

**MINUTES OF THE
WATERTOWN CITY COUNCIL
Regular Meeting Tuesday, Nov. 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, Nov. 13, 2007** 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, Rick Mann, Earline King, Dan Geiger and Steve Duske.

The following staff members were present: City Attorney Dave Hubert, City Planner Crystal Foust, City Administrator David Mandt, Planning Consultant Mark Kaltsas, Finance Director Steven Wallner, Public Works Supt. Doug Kammerer.

Others present were: Mike Neaton, Dr. Robert Griffith, Pat Burns, Scott Qualle, Dean Mau.

2. ADOPT AGENDA

Staff asked to have item 7A moved to 8E.

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

3. REVIEW OF CONSENT AGENDA

- A. Council minutes for Oct. 23, 2007
- B. Pay request from MK Land
- C. Pay request from city building official
- D. Recommendation to approve resignation of Eric Meemken
- E. Recommendation to approve additional liquor fee to fee schedule
- F. Snap Fitness recommendation from Council Committee to approve Resolution 2007-11-13-1
- G. Claims roster

4. CONSENT AGENDA APPROVAL

Duske asked to have items 3E and 3F pulled for discussion.

Duske made a motion to approve the resolution for a conditional use permit for Snap Fitness. There was no second. It was decided to pull the item from the consent agenda.

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

5. **OPEN FORUM**

6. **CELEBRATE WATERTOWN**

- A. Mandt reported that the city had begun its three-year marketing plan with the Herald Journal. A copy of the brochure was passed around and shown on Cable TV.

7. **NEW/OLD BUSINESS**

- B. Comprehensive Plan Engineering Services. The city has been working with Bolton & Menk, Inc. to develop scope of services and fee estimate to prepare the sewer, water and transportation sections of the Comprehensive Plan. To date the city has spent \$13,219.94 on the Comprehensive Plan from the General Fund. The city has budgeted \$15,000 from the General Fund and \$5,000 each from the sewer, water and park funds. The city has received \$10,000 from the Metropolitan Council. Another \$10,000 will be given to the city after the Comprehensive Plan is submitted and accepted.

8. **CITY STAFF REPORTS**

- A. Recommendation to approve Code Enforcement Policy. Due to a large volume of code violation complaints received over the summer, city staff proposed a Code Enforcement Policy. The purpose of the policy is to ensure that each code violation complaint is handled in the same way. When a resident has a complaint, the city will require the complainant to submit a complaint form describing the nature of the complaint. This was the first reading of the proposed policy.
- B. Water Ordinance revisions. In reviewing the ordinance, staff found some items have been excluded from the ordinance. The items are: testing of faulty meters, temporary connection to city's fire hydrants and mandatory connection to municipal water system. This is the first reading of the proposed revisions for the amended ordinance.
- C. Recommendation to approve final payment to HD Waterworks. The city was presented with a change order in September 2007 for the amount of \$2,640. After receiving the change order and meeting with a representative of HD Waterworks, staff refused to accept the change order because of the problems the city experienced during the project. HD Waterworks corrected problems with equipment installed in August. As of Nov. 1, twenty meters are remaining. The goal of staff is to finish the remaining meters by the end of the year. Final payment will be made at the next council meeting.
- D. Petition for sanitary sewer service for 2007 Glasser project. City staff met with Paul Glasser regarding sewer and water services to the property at 813 Co. Rd. 10 SE. The city received a petition from Glasser and Bill Coppin requesting that the city take appropriate steps to improve the property with sanitary sewer.

Water is presently available to the property. Bolton & Menk must conduct a feasibility study and estimate costs of the improvements. The owner agrees to pay the cost of the feasibility study and all other costs incurred by the city for this proposed improvement if the improvement is determined to be feasible and the owners request not to proceed with the project.

MCDONALD MOVED, KING SECONDED A MOTION TO AUTHORIZE BOLTON & MENK, INC. TO DETERMINE AN ESTIMATE TO CONDUCT A FEASIBILITY STUDY FOR EXTENDING SEWER SERVICE TO 813 CO. RD. 10 SE AND ACCEPTING THE PETITION FROM PAUL GLASSER AND BILL COPPIN. MOTION CARRIED 4-1. DUSKE VOTED NAY.

- E. Rental Ordinance Program. Scott Qualle of Waldron & Associates presented a five-page pre-rental inspection checklist that was sent to property owners. Pat Burns stated that some of the items in the list were never brought up at meetings held with property owners. He asked that the rental ordinance focus on life and safety issues as before. Dr. Griffith stated that the logic has been removed from the ordinance. McDonald stated that the ordinance needs not to be dictatorial or ridiculous but in the past some landowners in larger cities neglected their properties and the city had to step in. McDonald stated that in Watertown residents watch their neighbors more closely and report things that are going wrong. McDonald asked Qualle his intent for changes. Qualle stated that his intent was to clarify the requirements of the ordinance as it exists. McDonald stated that Qualle should re-clarify the checklist. Mandt stated that the ordinance has not been amended. He stated that the ordinance works if carried out correctly. He stated that there were no complaints from property owners after the last inspection process.

9. COMMITTEE REPORT

- A/B. Personnel Committee recommendation to approve Community Development Department hierarchy and promote Crystal Foust to Senior Planner. Mandt stated that the recommendation allows for more growth in the department. The intent of the process establishes clear criteria distinguishing the responsibilities for each of the positions established. Positions proposed were as follows: Community Development Director, Senior Planner, Planner, Assistant Planner and Assistant Planner Intern. Duske suggested four plus years of experience for senior planner instead of the proposed two to four years. Kaltsas stated that if you increase the number of years the number of candidates will be less.

MANN MOVED, KING SECONDED A MOTION TO ADOPT THE ORGANIZATIONAL CHART AND JOB DESCRIPTIONS RECOMMENDED BY THE PERSONNEL COMMITTEE AND APPROVE THE JOB TITLE CHANGE FOR CRYSTAL FOUST FROM PLANNER TO SENIOR PLANNER AT A WAGE LISTED ON THE PAY SCALE OF GRADE 13, STEP 1. MOTION CARRIED 5-0.

10. ATTORNEY'S REPORT

11. ENGINEER'S REPORT

12. **MAYOR'S REPORT**
13. **COUNCIL MEMBER'S REPORT**
14. **ADMINISTRATOR'S REPORT**
15. **FINANCE DIRECTOR REPORT**

A1. Recommendation to issue 2007 Equipment Certificates. The Council approved the purchase of an aerial truck in March. At the time, the Council agreed that the issuance of equipment certificates for this purchase be combined with the purchase of equipment for public works in an attempt to maximize the efficiency of the bonding costs. The Public Works equipment included a Kubota 2350 mower/sidewalk vehicle, a Kubota RTV1100 utility vehicle and Kubota M125X tractor. The Fire Department portion of the bonding would be \$165,000. The Public Works portion of the bonding is \$115,000. Staff approached both local banks in August and received a lower rate from Bremer. Since that time, staff has worked with Bremer to negotiate the sale of the equipment certificates at an interest rate of 4.39% for five years on Nov. 2, 2007.

DUSKE MOVED, KING SECONDED A MOTION TO ADOPT RESOLUTION 2007-11-13-1 ACCEPTING THE OFFER ON SALE OF \$280,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES TO BREMER BANK. MOTION CARRIED 5-0.

A2/3. Public Works recommendation to purchase Kubota tractor from Lano Equipment for \$67,998.12 and Kubota utility vehicle from Lano Equipment for \$18,732.29. Kammerer explained to the Council that the tractor would be used for mowing in the summer and plowing parking lots, alleys and cul-de-sacs in the winter. The utility vehicle would be used for plowing trails.

MANN MOVED, DUSKE SECONDED A MOTION TO APPROVE PURCHASE OF THE KUBOTA TRACTOR FROM LANO EQUIPMENT FOR \$67,998.12 AND THE KUBOTA UTILITY VEHICLE WITH SNOWPLOW FROM LANO EQUIPMENT FOR \$18,732.29. MOTION CARRIED 5-0.

B. Recommendation to purchase Christmas lights. Council discussed the possibility of purchasing Christmas lights and bows for City Center Park, boardwalk and the community sign area. Installing the lights will require the rental of a lift. Estimated cost for materials and rental of lift was \$6,881.

DUSKE MOVED, GEIGER SECONDED A MOTION TO PURCHASE CHRISTMAS LIGHTS AND BOWS AND RENT A LIFT TO HELP INSTALL THEM IN CITY CENTER PARK, ALONG THE BOARDWALK AND ON THE TREES IN THE AREA NEXT TO THE COMMUNITY SIGN FOR \$6,881. FUNDS WILL COME FROM THE DOWNTOWN FUND (FORMERLY LIQUOR STORE FUND). MOTION CARRIED 5-0.

16. **PLANNER REPORT**

17. **ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 9:01 PM.

Respectfully Submitted,

ATTEST:

Steven Wallner
Clerk-Treasurer

K.J. McDonald
Mayor