

1. Agenda

Documents:

[01-28-2020 WORKSHOP AGENDA.PDF](#)

2. Supporting Documents

Documents:

[WORKSESSION-MEMO-1.28.20.PDF](#)

# WORKSHOP CITY COUNCIL MEETING

309 Lewis Avenue S., Watertown  
Tuesday, January 28, 2020  
5:30 PM

Steve Washburn  
Deborah Everson  
Lindsay Guetzkow  
Adam Pawellk  
Michael Walters

1. Call to Order and Roll Call
2. New Business
  - A. Fire Advisory Board Process & Upcoming Meeting Dates
3. Adjournment



To: Honorable Mayor and City Council  
From: Shane Fineran, City Administrator/Chief Ryan Schroeder  
Date: January 28<sup>th</sup>, 2020  
Re: Fire Advisory Board Process & Upcoming Meeting Dates

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1. The City provides contracted fire protection services to portions of the surrounding townships of Hollywood and Watertown in Carver County and Woodland and Franklin in Wright County. For many years a group of representatives from each of the surrounding townships and a City Council liaison have met as the Fire Advisory Board. This board would review fire department policies, procedures, and budgetary decisions and make recommendations for implementation to the City Council. The establishment of this board and its delegated authority is not established in municipal ordinance or state statute, as are the other boards and commissions of the city. A search of available documents related to the Fire Advisory Board has been unsuccessful in turning up articles of incorporation, bylaws, contract rate formulas, etc.

Currently the contract rates for fire protection, and the spread of the fire operating budget expenses is made on a per unit count across all jurisdictions served by the Watertown Fire Department. The board meets on an as needed basis and a least annually to review the upcoming year budgets for operating, capital, and contract rates, ultimately making a recommendation to the City Council for adoption.

Staff is recommending that the process for considering operating and capital budgetary decisions rest with the City Council. Capital equipment acquisition would rest solely with the City Council and in alignment with the city's financial policies. This would create efficiencies for department and administrative staff and further define the contractor/contractee relationship of providing this service.

*Excerpt from Financial Policy*

*Purchases identified in the capital budget, either in the current year or future years, that exceeds \$10,000 but less than \$175,000 must be initiated by the City Administrator and approved by the City Council in advance of the solicitation of quotes, bids, or estimates. The City Administrator will present to the City Council the item or service to be purchased, the necessity of such item, identify funds to be used, and determine the scope and or performance of the item. The City Council may direct, in their discretion that the City use the sealed bid process, make the contract by direct negotiation, or may use the public bidding process. Approval of the City Council is required in advance of the purchase. Public improvement contracts will follow other requirements as outlined in MN Statutes.*

The current process that staff have employed involving the Fire Advisory Board has been as follows in step with approved budgets adopted by the City Council for capital acquisitions:

1. Authorization by the City Council to develop plans and specifications.
2. Review of specifications and recommendation to solicit quotes by the Fire Advisory Board.
3. Review of specifications and authorization to solicit quotes by the City Council.
4. Review of quotes and recommendation to acquire by the Fire Advisory Board.
5. Review of quotes and authorization to acquire by the City Council.

Staff is recommending, and in alignment with its stated finance policies, that capital acquisition be as follows:

1. Authorization to develop plans and specifications by the City Council.
2. Review of specifications and authorization to solicit quote by the City Council.
3. Review of quotes and authorization to acquire by the City Council.

The Fire Advisory Board would still meet annually to receive an update on Fire Department activities and proposed contract rates. The budget formulation and decision making would rest with the City Council, removing the recommending body authority from the Fire Advisory Board.

Staff is seeking discussion and direction on this processing change for department related budget related decisions and how they would like to proceed with Fire Advisory Board contract communities.

2. The February 25<sup>th</sup> meeting will fall on the state caucus night and we are unable to hold a meeting per state law. I am proposing to move our regularly scheduled meeting to Wednesday, February 26<sup>th</sup>. Also we will need to cancel the 2<sup>nd</sup> meeting in March on the 24<sup>th</sup> as I will be out of town and that is WM schools spring break week.