

Chilton, Wisconsin
April 7, 2020

The regular meeting of the Chilton Common Council was called to order at 6:30 p.m. with Mayor Rick Jaeckels presiding at the Chilton Public Library.

AGENDA POSTING:

On 4/03/20, 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 Jaeckels, R. Gruett, M. Willems, C. Thornber, A. Deehr, were present. T. Reini and K. Schmitzer joined the meeting electronically.

Six (6) council members were present, a quorum to conduct business was declared. Councilmember M. Goebel arrived at 6:31PM. Councilmember K. Johnson arrived at 6:39PM.

General Attendance

Derek McDermott, City Attorney; Chris Marx, DPW; Ben Schoenborn, Fire Chief; Henry Veleker, Interim Administrator; Rebecca Barry, Library Assistant Director assisting with technology and Jon Kragh were in attendance. Police Chief Craig Plehn; Phil Cosson, Ehlers & Associates; John Davis, McMahan Group; Dave Kohls, Tri-County News and Peggy Loose, resident joined remotely.

Those in attendance recited the Pledge of Allegiance.

A motion was made by THORNBUR to approve the March 17, 2020 Council minutes. WILLEMS seconded the motion. All voted in favor.

REPORT OF OFFICERS

Mayor Jaeckels reported that the Chilton School District received word that the District's music education program was recognized by the NAMM Foundation as one of the best programs in the state of Wisconsin, 1 of 20 recognized and nation, 1 of 700 recognized. The Mayor also reported that under the Local Emergency Declaration he authorized additional help in the Clerk's Office in preparation for the election.

City Clerk. Acting City Clerk Lisa Meyer was not in attendance because she was involved with the election. Henry Veleker filled in by reporting the dates of this year's Open Book (Thursday, April 9) and Board of Review (May 4). Because of COVID-19 the Open Book was going to be handled via phone/computer. The City's assessor, Accurate Appraisal, notified property owners by letter on how to call in or join via the internet during Open Book.

Approve Operator License Applications

A motion was made by WILLEMS to approve Operator License applications for Samantha Garbisch and Anna Waldron. The motion was seconded by THORNBUR. Mayor Jaeckels asked Veleker if the applications were reviewed by the Police Department. He answered in the affirmative. This was confirmed by Police Chief Plehn. All voted in favor of the motion.

Approve Six Month Class "B" Beer License for Chilton Athletic Club

A motion was made by WILLEMS to Approve the license application. SCHMITZER seconded the motion. All voted in favor.

Monthly Financial Report

A motion was made by REINL to approve the report. The motion was seconded by GOEBEL. All voted in favor.

Director of Public Works. DPW Marx reported that the State Street Reconstruction Project is moving along and that it is slightly ahead of schedule. He estimated that 90% of the

water and sewer lateral work was complete and that the sewer main work was completed with about 25% of the water main work done.

Fire Chief. Fire Chief Schoenborn announced that the quarterly and annual Fire Department Reports would be delayed and presented at the April 21 Council meeting. He stated he was here for items later on in the agenda, specifically the Emergency Medical Responders.

Mayor Jaeckels asked if there were any objections to moving the EMR agenda item forward now. No one objected.

A motion was made by JOHNSON to approve the roster of new Emergency Medical Responders (EMRs) outlined in the packet. REINL seconded the motion. It was confirmed that all on the roster successfully completed a background check. All voted in favor.

PUBLIC HEARING

Mayor Jaeckels called the Public Hearing to order at 6:45PM. Veleker paraphrased the purpose of the hearing was to receive public comment on the vacation of a portion of Park Street in support of MB Company's expansion. Mayor Jaeckels asked for comments in support of the vacation. Hearing none he then asked for comments in opposition to the vacation of a portion of Park Street. Hearing none he closed the Public Hearing at 6:48PM.

Resolution 1806, A Resolution to Vacate a Portion of Park Street was approved on a poll vote – 8 Ayes, 0 Nays, 0 Abstain

REPORT OF COMMITTEES

Public Safety Committee

Gruett, Chair of the Committee presented the Committee Report from their March 18, 2020 committee meeting. He started by addressing the first action item which concerns additional regulations for special events in the City. He stated that the City doesn't have a special event policy and that the Committee talked about implementing a fee for events. He told the Council that there are no extra City police to monitor events and the committee talked that portalets should be required for events on a formula based on attendance. He also stated the committee discussed the requirements for wristbands, particularly when alcohol is served at an event.

A motion was made by GRUETT, to approve the requirement for wristbands for all events serving alcohol and to suspend local ordinance requirements, particularly noise ordinance to accommodate the events. This decision would be through 2020 until a new, more comprehensive special event permit can be developed and implemented. THORNBUR seconded the motion. A discussion followed. Reinl stated that it was not in his motion at the committee meeting to suspend local ordinance requirements, just the wristband requirement. Thornber felt that wristbands should be required for all events. Chief Plehn confirmed that he thought the ordinance suspension was not in Reinl's motion.

The motion was amended to include only the requirement for wristbands for events serving alcohol and this would be in place through 2020 until a new special event permit can be developed. All voted in favor.

A motion made by GRUETT to Authorize Police Captain Kvalheim to attend Command College at Fort McCoy later this year. JOHNSON seconded the motion. THORNBUR stated the cost of \$1,600 spread over two budget years is favorable to the City. Also, there would be very little impact to the Police Department's OT budget because the majority of OT occurs on weekends. Capt. Kvalheim would be attending the Command College during the workweek. Because of the dollar amount involved a Poll Vote was required. Veleker called the roll. The motion carried with a vote of 8 Ayes, 0 Nays, 0 Abstain.

Chairman Gruett then moved on to the discussion the Committee had on regulating of animals in the City, particularly cats as this has been a concern because of feeding of cats outdoors. He said the committee discussed licensing but nothing was decided by the committee. The committee did discuss prohibiting outside feeding of cats.

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A motion was made by GRUETT to allow no more than 4 animals and prohibit the feeding of unlicensed animals outdoors and grandfathering households with more than 4 animals. GOEBEL seconded the motion. Schmitzer stated she is against the limit of four and wondered where the number came from. Thornber made a motion to amend the original motion to act on only the prohibiting of feeding. Deehr seconded the motion. Attorney McDermott informed Council that any action involving the regulation of cats would need to be taken by adopting an ordinance.

Based on this the original and amended motions were amended to bring an ordinance back outlawing the feeding of unlicensed cats outdoors. A poll vote was taken. Councilmembers Gruett, Thornber, Deehr, Reinl, Goebel and Johnson voted in favor of the motion. Willems and Schmitzer voted against. The motion carried with 6 Ayes, 2 Nays, 0 Abstain.

A motion was made by GRUETT to approve the laptop purchase in the Police Department for a total cost of \$3,913. GOEBEL seconded the motion. Because of the expenditure amount a poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

A motion was made by THORNBUR to approve Resolution No. 1807, A Resolution Amending Chapters 7 and 14 of the Personnel Policy for the City of Chilton and to waive the reading. GOEBEL seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

Public Works Committee

Thornber, Chair of the Committee presented the Committee Report from their March 31, 2020 committee meeting.

A motion was made by JOHNSON to waive the City's Invoice #5803 in the amount of \$98.13 for Mr. Hennen (505 Doug St.) for snow removal on 1/15/2020 and that Mr. Hennen acknowledged at the meeting and stated that he fully understands that it is his responsibility for snow removal going forward. GRUETT seconded the motion. All voted in favor.

A motion was made by GRUETT to approve the agreement between the City and Advance Disposal for solid waste collection services from January 1, 2020 thru December 31, 2029. JOHNSON seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

A motion was made by THORNBUR to reaffirm the City's intent to award the storm sewer portion of the State Street project for a bid cost of \$94,578.42 and for the City to pay all costs of this work as well as to let property owners determine, at their option, of hooking up to the installed laterals which are 2' behind sidewalk. WILLEMS seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

UNFINISHED BUSINESS

A motion was made by WILLEMS to approve Resolution No. 1813, A Resolution Establishing the Salary for the City of Chilton Director of Public Works and waive the reading. GOEBEL seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

A motion was made by WILLEMS to Approve Resolution No. 1811, A Resolution Establishing the Wages for the Police Department Administrative Assistance and waive the reading. GOEBEL seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

IT Proposals – Decision on Award of Managed IT Project

Veleker introduced the topic by saying this was an ongoing project that the City has been working on for a number of months. John Davis, a colleague of Veleker's at McMahon Associates is McMahon's IT Manager. He was asked to review the proposals received by the City. Davis suggested to Council that two of the four firms should be removed from consideration given the size of their support staff and one of the firm's focus on building hardware versus IT support. Based on this the two remaining firms, Pros4 Technology and Heartland Business Systems would be acceptable vendors for the project.

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The Council then discussed the project. Reinl reviewed the spreadsheet he prepared and sent to Council prior to the meeting stating he is concerned about the City's financial ability to handle the project cost, particularly as it concerns Non-Lapsing Funds (NLF). The information he distributed included upcoming project/items that will impact future budgets.

Mayor Jaeckels mentioned that \$640K of equipment has been purchased by the Public Works Department in the last 4 years and in his opinion this is why the NLF are reduced.

Schmitzer reviewed the NLF schedule included in the packets. She stated that the General Government Committee she chairs has been working for a long time on the project and reiterated to the Council how important the project is. She suggested waiting until after the 2019 Audit is received to decide where the money will come from to pay for the project. There was general agreement among many Council members acknowledging how important the project is.

The Mayor expressed concerns that if the City doesn't act soon then the City's IT system continues to be vulnerable to attack. John Davis mentioned that his organization is insured for \$2M in recovery costs from Malware and other threats. Willems was wondering if the Water and Sewer Departments are included in the project. DPW Marx stated that the City Garage is included but water and sewer are not. The Library is not. Goebel explains that he has 4 small companies and that combined he spends in excess of \$20K for IT services. He is also concerned about cost. He said he still likes Pros4 and hasn't changed his view on this from month's ago.

Gruett spoke in support of Heartland as he had experience working with them in the past when he worked for an area school district in their IT Department.

GOEBEL made a motion to award the project to Pros4. SCHMITZER seconded the motion. A poll vote was taken. Council members Schmitzer and Goebel voted in favor of the motion. The motion did not pass with a vote of 2 Ayes, 6 Nays, 0 Abstain.

DEEHR then made a motion to award the project to Heartland. WILLEMS seconded the motion. A poll vote was taken. Council members Gruett, Willems, Deehr, Schmitzer, Goebel and Johnson voted aye. Councilmembers Thornber and Reinl voted nay. The motion carried with a vote of 6 Ayes, 2 Nays and 0 Abstain.

There was consensus among the Council that now that a decision on a vendor has been made then the item should be sent back to the General Government Committee after the 2019 Audit is received to evaluate and determine how best to pay for the project.

NEW BUSINESS

Phil Cosson, Ehlers, the City's financial advisor introduced the topic and directed the Council and audience's attention to the two documents in the packet, Resolution 1812 and the TID # 8 Project Plan.

He stated that the project began as a project to amend an existing TID however wetlands issues led the City to create a new TID. He said that TID 8 is an Industrial TID with a 20-year maximum life with at least 50% of the area in the TID to be developable. TID #8 is being created to facilitate MB Company's expansion. He stated that MB Company was evaluating expansion options at other locations outside of Wisconsin and decided upon Chilton after working with the City and the potential City's financial incentive package.

He stated the Project Plan calls for \$1.162M in public expenditures. In return MB is committing to create 26 new jobs along with a few additional corporate jobs that will move to Chilton. MB has committed to an expansion with \$5.0M of taxable value with the overall project cost of about \$10M.

Mr. Cosson went on to say that there are 4 parcels included in the TID boundary. The current base value of the 4 parcels is \$1,632,514. It is MB's plan to begin construction in 2020 and be up and operational by Spring 2021.

Mr. Cosson directed everyone's attention to Page 27 of the Project Plan which outlines the TID cash flow and is based on conservative assumptions. Based on the assumptions the TID will be able to close out in 14 revenue years or 6 – 7 years earlier than the TID life of 20 years.

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Mr. Cosson then laid out the timeline for the various review and approvals. The Joint Review Board made up of representatives of the other taxing jurisdictions in the area and a citizen member and Plan Commission both reviewed the TID #8 Project Plan on March 11. There was one public comment made at the Plan Commission concerning degradation of the wetlands south of the project. With environmental regulations governing the project and the awareness of the issue by the company and City the citizen seemed comfortable that his concerns were addressed.

The last step of the process is a meeting of the Joint Review Board scheduled for 4:30PM, Wednesday, April 22.

A motion was made by WILLEMS to Approve Resolution No. 1812, A Resolution Creating Tax Incremental District No. 8, Approving its Project Plan and Establishing its Boundaries and waive the reading. THORNBUR seconded the motion. A poll vote was taken. The motion carried with a vote of 8 Ayes, 0 Nays, 0 Abstain.

A motion to adopt Resolution 1810, A Resolution Establishing a City Depository at National Exchange Bank and waive the reading was made by THORNBUR. JOHNSON seconded the motion. A poll vote was taken. The motion carried with a vote of 8 Ayes, 0 Nays, 0 Abstain.

IPR Recruitment and Selection

Veleker introduced the topic by saying that the next steps involved in the process is to begin the advertising phase. Prior to this there are a couple of decisions he was asking from Council. The first involved the job descriptions for the new Administrator/Clerk/Treasurer position and Director of Public Works (DPW). He explained that the DPW position description was before them because the City's economic and community development responsibilities would move from the DPW to the Administrator/Clerk/Treasurer so both descriptions needed review and approval. He added that Mr. Marx reviewed the Interim Utility & Street Department Director Marx job description as well.

THORNBUR made a motion to approve the two job descriptions as written. GRUETT seconded the motion. A poll vote was taken. The motion carried with a vote of 8 Ayes, 0 Nays, 0 Abstain.

The next action item involved the Advertising Plan being proposed by Veleker. He reviewed the outlets he is proposing to advertise with. Some are at no cost because the City and/or Veleker are members of the organization. The total cost of the advertising plan is approximately \$1,000.

Veleker was also looking for direction on the pay range for the position. He shared survey data from the Wisconsin City/County Management Association (WCMA) where he analyzed the salary of Administrator/Clerk/Treasurer and like positions in similar sized communities. The data was from 2018 so he adjusted it based on an inflation of 1.5% in both 2019 and 2020 to bring the data up to date. Veleker advised that it is good to include the salary range in the advertisement. Based on the information he gathered, he was recommending a range of \$70,025 - \$94,739. Discussion ensued concerning the range being too broad.

A motion was made by GOEBEL to approve the advertising plan as presented and to include in the job advertisement a salary range for the position of \$75,000 to \$90,000. DEEHR seconded the motion. A poll vote was taken. The motion carried with 8 Ayes, 0 Nays, 0 Abstain.

Submission of a Letter to Wisconsin Economic Development Corporation (WEDC), Committing to the Local Share for a Site Assessment Grant the City is Submitting.

DPW Marx stated that the maximum grant is \$150,000 and the project involves the former Chilton Plating Company site. The City has been working on this for a number of years and has been working to acquire property over the past year or so, with all properties (4 parcels) in City ownership.

To maximize the grant opportunity, the City's consultant has recommended the City include the demolition of the building in the grant application. DPW Marx directed everyone to the spreadsheet in the packet which shows the cost of the project and the local share of \$16,825 the City would be responsible for if the grant is awarded to the City. Calumet County is also

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participating in the project by committing \$25,960 from a federal Brownfields Grant they have received.

A motion was made by WILLEMS to Authorize the Submission of a Letter to the Wisconsin Economic Development Corporation Committing the City to its local share for the City's Site Assessment Grant (SAG) Application. GOEBEL seconded the motion. A poll vote was taken. The motion carried with a vote of 8 Ayes, 0 Nays, 0 Abstain.

Declaration of State of Emergency

As the COVID-19 Pandemic began to spread and Gov. Ever's executive orders related to it were released, Mayor Jaeckels declared a state of emergency in Chilton. In doing so he had authority to make decisions that would normally require Council review at a minimum and also possible action. The declaration and state law provides for Council to retroactively review and approve the order. During the time since the Declaration was signed Mayor Jaeckels had made decisions on public works, administrative and elections staffing.

THORNBURGER made a motion to retroactively approve the State of Emergency in Chilton ordered by Mayor Jaeckels on April 7, 2020. The motion was seconded by WILLEMS. All voted in favor.

COMMUNICATION

The Building/Plumbing Report for March 2020 and the Library Board Meeting minutes of March 17, 2020 were reviewed and placed on file.

APPROVAL PAYMENT OF BILLS

JOHNSON made a motion to approve payment of the bills. Voucher No. 85124 through Voucher No. 85193 or accounts payable and payrolls totaling \$657,845.04. WILLEMS seconded the motion. A poll vote was taken. The motion carried with a vote of 7 Ayes, 0 Nays, 1 Abstention.

ADJOURNMENT

A motion was made by JOHNSON to adjourn the meeting. WILLEMS seconded the motion. All voted in favor.

The meeting adjourned at 9:33PM.

Prepared by:

Henry Veleker