

Chilton, Wisconsin
April 1, 2014

The regular meeting of the Chilton Common Council was called to order at 6:30 p.m. with Mayor Gerald Vanne presiding in the council chambers at the Chilton City Hall.

AGENDA POSTING:

On 3/28/14, copies of the agenda were delivered to the Mayor, Aldermen, City Department Heads, City Attorney, were made available to the media, and posted on the city hall bulletin board and city webpage.

ROLL CALL:

Mayor Gerald Vanne and eight members of the Council were present at roll call:

Council Member Linda Bangart	Council Member Richard Bosshardt
Council Member Rick Jaeckels	Council Member Dan Hilton
Council Member Kathy Schmitzer	Council Member Kevin Johnson
Council Member Clayton Thornber	Council Member Ron Gruett

Other city officials present were Director of Public Works Todd Schwarz, City Attorney Derek McDermott, Police Chief Larry Seipel and City Clerk Helen Schmidlkofer.

General attendance: Ed Schultz, President Community Bank & Trust Chilton Office, Faye Burg-Delta Publications

Those in attendance recited the Pledge of Allegiance.

MINUTES:

Moved by Hilton, seconded by Bosshardt and carried to approve the minutes of the council meeting held on 3/18/2014.

REPORT OF OFFICERS:

Mayor Report:

Introduced Mr. Schultz.

City Clerk Report:

- Spring Election is being held today; at the April 15th council meeting council committees, boards and commission will be appointed
- Annual audit will be presented at the May 6th council meeting
- Annual 7th Grade Recycling Field Trip is scheduled for May 13th
- Building Inspector will be out of the office April 3
- City Clerk will be out of the office April 17, 21 to 23
- 2014 Officials Workshop offered by the League of WI Municipalities flyer was distributed for council members to review
- Calumet County Clean Sweep 2014 will be held on May 10th in New Holstein from 9 AM to Noon
- **Recreation Department:**
 - Deputy Meyer and Clerk Schmidlkofer have filed grants for the Recreation Department with Wal-Mart and Community Area Foundation; requesting funds for equipment for all programs offered by the City
 - **Soccer** – pending coaches forms
 - Discussing location of fields, goals sizes and types
 - **Baseball & Softball** – pending coaches forms
 - AC Club is sorting thru uniforms
 - Ordered softball jerseys and baseball hats
 - An equipment order has been placed
 - The Chilton Athletic Club has created a web site which is very easy to navigate and very informative

APPROVE LIQUOR LICENSES:

Moved by Schmitzer, seconded by Thornber and carried to approve the Class “B” Picnic license for Chilton Lion’s Club for the annual Beer Fest to be held on May 18, 2014; Person in charge is Bonita Rowland.

Moved by Gruett, seconded by Bangart and carried to approve Heather N. Rach as the newly appointed agent for Best Western Stanton Inn.

APPROVE FINANCIAL REPORT:

Moved by Hilton, seconded by Gruett and carried to approve the April 1, 2014 financial report.

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Meeting with DNR regarding 415 & 420 East Main Street
- ↻ Pump at the lift station is operating after breaking down
- ↻ Well #11 – alignment is pending and contracts have been updated
- ↻ A clogged sewer was reported on N. State Street on 3/27/2014; half of a 5 gallon pail of flushable towels were retrieved when the City cleaned out the sewer line
- ↻ July of 2014 changes to Shoreline Zoning will be required in the Municipal Code due to Act 80

Alderman Gruett received complaints regarding the poor road conditions on County Y (E. Main Street); after consulting with Calumet County he was informed it was due to frost and the County Hwy. Department would monitor the road condition

DPW Schwarz informed the council that Calumet County has County Trunk F, Y and G going thru the City. Road repairs to County Trunk Y and F were on the Highway Department's schedule in 2007 and 2009 and now according to the most recent report are scheduled as follows County Trunk F in 2017 and County Trunk Y in 2018. All road/street conditions are based on a uniform rating system called Wisconsin Information System for Local Roads (WISLR) and according to the standard rating system both county trunks within the city limits should be re-done.

Schwarz distributed the Calumet County budget year 2014 to 2018 capital improvement project report, which indicated projected project completion dates, and estimated costs for the three county trunks within the City. In addition, Schwarz shared the fact that intergovernmental agreements for road construction between Calumet County and municipalities within the county are not all created equal. Schwarz then defined how the Department of Transportation recommends measuring roads for state aids.

Mayor Vanne expressed that as long as M. Ottery is with the Calumet County Hwy. Dept. there will always be obstinance to the City of Chilton.

POLICE CHIEF REPORT:

- ↻ Department personnel training is on-going and anticipate this will be completed by mid-May; mandated training must be completed by June 30th
- ↻ A new Mobile Data Computer (MDC) for the squad will be installed on April 7th training consisting of one and one half hours is required for the new program
- ↻ Department has noticed a decrease in retail thefts
- ↻ Statute revisions to Chapter 51, which deals with psychological treatment transportation and commitments; pending opinion from corporation counsel and Wisconsin Chief's Assoc.
- ↻ Conducted Landlord Training session on March 26 at city hall; invitations for 69 landlords were sent out with 33 attending. Evaluations regarding the session were rated very positive and attendees requested future sessions.

City Attorney McDermott noted the session was a very good proactive approach to educate landlords.

Chief Seipel presented the City of Chilton Police Department 2013 annual police report. The comprehensive report included accident reports, traffic arrests, and an incident count by incident type. In 2013, through the efforts of Lt. Tyson the Department was awarded a Bureau of Transportation Safety Grant of \$4,000.00, which will be used to purchase a portable speed sign. The Department was awarded a \$1,000.0 Wal-Mart Grant, which was used for security equipment. Officer Harn was recognized for his role as the

Department Training Officer and Officer Kvalheim was recognized for his past ten years conducting drug investigations within the City as well as Calumet County.

AUDIENCE PARTICIPATION:

No comments were provided at this time.

UNFINISHED BUSINESS:

Chief Seipel reviewed Ordinance No. 1104 regarding discharging of arrows, stones, BB's pellets and other projectiles with council members. Revisions are required in Municipal Code Chapter 7 due to Wisconsin Act 71, which prohibits municipalities from banning hunting with a bow and arrow or crossbow within the City. Seipel stated municipalities can regulate bow and arrow, and crossbow hunting which the Department is requesting not creating a new chapter in the municipal code. Seipel addressed concerns regarding property owner's permission and distance from buildings as defined in Act 71.

Moved by Gruett, seconded by Hilton to introduce, adopt and waive the second reading of Ordinance No. 1104, an ordinance to regulate the discharging of arrows, stones, BB's, pellets or other projectiles. Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – nay
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Seven votes aye. (Thornber-nay) Motion carried.

NEW BUSINESS:

Moved by Gruett, seconded by Thornber to approve Chief Seipel's recommendation and hire Sandra Vick as a part-time police officer at a rate of \$11.50 per hour contingent upon passing pre-employment testing. Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

Moved by Hilton, seconded by Jaeckels to approve the Homestead Acquisition Loan up to \$10,000.00 at 0% interest for Community Development Block Grant (CDBG) Loan No. 14-04 with the funds to be used toward a matching down payment and closing costs on the purchase of a home. Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

Clerk Schmidlkofer presented the quarterly financial report that included general fund, water enterprise and sewer enterprise funds.

Moved by Hilton, seconded by Thornber to introduce, adopt and waive the second reading of Resolution No. 1671, a resolution to designate officials registering voters for city elections. Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

REPORT OF COMMITTEES:

Chairman Jaeckels presented the March 24, 2014 General Government Committee meeting minutes.

Jaeckels informed the council two applications were received for the Recreation Director position. The City did advertise for a recreation director as approved at the November 5, 2013 council meeting with a deadline to submit applications by January 31, 2014. The committee determined after reviewing the recreation director job description that there is not a need to pay \$625.00/month for a recreation director when it is working fine with the enhanced responsibilities given to the program directors and city hall staff.

Jaeckels also shared that in the meantime, discussions to review the City of Chilton's recreation director position, the Chilton School District's aquatic director position and

athletic director position took place. The ad-hoc group consisted of Mayor Vanne, Deputy Meyer, Clerk Schmidlkofer, Dr. Martin, Principals Appel and Breitlow. They reviewed the possibility of combining positions however, what type of individual would desire a part-time position without benefits, especially when they would be required to work weekends and evenings. The ad-hoc group determined it was good to review the possibility however is not feasible at this time.

Moved by Jaeckels, seconded by Hilton to not fill the recreation director position at this time. Motion carried.

Schmidlkofer informed the committee that the Chilton Police Department and the Department of Public Works contracts expire on December 31, 2014. Schmidlkofer stated that typically, in July or August preparations would begin with the General Government Committee or an ad-hoc committee typically consisting of one or more of the following: the mayor, city attorney, General Government committee member, department head and City Clerk.

The committee was informed that Police Chief Seipel would be hiring two part-time officers for the Department. In addition, the Chief stated in a few months he would be submitting written notice of his pending retirement in December of 2014.

The committee was informed that Mayor Vanne requested Community Bank and Trust to provide a proposal to the City for assistance with tax collection.

The committee reviewed the written proposal from Community Bank and Trust, which stated the following:

- No cost to the City to collect taxes at 1265 E. Chestnut Street
- Daily tax payment deposits to designated City tax account
- Daily upload to City's tax program
- Immediate refund to taxpayer if paid with an escrow check. If the refund is \$100 or less cash will be given
- Payments can be made 6 days per week. They must be paid in person, in the lobby and the physical tax bill must be presented

The clerk's office provided the following information:

- Timeline for tax collection is from the third week in December to January 31st
- Cash on hand - \$5,000.00 total for the tax season however amount in cash drawer in clerk's office is \$1,500.00; the remainder is locked in the City safe
- Security system installed 2005; connected to City Police Dept. and Calumet County Sheriff's Dept.
- Residents can pay taxes, water bill and acquire dog license all at the same time
- Cash refunds up to \$500.00 upon over payment of taxes; higher amounts will receive a check (annually 4 or 5 refund checks are issued for the entire tax season)
- Ability to complete lottery credit requests only in clerk's office and instant credit is applied or a refund given

Schmidlkofer noted that daily ACH fund transfers would need to be completed and daily reports from financial institution to balance the taxes collected.

Recommendation from the city clerk's office (Deputy Meyer, Administrative Assistant Thiel and Clerk Schmidlkofer) was not to proceed with the request for tax collection and continue to collect all tax payments in the clerk's office. If the council would decide to continue with assistance for tax collection the City would be required to create a request for proposal (RFP) from all financial institutions within the City to be given an opportunity for all to offer this service.

Vanne said he requested Schultz to attend the council meeting in case council members had additional questions. Bottom line this is a "free service".

Mayor Vanne requested Mr. Schultz to provide any comments. Schultz stated he is very pleased to offer this free service for the city. The drive-up service will be very convenient

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for the taxpayers as well as extended hours. (The written proposal stated only lobby service) In addition, Schultz stated Calumet County Treasurer's office would be adding this service in the future.

Discussion among the council members indicated two items:

- 1) Convenience of drive-up even though it would not be determined at this time which financial institution in the City would be providing this additional service
- 2) Current service is very efficient and works without any complaints from the staff or residents

In accordance with the recommendation of the General Government Committee, Thornber moved and Johnson seconded to not proceed with assistance for tax collection.

Discussion took place to review the previous comments and concerns. Thornber again identified that if it is not broken why try to fix it. Vanne and Schmitzer noted it would be convenient for residents to have another option to pay their taxes.

Thornber requested Mayor Vanne to call for the question.

Mayor Vanne asked for a voice vote that indicated those in favor of the motion were Bosshardt, Thornber, Jaeckels, and Johnson. Not in favor of the motion were Schmitzer, Gruett, Bangart, and Hilton. Mayor Vanne broke the tie by voting against the motion. Motion failed.

Moved by Hilton, seconded by Schmitzer to request Clerk Schmidlkofer to prepare a request for proposal to seek assistance for tax collection. (Jaeckels and Johnson-nay) Motion carried.

Clerk Schmidlkofer informed the General Government committee that in the calendar year 2013, there were no reports of identity theft from a customer, victim, law enforcement or other business concerning identity theft in connection with a covered account. Furthermore, the city of Chilton Identity theft prevention Program does not need any changes or modifications.

CLOSED SESSION:

Moved by Hilton, seconded by Johnson to go into closed session at 7:50 PM under Wisconsin Statute 19.85(1) (c) for consideration to hire a Public Works Laborer.

Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

Council members reviewed potential employment for a street department laborer.

Moved by Thornber, seconded by Hilton to return to open session at 7:55 PM.

Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

Moved by Hilton, seconded by Bangart to hire Travis R. Boll for the Street Department Laborer position with a wage of \$18.19 per hour; contingent upon passing all pre-employment testing. Roll call vote.

Gruett – aye	Bangart – aye	Bosshardt – aye	Thornber – aye
Jaeckels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

COMMUNICATION:

Distributed monthly plumbing/building permit report, March 31, 2014 staff minutes and the Calumet Outagamie Needs Summit Report from UW Extension Office.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Johnson to pay the bills. Voucher No. 75046 through Voucher No. 75102 or accounts payable and payrolls totaling \$163,833.47. Roll call vote.

Gruett – absent	Bangart – aye	Bosshardt – aye	Thornber – absent
Jaekels – aye	Schmitzer – aye	Hilton – aye	Johnson - aye

Eight votes cast. Eight votes aye. Motion carried.

ADJOURNMENT:

Motion by Hilton, seconded by Johnson and carried to adjourn at 7:58 PM on April 1, 2014.

Helen Schmidkofer,
City Clerk