

Watertown City CouncilJanuary 8th, 2019**Agenda Item: Organizational Statement and Resolution****Request for Action: Adopt Resolution #2019-01, Organizational Resolution****Department: Shane Fineran, City Administrator****Background:**

Annually, by Minnesota Statutes, the City Council must perform actions that officially designate or state certain roles, responsibilities, duties, and resources of the organization. Many of the functions and roles identified are filled by default or through formal contracts such as engineering, legal, and planning consultants.

Another important process for the organization is the naming of City Council members as liaisons to various City commissions, committees, or other important and mandated roles within the community and region. These are important roles that help connect the City's citizen advisory boards to the Council, or provide representation of the City within the community. The City Council met in a work session to discuss liaison appointments for 2019 as follows.

Commissions, Committees, and Community Groups needing City Council appointment:

- a. Economic Development Authority: Councilmembers Guetzkow & Everson
- b. Commission on Aging: Mayor Washburn
- c. Carver County Leaders: Mayor Washburn
- d. Parks Commission: Councilmember Pawelk
- e. Planning Commission: Councilmember Walters
- f. Fire Advisory Board: Councilmember Everson
- g. Chamber of Commerce: Councilmember Walters
- h. Community Education: Councilmember Guetzkow
- i. Acting Mayor: Councilmember Walters

Attachments:

Resolution #2019-01



**BOLTON
& MENK**

Real People. Real Solutions.

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December 20, 2018

City of Watertown
Attn: Mr. Shane Fineran
309 Lewis Avenue S, P.O. Box 279
Watertown, MN 55388

RE: 2019 Professional Engineering Services

Dear Mr. Fineran:

We are pleased to once again offer professional engineering services to the City of Watertown for 2019 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of your community and understanding of your needs coupled with cooperation and hard work will result in the continued advancement of the City's vision for its future.

It is also my pleasure to inform you we will continue offering the "municipal discount" for key staff members serving your City at the same hourly rate. This rate has remained unchanged for over 5-years. This discount applies to day-to-day general engineering items and is intended to minimize the engineering impact on the General Fund budget. For your City, the municipal discount includes the following:

- Andrew Budde - First 20 hours/month at \$60/hour
- Art Taylor - Unlimited hours at \$40/hour
- Various Clerical Staff - First 10 hours/month at No Charge

Further, we have not changed our fee for City Council meeting attendance or Planning Commission meeting attendance. We have also not changed our design fees for City projects. All of these fees have remained unchanged for well over 5-years. The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require as together we work to build a safe, sustainable and beautiful community.**

Respectfully Submitted,
Bolton & Menk, Inc.

Kreg J. Schmidt, P.E.
Vice President

KJS/kjs

2019 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2019. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-195
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-165
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$85-175
Technician (Inc. Construction, GIS, Survey ¹)	\$65-140
Administrative	\$45-100
Structural/Electrical/Mechanical/Architect	\$120-150
Municipal Project Design Fee - Final Plans and Specifications (Well Defined Scope)	6%
Municipal Project Design Fee - Final Plans and Specifications (State Aid & Federally Funded Projects)	8%
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

**CITY OF WATERTOWN
RESOLUTION 2019-01**

**RESOLUTION RELATING TO THE ORGANIZATION
OF THE CITY OF WATERTOWN, MINNESOTA**

BE IT RESOLVED by the City Council of the City of Watertown, Carver County, Minnesota as follows:

1. **Official Depository** Pursuant to Minnesota Statute, Chapter 118, the City Council designates the following financial institutions as official depositories for municipal funds:
 - a. Bremer Bank, Watertown
 - b. Citizen's Alliance Bank, Watertown
 - c. Other depositories: Northland Securities and RBC Wealth Management
2. **Official Newspaper** Pursuant to Minnesota Statute, Section 412.831, the City Council designates the following as its Official Newspaper:
 - a. Carver County News
3. **Acting Mayor** Pursuant to Minnesota Statute, Section 412.121, Councilmember Michael Walters is appointed Acting Mayor and is to perform the duties of the Mayor during the absence or disqualification of the Mayor or in the case of a vacancy in the Office of the Mayor.
4. **Regular Council Meeting** The Regular Meeting of the City Council of Watertown is to be held on the second and fourth Tuesday of each month at 6:30 PM at City Hall.
5. **Council Salaries** The Mayor and Council may be reimbursed for actual and necessary expenses incurred in attending meetings in which they represent the city in an official capacity and training sessions and other meetings in which attendance has been approved by the Council in advance. The following Council salaries are established:
 - a. Mayor - \$450 per month for all Council Meetings and Workshops, payable monthly
 - b. Councilmember - \$350 per month for all Council Meetings and Workshops, payable monthly
 - c. The Mayor and Councilmembers will be paid \$40 per Commission meeting
6. **Officers, Employees** The following persons are appointed to the offices indicated below:
 - a. City Administrator – Shane Fineran
 - b. City Clerk-Treasurer – Lynn Tschudi
 - c. Fire Chief – Ryan Schroeder
 - d. Data Practices Authority – Lynn Tschudi, Shane Fineran
7. **City Attorney** The firm of Hoff, Barry, P.A., Eden Prairie, Minnesota, is appointed the City Attorney. Jared Shephard is the primary contact. The City does reserve the right to use other firms as appointed by the Council. The Carver County Attorney's Office shall be used for Criminal Prosecutions.
8. **City Engineer and Watershed Control Administrator** The firm Bolton and Menk, Chaska, Minnesota, is appointed City Engineer and Watershed Control Administrator. Andrew Budde is the primary contact.
9. **Financial Consultant** The firm Northland Securities, Inc., Minneapolis, Minnesota, is appointed Financial Consultant. Tammy Omdahl is the primary contact.

10. **Planning Consultant** The firm of Terramark is appointed Planning Consultant. Mark Kaltsas is the primary contact.
11. **Bond Counsel** The firm Briggs and Morgan is appointed Bond Counsel. Mary Ippel is the primary contact.
12. **Insurance Consultant** The firm Associated Financial Group is appointed as Benefits Insurance Consultant. The firm Howalt+McDowell Insurance, Inc. and the League of Minnesota Cities Insurance Trust (LMCIT) are appointed as Property and Casualty Insurance Consultants. Casey Nepper is the primary contact.
13. **Building Official** Scott Dornfeld is appointed Building Official.
14. **Audit Firm** Abdo, Eck, and Meyers is appointed the Audit Firm and Brad Faltysek as the primary contact.
15. **Civil Defense** The Fire Chief shall be appointed Civil Defense Coordinator.
16. **Council Committee Assignments**
 - a. Economic Development Authority: Council members Lindsay Guetzkow and Deborah Everson
 - b. Commission on Aging: Mayor Steve Washburn
 - c. Carver County Leaders: Mayor Steve Washburn
 - d. Parks Commission: Council member Adam Pawelk
 - e. Planning Commission: Council member Mike Walters
 - f. Fire Advisory Board: Council member Deborah Everson
 - g. Chamber of Commerce: Council member Mike Walters
 - h. Community Education: Council member Lindsay GuetzkowAll other Committees will be considered Ad Hoc and appointed as necessary.
17. **Official Posting Site** Watertown City Hall Display Case, Bremer Bank, Citizens Alliance Bank

Approved on this 8th day of January 2019.

Steve Washburn, Mayor

ATTEST: Lynn Tschudi, City Clerk-Treasurer