

UNAPPROVED MINUTES  
WATKINS CITY COUNCIL  
THURSDAY, MAY 14, 2015

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

MEMBERS PRESENT: Mayor Frank Eder, Tootz Tschumperlin, Sue Unterberger, Melody Landwehr, Brenda Carlson

Members Absent: None

Others: Public Works Director Steve Geislinger, Pool Manager Nora Rohrbeck, Deputy Defries, Chief Deputy Dan Miller, City Engineer Kent Louwagie, EV-W Voice, Tri-County News, Duane Peterson, Jason Glenz, Jerry Oster, Clerk Deb Kramer

Mayor Eder added City Engineer Kent Louwagie and Chief Deputy Dan Miller to the agenda.

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

A MOTION WAS MADE BY LANDWEHR TO APPROVE THE CONSENT AGENDA, SECONDED BY CARLSON.  
MOTION CARRIED.

Items on the Consent Agenda were minutes of the April 9, 2015 regular meeting, April 15, 2015 Board of Equalization and Appeal, April 15 and 25, 2015 special meetings, April 2015 financial report, Resolution #2015-19, Resolution Accepting Donations and delinquent water bills for shut off.

Public Forum: Jason Glenz asked the status of a shed at a property in Glenshire Estates. Kramer noted the land use permit application was returned. The party will be removing the steel roof and shingling and also residing it to match the house. All zoning regulations appear to be met.

Council noted that if a resident has a complaint about a city ordinance violation on weekends that they should call Meeker County to report it.

Deputy Defries presented the April Sheriff's report. Chief Deputy Dan Miller reported there is going to be some lapse in coverage during the state baseball tournament. Miller is concerned about traffic concerns and a general increase in activity. Miller asked the council for some direction in the matter. They will have some volunteers to help with the medical aspect of things but they have no authority. Miller noted if he were chief of police he would have two officers on until 2-3 a.m. Miller questioned if camping was going to be allowed by the field. Mayor Eder didn't think that was going to be allowed. The city's contract rate with Meeker County is \$42.50 per hour. Miller will put some scenarios together for council to review. The tournament dates are August 21 through 23, August 27 through 30, and September 3 through 7. Miller thought 60 hours of coverage would cost approximately \$2,500. Carlson questioned if this cost could be shared with the Clippers. This will be discussed.

Public Works Director Steve Geislinger noted the lift station pump has been repaired. At the last meeting, council approved \$2,000 for the city's share of repair on 667<sup>th</sup> Avenue by Glenshire Estates. There have been more bad areas found now and the city's estimated share has increased to about

\$7,000. Forest Prairie Township would like to repair the entire road in about five years. Geislinger suggested the city start budgeting for that.

A MOTION WAS MADE BY TSCHUMPERLIN TO REPAIR 667<sup>TH</sup> AVENUE AT A COST OF NO MORE THAN \$7,000 TO THE CITY, SECONDED BY UNTERBERGER. MOTION CARRIED.

Geislinger reported the pool is scheduled to be painted the week of May 18<sup>th</sup>.

Jerry Oster expressed his concerns about safety and property damage by ATV's and Go-Karts in the city. He noted there are problems by the softball park as well as other areas of the city. Discussion followed. Chief Deputy Miller advised that complaints be called to dispatch and not directly to Deputy Defries. Anonymous complaints can also be made. Council advised that a news story be done on this issue. Miller also noted that if the ordinance is going to be enforced it will need to be done across the board. Miller noted the Sheriff's Department could put something on Facebook as well. Miller noted it was important to educate people on the matter. Deputy Defries can also stop and talk with drivers and explain the rules.

Council reviewed ambulance service bills.

A MOTION WAS MADE BY LANDWEHR TO APPROVE PAYMENT OF THE AMBULANCE SERVICE BILLS AS PRESENTED, SECONDED BY UNTERBERGER. MOTION CARRIED.

Pool Board Update: Unterberger noted lesson sign up went well. The board recommends that open swim hours be from 1 p.m. to 8 p.m. daily. They are discussing some ideas to promote the pool during the state baseball tournament. There will be a garage sale and car wash Saturday, May 16<sup>th</sup> with proceeds going to the Pool Maintenance Fund. Unterberger also suggested there be another committee with two council persons to make things timelier for Nora.

A MOTION WAS MADE BY LANDWEHR TO APPOINT UNTERBERGER AND CARLSON TO THE POOL SUB-COMMITTEE, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Pool Manager Nora Rohrbeck questioned what her employment dates are. Nora noted that donations and volunteers for the garage sale and car wash are welcome. Nora asked about using the grass area on the south side of the pool for patron parking when the state baseball tournament is running. Mayor Eder noted he would talk to the school superintendent. Nora recommended that Shannon Donnay be hired as assistant pool manager. Shannon is lifeguard certified and is also a water safety instructor. Previous assistants were paid \$10 per hour. Nora asked about making the manager position a salary position instead of hourly. Kramer noted that the manager's position may become PERA eligible. Carlson noted that the sub-committee should discuss wages and the retro-active pay and make a recommendation to council.

A MOTION WAS MADE BY CARLSON TO TABLE TO WAGES AND JOB DESCRIPTION UNTIL SUB-COMMITTEE CAN REVIEW AND MAKE RECOMMENDATION, SECONDED BY LANDWEHR. MOTION CARRIED.

A MOTION WAS MADE BY LANDWEHR FOR THE POOL MANAGER'S START DATE TO BE EFFECTIVE APRIL 15, 2015, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Nora noted 82 children were signed up for lessons on May 2<sup>nd</sup> and there are 12 classes full at this time. Even though she wasn't able to get a lot of advertising for sign up she felt the turnout was good. In an effort to cut expenses she didn't plan to advertise in all the papers as done in years past.

City Engineer Kent Louwagie reported that Kuechle Underground will be finishing up the Luella Street Sanitary Sewer Extension project soon. The Luella Street Improvement Project contracts are ready for the city to sign. There is a pre-construction meeting scheduled May 20<sup>th</sup> at City Hall at 10 a.m. The project should be ready to start soon and take 2 to 3 weeks to complete. Kent reported the water tower project started May 5<sup>th</sup> and is about one-half done. The contractors requested to work Saturday and Sunday, weather permitting. Hopefully the tower will be back on line middle of next week. Painting the roof of the tower was discussed. The contractor did quote a price of \$2,800.00. Kent noted they got a verbal quote from another contractor that was slightly below but was close. Kent felt the quote from the contractor was reasonable. Tschumperlin felt it should be painted now as long as they are working on it. Council was presented with Change Order No. 2, change order to power wash and overcoat the tower roof.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE CHANGE ORDER NO. 2 TO POWER WASH AND OVERCOAT THE TOWER ROOF, SECONDED BY LANDWEHR. MOTION CARRIED.

Kramer noted the owner of the property at 100 Central Avenue North has responded to the letter sent regarding the building. The owner is planning to put steel siding on the building this summer.

Council reviewed a new Village Hall user contract and memorandum. The memorandum states the following:

*In addition to the stipulations outlined in the USER(S) CONTRACT, the City requires the following tasks to be completed before the City shall return any portion of the damage deposit. The deposit, if refundable, will be returned once the key has been returned and the Village Hall is inspected by the manager. If any additional cleaning is required a minimum charge of \$50 shall be deducted from the deposit. If additional cleaning exceeds one hour, an additional \$50 per hour shall be deducted from the deposit.*

*Return any and all keys for the Village Hall to the Village Hall Maintenance Manager.*

*All floors shall be dust mopped or swept after the removal of all glasses, cups, paper, etc. All floors shall be cleaned and any spills shall be wet mopped.*

*All tables and chairs shall be wiped off to remove any trace of spills.*

*Return the kitchen to an orderly condition including wiping off all counter tops, rinse sink, clean-up of all spills, etc. Floor shall be cleaned and wet mopped.*

*Wash and put away any and all dishes, utensils, etc.*

*Bathrooms shall be cleaned and floors cleaned and wet mopped.*

*All spills, especially on wood floors, shall be immediately wiped up.*

*All garbage shall be transferred from garbage cans to the dumpster located outside and east of the building.*

*Do not put coffee grounds into the sinks.*

*Return all tables and chairs to their original locations. Extra tables and chairs shall be returned to their racks.*

*Turn off all light switches.*

*All outside doors and windows shall be shut and locked before you leave.*

A MOTION WAS MADE BY UNTERBERGER TO APPROVE THE NEW HALL MAINTENANCE USER CONTRACT AND MEMORANDUM, SECONDED BY LANDWEHR. MOTION CARRIED.

Mayor Eder noted he hasn't gotten a response from the owner of the property regarding a walking trail at Glenshire Estates Addition. The easement the city has is only for utilities. Eder is researching some grant funding but a path needs to be secured first.

EDA update- The board is still working on getting new city welcome signs. The business expansion they were working on fell through.

Council discussed its findings from the city tour on April 25<sup>th</sup>. It was noted that some properties have already cleaned up since the tour. Council advised to send a letter to the property on Central Avenue South that has junk piled up outside. Unterberger and Carlson will do a second check and get a final list to City Hall for letters to be sent. Owners will be allowed 30 days to bring their properties into compliance.

Landwehr left the meeting at 8:48 p.m.

A MOTION WAS MADE BY CARLSON TO HAVE UNTERBERGER AND CARLSON RE-EVALUTE THE CITY-WIDE TOUR FINDINGS AND GET FINAL LIST TO CITY HALL, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Annual liquor license renewals were requested by Bud's Bar, Shorty's Laborer's Lounge, Red Goat, Legion Club Room, Liquor Warehouse and Vinnie's Eagles Nest.

A MOTION WAS MADE BY TSCHUMPERLIN TO APPROVE ON-SALE, OFF-SALE AND SUNDAY LIQUOR LICENSES TO BUD'S BAR, SHORTY'S LABORER'S LOUNGE AND RED GOAT; CLUB ON-SALE AND SUNDAY LIQUOR LICENSES TO WATKINS LEGION CLUB ROOM; OFF-SALE LIQUOR LICENSE TO WATKINS LIQUOR WAREHOUSE; 3.2 ON-SALE AND WINE ON-SALE LIQUOR LICENSES TO VINNIE'S EAGLE NEST, SECONDED BY CARLSON. MOTION CARRIED.

A MOTION WAS MADE BY UNTERBERGER TO APPROVE BEN AHO AS AMBULANCE SERVICE CHIEF AND SHIRLEY JACKLITCH AS AMBULANCE SERVICE SECRETARY, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Kramer noted that Meeker County is now charging a \$46 recording fee for documents relating to land use, etc. and asked if council wanted to charge for the fee.

A MOTION WAS MADE BY UNTERBERGER TO AMEND THE CITY FEE SCHEDULE TO INCLUDE \$46 FOR DOCUMENT RECORDING, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Tschumperlin questioned what is allowed for burning in the city. The ordinance was reviewed. Burning regulations will be put in the next city newsletter.

Council approved for pool staff to order swim suits through the city and pay the city for them.

Kramer reported that Public Works swept the lot at Mies Outland and asked council if they wanted to waive the \$90 charge this time for the use of the ATV's during the city-wide tour. Council approved.

A MOTION WAS MADE BY CARLSON TO WAIVE THE \$90 FEE, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

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

Steve Geislinger asked about call outs for Public Works, i.e. when sewer alarms go off or checking irrigators after hours, etc. Carlson noted the employees must punch in for those situations. Council agreed they should be paid a minimum of one hour for any call outs after hours. Charging an additional fee for reconnecting water after hours due to being shut off for non-payment was discussed. Council discussed charging an additional \$50 for a reconnect after hours.

A MOTION WAS MADE BY CARLSON TO CHARGE \$50 IN ADDITION TO THE \$150 RECONNECT FEE FOR ANY RECONNECTS DONE AFTER HOURS, SECONDED BY UNTERBERGER. MOTION CARRIED.

A MOTION WAS MADE BY CARLSON THAT CITY EMPLOYEES BE PAID A MINIMUM OF ONE HOUR FOR ANY CITY BUSINESS CONDUCTED OUTSIDE NORMAL WORK HOURS, SECONDED BY UNTERBERGER. MOTION CARRIED.

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

Adjourned at 9:11 p.m.

Submitted by

Deb Kramer, Clerk

ATTEST:

Frank Eder, Mayor