

Chilton, Wisconsin
December 20, 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 at the Chilton City Hall.

AGENDA POSTING:

On 12/16/16, 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 five members of the Council were present at roll call:

Council Member Kevin Johnson

Council Member Ron Gruett

Council Member Greg Kubichka

Council Member Kathy Schmitzer

Council Member Kurt Stephany

Other city officials present were Fire Chief Gary Halbach, 1st Assistant Fire Chief Ben Schoenborn, 2nd Assistant Fire Chief Nathan Schneider, Director of Public Works Todd Schwarz, Police Chief Craig Plehn, City Attorney Derek McDermott and City Clerk Helen Schmidlkofer.

Absent and excused council members Mark Willems, Dan Hilton and Clayton Thornber.

General attendance:

Calumet County Supervisor Alice Connors, Tom and Lori Hertel, Faye Burg-Delta Publications and Betty Schilling-Chilton Times Journal.

Those in attendance recited the Pledge of Allegiance.

Moved by Kubichka, seconded by Johnson and carried to approve the minutes of the council meeting held on 12/06/2016.

REPORT OF OFFICERS:

MAYOR REPORT:

- The governor put out an invitation for a mayor's reception in Madison in which I attended however it was the same day that president elect Trump was in Milwaukee so the Governor was not in attendance. Mrs. Walker was in attendance along with other state representatives.
- December 10th attended the Calumet County Agricultural Assoc. Board meeting. There are still things going on with the racing issue. I would note to the council members that I would appreciate any feedback regardless if negative or positive from the residents.

CITY CLERK REPORT:

- ↻ Tax Collection is going well, as well as issuing new dog licenses.
- ↻ Employee benefits are being established with:
Benefit Advantage, Superior Vision and Sun Life.
- ↻ 2017-spring election update – council members that have filed papers are Gruett and Thornber. Hilton and Stephany have taken out papers.
- ↻ The Chilton Chamber of Commerce annual meeting is scheduled for January 25th from 5:30 to 7:00 PM at Cheers. Tickets are \$10.00.
- ↻ A list of future committee meetings was provided.
- ↻ A detailed list of holiday hours for the city hall was provided.

APPROVE OPERATOR LICENSE APPLICATIONS:

Moved by Schmitzer, seconded by Kubichka to approve the two-year license application to serve fermented malt beverages and intoxicating liquors from December 20, 2016 to June 30, 2018 for Jamie M. Thompson and Ashley R. Pernell. Motion carried. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

DIRECTOR OF PUBLIC WORKS:

- ↻ Working with industries in the City. Worthington Cylinders has some parking issues and we are working together to resolve.
- ↻ Working closely with August Winter regarding the county highway shop project.
- ↻ Meeting held earlier today with the Engineer concerning the water processing upgrades. This doesn't include the booster pumps that were recently approved. This is in reference to the AquaMatic valves that run the softener system. One mag-flow meter is not working correctly; this meter reads the amount of water that goes through and triggers the softening process.
- ↻ The Street Department has been busy plowing snow. In fact, tonight the City will haul snow. Several council members inquired which areas this involves. Schwarz defined the uptown areas that have the snow removed.

MOVED TO REPORT OF COMMITTEES:**PLAN COMMISSION:**

Mayor Jaeckels informed the council that Tom and Lori Hertel presented the Plan Commission with a request for a conditional use at the December 14, 2016 meeting.

Tom and Lori Hertel plan to construct mini-warehousing on 3.814 acres of Industrial Park land in TIF #2, which is zoned I-2 (General Industry) and mini-warehousing is permitted with a conditional use. The City has entered into a real estate agreement with Tom and Lori Hertel to purchase the property contingent upon the conditional use being granted.

DPW Schwarz noted that property owners within 200 feet of the property were notified of the conditional use request. No comments were heard either for or against the application. The Plan Commission did recommend a conditional use to allow warehousing.

Moved by Stephany, seconded by Schmitzer to approve the request for a conditional use to allow mini-warehousing on TIF #2 parcel referenced as certified survey map # 3612. Motion carried.

Tom and Lori Hertel exited the council chambers at 6:39 PM.

MOVED BACK TO REPORT OF OFFICERS:**FIRE CHIEF REPORT:**

- Current membership is 41 fire fighters and 2 members with 4 on a waiting list.
- Training - Three enrolled in Firefighter 1, two will be enrolling in FF1 & two for driver ops.
- Received last of the turnout gear, which means the entire Department has all gear up to date.
- Participating in MABAS drills and working with County Dive Team and dive support.
- Department obtained certification for face pieces.
- Officers are working on pre-plans for business in our jurisdiction.
- The Department applied for raffle license for annual brat fry on April 8, 2017.
- National Fire Safety council will be sending letters for donations towards Fire Prevention Program.
- Received a grant from Milk Source; Department purchased CO monitor.
- Annual meeting is set for January 30, 2017 at 7:00 PM.
- Truck Committee has been working on future fire truck purchase.

POLICE CHIEF REPORT:

The Chilton Police Department remains extremely busy.

- We have seen an increase in fraud complaints, many of these fraud complaints come from individuals with a foreign accent and by phone. Many will demand payment in gift cards or money orders. A couple of recent complaints were individuals calling stating they were the IRS and were collecting back taxes demanding payment. Another complaint was an individual calling stating that a relative is in jail and needs you to send money to bail them out. Please do not send any money by money orders or gift cards to anyone unless you are absolutely certain of who you are sending it to.

- The Chilton Police Department is currently working on over a month long investigation involving major credit card fraud. On November 12th Chilton Police received a call from a security advisor from a Bank advising someone was currently at the Chilton Wal-Mart buying \$100 I tune gift cards with stolen account information. Officers responded to the Chilton Wal-Mart reviewed surveillance video and was able to give out the description of the suspect. The suspect was stopped leaving Wal-Mart and was found in possession of 170 credit cards, many without names just containing the magnetic strip and the security chip. The suspect was also found to be in possession of a laptop computer and a card re-coder. The suspect was also in possession of 34 \$100 I tune gift cards totaling \$3,400. Officers made contact with the complainant from the bank and were advised that they had put an alert out to flag any account that would purchase a \$100 I tune gift card. The complainant advised that the bank had lost over \$20,000 in the last couple of days from individuals using stolen account information and purchasing I tune gift cards. The investigation has revealed that the suspect rented a car in North Carolina drove up to Wisconsin and hit numerous Wal-Mart stores on the way up to Chilton. Search Warrants have been done on the 168 Credit cards and will be done on the laptop, I phones and GPS to determine how many more stores were hit that we are not aware of. The Suspect has been charged with credit card theft, credit card forgery, credit card fraud, and eight counts of fraudulent use of credit cards. Assisting the Chilton Police Department with this investigation was the Calumet County Sheriff's Department, the Wisconsin Department of Criminal Investigations (DCI), the Federal Bureau of Investigations (FBI), and the Sheboygan County Sheriff's Department.
- On December 10th, Officers from all law enforcement agencies in Calumet County participated in "Shop with a Cop" held at the Chilton Wal-Mart. Officers from Brillion, Kiel, New Holstein, and Chilton and Deputies from the Calumet County Sheriff's Department chaperoned almost 40 children around Wal-Mart spending a \$100 apiece. Once the gifts were purchased they were gift-wrapped and everyone went over to Papa Don's for pizza where Santa made an appearance. Shop with a Cop is completely made possible by donations and is an outstanding program.
- On December 12th, Officer Harn and his wife left for Bulgaria to adopt their new daughter. Officer Harn will be out until the end of February on Family Medical Leave caring for his new daughter. We wish the Harn family the very best and safe travels.
- Captain Kvalheim just completed the FBI LEEDA (Law Enforcement Executive Development Association) Supervisor Leadership training. This training was a weeklong and is for senior law enforcement leaders. Some of the topics include, leadership case studies, mentoring, developing your people, performance management, risk management and credibility.
- The Department has started its search for the 7th officer. Resumes and questions are due by the 29th, and interviews will be on January 13th. The process is currently open to all the part time officers and we are hoping to find our 7th officer from that pool of applicants. If the hiring committee feels that none are qualified, we would have to do a statewide search.
- Since the County has decided to keep the existing radio system, they will be narrow banding its VHF radio system and not going to a digital system. Because of this, we will not need to upgrade our radios. Unfortunately, our radios are in desperate need of replacement. I could not justify purchasing new VHF radios at approximately \$3,500 a piece for a county radio system that will probably have to be replaced in 10 years. I was able to find some very nice used radios from an agency outside of the county that just upgraded from VHF to digital. Fortunately, for us their Department cannot use the VHF radios they had. The Chilton Police Department was able to get a VHF Squad radio for our third squad and eight VHF Motorola 2500 XTS radios with collar mics for \$640. If we had bought this equipment new, the approximate cost would have been over \$30,000. Due to the high cost of radio's we will start budgeting in Capital for future radio equipment.
- The Program Manager of the Wisconsin Law Enforcement Accreditation Group (WILEAG) notified the Department today that they approved the Core Standards Accreditation for the Chilton Police Department. This approval came after a rigorous assessment process. The accreditation process is designed to verify that the Chilton

Police Department meets the Board’s state-of-the-art standards and is a voluntary process, which is a highly prized recognition of law enforcement professional excellence. This accreditation demonstrates our voluntary commitment to law enforcement excellence by its compliance to a body of standards deemed essential to the protection of life, health, safety and rights of the citizens we serve. The Chilton Police Department is proud to be among very few accredited departments in Wisconsin with this respected status. Accreditation status is granted for three years, during which time the agency must submit annual reports attesting continued compliance with those standards under which it was initially accredited. The Department will receive its award at the Chiefs Conference in early February. This is a huge accomplishment and a goal that I had set forth for the Department. I am very pleased to say I never thought this accomplishment could be achieved so soon.

- I want to personally wish everyone to have a very safe and joyful Christmas.

AUDIENCE PARTICIPATION:

Alice Connors reassured Mayor Jaeckels and the council members that she does in fact support the City of Chilton at the county level as Calumet County Supervisor.

REPORT OF COMMITTEES:

Chairman Johnson presented the December 5, 2016 Public Safety committee meeting minutes.

Johnson noted that the committee summarized the long-term discussion on ATV usage on city streets. The discussion started back in 2008 and they came to a conclusion back then that ATVs could only be used for work mainly in winter for snow removal. This question came back to us about 6 months ago to open our city streets up to ATV recreational use. After three different meetings and following a study from Chief Plehn on the use of ATVs not only in the City of Chilton but also throughout the surrounding area, we concluded that due to the geographical location and how the highways bisect the city there is no way that we could make this work.

Moved by Johnson, seconded by Stephany to deny the request to allow ATV’s on city streets for recreational use. Motion carried.

Johnson then turned to the Fire Department for a detailed report regarding the fire truck replacement. Ben Schoenborn informed the council that the Fire Department received the following quotes:

Custom Fire, Osceola, WI	\$486,896.00
Rosenbauer, Lyons, SD	\$475,472.00
Marion, Marion, WI	\$495,331.00
Pierce, Appleton, WI	\$532,500.00

Of the four quotes received, two did not meet the committee’s criteria due to a lack of capacities or specifications. Those two were Custom Fire and Marion Body Works. The Fire Department Truck committee recommended the purchase of the Pierce engine due to the fact the Rosenbauer did not quote a heavier chassis. Schoenborn said, keep in mind that the Department is downsizing, we plan to eliminate two trucks and for that reason the Pierce quote meets the Department’s needs. Another concern was that if warranty work would be required the truck from Rosenbauer would have to leave the state of Wisconsin.

Current funds on hand for the future truck purchase are \$209,064.28 and proposed for 2017 and 2018 budgets the Department plans to include \$76,800.00 each year which would bring the funds on hand when the truck would be delivered in 2018 to \$362,664.28. Resulting in \$169,836.00 to be borrowed from the general fund or if the City would need to borrow funds for development in TIF #4, funds for the truck could be included in the borrowing.

Discussion took place regarding future budgets and the fact that the townships assist with the fire department budget. In fact, the townships did request that proposed budgets would remain comparable instead of fluctuating annually.

Schmitzer questioned how the council could commit future budgets for a project, similar to a park capital expenditure in the past.

Attorney McDermott noted that if the council would approve this purchase you are not binding the council to the 2018 budget amount. This is just a projection on how to pay for the truck.

In addition, the money from the sale of engine 101 and 102 would go toward the future truck purchase. There is no discount if the City would purchase the truck before year-end. The initial proposal from Pierce was based on the entire contract being paid up front, but there are a few other options:

- \$209,000 paid with the contract – Discount of \$10,150
- \$150,000 paid with the contract – Discount of \$7,300
- \$100,000 paid with the contract – Discount of \$4,870

The quotes are based on a 4.5% interest rate for the estimated 8.5 months that Pierce would hold the money. Following a brief discussion the council decided not to include any type of payment with placing the order.

Moved by Johnson, seconded by Kubichka to approve purchase of the an Impel top mount pumper from Pierce Manufacturing, Inc. for \$532,500.00, and authorize the sale of engines #101 and #102 at the discretion of the Fire Chief. Roll call vote.

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

Five votes cast. Five votes aye. Motion carried.

Chairman Schmitzer presented the minutes of the December 8, 2016 General Government Committee meeting.

Schmitzer said the first order of business was to review the hiring process for all the Departments. There was an expressed desire from the mayor to standardize the process for all the Departments.

After a lengthy discussion it was determined that the committee would check with the League of Municipalities to provide feedback regarding nepotism and background checks.

General discussion included:

- The City has various statutes or guidelines for hiring and Mayor Jaeckels would like at the very least all Departments to have the same procedure.
- The desire or end result for each Department is that approval to hire should go to the common council for final approval.
- Library board would approve of new personnel for the library.
- Police applicants are required to have a thorough background check and psychological testing.
- Fire Department screening committee would have final input before a recommendation would go before the council.
- The City would continue to conduct background checks on all future employees.

The committee will continue to review hiring practices once the additional information is received from the League.

Schmitzer requested Clerk Schmidlkofer to present the proposed amendments to the personnel policy. Schmidlkofer stated the final revisions are in resolution format regarding Chapter 14, 15, 17, 18, 19, 27, 29 and 30.

Moved by Schmitzer, seconded by Gruett to introduce, adopt and waive the reading of Resolution No. 1738, a resolution to amend the personnel policy. Roll call vote.

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

Five votes cast. Five votes aye. Motion carried.

Minutes of Council Meeting 12-20-2016

Culture and Recreation committee member Kubichka presented the minutes of the December 12, 2016 meeting.

Annual reports presented for the committee were:

Chilton City Band - Rose Gerner reported that the Band does participate in local parades throughout the summer; generally try to have 16 to 14 band members march in the parades. Numbers of members at the summer concerts are usually 13 to 14. Gerner then expressed that the band is reaching out to surrounding school district band teachers along with any experienced or former persons that play an instrument. College age students are welcome to come back and play and members do not have to be a city resident. The band is open to anyone that wishes to play an instrument. The Band does solicit door prizes from local businesses and the businesses state that this is an easy and very beneficial means of advertising. The Band is truly a great asset for the entire community. Gerner also noted that the concerts are broadcast on radio station 83.9.

The city band does perform at five concerts for the "Summer in the Park" series. In addition, the City Band hosts five guest bands. Next year there will be ten concerts starting on Thursday, June 8, 2017. Band President Tim Lenz is working to develop a formal cancellation policy regarding inclement weather. The VFW members start preparing food for the concession stand before the concerts start and this is a concern. Developing a cancellation policy would benefit the VFW and the band.

ChiltonFC Soccer Club –President Eric Guerin was invited to attend or provide a written report however, no report was provided.

Veterans Memorial at Klinkner Park

Mayor Jaeckels said he requested to have this on the agenda. Report for tonight is that registration for additional name plaques is open until March 1, 2017.

VFW – The City contacted Mr. Jerome Ott who in turn informed the city that the new commander is Greg Zickuhr and Greg would provide a report however, no report was received.

DPW Schwarz informed the council that the City has filed an application for Tree City USA with the DNR. The City does meet the criteria by maintaining an ordinance, budgeting a certain amount of funds for trees and hosting an Arbor Day event with a proclamation.

The city received a request to provide outdoor shuffleboard. At the committee meeting DPW Schwarz noted that at Morrissey Park the basketball court is used a lot, the double tennis courts and pickle ball court have minimal use. The committee did consider this request however couldn't substantiate shuffleboard at this time.

Mayor Jaeckels added that the committee did consider converting the pickle ball court but it truly does not pay to redo the pickle ball court. The request for shuffleboard also requested that the City provide the equipment. The City no longer manages recreational programs.

Moved by Gruett, seconded by Schmitzer to deny the request to establish shuffleboard in the City of Chilton parks. Motion carried.

The council was informed that the costs to engrave memorial tree plaques is increasing and recommended that the request form be revised to reflect the vendor costs and to include administrative fees. At the committee meeting Schwarz stated the current costs for a 9-inch by 12-inch memorial tree plaque made of turf stone is \$66.00 and a plaque that has engraving and a photo image is \$92.00.

Moved by Stephany, seconded by Schmitzer and carried to increase the memorial tree plaque costs as follows: Plaque with text engraving only from \$66.00 to \$73.70
Plaque with text engraving and photo from \$92.00 to \$110.00.

Minutes of Council Meeting 12-20-2016

The November 9, 2016 minutes of the Chilton Housing Authority meeting were available in the council packets.

The November 14, 2016 Library Board minutes were distributed.

NEW BUSINESS:

Moved by Johnson, seconded by Gruett to approve the mayoral re-appointment of Barb Wieting to the Chilton Housing Authority for a 5-year term. Motion carried.

Mayor Jaeckels informed the council that the request for proposal to develop the two adjacent city owned lots on West Main Street was in their packets to review. Looking for the council to approve the RFP that will be advertised as a Class II notice in the Chilton Times Journal and on the city web site with a deadline of February 1, 2017.

Moved by Gruett, seconded by Schmitzer to approve the request for proposal to develop the city-owned lots on West Main Street. Motion carried.

COMMUNICATIONS:

The November 10, 2016 County Intergovernmental meeting minutes and the Chilton Chamber of Commerce November 2, 2016 meeting minutes were distributed to the council members.

APPROVE PAYMENT OF BILLS:

Moved by Schmitzer, seconded by Johnson to pay the bills. Voucher No. 79642 through Voucher No. 79696 or accounts payable and payrolls totaling \$98,216.95. Roll call vote.

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

Five votes cast. Five votes aye. Motion carried.

ADJOURNMENT:

Moved by Johnson, seconded by Kubichka and carried to adjourn at 7:25 p.m. on December 20, 2016.

Helen Schmidlkofer, MMC

City Clerk