

CITY OF FORT ATKINSON
City Council Minutes ~ April 18, 2017

CALL MEETING TO ORDER.

Pres. Kotz called the meeting to order at 7:00 p.m.

ROLL CALL.

Cm. Becker, Cwmn. Gehred, Cm. Hartwick, Cm. Lescohier and Pres. Kotz. Also present City Manager, City Attorney, City Engineer and City Clerk/Treasurer.

APPROVAL OF MINUTES OF APRIL 6, 2017 REGULAR COUNCIL MEETING.

Cm. Hartwick moved to approve the minutes of the April 6, 2017 Council meeting. Seconded by Cm. Becker and motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Notification from Arbor Day Foundation of Tree City USA Award for 2016.

Public Works Supervisor Smith noted the City achieved Tree City USA recognition by meeting the program's four requirements, a tree board/department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and Proclamation. Olivia Witthun, the City's DNR Urban Forester presented the Tree City USA award. This is the 25th year of receiving this award.

Cm. Lescohier moved to accept and file the Notification from Arbor Day Foundation of Tree City USA Award for 2016. Cm. Becker seconded the motion and carried.

b. Request to Proclaim April 28, 2017 as Arbor Day in the City of Fort Atkinson.

Manager Trebatoski read the Proclamation.

Cm. Hartwick moved to proclaim April 28, 2017 as Arbor Day in the City of Fort Atkinson. Cwmn. Gehred seconded the motion and carried.

c. Request to approve Easter Seals Accessible Communities Transportation Initiative Grant Program Agreement.

Senior Center Director Chris Nye presented the Easter Seals Grant. Easter Seals provides grants up to \$100,000 to rural communities to improve the lives of those with disabilities, senior citizens and others in the community who rely on public transportation. The grant timeline is May 1, 2017 through November 30, 2018. Phase one will include \$25,000 where a team will be formed and meet with a facilitator for a two day session to develop and compose a plan. Remaining funds can be used in Phase two where up to \$75,000 is available to implement a plan. In total, there is \$100,000 available in the grant process. The money is reimbursed to the grantee

from Easter Seals and the Margaret Cargill Foundation. The City would take on fiduciary responsibilities.

Attorney Rogers asked Nye if he intends to present the plans of the grant/program to the Council for review. Nye replied he is participating in a presentation and gathering information that will be shared with the Council.

Attorney Rogers inquired on the foundation's relationship with Easter Seals and the timeline for financial reimbursement to the City. Nye replied he had requested the information, but did not receive it prior to the meeting.

Nye added the vehicle is anticipated to be used during the hours of the Senior Center and to fulfill further transportation needs in the community outside of the Center's hours, including evenings and weekends.

Rogers reiterated the requirement to provide Council the details and plan of the grant, as the City would be acting as the fiduciary agent. Additional information is needed that details the reimbursement of the funds and any restrictions.

Cm. Lescohier moved to approve Easter Seals Accessible Communities Transportation Initiative Grant Program Agreement. Seconded by Cm. Becker and carried on a roll call vote.

d. Request by Fat Boyz, 219 South Main Street, to hold annual event behind their property on June 24, 2017 and to block part of parking lot and alley, and for change to their premise description for their alcohol license.

Manager Trebatoski reviewed the annual request from Fat Boyz for the event. Staff has reviewed the request and supports the event.

Cm. Hartwick moved to approve the request by Fat Boyz, 219 South Main Street, to hold annual event behind their property on June 24, 2017 and to block part of parking lot and alley, and for change to their premise description for their alcohol license. Cm. Becker seconded the motion and carried.

e. Request by Studio 8 to close portion of William Street for fundraiser event on Saturday, May 13, 2017.

Manager Trebatoski reviewed the request from Studio 8 for the annual event. Staff has reviewed the request and supports the event.

Cwmn. Gehred moved to approve the request by Studio 8 to close portion of William Street for fundraiser event on Saturday, May 13, 2017. Cm. Lescohier seconded the motion and carried.

RESOLUTIONS AND ORDINANCES

a. Approve revisions to Room Tax Ordinance.

Manager Trebatoski stated this is the third reading of the ordinance without comments or amendments. Cwmn. Gehred commented on the definition that does not spell out an online

service called ‘AirBnB’, and she was wondering if it should be included on the ordinance. Attorney Rogers stated that would not be covered by the ordinance as it is a grey area.

Cm. Lescohier moved to approve and adopt the Room Tax Ordinance. Cm. Becker seconded the motion and carried on a roll call vote.

b. Ordinance deleting C-4, Restricted Commercial District, from Zoning Code.
Manager Trebatoski stated this is the third reading of the ordinance without comments or amendments.

Cm. Hartwick moved to approve and adopt Ordinance deleting C-4, Restricted Commercial District from the Zoning Code. Cm. Becker seconded the motion and carried on a roll call vote.

c. Ordinance amending Zoning Code language pertaining to site plan submittals.
Manager Trebatoski provided the wording of the sentence, “*applicants for site plan review must submit one paper copy and one electronic copy (PDF or similar format) of the submittal items in Section 15.4.3 to the City Engineer. All items must be received a minimum of 3 weeks prior to the meeting at which the request will be heard*”.

Cm. Becker moved to approve and adopt the Ordinance amending Zoning Code language pertaining to site plan submittals. Cwmn. Gehred seconded the motion and carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Minutes of Police & Fire Commission meeting held April 5, 2017.

b. Minutes of Planning Commission meeting held April 11, 2017.

Cm. Lescohier moved to accept and file the reports of officers, boards and committees. Cm. Hartwick seconded the motion and carried.

UNFINISHED BUSINESS

a. Review and approve Amendment to Badger47 Community Development Investment Grant Agreements.

Manager Trebatoski reviewed the amendment agreements for Badger47 as presented by the Developer.

1. Extend the eligible cost period until December 31, 2018 (the original date was May 31, 2017)
2. Reduce the match investment required to the minimum of \$750,000 (3:1 private to public).
The original amount was \$1,655,000 and was based on the estimated total overall cost of the project.
3. Allow disbursements to be made on a prorated basis to the financing obtained. (e.g. 70% of financing obtained and expended would allow 70% of the grant to be disbursed).

Cm. Lescohier moved to approve the amendment pending State approval. Cm. Becker seconded the motion and carried on a roll call vote.

b. Recommendation from Planning Commission to approve Preliminary Certified Survey Map creating a 10-acre parcel on Bark River Road and changing zoning from A-1 to natural resources (extra-territorial).

Engineer Selle provided the recommendation from the Planning Commission to rezone the property.

Cm. Becker asked about the property ownership and asked if the owners had requested this change, or did the township request the rezoning. Selle was not aware of the origination. Rogers suggested it was at the request of the property owners as it would reduce property tax base for the parcel.

Cm. Becker moved to approve the recommendation from Planning Commission to approve Preliminary Certified Survey Map creating a 10-acre parcel on Bark River Road and changing zoning from A-1 to natural resources (extra-territorial). Cwmn. Gehred seconded the motion and carried on a roll call vote.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

Cm. Becker moved to approve the list of verified claims submitted by the Finance Director and authorize payment. Cm. Lescohier seconded and carried on a roll call vote.

MOTION TO ADJOURN – SINE DIE

Motion made by Cm. Lescohier to adjourn - sine die, seconded by Cm. Hartwick and motion carried.

The City Clerk will administer the oath of office to newly elected Council members.

The City Clerk administered the oaths of office to the newly elected Council members – Mason Becker, Davin Lescohier and Paul Kotz.

The City Manager called to order the first meeting of the 2017-2018 City Council.

Present: Cm. Becker, Cwmn. Gehred, Cm. Hartwick, Cm. Kotz and Cm. Lescohier. Also present City Manager, City Attorney, City Engineer and City Clerk/Treasurer.

Ballot for President of the Council – new President takes chair.

The City Clerk distributed ballots to the Council members to vote for President of the City Council and after counting the votes, Cm. Becker was elected President on a unanimous ballot.

Ballot for President Pro Tem.

Pres. Becker stated the next order of business is the ballot for President Pro-Tem. Upon counting the votes, Cm. Lescohier was elected President Pro-Tem.

Selection of Council member on Planning Commission.

Cm. Kotz nominated Cm. Lescohier, seconded by Cm. Hartwick. There were no other nominations. Motion carried. Cm. Lescohier will serve as the Council member on Planning Commission.

Designation of official City newspaper.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the Daily Union as the official City newspaper. Motion carried.

NEW BUSINESS

a. Review and approve quote for replacement of lawn mower for Water Utility as budgeted.

Water Supervisor Siglinsky presented the quote for a replacement mower. They maintain five utility locations that require lawn maintenance. RM Small Engine Repair, Fort Atkinson provided a competitive bid of \$8,142.40. The bid was \$13.11 higher than a competitors bid, but Siglinsky is requesting to approve the bid from the local vendor. Attorney Rogers asked if any existing equipment would provide a trade-in value towards the purchase. Siglinsky noted the used equipment will be placed on a surplus auction site where recent sales signify a higher value than what could be received from a trade-in.

Cm. Hartwick moved to approve the quote for replacement of lawn mower for Water Utility from RM Small Engine of Fort Atkinson not to exceed \$8,142.40. Seconded by Cm. Kotz. Motion carried on a roll call vote.

b. Review and approve quote for purchase of power broom for Parks Department as budgeted.

Parks Director Lastusky presented the quote for a power broom. This is used primarily for snow removal, but is also used for debris and leaves. Lastusky discussed the proceeds from a sale of a used mower and requested the use of the funds to add on the power broom to the mower which was previously approved by the Council. The Department would transfer \$809.25 from the 2017 Parks Maintenance Equipment account to assist in the purchase. The \$809.25 would combine with the net budget savings of \$575.75 to maintain the \$1,385 overall savings the Council approved.

Cm. Hartwick moved to approve the power broom for \$5,125 from Mid States Equipment with funds derived from the Surplus Auction of used park equipment and \$809.25 from the parks maintenance equipment account. Cwmn. Gehred seconded the motion and carried on a roll call vote.

c. Request for additional funding for new financial software.

Clerk Ebbert discussed the financial software, Clarity that will be installed in April/May. While managing the conversion, three items arose that required additional funding due to assistance in data conversion, server space capacity and programming and design. The programming and design is part of a SQL or structured query language. At any time, up to eight users can be utilizing the software which would slow down production, updating and access. Upgrading the SQL reassures the success of the use and advantages of the program. Clerk Ebbert was seeking additional funding not to exceed \$3,000 for the purchase of SQL.

Cm. Kotz moved to approve the additional funding for Clarity upgrade not to exceed \$3,000. Cwmn. Gehred seconded the motion and carried on a roll call vote.

d. Review and approve quote for cleaning and televising sewer lines crossing the river.
Engineer Selle reviewed the quote for sanitary siphon cleaning and inspection. There are two locations, the east and west crossings of the river. The crossing ages are 1972 (west) and 1980 (east). To clean and inspect is rather difficult given the size and angles of the ductile iron pipe. Selle reached out to four companies for bids, only one provided a final bid. The quote from Visu-Sewer was for \$450/hr. with an estimate of 40-50 hours of completion. The 2017 CIP budget for wastewater has included a sum of \$225,000 for sanitary sewer rehabilitation.

Cm. Lescohier noted the estimated hours and asked if the project nears or goes over the hours, how the overage will be dealt with. Selle informed the Council he works closely with contractors on all projects and asks for daily updates on projects, timelines and anything they encountered that was unanticipated. He added with the open communication, he can monitor the hours on a regular basis and measure the success. Selle and the contractor would be able to evaluate the progress and make a determination if the project should cease at any time.

The Council discussed the receipt of one quote and the complexity of the project. Selle confirmed this project is not on a schedule and can be prolonged to seek out another quote or to discuss options with other contractors.

No action was taken.

e. Review and approve quote for survey equipment and software for Engineering Department.

Engineer Selle provided the quote for survey equipment and software and reviewed technological advances in the field of engineering. A quote was received from Carlson Survey in the amount of \$16,140 for the package. The budgets of Water, Wastewater and Stormwater would assist with this software and equipment, equally. Additionally, the street program would benefit from the equipment and contribute \$7,140 towards the purchase as this would greatly benefit many aspects of road improvements.

Cm. Kotz asked if other quotes were entertained. Selle discussed additional quotes he received that were similar for the GPS unit, but he was most comfortable with this equipment after speaking with surrounding municipalities and hearing their experiences.

Cwmn. Gehred asked if there is an option to purchase the software equipment only and borrow a GPS unit from a neighboring community. Selle commented that could work in certain situations, however he feels once the unit is on site, many departments could take advantage of the options available on the GPS unit. Parks Director Lastusky added that the Parks Department would have many uses for the device year round.

Cm. Lescohier moved to approve the survey equipment and software not to exceed \$16,140 from Carlson Survey. Cm. Hartwick seconded the motion and carried on a roll call vote.

f. Review and approve quote to conduct studies for signalization of Madison and Reena Avenue intersection.

Assistant Engineer Rudy Bushcott presented the quote for a study for Madison and Reena Avenues. A 14 hour study was conducted and had close to 14,000 cars in that intersection. This information was relayed to the State, however the State recommended a more detailed study as the information does not warrant the installation of signals based on the traffic count alone. The DOT suggested the City prepare a Traffic Impact Analysis (TIA) and an Intersection Control Evaluation (ICE). These studies will provide additional information necessary for the DOT. Three consultants provided quotes. Staff recommends Traffic Analysis and Design, Inc. with a bid price of \$7,600.

Engineer Selle noted that with the decrease in speed limit and the previous re-design of the median on Reena Avenue, the traffic count does not prove alone the necessity of signals. The State was informed of future development in the intersection and they further provided the City obtain a study that would detail the additional traffic that would be generated from the developments.

Pres. Becker commented on discussions at the Traffic Review Committee that pertains to roundabouts. Selle replied that he spoke to a contractor that noted roundabouts are cost effective if initially designed as such, but is more costly to redesign an existing intersection into a roundabout.

Cm. Lescohier asked on the funding for the signals and the study. Manager Trebatoski replied that funding exists in TID 8 for these appropriate TID expenses.

Motion by Cm. Lescohier to approve the quote from Traffic Analysis and Design, Inc not to exceed \$7,600. Second by Cm. Kotz and carried on a roll call vote.

g. Review and approve 2016 Annual Report on Recycling Program and authorize signature by proper officials.

Engineer Selle reviewed the annual report. The report documents that the City recycled 1105.5 tons of materials in 2016. The City's net eligible recycling costs excluding yard waste is \$274,230 which exceeds our Grant amount. The City will receive the full amount of the grant, \$33,278.

Cm. Hartwick moved to approve the 2016 Annual Report on Recycling Program and authorize signatures by proper officials. Motion seconded by Cm. Kotz and carried.

MISCELLANEOUS

a. Temporary "Class B" wine license for Council for the Performing Arts event at the Hoard Museum, 401 Whitewater Avenue, on May 11, 2017.

Cwmn. Gehred moved to approve the Temporary "Class B" Wine license for Council for the Performing Arts event at the Hoard Museum, 401 Whitewater Avenue on May 11, 2017.

Seconded by Cm. Hartwick and carried.

b. Granting operator licenses.

Cm. Lescohier moved to approve the operator licenses as presented. Seconded by Cm. Hartwick and carried.

ADJOURNMENT

Cm. Kotz moved to adjourn the meeting, Cm. Hartwick seconded the motion and carried, meeting adjourned 8:39 pm.

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

PRESIDENT OF THE COUNCIL