



Watertown City Council
Regular Meeting

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

12/13/2022 - 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 6:30 p.m. on Tuesday, December 13, 2022, by Mayor Steve Washburn.

Councilmembers present: Steve Washburn, Mike Walters, Dan Schuette, and Adam Pawelk,

Councilmembers absent: Lindsay Guetzkow.

City Staff present: City Administrator Jake Foster, Fire Chief Tom Hanson, City Planner Mark Kaltsas, Public Utilities Superintendent Doug Kammerer, and Administrative Services Director Maggie Reisdorf.

Others Present: Kay Thul. John Graupman, City Engineer Representative (Bolton and Menk).

2. Adopt Agenda

**COUNCILMEMBER PAWELK MOVED TO APPROVE THE AGENDA AS PRESENTED.
COUNCILMEMBER WALTERS SECONDED. MOTION CARRIED 4-0.**

3. Consent Agenda Discussion And Approval

**COUNCILMEMBER SCHUETTE MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.
PAWELK SECONDED. MOTION CARRIED 4-0.**

3.A. 3A - Minutes - November 17. 2022 Special Election Canvassing Meeting

3.B. 3B - Forest Hills 9th Addition LOC Reduction

3.C. 3C - Forest Hills 10th Addition LOC Reduction

3.D. 3D - Mill And Overlay Pay Application No. 5

3.E. 3E - 2023 Liquid Waste Haulers Licenses

3.F. 3F - 2023 Captain Appointments

3.G. 3G - WWTF Pay App No. 7

4. Open Forum

5. New/Old Business

5.A. 5A - WWTF Update

John Graupman, City Engineer for the Wastewater Treatment Plant project provided an update on the project. He reviewed the goals, timeline and financial updates for the project. He informed that the project contractor, Gridor Construction, has been great to work with. Graupman reviewed construction process and progress with a tentative completion date of April 1, 2024. He did a review of why the upgrades are needed and how the project is planning and preparing the city of future growth and environmental standards that will be put in place in the near future.

Pawelk thanked Graupman for the thorough update.

Walters asked if when the new section of the wastewater treatment plant is activated for use if it will impact the operations of the current system; specifically customers.

Graupman stated that the old system is being integrated in with the new system so that when the new system is activated, there will be no down time.

Kammerer thanked Bolton and Menk and Gridor Construction for their hard work so far on the project. He said that he is always asking questions and that both organizations have been providing very good explanations and overall communication.

5.B. 5B - 605 Lewis Ave. N. IUP Extension

City Planner, Mark Kaltsas introduced this item to the City Council. He informed that Midwest Services, a local business located at 605 Lewis Ave N, has applied for an extension of their Interim Use Permit (IUP).

Kaltsas reviewed the history of the IUP for the business. He explained that the IUP was issued in 2020 to allow for the sales of automobiles and equipment on the property and associated with the existing automobile and equipment repair business.

Kaltsas referenced the applicable City Code as Chapter 61, Article II, Division 8 – Interim Use Permit.

Kaltsas reviewed the history of the property's use, the current business, and the current stipulations of the IUP.

One stipulation of the IUP is that it will be monitored on a yearly basis since it is a legal non-conforming use on the property. Kaltsas informed that the business has requested the annual review and an extension of their current IUP. Kaltsas stated that after review, staff believed the applicant has been working within accordance to the conditions of their current IUP and therefore is recommending an extension to the IUP of another year with listed conditions presented in the formal Resolution document.

WALTERS MOVED TO APPROVE RESOLUTION 2022-97 EXTENDING THE IUP FOR MIDWEST SERVICES. SCHUETTE SECONDED. MOTION PASSED 4-0.

5.C. 5C - Workshops Of Watertown Phase II Site Plan

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that Rice Lake Development III, LLC (Applicant) and Workshops of Watertown (Owner) put in a request for the city to consider a site plan review for the proposed development of the Workshops of Watertown 2nd Addition. The development would allow for the development of Auto Condos and other commercial/industrial uses.

Kaltsas stated that the property is located within the City's business/industrial park along the street, Industrial Blvd. He said that the property is currently vacant and does not have any improvements or structures on site.

Kaltsas reviewed the property in more detail as far as zoning, acreage and site plan review requirements. He also reviewed the background of the applicant and the nearby first phase of the development.

Kaltsas reviewed the plans for phase II for the development including four (4) new buildings with 62 individual garage condo units. He discussed the building materials and other building dimensions.

Kaltsas went into detail about the site plan review itself by the city and the recommendations that staff provided to the applicant and requests for additional items.

Kaltsas reviewed the comments of the site plan review regarding the following:

1. Site Layout/Parking
2. Utilities, Storm Water & Grading
3. Fire Department
4. Landscaping and Tree Preservation
5. Lighting/Signage
6. Building Architecture

Kaltsas summarized that the applicant would have to continue to work with the city to address items that had comments. He said that the development does not indicate that it will impact neighboring properties negatively. He explained that the Planning Commission reviewed the application and discussed items such as the cross access, shared utilities easements, tree removal and grading. Kaltsas explained the discussions on the mentioned topics between staff and the Planning Commission. Kaltsas stated that the Planning Commission recommended approval of the site plan review with conditions listed in the final Resolution.

Kaltsas reviewed the recommendation to the City Council with conditions included.

WALTERS MOVED TO APPROVE RESOLUTION 2022-96 GRANTING APPROVAL OF SITE PLAN REVIEW TO ALLOW AUTO CONDOS AND ASSOCIATED SITE IMPROVEMENTS ON THE PROPERTY LOCATED ON INDUSTRIAL BLVD. AND IDENTIFIED AS PID NO. 856000020. PAWELK SECONDED. MOTION PASSED 4-0.

Pawelk asked if there had been any issues with Phase I.

Kaltsas said that 50% of the first phase have been sold and that it seems to be a good fit for the space. He said that there have been no reported issues. He informed that the demand is high.

Washburn mentioned that within the Phase I process, there had been some permitting issues with some of the inside improvements.

Foster explained that there were some concerns and issues regarding what needed to be permitted internally. He stated that the developer, staff and the building inspector contractor met to discuss the concerns and that a solution was determined.

Walters said that he liked the location and said that it is a great product.

Pawelk agreed.

5.D. 5D - 2023 Final Budgets And Levies

Foster introduced this item to the City Council. He reviewed the timeline and process of creating the 2023 budget. He went into details about budget changes between 2022 and the proposed 2023 general fund budget and why they were being recommended.

Foster discussed the 2023 enterprise budgets, related projects and rate increases.

Foster recommended approval of Resolution 2022-93 Adopting the final 2023 tax levy for collection in 2023, and Resolution 2022-94 Adopting the 2023 budgets for all general, enterprise, fire, and EDA activities.

PAWELK MOVED TO APPROVE RESOLUTION 2022-93 ADOPTING THE FINAL 2023 TAX LEVY FOR COLLECTION IN 2023. SCHUETTE SECONDED. MOTION PASSED 4-0.

Pawelk thanked staff and the City Council for the effort and time put into the budget process. He mentioned unique challenged within the 2022 year and potentially for the 2023 year including inflation and cost increases.

Washburn said that it has been complex year with inflation and the spike in the market value assessments. He mentioned that he is happy about the decision to focus on the hiring of a full-time chief and decisions related to other incremental changes.

WALTERS MOVED TO APPROVE RESOLUTION 2022-94 ADOPTING THE 2023 BUDGETS FOR ALL GENERAL, ENTERPRISE, FIRE AND EDA ACTIVITES. MOTION PASSED 4-0.

5.E. 5E - Oak Grove Development Agreement

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application was submitted by Jerry and Kathy Berg, the owners of property, to review a development agreement for Oak Grove Estates.

Kaltsas reviewed the location, zoning, acreage and plan for the development.

Kaltsas reviewed the history of the approval process for the development and the final steps to negotiate the development agreement between the developer and the City of Watertown.

Kaltsas explained some minor changes being recommended to the development plats. He also reviewed a section of the development agreement that pertains to the letter of credit, fees, land dedication and other infrastructure requirements.

Kaltsas stated that the City Council is being asked to consider approval of the requests that include an annexation process, rezoning, preliminary and final platting, site plan review and development agreement based on findings listed within the recommended Resolution and Agreement.

Pawelk expressed concern about the change to the letter of credit stipulation. He asked if there could be any negative consequences to the change.

Kaltsas stated that the deviation from the "normal" letter of credit method was reviewed by the city attorney and that it is just a change in "collateral method" and that all other safeguards remain in place; similar to other development agreements. Kaltsas explained that if the developer's plans fall through, the land would essentially fall to the city.

PAWELK MOVED TO APPROVE RESOLUTION 2022-95 APPROVING THE REZONING, PRELIMINARY AND FINAL PLAT, SITE PLAN REVIEW AND DEVELOPMENT AGREEMENT FOR THE SUBDIVISION TO BE KNOWN AS OAK GROVE ESTATES. MOTION PASSED 4-0.

Pawelk thanked Kaltsas for the additional explanation.

Walters thanked staff for the collaboration and efforts in the process of drafting a development agreement that works for both the city and the developer.

Washburn agreed.

6. Other Reports

Reisdorf provided an update on the Commission on Aging Senior Dinner. She expressed disappointment that she wasn't able to attend because she was sick. Nonetheless, she said that everything went really well and that there was a great turnout.

Foster stated that on December 20, 2022 at 2 p.m., City Hall would be closed early for a team-building activity.

Foster thanked Mayor Washburn and Lindsay Guetzkow for their years of service on the City Council. He stated that a thank you ceremony would take place in January 2023.

Pawelk thanked Mayor Washburn for his years of service together on the City Council. He commended his hard work, dedication and leadership. Pawelk stated that Washburn added emphasis to the strategic long-term planning process and that it has been greatly seen for the city. He wished Washburn the best of luck in the future.

Walters thanked Washburn and Guetzkow for their service on the City Council. He referenced a lot of good work done together over the years. He said that the city is in a better place overall because of their efforts. Walters said that there is a lot to be proud of from their time on the City Council and wished them the best.

Washburn thanked everyone for the kind words and said it has been a pleasure serving on the City Council.

7. Claims

7.A. 7A - Claims Packet 12.13.22

SCHUETTE MOVED TO APPROVE THE DECEMBER 13, 2022 CLAIMS PACKET, WALTERS SECONDED. MOTION PASSED 4-0.

8. Adjournment

WASHBURN MOVED TO ADJOURN THE MEETING AT 7:49 PM, PAWELK SECONDED. MOTION

PASSED 4-0.

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

Steve Washburn, Mayor

ATTEST: _____

Margaret Reisdorfi, Admin. Services Director