

WATERVILLE CITY COUNCIL
ORGANIZATIONAL AND REGULAR COUNCIL MEETING
January 2, 2018, 6:00 P.M.

There was an organizational and regular meeting of the Waterville City Council held in Council Chambers at 6:00 p.m. on January 2, 2018.

Present: McIntyre, Wollin, Grobe, Smith and Mayor Schmidtke

Absent: None

Also Present: Administrator/Clerk Teresa Hill, Jason Femrite of Bolton & Menk

Also Absent: City Attorney Jason Moran

1. Call to Order/Roll Call/Pledge of Allegiance. Mayor Schmidtke called the meeting to order noting that all Council was present. Also present Teresa Hill Administrator/Clerk and Jason Femrite of Bolton & Menk. Pledge of Allegiance was recited.

2. Approval of Minutes – November 27, 2017, December 5, 2017, and December 18, 2017. Motion by McIntyre, seconded by Smith to approve the minutes of November 27, 2017, December 5, 2017 and December 18, 2017. Unanimous vote. Motion carried.

3. Approval of Agenda/Additional items to Agenda. Mayor Schmidtke said that there were two items to add to the agenda. Item 8S Kamp Dels Agreement and item 8T Waterville Festival Organization Bingo request. Motion by Smith, seconded by Grobe to approve the agenda with the addition of item 8S Kamp Dels Agreement and item 8T Waterville Festival Organization Bingo request. Unanimous vote. Motion carried.

4. Organizational Consent Agenda

These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or Citizen so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

A. Regular Meeting Time and Date – First Tuesday of the Month 6:00 p.m.

B. Depositories of City Funds:

Frandsen Bank–Waterville Branch

Elysian Bank

AIM

4M Fund

Northland Securities/Northland Trust Services

Robert W. Baird & Co.

US Bank

C. Official Newspaper – Lake Region Life

D. Treasurer Appointment-Linda Nelson

E. Assistant Weed Inspector – Chief of Police

F. Zoning Inspector – Don Jacobson

G. Acting Mayor – David Wollin

H. Audit Committee

Dave Wollin, Tim Smith, Jennifer Grobe

I. Community Education Appointment-Council Member Dave Wollin

J. City Engineer-Bolton & Menk/Jason Femrite

K. Financial Auditors- Abdo Eick & Myers

L. City Attorney-Jason Moran

M. Authorized Check Signers

Alan Schmidtke, Mayor, Teresa Hill, Administrator/Clerk
Linda Nelson, Treasurer, Dave Wollin, Acting Mayor,
Roy McIntyre, Council Member

N. Planning and Zoning Commissioners

- 1. Donald Jacobson**
- 2. James Hennan**

O. HR Committee

1. Mayor Alan Schmidtke,
2. Council Member-Roy McIntyre
3. Fire Department Liaison-Matthew Duhme
4. Police Commission-Trina Waugh
5. City Attorney Moran-Ex Officio Member
6. Administrator-Clerk Hill-Ex Officio Member

P. Department and Commission Yearly Reports

1. Planning and Zoning Commission Report
2. Economic Development Authority Report

Q. Fee Schedule Approval

Motion by McIntyre, seconded by Smith to approve on the consent agenda items A through Q for the year 2018. Unanimous vote. Motion carried.

5. Written Petitions, Request etc.

A. Resolution 2018R-001 Granting a Conditional Use Permit to Debra Risch.

Motion by McIntyre, seconded by Smith to adopt Resolution 2018R-001 for Debra Risch Conditional Use permit. Unanimous vote. Motion carried.

6. Unfinished Business

A. Cable Franchise Ordinance. Motion by Smith, seconded by McIntyre to table the Cable Franchise Ordinance until City Attorney Moran arrives. Unanimous vote. Motion carried.

B. Street Lighting Installation Approval. Ms. Hill said Xcel will install and provide everything at no cost to the City for the installation of the street lights in the Lagoon area. The City would have the normal monthly fees associated with the street lighting. Motion by Smith, seconded by Schmidtke to approve the street lighting installation in the Lagoon area. Unanimous vote. Motion carried.

7. Citizen Time (Comments, Information from those present) No one wished to address Council.

8. New Business

A. True Transit Presentation. Carol Clark, Transportation Manager of True Transit addressed the Council regarding the True Transit public program. They started this about a year and a half ago with the assistance of Blue Earth, Nicollet and Le Sueur County officials and funding behind us to match part of the grant match. They will be providing transportation to Mankato. The fares on scheduled routes are \$3 each way. Ms. Clark described some of the routes. Riders can pay on the bus by using tokens, correct cash amount, or prepay by credit card or have an account set up in our office. Riders will be picked up at their residence. Ms. Clark

said the program is funded by MN DOT who pays 85% of the cost and the three counties are covering the extra 15%, and the fares are added with the 15%.

B. Buchannon Street Storm Sewer Improvements – Jason Femrite. Mr. Femrite said at the last meeting we selected option 1. The question tonight is if you want to assess the particular improvements to the adjacent property owners. Ms. Hill said the main thing that is not well known is that we do have a storm sewer district and the storm sewer district is assessed back to all the property owners not just specifically a particular property. It is classified as a benefit to the entire system and not an individual. The projects prior to that we have not done a specific storm sewer in a number of years. It has been included in the City's portion if we did storm sewer of what we pay and assess back to collect from the property owners. Mr. Femrite said if the Council wants to assess some of the street improvements he would update the report and include a preliminary assessment roll and we would go through that process. The 2018 street improvements would be included in this project and anything else that the Council would want to include. Mr. Femrite said at the next Council meeting he could bring forward a preliminary engineering report which would include the assessments and we could do an improvement hearing. Motion by McIntyre, seconded by Smith to have our City Engineer and our City Administrator look at what it is going to be for assessments and bring it to the next meeting. Unanimous vote. Motion carried.

C. Resignation-Matt Clinton. Motion by Wollin, seconded by Grobe to accept the resignation of Matt Clinton from the Waterville Fire Department. Unanimous vote. Motion carried. Mayor Schmidtke said he wants to thank Matt for his years of service he is a very good firefighter.

D. Resolution 2018R-002 Re-Establishing Local Board of Equalization. Ms. Hill said last year there was only one City that submitted the proper certification that they had trained people. All of the other Cities lost their individual local boards. This resolution is to reinstate the ability to act as the local board. Last year the County held it here like we normally did and they took input but the Council did not have the ability to actually make a resolution to change a value. If you want to continue to act as the Local Board then your residents would be able to come to you, you would be able to discuss their values, you could make a certain amount of change and then they have the right to appeal your decision to the County level. If you do not do the Local Board they have to go directly to the County level. Motion by McIntyre, seconded by Smith to adopt Resolution 2018R-002 Re-establishing Local Board of Equalization. Unanimous vote. Motion carried.

E. Board of Equalization Meeting: April 9, 2018 at 5:30 p.m. Motion by Smith, seconded by McIntyre to approve the Local Board of Equalization meeting for April 9, 2018 at 5:30 p.m. Unanimous vote. Motion carried.

F. Pay Equity Report Review. Ms. Hill said this is a mandate sent to us from the state level. It compares male classes to female classes and their wages. Ms. Hill said she plugged in all the information and the compliance report has been generated for Council's review. Council has to review it and note that they have reviewed it and that it is okay for Ms. Hill to submit it. This has to be done every three years. Motion by Smith, seconded by Wollin to approve the pay equity report review and allow Ms. Hill to submit it. Unanimous vote. Motion carried.

G. Minimum Wage \$9.65. Motion by Smith, seconded by Schmidtke to approve the minimum wage at \$9.65 per hour. Unanimous vote. Motion carried.

H. Training Request-Doug Spicer. This is a FEMA sponsored program. FEMA pays their transportation, a per diem per meal and the costs associated with the training. This is for Highway Emergency Response Specialist to be held in Pueblo, Colorado August 26-31, 2018. Mr. McIntyre said that we would only pay their wage. Motion by McIntyre, seconded by Wollin to approve the FEMA training request for Doug Spicer. Unanimous vote. Motion carried.

I. Election Equipment Maintenance Agreement. Ms. Hill said this is an agreement with Le Sueur County for the costs of administering the election and operating costs of election equipment purchased by the County. The cost per year is \$1,200. Motion by Smith, seconded by McIntyre to accept the Election Equipment Maintenance Agreement with Le Sueur County at the rate of \$1,200 annually. Unanimous vote. Motion carried.

J. Resolution 2018R-003 Accepting Donation-Waterville Lions Club. Motion by Smith, seconded by Grobe to adopt Resolution 2018R-003 accepting the donation of the Waterville Lions Club for \$5,000 for the Lions Park purchase. Unanimous vote. Motion carried.

K. Resolution 2018R-004 Accepting Donation-Crane Creek Asphalt. Motion by McIntyre, seconded by Smith to adopt Resolution 2018R-004 accepting the donation of Crane Creek Asphalt to the Waterville Fire Department in the amount of \$1,750 for the purchase of helmets. Unanimous vote. Motion carried.

L. Liability Coverage Waiver. Motion by Schmidtke, seconded by McIntyre to approve the liability coverage waiver. Unanimous vote. Motion carried.

M. Resolution 2018R-005 Appointing Election Judges for the 1/29/18 Primary and 2/12/18 General Election. Motion by Wollin, seconded by Smith to adopt Resolution 2018R-005 appoint Election Judges for the 1/29/18 Primary and 2/12/18 General Election. Unanimous vote. Motion carried.

N. Resolution 2018R-006 Paquin Street Closure from 5th street to 6th Street. (M-F, 7 a.m.-9 a.m. and 2:30 p.m. to 4:30 p.m.). Mayor Schmidtke suggested that we have a public hearing on this to get public input on the street closure. Mr. McIntyre said this would go into effect beginning the new school year. He went to the Commissioners meeting to discuss this with them and they did not have a problem with it. They just wanted a resolution submitted to them so they could deal with it on the record. We have to make sure the County has a record of the hours and maps. The same as we would do to educate our community. Discussion regarding holding a public hearing. Ms. Grobe said that the street closure would cut off access to the parking lot where the teachers park at the school. Motion by Smith, seconded by Schmidtke to hold a public hearing on the Paquin Street closure from 5th Street to 6th Street (M-F, 7:00 a.m. to 9:00 a.m. and 2:30 p.m. to 4:30 p.m.) on February 8, 2018 at 6:00 p.m. Unanimous vote. Motion carried.

O. Staffing and Hire Recommendation. The HR Committee met earlier tonight to hire Alan Hiller as the public works Street and Park Supervisor at a rate of pay of \$26.50 as of January 1st, 2018 and increase to \$27.50 July 1, 2018 and vacation to stay the same as current

accrual. Motion by Grobe, seconded by McIntyre to accept the recommendation to hire Alan Hiller as public works Street and Park Supervisor. Unanimous vote. Motion carried.

P. Internal Control Process Revision for MN Stat. §471.425. Ms. Hill said MN State Statutes states how timely we have to pay our bills. We have 35 days in order to issue a check to anybody who has provided services for us. Ms. Hill said she changed a little bit of the language in the Internal Control Policy adding a single line giving the authority to release those disbursements prior to the next meeting in order to meet that threshold. The audit committee would review those bills before the checks are released. Motion by McIntyre, seconded by Smith to approve the Internal Control Process revision per MN Statute §471.425. Unanimous vote. Motion carried.

Q. Safety Program Policy Review

A. AWAIR

B. Blood Borne Disease Exposure Control Plan

C. Employee Right-To-Know

Ms. Hill said the Council needs to review the Safety Program Policy on an annual basis and this is how we document that fact that Council did adopt it. Motion by Smith, seconded by Schmidtke that we approve the Safety Program Policy Review for 2018. Unanimous vote. Motion carried.

R. Ordinance Number 153 Right of Way Ordinance. Mr. Moran was not present at the meeting, matter tabled.

S. Kamp Dels Agreement. Ms. Hill said that Kris Swanson and Nyl Pope had a lot of discussions over the revision allowing Mr. Pope to supply more waste to the City. The agreement in front of Council is what was agreed upon. Mr. Moran has reviewed the agreement. Motion by Smith, seconded by McIntyre to approve the Wastewater Treatment Agreement Amendment between the City of Waterville and Kamp Dels as written. Unanimous vote. Motion carried.

T. Resolution 2018R-007 Granting Waterville Festival Organization Exempt Bingo Permit. Motion by Schmidtke, seconded by McIntyre to adopt Resolution 2018R-007 granting Waterville Festival Organization exempt Bingo Permit. Unanimous vote. Motion carried.

9. Engineer's Report. Mr. Femrite had nothing to add.

10. Attorney's Report. Mr. Moran was not present at the meeting.

11. Administrator's Report. Ms. Hill had nothing to add.

12. Council Discussion.

A. Mr. Smith wanted to thank Mr. McIntyre for putting in the work around the school. He has been to a lot of meetings and has put a lot of time and effort into that. Mayor Schmidtke said he appreciates that too and it will get worked out.

B. Mr. McIntyre said he presumes we are working on what we are going to do with striping parking places. Ms. Hill said she did not get any quotes yet.

13. Approval of Disbursements. Motion by Schmidtke seconded by Grobe to approve the disbursements in the amount of \$223,371.34. Unanimous vote. Motion carried.

14. Impress Cash Fund. Motion by McIntyre seconded by Wollin to approve the impress cash fund in the amount of \$17.67. Unanimous vote. Motion carried.

Mayor Schmidtke said now we can wait for Mr. Moran. Ms. Hill said he was going to be a half hour late. The cable franchise is one that he is working on. Motion by McIntyre, seconded by Smith to table the cable franchise agreement until next month. Unanimous vote. Motion carried. Motion by Smith, seconded by Grobe to table the right-of-way ordinance chapter 153 until we get further input from Mr. Moran. Unanimous vote. Motion carried.

15. Adjourn. Motion by McIntyre, seconded by Wollin to adjourn. Unanimous vote. Motion carried. Meeting adjourned 7:00 p.m.

Alan Schmidtke, Mayor

Teresa Hill, Administrator/Clerk