

CITY OF WATERTOWN MEETING NOTICE

FOR THE WEEK OF: December 10, 2018

REVISED

TO: Daily Times, Alderpersons, Dept. Heads

DATE: December 7, 2018

MONDAY, December 10, 2018

SITE PLAN REVIEW COMMITTEE

Room 2044, 2nd Floor, 106 Jones Street

1:30 P.M.

1. Call to order
2. Review & approve minutes of November 26, 2018 meeting
3. N1086 County Road L, Jeffrey Schoechert, Three (3) Personal Storage Facilities within the Intergovernmental Agreement with the Town of Emmet
4. West Street & Hunter Oaks Blvd., Hunter Oaks Villas Condominiums, Condo Plat/Certified Survey Map
5. Adjournment

PLAN COMMISSION

Council Chambers, 2nd Floor, 106 Jones Street

4:30 P.M.

1. Call to order
2. Review & approve Site Plan Review Committee minutes of November 26, 2018 meeting
3. Review & approve Plan Commission minutes of November 26, 2018 meeting
4. 822 West Street, Public Hearing, Conditional Use Permit
5. 822 West Street, review & make recommendation, Conditional Use Permit
6. N8741 Kelm Road, David Riesop, Township Preliminary Certified Survey Map request
7. West Street & Hunter Oaks Blvd., Hunter Oaks Villas Condominiums, Condo Plat/Certified Survey Map
8. 713 S. Second Street, David Rorge, Preliminary Certified Survey Map
9. Adjournment

POLICE & FIRE COMMISSION

Room 2044, 2nd Floor, 106 Jones Street

4:30 P.M.

1. Call to order
2. Review & approve minutes of November 12, 2018 meeting
3. Police
 - a. Probationary Officer update
 - b. Officer hiring update/changes
 - c. Promotional Process discussion
 - d. New SRO Officer update
 - e. Part-time dispatch hiring update
4. Fire
 - a. Monthly Emergency Response review
 - b. Probationary Firefighter updates
 - c. Recommend & approve hiring Firefighter/Paramedic
 - d. Recommend & approve Firefighter/Paramedic eligibility list
 - e. Department program updates

- i. Succession Plan
 - ii. Acting Officer Plan
 - iii. Departmental Policy review
 - iv. Emergency Operations Plan
 - v. Strategic Planning process
5. Adjournment

FINANCE COMMITTEE

Room 2044, 2nd Floor, 106 Jones Street

5:30 P.M.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about subjects over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to *State ex rel. Badke v. Greendale Village Bd.*, 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such, although the Common Council will not take formal action at this meeting.

1. Call to order
2. Review & approve minutes of November 20 & 26, 2018
3. Review & approve hiring part-time Public Health Program Assistant (clerk/typist)
4. Review & approve purchase of studio cameras
5. Review & approve Water & Wastewater Utilities staffing
 - a. Request to advertise open Water & Wastewater Utilities Supervisor position
 - b. Status of Water Department Crew Leader position to commence after hiring of Water & Wastewater Supervisor
 - c. Request to reposition in the pay scale, Customer Service Rep to Administrative Assistant I
6. 2018 Capital Improvement Plan update
7. 2018 Carryover requests
8. Review & approve hiring of high school intern for Engineering Department
9. Review & approve increase in steps for staff
 - a. Kraig Biefeld, Fire Chief
 - b. Robert Kaminski, Police Chief
 - c. Elissa Meltesen, City Clerk/Treasurer
10. Review & approve staffing changes effective January 1, 2019
 - a. Karen Huismann taking full-time Cable Director position at Grade I, Step 2
 - b. Jaynellen Holloway, City Engineer moving to Grade T, Step 9
 - c. Abigail Kuehn, Health Department, taking Assistant Director position, including an Assistant Director job description, Grade M, Step 3
 - d. Andrew Beyer taking position of Assistant City Engineer at Grade P, Step 1
 - e. Class III – General Maintenance positions moving from Grade E to Grade F
 - f. Class IV – Light Equipment positions moving from Grade F to Grade G
 - g. Class IV – Light Equipment Lead position moving from Grade G to Grade H
11. Review & approve 2018 year end budget amendments
12. Review & approve Payroll resolution
13. Adjournment

TUESDAY, December 11, 2018

WATERTOWN COMMUNITY CABLE 984 & 985

Cable Studio, Lower Level, 106 Jones Street

10:15 A.M.

1. Call to order
2. Approve minutes of November 13, 2018 meeting
3. Complaints, concerns & comments received from viewers
4. Media Coordinator reports
 - a. 2018 Budget report
 - b. 2019 Cable Budget report
 - c. Production & Programming reports
 - d. Volunteer Recruitment update
5. New Business
 - a. Closed caption info & discussion
 - b. FCC, Franchise fee changes
6. Next Meeting
7. Adjournment

PUBLIC WORKS COMMISSION

Room 2044, 2nd Floor, 106 Jones Street

6:30 P.M.

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1. Call to order
2. Review & approve minutes of November 27, 2018 meeting
3. Review & approve request to retract grass mowing bill for 409 S. Washington Street
4. Review & approve proposal/quote from WE Energies for lighting a small municipal lot on Madison Street, between N. Second Street & N. Third Street
5. Discuss update on businesses using the City Recycling Program
6. Review & approve purchase of leak detection equipment, Water Department
7. Review & approve purchase of new Trimble R2 RTK Rover GPS equipment for measurement & data collection in the field, Water Department
8. Review & approve repair of Centrate Tank Mixer, Wastewater Department
9. Review & approve GE Digital (Gray Matter) software annual license support renewal, Wastewater Department
10. Review & approve purchase of Fixx Equipment asset management software package, Wastewater Department
11. Review & approve funding account amendments to 2018 Annual Street Project resolutions
12. Review & approve 2019 Tub Grinding proposal from MaxR Recovery
13. Adjournment

WEDNESDAY, December 12, 2018

LICENSING BOARD

Room 2044, 2nd Floor, 106 Jones Street

4:15 P.M.

1. Call to order
2. Approve minutes from November 14, 2018 meeting
3. Closed Session per Wis. Stat. §19.85(1)(b) to discuss specific licenses
 - a. Alexander Rumary

- b. Christine Heuser
4. Class "B" Malt & "Class C" Wine licenses, EYM Pizza of Wisconsin LLC, dba Pizza Hut, 1504 S. Church St., Kimberly Berquist, Agent
5. Beverage Operator License applications
6. Monthly Police activity update
7. Adjournment

AIRPORT COMMISSION

1741 River Drive

5:15 P.M.

1. Call to order
2. Review & approve minutes of November 14, 2018 meeting
3. November bills
4. Manager's report
 - a. Monthly Airport Use Report
 - b. Aviation Activities
5. Old Business
 - a. Darcey Park update
 - b. Citation Jet monument update
 - c. Boomer Street relocation/facility upgrade
6. New Business
 - a. 2018 Budget carryovers to 2019
 - b. Papi's Flight Test cost
7. Adjournment

THURSDAY, December 13, 2018

TOURISM COMMISSION

Room 2044, 2nd Floor, 106 Jones Street

8:00 A.M.

1. Call to order
2. Review & approve minutes of November 8, 2018
3. Old Business
 - a. Approve Financials
 - b. Marketing Plan
 - i. 2018 Ads
 - ii. Video
 - iii. Chamber of Commerce Tourism Award
 - iv. Discover WI
 1. Updates from planning meeting
4. New Business
 - a. Manager's report of November tasks
 - b. Commission members report on upcoming events in their industries
 - c. Discussion & approval for costs associated with the Holiday Train
 - d. Watertown Window Wonderland budget approval for awards
 - e. Best of Watertown budget approval for awards & supply costs
5. Adjournment

LIBRARY BOARD OF TRUSTEES
Meeting Room 2, 100 S. Water Street
5:30 P.M.

1. Call to order/roll call
2. Correspondence
 - a. Linda Kauffeld
3. Appearances
 - a. Jodi Sweeney
4. Endowment/Fundraising Accounts report
5. New Business
 - a. 2018 – 1% pay increase
 - b. Contract for County Library Services
 - c. Library visits with Greater Watertown Community Health Foundation
6. Unfinished Business
 - a. Campaign Leadership Committee update
 - b. WAC update
7. Approval of consent agenda items
 - a. Minutes
 - i. Library Board of Trustees – November 8, 2018
 - b. Approval of Library Expenditures & Finance
 - c. Director's Report
 - i. Library program overview
 - ii. Monthly budget overview
 - d. President's Report
 - i. Review of 2018
 - ii. 2019 Overview
 - e. Personnel/Staffing
 - i. Resolution 2018-12 Heidi Zipfel: Library Assistant-Circulation
 - ii. Closed Session per Wis. Stat. §19.85(1)(c) for the purpose of considering performance evaluation data for the Library Director
 - iii. Reconvene to open session
8. Adjournment

Next meeting date: Thursday, January 10, 2019 at 5:30 p.m.

FRIDAY, December 14, 2018

NONE