

Regular Meeting of the Boscobel Common Council
Monday, November 15, 2021 at 7:00 P.M.

A regular meeting of the Common Council of the City of Boscobel, Wisconsin, was called to order by Mayor Steve Wetter at 7:00 pm.

Members Present: Mayor Steve Wetter, Alder Barbara Bell, Alder Gary Kjos, Alder Steve Fritz, Alder Stephanie Brown, Alder Krissy Schneider, Alder Brenda Kalish, Alder Roger Brown, and Alder Brian Kendall.

Absent: None.

Staff Present: City Attorney Ben Wood, Engineer/DPW Mike Reynolds, City Administrator Misty Molzof, Police Chief Jaden McCullick, Library Director Janelle Miller (Virtual), and Street Superintendent Luke Brown.

Others Present: Gillian Pomplum - Boscobel Dial, and Johnson Controls - Paul Berg and Josh Hounsell.

Agenda: Proof in the form of a certificate of public notice given as required by § 19.84, Wis. Stats., as to the holding of this meeting, was presented by the Clerk.

Minutes 11/1/2021: Motion by Alder R. Brown, second by Alder Kjos to approve minutes of the November 1, 2021 Common Council meeting as presented. Motion carried.

Citizen Comments & Concerns: None.

Facilities Improvement Matrix, Johnson Controls: No Action. Paul Berg and Josh Hounsell were present from Johnson Controls and presented the Common Council with the results of the HVAC system study and matrix on future system needs.

City Hall Heating & A/C: No Action.

Alder Kendall left the meeting.

Tuffley Center Tile Replacement: Motion by Alder Kjos, second by Alder Bell to approve the Tuffley Center exceed 2021 budget to replace ceiling tiles in center for an approximate cost of \$4,000, not to exceed \$5,000 including cost of tile disposal. Upon roll call vote, all alders present voted aye. Motion carried 7-0.

Sale of City-Owned Property - Portion of 206-01144-0010: Motion by Alder R. Brown, second by Alder Bell to approve the Finance Committee recommendation to sell a portion of Parcel #206-01144-0010, City-owned property, to Scott Teuber for \$1.00/sq. ft., buyer pays for a certified survey map and all costs associated with splitting the City parcel and combining it with Schlump parcel, buyer pays closing costs and any attorney fees associated with the sale, and buyer builds on the property within one year of closing date complying with all local, state, and federal building and zoning codes as required. Upon roll call vote, all Alders present voted aye. Motion carried.

Personnel Policy Manual Changes: Motion by Alder Kalish, second by Alder Bell to approve the Personnel Committee recommendations:

1. Vacation Policy: Change it to:
 - a. 20 Years: After completion of twentieth (20th) year of service – five (5) vacation weeks per year (200 hours)

- b. 25 Years: After completion of twenty-fifth (25th) year of service – 8 additional hours per year until a maximum of 240 hours is reached. Ie – 26th year – 208 hours, 27th year 216 hours, 28th year 224 hours, etc.

2. Opt out of Health Insurance Policy:

- a. Employees hired prior to January 1, 2020, having 20 years of service or more and retiring from the City in good standing, may elect to receive the opt-out payment until such time as their paid time off is paid out, ending on their actual retirement date with the State of Wisconsin ETF.

3. Longevity:

- a. All Regular Full-time employees will receive an addition to their base hourly rate based upon years of service. 0-5 Years of Service will be 0.5%, 6-10 years of service will be 1.0%, 11-15 years of service will be 1.5%, 16-20 years of service will be 2.0%, and 21-retirement will be 2.5%. This will be determined at the 1st of the calendar year based upon how many years employee completed in the previous year.

- i. Ie, Employee starts on 5/5/2021

- 1. 0.5% as of 1/1/2022, 1/1/2023, 1/1/2024, 1/1/2025, 1/1/2026, 1/1/2027
 - 2. 1.0% as of 1/1/2028, 1/1/2029, 1/1/2030, 1/1/2031, 1/1/2032
 - 3. 1.5% as of 1/1/2029, 1/1/2030, 1/1/2031, 1/1/2032, 1/1/2033
 - 4. 2.0% as of 1/1/2034, 1/1/2035, 1/1/2036, 1/1/2037, 1/1/2038
 - 5. 2.5% as of 1/1/2039, 1/1/2040, 1/1/2041, 1/1/2042, 1/1/2043 until retirement.

- b. As of 2021, the base hourly rate for employees can be retrieved from Resolution #01-18-2021B, 2021 Wage Resolution.

4. Dress Code and Uniform Allowance Policy:

Policy – Employees are expected to dress according to the department they primarily work in, unless the day’s tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not be too revealing. Clothing not allowed in all departments includes but is not limited to: shorts above the knee, short skirts or dresses above the knee, yoga pants, blue jeans with holes, backless tops, tank-tops, and flip-flops. clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. Clothing and grooming styles dictated by religion or ethnicity are exempt. This policy will replace the Boot Policy.

- a. Office Dress Code: City and Utility Offices are considered business casual.

- i. Slacks, pants, and suit pants: Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, nice looking dress synthetic pants, and jeans that are not faded or torn are acceptable.

Inappropriate slacks or pants include faded and/or torn jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

- ii. Skirts, Dresses, and Skirted Suits: Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
 - iii. Shirts, Tops, Blouses, and Jacket: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.
 - iv. Shoes and Footwear: Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable in the office.
 - v. Employees will be reimbursed up to \$100.00 annually for shirts, tops, blouses, and/or jackets purchased with the City Logo.
- b. Street Department and Maintenance Department
- i. Slacks, pants, and suit pants: Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, nice looking dress synthetic pants, and jeans that are not faded or torn are acceptable. Inappropriate slacks or pants include faded and/or torn jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
 - ii. Shirts, Tops, and Jacket: Hi-Vis attire is required for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; and tops with bare shoulders. The Employer requires the City Logo be placed on all short and long-sleeve shirts, excluding sweatshirts and jackets.
 - iii. Shoes and Footwear: Safety Work Boots that comply with safety standards are required for work. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable.
 - iv. Employees will be reimbursed up to \$500.00 annually for uniforms including pants, shirts, sweatshirts, jackets, and boots.
- c. Wastewater Departments

- i. Slacks, pants, and suit pants: Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, nice looking dress synthetic pants, and jeans that are not faded or torn are acceptable. Inappropriate slacks or pants include faded and/or torn jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
 - ii. Shirts, Tops, and Jacket: Hi-Vis attire is required for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; and tops with bare shoulders. The Employer requires the City Logo be placed on all short and long-sleeve shirts, excluding sweatshirts and jackets.
 - iii. Shoes and Footwear: Safety Work Boots that comply with safety standards are required for work. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable.
 - iv. Employees will be reimbursed up to \$700.00 annually for uniforms including pants, shirts, sweatshirts, jackets, and boots.
- d. Electric & Water Utility Department
- i. Slacks, pants, and Jeans: Slacks, pants, and jeans must comply with OSHA FR requirements for electric utilities. Inappropriate slacks or pants include faded and/or torn jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
 - ii. Shirts, Tops, and Jacket: Hi-Vis and FR Rated attire is required for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; and tops with bare shoulders. The Employer requires the City Logo be placed on all short and long-sleeve shirts, excluding sweatshirts and jackets.
 - iii. Shoes and Footwear: Safety Work Boots that comply with safety standards are required for work. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable.
 - iv. Employees will be reimbursed up to \$900.00 annually for uniforms including pants, shirts, sweatshirts, jackets, and boots.

The City of Boscobel has an account set up at Walker's in Lancaster, Sports World in Prairie du Chien, and at Embroidery Express in Fennimore. Employees who wish to purchase eligible clothing through these vendors can purchase through them and they will bill the City directly for clothing. Total each year cannot exceed the aforementioned allowance by employee and it is the responsibility of the employee to check with the office to ensure they have not gone over the allowance. Funds cannot be carried over from year to year unless approved by Director of Public Works and/or City Administrator in extenuating circumstances.

5. Standby Pay:

Electric and Water Utility – Friday \$40.00 or 1 Hour of Comp Time, Saturday \$80.00 or 2 Hours of Comp Time, Sunday \$80.00 or 2 Hours of Comp Time, and Holidays if ½ day worked same as Friday, if full Holiday same as Saturday/Sunday Pay; Wastewater Utility – Friday \$30.00, Saturday \$60.00 and 2 Hours of Over Time, Sunday \$80.00 and 2 Hours of Over Time, and Holidays if ½ day worked same as Friday, if full Holiday same as Saturday/Sunday Pay. Wastewater employees can bank Overtime to Comp Time at 1 ½ times the hourly amount, i.e., 2 hours of overtime is 3.0 hours of comp time.

Upon roll call vote, all alders present voted aye. Motion carried.

Christmas in Boscobel-Chamber of Commerce: Motion by Alder R. Brown, second by Alder Fritz to approve requests from the Chamber of Commerce for Christmas in Boscobel including the use of Depot Park for Christmas Tree Lighting and other Christmas events December 3-4, 2021; use of the Blaine Gym on December 4th for Santa Claus, Parade route markings including barricades and cones, and a City Official to light the Christmas Tree on December 3rd. Motion carried.

Street Closings: None.

Operator Licenses: None.

DPW Report: Reynolds reported that the Pool Bathhouse ADA Project is not complete; however, we will be doing a punch list walk-through on Wednesday this week. We received the 2019 “new” backhoe last week. The Board of Public Works decided to proceed with AMI meter reading software. We will get in touch with other HVAC companies to give bids for City Hall. We may need to look at transformer upgrades when more and more people start getting electric vehicles and put in charging stations.

Administrator’s Report: Molzof stated that the December 6th meeting will begin with Plan Commission at 5:30 pm and all meetings will be held at the Tuffley Community Center. The budget notice was sent to the paper, and we should be ready to move forward with the tax levy.

Library Director’s Report: None.

Police Chief’s Report: Report attached, and McCullick gave Council a status update on Town and Country Sanitation and the public nuisance issues.

Mayor’s Communications: None.

Mayor’s Appointments: None.

Committee Board Meetings Updates / Reports: None

Schedule Committee Meetings: None.

October Financials: Motion by Alder Fritz, second by Alder Kjos to approve the October Financials as presented. Motion carried.

Pay Requests: Motion by Alder Bell, second by Alder Kalish to approve pay request to Century Fencing - total amount no more than \$46,749 for the Fireman’s Park Ball Diamond’s Fencing Project. Upon roll call vote, all alders present voted aye. Motion carried.

Monthly bills: Motion by Alder R. Brown, second by Alder Kalish to approve monthly bills as presented in the amount of \$147,085.93, of which are \$139,337.71 General Fund, and \$388.34 out of Library County Funds approved by Library Board, \$1,214.00 from Donations Fund, \$6,109.38 from TID #4, and \$1,250.50 from Capital Projects. Upon roll call vote, all alders present voted aye. Motion carried.

Adjourn: Motion by Alder Bell, second by Alder Kjos to adjourn. Motion carried.

Meeting adjourned at approximately 8:10 pm.

Date Published: _____

Stephen R. Wetter, Mayor

Misty Molzof, City Administrator