

APPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, APRIL 10, 2014

Mayor Loch called the regular meeting to order at 7 p.m. at City Hall.

MEMBERS PRESENT: Mayor Dennis Loch, Jerry Hesse, Sue Unterberger, Melody Gertken, Jersey Piccerillo

MEMBERS ABSENT: None

Others: Ben Aho, Kelly Kelley, Public Works Director Steve Geislinger, Tri-County News, Eden Valley-Watkins Voice, Nancy Schulzetenberg, Nora Rohrbeck, Deputy Josh Case, Teresa Carlson, Bonnie Holthaus, Jack Gruenes, Randy Hesse, Chickie Lease, Mike Lease, Duane Peterson, Jeff Geislinger, Walt Donnay, Clerk Deb Kramer

Mayor Loch added the following to the agenda: public forum, EDA resignation and letter from Jayson Kerkaert.

A MOTION WAS MADE BY GERTKEN TO APPROVE THE AGENDA WITH THE ABOVE ADDITIONS, SECONDED BY PICCERILLO. MOTION CARRIED.

Piccerillo requested the minutes of the March 20th meeting regarding the vote on the financial assistance to the baseball park be amended to read the vote was 3-1 vote rather than 3-2. Piccerillo cited from Chapter 30, Section 30.05 of the City Code. "Mayor's Role. The Mayor shall have the casting vote upon all questions upon which the Council is equally divided." Piccerillo felt the Mayor did not have the right to vote on the motion. Mayor Loch noted he would like it on record that he was against giving the assistance. This amendment would not change the outcome of the vote. The minutes will be amended.

A MOTION WAS MADE BY GERTKEN TO APPROVE THE CONSENT AGENDA, SECONDED BY PICCERILLO. MOTION CARRIED.

Items on the Consent Agenda were minutes of the March 20th regular meeting, April 3rd special meeting, March 28, 2013 Joint Water Treatment Board minutes and financial reports, March financial report, Resolution #2014-9, Resolution Accepting Donations and delinquent water bills for shut off.

Deputy Case reported there were 46 calls for service in March. There are six trailers in the mobile home park that are vacant and he will be meeting with the manager next week. Case will be looking for ordinance violations starting next week. Dog complaints-if Case is not here the complaint will be held until his next shift.

A MOTION WAS MADE BY HESSE TO APPROVE THE SHERIFF'S REPORT, SECONDED BY UNTERBERGER. MOTION CARRIED.

Nancy Schulzetenberg from KDV presented the city's 2013 audited financial statements. Nancy reported this is an independent audit report and the city was issued a clean opinion. It was noted the city has a lack of segregation of duties. Nancy noted this is why approval of all bills is very important. The other

weakness reported was the preparation of financial statements. Nancy reviewed the water and sewer funds and noted to monitor operating costs to ensure rates are sufficient to provide continued operating income and to cover debt payment requirements.

A MOTION WAS MADE BY UNTERBERGER TO ACCEPT THE 2013 AUDITED FINANCIAL STATEMENTS, SECONDED BY GERTKEN. MOTION CARRIED.

Watkins Ambulance Service presented its 1st quarter report and monthly bills. The service noted that checks are not written until after the bills are approved. It was again noted that all checks need either the chief or treasurer's signature and two signatures from the mayor/council. Ben Aho noted the service is looking at trading in the ambulance. He noted they like to trade every 5 years since that is the warranty period. The committee has gotten a quote for \$151,000.00 and would get a trade-in allowance of \$51,000.00. The committee asked for the council's permission to proceed with getting a new ambulance. To date they have \$84,000 in the new ambulance fund. They are hoping to USDA funding again for the balance. If they don't go through USDA's financing they would have to pay back from the last grant for the current ambulance.

A MOTION WAS MADE BY PICCERILLO TO ALLOW THE AMBULANCE SERVICE TO PROCEED WITH PURCHASING A NEW AMBULANCE PROVIDED THE COUNCIL IS KEPT UPDATED AND ANYTHING PERTINENT NEEDS TO BE BROUGHT BEFORE THE COUNCIL, SECONDED BY UNTERBERGER. MOTION CARRIED.

Aho noted that Mark Dockery is back on the service as he is working back in town again. Alex Westrup left the service during his probationary period.

Aho approached the Fire Department about First Responders. The Ambulance needs one EMT in the back and the vehicle can be driven by a First Responder. There would have to be eight people to do an on-site training. It's a 40-hour course. He hasn't gotten a response from the Fire Department yet. The ambulance service does have an agreement signed with the cities of Eden Valley and Kimball for their first responders to drive.

Ambulance officers-Elections were held at their March meeting. Heidi Donnay has replaced Teresa Carlson as a Years of Service Officer. Heidi will serve along with Jeff Hilsen. Aho will stay on as chief for another year. Kelly Kelley will remain as treasurer. Aho requested to transfer \$150 per month from the Ambulance Service General Fund to the Years of Service Fund for training purposes. Mayor Loch noted that could not be done. The training is a public purpose which can be paid for out of the General Fund. However, food, etc. is not something that is allowed. The training will need to be invoiced and approved by the council just as the rest of the bills are.

A MOTION WAS MADE BY HESSE TO APPROVE THE AMBULANCE SERVICE 1ST QUARTER REPORT AND AMBULANCE REPORT, SECONDED BY GERTKEN. MOTION CARRIED.

Watkins Baseball Association submitted quotes from Eden Valley Lumber and Faber Building for the grandstand materials. The same supply list was used for each quote. The quote from Eden Valley Lumber was \$74,900. The quote from Faber Building was \$70,216.14. Farmers State Bank supplied the city with a letter of credit for \$50,000 for the baseball association's share of the grandstand. The joint powers agreement that was drafted was reviewed by the association and agreeable to them. Once the project is finished the city will accept ownership of the improvements at the baseball park.

A MOTION WAS MADE BY GERTKEN TO APPROVE THE JOINT POWERS AGREEMENT AND ACCEPT THE QUOTE FROM FABER BUILDING FOR THE GRANDSTAND MATERIALS, SECONDED BY PICCERILLO. MOTION CARRIED.

The old rescue truck will be advertised on 4-Bid.com. Minimum bid will be \$4,000.00. Proceeds will go into the Fire Protection/Rescue Fund. Aho will handle this.

The deadline for registration for the reduced rate for the League's Annual Conference is May 1st.

The Watkins Baseball Association and Watkins Softball Association requested 3.2 malt liquor on-sale licenses for the concession stands at the parks.

A MOTION WAS MADE BY PICCERILLO TO APPROVE THE LIQUOR LICENSES, SECONDED BY UNTERBERGER. MOTION CARRIED.

The Lions Club requested an on-sale temporary license for May 17th for its bean bag tournament.

A MOTION WAS MADE BY UNTERBERGER TO APPROVE THE LIONS LICENSE REQUEST, SECONDED BY GERTKEN. MOTION CARRIED.

Renting the Skating Rink facility was discussed. A user contract was reviewed. The Lions Club takes care of renting the facility and the upkeep. Charging a fee for rental to non-members of the club was discussed.

GERTKEN MADE A MOTION TO CHARGE NON-MEMBERS OF THE LIONS CLUB A DAMAGE DEPOSIT OF \$100 AND A USER FEE OF \$50 FOR USE OF THE SKATING RINK FACILITY, SECONDED BY UNTERBERGER. MOTION CARRIED.

The user contract will be changed to reflect the above fees.

City dog catcher was discussed. The city no longer has a dog catcher as the Sheriff's Department now handles this. Hesse noted his discontent with the loose dogs running around and people not cleaning up after them. Piccerillo felt the person should be given a citation. Hesse wants something to be done about this issue now. Deputy Case noted this would not be a payable fine through Meeker County. Mayor Loch asked if it could be made one. Case noted he is not here 24 hours a day. Loch noted that a dog catcher is for dogs at-large. Any type of enforcement would need to be handled through the Sheriff's Department. Case will check if these violations could be added to the payable offenses. Council agreed that residents not licensing their dogs should be fined. Council will review the current Animal Ordinance and discuss at the next meeting.

Hilltop Health Care Center is proposing to add a 34-unit assisted living facility to the east side of the care center. A sewer extension permit will need to be applied for through MN Pollution Control Agency. Bolton and Menk may need to do this for the city. Hilltop would like to start construction June 1. Hilltop would also like to see a sidewalk added on Meeker Avenue North in the future so staff and residents have a safe access to downtown. Hilltop is not interested in cost-sharing on the sidewalk.

Gary Verbovanec and Dan Flaschenriem submitted letters of resignation from the Economic Development Authority Board.

A MOTION WAS MADE BY GERTKEN TO ACCEPT THE LETTERS OF RESIGNATION, SECONDED BY UNTERBERGER. HESSE VOTED NAY. MOTION CARRIED.

Council advised Kramer to advertise the openings in the Tri-County News and on the electronic sign.

A quote from Vossen Bros. Construction for installing the outfield fence at the baseball park was reviewed. The fence was damaged in a storm last June. Vossen's quote was \$22,678 for material and labor.

A MOTION WAS MADE BY GERTKEN TO ACCEPT THE QUOTE FROM VOSSEN BROS. CONSTRUCTION TO REPLACE THE OUTFIELD FENCE AT BALL PARK FOR \$22,678.00, SECONDED BY PICCERILLO. MOTION CARRIED.

Creating a rural service district was discussed. Walt Donnay owns agricultural land that was annexed into the city when Glenshire Estates Addition was developed. Donnay's taxes have increased significantly over the past few years on that land due to the increase in the city's tax rate. When the city annexed the land the council did agree to try and keep the taxes at a lower rate. By creating this district it will lower the taxes while keeping the property in city limits. There are steps to follow to create this district which include holding a public hearing.

A MOTION WAS MADE BY PICCERILLO TO HOLD A PUBLIC HEARING MAY 8, 2014 AT THE BEGINNING OF THE MEETING AND ALL INFORMATION RELATING TO THE DISTRICT TO BE INCLUDED IN THE COUNCIL PACKETS, SECONDED BY GERTKEN. MOTION CARRIED.

Council discussed amending the budget. No action was taken.

Jayson Kerkaert is requesting a street light be installed at the end of the property located at 560 Western Avenue North. Council will view the location and discuss at the May meeting. A letter will be sent to Kerkaert advising him of this.

It was noted that when the new VFW playground is built that it should have a light installed there.

Council concerns-none

Staff comments- Kramer noted that the city could maintain the existing crosswalks if it chooses to. Kramer requested for city staff to attend the League's annual loss control workshop in St. Cloud April 22nd. Fee is \$20 per person.

A MOTION WAS MADE BY PICCERILLO TO APPROVE FOR KRAMER, GEISLINGER AND LIEBRENZ TO ATTEND THE LOSS CONTROL WORKSHOP, SECONDED BY UNTERBERGER. MOTION CARRIED.

Public Works Director Steve Geislinger noted his desktop computer is outdated. Microsoft is no longer supporting Windows XP. Council suggested replacing it with a laptop. Hesse suggested checking with Arvig for a laptop.

Steve presented street improvement quotes for Western Avenue North and Luella Street. The requests were for a base quote to reclaim and pave new 4" bituminous material and an alternate quote to excavate and reconstruct streets. Council agreed not to improve Luella Street this year since Hilltop will be doing construction this year. The following quotes were submitted:

	<u>Knife River</u>	<u>Hardrives</u>	<u>Mid-MN Hot Mix</u>
Western Avenue Base Quote:	\$126,402.50	\$75,599.07	\$66,028.20
Western Avenue Alternate Quote:	\$153,415.00	\$95,632.47	\$83,411.70
Luella Street Base Quote:	\$129,185.00	\$79,391.24	\$66,737.50
Luella Street Alternate Quote:	\$160,950.00	\$104,518.59	\$89,850.50

A MOTION WAS MADE BY PICCERILLO TO ACCEPT THE QUOTE FROM MID-MN HOT MIX FOR THE ALTERNATE QUOTE ON WESTERN AVENUE NORTH IN THE AMOUNT OF \$83,411.70, SECONDED BY UNTERBERGER. MOTION CARRIED.

Steve noted they have been purchasing some of the tools they need and have been able to get some at Ertl Hardware. Steve noted at this time the plan is to hand deliver notices to residents to stop running their water effective April 25th. Steve felt the city should be safe now from the threat of freezing water lines.

Hesse noted there are a lot of cracks in the blacktop at the skating rink. Steve noted that what the city uses may not hold as long. The contractor that does the bigger cracks in town would probably be a better option.

A MOTION WAS MADE BY HESSE TO APPROVE TO THE HAVE THE CRACKS FILLED IF THE QUOTE IS UNDER \$1,000.00, SECONDED BY UNTERBERGER. MOTION CARRIED.

Pool Manger Nora Rohrbeck noted she has five staff returning and will be advertising for more lifeguards and water safety instructors. Lesson signup is scheduled for Saturday, May 10th from 9 to 10:30 a.m. at Village Hall. She plans to sell season passes that day also and plans to offer two evening sessions for lessons. Nora requested a laptop for her use. Council recommended contacting Arvig and bringing prices to the May meeting. She would like to get a Sam's Club membership for concessions and eliminate the vendors she is using. She also requested a city cell phone. Council approved for the Sam's membership and city cell phone. Nora asked about getting a thermal cover for the pool. Prices she has gotten range from \$1,600 to \$2,000. Discussion followed on the advantages and disadvantages of a cover. Council asked Nora to bring more information to the next meeting.

Steve noted the crack in the pool again; otherwise things look good there so far. They plan to knock out the section where the crack is and put some rebar in and check with Brock White on cement to patch it. Water is draining on the south end where the drain tile was installed last fall. He thought the city could hold off on sandblasting as the surface looks good so far.

Steve noted they are going to try the rope they used at the pool and caulking to plug the area where water is getting into the Legion Club Room when things dry up. They may try a cheaper caulking for a temporary fix.

Amending budget- this can be done at a future meeting.

A MOTION WAS MADE BY GERTKEN TO APPROVE ALL BILLS, INCLUDING AMBULANCE FUND BILLS, AS PRESENTED FOR PAYMENT, SECONDED BY UNTERBERGER. MOTION CARRIED.

Hesse noted the north wall by the loading door in the Village Hall kitchen should be checked out. The paneling appears to be pulling away from the wall. Steve noted they will take a look at it.

A MOTION WAS MADE BY PICCERILLO TO ADJOURN THE MEETING, SECONDED BY UNTERBERGER. MOTION CARRIED.

Adjourned at 9:17 p.m.

Submitted by

Deb Kramer
Clerk

ATTEST:

Dennis C. Loch
Mayor