

APPROVED MINUTES
WATKINS CITY COUNCIL
MONDAY, JULY 20, 2015

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

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

MEMBERS ABSENT: None

Others: Bruce Walz, Nora Rohrbeck, Clerk Deb Kramer

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

Purpose of the meeting was to discuss financing of a new fire truck through USDA RD and letter of conditions and pool job positions.

Kevin Friesen was not able to attend the meeting tonight. USDA RD is offering the city a loan up to \$135,000 for a new pumper truck. The interest rate would be 3.5% up to 15 years. There would be no pre-payment penalty. Chief Bruce Walz noted the Fire Department has been checking on rates through the truck company but doesn't have any hard numbers. Council questioned if the truck company would have a lower rate if the USDA loan could be paid off. Kramer noted she would have to check on that. This meeting will be recessed until Thursday at which time Kevin Friesen will be here. If there is no new information at that time from the truck company the city will proceed with the USDA loan.

Pool manager Nora Rohrbeck reported that two water safety instructors do not have current certifications but have been instructing. Red Cross is willing to do a special exception training to get expired instructors recertified. Nora noted the assistant manager Shannon Donnay and lifeguard Hollie Donnay resigned Saturday, July 18th. One of the expired instructors has said she would recertify through the special exception. Another session just started today and Nora has an instructor available during the day that will instruct and oversee assistants. Nora proposed that this instructor would do written daily instructions and evaluate and test out the students. The assistants would not do any testing or evaluating. This would need to be approved by Red Cross. Nora has found another instructor to come in for the last session in August. Nora reported the other instructor that is not certified indicated she would do the recertification through Red Cross but she didn't put it in writing. These employees took the positions knowing they were not certified. Council wants written resignations from the two that verbally resigned. It was questioned if paychecks could be held until they recertified. Kramer noted she would have to check on that. Discussion was held on how to handle the students that were instructed and tested out by the two with lapsed certifications. Council advised to check with Red Cross and see if having the current certified instructor oversee and test out students is allowable.

Mayor Eder noted there was a contamination incident at the wading pool last week and was told staff couldn't reach the manager. Nora said she had a missed call but no message was left. Nora stated there is a procedure in place on who to contact for an incident like that. A list of phone numbers is available for staff.

A MOTION WAS MADE BY CARLSON TO ACCEPT THE RESIGNATIONS OF SHANNON DONNAY AND HOLLIE DONNAY, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

The employee without current certification will be given a written notice to attend a closed meeting Thursday, July 23rd at 7 p.m. at City Hall to discuss job performance and lack of certification and consequences up to and including termination. At this time she cannot instruct due to the lapse in certification.

The instructor Nora contacted that can do the last session (day and night) in August is requesting \$14 per hour. Nora noted she could use her in the concession stand in between sessions in the afternoon. She would keep her at 40 hours per week for the two weeks needed.

Council discussed increasing the wage temporarily for another instructor taking on more responsibility.

A MOTION WAS MADE BY CARLSON TO HIRE ASHLEE LUNDBERG AT \$14 PER HOUR, SECONDED BY UNTERBERGER. MOTION CARRIED.

Red Cross will be contacted about having a WSI do written instruction for assistants and having that instructor test out all the students and also about how to handle the students already instructed and tested by the ones without current certifications.

The employee with the lapsed certification will be advised this is a mandatory meeting to discuss job performance and certifications and if she does not attend the city will take that as her resignation.

A MOTION WAS MADE BY TSCHUMPERLIN TO RECESS THE MEETING TO THURSDAY, JULY 23 AT 7 P.M., SECONDED BY WIRZ. MOTION CARRIED.

Recessed at 8:18 p.m.

Mayor Eder reconvened the special meeting Thursday, July 23, 2015 at 7:02 p.m. at City Hall.

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

MEMBERS ABSENT: None

Others: Kevin Friesen-USDA RD, Bruce Walz, Nora Rohrbeck, Marissa Warren, Shannon Donnay, Hollie Donnay, Clerk Deb Kramer

Kevin Friesen with USDA RD was present to discuss financing through Rural Development's Community Facility program for a new fire pumper truck. The city was eligible for a loan up to \$135,000.00. Kevin presented a letter of conditions. Kevin noted the city would need to complete some forms to get the money allocated to move forward. Kevin reviewed the letter with council. Competitive bidding process was discussed. Kramer noted she contacted the city attorney on purchasing through the National Joint Powers Alliance. The attorney's letter will be forwarded to Kevin. The loan would be for 15 years at 3.625 % interest. The loan would close when the city takes delivery of truck. Kevin noted the department would need to gather racial identity and national origin information, along with gender information on the people in the community and the service area being served by the "Federally

assisted program". This information must be provided to RD periodically for required compliance reviews. There would be no pre-payment penalty on the loan. Kramer will follow up with the attorney if any more information is needed regarding purchasing through the joint powers alliance.

Wirz questioned if the only cost to the city would be legal fees. Kevin replied yes, those would be the only fees. There would be a down payment required but not sure how much at this time. The complete truck would come from one company and would be under one year on delivery. Kevin noted he needed action by the council to move forward.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE FINANCING OF \$135,000.00 LOAN THROUGH USDA RD, SECONDED BY CARLSON. MOTION CARRIED.

Mayor Eder signed the required Letter of Intent to Meet Conditions. Kevin will turn in a request for allocation of funds. The loan payment would be annually. The city can lower the amount of the loan if it doesn't need the full amount allocated.

Marissa Warren was asked to attend the meeting to discuss her job performance and certifications. Marissa opted to have the meeting open. Discussion followed on lapse of water safety instruction certification for some staff, staff teaching now that are not certified, issues with Red Cross' online recertification process, new policies being set and issues with reaching the manager. Marissa Warren submitted her verbal resignation from employment with the city of Watkins. She will be paid for hours worked on July 20th.

In the future current certifications will be on file before an employee's first day of work.

A MOTION WAS MADE BY CARLSON TO ACCEPT MARISSA WARREN'S RESIGNATION, SECONDED BY WIRZ. MOTION CARRIED.

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

Adjourned at 8:25 p.m.

Submitted by

Deb Kramer, Clerk

ATTEST:

Frank Eder, Mayor