

UNAPPROVED MINUTES  
WATKINS CITY COUNCIL  
THURSDAY, MARCH 14, 2019

Mayor Eder called the regular meeting to order at 7:02 p.m. at City Hall.

MEMBERS PRESENT: Mayor Frank Eder, Tootz Tschumperlin, Marc Wirz, Jason Laumer, Sue Unterberger

MEMBERS ABSENT: None

Others: Bruce Kiffmeyer-Scenic Signs, Jeff Vetsch-Southwest Initiative Foundation, Nancy Schulzetenberg-berganKDV, Melody Landwehr, Brad Landwehr, Jody Bauer, Chad Unterberger, Ray Schlangen

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

MOTION BY UNTERBERGER TO APPROVE THE CONSENT AGENDA, SECONDED BY LAUMER. MOTION CARRIED.

Items on the Consent Agenda were minutes of the February 14, 2019 regular meeting, February financial report, Resolution #2019-9, Resolution Accepting Donations, and delinquent water bills for shut off.

Public Forum – None

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

Jody Bauer noted the Ambulance Service blood pressure machine is not working and needs to be replaced. A new machine is about \$4,000.

MOTION BY TSCHUMPERLIN TO APPROVE THE PURCHASE OF A NEW BLOOD PRESSURE MACHINE, SECONDED BY LAUMER. MOTION CARRIED.

Nancy Schulzetenberg, berganKDV, presented the 2018 audit report. The city was issued a clean opinion. The only material weakness was a lack of segregation of duties, which the city gets every year. With that material weakness, it's important the council be aware of internal controls and that it review and approve all claims for payment. There were no legal compliance findings for 2018.

MOTION BY LAUMER TO ACCEPT THE 2018 AUDIT REPORT, SECONDED BY WIRZ. MOTION CARRIED.

Bruce Kiffmeyer, Scenic Signs, presented quotes for replacing the electronic outdoor sign. The sign was purchased in 2006 and after ten years the company stopped making parts for it. The current sign is a 35mm monochrome amber sign. He noted everything has switched to color now. Bruce quoted a 16mm, 12mm and 10mm sign. He noted smaller is better for a more close-up sign. A monochrome sign is still available for about \$4,000 less than a color sign. Bruce noted it has cost the city about \$54/month in the last 7 years to maintain this sign. He does anticipate the life span of a new sign to be longer. The 16mm sign would be \$32,990, 12mm would be \$46,090 and the 10mm would be \$47,320. The quotes would be to modify the current sign. It would be taken back to Sauk Rapids and changed out to full

color. There would be a 5-year full warranty. Scenic Sign offers a 12-month bumper-to-bumper warranty. Bruce asked the council to think long-term again and consider the 10mm sign.

Jeff Vetsch, Southwest Initiative Foundation (SWIF), presented council with information on a community foundation. Southwest Initiative Foundation is one of six initiative foundations in the state. SWIF has 26 community foundations under their umbrella, two of which are in Meeker County. Litchfield and Darwin each have community foundations. Jeff noted it takes some time to establish a foundation. Broad community support is needed to be successful. This is a vehicle for raising money to use in the community. Jeff noted that Darwin has been very successful. The community foundation program creates a long-term partnership between SWIF and a community. A legal agreement would be executed that extends SWIF's 501 (c)(3) public charity status to a community. The community would build a permanent endowment fund to help address the community's changing needs and capitalize on its future opportunities. The community has access to a fundraising vehicle to meet specific and immediate capital needs. SWIF provides administrative infrastructure by processing gifts and grants, investing assets, providing financial statements and coordinating all IRS reporting requirements. SWIF also provides ongoing assistance in areas such as strategic planning, fundraising, marketing and grantmaking, in addition to a \$25,000 endowment challenge grant to jumpstart fundraising. The community assembles a local volunteer advisory board to lead the community foundation, raise funds to support the vision, coordinate grant processes and educate the community. Only earnings from the Endowment Fund can be spent. Two project funds can be open at one time. The foundation cannot fund a private business or individuals. Jeff would come back to help get a board set up, teach about fundraising, etc. The community must raise \$5,000 to start up. SWIF would essentially handle the funds and charge a fee for the administration. Operating under SWIF would ensure everything is done legally and that the donor's intent is honored. Jeff noted a starting point would be to get a group of 15-20 community members together and he would give a broader presentation. Terms would get set up for the board. All donations are fully tax deductible. Legally the money would become SWIF's. The Endowment Fund would be the first to be established.

Brad Landwehr and Melody Landwehr would like to donate a bench to the city in honor of their mother, Debbie Landwehr. This would be a maintenance free bench. They would like to put it either at McCarthy Park or the VFW Park. Council felt they could choose the location and coordinate with Public Works on it.

Watkins Fire Department members Chad Unterberger and Ray Schlangen requested approval to purchase a new radio for the fire department. Cost is \$2,500. It was noted the radios are getting bad. Council discussed purchasing two.

MOTION BY TSCHUMPERLIN TO APPROVE PURCHASE OF 2 NEW RADIOS FOR THE FIRE DEPARTMENT, SECONDED BY UNTERBERGER. MOTION CARRIED.

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

Council discussed increasing the water service reconnect fee when shut off for non-payment. The current fee is \$150. In the winter, it can take extra time to get it reconnected. Public Works also goes to the door before shutting off, which also takes extra time. Discussion followed to increase the fee to \$200.

MOTION BY TSCHUMPERLIN TO ACT ON ORDINANCE AMENDMENT TO INCREASE THE RECONNECTION FEE AT THE APRIL 11<sup>TH</sup> MEETING, SECONDED BY WIRZ. MOTION CARRIED.

Planning Commission update – no meeting was held.

Andy Donnay submitted his resignation from the EDA board.

MOTION BY LAUMER TO ACCEPT ANDY DONNAY'S RESIGNATION FROM THE EDA BOARD, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council advised to advertise the board vacancy.

Council agreed not to purchase the direct deposit module for payroll at a cost of \$995.

MOTION BY LAUMER TO ADOPT CAPITAL ASSET POLICY, SECONDED BY UNTERBERGER. MOTION CARRIED.

MOTION BY TSCHUMPERLIN TO APPROVE THE 3.2 MALT LIQUOR ON-SALE LICENSES FOR THE WATKINS SOFTBALL AND WATKINS BASEBALL ASSOCIATIONS, SECONDED BY UNTERBERGER. MOTION CARRIED.

MOTION BY WIRZ TO APPROVE A CONSUMPTION AND DISPLAY PERMIT FOR KEEK'S RESTAURANT, SECONDED BY LAUMER. MOTION CARRIED.

A special council meeting was called for Thursday, April 18<sup>th</sup> at 7 p.m. at City Hall. Purpose of the meeting will be to meet with the Clear Lake Subordinate Service District to discuss renewal of the sewage treatment capacity agreement.

The annual Board of Appeals and Equalization meeting will be Wednesday, April 10<sup>th</sup> at 7 p.m. at City Hall.

Public Works Director Steve Geislinger discussed improvements to the city parking lot. This was originally going to be part of the 2018 street improvement project but was delayed until 2019.

MOTION BY UNTERBERGER TO PROCEED WITH THE PARKING LOT IMPROVEMENT, SECONDED BY LAUMER. MOTION CARRIED.

Geislinger reported some seal coating will be done on Central Avenue and 667<sup>th</sup> Avenue. Meeker County will pay for a portion of the seal coating on Central and the city will pick up the rest. Forest Prairie Township will cost share with the city on 667<sup>th</sup> Avenue. Geislinger also noted there will be a lot of crack filling done this summer.

Tschumperlin asked about the cars that have been parked in the city lot all winter. No action was taken.

Fire department lockboxes - Interested parties will be contacted for installation.

Mayor Eder noted the Ambulance Service would like to make some changes to the ordinance regulating the service. There was something drafted a few years ago but it was never approved by the council. The service will suggest changes to the ordinance and bring to the council for its review.

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

Next regular meeting is Thursday, April 11<sup>th</sup> at 7 p.m.

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

Adjourned at 8:22 p.m.

Submitted by

Deb Kramer,  
Clerk

ATTEST:

Frank Eder,  
Mayor