

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, June 7, 2016, in the Council Chambers at City Hall.

ROLL CALL

Roll call showed the following members present: Alderpersons Berg, Larsen, Zgonc, Tietz, Maron and Romlein. (6) Absent: McFarland, Smith, Raether. (3). Also present were Assistant Fire Chief Tim Gordon, 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.

MINUTES OF PRECEDING MEETING

Mayor David inquired if there were any additions or corrections to the minutes of the meetings held Tuesday, May 17, 2016 & Tuesday, May 31, 2016. There being none, the minutes were approved as presented.

COMMITTEE REPORTS

Finance Committee, May 23, 2016. 1. Review & approve City Back-Up Radio Repeater Installation Bid. Police Chief Roets and Captain Kaminski were present to explain that the City has gotten quotes for the repeater for the radio system. Proposed cost on the Western Avenue tower is \$20,940.00. The funds are proposed to come from unused funds from the Phone & Radio Project and, potentially, from proceeds from the sale of city goods on the state auction site. A resolution will be presented. 2. Review & approve request for pay increase for Jeff Larkin/Environmental Health Specialist. Health Officer Carol Quest was present to inform the Committee that Jeff Larkin has passed the test to become a Registered Sanitarian. She is requesting that he move up two steps on the Pay Plan, to compensate for the additional credentials. He will move from a K5 to a K7 in the plan, from a rate of \$27.63 to \$28.75. Motion was made, seconded and approved unanimously to approve this. 3. Review & approve Street Superintendent position description. Street Superintendent Rick Schultz made changes to add responsibilities for being the head of park maintenance. Motion was made, seconded and passed unanimously to approve this new job description. 4. Discuss Pedestrian Crossing Signals. Street Superintendent Rick Schultz was present to discuss concerns about the crossing signals. There had been complaints about the amount of time allowed for crossing. It is recommended to install signals that give a countdown from 20 seconds to zero at the intersections of Church and Main and Church and Milwaukee Streets. Motion was made and seconded to recommend this at a cost not to exceed \$4,600.00, which passed on a three (3) to two (2) vote. A resolution will be presented. 5. Discuss Street Department Roller repairs. Street Superintendent Schultz explained that the 1995 Roller needs in excess of \$6,000.00 in repairs. He is proposing to sell this machine on the state auction site and look for a used Roller. Motion was made and seconded to approve getting bids and start the process of selling this roller, which passed unanimously. 6. Review & approve Street resurfacing. Street Superintendent Schultz was present to explain that he has had some requests to do some street resurfacing on Mary Knoll Lane, Mary Street and William Street. After a lengthy discussion about these streets, a motion was made and seconded to resurface all three at a cost not to exceed \$68,000.00. Motion passed unanimously. 7. Discuss & approve Street Department Part-Time Administrative Assistant wage. Street Superintendent Schultz explained that he would like to hire a part-time assistant to help Stacy out in the summer at a budgeted cost of \$4,000.00 to be charged to Account #01-54-21-16. Rick is proposing a wage of \$9.00 per hour. Motion was made and seconded to approve this, which passed unanimously. 8. Review & approve mower for Airport. Krys Brown, from the Airport, and Street Superintendent Schultz were present to explain the tractor mower situation at the Airport. It had extensive repair last year and is in need of more than \$10,000.00 in repairs. Neither feel it

is worth putting that kind of money into this tractor. They are proposing to purchase a John Deere tractor at a cost of \$59,737.52. They are proposing to rent this for \$1,400.00 per month, with those payments to go toward the purchase price. Motion was made, seconded and passed unanimously to approve this rental purchase agreement. 9. Closed Session per Wis. Stat. §19.85(1)(c) to discuss personnel matter. A roll call vote was taken to enter into closed session, which passed unanimously. 10. Reconvene to open session. Motion was made and seconded to move to open session. 11. Approve Street Department new hire. As a result of the closed session, the Mayor announced that Andrew Teachin was selected for the position of laborer in the Street Department. Motion was made and seconded, which passed unanimously. 12. Review & approve the Glory Global Solutions Developer's Agreement. Motion was made and seconded to approve and recommend this Developer's Agreement to the full Common Council. Motion passed unanimously. A resolution will be presented. The report was received and placed on file.

Finance Committee, June 1, 2016. 1. Review property insurance quotes & make recommendation for coverage effective June 30, 2016. City Clerk/Treasurer Rupprecht explained to the Committee that our local property insurance has been funded through the State. In the last budget, the Governor proposed to eliminate the Insurance Program, but the Legislature put it back in for a limited time. Several organizations formed a company called MPIC as an alternative for Municipal Property Insurance. Cindy requested quotes from R&R Insurance. They requested five (5) different quotes and received two (2), one from the new company, MPIC. After a lengthy discussion about the quotes received, a motion was made and seconded to approve MPIC with a \$2,500.00 deductible. This passed unanimously. A resolution will be presented. 2. Approval to submit an application for the SDWLP. Water Systems Manager Freber and Bill Erickson were present to discuss and get approval for application for this loan. The loan application has to be in by June 30, 2016. Awards will be given out in July. Motion was made and seconded to move forward with this application. 3. Approval to start a Conventional Rate Case with PSC for the SDWLP. As part of the application, rates must be in place, so Water Systems Manager Freber was again present to get approval to have Baker Tilly begin the conventional rate case. It is estimated the increases will be over a two year period at 12 1/2% each year, however; the construction costs came in lower than estimates. Motion was made, seconded and passed unanimously to start the conventional rate case process. 4. Approve naming the Mayor as the Authorized Representative for SDWLP application. Motion was made and seconded to name the Mayor as the authorized representative. Motion passed unanimously. 5. Approve Baker Tilly, LLP to do the financial part of the PSC Conventional Rate Case. A proposal was received by Baker Tilly at a cost of approximately \$7,000.00 to prepare all the financials for the conventional rate case. Motion was made and seconded to recommend this. Motion passed unanimously. 6. Review & approve Reimbursement Resolution for Interim Financing for Water Central Plant Project. Due to the timing of the loan closing on the SDWLP, some local money will need to be up fronted until the official borrowing is in place. It is estimated that this could be up to \$3 million. Clerk/Treasurer Rupprecht and Water Systems Manager Freber feel there are enough local dollars that can be used so that we do not need to do interim financing. A resolution will be presented to authorize this use of local funds. Motion passed unanimously. 7. Discuss & approve request for Pancake Breakfast – Fire Department Open House. The Fire Department wants to get a new Sparky the Fire Dog costume to use for public relations events, classroom visits, station tours, etc. The costume costs approximately \$4,000.00. They are proposing a Pancake Breakfast in conjunction with the Fire Department Open House. Motion was made and seconded to approve this breakfast and the use of the funds to purchase the Sparky costume. Motion passed unanimously. 8. Review hiring request/Part-time Dispatcher – Police Department. Motion was made and seconded to approve the hiring of Annie Sosa. Motion passed unanimously. 9. Review & approve Main Street Bridge Rehabilitation Project, Change Order No. 1. Engineer Holloway was present to explain that there have been some

additions and some deletions. The net change order is for \$1,954.77. Motion was made and seconded to approve this. Motion passed unanimously. A resolution will be presented. 10. Review & approve land donation – Ann Street parcel. There is a 2.8 acre parcel that the owners would like to donate to the City. Engineer Holloway felt this could be a good piece of property, as we need wetlands from time to time to use as replacement wetlands for City Projects. Motion was made and seconded to accept this donation of land. Motion passed unanimously.

Public Works Commission, May 24, 2016. 1. Review request for sidewalks on Memorial Drive & Hospital Drive. Requests have been received for sidewalk in these locations from residents that are walking on Hospital Drive and don't feel safe and would like sidewalk installed. Motion was made and seconded to support the need for sidewalk on Hospital Drive subject to its future review by the Commission using a policy and criteria proposed for prioritizing sidewalk installation where it is absent presently. This was seconded and approved unanimously. 2. Review & approve Landscape Permit for 304/306 East Haven Drive. After considerable discussion about the Landscaping Permit requested by Bethesda a motion was made and seconded to approve it as proposed. Motion passed unanimously. 3. Approve Land Acquisition Order for 2nd Street Bridge Project. A formal Relocation Order and Right-of-Way Plat must be approved prior to commencing this project. A resolution will be presented. 4. Review & approve Solid Waste Collection for Country Club Condominium Association. Street Superintendent Schultz has received a request that the City provide Solid Waste and Recycling Services to their Association. We do this type of service for other residences and go right past this property. Motion was made and seconded to include the Country Club Condominium Association in our Recycling Services. Motion passed unanimously. A resolution will be presented. 5. Review & approve Main Server replacement at WWTP. Water Systems Manager Freber was present to request he be allowed to replace his 2008 server at the Treatment Plant. He has a low quote of \$23,635.00. Alderperson Romlein was present and advocated for Kevin to tie into our City Network of servers and software and not be separated from the City Hall's computer and server infrastructure. He further suggested the use of DigiCorp, which is assisting our City with IT needs. Motion was made and seconded to table the purchase of a new server and for Kevin to bring back to the board, a new recommendation after meeting with staff and DigiCorp on the best options for addressing communication and storage needs. This passed unanimously. 6. Update on Chipper sale. Street Superintendent Schultz informed the Commission that they got a net price of \$5,533.00 on the Online Surplus Auction. Proceeds will go back to the Storm Water Utility Account. 7. Review & approve mower purchase for Park Department. Street Superintendent Schultz received three quotes and is recommending the purchase of a Toro Mower from Reinders for \$7,400.00. Motion was made and seconded to approve this purchase, which passed unanimously. 8. Review & approve quotes for Load Bank Testing Generators. Water Systems Manager Freber received quotes and is recommending the load bank testing be done with Wolter Power Systems at a price of \$8,396.00. Motion was made, seconded and approved unanimously to accept this quote. 9. Approve Notice of Intent to Award letter for Central Water Plant Improvements. Applied Technologies is recommending we send out notice to Maas Bros. Construction that they have been awarded the job, but with conditions. One verification is that funding will be confirmed sometime in July. Motion was made and seconded to send out the proposed letter from Applied Technologies to Maas Bros. Construction as soon as possible. This passed unanimously. 10. Review of Tree Removal Guidelines as it pertains to Sidewalk Repair Program. Engineering Department has received information from a private citizen of examples where trees in the City's Right-of-Way are encroaching on sections of the sidewalk, which pose concerns for safety and liability. Three locations were brought to the Commission looking for direction on what to do next. After discussion relating to the number of potential trees that would need to be cut down consensus was that the Street Department and Engineering need to look critically and determine which trees need to be taken down and which

can be saved. Commission members appreciated this issue being brought to their attention and feel there is improved direction going forward. The report was received and placed on file.

COMMUNICATIONS AND RECOMMENDATIONS

Police Chief Roets presented the 2015 Alfred and Helen Krahn Citizenship Award to Steven Pierce. He was nominated by Tom Merfeld. Steven serves on a voluntary basis helping drug addicts. They work out of a property located at 110 S. Second Street. There are no paid staff and work is done by volunteers. Steven thanked the Council for the award and the \$1,000.00 which he stated will go to pay for future rent.

ACCOUNTS PAYABLE

Certified accounts in the amount of \$496,064.88 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 6 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 – May 11, 2016. Board of Review – May 16, 2016. Branding Committee – May 19, 2016. Cable Board – May 9, 2016. Committee of the Whole – May 17, 2016. Community Development Authority – April 28, 2016. Health Board – May 19, 2016. Parks, Recreation & Forestry Commission – May 2, 2016. Payroll Summaries – May 11 - 24, 2016. Plan Commission – May 9 & May 23, 2016. Senior Center Annual Members Meeting – May 17, 2016. Site Plan Review Committee – May 23, 2016. Tourism Commission – May 12 & May 19, 2016. Watertown Family Center Finance Board – May 18 & May 24, 2016.

ORDINANCES

Ord. #16-7, to repeal handicapped parking at 217 S. Washington Street was presented. *Sponsor: Alderperson Zgonc. From: Public Safety & Welfare Committee.* Alderperson Romlein moved for the adoption of this ordinance on its first reading, seconded by Alderperson Maron and carried on a roll call vote: Yes – 6. No – none.

RESOLUTIONS

Exhibit #8326, for the Necessity and Relocation Order Declaring intent to acquire land for the reconstruction of the 2nd Street Bridge and related utilities under Section 62.66 of Wis. Stats. was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote. Yes – 6. No – none.

Exhibit #8327, which is the updated Agreement between the International Association of Fire Fighters and the City for 2015, which was determined under interest arbitration was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8328, to authorize a Rent to Buy purchase of a 2016 John Deere 6105E Tractor from Mid-State Equipment with a monthly rent of \$1,400.00 put toward the purchase price and the balance of \$50,837.52 to be placed in the Capital Budget for 2017. This will be charged to the Airport Capital Outlay #05-54-53-70 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for adoption of this resolution, seconded by Alderperson Berg and carried on a roll call vote: Yes – 6. No - none.

Exhibit #8329, commending Clifford Lueck for 40 years of Service with the Watertown Public Library was presented. *Sponsor: Mayor David.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a voice vote.

Exhibit #8330, to authorize an Interface between the City of Watertown and the Jefferson County 911 Communications System by General Communications at a cost of \$7,925.00 to be charged to Account #05-52-13-70 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8331, to authorize the withdrawal from the Local Government Property Insurance Fund and to recommend coverage with MPIC for property insurance coverage effective June 30, 2016 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Maron and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8332, to authorize the filing of an application with the SDWLP with Mayor David being appointed as the Authorized Representative was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Maron moved for the adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8333, to authorize the application for a Conventional Rate Case with the Public Service Commission was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Zgonc moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8334, to declare official intent to reimburse expenditures made on the Water Utility Central Plan Improvements from proceeds of borrowing was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Maron moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8335, to approve Change Order No. 1 for the Main Street Bridge Rehabilitation Project in an amount of \$1,954.77 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Maron and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8336, to authorize a Change Order to the 2016 Bituminous Street Surfacing Program with Payne and Dolan in an amount of \$67,264.00 to provide paving on Mary Knoll Lane, Mary Street and William Street to be taken from Annual Reserve Account #05-50-11-69 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Zgonc moved for the adoption of this resolution, seconded by Ald. Tietz and carried on a roll call vote: Yes – 6. No – none.

Exhibit #8337, to authorize the Contingent Account to be reduced by \$4,500.00 and the 2016 Traffic Control Repair Account #01-54-24-20 to be increased by \$4,500.00 to allow for the installation of countdown pedestrian crossing signals at W. Milwaukee & Church Streets and W. Main and Church Streets at a cost of \$4,240.00, was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Tietz and carried on a roll call vote: Yes – 6. No – none.

ADJOURNMENT

There being no further business to come before the Council at this time, Alderperson Larsen moved to adjourn, seconded by Alderperson Tietz and carried on a voice vote, the time being 7:24 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.)