



Watertown City Council Regular Meeting

Mayor Michael Walters
Deborah Everson
Jim Kasheimer
Fred McGuire
Kay Thul

1. Call To Order And Roll Call
2. Adopt Agenda
3. Consent Agenda Discussion And Approval
- 3.A. January 13, 2026 City Council Work Session Minutes

Documents:

[JANUARY 13, 2026 CITY COUNCIL WORK SESSION MINUTES.PDF](#)

- 3.B. January 13, 2026 City Council Regular Meeting Minutes

Documents:

[JANUARY 13, 2026 CITY COUNCIL REGULAR MEETING MINUTES.PDF](#)

- 3.C. RFA - Resolution 2026-03 Approving Lions Club Temporary Liquor Licenses

Documents:

[RFA - RESOLUTION 2026-03 APPROVING LIONS CLUB TEMPORARY LIQUOR LICENSES.PDF](#)

4. Open Forum
5. New/Old Business
- 5.A. RFQ - Public Services Pickup Replacement

Documents:

[RFQ - PUBLIC SERVICES PICKUP REPLACEMENT.PDF](#)

- 5.B. RFQ - Public Services Used Forklift

Documents:

[RFQ - PUBLIC SERVICES USED FORKLIFT.PDF](#)

5.C. RFA - Watertown Floral And Gift Company Short Term Parking Request

Documents:

[RFA - WATERTOWN FLORAL AND GIFT COMPANY SHORT TERM PARKING REQUEST.PDF](#)

5.D. RFA - Crow River Liquors Short Term Parking Request

Documents:

[RFA - CROW RIVER LIQUORS SHORT TERM PARKING REQUEST.PDF](#)

6. Other Reports

7. Claims

7.A. January 27, 2026 Claims

Documents:

[JANUARY 27, 2026 CLAIMS.PDF](#)

8. Adjournment

Members of the City Council and staff may convene immediately following the adjournment of the regular meeting at the Luce Line Lodge in a purely social event. Members of the public are welcome to attend. All minutes are available on the website or can be requested by contacting City Hall.

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



Watertown City Council
Work Session

Mayor Michael Walters
Deborah Everson
Jim Kasheimer
Fred McGuire
Kay Thul

1/13/2026 - Minutes

1. Call To Order And Roll Call

Mayor Mike Walters called the Watertown City Council Work Session to Order at 5:30 p.m. on January 13, 2026, in the Council Chambers at City Hall.

Councilmembers present: Mike Walters, Jim Kasheimer, Kay Thul and Deborah Everson

City staff present: City Administrator Dan Tolsma, Administrative Services Director Michael Sommerfeld and City Planner Mark Kaltsas

2. New Business

2.1. Planning And Zoning Items Discussion

City Planner Mark Kaltsas presented on three items for discussion.

1) change language in ordinance for property fence permits with encroachments on right-of-way utility easements for drain tile, or fences to include an official recordable signed document to be kept in their property files.

2) multi-family apartment development in the city.

3) downtown sign ordinance.

3. Adjournment

Mayor Mike Walters adjourned at 6:22p.m.

Michael Walters, Mayor

ATTEST:_____

Dan Tolsma, City Administrator

DRAFT



Watertown City Council
Regular Meeting

Mayor Michael Walters
Deborah Everson
Jim Kasheimer
Fred McGuire
Kay Thul

1/13/2026 - 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, January 13, 2026, by Mayor Mike Walters.

Councilmembers present: Mike Walters, Jim Kasheimer, Kay Thul and Deborah Everson

Councilmember(s) absent: Fred McGuire

City staff present: City Administrator Dan Tolsma, Public Services Director Michael Sommerfeld, City Engineer Philip Schrupp, Fire Chief Tom Hanson, Public Services Interim Superintendent Mike Loehrs and Public Utilities Superintendent Logan Pysick

Others present: Kyle Jarvis, Mickey Goetting and Ron Hendley

2. Adopt Agenda

COUNCILMEMBER JIM KASHEIMER MOVED TO APPROVE THE AGENDA AS PRESENTED.

COUNCILMEMBER DEBORAH EVERSON SECONDED. MOTION CARRIED 4-0

3. Consent Agenda Discussion And Approval

COUNCILMEMBER KASHEIMER MOVED TO APPROVE THE CONSENT AGENDA.

COUNCILMEMBER EVERSON SECONDED. MOTION CARRIED 4-0

3.A. December 9, 2025 City Council Work Session Minutes

3.B. December 9, 2025 City Council Regular Meeting Minutes

3.C. RFA - Watertown-Mayer Education Foundation Charitable Gambling Request

3.D. RFA - Public Services Superintendent - Interim Appointment

3.E. RFA - Promotion Of Robert Hoen To Public Services Operator II

3.F. RFA - 2026 Consultant Fees

4. Open Forum

Mickey Goetting, representing Minnesota BASS Nation asked for a refund for the community center rental they rented for their banquet on January 17, 2026. We waited hoping sales would pick up after the holidays, they didn't, so we cancelled the event last Tuesday and asked for a refund. We understood we would need to make a request to the city council.

Public Services Director Michael Sommerfeld referred to the rental agreement and mentioned that we do not have the authority to give a refund in the agreement, if we followed the agreement, unless council gives us other direction, on a case-by-case basis.

This matter will be brought forward at the next council meeting.

5. New/Old Business

5.A. Informational Presentation - Allison Streich - Carver County CDA Executive Director

Allison Streich, Executive Director for the Carver County CDA (Community Development Agency) gave a brief overview of what the CDA does. Their mission is to provide affordable housing opportunities and foster community and economic development.

Allison presented an update on the 25.41 acres of land in Watertown they acquired as a donation from a private developer in 2016 and discussed what their future plans are for this land. Allison also provided an update on units the CDA will be finishing up in the cities of Waconia and Carver, and also mentioned the upgrades to existing CDA properties in Watertown.

5.B. RFA - Engine 11 Replacement

Fire Chief Tom Hanson is requesting approval to purchase the pump and body modules for our new engine.

COUNCILMEMBER WALTERS MOVED TO APPROVE THE PURCHASE OF THE PUMP AND BODY MODULES FROM CUSTOMFIRE APPARATUS FOR THE 2026 REPLACEMENT OF ENGINE 11, UTILIZING THE 4% PRE-PAY DISCOUNT.

COUNCILMEMBER KASHEIMER SECONDED. MOTION CARRIED 4-0

5.C. RFA - State Street Storm Sewer Plans And Specifications

City Engineer Philip Schrupp presented on seeking authorization to prepare plans and specifications for the State Street storm sewer improvements. Engineer Schrupp gave a background that the capital improvement plan has identified failing storm sewer along State Street in from of the Watertown-Mayer Community Learning Center. The school district recently completed upgrades on their property along State Street. Following those improvements the school observed some storm sewer backups that have potential impact to the school operations on their property. Public Utilities has responded to multiple

sinkhole incidents on State Street, further underscoring the urgency of a comprehensive storm sewer replacement.

COUNCILMEMBER EVERSON MOVED TO APPROVE TO AUTHORIZE PREPARATION OF PLANS & SPECIFICATIONS FOR THE STATE STREET STORM SEWER IMPROVEMENTS PROJECT.

COUNCILMEMBER THUL SECONDED. MOTION CARRIED 4-0

5.D. RFA - 2026 Facility Study Authorization

City Engineer Schrupp presented on an RFA for the 2026 Facility Study. The capital improvement has identified the need for some comprehensive facility study of three key municipal buildings, the fire station, public works building, and the water plant. The study is essential to assess the current condition, functionality, and future needs of each facility. It will provide the city with clear understanding of necessary repairs, upgrades, and potential expansions along the way, costs and recommended timelines.

COUNCILMEMBER THUL MOVED TO AUTHORIZE STAFF TO PROCEED WITH THE 2026 FACILITY STUDY FOR THE FIRE STATION REMODEL, PUBLIC WORKS BUILDING AND WATER PLANT.

COUNCILMEMBER KASHEIMER SECONDED. MOTION CARRIED 4-0

5.E. RFA - Wastewater Treatment Facility Clarifier Improvements Authorization For Preliminary Design

City Engineer Schrupp reported that the capital improvement plan has identified the rehabilitation of the wastewater treatment plant. Clarifiers help the plant run efficiently and meet environmental standards. If clarifiers don't work properly, the plant can't produce clean water, which could lead to compliance issues and higher costs. The clarifiers at the city's plant have been in service for approximately 30 years.

COUNCILMEMBER EVERSON MOVED TO AUTHORIZE STAFF TO PROCEED WITH PRELIMINARY ASSESMENT, INSPECTION & PRELIMINARY DESIGN FOR THE CLARIFIER REHABILITATION PROJECT.

COUNCILMEMBER WALTERS SECONDED. MOTION CARRIED 4-0

5.F. RFA - DNR Local Trail Connection Grant Funding Opportunity

Engineer Schrupp presented on the authorization to prepare and submit a DNR local trail connections grant. City staff has identified the Old Mill Park Trail connecting the Luce Line Trail to County Road 10 as a priority improvement segment due to its ongoing deterioration and rising maintenance needs.

The DNR is scheduled to reconstruct a Luce Line bridge during the winter of 2026 and 2027, and the Old Mill Park trail segment which will serve as an important access connection for the project.

COUNCILMEMBER KASHEIMER MOVED TO AUTHORIZE PREPARATION OF THE DNR - LOCAL TRAIL CONNECTION LRIP GRANT APPLICATION FOR THE OLD MILL PARK PROJECT.

COUNCILMEMBER THUL SECONDED. MOTION CARRIED 4-0

5.G. RFA - 2026 City Of Watertown Organizational Statement (Resolution 2026-01)

City Administrator Dan Tolsma presented the City of Watertown Organizational Statement.

COUNCILMEMBER EVERSON MOVED TO APPROVE RESOLUTION 2026-01 - THE CITY OF

WATERTOWN ORGANIZATIONAL STATEMENT FOR 2026.

COUNCILMEMBER THUL SECONDED. MOTION CARRIED 4-0

5.H. RFA - Watertown City Council Statement Regarding State Government Fraud (Resolution 2026-02)

Tolsma reported on the purpose of Resolution 2026-02 regarding state government fraud. It is making a joint statement on behalf of the city council, expressing concern and urging state officials to be transparent and for accountability as well. If approved, we would pass it on to our state representatives and state government officials to help make our voice known and our position known.

COUNCILMEMBER EVERSON MOVED TO APPROVE RESOLUTION 2026-02 EXPRESSING CONCERN REGARDING THE STEWARDSHIP AND OVERSIGHT OF STATE TAXPAYER FUNDS AND CALLING FOR TRANSPARENCY AND ACCOUNTABILITY.

COUNCILMEMBER KASHEIMER SECONDED. MOTION CARRIED 4-0

5.I. RFA - 2026 Fee Schedule (Ordinance 451)

Public Services Director Michael Sommerfeld reported on the changes in the fee schedule for 2026.

COUNCILMEMBER THUL MOVED TO APPROVE ORDINANCE 451 APPROVING THE 2026 PERMITS, LICENSES AND FEE SCHEDULE AND TO AUTHORIZE SUMMARY PUBLICATION.

COUNCILMEMBER EVERSON SECONDED. MOTION CARRIED 4-0

6. Other Reports

Public Services Director Sommerfeld introduced our new Deputy Clerk-Treasurer, Kelly Wynn to the council.

City Engineer Schrupp reported that the county is still moving forward with the Co. Rd. 27 road this year.

Councilmember Kasheimer publicly address all my gratitude to the Public Works guys for how short staffed they are and the work they are doing and keeping out city streets cleared with the snow. They are incredibly short handed and they are doing the best they can.

Public Services Interim Superintendent reported on the ice rink and the problem is because of the warm days and the sun starts melting from the middle out and it just runs right outside the boards. The rink has a protective coating on it and if people decide to go out and skate, then it will tear up the actual coating. We opened the warming house last Thursday and the outside rink is usable. As soon as it gets cold again, we are going to keep trying to get water on the main rink to get it to be skateable.

Councilmember Thul reported she attended the Community Education Advisory Council meeting on December 16th.

Councilmember Everson reported the EDA will be meeting on Wednesday, January 21st at 9:30am. At their December 11th meeting they had discussions about an SRO. They would like to meet again on Thursday, January 22nd with Commander Wolin to be able to ask questions of the Sheriff's Department, and how an SRO would work in our schools.

7. Claims

COUNCILMEMBER KASHEIMER MOVED TO APPROVE THE CLAIMS ROSTER.

COUNCILMEMBER EVERSON SECONDED. MOTION CARRIED 4-0

7.A. January 13, 2026 Claims With December, 2025 Pre-Paid Claims

8. Adjournment

COUNCILMEMBER WALTERS MOVED TO ADJOURN AT 8:50 PM.

COUNCILMEMBER KASHEIMER SECONDED. MOTION CARRIED 4-0

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

Michael Walters, Mayor

ATTEST: _____

Dan Tolsma, City Administrator

City of Watertown

Request for Action

Watertown City Council

January 27, 2026

Agenda Item: Temporary Liquor Licenses

Request for Action: Adopt Resolution #2026-03

Department: Michael Sommerfeld, Administrative Services Director

Background:

The City has received a applications for temporary liquor licenses from the Watertown Lions.

The events are as follows:

March 8, 2026, at 309 Lewis Ave, the City of Watertown Community Center

May 17, 2026, at 109 Angel Ave, Church Parking Lot at Immaculate Conception Catholic Church

The Watertown Lions has provided all necessary documentation and proof of insurance.

Recommendation:

Staff recommends adopting Resolution #2026-03

Attachments:

Resolution #2026-03

**CITY OF WATERTOWN
RESOLUTION NO. 2026-03**

**RESOLUTION APPROVING TWO TEMPORARY INTOXICATING LIQUOR
LICENSES FOR WATERTOWN LIONS CLUB**

WHEREAS, the Watertown Lions Club has applied for temporary intoxicating liquor licenses for the following events:

Event 1: March 8, 2026, at 309 Lewis Ave, the City of Watertown Community Center.

Event 2: May 17, 2026, at 109 Angel Ave, Church Parking Lot at Immaculate Conception Catholic Church.

WHEREAS, the sale of “strong beer” and 3.2 beer under a temporary license is acceptable under City Code Chapter 6.

WHEREAS, the Watertown Lions Club has provided liquor liability insurance for the events.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the applications for temporary intoxicating licenses for two events from the Watertown Lions Club for the requested dates and locations.

Adopted by the City Council of the City of Watertown this 27th day of January, 2026.

Michael Walters, Mayor

ATTEST: _____
Michael Sommerfeld, Administrative Services Director

Watertown City CouncilJanuary 27th, 2026**Agenda Item: CI006-2, CI007-2 2 - Chevrolet 2500 Replacement****Request for Action: Solicitation of Quotes****Employee/Dept.: Mike Loehrs, Public Services****Background:**

In 2026 the City identified and budgeted for two new Chevrolet pickups with snowplows to replace our current 2015 Chevrolet 2500 pickups with plows to be acquired for fleet use in 2026 as Capital Project #CI006-2, CI007-2 in the Capital Investment Fund at an estimated total cost of \$140,000.00.

The three pickups the city operates with are as follows:

2002 Chevrolet Regular Cab 1500 (PS101)

Vehicle is used as a daily driver and park maintenance

2015 Chevrolet Double Cab 2500 (PS104)

Vehicle is mainly used as a daily driver and plow truck for trails and cul-de-sacs in the wintertime

2015 Chevrolet Double Cab 2500 (PS105)

Vehicle is primarily used to pull the mower trailer all summer and plow cul-de-sacs in the wintertime

Staff believes that it is in the best interest of the city to retain the one 2015 Chevrolet 2500(PS105) due to its lower score on the replacement survey and the determined need for an additional vehicle in the summer months. The reason this pickup was decided to be the one kept is because of the overall condition it is in and currently has almost half as many miles on it. The primary function of this pickup would be to serve as a backup plow truck and would allow for the pickup to be the designated truck to have the seasonals pull the mower trailer around throughout the mowing seasons.

Staff would like to sell the 2002 Chevrolet 1500(PS101) and replace it with a 1-ton crew cab gas pickup with a Boss V-Plow installed on it. The reason a 1-ton is needed is because of the plow that is installed on it and having the capability of pulling an equipment trailer around with any of our equipment on it.

After evaluating our fleet and discussing overall fleet strategy with the Public Services team it is recommended that we replace the current 2015 Chevrolet 2500(PS 104) with a 1-ton gas engine cab chassis pickup with a service body installed on it. Currently Public Services does not have a pickup with a service body and tools installed on it that is designated to make repairs on park equipment, facilities, and/or equipment in the field. Most of our day-to-day repairs must be done onsite at different locations throughout the town so having a truck with the tools needed will make us much more efficient with our time.

Budget Impact:

Staff has budgeted \$70,000 for each vehicle, for a total amount of \$140,000.00.

Funding Source:

Capital Improvement Fund

Recommendation:

Staff recommends the solicitation of quotes.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to approve the solicitation of quotes for the two one-ton vehicles to replace units PS101 and PS104"

Attachments:

2002 Chevrolet 1500 (PS 101) Replacement Survey

2015 Chevrolet 2500 (PS 104) Replacement Survey

2015 Chevrolet 2500 (PS 105) Replacement Survey

Sample Picture of New One-Ton Crew Cab

Sample Picture of New One-Ton Service Truck

VEHICLE AND EQUIPMENT REPLACEMENT POLICY

The City plans for capital investment to replace aging or obsolete fleet vehicles and equipment based upon expected useful life and service conditions. As vehicle and equipment nears its anticipated replacement identified the City will use the below-listed criteria to initiate an evaluation process. Vehicles and equipment will not be automatically replaced until undergoing an inspection and assessment process defined below.

THRESHOLD VALUES FOR EVALUATION

Criterion	Light Duty	Med/Heavy Duty	Off Road
Vehicle Age	10	15-20	10
Mileage/Hours	80,000	60,000	6,000

2002 Chevrolet 1500 (PS101)

REPLACEMENT FACTORS

Factor	Points
Age 24 24	One point for each year of chronological age
Miles/Hours 147,886 14	One point for each 10,000 miles of use/600 hours of service
Type of Service 1	1, 3, or 5 points are assigned based on the type of service that vehicle performs. For instance, a heavy truck with plow would be given a 5 because it performs heavy duty service. In contrast, a light duty truck with no plow would be given a 1.
Reliability 1	Points are assigned as 1, 3, or 5 depending on the frequency that the vehicle is out of service for repair. A 5 would be assigned to a vehicle that is out of service two or more times per month on average, while a 1 would be assigned for a vehicle out of service once every three months or less.
Maintenance & Repair Costs (M&R) 1	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase price.
Condition 5	This takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 is used, with 5 being poor condition.
Total: 46	

Point Determinations and Evaluation Actions

Under 11 Points	Condition I	Excellent
12 to 15 Points	Condition II	Good
16 to 20 Points	Condition III	Qualifies for replacement
21 points and above	Condition IV	Needs immediate consideration



VEHICLE AND EQUIPMENT REPLACEMENT POLICY

The City plans for capital investment to replace aging or obsolete fleet vehicles and equipment based upon expected useful life and service conditions. As vehicle and equipment nears its anticipated replacement identified the City will use the below-listed criteria to initiate an evaluation process. Vehicles and equipment will not be automatically replaced until undergoing an inspection and assessment process defined below.

THRESHOLD VALUES FOR EVALUATION

Criterion	Light Duty	Med/Heavy Duty	Off Road
Vehicle Age	10	15-20	10
Mileage/Hours	80,000	60,000	6,000

2015 Chevrolet 2500 (PS104)

REPLACEMENT FACTORS

Factor	Points
Age 11 11	One point for each year of chronological age
Miles/Hours 72,334/3619.9 7	One point for each 10,000 miles of use/600 hours of service
Type of Service 3	1, 3, or 5 points are assigned based on the type of service that vehicle performs. For instance, a heavy truck with plow would be given a 5 because it performs heavy duty service. In contrast, a light duty truck with no plow would be given a 1.
Reliability 1	Points are assigned as 1, 3, or 5 depending on the frequency that the vehicle is out of service for repair. A 5 would be assigned to a vehicle that is out of service two or more times per month on average, while a 1 would be assigned for a vehicle out of service once every three months or less.
Maintenance & Repair Costs (M&R) 3	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase price.
Condition 2	This takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 is used, with 5 being poor condition.
Total: 27	

Point Determinations and Evaluation Actions

Under 11 Points	Condition I	Excellent
12 to 15 Points	Condition II	Good
16 to 20 Points	Condition III	Qualifies for replacement
21 points and above	Condition IV	Needs immediate consideration



VEHICLE AND EQUIPMENT REPLACEMENT POLICY

The City plans for capital investment to replace aging or obsolete fleet vehicles and equipment based upon expected useful life and service conditions. As vehicle and equipment nears its anticipated replacement identified the City will use the below-listed criteria to initiate an evaluation process. Vehicles and equipment will not be automatically replaced until undergoing an inspection and assessment process defined below.

THRESHOLD VALUES FOR EVALUATION

Criterion	Light Duty	Med/Heavy Duty	Off Road
Vehicle Age	10	15-20	10
Mileage/Hours	80,000	60,000	6,000

2015 Chevrolet 2500 (PS105)

REPLACEMENT FACTORS

Factor	Points
Age 11 11	One point for each year of chronological age
Miles/Hours 49,024/3,131.3 5	One point for each 10,000 miles of use/600 hours of service
Type of Service 3	1, 3, or 5 points are assigned based on the type of service that vehicle performs. For instance, a heavy truck with plow would be given a 5 because it performs heavy duty service. In contrast, a light duty truck with no plow would be given a 1.
Reliability 1	Points are assigned as 1, 3, or 5 depending on the frequency that the vehicle is out of service for repair. A 5 would be assigned to a vehicle that is out of service two or more times per month on average, while a 1 would be assigned for a vehicle out of service once every three months or less.
Maintenance & Repair Costs (M&R) 1	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase price.
Condition 2	This takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 is used, with 5 being poor condition.
Total: 23	

Point Determinations and Evaluation Actions

Under 11 Points	Condition I	Excellent
12 to 15 Points	Condition II	Good
16 to 20 Points	Condition III	Qualifies for replacement
21 points and above	Condition IV	Needs immediate consideration







**DON
HEWLETT
TEXAS TRUE™**



Watertown City CouncilJanuary 27th, 2026**Agenda Item:** C1144 Forklift (USED)**Request for Action:** Solicitation of Quotes**Employee/Dept.:** Mike Loehrs, Public Services**Background:**

In the 2026 Capital Investment Plan it was identified and budgeted to purchase a used forklift to be used between all departments.

Currently City staff only has forks on our Bobcat skidsteer and Caterpillar Loader. The main problem we have with the skidsteer is the lifting capacity as it has a tipping load capacity of 2900 pounds. The other problem is that if you are lifting a load and must hold the load off the ground you cannot exit the skidsteer because of the safety hazard of exiting the bobcat with the boom raised. The main problem we have with using the forks on the loader is just visibility and size of the loader itself.

The primary function of this piece of equipment will be to help install and remove snow/ice equipment. One of those jobs is installing and removing anti-icing tanks multiple times throughout the winter months. The second primary function of this piece of equipment will be to help put away equipment and organize equipment on our current pallet racking systems.

Budget Impact:

Staff has budgeted \$8,000.00.

Funding Source:

Capital Improvement Fund

Recommendation:

Staff recommends the solicitation of quotes.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to approve the solicitation of quotes for a used forklift

Attachments:

Used forklift Picture



Watertown City Council

January 27, 2026

Agenda Item:	Watertown Floral & Gift Company Temporary Sign Permit Request
Request for Action:	Approve Temporary Signage for Watertown Floral & Gift Company – Valentine’s Day
Department:	Dan Tolsma, City Administrator

Background:

The Watertown Floral & Gift Company located at 133 Lewis Ave. South has submitted a temporary sign permit request for designated customer parking stalls in front of their business. Specifically, they would like one designated spot on February 13th to use for their delivery van, and three spots on February 14th so that they could have two customer spots in addition to the spot for the delivery van.

Discussion:

In 2025 the City Council set parameters for temporary signs on public property:

- Permits were not to exceed 3 days per event.
- No more than 30 days could be requested in one year.
- Applications must be submitted at least 30 days prior to the event.
- All permits must be approved by the City Council.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

“I move to approve the temporary sign permit request with the following conditions:

- The applicant is approved to display one 10 minute parking sign for up to three parking stalls in front of their place of business for the dates as requested in the permit applications.
- The provided signage will be designed, fabricated, and owned by the City of Watertown.
- The signage must be removed from the sidewalk during non-business hours by the property owner.”

Watertown City Council

January 27, 2026

Agenda Item: Crow River Liquor Temporary Sign Permit Request**Request for Action:** Approve Temporary Signage for Crow River Liquor – Valentine’s Day**Department:** Dan Tolsma, City Administrator**Background:**

Crow River Liquors has submitted a temporary sign permit request to limit parking time to 10 minutes in the 2nd, 3rd stalls in from the roundabout in front of their business.

The application is requested for the dates of February 13, 14th, & 15th.

Discussion:

In 2025 the City Council set parameters for temporary signs on public property:

- Permits were not to exceed 3 days per event.
- No more than 30 days could be requested in one year.
- Applications must be submitted at least 30 days prior to the event.
- All permits must be approved by the City Council.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

“I move to approve the temporary sign permit request with the following conditions:

- The applicant is approved to display one 10 minute parking sign for the 2nd and 3rd parking stalls in from the roundabout for the dates as requested in the permit applications.
- The provided signage will be designed, fabricated, and owned by the City of Watertown.
- The signage must be removed from the sidewalk during non-business hours by the property owner.”



VOUCHER LIST / CLAIMS ROSTER

To be Approved January 27, 2026

Pre-Paid Claims *	\$	36,070.19
Pending Claim Payment	\$	43,434.97
Payroll Checks **	\$	30,585.54
Grand Total	\$	110,090.70

D. Everson, Council Member	_____
J. Kasheimer, Council Member	_____
F. McGuire, Council Member	_____
K. Thul, Council Member	_____
M. Walters, Mayor	_____

* 01/12/26 Payroll Taxes HSA
01/16/26 Payroll Taxes
01/16/26 Payroll Taxes Supp

** 01/16/26 Bi-Weekly Payroll
01/16/26 SUPP PTO
01/16/26 SUPP FD

CITY OF WATERTOWN

01/22/26 6:05 PM

Page 1

Payments

Current Period: January 2026

Payments Batch 01-27-26AP_GEN

\$43,434.97

Refer	331	ABDO, EICK & MEYERS, LLP	-			
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	December audit services			\$9,250.00
Invoice	517401	12/31/2025				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$9,250.00
Refer	332	ADC SERVICES	-			
Cash Payment	E 602-49490-310	Other Professional Servi	DOT drug testing			\$328.00
Invoice	203126	1/6/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$328.00
Refer	340	BRYAN ROCK PRODUCTS, INC	-			
Cash Payment	E 101-43100-220	Maintenance Supply (G	Supplies			\$916.45
Invoice	73243	1/15/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$916.45
Refer	341	CAMPBELL KNUTSON	-			
Cash Payment	E 101-41000-304	Legal Fees	December Legal Services			\$278.50
Invoice		12/31/2025				
Cash Payment	E 101-41000-304	Legal Fees	December Legal Services			\$3,413.45
Invoice		12/31/2025				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$3,691.95
Refer	342	CENTRA SOTA COOP - BUFFALO	-			
Cash Payment	E 402-49470-580	Other Equipment	Service Work			\$314.00
Invoice	4240665	12/31/2025			Project uc042	
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$314.00
Refer	343	CENTURY COLLEGE	-			
Cash Payment	E 603-42270-208	Training and Instruction	EV and Stored Energy Training			\$695.00
Invoice	CI0000017625	1/20/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$695.00
Refer	344	CMG ADVISING	-			
Cash Payment	E 601-49440-101	Full-Time Employees Re	Staff training			\$400.00
Invoice	26-02	1/9/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$400.00
Refer	345	DELANO ACE	-			
Cash Payment	E 601-49420-401	Repairs to Buildings	Roof Materials			\$24.99
Invoice	141298	1/20/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$24.99
Refer	346	DELANO ACE	-			
Cash Payment	E 603-42280-401	Repairs to Buildings	Supplies			\$119.93
Invoice	141203	1/9/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$119.93
Refer	347	GRAINGER	-			
Cash Payment	E 603-42280-401	Repairs to Buildings	Supplies			\$141.87
Invoice	9765266276	1/9/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$141.87
Refer	348	GREATER MN COMMUNICATIONS	-			

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Cash Payment	E 101-41000-340	Advertising	January Newsletter				\$585.25
Invoice	34734	1/13/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$585.25
Refer	349	HAWKINS, INC	-				
Cash Payment	E 601-49420-216	Chemicals and Chem Pr	Water Plant Chemicals				\$50.00
Invoice	7308786	1/15/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$50.00
Refer	350	KRAFT TANK CORPORATION	-				
Cash Payment	E 602-49480-404	Repairs to Machinery/Eq	Blower oil				\$1,670.51
Invoice	01P50879	1/19/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$1,670.51
Refer	351	LOCKRIDGE GRINDAL NAUEN	-				
Cash Payment	E 601-49440-310	Other Professional Servi	January Professional Services				\$2,500.00
Invoice	122332	1/1/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$2,500.00
Refer	352	METRO SALES INCORPORATED	-				
Cash Payment	E 101-43000-413	Office Equipment Rental	Printer Copier				\$79.03
Invoice	2990064	1/19/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$79.03
Refer	353	METRO SALES INCORPORATED	-				
Cash Payment	E 101-43000-413	Office Equipment Rental	Printer services				\$74.36
Invoice	2984790	1/12/2026					
Cash Payment	E 101-41000-413	Office Equipment Rental	Printer services				\$307.37
Invoice	2984790	1/12/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$381.73
Refer	354	METRONET	-				
Cash Payment	E 101-41000-321	Telephone	Internet Hosting				\$273.31
Invoice		1/14/2026					
Cash Payment	E 101-43000-321	Telephone	Internet Hosting				\$45.55
Invoice		1/14/2026					
Cash Payment	E 602-49490-321	Telephone	Internet Hosting				\$45.55
Invoice		1/14/2026					
Cash Payment	E 603-42260-321	Telephone	Internet Hosting				\$136.65
Invoice		1/14/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$501.06
Refer	355	MINI BIFF, LLC	-				
Cash Payment	E 101-45200-418	Other Rentals	Sept-Oct Biffs				\$221.34
Invoice	I6604	1/21/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$221.34
Refer	356	MVTL	-				
Cash Payment	E 602-49480-311	Testing Fees	WW Testing				\$357.16
Invoice	1341375	1/14/2026					
Transaction Date	1/21/2026	Citizens Alliance	10100	Total			\$357.16
Refer	357	MTI DISTRIBUTING, INC	-				
Cash Payment	E 101-43127-221	Equipment Parts	Supplies				\$913.12
Invoice	1504066-00	1/8/2026					

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Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$913.12
Refer	358 <i>MTI DISTRIBUTING, INC</i>	-			
Cash Payment	E 101-43127-221 Equipment Parts	Supplies			\$4,460.25
Invoice	1503536-00	12/17/2025			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$4,460.25
Refer	359 <i>NELSON ELECTRIC MOTOR REPAI</i>	-			
Cash Payment	E 602-49470-404 Repairs to Machinery/Eq	Lift Station Repair			\$525.00
Invoice	3337	12/26/2025			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$525.00
Refer	360 <i>ONSITE MEDICAL SERVICES, INC</i>	-			
Cash Payment	E 602-49490-229 Safety Equipment & Trai	Annual Hearing Testing			\$300.00
Invoice	2469443	1/12/2026			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$300.00
Refer	361 <i>SHELBY JADE PHOTOGRAPHY</i>	-			
Cash Payment	E 101-41000-309 EDP, Software and Desi	Headshot			\$80.00
Invoice	575	1/13/2026			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$80.00
Refer	362 <i>SJF MATERIAL HANDLING EQUIP</i>	-			
Cash Payment	E 601-49430-221 Equipment Parts	Pallet Racking			\$1,000.00
Invoice	241327	1/13/2026			
Cash Payment	E 602-49480-580 Other Equipment	Pallet Racking			\$1,000.00
Invoice	241327	1/13/2026			
Cash Payment	E 606-49451-227 Utility Maint Supplies	Pallet Racking			\$540.25
Invoice	241327	1/13/2026			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$2,540.25
Refer	363 <i>STREICHER S</i>	-			
Cash Payment	E 603-42290-417 Uniforms	Station gear			\$40.00
Invoice	I1781038	9/2/2025			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$40.00
Refer	364 <i>STREICHER S</i>	-			
Cash Payment	E 603-42290-417 Uniforms	Station gear			\$34.99
Invoice	I1792413	11/4/2025			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$34.99
Refer	365 <i>STREICHER S</i>	-			
Cash Payment	E 603-42290-417 Uniforms	Station gear			\$69.99
Invoice	I1805782	1/20/2026			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$69.99
Refer	366 <i>STREICHER S</i>	-			
Cash Payment	E 603-42290-417 Uniforms	Station gear			\$40.00
Invoice	I1781371	9/3/2025			
Transaction Date	1/21/2026	Citizens Alliance	10100	Total	\$40.00
Refer	367 <i>TEGRETE</i>	-			
Cash Payment	E 101-43000-310 Other Professional Servi	Cleaning Services			\$1,310.91
Invoice	120042	1/15/2026			

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Cash Payment	E 603-42280-300 Professional Srvs (GEN	Cleaning Services				\$426.04
Invoice	120042	1/15/2026				
Cash Payment	E 101-41940-310 Other Professional Servi	Cleaning Services				\$165.47
Invoice	120042	1/15/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$1,902.42
Refer	368 TOWN & COUNTRY GLASS INC.	-				
Cash Payment	E 101-45200-403 Repairs Other Than Buil	Labor and Install				\$106.22
Invoice	25818	10/29/2025				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$106.22
Refer	369 USA BLUE BOOK	-				
Cash Payment	E 602-49480-218 Lab Supplies	Lab Supplies				\$213.45
Invoice	00932252	1/13/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$213.45
Refer	370 VIKING AUTOMATIC SPRINKLER C	-				
Cash Payment	E 101-41940-400 Repairs & Maint Cont (G	Annual Inspection				\$770.00
Invoice	1025-F462539	1/6/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$770.00
Refer	371 WATERTOWN-MAYER SCHOOL DI	-				
Cash Payment	E 101-41000-384 Refuse/Garbage Dispos	Ecology Club - Tree Pickup				\$300.00
Invoice	EcologyClub26	1/12/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$300.00
Refer	372 ZIEGLER INC.	-				
Cash Payment	E 602-49480-404 Repairs to Machinery/Eq	Generator Service				\$8,911.01
Invoice	002238896	1/2/2026				
Transaction Date	1/21/2026	Citizens Alliance	10100	Total		\$8,911.01

Fund Summary

	10100 Citizens Alliance	
101 GENERAL FUND		\$23,550.58
402 Utility Capital Fund		\$314.00
601 WATER FUND		\$3,974.99
602 SEWER FUND		\$13,350.68
603 WATERTOWN FIRE DEPARTMENT FUND		\$1,704.47
606 Storm Sewer Operating Fund		\$540.25
		<u>\$43,434.97</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$43,434.97</u>
Total	\$43,434.97

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Payments Batch 01-12-26payrolltax				\$16,800.00	
Refer	328	BREMER BANK, N.A.		Ck# 002955E 1/14/2026	
Cash Payment	G 101-21714	HSA Contribution		H.S.A. 01-12-26 Annual Deposit	
Invoice					
Transaction Date	1/14/2026		Citizens Alliance	10100	Total
					\$16,800.00

Fund Summary

	10100 Citizens Alliance	
101 GENERAL FUND	\$16,800.00	
	\$16,800.00	

Pre-Written Checks	\$16,800.00
Checks to be Generated by the Computer	\$0.00
Total	\$16,800.00

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Payments Batch 01-16-26payrolltax		\$18,778.11	
Refer	319 UNITED STATES TREASURY	Ck# 002951E 1/14/2026	
Cash Payment	G 101-21701 Federal Withholding	01-16-26 BiWeekly Payroll	\$4,050.58
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	01-16-26 BiWeekly Payroll	\$4,574.08
Invoice			
Cash Payment	G 101-21709 Medicare	01-16-26 BiWeekly Payroll	\$1,178.82
Invoice			
Transaction Date	1/14/2026	Citizens Alliance 10100	Total \$9,803.48
Refer	320 MN DEPT OF REVENUE	Ck# 002952E 1/14/2026	
Cash Payment	G 101-21702 State Withholding	01-16-26 BiWeekly Payroll	\$1,456.09
Invoice			
Transaction Date	1/14/2026	Citizens Alliance 10100	Total \$1,456.09
Refer	321 PERA	Ck# 002953E 1/14/2026	
Cash Payment	G 101-21704 PERA	01-16-26 BiWeekly Payroll	\$6,754.93
Invoice			
Transaction Date	1/14/2026	Citizens Alliance 10100	Total \$6,754.93
Refer	322 BREMER BANK, N.A.	Ck# 002954E 1/14/2026	
Cash Payment	G 101-21714 HSA Contribution	01-16-26 BiWeekly Payroll	\$763.61
Invoice			
Transaction Date	1/14/2026	Citizens Alliance 10100	Total \$763.61

Fund Summary

	10100 Citizens Alliance
101 GENERAL FUND	\$18,778.11
	\$18,778.11

Pre-Written Checks	\$18,778.11
Checks to be Generated by the Computer	\$0.00
Total	\$18,778.11

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Payments Batch 01-16-26SUPPptax \$492.08

Refer	329	<u>UNITED STATES TREASURY</u>	<u>Ck# 002956E 1/14/2026</u>		
Cash Payment	G 101-21701	Federal Withholding	01-16-26SUPP_PTO		\$164.50
Invoice					
Cash Payment	G 101-21703	FICA Tax Withholding	01-16-26SUPP_PTO		\$215.62
Invoice					
Cash Payment	G 101-21709	Medicare	01-16-26SUPP_PTO		\$50.42
Invoice					
Transaction Date	1/14/2026	Citizens Alliance	10100	Total	\$430.54
Refer	330	<u>MN DEPT OF REVENUE</u>	<u>Ck# 002957E 1/14/2026</u>		
Cash Payment	G 101-21702	State Withholding	01-09-26 FD Payroll and SUPP_PTO		\$61.54
Invoice					
Transaction Date	1/14/2026	Citizens Alliance	10100	Total	\$61.54

Fund Summary

	10100 Citizens Alliance	
101 GENERAL FUND	\$492.08	
	<u>\$492.08</u>	

Pre-Written Checks	\$492.08
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$492.08