

UNAPPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, APRIL 14, 2016

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

MEMBERS PRESENT: Mayor Frank Eder, Tootz Tschumperlin, Sue Unterberger, Marc Wirz, Brenda Carlson

MEMBERS ABSENT: None

Others: Jody Bauer, Bonnie Holthaus, Sheriff Brian Cruze, Deputy Ernie Defries, Duane Peterson, Colin Kuechle, Jerry Oster, Public Works Director Steve Geislinger, Clerk Deb Kramer

MOTION WAS MADE BY WIRZ TO APPROVE THE AGENDA, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION WAS MADE BY UNTERBERGER TO APPROVE THE CONSENT AGENDA, SECONDED BY CARLSON. MOTION CARRIED.

Items on the Consent Agenda: minutes of March 10, 2016 regular meeting and March 22, 2016 special meeting, March 2016 financial report, Resolution #2016-16, Resolution Accepting Donations, Resolution #2017-16, Resolution Approving Transfer of Funds, April 1, 2015 Joint Water Board minutes and financial reports and delinquent water bills for shut off.

Public Forum-nothing

MOTION WAS MADE BY CARLSON TO APPROVE PAYMENT OF THE WATKINS AMBULANCE SERVICE BILLS AS PRESENTED, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION WAS MADE BY CARLSON TO APPROVE THE AMBULANCE SERVICE FIRST QUARTER REPORT, SECONDED BY WIRZ. MOTION CARRIED.

MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE BONNIE HOLTHAUS AND JODY BAUER AS AUTHORIZED SIGNERS FOR THE AMBULANCE SERVICE ACCOUNTS, SECONDED BY UNTERBERGER. MOTION CARRIED.

Jody Bauer reported the alternator on the Suburban rescue vehicle wears down fast. They think it may be due to the old light bar on the rig. They would like to either replace the light bar with an LED bar at a cost of \$1,300 or replace the alternator with a heavy duty one. They asked if this could be charged to the Rescue Fund. Duane Peterson noted the alternator is bad and needs to be replaced.

A MOTION WAS MADE BY TSCHUMPERLIN TO REPLACE BOTH THE LIGHT BAR AND ALTERNATOR, SECONDED BY UNTERBERGER. MOTION CARRIED.

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

Sheriff Cruze presented the Sheriff's Office 2015 Activity Report. Cruze noted the county has increased coverage on drug enforcement and traffic enforcement. The numbers on the report reflect only the sheriff's office activity. Cruze noted this report is available on Meeker County's website.

MOTION WAS MADE BY WIRZ TO APPROVE THE SHERIFF'S OFFICE 2015 ACTIVITY REPORT, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Colin Kuechle is opening a restaurant at 711 MN Highway 55 and requested approval for on-sale wine license, 3.2 malt liquor, consumption & display (set up), Sunday liquor and strong beer. He plans to be open until 10 p.m. Friday and Saturday night and 9 p.m. weekdays. He plans to be closed on Sundays for the time being. He plans to open around May 15th. The name will be "Keeks". He also plans to do off-premises catering.

MOTION WAS MADE BY CARLSON TO APPROVE THE LIQUOR LICENSE REQUEST BASED ON A SUCCESSFUL BACKGROUND CHECK, SECONDED BY WIRZ. MOTION CARRIED.

MOTION WAS MADE BY CARLSON TO APPROVE ONE YEAR EXCLUSION FROM LIQUOR LIABILITY INSURANCE REQUIREMENT FOR KEEKS BASED ON AFFIDAVIT, SECONDED BY UNTERBERGER. MOTION CARRIED.

Community Solar Garden-Council reviewed a draft agreement for discussion purposes. The location of the garden would not be a choice for the city. It would not be built on city property. The garden the city may subscribe to may not even be in Meeker County. There are no upfront costs to the city. Geronimo is contacting government entities and businesses. They are not approaching residential mostly because of the twenty-five year agreement they are asking for. Jean Matua with Tri-County News noted the League of MN Cities may be working on a generalized contract for all cities. Kramer will check on this.

MOTION MADE BY CARLSON TO TABLE THE DISCUSSION, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION WAS MADE BY UNTERBERGER TO INCREASE THE WATKINS FIRE RELIEF ASSOCIATION PER MAN YEAR RETIREMENT TO \$1,300.00, SECONDED BY TSCHUMPERLIN. MOTION CARRIED. MEMBER WIRZ ABSTAINED.

Dilapidated house on First Street- The report from the inspector is in progress. Jerry Oster noted he called the resident's place of employment and spoke with an attorney there. The attorney told Oster to gather the information and get it to him and he would take care of it. Oster asked if City Hall could gather this information timeline. Council discussed and didn't feel city staff should have to research years back but could look if there were some idea of dates it was discussed.

Carlson noted the city must enforce property issues consistently. Council discussed progress at the Central Avenue South property with the stucco siding that is in need of repair. Council felt this was not completed as the property owner said it would be and advised to send a second and final notice to the property owner. Council discussed another property on Central Avenue South that has been issued notices in the past about junk in the yard is in violation again. Kramer noted the property owner did stop in City Hall and said he is going through things and getting ready to sell at the city-wide garage sale on May 21st. Council noted there are several properties in the city that are need of clean up, along with

vehicles that have expired tabs on. Council discussed reviewing ordinances and possibly amending them.

Discussion was held on doing another city-wide tour. Residents found out of compliance with the city's ordinances would be contacted and given a period to get in compliance or action would be taken. Council also discussed sponsoring a city-wide clean up and the city covering the costs for city residents to dispose of junk. Once that is done, then a tour could be done to see if there are still residents out of compliance. Carlson will check with West Central Sanitation to see if a cleanup day can be held May 14th and gather information from them for the event.

Planning commission update-Kramer noted that Verizon Wireless has asked for an extension through December 2017 on its land use permit. The original permit will expire in July. The ordinance doesn't allow for an extension so the planning commission recommended that if it expires a new permit would need to be reissued and the fee would be \$500 per the ordinance. The board didn't feel the \$50 per day penalty should be enforced as Verizon hasn't begun construction yet. The board also advised that a new permit should not be issued until Verizon is ready to break ground to avoid the same problem in the future.

EDA update-The property on Highway 55 west will be advertised on the city's website. The board is looking at some options for development. Mayor Eder noted he attended a chamber meeting and a member is researching grants to see if funds are available to build a trail from Glenshire Estates to the Elementary School.

The League of MN Cities annual conference will be June 14 -17 in St. Paul. If mayor/council is interested in attending they should contact City Hall staff.

Parent link notification-Kramer is still waiting for a response.

Pool-

MOTION WAS MADE BY CARLSON TO APPROVE APPOINTMENT OF AHSLEE LUNDBERG AS POOL MANAGER FOR 2016 SEASON, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Carlson and Unterberger have made updates to the Pool Employee Manual. This will be presented at the May council meeting.

Carlson and Unterberger presented wage recommendations for pool staff. Pool manager- hourly wage. Wage range of \$12.00 to \$15.00 per hour depending on qualifications. Increase each returning year by .25 to .50 per hour to a maximum wage of \$15/hour depending on performance. Performance evaluation to be completed at season end by pool liaisons. Assistant manager- hourly wage. Wage range of \$11.00 to \$13.00 per hour depending on qualifications. Increase each returning year by .25 to .50 per hour to a maximum wage of \$13/hour depending on performance. Performance evaluation to be completed at season end by pool manager. Water safety instructor (WSI)-hourly wage. Wage range \$10.00 to \$12.00 per hour depending on qualifications. Increase each returning year by .25 to .50 per hour to a maximum wage of \$12/hour depending on performance. Performance evaluation to be completed at season end by pool manager. Red Cross certified lifeguards-hourly wage. Wage range from \$9.50 to \$11.50 per hour. Increase each returning year by .25 to .50 per hour to a maximum wage of \$11.50/hour depending on performance. Performance evaluation to be completed at season end by

pool manager. Concession stand-hourly wage. Wage range of \$9.50 to \$10.50 per hour. If available the youth and training wages of \$7.75 to \$9.00 per hour will be used. Increase each returning year by .25 to .50 per hour to a maximum wage of \$10.50/hour depending on performance. Performance evaluation to be completed at season end by pool manager. Carlson noted the wages haven't been updated since 2011. Minimum wage will be increasing to \$9.50 per hour August 1st. She felt it was time for an increase and this would hopefully help with getting more applicants.

Carlson noted the manager this season will be paid \$14 per hour. She will be a "working" manager as she can instruct lessons and lifeguard. There will be approved vendors to order concessions from. The city will not go through Sam's Club. Public Works Department will be handling the chemical operations of the pool.

MOTION WAS MADE BY WIRZ TO APPROVE THE PAY SCALES AS RECOMMENDED FOR POOL STAFF, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council discussed daily swim fees and season passes. In 2013 open swim fee was increased from \$3.50 to \$4 and has remained at that. Last season an individual season pass was \$100; 2-member pass was \$150; 3-5 member pass was \$200, each additional member was \$25. Members must reside in the same household with same address to qualify for a season pass. Last season the manager offered an early bird discount of \$25 on the season passes.

MOTION WAS MADE BY CARLSON TO APPROVE SEASON PASSES AS PREVIOUS YEAR WITH DISCOUNT, SECONDED BY WIRZ. MOTION CARRIED.

Daily swim fees of other city pools will be checked before taking any action on increasing.

Council discussed revising the Pool Manager Job description. The Aquatic Facility Operator/Certified Pool Operator requirement will be removed. Being a certified Water Safety Instructor and Lifeguard will be added as a requirement. The job expectation dates are from April 15th to approximately September 15th.

MOTION WAS MADE BY CARLSON TO APPROVE THE POOL MANAGER JOB DESCRIPTION WITH THE ABOVE CHANGES, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council discussed paying a portion of a WSI course for current lifeguards. Council agreed it would take on a case-by-case basis.

Public Works Director Steve Geislinger reported the wading pool heater needs to be replaced this year. Voss Plumbing quoted a price of \$4,537. This includes installation and removal/recycling of old one. Any electrical work needed would be additional.

MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE PURCHASE OF A NEW WADING POOL HEATER, SECONDED BY CARLSON. MOTION CARRIED.

Geislinger noted the crack in the pool is similar to past years. The sand filters and building roof should be o.k. for the year.

The local Girl Scouts would like to put up a small library in McCarthy Park as a community service project. It would be a box approximately 2' x 2' that would be enclosed and protected from the elements. The box would be placed on a post similar to a mail box post. People could borrow books from it and add to it. If allowed, a possible location could be next to the Eugene McCarthy monument. The Girl Scouts would be responsible for taking care of it.

MOTION WAS MADE BY CARLSON TO APPROVE THE LIBRARY PROJECT IN MCCARTHY PARK, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION WAS MADE BY CARLSON TO APPROVE PAYMENT OF THE BILLS AS PRESENTED, SECONDED BY UNTERBERGER. MOTION CARRIED.

Kramer reported that Clearwater River Watershed District (CRWD) has submitted a Joint Permit Application to the state for the water quality improvement project adjacent to County Ditch 20. The CRWD received a grant for the project, which will address the reduction of TSS and dissolved phosphorus in this tributary watershed to the Clearwater River. The city engineer reviewed the application and noted it appeared that all work will occur outside of city limits, and the grading work does not enter the sanitary sewer easement where the force main is located. He did recommend the force main be located when construction begins to confirm its location in relation to the proposed grading. The engineer did confirm with CRWD that all ongoing maintenance for the site will be handled by CRWD. Based on the engineers' review, they didn't foresee any concerns with the proposed project, other than the above noted items.

Kramer asked about putting some nice garbage receptacles and flower pots in the central business district. Eder noted Kramer should check with the Chamber as they discussed this at its meeting.

Geislinger noted Barrier Technology has installed the filter press. He will get a couple quotes for cleaning the rest of the sewer main and Barrier will cover those costs.

Virl Liebreinz received his wastewater operator's license and is going to be taking the certified pool operator course in May. Geislinger thought with each license he was to get a .50/hour increase but wasn't sure when he should receive the increase. Council advised to Kramer to check and see how this was handled in the past.

Geislinger noted there are some streets in town that are in need of repair along with the city parking lot. He thought overlaying could be done.

MOTION WAS MADE BY TSCHUMPERLIN TO GET QUOTES ON ROAD RESURFACING, SECONDED BY CARLSON. MOTION CARRIED.

Mayor Eder noted the Chamber also discussed new "welcome" signs for the city. The EDA board has also been discussing this. Kramer will follow up with the Chamber.

Next regular meeting is Thursday, May 12th at 7 p.m.

MOTION WAS MADE BY TSCHUMPERLIN TO ADJOURN THE MEETING, SECONDED BY CARLSON. MOTION CARRIED.

Adjourned at 8:56 p.m.

Submitted by

Deb Kramer
Clerk

ATTEST:

Frank Eder,
Mayor