

Chilton, Wisconsin
February 5, 2013

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 2/01/13, 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.

ROLL CALL:

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

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

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

General attendance: Faye Burg, Delta Publications.

Those in attendance recited the Pledge of Allegiance.

MINUTES:

Motion by Jaeckels, seconded by Schmitzer and carried to approve the minutes of the council meeting held on 1/15/2013.

OFFICERS' REPORT:

Mayor Report:

- Attended meeting with Chilton School District representatives – reviewed current trend of transfer students; will establish future meeting to discuss social and economic opportunities

City Clerk Report:

- ↻ February 18 at 6:30 pm First Responder Ad-hoc committee meeting will be held
 - Mayor, Chief Seipel, Chief Halbach and City Clerk will meet on Feb. 11 to review this subject before the ad-hoc group meets
- ↻ A meeting is scheduled with Jeff Schwarz for this Friday to review recreation program with Deputy Meyer and myself
 - Culture and Recreation Committee recommended that the program directors be responsible for additional services as well as city hall staff and not fill the director position at this time
- ↻ Grace period for 2012 tax payments ends this Thursday, February 7th
- ↻ Staff is assisting the City Band with uniform display at city hall
- ↻ City hall computer project is almost complete, Fire Department computer is updated, final updating is scheduled for the Police Dept. later this month

APPROVE FINANCIAL REPORT:

Motion by Hilton, seconded by Thornber and carried to approve the February 1, 2013 financial report.

APPROVE OPERATOR LICENSES:

Motion by Jaeckels, seconded by Bangart and carried to approve the two-year license application to serve fermented malt beverages and intoxicating liquors from February 5, 2013 to June 30, 2014 for Dessarae L. Arnold. Clerk Schmidkofer noted the applicant has been approved by the Chilton Police Department.

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Monitoring salt supply

- Started road sign inventory project
- Water main break:
 - February 4 – Columbia Street
 - February 5 – Bonk Street

POLICE CHIEF REPORT:

- 1/9 – Congressman Ripple met with law enforcement officials shared concerns and concepts regarding gun control and reviewed safety within our school systems
- 1/15 – Department observed a lock down at the Chilton High School along with a tour of the entire facility; absent Officers are scheduled for a follow-up tour
- 1/17 – City Officer attended an all day trial
- 1/31 – Attended school safety discussion group hosted by Calumet County Sherriff’s Department
- 2/4 - Received new squad; advertisement has been placed to sell '09 squad
- 2/15 – active shooter workshop will be held for the Department
- Complaints were received regarding a money scam within the City
- 4/1 – Simulation training with Calumet County Sheriff’s Dept. at the school

NEW BUSINESS:

Moved by Thornber, seconded by Hilton to approve the following 2012 year-end account appropriations as reported by Clerk Schmidlkofer.

41111-000	Surplus Applied	\$ 7,343.16	
51440-110	Election-Salaries		\$ 2,808.04
53724-231	Recycling-ContService		\$ 4,535.12
51420-790	Clerk (Oper.Reserve)	\$ 48.00	
51420-810	Clerk-Capital City Car		\$ 48.00
51440-790	Election (Oper.Reserve)	\$ 2,296.14	
51440-110	Election-Salaries		\$ 2,296.14
51450-790	Data Processing (Oper.Reserve)	\$ 359.98	
51450-340	Data Processing Misc.Operating		\$ 359.98
51601-790	City Hall (Oper.Reserve)	\$ 14,418.00	
51601-810	City Hall Capital WPS lights		\$ 14,418.00
52105-790	School Patrol (Oper.Reserve)	\$ 12.26	
52105-110	School Patrol-Salaries		\$ 12.26
52201-821	Fire-Capital Reserve	\$ 18,876.50	
52201-810	Fire-Capital furnaces,light fixtures		\$ 18,876.50
52401-790	Building Inspector (Oper.Reserve)	\$ 632.71	
52401-210	Building Inspector Prof.Serv electrical inspections		\$ 632.71
52501-790	Civil Defense (Oper.Reserve)	\$ 253.00	
52501-810	Civil Defense Capital		\$ 253.00
52501-790	Civil Defense (Oper.Reserve)	\$ 132.89	
52501-231	Civil Defense Cont Serv Court Street Siren		\$ 132.89
52501-821	Civil Defense Capital Reserve	\$ 450.00	
52501-810	Civil Defense Capital		\$ 450.00
53305-790	Street Signs (Oper Reserve)	\$ 3,302.07	
53305-110	Street Signs - Salaries		\$ 3,302.07
53310-821	Street Construction Capital Reserve	\$ 28,493.33	
53310-820	Street Construction Capital Liberty/Fulton vacation		\$ 28,493.33
53446-790	Pits & Quarries (Oper.Reserve)	\$ 155.95	
53446-370	Pits & Quarries Gravel		\$ 155.95
53722-790	Solid Waste Hauling (Oper.Reserve)	\$ 990.97	
53722-231	Solid Waste Hauling Cont.Services		\$ 990.97
55113-821	Library Rev/Exp Capital Reserve	\$ 5,038.94	
55113-328	Library Rev/Exp Programming	.	\$ 5,038.94
		\$ 75,460.74	\$ 75,460.74

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 Thornber, seconded by Bosshardt to approve the hiring of William Galarno as a part-time police officer at a rate of \$14.75 per hour and a patrol officer at a rate of \$18.00 per hour effective March 1, 2013. 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 Bangart, seconded by Hilton to introduce, adopt and waive the second reading of Resolution No. 1646, a resolution designating the State Bank of Chilton as the depository for checking account and certificate of deposit. 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 Schmitzer, seconded by Jaeckels to introduce, adopt and waive the second reading of Resolution No. 1647, a resolution designating the State Bank of Chilton as the depository for Chilton Lake District checking account. 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.

Clerk Schmidlkofer presented the quarterly financial report, which indicated revenues received were \$31,893.29 less than budgeted and expenditures were \$362,606.92 less than budgeted for a total of \$330,713.63. The council also reviewed the annual statement of revenues and expenditures for the Sewer and Water Departments.

Moved by Hilton, seconded by Bangart to approve the non-lapsing account balances and appropriations in the amount of \$1,785,545.16. (Detailed report was provided) 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.

REPORT OF COMMITTEES:

Chairman Hilton reported on the Culture and Recreation Committee meeting held on January 21, 2013.

DPW Schwarz indicated that in January of 2013 eight of the fifteen river walk lights were vandalized. (An insurance claim was filed). DPW Schwarz received a quote to replace the lights for a cost of \$7,136.00 and an electrical quote of \$1,250.00 for labor and materials to install new lights. Alderman Thornber suggested the City review the lights at Chilton Housing Authority; the light is in the base and they have had no concerns with vandalism. DPW Schwarz will keep the council informed regarding this project.

At the last committee, meeting the Chilton Athletic Club requested a drinking fountain in the area of the concession stand/ball diamonds at Nennig Park. DPW Schwarz informed the committee and the club that Nennig Park does have two drinking fountains, one located at the lower bathroom and the other at the park shelter. Schwarz presented costs, which include \$657.00 for an ADA wall mount single level cooler and approximately \$400.00 for installation with an annual estimated water usage cost of \$100.00.

Moved by Hilton, seconded by Gruett to deny the request from the Chilton Athletic Club to install a drinking fountain at Nennig Park. Motion carried.

J. Schwarz informed the City he does not plan to renew his employment agreement as recreation director after the current agreement expires on February 28, 2013. The committee along with city hall staff reviewed the recreation program and decided that the program directors for each sport would be given additional duties; city hall staff would take over additional duties and not fill the director position at this time.

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Moved by Hilton, seconded by Bangart to not fill the recreation director position at this time and enhance the duties of the program directors and city hall staff. Motion carried.

Clerk Schmidlkofer informed the council for 2013 the Appleton Soccer Club will conduct the city soccer league. The Club will teach the fundamentals and skills required at each grade level; games are played when appropriate. This is a non-traveling league. The Club will need parent volunteers (not coaches) to assist at this instructional grade level. The season is April 20 to June 8 on Saturday mornings:

Levels 4K and 5K 8:00 am to 9:00 am Morrissey Park

Grades 1 and 2 9:15 am to 10:15 am Morrissey Park

The Appleton Soccer Club will provide two instructors for each session at a cost of \$100.00 per week for eight weeks. Through the support of the Club, the city staff is confident that this beginner's league will acquire the basics.

Moved by Hilton, seconded by Thornber to authorize Clerk Schmidlkofer to offer a Program Director Agreement to the Appleton Soccer Club to perform the duties of city soccer league for the sum of \$800.00. 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.

Chairman Jaeckels presented the minutes of the January 29, 2013 General Government meeting.

Clerk Schmidlkofer shared with the committee all non-profit organizations with their main office or headquarters located within city limits are allowed to use the city hall free of charge. Non-profit groups use the city hall quite frequently, in fact 257 times in 2012. The concern is when two or more groups use the facility and there are unclean areas it is difficult to determine which group caused the untidiness. Furthermore, when additional costs are incurred for cleaning, stripping floors and re-waxing floors who is responsible? For this reason, perhaps the City should consider assessing a flat annual fee. Users complete a usage agreement detailing what room they use, timeframe of use in addition the agreement details the rules and regulations. The committee decided not to take any action at this time and review at a future meeting.

Clerk Schmidlkofer informed the General Government committee that in the calendar year 2012, 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. Additionally, the Program Policy does not need any changes or modifications. The implementation, review and management of the City of Chilton Identity Theft Prevention Program (also known as the Red Flag Rule Program) lies with the Office of the City clerk. The Program requires that the Clerk annually report to the Common Council on the effectiveness of the Program, including an assessment of the need for the program, a summary of any incidents involving identity theft, responses made to any reports and recommendations for any needed changes.

The committee approved the annual Identity Theft Prevention Program report and noted that no revisions were necessary.

Jaeckels informed the Council that Development Director Reilly submitted a letter of resignation on January 16, 2013; the employee agreement states that the employee provides at least 60 days' notice of termination.

Moved by Jaeckels, seconded by Johnson to accept with regret the resignation of Reilly as Development Director effective March 15, 2013. Motion carried.

Jaeckels reported that the committee reviewed the development director responsibilities with city hall staff and would make the recommendation to leave the position vacant at this time. In addition, Reilly noted his responsibilities have not been very demanding the past 6 months and he agreed with the committee's recommendation to not fill the position

at this time.

Moved by Jaeckels, seconded by Johnson to table hiring a Development Director until further review. Motion carried.

At the committee meeting Development Director Reilly stated the reasons the City should become a member of the Fox Cities Economic Development Partnership:

- FCEDP can provide the city a service that it does not have the financial resources to do, which is meet directly with site selectors (the people and companies who actually select locations for future businesses).
- FCEDP travels to site selector conventions and meets with site selectors at their locations across the country.

Additionally, FCEDC is creating a business and retention program in which they will meet with businesses and discuss their needs. The City of Chilton currently does this, but we do not do it from a regional perspective. By doing this regionally, it does open up potential opportunities for Chilton businesses to work with and conduct business with Fox Valley industries. The cost is based upon \$1.00 per population, which means our cost would be \$3,900.00 of which would be paid from the TIF Districts.

Moved by Jaeckels, seconded by Bosshardt to approve the membership with Fox Cities Chamber of Commerce and Industry for a cost of \$3,900.00 of which shall be paid from the TIF District accounts. 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.

Chairman Johnson presented the minutes of the January 30, 2013 Public Works committee meeting.

DPW Schwarz updated the council regarding the meter replacement at Well No. 8:

- ↻ receiving proposals to replace two – outdated 12 inch meters
 - The selected company must have good service and tech support
 - There was discussion as to whether or not the two meters could be combined into one meter to save money however; DPW Schwarz said they could not be combined. The meters provide required information to the DNR and the Public Service Commission.

Moved by Johnson, seconded by Hilton to authorize the purchase of the 2013 Chevrolet Silverado from Vande Hey Brantmeier for \$20,316.65 to replace the Street Department's '97 Dodge Pick-up as indicated in the 2013 budget. 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 Johnson, seconded by Jaeckels to authorize the purchase of the 2013 Jeep Patriot 4 X 4 Latitude from Central Garage for \$20,685.00 to replace the Director of Public Works '02 Blazer. 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 Johnson seconded by Hilton to authorize DPW Schwarz to dispose of the '97 Dodge Pick Up and the '02 Blazer using a reserve bid and to place the money from the sale of the vehicles into Street Machinery Operations – Capital Equipment (53240-821). Motion carried.

DPW Schwarz budgeted \$25,000 for the purchase of the Street Department Vehicle. The actual cost for the 2013 Chevrolet Silverado is \$20,316.65, leaving a surplus of \$4,683.35. DPW Schwarz suggested this excess amount would go towards the purchase of the DPW Vehicle.

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The 2013 budget included \$12,500.00 for the purchase of a DPW vehicle however, due to unforeseen, unbudgeted equipment replacement problems at the water and wastewater plant DPW Schwarz recommended the remaining funds needed for the DPW Vehicle would be used from Street Machinery – Capital Equipment account instead of \$7,500.00 from water and \$7,500.00 from wastewater accounts.

Moved by Johnson, seconded by Thornber to approve the additional funds needed for the purchase of the DPW vehicle from Street Machinery Operations - Capital Equipment (53240-821). 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.

DPW Schwarz provided an update on the Focus on Energy Project and the incentives from Wisconsin Public Service regarding the lighting projects at City Hall and the Chilton Public Library. Once all money and incentives are received, DPW Schwarz will move forward on the street lighting project.

DPW Schwarz provided an update on Development of Well No.11; a request was sent to the DNR for a permit to drill a test well for the City's new municipal Well #11.

Mayor Vanne reported on the January 31, 2013 Intergovernmental Agreement meeting held with the Towns of Chilton and Charlestown along with Calumet County.

First order of business the group reviewed the letter from Calumet County Corporation Counsel Klockow, which stated that after reviewing the Intergovernmental Agreement the County has decided not to sign the Agreement because they have no decision-making responsibilities or specified duties under the Agreement however, they are still willing to assist the City and Towns.

The group reviewed potential revisions to the Intergovernmental Agreement and each municipality will get a copy to present to their respective Plan Commission, Town Board, and/or Council.

The group was requested to identify Intergovernmental Agreement Joint Planning Committee Members by Name and Term pursuant to WI State Statute 66.0301 and the Joint Extraterritorial Zoning Committee Members for Town of Charlestown and City of Chilton By Name and Term pursuant to WI State Statute 62.23 (7a).

The Intergovernmental Agreement group received an update regarding the development of Well No. 11.

COMMUNICATION:

Distributed monthly plumbing/building permit report.

BILLS:

Motion by Hilton, seconded by Johnson to pay the bills. Roll call vote.

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

Eight votes cast. Seven votes aye. One vote abstains. Motion carried. Voucher No. 72866 through Voucher No. 72955 or accounts payable and payrolls totaling \$221,468.71.

ADJOURNMENT:

Motion by Bangart, seconded by Johnson and carried to adjourn at 7:34 p.m. on February 5, 2013.

Helen Schmidkofer,
City Clerk