

**MINUTES OF THE
WATERTOWN CITY COUNCIL**
Regular Meeting Tuesday, January 8, 2019

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, January 8, 2019 in the Council Chambers of City Hall by Mayor Steve Washburn. Council Members present: Washburn, Deborah Everson, Michael Walters, Lindsay Guetzkow, and Adam Pawelk.

City Staff present: City Administrator Shane Fineran, City Planner Mark Kaltsas, City Engineer Andrew Budde, and City Clerk/Treasurer Lynn Tschudi.

Those who signed in were: Scott Loomis, Erik Loomis, Katie Taylor, Kyle Jarvis, Stephanie Mastel, and Eric Pierson.

2. Oath of Office

City Clerk/Treasurer Lynn Tschudi gave the oath of office to councilmember Walters, councilmember Guetzkow, and Mayor Washburn.

- A. Councilmember Mike Walters
- B. Councilmember Lindsay Guetzkow
- C. Mayor Steve Washburn

3. Adopt Agenda

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

4. 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.

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

- A. Adopt a motion to approve City Council Regular Meeting Minutes from December 11, 2018
- B. Adopt a motion to approve City Council Work Session Meeting Minutes from December 11, 2018
- C. Adopt a motion to approve City Council Regular Meeting Minutes from December 26, 2018
- D. Consider Resolution #2019-01, Organizational Declarations for 2019
- E. Consider Resolution #2019-02, Appointing Park Commission and Planning Commission Members
- F. Consider Resolution #2019-03, Approving Rental Agreement for Ricoh Copier
- G. Consider Resolution #2019-09, Authorizing Solicitation of Quotes for Stand-By Generator

H. Consider Resolution #2019-11, Approving Return to Duty for Fire Fighter

5. Open Forum

Molly Hoof of 304 Liliium Circle approached the podium to voice her concern regarding the snow plow hitting her mailbox. She does not think \$50 will cover the repair. She is requesting the council delay mailing her a check until she is able to obtain an estimate for damages.

6. New/Old Business

A. Forest Hills 8th Addition Preliminary Plat

Mark Kaltsas stated the city has received a request from Loomis Homes for a replat in the Forest Hills development. The replat will be known as Forest Hills 8th Addition. Kaltsas noted that only the preliminary plat is being brought forward at this time. The original concept plan included twin homes on the east side of the parcel. The current plat is proposing single family homes rather than twin homes and would decrease the total units by two to 37 homes. Kaltsas reviewed the key features of the development:

- A. This is very close to the original plan
- B. Outlot A would be dedicated as a park
- C. Sidewalks will be on both sides of the street
- D. Landscaping requirements would be met with street trees at 1 per 40 lineal feet
- E. A berm would not be required, however buffered landscaping due to elevation and grade
- F. All required setbacks will be met
- G. All architectural standards will be met
- H. Park dedication fees will be paid

Kaltsas said the park commission requested a second access point be provided to the future park at Outlot A. The applicant is concerned the additional connection will reduce the usability of two to three lots in the development.

Pawelk asked Engineer Budde about the grade surrounding the second access point to Outlot A. Budde said based on the grade it may make sense to move the access in between two lots.

Guetzkow noted that the proposed park appears to be hidden from the main road. She further asked what type of programming would be installed in Outlot A. Fineran stated that where the current park in Forest Hills is located is meant to be the main park. Fineran stated a smaller park would likely be installed, but it is to be determined. Walters said the second entrance may not be needed if the use of Outlot A is currently unknown. Everson asked about the lot size of the homes that will be located where the twin homes were originally located. Kaltsas clarified. Everson asked about the park dedication. Fineran stated if land was not being contributed by Loomis Homes, the city would accept cash in lieu of land.

Mayor Washburn opens the floor for comment.

Scott Loomis with Loomis Homes approached the podium. He stated that where the proposed second entrance for Outlot A is located would limit the land available to the proposed home lots. He would like to see there only be one entrance into the proposed park.

Washburn asked for elevations near Outlot A. Budde reviewed the elevations for surrounding lots. Loomis stated if there is a requirement to re-grade, they would not move forward with the plat. Washburn said he does not forecast the city investing in Outlot A in the near future and is in favor of not requiring a second entrance.

EVERSON MOVED, WALTERS SECONDED A MOTION TO ADOPT RESOLUTION 2019-05, APPROVING THE PRELIMINARY PLAT AND SITE PLAN REVIEW FOR THE SUBDIVISION TO BE KNOWN AS FOREST HILLS 8TH ADDITION. MOTION CARRIED 5-0.

B. Mapes Creek LOMR Submittal

Administrator Fineran said staff has prepared a letter of map revision (LOMR) for the Mapes Creek area near Rosewood Estates. The DNR reviewed hydrology models and agreed to submit these to FEMA, decreasing the flood level by four feet. This also reduces the impact to the remaining new construction home sites and removes them from the floodplain. It would also take the floodplain requirement off of the existing homes.

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2019-09, APPROVING LETTER OF MAP REVISION SUBMITTAL FOR MAPES CREEK. MOTION CARRIED 5-0.

C. Rohs Way Area Wide Letter of Map Change

Fineran said staff reviewed two properties at the 1100 block of Landings Lane. The purpose was to evaluate assistance from staff for a couple properties located in the floodplain. Fineran explained that after that review, he feels an area map amendment would be more efficient. Fineran shared an elevation map to display to council the floodplain. Staff is recommending they submit the LOMR for the entire area rather than waiting for individual property owners to come forward. Everson asked if FEMA would accept an area wide LOMR. Fineran said yes. Pawelk asked about the timeline for completion. Budde said about a month to prepare for submittal to FEMA.

Katie Taylor, resident of Landings Lane, approached the podium and explained that she did receive a letter from her mortgage company requiring flood insurance due to the updated maps. She said that FEMA based the requirement on the elevation of the development rather than the elevation of the structure. Council discussed the submittal of the documents and time frame.

Guetzkow asked about the cost to the city. Budde stated it would be around \$2,000, but would be significantly more expensive if assistance was given to each resident individually.

PAWELK MOVED, GUETZKOW SECONDED A MOTION TO DIRECT STAFF TO COMPLETE PREPARATION WORK FOR AN AREA WIDE LETTER OF MAP REVISION FOR THE ROHS WAY PROPERTIES AFFECTED BY THE FEMA MAP CHANGES. MOTION CARRIED 5-0.

D. Financial Policy Update & Future Street Construction Financial Plan

Fineran introduced the future street construction financial plan prepared by Northland Securities. Fineran said the issue of collector road construction will be defined in the plan. Fineran recapped the

changes made to the Financial Policy for 2019.

Pawelk asked about the corner lot responsibility for residents in a street construction scenario.

Fineran clarified that it would be fifty percent on each side.

Walters stated the proposed street construction plan is thorough and extensive. Guetzkow commended the city for their work on the plan. Everson said the plan is sustainable and reasonable. Washburn agreed with Everson.

WALTERS MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2019-06, AMENDING THE FINANCIAL POLICY HANDBOOK AND ACCEPTING STREET CONSTRUCTION AND INFRASTRUCTURE FINANCIAL PLAN. MOTION CARRIED 5-0.

E. Cable Franchise Ordinance

Fineran said the city is a part of the Wright County cable commission along with many other cities. Charter Communications and the cable commission have updated their agreement. Fineran said there are two ordinances to support the proposed change.

EVERSON MOVED, GUETZKOW SECONDED A MOTION TO ADOPT ORDINANCE NO. 411, REPEALING AND REPLACING CHAPTER 16 OF THE WATERTOWN CITY CODE RELATING TO CABLE COMMUNICATIONS. MOTION CARRIED 5-0.

PAWELK MOVED, GUETZKOW SECONDED A MOTION TO ADOPT ORDINANCE NO. 412, GRANTING A FRACHISE TO CC VIII OPERATING LLC L/K/A CHARTER COMMUNICATIONS TO CONSTRUCT, OPERATE, AND MAINTAIN A CABLE SYSTEM AND PROVIDE CABLE SERVICE IN THE CITY OF WATERTOWN, MINNESOTA. MOTION CARRIED 5-0.

F. 300 Block Territorial Street East No Parking

Fineran said there has been a request by a resident to post a street segment as no parking. The street appears as though it is a frontage road to Territorial. The total street segment is 13 feet wide and normal widths are 28 feet with no parking on one side. The resident would like safe vehicle travel as well as easy snow removal. No parking would allow this.

Stephanie Mastel from 308 Territorial St E approached the podium and expressed her concern for safety on this segment and would like to see no parking.

Guetzkow asked if neighboring residents would be contacted regarding the no parking. Fineran said no, signs would be installed. Fineran clarified if it is posted no parking anytime, this would be an enforceable area for tickets and towing. He suggested residents could park on Hope and walk to the homes if needed.

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT RESOLUTION 2019-08, ORDERING THE POSTING OF NO PARKING IN THE 300 BLOCK OF TERRITORIAL STREET EAST. MOTION CARRIED 5-0.

G. Kings Highland Lot Donation

Fineran said that a land owner within in Kings Highland is wanting to donate three parcels to the city. The donation will take place with a quick claim deed. These would become the responsibility

of the city, in which Fineran stated the city is currently maintaining these.

Washburn noted there is significant trash and debris on the fifteen acre parcel behind Raleigh Circle. He asked if the city would incur any responsibility for clean-up. Pawelk asked if any pollution would be the responsibility of the city. Everson asked if the city has to accept the donation. Fineran said the city could respond to the request with conditions. Budde asked if there has been a review on the contaminants in the area. Fineran said he is unsure. Washburn stated the property appears to have been used as a dump site. Guetzkow asked the approximate cost to clean up the debris. Council weighed the concern for contamination in the donated parcel. Washburn would like to contact someone from Carver County soil and water to get an opinion on clean-up. Fineran recapped that council is interested in disclosure agreements from the original purchase. Kaltsas added that the disclosure would list any previous wells and contamination on the parcel.

EVERSON MOVED, WALTERS SECONDED A MOTION TO TABLE RESOLUTION 2019-04 UNTIL NEXT COUNCIL MEETING SO STAFF CAN GATHER ADDITIONAL INFORMATION ON CLEAN-UP. MOTION CARRIED 5-0.

7. Other Reports

Pawelk stated there will be a park commission meeting on Wednesday, January 16th.

Guetzkow updated on the community education meeting schedule for 2019.

8. Claims

Fineran noted that Molly Hoof's request for mailbox replacement is located in the 2018 claims. Washburn clarified that policy states the \$50 is paid to the resident and if further request is received, council will address that at a later time.

A. Approve Claims Roster for 2018 Budget

PAWELK MOVED, GUETZKOW SECONDED A MOTION TO APPROVE THE CLAIMS ROSTER FOR 2018 BUDGET. MOTION CARRIED 5-0.

B. Approve Claims Roster for 2019 Budget

EVERSON MOVED, WALTERS SECONDED A MOTION TO APPROVE THE CLAIMS ROSTER FOR 2019 BUDGET. MOTION CARRIED 5-0.

9. 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. Members of the public are welcome to attend.

PAWELK MOVED, EVERSON SECONDED A MOTION TO ADJOURN THE MEETING AT 8:38PM. MOTION CARRIED 5-0.

Mayor, Steve Washburn

Clerk/Treasurer, Lynn Tschudi