

**MINUTES OF THE
WATERTOWN CITY COUNCIL
Regular Meeting Tuesday, April 8, 2008**

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, April 8, 2008** 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, City Attorney David Hubert, City Administrator David Mandt, City Finance Director Steven Wallner, City Planner Crystal Foust and Public Works Supt. Doug Kammerer.

Also present was: None

2. ADOPT AGENDA

Staff asked to have Item 3E (Formal approval of 2008 Fee Schedule Ordinance) pulled from the agenda. McDonald asked to have Item 7C (Appointing City Engineering Firm) added to the agenda.

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

3. REVIEW OF CONSENT AGENDA

- A. Minutes for March 25, 2008 meeting
- B. Pay request from Hoff, Barry, Kozar
- C. Pay request from MK Land
- D. Pay request from City Building Official
- F. Recommendation to approve tub grinding quote
- G. Claims Roster

4. CONSENT AGENDA APPROVAL

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

5. OPEN FORUM

6. CELEBRATE WATERTOWN

- A. Kammerer announced that the Watertown Wastewater Treatment Plant had received an award for excellent service during the past year. This is the 14th consecutive year that Watertown has received this award. Kammerer also thanked employees Mike Barthel and Craig Carlson for their work in helping the city achieve this award.

7. **NEW/OLD BUSINESS**

- A. Public Works Update. Kammerer gave the Council an update on several projects including Girls Scouts cleaning along the Crow River, street sweeping schedule, schedule for summer interns from St. Cloud Tech, cleaning brush in city parks, two sheds donated by Watertown Lions for city parks; tractor donated by Ken Grotbo for grading park ball field and thank you to Sue Knott and students at Watertown-Mayer High School for landscape work.

Kammerer and Duske toured Highland Park and Evergreen Park looking for sites for the two maintenance sheds donated to the City by Watertown Lions Club. Public Works had planned on a red rock base under the sheds, but Duske suggested a cement pad to keep the sheds from settling. Each pad will be 10 by 15 feet at an estimated cost of \$900 each. Public Works will level out the site and haul rock. Staff recommended hiring Duske Masonry (Todd Duske) to install the pads for \$1,800.

GEIGER MOVED, MANN SECONDED A MOTION TO HIRE DUSKE MASONRY TO INSTALL CEMENT PADS AT HIGHLAND PARK AND EVERGREEN PARK FOR A TOTAL OF \$1,800. MOTION CARRIED 4-0. COUNCIL MEMBER DUSKE ABSTAINED.

- B. Northern Natural Gas Project Informational item. Northern Natural hosted an open house Wednesday, April 9 at Watertown-Mayer Elementary to explain the next phase of its Northern Lights expansion project. Northern Natural is replacing approximately 10.99 miles of the three and two-inch diameter Rockford Branch Line with 22.65 miles of 16-inch diameter pipeline. City staff mailed a letter stated that two ordinances may be affected—tree preservation and right-of-way. City staff also notified Northern Natural that the City would like to be involved in the Environmental Assessment that is required.
- C. Appointing Engineering Firm. Three engineering firms, Boonestro, SHE and Bolton & Menk, Inc., were interviewed by the City Council April 1. It was the consensus of the Council to re-appoint Bolten and Menk, Inc. as the city's engineering firm.

MCDONALD MOVED, GEIGER SECONDED A MOTION TO APPOINT BOLTEN & MENK, INC. AS THE CITY'S ENGINEERING FIRM PENDING THE CREATION AND EXECUTION OF A CONTRACT. MOTION CARRIED 5-0.

8. **CITY STAFF REPORTS**

9. **COMMITTEE REPORT**

- A. Update from April 7, 2008 Personnel Committee meeting. The Committee discussed the proposed Public Works position, summer interns and possible hiring of Karyn Islam as Assistant Planner. Following discussion at the Committee meeting, the Finance and Planning staff recommended hiring Karyn Islam as Assistant Planner at \$38,977 (Grade 9, Step 1). This position was budgeted in 2008 at this level. Her internship ended March 26, 2008. Staff recommended back dating the salary and benefits effective March 27, 2008.

McDonald asked whether there would be enough work considering the downward spiral of the economy. Foust stated that Islam has been doing a lot of research, work on the comp plan and grant writing. She stated that when the position of intern was posted six months ago, the plan was to have another full-time planner. Foust stated that she has been putting in overtime hours even with Islam's help due to the extra work created by the comp plan and orderly annexation. Mandt stated that Islam will be working on a variety of tasks, including zoning enforcement, industrial park, developments, downtown redevelopment and GIS. He also stated that she would be the primary contact for parks. He stated that the position will be very productive for the city. Duske stated that he understands the need for an intern, but he has concerns about a permanent position with the current economic situation. Duske also questioned the number of staff in the planning department with Foust, Islam and consultant Mark Kaltsas. Mandt stated that most of Kaltsas's fees are passed on to the developers and projects. King stated that Islam has gained experience as an intern and the City planned to have another full-time planner. King and Geiger stated that they would like to keep someone who is willing to stick around. Mann stated that planning is an important part of the city. All council members agreed that Islam is doing a good job. McDonald stated that she works well as a team player and work has increased during her six-month internship. He stated that he prefers not to have two full-time planners but he said he sees the City doing more grant work and he agrees with the recommendation of the committee.

GEIGER MOVED, KING SECONDED A MOTION TO OFFER THE POSITION OF ASSISTANT PLANNER TO KARYN ISLAM AT A SALARY OF \$38,977 (GRADE 9, STEP 1) RETROACTIVE TO MARCH 27, 2008. MOTION CARRIED 5-0.

10. **ATTORNEY'S REPORT**

11. **ENGINEER'S REPORT**

12. **MAYOR'S REPORT**

- A. McDonald asked that the Sheriff's Department check behind Watertown Stop N Go where there have been complaints of vandalism and trash.
- B. McDonald stated that the Senior Commission is working on a set of by-laws and would like to meet informally with the Council about the possibility of being an advisory committee.
- C. McDonald asked the Council if they would agree to allow videos of school and city events be placed on Channel 12. McDonald has some videos he would like to see shown on the city's cable network. He also talked to the owner of Crow River Coffee Shop, who has some videos which may be available for showing. Mandt stated that he had asked the Cable Commission about showing videos on the city's cable television channel. They recommended the city have an approval agency set guidelines and approve the videos submitted. The Council agreed to allow videos to be shown and that they would serve as the approval agency.

13. **COUNCIL MEMBER'S REPORT**

- A. Discussion Item: Carver County proposal for ACCEL. Geiger gave the Council and update on the proposed Association of Carver County Elected Leaders. He stated that it was a useful format to hear from other city and county representatives. He stated that he understands the concept of the program but he has concerns about how it is being proposed. Geiger stated that he doesn't see a need for fees, by-laws and voting rights. He stated that it is not the atmosphere for smaller communities like Watertown. He stated that he had informed County Administrator David Hemze of his opinions and suggested that the Council not send two representatives at this time but wait to see what develops. The other council members agreed. Mandt stated that the city has one representative now and that person could continue to attend the meetings.
- B. Geiger reported to the Council about the Hwy. 7 and Co. Rd. 10 meeting with Watertown Township and Carver County.

14. ADMINISTRATOR'S REPORT

- A. Hockey rink update. Mandt informed the Council about the Braun Intertec report on the thickness and integrity of the bituminous surface on the hockey rink. The City Staff recommended that the Council accept the report as presented by Braun Intertec and the Council subcommittee will formulate a response to Expert Driveways, Inc. of Mayer.

DUSKE MOVED, KING SECONDED A MOTION TO ACCEPT THE BRAUN INTERTEC REPORT AS PRESENTED AND HAVE THE COUNCIL SUBCOMMITTEE ALONG WITH THE CITY ATTORNEY FORMULATE A RESPONSE TO EXPERT DRIVEWAYS, INC OF MAYER. MOTION CARRIED 5-0.

15. FINANCE DIRECTOR REPORT

16. PLANNER REPORT

- A. Foust informed the Council about a walkability action plan with short term and long term goals. Residents will serve on a Walk Watertown Action Committee to carry out projects with support from grants. The City will receive help from Watertown-Mayer High School students who will be doing a survey on trails.

17. ADJOURNMENT

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

Respectfully Submitted,

ATTEST:

Steven Wallner
Clerk-Treasurer

K.J. McDonald
Mayor