

## **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 Monday, April 4, 2016, in the Council Chambers at City Hall.

### **ROLL CALL**

Roll call showed the following members present: Alderpersons McFarland, Berg, Larsen, Zgonc, Raether, Tietz, and Romlein. (7) Absent: Smith and Maron. (2). Also present were Assistant Fire Chief Kraig Biefeld, Police Chief Tim Roets, City Engineer Jaynellen Holloway, City Attorney Will Gruber and Clerk/Treasurer Cindy Rupprecht.

### **PLEDGE OF ALLEGIANCE**

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

Aldersperson Maron arrived at 7:02 p.m.

### **MINUTES OF PRECEDING MEETING**

Mayor David inquired if there were any additions or corrections to the minutes of the meeting held Tuesday, March 15, 2016. There being none, the minutes were approved as presented.

### **COMMENTS FROM CITIZENS PRESENT**

John Kaliebe, 829 Richards Avenue, was present to speak on the creation of TID #7 and related documents. John referred to page one, where it was indicated that there were expenses targeted also for within one half mile of the boundaries of the District. Projects listed on pages sixteen and seventeen included Washington Park improvements, Storm Water Drainage Basin improvements and Storm Water Detention Pond construction. The map on page 32 shows improvements to Washington Park. John was concerned that at some point in time a detention pond was again going to be targeted for Washington Park. He reminded the council he had previously spoken against a pond in this location. John acknowledged that he understood these were just future plans and nothing concrete, however, he wanted to get answers regarding whether that was the plan or not. Mayor David informed him that he could get answers from Street Superintendent Rick Schultz regarding the proposed Washington Park improvements, but also informed him that a detention pond was not in the plans for that location.

### **PUBLIC HEARING**

Mayor David declared open the public hearing regarding the amendments to the City of Watertown Comprehensive Plan affecting chapters six and ten at 7:06 p.m. There were no persons wishing to speak, however, Mayor David asked Scott Harrington of Vandewalle & Associates to explain the proposed amendments. Scott explained that these changes were in conjunction with the creation of TID #7. Some of these changes were going from Industrial to Planned Mixed Use. Scott further explained that this is just the City's long range plan and that any zoning would be done on a case by case basis. Scott also noted for the Council that one property owner did appear at the public hearing before the Plan Commission and requested that two of their properties be classed as a Planned Mixed Use. Scott informed the Council that he felt this was appropriate and the council can make this amendment during the Ordinance process. There being no further persons wishing to speak before this public hearing, Mayor David declared it closed at 7:10 p.m.

Mayor David then declared open the public hearing for proposed fare increases for the Transit System. Diane Tuhy, 701 E. Division Street, was present to address the Council. Diane stated she had been a 21 year, lifelong, passenger of the System. Diane shared a list of concerns and complaints, including dispatchers being disrespectful and discourteous, along with drivers reporting to work while being ill and possibly being contagious. She further stated that an increase in the adult cab fare to \$3.75 would mean a \$7.50 per day cost to go to and from work. There being no other persons wishing to be heard at the public hearing, Mayor David declared it closed at 7:19 p.m.

## COMMITTEE REPORTS

**Finance Committee, March 15, 2016.** 1. Discuss & approve purchase & installation of 7 security cameras at the Senior Center. Total project cost to outfit the Senior Center with security cameras 24 hours a day, 7 days a week is projected at \$13,037.00, with some money coming from the Senior Center Capital Account and the rest from fund raising events at the Senior Center. Motion was made and seconded to approve this purchase, which passed unanimously. 2. Discuss & approve the purchase of a 40' x 50' shade structure from Boland Recreation to be placed over the sand playground in Brandt/Quirk Park.. The Brandt/Quirk Foundation donated enough money for this purchase. Motion was made and seconded to approve this purchase and passed unanimously. 3. Review & approve Engineering summer intern hires & pay rate. There is \$25,500.00 budgeted for part-time summer help. After review of Engineer Holloway's proposal, motion was made and seconded to approve the pay rates as indicated. Motion passed unanimously. The report was received and placed on file.

**Finance Committee, March 28, 2016.** 1. Communications Center Radio Interface – City of Watertown – Jefferson County Sheriff's Department. This interface would give each department the ability to take the other departments 911 calls if there is a failure. The City's share to upgrade is estimated at \$7,925.00, which would come out of savings from the 911 System Upgrade. In addition, a Memorandum of Understanding will be put in place to make sure future upgrades can be planned and budgeted for at the same time. These motions were made, seconded and approved unanimously. 2. Off-Site Back-Up Radio Repeater – Watertown Communications Center. Currently both repeaters are at City Hall. Having a second location would provide better back-up in the case of the failure of one system. After discussion, it was determined that one of the sites could be one of our water towers. The proposal will come back to the Finance Committee with actual costs, which are estimated to be approximately \$25,000.00. This will be tabled until those costs and feasibility can be determined. 3. Review & approve hiring Detective Secretary – part-time position – Police Department. Chief Roets is recommending hiring Laura Flood at a Grade F, Step 2. Motion was made, seconded and passed unanimously approving this hire. 4. Review & approve hiring typists position – full-time – Police Department. Chief Roets is recommending Michelle Kopfer for this position. Motion was made and seconded to approve this hire at a Grade B, Step 2, which passed unanimously. 5. Discuss & approve advertising to fill position due to a retirement & to replace Custodian Position with Preventative Maintenance Operator – Water/Wastewater. Motion was made and seconded to allow Water Systems Manager Kevin Freber to advertise for a Preventative Maintenance Operator at a Grade H, Step 1. This was seconded and passed unanimously. 6. Review & approve the Commercial Rehabilitation/Façade Loan Program/Application. & 17. Review & approve CDA Organizational Plan. Kristen Fish, Redevelopment Resources, was present to explain the purpose of the loan program. Mayor David is proposing to take \$200,000.00 of start-up money from TID #5 for the purpose of helping businesses improve the look on the outside, and to help, if needed, improve the inside of their properties. Specifics about the loan program, such as amortization and deferred payments, were discussed in the meeting. There will be a promissory note between the CDA and the borrower. The details and policies and procedures will come forward to the Finance Committee in the near future. The loans will have a \$50.00 application fee. Motion was made and seconded to endorse the program and move forward. This passed unanimously. Mayor David then introduced a new Organizational Plan for the CDA. The Mayor explained that our current structure has mostly centered on Housing, administered by Tammy Kasten. The CDA has many powers for development and redevelopment that have not been used in the past and the Mayor is proposing to reorganize the CDA into two divisions. One would continue Housing, headed by Tammy Kasten. The other division would be a Development position that would be overseen by Zoning Administrator Jacob Maas. The Loan Program, just discussed, would be under the

Development Division. It was also proposed for a Redevelopment Committee. The Mayor will be appointing some new members who have expertise in lending, like bankers, people in real estate, and anyone else who is interested in redevelopment. Current CDA Board members are mostly concerned about Housing, but we need to expand the make-up to have emphasis on both. Because this will be a very important Board, Alderperson McFarland stated that she felt we should get detailed bios with qualifications for those that will be serving. Motion was made and seconded to approve the flow chart and job description for the Development side of things. Motion passed unanimously. 7. Discuss & recommend write-off of Housing Rehabilitation loan for Charlotte Sanders, 306 S. Ninth St., due to foreclosure sale. Motion was made and seconded to recommend this with a resolution to be presented. 8. Review Purchase of Downtown Redevelopment Tree Grates. After a very lengthy discussion, a motion was made and seconded to send this purchase plan to the Historic Preservation & Downtown Design Commission for their approval. Motion passed on a vote of: Yes – 4. No – 1. 9. Review & Approve 2016 Annual Street Design Contracts & Change Orders. Held over due to illness of Engineer Holloway. 10. Review & Approve Design Fee Change Order for Lower Dam Rehabilitation Contract. Held over due to illness of Engineer Holloway. 11. Review & approve Design Fee Change order for Downtown Riverwalk Contract. Held over due to illness of Engineer Holloway. 12. Review & Approve Design Fee Change Order for STH 19 – Main Street Bridge Rehab B-28-906 Design Contract. Held over due to illness of Engineer Holloway. 13. Review & Approve Security Camera for Street Department. Street Superintendent Rick Schultz was present to explain that he would like a Security Camera System for recording the electronic recycling area, as many things are happening there. The cost of this system is \$3,307.00 and was budgeted. Motion was made and seconded to move forward with this purchase. Motion passed unanimously. 14. Closed Session per Wis. Stat. §19.85(1)(c) to discuss personnel matter. Motion was made and seconded to go into closed session, which carried on a roll call vote unanimously. 15. Reconvene to open session. Motion was made and seconded to return to open session. 16. Approve Street Department new hire. Motion was made and seconded to approve the hire of Keith Rein to the position of General Laborer in the Street Department. This passed unanimously. The report was received and placed on file.

**Public Works Commission, March 22, 2016.** 1. Review City Wide Bicycle & Pedestrian Bike Path Task Force Assignments. Engineer Holloway brought the Commission up to date on the members and the substitution of Dale Oestreich & Craig Kleinsteiber. The first scheduled meeting is for next week. Motion was made and seconded to approve the replacement members and passed unanimously. 2. Discuss & approve SEH to work on Cell Tower Leases & AT&T upgrade. SEH submitted a proposal whereby they would be the party to help draft lease terms and work with those utilizing hardware and services on our cell towers. The proposal for professional services would be \$7,895.00. Motion was made and seconded to move forward with this proposal once Attorney Gruber has reviewed the contract language. This was seconded and passed unanimously. Approval has been granted, unless changes by the City Attorney would warrant return to the Commission. 3. Update on Sweeper Trade. Street Superintendent Rick Schultz provided an update on the sweeper, which was placed on the Wisconsin Surplus Auction. We received an offer from Menomonee County for \$32,000.00, to sell the sweeper, as is. This is much better than the trade-in, where we were given no value. The second older sweeper will also be sold in a similar manner on the Wisconsin Surplus Auction. The report was received and placed on file.

**Public Safety and Welfare Committee, March 15, 2016.** 1. Request to move the Farmers Market back to the First Street parking lot. Melissa Lampe, from the Main Street Program, presented a request to move the Farmers Market back to the First Street parking lot, since it is now under the Main Street Program. Previously it had been under the Chamber of Commerce, however, due to restructuring, they felt the Main Street Program taking this over would be more

beneficial. It was also felt it would need to be run within the Main Street area. After discussion, a motion was made and seconded to approve this move. The report was received and placed on file.

### **COMMUNICATIONS AND RECOMMENDATIONS**

Mayor David presented the following appointments: Community Action Coalition Board; Kelsi Schultz, 408 Terry Lane. Zoning Board of Appeals; Peter Lehmann, 1118 Ruth Street, 2<sup>nd</sup> Term. Health Board; Ann Nienow, 636 Mary Knoll Lane, 2<sup>nd</sup> Term. Municipal Judge; Mark Sweet, 136 Hospital Drive. Board of Review; Ron Krueger, 1408 S. Third Street, 2<sup>nd</sup> Term. Park, Recreation & Forestry Commission; Brian Konz, 514 Oak Park Avenue, 1<sup>st</sup> Term, replacing Mark Schwartz. Plan Commission; Sherry Cira, 907 E. Division Street, 1<sup>st</sup> Term and Tony Arnett, 408 S. Washington Street, 2<sup>nd</sup> Term. Motion was made by Alderperson Tietz to recommend these appointments, seconded by Alderperson Raether and carried on a roll call vote: Yes – 8. No – None.

### **ACCOUNTS PAYABLE**

Certified accounts in the amount of \$581,252.46 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 8 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: Board of Health – February 18, 2016. Employee Advisory Committee – March 1, 2016. Joint Review Board – March 14, 2016. Library Board of Trustees – February 11, 2016. Payroll Summaries – March 2 – 15 & March 16 - 29, 2016. Plan Commission – March 14 & 28, 2016. Police & Fire Commission – March 14, 2016. Tourism Commission – March 10, 2016. All reports were accepted as printed.

### **ORDINANCES**

**Ord. #16-06**, to adopt amendments to the 2009 City of Watertown Comprehensive Plan were presented. *Sponsor: Mayor David. From: The Plan Commission.* Alderperson Berg moved for the adoption of this ordinance on its first reading, seconded by Alderperson Romlein. A motion was made by Alderperson Romlein to amend the map, changing the request of the party present at the Plan Commission from Two-Family to Planned Mixed Use. This was seconded by Alderperson Larsen and carried on a roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron & Romlein (7). Abstain – Raether (1). The motion to adopt this Ordinance on its first reading carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron & Romlein (7). Abstain – Raether (1). A motion was then made by Alderperson Romlein to suspend the rules to allow for a second reading, seconded by Alderperson Maron and carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron & Romlein (7). Abstain – Raether (1). Alderperson Romlein then moved to adopt this ordinance as amended on its second reading, seconded by Alderperson Maron and carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron and Romlein (7). Abstain – Raether (1).

### **RESOLUTIONS**

**Exhibit #8308**, to authorize the creation of Tax Incremental District (TID) #7 and to approve the Project Plan was presented. *Sponsor: Mayor David, From: The Plan Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson McFarland. Alderperson Tietz then moved to amend the Project Plan for TID #7 to include the properties at 905 & 911 S. Second Street as being within the boundary of the District. This was seconded by Alderperson Romlein and carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron and Romlein (7). Abstain – Raether (1). Alderperson Tietz then moved to amend the Project Plan for TID #7 to authorize the expenditure of Redevelopment Initiatives for the properties within one half mile of the TID boundary primarily to assist

homeowners in the neighborhood adjoining the District to make external and internal repairs and improvements to their properties in order to maintain the safety, health and vibrancy of the neighborhood and the District, and that the amount spent on such expenditures shall not exceed 10% of total district expenditures over the life of the District. This motion was seconded by Alderperson Larsen and carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron and Romlein (7). Abstain – Raether (1). The motion to approve this resolution, as amended, carried on the following roll call vote: Yes – McFarland, Berg, Larsen, Zgonc, Tietz, Maron and Romlein (7). Abstain – Raether (1).

**Exhibit #8309**, to approve the Development Agreement between the City of Watertown and BASO Holdings, LLC was presented. *Sponsor: Mayor David.* Alderperson Tietz moved for adoption of this resolution, seconded by Alderperson Raether and carried by roll call vote: Yes – 8. No – none.

**Exhibit #8310**, to authorize the sale of real estate located in TID #4 on Horseshoe Road to BASO Holdings, LLC was presented. *Sponsor: Mayor David.* Alderperson McFarland moved for adoption of this resolution, seconded by Alderperson Larsen and carried by roll call vote: Yes – 8. No – none.

**Exhibit #8311**, to write-off a Housing Rehabilitation Loan for property located at 306 S. Ninth Street in the amount of \$9,000.00 was presented. *Sponsor: Mayor David, From: The Finance Committee.* Alderperson Larsen moved for adoption of this resolution, seconded by Alderperson McFarland and carried by roll call vote: Yes – 8. No – none.

#### **ADJOURNMENT**

There being no further business to come before the Council at this time, Alderperson Larsen moved to adjourn, seconded by Alderperson Zgonc and carried on a voice vote, the time being 7:40 p.m.

Cindy Rupprecht

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.)*