



**19 13th Avenue North
Waite Park, MN 56387**

CITY COUNCIL WORK SESSION AGENDA

Upper Conference Room at Waite Park City Hall

Monday, April 1st, 2019

5:00 PM

7th Street South Crosswalk

Staff would like to provide the City Council with an update on the 7th Street Crosswalk in front of Discovery. Attached is a drawing that shows where Excel Energy will be placing streets lights that should make this intersection more visible. This work should be completed by Excel in the next month. City Council will need to decide if they would like to move forward with any further measures at this time or wait and see if the additional street lighting will alleviate the problem.

Documents:

[7TH STREET SOUTH - DISCOVERY SCHOOL CROSSWALK LIGHTING - CITY OF WAITE PARK_.PDF](#)

2019 Goals And Objectives

Staff would like to review the goals and objectives set forth for 2019 to determine what of these items are still priorities and to also see what is realistic. With the upcoming retirements and other staff out for medical purposes, staffing has become a bigger issue than anticipated. Staff would like to discuss the plan moving forward and how this will impact priorities for 2019. Attached for your review is a copy of the 2019 Goals and Objectives that were adopted in December of 2018 by the City Council.

Documents:

[2019 GOALS AND OBJECTIVES-FINAL COPY FINAL.DOC](#)



801

701

601

7 ST S

Area of concern-
needs lighting

Power-Light Pole - Xcel

Discovery School

Looking East



Looking East



601 Co Rd 137
Waite Park, Minnesota

Google

Street View - Aug 2012

©2015 Google

Looking West





2019 CITY OF WAITE PARK GOALS AND OBJECTIVES

CITY OF WAITE PARK

Mission Statement:

To provide outstanding service in an efficient, effective, and professional manner.

Our Vision:

A local government which embraces the changing needs and expectations of the public while focusing on providing a high level of service in the most effective and efficient manner possible.

Our Values:

- I Integrity
- C Courage
- A Accountability
- R Respect
- E Excellence

2018 Accomplishments:

- Secured State funding for Amphitheater and completed first phase of construction
- Implemented new financial software and the conversion
- Evaluated animal control ordinance and licensing
- Continued to enhance security at all public facilities
- Evaluated next phase of Rivers Edge Park and timeframe for implementation
- Completed the painting of the water tower on 10th Avenue South
- Implemented new Hotel licensing
- Began construction on two new ball fields and new bathroom/maintenance facility in Rivers Edge Park and a bathroom facility in Community Park
- Completed the first National Fitness Court in Minnesota in Rivers Edge Park
- Completed the connection of the Lake Wobegon Trail to Waite Park
- Improved rental inspection process and have a better tracking system

- Created a Human Trafficking Taskforce.
- Evaluated and drafted the solar and wind zoning ordinances for consideration.

2019 Goals:

- Repaint 13th Avenue Water Tower.
- Begin construction on the second phase of the Amphitheater.
- Negotiate Operator Agreement for Amphitheater.
- Develop a Capitol Campaign for Amphitheater.
- Consider and determine naming of Amphitheater.
- Implement a Police Reserve Program.
- Begin the review of the Comprehensive Plan and Zoning Ordinances and Maps.
- Review City Pay Compensation Plan.
- Evaluate miscellaneous City-owned property and determine whether it is still needed.
- Evaluate City-owned facilities and develop a city facility plan that addresses needs for the future including library, city hall, senior center, fire department, and old public works facility.
- Review potential impacts of the Amphitheater on city operations.
- Complete RFP Process for City Attorney in anticipation of current City Attorney retirement.

ADMINISTRATION DEPARTMENT:

Mission Statement:

To assist the general public with a variety of permitting, billing, and general information as it relates to the City. This department also provides financial oversight to all departments within the City and implements policies approved by the City Council.

Our Vision:

To provide exceptional services to all members we serve while being committed to accountability, integrity, quality, and fairness.

2018 Accomplishments:

- Implemented new financial software and converted to the new system.
- Implemented credit card system and now accept credit card payments.
- Evaluated administrative positions and duties and created new job descriptions that better reflect job responsibilities.
- Completed the 2018 Election including hiring and training judges and hold primary and general elections.
- Implemented new Hotel Ordinance and licensing.
- Implemented the online agenda center for city council meetings and work sessions.
- Completed the hiring process for two full-time police officers, one administrative assistant, a part-time Community Service Officer, several part-time seasonal positions, and part-time fire fighters.

- Evaluated and reviewed job description for full time Community Service Officer (Community Outreach Specialist) and updated job responsibilities and title to better reflect position.
- Updated several work stations throughout the organization addressing ergonomics and work environments.

2019 Goals:

- Review City Pay Compensation Plan
- Complete Pay Equity Report
- Continue updating Personnel Policies
- Continue implementation of financial software
- Evaluate partnership opportunities for training with Stearns County.
- Consider implementation of a document imaging software and transitioning to more electronic documents.
- Review and evaluate processes within financial software to create more efficiencies and time saving methods.

PUBLIC WORKS DEPARTMENT

Mission Statement:

The Public Works Department is dedicated to the health, safety and welfare of the citizens of Waite Park, by effectively and efficiently delivering City services. We pride ourselves on developing and maintaining City infrastructure, including but not limited to parks, streets, water and sewer systems, refuse collection, public buildings, vehicles and equipment, as well as providing engineering services for public improvement projects, while preserving and enhancing the City for future generations.

Our Vision:

The Public Works Department will be a recognized leader in the delivery of all public services; known for our responsiveness, reliability, and dedication to our citizens of the community.

2018 Accomplishments:

- Finished settling into the new Public Works Facility.
- Yearly assessment of public works staffing needs for the next five years.
- Held City Wide Garage Sale to sell unused city equipment.
- Completed the task of creating a tiered utility rate structure, along with implementation.
- Finished Wellhead Plan.
- Finished Water Supply Plan – Still need State of MN approval.
- Sold public works shop on 11th Avenue South.
- Painted 10th Avenue water tower.
- Well # 6 completion.
- Water Salesman was completed.
- Dump Station opened up.

- Lake Wobegon trail and bridge completion.
- Yearly pavement maintenance project.
- A great deal of work on buildings was completed. Fire Garage floor, Fire Dept driveway aprons, PD and CH admin offices – redo, Library minor.
- AMP site, 100% completion of site development, 75% completion of Phase 1, city staff started work on trails.
- Finished small enhancements in the parks and beautification of our city.
- Built and opened Fitness Court.
- Completed reviewing to dispose of years of street sweeping material. 1.100 CY screened and reused. Material used at AMP site as fill material.
- Completed the Bi-annually chipping of brush at brush collection site, along with reorganizing the brush collection site for bulk materials storage, with reused material from old salt building structures from old PW (602).
- Started construction on new restroom facility in Community Park that meets ADA requirements, along with restrooms and maintenance building for Rivers Edge Park, completion will be in the spring of 2019.
- Started construction on Rivers Edge ballfields #1 & #2, completion near 90% work suspended due to cold weather, completion in the spring 2019.

2019 Goals:

- 13th Avenue water tower – repainting in 2019
- Continue to evaluate automated meter reading systems, finish work on identifying water meter accounts on auto read routes for all non-residential accounts
- Work on the logistics of setting up monthly utility billing for future consideration
- Work on finalizing the water meter replacement program
- Continue to evaluate use for existing Public Works Facility on 3rd St South
- Continue work on the Capital Improvement Plan for Utilities
- Implement a Cross Control Program
- Implement service line warranty program
- Set up Fats, Oil & Grease Program
- Finish cleaning up 602 (old PW) site and remove old cold storage building after Fire Dept floor work is done
- Continue planning for trail extensions for Lake Wobegon Trail connecting to Glacial Lakes Trail
- Continue evaluating greenhouses
- Create a beautification plan for holiday decorations
- Create a banner plan for beautification for the city (All Seasons)
- Evaluate potential parking lot for Rock Island Park
- Consider possible community garden location
- Complete Library Reading Garden Project
- Finish Rivers Edge Park – Disc golf course expansion and rehabilitation
- Continue planning, design and phasing for construction at Rivers Edge Park
- Work on evaluating the creation of a Metro Sanitary Sewer District
- Continue to work on a Citywide Pavement Maintenance Program
- Continue to enhance our G.I.S. system with attachments and data, including as-builts.

- Evaluate replacement of city owned street lights to L.E.D fixtures
- Integrate new Storm Water Regulations into Public Works staffing and budget
- Work on re-addressing and street renaming in past annexation areas including installing fire numbers
- Complete addressing all city property and buildings
- Continue to add more security improvements to city facilities (City Hall, Rivers Edge Park and Water Treatment Plant)
- Continue looking for water loss and leak surveys
- Review and create Public Works ordinances, policies procedures
- Create plan for upgrading the SCADA system at Water Treatment Plant
- Assess public works staffing needs and identify recommendations moving forward
- Yearly review of the Capital Improvement Plan for Equipment, Building, Utilities, Parks, and Street Projects
- Continue to implement new Storm water regulations passed in 2014
- Evaluate improvements to Waite Avenue median

FIRE DEPARTMENT:

Mission Statement:

To provide fire protection services, education, and support to the public.

Our Vision:

The Waite Park Fire Department is dedicated to providing a high level of fire protection services while focusing on training, fire prevention, and education.

2018 Accomplishments:

- Completed a variety training of new and existing members to better serve the City.
- Responded to over 170 calls for service.
- Completed facility improvements within Fire Department.
- Reviewed and implemented compensation increases for Fire Department including an increase in City contribution to pension in 2018.

2018 Goals:

- Continue working on a better recruitment and retention program including evaluating our criteria determining if any adjustments need to be considered to assist in this process.
- Develop a short and long-term plan for the Waite Park Fire Department.
- Identify a better pre-plan of the businesses of Waite Park, present and future.
- Continue training new and existing members to better serve the City.
- Study future staffing levels to provide adequate response time and staff. Look into possibility of establishing duty crews.

BUILDING, PLANNING, AND ECONOMIC DEVELOPMENT DEPARTMENT

Mission Statement:

The Building, Planning, and Economic Department provide the permitting and inspectional services, planning and economic development services to the residents, developers, and contractors working and/or living within the City.

The Building Services assures compliance with the minimum code requirements set forth by the State of Minnesota to safeguard the public health, general welfare and safety to life and property from fire and other hazards attributed to the built environment.

The Planning and Economic Development Services are responsible for the planning and zoning of the areas within the City. This is to ensure that current uses and uses being proposed are consistent with the various zoning districts. It is also to make sure that the requirements established by the City Council are complied with such as setbacks, parking, etc. In addition, this Department works with potential developers to assist them in the development process. This Department will also evaluate areas within the community for future development while also assisting with the implementation of the storm water regulations.

Our Vision:

To educate the public on the necessary building and zoning requirements while assisting the public through this process while providing exceptional customer service in a fair and consistent manner.

2018 Accomplishments:

- Reviewed and processed 19 land use applications through Planning Commission and/or City Council.
- Processed 73 development/land use/ordinance/public safety-related inquiries through weekly Dept. Head planning/site plan review meetings. Coordinated response and further contact as-needed for various requests for information or clarification.
- Successful cleanup of several long-standing residential problem properties.
- 895 rental inspections.
- 380 building permits reviewed and issued – total valuation of \$34.4 million.
- 18 fire inspections performed.
- Responded to and resolved 24 ordinance violation/property maintenance issues. Provided reference and connections to area resources such as Tri-CAP in several instances when economic distress was identified.
- Spring and fall proactive contact with selected residential properties with yard issues to encourage cleanliness and avoid enforcement actions via Citywide Cleanup opportunities.

- Economic development outreach to 18 businesses identified that may have an interest in locating in Waite Park based on typical other locations and local demographics.
- Responses to three commercial/industrial leads submitted via MN Department of Employment and Economic Development (DEED) and/or Greater St. Cloud Development Corporation identifying and promoting several site options.
- Multiple presentations, discussions, and promotion of community with Waite Park Chamber, Greater St. Cloud Development Corporation, Central MN Builders Association, SCSU student groups.
- Completed grant reporting and payment disbursement request for DEED Redevelopment Grant for public street components of Silver Leaf project.
- Participating in SCSU Community Development mentorship program.
- Maintain and expand connections with area businesses, property owners, developers, and real estate professionals through regular informal and ongoing contact. Regular contact 2-5 times weekly with area professionals.
- Undertook contact with businesses identified with minor signage ordinance concerns – temporary signs and window covering “friendly reminders”.
- Ordinance amendments to incorporate small-cell antennas (per State mandate) and creation of proposed solar/wind ordinance.
- Created new guides to various development processes to outline information in easy-to use format for residents, business owners, real estate professionals, developers.
- Maintained periodic contact with peers in area communities to discuss planning and development aspects that affect us all and with projects with connections to other area communities.
- Coordinating City involvement in preparations for 2020 Census, including participation in area Complete Count Committee with neighboring cities.
- Planning and Community Development Director continued ongoing professional development via membership in American Planning Association and MN chapter, Winter SCSU Land Use & Development Institute, Initiative Foundation workshop, MN DNR Shoreland Management training, BNSF seminar.

2019 Goals:

- Undertake more direct role in redevelopment opportunities; solicit owner contact and coordinate with experienced developer options via direct contact – Maple St/3rd St area.
- Planning study for redevelopment of areas along and adjacent to 10th Ave and 1st St South.
- Coordinate with Police Department in update of massage license ordinance.
- Review and recommend updates for economic development incentive policies and target areas.
- Undertake RFP process for Comprehensive Plan Update.
- Identify and pursue grant opportunities for community improvement, such as storefront improvement funding or revolving loan fund.
- Complete update of zoning map to ensure alignment between map and zoning districts as per established Zoning Ordinance.
- Continue focus on non-enforcement means to improve and foster neighborhood beautification in residential areas between Division Street and 3rd Street N.

- Complete updated addressing in previous annexation area and coordinate with Census on updated information ahead of 2020 Census.
- Pursue AICP (American Institute of Certified Planners) certification for Planning and Community Development Director – anticipated fall 2019 certification exam.
- Coordinate with Police Department and Community Service Officer(s) to focus on clean-up and ordinance enforcement of properties with repeat history of issues.
- Review options for preservation and adaptive reuse of BNSF railyard building or portion thereof.
- Complete update and of department information on new website, including current development projects and development opportunities, and completion of updated more user-friendly informational and application forms.

POLICE DEPARTMENT

Mission Statement:

To provide police services to citizens that protects people, property and individual rights.

Our Vision:

The Waite Park Police Department is dedicated to being a leader in our region in setting a standard of professional police service. The expectation is that we will treat citizens and each other with respect and fairness. We are accountable to each other and the community we serve and take responsibility for our actions. That as a department we value teamwork and desire to partner with the community we serve to achieve common goals. We will strive for innovation and creativity in addressing community problems. Above all we are committed to a standard that values honesty and encourages empathy for our fellow citizens.

2018 Accomplishments:

Mental Health/Crisis Response – Our officers responded to over 300 calls with individuals who suffer from some form of mental illness, chemical dependency and/or homelessness. We worked with St. Cloud PD, Stearns County Social Services, Centra Care and the Central MN Mental Health Center to develop a multi-disciplinary team (MDT) to review cases and make more effective referrals. Chief Bentrud was appointed to the Board of the Central MN Mental Health Center and serves on Central MN Mental Health MDT Steering Committee with the goal of improving our local referral process. Officer Tony Reznicek meets weekly with our local MDT to provide updates on individuals that our police department has regular contact with.

Human Trafficking Task Force – In 2018 with help from a State grant our Central MN Human Trafficking Task was organized and began full-time operation with two full-time investigators, a full-time Data Analyst and a part-time investigator from Stearns County. This task force is a partnership

between St. Cloud PD, the Stearns County Attorney's Office and Waite Park PD. The Task Force has been effective in making arrests for serious felony level trafficking crimes, providing assistance to victims and reducing demand.

Discovery School, United Way and WPPD

We completed year 2 of our youth soccer program at Discovery School. Our partnership with Discovery School and the United Way has helped to expand our youth programming capabilities.

Body Worn Cameras and SMART Phones

We completed our first-year full year of Body Worn camera deployment along with the use of SMART phones. Both have been excellent tools for our department.

Conversion to 9mm

The police department conversion to 9mm handgun was completed. All officers are now carrying 9mm on-duty. Accuracy has always been a strength our officers and the 9mm hand gun has only improved on that.

City Attorney Update

The transition to the St. Cloud City Attorney for prosecutorial services was completed and is going well.

2019 Goals:

School Resource Officer Program/Community Outreach – staffing shortages prevented us from implementing this position in 2018. The goal is to expand our SRO capabilities in 2019.

Reserve Officer Program / Police Chaplain Program – now that the AMP project is a go work will take place in 2019 to for the development of a volunteer reserve officer program. In addition to creating a volunteer police chaplain program. It will be beneficial to have established a reserve officer program in advance of our new outdoor amphitheater. A strong police chaplain program can be very helpful in providing support to families within our community who have suffered some type of tragic loss as well as enhancing police officer health and wellness.

Technology – Field Based Reporting - working with Stearns County to improve access to technology. Server configuration issues that have prevented us from moving forward on this in the past appear to have been corrected. Field Based Reporting will allow officers to do basic reports from their squad car and upload directly into our Records Management System. Full implementation should occur in 2019.

Community Outreach – this goal is on-going, but our department will continue to seek opportunities to engage our community and build community trust by attending meetings and hosting events such as our Senior Cookout and Dine & Dialogue events.