

COUNCIL PROCEEDINGS

Mayor John David called the regular meeting of the Common Council of the City of Watertown to order at 7:06 p.m. on Tuesday, October 18, 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. (8) Absent: Romlein. (1). Also present were Fire Chief Greg Michalek, Police Chief Tim Roets, City Engineer Jaynellen Holloway, City Attorney Will Gruber and City 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 meeting held Tuesday, October 4, 2016. There being none, the minutes were approved as presented.

COMMITTEE REPORTS

FINANCE COMMITTEE, October 5, 2016. 1. Review & approve bus bids for Transit System. Clerk/Treasurer Rupprecht was present to present bids received on the bus. The low bidder was Atlas Bus Sales at \$55,856.00. Motion was made and seconded to recommend this purchase. A resolution will be presented. **2. Review & approve personnel transfer in Communications Center.** Chief Roets was present to explain that he would like to move Evidence Clerk Rick Olsen to also be a part-time dispatcher in the 911 Call Center due to his experience as a retired police officer. Motion was made and seconded to approve this transfer. **3. Review & approve Hotel Feasibility Study.** Mayor David presented three proposals. After discussion a motion was made and seconded to recommend Hospitality Consulting Group at a cost of \$8,000.00. This passed unanimously. **4. Budget Discussion with Department Heads.** Fire Chief Greg Michalek, Police Chief Tim Roets, Street Superintendent Rick Schultz, Park & Rec. Director Cindi Braasch, Water Systems Manager Kevin Freber, Health Officer Carol Quest, Cable TV Coordinator Karen Huismann, City Engineer Jaynellen Holloway and Library Director Peg Checkai all made presentations to the Finance Committee regarding their budgets. These presentations will be acted upon and recommendations made at the next meeting. The report was received and placed on file.

FINANCE COMMITTEE, October 6, 2016. 1. Budget Discussion. Alderperson Smith handed out budget statistics and projections provided by Clerk/Treasurer Rupprecht. Cindy explained that there was an increase in debt levy of \$100,000. and an increase levy in the General Fund of \$272,165. The Mayor's budget is currently at the maximum expenditure restraint level. The Finance Committee then reviewed the presentations from the previous night. Fire Chief: Chief Michalek requested to transfer \$2,000.00 from Turnout Gear Account #01-52-31-51 to Auxiliary Salaries Account #01-52-31-16. The consensus was to recommend this. Chief Roets: Chief Roets presented concerns over his Over-Time Account. After discussion the Committee felt, while additional money might be needed, the decision was to leave it in Contingent and transfer it at a later time if necessary. Streets, Solid Waste & Storm Water: Street Superintendent Schultz requested four cuts. 1 – To cut \$11,000.00 from Fuel Account #01-54-11-40 and move this to Snow & Ice Account #01-54-35-18. 2 – To cut \$20,000.00 from Outside Services Account #17-58-17-41 and increase Clean Sweep Account #11-58-17-43. 3 – To cut \$35,000.00 from Seal Coating Account #05-58-11-70 and move this to Park Capital Account #05-55-41-70. 4 - To allow for the purchase of a pavement saw for \$27,000.00 from Storm Water Capital Outlay Account. The consensus of the Committee was to recommend all four of these changes. Park, Recreation & Senior Center: Discussion took place about the cost of the registration software at \$30,000.00 and about the renovations needed

at Washington Park. After discussion, it was suggested that \$30,000.00 for the online software be cut in half, giving \$15,000.00 to Engineering for one of the vehicles requested and taking an additional \$7,000.00 from the Library Capital Account and moving this to Building, Safety & Zoning for the vehicle purchase. Final consensus was to cut \$15,000.00 from Account #05-55-20-70 and \$7,000.00 from Account #05-55-11-70 and move this \$22,000.00 to Account #05-52-41-70 for the purchase of a vehicle by Building Inspection. Water/Wastewater: Kevin only presented information, no action was needed. Health: Health Officer Carol Quest only presented information, no action was needed. Cable TV: Coordinator Karen Huismann presented information, no action was needed. Engineering/Building, Safety & Zoning: The request for one additional vehicle came from the online software and Washington Park Concession Stand so no further action was needed. Library: In her presentation, Library Director Peg Checkai addressed the \$80,000.00 requested for the repair of the Carnegie Steps. Since repair estimates were unknown, \$7,000.00 was cut and moved to Building Inspection. The Committee felt the balance of \$73,000.00 should remain in the account until more information is provided as to how to proceed and any excess funds could be reallocated to other areas in the budget. Motion was then made and seconded to recommend the changes previously outlined. Motion passed unanimously. The report was received and placed on file.

FINANCE COMMITTEE, October 10, 2016. 1. Review & approve Resolution of Necessity for the purchase of 103 W. Cady Street. Kristen Fish from Redevelopment Resources was present to explain the reason behind this resolution for 103 W. Cady Street. Motion was made and seconded to recommend this resolution, which passed unanimously. **2. Resolution of Necessity for the possible purchase of 101, 107, 109, 111, 115 and 121 W. Main Street.** This is the same process as previously mentioned for 103 W. Cady Street. Motion was made and seconded to recommend this resolution to the Council. This passed unanimously. **3. Closed Session per Wis. Stat. §19.85(1)(e) to discuss purchase of land.** Motion was made and seconded to move into closed session and carried on a roll call vote. After closed session a motion was made and seconded to reconvene to open session. **4. Review & approve the authorization to grant funds to the Community Development Authority for the purpose of purchasing 103 W. Cady Street.** This item was laid over and may come back at a future date. **5. Review deferred CDBG loans & make recommendation for write-off.** Clerk/Treasurer Rupprecht was present to explain three loans that were flagged during last year's audit for possible action. The first loan is from 1991 for Robert Peterson. City Attorney Gruber has determined this loan is uncollectible, with zero probability of recovery. Recommendation is to write this loan off. A resolution will be presented. The second loan was given to a couple that has since divorced. The wife received the house during the divorce and took back her previous name. It has been determined that the loan is still collectible regardless of the name change. All records internally will be updated to reflect the new name. No additional action is recommended. The third loan is a property where the owner is deceased. His daughter received the property in the estate. There is still a mortgage loan in the amount of \$6,946.90. After discussion a motion was made and seconded to have MSA, our administrator of the program, contact the current owner to see if she qualifies under the program or demand payment. This may come back for further action in the future. **6. Review & approve transfer of funds to Digicorp Block of Time Account.** After discussion, a motion was made and seconded to take \$8,000.00 from Account #01-54-10-60 and transfer it to the City Wide Network Account #01-54-10-41. This passed unanimously. The report was received and placed on file.

PUBLIC WORKS COMMISSION, October 11, 2016. 1. Discuss sidewalk concerns at 1013 Vine Street. After discussion a motion was made and seconded to allow the property owner at 1013 Vine Street to vacate the sidewalk north of his driveway and take out other sidewalk sections if desired and to have our City Forestry Department evaluate the

feasibility of taking down a tree in his boulevard, west of this section of sidewalk. This motion passed unanimously. **2. Discuss garbage pickup request for North Second Road.** Street Superintendent Schultz was present to present a request by Damian and Mary Denault at N552 Second Street Road for garbage and recycling services. They are willing to pay the City's rate of \$11.50 per month. Motion was made and seconded to approve our crews to provide service at this location. Motion passed unanimously. **3. Discuss sale of Airport Tractor update.** Street Superintendent Schultz provided an update on a recent sale of a tractor on Wisconsin Surplus Auction for \$6,737.50. **4. Review & approve Green Complete Streets Policy.** Andrew Beyer presented the report that the Bicycle and Pedestrian Task Force had approved, a Green Complete Streets Policy, modeled after an ordinance in La Crosse, aimed at requiring our City to evaluate all modes of transportation; sidewalks, bikeways, vehicles, public transportation, etc. and Storm Water improvements when doing street construction or major resurfacing projects. No action was taken on this proposed Green Complete Streets Policy until next month when more information could be acquired from conversations with staff at the City of La Crosse on how this policy is working. **5. Review & acknowledge Bicycle & Pedestrian Path Task Force minutes of August 23, 2016.** Andrew Beyer provided a summary of the meeting from August 23, 2016. A top priority of the Task Force is applying for Bicycle Friendly Community Designation. Approving an eventual Complete Street Ordinance is mandatory in order to obtain this designation. It also will require the Public Works Commission to approve a Green Complete Streets Policy. Engineer Holloway was asked to initiate a grant application for getting funds to assist with work needed to achieve this designation. Motion was made and seconded to accept the Task Force minutes. **6. Concrete Sidewalk Specification update.** Andrew Beyer and Engineer Holloway discussed changes to our Concrete Sidewalk Specifications to reflect local legislation recently approved by the City Council or changes in State Statutes and Federal Regulations. After discussion, a motion was made and seconded to approve the proposed changes. This motion passed unanimously. The report was received and placed on file.

Public Safety & Welfare Committee, October 4, 2016. **1. Review request for "Slow Children" sign on S. 9th Street.** A request was received to place a "Slow Children Ahead" sign. There have been similar requests over the years and these could be numerous. They are not permitted under the Manual on Uniform Traffic Control Devices (MUTCD). Engineer Holloway showed an example of a sign in a yard that said "Drive Like Your Kids Live Here". The Engineering Department will check on the sign ordinance to see if these are legal to place in a yard and if so, request that this be considered for the residents on S. 9th Street. **2. Review request for turn lane on Endeavour Drive by the High School.** There is a shared use path just south of Endeavor Drive that would not be able to exist if there was a turn lane. After discussion the Committee felt a turn lane is not possible at this time. **3. Review request for additional signage near Perry Way Foods.** After discussion about the various signs in place and the request for additional signs, Engineering is to contact Johnsonville about their signs and the Street Department is to place "No Engine Breaking" signs. **4. Review request for added parking on the northeast corner of William & S. 3rd Street.** Even though there is little traffic on the road, the road is not wide enough by standards to allow parking on both sides of the road. Alderperson Larsen is to contact the resident to explain why we can't honor the request to have parking on both sides. **5. Review request for traffic calming at Main & 7th Street in the downtown.** After discussion it was decided to place pedestrian crossing signs with flags facing both east and west on Main Street at 7th Street, where there is a slight jog to cross Main Street. The Street Department will place these signs. The report was received and placed on file.

COMMUNICATIONS & RECOMMENDATIONS OF THE MAYOR

Bryan Lenz, Director of Bird City Wisconsin, was present to present the City of Watertown as the 99th Bird City. Bryan explained that this is modeled after the Tree City proclamation and that Watertown had met 7 of the 22 criteria

needed to be named a Bird City. Brian provided further information about what makes a community bird friendly. He complimented Cindi Braasch and Jennie Fox in all of their work in getting the City proclaimed this. He presented the City with two signs which we can place at the entrances of the City, along with a flag and a plaque. He further urged the City to become a High Flyer.

Susan Dascenzo, Executive Director of the Chamber of Commerce, was present to address the Council. Susan explained that it was Leadership Watertown night and introduced the students that were there to learn and see democracy in place. Susan also invited the Council to the Chamber's Open House, which will occur on Friday, October 28, 2016 from 3:00 p.m. to 5:00 p.m. The Chamber office has recently been remodeled and is an example of downtown Watertown revitalization. Susan also informed the Council that Robin Kaufman had been selected as the next Tourism Manager. She is scheduled to begin her job duties on November 7, 2016. Finally, Susan encouraged all Council members to promote their Watertown experience. Susan outlined several examples of what made her proud to be a City of Watertown resident, including Run from the Cops, the fundraiser that occurred for the benefit of the Library at the Oasis Salon, the fundraiser that took place for Santa's House and the fundraising for Chamberland. She encouraged everyone to share their stories about how wonderful Watertown is.

Melissa Lampe, Main Street Program Director, then addressed the Council, informing them that Santa's House was under construction. She also invited members to attend the Art on Main Street Auction, which would occur on Friday at Lyon's Irish Pub, beginning at 5:30 p.m., with the auction starting at 6:30 p.m.

ACCOUNTS PAYABLE

Certified accounts in the amount of \$835,454.14 were presented for payment. Alderperson Smith moved to pay all certified accounts, seconded by Alderperson Tietz 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: Airport Commission – August 10, 2016. Branding Committee – September 15, 2016. Cable TV Regulatory Board – September 12, 2016. Cash & Investment Summary – September 30, 2016. Community Development Authority – September 22, 2016. Historic Preservation & Downtown Design Commission – September 21, 2016. Licensing Board – October 12, 2016. Main Street Program – September 21, 2016. Payroll Summaries –September 28 – October 11, 2016. Plan Commission – October 10, 2016. Police & Fire Commission – October 10, 2016. Reserve Balances for period ending September 30, 2016. Transit Commission – October 3, 2016. Watertown Family Center Board – September 27, 2016.

LICENSES

The following have made applications for Beverage Operator Licenses for year ending June 30, 2017: Nathaniel L. Ashcraft, 403 Terry Ln., Watertown, WI 53094; Ketti L. Bingen, 1153 Boughton St., #1A, Watertown, WI 53094; Brianna L. Engebretson, 612 Western Ave., Watertown, WI 53094; Linda M. Fisher, 1211 Douglas Ave., Watertown, WI 53098; James A. Frankenstein, 1505 Davis St., Watertown, WI 53098; Paige D. Hamann, 617 N. Church St., Watertown, WI 53098; Jeff A. Harris, 818 Jones St., Watertown, WI 53094; Amber J. Hopp (Recommended Denial), 516 E. Main St., #222, Watertown, WI 53094, Joyce C. Ireland, N1010 Deer Rd., Watertown, WI 53098; Paula B. Kaulback, 1214 Virginia Ave., Watertown, WI 53098; Mary L. Lloyd, N8864 River Rd., Watertown, WI 53094; Nikole M. Loontier, 1016 N. 2nd St., Watertown, WI 53098; Gary J. McCarthy, 1418 S. 9th St., Watertown, WI 53094; Ann M. Mueller, 120 Scot St., Watertown, WI 53094; Michelle L. Mueller, 906 Wisconsin St., Watertown, WI 53094; Brett A. Pavlons, 908 E. Main St., Watertown, WI 53094; Suzanne M. Pieper, N890 Cty. Rd. R, Watertown, WI 53098; Jennifer Quinn-Wandersee, 1520 Sandy Lane,

Watertown, WI 53098; Jose de Jesus Mota Ramirez, 500 ½ S. 7th St., Watertown, WI 53094; Katelyn A. Richter, 413 N. Monroe St., Watertown, WI 53098; Rachel A. Sachs, W8040 Quarry Rd., Watertown, WI 53098; Lori A. Schadt, 1203 N. Water St., Watertown, WI 53098; Jessica A. Schmidt, 521 Humboldt St., Watertown, WI 53094; Michelle Schwantes, 1000 N. Water St., Watertown, WI 53098; Gregory J. Schwartz, 1026 N. 2nd St., Watertown, WI 53098; Susan R. Septer, 1220 E. Main St., Watertown, WI 53094; Jasmine P. St. Germaine, N2695 State Rd. 26, Watertown, WI 53098; Peter W. Strupp, 1207 Riverview Ln., Watertown, WI 53094; Christopher D. Theder, 522 Fremont St., Lake Mills, WI 53551; Glenn C. Wagner, 1415 Randolph St., Watertown, WI 53094; Benjamin C. Wegner, 1211 Oak St., Watertown, WI 53098; Jessica S. Weisensel, 713 Bridlewood Ln., Watertown, WI 53094. Motion was made by Alderperson Tietz to recommend granting all Beverage Operator licenses per Exhibit A with the exception of the license to Amber J. Hopp. This was seconded by Alderperson Maron and carried on a voice vote.

The following made application for a “Class A” Malt & Liquor license; Kwik Trip, Inc., dba Kwik Trip #444, 1184 N. Fourth Street (Kristin Schwantes, Agent) and Bajwa Gas LLC, dba Clerk, 1429 E. Main Street (Gurpreet Bajwa) (previously was Class “A” license). The following made application or a “Class B” Malt & Liquor license, Antonio Huerta Orzuna, dba Watertown Family Restaurant, 210 S. Water Street. The following made application for a Special Event license, Watertown Area United Way, CMN Movie at Towne Theater, 308 E. Main St., December 6, 2016, 5:00 p.m. o 11:00 p.m. (Rich Moen). Motion was then made by Alderperson Smith, seconded by Alderperson Raether to recommend the granting of the “Class A” Malt & Liquor licenses for Kwik Trip and Bajwa gas. This carried on a voice vote with Alderpersons McFarland and Zgonc abstaining. Motion was then made by Alderperson Tietz, seconded by Alderperson Raether to recommend granting the “Class B” Malt & Liquor license to Antonio Huerta Orzuna, dba Watertown Family Restaurant. This carried on a voice vote. Motion was then made Alderperson Raether, seconded by Alderperson Maron to recommend the granting of the Special Event license to Watertown Area United Way. This carried on a voice vote.

ORDINANCES

Ord. #16-19, to amend Chapter 288, Erosion & Sediment Control, Article 1, Construction Site Erosion Control, (presented as Section 20.16 on October 4, 2016 prior to enactment of republished Code – proposed ordinances are in all other substantive regards identical.) *Sponsor: Mayor David. From: The Plan Commission & The Public Works Commission (with a positive recommendation).* Alderperson Berg moved for the adoption of this ordinance on its second reading, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 8. No – 0.

Ord. #16-20, to amend Chapter 288, Erosion & Sediment Control, Article II, Post-construction Storm Water Runoff (presented as Sect. 20.17 on October 4, 2016 prior to enactment of republished Code – proposed ordinances are in all other substantive regards identical.) *Sponsor: Mayor David. From: The Plan Commission and Public Works Commission (with a positive recommendation).* Alderperson Maron moved for the adoption of this ordinance on its second reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 8. No – 0.

RESOLUTIONS

Res. Exh. #8372, for a revised WI DNR Urban Forestry Grant Resolution was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Smith and carried on a roll call vote: Yes – 8. No – None.

Res. Exh. #8373, to write-off the balance of the Peterson Loan in the amount of \$9291.80 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Smith and carried on a roll call vote: Yes – 8. No – 0.

Res. Exh. #8374, to authorize the purchase of a 24 Passenger Bus from Atlas Bus Sales in the amount of \$55,856.00, with 80% being funded by a Transit Commission Capital Grant and the balance being charged to Transit Capital Outlay Account #05-57-11-70 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Raether moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 8. No - 0.

Res. Exh. #8375, to request exemption from the payment of Library Tax with Jefferson County and

Res. Exh. #8376, to request exemption from the payment of Library Tax with Dodge County were presented. *Sponsor: Mayor David.* Alderperson Smith moved for the adoption of both resolutions, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 8. No – None.

Res. Exh. #8377, to authorize contribution from TID #5 in the amount of \$200,000.00 to the CDA Downtown Commercial Rehabilitation Revolving Loan Fund 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 – 8. No – None.

Res. Exh. #8378, to authorize a decrease in Engineering Account #01-54-10-60 budget by \$8,000.00 and to authorize a budget increase to Account #01-54-10-41, Engineering City-Wide Network Account by \$8,000.00 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Smith moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 9. No – None.

Res. Exh. #8379, to approve a Memorandum of Option to Exercise Right of First Option to Purchase Real Estate between the City Of Watertown and BASO Holdings, LLC and BASO Gas Products, LLC was presented. *Sponsor: Mayor David.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Smith and carried on a 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.)