

Chilton, Wisconsin
February 6, 2018

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 2/02/18, 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 Mark Willems	Council Member Kevin Johnson
Council Member Ron Gruett	Council Member Mike Goebel
Council Member Greg Kubichka	Council Member Kathy Schmitzer
Council Member Clayton Thornber	

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 member Hilton was absent and excused.

General Audience: Peggy Loose and Ann Juckem.

Those in attendance recited the Pledge of Allegiance.

Moved by Kubichka, seconded by Schmitzer and carried to approve the amended minutes of the council meeting held on 1/16/2018. Under committee reports include: Chairman Thornber said this issue should be brought to the Attorney General for a new ruling. Audience Participation: the Lions Club food collected is 3,963# not 9,963#.

REPORT OF OFFICERS:

MAYOR REPORT:

- Fire Chief Halbach has submitted a retirement letter effective April 30, 2018. I would like to publicly thank Gary for his long service to the Department. I am working on a process for accepting applications for the chief's position. I am setting an ad-hoc committee for interviews to assist in recommending the new chief. I have asked Alderman Schmitzer to serve and I am looking for 1 to 2 outside fire members to assist in the process. Outside members can remain neutral without influence of existing members.
- I attended the annual Fire Department meeting last Monday night as part of attending meetings and drills periodically per discussion with Chief Halbach for 2017.
- I attended the Village of Harrison meeting last Tuesday. They passed the MOU unanimously and they have one county supervisor on their board that supports the effort very much.
- I received a Calumet County Historical Society newsletter if anyone is interested.
- In mid-October Uptown Commons applied for two additional funding sources and they hope to hear back soon regarding the funding. They still are looking at April closing and May start of construction.

Council member Thornber added that he was contacted by two different citizens that thought Horizon asked the City for additional financial support. Thornber reassured them that the City was not approached for additional funding.

CITY CLERK REPORT:

- ↻ Tax season has ended; any late payments will be sent to the Calumet County Treasurer.
- ↻ Open book is set for April 10, 2018 from 4:00 PM to 6:00 PM and Board of Review is scheduled for April 30, 2018 from 8:15 AM to 10:15 AM. A three step flyer defining the process was distributed to all the council members.
- ↻ Tax Incremental District #6 and #7 final plans were distributed. TID #2 final audit report was distributed for the council members. The detailed report indicated the refunds to the overlying districts as follows: Calumet County \$955.00, City of Chilton \$1,026.00, Chilton School District \$1,912.00 and Fox Valley Technical College \$195.00. Clerk Schmidlkofer did remind

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the council members that at the August 9, 2017 Joint Review Board meeting the board did approve revenue sharing from TID #2 to TID #4. The final 2017 revenue sharing amount was \$225,161.00. TID #2 was open from 1992 to 2017, the base value was \$340,000.00, and ending value was \$36 million. The financial reports have been filed with the Department of Revenue, which are due 2/15/2018.

APPROVE FINANCIAL REPORT:

Moved by Gruett, seconded by Goebel and carried to approve the February 1, 2017 financial report.

APPROVE OPERATOR LICENSE:

Moved by Schmitzer, seconded by Thornber to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from February 6, 2018 to June 30, 2018 for Brittany Israel, Katelyn N. Waack and Casey Schneider. Motion carried. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

APPROVE LIQUOR LICENSE:

Moved by Thornber, seconded by Gruett to approve the Class "B" Picnic license for the Chilton Fire Department on April 21, 2018 and waive the \$10.00 fee. Person in Charge is Phillip Anhalt. Motion carried.

DIRECTOR OF PUBLIC WORKS REPORT:

Well #8 – all the valves have been replaced. Now we are having problems with the actuators. The actuators open and close the valves. We are having some that are sticking and causing the valve not to open. We are softening water however not efficiently as we could. Last week Thursday the supplier of the valves, Dornier increased the size of the actuator at no cost to the city to 180# of pressure. Dorn will stand behind the warranty for the valves. Three smaller valves may have to be undercut.

Waste Water – completed the computer and SCADA system. With integrating the two systems, we had problems with the two tough books used for the water system. We ended up purchasing two tablets with a protective cover for \$900.00 versus \$10,000.00 for two tough books.

Clarifiers – when the unit was removed it was discovered that the floor is in need of repairs. This work has to be completed by a structural engineer in which I just received plans. The plans have been given to three different contractors for them to submit costs. I hope that the costs will be reasonable and we can continue with the rebuild of the clarifier and repairs to the floor. The entire project could potentially cost \$100,000.00. The other clarifier will need to be taken down for maintenance also. The plant is getting to the 20-year cycle, plants are designed for a 20 year life; the plant was built in 2000.

Effluent pump controllers are starting to go out. We are acquiring quotes for VFD. We have to change the buckets and put all this into the SCADA system.

Wastewater permit from the DNR - No update.

Met with Mr. Jon Bartz from WEDC regarding the remediation for the four parcels downtown. His recommendation is for the City to go ahead and complete the testing and have the remediation plan in place. Next step would be to apply for a Brownfield Grant which would include razing of the buildings and work with a future property owner. The quote from SIGMA is only good for another 20 days.

AUDIENCE PARTICIPATION

Council member Willems requested Clerk Schmidlkofer to provide reference materials what should or should not be included in the council minutes. He referenced the League of Municipalities as a source. Schmidlkofer agreed to provide information at the next council meeting.

REPORT OF COMMITTEES

Mayor Jaeckels reported on the January 24, 2018 Intergovernmental meeting.

At the meeting, the group reviewed the property that Enneper/Mueller purchased in 2016 from the City of Chilton off County G. Their adjacent property to the west is located in the Town of Chilton. It was discovered that the parcel purchased was non-contiguous property that was annexed into the City of Chilton in 1957 per Wisconsin Statute 66.025. The two parcels cannot be combined because they are in two different municipalities. The owner questioned why they were getting two tax bills from two different municipalities. It is now up to Enneper/Mueller to decide if they want to have the property currently taxed by City of Chilton annexed into the Town of Chilton. The process would have to be worked out by the Town of Chilton and the landowner. DPW Schwarz said the City would have no objection to an annexation. Town chair Schwarz said he would discuss at a future town meeting.

DPW Schwarz said that brush and yard waste is being dumped at the City Garage from residents outside the City. This problem has been becoming progressively worse and worse over the last few years. Schwarz asked township representatives if they provided any place for their residents to dump anything. They responded no. DPW Schwarz said he wanted to make the townships aware of what was going on. He said you have to be responsible to the taxpayers and that is why he was bringing the subject up. The City will continue to monitor the situation.

Dani Santry, Calumet County Water Resource Specialist presented data and maps from the results of water testing in the Town of Chilton.

The County hired a new Recycling and Hazardous Waste Coordinator, Chris Meuer. He will work on a flexible ½-time basis and will be coordinating six hazardous waste disposal events and two electronics events.

NEW BUSINESS

Moved by Kubichka, seconded by Schmitzer to introduce, adopt and waive the reading of Resolution No. 1761, a resolution to designate depository at Commerce State Bank. Roll call vote.
 Gruett – yes Willems – yes Kubichka – yes Thornber – yes
 Schmitzer – yes Hilton – absent Johnson – yes Stephany - yes
 Seven votes cast. Seven votes aye. Motion carried.

Mayor Jaeckels read the December 19, 2017 council minutes regarding the request from Ann Juckem, manager for Cullen Real Estate Rental Properties for six additional parking spaces for tenants at Georgian Square apartments located at 52 W. Main Street. She agreed to have the tenants post a parking sticker so that the Police Dept. is aware who the tenants are.

At the 12/19/2017 council meeting, Kubichka made a motion, seconded by Gruett to allow for ten parking stalls on the northwest side of the 45 School Street city-owned parking lot for tenants at the Georgian Square (52 West Main Street) and that Cullen Management would develop some type of permit system to display in the vehicle. The motion passed unanimously. In addition, the permit system will be created and implemented by Cullen Management and the permit should be placed in the lower left side of the dash. Plehn stated that the Police Department does not have a list of license plates or vehicles types so this would help greatly.

Jaeckels said, So moving forward at tonight’s meeting the City is looking to pass an ordinance regarding parking on the west side of the city’s lot and allow 24 hour parking; no sticker is required.

Moved by Kubichka, seconded by Thornber to rescind the December 19, 2017 motion and not allow for ten parking stalls on the northwest side of the 45 School Street city-owned parking lot for tenants at the Georgian Square (52 West Main Street) and that Cullen Management is not required to develop some type of permit system to display in the vehicle. Motion carried.

Moved by Thornber, seconded by Schmitzer to introduce, adopt and waive the reading of Ordinance No. 1145, an ordinance to allow 24 hour parking on the west side of the city owned parking lot, which has an entrance off Main Street and exit to School Street. Roll call vote.
 Gruett – yes Willems – yes Kubichka – yes Thornber – yes
 Schmitzer – yes Hilton – absent Johnson – yes Stephany - yes

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7 votes cast 7 votes aye. Motion carried.

Moved by Willems, seconded by Thornber to approve the 2017 year-end appropriations:

100-41111-000	Surplus Applied	\$ 13,965.16	
100-51101-312	Council Printing		\$ 2,358.26
100-51102-210	Mayor Prof. Services		\$ 1,220.67
100-51301-210	Attorney Prof. Services		\$ 3,157.88
100-53722-230	Solid Waste Bulky Item Pickup		\$ 5,026.94
100-53724-110	Recycling Salaries/Fringe		\$ 1,733.06
100-53303-371	Snow & Ice Salt		\$ 468.35
100-51102-790	Mayor (Oper. Reserve)	\$ 180.29	
100-51102-210	Mayor Prof. Services		\$ 180.29
100-51450-790	Date Processing (Oper. Reserve)	\$ 489.87	
100-51450-340	Date Processing Misc Computer Eq		\$ 489.87
100-51530-790	Assess. Property (Oper. Reserve)	\$ 555.70	
100-51530-312	Assess. Property Printing Board of Review		\$ 555.70
100-52101-821	Police Capital Reserve	\$ 2,695.65	
100-52101-810	Police Capital Squad/bulletproof vests		\$ 2,695.65
100-53303-790	Snow & Ice (Oper. Reserve)	\$ 7,470.79	
100-53303-371	Snow & Ice Salt		\$ 7,470.79
100-53305-790	Street Signs (Oper. Reserve)	\$ 670.60	
100-53305-350	Street Signs Equipment		\$ 670.60
100-53310-821	Street Construction Capital Reserve	\$ 950.00	
100-53310-820	Street Construction Capital Walnut Survey		\$ 950.00
100-53431-821	Sidewalks Capital Reserve	\$ 5,848.23	
100-53431-820	Sidewalks Capital Ward 3		\$ 5,848.23
100-53721-790	Solid Waste Collection (Oper. Reserve)	\$ 1,287.81	
100-53721-231	Solid Waste Collection-Cont. Serv		\$ 1,287.81
100-53724-790	Recycling (Oper. Reserve)	\$ 4,818.65	
100-53724-110	Recycling Wages/fringe		\$ 4,818.65
100-55306-790	Band (Oper. Reserve)	\$ 20.05	
100-55306-340	Band Misc. Operating		\$ 20.05
100-55308-790	Christmas Decorations (Oper. Reserve)	\$ 372.16	
100-55308-340	Christmas Decorations misc		\$ 372.16
100-56300-821	Planning Capital Reserve	\$ 745.25	
100-56300-110	Planning Salaries/Fringe		\$ 745.25
100-56701-790	Ind & Comm (Oper. Reserve)	\$ 2,339.48	
100-56701-210	Ind & Comm Prof. Services TIF 6&7		\$ 2,339.48
100-55201-821	Parks Capital Reserve	\$ 5,400.00	
100-57620-820	Parks Outlay Hobart bleachers		<u>\$ 5,400.00</u>
		\$ 33,664.24	\$ 33,664.24

Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

Clerk Schmidlkofer read the detail of non-lapsing accounts and indicated how that matched the summary list of non-lapsing appropriations. The financial reports presented for year-end accounts are presented only after the City’s annual audit is completed and reviewed with all Department Heads. As a class four city we are required to have an annual audit completed and in particular because the City has tax incremental districts.

Moved by Thornber, seconded by Johnson to approve the 2017 non-lapsing account balances for \$1,998,514.80. Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

COMMUNICATION:

Distributed the monthly building/plumbing report and the Chamber brochure.

APPROVE PAYMENT OF BILLS:

Moved by Johnson, seconded by Goebel to pay the bills. Voucher No. 81487 through Voucher No. 81612 or accounts payable and payrolls totaling \$817,550.14. Roll call vote.

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

Schmitzer – abstain Hilton – absent Johnson – yes Goebel - yes

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

ADJOURNMENT:

Moved by Schmitzer, seconded by Kubichka and carried to adjourn at 7:16 P.M. on February 6, 2018.

Helen Schmidlkofer, MMC
City Clerk