

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, February 20, 2018, in the Council Chambers at City Hall.

ROLL CALL

Roll call showed the following members present: Alderpersons McFarland, Larsen, Zgonc, Raether, Maron and Kilps (6). Absent: Smith, Berg, Tietz (3). Also present were Police Chief Tim Roets, Fire Chief Kraig Biefeld, City Attorney Will Gruber, City Engineer Jaynellen Holloway, Zoning Administrator Jacob Maas, and 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, February 6, 2018. There being none, the minutes were approved as presented.

COMMENTS and SUGGESTIONS FROM CITIZENS PRESENT

Mayor David presented Fire Chief Kraig Biefeld with a plaque from the National Fire Academy and congratulated him on his accomplishment in completing the Executive Fire Officer program.

COMMITTEE REPORTS

Finance Committee, February 6, 2018. 1. Review and approve applicant for full-time Telecommunicator position. Police Chief Roets is recommending the hire of Julie Schmelzer. Motion was made, seconded and passed to approve the hire. 2. Review and select squad car dealer bid. Chief Roets received two bids with the low bid being Ewald Automotive Group. Motion was made, seconded and passed to approve Ewald bid. Report received and placed on file.

Finance Committee, February 12, 2018. 1. Review and approve Personnel Handbook update – call-in/call back policy for snow removal operations. Street Superintendent Schultz explained that he worked with the Clerk/Treasurer to modify this policy. It covers Street employees called in to work for snow emergencies and how they are paid for those hours. Motion was made, seconded and passed to approve the changes. 9. (Agenda order modified to take #9 at this time) Review and approve Food Vending on Public Streets application, permit and fee schedule. Zoning Administrator Jacob Maas informed the Finance Committee they are recommending an application with a \$75.00 permit fee. Motion was made, seconded and passed to approve the application and fee schedule. 2. Review and approve personnel handbook update – clarify vacation policy for salaried/exempt employees. Attorney Gruber suggested clarification of the policy for salaried/exempt employees related to years of WRS service. Motion was made, seconded and passed to approve this change. 3. Review and approve Personnel Handbook update – clarify use of sick time for children. Health Officer Quest suggested an update to clarify the policy for using paid sick leave for a child. Motion was made, seconded and passed to approve this change. 4. Review and approve Personnel Handbook update – revise leave of absence policy language. A recommendation at a prior Finance Committee meeting was to change the leaves without pay section to eliminate the approval from Common Council and leave the approval to the Finance Committee. Motion was made, seconded and passed to approve this change. 5. Review and approve agreement with Chamber of Commerce for Tourism. The Mayor presented the agreement to the Finance Committee and after considerable discussion, motion was made, seconded and passed to approve the agreement. 6. Review and approve Interim Water/Wastewater Department Head. Water Systems Manager Kevin Freber has resigned and the Mayor is recommending appointment of the Assistant Wastewater Manager, Peter Hartz, as the Interim Department Head. Motion was made, seconded and passed to approve this appointment. 7. Review and approve advertising Engineering/BSZ

Clerk/Typist part-time position. Engineer Holloway explained she would like to advertise the position which was approved in the 2018 Budget for part-time Clerk/Typist which will be limited to 19 hours or less per week. Motion was made, seconded and passed to approve advertising this position. 8. Review Zoning Floodplain Administrator/Grant Writer revised step. City Engineer Holloway explained a revised JDQ was done as the employee is now a Certified Floodplain Administrator and Carlson Dettmann determined no grade increase was warranted for this certification. She asked the Committee for an increase two steps above the employee's current rate. After discussion, motion was made, seconded and passed to approve an increase of one step for this position, from Grade M, Step 3 to Grade M, Step 4. 9. Review and approve Food Vending on Public Streets application, permit and fee schedule. This item was taken out of order between items 1 and 2. 10. Review and approve Ayres Associates Contract to inspect Watertown Upper Dam. City Engineer Holloway informed the Finance Committee it is time to inspect the upper dam. Motion was made, seconded and passed to approve a contract with Ayres Associates for this inspection. 11. Review and approve contract for asbestos and lead evaluation of 1300 West Street. The Mayor explained we need to have an asbestos and lead evaluation of 1300 West Street, the parcel that will be sold to Temp-Air, Inc. Two bids were received and he is recommending Advanced Health and Safety for \$1,500. Motion was made, seconded and passed to approve the bid from Advanced Health and Safety. 12. Closed Session per Wis. Stat. §19.85(1)(c) to discuss personnel matter. Motion was made and seconded to move into closed session and passed unanimously by roll call vote. Report received and placed on file.

Plan Commission, February 12, 2018. 1. 2032 Airport Road, PH – Review and Recommendation for Termination of CUP for Exterior Storage Standards for Non-Residential Districts. Attorney Larson was present on behalf of Bob Schuett to ask for an extension to complete work per conditions for his CUP which was costlier than he anticipated. Since none of the conditions on the original CUP have been met, Zoning Administrator Maas is recommending the CUP be terminated. Motion was made, seconded and passed unanimously to terminate this CUP. 2. 2032 Airport Road, PH – Review and Recommendation for Termination of CUP for Outdoor Storage and Wholesaling. No one spoke. Motion was made, seconded and passed unanimously to revoke the CUP for Outdoor Storage. 3. Bielinski, PUD – Hunter Oaks Conceptual Review. John Donovan from Bielinski was present to give an overview on a new plan for condos to be built versus the previous plan for apartments. He was complimented for listening and coming back with the new plan. 4. Revisit Successor CUP's for taverns. Mayor David spoke regarding the fee for successor CUP's for taverns and asked that existing taverns be grandfathered and complete the successor CUP's at no cost this June and then moving forward fees would be applied. Motion was made, seconded and passed to hold over to March. 5. Plan Commission Minutes – January 22, 2018. Motion was made, seconded and passed to accept the minutes.

Public Works Commission, February 7, 2018. 1. Review and approve inspection of bridge structures by Ayres Associates. City Engineer Holloway explained the need to amend the contract with Ayres Associates for inspection services of our local bridges due to need for increased insurance requirements and to include the Tivoli Island Bridge which was last inspected in 2006. An additional \$950 is to be added to the contract for these costs. Motion was made, seconded and passed to approve the amended amount. Report received and placed on file.

Public Works Commission, February 13, 2018. 1. Review and approve sump pump to sanitary at 915 Mary Street. Water Systems Manager Freber explained the request to connect to sanitary sewer versus pumping discharge onto lawn which was causing neighbors to complain due to flooding of their yards. Kevin feels there is significant water run off for this request to be valid. Motion was made, seconded and passed to permit this property owner to hook up to sanitary line with a T connection in the basement for the months of November through April but with monitoring of the situation. 2. Review and approve SCADA System software maintenance contract. Water Systems Manager Freber

explained that our contract needs to be renewed with GrayMatter for software support. Motion was made, seconded and passed to recommend approving the renewal contract with GrayMatter for another year at a price of \$10,043. 3. Review and approve rebuild quotes for primary anaerobic digester draft tube mixers. Two quotes were received with Crane Engineering being the better quote. Motion was made, seconded and passed to approve hiring Crane Engineering for this work. 4. Review and approve sanitary sewer and water main contract. Water Systems Manager Freber presented three bids for the 2018 water and sewer contract and is recommending Forest Landscaping and Construction. Motion was made, seconded and passed to approve recommending Forest Landscaping for the 2018 water and sanitary contract. 5. Review and approve casting purchase for 2018 road projects. Street Superintendent Schultz was present to review the annual casting purchase and recommend that we stay with Neenah Foundry at a price of \$58,985, which ensures we have uniform fittings to prevent problems with castings and related parts. Motion was made, seconded and passed to recommend going with Neenah Foundry. 6. Review and approve leaf machine purchase for Street Department. Street Superintendent Schultz is recommending R.N.O.W. for a new leaf blower as the lower quote from Stepp Equipment did not meet the specifications. He is also asking that the old leaf blower be sold on WI Online Surplus Auction to make up the difference in cost for this equipment. Motion was made, seconded and passed to approve this purchase and sale. 7. Review and approve Park Department truck purchase. Street Superintendent Schultz is recommending the low quote from Grinwald Ford for a 2018 Ford F-350 and a utility vehicle from Madison Truck to replace a 2003 vehicle. Motion was made, seconded and passed to recommend these combined purchases. 8. Review and approve bituminous surfacing contract. Street Superintendent Schultz presented four bids and is recommending the low bid from Payne and Dolan for the 2018 Contract. Motion was made, seconded and passed to recommend the contract with Payne and Dolan. 9. Review and approve LRIP West Street project. Street Superintendent Schultz is recommending Payne and Dolan for this contract as well. Motion was made, seconded and passed to recommend the low bid of Payne and Dolan for this contract. 10. Review and approve seal coating contract. Street Superintendent Schultz provided a summary of the bids received on this contract with one bidder failing to bid on a portion of the contract. He is recommending Scott Construction of Lake Delton. Motion was made, seconded and passed to recommend Scott Construction. 11. Review and approve pavement marking contract. Street Superintendent Schultz stated that he and City Engineer Holloway have discussed better options for this work to be completed and he is requesting that they re-bid this as soon as possible and revisit it in March. Motion was made, seconded and passed to postpone action on the 2018 Pavement Marking Contract. 12. Review and approve curb and gutter contract. Street Superintendent Schultz reported two bids were received for the 2018 curb and gutter contract and he was recommending Rennhack Construction of Reeseville. Motion was made, seconded and passed to recommend Rennhack Construction for this contract. Report received and placed on file.

Public Safety and Welfare Committee, February 7, 2018. 1. Review Traffic Concern on W. Milwaukee Street between S. Montgomery and S. Church Streets. A resident presented concerns for truck traffic in this area with a short video showing truck tire tracks on curbs. After discussion Chief Roets suggested residents in this neighborhood take note of firms regularly traveling this route and contact the Police Department with that information and they will inquire with these firms for other options. The Committee agreed to the Police Chief's proposed plan with a report back on effectiveness after two to three months if concerns still exist. 2. Review request for yellow curb painting at intersection of Western Avenue and S. 12th Street. Police Chief Roets has received complaints regarding parking violations near Luther Preparatory School. He noted that scheduled events here have resulted in vehicles parking too close to intersections causing safety concerns with pedestrians and traffic. Alderpersons Larsen and Kilps have also been approached with these concerns. Motion was made, seconded and passed to apply yellow curb paint on discussed areas. 3. Review

Pavement Marking Policy. City Engineer Holloway noted that currently the only pavement marking the City does is school crossings and parking lots. She is recommending that the summer intern review and prepare information on areas that may benefit from this policy review and report back once completed. Report received and placed on file.

Joint Public Safety and Welfare Committee/Public Works Commission, February 7, 2018. 1. Review One and Two-Way Traffic in Downtown. This was the third meeting of at least three scheduled for this discussion. An information survey was done with about 180 persons participating. Most supported converting one-way streets to two-way streets in residential areas. After discussion City Engineer Holloway commented that a formal downtown traffic study should be considered to provide information on safety, congestion and traffic flow along with recommendations, which Alderpersons Maron and McFarland were also in favor of. Police Chief Roets informed the group that Main Street is also a state highway and we need to consider any limitations or approvals that may be required by the State. Alderperson Larsen also agrees we should pursue a study that would allow us to be prepared with any potential grants related to this activity. The City Engineer will review any one-way streets that could more easily be converted to two-way that meet current road widths and estimate costs to pursue along with reviewing any limitations or approvals the state may require. It was agreed to schedule another joint meeting in March. Report received and placed on file.

COMMUNICATIONS AND RECOMMENDATIONS

Melissa Lampe, Director of the Main Street Program, 519 E. Main Street, was present to inform the Common Council of upcoming events which included the Main Street Matters Forum to be held on March 19, 2018. She also stated that she appreciated the Watertown Daily Times article regarding private investment downtown.

Mayor David presented the following appointments to the Historic Preservation and Downtown Design Commission: Jill Nadeau, 205 S. Washington Street, 1st full term; Alice Mirk, 811 Harvey Avenue, 2nd term; and Melissa Lampe, 400 N. Washington Street, 3rd term. Motion made by Alderperson Zgonc, seconded by Alderperson Maron to approve the appointments. Motion passed by roll call vote: Yes – 6. No – none.

Mayor David announced the April 3, 2018 Common Council meeting will be moved to Monday, April 2, 2018, due to the Spring Election.

ACCOUNTS PAYABLE

Certified accounts in the amount of \$227,639.14 were presented for payment. Alderperson Kilps moved to pay all certified accounts, seconded by Alderperson Raether and carried by roll call vote: Yes – 6. No – None. (Complete list of accounts payable is open for public inspection in Clerk/Treasurer's office.)

REPORTS AND MISCELLANEOUS BUSINESS

The following reports were presented: Airport Commission, December 13, 2017 and January 10, 2018; Cash and Investment Summary, January 31, 2018; Historic Preservation and Downtown Design Commission, January 17, 2018; Licensing Board, February 14, 2018; Payroll Summaries, January 31 – February 13, 2018; Police and Fire Commission, January 8, 2018; Redevelopment Authority, February 14, 2018; Reserve Balances, January 31, 2018; Senior Center Advisory Board, December 20, 2017; Site Plan Review, February 12, 2018; Tourism Commission, January 11, 2018; all reports accepted as printed.

LICENSES

The following have made applications for Beverage Operator Licenses for year ending June 30, 2018 and are recommended for approval by Licensing Board: Alexis D. Breese, Elks; Debra A. Bublitz, Silver Eagle; David D. Carlin, The Firecracker Pub; Adan Vazquez Cruz, Sprecher's; Alejandro R. Dominguez Jr., Riverview Water Trap; Isabelle E. Eller, Tribeca; Samuel J. Galaviz, special events; Colleen E. Grotelueschen, special events; Nanna S. Halsey, Speedway;

Teisha A. Hammons, R.J.'s Treehouse; Lucas J. Hrobsky, Kwik Trip; Deborah L. Juneau, Cenex; Jasmine J. Kincaid, Sprecher's; Abbigail M. Kurkiewicz, Run-Inn Erin's; Lisa M. Leete, Speedway; Samantha K. Martino, Pick and Save; Hannah R. Otten, RJ's Treehouse; Tory J. Schlender, Run-Inn Erin's; Kyle J. Stewart, Walgreens; Gabriel Lorenzo Vazquez, Los Primos; Tina M. Yerges, Speedway. Motion made by Alderperson Raether, seconded by Alderperson Maron to approve the beverage operator licenses. Motion carried by voice vote.

The following made application for a special event license: Fiesta Cultural Latino Americana, Inc. celebration at Riverside Park, Saturday, June 2, 2018, from 10 am to 8 pm. Motion was made by Alderperson Larsen, seconded by Alderperson Raether to approve this license. Motion carried by voice vote.

The following made applications for agent change: The Firecracker Pub, 516 E. Main Street, Michelle Carlin and Watertown Bowl 18, 102 W. Cady Street, Diane Mallow. Motion was made by Alderperson Maron, seconded by Alderperson Raether to approve the agent changes. Motion carried by voice vote.

ORDINANCES

Ordinance #18-1, to amend section 457-12C creating section 457-12C(3), Streets and Sidewalks: Use of Streets or Sidewalks for Sale of Merchandise and create section 457-185, Streets and Sidewalks: Food Vending on Public Streets was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Larsen moved for adoption of this ordinance on its second reading, seconded by Alderperson Kilps and carried by roll call vote: Yes–6. No–none.

RESOLUTIONS

Exhibit #8594, to authorize entering into a contract with GrayMatter in the amount of \$10,043 for service and maintenance of the SCADA System at the Wastewater Treatment Plant to be taken from software maintenance account #02-85-00-61 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Raether moved for adoption, seconded by Alderperson Larsen and carried by roll call vote: Yes–6. No–None.

Exhibit #8595, to authorize entering into a contract with Crane Engineering of Kimberly, WI for \$39,984.39 to rebuild draft tube mixers at the Wastewater Treatment Plant to be taken from wastewater repair and replacement account #02-98-00-00 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Maron moved for adoption, seconded by Alderperson Larsen and carried by roll call vote: Yes–6. No–none.

Exhibit #8596, to authorize entering into an agreement with Forest Landscaping and Construction of Lake Mills, WI for \$690,196.55 to be taken from sewer rehab account #02-97-30-11 and water capital account #03-99-99-99 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Larsen moved for adoption, seconded by Alderperson Zgonc and carried by roll call vote: Yes – 6. No – none.

Exhibit #8597, to authorize purchase of ¾ ton truck chassis from Grinwald Ford of Watertown and a 9' utility body from Madison Truck of Madison with funds from parks major capital outlay account #05-55-41-70 and place a 2007 Ford F250 for sale on the WI Surplus Online Auction Site was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Larsen moved for adoption, seconded by Alderperson Zgonc and carried by roll call vote: Yes–5. No–none. Abstain – Maron.

Exhibit #8598, to authorize entering into an agreement for 2018 bituminous surfacing of city streets with Payne and Dolan of Waukesha, WI in the amount of \$464,651.25 from the annual streets reserve account #05-58-11-69 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson McFarland moved for adoption, seconded by Alderperson Raether and carried by roll call vote: Yes–6. No–none.

Exhibit #8599, to authorize entering into an agreement for 2018 bituminous surfacing of West Street for the LRIP Project with Payne and Dolan of Waukesha, WI in the amount of \$393,118.50 from the annual street reserve account #05-

58-11-69 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Raether moved for adoption, seconded by Alderperson Zgonc and carried by roll call vote: Yes–6. No–none.

Exhibit #8600, to authorize purchase of sanitary and storm sewer castings for 2018 from Neenah Foundry of Neenah, WI in the amount of \$58,985 from various accounts was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Larsen moved for adoption, seconded by Alderperson McFarland and carried by roll call vote: Yes–6. No–none.

Exhibit #8601, to authorize entering into an agreement for installation of curb, gutter and sidewalk in the 2018 construction program with Rennhack Construction Co., Inc. of Reeseville, WI in the amount of \$402,868.25 from annual streets reserve account #05-58-11-69 and sidewalk capital account #05-58-11-73 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Maron moved for adoption, seconded by Alderperson Raether and carried by roll call vote: Yes–6. No–none.

Exhibit #8602, authorize purchase of 2018 self-contained leaf blower from R.N.O.W. of West Allis, WI in the amount of \$62,234.75 from storm water capital outlay account #16-58-16-60 and to place a 2008 American Road Machinery self-contained leaf blower on the Wisconsin Surplus Auction Site was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Larsen moved for adoption, seconded by Alderperson Zgonc and carried by roll call vote: Yes – 6. No – none.

Exhibit #8603, to authorize entering into an agreement for 2018 sealcoating and crack filling of streets with Scott Construction of Lake Delton, WI in the amount of \$204,081.40 from seal coating capital account #05-58-11-92 was presented. *Sponsor: Alderperson Berg. From: Public Works Commission.* Alderperson Zgonc moved for adoption, seconded by Alderperson Larsen and carried by roll call vote: Yes – 6. No – none.

Exhibit #8604, to authorize executing an agreement for 2018-2020 tourism promotion services between the Watertown Tourism Commission, City of Watertown and Watertown Area Chamber of Commerce was presented. *Sponsor: Mayor David.* Alderperson McFarland moved for adoption, seconded by Alderperson Larsen and carried by roll call vote: Yes – 5. No – 1 (Kilps).

Exhibit #8605, to authorize creation of Food Vending on Public Streets Permit application and fee schedule was presented. *Sponsor: Mayor David. From: Finance Committee.* Alderperson Raether moved for adoption, seconded by Alderperson Kilps and carried by voice vote.

Exhibit #8606, to authorize appointing Randy Wojtasiak as Recreation Director at a starting salary of \$67,766.40 annually (Grade O, Step 2) was presented. *Sponsor: Mayor David. From: Finance Committee.* Alderperson Zgonc moved for adoption, seconded by Alderperson Larsen and carried by voice vote.

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 by voice vote at 7:17 p.m.

Elissa Meltesen

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.)