

UNAPPROVED MINUTES  
WATKINS CITY COUNCIL  
THURSDAY, MARCH 8, 2018

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

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

ABSENT: None

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

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

Items on the Consent Agenda were minutes of the February 8, 2018 regular meeting, February financial report, Resolution #2018-9, resolution accepting donations and delinquent water bills for shut off.

Public Forum – none.

Councilor Carlson arrived at this time.

Nancy Schulzetenberg with berganKDV presented the 2017 audit report. Nancy noted the material weakness findings of lack of segregation of duties and preparation of financial statements that are present every year. Nancy noted with only one person handling financial duties the council should be reviewing all claims, etc. There was one legal compliance finding of a contract over \$50,000 that did not contain the responsible contractor language. The city's policy for the General Fund provides for a minimum unrestricted fund balance of 50% of the next year's budgeted expenses. At December 31<sup>st</sup>, the unassigned fund balance represented 68% of the budget. Nancy noted the city is charging enough in fees in the water and sewer funds to cover operating and debt costs while still saving some for the future.

MOTION BY UNTERBERGER TO APPROVE THE 2017 AUDIT REPORT, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

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

Doreen Unterberger requested to rent the skating rink building to operate her daycare out of while their home is being repaired. The repairs would start as soon as the frost is out and she would need the building for approximately 2 weeks, weather permitting. The city's insurance would require Doreen to have a \$1,000,000 General Liability policy in force and extend that coverage to the skating rink building and list the city as an additional insured. Doreen would need the building Monday through Friday. Council noted Doreen would need to satisfy the insurance requirements and she should contact the Lions Club about a fee.

MOTION BY WIRZ TO APPROVE THE USE OF SKATING RINK BUILDING FOR DOREEN'S DAYCARE TEMPORARILY, AS LONG AS INSURANCE REQUIREMENTS ARE SATISFIED AND TO WORK WITH THE LIONS CLUB ON RENT, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

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

City engineer Kent Louwagie reported the bids for the 2018 Improvement Project were opened Tuesday, March 6<sup>th</sup>. The bids ranged from \$146,300.00 to \$221,446.90 as follows:

1.	Mid Minnesota Hot Mix; Annandale, MN	\$146,300.00
2.	Kraemer Trucking & Excavating, Inc; Cold Spring, MN	\$149,839.53
3.	Hardrives Inc.; Rogers, MN	\$158,277.86
4.	Knife River Corporation; Sauk Rapids, MN	\$162,000.00
5.	Land Pride Construction; Paynesville, MN	\$181,395.83
6.	Duininck, Inc.; Prinsburg, MN	\$221,446.90

Mid Minnesota Hot Mix is the apparent low, responsive bidder. The engineer's estimate was \$147,000.00. Mid Minnesota has been performing work of this nature for 36 years. All required documents were submitted for a complete bid. Based on this, Bolton and Menk recommends that the contract for the 2018 Improvement Project be awarded to Mid Minnesota Hot Mix in the amount of \$146,300.00. Council reviewed Resolution #2018-10, Resolution Accepting Bid.

MOTION BY TSCHUMPERLIN TO ADOPT RESOLUTION #2018-10, RESOLUTION ACCEPTING BID FROM MID MINNESOTA HOT MIX, SECONDED BY CARLSON. MOTION CARRIED.

Council reviewed the new gravel lease between the city and Steven Landwehr.

MOTION BY UNTERBERGER TO APPROVE THE GRAVEL PIT LEASE AGREEMENT, SECONDED BY CARSLON. MOTION CARRIED.

Council reviewed the land lease between the city and Steven Landwehr. Council approved for the rent to be paid May 15<sup>th</sup> and November 15<sup>th</sup>.

MOTION BY WIRZ TO APPROVE THE AGRICULTURAL LAND LEASE WITH BI-ANNUAL PAYMENTS DUE THE SAME TIME AGRICULTURAL PROPERTY TAXES ARE DUE, SECONDED BY UNTERBERGER. MOTION CARRIED.

Council reviewed the quotes for the outdoor warning siren that was table last month. Kramer reported that Meeker Cooperative did approve a grant for \$1,275 through Operation Roundup for a pole. Xcel Energy has been in contact with Kramer Electric about the electrical at McCarthy Park. Council agreed to go with the AC/DC option. Federal Signal was low quote on that model at \$11,627.65.

MOTION BY CARLSON TO APPROVE FEDERAL SIGNAL'S QUOTE FOR AN AC/DC ROTATING SIREN SOLUTION, CITY WILL FURNISH POLE AND ELECTRICAL, SECONDED BY WIRZ. MOTION CARRIED.

At the annual fire protection meeting held February 14<sup>th</sup>, the fire district approved for an increase in the fire department hourly wage from \$10 to \$12 and also approved for an increase to the Relief Association's per man year retirement from \$1,300 to \$1,400.

MOTION BY TSCHUMPERLIN TO APPROVE THE HOURLY WAGE INCREASE FROM \$10 TO \$12, SECONDED BY UNTERBERGER. MOTION CARRIED. MEMBER WIRZ ABSTAINED.

MOTION BY UNTERBERGER TO APPROVE THE RELIEF ASSOCIATION PER MAN INCREASE FROM \$1,300 TO \$1,400, SECONDED BY TSCHUMPERLIN. MOTION CARRIED. MEMBER WIRZ ABSTAINED.

EDA update- The EDA questioned if they pay for the electrical and lights to the new Welcome signs, would the City General Fund pay the monthly bill. Council agreed that it would pay the monthly bill. Carlson will update the EDA board on this at its next meeting.

Planning Commission update- The baseball association is looking to build a hitting facility at the baseball park but there was no one from the association at the meeting. The city is checking into insurance costs for the building and also utility costs so the city has an idea of what the city's costs will be.

The baseball association and softball association have requested 3.2 malt liquor licenses for the seasons.

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

Keek's Restaurant has requested renewal of its Consumption and Display permit that will expire March 31<sup>st</sup>.

MOTION BY CARLSON TO APPROVE RENEWAL OF KEEK'S CONSUMPTION AND DISPLAY PERMIT, SECONDED BY UNTERBERGER. MOTION CARRIED.

Kramer Electric submitted a quote for updating the wiring at the stage area at the Village Hall at a cost of \$1,615.00.

MOTION BY TSCHUMPERLIN TO ACCEPT THE QUOTE FROM KRAMER ELECTRIC TO UPDATE THE WIRING AT THE VILLAGE HALL, SECONDED BY CARLSON. MOTION CARRIED.

The annual Board of Appeal and Equalization will be Wednesday, April 11<sup>th</sup> at 7 p.m. at City Hall.

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

Kramer noted that Forest Prairie Township will be using City Hall March 13<sup>th</sup> for its elections (5-8 p.m.) and annual meeting that follows.

Kramer received information from Bolton and Menk on a couple grant programs available for youth recreation. The programs are open to non-profits, schools or local governments that operate youth baseball and/or softball programs. The city does not operate any programs but the school could possibly be the applicant. The little league field in town could be a project. Council advised to check with the school district to see if they would be interested in applying and working with the city to try and get a grant.

Public Works Director Steve Geislinger noted they are monitoring the water temperature but for now people should keep the water running if they have started. The city will only be contacting those that called when it's time to shut off. Geislinger noted the box culvert on Highway 55 opened up today. The city did get a call from a property owner who was concerned about the backup. They are also monitoring the pond at Faber Addition. Geislinger noted he may need to get Meeker County out to steam it open. The one at Glenshire Addition opened up yesterday.

Wirz noted there was some discussion at the planning commission meeting Wednesday night regarding utility and insurance costs at the baseball park and Kramer had mentioned the second meter doesn't seem to be working right and wasn't sure how accurate the water use is. Geislinger noted there is a problem with it and Ferguson Waterworks have been out to look at it but it hasn't been resolved yet. Kramer noted the school stays pretty consistent during the school year and they are billed the same over the months the irrigation is running. A new meter for the irrigation would probably run \$2,000 to \$3,000. There was also some discussion on how much water is being used for irrigating, understanding that it needs to be irrigated but to also be mindful of the use.

Geislinger thanked the Sheriff's Department for their effort in getting cars off the streets for snow removal.

Kramer noted she will be working on the sewer expenses to present to council to determine a rate proposal for Clear Lake Subordinate Service District.

Mayor Eder noted he was approached about garbage cans on Central Avenue. Discussion followed. Carlson and Unterberger will plan to attend an upcoming Lions Club meeting to request a donation for some new cans.

Next meeting is Thursday, April 12<sup>th</sup> at 7 p.m.

MOTION BY WIRZ TO ADJOURN THE MEETING, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Adjourned at 8:05 p.m.

Submitted by

Deb Kramer  
Clerk

ATTEST:

Frank Eder  
Mayor