

**CITY OF FORT ATKINSON**  
**City Council Minutes ~ December 20, 2016**

CALL MEETING TO ORDER.

Pres. Kotz called the 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 Clerk/Treasurer and City Engineer.

APPROVAL OF MINUTES OF DECEMBER 6, 2016 REGULAR COUNCIL MEETING.

Motion by Cm. Hartwick seconded by Cm. Becker to approve the minutes of the December 6, 2016 regular council meeting.

PUBLIC HEARINGS

a. *Public hearing on fare increase for shared ride taxi program.*

After three calls, Pres. Kotz closed public hearing

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Update from Chamber of Commerce on annual Tourism Report and Budget.*

Manager Trebatoski introduced Jen Walsh who presented the 2017 Tourism Budget.

Cm. Lescohier moved to accept and file and approve the 2017 Budget from the Chamber of Commerce and the annual Tourism Report. Cm. Becker seconded the motion and carried.

RESOLUTIONS AND ORDINANCES

a. *Sewer Use Charge Ordinance.*

Manage Trebatoski stated this is the final reading of the ordinance. No comments were received.

Cm. Hartwick moved to approve and adopt ordinance, Cm. Becker seconded and carried on a unanimous roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Appointment of Tom Kulczewski to fill unexpired term on Police & Fire Commission.*

Cm. Hartwick moved to approve the appointment of Tom Kulczewski to fill the unexpired term on the Police & Fire Commission. Seconded by Cm. Becker and carried.

b. *Minutes of Finance Committee meeting held December 6, 2016.*

c. *Minutes of Planning Commission meeting held December 13, 2016.*

d. *Minutes of Historical Preservation Commission meeting held November 14, 2016.*

e. *Minutes of Historical Society Board meeting held November 17, 2016.*

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

#### UNFINISHED BUSINESS

*a. Recommendation from Finance Committee to approve wage adjustments for 2017 for all non-represented full-time and part-time employees.*

Manager Trebatoski reviewed the recommendation from the Finance Committee for the wage adjustments.

Cm. Hartwick moved to approve recommended wage adjustments for 2017 for all non-represented full-time and part-time employees. Motion was seconded by Cm. Lescohier and carried on a unanimous roll call vote.

*b. Recommendation from Finance Committee to approve changes to Employee Handbook.*

Manager Trebatoski discussed the recommendations from the Finance Committee for the handbook. No suggestions or questions were received.

Cm. Becker moved to approve the recommendations as presented. Cwmn. Gehred seconded and carried on a unanimous roll call vote.

*c. Terrace tree update and notification of grant awards.*

Public Works Superintendent Kent Smith was present to share the notification of a DNR matching grant and the terrace tree update. The money will be used to hire a contractor to treat the ash terrace trees with a triage. Any leftover funds will go towards planting terrace trees. The FAF also awarded a \$50,000 matching grant to the City. Additionally, the Beautification Council will be working towards fund raising. The City will be matching the DNR grant.

Cm. Lescohier moved, seconded by Cm. Becker to accept and file the terrace tree update and notification of grant awards. Motion carried.

*d. Notification of award of TEA Grant for Rockwell Avenue project.*

Manager Trebatoski reported on the notification from the DOT of the TEA grant award that will pay for 50% of the grant eligible costs incurred for the road project up to a maximum of \$1,000,000.

Cm. Hartwick moved, seconded by Cm. Lescohier to accept and file the TEA grant for Rockwell Avenue construction project. Motion carried.

*e. Review and approve Maintenance Agreement with Badger47, LLC for parking lot at corner of North Main Street and Madison Avenue.*

Engineer Selle reviewed the maintenance agreement for the parking lot that was approved as a site plan by the Planning Commission. The City will agree to maintain the plantings and mow grass within the greenspace. The Creamery will continue to take care of snow removal and maintenance of the stormwater infiltration basin.

Cm. Hartwick moved, seconded by Cm. Becker to approve the maintenance agreement with Badger 47, LLC for the parking lot at corner of N. Main Street and Madison Avenue. Motion carried on a unanimous roll call vote.

Cm. Becker asked if this is a private lot and available for public parking on nights and weekends. Selle did not have confirmation although discussion did take place on the ability to use the lot when the occupants of the Creamery are closed. He will follow up with the building owners.

*f. Extension of moratorium on Community Based Residential Facilities and Adult Family Homes.*

Attorney Rogers requested this agenda item following the November 15<sup>th</sup> meeting. Staff commented that the moratorium was accepted when the motion was made and approved by Council. However a question arose after the meeting seeking clarification if the Council intended to extend the moratorium. Rogers wanted the Council to discuss the action of extending the moratorium.

Cm. Becker stated that from the discussion at the November meeting, he feels the extension was confirmed.

Cm. Becker moved to extend moratorium on Community Based Residential Facilities and Adult Family Homes retroactive to November 15<sup>th</sup>, 2016. Seconded by Cwmn. Gehred. Cm. Hartwick confirmed this would be a three month extension with review following the three months. Rogers confirmed that was also his interpretation but wanted it clearly noted in the minutes. Motion carried.

*g. Review and approve closeout for 2016 curb and gutter contract.*

Engineer Selle reviewed the 2016 contract award to Jason Schultz of Schultz Construction of Fort Atkinson. The estimated quantities and final quantities differed significantly increasing the work above initial estimates. The original bid for the project was \$49,840 for the curb and gutter work and \$5,600 for the sidewalk and approach portion of the contract for a total of \$55,440. Selle discussed the work on Talcott Avenue and Wilson Avenue and said they were in much poorer shape than originally estimated.

Cwmn. Gehred moved to approve the closeout for 2016 curb and gutter contract for Schultz Construction in the amount of \$115,278.60. Cm. Becker seconded the motion. Carried on a unanimous roll call vote.

*h. Review and approve pay request #1 for 2016 water main and street repair project.*

Engineer Selle reviewed the bid quantities and final quantities. There was an underestimate on the water main connections. There was a miscalculation of lineal feet between all street connections. All of these mains were warranted to be replaced.

Cm. Lescohier confirmed challenges when evaluating construction projects without knowing what to expect once ground is broken. He inquired on the plan when reviewing the street program for 2017. Selle confirmed extra review of the area, specifically around the manholes.

Action will be taken in the spring of 2017 to correct the elevation of the road in relation to the manholes.

Cwmn. Gehred added that the homeowners will appreciate the extra efforts to make the roads level with the manholes. She was contacted by homeowners commenting on the additional noise from the uneven areas of the street.

Attorney Rogers asked if truck traffic will be restricted on Wilson Avenue. He has received complaints in relation to truck traffic. Selle will review the traffic and follow up.

Selle discussed the estimated funding available was \$1,173,000 with an actual availability of \$1,198,000. Estimated street improvement was \$1,149,360.60 with actual ending up at \$1,183,318.92. Selle confirmed we are \$14,681 in the positive with overall street funds that could be carried over for 2017.

Cm. Hartwick moved to approve payment for Forest Landscaping and Construction in the amount of \$592,861.48 with retainage being paid upon satisfactory completion of repairs in the spring with a total of \$714,343.51. Cm. Becker seconded the motion and carried.

*i. Review and approve closeout of second lift of asphalt project in Klement Business Park.* Engineer Selle reviewed the approval of the second lift of asphalt awarded to Payne and Dolan. The work was completed well. The engineer's estimate was \$48,340, the final total was \$48,531.20. Two areas responsible for additional quantities was thickness of various areas and at the end of Mielke Drive where a roundabout exists with poor drainage.

Cm. Becker moved to approve the closeout of the second lift of asphalt project in Klement Business Park to Payne and Dolan not to exceed \$48,531.20. Motion seconded by Cm. Hartwick and carried with Cwmn. Gehred opposed.

#### NEW BUSINESS

*a. Review and approve deconstruction and salvaging of white barn on Janesville Avenue.* Manager Trebatoski discussed the white barn that exists with storage of various city departments. There are structural areas of the barn that require extensive repair. This is not a budgeted item to improve the property. The barn was constructed around 1898-1924. The City took over ownership in the last 20 years. Jones Dairy Farm is adjacent to the structure; however they have no interest in the structure as it stands. Staff is recommending deconstructing the barn. If alternative funding is provided with a maintenance plan, considerations could be made. Sewer is not connected to this structure.

Cwmn. Gehred asked about the time schedule. There has not been much done to get the word out that the building is available. As long as the City owns it, it is an asset to the City. She is wondering if there is a time element other than concern for the corner of the roof. She is wondering if more time could be taken to review the property and structure.

Selle stated this is a no-win situation. He feels a heavy snowfall could damage the property extensively. He is open to options and ideas. This came up over a year ago and no improvements have been made.

Cm. Lescohier moved to approve deconstruction and salvaging of white barn on Janesville Avenue. Cm. Hartwick seconded.

Cm. Becker questioned how soon the City would be looking at deconstructing. Selle could not confirm a timeline. The plan would be to first put it in the paper for local interest. If it doesn't garner much attention, the structure could be listed on an auction site.

Motion carried.

*b. Review and approve bid and lease for farmland rental at Klement Business Park.*

Engineer Selle reviewed the bids for leasing the land at Klement Business Park. There is 27.6 acres in the park. The term will be May 1, 2017 to December 1, 2019. The renter will pay \$5,796 in 2017, \$5,934 in 2018 and \$6,072 in 2019.

Cm. Lescohier moved to approve the farmland rental of Klement Business Park with GCW Schultz Farm for a three-year timeframe with cost per acre increasing \$5/per acre per year. Cm. Hartwick seconded and carried on a unanimous roll call vote.

*c. Review and approve bid and agricultural land rental at Municipal Airport.*

Engineer Selle reviewed the bids for agricultural land rent at the airport. Crop height is a concern for the area and is included in the agreement. The agreement is for 42.3 acres with a term lease of March 1, 2017 to December 1, 2019. The cost is \$180 per acre or \$7,614 total rent.

Cm. Hartwick moved approve the agricultural land lease with Jeff and Monica Gerner at \$180.00/acre. Cm. Becker seconded and carried unanimously.

#### MISCELLANEOUS

*a. Granting operator licenses.*

Cm. Hartwick moved to approve the operator licenses as presented. Cm. Becker seconded and carried.

*b. City, Sewer, Water and Stormwater Utility Financial Statements as of November 30, 2016.*

Cm. Lescohier moved to accept and file, seconded by Cwmn. Gehred and carried.

#### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

*a. Verified claims.*

Cm. Becker moved to approve list of verified claims presented by Director of Finance and authorize payment. Motion seconded by Cm. Hartwick and carried on a unanimous roll call vote.

ADJOURNMENT

Cwmn. Gehred moved to adjourn the meeting, seconded by Cm. Hartwick. Meeting adjourned at 8:08 pm.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer