

APPROVED MINUTES
WATKINS CITY COUNCIL
WEDNESDAY, MAY 18, 2022

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

The meeting was rescheduled from May 12th due to severe weather.

MEMBERS PRESENT: Mayor Chris Rowan, Tootz Tschumperlin, Marc Wirz, Brenda Carlson

MEMBERS ABSENT: Sue Unterberger

Others: Kris Butterfass, Bella Butterfass, Ellie Field, John Derichs, Nathen Derichs, Public Works Director Steve Geislinger, Jody Bauer, Deputy Clerk Sarah Jacobsen-Krone, Clerk Deb Kramer

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

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

Items on the Consent Agenda were minutes of the April 14th regular meeting, April financial report, September 30, 2021 joint water board meeting minutes and financials, Resolution No. 2022-14, Resolution Accepting Donations, delinquent water bills for shut off.

Public Forum – none.

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

Information for signature card approval was not available.

JK Homes has applied for rezoning a parcel from R-1 Residential District to B-2 Highway Commercial District. A properly published public hearing was held May 4th. The Planning Commission adopted Resolution No. 2022-1, making recommendation to the city council to grant the rezoning request contingent on a land use permit being issued for the redesign and reconstruction of Jack's station. If the project doesn't proceed, the property would remain residential. Council approved the rezoning request, contingent on the project proceeding.

MOTION BY CARLSON TO ADOPT RESOLUTION NO. 2022-15, RESOLUTION APPROVING AN AMENDMENT TO THE WATKINS ZONING MAP, SECONDED BY WIRZ. MOTION CARRIED.

If and when the project proceeds, a new resolution would be adopted finalizing the approval with no contingency.

The Sheriff's report was not available.

Transferring duties of the local Board of Appeals and Equalization to Meeker County was discussed. The required notice was published and posted. Some benefits of an open book meeting with the county are:

taxpayers find them less intimidating than presenting their appeal before the local board, they appreciate the fact that their questions can be answered in a more private setting, they can spend more time with the appraiser, and the process is more efficient as concerns and questions are often resolved immediately. There were no questions or comments from any public present.

MOTION BY WIRZ TO ADOPT RESOLUTION NO. 2022-16, RESOLUTION APPROVING TRANSFER OF LOCAL BOARD OF APPEAL AND EQUALIZATION DUTIES TO MEEKER COUNTY, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

The Watkins Municipal Pool Employee Manual final draft was reviewed. Hours of operation will be determined annually. Two guards will be located on the north side of the pool.

MOTION BY WIRZ TO APPROVE THE WATKINS MUNICIPAL POOL EMPLOYEE MANUAL WITH THE NOTED CHANGES, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council approved to open the pool for the 2022 season on June 1st at 1 p.m. Daily fees will remain at \$4 and 10-punch cards at \$35. Season passes will be available again at same price but no early-bird discount. Council advised to advertise the pool will close mid-August to anyone purchasing a season pass. Private party rates will remain the same. Closing date for this season will be determined later.

MOTION BY CARLSON THAT ALL POOL FEES BE MAINTAINED AS IS WITH NO EARLY BIRD DISCOUNTS ON SEASON PASSES, SECONDED BY WIRZ. MOTION CARRIED.

Council agreed pictures of staff getting ready for the day could be posted on the pool Facebook page but no pictures of any patrons. Mayor Rowan asked about reestablishing a pool committee. Council felt if there was interest, it would be a good idea.

Pool manager Bella Butterfass noted there may be times when neither her or assistant manager Ellie Field could be at the pool. Bella asked if would be acceptable to have other staff that is 18 years of age to cover. Council felt there should be consistency and not changing daily. Kris Butterfass was a co-manager last season and noted she could step in if necessary. They felt between the three of them, they could work it out. Council approved.

Bella asked about painting the locker rooms. She noted staff would help paint. Council approved and staff would be paid for that time.

Council approved to close the pool on July 4th.

Bella asked about wages as she was looking for something more competitive. She noted she was paid \$20/hour as a lifeguard over the winter. Bella noted she was looking for around 35 to 40 hours. Ellie noted she was looking for about 25 to 30 hours. Carlson researched wages online for managers, assistant managers, lifeguards and concession stand staff. Per the Employee Manual, concession stand staff must be 15 years old. After discussion, council agreed on the following wage range for staff: Manager: \$17 to \$20 per hour. Assistant manager: \$15 to \$18 per hour. Lifeguard: \$14 to \$16 per hour. Concession stand: \$10 to \$12 per hour.

MOTION BY CARLSON TO APPROVE THE WAGE RANGES AS FOLLOWS: MANAGER: \$17 TO \$20 PER HOUR. ASSISTANT MANAGER: \$15 TO \$18 PER HOUR. LIFEGUARD: \$14 TO \$16 PER HOUR.

CONCESSION STAND: \$10 TO \$12 PER HOUR, MOTION SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council discussed wages for 2022 for pool staff.

MOTION BY CARLSON TO PAY MANAGER BELLA BUTTERFASS, BASED ON EXPERIENCE, \$20 PER HOUR, SECONDED BY TCHUMPERLIN. MOTION CARRIED.

MOTION BY CARLSON TO PAY ASSISTANT MANAGER ELLIE FIELD, WITH LIFEGUARD EXPERIENCE, \$16.50 PER HOUR, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION BY CARLSON TO START ALL LIFEGUARDS AT \$14.00 PER HOUR AND ALL CONCESSION STAND STAFF AT \$10 PER HOUR, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council noted that either Bella, Ellie or Kris must be onsite at all times when the pool is open.

Mobile home park update – The owner of the park has contracted with Mobile Maintenance Inc. to remove homes from lots 5, 10, 12, 26, 28, 33 and 34. They have also been contracted to set up the home on lot 24 that is currently on lot 23. The owner was asked about the condition of the home on lot 24 and he stated he was trying to get a rehab person out soon. Kramer noted there were some homes on MN Department of Health's (MDH) orders for removal that are not included in the above list. Council advised Kramer to follow up with owner on the MDH orders. A resident in the park asked about getting "deaf child" signs in the park. The resident also asked about speed bumps. Council approved to have "deaf child" signs installed near School Avenue and Second Street but no speed bumps as they are an issue for snow plows. The resident also had concerns about mold spores entering the air with the trailers being crushed on site. Kramer did contact the owner about this earlier but didn't get a reply. Council felt if the homes are being moved out now instead of crushing on site that it should not be as much of a concern but advised to check with the owner on this again.

Council reviewed a short-term vacation rental ordinance. Wirz noted concerns of permitting these and no other rentals like apartments, etc. Council agreed there wasn't a need to regulate this at this time.

Field House - Council agreed to require an annual repayment, at a minimum, on the loan for the field house at the Clipper Park. The payment would be due by 12-31. It was noted there are some permits and inspections that are needed through the state that no one was aware of due to the building being on school district property.

Ordinance updates and fees – Kramer noted she wasn't sure what else could be added to the ordinances to address issues in the mobile home park that aren't already in the ordinances for properties outside of the park. The city already has a minimum housing code, along with nuisance and blight ordinances. Fees for right-of-way work (ROW), degradation and demolition were discussed. Council proposed the following: ROW excavation permit fee - \$250 plus \$.25 per foot over 300' to be capped at 5,280 feet, ROW obstruction permit fee: 0 to 7 days - \$25, 8 to 30 days - \$75, 31 days or more - \$125. Demolition fee: residential structure over 200 sq. ft - \$50, commercial - \$100, excavation permit fee: \$50. A public hearing will be held for the proposed ordinance amendments, new ordinances and fees.

Council reviewed proposals from Bolton and Menk and UCAP for the SCDP grant program. Bolton and Menk's proposal didn't mention anything about administration of the grant if successful or if a fee

would be charged for resubmittal if the first application was not successful. Council advised to get answers and tabled until the June meeting.

Irrigation agreement delinquency – One of the farmers hasn't paid for 2021 yet. Geislinger noted he did talk with the farmer and he said he would be paying soon. The farmer said he got a reduction in 1988 when it was dry and didn't get a lot of water. He is not disputing payment. Council agreed to follow-up on at the June meeting if needed.

Council approved advertising the Fire Department Ford equipment van for sale in the Tri-County News, EV-W Voice, Litchfield and Cold Spring papers. It's a 1992 model with 8,400 miles on it. Bids will be accepted until 4 p.m., Thursday, June 9th.

MOTION BY TSCHUMPERLIN TO APPOINT BRENDA CARLSON TO THE MEEKER COUNTY HOUSING TASK FORCE COMMITTEE, SECONDED BY WIRZ. MOTION CARRIED.

MOTION BY WIRZ TO APPROVE ON-SALE, OFF-SALE AND SPECIAL SUNDAY ON-SALE LIQUOR LICENSES TO BUD'S BAR, GORDIES BAR AND RED GOAT BAR & GRILL; CLUB ON-SALE AND SPECIAL SUNDAY ON-SALE LIQUOR LICENSES TO WATKINS LEGION CLUB ROOM; OFF-SALE LIQUOR LICENSE TO WATKINS LIQUOR WAREHOUSE; 3.2 ON-SALE, WINE ON-SALE, SPECIAL SUNDAY ON-SALE AND STRONG BEER LIQUOR LICENSES TO KEEKS, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Council reviewed the applications for the public works assistant position. A commercial driver's license will be needed and the requirements on obtaining one have changed. Council referred the applications to the personnel committee and public works director for review and to determine candidates to interview. A special meeting will be called to do the interviews.

Council agreed to hold a special joint meeting with the EDA to discuss details of fees and responsibilities in development of the townhome lots at Glenshire Estates. A meeting will be scheduled for sometime the week of June 20th.

The city received a letter from CP Rail regarding the maintenance of the spur for Louisiana Pacific ("industry"). The city attorney reviewed and responded to CP Rail that the "industry" is responsible and not the city.

Council was presented with a model Drug and Alcohol Testing policy for commercial drivers. This will be discussed further at the June meeting.

A land use permit application was submitted for a new home. The siding type is a steel, vertical siding with no exposed fasteners. Kramer noted the ordinance prohibits only corrugated and sheet metal in residential areas. After discussion, council approved.

Public Works Director Steve Geislinger discussed a drainage issue at Western View apartments. He did meet with the developer and he is looking at putting curb in. Geislinger noted with the road being built up it doesn't drain well. The developer may be getting surveyors out. Geislinger felt the issue would get resolved.

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

Next regular meeting will be Thursday, June 9th at 7 p.m.

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

Adjourned at 9:55 p.m.

Submitted by

Deb Kramer
Clerk

ATTEST:

Chris Rowan
Mayor