

**MINUTES OF THE  
WATERTOWN CITY COUNCIL  
Regular Meeting Tuesday, March 13, 2007**

**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 13, 2007** by Mayor K. J. McDonald at 6:38 PM in the Watertown City Hall Council Chambers.

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

The following staff members were present: City Administrator David Mandt, City Attorney Dave Hubert; City Planner Crystal Foust, Interim Community Development Director Mark Kaltsas, City Engineer David Martini.

Others present were: Scott Qualle of Waldron & Assoc., Jerome Johnson, Andrew Fischer of Waldron & Assoc., John Trebesch.

**2. ADOPT AGENDA**

Staff asked that the following items be pulled from the agenda: (9d) Public Works Committee recommendation to approve low quote for utility trailer; (9e) Update from March 12 EDA meeting; (9f) Update from March 12 Personnel Committee meeting; (9g) Update from March 12 Finance Committee meeting. Staff asked that the following items be added to the agenda: (5A) John Trebesch – open forum; (7c) Woodfield preliminary plat.

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

**3. REVIEW OF CONSENT AGENDA**

- A. Council minutes for February 27, 2007
- B. Pay request from city attorney
- C. Recommendation to approve Forest Hills and Mill Avenue over sizing in the amount of \$5,311.10
- D. Pay request from MK Land
- E. Request for commercial waste haulers license by Randy's Sanitation
- F. Claims roster

Duske asked that items 3C and 3F be pulled for discussion. Consensus of the Council was to pull \$900 invoice from Waldron & Associates for fire inspections for the month of February. Duske asked that this item go before the Fire Advisory Board.

**4. CONSENT AGENDA APPROVAL**

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

**5. OPEN FORUM**

John Trebesch of Investment Group, LLC updated the Council on his subdivision, Tuscany Village. He stated that Investment Group, LLC is not bankrupt. He stated that the subdivision is moving along at a slower pace because the phone line still needs to be installed for the lift station. He stated that he has advocated an aggressive schedule for the next 60 days when final permits will be obtained for 13 units this summer.

**6. CELEBRATE WATERTOWN**

Mandt asked the Council for authorization to work with volunteer groups for plantings at the water treatment plant this year. The only cost to the city would be for plants and other materials. After the plans and designs are complete, the project will be presented to the Park Commission.

**7. NEW/OLD BUSINESS**

A. Recommendation from the Watertown Fire Department and City Staff to approve amendment to agreement for fire inspection services. Scott Qualle of Waldron and Associates informed the Council of their proposal to cover fire inspections for all businesses in Watertown, including three in Watertown Township that are in the Watertown fire district. Qualle stated that the cost would be \$900 per month starting Feb. 1, 2007 through December 2007. The cost would increase to \$1,000 per month starting with January 2008. Qualle stated that they would finish all businesses by the end of January 2008 and start over with inspections in February 2008. Andrew Fischer of Waldron and Associates told the Council how they contact the businesses and complete the inspections. Duske stated that he has a concern with the city paying for township businesses. Qualle stated that the township businesses would be part of the total cost and that as more businesses came on board the cost per business would be lower. The proposal will be presented to the Fire Advisory Board.

B. Water meter installation update. Public Works Supt. Doug Kammerer informed the Council about the number of installations of new meters through Feb. 27, 2007. To date there have been 344 meters and radios installed and 312 radios only installed. The number projected to be installed is 419 meters and radios and 381 radios only. Kammerer stated that there are many more larger meters than originally estimated. Kammerer stated that Paul Thom of HD Supply Waterworks estimated the price to finish the project at \$198,000. Kammerer estimated that there are about 150 homes remaining to be refitted with new meters or radios only. Geiger asked why the cost per meter is higher than originally estimated. Kammerer stated that he would check into this. Mandt stated that there maybe some change orders coming which may or may not benefit the city. He stated that the numbers taken off the city's utility billing system was not 100% accurate and the original fee schedule also was not lining up with what was presented by HD Supply Waterworks to the Council.

C. Preliminary plat for Woodfield subdivision. Foust presented a summary of the item to the Council. She stated that per city ordinance, a preliminary plat is valid for one year after the date of approval unless the developer applies for an extension. Hartman Communities, LLC made a formal request by letter to extend the preliminary plat two years from initial approval to Jan. 24, 2009. Foust stated

that since the development agreement was not signed, staff suggests that a clause be added relative to parkland dedication fees changing from time to time. The city has a right to collect the fee as per the fee schedule for the year when the final plat was recorded. Staff recommended allowing up to Jan. 24, 2008 to allow Hartman Communities, LLC to file for final plat for Phase One. Duske stated that Hartman didn't sign the developer's agreement because of the costs for improving Paul Avenue. Martini said Hartman was concerned about paying upfront for fees connected to Paul Avenue. Mandt stated that the city doesn't have Paul Avenue utilities completed on the memorandum of understanding. He stated that Hartman is seeking bids for the utilities.

**DUSKE MOVED, GEIGER SECONDED A MOTION TO EXTEND THE PRELIMINARY PLAT DEADLINE TO JANUARY 24, 2008 AS LONG AS THE DEVELOPER'S AGREEMENT IS SIGNED.**

**AFTER FURTHER DISCUSSION, DUSKE AND GEIGER WITHDREW THEIR FIRST MOTION.**

**DUSKE MOVED, GEIGER SECONDED A SECOND MOTION TO EXTEND THE PRELIMINARY PLAT DEADLINE TO JULY 1, 2007. MOTION CARRIED 5-0.**

**8. CITY STAFF REPORTS**

**9. COMMITTEE REPORT**

A. Recommendation from Park and Recreation Commission to approve park dedication policy. The city has three methods to collect residential park fees: neighborhood, community and recreation facilities and equipment. Neighborhood Park is generally a land donation at the time of final plat and is equal to one acre per 25 units or 1750 sq. ft. per unit. Community Park is generally a cash donation at time of final plat and is equal to 5% of the gross land area. Cash is based on an acre of unimproved land at fair market value. Recreational facilities fee is a fee applied per acre of non-public land. The fee is determined according to gross density, the higher the density, the higher the fee. In plats other than residential plats, 10% of the gross area of land being platted will be conveyed to the city. In lieu of a parkland donation, the city may require an equivalent cash donation based upon the fair market value of the undeveloped property. The cash contribution collected for community and neighborhood park dedication per ordinance will be used only for park acquisition or trail acquisition. The dollars collected from the recreational and facilities equipment fee from each developer for a specific subdivision, up to 75% will go towards the neighborhood and mini parks within that specific subdivision. The remaining 25% will be earmarked for improvements and maintenance of community parks. Geiger suggested that the 25% be removed so the wording is just "remaining funds" be earmarked for improvements and maintenance of community parks. He stated this was in case the city doesn't use the entire 75% for neighborhood and mini parks. King suggested that the city have a directory for location of parks.

**GEIGER MOVED, MANN SECONDED A MOTION TO APPROVE THE PARK DEDICATION POLICY AS SUBMITTED. MOTION CARRIED 5-0.**

B. Recommendation from Park and Recreation Commission to approve Park Maintenance Plan. Mark Kaltsas of MK Land Corp. prepared a park maintenance plan for the city for Public Works crews. The plan highlights action items and

equipment improvements for each park. The plan will be implemented this spring and managed by Kaltsas.

**GEIGER MOVED, KING SECONDED A MOTION TO APPROVE THE PARK MAINTENANCE PLAN AS OUTLINED. MOTION CARRIED 5-0.**

- C. Review of park dedication tracking summary. Foust presented the Council with a spreadsheet showing the park dedication fees that have been collected or will be collected in the future.

**10. ATTORNEY'S REPORT**

**11. ENGINEER'S REPORT**

- A. Review of funding decision from MnDOT on Hwy. 25 project. Martini informed the Council that the Municipal Agreement Program Selection Committee decided not to fund Watertown's Hwy. 25 and Co. Rd. 10 project. Each project was categorized into one of five areas and prioritized as to its benefit with regard to local needs as well as the trunk highway system.

**12. MAYOR'S REPORT**

- A. McDonald stated that he is moving forward on the Youth Commission and has three volunteers so far.

**13. COUNCIL MEMBER'S REPORT**

- A. Discussion on the upcoming goal setting workshop. The workshop will be held from 8 a.m. to 1 p.m. Saturday, March 31 at B's on the River.

**14. ADMINISTRATOR'S REPORT**

- A. Mandt informed the Council that he has been in contact with Maureen Melgaard-Schneider who will facilitate the goal setting workshop March 31. She asked Mandt to send her any information prior to the workshop.

**15. FINANCE DIRECTOR REPORT**

**16. COMMUNITY DEVELOPMENT REPORT**

- A. Foust informed the Council that the next Comprehensive Plan Task Force meeting will be Thursday, March 15.
- B. Foust also stated that the Comprehensive Plan surveys will be sent out this week.

**17. ADJOURNMENT**

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 8:21 PM.**

Respectfully Submitted,

**ATTEST:**

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Steven Wallner  
Clerk-Treasurer

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K.J. McDonald  
Mayor