



19 13th Avenue North
Waite Park, MN 56387

City Council Agenda
Thursday, March 7, 2019
4:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. REVIEW AND APPROVE COUNCIL AGENDA

Councilmember _____ moved to approve the Council Agenda as presented or with the following additions:

Councilmember _____ seconded the motion.

A. City Council March 7, 2019 Council Agenda

Documents:

[CITY COUNCIL MEETING AGENDA 3.07.19.PDF](#)

4. CONSENT AGENDA ITEMS

Recommended Action: approval of the consent agenda items as presented.

Councilmember _____ moved to approve the consent agenda items as presented.

Councilmember _____ seconded the motion.

A. Approve Appointment Of Bruce Melin To Park Board (Term Expires December 31, 2019) And Mark Arnold To Planning Commission (Term Expires December 31, 2021)

Documents:

[CONSENT AGENDA STAFF REPORT PLANNINGSOMMISSION AND PARK BOARD APPOINTMENTS.PDF](#)

B. Approve Special Animal License For 4 Cats Located At 38 13th Avenue

North UL2

Documents:

[CONSENT AGENDA STAFF REPORT -SPECIAL LICENSE REQUEST - ELIZABETH DICKMANN.PDF](#)

C. Approve Special Animal License For Additional Dog Located At 51 11th Avenue North

Documents:

[CONSENT AGENDA STAFF REPORT - SPECIAL LICENSE REQUEST - BAHE, KATHRYN.PDF](#)
[SPECIAL LICENSE REQUEST LETTER - BAHE, KATHRYN.PDF](#)

D. Approve Rescinding Motion From July 16, 2018 Meeting Setting Expiration Date Of January 16, 2019 For Eligibility List For Administrative Associate Position

Documents:

[CONSENT AGENDA STAFF REPORT RESCINDING ELIGIBILITY LIST FOR ADMINISTRATIVE ASSOCIATE POSITION.PDF](#)

E. Approve The Appointment Of Adrianna Hennen To The Administrative Building And Planning Associate Position As Presented

Documents:

[CONSENT AGENDA STAFF REPORT ADMINISTRATIVE BUILDING AND PLANNING ASSOCIATE POSITION.PDF](#)

5. COUNCIL/MAYOR

6. ADMINISTRATOR UPDATE

Adjourn



City Council Agenda

Thursday, March 7, 2019

4:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Open Forum
4. Review and Approve Council Agenda
5. Consent Agenda Items
 - A. Approve Appointment of Bruce Melin to Park Board (term expires 12-31-19) and Mark Arnold to Planning Commission (terms expires 12-31-21)
 - B. Approve Special Animal Licence to allow 4 cats at 38 13th Ave N UL2
 - C. Approve Special Animal License for one additional dog at 51 11th Ave North
 - D. Approve Rescinding Motion from July 16, 2018 meeting setting expiration date of eligibility list for Administrative Building & Planning Associate Position
 - E. Approve the Appointment of Adrianna Hennen to Administrative Building & Planning Associate Position as presented
6. Council/Mayor
 - A. Review and Approve Bills
 - B. Other Business
7. Administrator

ADJOURN

*City Work Session will start immediately preceding the City Council Meeting in the Upper Level Conference Room.



Staff Report:

We have an opening on our Park Board and an opening on our Planning Commission as a result of Ken Schmitt's appointment to the City Council position. Both positions were opened to the public. We received one application for Park Board. The applicant was Bruce Melin. We also received one application for Planning Commission. The applicant was Mark Arnold. Copies of their applications are available for your review upon request. The recommendation would be to appoint Bruce Melin to the Park Board to complete the Ken Schmitt's term that expires December 31, 2019 and to appoint Mark Arnold to the Planning Commission to complete Ken Schmitt's term that expires December 31, 2021.



Staff Report:

Elizabeth Dickmann is asking permission for a Special Animal License for a 4th cat to reside at the 38 13th Ave N, UL2, Waite Park. She was unaware of our City Ordinance 91 limit of 3 cats when she moved into the City with all 4. She has already licensed 3 of the 4 cats with the City of Waite Park and submitted rabies vaccinations for the 4th cat to be licensed if approved. Elizabeth has submitted a letter request asking for a special license and included a doctor's note filed with City Administrative staff for Council to review. For further contact information, please see City Administrative Staff.



Staff Report:

Kathryn Bahe is asking permission for a Special Animal License for a 3rd dog to reside at the 51 11th Ave N, Waite Park. Her son recently moved home with his dog and she already has 2 dogs licensed with the City. Attached you will find Kathryn's Special License request letter. For further contact information, please see City Administrative Staff.

February 8, 2019

Waite Park City Council Members,

I am writing to you about a special request to temporarily allow three dogs for our household.

This problem occurred after our son Patrick graduated from college and had to move home in order to start paying off his loans. This is his first dog and is really important to him. We want to license the dog-Finnigan – but need special approval.

Thank you

Kathryn Bahe

kittybahe@outlook.com

Sent from Windows Mail



Staff Report:

The City has an opening in the Administrative Associate Building and Planning Position. This position is a civil service position and has an eligibility list that was created for this position. Eligibility lists under the Civil Service Rules expire after two years unless otherwise indicated by the City Council. At the time the City Council made the first appointment to this position back in July of 2018, the eligibility list was to expire January 16, 2019. After consulting with our labor attorney, candidates can still be considered on this eligibility list provided the City Council pass a motion rescinding their motion that was made on July 16, 2018 setting the eligibility list expiration on January 16, 2019.

Given the time involved in hiring an individual in this position and the fact that the candidates on the eligibility list were qualified candidates, staff recommends that the City Council approve rescinding their motion that established an expiration date of January 16, 2019 for the eligibility list for the Administrative Building and Planning Position. Staff also recommends setting a new expiration date of October 1, 2019 for the eligibility list to expire.



Staff Report:

The Administrative Building and Planning Associate position opening has an eligibility list that was created at the time of the original appointment back in July 16, 2018. The top candidate on the eligibility list is Adrianna Hennen. Adrianna has been contacted and is interested in accepting the position. Adrianna Hennen has over 5 years of experience in municipal government. With her experience and her education, the recommendation would be to appoint her to the Administrative Building and Planning Associate position, Pay Grade 4, Step 4 and to credit her with 5 days of vacation upon her start date of April 1, 2019. This position appointment is conditioned upon her successfully completing the employment screening process.