

COUNCIL PROCEEDINGS

Mayor David called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Monday, April 1, 2019, in the Council Chambers at City Hall.

ROLL CALL

Roll call showed the following members present: Ald. McFarland, Tortomasi, Berg, Larsen, Zgonc, Raether, Tietz, Maron, and Kilps. Absent: None. Also present: Police Chief Robert Kaminski, Fire Chief Kraig Biefeld, Engineer Jaynellen Holloway, City Attorney Rose Simon-Silva, 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 additions or corrections to the minutes of the meeting held Tuesday, March 19, 2019. There being none, the minutes were approved as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Emi Reiner, a Public Health Nurse for Jefferson County, was present to thank Mayor David for his support of the Alcohol Awareness Month Proclamation and to explain the importance of this issue and to especially highlight the negative effects of underage alcohol use.

COMMITTEE REPORTS

Finance Committee, March 19, 2019. Minutes of March 11, 2019 meeting. Motion carried to approve the minutes. Top applicants for Civil Engineering Technician position. Motion carried to approve hiring Stephen Protasiewicz for this position. Candidate to fill open position of General Laborer in the Street Department. Due to the first candidate declining this position, Street Superintendent Franks is now seeking permission to hire Aaron Albrecht. Motion carried to approve this hire. Candidate to fill open Class IV position in the Parks Department. Street Superintendent Franks is recommending James Frey for this position. Motion carried to approve this internal transfer. Scope of Storm Water Study to include River Drive. Motion carried to conduct this expanded study. Report received and placed on file.

Finance Committee, March 25, 2019. Minutes of March 19, 2019 meeting. Motion carried to approve the minutes. Communication update from Wisconsin Disaster Fund Coordinator. Fire Chief Biefeld informed the Finance Committee that the City received funds to reimburse costs related to the flooding in August, 2018. Part-time clerk/typist position at the Fire Department. Motion carried to approve this 16 hour per week position at \$14.58 per hour to be funded by savings in the Auxiliary account. Updated procedures regarding Continuing Disclosure Compliance. The update to this policy is a recommendation of Quarles & Brady. Motion carried to approve the updates to the policy. Purchase of two 2019 Ford Escape SE from Grinwald Ford-Mercury, Inc. of Watertown for the Health Department. Motion carried to approve this purchase. Employee promotion from Grade F to Grade G position, Class IV Light Equipment Operator, in the Street Department. Motion carried to approve the promotion of Justin Helser. Hiring to fill Grade F position left open with promotion of Street employee to Grade G, General Laborer position. Motion carried to approve the hire of Travis Walsh or the second candidate to fill this position. 2019 Urban Nonpoint Source & Storm Water Management Grant Program application (FY 2020). Motion carried to approve this 50/50 cost sharing grant application. Housing Block Grant loan #195. Motion carried to approve this loan as recommended by MSA. Guidance on unexpected costs for two vehicles in need of new engines at the Street Department. Motion carried to change a previous decision on this matter and take the money from the repair account, making adjustments to that account if needed at the end of the year. Employee Advisory Committee Policy revisions. Motion carried to approve the proposed changes made by the Employee Advisory

Committee. Revisions to time requirements for Meal Reimbursement Policy. Motion carried to deny the requested changes. Land donation off West Street, Parcel #28-291-0815-0542-029, from RREF HB-WI WCH LLC. Motion carried to approve this land donation. Report received and placed on file.

Plan Commission, March 25, 2019. Minutes of March 11, 2019. Motion carried to approve the minutes. 740 N. Church St., Public Hearing for Conditional Use Permit. 19 citizens were present to speak against this CUP. Reasons for speaking against the CUP included the effect on the new residential development across the street, concerns over onsite supervision and proximity to the High School and Lincoln Park. Gene Schmidt spoke in favor of the CUP, as it is his request. He stated there would be 24/7 supervision for up to 6 people with an office for counseling and rehabilitation services. 740 N. Church St. CUP request, review & make recommendation. Motion carried to deny the CUP based on failure to provide substantial evidence to meet one or more standards for Boardinghouses. 335 Summit Avenue, Public Hearing Conditional Use Permit. There was no one present to comment; the hearing was closed. 335 Summit Avenue, Conditional Use permit request, review public hearing & make recommendation. Motion carried to approve this CUP with conditions: a) Provide evidence of successfully turning off electrical power for internal use; b) No electrical power shall be run inside the storage facilities, except for exterior lighting. Fence Variance, 800 Chadwick Drive. Motion carried to approve this fence variance without conditions. Preliminary CSM, W. Horseshoe Road. Motion carried to approve the Preliminary CSM without conditions. Hunter Oaks Subdivision, Phase I revised Condo Plat & CSM. Motion carried to approve this Preliminary Condominium Plat/CSM with conditions, as identified by the Plan Commission: Lot 3 has an Airport Approach Protection Zone elevation limit of 972 feet above mean sea level for all building, structures and object of natural growth. Hunter Oaks Subdivision, Phase II Preliminary CSM. Motion carried to approve this Preliminary CSM Plat/CSM without conditions. Report received and placed on file.

Public Works Commission, March 26, 2019. Minutes of March 12, 2019. Motion carried to approve the minutes. Purchase of GEA (centrifuge) replacement gear box for Wastewater Department. Motion carried to approve the purchase of two new gear boxes from GEA Mechanical Equipment US, Inc. for a total of \$81,628.56 plus shipping. Update, WPDES permit renewal application is complete and will be submitted April 2, 2019. Water Systems Manager Hartz updated the Commission on this process, informing them that there are no big changes in the next 5 year permit term. Service contract with HydroCorp, Inc. for Water Department non-residential cross-connection control program inspections. This will be the third renewal with HydroCorp of a two year contract. Motion carried to approve this contract renewal. Future construction & maintenance of the Interurban Trail. Ald. Tietz updated the Commission on the Interurban Trail progress and asked for the City's assistance in two areas: repair the section from Humboldt to the bridge using crushed asphalt from the City quarry and to help maintain the trail as far as mowing, brush spraying, grading and rolling. Motion carried to maintain the trail from Humboldt to Hwy E to the bridge. Change Order No. 3 for 2018 CIPP Lining Project. Motion carried to approve this change order for the 2018 CIPP project to Visu-Sewer, Inc. for an additional \$3,033.90. Successful bidder of 2019 CIPP Lining project. Motion carried to not award this bid, reduce the scope of work and rebid the project. Report received and placed on file.

COMMUNICATIONS & RECOMMENDATIONS OF THE MAYOR

Mayor David presented plaques to outgoing Alderpersons, McFarland, Berg, Zgonc and Tietz.

City Clerk/Treasurer Meltesen presented a plaque to outgoing Mayor David.

Kristen Fish, Executive Director of the Redevelopment Authority (RDA), was present to thank Mayor David and the Common Council for their support of the RDA's work. She informed the Council the RDA is working on the

Memorandum of Understanding with the developer for the property adjacent to the Town Square. She also stated an RFP has been posted for design of the Town Square.

Mayor David presented the 2019 Alcohol Awareness Month Proclamation.

Mayor David presented the following appointment: Historic Preservation & Downtown Design Commission – Ellen Klaus. Motion was made by Ald. Berg, seconded by Ald. Larsen to approve this appointment and carried by roll call vote: Yes-9; No-0.

Mayor David recognized employees for years of service: Mark Hady, Building, Safety & Zoning, 5 years; Bradley Hering, Fire Department, 15 years, Douglas Zwieg, Building, Safety & Zoning, 20 years.

ACCOUNTS PAYABLE

Certified accounts in the of \$181,829.76 were presented for payment. Ald. Tietz moved to pay all certified accounts, seconded by Ald. Kilps and carried by roll call vote: Yes-9; No-0. (Complete listing of accounts payable is open for public inspection in City Clerk/Treasurer's office.)

REPORTS AND MISCELLANEOUS BUSINESS

The following reports were presented: Main Street Program-February 20, 2019; Parks, Recreation & Forestry Commission-March 4, 2019; Payroll Summaries-March 13 – 26, 2019; Redevelopment Authority-March 13, 2019; Site Plan Review Committee-March 25, 2019; Transit Commission-March 19, 2019. All reports accepted as presented.

RESOLUTIONS

Res. Exh. #8787, adopting procedures included in the “City of Watertown Comprehensive Plan Amendment Public Participation Plan” was presented. *Sponsor: Mayor David. From: Plan Commission.* Ald. Tortomasi commented that the public meeting held on March 11, 2019 was well attended with valuable public input. Ald. Tortomasi moved for adoption of this resolution, seconded by Ald. Larsen and carried by roll call vote: Yes-9; No-0.

Res. Exh. #8788, approving application to State of WI, Dept. of Natural Resources for Urban Nonpoint Sources & Storm Water Management Planning Grant was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. McFarland moved for adoption of this resolution, seconded by Ald. Tortomasi and carried by roll call vote; Yes-9; No-0.

Res. Exh. #8789, approving charge for carpet disposal was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. Berg stated the cost will absorb some of the City's costs to dispose of the carpet. Ald. McFarland moved for adoption of this resolution, seconded by Ald. Berg and carried by roll call vote: Yes-8; No-Larsen-1.

Res. Exh. #8790, authorizing purchase of two 2019 Ford Escapes from Grinwald Ford-Mercury, Watertown, WI for the Health Department was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. Berg commented on the use of the Taxpayer Benefit Policy for this purchase. Ald. Berg moved for adoption of this resolution, seconded by Ald. Zgonc and carried by roll call vote: Yes-8; No-0; Abstain-Maron-1.

Res. Exh. #8791, authorizing purchase of two new gearboxes from GEA Westfalia Separator Division of Northvale, NJ was presented. *Sponsor: Ald. Maron. From: Public Works Commission.* Ald. Maron moved for adoption of this resolution, seconded by Ald. Raether and carried by roll call vote: Yes-9; No-0.

Res. Exh. #8792, authorizing the contract with HydroCorp for Cross-Connection Control Inspections was presented. *Sponsor: Ald. Maron. From: Public Works Commission.* Ald. Maron moved for adoption of this resolution, seconded by Ald. Raether and carried by roll call vote: Yes-9; No-0.

Res. Exh. #8793, approving revisions to the Employee Advisory Committee Policy was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. McFarland moved for adoption of this resolution, seconded by Ald. Larsen and carried by roll call vote: Yes-9; No-0.

Res. Exh. #8794, approving the updated procedures regarding Continuing Disclosure Compliance was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. McFarland moved for adoption of this resolution, seconded by Ald. Berg and carried by roll call vote; Yes-9; No-0.

Res. Exh. #8795, approving an agreement for Neenah Street, Mary Street, and River Drive Storm Water & Drainage Systems Analysis with Ruekert-Mielke, Waukesha, WI was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. Larsen moved for adoption of this resolution, seconded by Ald. Zgonc and carried by roll call vote; Yes-9; No-0.

Res. Exh. #8796, approving the First Amendment to Memorandum of Understanding between the City of Watertown and City of Watertown Redevelopment Authority dated April 1, 2019 was presented. *Sponsor: Mayor David. From: Finance Committee.* Ald. McFarland explained that this is CDBG grant funds and not tax dollars. Ald. McFarland moved for adoption of this resolution, seconded by Ald. Zgonc and carried by roll call vote; Yes-9; No-0.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Zgonc moved to adjourn, seconded by Ald. Larsen and carried by voice vote at 7:48 p.m.

Elissa Meltesen, Clerk/Treasurer

(Complete video of Council Proceedings on DVD.)

(DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved.)