

## 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 21, 2017, in the Council Chambers at City Hall.

### ROLL CALL

Roll call showed the following members present: Alderpersons Berg, Larsen, Zgonc, Raether, Tietz, Maron and Romlein. (7) Absent: McFarland and Smith. (2). 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, February 7, 2017. There being none, the minutes were approved as presented.

### COMMITTEE REPORTS

**FINANCE COMMITTEE, February 13, 2017. 1. Review & approve purchase from Robotronics for the Fire Department.** Assistant Chief Biefeld was present to explain that the department had decided to change direction for the purchase from their Pancake Fundraiser. They wish to purchase a Freddy the Fire Truck at a cost of \$9,800.00 which will be used to inform children about fire safety. The money will come from Fire Prevention Donations Acct. #01-58-11-04. Motion was made, seconded and passed to approve this purchase. **2. Review & approve Fire Department Emergency Government Siren Replacement Proposal.** The Fire Department received three bids and is recommending Federal Signal for a cost of \$18,118.00. Motion was made and seconded to recommend this purchase. Motion passed unanimously. A resolution will be presented. **3. Review & approve L3 Mobile-Vision Digital Squad Car Camera.** The Police Department applied for a grant and has been awarded \$4,000.00. The department would like to purchase an L3 Mobile-Vision Digital Squad Car Camera at a cost of \$5,392.60. The remaining balance, after the grant, would come from Acct. #01-52-11-44. Motion was made and seconded to recommend this purchase. This passed unanimously. **4. Update & approve additional time for Len McCaw, IT Advocate for IT Coordinator work.** Len McCaw has been contracted to do a Strategic Plan and Analysis of our IT Systems, however, since being here, conducting that analysis, he has taken on some duties as an IT Coordinator. Clerk/Treasurer Rupprecht and the Mayor have talked to Len regarding this and are looking for approval to allow an extra six hours per month to help with these IT Coordination duties. Motion was made and seconded to approve this. Motion passed unanimously. **5. Discuss & make recommendation regarding increasing license fees for various alcohol licenses.** Clerk/Treasurer Rupprecht was present to explain that we have not increased our license fees in the past 13 years. She is requesting an increase in the combined malt & liquor license from \$500.00 up to \$600.00. After discussion, motion was made and seconded to recommend increasing the cost only \$50.00 with the combined license being \$550.00. Cindy also explained that the annual cost for Beverage Operator Licenses is not covering the cost of processing and she is requesting an increase from \$25.00 to \$35.00 to help with some of the background costs. Motion was made and seconded to increase that fee. This passed on a vote of two to one. **6. Discuss & make recommendation regarding fee for special assessment letters.** Clerk/Treasurer Rupprecht explained that when real estate transfers take place lenders and banks ask for special assessment letters. Cindy provided a list of communities that charge considerably more than we do. She is recommending we increase our cost to \$25.00 per letter. Motion was made and seconded to approve this change. Motion passed unanimously. **7. Discuss & approve 1% interest rate on loan to the Water Department for Central**

**Plant construction.** Per recommendation of our auditors, Clerk/Treasurer Rupprecht is asking that we formally adopt a 1% interest rate on the loan that the City is making to the Water Utility until the time that the Water Department's Safe Drinking Water Fund Loan is closed. Motion was made and seconded to recommend this interest charge, which passed unanimously. **8. Review & approve Water Technician new hire.** Water Systems Manager Freber presented two candidates and is recommending Justin Blum as his choice. Motion was made and seconded to recommend the hire of Justin at a Grade F, Step 1, \$17.93 per hour, which passed unanimously. **9. Update on Central Water Plant & PSC Rate Case.** Water Systems Manager Freber informed the Finance Committee that he is still waiting on the final decision from the Public Service Commission on the Rate Case. It appears that we will have a 28% increase, rather than having it phased in over two years with two increases. This was just an update to the Committee. **10. Closed Session per Wis. Stat. §19.85(1)(c) to discuss performance evaluations.** Motion was made and seconded to move into closed session. A roll call vote was taken and passed unanimously. **11. Reconvene to open session.** Motion was made and seconded to reconvene to open session. **12. Closed Session per Wis. Stat. §19.85(1)(e) to discuss purchase & sale of land.** Motion was made and seconded to move into closed session. A roll call vote was taken and passed unanimously. There being no further business to come before the Committee, the report was received and placed on file.

**PUBLIC WORKS COMMISSION, February 14, 2017. 1. Review intersection of S. Concord Ave. & Western Ave. Options.** Over the last ten years there have been fifteen incidents of property damage at the addresses of 205, 147 and 145 S. Concord Avenue due to vehicles sliding off the eastern end of Western Avenue. Various options were discussed, including closing a portion of Western Avenue during winter conditions or installing a barricade in front of the house at 205 S. Concord Avenue. Other options included flashing and warning lights and signage to draw attention to slippery and dangerous conditions. Staff will explore the various options proposed and come back with some estimated costs and analysis at future meeting. Each of the property owners will be notified so they can attend. **2. Review & approve revised Purchasing Policy Procedure.** After discussion, a motion was made and seconded to recommend the Council re-enact this as part of the City's Purchasing Policy, eliminating any kind of a sunset clause. This passed unanimously. **3. Review & approve accounting write-offs.** Water Systems Manager Freber provided a list of write-offs for water, sewer, garbage and storm water accounts. Motion was made and seconded to approve these write-offs. This passed unanimously. **4. Review & approve list to sell on Wisconsin Surplus Online for the Water Department.** Water Systems Manager Freber presented a list of inventory and other property that he is looking to sell on the Wisconsin Online Auction. Any money from the sale will go to the Water Utilities accounts. A resolution will be presented. **5. Review & approve Westech quote to rebuild two Draft Tube Mixers for Anaerobic Digester.** Water Systems Manager Freber stated that due to the design and type of our anaerobic digester, he was not able to find a second quote. After discussion, a motion was made and seconded to recommend Westech Engineering for \$42,586.00. This passed unanimously with a resolution to be presented. **6. Review & approve Recirculation Pump Replacement.** Water Systems Manager Freber presented quotes from three vendors. After discussion, a motion was made and seconded to recommend a quote from Borger for the Recirculation Pump at a cost of \$25,150.00. This passed unanimously, with a resolution to be presented. **7. Discuss Private Well Ordinance & Permit.** Water Systems Manager Freber brought to the Commission's attention, his plan to bring forward an ordinance to more accurately regulate private well operations. This includes a new Well Permit with renewals every five years. There would be an initial fee of \$50.00 to help reimburse staff time for these private wells. **8. Review & approve easement agreement with WE Energies.** Water Systems Manager Freber said that in order to bring electrical service to the new Central Plant, WE Energies needs to place a utility pole on the northeast corner of our property. This requires an easement. Motion was made and seconded to grant this

easement which passed unanimously. A resolution will be presented. **9. Review & approve a rebuild of a High Lift Pump.** Water Systems Manager Freber presented two proposals received. After discussion, a motion was made and seconded to recommend Crane Engineering to rebuild this High Lift Pump at a quote of \$8,000.00. This passed unanimously. **10. Update on Central Plant improvements and our PSC Rate Case.** Water Systems Manager Freber presented an update and stated that both facilities are on schedule, except for a delay in the delivery of iron removal pressure filters, which are needed and not available until sometime in April or May. Kevin also updated them on the PSC Rate Case, informing them that the PSC disagrees with the two step proposal. Instead, we will see a 28% increase all at once, once the rate increase is approved. The Public Hearing is scheduled for March 14, 2017. **11. Review & approve Bituminous Surfacing Contract.** Street Superintendent Schultz presented his three bids. After discussion, he is recommending Wolf at a base bid of \$284,244.00. This passed unanimously with a resolution to be presented. **12. Review & approve Curb & Gutter Contract.** Street Superintendent Schultz also presented three bids for this work. He is recommending Rennhack Construction with a low base bid of \$199,007.00, with \$151,941.00 for Street Projects and \$47,066.00 for sidewalk. Motion was made and seconded to recommend this contract. This passed unanimously. A resolution will be presented. **13. Review & approve Seal Coating Contract.** Street Superintendent Schultz presented two bids received and is recommending Scott Construction at a low bid of \$175,180.00. Motion was made and seconded to recommend this contract. This passed unanimously with a resolution to be presented. **14. Review & approve Street Marking Contract.** Street Superintendent Schultz presented three bids received and is recommending Century Fence Company with a low quote of \$173,260.00. Motion was made and seconded to recommend this. Motion passed unanimously with a resolution to be presented. **15. Review & approve Excavator quotes for Street Department.** Street Superintendent Schultz is recommending we trade in our existing John Deere excavator for a smaller, new Linkbelt excavator from Kelbe Bros. at a net cost of \$104,406.00. Motion was made and seconded to recommend this purchase. This passed unanimously. A resolution will be presented. **16. Review & approve bleachers for Park Department.** Street Superintendent Schultz reported that he had sent out proposals for new aluminum bleachers. Park Catalog Company submitted the low bid of \$63,489.00. The plan was originally to only replace the wooden bleachers at Washington Park, but due to this competitive pricing, all of the wooden bleachers will be taken care of. Motion was made and seconded to recommend this purchase. This passed unanimously with a resolution to be presented. **17. Review & approve Pick Up Truck for Park Department.** Street Superintendent Schultz reported that the Park Department sent out nine requests, but only received four quotes back for purchasing a new ¾ Ton Pick-up. Grinwald Ford had the low price of \$27,853.00. Motion was made and seconded to recommend the purchase of a ¾ Ton Truck from Grinwald Ford at a cost of \$27,853.00, with the existing truck to be sold on the Wisconsin Surplus Auction. This motion passed unanimously. A resolution will be presented. **18. Review & approve One Ton Truck w/body for Street Department.** Street Superintendent Schultz presented the quotes received. He is recommending the low quote for the One Ton Truck of \$31,064.00 from Ewald and the quote from Monroe Truck and Equipment for a 9' Truck Body at a cost of \$10,875.00, for a total package of \$41,939.00. Motion was made and seconded to recommend this purchase. This passed unanimously. A resolution will be presented. The proposal also allows for selling the existing truck on the Wisconsin Surplus Auction. **19. Review & approve Casting Order for Street Projects.** Neenah Foundry submitted the lone quote at a cost of \$55,803.00. Motion was made and seconded to recommend this purchase. This passed unanimously with a resolution to be presented. The report was received and placed on file.

**PUBLIC SAFETY & WELFARE COMMITTEE, February 8, 2017. 1. Review Variance Request for Free Little Library at 117 N. First Street.** A request has been received for a variance so there could be a Free Little Library near

the entrance of Elk's Lodge. After discussion, the Committee liked the idea and unanimously voted to accept this request.

**2. Review Request for Painted Curb on Hall Street.** A request has been received to paint the west side of Hall Street curb, across from the Middle School parking lot. After discussion regarding the possible elimination of a couple of stalls, it was requested that Engineering have a discussion with the Middle School representatives and look at possible solutions to make exiting the parking lot easier. **3. Review 600 Block of Jones Street parking.** At a meeting several months ago, the Committee designated some handicapped stalls on Jones Street, in front of St. Mark's Church. Engineering was contacted by St. Mark's, informing them that they no longer needed those stalls because they will utilize their parking lot. An ordinance was not prepared, so no further action is needed. The report was received and placed on file.

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

Peg Checkai, Library Director, was present to update the Council regarding the RFP's that are out on work at the Library. Both RFP's are due on February 28, 2017. Peg informed them that there are four interested parties regarding the Fundraising RFP and three for the repair of the steps on the Carnegie side of the building. Peg also informed them that the Annual Report was sent in to the State. It indicated circulation was up approximately 2%. Peg finally informed the Council that, as she spoke, the Library was hosting a program on World War I, with this being the 100th Anniversary.

Mayor David then gave the Council members a heads up regarding the North Second Street Bridge. Due to additional structural issues, he has made the decision that it will be shut down early next week based on reports and recommendations from the structural engineer.

#### **ACCOUNTS PAYABLE**

Certified accounts in the amount of \$194,499.22 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Tietz and carried on a roll call vote: Yes – 7. 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: Cash & Investment Summary –January 31, 2017. Committee of the Whole –February 7, 2017. Historic Preservation & Downtown Design Commission – January 18, 2017. Licensing Board – February 15, 2017. Payroll Summaries – February 1 – 14, 2017. Plan Commission – February 13, 2017. Police & Fire Commission – February 13, 2017.

#### **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: Sarah J. Barnhart, 881 West Street, Watertown, WI 53094; Crystal L. Bower, 123 S. Main Street, Juneau, WI 53039; Nancy P. Daase, W1780 Gopher Hill Road, Ixonia, WI 53036; Kelly L. Dittmann, 813 Girard Street, Watertown, WI 53098; Darlene K. Dopke, 112 Clark Street, Watertown, WI 53094; Bryan T. Gatzke, 709 S. 4<sup>th</sup> Street, Watertown, WI 53094; Selsa Y. Gonzalez Gonzalez, 204 Dodge Street, Watertown, WI 53094; Scott M. Huss, 8308 N. Santa Monica Blvd., Fox Point, WI; Lisa L. Jones, 1000 Main Street, Clyman, WI 53016; Stephanie J. Lillge, 318 Union Street, Watertown, WI 53098; Amalia Macias, 312 S. Montgomery Street, Watertown, WI 53094; Chaz C. Magnuson, 600 Mary Knoll Lane, Watertown, WI 53098; Candice R. Meschke, 1314 Randolph Street, Watertown, WI 53094; Paola Montenegro, 82 Cardinal Court, Watertown, WI 53098; Chasity L. Moritz, W8179 Walton Road, Watertown, WI 53098; Cindy Lou Schmidt, N714 Kaddatz Drive, Watertown, WI 53098; Antonio Naranjo Uscanga, 408 E. Water Street, Watertown, WI 53094; Tricia J. Voigt, N1107 Second Street Road, Watertown, WI 53098; Connie H. Woods, 312 E. Madison Street, Watertown, WI 53094. Alderperson Maron moved for the granting of these licenses, seconded by Alderperson Romlein and carried on a voice vote.

Agent change, Pick-N-Save, 624 S. Church Street, Eric Schuh. Agent Change, Speedway, 104 N. Church Street, Daniel R. Schuett. Alderperson Raether moved to recommend approving these agent changes, seconded by Alderperson Tietz and carried on a voice vote.

### ORDINANCES

**Ord. #17-5**, to amend Section 303 – 29B. and Section 303 – 29 C., Preventable False Alarms, and repeal former Chapter 16 Bond Schedule, Section 16.26, Preventable False Alarms, was presented. *Sponsor: Ald. 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 – 7. No – None.

### RESOLUTIONS

**Res. Exh. #8426**, to approve a Refund Policy for the Building, Safety & Zoning & Engineering Departments was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Romlein and carried on a voice vote.

**Res. Exh. #8427**, to authorize the purchase of a siren from Federal Signal at a cost of \$18,118.00 to be charged to Acct. #05-52-51-70 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 – 7. No – None.

**Res. Exh. #8428**, to enter into an agreement with the Watertown Humane Society for the period of January 1, 2017 – December 31, 2018 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8429**, to authorize entering into an agreement for the 2017 Bituminous Surfacing with Wolf Paving in the amount of \$284,244.90 to be charged to Annual Street Reserve Acct. #05-58-11-69 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 – 7. No – None.

**Res. Exh. #8430**, to authorize the purchase of Sanitary and Storm Sewer Castings from Neenah Foundry in an amount of \$55,803.00 to be charged to Street Reserve Acct. #05-58-11-69, Storm Water Utility Acct. #16-58-16-46, Storm Water Capital Acct. #16-58-16-60 and Wastewater Rehab Acct. #02-97-30-11 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8431**, to authorize entering into a contract for installation of Curb, Gutter and Sidewalk with Rennhack Construction in an amount of \$199,007.50 to be charged to Annual Streets Acct. #-5-58-11-69 for \$151,941.50 and Sidewalk Capital Acct. #05-58-11-73 for \$47,066.00 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Zgonc moved for the adoption of this resolution, seconded by Alderperson Maron and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8432**, to authorize the purchase of a 2017 56,000# Track Excavator from Kelbe Bros. for a cost of \$104,406.00, which includes the trade in of a 2010 John Deere to be charged to Acct. #05-54-11-70 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8433**, to authorize the purchase of a One Ton Chevy Truck Chassis from Ewald, of Hartford and a 9' Utility Body from Monroe Truck & Equipment for a total cost of \$41,939.50 and also authorize the sale of a 1997 Chevy

One Ton on the Wisconsin Surplus Auction with money for the purchase to be taken from Acct. #16-58-16-60 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Raether moved for the adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – Berg, Larsen, Zgonc, Raether, Tietz and Romlein - 6. Abstain – Maron – 1.

**Res. Exh. #8434**, to authorize the purchase of bleachers from The Park Catalog in an amount of \$62,489.26 to be charged to Acct. #05-55-41-70 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8435**, to authorize entering into an agreement for the 2017 Sealcoating and Crackfilling Projects with Scott Construction in an amount of \$175,180.00 to be charged to Acct. #05-58-11-92 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 – 7. No – None.

**Res. Exh. #8436**, to authorize entering into an agreement for the 2017 Street Line Painting Project with Century Fence Company at a cost of \$173,260.00 to be charged to Annual Street Reserve Acct. #05-58-11-69 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Larsen move for the adoption of this resolution, seconded by Alderperson Maron and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8437**, to authorize the purchase of a ¾ Ton Heavy Duty Pick-Up Truck from Grinwald, of Watertown, in an amount of \$27,853.58 to be charged to Acct. #05-55-41-70 and to also authorize placing a 2001 Dodge Ram Truck on the Wisconsin Surplus Auction was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Tietz and carried on a roll call vote: Yes – Berg, Larsen, Zgonc, Raether, Tietz and Romlein – 6. Abstain – Maron – 1.

**Res. Exh. #8438**, to authorize the sale of various parts and surplus inventory of the Water Utility on the Wisconsin Surplus Online Auction was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8439**, to authorize entering into a contract with Mulcahy/Shaw in the amount of \$25,150.51 for the replacement of a Sludge Recirculation Pump at the Wastewater Treatment Plant, with said money to be charged to Acct. #02-98-00-00 was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8440**, to authorize entering into a contract with WesTech Engineering Inc. in the amount of \$42,586.00 to be charged to Wastewater Acct. #02-98-00-00 for the rebuild of Draft Tube Mixers was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Zgonc and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8441**, to authorize entering into an agreement with WE Energies for an easement for overhead and underground electrical service needed for the Water Central Plant at 806 S. First Street was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a voice vote.

**Res. Exh. #8442**, to increase the Retail “Class A” Liquor License fee from \$400.00 per year to \$450.00 per year and increase the “Class B” Liquor License fee from \$400.00 per year to \$450.00 per year and to increase the Beverage

Operator License fee from \$25.00 to \$35.00 per year, effective July 1, 2017 and to establish a Special Assessment Letter Fee at a cost of \$25.00 effective July 1, 2017 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Tietz moved for the adoption of this resolution, seconded by Alderperson Maron and carried on a roll call vote: Yes – 7. No – None.

**Res. Exh. #8443**, to re-enact the Taxpayer Benefit Policy that previously expired on September 16, 2016 and to remove any future sunset provision was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Berg moved for the adoption of this resolution, seconded by Alderperson Romlein and carried on roll call vote: Yes – 7. No – None.

#### **ADJOURNMENT**

There being no further business to come before the Council at this time, Alderperson Tietz moved to adjourn, seconded by Alderperson Romlein and carried on a voice vote, the time being 7:29 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.)*