

CITY OF FORT ATKINSON
City Council Minutes ~ May 3, 2016

CALL MEETING TO ORDER.

Pres. Kotz called the regular City Council meeting to order at 7:00 pm.

ROLL CALL.

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

APPROVAL OF MINUTES OF APRIL 19, 2016 REGULAR COUNCIL MEETING.

Cm. Hartwick motioned and Cm. Becker seconded to approve the minutes of the April 19th regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Request by American Legion Memorial Day Committee to hold annual parade on Monday, May 30, 2016 at 10:00 a.m. from the American Legion to the Evergreen Cemetery.
Manager Trebatoski discussed the request for a parade to travel northbound on Main Street to Evergreen Cemetery on May 30th at 10:00 am. Staff reviewed and confirmed no concerns for the event.

Cm. Becker made a motion to approve the request by American Legion Memorial Day Committee to hold annual parade on Monday, May 30, 2016 at 10:00 a.m. from the American Legion to the Evergreen Cemetery. Seconded by Cm. Hartwick and carried.

b. Report by Baker Tilly on City's Financial Statement as of December 31, 2015 and communication to those charged with governance management.

Renee Meinholz was present to address the Council and review the 2015 Audit. She reviewed graphs and highlights of the year.

Cm. Lescohier moved to accept and file the report by Baker Tilly on the City's Financial Statement as of December 31, 2015 and communication to those charged with governance management. Cm. Hartwick seconded the motion and carried.

RESOLUTIONS AND ORDINANCES

a. Resolution in support of Safe Routes to School Plan.

Engineer Selle reviewed the call for development of a Safe Routes to School Plan in the City's 2008 Comprehensive Plan. The School and City have submitted a grant application to the WISDOT for the funds to develop the plan. The grant requests to hire a consultant to help develop the plan. The grant would call for the City and School to pay 20%, which is anticipated

to be split. The goal of the plan is to increase the percentage of students walking or biking to school and increase the overall safety of students getting to school by all means of transportation. A resolution is required to be submitted by the Council providing their support of the project.

Cm. Becker inquired on the result of the study for the monetary value. Selle discussed the involved school and how the expense is broken down. There is a large component dealing with public communication.

Cm. Lescohier moved to approve and adopt Resolution in support of the Safe Routes to School Plan and for the financial commitment of \$7,200 from the street program. Cm. Becker seconded the motion and carried on a roll call vote.

b. Resolution for Fire Protection and Prevention Code bond forfeiture.

Manager Trebatoski presented the Fire Department Bond Schedule that included a forfeiture amount of \$325.00 for fire code violations. The recommended amount is a third of the maximum amount of the forfeiture.

Cm. Lescohier inquired on the funding impact of the forfeiture collection. Manager Trebatoski stated the funding could apply to the fire inspection program in the future however Staff hopes compliance would be taken and a citation could be avoided.

Attorney Rogers stated this is per violation and theoretically, each day a code violation exists is a different offense.

Cm. Lescohier made a motion to approve and adopt Resolution for Fire Protection and Prevention Code bond forfeiture. Motion seconded by Cm. Becker and carried on a roll call vote.

c. Ordinance deleting Reserve Licenses from Alcohol and Non-Intoxicating Beverage Licenses.

Clerk Ebbert reviewed the recent legislature that passed removing the City's option to refund or rebate the Reserve Alcohol License. Those that currently hold a Reserve license were notified and invited to attend tonight's meeting. Staff recommends suspending the rules and adopting this Ordinance as the law has passed disallowing the economic grant.

Cm. Becker shared his disappointment by the passing of this Act as it does not support small businesses and exemplifies more control by the State.

Cm. Lescohier moved to suspend rules and give the Ordinance its 2nd and 3rd reading. Cwmn. Gehred seconded the motion and carried on a unanimous roll call vote.

Cm. Lescohier moved to adopt the Ordinance deleting Reserve Licenses from Alcohol and Non-Intoxicating Beverage licenses. Cm. Hartwick seconded and carried on a unanimous roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Appointment of Committee members by Council President and City Manager.

Motion made by Cm. Hartwick and seconded by Cm. Becker to accept and file the appointment of Committee members by the Council President and City Manager. Motion carried.

- b. Appointment of Chip Day and reappointment of Ardell Wiederhoeft to Airport Committee for four-year terms.*
- c. Appointment of Matt Bills to Cable Television Committee for a five-year term.*
- d. Appointment of LaVerne Zech to Historic Preservation Commission for a five-year term.*
- e. Appointment of Diane Shull and reappointment of Pat Belt and Kathy Topel to Dwight Foster Public Library Board for three-year terms.*
- f. Reappointment of Larry Granec, Julie Ankomeus and Tom Kulczewski to Parks & Recreation Advisory Board for three-year terms.*
- g. Reappointment of Mark Zastrow to Planning Commission for a three-year term.*
- h. Reappointment of Carol Ward-Knox to Police and Fire Commission for a five-year term.*
- i. Reappointment of Mary Jo Eggers and Julie Nordeen to Tourism Committee for three-year terms.*
- j. Reappointment of Jim Smith, Kim Brock, Jeff Jensen and Jeff Mason to Board of Zoning Appeals for two-year terms.*

Cwmn. Gehred would like more publicity on the vacancies in the future. Manager Trebatoski confirmed that Staff will review the process for next year.

Motion made by Cm. Becker, seconded by Cm. Hartwick to accept the appointment and reappointments to boards and committees as presented. Motion carried. Cwmn. Gehred abstained.

- k. Minutes of Historic Preservation Commission meeting held April 11, 2016.*
- l. Minutes of Historical Society Board meeting held March 17, 2016.*
- m. Minutes of Ambulance Advisory Committee meeting held April 14, 2016.*
- n. Minutes of Police & Fire Commission meeting held April 15, 2016.*

Motion made by Cm. Hartwick to accept and file the reports of Officers, Boards and Committees as presented. Seconded by Cm. Becker and carried.

Unfinished Business

- a. First quarter progress on Adult Care Facilities.*

Engineer Selle provided the Council with an update on the Adult Care Facilities. He reviewed the action taken by the workgroup including meetings with care facilities. Engineer Selle read a statement submitted from Chiefs Bump and Reel that urged the Council to consider continuing the moratorium.

Cm. Hartwick asked if any are on the waiting list. Selle confirmed one written request and two general phone inquiries.

Cm. Becker thanked Selle for his continued focus. Selle supports continuing the moratorium until the calls for service decline. The first quarter of 2016 did not provide the desired results of a decrease in calls.

Cm. Lescohier stated that regardless of the call volume being preventable or unpreventable, the call volume is taxing on the emergency service responders.

Cwmn. Gehred stated that we welcome new businesses when we have the capacity to serve the businesses. Right now we know we cannot serve all as the first responders are taxed. She added whether the calls are preventable or not, the numbers are taxing and adding more businesses of this nature is not a move in the right direction.

Cm. Hartwick spoke in favor of the moratorium and would like to continue the review often and make moratorium as short as possible.

Cm. Becker agreed with the comments made and does want to be welcoming to small businesses however he does not want to put businesses in a position to be more taxing on services.

Cm. Hartwick moved to continue the moratorium and review the progress again in three months. Cm. Becker seconded the motion and carried.

Cm. Becker moved to accept and file the first quarter progress report. Seconded by Cm. Hartwick and carried.

NEW BUSINESS

None.

MISCELLANEOUS

a. City, Sewer, Water and Stormwater Utility, and Funds 4, 6, 12, 13 and 14 Financial Statements as of March 31, 2016.

Manager Trebatoski reviewed the first quarter financial reports of the City, Sewer, Water and Stormwater Utility and Funds 4, 6, 12, 13 and 14 as of March 31, 2016.

Cm. Becker moved to accept and file the financial statements as presented. Cm. Hartwick seconded the motion and carried.

b. Set License Committee meeting date.

Set meeting for Wednesday, May 11, 2016 at 4:30 p.m. Committee includes Pres Kotz, Cm. Becker and Cwmn. Gehred.

c. Temporary Class B Retailer's License for Rock River Theatre Guild event scheduled for May 7 and 8, 2016 at the Fort Atkinson Club.

Cm. Hartwick moved and Cm. Becker seconded the motion to approve the Temporary Class B Retailer's License for Rock River Theatre Guild event scheduled for May 7 and 8, 2016 at the Fort Atkinson Club. Motion carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

The following is a list of bills to be approved by the Council:

CITY, SEWER AND WATER

AT & T	Telephone service; fax; Diggers	565.95
AT&T ADVERTISING & PUBLISHING	Advertising	51.50
ADVANCE AUTO PARTS	Car wash	14.00
AMAZON.COM	Supplies	579.89
AMERICAN AWARDS & PROMOTIONS	Plaque	18.95
AQUAFIX INC.	Bug juice containers	751.54
ASSOCIATED APPRAISAL	March services; postage	3,835.99
BAXTER & WOODMAN, INC.	Software; support	807.85
BEN BOEVE	Tactical paint	95.49
BENJAMIN BOEVE	April stipend pay	150.00
BUMPER TO BUMPER	Auto parts/supplies	977.19
CGC, INC.	2016 roads consulting fee	2,496.53
CHARTER COMMUNICATIONS	Internet service and IP	469.60
COMPUFORT	Black ribbon cartridge	30.00
DELTA DENTAL OF WISCONSIN	May dental premium	8,762.19
DIVERSIFIED BENEFIT SERVICES	April flex fees; employee reimburse	3,492.64
TAMMY DOELLSTEDT	Stamps and keys	26.68
DONOHUE & ASSOCIATES INC	Dewatering centrifuge program	1,665.00
DRUG TASK FORCE	April 2016 drug assessments	77.00
EMC INSURANCE COMPANIES	K-9 coverage	66.00
MICHELLE EBBERT	Mileage MTAW conference	114.48
SUSAN D EBERT	Sandals	50.99
FASTENAL COMPANY	Supplies	104.62
FIRST SUPPLY LLC	Repair parts for hydrants	1,466.17
FOX VALLEY TECHNICAL COLLEGE	Langer; LE adm. Prof. training	225.00
G.F.C. LEASING	Copier lease	959.51
GEMINI GROUP LLC	CCR report production	2,696.00
GORDON FLESCH CO INC	Supply shipping charge	19.88
GRAINGER	Clearance markers; boots; trash bags	136.25
GRAY'S INC	Blades and ice guard	4,361.00
GREAT WEST	Deferred comp	4,700.00
HD Supply Waterworks Ltd.	Comp flag with steel	134.76
H & H FIRE PROTECTION,LLC	Annual inspection; gloves	534.40
HAVILL-SPOERL FORD MERCURY INC	Oil change/tire rotation	59.47
J & M PEST CONTROL	Pest control	80.00
JEFFERSON CO CIRCUIT COURT	Bond	650.00
JEFFERSON CO TREASURER	Jail assessment	1,491.56
JUSTIN TRIALS RESORT	Motor coach; lunch and garden	100.00
FAITH KARR	Parking ticket tax intercept	25.00
KEEPRS, INC.	Riggs - glock fixed	507.48

BRETT KETTERMAN	April vehicle allowance	70.00
CHAD LANGE	Identify deceptive BH	10.00
LARK UNIFORM INC	Quick release handcuffs; name tags	77.30
SCOTT L LASTUSKY	BB jerseys; April car allowance	630.36
LEAGUE OF WI MUNICIPALITES	Clerk/Treas & Finance ins.	105.00
LEMKE FENCE OF JEFFERSON, INC	Fence complete and erected	3,153.00
LOEDER OIL CO INC	Gas cans	14.27
MATC - PROTECTIVE SERVICE	Five firefighter exams	400.00
MK CELLULAR	Siglinsky - new cell phone	66.39
MARLING	Windows and doors	36,770.74
McMASTER-CARR SUPPLY CO	Squeegee replacement	168.01
MENARDS - JOHNSON CREEK	Supplies	406.27
MILLER/BRADFORD/RISBERG INC	Cylinder base pin	496.36
NASCO	Ball koosh	42.30
JOEL OMAN	Paid plumbing permit twice	192.00
PATTEN'S MARINE	Motor repair and service	395.31
POSTMASTER	Postage for B zone bills	424.51
PRECISION ALIGNMENT, LLC	Two oil changes	82.00
PREMIER BANK	Fed. w/holding; Soc Sec; Medicare	41,813.09
RM SMALL ENGINE REPAIR, LLC	Filter; spark plugs	8.15
RENNERT'S FIRE EQUIPMENT	ATV pump repair	19.68
RHYME BUSINNESS PRODUCTS	Copier lease	127.55
ROGERS & WESTRICK SC	First quarter health insurance	2,543.32
911 RYAN BROS - FORT ATKINSON	Ambulance contract; April 2016	7,861.21
SK WINDOWS & DOORS LLC	Rollup doors	579.00
SAVE A LIFE	Pouch and Res Q	138.00
SCHAEFFER MFG CO	Grease	625.30
SHARE CORP	Towels; tough flex	248.06
SHERWIN-WILLIAMS CO.	Paint	539.81
SOLENIS LLC	Polymer	3,435.00
ST. OF WI: CONTROLLER'S OFFICE	Penalty assessment	4,216.81
STREICHERS	Miller - boot laces	9.98
TENPIN MOTORS LLC	Vehicle service / repairs	628.33
WILLIAM L. FLOOD	Squad radio replacement	458.75
MATT TREBATOSKI	Vehicle allow/parking conf/lodging	366.00
TRUGREEN	Lawn service	66.00
US CELLULAR	Tablet; cell phones	419.85
UST	T-111 repairs	499.58
UNITED PARCEL SERVICE	Parcel service	73.13
UTILITY SERVICE CO., INC.	Maintenance	800.97
VWR INTERNATIONAL INC	Digestion tubes; kim wipes	387.00
VILLAGE OF SHOREWOOD	Treasurer conference hotel	119.00
VISU-SEWER INC	Sewer liner	26,254.50

WALMART COMMUNITY/RFCSELLC	Tablet; Easter egg hunt; supplies; TV	1,020.09
WATER DEPARTMENT	Water bills	3,729.08
WI DEPT. OF COMMERCE	Plumbing inspector certification	40.00
WI DEPT OF COMMERCE	Permit fee to operate "boiler"	100.00
WI DEPT. OF REVENUE	March sales tax	162.62
WI DEPARTMENT OF REVENUE	State w/holding tax	7,875.34
WI DEPT. OF TRANSPORTATION	Plate transfer	2.00
WE ENERGIES	Electricity	62,777.31
WISCONSIN RETIREMENT SYSTEM	April retirement remittance	48,746.88
WI STEAM CLEANER SALES CO. INC	Nozzle	55.83
WI WATER ASSOCIATION	Water supply seminar	180.00
XYLEM WATER	2" submersible pump	1,287.00
YOURMEMBERSHIP.COM	Fire Chief ad	365.00
WEN ZHANG	Language interpreter	35.00
ABENDROTH WATER COND. INC	Maint/repair	55.23
AMAZON.COM	AV/books/supplies	3,220.97
ARCHITECTURAL DIGEST	Periodicals	39.95
BANK OF AMERICA	AV/books/supplies	3,076.37
BARRON'S	Periodicals	199.00
BIVOUC PUBLICATIONS	Books	23.90
BRIDGES LIBRARY SYSTEM	Books	158.40
BRODART CO	AV/books/supplies	3,756.00
CENTER POINT LARGE PRINT	Books	141.52
CHARTER BUSINESS	Info sources	208.70
CLOUTE WINDOW/WALL WASHING	Maint/repair	381.00
COAST TO COAST	Other	393.13
CONSUMER REPORTS	Periodicals	29.00
COUNTRY WOMAN	Periodicals	14.98
DEMCO, INC.	Supplies	188.83
DWIGHT FOSTER PUBLIC LIBRARY	Postage/supplies	215.66
FESTIVAL FOODS	Supplies	88.83
FINDAWAY WORLD, LLC	Books	333.65
GFC LEASING	Info sources	665.93
GALE/CENGAGE LEARNING	Books	480.83
GORDON FLESCHE CO INC	Supplies	54.53
GROUND AFFECTS LANDSCAPING INC.	Maint/repair	150.00
HORN BOOK	Periodicals	60.00
JEFFERSON PUBLIC LIBRARY	Books	15.00
KRANZ	Supplies	55.55
MODERN FARMER 2 YR	Periodicals	34.00
MOTHER EARTH NEWS	Periodicals	17.00
NASCO	Supplies	39.10
OUTDOOR LIFE	Periodicals	8.00

OXFORD UNIVERSITY PRESS	Books	102.78
PACKERLAND RENT-A-MAT, INC	Supplies	66.61
QUILL CORPORATION	Supplies	282.46
SENTIMENTAL PRODUCTIONS	AV	125.00
SHOPKO	Supplies	17.97
STARTECH COMPUTING	Info sources	360.00
VENMILL INDUSTRIES, INC	Supplies	139.98
WLA SSCS	Other	125.00
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	TOTAL CITY ACCOUNTS	\$230,117.34
	TOTAL SEWER ACCOUNTS	\$69,581.96
	TOTAL WATER ACCOUNTS	\$20,704.53
<u>STORMWATER UTILITY (Fund 10)</u>		
FIRST SUPPLY	Lubricant and PVC gasket	\$389.63
HAUSZ BROS., INC.	WW Ave. storm sewer	\$109.18
ZARNOTH BRUS WORKS, INC.	Disposal gutter brooms	\$592.40
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	TOTAL FUND 10	\$1,091.21

Cm. Becker moved to approve the list of verified claims presented by the Director of Finance and to authorize payments. Seconded by Cm. Lescohier and carried on a unanimous roll call vote.

ADJOURNMENT

Cm. Hartwick moved to adjourn the regular Council meeting at 8:22 p.m. Cm. Becker seconded the motion, carried and meeting adjourned.

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

PRESIDENT OF THE COUNCIL