

## COUNCIL PROCEEDINGS

Mayor John David called the regular meeting of the Common Council of the City of Watertown to order at 7:00 p.m. on Tuesday, March 15, 2016, in the Council Chambers at City Hall.

### ROLL CALL

Roll call showed the following members present: Alderpersons McFarland, Smith, Berg, Larsen, Zgonc, Raether, Tietz, Maron and Romlein. (9) Absent: None. (0). Also present were Fire Chief Greg Michalek, Police Chief Tim Roets, City Engineer Jaynellen Holloway, Zoning Administrator Jacob Maas, City Attorney Will Gruber and Deputy Clerk/Treasurer Elissa Meltesen.

### PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance to the American flag.

### MINUTES OF PRECEDING MEETING

Mayor David inquired if there were any additions or corrections to the minutes of the meeting held Tuesday, March 1, 2016. There being none, the minutes were approved as presented.

### COMMENTS FROM CITIZENS PRESENT

Jeff Schwefel of 720 Mary Knoll Lane was present to speak regarding Resolution 8301 changing the vacation policy for general, non-exempt personnel. Schwefel stated that he had spoken to the Employee Advisory Committee requesting that language be added to grant non-exempt credit for previous public service but the Committee declined to add the language to the proposed update to the vacation policy. Schwefel added giving credit for prior public service could be a tool for the City to attract experienced applicants working in other communities.

### COMMITTEE REPORTS

**Finance Committee, March 8, 2016.** 1. Review & approve Employee Advisory Committee Vacation Policy recommendation. The proposal keeps the current 21 year, 25 day limit and benchmark years: One year of service = 10 days, 7 years = 15 days, 14 years = 20 days and 21 years = 25 days but adds additional vacation days at intervals between existing benchmarks. Motion to recommend approval to the Council was made, seconded and passed unanimously. 2. Review & approve STH 19 (Main St.) – Rock River Bridge Structural Repairs Project. The City has determined the Main Street Bridge needs some structural and aesthetic repairs. An RFP was issued for repair work including new sidewalks, repairing holes, work on the railings and work on exterior side surfaces of the bridge. Bidders were NorCon Corporation and Zenith Tech. Motion to recommend approval to the Council of the base bid and alternate from NorCon for \$295,970.90 was made, seconded and passed unanimously. 3. Review & approve hiring of Cable TV Coordinator. The Watertown Cable TV Commission is recommending Karen Huismann at a salary of \$15.50 per hour with approximately 25 hours per week. Motion to approve the hire was made, seconded and passed unanimously. 4. Review & approve compensation for Communications Training Officers. Police Chief Roets is proposing an increase in premium pay for Communications Training Officers from \$1.50 to \$2.00 hourly. There is a savings in Dispatch Salaries to cover the increase in CTO pay. Motion to recommend approval to the Council was made, seconded and passed unanimously. 5. Citizen Donation to Police Department. The Police Department received thank you cards containing \$10 gift certificates for each employee in the department. City employees, in general, cannot accept gifts. The group who sent the gifts has agreed to let the Chief use the money to purchase a microwave for the Police Department with any remainder to go into the Police Department Donations account. Motion to accept the donation and thank the group that sent it was made, seconded and passed unanimously. 6. Approve a computer purchase for the Police Department. The Police Department has budgeted \$7,500.00 for computer replacements. Three proposals were received to purchase six

computers. Motion to accept the recommended bid from DigiCorp for \$5,595.93 was made, seconded and passed unanimously. 7. Proposal to purchase cameras for Police Department Craigslist Exchange Site. Chief Roets explained the proposal to provide a safe place for people to exchange items purchased on Craigslist. This is being done in many communities throughout the country. Roets is proposing to use money from the sale of three squad cars on the WI Surplus Auction website to purchase cameras and a tv screen for viewing. Motion to recommend approval to the Council for the purchase was made, seconded and passed unanimously. 8. Discuss TIF #7. The Mayor wanted to inform the Finance Committee of ongoing talks with Glory Global Solutions on a Developer's Agreement for the work that they are looking to do at their site on Twelfth Street. It was mentioned that we have agreed to give up 85% of the increment that is produced on the site over 20 years. The Finance Committee felt that we should not go beyond that 20 year limit. Motion to reiterate this point was made, seconded and passed unanimously. The report was received and placed on file.

**Public Works Commission, March 8, 2016.** 1. Micropark Presentation. Dot Steinhorst and Greg David presented information regarding the proposal for 249 S. Concord Ave. A motion to direct City staff to create language to update the City Parks Comprehensive Plan and take the changes to the Park and Recreation Commission for review was made, seconded and passed unanimously. 2. Review and approve funding for Storm Water Grant. The City has been awarded a DNR grant for up to \$20,000 in storm water compliance activities with the grant requiring matching funds. A motion to recommend expending matching funds from the Storm Water utility budget to comply with the grant was made, seconded and passed unanimously. A resolution will be presented. 3. Review and approve Storm Water Permit. Street Superintendent Rick Schultz was present to go over the permit report. A motion to recommend approval of the 2016 Storm Water Permit Annual Report was made, seconded and passed unanimously. A resolution will be presented. 4. Review and approve bids for Sanitary Sewer Televising Truck, equipment and software. Four bids were received with Kevin Freber recommending purchase of the Aries with a combined cost for the truck, camera and software of \$320,814. A motion to recommend approval of this purchase was made, seconded and passed unanimously. A resolution will be presented. 5. Review and approve Impact Fee refund for Marquardt Manor. Kevin Freber reported that Marquardt approached the Utility about refunding impact fees based on the size of meters installed and that they feel they are exempt due to tearing down older buildings and removing the meters. The City's auditor, Baker Tilly, has agreed with the request. A motion to recommend approval of a refund of \$120,000 in impact fees paid by Marquardt Manor was made, seconded and approved unanimously. A resolution will be presented. 6. Finalize and initiate City Wide Bicycle and Pedestrian Route Plan and Task Force. Proposed members of the task force are Jim Romlein and Augie Tietz from the City Council, Carol Quest from the Health Board, Jaynellen Holloway from the Engineering Department, Jon Rouse from the School District and Deb Vomhof and Tricia Kleinsteiber as private citizens. No funds can be expended without authorization of the Public Works Commission. A motion to accept the names for the task force was made, seconded and approved. 7. Review and approve STH 19 (Main Street) Rock River Bridge Structural Repairs. Two contractors submitted bids for the base bid with alternate. The recommended bid is from NorCon Corporation at \$295,970.90. A motion to recommend awarding the project to NorCon was made, seconded and passed unanimously. A resolution will be presented. 8. Review and approve welder purchase for Street Department. Rick Schultz explained the need for a new welder as the current equipment is over 20 years old. Three quotes were received and Schultz recommended purchasing a welder from Welder's Supply Company for \$6,699. A motion was made, seconded and passed unanimously to approve the purchase as budgeted. 9. Review and approve remodeling concession stand at Riverside Park. Low quotes were received from Buss Electric, Walsh Masonry and A&S Plumbing. The total with miscellaneous supplies is \$27,718.70 to remodel the concession stand next to ball diamond #1. The Quirk Foundation has donated \$5,000 to the

project in honor of Claude Held's years of service to the community. A motion to recommend approval of the project was made, seconded and passed unanimously. A resolution will be presented. 10. Review and approve street painting contract for 2016. Motion to recommend approval of the one bid received from Guidelines Pavement Marking for \$56,074 was made, seconded and passed unanimously. A resolution will be presented. 11. Review and approve bituminous contract for 2016. Three bids were received with the low bid being from Payne and Dolan in the amount of \$599,952.55. A motion to recommend approving the bid from Payne and Dolan was made, seconded and passed unanimously. A resolution will be presented. 12. Review and approve curb, gutter and sidewalk contract for 2016. One bid was received from Rennhack Construction for \$251,405.30. A motion to recommend approval of the bid from Rennhack was made, seconded and passed unanimously. A resolution will be presented.

Aldersperson Tietz requested the minutes be updated to reflect that the Quirk Foundation has requested the Claude Held plaque remain where it is currently displayed.

Aldersperson McFarland questioned the funding source to form the 501(c)(3) non-profit organization mentioned in the minutes for the Micro-Park. Aldersperson Romlein clarified the 501(c)(3) is not a new non-profit organization but is R545.org, an existing non-profit organization. McFarland questioned why the Micro Park was being run by a non-profit organization and not the City and questioned the need for a 501(c)(3). Romlein responded the park will be developed using tax exempt donations. McFarland responded that donations to the City are also tax exempt. The City Attorney is to review whether it is appropriate for R545.org to handle funds for the Micro-Park project and wording to change the minutes will be proposed under Old Business at the next meeting.

Aldersperson Raether requested the minutes be changed to show the meeting began at 5:30 p.m. Revised minutes containing these corrections will be presented at a future meeting.

**Public Safety and Welfare Committee, March 2, 2016.** 1. Request to place school bus signs on Boughton Street near Schuman Drive. Tom Hahn from Transportation Services was present to request bus warning signs where children are dropped off on Boughton Street. Engineering and the Street Department will locate and install the signs. 2. No parking on 10<sup>th</sup> Street revisit. Street Department staff will place stakes indicating no parking areas around the driveways on North 10<sup>th</sup> Street. 3. Review safety concern at Fox Creek and Endeavour Drive. Citizens Elana and Elizabeth Himmerich were present to request a safer intersection to cross at Fox Creek and Endeavour Drive. A crosswalk is not an option due to lack of sidewalk on the north side of Endeavour Drive. Street Department staff will move the current speed limit sign from the west of Fox Creek Apartments driveway to the east side. Engineering will look at a possible speed reduction on Highway 26 southbound as well as a possible 15 mph zone on Endeavour Drive. 4. Request for no parking on one side of Emerald Street update. Chief Roets had both parties meet and the proprietor of Runnin' Erin's indicated she would request patrons not park too close to the driveway and would have their plow driver push snow in the back parking lot to the north. Both parties requested a crosswalk be painted at the intersection. The Street Department will look at the possibility of doing so. 5. Review and approve amended minutes from meeting of February 3, 2016. The committee amended last month's minutes from February 3, 2016 to show that no action was needed on the TAP grant since it already went to the Council for approval. The report was received and placed on file.

### **COMMUNICATIONS AND RECOMMENDATIONS**

Melissa Lampe, Director of the Main Street Program was present. She informed the Council of the Main Street Matters forum sponsored by the Main Street Program. The event will be March 30 from 6-8 p.m. at the Schempf Building, 207-209 E. Main Street and is an opportunity for downtown merchants, building owners and interested citizens to share ideas on improving downtown Watertown. Lampe also shared that the City of Watertown will be featured on the

Milwaukee Public Television show "Around the Corner with John McGivern" with filming to take place May 23-25 and an air date in January, 2017.

### **ACCOUNTS PAYABLE**

Certified accounts in the amount of \$239,335.92 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 9, No – None. (Complete listing of accounts payable is on file and open for public inspection in the office of the City Clerk/Treasurer.)

### **REPORTS AND MISCELLANEOUS BUSINESS**

The following reports were presented: Airport Commission – February 10, 2016. Board of Canvassers – February 19, 2016. Branding Committee – February 25, 2016. Committee of the Whole – March 1, 2016. Community Development Authority – February 18, 2016. Historic Preservation and Downtown Design Commission – February 24, 2016. Licensing Board – March 9, 2016. Parks, Recreation and Forestry Commission – February 1 and March 17, 2016. Parks and Recreation Department 2015 Annual Report. Payroll Summaries – February 17 to March 1, 2016. Reserve Balances – February 2016. Senior Center Advisory Board – February 17, 2016. Watertown Family Center Board of Directors – February 23, 2016. All reports were accepted as printed.

### **LICENSES**

The following made applications for Beverage Operator Licenses for the year ending June 30, 2016: Jeana L. Clarke, 500 W. Main St, Watertown; Laura N. Cornell, 201 S. Water St, #200, Watertown; Sean Fleming, 270 Evelyn Ave, Delafield; Brandon C. Floyd, 611 Monroe St, Fort Atkinson; Savannah L. Fraser, 1416 Center St, Watertown; Richard S. Golinski, 1002 Pleasant St, Watertown; Ashley M. Hilburn-Diaz, 1034 Kiewert St, Watertown; Ashley A. Huebner, W7666 Clymet Rd, Watertown; Emma K. Larsen 745 W. Main St, Watertown; Samantha K. Martino, 201 S. Water St, #215, Watertown; Linda M. Mills 707 N. 4<sup>th</sup> St, Watertown; Josie L. Plaisance, 509 Countryaire Ct, Watertown; Amarilys Rodriguez 912 Fox Creek Dr, #1, Watertown; Lauren A. Stout, 1401 River Dr, Watertown; Pamela S. Weissenrieder, 312 Creekside Ct, Watertown, WI. Alderperson Tietz moved to grant these licenses, seconded by Alderperson Maron and carried by voice vote.

Application for a "Class B" Malt & Liquor license was made by M&J's Property Management LLC – dba VIP (Michelle Koopmans, agent) for 207/209 S. Third Street (formerly Corralejo Night Club). Alderperson Tietz moved to recommend the granting of this license, seconded by Alderperson Maron and carried on a voice vote.

### **ORDINANCES – None**

### **RESOLUTIONS**

**Exhibit #8294**, to accept the bid from Norcon Corporation of Schofield, WI for STH 19 (Main Street) Rock River Bridge Structural Repairs Project, Contract #6-16 in the amount of \$295,970.90 to be paid from TID #5 Bridges account 09-58-05-28 was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson Zgonc moved for adoption of this resolution, seconded by Alderperson Larsen and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8295**, to allow the use of the Police Department lobby and municipal parking lot at Jones Street and North Second Street as a Safe Exchange site for citizen Craigslist transactions and to purchase and install cameras for this purpose and to amend the budget to transfer funds from 01-52-13-10 Dispatch Salaries to 01-52-11-60 to fund this project was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson McFarland moved for adoption of this resolution, seconded by Alderperson Smith and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8296**, to appropriate funds for the City's cost-share of projects identified by the City of Watertown Urban Nonpoint Sources and Storm Water Management Planning Grant Application from Storm Water Outside Services account

16-58-16-47 was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Raether and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8297**, to purchase a sanitary sewer televising truck with, equipment & software from Envirotech Equipment Company of Lannon, WI in the amount of \$320,814.00 less the trade-in value of \$22,500 or better from trading in the old equipment or selling it on WI Surplus Auction from Wastewater account 02-98-00-00 was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Raether moved for adoption of this resolution, seconded by Alderperson Zgonc and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8298**, to refund Marquardt Village Impact Fee of \$120,000 from the Water Department Equipment Reserve account was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Raether and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8299**, to accept the bid from Guidelines Pavement Marking of Rio, WI for 2016 Street Line Painting was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Maron moved for adoption of this resolution, seconded by Alderperson McFarland and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8300**, to approve submittal of the Annual Storm Water Report under MS4 General Permit Number WI-S050075-1 was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Raether and carried by voice vote.

**Exhibit #8301**, to update the vacation policy in the City of Watertown Employee Handbook for general, non-exempt employees was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson Smith moved for adoption of this resolution, seconded by Alderperson Zgonc and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8302**, to purchase and install camera system from DigiCorp at the Senior Citizen and Community Center for \$13,037.08 with half paid from Senior Center Capital Outlay account 01-55-24-60 and \$6,518.54 from the Senior Center Fundraising account was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson Tietz moved for adoption of this resolution, seconded by Alderperson Larsen and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8303**, to purchase a 40' x 50' shade structure from Boland Recreation to be placed over the sand playground in Brandt/Quirk Park for \$14,350.00 from the Parks Expansion and Improvement account 05-58-11-20 was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson Zgonc moved for adoption of this resolution, seconded by Alderperson Tietz and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8304**, to accept a bid from Rennhack Construction of Reeseville, WI for installation of curb, gutter and sidewalk as part of the 2016 Construction Program in the amount of \$251,405.30 with \$189,480.30 being paid from the Annual Street Reserve account 05-58-11-69 and \$61,925 from the Sidewalk Capital account 05-58-11-73 was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Maron and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8305**, to approve an increase in compensation for Communications Training Officers from \$1.50 to \$2.00 per hour was presented. *Sponsor: Mayor David, From: Finance Committee.* Alderperson Smith moved for adoption of this resolution, seconded by Alderperson Larsen and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8306**, to accept a bid from Payne and Dolan, Inc. of Waukesha, WI for bituminous surfacing of city streets in the amount of \$599,952.55 with \$442,452.55 to be paid from the Annual Street Reserve account 05-58-11-69, \$5,000.00 from Storm Water Utility Street Repairs account 16-58-16-39, \$102,500.00 from Water account 03-00-70-00 and \$50,000.00 from Wastewater account 02-97-30-11 was presented. *Sponsor: Alderperson Berg, From: Public Works*

*Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Raether and carried by roll call vote: Yes – 9. No – none.

**Exhibit #8307**, to approve proposals from Buss Electric for \$5,870.00, A&S Plumbing for \$5,315.00 and Walsh Masonry for \$5,975 and fixtures, doors and roofing supplies in the amount of \$10,558.70 to remodel the Riverside Park Concession Stand with all funds to be paid from the Park Expansion and Improvement account 05-58-11-20 was presented. *Sponsor: Alderperson Berg, From: Public Works Commission.* Alderperson Tietz moved for adoption of this resolution, seconded by Alderperson Zgonc and carried by roll call vote: Yes – 9. No – none.

#### **ADJOURNMENT**

There being no further business to come before the Council at this time, Alderperson McFarland moved to adjourn, seconded by Alderperson Larsen and carried on a voice vote, the time being 7:45 p.m.

Elissa Meltesen

Deputy Clerk/Treasurer

(Complete video of Council Proceedings on DVD.)

*(DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.)*