

Watertown City Council

January 10, 2022

Agenda Item: 2023 City Council Assignments and Organizational Statement/Resolution**Request for Action:** Direction on Council Liaison and Acting Mayor Assignments**Employee/Dept.:** Jake Foster, City Administrator**Background:**

Each year, the City Council adopts an organizational resolution which approves various City appointments including the official City paper, consulting firms, and staff appointees. This resolution also approves City Council liaison assignments and appoints an acting Mayor. The Council liaison assignments that need to be determined are as follows:

- Economic Development Authority (2 Councilmembers needed)
- Commission on Aging
- Carver County Leaders (Typically assigned to the mayor)
- Parks Commission
- Planning Commission (Councilmember Schuette has expressed a desire to retain this assignment)
- Fire Advisory Board
- Chamber of Commerce
- Community Education
- Acting Mayor

The 2023 Resolution is included on the regular meeting's consent agenda and proposed to include the assignments as "agreed upon during the January 10, 2023 work session." The final resolution to be executed will include these assignments.

Attachments:

2022 Organizational Resolution (Includes appointments and Council assignments)

Draft of 2023 Organizational Resolution

**CITY OF WATERTOWN
RESOLUTION 2022-03**

**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 – Jake Foster
 - b. City Clerk-Treasurer – Lynn Tschudi
 - c. Fire Chief – Ryan Schroeder
 - d. Data Practices Authority – Lynn Tschudi, Jake Foster
7. **City Attorney** The firm of Kennedy and Graven, Chartered, Minneapolis, 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 Taft Law is appointed Bond Counsel. Mary Ippel is the primary contact.
12. **Insurance Consultant** The firm Oakwood Insurance Group is appointed as Benefits Insurance Consultant. The firm Oakwood Insurance Group, and the League of Minnesota Cities Insurance Trust (LMCIT) are appointed as Property and Casualty Insurance Consultants. Corey Mitteness is the primary contact.
13. **Building Official** Scott Qualle 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 Michael Walters
 - 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 Dan Schuette
 - f. Fire Advisory Board: Council member Adam Pawelk
 - 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 11th day of January 2022.

Steve Washburn, Mayor

ATTEST: Lynn Tschudi, Administrative Services Director

**CITY OF WATERTOWN
RESOLUTION 2023-02
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 and Times

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:

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- c. Fire Chief – Ryan Schroeder
- d. Data Practices Authority – Lynn Tschudi, Jake Foster

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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.

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10. Planning Consultant: The firm of Terramark is appointed Planning Consultant. Mark Kaltsas is the primary contact.

11. Bond Counsel: The firm Taft Law is appointed Bond Counsel. Mary Ippel is the primary contact.

12. Insurance Consultant: The firm Oakwood Insurance Group is appointed as Benefits Insurance Consultant. The firm Oakwood Insurance Group, and the League of Minnesota Cities Insurance Trust (LMCIT) are appointed as Property and Casualty Insurance Consultants. Corey Mittness is the primary contact.

13. Building Official: Scott Qualle 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:
- b. Commission on Aging:
- c. Carver County Leaders:
- d. Parks Commission:
- e. Planning Commission:
- f. Fire Advisory Board:
- g. Chamber of Commerce:
- h. Community Education:

All other Committees will be considered Ad Hoc and appointed as necessary.

17. Official Posting Site: Watertown City Hall Display Case, www.watertownmn.gov

Approved on this 10th day of January 2023.

Michael Walters, Mayor

ATTEST: Margaret Reisdorf, Administrative Services Director