clemons stated that Mr. Scott is not the City of Waseca’s attorney, but felt he could provide some insight on this issue.

It was moved by Salsbury, seconded by Clemons, to table action on the Tobacco License application from Theresa M. Schoolmeesters for 90 days; the motion carried 7-0.

8b Tobacco License Application – Fahed Akram Aljabari

The City of Waseca received an application for a Tobacco License from Fahed Akram Aljabari, who wishes to open a tobacco retail store, Waseca Tobacco, at 204 17<sup>th</sup> Avenue NE in Waseca

Based on information included in the background check conducted by the Police Department, if the Council chooses to approve the Tobacco License, Staff would recommend including additional conditions on the license as provided to Council as Attachment 1.

Mayor John Clemons invited Robert Scott, attorney for Flaherty & Hood, who was present at the City Council closed session, to provide the City Council and public with a few observations regarding license application. Mayor Clemons stated that Mr. Scott is not the City of Waseca's attorney, but felt he could provide some insight on this issue.

It was moved by Clemons, seconded by Christiansen, to table action on the Tobacco License application from Fahed Akram Aljabari for 120 days; the motion carried 7-0.

It was moved by Tlougan, seconded by Rose, directing Staff to draft a moratorium ordinance for Council review at their April 5, 2016 meeting regarding tobacco licenses; the motion carried 7-0.

8c Amendment to Verizon Wireless Equipment Lease

Verizon Wireless has an existing antenna equipment lease with the City of Waseca for equipment on and at the North Water Tower. The purpose of the proposed Amendment No. 1 is to upgrade antenna and cable capabilities to meet industry needs for their customers. The City Attorney has reviewed the draft lease and finds it to be consistent with the existing lease. KLM Engineering has also reviewed the technical specifications of the request and has worked with City Staff to ensure consistency with the existing lease.

It was moved by Rose, seconded by Christiansen, to approve Amendment No. 1 to the Verizon Wireless Equipment Lease on the North Water Tower (Alltel Communications, LLC, d/b/a Verizon Wireless); the motion carried 7-0.

**CONSENT AGENDA**

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

- a. Minutes – Regular City Council meeting – March 2, 2016 – were accepted and placed on file.
- b. Minutes – City Council Retreat – March 3, 2016 – were accepted and placed on file.
- c. Payroll & expenditures – March 2016 – were authorized for payment.

**CITY MANAGER'S REPORT**

10 **The City Manager provided the following report:**

The City Manager reported that 2016 City Park reservations are now being accepted. Citizens are now able to view individual parks on the City website to check availability, as well as email their reservations to City Staff. Mayor Clemons inquired if aerial photos of the parks and square footage of the pavilions were available. The City Manager stated this information may be possible to put on the website.

### **COMMISSION REPORTS**

- 11 The City Councilmembers provided reports of the following boards and commissions:

Airport – Councilmember Rose reported that TKDA met with the Airport Board to discuss airport usage and a vision for the future of the airport; an update on the FBO hangar project; and to discuss at a future meeting allowing non-City residents to be on the Airport Board.

Economic Development Authority – The City Manager reported that the EDA has reviewed a new Business Subsidy Policy, as well as parameters of an EDA funded revolving loan fund.

Heritage Preservation Commission – Councilmember Tlougan reported the HPC reviewed and prioritized goals for 2016. Discussion was held regarding the involvement of the HPC during Waseca’s Sesquicentennial event in 2018, the process for a Heritage Preservation Overlay for National Historic Registry properties, and plans for Heritage Preservation Month in May.

### **OTHER REPORTS**

Discover Waseca Tourism Board – Councilmember Fitch reported that after a short business meeting, there was approximately two hours of visioning discussion regarding the focus of this group. Mayor Clemons commented there are new members on this board and the ideas just keep coming.

### **ANNOUNCEMENTS**

- 12 **The following miscellaneous announcements were made:**

Councilmember Fitch recognized and congratulated the Blue Jay winter athletes, and thanked Don White for his radio broadcasting of the games.

Councilmember Rose congratulated the Waseca boys’ basketball team on a fantastic season.

Councilmember Christiansen informed the public that the Scouting for Food event has begun. Food bags were left on doors March 12 and will be picked up March 19.

Councilmember Christiansen commented on how proud he is of how parents and kids act towards others. It is good to see this positive message to other schools from the Waseca fans.

Councilmember Christiansen encouraged everyone to get out and enjoy the nice weather.

Mayor Clemons gave a “shout out” to Aaron Thursdale and his daughter as they were out picking up garbage on the south side of Clear Lake.

Mayor Clemons commented on the pot shots made towards Council in a County News article. The Mayor stated the need for people to “just do” instead of saying “should do”.

Councilmember Christiansen stated there are a lot of people involved in the community, and sometimes a considerate phone call goes along way.

**ADJOURNMENT**

- 13 There being no further business to be brought before the Council, it was moved by Tlougan, seconded by Christiansen, to adjourn the meeting at 8:15 p.m.; the motion carried 7-0.

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JOHN CLEMONS  
MAYOR

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RANAE SCHULT  
RECORDING SECRETARY