

**MINUTES OF THE
WATERTOWN CITY COUNCIL**
Regular Meeting Tuesday, April 14, 2020

Mayor Steve Washburn
Deborah Everson
Lindsay Guetzkow
Adam Pawelk
Michael Walters

1. Call to Order and Roll Call

Please note that, pursuant to the authority provided by Minn. Stat. Sec. 13D.021, subd. 1(1), the City Administrator and the City Attorney have determined that in-person meetings of the City Council are not practical or prudent due to the COVID-19 public health pandemic and the declared national, state, and local emergencies. Further, the City Administrator and the City Attorney have determined that it is not feasible nor practical or prudent due to the health pandemic to have members of the public, city staff, or members of the City Council in attendance at the regular meeting location. Meetings of the Council will be conducted by electronic or telephonic means. Under Minn. Stat. Sec. 13D.021, subd. 3, to the extent practical and possible, the City Council will allow individuals to monitor the meeting electronically as provided below:

Meeting Link:https://zoom.us/webinar/register/WN_2C-UKocnQciWjSz7q8eI-w
Meeting ID: 462-16-407

After registering, you will receive a confirmation email containing information about joining the webinar.

Pursuant to due call and notice thereof, the regular meeting of the Watertown City Council was called to order at 6:30 p.m. Tuesday, April 14, 2020 in the Council Chambers of City Hall by Mayor Steve Washburn.

Council Members present online using Zoom.com: Washburn, Mike Walters, Deborah Everson, Lindsay Guetzkow, and Adam Pawelk.

City Staff present at City Hall: City Administrator Shane Fineran.

City Staff present online: City Engineer Andrew Budde, Public Works Superintendent Mike Dressel, and Clerk Treasurer Lynn Tschudi.

Those who signed on: DJ Kipp, Brad Kipp, and Missy Meidinger.

2. Adopt Agenda

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

3. Consent Agenda Discussion and Approval

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion on an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event, the item(s) will be removed and discussed prior to the adoption of the consent agenda.

EVERSON MOVED, WALTERS SECONDED A MOTION TO ADOPT THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

A. Adopt a motion to approve City Council Work Session Meeting Minutes from March 31, 2020

B. Consider Resolution #2020-55, Authorizing Solicitation of Quotes for Public Works Generator

- C. Consider Resolution #2020-56, Approving Seasonal Irrigation Service Contracts
- D. Adopt Resolution #2020-62, Accepting Voluntary Resignation of Fire Fighters and Authorizing Recruitment
- E. Adopt Resolution #2020-63, Appointing Utility Operator I and Authorizing Recruitment
- F. Adopt a motion to approve City Council Regular Meeting Minutes from March 31, 2020

4. Open Forum

5. New/Old Business

A. Emergency Resident Utility Rebate Program

City Administrator Fineran said the residential utility rebate program is in response to the COVID-19 pandemic. The hope is to help residents with the financial impact they may be experiencing due to the pandemic.

Fineran has five options available for council.

Option 1: Utilize a \$30 rebate amount per residential household applied to the utility bill account for one to three months. Total investment for the city is up to \$125,000 being funded by the enterprise funds. The shortfall with this structure is that multi-family properties are one utility account and each family would not receive the credit. Fineran said there are 43 multi-family properties that are known to the city.

Option 2: Issue a credit using the ERU's (equivalent residential unit). This would encompass the multi-family properties by issuing the appropriate number of credits to each property. Part of the challenge is the rebate would be issued to the account holder and there is no guarantee the tenants would receive the credit. Fineran said there could be a letter issued to notify residents of the credit, but it would be up to the landlord and tenant to work out payment of the credit.

Option 3: Using a robust mailing list, the city would issue Chamber Checks to each multi-family property in Watertown to be utilized at participating businesses. Fineran said this would reinvest money back into the community. Fineran said this option could be coupled with Option 1. There would be one check sent in the amount of \$60.00 plus the cost of postage.

Option 4: A voucher program working along with Carver County Health and Human Services. There are already over 500 homes registered to receive assistance from Carver County. Fineran said the identities of those who are paying city utility bills is unknown due to privacy. In addition to those receiving assistance from Carver County, the city could wait for residents to come forward for assistance with their utility bill. There would not be financial requirements, they would just need to ask for help.

Option 5: Residents could pay it forward by paying their full utility bill even if they receive a credit. The amount of the credit would then go into a "fund" that would be used to assist others with bills or to support the Friends for Life Food Shelf.

Guetzkow asked why the Chamber Checks were not an option for all residents. Fineran said he did not entertain that idea.

Walters asked if staff would be able to implement all the options presented. Fineran said 1,2 & 3 are

the least intensive for staff. Walters clarified that uncommitted funds are overbudgeted or unspent funds. Fineran said yes. Walters asked if this would impact any planned projects. Fineran said no. Walters asked if Fineran is confident he could meet almost everyone in town. Fineran said he is confident but not 100%.

Everson asked if the voucher program is only for those who are part of the Carver County assistance. She asked if the voucher could be used to pay for anything. Fineran said he would like to make it available to everyone, but it could only be used to pay city utility bills.

Pawelk said he likes the simplicity of the Chamber Checks and that it would reach all residents. Guetzkow is leaning toward options 2 & 3. She is hesitant with option 2 because she cannot guarantee the tenants receiving their credit. Guetzkow likes the Chamber Checks because residents would have the option to donate their check to someone who is in need, including the food shelf. Walters is also in favor of sending Chamber Checks to all residents.

Everson is in favor of options 3 & 4. She feels option 3 may be the easiest for staff and would not single out anyone identifying them as struggling.

Washburn brought up the postage theft and asked staff what could be done to make sure residents receive the checks. He is concerned that people will claim they have lost their check when they haven't. Fineran said the checks are numbered but he is unsure if they can be tied to the mailing list. He stated there is a possibility to work with the post office on additional tracking for the mailing. Guetzkow said there are different options for mailing, but they do come at a cost.

Washburn asked who is administering the Chamber Checks. Fineran said the mailing would come from the city with the checks in the mailing.

Washburn asked council what they would do if a resident lost or did not receive a check. Council discussed the options. Guetzkow suggesting having the resident wait an extra week before re-issuing checks and council would need to approve the checks.

Everson clarified that the chamber checks are one per household. Fineran said yes, it is one per household.

WALTERS MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2020-50 AUTHORIZING THE CITY OF WATERTOWN TO PROVIDE EMERGENCY ASSISTANCE BY ISSUING \$60 CHAMBER CHECKS TO ALL RESIDENTS.

Council discussed the wording of the original motion to include households.

WALTERS MOVED, GUETZKOW SECONDED A MOTION TO AMEND ORIGINAL MOTION ADOPT RESOLUTION 2020-50 AUTHORIZING THE CITY OF WATERTOWN TO PROVIDE EMERGENCY ASSISTANCE BY ISSUING \$60 CHAMBER CHECKS TO ALL HOUSEHOLDS. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

B. 2020 Pavement Maintenance Projects

Public Works Superintendent Mike Dressel showed a map of the 2020 Pavement Maintenance plan. The work to be done includes crack and chip seal, seal coat, and replay. Dressel detailed the exact streets to receive each treatment.

Low quote for crack seal was Northwest Asphalt at \$1.03 per linear foot.

Dressel said the seal coat chip seal low quote was from Pearson Bros. at \$1.14 per square yard. Dressel explained the difference between crack sealing and seal coating.

Seal coat bio seal is a clear seal that is applied to the mill and overlay on the second year. Barga was the low quote.

The asphalt striping low quote was received from Traffic Marking Service at a total cost of \$5,965. The area to be striped is around Oak Grove Community Park and Paul Avenue. Pawelk would like to see quality paints used so that they last.

PAWELK MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2020-57, APPROVING LOW QUOTE FOR CRACK SEAL PROJECT. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

EVERSON MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2020-58, APPROVING LOW QUOTE FOR SEAL COAT PROJECT. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

GUETZKOW MOVED, WALTERS SECONDED A MOTION TO ADOPT RESOLUTION 2020-59, APPROVING LOW QUOTE FOR REPLAY SEAL COAT PROJECT. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

WALTERS MOVED, PAWELK SECONDED A MOTION TO ADOPT RESOLUTION 2020-60, ACCEPTING LOW QUOTE FOR 2020 PAVEMENT MARKINGS. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

C. 2020 Mill and Overlay Project

City Engineer Andrew Budde said the 2020 Mill & Overlay includes the Luce Line Trail connection, the Madison Street Trail, Grove Street Hockey Rink, and the Fire Department parking lot improvements. Budde detailed the budget for the different areas of the project. The low bid was 28% lower than the engineer's estimate. Low bidder was GMH Asphalt with a base bid of \$623,737.63 not including the hockey rink or the alternate.

Pawelk stated the budgeted amount more than covers the entire project for this year including the hockey rink. Fineran said the project is being funded out of four separate funds. The capital project fund did not see the savings from the quote like the other three funds did, so that is why staff is recommending delaying repair of the hockey rink.

Guetzkow is concerned the deterioration of the boards at the rink could be a safety concern and she would like to see the project moved forward this year.

Everson asked Fineran his comfort level with doing the minimum repairs at the rink. Fineran said the striping and acrylic surfacing can be done at any time. He agrees that this amenity is in rough shape. He explained a few options to possibly fund the minimum rink improvements.

Washburn is not in favor of adding the hockey improvements due to the uncertainty of the future finances of the city and counties. Guetzkow still feels that Grove Street Rink is an asset to Watertown, and she believes it should be maintained.

Council discussed the possible delay of tax collection in July due to the pandemic.

GUETZKOW MOVED, PAWELK SECONDED A MOTION TO AMEND RESOLUTION 2020-61, A RESOLUTION APPROVING THE 2020 MILL AND OVERLAY PAVEMENT MAINTENANCE AND TRAIL PROJECT PLANS AND AUTHORIZING BID, TO INCLUDE THE GROVE STREET HOCKEY RINK IN THE SCOPE OF WORK WITHOUT THE ACRYLIC SURFACE COATING, WITHOUT STRIPING OF THE BASKETBALL COURT, BUT TO INCLUDE THE PICKLE BALL POLES. MOTION CARRIED 3-2, GUETZKOW, PAWELK, WALTERS AYE, EVERSON AND WASHBURN NAY.

D. Highway 25 Project Design Elements

Engineer Budde said that the MnDOT road improvements along Highway 25 are still scheduled for this summer. There are some costs that the city will be responsible for. Some of the costs include:

- A. Adjustments to city owned utilities \$30,000
- B. City requested push button pedestrian flashers and crosswalk markings \$49,000
- C. City's share of prorated items \$5,300
- D. Aesthetic upgrades from ornamental fence will depend on style

Budde said staff contacted a local manufacturer and received a lower price than what was provided by MnDOT for fencing, potentially saving the city \$122,000.

Pawelk asked where the funds for the fence would come from. Fineran said they would come from the capital funds. Guetzkow asked if the fencing can be paid for if it was not budgeted for. Fineran said he is not worried about cash flow in 2020 it is more of what may get pushed down the road in the future. Washburn would like to see what the fence looks like before making any decisions. Fineran shared examples of fencing options. Washburn would like to see an ornamental fence if it is placed in front of a business. Council discussed the ornamental fence option.

6. Other Reports

Fineran said the Carver County Sheriffs have been working with Michael's Foods to have a free food pickup at Community Park between 3 – 5 pm on Friday, April 17. Fineran reminded residents to secure garages and vehicles overnight to prevent theft. The Sunset Ridge playground phase in Forest Hills is complete.

Washburn encouraged residents to support small business during this pandemic.

7. Claims

- A. Approve April 14, 2020 Claims Roster

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT THE 2020 CLAIMS AS PRESENTED. MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

8. **ITEM 3A Pg. 6**
Adjournment

Members of the City Council and City staff may convene directly following the adjournment of the meeting at the Luce Line Lodge in a purely social event. Members of the public are welcome to attend.

EVERSON MOVED, WALTERS SECONDED A MOTION TO ADJOURN THE MEETING AT 9:41 PM.
MOTION CARRIED 5-0 AFTER ROLL CALL VOTE.

Steve Washburn, Mayor

ATTEST: _____
Lynn Tschudi, Clerk/Treasurer