



Watertown City Council
Work Session

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

1. Call To Order And Roll Call
2. New Business
 - 2.I. 90 Day Check-In From City Administrator

Documents:

[RFA - 01-25-22 - 90 DAY CHECK-IN FROM CITY ADMINISTRATOR.PDF](#)

3. Adjournment

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388

Watertown City Council

January 25, 2022

Agenda Item: 90 Day Check-in from City Administrator**Request for Action:** Feedback for City Administrator and Staff**Employee/Dept.:** Jake Foster, City Administrator**Background:**

The City Administrator's first day of employment with the City of Watertown was Monday, October 25, 2021. At this time, he would like to provide a "90 Day Check-in" to discuss several items and provide an opportunity for the City Council to provide feedback.

Current State of the City/Watertown 2022

To begin the discussion, the City Administrator will provide a brief overview of the items that have been undertaken, changed, and/or accomplished since October 2021. Items will also be discussed that are currently underway or planned for 2022. This high-level overview will provide context for the discussion.

The Future of Watertown

The City Administrator will highlight work/projects that will extend into 2023 and beyond, as well as some potential for work and priority setting opportunities for the upcoming years.

Additional Discussion Items for Operating and Efficiencies

For the last portion of this agenda item, the City Administrator would like to solicit feedback from the City Council on several items including but not limited to:

- What general feedback does the City Council have on City Administrator and Staff?
- What is going well?
- What could be improved?
- Is there anything missing from a day-to-day communication or operations standpoint?
- What are the Council's thoughts on the following items/potential efficiencies?
 - Using DropBox for Council packets – necessary?
 - Phone tree/answering system for City Hall
 - Minutes service/publishing minutes in paper (\$50/2 weeks)
 - TimeSavers
 - Microsoft Teams
 - Need for approval to solicit bids for approved CIP items under public bidding process threshold of \$175,000
 - Commission on Aging recruitment/viability
 - Other items the Council would like to address at future work sessions – round table implementation?