Chilton, Wisconsin
March 17, 2020

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

AGENDA POSTING:
On 3/13/20, 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.

COMMON COUNCIL ROLL CALL:
Mayor Rick Jaeckels and eight members of the Council were present at roll call:

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

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

General attendance: Delta Publications Dave Kohls. Jon Kragh, Peggy Loose and Henry Veleker from Integrated Public Resources,

Those in attendance recited the Pledge of Allegiance.

Moved by Thornber, seconded by Willems and carried to approve the minutes of the council meeting held on March 3, 2020.

REPORT OF OFFICERS:
MAYOR:

- The Chilton Chamber of Commerce Citizen of the Year Banquet has been postponed due to the COVID 19 coronavirus and the April Board meeting has been cancelled.
- Have been overwhelmed with the constant flow of information regarding the COVID 19 pandemic.

DEPUTY CITY CLERK:

- In your packet is a copy of the 2020 Census questionnaire.

INTERIM UTILITY & STREET DEPARTMENT DIRECTOR

- Wisconsin Public Service will be installing a 6"gas line from Plymouth to west of Chilton and they require two easements from the City.
- North State Street utility reconstruction has begun and they are half done with the laterals to the homes and installing the sewer lines.
- Sigma Group prepared the scope of work for site investigation activities at the former Chilton Plating site and adjacent properties, 415-476 E Main Street. The total costs are estimated to be $132,385.00 with 80% being paid with SAG Grant money and the 20% will be paid by Calumet County's EPA Brownsfield Grant.

AUDIENCE PARTICIPATION: No comments were received.

REPORT OF COMMITTEES:
The March 9, 2020 Chilton Public Library Board Meeting minutes were distributed.

Mayor Jaeckels reported on the March 11, 2020 Joint Review Board Meeting. Draft proposals of TIF #8 were distributed and discussed by the joint review board at the meeting.

Mayor Jaeckels reported on the March 11, 2020 Plan Commission Meeting.

There was a Public Hearing regarding the proposed project plan, boundaries, and creation of Tax Incremental District No. 8 in the City of Chilton. The boundaries of the District consist of four parcels comprised of approximately 28.37 acres located on the City's south side just south of M-B Lane.

This Tax Incremental District is being created so the City has a vehicle to pay for project costs. The City is working collectively with the State of Wisconsin and making sure that investment by MB Company stays in the City of Chilton and doesn't go elsewhere. The District gives the availability of funds to help pay for public improvements that are needed for MB Company's expansion. In addition to the incremental property value that will be created, the City expects the Project will result in a 73,000 square foot expansion of an existing facility. MB Company's current office will be demolished and they will be expanding there as well. The City's anticipated project costs are approximately $1,162,000 which includes infrastructure, development incentives, and administrative costs. This means improving MB Lane (i.e. street, water, sewer improvements) to facilitate and help with MB Company's expansion. This also includes the vacation of part of S. Park Street. A Development Agreement is also required, which will include a valuation estimate.

The Plan commission approved the designated proposed boundaries and a project plan for Tax Incremental District No. 8. The Common Council will review the proposed plan and adopt a resolution at the April 7, 2020 Council Meeting. The Joint Review Board will meet again on April 22, 2020 to approve or deny Tax Increment District No.8.

The January 8, 2020 Housing Authority of the City of Chilton minutes were distributed. Executive Director Colleen Connors discussed with the Mayor the opportunity for Chilton Housing Authority to be removed from the Public Housing platform.

UNFINISHED BUSINESS:

Motion by Thornber, seconded by Schmitzer and carried to remove from the table regarding Organization Structure of the City.

Discussion ensued regarding Integrated Public Resources (IPR) Organizational Analysis. Attorney McDermott drafted a memo to the Council regarding discussion from the last council meeting about the organization analysis. Questions were raised with regard to the Board of Public Works, committee of the whole and a Police and Fire Commission which Attorney McDermott addressed in his memo.

In IPR's Organizational Analysis, recommendation was made to either keep the City Clerk/Treasurer/Administrative Coordinator position or amend the position duties and advertise for a City Administrator/Clerk/Treasurer position.
Mayor Jaeckels said he is in favor of hiring a City Administrator/Clerk/Treasurer position to mainly focus on economic development. We need to grow the city, be progressive, bring in new businesses to create more jobs.
Willems questioned what power the administrator would have, who does that person report to? Mayor Jaeckels said they would oversee the DPW, deputy clerk, administrative assistant and all employees of the city including the building inspector except the fire and police departments, which report to the Mayor. Once the council decides on a position Mr. Veleker will prepare a job description and the council will decide on a salary range along with requirements for experience and education level.
Reinl questioned the salary requirements for each position. Mr. Veleker thought the City could hire a City Administrator/Clerk/Treasurer position for the same salary as our current Clerk/Treasurer/Administrative Coordinator who had 24 years of experience.

Moved by Schmitzer, seconded by Goebel to create a City Administrator/Clerk/Treasurer position. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Willems, seconded by Goebel to accept the Proposal for Professional Recruitment & Selection Services from Integrated Public Resources. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.
McMahon's IT manager is currently reviewing the IT proposals and the council will make a decision at the April 7, 2020 council meeting.

NEW BUSINESS:
Moved by Willems, seconded by Reinl to introduce, adopt and waive the reading of Resolution No. 1808, a resolution designating depository and authorizing withdrawal of City moneys from State Bank of Chilton. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Reinl, seconded by Schmitzer to introduce, adopt and waive the reading of Resolution No. 1809, a resolution designating depository and authorizing withdrawal of City moneys from Investors Community Bank. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Bid opening for the North State Street Reconstruction Project was held on February 28, 2020. McMahon Engineers reviewed the bids and the City needs to decide between concrete or asphalt.
The Concrete Option totals $1,314,307.67 and includes concrete pavement from Main Street up to and including Grand Street with asphalt from Grand to Breed. The asphalt Option totals $1,097,610.50 and includes concrete pavement from Main to School Street with asphalt from School to Breed Street.

Moved by Willems, seconded by Schmitzer to approve the bid from Vinton Construction of $1,314,307.67 for concrete pavement from Main Street up to and including Grand Street and asphalt from Grand to Breed Street. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Each year the City receives money from Calumet County as reimbursement for dog license collection. Since the Eastshore Humane Association houses the City's stray animals, the City budgets money to offset some of their expenses.

Moved by Johnson, seconded by Reinl to approve the donation of $800.00 to Eastshore Humane Association, Inc. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Rebecca Barry and Glenny Whitcomb arrived at 7:25 p.m.

To avoid person to person contact due to the COVID 19 health emergency, the City of Chilton City Hall door will be closed beginning March 18, 2020. For voting in the spring election, we are encouraging people to request an absentee ballot to vote by mail, and in-person voting will be by appointment only.
The deadline for obtaining dog licenses is postponed to June 30, 2020.

Moved by Thornber, seconded by Goebel to accept the City's policy in regards to the COVID 19 pandemic as outlined in the March 17, 2020 letter signed by Mayor

Jaeckels. Motion carried.

Library Board member Nathan Hankins has submitted his resignation to the Library Board effective immediately due to his work schedule being incompatible with meeting times. Moved by Willems, seconded by Johnson to approve the mayoral appointment of Chris Saukel to the library board to fill Mr. Hankins unexpired term to June 30, 2020. Motion carried.

CLOSED SESSION:
Moved by Reinl, seconded by Goebel to go into closed session at 7:38 PM under WI Statutes 19.85 (1) (c) to consider employment for the City Band Director and Director of Public Works and compensation for the Administrative Assistant to the Department of Public Works. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Kohls, Kragh, Loose, Wolf, Barry and Whitcomb exited the council chambers.

In closed session the council reviewed employment for the City Band Director, promotion for Director of Public Works and compensation for Administrative Assistant to the Department of Public Works.
Meyer, Marx and Plehn exited the council chambers at 7:49 p.m.

Moved by Reinl, seconded by Johnson to return to open session at 8:19 PM.
Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Marx, Meyer and Kohls re-entered the council chambers at 8:19 P.M.

Moved by Reinl, seconded by Schmitzer to approve the hiring of Colleen Cantlon-Marler as the City Band Director contingent upon passing pre-employment testing. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Reinl, seconded by Johnson to offer the Administrative Assistant to the Department of Public Works an interim wage increase of 15% retroactive to March 3, 2020. The Interim City Clerk/Treasurer's pay increase will also be effective March 3, 2020. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Motion by Reinl, seconded by Schmitzer to appoint Chris Marx to Director of Public Works with a salary of $74,000.00, effective March 22, 2020. The 6 month probationary period will remain but will be retroactive to November 6, 2019. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

The council agreed that due to Marx being paid salary, he will no longer receive meeting pay but will be eligible for flex-time.

APPROVE PAYMENT OF BILLS:
Moved by Thornber, seconded by Goebel to pay the bills. Voucher No. 85061 through Voucher No. 85123 or accounts payable and payrolls totaling $185,173.44.

Roll call vote.

Gruett – aye	Willems – aye	Reinl – aye	Thornber – aye
Schmitzer – abstain	Goebel – aye	Deehr – aye	Johnson - aye

Eight votes cast. Seven votes aye. (Schmitzer-abstain) Motion carried.

ADJOURNMENT:

Alderman Thornber expressed thanks to Marx, Meyer and Thiel for their hard work during the transition.

Moved by Reinl, seconded by Thornber and carried to adjourn at 8:26 p.m. on March 17, 2020.

Lisa Meyer, WCMC
Deputy City Clerk