

UNAPPROVED MINUTES  
WATKINS CITY COUNCIL  
THURSDAY, AUGUST 10, 2017

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

MOTION BY TSCHUMPERLIN TO APPROVE THE AGENDA, SECONDED BY UNTERBERGER. MOTION CARRIED.

MOTION BY CARLSON TO APPROVE THE CONSENT AGENDA, SECONDED BY WIRZ. MOTION CARRIED.

Items on the Consent Agenda were minutes of July 10, 2017 special meeting, July 13, 2017 regular meeting, July financial report, Resolution #2017-23, Resolution Accepting Donations, Resolution #2017-24, Resolution Approving Transfers, pool financial report as of July 31<sup>st</sup> and delinquent water bills for shut off.

Nothing for public forum.

MOTION BY CARLSON TO APPROVE THE AMBULANCE BILLS FOR PAYMENT AS PRESENTED, SECONDED BY UNTERBERGER. MOTION CARRIED.

Evan Carlson with Innovative Power Systems was not present. They are no longer pursuing a solar garden on Clearwater River Watershed District's property.

Deputy Defries reported that Kraut N' Wurst went well.

MOTION BY UNTERBERGER TO ACCEPT THE SHERIFF'S REPORT, SECONDED BY CARLSON. MOTION CARRIED.

City Engineer Kent Louwagie discussed street improvements in the Mobile Home Park, city parking lot and School Avenue South/Highway 55. Kent noted the council passed a resolution ordering preparation of report on improvement in January for work to be completed in 2017. The scope of the project has since changed and the city would now be looking at work to be completed in 2018. Kent recommended a new resolution be adopted at this time. The improvements in the mobile home park would be assessed to the owner per the city's policy.

MOTION WAS MADE BY TSCHUMPERLIN TO ADOPT RESOLUTION #2017-25, RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT, SECONDED BY UNTERBERGER. MOTION CARRIED.

Kent presented the 2018 Improvement Project preliminary engineering report. The scope of the project includes improvements as follows:

- School Avenue, from First Street to approximately 120 feet north of Second Street N
- Second Street North, from School Avenue to Stearns Avenue

- City parking lot, at NE corner of Second Street N and Central Avenue
- School Avenue, from TH 55 to approximately 60 feet north

There will be no sanitary sewer improvements in this project. The sanitary sewer in the mobile home park is private and the responsibility of the owner of the park.

There are no water main improvements included in the project. The water distribution system in the mobile home park is considered private as well. There are two valve boxes in the School Avenue intersection that may need to be adjusted to match the new pavement.

Two new catch basins are planned to be constructed on the north side of Second Street, at the Western Avenue and Stearns Avenue intersections. New storm sewer mains will extend from the new catch basins to the existing catch basins located on the southwest quadrant of each intersection. No other storm sewer improvements are planned.

All proposed pavement sections consist of four inches of bituminous pavement on twelve inches of class 5 aggregate base. Geotextile fabric is planned to be installed at the bottom of all pavement sections to provide stability and separation of the subgrade soils from the aggregate base. Any areas where driveways or turf are disturbed as part of the construction will be restored. Existing curbs in the mobile home park are planned to remain in place, with spot replacement planned in areas that have settled or no longer drain properly. Curb will also need to be replaced where the catch basins are installed. The existing street is planned to be excavated to a depth of 16-inches between curbs. Subsurface edge drains are planned to be constructed inside the curbs to help drain.

Proposed improvements at the city parking lot will be similar excavation and spot replacement of curb. Subsurface drains are planned to be installed as well.

Proposed improvements at School Avenue/TH 55 intersection is planned to eliminate the curve at the south end of School Avenue, which will improve the school bus turning movements. The median on the east side of the intersection will need to be extended west to control movements at the intersection. The intersection will no longer align with 672<sup>nd</sup> Avenue across from TH 55. MN DOT has reviewed the proposed layout and has not expressed any concerns.

Kent noted there is no dedicated right-of-way over the streets in the mobile home park. The city did agree to accept ownership of them. Kent recommended the city obtain from the mobile home park owner a permanent easement over the streets. Bolton and Menk would do surveying and draft the documents needed for this easement.

Estimated project costs: Mobile Home Park: School Avenue - \$79,500.00. Mobile Home Park: Second Street - \$104,400.00. City parking lot - \$68,900.00. TH 55/School Avenue intersection - \$16,300.00. Total costs: \$269,100.00. The city plans to fund the project with street maintenance funds and special assessments. The city's policy is to assess 30% of street and storm sewer reconstruction. The proposed parking lot and TH 55 intersection will not be assessed. Based on estimates, the street assessment rate is \$24.30/front foot. The preliminary assessment roll would assess all 3 parcels that comprise the mobile home park. Total preliminary assessment is \$55,258.20.

From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary. The proposed timeline would be to order the public improvement hearing in August and conduct the

hearing and order plans and specifications in September, 2017. Approval of plans and specifications and authorization of bid advertisement would be in February with bid opening in March, 2018. In April, 2018 the bids would be accepted and contract awarded. Construction would start be sometime between May and August, 2018 with final assessment hearing and adoption of final assessment roll in September, 2018.

The mobile home park owner is aware that the project would be assessed although he hasn't gotten this estimated figure yet.

Geislinger noted construction in the mobile home park should not start until after school is out in the spring and the parking lot needs to be done before Kraut N' Wurst. Kent noted that could be in the contract. Kent noted the public hearing could be held during the September meeting.

MOTION WAS MADE BY UNTERBERGER TO ADOPT RESOLUTION 2017-26, RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING FOR HEARING ON IMPROVEMENT, HEARING TO BE HELD THURSDAY, SEPTEMBER 14, 2017 AT 7:15 P.M., SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

A hearing notice will be published in the EV-W Voice and also mailed to the owner of the mobile home park.

The Lions Club requested a temporary on-sale liquor license for September 16, 2017 for a benefit at McCarthy Park.

MOTION BY TSCHUMPERLIN TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE WATKINS LIONS CLUB FOR SEPTEMBER 16, 2017 AT MCCARTHY PARK, SECONDED BY CARLSON. MOTION CARRIED.

MOTION BY CARLSON TO APPROVE A 3.2 MALT LIQUOR LICENSE FOR ST. ANTHONY PARISH FESTIVAL FOR SEPTEMBER 10, 2017, MOTION SECONDED BY WIRZ. MOTION CARRIED.

Mike Huddy, Barrier Technology explained that a hose fitting broke over the July 4<sup>th</sup> holiday weekend and ran all weekend. The bill was for 84,000 gallons. Mike said they squeegeed a lot out the door and used a wet vac. He noted very little went down the sewer and requested relief on the sewer charge. He noted the city's policy does allow for an adjustment if there is a malfunction of equipment. Mike asked for relief for whatever the city felt was appropriate. Discussion followed.

MOTION BY WIRZ TO ADJUST THE SEWER CHARGES TO \$500, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Mike also informed the council that Louisiana-Pacific Corporation has a tentative offer to buyout Barrier Technology. Shareholder, etc. will have to approve the sale. Mike doesn't expect any changes. The sign out front may change. Mike expects it to be final in October, 2017.

MOTION BY WIRZ TO APPROVE PAYMENT OF THE BILLS AS PRESENTED, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council reviewed quotes from Arvig and Skeeter Technology for 2 new office computers. The quote from Arvig for one computer with 4 GB RAM, monitor, mouse, keyboard and speakers was \$870 for a

wired system. A wireless system was \$918. Skeeter Technology's quote for a computer with 8GB RAM, monitor, mouse, keyboard and speakers was \$769 for a wired system. A wireless system was \$799. Skeeter Technology included an option for Microsoft Office 2016 for \$300. Both would offer delivery and setup.

MOTION BY CARLSON TO PURCHASE 2 WIRELESS COMPUTERS WITH MONITORS, SPEAKERS AND SOFTWARE FROM SKEETER TECHNOLOGY, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council discussed calling a special meeting to go over the 2018 budget/levy. The levy must be certified by September 30<sup>th</sup>.

MOTION BY UNTERBERGER TO CALL FOR A SPECIAL MEETING ON SEPTEMBER 19, 2017 AT 7 P.M., SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council agreed to transfer the remaining funds in the 2007B Bond Fund to the General Fund.

McCarthy Park damages- The party pled guilty to the ATV charges and was given probation with jail time to serve if he violates his probation. He was also fined.

The VFW made a donation to the city designating it for a shelter at the VFW Park in Faber Addition. Kramer noted a new fund will be established for this.

The city attorney contacted Robert Diffley, 261 Central Avenue South, regarding the condition of the exterior of the property. Mr. Diffley told the attorney he was planning to have the roof done by winter. The side will be sealed off with Tyvek wrap. He could not guarantee that he would have the siding on before winter. The attorney will be forwarding information to him on available housing repair programs.

Bud's Bar requested to block off parking from Bud's Bar and Gordies Bar to the south end of the block on Saturday, August 19<sup>th</sup> for a bike/ATV/hotrod run. This would be for about an hour or so. Council approved.

Public Works Director Steve Geislinger noted that a heater at the pool is out again. Voss Plumbing quoted \$4,150.00 for a new heater, installed. Public Works will go through it and update council on what they determine.

Geislinger requested approval to purchase new tires for the Dodge pickup truck.

MOTION BY CARLSON TO PURCHASE NEW TIRES AT FLASH'S GAS & AUTO, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Geislinger reported the wastewater ponds need to be dredged. He had one quote to clean about 1 acre at a cost of \$41,000.00. This will be discussed at an upcoming meeting.

Pool manager Ashlee Lundberg reported the pool will be closing August 20<sup>th</sup> as most staff will be going back to college. So far this season the attendance is over 3,000 people. This doesn't include any parties, just open swim. The last session of lessons is wrapping up next week. Last free open swim will be Friday, August 18<sup>th</sup>. She estimated about 300 kids went through group lessons and there were 14

private lessons. There are not a lot of concessions left. Anything left will be reduced the last couple days to get rid of.

The next regular council meeting will be Thursday, September 14<sup>th</sup> at 7 p.m.

The meeting was closed at 8:08 p.m. for staff performance evaluations per MN Statute §13D.05.

Meeting was reopened at 8:23 p.m.

Steve Geislinger, Viri Liebrez, Jeanette Neidhardt, Deb Kramer and Ashlee Lundberg were given performance evaluations. Council agreed staff is doing a good job.

MOTION BY WIRZ FOR A 4% INCREASE IN WAGES EACH YEAR FOR 2018 AND 2019 FOR GEISLINGER, LIEBREZ, NEIDHARDT, AND KRAMER, AND FOR PAID HOLIDAY THE DAY AFTER THANKSGIVING AND ½ DAY ON CHRISTMAS EVE ONLY WHEN CHRISTMAS EVE FALLS DURING THE WORK WEEK, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Lundberg's wage increase will be recommended by the pool liaisons at a future meeting.

MOTION BY TSCHUMPERLIN TO ADJOURN THE MEETING, SECONDED BY UNTERBERGER. MOTION CARRIED.

Adjourned at 8:25 p.m.

Submitted by

Deb Kramer, Clerk

ATTEST:

Frank Eder, Mayor