

**WATERVILLE CITY COUNCIL
REGULAR MEETING
October 7, 2025 6:00 p.m.
205 1st Street N.**

The Waterville City Council held a regular meeting in the Council Chambers at 6:00 p.m. on October 7, 2025.

Call to Order / Roll Call/Pledge of Allegiance

Present: Council members: Tim Smith, Scott Potter, Jennifer Grobe, Dave Wollin and Mayor Bill Conlin.

Also Present: Administrator Teresa Hill, City Attorney Jason Moran, and City Engineer Jason Femrite.

Absent:

Mayor Conlin called the meeting to order at 6:00 p.m. Announced members of the Council that were present and then led the Pledge of Allegiance.

Approval of Agenda/Additional Items to Agenda

Motion by Smith, Seconded by Potter to approve the agenda as amended. **Motion Carried 5-0.** **Administrator Hill** relayed the amended items: C. Job Classification Change, D. Boiler License Pay, E. 501(c)(3), and E.1. Grant for Processing Fee and Startup.

Consent Agenda

Approval of Minutes- August 27, 2025, September 2, 2025, September 11, 2025, and September 16, 2025.B. Approval of Disbursements. 1. Electronic Fund Transfers (36199E-36227E) \$51,870.53. 2. Payroll Check Numbers (2025897- 2025942) \$54,274.04. 3. Computer Generated Checks and Overtime (39762-39858) \$668,848.88. 4. Total Disbursements \$774,993.45. C. Impress Cash-\$66.08. D. 2025R-032 Accepting Donation. E. Door Purchase and Door Modification Approval. F. Resolution 2025R-033 Approving Southern Mn Angling and Spearing Exempt Permit. G. Holiday Magic on Main Request.

Motion by Wollin, Seconded by Potter to approve the Consent Agenda. **Motion carried 5-0**

Old Business

Citizen Request for A Fall Clean Up Day

Administrator Hill led a discussion of fall cleanup day with West Central Sanitation, which had some delays in price confirmation. The cleanup is usually included in the contract with no additional fees. This would be for regular household items, not brush and leaves. **Motion by Smith, Seconded by Potter** to table this for one month to find out more information. **Motion carried 5-0.** **Mayor Conlin** requested to ask for two clean-up days in 2026 and get pricing for that.

Citizen Time

Resident Ron Van Hout 116 Buchannon Street South, expressed concerns about the condition and inspection of the new City Hall building, requesting transparency on maintenance costs and building condition. Council explained ongoing insurance claims cover some repairs (e.g., siding), noted the building's maintenance history (including recent rubber roofing and boiler replacement), and emphasized that a maintenance plan is in progress. There was disagreement over cost of inspection (\$15,000-\$20,000) and value of further inspections, with council members supportive of current maintenance arrangement given the building purchase and prior condition. An open house and public tours were discussed for the future once the staff is fully settled. **Commissioner David Presler** provided Council an update on the County's preliminary levy set at 5.4% for 2026, with a conservative approach due to federal and state uncertainties. The final levy is set to be in on December 2nd, 2025. But we are still trying to lower it if possible. There are no new construction projects planned for the coming year, only maintenance. The County has finalized the cannabis ordinance, focusing retail mostly in cities, and micro grow facilities will be permitted in rural areas. There have been 3 micro grow facilities permitted with interim-use permits due to the Ordinance not being in place at the time of application. The Comprehensive Land Use Plan is available online; public input is strongly encouraged. The overlay districts will provide more flexible land use with new regulations.

New Business

Therapy Dog Request: Chief Petrasek requested approval to obtain and train a certified therapy dog for use in police, fire, CISM support group (Critical Incident, Stress, Management), North Memorial ambulance services, Waterville Elysian Morrystown school district, and the residents of Waterville. The breed of dog is an American Woodle; it is a hybrid breed, a cross between a Wheaten Terrier and a Poodle. They are known for being social, intelligent, and affectionate with a hypoallergenic, low-shedding coat that can be curly or wavy in a variety of colors. The dog will create countless moments of comfort and connection to our community and surrounding communities, providing a gentle and loving presence that can alleviate stress and promote emotional wellbeing. The training and certification will be done by Soldiers' 6, and I will be the handler, enforcing training and caring

for the dog. Summers Ridge Veterinary Clinic will pledge 50% off services and medications. Pet Expo will pledge 50% to possibly be free for dog food cost. There are multiple support pledges from the City Administrator, WEM Superintendent Mark Winters, WEM Councilor Bridget Weevers, and Le Sueur County CISM Management Coordinator Ann Traxler. Anyone who is affected by a critical incident in our City, and County can use our Woodle during or after a debrief. **Council Smith** commended Chief Petrasek for being able to obtain, basically a free dog. Stating fact that the dog will be utilized for more than just our department, it can be utilized around the area both the school and everything else. I'm absolutely in support of this. **Council Wollin** stated that it will help with the mental health crisis that we have right now. **Motion by Wollin, Seconded by Smith**, to approve the obtaining of the Therapy Dog. **Motion carried 5-0.**

Fire Hall Change Orders

1. Superior Mechanical #3 & 2. Timm's Trucking #3: Administrator Hill relayed to Council that the two change orders notably involve installing backflow prevention to protect infrastructure during any high-water event. **Motion by Wollin, Seconded by Smith** to approve the Fire Hall Change Orders, Superior Mechanical #3 and Timm's Trucking #3. **Motion carried 5-0.**

Job Classification Change

Boiler License Pay

Administrator Hill requested approval to change the job classification and pay rate for employee Steve Anderson to Public Works Level Two status due to his rare boiler operator license. Noting that the pay adjustment includes boiler license pay applicable to all city staff holding such licenses. **Motion by Wollin, Seconded by Smith**, that we approve that change in job classification and the boiler license pay. **Motion carried 5-0.** **Administrator Hill** relayed that the boiler license recommendation is for anyone who would hold that boiler's license and then for someone to achieve the provisional license. Right now, the City has two individuals who currently have a boiler license to be able to operate. They are going to be on a weekly rotational schedule, so not just one employee is flagged with all the checking, and then we have another employee who will be working their way up to obtain the licenses. Steve Anderson will be the primary Boiler Operator.

501C3 Application

Grant for Processing Fee and Start Up: Administrator Hill relayed that Attorney Moran and she are working on setting up the food service project as an independent 501(c)(3) nonprofit. A reach out to Region 9 has been made, and we are currently waiting on a follow up from them. The Village of Waterville Food Pantry having a 501(c)(3) will allow full transparency as its own entity, ensuring ownership of assets and eligibility for grants. The estimated startup cost is \$2,500-\$3,000 for the application; a \$5,000 grant requested from the City will help with establishing the 501(c)(3) and startup funds. This entity would be made up of its own Board. The City is allowed to grant funds for food services. A grant for \$10,000.00 has been submitted by Harold Youtzy and is strictly for a 501(c)(3). This will help buy items from Second Harvest. The volunteers are running the pantry, which is recognized and appreciated. Without them, this would not function or be possible. **Attorney Moran** relayed that it is not unheard of for Cities to do this for the community. Statutorily, the City can provide a grant for food service. A few steps need to be taken before establishing a nonprofit status. I am prepared to take those steps once presented to me. The financial tax filing for the Nonprofit will probably only need an EZ tax form if the revenues are less than \$50,000.00. **Council Grobe** noted that the sooner this is established, the better. When or if Youtzy receives the \$10,000.00 grant, it will be able to transfer over to the food pantry. Currently, there is no working capital for the pantry. The only thing that has transferred over was some of the inventory that was left. **Administrator Hill** noted that no entities have come forward wishing to take over the pantry. This may come to fruition in the future. Thank you, Jennifer, for volunteering to manage and support the food pantry project. She will coordinate with vendors, volunteers, and stakeholders to maintain and promote the food pantry services. **Motion by Wollin, Seconded by Smith**, to approve this 501(c)(3) application for the Waterville food pantry and a grant for a startup fee, a processing fee, and a startup of \$5,000. 00. **Motion carried 5-0.** **Administrator Hill** stated the name of the entity will continue as "The Village in Waterville Pantry."

Reports

Attorney Report: The public nuisance case that we have involving a tree; a judge currently has that under advisement. We will be issuing an order here soon. We had the closing on the new City Hall building. The police department has been busy. There were a couple of arrests over the past month. The new Police Chief is doing excellent.

Engineer's Report: The 2025 street improvements on North Shore Drive are essentially done. I'm working with the contractor for the final pay estimate; this will be brought to you at our next meeting. The pickleball facility is progressing. Some of the posts are up with the concrete around them. The first layer of asphalt is down. A lot of

different things went into building the pickleball court to assure it will be built correctly to withstand Mother Nature. We are looking to get this project closed out, and I will be bringing the final pay estimate to the next Regular City Council meeting as well. The Fire Hall had some change orders to ensure that we don't have water going back into the building. There will be one small addition to that by adding a valve, so if water does flood, it does not go into the drain tile and sit underneath the facility. This allows us to be able to protect the City infrastructure.

Administrators Report: A lot of time has been involved with focusing on both buildings with the changeover and the process of going through everything. There has been some interest with people already looking at the buildings. So hopefully that's some good promise that as soon as they go up for sale. The Police Department wing is expected to be occupied in about three to four weeks. We're just waiting on the glass doors. **Council Smith** thanked the Administrator, staff, and all the volunteers who have made the effort to get settled into the new City Hall building. I know it is not easy to move and work at the same time.

Council Discussion

Council member reported regular visits to the fire hall and pickleball courts for progress photos. Appreciation was extended to city staff and volunteers for their efforts, especially in the food pantry operations. Discussion about the possibility of hosting the National Night Out event at the new city hall grounds weighed against ongoing garage construction. Santa's Workshop event plans were solidified with adjustments for the use of building spaces. Technology setup at the new city hall was progressing; Wi-Fi and server challenges were addressed with interim solutions. The drop box for water bills at the old city hall will remain operational until a new one is installed, with clear signage to prevent confusion. Agreement that inspection of the new city hall building after purchase would not be beneficial, as the building is already owned and maintained. A future open house is planned once fully moved in and settled to increase public engagement and transparency.

Adjourn

Motion by Smith, Seconded by Wollin to adjourn. Motion carried 5-0. Meeting adjourned at 7:04p.m.

William Conlin, Mayor

Teresa Hill, Administrator-Clerk