

**RESOLUTION NO. 071612-01  
CITY OF WAITE PARK**

**RESOLUTION DECLARING THAT THE CITY OF WAITE PARK HAS IMPLEMENTED THE  
STANDARD MEASURES PROGRAM DEVELOPED BY THE COUNCIL ON LOCAL  
RESULTS AND INNOVATION**

WHEREAS, the City of Waite Park agreed to participate in the Performance Measures Program and adopted a resolution that approved the 10 performance measures developed by the Council on Local Results and Innovation on June 20, 2011; and

WHEREAS, the City of Waite Park has implemented their Performance Measures Program by putting in place the Future Services Taskforce. This Taskforce held two separate community public forums providing citizens and businesses an opportunity to provide feedback to the City of Waite Park on the services provided by the City of Waite Park. This information was compiled into a survey format; and

WHEREAS, the Future Services Taskforce reviewed the input from the community input forums and focused on improving services provided to the public based on the input received from these community input forums; and

WHEREAS, the Future Service Taskforce presented their recommendations to the City Council which did include the results of the community input survey that was conducted as part of the community input forums. The Taskforce recommendations and the community input survey were approved by the City Council in 2011; and

WHEREAS, Future Services Taskforce recommendations have been implemented into each department's budgets and have been a focus for future capital improvement funding. These recommendations have also assisted in streamlining process of which has reduced the costs or time associated with providing some of our services; and

WHEREAS, the City of Waite Park intends to continue to use the Future Services Taskforce for future review of services; and

WHEREAS, City of Waite Park will post the results of the community input forums on its website for the public to see; and

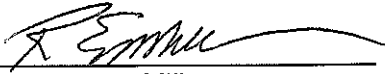
WHEREAS, the City of Waite Park will reach out to its residents and businesses again through a survey instrument asking for additional feedback on the 10 performance measures developed by the Council on Local Results and Innovation; and

WHEREAS, cities and counties that elect to participate in the standard measures program for 2012 is eligible for reimbursement of \$.014 per capita in local government aid, not to exceed \$25,000 and is also exempt from levy limits under sections 275.74 for taxes payable in 2013, if levy limits are in effect.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WAITE PARK, MINNESOTA that the City of Waite Park has adopted and implemented the 10 performance measures and a performance measurement system developed by the Council on Local Results and Innovation.

Adopted by the Council this 16<sup>th</sup> day of July, 2012.

  
\_\_\_\_\_  
Shaunna Johnson  
City Administrator-Clerk-Treasurer

  
\_\_\_\_\_  
Richard E. Miller  
Mayor

**ACTION ON THIS RESOLUTION:**

Motion for adoption: Member Theisen

Seconded by: Member Schneider

Voted in favor of: Mayor Miller, Members Bartz, Linqvist, Schneider, Theisen

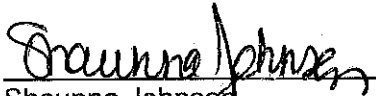
Voted against: None

Abstained: None

Absent: None

Resolution adopted:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Waite Park City Council at a duly authorized meeting held on 07/16/12.

  
\_\_\_\_\_  
Shaunna Johnson  
City Administrator-Clerk-Treasurer



19 - 13<sup>th</sup> Avenue North  
PO Box 339  
Waite Park, MN 56387-0339

(320) 252-6822 Phone • (320) 252-6955 Fax  
Email: [cityhall@waitepark.org](mailto:cityhall@waitepark.org)  
Website: [www.waitepark.org](http://www.waitepark.org)

---

June 25, 2012

**Re: Performance Measures Program**

TO WHOM IT MAY CONCERN:

I have included Waite Park's information regarding the Performance Measures Program. The City of Waite Park has completed the appropriate steps needed to meet the requirement for 2012 Performance Measures Program. As a part of this program requirement, we believe it's important to highlight our process for you to ensure that you understand how we approached compliance with the Performance Measures Program.

At the time of the Performance Measures Program was beginning, the City of Waite Park was already in the process of evaluating all of our services that we provide directly to our residents. We created a Future Services Taskforce that consisted of both residents and business owners in our community. We held two community input forums where we surveyed our residents and business owners on the quality of services provided by the City of Waite Park. Our survey included the 10 performance measurement questions. We educated them on the services we provide directly to the public and also provided them with opportunities to give us their feedback on the services we provide. Once we gathered this information, we took this back to our Taskforce to be evaluated in more depth. Our Taskforce's purpose was to evaluate the feedback we received from our residents and businesses on what we could improve or streamline. Our Taskforce met several different times over the course of about 6 to 8 months evaluating services provided directly to the public. They prepared their recommendations that were included in a Final Report that included our survey, along with their recommendations for improving services to the Council. The Council approved this Report and the survey results and the recommendations from the Future Services Taskforce are on our website for the public to review.

Once the recommendations were approved by the Council, staff has spent time looking at ways to implement the recommendations of the Taskforce. We have been able to implement some of these changes immediately where other changes will be implemented over time. We have continued to meet with our Future Services Taskforce to provide them updates on our progress of implementation. We are now also looking at surveying our residents and businesses again this summer to focus on our community assets and will be seeking other methods of getting their input.

We have included a copy of the resolution adopting the Standard Measures Program, the summary of our survey results from our Future Services Community Input Forums, and our council action that approved by the Future Services Taskforce Report that also included our survey results as well. We believe this fulfills our 2012 requirements necessary for maintaining compliance with the Performance Measures Program. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Shauna Johnson". The signature is written in a cursive, flowing style.

Shauna Johnson  
City Administrator

**RESOLUTION NO. 062011-02  
CITY OF WAITE PARK**

**RESOLUTION ADOPTING THE STANDARD MEASURES PROGRAM CREATED BY  
THE COUNCIL ON LOCAL RESULTS AND INNOVATION**

WHEREAS, the Legislature created the Council on Local Results and Innovation in 2010 which released a standard set of ten performance measures for cities and another ten for counties; and

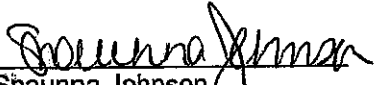
WHEREAS, the ten performance measures are said to aid residents, taxpayers, and state and local elected officials in determining the efficacy of cities and counties in providing services, and measure residents' opinions of those services; and

WHEREAS, cities and counties that choose to participate in the standard measures program must officially adopt the corresponding 10 performance benchmarks developed by the Council, and implement them in 2011; and

AND WHEREAS, cities and counties that elect to participate in the standard measures program for 2011 is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2012, if levy limits are in effect.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WAITE PARK, MINNESOTA hereby adopts the 10 performance measures developed by the Council on Local Results and Innovation and agrees to voluntarily participate in the Performance Measurement Program.

Adopted by the Council this 20th day of June, 2011.

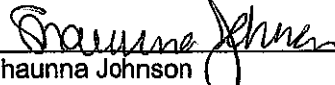
  
Shaunna Johnson  
City Administrator-Clerk-Treasurer

  
Richard E. Miller  
Mayor

**ACTION ON THIS RESOLUTION:**

Motion for adoption: Member Linquist  
Seconded by: Member Schneider  
Voted in favor of: Mayor Miller, Members Bartz, Linquist, Schneider, Theisen  
Voted against: None  
Abstained: None  
Absent: None  
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Waite Park City Council at a duly authorized meeting held on 06/20/11.

  
Shaunna Johnson  
City Administrator-Clerk-Treasurer



19 - 13<sup>th</sup> Avenue North  
PO Box 339  
Waite Park, MN 56387-0339

(320) 252-6822 Phone • (320) 252-6955 Fax  
Email: [cityhall@waitepark.org](mailto:cityhall@waitepark.org)  
Website: [www.waitepark.org](http://www.waitepark.org)

---

June 15, 2012

The following excerpt is taken from the minutes of the March 21, 2011 Waite Park City Council meeting:

Motion by Member Schneider, second by Member Theisen, to approve accepting and filing the Future Services Taskforce's Final Report and directing staff to evaluate the recommendations to determine a draft implementation plan of some or all recommendations to be presented to the Council at a future time. The motion carried unanimously.

Members present at the meeting were: Mayor Miller, Councilmembers Bartz, Linnquist, Schneider and Theisen.

Thank You,

A handwritten signature in black ink that reads "Karla Virnig". The signature is written in a cursive, flowing style.

Karla Virnig  
Deputy Clerk-Treasurer

## **1. CONSENT AGENDA (Cont'd.)**

### **1.A. MINUTES OF FEBRUARY 7, 2011**

Member Schneider stated he was not present at the meeting, so is abstaining from voting. Motion by Member Theisen, second by Member Linquist, to approve the minutes of February 7, 2011 as presented.

Ayes: Mayor Miller, Members Bartz, Linquist and Theisen

Nays: None

Abstained: Member Schneider

The motion carried.

### **1.C. PROCLAMATION FOR LLAMA LLAMA READ-A-RAMA DAY**

Member Linquist asked Mayor Miller to read the proclamation. Mayor Miller read the proclamation in full.

Motion by Member Linquist, second by Member Theisen, to approve the Proclamation for Llama Llama Read-A-Rama Day. The motion carried unanimously.

### **1.D. RESOLUTION FOR 18<sup>TH</sup> AVENUE FROM TH 23 TO CSAH 137**

Member Theisen asked why the City would want the designation of 18<sup>th</sup> Avenue from TH 23 to Stearns CSAH 137 as a Municipal State Aid Street. City Engineer Wotzka explained because Waite Park is a State Aid City, this means the City can designate up to 20% of its roadway system as State Aid eligible. The City then can collect "needs" money from the State for construction or reconstruction of these roadways that make up the Municipal State Aid system. The routes that the City designates must be approved to go on the system by the Minnesota Department of Transportation (Mn/DOT). Designations have to go from a Municipal State Aid roadway to another Municipal State Aid roadway or a County State Aid roadway or a Trunk Highway. By designating the segment of 18<sup>th</sup> Avenue, this could generate "needs" money and also would help solidify the plan for the 18<sup>th</sup> Avenue/TH 23 intersection. Discussion was held on the number of years allowed for the roadway/intersection to be put in. City Engineer Wotzka did state the designation of this roadway does not absolutely guarantee that the intersection will happen. It was also stated there is no guarantee on any of it until it is actually built.

Motion by Member Theisen, second by Member Schneider, to approve the "Resolution Establishing Municipal State Aid Streets" regarding 18<sup>th</sup> Avenue from TH 23 to Stearns CSAH 137 (RESOLUTION NO. 032111-01). The motion carried unanimously.

## **2. FUTURE SERVICES TASK FORCE PRESENTATION AND RECOMMENDATIONS**

John Bowden, a member of the Future Services Task Force, presented their recommendations to the Council. Mr. Bowden began by giving recognition to Intern Pat Brama, City Administrator Johnson and the Department Heads for their help on this project. The Future Services Task Force had a purpose of analyzing services the City of Waite Park provides and prepare recommendations for the future of Waite Park services. Mr. Bowden then reviewed some of the recommendations the task force came up with, which include:

- Enhance the City's Website and Other Technologies
- Focus on the Future of the Waite Park Community - Major Strategic Development Plan
- Devote Time to Education and Prevention
- Collaborate More Efficiently with Public Safety Services – Communication of Public Records System
- Consider Developing a Marketing Strategy – Want to be Known as a Community that is Welcoming
- Develop a New "Tag Line" – Explains our Community
- Use Technology to Streamline Services
- Consider Regionalizing Some of the Services of the Department
- Streamline the "Business Information" Process

## **2. FUTURE SERVICES TASK FORCE PRESENTATION AND RECOMMENDATIONS (Cont'd.)**

- Alternative Crime Reporting – Use of Community Service Officer
- Crime Free Multi-Housing – Bring to the Forefront
- Intra-departmental Cooperation
- Joint Powers Agreement for Public Safety
- Implement a Capital Improvement Plan to Address Equipment Needs – Look at Capital Outlay and Address It; Possibly Bond for Top Elements
- Use Technology to Streamline Services – Consider Automated Reading System for Reading Meters
- Weed and Grass Control
- Animal Control
- Waste Collection
- Fire Prevention – Give Volunteers the Equipment to Protect the Community; Multi-lingual Education; Attract and Retain Firefighters

Mr. Bowden then stated once the Council accepts the Taskforce Report, the next step would be to meet to discuss how some of the recommendations could be implemented.

Motion by Member Schneider, second by Member Theisen, to approve accepting and filing the Future Services Taskforce's Final Report and directing staff to evaluate the recommendations to determine a draft implementation plan of some or all recommendations to be presented to the Council at a future time. The motion carried unanimously.

## **3. 5<sup>TH</sup> STREET SOUTH IMPROVEMENTS**

City Engineer Wotzka presented the Plans and Specifications for the extension of 5<sup>th</sup> Street South. He stated this pertains to the potential project of Stearns County for a hazardous waste facility. It includes a rural section of roadway thirty-two feet wide. There would be sanitary sewer & water main extension from 34<sup>th</sup> Avenue to the end of a cul-de-sac. It will be a bituminous roadway with drainage in the ditch system. Discussion was held on the cost estimates/participation. City Engineer Wotzka stated he understood it to be a petitioned project, meaning costs will be appropriated to the end user. The County has been anxious for the project to go forward. The intent is to take it to the next step and advertise for bids. Building and Planning Official Barber stated he feels a meeting needs to take place to discuss some issues, especially who covers the costs. Superintendent of Public Works Schluenz stated the City Engineer and Administrator could call for the advertisement of bids after things are discussed with the property owners.

Motion by Member Bartz, second by Member Linquist, to approve the Fifth Street South Plans and Specifications and authorize advertising for bids with the approval of staff. The motion carried unanimously.

## **4. 901 2<sup>ND</sup> STREET SOUTH – KIA FINAL PLAT**

On January 10, 2011, the Council considered the replatting of the existing Lot 1, Block 1, Waite Park Building and Development to include the Gominsky property on the corner of 10<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South. At that time, the preliminary plat was approved conditioned upon the closing of the property with Gominsky. At that time a Quiet Title was proceeding through the courts before a clear title could be accomplished.

Since that time, the Quiet Title has been through the courts and documentation will be submitted to verify that action. Also as part of the action at the January meeting, a Conditional Use Permit was approved with amendments to the original CUP and the Development Agreement was approved. Both documents have been prepared and are ready for signatures.

At this time the City Council needs to approve the final plat to be known as Waite Park Building and Development Plat 2. Staff is recommending approval of the final plat as submitted. The closing on the property is scheduled for March 22, 2011 at 11 AM. The Development Agreement will be signed at the closing, the Quiet Title will need to have been signed by the Judge for the closing and the Amendments to the Conditional Use Permit should be ready for signatures. It is Staff's recommendation

# Community Input Forum Survey Results

Services	Description of Service	Question	Satisfied%	Unsatisfied%	No Opinion%	
Public Works	Handles issues related to domestic and wild animals 24/7. Licenses domestic animals, enforces animal control ordinance and addresses animal complaints	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	76%	15%	9%	
	Includes maintaining all yard waste, brush, tree trimming, and special refuse pick ups.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	84%	10%	6%	
	Recreational services provided by the City including ice skating and hockey rinks, indoor gym use, park pavillion, and splash pad.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%	
	Provide water and sewer services including meter installation, meter reading, shutoffs, and billing.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%	
	Spring and fall special trash pick up and yard waste collection/disposal	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	80%	15%	5%	
	Clearing streets, alleys, trails, sidewalks by means of plowing and salt/sanding pavements.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%	
Police	Non-Emergency Policing Services	Non-emergency services as it relates to non-emergency crime response, school resources, special security & patrol, and traffic crash & other investigation follow up.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	74%	16%	10%
	Community Policing Services	Services provided to the community as it relates to crime prevention and education including child safety, crime prevention, and educational initiatives.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%
	Police Administrative Inquiries	Processes requests for police records, provide fingerprinting services for employers and individuals, and process background information requests. Additional services include returning recovered stolen property, subpoena services for court or public hearing, and issuing parade, gun, and hunting permits.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%
	Emergency Call Response	Respond to any emergency call dispatched through Stearns County. These include in progress crimes, medical, accidents, etc.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%
Planning & Zoning	Meets with prospective developers on potential future development projects, addresses existing business concerns, and answers questions of prospective developers or residents on projects.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	95%	3%	2%	
	Reviews applications and plans, issues permits, processes land use applications, and enforces building and zoning codes on any development activity on commercial properties including building, fire, rental, nuisance issues and zoning.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	81%	17%	2%	
Administration	Information Technologies	Maintains city-related information to the public on the public information channel including rebroadcast of council, planning, and park board meetings. Provides other related information regarding the City on city's web page.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	78%	17%	5%
Fire	Responds to all Fires, hazard materials, car accidents, animal rescue, and ice water rescue in the community including wet stuff and red stuff.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	87%	10%	3%	
	Responds to potential weather threats for the area and identifies potential storms conditions and reports them to Dispatch for alerts to the public.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	89%	7%	4%	
	Provides fire education to schools and businesses. Completes fire inspections as it relates to fire prevention to the business or community requesting it.	I am satisfied, unsatisfied or have no opinion on this service provided by the City.	100%	0%	0%	