

Chilton, Wisconsin  
May 3, 2016

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 of the Chilton City Hall at 42 School Street, Chilton, WI.

**AGENDA POSTING:**

On 4/29/16, 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 Rick Jaeckels and seven members of the Council were present at roll call:

Council Member Greg Kubichka	Council member Kathy Schmitzer
Council Member Kevin Johnson	Council Member Clayton Thornber
Council Member Ron Gruett	Council Member Mark Willems
Council Member Dan Hilton	

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

General attendance:

Gerald Vanne, Kevin Behnke, Hawkins Ash, Faye Burg, Delta Publications.

Those in attendance recited the Pledge of Allegiance.

**MOVED TO MAYOR REPORT:**

Mayor Jaeckels presented former Mayor Gerald Vanne a certificate of recognition from the members of the common council together with the city staff and citizens of the City of Chilton. Jaeckels stated we are grateful for your leadership, insight, vision and guidance as mayor from 2012 to 2016.

**MOVED BACK TO APPROVE MINUTES:**

Moved by Schmitzer, seconded by Thornber and carried to approve the minutes of the council meeting held on April 19, 2016.

**MOVED TO NEW BUSINESS:**

Mayor Jaeckels introduced Kevin Behnke of Hawkins Ash and requested him to present the 2015 audit report. Behnke provided the council with a summary of the December 31, 2015 financial report. Behnke stated the level of fund balance is generally considered excellent by municipal bond consultants and an indication of sound financial planning.

Water Utility rate of return is -8.74% compared to 1.46% in 2014. In 2015, revenues increased by \$3,000 and repairs and maintenance increased by \$287,000 (painting of south water tower) resulting in the reduced rate of return.

Sewer Utility rate of return is 41.73% compared to -0.05% in 2014. To achieve a rate of return of 3%, operating income would be approximately \$2,800. In 2015, revenues decreased by \$29,000 and operating expenses decreased by \$67,300 resulting in the higher rate of return. Expenses decreased because a higher paid employee was replaced with a lower paid employee and less maintenance was completed in 2015.

Additionally, the Independent Auditor's report included journal entries and management advisory comments. Behnke thanked the City of Chilton for allowing Hawkins Ash to complete the annual audit. (Behnke exited the room.)

**MOVED BACK TO REPORT OF OFFICERS:**

**MAYOR REPORT:**

- Requested council members to update their biographies for the city’s website.
- Progressing on Uptown Commons II project with Horizon
- Working on health insurance

**CITY CLERK REPORT:**

- Distributed copy of Accurate Appraisal 2016 assessment notification letter that has been sent to property owners.
- Open Book is scheduled for May 11, 2016 from 4:00 PM to 6:00 PM
- Board of Review is June 1, 2016 from 8:15 AM to 10:15 AM
- Attorney McDermott reviewed and approved the paperwork regarding the first amendment to Vern’s Cheese Bond Agreement.
- Council members were provided a written report regarding attendance at the Municipal Treasurer’s Association of Wisconsin conference April 20 & 21, 2016 in Appleton. I along with 3 other treasurers taught an all-day “Treasurers Workshop” for 60 attendees of which 70% were in their position less than one year. Schmidlkofer thanked the council and staff for allowing her the opportunity to attend the valuable conference.

**APPROVE FINANCIAL REPORT:**

Moved by Hilton, seconded by Kubichka and carried to approve the May 1, 2016 financial report.

**APPROVE LIQUOR LICENSE:**

Moved by Hilton, seconded by Thornber and carried to approve the 6-month “Class B” Beer license for Hobart Field Softball Assoc, Inc. from May 17, 2016 to November 17, 2016.

Moved by Johnson, seconded by Hilton and carried to approve the Class “B” Picnic license and waive the fee for the Chilton Chamber of Commerce for June 18, 2016 (Street Dance) and September 10, 2016 (Crafty Apple Fest).

**DIRECTOR OF PUBLIC WORKS REPORT:**

- Street Dept. opened parks for the season
- Cemetery - placing sod on nine sites from this past winter burials that took place
- Arbor Day activities set for next Tuesday, May 10<sup>th</sup>
- Hazardous Waste Disposal sponsored by UW Extension this Friday, May 6 from 9 AM to 11 AM at the city garage. Contact the extension office for an appointment. Reviewed detailed list of acceptable and un-acceptable items.
- The Wastewater Department has completed rebuilding the hycor.
- The City is required to add chlorine to the water May 1 to October 31, 2016 per WW permit thru the DNR. On April 29, the Wastewater Dept. added chlorine to the system however there was a malfunction in the pressure relief valve, which caused a minor chlorine leak. This minor incident was reported and handled according to procedures and the valve has been repaired.

**NEW BUSINESS:**

Moved by Johnson, seconded by Schmitzer to approve the estimate of \$4,075.00 from Fuhrmann Heating to replace the furnace and water heater for CDBG Loan # 16-01.

Roll call vote.

Gruett – yes	Willems – yes	Kubichka – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Johnson - yes	

Seven votes cast. Seven votes aye. Motion carried.

Moved by Hilton, seconded by Schmitzer to approve a homestead acquisition loan of up to \$10,000.00 and a rehab loan of \$15,000.00 at 0% interest for CDBG Loan # 16-02.

Roll call vote.

Gruett – yes	Willems – yes	Kubichka – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Johnson - yes	

Seven votes cast. Seven votes aye. Motion carried.

Moved by Schmitzer, seconded by Willems to approve the mayoral appointment of Thornber to the Plan Commission until April 30, 2017. Motion carried.

Moved by Thornber, seconded by Kubichka to approve the mayoral appointment of Schmitzer to the Library Board from May 3, 2016 to April 30, 2019. Motion carried.

Moved by Hilton, seconded by Kubichka to introduce, adopt and waive the reading of Resolution No. 1715, a resolution supporting a Chilton Area Community Foundation Grant on behalf of the Chilton Housing Authority. Roll call vote.

Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes  
Schmitzer – yes                      Hilton – yes                      Johnson - yes

Seven votes cast. Seven votes aye. Motion carried.

DPW Schwarz presented the BID results of the 2016 street maintenance projects, which includes Reed Street (Robin to Dove) and (Breed to Robin), Forward, Canary and Robin Avenues. The City received two bids MCC Inc. for \$178,137.46 and Northeast Asphalt for \$182,553.75.

Moved by Willems, seconded by Hilton to approve the 2016 street maintenance project BID from MCC Inc. for \$178,137.46. Roll call vote.

Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes  
Schmitzer – yes                      Hilton – yes                      Johnson - yes

Seven votes cast. Seven votes aye. Motion carried.

#### **UNFINISHED BUSINESS:**

Update regarding the building at 101 West Main Street. Attorney McDermott reminded the council members this is the corner building that had brick failure on the south wall. The City did not receive permission to conduct a detailed inspection. After consulting with DPW Schwarz, the City requested an opinion from McMahan Engineers. Council members reviewed a letter dated April 26, 2016 from Paul Benedict, Vice President of McMahan Engineers stating that in their professional opinion the condition of the exterior building wall warrants a structural investigation. Furthermore, a professional engineer registered in the State of Wisconsin should conduct the investigation and determine whether the existing exterior wall is structurally stable and sound. If the wall is not structurally stable and sound corrective measures to mitigate the condition shall be designed and recommended including details and drawings as necessary to illustrate the required repairs. McDermott noted he thought the timeline for the property owner to reply is one week before the City would proceed with an inspection warrant.

Update regarding 107 West Main Street. Attorney McDermott informed the members the City filed a lawsuit for a raze and repair order. The property owner did file an answer and has stated that arrangements have been made and he is progressing with the razing. The property owner is not contesting the razing; the City knows that and is willing to work with the property owners regarding this project. The property owner just needs to keep moving forward; April 20<sup>th</sup> was the start date on the wrecking permit. The City would appreciate it if the property owner would continue to take down the building due to the fact that would be more cost effective verses if the City would have to contract for demolition.

Mayor Jaeckels noted the April 13, 2016 Redevelopment Authority minutes and the Intergovernmental Agreement minutes of the April 27, 2016 meeting were in the council packets for them to review.

Moved by Gruett, seconded by Hilton to go into closed session at 7:02 PM under WI Statute 19.85 (1) (e) regarding negotiation of public funds. Roll call vote.

Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes  
Schmitzer – yes                      Hilton – yes                      Johnson - yes

Seven votes cast. Seven votes aye. Motion carried.

In closed session discussed future use of public funds for street maintenance.

Moved by Johnson, seconded by Schmitzer to return to open session at 7:33 PM.

Roll call vote.

Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes

Schmitzer – yes                      Hilton – yes                      Johnson - yes

Seven votes cast. Seven votes aye. Motion carried.

No action was taken regarding closed session discussion.

**COMMUNICATION:**

Distributed monthly building/plumbing report, Arbor Day flyer and Chilton Chamber of Commerce April 6, 2016 meeting minutes.

**APPROVE PAYMENT OF BILLS:**

Moved by Hilton, seconded by Johnson to pay the bills. Voucher No. 78625 through Voucher No. 78701 or accounts payable and payrolls totaling \$139,164.79.

Roll call vote.

Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes

Schmitzer – yes                      Hilton – yes                      Johnson - yes

Seven votes cast. Seven votes aye. Motion carried.

**ADJOURNMENT:**

Moved by Schmitzer, seconded by Johnson and carried to adjourn at 7:34 p.m. on May 3, 2016.

Helen Schmidlkofer, MMC  
City Clerk