

WATERVILLE CITY COUNCIL

REGULAR MEETING

November 4, 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 November 4, 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 the members of the Council present, and then led the Pledge of Allegiance.

Approval of Agenda/Additional Items to Agenda

Motion by Potter, Seconded by Smith to approve the agenda with the additional item. **Motion Carried 5-0.**

Consent Agenda

A. Approval of Minutes- September 29, 2025, October 7, 2025. **B.** Approval of Disbursements: **1.** Electronic Fund Transfers (36228E- 36259E) \$51,278.20. **2.** Payroll Check Numbers (2025943- 2025980) \$54,964.00. **3.** Computer Generated Checks and Overtime (39859-39935) \$466,600.71. **4.** Total Disbursements \$572,842.91. **C.** Impress Cash-\$24.65. **D.** Emergency Management and Park Board Resignation-Margie Jacobson, Effective October 15, 2025. **E.** Fire Department New Hire Approvals: Gabriel Rux, Dillon Page, Brian Wheelock, and Michael Lambert. **Motion by Wollin, Seconded by Potter** to approve the Consent Agenda. **Motion carried 5-0**

Public Hearings on Assessments

Motion by Wollin, Seconded by Potter, that we open the public hearing on assessments. **Motion carried 5-0**

Time 6:01 p.m. Mayor Conlin opened the floor for any residents who would contest the notice of delinquency. **Hoffman 316 Common St.**, approached the Council with concern about the refuse and recycling that is going to be assessed to her property. She stated this was the previous owner's unpaid balance. **Administrator Hill** relayed to Hoffman that the utilities stay with the property. The City Attorney had advised her to review closing documents and contact him for assistance to resolve the matter. **Mayor Conlin** asked if there were any other residents that would like to contest the notice of delinquency. No other citizens approached Council at this time.

2025 Delinquent Utilities

Resolution 2025R-034 Adopting 2025 Delinquent Utility Bill Assessments

Motion by Wollin, Seconded by Potter to approve Resolution 2025R-034, Adopting 2025 Delinquent Utility Bill assessments. **Motion carried 5-0.** **Administrator Hill** relayed to Council and Residents that these delinquencies can be paid at City Hall up until December 31, 2025. After that point the delinquent dollar amount will be certified to the County to be put on the 2026 tax roll for collections.

2025 Delinquent Refuse and Recycling Assessments

Resolution 2025R-035 Adopting Delinquent Refuse and Recycling Assessments

Motion by Wollin, Seconded by Potter to adopt Resolution 2025R-035 adopting Delinquent Refuse and Recycling assessments **Motion carried 5-0.**

2025 Delinquent Charges for Services

Resolution 2025R- 036 Adopting 2025 Delinquent Charges for Services Assessments

Motion by Wollin, Seconded by Potter to adopt resolution 2025R-036 adopting 2025 Delinquent Charges for Services assessments. **Motion carried 5-0.** **Motion by Wollin, Seconded by Potter** to close the public hearing.

Motion carried 5-0. Time 6:06 p.m.

Old Business

Body Camera and Squad Camera Purchase Approval Payable 2026 Budget

Chief Petrasek approached Council with discussion on purchasing body and squad cameras from Axon under a five-year payment plan totaling \$105,960.00, including six body cams, squad cams, and tasers, with all equipment upgraded midway and at the end of the contract. The quote includes all software, cloud storage, has easy installation, and is compatible with other agencies. **Attorney Moran** expressed this purchase is important for officer protection, evidence in prosecutions, data retention and aligns with industry standards; currently, Waterville PD is the only agency in the county without this technology. **Administrator Hill** relayed that the initial \$20,000.00 was already budgeted for the January payment in 2026. **Motion by Smith, Seconded by Potter** to approve the body camera and squad car purchase as written and proposed by Chief. **Motion carried 5-0.** **Council Wollin** asked if there were any grants available? **Chief Petrasek** replied that Sargent Mathis will be

researching this and if there is a grant available, we will apply for it. **Attorney Moran** stated that he is always keeping an eye out for these types of grants as well.

Appraisal and Sale of Property

Administrator Hill relayed the appraisals of the Fire Hall, Police Station, and City Hall came back about \$147,000.00 above the County's assessed values. Council and Staff discussed a method similar to St. Peter's RFP process considering both price and community impact for the property sales. **Administrator Hill** requested the Fire Hall and Police Station to be listed with proposals due December 1st, for discussion at the December 2nd regular council meeting; and the old City Hall proposals to close February 1st, 2026. Council and Staff also discussed to start at the appraised values for the three properties with room for justification of possible lower bids. **Administrator Hill** relayed she has contacted the interested parties. **Motion by Smith, Seconded by Potter** to list the Police Department and Fire Hall properties at the appraised values with a closing date for the request for proposals as of December 1st so we can discuss it at the December 2nd council meeting and list the City Hall at the appraised value with a closing of that proposal as of February 1st 2026. **Motion carried 5-0.**

Citizen Time

Sue Mariska 450 Cedar Circle requested that the Council speaks louder during meetings. It is hard for me to hear all the discussion. **Resident Ron Van Hout** 116 Buchannon Street South, requesting appraisal amounts for the buildings being sold, building blueprints and room layout for the newly acquired building. **Attorney Moran** stated the appraisal amounts: Fire Hall \$311,000.00, Police Station \$171,000.00, and City Hall \$393,000.00. **Council** informed Van Hout that detailed plans are still being developed with the various community services: food pantry, library, police department offices, and emergency management. Blue prints can be viewed by appointment or tour. **Van Hout** questioned the current building maintenance, budgeting, and if the boiler operators received a raise. This was addressed with confirmation of an annual budgeting meeting process and an approved amount of \$1.00 an hour additional compensation for boiler operator licenses. **Commissioner David Presler** approached Council with updates on the County level: extending a congratulations to the Waterville football team for reaching state, the 2026 budget is still being refined by at least \$100,000.00; preliminary levy notices are to be mailed out soon, with a final vote set for December 2nd, Cybersecurity risks have been heightened since the recent 28 cyberattacks in Mower County, a similar size as ours, costing them over a million dollars; suggesting the City to take enhance protection measures, the SNAP program is funding 601 County homes; the amount of funding is uncertain due to the federal shutdown, which will impact local food assistance programs and grocery stores, the County comprehensive land use plan is in need of input from members of the County members to complete the graph.

New Business

Fire Hall Change Orders: **Administrator Hill** relayed to Council **1. Elite Electrical #2** this is a decrease in cost with the elimination of some card readers, **2. Timm's Trucking #4** is for storm drainage replacement on Reed Street, **3. Erosion Control #1** this will be removed and the work will be done by the Fire Department. **Motion by Wollin, Seconded by Smith** to approve the electrical number two change order for the Fire Hall. **Motion carried 5-0.** **Motion by Potter, Seconded by Wollin** to approve Timm's Trucking number four. **Motion carried 5-0.** **Motion by Smith, Seconded by Grobe** to approve the change order for erosion control number one. **Motion carried 5-0.**

Resolution 2025R-037 Writing of Uncollectable Debt.

Attorney Moran expressed to Council the challenges thus far and possible foregoing costs if this was to be continued in pursuit of collection. Explaining it would not be worth the cost to attempt this through the court systems, this will most likely cost more than the amount to be collected. **Motion by Wollin Seconded by Potter** to pass Resolution 2025R-037, writing off uncollectible debt. **Motion carried 5-0.**

Declaring Vacancies for Emergency Management and Park Board and authorization to Accept Applications

Administrator Hill relayed to Council that with the acceptance of Margie Jacobson resignation there is now two positions open. One is an emergency management team member and the other as a park board committee member. Requesting from Council permission to open the positions up for applications. **Motion by Wollin Seconded by Grobe** that we give Teresa the ability to post those vacancies for emergency management and park board. **Motion carried 5-0.**

Web Page Quotes

City Treasure Valerie Jorgensen approached Council with a review of quotes requesting to choose the Municipal Impact for website redesign due to cost-effectiveness and compliance features. The benefits include ADA compliance, .gov domain implementation, notifications, calendar, good training, and user-friendly interface.

There is a \$549.00 setup and a \$1,045.00 annual fee. **Motion by Smith Seconded by Wollin** to authorize City Hall to move forward with the Municipal Impact bid and start getting the city's website updated and moved over. **Motion carried 5-0.**

Official Posting Location

Administrator Hill asked Council where they would like to see the official posting location for notices to be posted for viewing. Suggesting the very first window from the entrance door. **Motion by Smith Seconded by Potter** to follow Teresa's suggestion to change the official posting location to the first window left of the entrance at the new City Hall. **Motion carried 5-0.**

Lutheran Social Services Lease Agreement

Attorney Moran relayed to Council that the lease agreement continuation with Lutheran Social Services needs approval to maintain Meals on Wheels operations and rental income. The rent that is currently being collected is \$1,600 a month. That is set to increase to \$1,650 January 1, 2026. Before 2027, we'll evaluate the terms. **Motion by Potter Seconded by Wollin** to continue our lease with Lutheran Social Services, Meals on the Wheels. **Motion carried 5-0.**

Reports

Attorney Report: Moran updated Council on the public nuisance case pertaining to the old City Hall building; this case was not dismissed and is set for a settlement conference January 14, 2026.

Engineer's Report: Femrite relayed that the North Shore Street improvement project is completed pending the grass establishment. The Pickleball court project is mostly complete except for an acrylic surface, which is scheduled for spring when weather warms. The Firehall construction is ongoing with site-related work continuing. Net removal for the new court for winter was discussed; no extra costs expected for delays on the court.

Administrators Report: Hill gave recognition of staff and volunteers for support on various city projects and food distribution efforts noting increased demand for food boxes; discussed operational updates on building. Making mention that the Blueprints for the new building were recently acquired.

Council Discussion

Council Grobe relayed that the food pantry is serving an increasing number of clients. The donations received have been helping with Second Harvest food costs. In the recent drives we had run out of stocked food boxes. Service runs twice monthly with volunteers packing on Tuesdays and Thursdays with distributing food efficiently on Sundays. The number of applicants is fluctuating; pressures expected due to SNAP funding uncertainty. The volunteers are the magic that makes all of this happen, without volunteers there would not be a program. All we need to do is keep the volunteers happy and a few more rolling in so they can take time off when they need to and not be too overwhelmed and hopefully, we can continue with the volunteers, and hopefully a few new volunteers.

Council Potter had mentioned Mr. Hill has been volunteering his truck and trailer weekly to go and pick up from the Walmart distribution center. **Administrator Hill**, there will be an upcoming performance by the Brass Quartet here at City Hall this Saturday at 2:00 p.m. **Council Wollin**, mentioned that multiple trash cans downtown were full and are in need to be emptied. Maybe they were missed. Council Potter noted it has been noticed that citizens have been dumping trash on boulevards and dumpsters that don't belong to them around town.

Adjourn

Motion by Wollin, Seconded by Smith to adjourn. **Motion carried 5-0.** Meeting adjourned at 7:09p.m.

William Conlin, Mayor

Teresa Hill, Administrator-Clerk