

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, September 20, 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, Engineering Project Manager Jay Haberkorn, 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, September 6, 2016. There being none, the minutes were approved as presented.

COMMITTEE REPORTS

FINANCE COMMITTEE, September 12, 2016. **1. Review and approve CDBG Housing Loan Project.** Formal approval was requested for a home improvement project loan through the CDBG program. Motion passed unanimously to approve this loan. **2. Review and approve limited work from home language for Employee Handbook.** Under this policy, working from home would be allowed only for a specific reason such as a health or family issue and only with approval from the Department Head and Mayor. Motion passed unanimously to approve this policy. **3. Discuss and approve Fire Department fee for Service Coverage.** Chief Michalek explained the service charge is for situations where an EMS service cannot cover their ambulance system and coverage from Watertown is needed. This does not include mutual aid situations for which there is no charge. The proposed service coverage fee is \$475 per call. Motion passed unanimously to approve the new fee. A resolution will be presented. **4. Review and approve Fire Department purchase of the Zoll X-Series EKG Monitor.** Chief Michalek presented the bid from Zoll Medical Corporation in the amount of \$26,158.48 and indicated \$28,000 was budgeted in 2016 for this purchase. Motion passed unanimously to approve this purchase. **5. Review and approve hiring of Public Health Emergency Preparedness/Environmental Health position.** Health Officer, Carol Quest, explained the cost of this position is shared between the City and Dodge County. Motion passed unanimously to offer the position to the first choice candidate and authorize offering to another finalist if the first candidate declines. **6. Review and approve draft resolution for WI DNR Urban Forestry Grant.** Motion passed unanimously to approve the grant application. The report was received and placed on file.

PUBLIC WORKS COMMISSION, September 13, 2016. **1. Lawn maintenance requirements for 1115 S. 3rd Street.** This item was tabled until soil sample results are received from the DNR. **2. Review and approve revised sidewalk policy and resolution.** Chair Berg informed the Commission the policy had again been revised with a 2/3 property owner and 1/3 City cost sharing formula and a condition requiring a map be included with the resolution showing areas that need infill sidewalk. Public hearings will still be required before installation because of the special assessments that will result. Motion was made and seconded to recommend approval of the revised policy and resolution and passed 4:1 with Larsen dissenting. The resolution will be presented. **3. Review and approve sidewalk repair notices for 615 E. Main Street, 621 E. Main Street and 211 S. 9th Street.** Jay Haberkorn explained citizen complaints brought the need for repair to the attention of the City. The property owners will have the choice of doing the work themselves or having the City replace the damaged slabs. Motion passed unanimously to notify the property owners of the need for repairs and the

costs to have the City perform the repairs. **4. Review and approve Erosion Control and Storm Water Management Ordinance revisions**, Rick Schultz noted changes are needed to bring City code in line with State regulations. A grant was received earlier this year to update the City's Storm Water ordinances and work toward reducing phosphorus and sediment discharge into the Rock River. Steve Wurster of Ruckert-Mielke has worked with City staff on the ordinance changes and presented more information to the Commission. Motion passed unanimously to recommend Council approval of ordinance revisions following review by Attorney Gruber. Two ordinances will be presented to the Council. **5. Review and acknowledge Bicycle and Pedestrian Path Task Force minutes of July 26, 2016**. Minutes were approved unanimously. The report was received and placed on file.

COMMUNICATIONS & RECOMMENDATIONS OF THE MAYOR

Mayor David presented the appointment of Steve Hepp to the Licensing Board, 1st term, replacing Jon Lamp. Alderperson Smith moved to approve the appointment, seconded by Alderperson Tietz and carried on a roll call vote: Yes – 9. No – 0.

Mayor David presented a proclamation of October 16-22 as Freedom from Workplace Bullies Week.

Melissa Lampe, Main Street Program Director, 519 E. Main Street, was present to update the Council. Melissa announced fund raising activity for Santa's House has reached \$17,234 of the \$25,000 goal. Melissa reminded the Council that the Banner Auction will be held on October 21, 2016 and the Pumpkin Palooza event on October 29, 2016 coinciding with Trick or Treating from 4-7 p.m. Other future events include Women's Weekend, the Parade of Homes and a community viewing of the Watertown episode of Around the Corner with John McGivern.

Susan Dascenzo, Chamber of Commerce Director, 519 E. Main Street, was present to update the Council. Dascenzo spoke about the remodeling project at the Chamber office and upcoming events for members including a wellness clinic for members, social media and digital marketing event and a CEO breakfast. Susan added that the Chamber plans to direct future programming by grouping members by industry and indicated that preparation is underway for a holiday shopping gift guide for viewing on the Chamber's web site.

Peg Checkai, Director of the Watertown Public Library was present to update the Council. Upcoming events at the Library include an author event, yoga classes, Wisconsin Job Service workshops, computer classes, creative writing class, small business workshops and a walking group that learns about Watertown history and the Farmer's Market through October. Peg also noted a structural issue with the ledge of the Carnegie building is being worked on.

NEW BUSINESS – CODIFICATION OF CITY ORDINANCES

Attorney Will Gruber presented to the Council information regarding the codification process. He indicated the codification process has been a three year project to update the City of Watertown code of ordinances that was necessary to update the code and check for inaccuracies and conflicts with State or Federal law. He added the updated code is renumbered and reorganized and that changes were editorial and not policy changes. Gruber presented an itemized list of the changes, master fee schedule and a disposition list and derivation table for the new code books.

ACCOUNTS PAYABLE

Certified accounts in the amount of \$192,896.11 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 – August 10, 2016. Cable TV Regulatory Board – August 15 and 22, 2016. Cash & Investment Summary – August 31, 2016. Community Development Authority – August

18, 2016. Historic Preservation and Downtown Design Commission – August 17, 2016. Licensing Board – September 14, 2016. Main Street Program Board – August 17, 2016. Payroll Summaries – August 31-September 13, 2016. Plan Commission – September 12, 2016. Police and Fire Commission – September 12, 2016.

LICENSES

The following have made applications for new Beverage Operator Applications for year ending Jun 30, 2017: McKenna G. Anderson, 1346 N. 4th St #3, Watertown; Beth A. Bartell, 301 N. Church St—A, Watertown; Joelle M. Bauer 220 First St, Johnson Creek; Nicole M. Bell, 119 Emerald St, Watertown; Kenneth L. Benson, 355 Munn Rd, Madison; Isaiah M. Budzinski, 205 Herman St, Watertown; Nickolas B. Demetropoulos N1609 Scofield Rd, Watertown; Alexa M. Flores, N55 W35983 Lisbon Rd, Oconomowoc; Christina C. Gabrus, 245 Tamarack Dr #9, Lake Mills; Sheila L. Gibson, W387 Rockvale Rd, Oconomowoc; Jordan M. Held, 632 Sweetbriar Ln, Watertown; Kyrena F. Jenne, 1021 Wilbur St, Watertown; Katelynn M. Jorgenson 1100 N. 4th St, Watertown; Nathan R. Knasinski, 312 W. Griswold St, Ripon; Constance C. Koenig, 600 Highland Ave, Watertown; Tabitha F. Kumbier, 714 W. Cady St, Watertown; Hope R. Loersch, 820 Oakwood Ln, Watertown; Gail D. Maron, N6996 County Rd X, Watertown; Earl E. McCorkle, 1509-2 Lakeside Terrace, Watertown; Nicholas E. Peirick, N700 Hwy Q, Watertown; Sarinya M. Phoorat, 201 S. Water St, #301, Watertown; Katie G. Pirkel 1011 Carr St, Watertown; Jamie S. Pupanek, 1010 Vine St, Watertown; Katie T. Raether, 111 Fairview St, Watertown; Roxanne K. Rice, 815 S. 12th St, Watertown; Lucas J. Ruehlow, 204 N. Church St, Watertown; Chelsea K. Rupnow 730 N. Church St, Watertown; Richard L. Rutledge Jr., 307 ½ E. Cady St, Watertown; Marie L. Stangler, W5752 Hancock Rd, Watertown; Jan M. Taylor, 1204 Virginia Ave, Watertown; Matthew W. Villwock, 1011 Mary St, Watertown; Laura L. Wenninger, 1012 N. 4th St, Watertown. Alderperson Tietz moved to recommend approval of all licenses listed, seconded by Alderperson Maron and carried on a voice vote.

The following made application for a “Class B” Malt & Liquor License: JVC Bar and Grill LLC, 301 E. Main Street, Shannon N. Christian, Agent and Brewski’s LLC, 715 W. Main Street, Todd A. Godfroy, Agent. The following made application for a “Class A” Malt and Liquor License: Shetal LLC dba Justmann’s Liquor Store, 200 S. 4th Street, Bhupinder Singh, Agent. Motion was made by Alderperson Tietz to approve the “Class B” and “Class A” licenses, seconded by Alderperson Larsen and carried on a voice vote with Alderperson Zgonc abstaining.

Moravian Homes – dba Marquardt Village Towne Centre, 1045 Hill Street applied to change the agent for its license to Sherry Cira. Motion was made by Alderperson Tietz to approve the change of agent seconded by Alderperson Smith and carried on a voice vote.

ORDINANCES

Ord. #16-13, for the attachment of real estate by Boundary Adjustment from the Town of Emmet to the City of Watertown located at N1526 Prospect Street was presented. *Sponsor: Mayor David. From: The Plan Commission (with a positive recommendation).* Alderperson Zgonc moved for the adoption of this ordinance on its second reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – 0.

Ord. #16-14, to amend Section 7.06(2)(a), Parking Reserved for Vehicles of Disabled, amended to add two stalls on S. Water Street was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Larsen moved for the adoption of this ordinance on its second reading, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 9. No – 0.

Ord. #16-15, to amend Section 7.06(1)(b), Loading Zone-No Parking, on S. Water Street was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Raether moved for the

adoption of this ordinance on its second reading, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 9. No – 0.

Ord. #16-16, to amend Section 17.02(50), Lists Furnished to Treasurer was presented. *Sponsor: Mayor David.* Alderperson Tietz moved for the adoption of this ordinance on its second reading, seconded by Alderperson Smith and carried on a roll call vote: Yes – 9. No – 0.

Ord. #16-17, to amend Section 26.08, Filing of Lien related to delinquent utility bills was presented. *Sponsor: Mayor David.* Alderperson Smith moved for the adoption of this ordinance on its second reading, seconded by Alderperson Maron and carried on a roll call vote: Yes – 9. No – 0.

CODIFICATION

Res. Exh. #8363, providing for the Publication, Filing, Inspection and Adoption of a Code of General Ordinances was presented. Alderperson Smith moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – 0.

Ord. #16-18, to Revise and Consolidate, Amend, Supplement and Codify the General Ordinances of the City of Watertown was presented. Alderperson Berg moved for the adoption of this ordinance on its first reading, seconded by Alderperson Larsen. Following discussion regarding the two week review period described in Exhibit #8363, Alderperson Smith moved to delay the first reading of this ordinance to October 4, 2016, seconded by Alderperson Berg and carried on a roll call vote: Yes – 9. No – 0.

RESOLUTIONS

Res. Exh. #8361, to authorize the City Zoning Administrator/Grant Writer to prepare and submit a Wisconsin DNR Urban Forestry Grant Application. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 9. No – None.

Res. Exh. #8362, to adopt the Telework Policy to the Employee Handbook was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson McFarland moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a voice vote.

Res. Exh. #8364, to adopt the revised Infill Sidewalk Policy was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Maron. Considerable discussion took place over the definition of infill sidewalks, the rating system used to rank the areas in need of infill sidewalks, destinations of the walking routes identified and the fairness of the proposed cost sharing method set forth in the exhibit. Following the discussion, Alderperson Smith moved to delete the 3rd and 7th “Whereas” paragraphs of the resolution addressing the 1/3 City, 2/3 Owner cost sharing split and all references to such split within the Infill Sidewalk Policy, seconded by Alderperson Larsen. The motion failed on a roll call vote: Yes – McFarland, Smith, Larsen, Romlein (4). No – Berg, Zgonc, Raether, Tietz, Maron (5). Following the failed motion, a roll call vote was taken on the original motion by Alderperson Berg and seconded by Alderperson Maron for adoption of the resolution. The motion for adoption carried on the roll call vote: Yes – Berg, Zgonc, Raether, Tietz, Maron (5). No -McFarland, Smith, Larsen, Romlein (4).

Res. Exh. #8365, to approve a fee of \$475.00 for Fire Department Service Coverage when the Watertown Fire Department is requested to respond to a call when other jurisdictions have difficulty with adequate EMS staffing to answer a call was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Smith moved for the adoption of this resolution, seconded by Alderperson Romlein and carried on a roll call vote: Yes – 9. No – None.

Res. Exh. #8366, to approve the purchase of a cardiac defibrillator/monitor from Zoll Medical Corporation in the amount of \$26,158.48 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – None.

ADJOURNMENT

There being no further business to come before the Council at this time, Alderperson Larsen moved to adjourn, seconded by Alderperson Raether and carried on a voice vote, the time being 8:40 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.)