

UNAPPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, JANUARY 8, 2015

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

MEMBERS PRESENT: Mayor Frank Eder, Tootz Tschumperlin, Sue Unterberger, Brenda Carlson. Melody Gertken arrived at 7:10 p.m.

MEMBERS ABSENT: None

OTHERS: Deputy Josh Case, Sheriff Brian Cruze, Kent Louwagie, Steve Geislinger, Tom Landwehr, Kelly Kelley, Ben Aho, Dennis Loch, Duane Peterson, Clerk Deb Kramer

Mayor Eder added Resolution #2015-7, resolution authorizing signature stamps for mayor and acting mayor.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE AGENDA WITH THE ADDITION, SECONDED BY UNTERBERGER. MOTION CARRIED.

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

Items on the Consent Agenda were minutes for the December 11, 2014 regular meeting and January 2, 2015 special meeting, December 2014 financial report and year-end report, Resolution 2015-1, Resolution Accepting Donations, Resolution 2015-2, Resolution Approving Transfers and delinquent water bills for shut off.

Deputy Case reported there were 37 calls for service. There have been no issues with snow parking violations. Case asked council if they would like just a one page summary of the calls each month instead of the more detailed report. Council felt the summary would be sufficient.

Sheriff Brian Cruze introduced himself to the council and noted his door is always open if anything comes up.

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

Tom Landwehr was present to discuss the gravel lease. Public Works Director Steve Geislinger noted the city is compliant with MPCA. The lease was signed in April 2003 and the term is 15 years. Right now the pivot is not able to go full circle. Tom stated they could crush one more time and then be able to go full circle.

Councilor Gertken arrived at this time.

Tom noted the city got paid in 2013 for gravel crushed that is still on site. Tom noted he would pay upfront when he crushes. Geislinger thought that would be o.k. Geislinger noted as far as the PCA, the city is in compliance with poundage that is sprayed on the site. Tom thought they could start in June or July to get the pivot going back full circle. Tom also noted his son is buying the farm and asked if the lease could be switched into his name. The city will check into that.

City engineer Kent Louwagie discussed Luella Street improvements. Council discussed doing this work in 2014 but delayed it due to Hilltop Care Center's construction project and also budgeting concerns. Kent noted it would be similar to the improvements done on Western Avenue North in 2014. The curbs would be saved, excavate the street, add drain tile, spot soil corrections, repair the intersection of Luella and Western and storm sewer improvements. The total estimated project cost is \$136,000.00. Since the estimate is above the \$100,000.00 threshold, the project must be competitively bid rather than soliciting quotes. Kent noted the increase in the estimate over last year was due in part to adding some storm sewer but mostly due to a rise in costs. Kent noted city policy it to assess a portion of the costs. If the council wants to proceed, the first step would be to order a Preliminary Engineering Report for the proposed project. Once prepared, Kent would bring the report to the council with an estimate of cost and a Preliminary Assessment Roll for all properties included in the project. A formal improvement hearing would need to be held. Notices would be mailed to property owners and a notice published. At that point the council would decide if they want to move forward. The next steps would be design and preparation of plans and specifications, bid administration and construction. A final assessment roll would then be prepared and a formal assessment hearing held. Kent could have the Preliminary Engineering Report for the February council meeting. This would be all new work. Nothing from the 2007 project would be redone. Council agreed to move forward.

A MOTION WAS MADE BY GERTKEN TO ADOPT RESOLUTION #2015-8, RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Ben Aho presented the Ambulance Service 4th quarter report and bills to be approved. Ben noted there were about 365 calls in 2014. Ben noted in the future the service may need to look at "paid on call" members because they cannot get enough volunteers to keep up especially during daytime hours. The service did get a variance from the state that allows rescue members of Eden Valley and Kimball to drive the ambulance. Three volunteer firemen did take First Responder training and the service would like to see more get trained. The service is trying to get the First Responders to be allowed to drive. Unterberger asked if there were any grants available to help with "paid on call" members. Ben noted there was not. Ben noted they did get the laptop for the ambulance and need to get it installed. They will then be going online with their forms. The new ambulance should arrive sometime between April and June. Ben noted that Amanda Krapf is a new member of the service and needs to be appointed.

A MOTION WAS MADE BY GERTKEN TO APPROVE AMANDA KRAPF AS A MEMBER OF THE WATKINS AMBULANCE SERVICE, SECONDED BY UNTERBERGER. MOTION CARRIED.

Ben noted that Amanda is registered for EMT classes and this will exceed the \$1,000.00 threshold. The service pays for this training and there is no contract to reimburse the service if the member leaves the service. Ben also asked if the bills could be approved earlier in the meeting rather than at the end.

A MOTION WAS MADE BY GERTKEN TO PREAPPROVE PAYMENT TO RIDGEWATER COLLEGE FOR THE EMT TRAINING, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

The service has the funds to pay for the new ambulance. Kelly also noted she doesn't have all the normal bills yet due to the council meeting falling so early in the month. She asked for approval to pay Jack's, Expert T Billing and Central McGowan when they arrive.

A MOTION WAS MADE BY TSCUMPERLIN TO APPROVE PAYMENT OF THE AMBULANCE BILLS AS PRESENTED PLUS JACK'S, EXPERT T BILLING AND CENTRAL MCGOWAN, SECONDED BY CARLSON. MOTION CARRIED.

Steve Geislinger noted the gas tank for the plow truck is leaking. One has been ordered but they are 80 days out. They are going to patch it for now to hold. Steve asked for permission to contact Meeker County to sand the streets if needed. Council approved. The new tank will be \$1,000.00. Steve noted he is still looking for a wing for the plow truck. Flash's Gas and Auto has ordered the fluid for the loader tires.

Old Business-

Council discussed the monthly stipend for full-time employees and concluded that eliminating the stipend and giving a per hour incentive increase to those employees would be fair.

A MOTION WAS MADE BY CARLSON TO GIVE AN INCENTIVE INCREASE OF \$5.05 PER HOUR TO FULL-TIME EMPLOYEES, SECONDED BY GERTKEN. MOTION CARRIED.

Welcome sign at the baseball park was discussed. The baseball association is working on other signs for the park and they don't have the funds for the welcome sign. Unterberger thought that was a condition for the city contributing to the grandstand improvements. Kramer will check the minutes of that meeting and the recording and bring back the findings to the February meeting. Unterberger noted the city is going to have to put up other signs for parking, etc. Gertken will check with the baseball association if they will be putting up snow fence to keep vehicles out of certain areas. Council advised to keep the state tournament on upcoming agendas as a reminder. Kramer asked if the city would be interested in putting up some type of "welcome" flags on the grandstand or in areas of the park for the tournament. Council advised Kramer to check prices. Carlson suggested the city check with businesses and organizations to partner with on the flags.

New Business-

Kern, DeWenter, Viere sent an engagement letter for audit years 2014, 2015 and 2016. The fee for the 2014 audit would remain the same as 2013 at \$13,600.00. 2015 would be \$13,900.00 and 2016 would be \$14,200.00.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE THREE-YEAR AUDIT AGREEMENT, SECONDED BY UNTERBERGER. MOTION CARRIED.

The Lions Club requested a temporary on-sale liquor license for a bocce ball event Saturday, February 21st at the skating rink facility.

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

Discussion was held on the water and sewer billing at the pool. The pool is billed full sewer charges on what goes through the water meter but not all the water is going through the sewer. Staff didn't know if it was feasible to meter everything separately. A flat rate sewer charge could possibly be determined instead. Discussion followed and council decided to review past bills at the next meeting to determine a rate.

A MOTION WAS MADE BY CARLSON TO TABLE THE WATER BILL DISCUSSION UNTIL THE FEBRUARY MEETING, SECONDED BY GERTKEN. MOTION CARRIED.

Council reviewed the appointments for 2015. Unterberger volunteered to serve on the Board of Adjustments to fill the vacancy. Unterberger asked about changing the official newspaper to the EV-W

Voice. She felt Tri-County News did not hold up their end with the price for the ads for the pool calendar fundraiser.

A MOTION WAS MADE BY GERTKEN TO ADOPT RESOLUTION 2015-3, RESOLUTION ADOPTING 2015 APPOINTMENTS, SECONDED BY CARLSON. MOTION CARRIED.

**RESOLUTION 2015-3
CITY OF WATKINS
MEEKER COUNTY, MINNESOTA
RESOLUTION ADOPTING 2015 APPOINTMENTS**

BE IT RESOLVED, The City Council of the City of Watkins does hereby approve the attached list as the appointments for 2015. This foregoing resolution was adopted on a motion by Gertken, seconded by Carlson. Motion Carried.
Adopted this 8th day of January, 2015.

ATTEST: (SEAL)

Deb Kramer, Clerk/Treasurer

Frank Eder, Mayor

2015 APPOINTMENTS

Acting Mayor – Kathleen Tschumperlin

Street Commissioner – Kathleen Tschumperlin

Water Commissioner – Melody Gertken

Sewer Commissioner – Melody Gertken

Police Commissioner – Sue Unterberger

Shade Tree Commissioner – Brenda Carlson

Depositing Bank – Farmers State Bank of Watkins

Northland Securities

Animal Control Officer – Meeker County Sheriff's Office

Emergency Management Director – Meeker County Sheriff's Office

Official Newspaper – EV-W Voice, Eden Valley, MN

City Attorney – Daniel Zimmermann – Willenbring Law Office

Prosecuting Attorney – Meeker County Attorney

Election Clerk – Deb Kramer

Weed Inspector – Frank Eder

The appointed Water Commissioner, the City Clerk and the Water Treatment Operator shall also serve on the Eden Valley-Watkins Joint Water Commission Board.

Watkins Economic Development Authority – Dennis Loch: 1/1/2015 to 1/1/2022

Watkins Board of Adjustments – Sue Unterberger: 1/1/2015 to 1/1/2017

Watkins Planning/Zoning Commission:

Frank Eder-Chairperson Term: 1-1-2015 to 1-1-2017

Marc Wirz: 1-1-2015 to 1-1-2018

Michael Grunewald: 1-1-2015 to 1-1-2018

Dennis Loch: 1-1-2015 to 1-1-2018

A MOTION WAS MADE BY GERTKEN TO ADOPT RESOLUTION 2015-4, RESOLUTION APPROVING PAYMENT OF CERTAIN MONTHLY BILLS, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council reviewed the revised Tax Abatement and Development Agreement with Hilltop Health Care Center. The tax abatement program shall exist for a period of up to 10 years beginning with real estate taxes payable in 2016 through 2025. On or before February 1 and August 1 of each year commencing August 1, 2016 until the earlier of the date that the company shall have received the reimbursement amount or February 1, 2026 the city shall pay the company the amount of the tax abatements received by the city in the previous six month period. The abatement is 60% of the City's share of real estate taxes which relate to the project on the tax abatement property to be constructed by the company and not the real estate taxes on the tax abatement property that relate to the value of land and the existing facility on the tax abatement property. The annual abatement amount will not exceed \$26,800.00 and an aggregate amount of \$268,000.00. The company shall create at least five (5) new full-time equivalent jobs within 6 months of June 30, 2015 and maintain the jobs for the term of the agreement.

A MOTION WAS MADE BY UNTERBERGER TO ADOPT RESOLUTION 2015-5, RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT AGREEMENT, SECONDED BY TSCHUMPLERIN. MOTION CARRIED.

A MOTION WAS MADE BY GERTKEN TO ADOPT RESOLUTION 2015-6, RESOLUTION MAKING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNERS, SECONDED BY UNTERBERGER. MOTION CARRIED.

A MOTION WAS MADE BY GERTKEN TO ADOPT RESOLUTION 2015-7, RESOLUTION AUTHORIZING SIGNATURE STAMPS FOR MAYOR AND ACTING MAYOR, SECONDED BY UNTERBERGER. MOTION CARRIED.

A MOTION WAS MADE BY TSCHUMPERLIN TO ALLOW FOREST PRAIRIE TOWNSHIP TO HOLD THEIR ANNUAL ELECTIONS AT CITY HALL MARCH 10, 2015, SECONDED BY CARLSON. MOTION CARRIED.

The annual Fire Protection meeting will be Wednesday, February 11th at 8 p.m. at the Fire Hall.

The annual Board of Equalization meeting is scheduled for Wednesday, April 15th at 7 p.m. at City Hall. Gertken will not be able to attend. Kramer will verify how many trained members need to attend the meeting.

Tschumperlin asked if the meeting time could be moved to 6 p.m. November through March. Mayor Eder noted he could not make 6 p.m. but could make 6:30 p.m.

A MOTION WAS MADE BY TSCHUMPERLIN TO AMEND CHAPTER 30 OF THE CITY CODE OF ORDINANCES FOR MEETING TIME AT 6:30 P.M. NOVEMBER THROUGH MARCH AND 7 P.M. APRIL THROUGH OCTOBER, SECONDED BY CARLSON. MOTION CARRIED.

Council concerns-Gertken asked what would happen if the city had no EDA Board due to lack of members. It was noted that an EDA has certain authorities and in some cities the council is the EDA board.

Carlson noted she would be interested in attending the newly elected official's conference in Alexandria in February.

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

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

Adjourned at 8:44 p.m.

Submitted by

Deb Kramer
Clerk

ATTEST:

Frank Eder, Mayor