

**MINUTES OF A REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF FENNIMORE, GRANT COUNTY, WISCONSIN
HELD ON MONDAY, FEBRUARY 12, 2018**

This meeting was called to order by Mayor Ryan Boebel at 6:00 p.m. Roll call was taken with the following alderpersons answering present: Jessie Strack, Dave Streif, Jeff Hagen, Pete Adam, Greg Ashmore, and Linda Stephenson. Sara Brodt arrived at 6:15 pm, and Gerald Bollant was absent. Others present: Clerk Misty Molzof, DPW Dennis Biddick, Erin Martin, and Dale Klemme with CDA.

Proof in the form of a certificate of public notice given as required by Section 19.84, Wis. Stats., as to the holding of this meeting, was presented by the Clerk. Motion by Streif second by Strack to approve the proof of posting and agenda. Carried.

There were no operators' licenses.

Motion by Stephenson second by Ashmore to approve the minutes of the January 22, 2018 regular council meeting as presented. Carried.

Dale Klemme, CDA explained relocation payments to three parties affected by the Bender Foods TID Project and ask the council approve payment be made when affected parties are moved and notify Klemme. Klemme will notify clerk when payments totaling \$11,774.02 should be issued. The relocation payment amounts are less than what is projected leaving funds available for other qualified project expenses. Motion by Hagen, Second by Strack to approve relocation payments upon Klemme's request to clerk. Roll call vote, all members presented voted aye. Motion carried, 6-0.

Streif, member of Finance and Progress Committee presented total claims of \$1,054,407.82, including \$492,549.88- General City; \$160,014.03 - Utility; \$401,8439.91 - Sewer; and \$54,956.45 – February 2, 2018 payroll. Motion by Streif second by Strack that these bills be approved and paid by the proper officials. Upon roll call vote all alderpersons present voted aye. Motion carried, 6-0.

CDBG-TIF Project Claims: None.

Committee Reports and Recommendations. The Personnel & Administrative Committee met on Thursday, February 8, 2018 and discussed changes to Chapter 19 and Chapter 2 of the Municipal Code, updates and changes to the personnel handbook, the MEUW contract regarding Gary Smith's trip to the Virgin Islands, and limited term employee hiring process.

Boebel explained that Chapter 19 of the Municipal Coding is in need of updating due to Act 67 signed into law in November, 2017. Based upon the amount of time and knowledge required to undertake this revision, it is recommended to submit a RFP. RFP's would go out the SW Planning, various engineering firms, and Eileen at Boardman & Clark. No action taken.

Boebel discussed changed to Chapter 2 of the Municipal code to allow for attendance options in

the even that a quorum is not present. Member(s) may be able to attend via telephone, or other methods as outlined in Ordinance 2018-02. Brodt requested to allow for multiple members if necessary, and Ashmore requested changing 2.04(2)(b) to plural. Streif stated that 2.04(2)(b)(4) read that a majority of council members present must be agreeable. Brodt moved to approve with changes recommended by Ashmore and Streif, seconded by Streif. Upon roll call vote all alderpersons present voted aye. Motion carried, 7-0.

Boebel reported that there have been some changes to the personnel manual proposed regarding hiring Limited Term Employees, summer help and casual employees. This language would allow DPW with committee approval to hire for these positions. Chapter 2 in the municipal code was changed to reflect this; however, the personnel manual has not been updated yet. Motion by Adam to approve 8.7 of the personnel manual adding "Administrative" to "Personnel Committee" on proposal as provided in packet. Seconded by Stephenson. Motion carried 7-0.

Boebel reported that 24.4 (d) regarding tobacco use has been previously discussed and attached is the proposed language to observe a no tobacco use policy. Motion by Adam to approve as presented, seconded by Streif. Motion carried 7-0.

Boebel reported that 24.4(u) as an addition is proposed to the personnel manual regarding phone usage by employees. Motion by Streif to approve as presented adding "city owned" in front of vehicles in section 24.4(u)(1)(b). Seconded by Hagen, motion carried 7-0.

Boebel reported changed to 243, use of property is proposed as presented, removing "Utility" as all employees and property are "City". Motion by Adam, second by Streif to approve as presented removing "utility" from verbiage. Motion carried 7-0.

Adam reported that while Gary was assisting in the Virgin Islands, he was paid straight time for 40 hours per week, and he has 333 overtime hours that have not yet been paid. There are also some additional reimbursement funds that the city expects to receive from FEMA, and the Personnel and Administrative Committee will meet after payment is received and has a net dollar amount to decide what to do with additional funds. Motion by Adam to reimburse Gary Smith expenses as submitted that he paid for personally during his trip to the Virgin Islands per the MEUW agreement, and to pay overtime for the overtime hours worked in 2018 either when Gary Smith requests payment or the City receives the reimbursement funding, whichever occurs first. Second by Stephenson. Upon roll call vote all alderpersons present voted aye. Motion carried, 7-0.

Boebel discussed posting for limited term employees and summer help as provided, and requested removal of posting for cemetery caretaker and compost site attendant at this time. Motion by Boebel to approve posting for lifeguards and summer public works employees. Second by Streif. Motion carried, 7-0.

Old business: None

New Business:

Biddick reported that the 5-year agreement with Town & Country Sanitation is a 3-year locked in rate of \$50.61/ton with no more than a 4% increase the remaining two years. Brodt questioned if it is still feasible to provide service with city budget, or if we should be looking at outside services. Biddick reported that our rates are lower than most because of providing the service, and that employing an outside service is not cost-effective at this time. Motion by Streif, second by Strack to approve contract with Town & Country Sanitation. Upon roll call vote all alderpersons present voted aye. Motion carried, 7-0.

Molzof reported that within three months, the office staff will be ready for Civic Systems to come in for a two-day training on the financial software. No action taken.

Biddick reported that attached are bids received for materials for the electric utility for 2018 projects. Streif moved to approve accept low bid on all 3 classes of materials and proceed with purchase. Seconded by Adam. Upon roll call vote all alderpersons present voted aye. Motion carried, 7-0.

Boebel reported that the pool use agreement is the same as 2017, only change made was changing 2017 to 2018. Boebel stated that he has contact Jenna Govier with Fennimore schools and they are interested in doing swim lessons again this year. Motion by Strack, second by Ashmore to approve pool use agreement as presented. Motion carried, 7-0.

Molzof reported that there is a 4-month deadline on receiving funds from the State Trust Fund Loan applied for in November, 2017, and the deadline for final draw down is March 3, 2018. Molzof will wait until a few days prior to the deadline to submit draw down to save interest expense. Motion by Brodt, seconded by Strack to approve final drawdown of State Trust Fund Loan. Upon roll call vote all alderpersons present voted aye. Motion carried, 7-0.

Biddick reported the need for creating a tree board and would like 6 members to include 5 citizens, and one council member as an advisory board to the Council. This committee could deal with tree activities in the city, plan for moving forward with tree planting and funding, and help to become a "Tree City USA" member. Brodt stated that it would also help with better tree management and education for both citizens and employees. Boebel reported that he would update Chapter 1 of the municipal code and bring to Council.

Comments and Suggestions from citizens present: Strack asked about progress on Holthaus trees, and Biddick responded that he believes the insurance company is waiting on information. Adam reported that there was a foundation meeting and the Fennimore Area Foundation Grant is looking to pursue funding to add a light at Arborvitae Park and will be soliciting sponsors like the Boy Scouts, etc. Also, they are looking at funding a waste receptacle at Foxmoor, and applying for a features grant for the pool. They would like to see the pool open with a "Donor Board" in place. The committee may be coming to the City to discuss possible city funding. Streif asked about the basketball court at Arborvitae Park that was discussed with Mr. Murphy in the past and the progress of that.

Mayor Communications. None.

Announcements and matters for referral to next council meeting or to committee: Biddick reported that a Property and Infrastructure Committee Meeting is needed for discussing and finalizing street projects for 2018. The committee members scheduled a meeting for Monday, February 19, 2018 at 5:30 p.m.

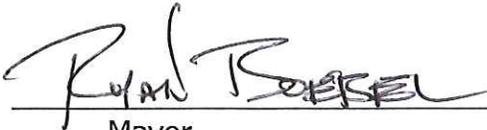
Motion by Boebel second by Brodt to adjourn. Carried.

This meeting was adjourned at approx. 7:50 p.m.



City Clerk

I hereby approve all actions of the City Council except _____



Mayor

I certify that I have submitted the above minutes for approval.



City Clerk