

These are the minutes of the Regular Session of the City of Adams, WI held on September 19, 2011 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Jensen, Kierstyn, Manthey, Marti, Scott, Suhr, Mayor Baumgartner, Administrator Ellisor, Attorney Pollex and Chief Hanson.

The Pledge of Allegiance was recited.

Motion by Suhr, second by Kierstyn to approve the minutes of the August 1, 2011 meeting as printed. Roll call vote, all voted aye.

Motion by Manthey, second by Jensen to approve the minutes of the September 7, 2011 meeting as printed. Roll call vote, all voted aye.

Petitions and Communications: None.

Report of Standing Committees:

Public Safety Committee: Held September 8, 2011.

In a discussion in Petitions and Communications Chairperson Jensen stated that he has been approached by citizens asking about disbanding the Adams Police Department. He has advised them if they wish they should petition to the Council.

Recommendations were made to publish section 6-2-12(b) in the local paper and also in the quarterly newsletter requiring owners to have house numbers on their property. Non compliance enforcement will be done by the Department of Public Works per the ordinance. DPW will work along with the Police Department on enforcement of this section.

A discussion on the bike lane was held and it was stated that we are waiting on DOT and the Highway 13 Corridor Project.

Motions were made to approve the Building Inspector's Report.

Motions were made to approve the Police Report.

A discussion was held regarding the next meeting date to be set for October 11, 2011 at 5:00 pm. Officers of the department will be present as they are training that day.

Public Works Committee: Held September 14, 2011.

In Petitions and Communications Streets Superintendent Mead reported that the Department of Public Works Crew is going through CPR training on Tuesday and Thursday of this week.

The foot bridge is complete and needs to be stained after the lumber cures.

The status of the South Business Park- EDA Project is unchanged.

West Liberty and Ann Street project is complete. Final projected cost estimate for both areas is approximately \$97,000.

Salt Storage Structure was completed \$5,000 under budget.

Working on a new plan for leaf collection. A scheduled loose leaf collection program is being prepared and a public awareness effort is being coordinated to make it more efficient.

Fire District: Held September 8, 2011.

Chief's Report:

There were 19 calls. No action on protection agreement. A discussion was held regarding the dormant asset agreement. No action on phone system. Discussions were held regarding storage bay for parade truck.

Policy & Procedure Committee: Held September 15, 2011.

Recommendations were made to have Attorney Macy and Administrator Ellisor finalize the draft Personnel Grievance Procedure for Council Approval.

The committee discussed and suggested changes to the Personnel Administrative Policies Handbook.

Report of City Officers:

Mayor Baumgartner: Reported on the article that the City Officers had published in the paper. This is being addressed internally with outside Counsel and can not offer any further comment. She reminded the Council that if they had any input on the Recreation Plan to put it in her folder as she will be mailing it out by September 23. The Knights of Columbus sent a Thank You letter to Chief Hanson for his participation in the Dunk Tank. Proceeds will go to the Ryan Larson Fund. The Adams Community Theatre Limited Group has invited Paul Warshaur of Grand Avenue Incorporated to look at and what we can do with the building, to get it going for the community and economically down town. He will be here for four days and we are invited to attend the meeting at noon on Friday, September 23 at the County Library.

Administrator Ellisor: Reported they are getting together the Public Awareness Campaign in our new approach to leaf collection. It will have a specified day leaf collection will take place. It will also make the process more efficient and helpful to residents as to the particular day pickup will occur. It will greatly reduce, if not eliminate, call backs that we experience. It is being compiled and will be published in next week's paper and with the Utility Billings. He had mentioned discussion with the DNR Horticulturist some time ago who is coordinating with communities to grant funding for a tree maintenance plan inventory. This digitizes the detailing of taking care of our tree stock. It is important that over the last eight years we have invested over \$100,000 in that part of the City's infrastructure in trees. It maybe fully funded if we do get awarded. It is in the works and will keep Council posted. Training will be Thursday on Emergency Preparedness. He believes the topic is on the water & sewer infrastructure; it's an exercise on how to respond.

Attorney Pollex: Reported that he is handling some dinky and dunky kind of questions from citizens when they call in about enforcement on what they do or don't have to do. He had pre-trials last week. Janet had a question that he was working on. Bob White stopped in with his update. The raze proceedings on the two buildings are still going forward, they are on the agenda and that would be the last step.

Chief Hanson: Reported that training will be held October 10-12 at the Adams County Library. Topics are use of force and officer survival. Agencies as far away as Superior and Eagle River will be attending. There will be an average of 30 officers attending each day and he hopes that additional training can be brought to the area if it goes well. He was at four Fourth grade classes last week handing out Safety Booklets. He was at three fourth grade classes at AFE and one at Roche-a-Cri and intends to go to Grand Marsh soon. The Department will be handing out trick-or-treat bags for Halloween. Manthey questioned that you have gone to the all the City's fourth grade classes and now you are branching out to the other schools and talked about the pizza party that had been discussed in committee. Chief Hanson stated he is branching out and part of this program is going online to answer essay questions and submit an essay on what they did learn on their safety. If they are chosen they can win a t-shirt and/or a computer. It was discussed at the Safety Committee that if one of the Fourth grade Classes that is picked locally, that that class could get a pizza party. He stated that they were more excited about the pizza party then the t-shirt or computer.

New and Unfinished Business:

Motion by Marti, second by Kierstyn to Approve the issuance of Fermented Malt Beverage and Intoxicating Liquor License “Class A” to Hwy 13 Liquor & Cheese. (Previously approved as an Individual license, now owners are changing to Inc.) **Roll call vote, all voted aye.**

Motion by Manthey, second by Suhr to Approve the issuance of Fermented Malt Beverage License Class “B” to Jack Pine Saloon. (Former Beaver Pub & Eatery Building) **Roll call vote, all voted aye.**

Administrator Ellisor stated that we only received one proposal for each bid. Kierstyn questioned how many proposals were sent out. Administrator Ellisor answered three.

Motion by Kierstyn, second by Scott to approve the bid for 135 North Elm Street (\$17,715.00). Administrator Ellisor stated this is an up front expense to the City but potentially can recoup itself. Attorney Pollex stated that we will get reimbursed if its not from the property owner, the County assumed ownership of the Elm Street property and it was sold for delinquent tax purposes. It was explained to the bidder, which was the neighbor to the property, that he would be buying a vacant lot. So the City and the County are obligated to give him a vacant lot now, and we’re going to anyway. Procedurally, we will get reimbursement either from the home owner or property owner, or in this case the City will probably have the upfront cost and then get reimbursed from the County. That is procedurally what is going to happen. The reason for the expense associated with the bids is that insurance isn’t cheap, the safety measures that they have to take aren’t cheap, things like taping around the perimeter when they are in there and when there is a hole in the ground before its secure and gets filled back in they have to secure it. Those are all the expenses and liabilities that goes along with doing that kind of work. Administrator Ellisor mentioned the land fill costs. **Roll call vote, all voted aye.**

Motion by Kierstyn, second by Suhr to approve the bid for 210 North Linden Street (\$11,285.00). **Roll call vote, all voted aye.**

Agenda item #5. Discussion Relating to Act 10’s Effective Date on Existing Collective Bargaining Agreements and Resolutions/Contracts with Employees. Mayor Baumgartner stated this is going to be a big change for the City and all municipalities. What we are hoping to do tonight is explain that process. Basically redoing our entire policies, policies to incorporate, and there are a lot of changes to make that we found in the last couple of months. Our Personnel Administrative Handbook is quite old and quite out of date, so we need to bring that up to date. Our first task is to have a Grievance procedure in place by October 1. We have called in for assistance to Jim Macy and we went to a conference and they drafted all the necessary ordinances and policy changes we are going to need to have in place. We have a rough draft and need to put in everything that pertains to our City and how we want it to look. He is working very closely with us. It’s been a good experience for those involved as we move along and he will be meeting with the Council. Administrator Ellisor stated this is very timely on how this is coming together right now. Currently our Personnel Policies and Ordinances with regards to Personnel are very ambiguous and these new templates on Policies and Procedures have much more clarity and preciseness to. It really cleans up a lot of what we currently have on record. It’s a multi step process but he thinks having Mr. Macy helping us, he will take us through it fine. Mayor Baumgartner stated that in your packet there is an initial draft of our grievance procedure, which gives us a working starting point for grievances to fall into compliance for October 1st.

Administrator Ellisor gave a summary of the procedures and steps of the Grievance Procedure.

Motion by Scott, second by Kierstyn to Approve the Grievance Procedure (Per Act 10) to the Personnel Policies Handbook. Roll call vote, all voted aye.

Motion by Manthey, second by Scott to Approve Trick-or-Treat Hours for Sunday, October 30th from 4:00 p.m. to 7:00 p.m. Roll call vote, all voted aye.

Motion by Kierstyn, second by Jensen to Approve Payment of Bills. Roll call vote, all voted aye.

Motion by Jensen, second by Suhr to Adjourn. Roll call vote, all voted aye.

Meeting adjourned at 6:32 p.m.

Respectfully Submitted,
Janet L. Winters, WCMC
Clerk/Treasurer

DRAFT