

CITY CLERK:

- ↻ The Department of Revenue informed the city that they would be conducting a field review project in the City of Chilton. The project will involve appraisal of taxable property and will aid in establishing the 2020 equalized values.
- ↻ Health insurance savings account (HSA) used \$25,000.00 for 2020, 5 employees opted out of the health insurance. (\$20,000.00 was budgeted in 2020)
- ↻ 2020 Census committee met today and set goals for getting the word out that April 1, 2020 is census day and residents have 3 weeks to complete a 9-question survey.
- ↻ Distributed future meeting dates and times.
- ↻ The 2020 spring election regarding mayor and council member positions are:
Mayor – Jaeckels and Reinl
District One – Kragh
District Two – Loose and Kubichka
District Three – Schmitzer
District Four – Deehr and 1 yr. Term Schoenborn
- ↻ Shared with everyone that according to the City of Chilton personnel policy, Department Heads shall be expected to provide an advance notice of four weeks prior to terminating employment with the City. Consider this my official retirement notice. My last day of work will be March 13, 2020. Jaeckels said, “Helen did provide a written copy of that to me before the meeting tonight. Thank you.”

APPROVE FINANCIAL REPORT:

Moved by Thornber, seconded by Schmitzer and carried to accept the January 1, 2020 financial report. Mayor Jaeckels referenced start of the year financials for a comparison.

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 January 21, 2020 to June 30, 2020 for Stephanie Shell, John Hermann, Paula Pingel-Rona, Pamela Kinnard, Heather Nero and Julia Cruz. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department. Motion carried.

APPROVE LIQUOR LICENSE:

Moved by Reinl, seconded by Schmitzer and carried to approve Amber Brousseau as the new agent at Kwik Trip. Clerk Schmidlkofer noted the applicant has been approved by the Chilton Police Department.

Moved by Schmitzer, seconded by Thornber to approve a “Class B” beer and liquor license from February 1, 2020 to June 30, 2020 for Best Western Stanton Inn, Brian Park, Agent. Motion carried.

INTERIM UTILITY & STREET DEPARTMENT DIRECTOR

- ↻ The auxiliary generator project is 99% complete; still have a few computer programming issues.
- ↻ Water Department – working on lead/copper rule revisions from the state, Well #9 biofilm project –started bi-weekly treatments and working on annual PSC report.
- ↻ Sewer Department – 12/24 a PLC failed, the main sewer line into the plant is cleaned every two years that was done on 1/14.
- ↻ Street Department –snow removal operations; a grader did breakdown which has been repaired, fence was removed on city property, snow removal in the city will take place tonight and geotechnical testing on State Street was completed last week.

AUDIENCE PARTICIPATION: No comments were given.

MOVED TO PLAN COMMISSION:

Mayor Jaeckels said Koren Bonlander and Katie Crouch are here tonight to request a conditional use to operate a part-time dog grooming business at 415 S. Columbia Street. They do not anticipate more than two dogs at a time. The owner at 202 Cass Street expressed concerns with the home occupation and Administrative Assistant Thiel requested that I read his comments. “Mr. Schabach works third shift and sleeps in the

Minutes of Council Meeting 1-21-2020

morning. When the weather is nice he sleeps with the windows open and if there is a grooming service allowed to be established in his area and they have dogs coming and going they may interact and start barking which would wake him up potentially on a regular basis depriving him of sleep.”

Moved by Reinl, seconded by Deehr to approve a conditional use for a dog grooming business at 415 S. Columbia Street. Roll call vote.

| | | | |
|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

Bonlander and Crouch exited the council chambers at 6:45 PM.

MOVED BACK TO REPORT OF COMMITTEES:

Chairperson Thornber reported on the January 14, 2020 Public Works committee meeting.

The City is considering installing mini-storms to serve each property on State Street (from Main Street to Breed Street). Interim Marx stated this is a new process for the City. It was determined last year that the privately owned lead water services and failing sanitary sewers needed to be replaced as part of the N. State Street reconstruction project and this would be included in the reconstruction project.

Motion by Thornber seconded by Schmitzer to have McMahon Engineers include the design to install mini-laterals from the main storm sewer to the right-of-way line in the specifications as part of the bid process for the N. State Street contract. Roll call vote.

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|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

Televising is completed on N. State Street and replacement of approximately 900 feet of mainline, twelve inlets and nine manholes needs to be done. This part of the project is paid for 60% by the County and 40% by the City. Interim Marx has discussed the results of the televising with Calumet County Highway Commissioner Brian Glaeser and he agreed that the storm sewer from the corner of Washington Street and State Street to the south could not be salvaged. Interim Marx informed the committee that the cost for the storm sewer portion of the approved project would be higher than estimated.

The N. State Street project calls for the entire road to be 41 feet wide face-of-curb to face-of-curb, which it is currently when you are north of Washington Street. The business owners at the intersection of Main and State Streets thought that narrowing the street would affect parking and deliveries. The road from Main to School Street is currently 51 feet wide.

Motion by Reinl, seconded by Thornber to maintain N. State Street road width from Main to School at 52 feet and 41 feet thereafter. Roll call vote.

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|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

The committee then reviewed the sidewalk and lighting for the N. State Street Project. The City will be following the same sidewalk, decorative crosswalk pattern and street lighting for this project as Main and School Streets. Sidewalk will be replaced from Main to School Street and spot replacement of sidewalk for the rest of the street. Driveway aprons will all be replaced to match the road.

When the City’s contractor was doing work in KD Subdivision, some of the planted lots were torn up and now the Developer is requesting reimbursement to replant the lots. The City does not force anyone to put farm crop on the property but the Developer must maintain erosion control and site drainage. The landowner puts crop in to be eligible for

lower assessment value.

Motion by Schmitzer, seconded by Reinl to deny the request to pay the invoice from KD Subdivisions dated 9/1/2019 and received 12/20/2019 for \$2,881.50 to replant crops. Motion carried.

The committee reviewed the Advanced Disposal Services agreement for residential solid waste collection services and the recommended revisions submitted by the City Attorney.

Moved by Thornber, seconded by Reinl to forward the City Attorney recommendations to Advanced Disposal to revise the 10-year agreement thru 12/31/2029. Motion carried.

Marx and Attorney McDermott reviewed the swimming pool ordinance and no revisions are required; it is an enforcement issue. The committee agreed that the code defines the requirements but the residents need to be informed.

Discussion took place on how to inform residents before citations would be issued and the cost to inform residents. Attorney Jahn reminded the council this is not a change in code.

Moved by Thornber, seconded by Gruett to have Interim Utility & Street Department Director create a flyer to be included in the next water invoice informing residents of the requirements for an annual permit for pools that are two feet or deeper. Motion carried. (Reinl-nay)

Wolf exited the council chambers at 7:15 PM.

MOVED BACK TO GENERAL GOVERNMENT:

Chairperson Schmitzer reported on the January 7, 2020 General Government committee meeting.

CDBG Program Administrator Meyer informed the committee that in October of 2019 the City had a review of the CDBG program from the State of Wisconsin Department of Administration. Meyer provided 12 months of bank statements, 24-month history of rehab obligation files, individual housing project records, benefit and beneficiary data, working account transaction files, outreach efforts and copies of checks and invoices. In December, a follow-up letter was received indicating nine findings and one concern. A finding represents an issue of non-compliance with policy and a concern represents an issue with documentation that must be addressed to ensure compliance. The inspection process requires more time from the city building inspector. Any home built prior to 1978 requires a lead assessment; any home over 50 years old requires a historic review and a title review is required. All contractors have to be certified and in fact, the closest contractor for lead assessment is from Appleton.

There were eight loans processed in 2014, six loans in 2016, two loans in 2017, two loans in 2018 and just one in 2019. The amount of time committed to each loan is increasing; however, there is no set daily amount of time spent on each loan.

Meyer told the committee, "She just doesn't have the time needed to administer the program properly in order to abide by all the rules implemented by the State of Wisconsin." Meyer then shared with the committee her resignation effective January 31, 2020 as the CDBG Program Administrator.

Schmitzer said, past CDBG administrators all worked part-time and did not have other job responsibilities within the City.

Committee members questioned if Calumet County still has their low-income loan program. Meyer shared that the County does not offer the program but residents in Calumet County can obtain loans through the Northeastern Wisconsin region with their office located in Appleton.

Minutes of Council Meeting 1-21-2020

The State of Wisconsin Department of Administration, Division of Housing, Energy, and Community Resources (DEHCR) did address a letter to the City informing the City of the option to discontinue the CDBG program and return the funds to DEHCR. There are currently approximately 50 loans outstanding totaling \$530,785.65 with a CDBG checkbook balance of \$193,734.47. The procedure to return the funds includes paying the \$193,734.47 to the State and the City would maintain ownership of the outstanding mortgages. When a resident pays off their loan, the City would be responsible to forward this money to the State.

Discussion followed regarding how can an employee state that they will no longer do part of their job duties. Council members reviewed the CDBG job responsibilities, program requirements, increased time and paperwork. If the council would discontinue the program, Meyer would follow through with funds to be returned to the State. No new applicants would be accepted but the current loans would be processed and paid out.

Moved by Thornber, seconded by Schmitzer to discontinue the City of Chilton CDBG program and return the funds to the State of Wisconsin Department of Administration. No applications will be accepted after January 1, 2020 Motion carried.

The City is working with Ehlers Financial Group to amend Tax Incremental District #7 project plan to work with a local business expansion project and to amend the boundary. No action is required at this time. Ehlers is preparing cash flow reports, revised maps and all necessary documents.

Mayor Jaeckels said more detailed information would be presented in February to the Joint Review Board and Plan Commission.

The committee reviewed the Hawkins Ash CPA's agreement for audit services with the City of Chilton, which expires after the 2019 audit. The city sent out request for proposals (RFP) in 2014 for 3 years of service. In 2014, Hawkins Ash was awarded the proposal and since the city accepted a 3-year extension of services for the following years and rates: 2017 - \$18,540.00, 2018 - \$19,310.00 and 2019 - \$20,110.00.

Consensus of the committee was to request a quote from Hawkins Ash and if the rate would be unacceptable then a RFP would be sent.

The committee sent out request for proposals for network systems, which are due January 29, 2020 and will be reviewed at the next meeting on January 30th.

The committee reviewed firms for municipal recruiting and staffing. The consensus of the committee was to send a letter requesting services from IPR, RW Management Group and Public Administration Association and not GovHR as they are located in Illinois. The request included on site visits, review of job descriptions, salary, ordinances, organizational chart, job requirements, recruitment services and selection process.

The November 13, 2020 Housing Authority minutes were reviewed.

Mayor Jaeckels reported on the CDBG CLOSE Economic Development Plan Advisory committee meetings held on November 12, 2019 and January 14, 2020. Calumet County Economic Development Director Kohrell conducts the meetings. The group reviewed community blighted properties, survey responses and then discussed criteria for CLOSE funding.

The January 13, 2020 Library board minutes were reviewed.

NEW BUSINESS:

Moved by Thornber, seconded by Gruett to approve CDBG Rental Loan # 19-02 for a

Minutes of Council Meeting 1-21-2020

ten year loan of \$15,000.00 at 0% interest rate with monthly payments being made commencing within 90 days of signing the Repayment Agreement. Roll call vote.

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

Moved by Johnson, seconded by Gruett to approve the 2019-year end account appropriations as followed:

| | | | |
|---------------|---|--------------|--------------|
| 100-48503-000 | Various Donations-City | \$ 3,687.00 | |
| 100-53726-340 | Tree Board-American Transmission Co-Arbor Day | | \$ 300.00 |
| 100-52301-790 | Emergency Medical EMR-donation Dean Connors | | \$ 1,000.00 |
| 100-52101-340 | Police Dept-bike helmets-Reinl Accting | | \$ 387.00 |
| 100-52301-790 | Emergency Medical EMR-donation Walmart | | \$ 2,000.00 |
| 100-48300-000 | Property Sales | \$ 53,602.00 | |
| 100-57210-820 | Police Dept Capital-Sale of 2015 Dodge-Cheyka Motors | | \$ 6,026.00 |
| 100-57324-820 | Street Machinery-Sale of 2004 Intl #18-WI Surplus | | \$ 43,200.00 |
| 100-52201-821 | Fire Dept-Capital-Sale of Hurst Jaws-WI Surplus | | \$ 1,605.00 |
| 100-57324-820 | Street Machinery-Sale of 2004 Alamo Flail Mower-WI Surplus | | \$ 536.00 |
| 100-57324-820 | Street Machinery-Sale of 1982 Sicard Snowblower-WI Surplus | | \$ 1,935.00 |
| 100-52201-821 | Fire Dept-Capital-Sale of 14 old pagers-United Comm. | | \$ 300.00 |
| 100-43524-000 | State Aid-Hwy Safety Grant | \$ 4,000.00 | |
| 100-57210-820 | Law Enforcement Outlay Capital (Transfer Grant rec'd Mobilization Eq Grant for Police 2019 squad eq) | | \$ 4,000.00 |
| 100-43524-000 | State Aid-Hwy Safety Grant | \$ 3,934.05 | |
| 100-52101-350 | Police Dept-Parts flashlights safety vests | | \$ 417.50 |
| 100-52101-810 | Police Dept-Capital golden eagle radar | | \$ 2,541.56 |
| 100-52101-356 | Police Dept-Misc. Repair alco-sensor | | \$ 554.99 |
| 100-57210-820 | Law Enforcement Outlay Capital phantom light bar | | \$ 420.00 |
| 100-46710-000 | Library Fines | \$ - | \$ 166.07 |
| 100-46712-000 | Library Photocopies | \$ - | \$ 1,528.47 |
| 100-48501-000 | Library Gifts | \$ 7,907.92 | |
| 100-55113-325 | Library Revenue/Expense--Books | | \$ 6,213.38 |
| 100-47400-000 | DPW Services-Equip. Rent | \$ 3,010.56 | |
| 100-53240-810 | Street Machinery-Cap. Equipment | | \$ 3,010.56 |
| 100-46737-000 | Band Revenues | \$ 3,121.48 | |
| 100-55306-790 | Band Expenses (Transfer excess Revenue back to expense acct) | | \$ 3,121.48 |
| 100-43420-000 | State Shared Fire Ins. Tax(2% Fire Dues) | \$ 21,393.73 | |
| 100-52201-811 | Fire Dept-Future Fire Truck | | \$ 21,393.73 |

Roll call vote.

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

Moved by Thornber, seconded by Johnson to purchase a Jacobsen HR600 rotary mower from Horst Distributing, Inc. for \$59,795.00 with no trade-in of the R311 mower.

Roll call vote.

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

Moved by Johnson, seconded by Schmitzer to purchase a FP14K four post lift from Fox Valley Sales for \$5,500.00. Roll call vote.

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

COMMUNICATION:

Distributed monthly building and plumbing report and the Heritage Park newsletter.

Moved by Johnson, seconded by Thornber to go into closed session at 7:50 PM under WI Statute 19.85 (1) (e) to negotiate the purchase of property. Roll call vote.

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|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

Burg and Kohls exited the council chambers at 7:50 PM.

In closed session, the council negotiated the purchase of property.

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

Roll call vote.

| | | | |
|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

Moved by Thornber, seconded by Johnson to purchase the westerly portion of Tax ID No. 43776 from Irish Road Storage, LLC with a purchase price of \$3,000.00 per acre, the same as what they paid to the City with the City covering all of the expenses. Once the contouring is completed, a storm sewer line from their property to the the future retention pond will be installed. Roll call vote.

| | | | |
|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

Moved by Reinl, seconded by Gruett to approve the agreement with McMahon Engineers to prepare a certified survey map to subdivide the Irish Road Storage LLC property for \$2,400.00. Roll call vote.

| | | | |
|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Six votes aye. Motion carried.

APPROVE PAYMENT OF BILLS:

Moved by Reinl, seconded by Thornber to pay the bills. Voucher No. 84686 through Voucher No. 84887 or accounts payable and payrolls totaling \$2,378,837.67.

Roll call vote.

| | | | |
|-----------------|------------------|-------------|----------------|
| Gruett – aye | Willems – absent | Reinl – aye | Thornber – aye |
| Schmitzer – aye | Goebel – absent | Deehr – aye | Johnson - aye |

Six votes cast. Five votes aye. (Schmitzer-abstain) Motion carried.

ADJOURNMENT:

Moved by Schmitzer, seconded by Johnson to adjourn at 7:58 p.m. on January 21, 2019. Motion carried.

Helen Schmidlkofer, MMC
City Clerk