

## 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, January 16, 2017, 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, 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 meetings held Tuesday, January 3, 2017. There being none, the minutes were approved as presented.

### COMMITTEE REPORTS

**FINANCE COMMITTEE, January 9, 2017. 1. Review & approve 2017 Plan of Finance presented by R.W. Baird.** Brad Viegut, from R.W. Baird, was present to explain our Financial Plan. The City will be borrowing \$3,000,000.00 of General Obligation Promissory Notes to fund 2017 Capital Improvement Projects. In addition, the City will be refinancing two issues. The first is a taxable General Obligation Debt for \$805,000.00. This is to refinance a State Trust Fund Loan. The second refinancing is a \$955,000.00 Water System Revenue Bond Refunding. The Refunding on the General Obligation Bonds will result in a present value savings of about \$44,000.00 with a savings on the Water Revenue Bonds of about \$99,000.00. Motion was made and seconded to recommend these financings, which carried on a voice vote and passed unanimously. **2. Review & approve 2017 Squad Car Bids.** Chief Roets was present to explain the four bids that he received. The lowest is Ewald Automotive of Oconomowoc for \$56,500.00. After discussion a motion was made and seconded to recommend the low bid, which passed unanimously. A resolution will be presented at a future meeting. **3. Review & approve ambulance billing write-off.** The Committee reviewed the report prepared by Fire Department Administrative Assistant Andrea Peters. After discussion a motion was made and seconded to write-off \$3,633.14 of charges for which there is no recourse of recouping these funds. This was seconded and passed unanimously. **4. Review & approve Street Department employee advancement.** Street Superintendent Rick Schultz was present to explain that he has an employee who has expanded knowledge and has become a crew leader. As part of the 2017 Budget, Rick has included moving Jason Heller from a Grade F, Step 6 to a Grade G, Step 6. After discussion a motion was made and seconded to recommend this advancement, which was approved unanimously. **5. Closed Session per Wis. Stat. §19.85(1)(c) to discuss personnel matter.** Motion was made and seconded to move into closed session, which passed unanimously on a roll call vote. **6. Reconvene to open session.** Motion was made by Alderperson Tietz, seconded by Alderperson Larsen to reconvene to open session. Motion passed unanimously. **7. Review & approve Solid Waste new hire.** Following closed session, a motion was made and seconded to recommend the hiring of Justin William Helser at a Grade D, Step 5. This motion was seconded and passed unanimously. **8. Review & approve performance bonus for red-lined employees.** City Clerk/Treasurer Rupprecht was present to explain that this is the same process that has been used the past two years. Cindy and the Mayor are recommending a \$228.00 performance bonus for those that are red-lined. This is a one-time check. Motion passed unanimously. **9. Review & approve Housing Rehab Loan.** City Clerk/Treasurer Rupprecht was present to present a loan in the amount of \$14,160.00 for some electrical work, window work and repairs. Motion was made and seconded to approve this loan,

which passed unanimously. **10. Request W. Main Street Assessment for FEMA Section 404 Hazard Mitigation Grant.** City Engineer Holloway was present to explain that FEMA has asked for additional information regarding a grant for the purchase of the property at 101 W. Main Street. She is seeking approval to move forward with the grant, which also could include the property at 103 W. Cady Street. Motion was made and seconded to move forward. **11. Review & approve resolutions for FEMA's hazard Mitigation Grant Program applications for 101 W. Main Street and 103 W. Cady Street.** After review, motion was made and seconded to recommend this to the Council. Resolutions will be presented. **12. Discuss Hotel Feasibility Study.** Kristen Fish, from Redevelopment Resources was present to explain the Feasibility Study. Kristen talked about the encouraging numbers presented in the report and the need for a town square. After discussion, motion was made and seconded to take this information and some questions concerning property purchases to the full Council. This will be presented at a Committee of the Whole. A final decision will be made in February. **13. Review Redevelopment Resources Contract.** Mayor David reviewed the progress Kristen has been making in moving our Downtown Redevelopment plans forward. After discussion a motion was made and seconded to recommend this contract to the Council, which passed unanimously. **14. Closed Session per Wis. Stat. §19.85(1)(e) to discuss land purchase.** Motion was made and seconded to move into closed session, which carried on a roll call vote. Following closed session a motion was made and seconded to reconvene to open session. In open session the Mayor publically stated that the Hotel Feasibility Study is available for public viewing, as it is a completed project. The report was received and placed on file.

**PUBLIC WORKS COMMISSION, January 10, 2017.** **1. Update on electronic drop off concerns.** Street Superintendent Rick Schultz was present to discuss this topic. Moving the Electronics Recycling Program inside the fence at the Street Department to prevent abuse of non-residents has been successful, however, a private citizen has suggested that we offer some evening or Saturday hours to accommodate those working during the day and unable to drop them off with current hours. After discussion, this issue was tabled for the rest of the winter season, but will be revisited again sometime in April for a possible variation of hours that may help to address the needs of local residents that can't meet the current hours. **2. Review & approve Change Order for West Street Curb.** Street Superintendent Schultz provided an update on the decision to delay completion of West Street Curb & Gutter. In order to keep the contract open it requires a change order to be issued and a 5% adjustment of \$2,000.00, which will need to come from 2017. After discussion, a motion was made and seconded to approve this change order for \$2,000.00, which passed unanimously. **3. Review & approve right of way acquisition for North 2<sup>nd</sup> Street Bridge Project.** The project continues to move ahead, however, we need to hire MSA Professional Services for right-of-way acquisitions for some small, additional portions of land. After discussion a motion was made and seconded to recommend hiring MSA Professional Services at a price not to exceed \$13,900.00, to negotiate these acquisitions. This passed unanimously. A resolution will be presented. **4. Review & approve Relocation Order for North 2<sup>nd</sup> Street Bridge Project.** Street Superintendent Rick Schultz presented the need for a relocation order as it relates to this project. After discussion a motion was made and seconded to approve the relocation order for the North 2<sup>nd</sup> Street Bridge Project, which passed unanimously. **5. Certificate of Floodplain Compliance Form Update.** Engineer Holloway was present to present a form which will need to be filled out whenever a developer or private resident plans to fill in land within the City limits. It is a Certificate of Floodplain Compliance. After discussion a motion was made and seconded to approve this new Certificate of Floodplain Compliance Form, which passed unanimously. **6. Acknowledge City Wide Bicycle & Pedestrian Path Task Force minutes for November 22, 2016.** This item was tabled until the next meeting. **7. Review sidewalk issues at 1159 River Drive & 1207 River Drive.** Previously the Commission acted on damaged sidewalk at

1203 River Drive, however, has also now become aware of damaged sidewalk at 1159 and 1207 River Drive. After review of the pictures presented by Jay Haberkorn, motion was made and seconded to send letters to these two property owners to repair/replace their damaged sidewalk slabs, or have the City do it for them. This passed unanimously. The report was received and placed on file.

**PUBLIC SAFETY & WELFARE COMMITTEE, January 4, 2017.** **1. Review Resident Parking concern on 700 Block of Emmet Street.** A resident shared concern that there were too many vehicles parked on the street near her house. She also shared a concern that there was an unattached trailer. After review by staff, they found the trailer had been moved and parked in a driveway and that there were no cars blocking this resident's driveway at the time. Engineering will contact the citizen to further discuss. **2. Review Request for Pedestrian Crossing Sign at Montgomery & Emmet Streets.** After discussion regarding the placement of tall pedestrian signs or the possibility of using orange traffic cones, it was suggested that the Police Department follow up with St. Bernard's on the possibility of placing orange traffic cones. **3. Review & approve Ordinance to Amend Section 497-6 A.-D. Removal of Abandoned or Junked motor vehicles.** Our current ordinance does not allow our Community Service Officer to be able to expedite the removal of these vehicles. Police Chief Roets explained that he would like this to be done by this position. Motion was made and seconded to recommend moving forward with the revised ordinance and requested that Attorney Gruber draft this for Council approval. **4. Review request for parking on Wisconsin & S. Ninth Street.** A new business is going in on the corner of Wisconsin and S. Ninth Street and the owner said he would benefit if customers could park either on S. Ninth or Wisconsin Street. After discussion, the Committee voted unanimously to rescind the no parking areas on the west side of S. Ninth Street and the south side of Wisconsin Street. An ordinance will be forwarded to the Council. **5. Review Marquardt Village Signage.** A resident shared concerns about improper signage. After review the Police Department and Fire Department have reported their findings and are recommending that a stop sign be placed on Perry Street, going east, at Werner Street. It was also pointed out by the Fire Department that vehicles are parking in 3 separate fire lanes and the City cannot write tickets because these are on private property. After discussion it was decided to request that Marquardt Village paint the curb and put up No Parking - Fire Lane signs and also, to ask vendors making deliveries not to use the fire lanes for deliveries. Engineering will prepare and forward an ordinance for a stop sign on Perry at Werner Street to the Council. The report was received and placed on file.

#### **COMMUNICATIONS & RECOMMENDATIONS OF THE MAYOR**

Peg Checkai, Director of the Watertown Public Library, was present to update the Council. Peg stated that the Library would be installing the first self-checkout machine at the Library, which was able to be purchased from donations. She also updated the Council on work on the front steps. They had a Soil & Structural Engineer do a digging and they have discovered that the steps are supported by cobblestone with no mortar. They believe the soil has become eroded under the steps due to the raising of the buildings next door and the additional water flow. The next step will be to remove the steps and ledges and store those and then to dig down to see what is there and refill with proper soil. They are looking to prepare an RFP to have this fixed.

Mayor David then presented his appointments to the Historic Preservation & Downtown Design Commission: Dionne Kelm, 924 Labaree Street, 2<sup>nd</sup> Term; Michael Opager, 811 S. Seventh Street, 1<sup>st</sup> Term; Steven Board, 1019 Boughton Street., 1<sup>st</sup> Term. Motion was made by Alderperson Raether, seconded by Alderperson Maron to recommend the approval of these appointments.

Mayor David then presented the 2016 Construction Report and the report listing the candidates for the Spring Election. Alderperson Berg commented on the 2016 Construction Report and stated that the Council should relook at the

goals and objectives developed during the Strategic Planning sessions. He would like to see a way to measure where we are in relationship to our goals and make an effort to go from flat to a positive increase where economic and construction development are concerned.

### **ACCOUNTS PAYABLE**

Certified accounts in the amount of \$579,378.91 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Tietz 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 – December 14, 2016. Board of Health – December 15, 2016. Cash & Investment Summary – December 31, 2016. Historic Preservation & Downtown Design Commission – November 16, 2016. Licensing Board – January 11, 2017. Main Street Program Board of Directors – November 16, 2016. Payroll Summaries – December 21, 2016 through January 3, 2017. Plan Commission – January 9, 2017. Police & Fire Commission – January 9, 2017. Tourism Commission – December 8, 2016. Watertown Family Center – December 20, 2016.

### **LICENSES**

The following have made applications for Beverage Operator Licenses for year ending June 30, 2017 and are recommended for approval by the Licensing Board: Bethany H. Brown, W360 N7459 Brown St., Oconomowoc, WI 53066; Skye S. Clyde, 905 N. Water St., Watertown, WI 53098; Linda E. Ebert, 120 ½ E. Lake St., Lake Mills, WI 53551; Jill L. Filut, N56 W34880 Lake Dr., Oconomowoc, WI 53066; Kellie Jo Fisher, 704 Margaret St., Watertown, WI 53098; Ellissa K. Gavinski, 335 E. Water St., Watertown, WI 53094; Rachel C. Gillen, N2050 River Oaks Rd., Reeseville, WI 53579; Brian J. Gunderson, 215 N. Montgomery St., Watertown, WI 53094; Brenda L. Knight, 1007 Wisconsin St., Watertown, WI 53094; Jonathan A. Logeman, 305 S. 2<sup>nd</sup> St., #3, Watertown, WI 53094; Kristie K. Logeman, 305 S. 2<sup>nd</sup> St., #3, Watertown, WI 53094; Jason A. Mitchell, 313 ½ Western Ave., Watertown, WI 53094; Caleb L. Mundt, 314 LaFayette St., Watertown, WI 53094; Connor M. Neumann, 600 N. Votech Dr., Watertown, WI 53098; Valerie K. Oxford, 1110 Clement St., Watertown, WI 53094; Irene K. Palmer, N1092 Southern Rd., Lyndon Station, WI 53944; Mary H. Petersen, 705 Cherokee Path, Lake Mills, WI 53551; Jacob R. Preinfalk, 921 ½ E. Main St., Watertown, WI 53094; mary A. Saeger, N8947 Willow Rd., Watertown, WI 53094; Holly J. Schreiner, 408 N. Warren St., Watertown, WI 53098; Casey J. Schuett, N2240 Welsh Rd., Watertown, WI 53098; Tristan D. Schuler, 1346 N. 4<sup>th</sup> St., Watertown, WI 53098; Hanna V. Uecke, 1202 Oak St., Watertown, WI 53098; Bonnie J. Wetzel, 810 S. 9<sup>th</sup> St., Watertown, WI 53094; Tiffany M. Willing, N1788 Cty. Rd. R, #2, Lebanon, WI 53047. Motion was made by Alderperson Tietz, seconded by Alderperson Maron to recommend the granting of all Beverage Operator Licenses per Exhibit A. This carried on a voice vote.

The following applied for an Agent Change: Applebee's, 1504 S. Church St., Ashley A. Nevel. Motion was made by Alderperson Smith, seconded by Alderperson Raether to recommend this Agent Change and carried on a voice vote.

### **ORDINANCES**

**Ord. #17-1**, to repeal a portion of Section 500-9 A., Parking Prohibited on the west side of S. 9<sup>th</sup> St., from the south curb line of Wisconsin Street, south, a distance of 175 feet, was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Zgonc moved for the adoption of this ordinance on its first reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – None.

**Ord. #17-2**, to amend a portion of Section 500-3 B., Stop Signs, to read that Perry Street shall stop for Werner Street was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson

Zgonc moved for the adoption of this ordinance on its first reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – None.

**Ord. #17-3**, to amend Section 497-6 A. – D., Removal of Abandoned or Junked Motor Vehicles of Chapter 497 was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Zgonc moved for the adoption of this ordinance on its first reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – None.

**Ord. #17-4**, to amend Chapter 550, Official Zoning Map, to change from PI (Planned Industrial) Zoning to GI (General Industrial) Zoning, the parcel with PIN #291-0815-0624-002 was presented. *Sponsor: Mayor David. From: The Plan Commission (with a positive recommendation).* Alderperson Tietz moved for the adoption of this ordinance on its first reading, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 9. No – None.

## RESOLUTIONS

**Res. Exh. #8407**, to provide for the sale of \$3,000,000.00 of General Obligation Promissory Notes was presented. Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Romlein and carried on a roll call vote: Yes – 9. No – None.

**Res. Exh. #8408**, to provide for the sale of approximately \$805,000.00 Taxable General Obligation Refunding Bonds 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 – None.

**Res. Exh. #8409**, to provide for the sale of approximately \$965,000.00 Water System Revenue Refunding Bonds was presented. Alderperson Zgonc moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 9. No – None.

**Res. Exh. #8410**, to authorize the submission of a Hazardous Mitigation Grant Application to FEMA for property located at 101 W. Main Street and;

**Res. Exh. #8411**, to authorize the submission of a Hazardous Mitigation Grant Application to FEMA for property located at 103 W. Cady Street were presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Smith moved for the adoption of both of these resolutions, seconded by Alderperson Romlein and carried on a roll call vote: Yes – 9. No – None.

**Res. Exh. #8412**, a revised resolution to declare official intent to reimburse expenditures on the Water Utility Central Plant improvements from proceeds of borrowing, was presented. *Sponsor: Mayor David.* Alderperson Maron moved for the adoption of this resolution, seconded by Alderperson Smith and carried on a roll call vote: Yes – 9. No – None.

**Res. Exh. #8413**, to authorize a Change Order in the amount of \$2,000.00 for the 2016 Curb and Gutter Contract with Rennhack Construction, to finish the West Street Construction Project, to be charged to Annual Street Reserve Acct. #05-58-11-59 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 9. No – None.

**Res. Exh. #8414**, to enter into an agreement with MSA Professional Services for Right-of-Way Plat and Real Estate Easement Acquisition Services related to the N. 2<sup>nd</sup> Street Bridge Project, with funds to be charged to Acct. #05-58-11-58 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Smith 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 Smith moved to adjourn, seconded by Alderperson McFarland and carried on a voice vote, the time being 7:31 p.m.

Cindy Rupprecht

City 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.)*