

**WATERVILLE CITY COUNCIL
SPECIAL MEETING
February 28, 2023, 6:30 p.m.**

There was a meeting of the Waterville City Council held in the Council Chambers at 6:30 p.m. on February 28, 2023.

Present: Mayor Daryl Bauer, Council members Tim Smith, Jennifer Grobe and Sean McCaslin

Absent: Dave Wollin

Also Present: Administrator-Clerk Teresa Hill, City Attorney Jason Moran and City Engineer Jason Femrite, Police Chief John Manning and Street supervisor Alan Hiller.

Also Absent: none

Call to Order / Roll Call/Pledge of Allegiance

Mayor Bauer called the meeting to order at 6:30 p.m. Pledge of allegiance was recited. Mayor Bauer noted that all Council members were present except Dave Wollin.

Approval of Agenda/Additional Items to Agenda.

Motion by Smith, Seconded by McCaslin to approve the agenda with parking regulation and parking concepts are done 1st. Motion Carried 5-0. Items C and D were moved to beginning of agenda.

Work Sessions

Parking Regulations. Moran informed the Council that they could fashion any type of parking regulation or Ordinance that you want. Discussion was held on parking regulation ordinances 71.03,71.04., 71.04-2018, 71.05 and snow emergency parking. Ordinance 71.03 allows for no parking on Fridays from 2 am to 5 am on any city street. Moran suggested the inclusion of alleys. Ordinance 71.05 limits parking to 48 consecutive hours on the street and 24 hours in a parking lot. Ordinance 71.04 was revised in 2018 and limits parking on all city streets to 2 hours between 8 am and 5 p.m. Ordinance 71.05 states that no vehicle can be left unattended for 48 hours on a street or 24 hours in a parking lot. The Snow Emergency Ordinance does not allow parking between the hours of 2 a.m. to 6 a.m. from November 1 to April 1. Moran suggested to strike November 1 to April 1. The main reasons for the parking ordinance review were due to the Sakatah Boulevard trailer parking along with boat trailer parking on 1st street. Discussion was held on providing carve outs to allow for longer parking hours for employee parking, business parking, school parking, boat trailers and construction trailers. Discussion was held on trailer parking and the reason for 2 a.m. to 6 a.m. parking limitation during a non-snow emergency event. The Friday parking restriction provided for street sweeping. Discussion was held on officer enforcement discretion. Manning suggested putting snow emergency announcements on KEYC so they have 1 place to look for information. It was also suggested that landlords be required to provide snow emergency information to their renters. Discussion was held on continuing to allow police discretion and not changing the ordinances. Moran advised that he could start looking at 71.04 and look at some areas to provide carve outs. . The council was comfortable leaving 71.03 as is. 71.05 trailer would be added along with recreational vehicles. Discussion was held on enforcement of vehicles, Recreational vehicles trailers that are only moved a short distance to try to get out of a ticket. Moran advised that they should get a ticket and he would litigate it in court. **Motion by Smith, seconded by McCaslin to allow our Chief of Police and our Attorney to work on some suggestions for these ordinances and bring their suggestion back to us by April for our regular meeting.** Discussion was held on signage. **Motion carried 4-0.**

Parking Concepts. City Engineer Femrite prepared parking option for Second from Main to Paquin and Paquin Street from 2nd to 3rd. Option 2 demonstrated one side of the street parallel parking with and the other side as back in or angled parking. Option 1 demonstrated parallel parking on both sides of the street. Parallel parking would allow for 41 parking stalls on both streets. Discussion was held on diagonal parking both back in and head in parking. Angled would create 50 parking stalls, but would narrow the driving lanes on 2nd go from 15 ft. to 11ft. and 12 ft. driving lanes on Paquin. Discussion was held on apartment complexes and off-street

parking requirement. Discussion was also held on the advantage or disadvantage of marked parking stalls. **Motion by Smith, seconded by McCaslin to follow option 1 as described and start getting bids to get things lined off from 2nd, Paquin street and 3rd from Paquin to the bridge on both sides. Motion carried 4-0.**

Water and Sewer Budget. Hill presented a recap on the water and sewer 2023 budget. Water fund has anticipated budgeted loss of \$256,172. Use revenues were understated by about \$22,000 decreasing the short fall to \$234,172. Cash and investments on hand are adequate to absorb the loss. The council in the past has chosen to not increase rates due to the healthy cash and investment balances. This has been depleted some so, council will need to keep an eye on the balance for future rate increases. The City has a cash investment policy for the utility funds to retain 3 months of the operating expenses in reserve. The city did apply about \$300,000 to buy down debt on the refinance of the RD loan refinance. The sewer fund has a budgeted shortfall of \$40,636.00 for 2023. A revenue understatement of \$41,000 was identified and would now have a budgeted profit of \$864.00. The required cash flow reserve for 2023 is \$185,143. The city also has cash restrictions imposed by the PFA Grant. PFA requires \$.50 per thousand gallons of water treated to be set aside and only used with PFA approval. Mark Krenik had done some work on improving the I&I. This works and freed up about \$12,000 per year for city use instead of being restricted by PFA. That adds up to a lot of money over the term of the loan. Discussion was held on I&I sump pump inspections. Council wished to have a required sump pump inspection and possible sewer line inspection to be completed upon the sale of the property. Attorney Moran will draft an ordinance for sump pump inspections.

Water and Sewer Rates. Hill presented a quote for a rate study for consideration. The city currently reviews rates on a yearly bases and this study would forecast long term rates needed for operation. The study would be \$13,500. Discussion was held on the benefits of the study for planning purposes. Smith inquired if a report like this could be done for the city portion of the city property taxes. Hill advised that it could be done. **Motion by Smith, seconded by McCaslin to approve the water and sewer forecasting plan. Motion carried 4-0.**

Adjourn

Motion by McCaslin, Seconded by Smith to adjourn. Motion Carried 4-0. Meeting adjourned at 8:03 p.m.

Daryl Bauer, Mayor

Teresa Hill, Administrator-Hill