

UNAPPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, MARCH 19, 2015

Mayor Eder called the regular meeting to order at 6:30 p.m. at City Hall.

MEMBERS PRESENT: Mayor Frank Eder, Sue Unterberger, Brenda Carlson. Tootz Tschumperlin arrived at 6:35 p.m.

MEMBERS ABSENT: Melody Landwehr

Others: Kelly Kelley, Duane Peterson, Deputy Josh Case, Kent Louwagie, EV-W Voice, Tri-County News, Nora Rohrbeck, Clerk Deb Kramer

A MOTION WAS MADE BY UNTERBERGER TO APPROVE THE AGENDA, SECONDED BY CARLSON. 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 of February 12, 2015 regular meeting, February financial report, Resolution #2015-13, Resolution Accepting Donations, and delinquent water bills for shut off.

Public Forum-nothing

Deputy Case reported there were 39 calls for service in February.

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

Kelly Kelley presented the ambulance service bills for approval. The service is waiting for the new ambulance to arrive before installing the new laptop. Councilor Tschumperlin arrived at this time.

A MOTION WAS MADE BY UNTERBERGER TO APPROVE THE AMBULANCE SERVICE BILLS FOR PAYMENT, SECONDED BY CARLSON. MOTION CARRIED.

The ambulance service reported a sewer drain froze at the meeting room. It had to be thawed and jetted. The toilet was broke during this process and had to be replaced as well. The service asked if the city would help pay the bill of \$1,010.00.

A MOTION WAS MADE BY CARSLON TO PAY THE BILL, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Nora Rohrbeck requested renewal of the Consumption and Display Permit for Vinnie's Eagles Nest. This permit expires March 31st annually.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE CONSUMPTION AND DISPLAY PERMIT RENEWAL FOR VINNIE'S EAGLES NEST, SECONDED BY UNTERBERGER. MOTION CARRIED.

Nora also discussed pool operations. All lessons are at \$35 currently. She requested to increase to \$40 for levels 1-5 and charge \$30 for preschool. Nora thought there were about 287 students in 2014 and noted numbers were down in 2014 from previous years. Nora has several events planned this year and is looking for volunteers to promote and help with them. She is also planning on entering some area parades. Nora requested that the job description for pool manager be reviewed and also asked the council to look at making it a salaried position vs. hourly. Open swim hours have been noon to 8 p.m. She noted that on weekends there is rarely anyone there past 7 p.m. A sign advertising the pool was purchased last year from a donation made by the Lioness. Nora would like to purchase supplies at Faber Building to install the sign before opening. Council asked if the sign could be put on the fence instead. Nora noted it could but she would like it to be more visible. MN Department of Health would allow it to be on the fence. Unterberger requested to get a price for materials before making a decision. Nora noted steel posts were recommended as they would last longer. Nora will get a price on the materials. Nora noted last year there was open swim going during the evening swim lessons only and it worked well. Nora noted the preschool lessons would run 30 minutes and recommended a fee of \$30. She recommended an increase to \$40 for levels 1-5.

A MOTION WAS MADE BY TSCHUMPERLIN TO DECREASE THE PRICE OF PRESCHOOL LESSONS TO \$30 EACH AND RUN FOR 30 MINUTES PER DAY AND INCREASE TO \$40 FOR LEVELS 1-5, SECONDED BY UNTERBERGER. MOTION CARRIED.

Discussion was held on establishing a pool board for oversight of operations and appointing a pool commissioner from the council to serve on the board. Advertising for volunteers could be done on Facebook, etc.

A MOTION WAS MADE BY CARLSON TO NOMINATE SUE UNTERBERGER AS POOL COMMISSIONER TO SERVE ON THE BOARD, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

A MOTION WAS MADE BY CARSLON TO CREATE A POOL COMMITTEE OF FIVE MEMBERS, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

A MOTION WAS MADE BY CARLSON TO TABLE THE SALARY AND JOB DESCRIPTION REVIEW, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Information on wages, etc. will be reviewed at the April meeting. It was noted that performance reviews should be done with all pool staff. Pool staff is responsible for keeping their certifications up to date. Unterberger will serve as the pool liaison for the council.

Public Works Director Steve Geislinger noted they are staining the benches for the pool and a new pump was purchased. They will try using the same heater for the small pool. Public Works will prep the pool for painting. Steve noted the pump at the lift station is leaking. It is under warranty so W.W. Goetsch will be fixing it. Steve also noted the impellor at the lift station will need to be replaced in a couple years.

Old Business-

State Baseball Tournament-Mayor Eder noted the railing will be installed on the grandstand after it is painted. Unterberger asked if a representative from the baseball board would be attending a meeting to discuss some issues. Mayor Eder noted he would ask Mike Lease to attend the next council meeting.

Official Paper-Unterberger noted there was not a contract in place for the calendar work and after meeting with Councilor Carlson, Nora Rohrbeck and Jean Matua felt there was no evidence in place to overturn the decision on the official paper of the city. Unterberger commended Tri-County News on a great job done in the past and noted it was unfortunate there was no contract in place. Carlson felt the issue was talked about enough. She noted there was nothing documented and there should have been a scope of work, etc. Carlson's opinion was not to reverse the decision.

A MOTION WAS MADE BY CARLSON TO KEEP THE EV-W VOICE AS THE CITY'S OFFICIAL PAPER, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

E.D.A. Update- The board is working with Bentley's on expanding their stainless steel precision parts business.

Watkins Softball and Baseball Associations requested 3.2 malt liquor on-sale licenses for the seasons.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE 3.2 MALT LIQUOR LICENSE REQUESTS, SECONDED BY CARLSON. MOTION CARRIED.

Tschumperlin noted St. Anthony Parish would like a 3.2 malt liquor license for its annual festival to be held June 21st at McCarthy Park.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE 3.2 MALT LIQUOR LICENSE FOR ST. ANTHONY PARISH, SECONDED BY CARLSON. MOTION CARRIED.

Kramer noted a complaint was received about snow not being removed from sidewalks in the residential district on Central Avenue. The city does have an ordinance regulating this but has never really enforced it. Council advised to put a notice in the fall newsletter reminding residents. Kramer will check with other cities to see how they handle the issue.

CARLSON MADE A MOTION TO TABLE THE DISCUSSION FOR A FUTURE MEETING UNTIL MORE INFORMATION IS AVAILABLE, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

The city received a request for donation of a swim pass. Unterberger questioned if the city could legally donate this. Kramer will check.

Kent Louwagie presented Change Order #1 for the water tower contract. The work was scheduled to start last fall. The contractor started prepping but didn't get started on the work to be done. The original completion date was October 15, 2014. The change order would extend the completion date to June 12, 2015 and as part of the extension the contractor has agreed to fabricate and mount an antenna for Meeker County, pay the charges for relocating the antenna last fall, reimburse the city for mailing notices last fall and pay the additional engineering fees. Utility Services Group has been in contact with Steve Geislinger and they could possibly start work next week.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE CHANGE ORDER #1, SECONDED BY UNTERBERGER. MOTION CARRIED.

Kent noted the plans and specifications for the Luella Street Improvement are done. He presented a resolution for the council to consider. Advertising must be done for 3 weeks and bids could be opened Wednesday, April 15th at 10 a.m. at City Hall and the bid awarded that evening at a special council meeting.

A MOTION WAS MADE BY CARLSON TO ADOPT RESOLUTION #2015-15, RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

RESOLUTION #2015-15
CITY OF WATKINS
MEEKER COUNTY, MINNESOTA

Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

WHEREAS, pursuant to a resolution passed by the council March 3, 2015, the city engineer has prepared plans and specifications for the Luella Street Improvement project, the improvement of Luella Street between County State Aid Highway 2 and Meeker Avenue by reconstructing the street and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WATKINS, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper (and on QuestCDN) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on April 15, 2015, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 7:30 p.m. on April 15, 2015, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five percent of the amount of such bid. This foregoing resolution was adopted this 19th day of March, 2015 on a motion by Carlson, seconded by Tschumperlin. Motion carried.

ATTEST: (SEAL)

Frank Eder, Mayor

Debra Kramer, City Clerk

A special meeting for the purpose of awarding the bid will be held following the Board of Review meeting on Wednesday, April 15th at City Hall.

A resolution supporting street funding legislation was presented.

A MOTION WAS MADE BY CARLSON TO ADOPT RESOLUTION #2015-14, RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

The annual League of MN Cities Conference will be held in Duluth June 24-26th. May 1st is the deadline for the discounted rate. Anyone interested should contact Kramer.

Mayor Eder updated the council on the Planning Commission. A public hearing will be held April 8th at 7 p.m. to consider amendments to the Zoning Ordinance regulating cellular towers and antenna, rezoning of Ron Oster's property on Highway 55 from M-1 Industrial to B-2 Highway Commercial and a Conditional Use Permit application from Verizon Wireless to install antenna on an existing structure.

Duane Peterson questioned if a building is needed for the proposed antenna location. Mayor Eder noted yes. It would be a pre-fabricated building.

Council received a vacation request from public works staff.

A MOTION WAS MADE BY CARLSON TO APPROVE THE VACATION REQUEST, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council concerns- none

Kramer noted last year there were some properties that were in violation of city ordinances and the council planned to do a tour of the city in the spring. Kramer questioned if council wanted to proceed with this. Council will set a date at the April meeting for the tour.

Kramer requested for city staff to attend the League of MN Cities Loss Control Workshop in St. Cloud April 7th.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE FOR STAFF TO ATTEND THE WORKSHOP, SECONDED BY UNTERBERGER. MOTION CARRIED.

Council reviewed the spring newsletter.

A MOTION WAS MADE BY CARSLON TO APPROVE THE NEWSLETTER, SECONDED BY UNTERBERGER. MOTION CARRIED.

Last year the city placed a mini biff at McCarthy Park. Kramer questioned if council wanted to do so again this year and if one should be placed at the new VFW Park on the north end of town. Ben Aho noted the playground was used up until the snow fell last fall.

Council approved to place mini biffs at both locations.

Meeting time will change back to 7 p.m. starting with the April meeting.

Ambulance Chief Ben Aho reported that Adam Dockendorf is no longer a member of the service and reported Brandon Dufner is a new member.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE BRANDON DUFNER AS A MEMBER OF THE WATKINS AMBULANCE SERVICE, SECONDED BY UNTERBERGER. MOTION CARRIED.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE THE RESIGNATION OF ADAM DOCKENDORF FROM THE WATKINS AMBULANCE SERVICE, SECONDED BY UNTERBERGER. MOTION CARRIED.

Ben noted the new ambulance should be here in a week or two.

A MOTION WAS MADE BY UNTERBERGER TO APPROVE THE BILLS FOR PAYMENT AS PRESENTED, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

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

Adjourned at 7:50 p.m.

Submitted by

Deb Kramer,
Clerk

ATTEST:

Frank Eder,
Mayor