

These are the minutes of the Regular Session of the City of Adams, WI held on May 4, 2015 in the City Municipal Building.

Meeting was called to order by Mayor LaQuee. On roll call were Alderpersons Eggebrecht, Hanson, Hilson, Marti, Roseberry, Mayor LaQuee, Chief Anderson and Water Operator Bob Berry. Alderperson Kierstyn was not present.

Several citizens were in attendance.

Consent Agenda:

1. Approval of Council Meeting Minutes:
 - a. April 9, 2015 Special Session, April 21, 2015 Public Hearing and April 21, 2015 Regular Session & Organizational Meeting
2. Committee/Commission/Authority/Advisory Minutes:
 - a. April 28, 2015 Finance Committee
 - b. April 28, 2015 Personnel Committee
3. Operator's License
 - a. April 21, 2015 to May 4, 2015 – none.

Motion by Marti, second by Hanson to approve the Consent Agenda as presented. Marti stated he would like to eliminate the consent agenda and start reading the minutes at the council meeting. Hanson agreed stating this would inform those present on discussion at committees. Mayor LaQuee said we will make that change for the next meeting. Roseberry stated there needs to be a correction to the last motion of the April 9th Special Session that should read Dave Mead, Street Superintendent. **Roll call vote, all voted aye.**

Consent Agenda: Committee/Commission/Authority/Advisory Minutes

Finance Committee – April 28, 2015

Motion by Marti, Second by Hilson to approve the minutes of the March 31, 2015 meeting as printed.

Petitions and Communications: Bob Berry informed the committee that two of the public works trucks are in for repairs. Truck #15 was taken to GMJ as it wouldn't start. They think it might be the ignition switch. One of the dump trucks was also taken to GMJ for front end work and the estimated repair cost is \$1200. Berry also stated that two hydrants need to be replaced. He can put together two working hydrants from supplies we have and the only charge will be from Fenner Excavating to dig up the old hydrants. Clerk Winters stated that Central Wisconsin Community Action Council will no longer be administering our CDBG revolving loan. They are sending us a letter to that effect per our contract. Mayor LaQuee stated he is meeting with a representative from the Union Pacific Railroad on Friday. He will keep the committee informed.

Agenda Items:

Discussion/Recommendation Relating to Purchase of Sampler - WWTP: Bob Berry stated that a new Sampler for the Affluent Building at the WWTP needs to be replaced as soon as possible. It is used to sample the water before it is introduced back into Roche A Cree Creek. The committee discussed and reviewed the bids. It was decided to recommend that we purchase the Sampler from Hach Company. Once it is ordered, it will be 4-8 weeks before we receive it. Recommendation by Marti, second by Hilson to Approve the Purchase of a Sampler for the WWTP from the Hach Company Not to Exceed \$6500. All voted aye.

Discussion/Recommendation Relating to Purchase of Meters and Modules: Bob Berry reported that he needs to purchase new meters as he needs to change out 30 meters and he only has 6 meters in stock. He said that it is more cost efficient to buy new meters than to test the old meters, take them apart and clean them and then test them again. He needs the new modules as the old ones are having trouble reading frequencies. After discussion it was decided to go with Bob Berry's recommendations. Motion by Marti, second by Hilson to Purchase 30 Water Meters and 15 Modules from Badger Meter Not to Exceed \$3500. All voted aye.

Discussion/Recommendation Relating to Purchase of Dehumidifier – Well #4. Bob Berry told the committee that DNR representative Glen Falkowski recommended that we purchase a new dehumidifier as the one we have is not effective. It is not removing the moisture from the wellhouse as it should. It could potentially harm

the electrical equipment that is in the wellhouse. After the committee discussed and reviewed the bids, it was recommended that the dehumidifier be purchased. Recommendation by Hilson, second by Marti to Purchase a Dehumidifier for Well #4 from HI-E DRY Not to Exceed \$3700. All voted aye.

Discussion/Update Relating to Delinquent Personal Property Invoice - Clerk Winters stated the 2013 and 2014 delinquent personal property tax still has not been paid. After discussion it was the consensus of the committee that Attorney Richards-Bria to take it to small claims court.

Discussion/Recommendation Relating to Hiring Temporary Seasonal Employee For Public Works Department – Discussion was held regarding hiring a temporary seasonal employee for public works for \$9.29 an hour. OJT will be paying \$511.95 of his wages for training. He would work no more than 600 hours and 24 hours a week. Bob Berry said that the department could use some help. Recommendation by Hilson, second by Marti to Hire a Temporary Seasonal Employee for Public Works Department Not to Exceed 600 Hours. All voted aye.

Discussion/Recommendation Relating To Maintenance Agreement for Downtown District Ornamental Plantings – A discussion was held regarding the planters that are to be put out on Main Street and by Hazel Street by the Farmer Market. On May 11th, public works is delivering 10 liners to the FFA to plant. Ginters will be doing the flowers for the remaining Main Street planters. It was suggested that Michelle make some calls as she did last year to local businesses and organizations to donate flowers and their time to plant them in the planters by the Farmer Market. It was also agreed to contract with Bruce Kuba for the flower maintenance as he has done a great job every year. Recommendation by Marti, second by Hilson to Approve the Maintenance Agreement for Downtown District Ornamental Plantings Not to Exceed 20 Hours per week at \$14 per Hour. All voted aye.

Discussion/Recommendation Relating to Renewal of Insurance – It was asked whether there was still time to obtain a RFP for a new insurance carrier and the answer was no. Start on RFP's early next year. It was decided to bring back the agenda item to the next meeting.

Discussion/Review Relating to the 2015 Capital Project Budget(s) – A discussion was held regarding Juneau Street and Park Street in Friendship. Friendship is going to be resurfacing Park Street in the future and the main sewer line for the City runs under Juneau/Park Street. The manhole covers are all old and so is the sewer line. It needs to be televised to see the extent of the repairs that would be needed or the possibility of having to replace the sewer line itself. It would be in the best interests of both the City and Friendship to take care of any repairs before resurfacing. If and when that happens we would need to contact MSA for assistance with grant and loan applications if available.

2015 Budget Progress Review Revenues & Expenditures – The reports were reviewed. We should be watching line items that are at 30% to 40% of budgeted amounts. Deputy Clerk/Treasurer Gostomski distributed spreadsheets she created showing an approximate projection of monthly revenues and expenditures from April 1, 2015 to March 31, 2016, a list of transfers from the City Temporary Investment Fund to the General Fund that need to be reimbursed, and also a copy of the Water & Sewer System Improvement Fund Bank Account that could be used for approved water and/or sewer invoices. A discussion was held.

Motion by Marti, second by Hilson to Adjourn from Open Session and Reconvene in Closed Session for Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – consider acquisition/purchase of public property within the City – SS19.85(1)(e). All voted aye. Alderperson Roseberry recused herself.

A discussion was held.

Personnel Committee – April 28, 2015

Motion by Marti, second by Hilson to approve the January 15, 2015 minutes as presented. All voted aye.

Petitions and Communications: None.

Agenda:

1. Discussion/Review Personnel Administrative Handbook. Discussion was held on recommended revisions. This will be reviewed at the next meeting.

THE MINUTES ARE DRAFT AND SUBJECT TO COUNCIL APPROVAL

2. Discussion/Recommendation Relating to Hiring Temporary Seasonal Employee for Public Works Department. Recommendation by Marti, second by Hanson to hire Chris Schiefer for Temporary Seasonal Employee for Public Works. All voted aye.
3. Discussion/Recommendation Relating to Maintenance Agreement for Downtown District Ornamental Plantings. Recommendation by Marti, second by Hanson to Approve Maintenance Agreement for Downtown District Ornamental Plantings with Bruce Kuba. All voted aye.

Motion by Marti, second by Hilson to Adjourn from Open Session and Reconvene in Closed Session for Considering Employment, Promotion, Compensation or Performance Evaluation Data of Public Employee over which the government body has jurisdiction or exercises responsibility- SS 19.85(1)(c) – Public Employees. All voted aye.

Called to order, all present.

Clerk Winters discussed the agenda items then excused herself for further discussion of the Committee.

Discussion Relating to Considering Compensation or Performance Evaluation data of Department Head and Non-Union Public Employee.

Motion by Marti, second by Hanson to Adjourn from Closed Session and Reconvene in Open Session. All voted aye.

Recommendation by Marti, second by Hanson to increase the pay of the Clerk/Treasurer 5% effective January 1, 2015 thru December 31, 2017. All voted aye.

Recommendation by Marti, second by Hanson to increase the pay of the Police Confidential Assistant 1.7%. All voted aye.

Petitions and Communications: Heidi Roekle from the Adams County Chamber of Commerce spoke regarding the Hazel Street Farmer Market. The Chamber has decided it will be the fiscal agent for the Farmer Market this year. Marti asked when the market will open. It will open May 27th and run through October 15th every Wednesday from 2pm to 6pm. A request was made to put a banner advertising the market on the metal fence at Lion's Park during the time the market is open. Mayor LaQueue said that was acceptable to display. Marti also said if there is anything else the City can do, just let us know. Bob Berry said that Michelle is calling various organizations to get sponsorship for the flowers to be planted in the planters that are on Hazel Street.

Report of City Officers:

Mayor LaQueue: Read a Proclamation from Tree City USA recognizing the City of Adams for their 20 years as a "Tree City USA" community and proclaiming April 22, 2015 as Arbor Day. As a result of April 22, 2015 being proclaimed as Arbor Day, two maples were planted in Lion's Park during an Arbor Day ceremony. The Mayor explained that the two maples were from the City nursery by the wastewater treatment plant and that the public works department did a great job with planting the two trees. Bob Berry stated that six more nursery trees were planted in the terrace area on the west side of Elm Street behind the Community Center. They have been replanted in the nursery with trees previously ordered from Ginters so that as we take out of the nursery, we are putting back into the nursery. Later on, we will be planting trees from the nursery into the terrace areas in the City as they are needed. Mayor LaQueue stated he is lifting the restriction on speaking in Petitions and Communications. Anyone who wants to address the Council will be able to speak for approximately three minutes. Hanson asked if the Council could address the petitioners concerns. The Mayor responded that any problems would be addressed in committee. Last Friday I had a meeting with the head man from Union Pacific. He just stopped in to meet me and have a casual discussion. There are several rumors going around town about the railroad expansion and he said it will be several years yet before they can afford any expansion. He stated that he has appointed Bob Berry as temporary working supervisor of the Public Works Department. I wholeheartedly welcome the farmer market and if you need any help to contact us. I got someone looking into the speaker system and he'll get back to me in a week or so. I am going to make a commitment that if we don't have anything of importance for a committee, we don't have a meeting. We can save a little money that way.

Chief Anderson: I have a prepared statement here that I would like to read. “A fact finding investigation was done by the Adams Police Department which determined a complaint filed against an officer of the Adams Police Department was unsubstantiated. Had the preliminary investigation revealed any wrong doing the matter would have been referred to an outside agency for investigation.” Should anyone want to know more about that or review the reports you are more than welcome to stop in and see me.

New and Unfinished Business:

Motion by Eggebrecht, second by Hilson to Approve Waiver of Park fee and Soda Fee – Adams Chamber of Commerce (Lion’s Park/Hazel Street) Mayor LaQuee said the waiver of fees will need to be addressed at the next Policy meeting. **Roll call vote, all voted aye.**

Bob Berry explained that the sampler is for the Affluent Tank at the WWTP which is the last stop before it goes back into the creek. It is needed for the tests that are mandated by the DNR He said the one that we have is from 2000 and we have been babying it for the last few years. **Motion by Roseberry, second by Marti to Approve Purchase of Sampler for the WWTP from the Hach Company not to exceed \$6500. Roll call vote, all voted aye.**

Bob Berry explained that another mandate from the DNR and the PSC states that 30 meters need to be checked and changed out and we only have 6 meters in stock. The new modules are needed as we are having frequency problems with some of the older ones due to the new cell tower and everyone having cell phones. The new ones will not have that problem as they are frequency hoppers and operate at any frequency. **Motion by Marti, second by Roseberry to Approve Purchase of 30 Meters and 15 Modules from Badger Meter not to exceed \$3700. Roll call vote, all voted aye.**

Bob Berry said the dehumidifier in Wellhouse #4 is not a commercial one and is not doing the job. This dehumidifier is a commercial one which will keep the wellhouse air dry and free of humidity. The DNR has been recommending a new dehumidifier for the last 3 years. **Motion by Eggebrecht, second by Marti to Approve Purchase of Dehumidifier from HI-E Dry not to exceed \$3700.00. Roll call vote, all voted aye.**

Motion by Marti, second by Eggebrecht to Approve Hiring Temporary Seasonal Employee for Public Works Department at \$9.29 an hour and not to exceed 600 hours. Roll call vote, all voted aye.

Motion by Marti, second by Roseberry to Approve Maintenance Agreement for Downtown District Ornamental Plantings with Bruce Kuba as presented. Roll call vote, all voted aye.

Motion Hilson, second by Marti to Introduce/Adopt Resolution 2015-03R-A Relating to Police Confidential Assistant Salary and Benefits. Roll call vote, all voted aye.

Motion by Eggebrecht, second by Hanson to Approve Employment Agreement Relating to Clerk/Treasurer as presented. After discussion, Eggebrecht withdraw the motion, Hanson withdraw the second. **Motion by Marti, second by Hilson to send the Employment Agreement Relating to Clerk/Treasurer back to Personnel. Roll call vote, all voted aye.**

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

Motion by Hilson, second by Roseberry to Adjourn. Roll call vote, all voted aye.

Respectfully Submitted,
Jeanne G. Gostomski
Deputy Clerk/Treasurer