

**MINUTES OF THE
WATERTOWN CITY COUNCIL**
Regular Meeting Tuesday, December 11, 2018

Mayor Steve Washburn
Deborah Everson
Lindsay Guetzkow
Adam Pawelk
Michael Walters

1. Call to Order and Roll Call

Pursuant to due call and notice thereof, the special meeting of the Watertown City Council was called to order at 6:30 p.m. Tuesday, December 11, 2018 in the Council Chambers of City Hall by Mayor Steve Washburn.

Council Members present: Washburn, Deb Everson, Lindsay Guetzkow, Mike Walters and Adam Pawelk.

City Staff present: City Administrator Shane Fineran, City Engineer Andrew Budde and City Planner Mark Kaltsas.

Those who signed in were: Mark Yanik

2. Adopt Agenda

EVERSON MOVED, PAWELK SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. MOTION CARRIED 5-0.

3. Consent Agenda Discussion and Approval

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion on an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event, the item(s) will be removed and discussed prior to the adoption of the consent agenda.

Council discussed the re-numbering of resolutions.

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

- A. Adopt a motion to approve City Council Work Session Minutes from November 27, 2018
- B. Adopt a motion to approve City Council Meeting Minutes from November 27, 2018
- C. Adopt a motion to approve City Council Meeting Minutes from December 4, 2018
- D. Consider Resolution #2018-151, Approving Grade Adjust to Utility Operator II
- E. Consider Resolution #2018-153, Approving Disbursement of Bremer Bank Rewards
- F. Consider Resolution #2018-154, Authorizing City Clerk/Treasurer to Pay 2nd Half December 2018 Claims
- G. Consider Resolution #2018-158, Authorizing Contract for Law Enforcement Services with the Carver County Sheriff's Office
- H. Consider Resolution #2018-160, Appointing Park Commission Member
- I. Adopt Resolution #2018-155 Appointment of Seasonal Maintenance Assistant

J. Adopt Resolution #2018-155, Accepting Donation and Directing Use

4. Open Forum

5. New/Old Business

A. Lakeview Clinic Sign Waiver

Mark Kaltsas explained that Lakeview Clinic has requested a sign waiver for their new location at 313 Territorial Street. Kaltsas stated that the clinic will be located within the central business district (CBD). The CBD does not allow internally illuminated signs. After review from the Planning Commission, the applicant has revised the building sign to a halo lit sign, but they are still requesting monument sign that is internally illuminated. The applicant is also requesting a waiver for the height of the sign from five feet to seven feet. Kaltsas talked about the downtown sign characteristics which reflect a small town feel (gooseneck lights, backlit, etc). The planning commission is recommending denial of the waiver request from Lakeview Clinic. Kaltsas shared pictures of the proposed signs.

Pawelk asked about the height of the Fire Station sign. Guetzkow walked through the requested waiver on sign heights for the monument signs at Lakeview Clinic, with Kaltsas and Fineran providing clarification.

Bob Wilcox and Mark Yanik from Lakeview Clinic approached the podium. They explained the reasons for the seven foot requested sign height being snow and visibility. Wilcox pointed out that Bremer has an illuminated sign and the fire station has a dynamic sign.

Council discussed the requested waiver and current requirements for signs in the CBD.

EVERSON MOVED, WALTERS SECONDED A MOTION TO APPROVE THE TWO MONUMENT SIGNS, MEETING THE FIVE FOOT HEIGHT REQUIREMENT, ALLOWING INTERNAL LIGHTING.

Everson explained the reasoning for her motion being visibility. Walters is in favor of the internally lit signs.

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO AMEND TO INCREASE THE HEIGHT OF THE ENTRANCE SIGN TO ALLOW FOR A MAXIMUM OF SIX FEET. MOTION CARRIED 4-1, WASHBURN VOTING NEY.

Washburn expressed that he is against approving the waiver.

AMENDED MOTION TO APPROVE TWO MONUMENT SIGNS, ALLOWING FOR INTERNAL LIGHTING, ALLOWING FOR A MAXIMUM HEIGHT OF SIX FEET FOR THE ENTRANCE SIGN. MOTION CARRIED 3-2, WASHBURN AND PAWELK VOTING NEY.

B. 2040 Comprehensive Plan Adoption

Kaltsas said that after two years of involved effort, the 2040 Comprehensive Plan is ready to be adopted by council. He noted that after the downturn of the economy after the 2030 Plan was created, much of the proposed ideas could be utilized in the 2040 Comprehensive Plan. No formal comments were received on the preliminary 2040 Comprehensive Plan. After final adoption, the Metropolitan Council would review and provide feedback. Kaltsas summarized the main topics of

the 2040 Comp Plan.

GUETZKOW MOVED, WALTERS SECONDEDA MOTION TO ADOPT RESOLUTION 2018-161, ADOPTING THE 2040 COMPREHENSIVE PLAN FOR THE CITY OF WATERTOWN. MOTION CARRIED 5-0.

C. 2nd Amendment to the 2008 Orderly Annexation Agreement

Fineran met with Watertown Township representatives and updated the 2008 Orderly Annexation Agreement. Section 11 was updated to remove a required township representative for the Watertown Planning Commission meetings. Section 13B was updated to set the per acre annexation fee at \$500.

WALTERS MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2018-154, APPROVING THE 2ND AMENDMENT TO THE 2008 ORDERLY ANNEXATION AGREEMENT WITH WATERTOWN TOWNSHIP. MOTION CARRIED 5-0.

D. Building Site Conditions Policy for Erosion Control & INfrastructure Protection

Fineran explained the Council the need for a policy on erosion and sediment control. This is mostly important on single family home development. Fineran said the increased construction activity has posed concerns for site conditions and existing infrastructure. There currently is not a policy for developers to use silt fencing to prevent run off into the storm sewers or neighboring properties. The base standard would call for bio rolls to be onsite and maintained throughout construction as well as staked to the ground. Fineran said it would be required to use mats or barriers to protect sidewalks and infrastructure from cracking or corroding. Staff is suggesting an escrow be collected of \$2,000 per building permit. The fee would be refunding assuming the city does not need to provide erosion control efforts or infrastructure repair

Pawelk asked if neighboring communities have similar fees and requirements. Fineran said the City of Delano receives an erosion control fee of \$600. Waconia collects escrow for trees and sod. Guetzkow expressed her approval for the policy. Walters asked if the \$2,000 is a feasible amount for this or if it could be reduced. Fineran explained that a sidewalk repair could cost well above the \$2,000 and the escrow is refundable with no damage. Everson asked about the additional staff time. Fineran said staff will already be onsite, so very little additional time is required for inspection. Washburn asked if the filter logs should be trenched and staked. Budde said the intent is to get good soil contact.

PAWELK MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2018-155, APPROVING THE BUILDING SITE CONDITIONS POLICY. MOTION CARRIED 5-0.

E. Electronic Funds Transfer Policy

Fineran said in order to be in compliance for the 2018 budget, the City would like to adopt a formal electronic funds transfer policy. Fineran noted two signatures are required on all financial transactions. The city's financial institutions will be in receipt of this policy.

EVERSON MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2018-156, ADOPTING THE ELECTRONIC FUNDS TRANSFER POLICY. MOTION CARRIED 5-0.

F. 2019 Budget & Levy

Fineran recapped the 2019 budget and levy process for council. Proposed levy reflects an overall increase of 2.8%. Fineran reviewed proposed changes in the fee schedule for 2019. He explained the process in budgeting for the 2019 revenues.

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2018-162, ADOPTING A 2018 TAX LEVY FOR THE CITY OF WATERTOWN FOR COLLECTION IN 2019 IN THE AMOUNT OF \$2,444,910. MOTION CARRIED 5-0.

PAWELK MOVED, WALTERS SECONDED A MOTION TO ADOPT RESOLUTION 2018-163, ADOPTING 2019 BUDGET FOR ALL GENERAL, ENTERPRISE, FIRE, EDA AND CAPITAL INVESTMENT ACTIVITIES. MOTION CARRIED 5-0.

EVERSON MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2018-164, APPROVING THE CITY PAY PLAN FOR 2019. MOTION CARRIED 5-0.

PAWELK MOVED, EVERSON SECONDED A MOTION TO ADOPT ORDINANCE #410, ESTABLISHING A UNIFORM SYSTEM OF FEES, CHARGES, COSTS, AND RATES FOR CITY LICENSES, PERMITS, APPLICATIONS, INFORMATION, SERVICES, AND OTHER MATTERS AND ORDER ITS SUMMARY PUBLICATION. MOTION CARRIED 5-0.

G. 2019 Cured in Place Pipe Lining Project

City Engineer Andrew Budde explained the concern for I & I: inflow and infiltration. Historically the City had a cured in place pipe lining plan, however it was suspended. Budde said the pipes that are best candidates for the CIPP lining are the older, clay pipes. Budde shared a video with council showing the process of CIPP lining. The intent is to reduce the I & I in the main lines. The City has budgeted to line 3,100 feet of pipe for 2019. The work is planned to be completed during the winter of 2019.

Walters asked why the process was dis-continued in the past. Fineran stated budget pressures. Walters asked how the sock adheres to the pipes. Budde explained. Walters asked about the benefit of CIPP. Budde said the pipes will gain an additional 30 years of life. Everson asked what other areas will be remaining to be lined. Budde said this is year one of four. Guetzkow asked about the impact to residents. Budde said residents will be notified when the lining is installed.

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2018-157, AUTHORIZING THE DEVELOPMENT OF PLANS AND SPECIFICATIONS FOR THE 2019 CURED IN PLACE PIPE PROJECT. MOTION CARRIED 5-0.

H. Penalty and Certification Fee Waiver Request - 1374 Landings Lane

Fineran stated the city is in receipt of a request for removal of water sewer fees for a property at 1374 Landings Lane. The homeowner had been renting his property and the tenants were delinquent on the water bill. Homeowner is requesting removal of late fees as well as the \$25 certification fee. Fineran explained that the property owner was contacted multiple times regarding the past due payments.

Council did not waive the fees.

6. Other Reports

Administrator Fineran updated there is a Flood Plain open house meeting on December 12th at 5:30 pm.

Fineran reminded residents of the winter parking policy. No parking on city streets from 2:30 am – 6:00 am.

Pawelk updated on the profile of the graduate meetings. He also updated that Brad Kipp was appointed to the Park Commission.

Guetzkow updated that the EDA met and approved their levy.

Walters updated on the planning commission meeting held November 29th.

Everson updated she attended the League of MN Cities conference.

7. Claims

EVERSON MOVED, PAWELK SECONDED A MOTION TO APPROVE THE 2018 CLAIMS AS PRESENTED. MOTION CARRIED 5-0.

8. Adjournment

Members of the City Council and City staff may convene directly following the adjournment of the meeting at the Luce Line Lodge in a purely social event. Membes of the public are welcome to attend.

GUETZKOW MOVED, WALTERS SECONDED A MOTION TO ADJOURN THE MEETING AT 9:28 PM. MOTION CARRIED 5-0.

Mayor, Steve Washburn

ATTEST: _____
Clerk/Treasurer, Lynn Tschudi