

**CITY COUNCIL MINUTES
FORT ATKINSON, WISCONSIN
MAY 15, 2007**

1. CALL MEETING TO ORDER

A regular meeting of the City Council was called to order by President Mielke at 7:00 p.m. in the Council Chambers of the Municipal Building.

2. ROLL CALL

On call of the roll, members present were:

LaVerne Behrens
John Mielke
Jim Simdon
Steve Tesmer
Mark Zastrow

Also present were the City Manager, City Engineer, City Attorney, City Clerk/Treasurer, City Public Works Superintendent and City Wastewater Utility Supervisor.

3. APPROVAL OF MINUTES OF MAY 1, 2007 REGULAR COUNCIL MEETING.

Cm. Simdon, seconded by Cwmn. Behrens, moved to approve the minutes of the May 1, 2007 Regular Council meeting. The motion carried on a voice vote.

4. PUBLIC HEARINGS

None.

5. PETITIONS, REQUESTS AND COMMUNICATIONS

None.

6. RESOLUTIONS AND ORDINANCES

None.

7. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

Cm. Zastrow, seconded by Cm. Simdon, moved to accept and file the minutes of the Traffic Review Committee meeting held April 27, 2007; the minutes of the Planning Commission meeting held May 8, 2007; the Electrical, Building and Plumbing Permit

reports for April, 2007; and the minutes of the Master Plan Steering Committee meeting held April 30, 2007. The motion carried on a voice vote.

8. UNFINISHED BUSINESS

- a. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO APPROVE TWO-HOUR PARKING FROM 9:00 A.M. TO 5:00 P.M. WEEKDAYS ON THE 200 BLOCK OF BARRIE STREET (ALLEY TO ADAMS STREET), AND ORDINANCE.

The following ordinance was displayed on the overhead projector at this time:

ORDINANCE NO. 648

The City Council of the City of Fort Atkinson does hereby ordain as follows:

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision V, Two-Hour Limit, Sec. 94-526, Specific limitations be amended to include:

Barrie Street.

From its intersection with Adams Street east to the alley (120 feet)

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect and be in force from and after the date of its passage and publication.

PRESIDENT OF THE COUNCIL

ATTEST:

CITY CLERK

It was mentioned that residents and business owners in the area were contacted regarding the change and did not have any major objections.

Cm. Simdon, seconded by Cm. Tesmer, moved to suspend the rules and pass the ordinance creating two-hour parking from 9:00 a.m. to 5:00 p.m. weekdays on the 200 block of Barrie Street (alley to Adams Street) through its second and third readings. On call of the roll, the motion carried unanimously.

Cm. Simdon, seconded by Cm. Zastrow, moved to adopt the ordinance creating two-hour parking from 9:00 a.m. to 5:00 p.m. weekdays on the 200 block of Barrie Street (alley to Adams Street). On call of the roll, the motion carried unanimously.

- b. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO CHANGE THE NO PARKING ON THE NORTH SIDE OF HARRIETTE STREET FROM ROOSEVELT STREET TO SHIRLEY STREET TO ALLOW DROP-OFF AND PICK-UP OF STUDENTS, AND ORDINANCE.

The following ordinance was displayed on the overhead projector at this time:

ORDINANCE NO. 649

The City Council of the City of Fort Atkinson does hereby ordain as follows:

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision III, School Parking Regulations, Section 94-981, Prohibitions, (a), *Harriette* Street be repealed and replaced with the following:

Harriette Street.

The north side of the street, from Roosevelt Street to Shirley Street, to allow for the picking up and dropping off of students.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect and be in force from and after the date of its passage and publication.

PRESIDENT OF THE COUNCIL

ATTEST:

CITY CLERK

The City Manager stated this request was working with the School District to address a parking and safety problem.

Cm. Zastrow, seconded by Cwmn. Behrens, moved to suspend the rules and pass the ordinance changing the no parking on the north side of Harriette Street from

Roosevelt Street to Shirley Street to allow drop-off and pick-up of students through its second and third readings. The motion carried on a voice vote.

Cm. Zastrow, seconded by Cwmn. Behrens, moved to adopt the ordinance changing the no parking on the north side of Harriette Street from Roosevelt Street to Shirley Street to allow drop-off and pick-up of students. On call of the roll, the motion carried unanimously.

c. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO DESIGNATE A LOADING/UNLOADING ZONE IN FRONT OF RIVERVIEW MANOR, 217 SOUTH WATER STREET, EAST, AND ORDINANCE.

The following ordinance was displayed on the overhead projector at this time:

ORDINANCE NO. 650

The City Council of the City of Fort Atkinson does hereby ordain as follows:
That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 7, Loading Zones, Sec. 94-611, Specific limitations be amended to include:

South Water Street, East.

The north side of the street, from a point 296 feet east of Purdy Street to a point 316 feet east of Purdy Street.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect and be in force from and after the date of its passage and publication.

PRESIDENT OF THE COUNCIL

ATTEST:

CITY CLERK

Cm. Tesmer, seconded by Cm. Simdon, moved to suspend the rules and pass the ordinance designating a loading/unloading zone in front of Riverview Manor, 217 South Water Street, East through its second and third readings. The motion carried on a voice vote.

Cm. Tesmer, seconded by Cm. Simdon, moved to adopt the ordinance designating a loading/unloading zone in front of Riverview Manor, 217 South Water Street, East. On call of the roll, the motion carried unanimously.

- d. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO PLACE STOP SIGNS ON MAPLE STREET AT SPRY STREET, AND ON SPRY STREET AT GROVE STREET.

Cwmn. Behrens, seconded by Cm. Tesmer, moved to place stop signs on Maple Street at Spry Street, and on Spry Street at Grove Street. The motion carried on a voice vote.

- e. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO PLACE STOP SIGNS ON SHORT STREET AND HICKORY STREET.

Cm. Simdon, seconded by Cm. Tesmer, moved to place stop signs on Short Street and Hickory Street. The motion carried on a voice vote.

- f. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO CHANGE YIELD SIGNS TO STOP SIGNS AT 14 LOCATIONS ALONG HILLTOP TRAIL.

Cwmn. Behrens, seconded by Cm. Zastrow, moved to change yield signs to stop signs at 14 locations along Hilltop Trail. The motion carried on a voice vote.

- g. RECOMMENDATION FROM TRAFFIC REVIEW COMMITTEE TO PROHIBIT PARKING ON MEDIANS ON ENDL BOULEVARD, MEMORIAL DRIVE, GROVE STREET, BLACKHAWK DRIVE AND ADRIAN BOULEVARD, AND ORDINANCE.

The following ordinance was displayed on the overhead projector at this time:

ORDINANCE NO. 651

The City Council of the City of Fort Atkinson does hereby ordain as follows:

That Chapter 94, TRAFFIC AND VEHICLES, Article VIII, Traffic Schedule, Division 6, Stopping, Standing and Parking, Subdivision II, Parking Prohibited, Sec. 94-458, Parking on Medians, be created as follows:

- (a) No person shall park or leave standing any vehicle, whether attended or unattended, on the following medians:

Adrian Boulevard
Blackhawk Drive
Endl Boulevard

*Grove Street
Memorial Drive*

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect and be in force from and after the date of its passage and publication.

PRESIDENT OF THE COUNCIL

ATTEST:

CITY CLERK

Upon being asked, the City Manager stated this ordinance would be enforced by installing no parking signs and issuing tickets to violators.

Cm. Zastrow, seconded by Cm. Simdon, moved to suspend the rules and pass the ordinance prohibiting parking on medians on Endl Boulevard, Memorial Drive, Grove Street, Blackhawk Drive and Adrian Boulevard through its second and third readings. The motion carried on a voice vote.

Cm. Zastrow, seconded by Cwmn. Behrens, moved to adopt the ordinance prohibiting parking on medians on Endl Boulevard, Memorial Drive, Grove Street, Blackhawk Drive and Adrian Boulevard. On call of the roll, the motion carried unanimously.

- h. RECOMMENDATION FROM MASTER PLAN STEERING COMMITTEE TO ADOPT A RESOLUTION ESTABLISHING PUBLIC PARTICIPATION PROCEDURES FOR COMPREHENSIVE PLAN.

The following resolution was displayed on the overhead projector at this time:

RESOLUTION NO. 1121

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR COMPREHENSIVE PLAN

WHEREAS, the City of Fort Atkinson has decided to prepare a comprehensive plan under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Fort Atkinson believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the “Public Participation Plan: City of Fort Atkinson Comprehensive Plan” includes written procedures to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson hereby adopts the written procedures included in the “Public Participation Plan: City of Fort Atkinson Comprehensive Plan” as its public participation procedures meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

The City Manager stated in adopting a comprehensive plan one of the statutory requirements is to establish a public participation procedure. Meeting dates will be published in the Daily Jefferson County Union. The School District and Chamber of Commerce are also sending out information to their members regarding the first public informational meeting to be held at the High school Commons/Cafeteria May 31, 2007, at 6:30 p.m.

Cm. Zastrow, seconded by Cwmn. Behrens, moved to adopt the resolution establishing public participation procedures for the comprehensive plan. On call of the roll, the motion carried unanimously.

- i. RECOMMENDATION FROM PLANNING COMMISSION TO APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING ONE LOT ON FALK ROAD (EXTRA-TERRITORIAL).

Cm. Simdon, seconded by Cm. Tesmer, moved to approve the Preliminary Certified Survey Map creating one lot on Falk Road (extra-territorial). The motion carried on a voice vote.

9. NEW BUSINESS

- a. REQUEST TO REALLOCATE FUNDS FOR BUILDING MAINTENANCE ACCOUNT AND FUEL MONITORING SYSTEM AT DEPARTMENT OF PUBLIC WORKS.

The City Manager stated a roof extension to provide additional shelter for vehicles was approved in last year's budget and the cost of labor has been a little more than anticipated by approximately \$4,300. Additionally, the fuel monitoring system which is required to monitor the fuel levels, temperature and detect leaks, has failed. The cost to replace this system is \$6,408.20.

Between these two items and other expenses charged to the Building Maintenance account, the request is to reallocate \$13,422 from the Street Machinery Capital Outlay account to the Building Maintenance account. The City Manager stated due to favorable bids with an end loader, plow and wing and snow blower, there are additional funds available in the Street Machinery Capital Outlay account.

Cm. Zastrow, seconded by Cwmn. Behrens, moved to reallocate funds for the Building Maintenance account and fuel monitoring system at the Department of Public Works in the amount of \$13,422 from the Street Machinery Capital Outlay account. On call of the roll, the motion carried unanimously.

- b. REVIEW AND AWARD BIDS FOR FRONT END LOADER, PLOW AND WING AND SNOW BLOWER FOR DEPARTMENT OF PUBLIC WORKS, AS BUDGETED.

The City Manager stated \$266,000 was budgeted for these items and the total quotes came in at \$219,742. The biggest surprise was the end loader, which came in substantially lower than expected. The following bids are recommended for approval:

End Loader – Miller Bradford and Risberg:	\$121,327
Plow and Wing – Schmidt Engineering:	\$ 18,703
Snow Blower – Bruce Municipal Equipment:	<u>\$ 78,512</u>
Total:	\$218,542
Plus radio, flashing lights and decals:	<u>\$ 1,200</u>
Grand Total:	\$219,742

Cwmn. Behrens, seconded by Cm. Zastrow, moved to award the bids for a front end loader to Miller, Bradford and Risberg in the amount of \$121,327, a plow and wing to Schmidt Engineering in the amount of \$18,703, and a snow blower to Bruce Municipal Equipment in the amount of \$78,512, and to also approve \$1,200 for additional accessories for a total amount not to exceed \$219,742. On call of the roll, the motion carried unanimously.

c. REVIEW AND AWARD QUOTES FOR REPLACEMENT PUMP AT MEMORIAL LIFT STATION.

The City Manager stated \$14,500 was budgeted for a replacement pump and discharge adaptor kit for the Memorial Lift Station. All of the City's pumps are ITT Flygt and they gave the City a quote of \$13,334.

The pump was downsized to fit with the general policy of the Wastewater Utility to increase efficiencies wherever possible especially when equipment is changed out. The decrease from 35 hp to 20 hp pumps could mean as much as 260 kwh savings per month at this lift station.

Cm. Zastrow, seconded by Cm. Tesmer, moved to award the bids for the replacement pump and adapter kit to ITT Flygt in an amount not to exceed \$13,334. On call of the roll, the motion carried unanimously.

10. MISCELLANEOUS

a. REQUEST TO SCHEDULE BOARD OF REVIEW MEETING.

The Council set a Board of Review meeting for June 5, 2007 at 6:45 p.m.

b. GRANTING OPERATOR LICENSES.

Cm. Simdon, seconded by Cm. Tesmer, moved to approve the following list of applicants for operator licenses for the 2006-2008 license period:

PROVISIONAL:	Heidi J. Green	for use at	Citgo on the Point
REGULARS:	Joshua J. Gallman	for use at	Lions Quick Mart
	Denise Cloute	“ “	Open
	Jessica M. Wallace	“ “	Rock River Lanes

The motion carried on a voice vote.

c. CITY, SEWER AND WATER FINANCIAL STATEMENTS AS OF APRIL 30, 2007.

The City Manager stated his only concern with the City fund is the Snow and Ice account for the end of the year. The Library account will need an appropriation

due to the unexpected installation of snow guards and repair of the Library building roof.

The City received bond proceeds on April 23rd and the Sewer Utility has paid off the short-term note borrowed in 2006 for the Westside Interceptor project. Through four months, the Wastewater Utility is at 29% for expenditures, which is approximately 4% under budget and the Water Utility is at 24% for expenditures, which is about 9% under budget.

Cm. Simdon, seconded by Cm. Tesmer, moved to accept and file the City, Sewer and Water Financial Statements as of April 30, 2007. The motion carried on a voice vote.

d. **APPOINTMENT OF ROZ HIGHFIELD AS FIRST ALTERNATE TO THE BOARD OF ZONING APPEALS FOR A TWO-YEAR TERM.**

Cm. Tesmer, seconded by Cm. Simdon, moved to appoint Roz Highfield as first alternate to the Board of Zoning Appeals for a two-year term. The motion carried on a voice vote.

11. **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

A T & T	State program; long distance service	\$	82.46
A T & T	Phone service		50.32
Ace Hardware	Supplies; hearing muff; flagging; propane; oil		1,181.04
All Channel Electronics	Alarm		220.00
American Litho	3,000 summer brochures		845.00
American Millwork & Hdwe.	24 pairs of driving gloves		79.20
Aramark Uniform Service	Services		1,165.03
Baxter & Woodman, Inc.	Well #7 & 4; wire meter; relay		430.15
Badger Swimpools Inc.	6" valve		180.37
Bakken, Steve	Rent sod cutter		31.65
Barnes Distribution	3 backup alarms; seal		146.02
Batteries Plus, LLC	SCADA: UPS battery		49.99
Benz Oil Inc.	2 drums of oil		680.36
Blodgett Garden Center	50 lb. grass seed		107.00
Brown Cab Service Inc.	April subsidized taxi service		16,385.10
Capital City International	Parts; diesel additives		541.19
Carrico Aquatics Resources	Pool chemicals		2,295.00
Certified Balance & Scale	Clean/calibrate lab balance		118.00
Chamber of Commerce	First Quarter room tax allotment		12,583.70
Cinderella/Shep's Cleaning	Janitorial supplies		936.56
City of Fort Atkinson	Gas; oil; diesel; property taxes; office rent		108,212.41

Compufort	Mouse/Y-splitter	14.95
Conevera's, T.J. Inc.	Stewart – Special ammo	420.00
Country Plumber Inc.	April portable restroom rent	150.00
Cronatron Welding System	Welding supplies	247.71
Daily Jefferson Co. Union	Publish minutes; canvas meeting; hydrant flush notice	1,814.41
Dodge Concrete, Inc.	Edger; float; puller; concrete	246.63
Earth Tech, Inc.	Professional services	6,915.74
Fort Auto Supply	Reliant fire truck battery; solvent; oil; parts	804.51
Fort Quick Cleaners	S. Hottman – cleaning	15.93
Frontier FS Co-Op	Gas; grass seed	23,245.01
General Communications	Change JCEC paging	160.00
Goad, John L.	Weld controller riser	200.00
Gordon Flesch Co., Inc.	Copier; shipping on toner	87.16
Grays, Inc.	Plow blades	3,027.00
Great West	Deferred comp.	5,400.00
Harder Helsley	Cleaner; wipes	164.04
Hausz Bros., Inc.	Road rock; rain garden sand	346.85
Hayes, Debra L.	Shoes/sandals	42.48
Heiman Fire Equipment, Inc.	Salvage covers	238.55
Home Lumber Co.	Panels; molding; screws; latch	3,278.72
International Institute	Annual membership dues	115.00
Jaeckel Bros.	Wilcox St: Labor; equipment rent	1,047.50
Jefferson Co. Health Dept.	K. Smith: Hepatitis vaccinations	50.00
Jefnet/Netwurx	June: Wireless internet	150.00
Johnson's Nursery Inc.	Six Oak Trees	786.00
Jonas Office Products	Office supplies; paper; binders; calculator	524.89
K & W Greenery	5 trees	489.96
Knupp & Watson	Audits; research; development	9,919.47
Kunkel Engineering Group	Inspection services – Sherman Ave.	6,526.25
Lakeside Int'l Trucks Inc.	#19 – check brakes	205.11
Lark Uniform Inc.	Langer – name tag	10.95
Legion Dugout	Umpires meeting meals	72.50
Linde Gas LLC	Welding gas; supplies; cylinder rent	228.12
Mared Mech. Contractors	Fix leaking valve	591.79
Master Graphics	Printing; binding	32.58
Minnesota Life Ins. Co.	June: life insurance premium	1,009.26
NCL of WI, Inc.	Lab supplies; tubing	632.94
Nat'l Elevator Inspection	Elevator inspections	210.00
Neenah Foundry Co.	Frame; gate	413.61
Northern Lake Service	Qtrly. Mercury testing; test samples	303.00
Oil Equip. Co., Inc.	Check out tank monitor	258.75
Phoenix Tank Services	South tower maintenance contract	696.50
Polydyne, Inc.	Polymer	2,300.00
Pomp's Tire Service	Four tires	355.92
Premier Bank	P.R. #9 withholding; Soc. Sec.; Medicare	41,085.72
R&H Services, Inc.	Replace shifter - #77	273.74
Reinders, Inc.	Driveshaft assembly	298.10
Rennert's Fire Equip.	Test pumps; 2 gauges	843.39
Schenk-Huegel Co.	Lange – trousers, shirts, socks	143.20
State Electrical Supply	Electrical supplies	93.97

Stewart, Thomas M.	Two utility slings	24.68
Streichers	Maplight/bulb	66.88
TnT Cleaning	April – 14 hours cleaning	112.00
Trebatoski, Matt	Census 2010 Workshop	47.48
Trugreen Chemlawn	Memorial Lift Fertilizer/weed killer	62.00
Ultramax	Ammo	1,637.70
United Building Center	Shelving unit; lath; lumber	280.84
U.S. Cellular	Cell phones	137.90
USA Blue Book	O-Ring seals	142.65
U.W. Green Bay	Clerk/Treas. Training; lodging/registration	609.00
U.W. Soil Testing Lab	Four soil tests	91.00
United Parcel Service	Parcel pickup	171.31
Veolia E.S. Solid Waste	Solid waste pickup/disposal	48,636.29
Virchow, Krause & Co.	Year end audit	3,420.00
Vos Sentry Foods	Food; soap; kleenex; cleaner; cups	219.40
WWOA Southern Dist.	Christensen & Paul registration	50.00
Water Department	Meter expense	41,466.00
Water Environment Federation	Dues	102.00
Wiedenbeck, Inc.	Green solvent	112.56
Will Enterprises	36 dodgeball T-shirts	144.59
Wilmet, John E.	Manager's lunch – Jefferson Admin.	32.45
WI Council of Safety	Membership renewal	315.00
WI Dept. of Commerce	Elevator certifications	105.00
WI Dept. of Employee Trust	June – health insurance premiums	77,074.70
WI Dept. of Justice/Crime	16 record checks	80.00
WI Dept. of Revenue	April sales tax	497.83
WI Dept. of Revenue	P.R. #9; State withholding tax	8,876.40
WI DWD – UI	Unemployment benefits	451.14
WeEnergies	Electricity; natural gas	40,859.61
WI State Assembly	20 U.S. flags	190.00
WI Turn Equipment Corp.	JD 3-wheeled groomer	1,895.00
WI Water Association	Badura – Customer Service seminar	99.00
Zarnoth Brush Works, Inc.	Two sweeper brooms	784.00

TOTAL CITY ACCOUNTS	\$	305,139.94
TOTAL SEWER ACCOUNTS	\$	59,908.07
TOTAL WATER ACCOUNTS	\$	127,554.86

DEBT SERVICE

Badger Bank	Loan – truck/roof	\$	70,922.85
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BICENTENNIAL PARK

Dodge Concrete, Inc.	Concrete	\$	5,048.75
Hausz Bros., Inc.	Sand		983.03
K & W Greenery	Trees		149.99
Sparks N Splinters	Two arched sign holders		3,147.00

TOTAL FUND 13	\$	9,328.77
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Cwmn. Behrens, seconded by Cm. Zastrow, moved the bills in the amounts of \$305,139.94 for the City (Fund 1); \$59,908.07 for the Sewer Utility (Fund 2); \$127,554.86 for the Water Utility (Fund 3); \$70,922.85 for City Debt Service (Fund 4); \$9,328.77 for Downtown Economic Development (Fund 13); \$119,117.33 for Payroll #9; \$1,034,560.33 for Wastewater Utility Debt Service; and \$44,808.11 for Water Utility Debt Service as per Schedule N-46 on file in the office of the City Clerk/Treasurer and as audited and approved by the Finance Committee be allowed and orders be authorized drawn on the proper funds for their payment. On call of the roll, the motion carried unanimously.

12. ADJOURNMENT

Cm. Zastrow, seconded by Cm. Simdon, moved to adjourn the May 15, 2007 regular City of Fort Atkinson Council meeting at 7:44 p.m. The motion carried on a voice vote.

CITY CLERK

APPROVED:

PRESIDENT OF THE COUNCIL