

Chilton, Wisconsin
August 19, 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 8/15/14, copies of the agenda were delivered to the Mayor, Aldermen, City Attorney, and City Department Heads, were made available to the media, and posted on the City Hall bulletin board and city web page.

ROLL CALL: COMMON COUNCIL:

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 Kevin Johnson

Council Member Kathy Schmitzer Council Member Ron Gruett

Council member Dan Hilton Council Member Clayton Thornber

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

General attendance:

Amy Vaclavik, Senior Project Engineer McMahon Engineers, Faye Burg – Delta Publications and Andrew Kruse-Ross, Chilton Times Journal.

Those in attendance recited the Pledge of Allegiance.

Moved by Hilton, seconded by Thornber and carried to approve the minutes of the council meeting held on 8/05/2014.

REPORT OF OFFICERS:

MAYOR REPORT:

- ↻ Working on getting the Police Chief Ad-hoc committee going
- ↻ Reviewing Union negotiation information, Council member Gruett inquired who would be negotiating the Union Contracts. Vanne thought he would and then present to the council. Clerk Schmidlkofer suggested that the City would proceed with committee review and then present to the council this method has worked in the past.
- ↻ After consulting with Council President Johnson it was determined that at this point there will not be a council meeting held on September 2, 2014.

CITY CLERK REPORT:

- ↻ Estimated population for 2014 is 3,927; which represents -6 since the 2010 census
- ↻ Attended the Association of Public Treasurers of the United States & Canada 49th Annual Conference July 27 to 30, 2014 in Salt Lake City, Utah. In attendance for the Board of Directors meetings held on July 25 and 26. As Conference Committee Chairperson, I met with various committees and sub-committees on July 27. Conducted committee level meetings regarding completed goals and future goals, reviewed marketing tools and educational opportunities. On July 28, the opening speaker was Richard Ellis, Utah State Treasurer. Sessions included Municipal Securities Rulemaking Board Update, Leveraging Market Transparency to Achieve Investment Objectives and Economic Update. On July 29, sessions included Evolution of Payment Collection Technology, Internal Controls, Mobile Payments, Post Issuance Compliance and Current Issues in Debt Management. On July 30, sessions included Post Issuance Compliance, Current Issues in Debt Management Dodd-Frank Act, Payable Optimization, Short Term Investments Outlook and motivational speaker Thurl Bailey followed by installation of officers. Schmidlkofer expressed gratitude to the entire staff, mayor and council for their support and opportunity to attend the conference.
- ↻ Future committee meeting dates and times were made available for the council
- ↻ Recreation Department:

- o 8/12 all soccer equipment & timesheets were turned in; season ended 6/14
- o Program Director for Flag Football – Derek Hoekstra
- o Program Directors for Volleyball are Michelle Brickl and Pam Woelfel
 - Volleyball pre-season meeting will be held tomorrow evening 8/20
- o Looking for a Basketball Program Director

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Hwy 151 (Main Street) roadway panel replacement and grinding, stripping after that
- ↻ Washington Street and Douglas Street – road work will start tomorrow
- ↻ Met with Calumet County representatives along with Attorney McDermott, Council member Jaeckels and Mayor Vanne to review county road maintenance within city limits; it was determined that the county is responsible to maintain their roads from curb to curb. Calumet County has completed patching on Main Street (County Trunk Y) and the County waived \$2,200.00 fees for repairs to two sanitary manholes on State Street. Main Street and/or State Street road improvements and maintenance discussed potential revisions to move up on repair schedule.
- ↻ Received notification from the DNR that the City was awarded the Wisconsin Assessment Monies (WAM) grant regarding 420, 415 and 476 E. Main Street for cleanup. The DNR has selected the group that will conduct the assessment.

AUDIENCE PARTICIPATION:

The audience did not provide any comments at this time.

NEW BUSINESS:

Moved by Johnson, seconded by Schmitzer to approve CDBG application for Loan #14-11 for \$12,000.00 at 0% interest to make repairs to the basement walls and plumbing.

Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Jaeckels, seconded by Johnson to approve perpetual care claim for Veterans graves for St. Mary’s Cemetery Association for \$189.00, St. Augustine’s Cemetery Association for \$237.00 and Hillside Cemetery for \$516.00 and forward to Calumet County Finance and Audit Services Committee for payment. Motion carried.

McMahon Engineer Vaclavik presented the BID proposals for Well #11 transmission main. Thirteen bids were received ranging in price from \$339,271.75 to \$563,317.47. Based on the bids received we recommend awarding the contract to the low bidder, Scott DeNoble & Sons Construction, Inc. for \$339,271.75. We did review the bid proposal with him and he is very interested in this project and eager to start construction. We are currently working with him on two other projects; we do not have any reservations about recommending him for this project. The estimated cost of this project was \$461,000.00.

Moved by Hilton, seconded by Bosshardt to accept the BID proposal from Scott DeNoble & Sons Construction, Inc. for \$339,271.75 for the Well #11 transmission main project.

Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Vaclavik then stated six BID proposals for the construction of the pumphouse were submitted ranging from \$388,300.00 to \$422,000.00. The alternate bids were received to provide a new water service at the Well #8 Softening Facility. Alternate BIDS ranged in price from \$5,950.00 to \$49,800.00. Based upon the BIDS received we recommend awarding the contract to the low bidder, RJM Construction LLC for the base bid only for \$388,300.00. McMahon is working with them on a similar project in the City of Brillion and recommend hiring them. The estimate a year ago was less at \$338,000.00 however, the City has included additional items. Included is a generator and work at Well #8. It is recommended to not accept the alternate BID #1 of \$7,200.00 for the new water service.

The City felt they could complete this project later. Alternate BID #2 provides pricing for asphalt work.

Moved by Jaeckels, seconded by Hilton to accept the BID proposal from RJM Construction LLC for the base bid only for \$388,300.00; does not include alternate BIDS. Roll call vote.

Gruett – yes Bangart – yes Bosshardt – yes Thornber – yes
 Jaeckels – yes Schmitzer – yes Hilton – yes Johnson - yes
 Eight votes cast. Eight votes aye. Motion carried.

RJM Construction provided a preliminary schedule for the project. Vaclavik stated this is a very aggressive schedule and did not have time to review it with them yet. The schedule will be reviewed in detail at the pre-construction meeting. This clearly informs you of all the detailed work regarding the project. We have not received a schedule regarding the transmission main as of yet.

Vaclavik then informed the council that Well #11 developments include extra work due to limestone and sand. Pending a sand analysis will determine what is required. Referencing the estimated cost of \$1.2 million for this project, it includes 30% for engineering and contingency. McMahan has reduced contingency now to 5% that they have received all the Bids. Mayor Vanne thanked Vaclavik for attending the meeting.

REPORT OF COMMITTEES:

Mayor Vanne indicated that the August 4, 2014 Tree Board minutes were in the council packets to review.

Chairman Jaeckels presented the General Government committee minutes from the August 11, 2014 meeting.

Schmidlkofer provided the committee with four audit proposals to review.

FIRM	COST FOR 2104	2015	2016	TOTAL
Hawkins Ash	\$17,250.00	\$14,000.00	\$14,300.00	\$45,550.00
Kerber Rose	\$17,500.00	\$17,950.00	\$18,500.00	\$53,950.00
Baker Tilly	\$25,000.00	\$25,640.00	\$26,365.00	\$77,005.00
Schenck	\$22,300.00	\$20,605.00	\$20,910.00	\$63,815.00

Jaeckels stated that the committee had a lively discussion regarding the Audit Proposals. The consensus of the committee was to have Clerk Schmidlkofer check references for Hawkins Ash and Kerber Rose to identify any auditing issues.

Schmidlkofer stated that all four firms had good references and no outstanding issues and met compliance by their peer group. Hawkins Ash did not identify costs as requested in the proposal however; Vanne and Schmitzer stated this is a moot point.

Furthermore Schmidlkofer indicated that the City’s current firm Schenck, did not have any discrepancies and currently do not charge for additional financial information when projects arise. The other firms will assess the city hourly fee for additional advice.

Mayor Vanne felt that the low-priced proposal of Hawkins Ash was satisfactory and did not have to adhere to the breakdown of costs as requested.

Schmitzer agreed with the Mayor’s comments especially when the city would be saving \$18,265.00 if we used Hawkins Ash compared to Schenck.

Thornber inquired how long the City has used Schenck for audit services. Schmidlkofer replied 20 to 25 years.

Moved by Gruett, seconded by Schmitzer to go with the lowest proposal Hawkins Ash for the years ending December 31 for 2014-\$17,250.00, 2015-\$14,000.00 and 2016-\$14,300.00 for a total of \$45,550.00.

Thornber cautioned the council even though Hawkins Ash is the lowest cost; they did not define services as requested and just because we have been with Schenck for so long, does not mean we should not change. That is why after we are done with this vote on Hawkins Ash depending on how it turns out; it is my intention to propose Kerber Rose.

Jaeckels agreed with Thornber. I was not impressed with the lowest proposal.

Schmitzer said two weeks ago we talked about the recreation program because it cost the City an additional \$5,000.00 now we are talking about an additional \$8,000.00 because they did not follow the exact format of the proposal. I do not think the entire city council was privy to the references provided by Hawkins Ash who provide services for the City of Marshfield, City of Berlin, City of Shawano and Rib Lake, WI. If there were problems with performance, I do not think this firm would be servicing clients like this.

Mayor Vanne called for roll call vote.

Gruett – yes Bangart – no Bosshardt – yes Thornber – no
 Jaeckels – no Schmitzer – yes Hilton – no Johnson - yes
 Eight votes cast. Four votes aye. Four votes nay. Mayor Vanne broke the tie vote and voted in favor of the motion. Motion carried.

Schmidlkofer provided three proposals for tax collection services to the committee.

<u>FIRM</u>	<u>COST FOR SERVICES</u>
Premier Financial	\$0.00
Community Bank & Trust	\$0.00
State Bank of Chilton	\$300.00

Jaeckels stated the committee eliminated the State Bank because there is a cost for services and Community Bank did not follow the request for proposal of services.

Moved by Jaeckels, seconded by Gruett to accept the proposal from Premier Financial for assistance with tax collection services from December 2014 to January 31, 2015 at no cost to the City of Chilton.

Thornber inquired why the City requested a proposal when at a prior council meeting the office staff saw no need for tax collection services; the staff did not have any overtime issues during this period. Why are we presenting this?

Jaeckels stated this issue was brought to the council and ended up with a tie vote and the Mayor passed the motion; so that is why the City prepared an RFP.

Johnson said he asked the same thing at committee level and actually made a motion not to proceed with tax collection services. I wanted to dismiss the entire thing as well.

Bangart questioned if there is a need for this service.

Schmitzer stated it is not what the City needs it for; it is the customer’s needs. It is for customer convenience and offer drive-up services and Saturday hours.

Mayor Vanne stated, “This is not costing us anything and in a year if we find out that very few people used the service, it was not practical.”

Schmidlkofer noted that three of the five financial institutions within the City submitted a proposal. The direction from the council was for only one financial institution to offer services.

Mayor Vanne stated, “That he would like to put his two-cents worth in now. Community Bank and Trust has an in-house service for this and they do this for 3 to 5 municipalities. Because the proposal that was sent and Community Bank did not follow it (as we do with our proposal; which irks me) but it is the way they do their business and will refund up to

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\$100.00 in cash to the customer. Our proposal requested that they do a check. Everyone knows that checks cost money and my assumption is and I do not know; so my assumption is that is why they would pay out cash. I do not think it is our right to tell them how to do business as long as the end result is that the City gets the money they collect.”

Schmidlkofer reminded the council that many property owners pay taxes; acquire a dog license and pay their water bill all at the same time.

Mayor Vanne called for a voice vote. Eight votes cast. (Bangart and Thornber-nay). Motion carried.

Jaeckels then presented city property for sale, which is 702 Graves Street (0.174 acres); the lot is owned by the City of Chilton and has been advertised for sale since June of 2009 for \$7,500.00. If developed the structure would be very small due to setback requirements. History on this lot:

- City demolished and prepared the lot for \$16,758.00
- Community Development Block Grant Loan unpaid \$5,374.00
- The City rezoned the parcel from C-2 to R-2

Committee is suggesting that the City donate this land to Habitat for Humanity who owns the parcel next to this. (Tax ID #30772). Vanne did speak to Habitat for Humanity and they would be interested if the City would donate the land to them. Council members reviewed maps of the area and agreed due to setback requirements this would be in the best interest of the city to get this property on the tax roll.

Committee recommended to the council to donate the city owned property containing 0.174 acres (Tax ID # 17977) to Habitat for Humanity at no cost with the following stipulations: cannot resell the parcel and required to combine parcels ID #17977 and ID #30722.

Discussion ensued regarding resale of the lot as a stipulation, which resulted in deleting stipulation of resale.

Moved by Johnson, seconded by Jaeckels to donate the city owned property containing 0.174 acres Tax ID # 17977 to Habitat for Humanity at no cost with the following stipulation that they combine parcels Tax ID #17977 and Tax ID #30722. Roll call vote.
 Gruett – yes Bangart – yes Bosshardt – yes Thornber – yes
 Jaeckels – yes Schmitzer – yes Hilton – yes Johnson - yes
 Eight votes cast. Eight votes aye. Motion carried.

Committee then reviewed the police chief position, which is ongoing.

Mayor Vanne said the July 7, 2014 library board minutes are there to review.

Mayor Vanne reported on the August 13, 2014 Plan Commission minutes.

Kendall Thiel submitted an application for rezoning on behalf of Leggs 3 LLC for the property located on the corner of Pennsylvania Avenue and Webster Street (Tax I.D. #16595). The request is to rezone the property from R-2 (One and Two Family Residential) to C-1 (General Business) for a mini-storage building. Thiel said he proposes to erect a mini storage building (approximately 24' X 100') with ten units on the property, which fronts Webster Street. Railroad tracks are located to the rear of the property and another storage building exists to the east. Recommendation from the Plan Commission was to proceed with a public hearing.

Motion by Gruett, seconded by Hilton to set a public hearing for October 7, 2014 at 6:45 PM to review the rezone request for Leggs 3 LLC. Motion carried.

Vanne then reported that Randy and Connie Koehler came to the Plan Commission to discuss 52 W. Main Street building. Koehler would like the City to rezone 14 and 16 N. State to a residential zoning. This was discussion only. They would like apartments in there.

Council members started to request additional information when DPW Schwarz said the Plan Commission reviewed the various proposals with Koehler and noted it would need to be reviewed with the Redevelopment Authority due to the fact this is in the Central Business District.

Mayor Vanne brought to the Plan Commission the lots on Field Court. Take five of the parcels and rezone from R-D (Two Family Residential) to R-1 (Single Family Residential). Lots 1 thru 3 in the Field Court Subdivision would remain R-D (Two Family Residential).

DPW Schwarz said that the City has received inquiries regarding available land for single-family residential housing. He estimated twelve residential housing lots remain for sale in the Steege and Vogt subdivisions before any expansions will occur. Recommendation from the Plan Commission was to proceed with a public hearing.

Moved by Johnson, seconded by Schmitzer to set a public hearing for October 7, 2014 at 7:00 PM to review the rezone request for lots in Field Court Subdivision. Motion carried.

Then the Plan Commission talked about Well #11 and reviewed their goals.

COMMUNICATION:

Distributed city staff minutes for the August 4, 2014 meeting.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Thornber to pay the bills. Roll call vote.

Gruett – yes Bangart – yes Bosshardt – yes Thornber – yes

Jaeckels – yes Schmitzer – yes Hilton – yes Johnson - yes

Eight votes cast. Eight votes aye. Motion carried. Voucher No. 75691 through Voucher No. 75764 or accounts payable and payrolls totaling \$99,937.11.

ADJOURNMENT:

Moved by Johnson, seconded by Schmitzer and carried to adjourn at 7:42 p.m. on August 19, 2014.

Helen Schmidlkofer, MMC
City Clerk