

APPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, JULY 14, 2022

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

MEMBERS PRESENT: Mayor Chris Rowan, Sue Unterberger, Marc Wirz, Brenda Carlson

MEMBERS ABSENT: Tootz Tschumperlin

Others: John Derichs, Nathen Derichs, Chris Lease, Jody Bauer, Deputy Sandstrom, Duane Peterson, Public Works Director Steve Geislinger, city engineer Kent Louwagie, Clerk Deb Kramer, Deputy Clerk Sarah Jacobsen-Krone

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

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

Items on the Consent Agenda were minutes from June 9th regular meeting and June 21st special meetings, June financial report, Resolution No. 2022-19, Resolution Accepting Donations, Resolution No. 2022-20, Resolution Approving Transfer of Funds, delinquent water bills for shut off.

Public Forum – Duane Peterson asked what progress has been made in the mobile home park. Duane noted weeds and brush have been trimmed and now you can see everything. He noted this has been going on for over a year. Kramer noted the last update the city got from MN Department of Health was on May 11th. Wirz will contact the owner of the park for an update.

Chris Lease from the Red Goat Bar and Grill asked for approval to have a DJ outside until midnight on July 23rd. The Red Goat is hosting a wedding reception and they would like music on the patio.

MOTION BY UNTERBERGER TO APPROVE A VARIANCE FOR THE RED GOAT TO HAVE A DJ UNTIL MIDNIGHT ON JULY 23RD, SECONDED BY CARLSON. MOTION CARRIED.

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

MOTION BY WIRZ TO APPROVE THE AMBULANCE SERVICE SECOND QUARTER REPORTS, SECONDED BY UNTERBERGER. MOTION CARRIED.

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

John Derichs updated council on the gas station/c-store rebuild plan. There is a sewer main that runs through part of the property. The city did get an easement for this back in 1986. Discussion followed. The city engineer recommended not building over the top of the main. John noted he would be willing to cost share to relocate the main. The engineer noted the project could be handled through the city with Bolton and Menk designing the plans and specifications and bidding. Alternatively, the city could allow Jack's to handle on their own, but Bolton and Menk would need to review plans to be sure they

meet city standards and they would have an inspector on site during construction. The alternative would cut down on Bolton and Menk's fees. John will talk to a contractor and get a project estimate and plan and attend the August meeting.

Kent updated council on the proposed easement at Faber Building. A contractor ran a jetter with a locating device up each end of the sewer pipe (from Central Avenue to 667th Ave). The line was then televised. They reached about 620 feet and found a manhole buried behind Kramer Electric. Kent noted they ran into some rock that should get cleaned out. The manhole could be exposed and then cleaned out. This is a PVC pipe and it looks good. Public Works Director Steve Geislinger is going to work on getting the manhole uncovered and then Bolton and Menk will survey elevations again. Geislinger will also locate the water line. Kent recommended the city vacate the current easements and draft new ones once everything is located. Kent noted Bolton and Menk has more time invested in this than what was estimated. The original estimate was \$3,000, but now it's probably going to be around \$7,000 to \$7,500. Council approved the additional expense.

Kent noted that Bolton and Menk offers a GIS mapping application. All the city's utilities could be online. It's similar to the Beacon site that Meeker County's website uses. Public Works could do maintenance records in it, mailing labels for public hearings can be generated within a buffer. It would be easy access to all the data Bolton and Menk has. There is a one-time fee of \$5,000, plus an \$800 annual license fee, which consists of a \$700 administrator license that includes editing capabilities, plus a \$100 viewer license. Everything would be hosted in the Cloud. Land use permits and hydrant flushing records are some things that can be maintained in it. This would be the city's data and could be transferred to another firm should the city leave Bolton and Menk. Kent noted any future projects the city would do would be put in the application as part of the project. There would be additional staff time costs from Bolton and Menk when other data is added.

MOTION BY WIRZ TO APPROVE THE GIS MAPPING APPLICATION, SECONDED BY UNTERBERGER.
MOTION CARRIED.

A degradation fee for the proposed right-of-way ordinance was discussed. This would be for decreasing the life span of a street or sidewalk. Council agreed to the following fees: New street that's 0-5 years old - \$4 per sq. ft. Existing street - \$2 per sq. ft. Street to be reconstructed in next 5 years - \$1 per sq. ft.

PTO policy – Full-time employees will earn 3.34 hours per month in the first year. Employees can use as it accumulates. Part-time employees will earn 1/3 of the full-time rate in the first year. Subd. 5 will be changed to be consistent with the changes.

National Flood Insurance Program – Council would like a meeting with staff from MN DNR to review the program and get a copy of an ordinance to review.

MOTION BY WIRZ TO ADOPT RESOLUTION NO. 2022-21, RESOLUTION APPOINTING ELECTION JUDGES, SECONDED BY UNTERBERGER. MOTION CARRIED.

Fire Department physical exam requirement – The Fire Department will review a sample application that has the requirement included as part of the application and make a recommendation to council.

Council reviewed the DOT Drug and Alcohol testing policy. The city would need to join a consortium for testing. Kramer will check with Total Compliance on its prices.

MOTION MADE BY WIRZ NOT TO WAIVE THE CITY'S MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MN STATUTES 466.04, SECONDED BY CARLSON. MOTION CARRIED.

MOTION BY CARLSON TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR ST. ANTHONY PARISH ON SEPTEMBER 11TH, SECONDED BY UNTERBERGER. MOTION CARRIED.

Membership in the Coalition of Greater MN Cities was discussed. No membership fee was available.

MOTION BY WIRZ TO TABLE THE MEMBERSHIP, SECONDED BY CARLSON. MOTION CARRIED.

EDA update - David Tysk would like to engage in discussion about tax increment financing for housing development. Chris and Jenny Rowan expressed interest in the vacant lot on Central Avenue.

National Night Out will be Tuesday, August 2nd. Event will be at McCarthy Park from 5 to 7 p.m. The Lions Club will be handling the event this year.

MOTION BY WIRZ TO APPOINT KEITH PETERS AS PUBLIC WORKS ASSISTANT, SECONDED BY CARLSON. MOTION CARRIED.

Council reviewed a draft policy for employees attending emergency calls. An amended draft will be reviewed at the August meeting.

A resident at 550 Western Avenue North has a second meter for irrigation that didn't work this spring when the system started up. She was billed full sewer charges in June due to the faulty meter. She requested an adjustment on the sewer charges. A new meter has been installed and appears to be working correctly.

MOTION BY WIRZ TO ADJUST THE RESIDENT'S SEWER BILL TO AVERAGE, SECONDED BY CARLSON. MOTION CARRIED.

Council agreed Kris Butterfass should be paid at the assistant manager rate when working in that position at the pool.

Lifeguard wages – two returning lifeguards are being paid the same as the newly hired lifeguard. Erin Geislinger started in 2019 and Alison Olson in 2021. All guards are currently at \$14/hour. Past wage increases have been .25 to .50 per hour based on the manager's recommendation. Council agreed to increase the wage for Erin Geislinger to \$14.50 per hour and Alison Olson to \$14.25 per hour.

MOTION BY CARLSON TO INCREASE WAGE FOR ERIN GEISLINGER TO \$14. 50 PER HOUR AND ALISON OLSON TO \$14.25 PER HOUR RETROACTIVE TO START OF SEASON AND KRIS BUTTERFASS PAY AS ASSISTANT MANAGER RETROACTIVE TO START OF SEASON, SECONDED BY UNTERBERGER. MOTION CARRIED.

Tentative closing date for the pool is August 19th provided there is enough available staff to cover through that date. Council approved to close the pool on Kraut N' Wurst day (August 6th) but it must be staffed on August 5th and 7th. Council noted the pool cannot just close, the schedule needs to be covered.

Public Works Director Geislinger presented a quote from A-1 Concrete Leveling to raise sidewalks mainly in the Central Business District. The quote is \$4,175. Geislinger asked for approval to add to this if they find more areas that need to be raised while they are here. Additional panels would be approximately \$125 each. Geislinger will also follow-up on the warranty coverage.

MOTION BY WIRZ TO APPROVE THE QUOTE FROM A-1 CONCRETE LEVELING, SECONDED BY CARLSON.
MOTION CARRIED.

The sidewalk in front of 120 Central Avenue North was replaced. Carlson questioned the slope of it and is concerned that water is going to run into her building. Geislinger will take a closer look at it.

MOTION BY WIRZ TO APPROVE PHONE UPGRADES TO IPHONE 11 AT \$50 EACH FOR PUBLIC WORKS,
SECONDED BY CARLSON. MOTION CARRIED.

Geislinger noted there are some storm sewer pipes in the ditch at the northwest corner of 4th Street North and Western Avenue North. The adjacent property owner has been trying to maintain the grass and weeds around this but it is difficult. Geislinger suggested to pour concrete underneath and make a type of swale so the property owner can mow and trim around it. Council approved for Public Works to have the work done.

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

Next regular meeting is Thursday, August 11th at 7 p.m.

MOTION BY UNTERBERGER TO ADJOURN, SECONDED BY CARLSON. MOTION CARRIED.

Adjourned at 9:24 p.m.

Submitted by

Deb Kramer
Clerk

ATTEST:

Chris Rowan
Mayor