



Watertown City Council
Regular Meeting

Mayor Mike Walters
Kay Thul
Adam Pawelk
Fred McGuire
Dan Schuette

3/14/2023 - 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 6:33 p.m. on Tuesday, March 14, 2023, by Mayor Michael Walters.

Councilmembers present: Mike Walters, Fred McGuire, Adam Pawelk, Dan Schuette, and Kay Thul.

Councilmembers absent: None.

City Staff present: City Administrator Jake Foster, Public Works Superintendent Mike Dressel, Public Works Utility Superintendent Doug Kammerer, Public Works Logan Pysick, Fire Chief Tom Hanson, City Deputy RJ Cripps, and Administrative Services Director Maggie Reisdorf.

Others Present: Brent Smith – 216 Westminster. Jim Kasheimer – 300 Grove Ave SE. Steve Lewansowski – 212 Westminster SW. Raymond Guse – 400 Arnica Drive.

2. Adopt Agenda

COUNCILMEMBER THUL MOVED TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER MCGUIRE SECONDED. MOTION CARRIED 5-0.

3. Consent Agenda Discussion And Approval

COUNCILMEMBER PAWELK MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SCHUETTE SECONDED. MOTION CARRIED 5-0.

3.A. February 28, 2023 City Council Workshop Minutes

3.B. February 28, 2023 City Council Minutes

3.C. WWTF Pay Applications

3.D. Federal Awards Administration - Policy And Procedures

3.E. 3E - Community Center Use And Waiver

3.F. 3F - 2023 Seasonal Employees

4. Open Forum

Resident: Brent Smith – 216 Westminster:

Smith reported having concerns about parking and traffic issues on the streets adjacent to his property and throughout his neighborhood. He expressed concern about a recent incident involving a neighbors vehicle that was parked within their driveway but over the sidewalk during a snow event. He explained that the blocking of the sidewalk was a hazard and that when the sheriff's deputy and city staff came on site, that he recommended that the vehicle be towed. He stated that the city did not tow the vehicle.

Smith stated that there is often no less than 16 cars parked on Madison Street making it hard for vehicles to get through the area. He explained that this impacts traffic flow and expressed concern about emergency situations in which emergency vehicles would need to get through.

Smith asked if the city could enforce and regulate hazardous parking situations. He said that the city needs to be more active in addressing problems. He suggested more enforcement instead of warnings.

Walters informed that city staff would do research into Smith's concerns and work to get them addressed.

Resident: Steve Lewansowski – 212 Westminster Av SW

Lewansowski expressed concern about a house in his neighborhood that often has garbage scattered throughout the yard. He explained that people are afraid to walk by the house on the sidewalk. He said that people are afraid of the house. He asked the city to be more proactive about enforcing code against nuisance properties.

Walters thanked Lewansowski for his comments. He agreed that quality of life is important and that staff will work to address his concerns.

Carver County Deputy Sheriff Cripps provided a recap from the February 28, 2023 City Council meeting about his report to residents to remove keys from their cars and lock their cars. He stated that the information was stressed as the area had been seeing an uptick in vehicle thefts and break-ins.

Cripps said that since that meeting, there had been three stolen vehicles. He informed that all three were unlocked with the keys in the car. He informed that by removing keys and keeping doors locked, it makes it harder to steal vehicles.

Pawelk asked with the uptick of activity and asking citizens to do their part, what the sheriff's department was doing about the situation.

Cripps said that the two night deputies are aware of the increased thefts and are being very proactive. He explained that they are looking for suspicious activity and stopping things from happening before they do. He mentioned that all three vehicles were recovered and are being processed as far as finger prints and other information.

Cripps referenced the concerns presented by Smith and Lewansowski. He explained that he has been working with city staff to address the concerns. He stated that over the past year or so, there has only been two calls for service at the address. He mentioned that one was a traffic complaint and the other was the

vehicle parked blocking the sidewalk. Cripps encouraged call the Department 24/7/365. He said if you see something, say something. He explained that any garbage concerns on properties would be a city code violation. He said that parking would be enforced by the sheriff's department.

Cripps reviewed the call for service related to the vehicle parking over the sidewalk during a snow event. He informed that the car had been previously parked on the street during the snow event and was asked to be moved off the street so that the city could plow. He explained that when the car was being moved to the driveway, the vehicle got stuck in the snow and was partially over the sidewalk. Cripps said that the city's public works department and he decided to work with the residents to get the car unstuck and moved. He explained that the city made the decision not to tow the vehicle because the resident was working with the city to get it moved. The vehicle was eventually moved within a few hours of getting stuck. Cripps stated that when making these decisions, the totality of the situation needs to be reviewed.

Smith asked about people with disabilities and the inability for them to navigate the sidewalk in the situation. He said that the city allows too much discretion and just need to tow.

Walters stated that the city made the decision not to tow at that particular event.

Foster informed that he had since spoken to the residents of the property. He informed that a letter was sent explaining current concerns that have been presented to the city. Foster explained that there is a perception that the city is not enforcing, but that the city has generally taken the community policing model, which includes educating first and then enforcement. He did explain that there has been direction from the City Council to step up enforcement.

Foster informed that parking along the roadway generally is not something that warrants enforcement. He mentioned that he has spoken to the Carver County Sheriff's Office Commander Wollin and that there is increased awareness and proactive steps from the Sheriff's Department on car thefts and other city concerns. Foster mentioned that there were drug concerns presented to the Sheriff's Department at this location and that the drug task force did an assessment and determined no action was currently needed.

5. New/Old Business

5.A. Polaris Ranger

Pysick introduced this item to the City Council. He informed that at the February 28, 2023 City Council meeting that the City Council authorized staff to solicit quotes for a 2023 Polaris Ranger 1000 utility vehicle. He stated that staff solicited a quote using the Sourcewell Contract Pricing from Lakes Area Powersports for \$29,377.80.

Pysick informed that the budget for this item was \$35,000 and therefore came in under budget. Pysick recommended approval of the purchase for \$29,377.80 by approving Resolution 2023-12.

Pawelk stated that he was happy to see it come in under budget since costs are up significantly at the moment. He asked if Pysick knew how long the order would take to get it delivered.

Pysick explained that it would be a special order on a wait list. He said that meant he wasn't sure the exact timeline.

Pawelk asked if the wait takes a while if the company would honor the price.

Pysick stated that he has a written guarantee that if the price increased that the city can review any changes and assess how to move forward, including walking away. He said that the city is currently locked in at the price.

Pysick asked the City Council for verbal approval to list the current Kubota on an auction site.

MCGUIRE MOVED TO AUTHORIZE RESOLUTION 2023-12 APPROVING THE PURCHASE OF THE POLARIS RANGER 1000 AND TO PLACE THE CURRENT KUBOTA FOR AUCTION. THUL SECONDED. MOTION PASSED 5-0.

5.B. 2023 Pavement Maintenance

Dressel introduced this item to the City Council. He explained that as part of the 2023 annual pavement maintenance plan. That staff is planning to do crack sealing and seal coating in several areas throughout the city. He stated that the crack sealing effort is paid for out of the general fund operating budget with \$25,000 budgeted in streets and \$10,000 in park trails. He explained that the street seal coat is planned to be paid for out of the capital investment fund for the budgeted amount of \$125,892.00.

Dressel reviewed the areas that are scheduled for crack sealing. These include: White Street SW, Carter Street NE, State Street NW, Bickford Street NW, Maple Street NW, Hillside Drive NW, Ortloff Trail NW, Circle Drive NW, Ann Street NW, Rosewood Lane, Jackson Ave NW, Jackson Ave SW, Franklin Ave NW, Westminster Ave SW, Westminster Ave NW, Angel Ave SW, and Angel Ave NW. He stated that these areas were crack sealed and chip sealed in 2017. He stated the staff is recommending not doing chip sealing this time since the chip seal from 2017 is still in good condition after 6 years. He estimated a savings of \$78,200.00 for not doing the chip work. Dressel recommended crack sealing this area instead as a way to help seal up the cracks and keep water out of road section.

Dressel proposed and recommended the application of RePlay again to specific streets and trails. He explained RePlay as a bio sealant material that seals the pavement surfaces without the application of oil and rock. Dressel reviewed the areas that are scheduled for RePlay application. These include those areas that work part of the 2021 Mill and Overlay Project Areas: Wildflower Court, Shepherdia Court, Meadow Street Place, Yarrow Court, Bluestem Court, Hissop Court, Prairie Smoke Court, Primrose Place, Gallium Way, Verbana Drive, Hickory Curve (Butternut Lane to Bur Oak Ave) and Poplar Lane. He stated the trail portions to be segments at Sugarbush Park, the trail adjacent to Highway 25 at Highland Park and the trail adjacent to Co Road 10 between State St NW and Bickford Street NW.

Thul asked what chip sealing was.

Dressel informed that involves the application of a thin layer of oil and a thin layer of rock over the oil layer.

Pawelk stressed the importance of preventative maintenance. He stated that it extends the life of the streets.

Dressel recommended to the City Council soliciting quotes for the 2023 Pavement Maintenance Project.

PAWELK MOVED TO APPROVE ALLOWING STAFF TO SOLICIT QUOTES FOR THE 2023 PAVEMENT MAINTENANCE PROJECT. MCGUIRE SECONDED. MOTION PASSED 5-0.

5.C. Fire Station Improvements

Hanson introduced this item to the City Council. He explained that the 2019 CIP listed the capital replacement and purchasing of office furniture for the fire station offices. He mentioned that for various reasons, the project was delayed. Hanson stated that with the upcoming hiring of a full-time fire chief, staff is recommending that this capital project item be reviewed again.

Hanson stated that the project would include getting cost estimated for the creation of a functional office setting on the first floor of the fire station and a second floor shared workstation.

Hanson mentioned another project that was put on hold. That was the 2020 carpet replacement project

on the first floor of the Fire Station. He explained that the carpet was previously replaced in 2010 and despite efforts to vacuum and clean the current carpet, the flooring is showing signs of wear and tear.

Hanson recommended to the City Council allowing staff to proceed with both projects and solicit quotes.

Hanson informed that the budget is \$21,218 for the office furniture project and \$10,972 for carpet.

Thul stated that she enjoyed the tour of the fire station during the Work Session. She agreed that the current furniture was old and aging.

Pawelk asked how the process would work for soliciting quotes.

Hanson stated that the process would include inviting a vendor out to evaluate the site and assess the space. He said that the vendor would be asked to share ideas about making the most out of the space and proposing a good layout. He mentioned that some items would be repurposed.

PAWELK MOVED TO AUTHORIZE STAFF TO SOLICIT QUOTES FOR CARPETING AND OFFICE FURNITURE. MCGUIRE SECONDED. MOTION PASSED 5-0.

Pawelk said that he looked forward to seeing ideas from the vendor for the space.

5.D. Life Safety Unit (LSU) Trailer Replacement

Hanson introduced this item to the City Council.

He informed that since 2001, the Watertown Fire Department has housed and maintained one of the two county-wide trailers that stores equipment for Hazardous Materials calls that occur within the County. He said that in recent years, the two trailers have transitioned into carrying firefighter rehabilitation supplies for fire departments in Carver County (with limited hazardous materials capabilities).

Hanson said that the other trailer sits at the Victoria Fire Station.

Hanson explained that the deployment of the two trailers is guided by the Carver County Fire Chief's Association. He informed that the Watertown Fire Department responds to 2nd alarm fired in the eastern section of the county as part of the "Box Alarm Dispatching" or in other instances when requested.

Hanson stated that the Victoria trailer responds to incidents in the Western section of the County.

Hanson explained that the trailers carry a portable shelter, seating, a generator, and a standalone HVAC unit for the shelter. He mentioned that the LSU team also brings drinking water and equipment to medically evaluate firefighter pulse rates and carbon monoxide levels who are at the scene.

Hanson said that in 2022, after returning from a call for service, the fire department staff noticed a crack in the frame of the trailer near the hitch. He stated that the frame was welded, and additional support frames were affixed to the frame near the damaged area. He said since then, the staff has been discussing replacement options with the Carver County Fire Chief's Association.

He informed that the Association is in favor of regular/scheduled replacement of the trailers and had discussions on funding it through increased membership fees.

Hanson said that staff supports the Association's direction to purchase a replacement trailer. He said that staff has been tasked with soliciting quotes for the replacement of the trailer and subsequent

equipment. He noted that the City of Watertown will continue to own and maintain the trailer, but that the Fire Chief's Association will reimburse the City for the initial purchase.

Hanson stated that the budget for the trailer is projected to be \$25,000.

WALTERS MOVED TO APPROVE THE SOLICITATION OF QUOTES FOR THE LSU TRAILER AND UPFITTINGS. THUL SECONDED. MOTION PASSED 5-0.

5.E. Transfer Of Funds To Close 322 Debt Fund

Reisdorf introduced this item to the City Council.

She explained that when the city establishes a major project, that a debt fund is created with debt is issued in order to track project expenses and revenues.

She stated that in August 2012, a 10 year bond was issued in the amount of \$2,265,000 for a 2012A General Obligation Improvement Bond to facilitate improvements for a 2012 street and park project.

Reisdorf informed that the city created debt fund 322 to track project costs.

Reisdorf said that the city's bond payments were paid through a general tax ley and partially through the water and sewer enterprise funds per a debt management schedule.

She reviewed that the final payment for the bond was in February 2023 and that while the final payment was made, the account sat at a balance of \$21,403.62.

Reisdorf explained that per city policy, the city needs to an account before it can close it after a project ends. She stated that since there is a negative balance, it needs to be zeroed out with transfers in from the general capital account and water and sewer accounts.

She recommended the following transfers: General Capital Fund: \$17,319.81. Water Fund: \$1,797.90. Sewer Fund: \$2,285.91. Reisdorf recommended the approval of Resolution 2023-13 that would approve the recommended transfer and subsequent closure of account 322.

THUL MOVED TO APPROVE RESOLUTION 2023-13 APPROVING THE TRANSFER AND THE CLOSURE OF FUND 322. MCGUIRE SECONDED. MOTION PASSED 5-0.

5.F. 5F - 400 Arnica Dr. Utility Credit Request

Foster introduced this item to the City Council.

He informed that the city received a request for a water and sewer credit for the property located at 400 Arnica Drive. He stated that the request came from the property owner, Raymond Guse who stated that the property had a fire back in March 25, 2022 and that it has been under renovation since.

Foster explained that the property owner is hoping to move back in spring 2023.

Foster said that since the owners have not been able to live in the home, they are requesting credits to their utility account for based charges that have been incurred. The total request for 12 months came to \$516.96.

Foster informed that generally the city does not reimburse for things like leaks, etc. He did state that he believed this to be a unique situation due to the fire. He believed that since it is unique, that waiving the fees would not set a precedent.

Thul stated that she felt that due to the fire she understood the hardship. She stated that the property owners are currently living nearby and paying for their water and sewer services there.

McGuire agreed that it was a hardship.

Walters agreed that it was a hardship and an acceptable situation to waive fees.

Pawelk agreed that because it has been uninhabitable, that he understands it to be a hardship. He informed that he is always concerned about setting a precedent, but that he felt this situation was unique enough that it wouldn't.

PAWELK MOVED TO APPROVE THE UTILITY CREDIT FOR 400 ARNICA DRIVE AS PROPOSED BY STAFF. WALTERS SECONDED. MOTION PASSED 5-0.

6. Other Reports

Foster informed that staff would be doing a RePlay presentation at a future City Council meeting as a way to show the City Council how it works as far as street maintenance.

Pawelk stated that the Park Commission would be meeting on March 15, 2023 to discuss a Little Free Library.

Thul informed that the Commission on Aging met on February 8, 2023 and discussed doing a Senior Fall Dance. She also said that Carver County Health and Human Services is working to bring a MoveMindfully program to the city for a few sessions.

Thul provided information on Meals on Wheels within the City of Watertown. She said that they don't provide hot meals, but that they do deliver frozen meals every other week if requested.

Walters informed that he, the City Administrator and Public Works Utility Superintendent presented at the state capitol recently as part of the process to solicit \$3 million in state grant funds for the city's upcoming water tower project. Walters thanked the lobbyists, Representative Bobbie Harder and Senator Glen Gruenhagen.

7. Claims

THUL MOVED TO APPROVE THE MARCH 14, 2023 CLAIMS PACKET. MCGUIRE SECONDED. MOTION PASSED 5-0.

7.A. Claim Packet 3/14/2023

8. Adjournment

MCGUIRE MOVED TO ADJOURN THE MEETING AT 7:37 PM. THUL SECONDED. MOTION PASSED 5-0.

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

Michael Walters, Mayor

ATTEST: _____

Margaret Reisdorf, Admin. Services Director