

**MINUTES OF THE
WATERTOWN CITY COUNCIL
Regular Meeting Tuesday, March 9, 2010**

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, on **Tuesday, March 9, 2010** by Mayor K. J. McDonald at 6:30 PM in the Watertown City Hall Council Chambers.

Upon roll call the following Council Members were present: McDonald, Steve Duske, Earline King, Dan Geiger and Rick Mann.

The following staff members were present: City Engineer David Martini of Bolton & Menk, Inc., Senior Planner Crystal Foust and Public Works Superintendent Doug Kammerer.

Also present was John Duske.

2. ADOPT AGENDA

Foust asked to have Item 7b pulled from the agenda.

**DUSKE MOVED, KING SECONDED A MOTION TO ADOPT THE AGENDA AS AMENDED.
MOTION CARRIED 5-0.**

3. REVIEW OF CONSENT AGENDA

- A. Special Council Minutes for February 18, 2010 meeting
- B. Council Minutes for February 23, 2010 meeting

**KING MOVED, GEIGER SECONDED A MOTION TO ADOPT THE CONSENT AGENDA.
MOTION CARRIED 5-0.**

4. OPEN FORUM

5. CELEBRATE WATERTOWN

- A. McDonald read a letter from the Minnesota Department of Economic Development stating that the City of Watertown had been approved for a \$219,403 grant for the downtown Lewis Avenue South project.

6. NEW/OLD BUSINESS

- A. Amended Park Use Policy

Foust presented the second reading of the Park Use Policy as amended from discussion at the February 23, 2010 council meeting. She stated that there were some concerns regarding the language of the policy for cleaning and insurance. She stated that it is proposed in the policy that each park user would have to pay a \$100 general use deposit which would be used toward cleaning the park if it was left untidy. The user would be charged \$50 per hour for the time. One suggested change would be to allow the park coordinator to give one warning to the user. Staff checked with

Associated Financial Group, the city's insurance broker, who in turn has consulted with loss control personnel at the League of Minnesota Cities. Foust stated that it is within the discretion of the city to require liability insurance. The city has the option of requiring a signed waiver form. One option Foust presented to the Council was for park users to purchase insurance through the League of Minnesota Cities Tenant Users Liability Insurance Program.

John Duske of the Watertown Baseball Club stated that he favored a waiver for those who use the park. He stated that the Legion and most teams have their own insurance. Steve Duske stated that the city needs to focus on more than one park (Highland) and should have signs asking people to keep the parks clean. He stated that he would not require users to purchase insurance but rather have proof of insurance.

DUSKE MOVED, KING SECONDED A MOTION TO APPROVE THE PARK USE POLICY ALLOWING A WARNING AND REQUIRING USERS TO SHOW PROOF OF INSURANCE. MOTION CARRIED 5-0.

7. COMMITTEE REPORT

A. Personnel Committee discussion on contracting a Search Firm

Geiger updated the Council on discussion that took place at the Personnel Committee meeting regarding the two firms they interviewed regarding a search for a new city administrator. He stated that Interim Administrator Steven Wallner had contacted four firms and received two proposals from Springsted and Midwest Government Services. The Personnel Committee requested staff to set up a meeting for Thursday, March 18 for the full council to meet with the representative from Springsted. Duske had asked for the item to be on the council's agenda tonight to discuss whether or not to use a search firm. Geiger stated that the city needs someone other than staff to go over the many initial applications that are expected to be submitted. He stated that background checks and references need to be checked as well. Mann questioned the cost of \$18,000 proposed by Springsted. Duske stated he was keeping an open mind during the process but was hoping to spend less if the city decides only to use Springsted for part of the selection process.

8. CONSULTANTS' REPORTS

A. City Engineer

1. Projects update

Council members had questions about engineering costs involving the County Road 20 project. Geiger asked if the city could hold off paying the engineer until the city receives its money from the county. Geiger stated that the city finance director has sent a letter to the county requesting funds for money the city has already spent on the project. Martini stated that it would not be good for him, but the city must do what is fair. McDonald asked why the county was not paying the city's engineering firm. Martini stated that the project involves a county road but the county is giving the city direct input into the project. He stated that the alternative would have been for the county to do everything and ask the city on occasion for input.

2. Pay request from City Engineer

GEIGER MOVED, MANN SECONDED A MOTION TO APPROVE THE PAY REQUEST FROM BOLTON & MENK, INC. FOR \$71,757.46. MOTION CARRIED 5-0.

9. MAYOR'S REPORT

- A. McDonald extended sympathy to the city's finance director on the death of his mother. He also mentioned that the Census forms are being distributed to residents for the 2010 US Census.

10. COUNCIL MEMBERS' REPORT

- A. King stated that she had attended the Commission on Aging meeting at which they discussed goals for 2010.

11. STAFF REPORTS

- B. Community Development Report
 1. Relocation of city sign and trees

Foust explained to the Council that with the County Road 20 project, the city sign and two trees along Newton Avenue Northeast will need to be removed or relocated. City staff received feedback from the Park and Recreation Commission on the two blue spruce trees and the Planning Commission on the city sign. Staff looked into relocating the trees and found a local contractor who would remove both trees and relocate them for \$150 each. One of the trees would be used to replace the evergreen tree in City Center Park which is splitting at the top. The other blue spruce would be relocated to another city park. A local contractor estimated that it would cost \$100 to take down the tree in City Center Park. The Planning Commission recommended that the city sign be relocated further east along County Road 20 which is now the true entrance to the city. Exact location will be decided later. Duske suggested the area near the proposed Community Park. Geiger suggested putting the city sign in the middle of the roundabout at Paul Avenue. The sign will be stored at Public Works until the exact location is chosen.

DUSKE MOVED, GEIGER SECONDED A MOTION TO ALLOW UP TO \$400 TO REMOVE THE EVERGREEN TREE IN THE MIDDLE OF CITY CENTER PARK AND HAVE THE TWO BLUE SPRUCE TREES REMOVED AT NEWTON AVENUE AND RELOCATED TO CITY PARKS. ONE OF THE TREES WILL BE RELOCATED TO CITY CENTER PARK TO REPLACE THE EVERGREEN TREE. MOTION CARRIED 5-0.

- C. Public Works Report
 1. MNWARN Mutual Aid Agreement

Kammerer presented the information to the Council about MNWARN, a mutual aid agreement whereby cities can request mutual aid in the event of damage to water, wastewater and storm water utilities during a natural or man-made disaster. More than 100 communities have signed on. There is no fee to join. The responding party is reimbursed by the receiving party for expenses and work performed.

KING MOVED, DUSKE SECONDED A MOTION TO HAVE THE CITY OF WATERTOWN JOIN MNWARN AT NO COST TO THE CITY. MOTION CARRIED 5-0.

D. Finance Director

1. Voucher List/Claims Roster

MANN MOVED, GEIGER SECONDED A MOTION TO APPROVE THE VOUCHER LIST/CLAIMS ROSTER. MOTION CARRIED 5-0.

12. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 7:49 PM.

ATTEST:

Steven Wallner
Clerk-Treasurer

K.J. McDonald
Mayor