

UNAPPROVED MINUTES
WATKINS CITY COUNCIL
THURSDAY, SEPTEMBER 14, 2017

Mayor Eder called the meeting to order at 7:03 p.m. at City Hall.

MEMBERS PRESENT: Mayor Frank Eder, Tootz Tschumperlin, Sue Unterberger, Brenda Carlson. Marc Wirz arrived at 7:15 p.m.

MEMBERS ABSENT: None

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

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

Items on the Consent Agenda were minutes of the July 11, 2017 special meeting and August 10, 2017 regular meeting, Resolution #2017-27, Resolution Accepting Donations and delinquent water bills for shut off.

There was nothing for public forum.

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

Watkins Ambulance member Duane Peterson requested approval for all members of the service to get the required vaccinations. This would cost approximately \$600 per member and it would be 20 members maximum. This would be charged to the Ambulance General Fund.

MOTION BY TSCHUMPERLIN TO APPROVE ALL AMBULANCE MEMBERS GET REQUIRED VACCINATIONS, SECONDED BY CARLSON. MOTION CARRIED.

Sheriff's report—Deputy Defries reported there has been a camper parked on the streets and it has been cited once for remaining parked for longer than 48 hours in one location. It has been moving around the city. Mayor Eder noted he spoke to the person driving the camper. Council discussed if there was anything that could be done to help him. Carlson noted she was going to check on the regulations for living at St. Anthony Manor.

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

MOTION BY TSCHUMPERLIN TO RECESS THE MEETING FOR THE PUBLIC HEARING, SECONDED BY CARSLON. MOTION CARRIED.

Mayor Eder called the public hearing to order at 7:15 p.m. Purpose of the hearing was for the 2018 Improvement Project. Councilor Wirz arrived at this time. City Engineer Kent Louwagie reviewed the proposed project area. The property owner affected by the special assessments did not attend the hearing. The scope of the project includes improvements as follows:

- School Avenue, from First Street to approximately 120 feet north of Second Street N
- Second Street North, from School Avenue to Stearns Avenue
- City parking lot, at NE corner of Second Street N and Central Avenue
- School Avenue, from TH 55 to approximately 60 feet north

There will be no sanitary sewer improvements in this project. The sanitary sewer in the mobile home park is private and the responsibility of the owner of the park.

There are no water main improvements included in the project. The water distribution system in the mobile home park is considered private as well. There are two valve boxes in the School Avenue intersection that may need to be adjusted to match the new pavement.

Two new catch basins are planned to be constructed on the north side of Second Street, at the Western Avenue and Stearns Avenue intersections. New storm sewer mains will extend from the new catch basins to the existing catch basins located on the southwest quadrant of each intersection. No other storm sewer improvements are planned.

All proposed pavement sections consist of four inches of bituminous pavement on twelve inches of class 5 aggregate base. Geotextile fabric is planned to be installed at the bottom of all pavement sections to provide stability and separation of the subgrade soils from the aggregate base. Any areas where driveways or turf are disturbed as part of the construction will be restored. Existing curbs in the mobile home park are planned to remain in place, with spot replacement planned in areas that have settled or no longer drain properly. Curb will also need to be replaced where the catch basins are installed. The existing street is planned to be excavated to a depth of 16-inches between curbs. Subsurface edge drains are planned to be constructed inside the curbs to help drain.

Proposed improvements at the city parking lot will be similar excavation and spot replacement of curb. Subsurface drains are planned to be installed as well.

Proposed improvements at School Avenue/TH 55 intersection is planned to eliminate the curve at the south end of School Avenue, which will improve the school bus turning movements. The median on the east side of the intersection will need to be extended west to control movements at the intersection. The intersection will no longer align with 672nd Avenue across from TH 55. MN DOT has reviewed the proposed layout and has not expressed any concerns.

Kent noted there is no dedicated right-of-way over the streets in the mobile home park. The city did agree to accept ownership of them. Kent recommended the city obtain from the mobile home park owner a permanent easement over the streets. Bolton and Menk would do surveying and draft the documents needed for this easement.

Estimated project costs: Mobile Home Park: School Avenue - \$79,500.00. Mobile Home Park: Second Street - \$104,400.00. City parking lot - \$68,900.00. TH 55/School Avenue intersection - \$16,300.00. Total costs: \$269,100.00. The city plans to fund the project with street maintenance funds and special assessments. The city's policy is to assess 30% of street and storm sewer reconstruction. The proposed parking lot and TH 55 intersection will not be assessed. Based on estimates, the street assessment rate is \$24.30/front foot. The preliminary assessment roll would assess all 3 parcels that comprise the mobile home park. Total preliminary assessment is \$55,258.20.

If the project proceeds, Council would authorize preparation of plans and specifications. The project would be bid and construction completed in 2018. After the project is complete, final assessment amounts would be prepared, based on actual construction costs. The final assessment hearing would be held in fall of 2018. After the final assessments are recorded the owner would have 30 days to pay in full with no interest or the assessment amount would be certified to taxes to be repaid over 10 to 15 years, with interest rate and term to be determined by the Council. Kent noted he spoke with Clerk Kramer about the costs of the proposed project and how that might affect the 2018 levy and budget. Kent noted the Council does have 6 months to adopt the resolution ordering plans and specifications. Kent noted the city could do the mobile home park streets and then add the other two locations as alternates #1 and #2 so if budgeting allows those areas could be done also. Eder and Carlson agreed the School Avenue/Highway 55 intersection should be done in 2018 as it is a safety issue. Kent noted that Council can wait to adopt the resolution. Duane Peterson had a question about the intersection at First Street and School Avenue. Geislinger noted he wasn't aware there were any problems there. This will be checked out.

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

MOTION BY CARLSON TO RECONVENE THE REGULAR MEETING, SECONDED BY UNTERBERGER. MOTION CARRIED.

MOTION BY CARLSON TO TABLE RESOLUTION #2017-28 UNTIL THE OCTOBER MEETING, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

MOTION BY CARLSON TO ADOPT RESOLUTION #2017-29, RESOLUTION APPROVING CLOSURE OF G.O. IMPROVEMENT BONDS 2007B FUND, SECONDED BY WIRZ. MOTION CARRIED.

MOTION BY WIRZ TO AMEND THE PERSONNEL POLICY ADDING THE DAY AFTER THANKSGIVING AND ½ DAY ON CHRISTMAS EVE DAY AS PAID HOLIDAYS, SECONDED BY UNTERBERGER. MOTION CARRIED.

This change in the Personnel Policy will be effective in 2018. The ½ day on December 24th is only paid when it falls during the week when City Hall would normally be open.

MOTION BY TSCHUMPERLIN TO APPROVE THE APPOINTMENT OF FIRE CHIEF BRUCE WALZ AND ASSISTANT CHIEF RON KRAMER, SECONDED BY CARLSON. MOTION CARRIED.

Kramer noted she was contacted about the city applying for FEMA funds for a combination storm shelter/baseball facility at the Clipper park. FEMA does have funding available. A Notice of Interest (NOI) application would need to be submitted. If that's accepted, then a full application would need to be submitted. As part of the NOI, an estimate of cost to build the facility is needed. Kramer noted she has been in contact with the city engineer to determine a cost. Kramer asked council if it was interested in pursuing this. Discussion followed.

MOTION BY CARLSON TO PURSUE THE COSTS ASSOCIATED WITH A STORM SHELTER FACILITY, SECONDED BY TSCHUMPERLIN. MOTION CARRIED.

Kramer reported that the remaining paperwork has been submitted to Homeland Security Emergency Management (HSEM) for reimbursement of eligible costs associated with the tornado recovery. The

amount submitted was \$55,421.98. The city should be reimbursed for 75% of those costs. City insurance is being finalized as well. Final payment of \$39,488.59 is expected soon.

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

Kramer noted the League of MN Cities is holding its annual regional meetings across the state. The closest one is Melrose. Anyone interested should contact City Hall to get registered.

Kramer noted the Civic Park Board would like to buy a new mower for the softball park at Mies Outland. After trade-in, it would cost \$1,400. There are donations made to the Civic Park Fund for purchases such as this.

MOTION BY TSCHUMPERLIN TO APPROVE THE MOWER PURCHASE, SECONDED BY UNTERBERGER. MOTION CARRIED.

Geislinger noted there was a water leak on private property on Third Street South. The excavator couldn't find the leak and it looked like it might have been coming from the street. Geislinger called Water Conservation Services to come out and locate it. The charge was \$464.92 for his services. The excavator asked if the city would pay half the bill. Council didn't feel this was the city's responsibility. Geislinger had another excavator lined up to dig up the street before Water Conservation Services found the leak. The water was bubbling up in the property owner's yard. Kramer noted this invoice was billed to the City of Watkins, since the city was the one to contact him.

MOTION WAS MADE BY WIRZ FOR THE CITY TO PAY THE BILL AND FOR THE CITY TO BILL THE HOMEOWNER FOR THE ENTIRE BILL, SECONDED BY CARLSON. MOTION CARRIED.

Geislinger noted his Certified Pool Operator (CPO) certification will expire in 2018. There is an upcoming recertification in the metro in October. Cost is \$205.

MOTION BY UNTERBERGER TO APPROVE GEISLINGER TAKE THE CPO RECERTIFICATION, SECONDED BY CARLSON. MOTION CARRIED.

Wirz noted the complaint regarding cleanup of equipment from Kraut N' Wurst has been handled.

There will be a special meeting Tuesday, September 19, 2017 at 7 p.m. at City Hall. Purpose is the 2018 levy and budget.

Next regular meeting is Thursday, October 12th at 7 p.m.

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

Adjourned at 7:52 p.m.

Submitted by

Deb Kramer, Clerk

ATTEST:

Frank Eder, Mayor