

WAITE PARK CITY COUNCIL REGULAR MEETING MARCH 1, 2021

1. CALL TO ORDER

A meeting of the Waite Park City Council was held on Monday, March 1, 2021 beginning at 6:30 PM.

MEMBERS PRESENT

Members present were Mayor Miller, Councilmembers Linqvist, Schmitt, Schulz, and Theisen

CITY REPRESENTATIVES PRESENT

City Representatives present or on the call were City Administrator Johnson, Deputy Clerk-Treasurer Virnig, Chief of Police Benrud, Public Works Director Schluenz, Planning and Community Development Director Noerenberg, City Attorney Storm, and SEH Engineer Halter

OTHERS PRESENT

None

2. PLEDGE OF ALLEGIANCE

3. PUBLIC INPUT

No public comment was given.

4. COUNCIL AGENDA

Member Linqvist asked to add an item to the agenda; he stated he wanted to discuss the opening of the Community Park Pavilion. Members agreed to add it under #8. Member Theisen moved to approve the agenda with the addition, seconded by Member Schmitt. Motion carried unanimously.

5. CONSENT AGENDA

- 5.A. Approve 12-9-20 City Council Special Meeting Minutes
- 5.B. Approve 1-4-21 City Council Meeting Minutes
- 5.C. Approve 1-25-21 City Council Meeting Minutes
- 5.D. Approve Conditional Job Offer Pathways to Policing Candidate
- 5.E. Approve Landscape Coordinator Contract
- 5.F. Approve the Application Process for Police Officer
- 5.G. Approve 2021 Renewal of 2 Tobacco Licenses for MOLO-Twin LLC

Member Linqvist asked to pull item D. Approve Conditional Job Offer Pathways to Policing Candidate.

Member Schulz moved to approve the other items, excluding item D. Approve Conditional Job Offer Pathways to Policing Candidate. Motion seconded by Member Theisen. Motion carried unanimously.

Member Linqvist stated he would like to move to approve the hiring of Quaylon Crawford, with the conditions on a successful completion of the required background check, medical assessment, psychological exam, along with a successful completion of the Hennepin Technical College course and pass the MN POST Licensing exam; with a rate of pay at \$22.50 per hour. Motion seconded by Member Theisen. Motion carried unanimously.

6. REGULAR AGENDA ITEMS

6.A. PRELIMINARY AND FINAL PLAT – MOLITOR PARK PLAT 2

Planning and Community Development Director Noerenberg explained that this request was previously reviewed in January 2019 but was not acted on by the applicants in the time since. The applicants now want to move forward again with the request, but as more than a year took place before recording, the plat must be reviewed and approved by the City again per ordinance. No details have changed. Drainage/utility easements were vacated by previous Council action.

The request has been submitted by Ed & Brenda Molitor and Rock On Properties, LLC (both property owners) for review of preliminary and final plat of Molitor Industrial Park Plat 2. The proposed subdivision

6.A. PRELIMINARY AND FINAL PLAT – MOLITOR PARK PLAT 2 (Cont.)

is a three-lot, single block subdivision and partial replat of Molitor Industrial Park Plat at the Molitor and Rock On Truck properties on 7th Street South and 28th Ave South.

The reason for the request is a pending arrangement for the Molitors to buy a small portion of property from Rock On Properties, LLC, located on the eastern side of the Rock On parcel. The Rock On property has not been previously platted, and the proposed sale parcel is too small to perform via an administrative lot split, and as such a plat would be required to convey the property.

The proposed plat/replat will create a 3-lot subdivision with a total area of 14.22 acres. There is no specific development or construction proposed with the plat at this time. Access to the properties will remain the same.

An issue was identified with the easements during the survey and plat design process by the survey firm. The easements are being proposed for vacation and then rededication with the final plat and are included as an attachment. The newly created easements will be dedicated with the final plat. City staff and City engineer have reviewed the requests and do not have an issue with the proposed vacation and rededication. Staff would note that there is a public hearing component associated with the easement request that must be done with this request as vacation requests are not reviewed by the Planning Commission.

During review, a recommendation was noted during review by the City Engineer and Public Works Director to request that the new drainage and utility easement that runs north/south between Lot 1 and Lots 2 and 3 (along property lines) be expanded to a total 30-foot width, 15 feet on either side of the property lines, to allow additional area for drainage for property to the north to 7th Street South.

Since a portion of the property has not been previously platted, the aspect of parkland dedication, or payment-in-lieu thereof is required. Based on the established value of the unplatted Rock On land (not including buildings) per Stearns County, and 5% of that value as established by ordinance for payment-in-lieu of parkland dedication, an estimated payment-in-lieu of parkland dedication suggested by staff would be \$14,710.00. The Park Board has submitted their consensus that they agree with this amount.

Staff is supportive of the preliminary and final plats as submitted. The Planning Commission reviewed the request at their February 9, 2021 meeting and recommended approval. No concerns or comments regarding the plat were raised during the public hearing.

Staff recommends approval of the preliminary plat with the following conditions:

1. Property is subject to requirement for payment-in-lieu of parkland dedication in the amount of \$14,710.00. This fee must be paid prior to affixing of City signatures upon the plat.
2. The proposed drainage and utility easement running north/south between Lot 1 and Lots 2 and 3 shall be expanded to 30-foot total width (15 feet either side of property boundary).
3. Rededication of vacated utility easements performed under separate previous City Council action shall be reflected on final plat for City signatures and recording.

Provided that conditions of the preliminary plat are satisfied, Staff recommends approval of the final plat.

Member Theisen moved to approve the preliminary and final plat of Molitor Industrial Park Plat 2, seconded by Member Schulz with the following conditions:

1. Property is subject to requirement for payment-in-lieu of parkland dedication in the amount of \$14,710.00. This fee must be paid prior to affixing of City signatures upon the plat.
2. The proposed drainage and utility easement running north/south between Lot 1 and Lots 2 and 3 shall be expanded to 30-foot total width (15 feet either side of property boundary).
3. Rededication of vacated utility easements performed under separate previous City Council action shall be reflected on final plat for City signatures and recording.

Motion carried unanimously.

6.B. VENDOR FEES FOR THE LEDGE

Public Works Director Schluenz explained to the Council that to maintain integrity and consistency in the services being offered at The Ledge Amphitheater by contactors such as, but not limited to, caterers, decorators and rental companies, Staff will be accepting applications from companies that want to be approved vendors. These fees will help cover the costs of processing applications. Also, Staff will want to

6.B. VENDOR FEES FOR THE LEDGE (Cont.)

have the option to charge approved vendors a commission fee which is a standard practice for event facilities.

Proposed Fees for vendors at The Ledge, to be added to the Fee Schedule:

\$150 Approved Vendor/Contractor Application Fee

\$75 Vendor/Contractor Criminal Background Check and Investigation Fee (In-State – per person)

\$110 Vendor/Contractor Criminal Background Check and Investigation Fee (Out-of-State – per person)

Up to 15% Approved Vendor Commission Fee

Member Linquist asked if they were driving up the cost to rent the facility with these types of fees. City Administrator Johnson and Public Works Director Schluenz stated that these fees are an industry standard and not out of line. City Administrator Johnson also stated that depending on events they would have the flexibility to work with applicants and adjust fees.

Member Theisen asked if the 15% fee was standard. City Administrator Johnson explained that it was very standard for the surrounding area, and the fee schedule would state, "up to 15%" so there would be an area of flexibility.

Member Theisen moved to approve adding the Proposed Fees for vendors at The Ledge, to the Fee Schedule as presented, seconded by Member Schmitt. Motion carried unanimously.

7. COUNCIL/MAYOR**7.A. REVIEW AND APPROVE BILLS**

Member Theisen moved to approve the 1-4-2021 to 2-19-2021 bills as presented, seconded by Member Schmitt. Motion carried unanimously.

Mayor Miller read aloud "Thank-You" for donations from the charitable gambling from the following: Salvation Army, Anna Marie's Alliance, Paramount Center for the Arts, The Initiative Foundation, CentraCare, Boys and Girls Club.

Mayor Miller also read aloud a letter from United States Census 2020 recognizing the City of Waite Park for making the Partnership Program a success and achieving a successful 2020 Census.

8. ADMINISTRATOR UPDATE

Member Linquist stated that he understood Waite Park's Community Park Pavilion was closed due to Covid. Member Linquist stated that surrounding areas are opening similar venues and is wondering if the City has a plan to open ours. City Administrator Johnson explained that they are currently revisiting that and working with City Attorney Storm to make sure that State guidelines are followed when reopening. Attorney Storm stated he will send out an update based on the new guidelines recently release. Attorney Storm briefly explained that there are options to reopen the Pavilion with less restrictions, but Covid plans are still required for each rental.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 6:50pm.



Richard E. Miller
Mayor



Shaunna Johnson
City Administrator