



Watertown City Council
Regular Meeting

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

8/4/2022 - Minutes

1. Call To Order And Roll Call

Pursuant to due call and notice thereof, the regular meeting of the Watertown City Council was called to order in the Council Chambers of City Hall at 8:31 AM on Thursday, August 4, 2022, by Mayor Steve Washburn.

Councilmembers present: Washburn, Lindsay Guetzkow, and Michael Walters.

Councilmembers absent: Adam Pawelk and Dan Schuette.

City Staff present: City Administrator Jake Foster.

2. Adopt Agenda

**COUNCILMEMBER WALTERS REQUESTED TO APPROVE THE AGENDA AS PRESENTED.
COUNCILMEMBER GUETZKOW SECONDED. MOTION CARRIED 3-0.**

3. Consent Agenda Discussion And Approval

4. Open Forum

5. New/Old Business

5.A. 5A - Administrative Assistant Appointment

City Administrator, Jake Foster, described the terms for which staff was recommending the appointment of Kimberly Block to the Administrative Assistant position. The Administrative Assistant position is a Grade 9 on the City's approved salary scale, and it was recommended that Ms. Block start at Step 1 with a bank of three (3) weeks of Paid-time-off (PTO).

Mayor Washburn noted that the City of Watertown sets a very high expectation for staff relating to customer service. He asked Administrator Foster how Ms. Block's customer service skills were vetted.

Foster described the interview process, staff members that were included in the process, and provided some general examples of customer-service-related interview questions that were asked of Ms. Block. There was general discussion related to the position and Ms. Block's qualifications.

COUNCILMEMBER GUETZKOW MOVED TO APPOINT KIMBERLY BLOCK TO THE ADMINISTRATIVE ASSISTANT POSITION AT THE TERMS DESCRIBED PENDING SATISFACTORY BACKGROUND CHECK RESULTS. COUNCILMEMBER WALTERS SECONDED. MOTION CARRIED 3-0.

6. Other Reports
7. Claims
8. Adjournment

COUNCILMEMBER WALTERS MOVED TO ADJOURN AT 8:43 AM. COUNCILMEMBER GUETZKOW SECONDED. MOTION CARRIED 3-0.

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

Steve Washburn, Mayor

ATTEST: _____
Lynn Tschudi, Admin. Services Director