



Watertown City Council
Regular Meeting

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

11/9/2021 - 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. Tuesday, November 9, 2021, by Mayor Steve Washburn.

Council Members present: Washburn, Mike Walters, Adam Pawelk, Dan Schuette, and Lindsay Guetzkow.

City Staff present: City Administrator Jake Foster, Administrative Services Director Lynn Tschudi, and Public Services Superintendent Mike Dressel.

2. Adopt Agenda

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

3. Consent Agenda Discussion And Approval

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

3.A. Work Session Minutes From October 26, 2021

3.B. Regular Minutes From October 26, 2021

3.C. Liquor License Renewals For 2022

3.D. Tobacco License Renewals For 2022

3.E. Approve 2 AM License For 2022

3.F. Establishing Polling Place For 2022

4. Open Forum

5. New/Old Business

5.A. 401 Angel Ave SW Utility Bill Adjustment Request

Administrative Services Director Tschudi explained that the resident at 401 Angel Ave SW, is requesting an adjustment of \$48.02 to her utility account due to late fees that have accrued since July 2021. Ms. Johnson did not contact the City to set up her utility account when she purchased the property in July of 2021. The utility bills were getting mailed to the physical address of 401 Angel Avenue SW in Watertown. Tschudi explained that there are addresses in the City of Watertown that are unable to receive mail and require the homeowner to have a post office box provided at no cost by the USPS. 401 Angel Ave SW is one of those addresses. Staff was able to obtain contact information from the title company after receiving returned mail on November 2. At that time Johnson explained that she does not want a PO box and was happy to pay her balance due but not the late fees.

Pawelk asked Tschudi how residents are supposed to know to call the City to set up service. Tschudi explained that there is new account information on the website as well as it is a common practice among all utilities such as electric and garbage.

Guetzkow asked if the resident will continue to pay her bill on time. Tschudi said she has signed up for direct pay moving forward.

ITEM DIED FOR LACK OF MOTION. NO CREDIT GRANTED.

5.B. American Legion Flag Pole Donation & Upgrade To Lighting

Public Services Superintendent Mike Dressel said the American Legion would like to donate two flag poles to be installed at Community Park to display the MN Flag and the POWMIA flag. The City would be upgrading the lighting and installing one additional light to illuminate all three flags. The installation and upgrade is estimated at \$1,700. Council agreed this will be great upgrade.

WALTERS MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTION 2021-123, ACCEPTING DONATION AND APPROVING LIGHTING UPGRADE. MOTION CARRIED 5-0.

5.C. 2022 Compensation Study Adjustments

City Administrator Jake Foster said at the September 14 meeting council approved the compensation and wage study. After reviewing the study, staff feels there are three employees in grade 9 should be moved one additional step due to experience. The total budget affect for moving these employees would be \$3,785.60.

Walters said these are minor tweaks that will go a long way. Pawelk said that is the purpose of 10 steps to allow for performance and longevity.

GUETZKOW MOVED, WALTERS SECONDED A MOTION TO APPROVE THE 2022 COMPENSATION STUDY ADJUSTMENTS. MOTION CARRIED 5-0.

6. Other Reports

Foster asked for feedback on the City RFA form and making changes to that in the future. Washburn said he will provide feedback.

Pawelk updated the November Park board meeting is November 17 for the Wildflower Park design.

Guetzkow said the EDA will meet in early December.

Washburn said the House Bonding committee is stopping in Watertown on November 18 around 5pm.

7. Claims

PAWELK MOVED, WALTERS SECONDED A MOTION TO APPROVE THE 2021 CLAIMS AS PRESENTED. MOTION CARRIED 5-0.

7.A. Claims For November 9, 2021

8. Adjournment

GUETZKOW MOVED, SCHUETTE SECONDED A MOTION TO ADJOURN THE MEETING AT 6:56 PM. MOTION CARRIED 5-0.

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

Steve Washburn, Mayor

ATTEST: _____

Lynn Tschudi, Admin. Services Director