

Chilton, Wisconsin  
October 6, 2015

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

**AGENDA POSTING:**

On 10/2/15, 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 Gerald Vanne and six members of the Council were present at roll call:  
 Council Member Kathy Schmitzer                      Council Member Richard Bosshardt  
 Council Member Kevin Johnson                      Council Member Clayton Thornber  
 Council Member Rick Jaeckels                      Council Member Ron Gruett

Other city officials present were Police Chief Craig Plehn, Director of Public Works Todd Schwarz, City Attorney Derek McDermott and City Clerk Helen Schmidlkofer. Council Members Dan Hilton and Linda Bangart were absent and excused.

Those in attendance recited the Pledge of Allegiance.

Moved by Jaeckels, seconded by Bosshardt and carried to approve the minutes of the council meeting held on September 15, 2015.

**REPORT OF OFFICERS:**

**MAYOR REPORT:**

- Thanked DPW Schwarz and Wastewater Leadman Tim Keuler for providing a tour of the plant for council members, spouses and Department Heads.
- Police Department new squad has decals on and looks good

**CITY CLERK REPORT:**

- ↻ Completed the following:
  - ↻ 2016 application for DNR Recycling Grant
  - ↻ 2016 Recycling Consolidation Grant
  - ↻ United Fund Grant for Morrissey Park improvements
- ↻ Prepared letter for recycling changes and timeline to request solid waste container revisions; letter was sent out with latest water invoice and also 12 property owners that do not have city water services; copy of the letter was provided to the council
- ↻ Drafted recycling informational flyers for residents
- ↻ Working on proposed 2016 budget; still pending reports from the State
  - ↻ Net new construction for the City is 1.328%, last year the rate was .468%
  - ↻ Budget restraint 1.9%, same as last year
- ↻ Working on health and dental insurance renewals
- ↻ List of future committee meetings was provided to the council members
- ↻ Report on attendance at the Municipal Treasurers Association of WI conference in La Crosse, WI.

Wednesday – September 23, 2015 – Attended the MTAW Board Meeting  
(Currently board member – serving as member-at-large).

Thursday – September 24, 2015

**Public Service Commission Update**

Provided an update on forms and revisions to the law

**Automation of Tax Payments and Escrow Processing**

Automated processes are available for escrow payment processing with use of advanced software

**What are the Standards for Continuing Disclosure?**

Bond disclosure information to the Security and Exchange Commission.

**Clean Up Your Community. What does the Department of Natural**

**Resources have to offer your Community?**

Reviewed what grants the DNR has available for communities.

**Economic Update – Long Term Investing**

Economic review and long-term investments

Friday – September 25, 2015

**Engaging People and Their Leadership Development**

Thank you to the council and staff for allowing me the opportunity to attend this worthwhile conference.

- ↻ Charter Communications-memo about charges and adjusting program packages
- ↻ Provided a memo regarding my opportunities as President of APT US&C. One of the requirements as president is to visit the affiliate chapters to promote professionalism and acknowledge the state and provincial associations. I will be using personal vacation days to attend meetings and all expenses will be paid by me personally or by APT US&C.
- ↻ 2015 Halloween city wide activities are posted on the city website

**APPROVE FINANCIAL REPORT:**

Moved by Jaeckels, seconded by Gruett and carried to approve the October 1, 2015 financial report.

**APPROVE OPERATOR LICENSES:**

Moved by Thornber, seconded by Bosshardt to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from October 6, 2015 to June 30, 2016 for Karen L. Herman, Katelynn Scofield, Andre Sewell Jr. and Brittany Brown. Motion carried. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

**DIRECTOR OF PUBLIC WORKS REPORT:**

- The City will begin leaf pick-up on Monday, October 26, 2015 and continue up to Thanksgiving, weather permitting.
- City will lower the water level in the Manitowoc River to complete dam repairs that are required before 4/15/2016 (minor cracks, backfill and rip rap)
- Water tower painting project – stencil is being completed today and then final painting. Testing for chlorinate will be conducted from the water tower; when two safe samples are obtained then flushing of water hydrants will be done. Scheduled flushing of hydrants could be delayed 2 weeks.
- State Street - televising of storm sewer for Calumet County is completed and reports indicate that the storm sewer needs to be replaced. Televising was completed on State Street from Main Street to the east entrance of the Sheriff's Department driveway.
- Four memorial trees will be planted this fall
- Leadman Keuler appreciated those that attended the wastewater plant tour
- Tennis court project at Morrissey Park has been completed

**NEW BUSINESS:**

Mayor Vanne asked the council to look over the city's quarterly financial report to include the Water and Sewer Departments.

**MOVED TO COMMITTEE REPORTS:**

Chairperson Johnson presented the minutes of the Public Works committee meeting held on September 16, 2015.

Council member Jaeckels brought up a constituent concerns regarding fences to the committee. The municipal code does allow a fence to be placed on the property line. The question is whose responsibility is it to maintain the area on each side of the fence? DPW Schwarz indicated that it is common courtesy for the property owner who puts up the fence to maintain both sides of it. Jaeckels said the problem occurs when two neighbors do not get along. After further discussion, the committee gave no recommended changes. The constituent was okay with the situation after Jaeckels informed him that the committee did review their concerns.

Property owners in the 400 to 500 block of Court Street submitted a letter to Chairman Johnson requesting that no parking be removed along their properties.

Wm. Werbeckes addressed the committee on behalf of the property owners to change the no parking area to no parking during school hours 7:30 a.m. to 3:30 p.m. from September to May.

Currently the municipal code does not allow parking anytime in that area. Recently there have been concerns regarding parking and traffic flow on Court Street near the Chilton Elementary and Middle Schools. This section of Court Street consists of three traffic lanes. DPW Schwarz said the City recognizes the traffic congestion problem during the morning school drop off hours and the afternoon pick up hours. Traffic is getting jammed up and cars are lining the street.

Mayor Vanne said, "In talking with Police Chief Plehn I recommend No Parking during school hours from 7 a.m. to 3:30 p.m. from September to May."

Chilton Middle School Principal R. Appel informed the committee that the school recognizes that this is an issue. In addition, he noted that Superintendent Dr. Martin and Police Liaison Officer Meyer are working on possible solutions to help alleviate the traffic flow. Appel said the circle drive off Court Street was intended to serve as a "drop and go" but is not operating as such.

After substantial discussion, the committee directed Chief Plehn to work with the School District to find a solution to alleviate the traffic congestion on Court Street and report back to the committee at a future meeting.

**MOVED TO NEW BUSINESS:**

Mayor Vanne opened the Public Hearing at 6:45 P.M. to amend the City of Chilton Year 2030 Comprehensive Plan – Preferred Land Use Map.

Mayor Vanne read the notice. (The notice was published as a Class II notice as required by law.)

Mayor Vanne requested DPW Schwarz to present the proposed changes.

DPW Schwarz said that the Smart Growth Plan needs to be reviewed annually and amended as necessary. Since changes have been made to the land uses for various properties within the City of Chilton the Comprehensive Plan Preferred Land Use map needs to be updated. The Plan Commission did approve the following changes to the Year 2030 Comprehensive Plan Preferred Land Use Map at the August 12, 2015 meeting. The recommended changes are:

- Part of 113 N. State Street, Tax Location ID# 16511  
(Commercial to Residential)
- 115 Jefferson Street, Tax Location ID #31054  
(Commercial to Residential)
- Part of 1255 W. Chestnut Street, Tax Location ID #17211  
(Industrial to Commercial)
- Part of Open Lot – corner of MB Lane/E. Chestnut Street – South Water Tower Site, Tax Location ID #17171 (Industrial to Commercial)
- 1217 E. Chestnut Street, Tax Location ID #17213  
(Commercial to Industrial)
- 321 E. Main Street, Tax Location ID #16604  
(Commercial to Residential)

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- 17 Mill Street, Tax Location ID #17033  
(Commercial to Residential)
- Open Lot – 30 Pennsylvania Avenue – corner of Pennsylvania Avenue/Webster Street, Tax Location ID #16595 (Residential to Commercial)

Mayor Vanne inquired if anyone was present to speak in favor or not in favor of the amendments. Hearing no comments from the public Mayor Vanne closed the public hearing at 6:47 P.M.

Moved by Thornber, seconded by Schmitzer to introduce, adopt and waive the second reading of Ordinance No. 1121, an ordinance to amend the City of Chilton Year 2030 Comprehensive Plan –Preferred Land Use Map as follows:

Part of 113 N. State Street, Tax Location ID# 16511	Commercial to Residential
115 Jefferson Street, Tax Location ID #31054	Commercial to Residential
Part of 1255 W. Chestnut St., Tax Location ID #17211	Industrial to Commercial
Part of Open Lot – corner of MB Lane/E. Chestnut Street South Water Tower Site, Tax Location ID #17171	Industrial to Commercial
1217 E. Chestnut Street, Tax Location ID #17213	Commercial to Industrial
321 E. Main Street, Tax Location ID #16604	Commercial to Residential
17 Mill Street, Tax Location ID #17033	Commercial to Residential
Open Lot – 30 Pennsylvania Avenue, Corner of Pennsylvania Ave/Webster Street Tax Location ID #16595	Residential to Commercial

Roll call vote.

Gruett – yes	Bangart – absent	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – absent	Johnson – yes

Six votes cast. Six votes aye. Motion carried.

**MOVED BACK TO REPORT OF COMMITTEES:**

The property owner at 422 Court Street had concerns about the retaining wall that fronts his property and who is responsible for repairs.

DPW Schwarz did contact the former Public Works Director who was involved with the Court Street project in 1991. At that time, the property owner was given the option of putting in the retaining wall or obtaining a construction easement to taper the lawn. The property owner chose the retaining wall. Following further discussion Mayor Vanne and the committee indicated that the property owner is responsible to maintain the wall.

The City requested a bid for Hillside Cemetery Maintenance Services from 4/1/2016 through 10/1/2016. Bids were received from Gary's Lawn Service, \$15,000.00 and Premier Property Management, \$20,000.00.

Motion by Johnson, seconded by Thornber to accept the bid of \$15,000.00 from Gary's Lawn Service for Hillside Cemetery Maintenance Services from 4/1/2016 through 10/1/2016. Roll call vote.

Gruett – yes	Bangart – absent	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – absent	Johnson – yes

Six votes cast. Six votes aye. Motion carried.

The committee did review and make a recommendation to forward the 2016 proposed budget for Sanitation and Development to the city clerk for the executive budget process.

The committee did review weed cutting for Lake Chilton with the potential to rent a weed cutter from the City of Kiel. Further work needs to be done before this can be completed.

A general comment or suggestion was made that perhaps the City would consider dissolving the Lake District and creating an association instead.

Residential properties are required to have a garbage container for disposal of solid waste. The Council recently approved single stream recycling which means residents will also be required to have a recycling cart for discarding of recyclables. A property owner may sign a solid waste and recycling exemption form if they qualify for an exemption (i.e. share a container with another property owner, contract privately for a dumpster). The Exemption Form indicates to the City how the property owner will be disposing of their garbage and recyclables.

Motion by Johnson, seconded by Thornber to approve the revised Garbage and Recycling Container Exemption form. Motion carried.

**COMMUNICATION:**

Mayor Vanne inquired if the council members would be interested in a Water Department tour to include the wells. Administrative Assistant Thiel will establish a day and time.

Thornber recognized Schmidlkofer as President of Assoc. of Public Treasurers of the United States and Canada. "This is a reflection on her professionalism and we should be thankful the City has someone of that caliber." Gruett echoed the same comment.

Distributed monthly building/plumbing report and Chilton Chamber of Commerce September 2, 2015 minutes.

**APPROVE PAYMENT OF BILLS:**

Moved by Jaeckels, seconded by Johnson to pay the bills. Roll call vote.

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

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

Voucher No. 77614 through Voucher No. 77700 or accounts payable and payrolls totaling \$224,685.01.

**ADJOURNMENT:**

Moved by Johnson, seconded by Schmitzer and carried to adjourn at 6:56 p.m. on October 6, 2015.

Helen Schmidlkofer, MMC  
City Clerk