

Chilton, Wisconsin
February 4, 2020

The regular meeting of the Chilton Common Council held in the Council Chambers at the City Hall was called to order at 6:30 p.m. with Mayor Jaeckels presiding.

AGENDA POSTING:

On 1/31/2020, copies of the agenda were delivered to the Mayor, Aldermen, City Department Heads, City Attorney and were made available to the media, and posted on the City Hall bulletin board and posted on the City web page.

ROLL CALL:

Mayor Rick Jaeckels and seven members of the Council were present at roll call:

Council Member Tom Reinl	Council Member Mark Willems
Council Member Kathy Schmitzer	Council Member Kevin Johnson
Council Member Andrew Deehr	Council Member Mike Goebel
Council Member Ron Gruett	

Absent and excused Council Member Clayton Thornber.

Other city officials present were Interim Utility & Street Department Director Chris Marx City Attorney Derek McDermott, Police Chief Craig Plehn and City Clerk Helen Schmidlkofer.

General attendance: Delta Publications Dave Kohls, Chilton Journal Faye Burg.

Those in attendance recited the Pledge of Allegiance.

APPROVE THE MINUTES:

Motion by Gruett, seconded by Schmitzer and carried to approve the minutes of the council meeting held on January 21, 2020.

REPORT OF OFFICERS:

MAYOR:

- I attended the Chilton Fire Dept. Annual Meeting on Monday January 27. The department and Chief Schoenborn gave a report on the Brat Fry, its revenue, expenditures and desired outlays. I thanked the department members for their hard work and dedication and can only request that all residents keep them in mind at the time of the Brat Fry and its raffle as these are great fundraisers for the department and these funds help offset monies needed thru the budget. I referenced the work we will be doing in increasing the Township revenues in the upcoming years and the need to increase the truck funding. I also referenced that the city will be looking into upgrades to the Public Safety Facilities for Police, Fire and the New First Responders program. Chief Schoenborn also gave a brief overview of the CFD Patch History. I would encourage the newspapers to cover this information for the community.
- I attended the East Central WI Regional Plan Commission meeting on Friday, January 31. Biggest issue coming up is the potential for Outagamie County to withdraw from the Commission in 2021.
- Super bowl Sunday was exciting for another reason. Fire Chief Schoenborn and Council Member Deehr contacted me regarding another event. Jaeckels turned the floor over to Council Member Deehr who informed the council that the Chilton High School Dance Team had a parade welcoming them back to the City of Chilton on Sunday after receiving State Championship in Division III Kick and 4th Place in Division III Jazz competition. This is the first time since 1992 that a team from Chilton won a state Dance Competition. They had a police escort along with fire trucks and residents welcoming them back to the city. Mayor Jaeckels also met with the team.

CITY CLERK:

- The Board of Review is set for May 4, 2020 at 8:15 AM and open book is scheduled for April 9, 2020. A three-step process defining the procedures was given to council members.

- Tax-exempt properties must file an exemption report by March 31 in even numbered years. Other governmental entities and utilities are exempt from the filing.
- February 18, 2020 is the spring primary.
- Calumet County visitor guides were available for council members to pick-up.
- Future committee meeting list was distributed.

APPROVE FINANCIAL REPORT:

Moved by Reinl, seconded by Gruett and carried to approve the February 1, 2020 financial report.

APPROVE OPERATOR LICENSES:

Moved by Reinl, seconded by Schmitzer to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from February 4, 2020 to June 30, 2020 for Breanne L. Woelfel and Amanda R. Evans. Clerk Schmidkofer noted the applicants have been approved by the Chilton Police Department. Motion carried.

INTERIM UTILITY & STREET DEPARTMENT DIRECTOR

- Water Department conducting water meter checks which now includes lead and copper requirements.
- Bio-solids annual report is complete. Sludge transfer pump failed at the plant and is being repaired.
- Annual hazardous materials report is completed.
- Street Department - truck lift is being installed this week. Working on light winter park maintenance and catching up on snow removal operations.
- N. State Street project – in design phase, BIDS will be let later this week with BID opening 2/28/2020. Pre-construction meeting for the main line utility portion will be held on February 18th. The lateral work should begin next week. Discussion took place regarding the road width from Main to School Street, which resulted in no changes.

AUDIENCE PARTICIPATION: None

REPORT OF COMMITTEES:

Chairman Schmitzer reported on the January 30, 2020 General Government committee meeting.

The committee heard proposals to provide professional services for organizational review from three vendors. Lisa Bergersen from RW Management attended the meeting and provided an overview of their proposal to provide administration and organizational analysis for the City. Next, the committee called Henry Veleker from Integrated Public Resources (IPR) due to the fact he was in California. Veleker provided an overview of their proposal. Lastly, Dr. Stephen Hintz from Public Administration Associates, LLC (PAA) attended the meeting and provided an overview of their proposal to provide municipal consulting services for organizational analysis and possible administrator position.

Schmitzer said, “The committee felt that all city employees should be interviewed and not just the Department Heads and by doing this the committee doubled the proposal costs. IPR can not only look at the structure for the city but provide interim assistance if so needed and can recruit going forward. As opposed to PAA they could do recruiting and help with the suggested structure but not provide interim assistance. It was the consensus of the committee to accept the proposal from Integrated Public Resources (IPR) with the addition of interviewing all the employees not just the Department Heads which would potentially double their hours and cost.”

Moved by Willems, seconded by Deehr to accept the General Government committee recommendation to approve the proposal from Integrated Public Resources (IPR) with the addition of interviewing all city employees at a cost not to exceed \$3,500.00. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

The committee reviewed a quote from Hawkins Ash CPA’s for audit services for a 3-year term with the following rates:

2020 - \$20,880.00
 2021 - \$21,510.00
 2022 - \$22,155.00

The committee recommends that the City accept the proposal.

Moved by Schmitzer, seconded by Goebel to accept the quote from Hawkins Ash for audit services for 3 years as noted above. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Schmitzer said, “We will review filling the vacant Clerk/Treasurer position in closed session.”

Clerk Schmidlkofer reported on the annual Red Flag Policy report. I am pleased to inform the Common Council that in the calendar year 2019, there were no reports of identity theft from a customer, victim or other business concerning identity theft in connection with a covered account. Furthermore, the Program Policy does not need any changes or modifications.

Clerk Schmidlkofer said the committee recommends updates to Chapter 27 of the Personnel Policy to include cash in lieu of health insurance, health savings account and employee assistance program.

Moved by Reinl, seconded by Schmitzer to introduce, adopt and waive the reading of Resolution No. 1805, a resolution to update Chapter 27 of the Personnel Policy regarding benefits. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Schmitzer reported that the City is working with Ehlers Financial Group to amend Tax Incremental District (TIF) #7 project plan to work with a local business expansion project and to amend the boundary. After further review, one of the parcels is almost 100% wetlands, which is not allowed. In fact, the Department of Revenue states that exclusion of the wetlands cannot impact contiguity. Attorney McDermott, Phil Cosson, Marx and Schmidlkofer had a conference call to review the TIF #7 and concluded that it would be in the best interest of City and the local business to create a new TIF instead.

Interim Utility & Street Department Director Marx informed the council that the City received a letter from the Department of Natural Resources (DNR) October 18, 2019 regarding the site investigation for the former Chilton Plating and adjacent property. The DNR defined requirements that are needed to facilitate the City’s redevelopment efforts.

The Sigma Group did submit a proposal to complete the additional investigation and samplings required by the DNR and assist the City with a Site Assessment Grant (SAG) to include scope of work and cost estimate to complete the work. Calumet County does have Brownfields Grant funds that could be used for this project as well.

Marx said, the best option is to have the Sigma Group who completed the first two rounds of environmental testing, complete an application for SAG to pay for the third round of testing and as part of that, Sigma will create a comprehensive plan to complete testing. The SAG is an 80/20 match. The 20% City portion, the City plans to use Calumet

County’s Brownfield funds for this portion of the cost and use the County’s consultant Stantec for 20% share of the work.

Moved by Schmitzer, seconded by Reinl to accept the proposal from Sigma to complete the additional investigation and samplings to meet WDNR requirements for 420 E. Main, 476 E. Main, 415 E. Main Street and E. Main Street and use both Calumet County CDBG CLOSE and Brownfield funds. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Moved by Reinl, seconded by Schmitzer to accept the proposal from Sigma for \$3,700.00 and apply for a WI Economic Development Corporation (WEDC) Site Assessment Grant (SAG) regarding 420 E. Main, 476 E. Main, 415 E. Main Street and E. Main Street. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Mayor Jaeckels reported on the January 22, 2020 Intergovernmental meeting.

The group renewed the Intergovernmental agreement for a 5-year term retroactive to June 17, 2018 to June 17, 2023. The group learned about Calumet County Agricultural Stewardship Alliance. The group was provided water test results for the Town of Chilton and updated regarding the Weeks Road bridge replacement.

UNFINISHED BUSINESS:

Moved by Johnson, seconded by Goebel to acknowledge the retirement of Schmidlkofer as Clerk/Treasurer/Administrative Coordinator. Motion carried.

NEW BUSINESS:

Moved by Willems, seconded by Schmitzer to approve the 2019 year-end appropriations:

100-41111-000	Surplus Applied	\$ 10,778.06	
100-51301-210	Attorney Prof. Services		\$ 453.16
100-53303-110	Snow & Ice-Salaries		\$ 9,237.91
100-53721-231	Solid Waste Collection-Cont. Serv		\$ 468.26
100-53722-230	Solid Waste Bulky Item Pickup		\$ 611.80
100-53722-231	Solid Waste Hauling-Cont. Serv		\$ 6.93
100-51101-790	Council-(Oper. Reserve)	\$ 24.11	
100-51101-312	Council Printing		\$ 24.11
100-51301-790	Attorney-(Oper. Reserve)	\$ 2,481.00	
100-51301-210	Attorney-Prof. Services		\$ 2,481.00
100-51450-790	Data Processing (Oper. Reserve)	\$ 419.99	
100-51450-210	Data Processing Prof. Services		\$ 419.99
100-51510-790	Accting & Auditing (Oper. Reserve)	\$ 1,000.00	
100-51510-210	Accting & Auditing-Prof. Services		\$ 1,000.00
100-51601-821	City Hall Capital Reserve	\$ 4,876.00	
100-57190-820	Gen. Govt Expense-City Hall furnace/ac		\$ 4,876.00
100-53102-790	DPW (Oper. Reserve)	\$ 8,219.93	
100-53102-150	DPW Fringe		\$ 8,219.93
100-53301-821	Street Maintenance-Capital Reserve	\$ 37,945.75	
100-57331-820	Hwy & Street Outlay (Walnut/Calumet)		\$ 31,271.07
100-53301-110	Street Maintenance-Salaries		\$ 6,674.68
100-52401-790	Building Inspector (Oper. Reserve)	\$ 1,041.00	
100-52401-210	Building Inspector Prof. Services		\$ 1,041.00
100-53302-790	Street Cleaning (Oper. Reserve)	\$ 139.49	
100-53302-110	Street Cleaning Labor		\$ 139.49
100-53303-790	Snow & Ice (Oper. Reserve)	\$ 6,682.99	
100-53303-110	Snow & Ice Salaries		\$ 6,682.99
100-53305-790	Street Signs (Oper. Reserve)	\$ 1,140.83	
100-53305-110	Street Signs-Salaries		\$ 1,140.83
100-53305-821	Street Signs Capital Reserve	\$ 780.43	

100-53305-810	Street Signs- Capital Pedestrian Signs		\$ 780.43
100-53431-821	Sidewalks Capital Reserve	\$ 4,868.44	
100-53431-820	Sidewalks Capital Ward 5		\$ 4,868.44
100-53440-821	Storm Sewer Capital Reserve	\$ 4,835.66	
100-53440-110	Storm Sewer Salaries		\$ 4,835.66
100-53721-790	Solid Waste Collection (Oper. Reserve)	\$ 110.84	
100-53721-231	Solid Waste Collection-Cont. Service		\$ 110.84
100-53722-790	Solid Waste Hauling (Oper. Reserve)	\$ 1,958.68	
100-53722-231	Solid Waste Hauling-Cont. Serv		\$ 1,958.68
100-53726-790	Tree Board (Oper. Reserve)	\$ 4.37	
100-53726-110	Tree Board Salaries		\$ 4.37
100-54910-821	Cemetery Capital Reserve	\$ 14,936.67	
100-54910-820	Cemetery Capital Roads C&D		\$ 14,936.67
100-55306-821	Band Capital Reserve	\$ 610.50	
100-55306-820	Band Capital instruments		\$ 610.50
100-55308-790	Christmas Decorations (Oper. Reserve)	\$ 1,107.59	
	Christmas Decorations E. Main		
100-55308-340	banners		\$ 1,107.59
100-56300-821	Planning (Oper. Reserve)	\$ 8.18	
100-56300-312	Planning Printing Publ. Notices		\$ 8.18
100-56703-790	Maps & Plats (Oper. Reserve)	\$ 1,535.37	
100-56703-310	Maps & Plats Printer/Plotter		\$ 1,535.37
100-56703-821	Maps & Plats Capital Reserve	\$ 337.81	
100-56703-310	Maps & Plats Printer/Plotter		\$ 337.81
		\$ 95,065.63	\$ 95,065.63

Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Moved by Willems, seconded by Reinl to approve the 2019 non-lapsing account balances totaling \$1,151,605.82. Roll call vote.

Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Clerk Schmidlkofer presented the quarterly financial reports for the general fund. Moved by Willems, seconded by Goebel and carried to accept the quarterly financial reports.

Burg exited the council chambers at 7:00 PM.

Moved by Reinl, seconded by Schmitzer and carried to authorize Interim Utility & Street Department Director Marx to dispose of the following equipment at his discretion.

1. Fire Department 2000 Model Eagle Cadet II Breathing Air Compressor - 5 HP, 5,000 PSI, 3 Stage, 6 CPM, 35 CFM, Auto Start/Stop, Condensate drain w/ muffler. Unit was purchased new and serviced professionally it's entire life.
2. Engineer/Draft Table \$20.00 (unsure if complete)
3. CUB 782 Lawn Tractor \$200.00 (ran when parked in 2015)
4. STIHL Cut Off Saw (2) \$10.00 each (non-running)
5. Snowmobile Hood ARCTIC CAT PANTHER - \$20.00
6. Concrete Saw Engine - \$20.00 (Well No. 7 auxiliary engine)
7. Continental Engine - \$20.00/Shaft Bell Housing \$20.00
8. Experimental Paint Sprayer - \$20.00
9. CUB Lawn Tractor - \$100.00 (unsure of condition)
10. City garage 4-post lift - \$40.00 (inoperable - for parts only)(City is not liable)
11. Model HLS 500 Hycor Screening unit - \$5,000.00
12. Model 2400-D10AA US Filter Polymer Feed System - \$1,500.00
13. Two -3 inch Model SFV3B-X Gorman-Rupp Submersible Pumps (6.2 HP 208 v.) - \$4,000.00 each

COMMUNICATIONS:

Distributed the monthly building/plumbing report and the January 29, 2020 staff minutes.

Moved by Reinl, seconded by Johnson to go into closed session at 7:06 PM under WI Statute 19.95 (1) (c) to consider employment of any public employee over which the governmental body has jurisdiction and (e) investment of public funds. Roll call vote.
 Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Plehn and Kohls exited the council chambers at 7:06 PM.

In closed session, the council discussed investment of public funds and considered employment of a public employee.

Marx exited the council chambers at 7:17 PM.
 Schmidlkofer exited the council chambers at 7:20 PM.

Moved by Willems, seconded by Reinl to return to open session at 7:40 PM.
 Roll call vote.
 Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Marx and Kohls entered the council chambers at 7:41 PM.

Moved by Reinl, seconded by Gruett to purchase Lot 1 of Certified Survey Map No. 3331 from Gary Hoerth per established guidelines. Roll call vote.
 Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

Moved by Reinl, seconded by Deehr to authorize the mayor to contact Integrated Public Resources (IPR) in regards to contracting for an interim Clerk/Treasurer as soon as possible. Roll call vote.
 Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

APPROVE PAYMENT OF BILLS:

Moved by Willems, seconded by Goebel to pay the bills. Voucher No. 84888 through Voucher No. 84949 or accounts payable and payrolls totaling \$157,929.11. Roll call vote.
 Gruett – aye Willems – aye Reinl – aye Thornber – absent
 Schmitzer – aye Goebel – aye Deehr – aye Johnson – aye
 Seven votes cast. Seven votes aye. Motion carried.

ADJOURNMENT:

Moved by Schmitzer, seconded by Johnson to adjourn at 7:48 p.m. on February 4, 2020.
 Motion carried.

Helen Schmidlkofer
 City Clerk