

CITY OF FORT ATKINSON
City Council Minutes ~ October 4, 2016

CALL MEETING TO ORDER.

Pres Kotz called the meeting to order 7:00 pm.

ROLL CALL.

Present: 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 SEPTEMBER 20, 2016 REGULAR COUNCIL MEETING.

Cm. Hartwick moved to approve the minutes of the September 20, 2016 regular council meeting. Motion seconded by Cm. Becker and carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Nate Kelty, 419 Wilcox Street stated he is a student studying law at UW Whitewater. He asked how the Council was directly involved in the decision to implement the wheel tax. Manager Trebatoski offered to discuss the vehicle registration fee outside of public comment.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Request by Chamber of Commerce for street closures for annual Holiday Parade on November 12, 2016.

Manager Trebatoski reviewed the request for the annual holiday parade. Staff reviewed the request without concerns.

Cm. Hartwick moved to approve the request from the Chamber of Commerce for street closures for the Annual Holiday Parade on November 12, 2016. Cm. Becker seconded the motion and carried.

b. Request for street closures for Holiday Mile Run prior to Holiday Parade on November 12, 2016.

Kurt Chapman was present to discuss the request for the first Annual Holiday mile run to be held the day of the Holiday Parade. The route would be run before the parade with one turnaround. One additional street closure at 4:45 is requested. The roads would be cleared at 5:30 pm to allow for the parade.

Cm. Hartwick moved to approve the street closures for Holiday Mile Run prior to Holiday Parade on November 12, 2016. Seconded by Cwmn. Gehred and carried.

This item was moved up to accommodate those in attendance.

d. Disallowance of claim for vehicle damage.

Clerk Ebbert reviewed the claim submitted for vehicle damage that was recommended for denial by EMC Insurance. Attorney Rogers reminded the Council that this is non-negotiable and the Council is to approve or disallow.

Alan Peterson, 603 S. Main Street discussed his claim and his appeal to the decision of denial by EMC Insurance.

Cm. Lescohier does not see any validation to negate the insurance adjustor's opinion. There are several streets experiencing repairs and maintenance in the City.

Cm. Becker moved to approve the disallowance of the claim and provide no financial compensation to Mr. Peterson as recommended by EMC insurance. Seconded by Cm. Lescohier and carried.

RESOLUTIONS AND ORDINANCES

a. City Economic Development Commission Ordinance.

Leslie LaMuro, 316 Craig Street spoke in support of the ordinance. She shared several comments to meet bi-monthly, include goals and widen the composition to accommodate more diversity and areas of expertise.

Walt Christensen, Pond Road recommended providing compensatory pay to members. Cm. Lescohier asked if he felt the other commissions and committees should have compensation also. Mr. Christensen stated he is just speaking on this ordinance, but the other committees and commissions could be looked at.

Manager Trebatoski presented the revised ordinance with changes submitted by Cwmn. Gehred. Cwmn. Gehred reviewed the changes she suggested to the ordinance.

Cm. Hartwick asked if Cwmn. Gehred felt the ordinance was too economic in a business manner. She stated it does not take into account the transformation the world is in now. She added we need to make an ordinance that addresses the broader concerns without making it lose focus.

Cm. Hartwick felt the first draft was exclusionary and commented that many may not fit the requirements to serve. He was thinking of the comprehensive plan when considering revisions of the ordinance and would consider redacting some requirements.

Cm. Lescohier spoke in support of the original ordinance presented with the addition of the staggered terms for members. He was in support of the wording that included quarterly meetings with additional meetings as called for.

Cm. Becker appreciated the additional comments and inclusions. His intent upon first review of the ordinance felt it addressed a broad based committee that could focus on an array of business and development.

Carrie Chisholm addressed the Council and supported the ordinance. She was in support of the ordinance presented for the first reading without additional revisions. The intent was to be

inclusive and not to overreaching. The more specific language may not aid in the goals and success of the commission and at times less is more. She added successful leadership of the commission will include every diverse group that seeks involvement.

Pres. Kotz stated it is a practice when filling vacancies to look at current members and see what areas or expertise could be added. Many considerations are taken into account by the City Manager and Council President prior to recommending members.

Cm. Lescohier stated this commission would make recommendations to Planning Commission and then to City Council for final decisions.

Cm. Hartwick moved to amend 2.343(a) to read “six diverse citizen members shall be appointed by the City Manager with approval of the City Council. Citizen members shall have sufficient ability in economic development and related areas”. Cwmn. Gehred seconded the motion.

Cm. Becker questioned the definition of ‘diverse’ and the use of it in the ordinance. Cwmn. Gehred supports the use of the word. Cm. Hartwick stated the use of the word can be used widely in the consideration of appointment.

Clerk took a roll call vote and motion carried with Cm. Lescohier opposed.

Cm. Hartwick made a motion to amend 2-343 (b) with the following revision: ‘upon creation of the commission, initial terms of office shall commence January 1, 2017. All terms of office thereafter shall commence on May 1 in the year of appointment. Citizen members shall be appointed to three-year staggered terms’. Cwmn. Gehred seconded and carried.

Cm. Hartwick moved to send to its third reading. Cm. Becker seconded the motion and carries.

b. Direct Sellers Door to Door Residential Ordinance.

Clerk Ebbert this is the second reading of the Ordinance. No comments or concerns have been received.

Cm. Hartwick moved to send the Direct Sellers Door to Door Residential ordinance to its third reading. Seconded by Cm. Lescohier and carried.

c. Resolution requesting exemption from County Library Tax.

Manager Trebatoski reviewed the annual resolution required for exemption from County Library Tax. This is to avoid double taxation of the library system.

Cm. Lescohier moved to approve and adopt Resolution requesting exemption from County Library Tax. Seconded by Cwmn. Gehred and carried on a unanimous roll call vote.

d. Resolution combining Wards for November 8, 2016 General Election.

Clerk Ebbert reviewed the resolution for combining wards for the General Election.

Cwmn. Gehred moved to approve and adopt the Resolution combining wards for the November 8, 2016 General Election. Seconded by Cm. Becker and carried on a unanimous roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. Appointment of Christopher Scherer to Planning Commission to fill unexpired term.

Cm. Lescohier moved to approve the appointment of Christopher Scherer to Planning Commission to fill an unexpired term through May 2019. Motion seconded by Cm. Hartwick and carried.

b. Minutes of Planning Commission meeting held September 27, 2016.

c. Minutes of Transportation Advisory Committee meeting held September 29, 2016.

Cm. Hartwick moved to accept and file the reports of officers, boards and committees as presented. Motion seconded by Cm. Becker and carried.

UNFINISHED BUSINESS

a. Recommendation from Planning Commission to approve Preliminary Certified Survey Map creating one lot and changing zoning from A-1 to A-3 on Gillis Road (Extra-Territorial). Engineer Selle discussed the recommendation from the Planning Commission to approve the preliminary certified survey map for Gillis Road.

Cm. Becker made a motion to approve the Preliminary Certified Survey Map creating one lot and changing zoning from A-1 to A-3 on Gillis Road – Extra-territorial. Motion seconded by Cm. Hartwick and carried.

b. Recommendation from Transportation Advisory Committee to approve submittal of 2017 Shared Ride Taxi Application.

Engineer Selle reviewed the recommendation from the Transportation Advisory Committee to approve the submittal of the 2017 Shared Ride Taxi application. This extends the option year of Brown Cab taxi service. There was a noted reduction in ridership. In 2016 it noted a 6,000 rider or trip drop. Brown Cab was asked to provide a marketing document to increase ridership which is a key to its success. Brown Cab requested consideration of a cost of living increase. It was recommended by the Transportation Advisory Committee. Increases will occur in Agency Fares and Base Adult Fare. Extra mileage range will also increase.

Cm. Hartwick asked with the increase of fares, would ridership decrease. Brown Cab feels they would experience a 30% drop in first 90 days, but feels it would increase post 90 days.

Cwmn. Gehred feels the City should maybe consider funding versus increasing the fares. Manager Trebatoski stated this is a contract that the City bids out for every several years. The City cannot set the rates.

Cm. Hartwick asked if grants are available through the Safe Routes Program. Trebatoski stated some funds are available however it is hard for the City to subsidize a private company while trying to maintain our equipment and capital items.

Cm. Hartwick moved to approve the 2017 Shared Ride Taxi Application. Motion seconded by Cm. Becker and carried on a unanimous roll call vote.

NEW BUSINESS

a. Review and approve 911 Joint Power Agreement with Jefferson County Sheriff's Department.

Manager Trebatoski provided the annual 911 Joint Powers Agreement with Jefferson County Sheriff's Department.

Cm. Lescohier moved to approve the 911 Joint Powers agreement with Jefferson County Sheriff's Department. Cm. Hartwick seconded the motion and carried.

b. Review and approve Agreement for Planning Services.

Manager Trebatoski discussed future development for TIF #8 near Holiday Inn and Fort Health Care. Staff is reviewing a preliminary site plan that would like to enlist the services of a professional planner. The City could benefit from having a planning expert review and weigh in on development options with the City's best interest in mind. The cost to review this particular development would be \$600 - \$700 and will be charged to TIF #8.

Cm. Hartwick moved to approve the agreement for Planning Services with Vandewalle & Associates. Cm. Becker seconded the motion and carried on a unanimous roll call vote.

c. Review and approve Sale of Intoxicating Liquor License Agreement with Town of Koshkonong.

Manager Trebatoski discussed the state-imposed Class B Intoxicating Liquor license quotes. Recently adopted State legislature allows a municipality to sell up to three of their reserve licenses. The City has 22 licenses and two reserve licenses. The Town of Koshkonong would be interested in selling one of their licenses to the City at cost of \$10,000, the actual cost of the reserve license. The City would be taking a risk or making an investment by purchasing the license without an applicant in place. Attorney Rogers has prepared an agreement for the City Council and Town Board to approve.

Cwmn. Gehred asked if the \$10,000 fee was paid in the past. Trebatoski confirmed there was an economic grant to provide back to the applicant if eligible.

Cm. Hartwick asked if a business purchased the license and later surrendered it, would it come back to the City. Trebatoski confirmed it would be retained by the City.

Cwmn. Gehred asked if this is to be done now or can it wait until necessary. Trebatoski stated there is no urgency, however it would be beneficial for the Town to have the revenue.

Cm. Hartwick moved to approve the agreement of the sale of intoxicating liquor license agreement with the Town of Koshkonong as presented, not to exceed \$10,000. Motion was seconded by Cm. Becker and carried on a unanimous roll call vote.

d. Review and approve bid for centrifuge project installation at Wastewater Utility.
Supervisory Christensen reviewed the quotes for the centrifuge project installation. Two quotes were received. The low bid was presented by H&H Industries of Madison. The complete installation was quoted at \$295,133, the centrifuge contract assignment at \$313,677 for a total contract bid of \$608,810. Donahue & Associates reviewed the bids and recommended approval of the quote from H&H Industries.

Cm. Lescohier moved to approve the bid from H&H Industries of Madison not to exceed \$608,810. Cm. Becker seconded the motion and carried on a unanimous roll call vote.

e. Review and approve construction services agreement for centrifuge project at Wastewater Utility.
Supervisor Christensen reviewed the agreement for the centrifuge project. The capital replacement budget includes \$800,000 for the purchase and installation of a dewatering centrifuge to replace the gravity belt press installed in 1992. The contract was negotiated with Donahue & Associates at \$32,355.

Cwmn. Gehred moved to approve the construction services agreement for the centrifuge project at the Wastewater Utility plant not to exceed \$32,355 with Donahue & Associates. Seconded by Cm. Hartwick and carried on a unanimous roll call vote.

f. Consider pursuing planning of a downtown square.
Cm. Hartwick introduced the maps and vision of a downtown square. He reviewed the four layouts and discussed the pros and cons for each. He encouraged the Council to review and make recommendations.

Pres. Kotz asked if there were any budgets estimated for the layouts. Cm. Hartwick confirmed not at this point.

Cwmn. Gehred asked for clarification on what Cm. Hartwick was seeking. He would like the creation of an ad-hoc committee with experienced residents that utilize the areas.

Manager Trebatoski suggested the Council to consider this project and potential for either this year or next and provide direction to Staff.

Pres. Kotz asked if allotting funds in 2017 would bump another project from completion. Hartwick did not feel it would move as fast as 2017, but encouraged the seeking of grants and financial assistance.

Cm. Becker supported the idea as the area does encourage community events. Cwmn. Gehred supports looking at the space further for an esthetic and more useful plan.

Cm. Becker made a motion to pursue the planning of a downtown square. Cm. Hartwick seconded. Manager Trebatoski asked for direction from the Council on consideration for funding in 2017. Discussion continued. Motion carried.

MISCELLANEOUS

a. Granting operator licenses.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve the granting of operator licenses as presented. Motion carried.

b. Denial of operator license.

Clerk Ebbert reviewed the application recommended for denial based on the background check and numerous attempts of contact by Chief Bump.

Cm. Hartwick moved to reject the operator license based on the applicant not meeting the requirement to hold an operator license in the City of Fort Atkinson. Seconded by Cm. Becker and carried.

c. Denial of operator license.

Clerk Ebbert reviewed the application recommended for denial based on the background check and numerous attempts of contact by Chief Bump.

Cm. Becker moved to reject the operator license based on the applicant not meeting the requirement to hold an operator license in the City of Fort Atkinson. Seconded by Cm. Hartwick and carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

The following is a list of bills to be approved:

CITY, SEWER AND WATER

AT & T	Telephone service; Fax	564.75
AT&T ADVERTISING & PUBLISHING	Advertising	52.00
AMAZON.COM	Ink cartridges; brush; battery; supplies	961.23
AMERICAN PUBLIC WORKS ASSOC	Selle - APWA conference	125.00
ANDERSON LAND SURVEYING LLC	Outside services	1,080.00
AQUAFIX INC.	Defoam	469.92
JEFF ARMSTRONG	Hank door motor	956.58
ASSOCIATED APPRAISAL	Revaluation program; postage	883.60
BAXTER & WOODMAN, INC.	IT, SCADA reporting	1,857.10
BATTERIES PLUS LLC	Batteries	64.75
JIM A. BERGNER	Annual expo expense	184.00
BUMPER TO BUMPER	Auto part/supplies	229.67
BURTNESS CHEVROLET INC.	Radiator repair	724.19
BUTTERS-FETTING CO., INC.	Boiler repair	1,543.81
CHAMBER OF COMMERCE	Fall open house	45.00
CHARTER COMMUNICATIONS	Internet service; IP	285.11
CITY OF FORT ATKINSON	Gas; street opening permit; rent	3,734.58
PAUL CONWAY SHIELDS	Boots	370.00

COUNTY MATERIALS CORP	Manhole	1,282.06
DALE COOPER LLC	Gelcoat slide repair	32,500.00
DELTA DENTAL OF WISCONSIN	Oct. dental premium	8,526.82
DELUXE DISTRIBUTORS	Ferric	6,394.00
DIVERSIFIED BENEFIT SERVICES I	Spending Adm. Fee	1,654.08
DIXON ENGINEERING INC.	Inspect main station	2,000.00
DONOHUE & ASSOCIATES INC	Dewatering centrifuge project	13,587.70
EMC INSURANCE COMPANIES	Claim - Gross	1,136.05
FASTENAL COMPANY	Supplies	395.73
THE FIRESIDE INC	Million Dollar Quartet trip	1,833.45
5-ALARM FIRE & SAFETY EQP,INC	Ice rescue suit	495.00
FORT ATKINSON POLICE DEPT.	Financial crime seminars	480.00
FT HEALTH CARE BUSINESS HEALTH	Hepatitis vaccinations	53.00
G.F.C. LEASING	Copier lease	867.65
GOLD STAR WISCONSIN INC	Coffee - popcorn packs	155.19
GORDON FLESCH CO INC	Copies overage	3.13
GREAT WEST	WI Deferred Comp	4,680.00
H & H FIRE PROTECTION,LLC	Fire extinguisher inspections; vest	119.77
HACHTEL PLUMBING, INC.	Plumbing work	8,628.56
HAVILL-SPOERL FORD MERCURY	Parts and repairs	519.23
DEBRA L HAYES	Court Clerk conference expense	189.78
J & M PEST CONTROL	PC service	80.00
BRETT KETTERMAN	Sept. vehicle allowance	70.00
BRIAN KIELMAN	Safety boots	59.07
LARK UNIFORM OUTFITTERS INC	Gonzalez - pants	104.95
SCOTT L LASTUSKY	Car allowance; Staff apprec. Event	1,438.52
LEE RECREATION LLC	Swing w/infant seats	4,080.00
MAILFINANCE	Postage meter lease	384.84
MARTELLE	Chemicals	4,806.38
MIDWEST MASONRY, LLC	Remainder phase I masonry work	6,643.00
KEVIN A. MILLER	Tracs crash training expense	20.00
MULCAHY/SHAW WATER, INC.	Raw influent sampler	4,452.80
NASCO	RR board	4.48
NATIONAL CONSTRUCTION	Rental 6 ft temp. panels	189.00
NORTH WOODS SUPERIOR	Ice melt	390.70
NORTHERN LAKE SERVICE INC	Qt. mercury; sludge analysis	557.20
OPPORTUNITIES INC	Letterhead; signs	246.00
PATS SERVICE	Portable toilet rent	459.80
PAVEMENT TECHNOLOGIES INT'L	Compressor w/hose kit	2,407.00
POSTMASTER	Box rental; postage on A zone bills	691.92
PRECISION ALIGNMENT, LLC	Oil changes; tire rotation	238.00
PREMIER BANK	Fed. w/holding; Soc. Sec.	44,147.34
RBS ACTIVEWEAR	T-shirts	935.90

RM SMALL ENGINE REPAIR, LLC	Two cycle oil	31.84
EDITH A RAETHER	Sweater/shoes	89.68
RELIABLE ROOFING	Roof repairs	1,084.24
RELIANT FIRE APPARATUS INC	Replacement strobe	336.46
RHYME BUSINESS PRODUCTS	Copier lease	94.90
ROCK COUNTY CLERK OF COURTS	Bond	250.00
911 RYAN BROS - FORT ATKINSON	Ambulance contract	7,861.21
ANDREW SELLE	GIS annual software subscription	2,100.00
SHERWIN INDUSTRIES INC	Plexi melt road saver	2,965.36
TERRANCE G SIGLINSKY	Annual expo expense	203.10
SITEONE LANDSCAPE SUPPLY LLC	Ash borer treatment chemicals	6,330.00
SOLENIS LLC	Polymer	6,870.00
STARTECH COMPUTING INC.	Sonic wall	189.00
ERIN SWEENEY	Sink parts for lab	55.55
SYMBIONT ENGINEERS	GIS services; "Geo data base"	2,509.00
TAYLOR & ASSOCIATES, INC.	Sandstone chaise backs	764.64
TOTALFUNDS BY HASLER	Postage	999.07
TRAFFIC & PARKING CONTL.CO,INC	Blinker paddle; signs; strapping	876.81
MATT TREBATOSKI	Vehicle allowance	200.00
USABUEBOOK	Fluoride; anti-seize; acid cartridge	475.10
UNIVERSITY OF WISC-EXTENSION	Bump - records management	68.00
UNITED PARCEL SERVICE	UPS parcel service	13.75
UNIVERSAL RECYCLING	TV recycling	372.08
UTILITY SALES & SERVICE, INC	Replace chipper body hoist	7,079.40
UTILITY SERVICE CO., INC.	Maintenance	5,230.97
WAYNE HAYES REAL ESTATE LLC	Reimburse power coating	250.00
WALMART COMMUNITY/RFCSELLC	Three tvs	529.61
RYAN WALTERS	TRACS crash update	15.22
WATER DEPARTMENT	Water bills	2,286.02
WI DEPT. OF JUSTICE/CRIME	Record checks	126.00
WI DEPARTMENT OF REVENUE	State withholding	7,077.03
WE ENERGIES	Electricity; natural gas	61,017.00
WISCONSIN RETIREMENT SYSTEM	Sept. retirement remittance	48,879.93
XYLEM WATER	O-rings and repair kit	1,192.60
<u>LIBRARY</u>		
ALA/BOOKLIST	Periodicals	159.50
AMAZON.COM	AV/books/supplies	1,006.83
ANTIQUER TRADER	Periodicals	26.00
ARMSTRONG HEATING & COOLING	Maint/repairs	110.78
BANK OF AMERICA	AV/books/supplies	1,709.19
BRIDGES LIBRARY SYSTEM	Supplies	76.13
BRODART CO	AV/books/supplies	3,145.18
CENTER POINT LARGE PRINT	Books	119.45

CHARTER BUSINESS	Info sources	214.75
COOKING LIGHT	Periodicals	15.00
DAY INSURANCE	Insurance	100.00
DWIGHT FOSTER PUBLIC LIBRARY	Postage/supplies/CE	47.79
FESTIVAL FOODS	Supplies	75.13
FIELD AND STREAM	Periodicals	19.97
FINDAWAY WORLD, LLC	AV/books/supplies	780.55
GFC LEASING	Info sources	665.93
GALE/CENGAGE LEARNING	Books	461.44
GIRLS' LIFE	Periodicals	19.95
GORDON FLESCH CO INC	Supplies	14.91
GROUND AFFECTS LANSCAPING	Maint/repairs	415.00
HOUSE BEAUTIFUL	Periodicals	26.97
INTERSTATE BOOKS4SCHOOL	Books	481.50
JEFF POCKAT	Books	250.00
MADISON MAGAZINE	Periodicals	16.95
MARY JANES FARM	Periodicals	19.95
MEREDITH BOOKS	Books	35.61
MIDWEST TAPE	Books	14.99
NATIONAL GEOGRAPHIC TRAVELER	Periodicals	19.95
OXFORD UNIVERSITY PRESS	Books	45.86
PACKERLAND RENT-A-MAT, INC	Supplies	33.29
PEOPLE WEEKLY	Periodicals	116.07
POSTMASTER	Postage/supplies/CE	188.00
PRESCHOOL PREP COMPANY	Books	109.81
PROQUEST, LLC	Info sources	874.65
QUILTER'S NEWSLETTER MAGAZINE	Periodicals	23.99
ROAD & TRACK	Periodicals	12.00
RUNNER'S WORLD	Periodicals	26.94
SERVICE SPRINKLER LLC	Maint/repairs	170.00
STARTECH COMPUTING	Info sources	360.00
THREADS	Periodicals	32.95
USA TODAY	Periodicals	313.14
VENMILL INDUSTRIES, INC	Supplies	139.98
WISCONSIN GARDENING	Periodicals	19.95
WISCONSIN SPORTSMAN	Periodicals	16.97
WORLD BOOK INC	Books	150.00

TOTAL CITY ACCOUNTS
TOTAL SEWER ACCOUNTS
TOTAL WATER ACCOUNTS

STORMWATER UTILITY (Fund 10)

SELLE, ANDREW	GIS annual software subscription	700.00
SYMBIONT ENGINEERS	GIS services "geo data base"	1,254.50
TOTALFUNDS BY HASLER	Postage	0.93
ZARNOTH BRUSH WORKS INC	Gutter brooms	<u>740.50</u>
	TOTAL FUND 10	2,695.93

NORTHWEST CORRIDOR (Fund 14)

CBF INVESTEMENTS	Goodwill developer reimbursement	17,500.00
------------------	----------------------------------	-----------

Cm. Becker moved to approve the verified claims, appropriations and contract payments submitted by the Finance Director and authorize payment. Seconded by Cm. Lescohier and carried on a unanimous roll call vote.

ADJOURNMENT

Cm. Hartwick moved to adjourn the meeting at 9:41 pm. Cm. Becker seconded the motion and carried. Meeting adjourned.

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

PRESIDENT OF THE COUNCIL