

**MINUTES OF THE  
WATERTOWN CITY COUNCIL  
Regular Meeting Tuesday, November 22, 2011**

**1. CALL TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the regular meeting of the Watertown City Council was called to order at 6:30 p.m. on **Tuesday, November 22, 2011** by Acting Mayor Rick Mann in the Watertown City Hall Council Chambers.

Upon roll call the following Council Members were present: Mann, Stephen Crowder, Nicholas Hoese and Michael Walters. Mayor K. J. McDonald was absent.

The following staff members were present: City Administrator Luke Fischer, Finance Director/City Clerk-Treasurer Steven Wallner and City Engineer David Martini.

Also present: None

**2. ADOPT AGENDA**

**CROWDER MOVED, HOESE SECONDED A MOTION TO ADOPT THE AGENDA. MOTION CARRIED 4-0.**

**3. REVIEW OF CONSENT AGENDA**

- A. Motion to approve workshop minutes of City Council from November 7, 2011
- B. Motion to approve regular minutes of the City Council from November 7, 2011
- C. Motion to approve 2012 Cigarette Licenses
- D. Motion to approve 2012 Mobile Home Park Licenses
- E. Motion to approve 2012 Waste Haulers Licenses
- F. Motion to approve 2012 Fire Service Contracts
- G. Motion to approve Fire Department new hires
- H. Motion to approve Fire Department Equipment Upgrade
- I. Motion to approve LCDA Grant Extension Agreement
- J. Motion to approve Ordinances 363 and 364 pertaining to hunting in rural areas
- K. Motion to authorize staff to advertise for seasonal warming house attendants
- L. Motion to certify Code Enforcement Assessments to Carver County
- M. Motion to accept the Retirement Notice from Leon Fritzke

Walters asked to have Item 3J pulled from the consent agenda for discussion.

**HOESE MOVED, WALTERS SECONDED A MOTION TO MOVE ITEMS 3J TO 6C ON THE AGENDA. MOTION CARRIED 4-0.**

**WALTERS MOVED, CROWDER SECONDED A MOTION TO ADOPT THE CONSENT AGENDA AS AMENDED. MOTION CARRIED 4-0.**

**4. OPEN FORUM**

**5. CELEBRATE WATERTOWN**

- A. Hoese stated that the Fire Department had distributed calendars door-to-door in town.
- B. Fischer stated that the Christmas decorations had been placed on the light poles downtown and the Christmas Tree Lighting ceremony would be Friday, Dec. 2.

6. **NEW/OLD BUSINESS**

A. Review GASB Statement 54 Accounting Requirements

Wallner presented information on the implementation of GASB Statement 54 which was approved in February 2009. He stated that Statement 54 changes the way in which governmental units classify individual funds and how fund balances are reported in the financial statements. Under the modified definitions of Statement 54, staff has proposed the reclassification of funds: General, Capital Projects, Special Revenue and Debt Service. Wallner stated that the Reserve Fund no longer qualifies as a Special Revenue Fund because it does not have a dedicated revenue stream. Staff has requested the Council approve merging the General Fund and Reserve Fund into one fund for accounting purposes. This change is not required by Statement 54 but staff believes this change will help streamline the city's accounting system. Staff also has requested that Council approve two resolutions declaring the Special Revenue Funds and committing fund balances for specific purposes. With the implementation of Statement 54, there will be five designations for fund balance reporting: non-spendable, restricted, committed, assigned and unassigned. As part of the implementation of Statement 54, the Council needs to adopt a Fund Balance Policy which establishes minimum required unassigned fund balance for the General Fund, budget guidelines, process for committing fund balance, delegation of authority to assign fund balance and the order in which resources will be used.

**CROWDER MOVED, WALTERS SECONDED A MOTION TO ADOPT THE FUND BALANCE POLICY. MOTION CARRIED 4-0.**

**WALTERS MOVED, HOESE SECONDED A MOTION TO ADOPT RESOLUTION 2011-11-22-1, COMMITTING SPECIAL REVENUE SOURCES AND CONFIRMING RESTRICTIONS FOR SPECIFIED PURPOSES IN SPECIAL REVENUE FUNDS. MOTION CARRIED 4-0.**

**CROWDER MOVED, WALTERS SECONDED A MOTION TO ADOPT RESOLUTION 2011-11-22-2, COMMITTING FUND BALANCES FOR SPECIFIC PURPOSES. MOTION CARRIED 4-0.**

**CROWDER MOVED, WALTERS SECONDED A MOTION TO MERGE THE GENERAL FUND AND THE RESERVE FUND INTO ONE FUND FOR ACCOUNTING PURPOSES WITH A TARGET OF 30% IN RESERVE. MOTION CARRIED 4-0.**

B. Consider Public Works Restructuring

Fischer stated that the Public Works Department has two divisions – Public Services and Utilities. The department has one leadership position – the Public Works Superintendent. He stated that there may be some advantages to restructuring departmental leadership by creating two divisional leadership positions and eliminating the Public Works Superintendent position. Under the proposed restructure, there would be five full-time employees (one less than the start of 2011) and other part-time employees to help out during peak times of the winter and summer. This restructure would result in a cost savings to the City. There was discussion of this topic at a workshop prior to this Council meeting.

**CROWDER MOVED, WALTERS SECONDED A MOTION TO APPROVE THE RESTRUCTURING OF THE PUBLIC WORKS DEPARTMENT. MOTION CARRIED 4-0.**

**CROWDER MOVED, HOESE SECONDED A MOTION TO APPROVE THE POSITION DESCRIPTIONS FOR UTILITY SUPERINTENDENT AND PUBLIC SERVICES SUPERINTENDENT. MOTION CARRIED 4-0.**

**HOESE MOVED, CROWDER SECONDED A MOTION TO APPOINT PUBLIC WORKS SUPERINTENDENT TO UTILITY SUPERINTENDENT AT PAY GRADE 14, STEP 10. MOTION CARRIED 4-0.**

C. Consider Ordinances 363 and 364 Pertaining to Hunting in Rural Areas

Discharge of weapons in the city was first written in 1990 and revised in 2004 with Ordinance 256 to include language pertaining to hunting in rural areas. In reviewing the ordinance, permission to hunt within city limits presents challenges to protect the health, safety and general welfare of the public. The average residential lot is .25 acre which can present unsafe environments for bow target shooting. Staff has consulted with the local deputy in drafting the proposed Ordinances 363 and 364 to establish better enforcement.

Walters stated that he was in favor of banning hunting within the city limits but did not want to see Section 34-1 subpart (c) (5) repealed as it states in Section 2 of Ordinance 364. He stated that he is not for banning target shooting for bows where it is safe. He stated that he would not recommend target shooting in residential areas but he believes there are large open areas within the city where people could sight in their bows. He stated that the section should stand as it was written in 2004. He said the section states that target shooting for bows is allowed as long as it does not endanger any person or property and is conducted in a safe and reasonable manner. He was wondering what warrants a change in the section now. Fischer stated that staff had the town deputy review Ordinance 256 and the deputy suggested addressing the concern of safety in Section 34-1 subpart (c) (5). Fischer stated that it puts a burden on someone in authority making a decision as to what is safe or not.

**WALTERS MOVED TO MAKE A MOTION TO LEAVE SECTION 34-1 SUBPART (C) (5) AS WRITTEN IN THE MUNICIPAL CODE. His motion died for a lack of a second.**

Crowder stated that he was not in favor of making any changes to Ordinances 363 and 364 but was willing to see the topic tabled so he could gather more information.

**CROWDER MOVED TO MAKE A MOTION TO TABLE THE TOPIC. MOTION CARRIED 4-0.**

7. **COMMITTEE REPORT**

8. **CONSULTANTS' REPORT**

A. City Engineer

1. Projects Update
2. Pay Request from Bolton & Menk, Inc.

**HOESE MOVED, WALTERS SECONDED A MOTION TO APPROVE THE PAY REQUEST FROM CITY ENGINEER BOLTON & MENK, INC. MOTION CARRIED 4-0.**

9. **MAYOR'S REPORT**

10. **COUNCIL MEMBERS' REPORT**

Walters stated that he wanted to inform the Council about the possibility of excessive speeding by the high school. He stated that the Carver County Sheriff's Office has been advised and will be watching the area.

11. **STAFF REPORTS**

B. Senior Planner

1. Consider Site Plan Subcommittee

Fischer stated that the city has received a site plan application for 709 Jefferson Ave. SW. and the owners have asked if there is a way to expedite the application as they are working on a possible tenant moving in. Fischer asked if two councilmembers would be willing to serve on a sub-committee prior to the Planning Commission review December 8 and the Council review December 13. Crowder and Mann volunteered.

D. Finance Director

1. Approve Claims Roster/Voucher List

**HOESE MOVED, CROWDER SECONDED A MOTION TO APPROVE THE CLAIMS ROSTER/VOUCHER LIST. MOTION CARRIED 4-0.**

12. **ADJOURNMENT**

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 7:47 PM.**

**ATTEST:**

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Steven Wallner  
Clerk-Treasurer

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Rick Mann  
Acting Mayor