

Watertown City Council

January 10, 2023

Agenda Item:	Organizational Statement and Resolution
Request for Action:	Adopt Resolution #2023-02, Organizational Resolution
Employee/Dept.:	Jake Foster, City Administrator

Background:

Annually, by Minnesota Statutes, the City Council must perform actions that officially designate or state certain roles, responsibilities, duties, and resources of the organization. Many of the functions and roles identified are filled by default or through formal contracts such as engineering, legal, and planning consultants.

Another important process for the organization is the naming of City Council members as liaisons to various City commissions, committees, or other important and mandated roles within the community and region. These are important roles that help connect the City's citizen advisory boards to the Council, or provide representation of the City within the community. The City Council discussed these assignments in the January 10, 2023 City Council Work Session. The appointments assigned during that discussion will be reflected in the final executed copy of the Resolution. The adoption of this Resolution is with that understanding.

Attachments:

Resolution #2023-02

**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:

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

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