

CITY OF FORT ATKINSON
City Council Minutes ~ December 6, 2016

CALL MEETING TO ORDER.

Pres. Kotz called the regular council meeting to order at 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 NOVEMBER 15, 2016 REGULAR COUNCIL MEETING.

Cm. Hartwick moved to approve the minutes of the November 15, 2016 regular council meeting. Seconded by Cm. Becker and motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. Request by Drift Skippers Snowmobile Club to mark trail in Klement Business Park.
Engineer Selle reviewed the annual request by the Drift Skippers Snowmobile Club. The club has appropriately marked and monitored the trail. There have not been any issues or problems. The City has a right to terminate the contract should development occur in the business park.

Cm. Lescohier made a motion to approve the request by the Drift Skippers Snowmobile Club to mark the trail in Klement Business Park. Motion seconded by Cm. Gehred and carried.

RESOLUTIONS AND ORDINANCES

a. Sewer Use Charge Ordinance.
Manager Trebatoski stated this is the second reading of the ordinance. High strength usage is down with the exception of phosphorous. No comments or questions have been received by Staff. Sewer use charges are adjusted annually by ordinance.

Cm. Lescohier moved to suspend the rules moved the ordinance through its third reading. Cm. Becker seconded. Discussion followed. Cm. Hartwick is not in favor of waiving the third reading. Cwmn. Gehred does not support suspending the rules. Motion fails.

Cm. Lescohier motioned to move the ordinance to its third reading. Seconded by Cm. Becker and motion carried.

b. City Economic Development Commission Ordinance.
Manager Trebatoski stated this is the final reading.

Cm. Hartwick moved to 2-346 (d) add “*Proposals should be in accordance with the city’s strategic plan and other long range planning documents*”. Cwmn. Gehred seconded the motion.

Cm. Hartwick stated the reason he wanted this is because there was a long conversation on infill and the comprehensive plan and he thought infill and having the word infill and the limitations that could be perceived by members moving into or economic planning were real issues and he thought putting in the city’s strategic plan and long range documents, particularly looking at the comprehensive plan and in there it says the same thing and gives direction without being limiting. In fact it is broadening, and that is why he would like it added.

Cm. Lescohier commented on the comprehensive plan that is reevaluated every ten years and we may have instances where priorities have changed, do we see any issues with having the ordinance specifically calling out the outdated strategic plan. Trebatoski stated it would be nice to have a more updated plan, which will occur in the upcoming year or so, but he did not confirm it was necessary to add the wording. Lescohier noted the comprehensive plan has items listed that may not happen and confirms the plan will be used for discussions on economic development discussions.

Hartwick discussed his suggestion and how he considered recommending it to item (e) where it discusses policies.

Cm. Hartwick amended his motion to read “*and the proposal should be in accordance with the city’s comprehensive plan and other long range planning documents*”. Cwmn. Gehred supported and seconded the amendment.

Cwmn. Gehred likes the idea of pinning the work of this commission on the stated will, of the visioning of the people as codified in comprehensive plan and without it, we are setting up a commission that has no obligation to act as citizens have requested and I think it is not only necessary but important to do that and supports the addition of Hartwick’s wording.

Cm. Becker appreciates the sentiment but does not agree with Lescohier as he described future development and transitions, he does not want to handcuff the group and supports the commission to look at every opportunity as it comes.

Manager Trebatoski stated that any proposals or developer’s agreement are going to be reviewed or potentially created by City Staff who will be conscientious and will present it to the Commission with final approval by the Council.

Gehred suggested a time for remembering we are a city body making city decisions and it is best done before there is an economic interest coming that will need some things from the city that ends up being kind of high pressure time to make decisions, usually there is a time element and I can’t see holding the Council and this commission to the will of the people as being handcuffing. She thinks that is what they are commissioned to do.

Pres. Kotz stated he is confident the commission will take a fair look and make a positive recommendation without making arbitrary decisions. He is confident in the processes. He added

there could be great opportunities that might not fit but could be considered and presented to the Council for a decision.

Cm. Hartwick thinks this allowed the scope to be there and reminded people this is something important and references back to proposals that are there.

Cwmn. Gehred stated it is precisely because we do not have a whole slew of people necessarily coming in to move in here that the pressure leans towards acceptance of proposals and accepting a proposal may not be what the citizens want because there may be a benefit that we think overrides, usually does not pay off. And if it was so difficult that we do not have to consider a bad development happening, cause we have great staff and great people on a commission then you would think out there in the world you wouldn't see developments that got half built and there wasn't enough of a market for them and we wouldn't see countryside development that is falling apart after 30 years because it just never flew, we wouldn't have empty parking lots and parking spaces but it is very common, nobody can see the future, to make a misstep when having development proposed. And having at least if we make a misstep but knowing we were trying to meet the will for the people as it is expressed in the documents then everyone can share in that. What becomes bitter is when people didn't want that to begin with and it got overridden and that is a scenario that happens quite frequently out there. And it happens because people are eager to say yes. She thinks it is wise to put some kind of reminder in because there is no right answer, it is a visioning issue and if the citizens say this is our vision for our town, who are we to give power to five or six people and not say remember, we are doing the citizens work.

Cwmn. Gehred asked if the comprehensive plan can be looked at more often. Trebatoski confirmed it could.

Clerk Ebbert took a roll call vote, motion failed. Cm. Becker, Cm. Lescohier and Pres Kotz voted against.

Cm. Becker moved to approve and adopt the ordinance as presented. Motion seconded by Cm. Lescohier and carried 4-1, Cwmn. Gehred opposed.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Historic Preservation Commission meeting held October 10, 2016.*
- b. *Minutes of Historical Society Board meeting held October 20, 2016.*
- c. *Minutes of Police & Fire Commission meeting held November 16, 2016.*
- d. *Building, Plumbing and Electrical Permit Report for November, 2016.*

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

UNFINISHED BUSINESS

- a. *Review and approve amended State/Municipal Financial Agreement for Whitewater Avenue project.*

Manager Trebatoski asked the Council take no action and review at the December 20th Council meeting. There is a change to the agreement to reduce the length of roadway. The initial length of 1.92 miles ran from South 3rd Street to Hackbarth Road. The new length of 1.40 miles runs

from South 3rd Street to E. Highland Avenue. The removed section was added to the rural portion of the USH 12 project which the state is fully responsible for. Trebatoski stated there is no project timeline.

No action was taken.

b. Review and approve contract for design of Rockwell Avenue project.

Engineer Selle reviewed the contract for Rockwell Avenue. Water pipe will be upsized and replaced, stormwater improvements will be made, sanitary improvements developed and the design will feature a bike/pedestrian facility along the north side of the bike trail to South Main Street. The project includes several unknown situations that may interfere with the schedule. A request for proposals was advertised with six firms responding. The project will be funded through an anticipated DOT grant and in part through an issuance of debt by the City and Utilities. Two proposals stood out from others in their quote. Batterman and MSA. MSA provided stormwater planning more in depth from the other proposals.

Cm. Hartwick asked about the intersection of Whitewater Avenue and Rockwell Avenue. Selle noted this area is a target for improvement. A left turn lane for truck travel from Whitewater Avenue west to Rockwell Avenue may be noted for future construction.

Cm. Hartwick asked if there is an urgency for the contract to be signed. Selle confirmed, we need this signed and approved today before we experience more winter weather to prolong the survey work.

Cwmn. Gehred made a motion to approve the contract with MSA Professional Services for the design of Rockwell Avenue not to exceed \$139,750 and additions to this contract in an amount not to exceed \$5,000 be authorized with the City Manager's approval and Council be notified at its next meeting. Seconded by Cm. Becker and carried on a unanimous roll call.

New Business

a. Review and approve bid for purchase of 2017 squad car and SUV for Police Department as budgeted.

Chief Bump presented the bids for purchase of 2017 squad car and SUV for the Police Department. Bump is requested acceptance of the quote from Havill-Spoerl. Their quote provides a Ford SUV at \$28,546 and Ford Sedan \$24,596 for a total of \$53,142, no delivery charge and one free oil change and tire rotation on their first service. Additionally, Chief is requesting pre-approval to move forward with the squad specific equipment, change over fees and police graphic applications for vehicle arrival in March not to exceed \$74,000. Some of the changeover fees exist transitioning from a Chevrolet to Ford.

Cm. Hartwick moved to approve and award the bid to Havill-Spoerl not to exceed \$74,000 for the purchase of a 2017 squad car and SUV. Cm. Becker seconded the motion and carried on a unanimous roll call vote.

b. Review and approve financial software and service contract.

Clerk Ebbert reviewed the quote for financial software and services with Civic Systems. Three companies were contacted for quotes and demonstrations with only two responding. BS&A is a Michigan based software company that provided a quote of \$101,680. They required the full payment in the year of purchase/conversation and installation. Civic Systems provided a quote following a discount at \$91,728.

Civic is a Wisconsin based company that works closely with the Public Service Commission and Employee Trust Funds to implement new reporting requirements and customize fields within the software to comply. They also improve year end payroll procedures with providing a download of tax rates versus Staff manually entering them.

The memo provided requests an amount not to exceed \$108,000 as that is the budgeted amount in the CIP however the request is not to exceed \$92,728. This covers the three year contract with no additional interest or fees, training/traveling expenses, a receipt printer, receipt paper and cash drawer. Following contract approval, the conversion and training will be scheduled with anticipated implementation in July or August.

As noted in the contract, additional modules are available and can be purchased at any time in the future should Staff consider.

Motion made by Cm. Lescohier to approve the contract for financial software and computer services at \$91,728 over a three year payment plan and an additional \$1,000 for contingencies. Motion seconded by Cwmn. Gehred and carried on a unanimous roll call vote.

Miscellaneous

a. Granting operator licenses.

Cm. Hartwick made a motion to grant the operator licenses as presented. Cm. Becker seconded the motion 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; Diggers	575.07
AT&T ADVERTISING & PUBLISHING	Advertising	52.00
ADVANCED DISPOSAL SERVICES	Solid waste; pickup; recycling	53,476.13
AFLAC	Nov. disability ins. premium	1,622.88
RICK ALLARD	Boots	79.11
LW ALLEN LLC	Honeywell PID repair	2,365.88
JORGE ALVARADO	Language interpreter	70.00
AMAZON.COM	Supplies; ink; fuse; monitor; printer	3,633.08
AMERICAN AWARDS & PROMOTIONS	Raether - plaque	51.95
AQUAFIX INC.	10 gal. defoam	469.92

JEFF ARMSTRONG	Light bulbs	228.73
ASSOCIATED APPRAISAL	Nov. services; reval. Program	9,511.95
TIM AULT	Electrical supplies	56.40
BDS INSTRUMENTATION	Semi-annual calibration	520.00
REVERE ELECTRIC SUPPLY	Coupling; wire; trace	223.18
BAXTER & WOODMAN, INC.	SCADA service work	472.50
BADGER METER INC	Meters	17,572.56
BENJAMIN BOEVE	Nov. 2016 stipend pay	150.00
BROWN CAB SERVICE INC	Oct. subsidized taxi service	18,018.06
LYNNETTE BROWN	Zumba	340.00
BRUCE MUNICIPAL EQUIPMENT INC	Air cylinder; bearing	932.20
PAUL CAMACHO	Interpreter	70.00
CENTURYLINK	State program - long distance	62.27
CHAMBER OF COMMERCE	Gift certificates	50.00
CHARTER COMMUNICATIONS	Internet; TV	511.70
CITY OF FORT ATKINSON	Gas; taxes; street opening permits	109,510.09
CLASS C SOLUTIONS GROUP	Supplies	107.06
CHRISTOPHER T. DeMOE	Boots	85.00
DELTA DENTAL OF WISCONSIN	Dec. dental premium	8,818.16
DIVERSIFIED BENEFIT SERVICES I	Nov. admin fee flex spending	2,538.54
DONOHUE & ASSOCIATES INC	Centrifuge program	4,012.20
DRUG TASK FORCE	Nov. drug assessments	77.00
ELKHORN CHEMICAL & PACKAGING	Cleaning supplies	108.58
EMERGENCY MEDICAL PRODUCTS INC	Accu-check; alcohol pads	23.35
FERGUSON WATERWORKS	Insetter; MIP endpiece	1,000.40
FORT ATKINSON COMMUNITY	Haumerson Pond donation	500.00
F.A.Y.S.A	Purchase AED machine donation	500.00
G.F.C. LEASING	Copier lease	1,151.96
BETH GEHRED	Conference expense	270.12
GENERAL COMMUNICATIONS INC.	Antenna; noise cancelling speaker	221.50
GRAYBAR ELECTRIC CO INC	Ballast; bulb	229.00
GREAT WEST	WI Deferred comp	5,075.00
GROUND AFFECTS LANDSCAPING INC	Fertilizer; aerating lawn	263.00
H & H INDUSTRIES INC	Centrifuge project	81,316.20
HACH COMPANY	Chemicals	680.12
HANS BROS INC	Concrete - Rotary bridge	904.31
HAUSZ BROS INC	Stone - Rotary bridge	466.27
HAVILL-SPOERL FORD MERCURY INC	Oil/service	83.36
HOLTON BROTHERS INC	West roof wall repair	980.00
SANDRA HOTTMAN	Boots; top	82.71
J & M PEST CONTROL	Pest control service	80.00
JACKSON LEWIS P.C.	Professional services	30.00
JEFFERSON CO SHERIFF'S DEPT	Booking fee	50.00

JEFFERSON CO TREASURER	Jail assessments	770.00
BRETT KETTERMAN	Nov. vehicle allowance	70.00
BRIAN KIELMAN	Operator certification	45.00
BETTY J KUTZ	Refund wheel tax	19.83
ALLEN J LANGHOLFF	Refund wheel tax	19.83
LARK UNIFORM OUTFITTERS INC	Flashlight; boots; holders; cap	687.50
SCOTT L LASTUSKY	Nov. vehicle allowance	85.00
LINCOLN CONTRACTORS SUPPLY INC	Asphalt blade	465.33
MARCY & THE HIGHLIGHTS	Dec. 8th performance	300.00
MARTELLE	Chemicals	776.75
MENARDS - JOHNSON CREEK	Framing nails; supplies	2,756.02
MID-STATE EQUIPMENT	V-belt	76.86
MIDWEST PLASTIC	Dual wall culvert	281.00
MILLER/BRADFORD/RISBERG INC	Filter; seal; tube; chain; sprocket	1,880.33
KEVIN A. MILLER	FTO school expense	37.68
MILWAUKEE OCUNTY SHERIFF'S OFF	Bond	600.00
NCL OF WI INC	Chemicals/supplies	283.80
NATIONAL CONSTRUCTION	6' temporary panel rental	189.00
NEOPOST USA	Postage machine repair	30.00
NORTH WOODS SUPERIOR	Cleaner	84.32
OPPORTUNITIES INC	Statements; time sheets; tags	793.00
PAL STEEL	Steel	427.06
PAYNE AND DOLAN	Asphalt blade	1,693.10
POSTMASTER	Postage for "A" zone bills	630.32
PRECISION ALIGNMENT, LLC	Tire repair	20.00
PREMIER BANK	Fed. w/holding; S.S.; Medicare	89,060.92
R & B SALES INC.	Siren control	1,075.00
CLAIRE RACANELLI	Strong woman classes	520.00
RED The Uniform Tailor	Insignia bugle	19.50
RHYME BUSINNESS PRODUCTS	Copier lease	94.90
RHYME	Copier overage	14.71
911 RYAN BROS - FORT ATKINSON	Nov. ambulance contract	7,861.21
SCHAEFFER MFG CO	Diesel treatment	380.16
SCHUMACHER ELEVATOR INC	Battery emergency light	21.72
SHERWIN-WILLIAMS CO.	Paint	819.18
SHORT ELLIOTT HENDRICKSON INC	TEA application	3,000.00
SOLENIS LLC	Polymer	6,870.00
STARTECH COMPUTING INC.	Oct. service	1,125.00
ST. OF WI: CONTROLLER'S OFFICE	Penalty assessments	3,174.75
SYMBIONT ENGINEERS	GIS Services	4,536.09
TASER INTERNATIONAL, INC	Cartridge/DPM battery	561.98
WILLIAM L. FLOOD	Siren speaker w/bracket	467.20
TOTALFUNDS BY HASLER	Postage	999.53

TRAFFIC & PARKING CONTL.CO,INC	18" blinker paddle	236.55
MATT TREBATOSKI	Nov. vehicle allowance	200.00
TRIBOLD OUTDOOR POWER LLC	Oil	59.94
TRUGREEN	Tree and shrub service	55.00
US CELLULAR	Cell phones	530.36
THE UNDERCOVER SHOP	Cover hole for auger	150.00
UNITED PARCEL SERVICE	Parcel service	41.49
UNIVERSAL RECYCLING	Recycled TVs	303.60
UTILITY SERVICE CO., INC.	Maintenance	800.97
RYAN J. WAGNER	Field training	46.15
WALMART COMMUNITY/RFCSELLC	Supplies	577.95
WATER DEPARTMENT	Water bills	2,461.27
WATERTOWN MEMORIAL CO INC	Pavers for Memorial Park	495.50
WILL ENTERPRISES	Volleyball t-shirts	424.28
WI DEPT.OF EMPLOYEE TRUST FUND	Dec. health ins. premiums	121,519.90
WI DEPT. OF JUSTICE/CRIME	Records check	70.00
WI DEPARTMENT OF REVENUE	State w/holding	16,845.98
WE ENERGIES	Electricity	56,917.41
WISCONSIN RETIREMENT SYSTEM	Nov. retirement remittance	49,862.92
NANCY MAE WRENSCH	Dance classes	280.00
<u>LIBRARY</u>		
AMAZON.COM	AV/books/supplies	429.19
BANK OF AMERICA	AV/books/supplies	976.34
BRODART CO	AV/books/supplies	4,558.18
CENTER POINT LARGE PRINT	Books	116.85
CHARTER BUSINESS	Info sources	214.75
DAILY JEFFERSON CO. UNION	Books	124.00
DWIGHT FOSTER PUBLIC LIBRARY	Postage/supplies/CE	76.99
FESTIVAL FOODS	Supplies	87.97
FINDAWAY WORLD, LLC	Books	213.72
GFC LEASING	Info sources	665.93
GALE/CENGAGE LEARNING	Books	416.83
GROUND AFFECTS LANSCAPING INC.	Maint/repairs	290.00
HACHTEL PLUMBING, INC	Maint/repairs	100.00
JIM'S JANITORIAL SERVICE	Maint/repairs	215.00
KAPCO	Supplies	248.52
LIBRARY STORE	Supplies	96.94
MARCO	Info sources	200.00
NASCO	Supplies	9.74
OFFICEPRO	Supplies	117.22
OXFORD UNIVERSITY PRESS	Books	56.58
PACKERLAND RENT-A-MAT, INC	Supplies	129.10
PENWORTHY COMPANY	Books	285.09

POSTMASTER	Postage/supplies/CE	47.00
QUILL CORPORATION	Supplies	186.20
STARTECH COMPUTING	Info sources	360.00
	TOTAL CITY FUNDS	\$432,513.43
	TOTAL SEWER FUNDS	\$139,672.21
	TOTAL WATER FUNDS	\$153,818.85
 <i><u>STORMWATER UTILITY (Fund 10)</u></i>		
SYMBIONT ENGINEERS	GIS Services	2,268.05
TOTALFUNDS BY HASLER	Postage	<u>0.47</u>
	TOTAL FUND 10	\$ 2,268.52
 <i><u>NORTHWEST CORRIDOR (Fund 14)</u></i>		
JACOBSON'S CRANE SERVICE		\$ 600.00

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 roll call vote. Cm. Hartwick abstained.

Adjournment

Cm. Hartwick moved to adjourn the meeting at 7:56 pm. Cm. Becker seconded the motion and carried.

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

PRESIDENT OF THE COUNCIL