



Watertown City Council
Regular Meeting

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

6/14/2022 - 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, June 14, 2022, by Mayor Steve Washburn.

Councilmembers present: Steve Washburn, Adam Pawelk, Lindsay Guetzkow, Dan Schuette, and Michael Walters.

City Staff present: City Administrator Jake Foster, City Engineer Andrew Budde, City Planner Mark Kaltsas, Public Services Superintendent Mike Dressel, Christine Dammann, Deputy Clerk/Treasurer, Nancy Pysick, Administrative Assistant and Administrative Services Director Maggie Reisdorf.

Others Present: Kyle Jarvis, Watertown Chamber of Commerce, Brad Johnson, Watertown Baseball Club, Jeff Muonio, Elk Development LLC.

2. Adopt Agenda

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

3. Consent Agenda Discussion And Approval

COUNCILMEMBER PAWELK MOVED TO ADOPT THE CONSENT AGENDA. WALTERS SECONDED. MOTION CARRIED 5-0.

3.A. May 24, 2022 City Council Meeting Minutes

3.B. Step Movement For Michael Loehrs

3.C. Step Movement For William Myers

- 3.D. Step Movement For Jason Raser
- 3.E. Step Movement For Ned Schroeder
- 3.F. Administrative Assistant Resignation And Recruitment
- 3.G. 2020 CIPP Pay App 3
- 3.H. Accept Donations From Legion Post 121
- 3.I. WWTF Expansion Pay App 1

4. Open Forum

Mayor Washburn thanked Nancy Pysick for her dedication to the City of Watertown mentioning her resignation from Administrative Assistant position.

Mayor Washburn invited Kyle Jarvis with the Watertown Chamber of Commerce and Brad Johnson from the Watertown Baseball Association to come up and speak about the recent Fox 9 Town Ball Tour at Highland Park on June 8, 2022. He said thank you for all their hard work on this wonderful event.

Jarvis thanked Fox 9 and the Town Ball Committee for their collaboration and work to put together such a successful event. He mentioned that everyone had great ideas and it all came together well. He stated that it was a on of a kind event and that positive feedback was received from people all over the state and country.

Brad Johnson thanked the community. He stated it was a great opportunity to come together and the event came together so well. He said that it showcased the City of Watertown very well and that Highland Park looked wonderful. He thanked the city for a great working relationship.

Jarvis also thanked the city and staff for the support.

Washburn thanked Kyle and Brad for their hard work and collaboration stating that it was an amazing event.

5. New/Old Business

5.A. Oak Grove Estates Subdivision

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application request came in from property owner's Jerry and Kathy Berg on properties located South of CSAH 20 and East of Kristi Lane. The PIDs are:

850100300 and 100100911

Kaltsas reviewed the details relating to the request to:

1. Annex a portion of the property into the City of Watertown
2. Rezone a section of the property from A-1 Agriculture and PUD-W to R-1 Low Density Residential and Planned Unit Development – General PUD-GR.
3. Approve a preliminary and final plat of 22 single-family lots and 14 detached lots for a total of 36 lots.
4. Approve a site plan review for the proposed residential development

Kaltsas provided a summary of the property located to the south and east of the Community Park and just off Kristi Lane. He explained that a portion of the property is currently located in Laketown

Township and is within the boundary of the orderly annexation agreement.

Kaltsas informed that the applicant is asking the City to consider rezoning, preliminary and final plat for a new residential subdivision to be known as Oak Grove Estates.

Kaltsas completed a detailed review of the proposed subdivision and reviewed the details.

Kaltsas stated that the Planning Commission reviewed and recommended approval of the requested annexation, rezoning, preliminary and final plat and site plan review within findings and conditions listed in the report.

Guetzkow stated that the project looks great.

Walters said that the properties looked great as well.

WALTERS MOVED TO APPROVE RESOLUTION #2022-45 IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN THE CITY OF WATERTOWN AND TOWNSHIP OF WATERTOWN PURSUANT TO 2008 ORDERLY ANNEXATION AGREEMENT. SCHUETTE SECONDED. MOTION CARRIED 5-0.

WALTERS MOVED TO APPROVE ORDINANCE 433 AMENDING THE WATERTOWN CITY CODE, INCLUDING ZONING MAPS. SCHUETTE SECONDED. MOTION PASSED 5-0.

WALTERS MOVED TO APPROVE RESOLUTION #2022-46 APPROVING REZONING, PRELIMINARY AND FINAL PLAT AND SITE PLAN REVIEW FOR THE SUBDIVISION TO BE KNOWN AS OAK GROVE ESTATES. SCHUETTE SECONDED. MOTION PASSED 5-0.

5.B. 702 Angel Ave SW Variance

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application request came in from property owner Jack Schwarz for their property located at 702 Angel Ave SW.

Kaltsas said that the request is for a variance that would allow for a reduced front yard setback that would permit the construction of a new detached garage on the property.

Kaltsas provided a summary of the property located along the east side of Angel Ave SW, just to the south of High St. SW. He explained that the property currently has a home on it. He said that the property is zoned R-2. He reviewed the accessory structure standards and requirements for the R-2 zoning district.

Kaltsas completed a detailed review of the proposed request to construct a 720 square foot accessory structure on the property. In addition, the location of the structure would be towards the front (west side) of the property. He explained that it would have a 7' setback from the right of way of Angel Ave, which represents a 38' variance. Kaltsas said that the proposed garage would meet applicable rear and side yard setbacks.

Kaltsas reviewed standards for considering the granting of variances.

Kaltsas provided a summary of the Planning Commission's review and said that commissioners noted that the setback of the building on the east side of Angel were impacted when development to the south occurred. Commissioners agreed that the criteria for granting a variance were met with this application and recommended approval of the variance with the findings and conditions noted in the report.

Kaltsas reviewed the Planning Commissions findings and conditions and stated that the City Council would have to also determine whether the applicant's request meets the criteria for granting a variance.

GUETZKOW MOVED TO APPROVE RESOLUTION #2022-47 GRANTING APPROVAL OF A VARIANCE FOR A REDUCED FRONT YARD SETBACK TO ALLOW A DETACHED ACCESSORY STRUCTURE TO BE CONSTRUCTED ON THE PROPERTY LOCATED AT 702 ANGEL AVE. SW. PAWELK SECONDED. MOTION PASSED 5-0.

5.C. 701-709 Jefferson Ave Site Plan

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application request came in from Parker Smith and Jefferson Ave. LLC for the properties located at 709 Jefferson Ave SW and 604 High Street SW.

Kaltsas said that the requests include:

1. The annexation of 604 High Street SW into the City in accordance with the Orderly Annexation Agreement.
2. The rezoning of the properties to (MU-BRLI) Mixed Use Business, Residential Light Industrial.
3. Approval of a Conditional Use Permit to allow outdoor storage on the subject properties.
4. Approval of a site plan review with proposed modifications to the existing building and site on 709 Jefferson Ave SW property. (The applicant is proposing to break up a portion of the existing building into individual lease units. A lot combination to allow the minor subdivision of the two properties to allow the improvements shown on the improved site plan).

Kaltsas provided a summary of the properties located on the west side of State Highway 25 and southwest of the intersection of State Highway 25 and High Street. SW.

Kaltsas completed a detailed review of the proposed request including modifying a portion of the existing warehouse building to accommodate smaller warehouse/office lease units. The applicant is proposing to break the space into 22 units with square footages ranging between approximately 1,100 SF and 3,500 SF.

Kaltsas reviewed the rezoning request and that process.

Kaltsas explained that 604 High Street is being proposed to be utilized as part of the overall site improvements for outdoor storage. He stated that the outdoor storage can be considered as a conditional use within this district. Kaltsas stated that the storage area would need to be paved.

Kaltsas explained the site plan review process and some issues that have been identified that would need to be resolved.

Kaltsas reviewed the Planning Commission's review of the application. The Planning Commission had questions about the lighting for the site as they had some concerns about security in the proposed outdoor storage area. Kaltsas stated that the applicant responded saying that there were going to install an 8' fence around that space. Kaltsas said that the Planning Commission also asked about signage and the applicant responded that there would be no signage permitted with the exception of an address on the service doors. Kaltsas explained that the Planning Commission discussed the paving requirement of the outdoor storage area and stated that it should be paved per ordinance requirements. Kaltsas said that the Planning Commission agreed that the City Council should consider improving High Street. Lastly, Kaltsas stated that the Planning Commission found that the applicant met the criteria for granting site plan approval and a conditional use permit for the outdoor storage and recommended approval by the City Council.

Kaltsas reviewed the Planning Commission's recommendation of approval of the requested rezoning, conditional use permit and site plan review with certain findings and conditions.

The City Council discussed potential improvements to High Street first.

City Engineer, Andrew Budde, explained that High Street is a public street that has been recently analyzed for potential future and additional uses. He said that the street would not be able to support much more traffic, especially large trucks and heavy vehicles.

Budde reviewed an option of making improvements to the street, including water and sanitary sewer lines. He provided information on an assessment options to benefiting properties.

Kaltsas explained that at some point in the near future, the street would need to be upgraded from its current gravel surface.

Pawelk agreed that the street needs to be upgraded but expressed concern about the high cost and assessments.

Walters also expressed concern over the large assessment numbers.

Washburn agreed the street needs to be redone, but that there needs to be more discussion.

Guetzkow agreed more discussion is needed.

The City Council discussed the outdoor storage area and whether it should be paved.

Pawelk explained that the city's standards require it to be paved. He said that in the past, the city has required other developers to pave. He suggested a possible deferment timeline in which it would have to get paved by a deadline.

Guetzkow stated that she would like to see it paved. She said she would be open to a deferment period discussion.

Walters said that he felt it should be paved based on past precedent.

Schuette said that it should be paved as others have had to in the past.

GUETZKOW MOVED TO APPROVE RESOLUTION #2022-48 IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN THE CITY OF WATERTOWN AND TOWNSHIP OF WATERTOWN PURSUANT TO 2008 ORDERLY ANNEXATION AGREEMENT. WALTERS SECONDED. MOTION CARRIED 5-0.

GUETZKOW MOVED TO APPROVE ORDINANCE 434 AMENDING THE WATERTOWN CITY CODE, INCLUDING ZONING MAPS. PAWELK SECONDED. MOTION PASSED 5-0.

SCHUETTE MOVED TO APPROVE RESOLUTION #2022-49 APPROVING THE SITE PLAN REVIEW AND A CONDITIONAL USE PERMIT FOR THE PROPERTY LOCATED AT 701 JEFFERSON AVE SW. WALTERS SECONDED. MOTION PASSED 5-0.

Washburn explained that the site plan was approved as is which includes that that storage site could have to be paved. He explained that other developers have had to pave and that he was in favor of sticking with the current precedent.

Pawelk stated that he would have liked to see a 2-5 year deferment period for the paving.

5.D. Watertown-Mayer Schools Site Plan

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application

request came in from Bolton and Menk – Golden Valley and ISD #111, Watertown-Mayer Public Schools for the properties located at 313 Angel Ave NW and Highway 25 NW

Kaltsas explained that the request included a site plan review to consider changes to parking spaces located along State Street NW at the Community Learning Center and to construct a new loop road north of the High School that would connect to Quarry Ave.

Kaltsas provided a summary of the properties located on the north side of TH 25 and just northwest of the intersection of CSAH 10 and TH 25. He added that the site is part of the Watertown-Mayer High School campus.

Kaltsas completed a detailed review of the proposed request that includes several modifications to both the High School Campus and the Community Learning Center.

He reviewed the first improvement, to be located at the High School, to include the addition of parking and an additional access driveway to the school in order to better access the north athletic fields. It would add 48 parking stalls and provide a northern access driveway.

He reviewed the second improvement, to be located at the Community Learning Center, to include adding 90-degree pull-off parking along State Street NW. The parking would provide off-street parking to the south entrance.

Kaltsas explained the site plan review process and some issues that have been identified that would need to be resolved.

Kaltsas provided a summary of the Planning Commission's review and said that commissioners asked for clarification on a several items. The Planning Commission ultimately recommended approval of the requested site plan approval for both the Middle/High School and CLC projects.

Kaltsas reviewed the Planning Commission recommendation of approval with several findings and conditions.

Kaltsas included that there would be a License Agreement for the parking lot maintenance that would be brought back at a later date.

Guetzkow asked that the parking lot spaces were not diagonal.

Kaltsas stated that it was likely because they could get more spaces in while perpendicular.

Pawelk expressed concern about the parking and movement of traffic. He specifically highlighted a hill that could decrease visibility and create potential bad conditions.

Budde explained that the site was reviewed and based on traffic flow and the speed, the parking lot location and set up has been deemed satisfactory from an engineering standpoint.

GUETZKOW MOVED TO APPROVE RESOLUTION #2022-50 GRANTING SITE PLAN APPROVAL TO ALLOW IMPROVEMENTS ASSOCIATED WITH THE MIDDLE SCHOOL PARKING/DROP OFF AREAS ON THE PROPERTY LOCATED AT 1001 HWY 25 AND PARKING ON THE SOUTH SIDE OF THE COMMUNITY LEARNING CENTER LOCATED AT 313 ANGEL AVE. NW. WALTERS SECONDED. MOTION PASSED 5-0.

Guetzkow asked if the city would be able to require restriping at an angle if it becomes an issue.

Kaltsas said that it could possibility be written into the license agreement.

Budde stated that if they were striped as diagonal, that this could impact how parking is accessed from

both ways of traffic.

5.E. Spring Mill Subdivision

City Planner, Mark Kaltsas, introduced this item to the City Council. He informed that an application request came in from Elk Development LLC for a property located in Watertown Township: PID 100091610.

Kaltsas explained that the request included:

1. A Final Plat approval of 21 single-family lots
2. An Ordinance Amendment – Adoption of Planned Unit Development – Spring Mill (PUD-SM)
3. Approval of Development Agreement

Kaltsas provided a summary of the property located at the northwest intersection of CSAH 24 and Paul Avenue.

Kaltsas explained that the city has already approved the annexation, rezoning, text amendment, preliminary plat and site plan review in March of 2022. He said that the included revised plans address the majority of comments made during the review of the preliminary plat.

Kaltsas reviewed details of the final plat and associated construction plans.

Kaltsas explained that the City Council is being asked to approve the final plat and development agreement with specific conditions and findings. Kaltsas reviewed those conditions and findings.

Kaltsas recommended adding a sentence to the Resolution, if approved, would add a condition that would allow the City Attorney to review and approve any additional nonmaterial items.

Schuetz asked what type of market the homes would be geared towards.

Jeff Muonio, Elk Development LLC, stated that they would be a starter home market or slab-on-grade for older home buyers.

Schuetz asked about the shrubs and trees proposal.

Kaltsas said that the planting of trees is required, but that shrubs are acceptable as well. Kaltsas explained that staff would work with the developer on the final proposal and it would be staff's discretion to approve it.

Schuetz asked about the proposed cul-de-sac.

Kaltsas explained that it is a full radius cul-de-sac that has the potential to connect to the neighboring property in the future if improvements to the site happened. He said at that time, it would become a full street.

PAWELK MOVED TO APPROVE RESOLUTION #2022-51 APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR THE SUBDIVISION TO BE KNOWN AS SPRING MILL WITH THE ADDITION OF A SENTENCE THAT ALLOWS THE CITY ATTORNEY TO REVIEW THE CONTRACT AND MAKE FINAL NONMATERIAL CHANGES. GUETZKOW SECONDED. MOTION PASSED 4-1 (SCHUETTE AGAINST).

Pawelk said that he appreciated the discussion and thorough comments.

Schuetz stated that he was not in favor and felt that the focus of the development was not right.

5.F. Water Tower #2 Plans And Specs

City Engineer, Andrew Budde, introduced this item to the City Council. Budde explained that the City of Watertown needs to add a second water tower to meet future storage capacity needs related to city growth. He explained that the city needs additional water storage to meet consumption demands.

Budde said that the second water tower construction is scheduled for 2023 on the Capital Improvement Plan and that two years is generally needed for planning, design and construction.

Budde reviewed some history into this proposed project beginning back in July of 2021 when a variety of sites within the community were identified for the location of the tower.

Budde said that work sessions were done with the City Council to narrow the potential sites to three preferred locations. He said that an open house was held on January 20, 2022 and information provided online regarding site preferences between the three locations.

Budde said that some discussions had started with the property owners adjacent to Site A. He explained that Site A would include obtaining property from 2-3 properties to have sufficient land for construction space.

Even though preliminary in the process, property owners did express some concerns.

Major concerns for Site A were:

- Street connection to Newton Ave for future development to the east and to access the water tower.
- Future trunk gravity sanitary sewer needed in that area.
- Potential electrical transmission line relocation

Budde explained that even though there would be variables to work through to make Site A work, staff believed that Site A provides a great opportunity for the city to plan for future infrastructure needs (water treatment plant and wells) and encourages and supports the development of infill and future growth areas.

Budde provided some information in Site C which would be located within a community park. He said this site wouldn't require any easements or special agreements because it is already city land.

Budde provided additional pros and cons to both sites. He concluded by stating that staff is looking to get a site approved so that the City can move forward with the preparation of plans and specs for the project.

Walters inquired into what the biggest residential concerns with Site A was.

Budde explained that some of the nearby property owners had concerns about their property size being reduced as land needs to be taken for an access street to the water tower.

Schuetz asked Budde to explain the current water system and how Site C and Site A fit into that future design of the system.

Rob Berg, landowner and developer, stated that at the intent of the park donation land was for a park and not to be a site location for a water tower.

Guetschow said that Site A would be a beneficial site location as it would be next to current wells.

Washburn explained that he is not entirely convinced that the proposed road will be needed as that

area next to Site A may not build out as what was once proposed.

WALTERS MOVED TO APPROVE SITE A FOR WATER TOWER TWO. GUETZKOW SECONDED. MOTION PASSED 5-0.

Washburn added that the city needs to continue to think about the 5-10 years and plan for additional growth.

5.G. 2022 CIPP Solicitation Of Quotes

Andrew Budde, City Engineer, introduced this item to the City Council. He reviewed that in order to reduce inflow/infiltration into the sanitary sewer lines, another CIPP lining project will be done in 2022.

He presented information on the plans and specifications of the project.

Budde explained that the project originally included 4,000 lateral feet of CIPP lining, but that because of costs increasing, the project was reduced to 3,060 lateral feet. He said the remainder would be completed in 2023.

Walters asked how long the CIPP lining extends the life of the pipe.

Budde informed about 50 years.

GUETZKOW MOVED TO APPROVE GETTING BIDS FOR THE CIPP PROJECT. PAWELK SECONDED. MOTION PASSED 5-0.

5.H. Salt & Sand Storage Solicitation Of Quotes

Public Services Superintendent, Mike Dressel, introduced this item to the City Council.

Dressel explained that in 2022, the City planned for to purchase a salt storage building for the Public Works Department as a CIP project with the anticipated cost of \$100,000.00. He informed that the city currently stores the salt for brine making and de-icing at the old state site on Highway 25 which is currently about 2 miles from the public services building.

Dressel stated that the current salt storage shed building holds about 200 tons of salt. He informed that on average the city uses 200 tons of salt per winter season. He continued that the new storage building would hold around 600 tons which would give the city the ability to store more salt as the city grows and salt usage increases.

PAWELK MOVED TO APPROVE RESOLUTION 2022-41 AUTHORIZING THE SOLICITATION OF QUOTES FOR A SALT STORAGE BUILDING. GUETZKOW SECONDED. MOTION PASSED 5-0.

5.I. Highland Park Garage Use

City Administrator, Jake Foster, introduced this item to the City Council. He informed that the Watertown Lions Club have been using three separate storage sheds at the public works site for several used. He explained that the City has always allowed them to have their storage facilities on-site free of charge.

Foster stated that with the new wastewater treatment facility expansion project and the relocation of the City's salt storage building to the public works site, the City needs to remove their storage units by June 18, 2022.

Foster added that in recognition of the support the city and community has received from the Lions over the years and the long standing agreement between both parties, the City has offered the use of the Highland Park Garage to use in the interim period for storage.

Foster stated that the term of the proposed lease would be 1.5 years and would expire January 1, 2024. He said that the city could choose to extend the agreement later if both parties agree.

Foster referenced the attached proposed lease agreement.

WALTERS MOVED TO APPROVE THE LEASE AGREEMENT BETWEEN THE CITY OF WATERTOWN AND THE WATERTOWN LIONS CLUB. SCHUETTE SECONDED. MOTION PASSED 5-0.

6. Other Reports

Pawelk informed that he attended the recent Fire Advisory Board meeting where they discussed the ladder truck purchase. He mentioned that the Park Commission meeting is tomorrow.

Guetzkow mentioned that the EDA would be hosting a Developers Day Luncheon on Thursday of the week. She also thanked staff and flagship recreation on their work at Wildflower Park.

Walters also highlighted the EDA luncheon event. He stated that one of the local businesses was recently awarded an EDA grant for the façade improvement program. He mentioned that the Chamber of Commerce meeting was tomorrow.

Washburn shared some information from a Metropolitan Council report that estimated the city's population at about 4,819 people. He also thanks Mike Dressel and Jake Foster for their work with the baseball association for the Town Ball event.

7. Claims

7.A. Claims Packet 6.14.22

PAWELK MOVED TO APPROVE THE JUNE 14, 2022 CLAIMS PACKET, WALTERS SECONDED. MOTION PASSED 5-0.

8. Adjournment

PAWELK MOVED TO ADJOURN THE MEETING AT 9:36 PM, GUETZKOW SECONDED. MOTION PASSED 5-0.

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

Steve Washburn, Mayor

ATTEST: _____

Margaret Reisdorf, Admin. Services Director