

**WATERVILLE CITY COUNCIL  
REGULAR MEETING  
June 3, 2025, 6:00 p.m.**

The Waterville City Council held a regular meeting in the Council Chambers at 6:00 p.m. on June 3, 2025.

**Call to Order / Roll Call/Pledge of Allegiance**

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

**Also Present:** Administrator Teresa Hill and City Attorney Jason Moran

**Absent:**

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

**Approval of Agenda/Additional Items to Agenda**

**Administrator Hill** relayed to Council under New Business 7. B. Resolution 2025R 018 Ordering Abatement of Conditions will be omitted. Also, additions to New Business: 7. D. Fort Road Construction and Stone LLC Development Agreement, and 7. E. Change Order Knutson. **Motion by Smith Seconded by Potter** to approve the agenda as amended. **Motion Carried 5-0**

**Consent Agenda**

These items are routine and will be approved by one motion. There will be no separate discussion of these items unless a Council member or citizen requests, in which event, the item will be removed from the Consent Agenda and placed elsewhere on the agenda. **A.** Approval of Minutes- May 6, 2025, and May 12, 2025. **B.** Approval of Disbursements. **1.** Electronic Fund Transfers (36095E- 36115E) \$48,362.23. **2.** Payroll Check Numbers (2025718- 2025766) \$55,555.43. **3.** Computer Generated Checks and Overtime (39456-39525) \$149,505.95. **4.** Total Disbursements \$253,423.61. **C.** Impress Cash-\$84.85. **D.** Resolution 2025R-015 Accepting Donation from Helping Minnesota. **E.** Resolution 2025R-016 Accepting Donation for Lake Treatment. **Motion by Wollin Seconded by Grobe** to approve the consent agenda. **Motion Carried 5-0.**

**Old Business**

**A. Zoning District Change Request from R2 to R1**

**Administrator Hill** conveyed to the Council that the Planning and Zoning Commission does not recommend a change based on the legal opinion of the City Attorney. **Attorney Moran** referred to the Memo that was sent out to the Planning and Zoning and how there had been a submission of a petition with all signatures except two owners. Since this time, one has requested redaction of their name. The main objection is the City would be effectively engaged in spot zoning which is illegal. **Motion by Grobe Seconded by Potter** to deny the Zoning Change and follow the recommendations. **Motion Carried 5-0.**

**Citizen Time**

**County Commissioner David Preisler** approached the Council to relay the happening on the County level. **1.** The State Legislation had passed a bill for deer hunting, that will allow shotguns and now with rifles as well. This was written to allow the choice made by the County and the County has chosen to stay as a shotgun zoning. There were discussions with Townships and it was a unanimous discussion. **2.** Last Thursday the Federal Department of Homeland Security put out a list of Sanctuary Counties and Cities for Immigrants. Within this list, 20 Counties were listed, and Le Sueur was on that list. When this was recognized, we were supersized due to no discussions pertaining to being a Sanctuary County. The County immediately inquired to try to understand why and or how Le Sueur was on this list. No return contact has yet to be made. Since the reach out, this listing has been taken down. **Council Grobe** asked the Commissioner if any surrounding cities or counties were also on that list. **Commissioner Preisler** replied that it was a weird outlay of Counties. An example is Lincoln County and there are hardly any people that live there. There is no criteria on how these were classified. The only Cities listed were Minneapolis and St. Paul. **3.** Construction will be starting soon, with as close to Waterville as County Road 6. **4.** There was a vote this morning to end the Sentence to Serve program. The hand was forced by the State for they stopped funding half of the program's costs. For it is not in the current budget. To have the additional expenditures it may be looked and coming closer to the 2026 budget. **5.** Flood Mitigation with Federal EDA is looking to get a scale-back grant to be used towards engineering to create shovel-ready projects for water storage, which can be done right away. **Council Smith** asked the Commissioner how far out will the construction be when they are doing the Hwy 14 mill and overlay. **Commissioner Preisler** replied that it will most likely go to City limits. **Laura Hoffman 115 Cottrill St.** addressed the City Council with a request and a concern. Requesting either purchase or possibly rent the Little Park downtown that is located next to the Snack Shack. The request is to primarily take control of the maintenance and of the property by adding additional sun shade and seating for the

customers of the Snack Shack along with Citizens that stop to enjoy the park. Expressed that they would do all of the maintenance on this piece of land if allowed. Hoffman expressed flexibility in the use of any City functions and events to be held in this space as it has in the past. A conversation was had between Hoffman and Council and it was decided it would be on the July agenda for discussion. Along with a request from the Park Board and what their thoughts may be on this idea. **Hoffman** expressed her concern with the parking on 3<sup>rd</sup> Street and the Rental Ordinance for Ternate Parking, stating that the same vehicles are parked in front of the business regularly. What is going to happen after the new apartments are done being built and there is no business parking? Council also requested this be an agenda item for the next Council Meeting.

### **New Business**

**A. Resolution 2025R-017 Accepting Bids for North Shore Drive Improvements.** **Engineer Femrite** relayed to Council and Staff that the bids were reopened up on Thursday for the North Shore Drive Reclaim and Repave project. There were four bids that were received and the lowest bid came in by Crane Creek Asphalt with a Base Bid amount of \$82,130.00 with the Alternate being \$13,650.00 totaling \$95,780.00. When requesting the alternative this would be reclaimed additional material that is ground from the street per: Alan Hillers request. Their alternate bid stayed the same. Recommending to accept the alternate bid that allows the access material as the City of Waterville's material with Crane Creek Asphalt. **Administrator Hill** noted to the Council the breakdown of similar projects that had taken place in the past, along with the budgets. A few line items will need to be moved around.

**Motion by Smith Seconded by Grobe** to approve the Resolution 2025R-017 and accept the bid for Crane Creek Asphalt with the alternate allowing us to keep the material milled off. **Motion Carried 5-0.**

**C. Request for Dust Control-Sue Mariska.** **Administrator Hill** relayed to the Council that costs last year for one application of dust coating was \$3,369.60. **Council Grobe** asked if the Street Supervisor had a recommendation and if the City would need to go out for quotes. **Administrator Hill** replied that there was not a recommendation given and if this was going to take place quotes would need to be obtained. **Council Wollin** asked if we are trying to cut expenses this could be a cost that could be cut, and how many people are benefiting from this. **Council Potter** asked if there was a way to pass the cost onto the residents who would directly benefit from this. **Attorney Moran** replied yes, this can be done but it would have to be a consented assessment. **Mayor Conlin** requested to ask the Street Supervisor if this is required and if other roads and surfaces are agreeable to dust coating. **Motion by Smith Seconded by Grobe** to go out and obtain quotes for the existing list of streets broken down as we have in the past and bring the information back in July with approval and advice from Al. **Motion Carried 5-0.**

**D. Fort Road Construction and Stone LLC Development Agreement.** **Attorney Moran** relayed to Council and Staff that he had drafted a Development Contract with Fort Road Construction and Stone LLC owner Tim Nytes. The City has applied for grant funding through the Minnesota Housing Financing Agency and was awarded some grant funds. Fort Road Construction and Stone LLC has applied for an allocation of these funds. This agreement gives Fort Road Construction access and grant funds throughout the project. The City is merely acting as a physical agent to hold the funds. This would happen in three-draw increments as it is laid out in the Contract. The first would be the acquisition of the physical property, the second would be a progressing construction phase, and the third would be the completion of the project. At this time, he would receive a certificate of habitability from the City. **Administrator Hill** relayed to the Council that around \$100,000.00 has been allotted. **Motion by Wollin Seconded by Potter** to allow the Mayor and Teresa to go into this agreement with the blank dollar amount being filled in. **Motion Carried 5-0.**

**E. Change Order Knutson (Construction Management Contract Added).** **Administrator Hill** relayed to the Council that this is the change of going from the bidding stages to the oversight. They will be adding the rest of their contract to the original agreement. **Motion by Smith Seconded by Wollin** to approve the Change Order request from Knutson Construction. **Motion Carried 5-0.**

### **Reports**

**Attorney Report:** **Moran** had nothing to report.

**Engineer's Report:** **Femrite** relayed to the Council that the bids were out for the Pickle Ball Court and will be able to present them at the next Council meeting for review and award. There has been work with Knutson on the new Fire Hall.

**Administrators Report:** **Hill** conveyed that North Shore Drive is a Street by User; meaning it is deeded by ownership. For the Bond Rating Call, the City was rated at an A- rating. Pricing will be going out tomorrow. The flooding had a play of the unknown Federal funding with recapturing the cost. The city is at a lower risk of being on budget, due to the management of funds has kept the City in the higher-class rating. **Council Grobe** asked if

could there be more of an interest rate. **Administrator Hill** replied that yes, this was planned because a lease revenue is more of a risk for the investors versus a revenue bond.

#### **Council Discussion**

**Council Wollin** stated there are a lot of properties that are not maintenance or mowing of lawns. We have sidewalks in need of repair. Is there a timetable for mowing lawns, I know there is an ordinance on how long your grass is allowed to be. Does Al have a schedule of sidewalks to be repaired? **Mayor Conlin** suggested a note be put on the next water bill for lawn upkeep. **Administrator Hill** stated a small publication can also go out, noting that some contact has been made with property owners. **Council Smith** relayed that all nuisance properties are complaint-driven. **Mayor Conlin** asked if a complaint came in on a different property how would the City handle this? **Administrator Hill** replied that the contact is made to the Police Department and photos are then taken. Sometimes contact is made with the property owner at this time. Once the photos are taken, then they are submitted to City and they are given 7 days to complete the upkeep, and if it is not taken care a letter is mailed out to the property owner. This allows an additional 7 days from the date the letter is mailed. Finally, if their property has still not been addressed for the nuisance it will then come to Council for request of action from the City to mow the lawn and have it billed out to the property owner. **Mayor Conlin** asked what the cost is to mow the lawn. **Deputy Clerk Grant** replied I believe it is around \$450.00 per mow. **Mayor Conlin** asked if the Police Department could make it a routine to leave a copy of the City Ordinance behind on the door for the property owner so they are aware of what the standards are and are expected to do. **Council Wollin** the sidewalks; should we do another survey on sidewalk conditions? **Administrator Hill** stated Alan oversees the sidewalk inspections. The sidewalks are the property owner's responsibility. At one time there was discussion on doing a sidewalk district as becoming part of the levy. This part of the levy would be strictly for sidewalk repairs when maintenance needs to be done the funds are available. In this way, the individual owners would not solely be paying that bill. **Council Potter** stated he was approached by a young lady who had congratulated the City on the new Dog Park, I had then told her the high fenced-off area was for the new Fire Department that is being built. **Motion by Smith Seconded by Wollin** to close the normal Council Meeting to a closed session of Minnesota Statutes. Time at 6:52 pm. **Motion Carried 5-0.** The meeting went into a closed session at 6:52 p.m.

#### **Closed Session Pursuant to Minnesota Statutes 13D.05 Subd.2b and 13D.05 Subd 3b**

**Motion by Smith, Seconded by Wollin** to take no action in regard to the Travis Perry litigation letter and the city reply. **Motion carried 5-0.** **Attorney Moran** will send a letter to Mr. Perry that no action was taken and there are zones that he can operate out of. If he has anything else to present to the council he can do so.

**Motion by Conlin Seconded by Wollin** to close the meeting pursuant to Minnesota statute 13D.05 sub 2B.

**Motion Carried 5-0. The meeting went into a closed session at 7:05 p.m.**

**Motion by Smith, Seconded by Wollin** to open the meeting to the public. **Motion carried 5-0.** The meeting opened at 7:21 p.m.

**Motion by Smith, Seconded by Wollin** to follow with no action on this, no misconduct and no follow through with an investigation for either. **Motion Carried 5-0.**

#### **Adjourn**

**Motion by Wollin, Seconded by Potter** to adjourn. **Motion Carried 5-0.** The meeting adjourned at 7:23 p.m.

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**William Conlin, Mayor**

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**Teresa Hill, Administrator-Clerk**