

Chilton, Wisconsin
July 19, 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 7/15/16, 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 eight members of the Council were present at roll call:

Council Member Mark Willems Council Member Dan Hilton (arrived at 6:50 PM)

Council Member Kevin Johnson Council Member Clayton Thornber

Council Member Ron Gruett Council Member Greg Kubichka

Council Member Kathy Schmitzer Council Member Kurt Stephany

Other city officials present were Director of Public Works Todd Schwarz, City Attorney Gary Jahn and City Clerk Helen Schmidlkofer.

General attendance:

Scott Salzsieder, Faye Burg, Delta Publications and Betty Schilling, Chilton Times Journal.

Those in attendance recited the Pledge of Allegiance.

Moved by Schmitzer, seconded by Kubichka and carried to approve the minutes of the council meeting held on 6/21/2016.

MOVED TO UNFINISHED BUSINESS:

Update regarding the building at 101 W. Main Street.

Mayor Jaeckels said, "A building permit for the reconstruction has been taken out for 101 W. Main Street but it has not yet been processed.

Scott Salzsieder said, "The contractor is pending approval and then will schedule the project. Projected timeline for making the building structurally sound would be approximately 2 weeks. Then the City would be able to open up the sidewalk and parking areas."

When council members asked if Salzsieder had a signed contract with CP Restoration, Scott indicated yes. Pending no further questions Salzsieder exited the council chambers.

MOVED BACK TO REPORT OF OFFICERS:

MAYOR REPORT:

- Mayor Jaeckels said he sent a letter to Mr. Bloomer regarding his land in TIF #2.
- Got a brief email from Rae Anne with a general statement specifying a 4% increase on insurance; that is based on the current insurance we have.

CITY CLERK REPORT:

- ↻ Provided a copy of the cities, towns, villages and counties that endorsed the League of WI #Just Fix It Resolution for Transportation Funding in Wisconsin.
- ↻ A new listing of common council committees was provided to the council.
- ↻ Horton Employee Benefit Group is hosting an employee educational insurance meeting on July 21st. The session will address general questions about health insurance, best practices, preventative care, in network coverage, etc.
- ↻ Future committee meeting dates and times was distributed.
- ↻ Clerk Schmidlkofer highlighted certain sections of the council orientation handbook. Those included structure of government, powers of the mayor, duties of the council

president and the council. Appointments by the mayor subject to council confirmation, council meetings order of business and guidelines for council members.

APPROVE OPERATOR LICENSE APPLICATIONS:

Moved by Thornber, seconded by Gruett approve the two-year license application to serve fermented malt beverages and intoxicating liquors from July 19, 2016 to June 30, 2018 for Angela J. Behnke, Justin D. Vander Heiden, Camilla J. Schneider, Jessica L. Lecher and Carrie L. Gates. Motion carried. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

APPROVE FINANCIAL REPORT:

Moved by Thornber, seconded by Schmitzer and carried to approve the July 1, 2016 financial report.

DIRECTOR OF PUBLIC WORKS:

- ↻ 2016 Street Projects are all completed; total project cost was \$178,000, which left \$12,000 credit in the budgeted street maintenance account.
- ↻ The Local Road Improvement Program Grant (LGIP) pending grant payment of \$33,971.00.
- ↻ The DNR was in the city today conducting a sanitary survey of the Water Dept. Once the report is prepared, the Dept. will know if any concerns need to be addressed.
- ↻ Chestnut Street reconstruction project – public informational meeting was held on July 14th at the city hall. Anticipated timeline is 50 working days that would be the end of September however, with anticipated rain days, it would be safer to say mid-October. Work was started on this project yesterday, July 18th.
- ↻ The DOT has a road-milling project that will start on the south end of the intersection of Chestnut and Calumet Streets to the connecting limits of New Holstein. I am continually requesting the DOT to include the entire intersection and not just the south portion. This project starts August 1st. Traffic will remain open with flaggers. These are two separate projects with different timelines. Council member Schmitzer stated that there is a lot of miscommunication out in the public regarding these two street projects.

NEW BUSINESS:

Moved by Willems, seconded by Stephany to approve the quote of \$2,607.14 from Home Depot for kitchen cabinets for CDBG Loan # 16-01.

Council member Thornber asked, “Are there are any restrictions on home improvement projects; kitchen cabinets seem like a voluntary option.”

Clerk Schmidlkofer stated the CDBG Administrator Deputy Meyer does review all estimates for CDBG guidelines prior council approval.

Mayor Jaeckels called for a roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Clerk Schmidlkofer presented the quarterly financial report that included general fund, water enterprise and sewer enterprise funds. Council member Gruett thanked DPW Schwarz for the tour of the treatment plant.

Moved by Willems, seconded by Johnson to approve the account appropriation of \$4,777.50 from library gifts (48501-000) to library revenue/expense (55113-325).

Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Mayor Jaeckels stated we would go slightly out of order and go in numerical order to item No. 10 under new business with Resolution No. 1718.

Moved by Johnson, seconded by Schmitzer to introduce, adopt and waive the reading of Resolution No. 1718, a resolution designating depository and authorizing withdrawal of city moneys with Citizens Community Federal N. A. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Willems, seconded by Johnson to introduce, adopt and waive the reading of Resolution No. 1720, a resolution designating depository and authorizing withdrawal of city moneys with Wisconsin Bank & Trust. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Kubichka, seconded by Schmitzer to introduce, adopt and waive the reading of Resolution No. 1721, a resolution designating depository and authorizing withdrawal of city moneys with First Merit. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Willems, seconded by Thornber to introduce, adopt and waive the reading of Resolution No. 1722, a resolution designating depository and authorizing withdrawal of city moneys with Great Midwest Bank. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Schmitzer, seconded by Stephany to introduce, adopt and waive the reading of Resolution No. 1723, a resolution designating depository and authorizing withdrawal of city moneys with Community First Credit Union. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Stephany, seconded by Kubichka to introduce, adopt and waive the reading of Resolution No. 1724, a resolution designating depository and authorizing withdrawal of city moneys with Capital Credit Union. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Willems, seconded by Hilton to introduce, adopt and waive the reading of Resolution No. 1725, a resolution designating depository and authorizing withdrawal of city moneys with Bank First National. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

Moved by Gruett, seconded by Hilton to appoint Guy Arnold to the library board for a term of July 19, 2016 to June 30, 2019. Motion carried.

REPORT OF COMMITTEES:

Chairman Thornber presented the June 22, 2016 Public Works committee meeting.

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The flow line in the bottom of eight manholes is clay lined and worn out. Instead of the waste going down to the wastewater plant, it is seeping down into the ground. Repairs are necessary on these manholes.

According to DPW Schwarz, Wastewater Leadman Keuler contacted two different companies regarding manhole repairs and they both said that they would subcontract the work to a third party, typically IBA Manhole Restoration. Knowing this it makes more sense for the City to hire IBA Manhole Restoration directly for the repairs and avoid additional costs from the other companies. IBA Manhole Restoration did the work in the City last year and according to Keuler, they did a good job. (Estimated cost for the eight manholes is \$10,900).

It was noted that Keuler plans to annually maintain manholes and the repair costs are paid for by the Wastewater Treatment Plant utility.

Keuler and Eric Bunnell (wastewater operator) informed the committee of a different style of testing method for phosphorus, ammonia and chlorine. The new technology would replace the current method of testing and would prove to be very efficient. Keuler emphasized that the City already has the major piece of equipment necessary to make the switch. The Wastewater Treatment Plant will save numerous worker hours and money in the long term by switching to the new testing method.

The City has retained Strand Associates Inc. to help fine tune documentation related to the Capacity Management Operation and Maintenance (CMOM) program. The draft presented to the committee was organized to follow the Wisconsin Department of Natural Resources (WDNR) mandate. The draft includes guidelines and procedures related to the collection system CMOM program. The CMOM report is used in conjunction with the preparation of the Compliance Maintenance Annual Report (CMAR) that is submitted to the WDNR.

Thornber noted that the committee did discuss the future need to do something to Well #8 to accommodate salt delivery (i.e. install a ramp system).

The city is having the hydrants painted by a company rather than the city because this company can complete it more economically.

The City's workers compensation insurance consultant observed some unsafe work practices when watching Street Department employees perform curbside brush pick-up. He noticed that residents are throwing their brush in a big pile instead of placing the branches all in the same direction. When the branches are in a big pile, the City workers have to rip it apart to get it into the chipper equipment. The consultant recommended strengthening the City's policy regarding properly stacking branches for curbside pick-up. The consultant suggested that a formal letter would be sent to the resident if the branches were not stacked properly. Recommendation from the committee is to revise the policy and require City residents to have branches uniformly piled, with all cut ends lying in the same direction. If the resident does not do this, the brush will not be picked up by the City and a letter would be sent explaining the policy.

Moved by Willems, seconded by Thornber to approve revisions to the regulations for curbside brush pick-up to include that brush should be piled parallel to the street with the cut ends lying in the same direction for ease in handling. If brush is not piled correctly, the City will not pick it up and the property owner would be sent a letter notifying them of the correct procedure to follow. Motion carried.

Mayor Jaeckels said, "The library board minutes were distributed with your council packets, not sure, if anyone has a question of Kathy as the council representative on the board." Hearing no comments Mayor Jaeckels moved on.

Chairman Hilton presented the June 27, 2016 Culture and Recreation committee meeting minutes.

Hilton noted that at the committee meeting Rich Appel gave the remaining balance of \$1,544.14 in the Veterans Memorial of Chilton, Inc. account to the City of Chilton. In December of 2015 the council approved Resolution No. 1710, a resolution that ended the agreement between the City of Chilton and the Veterans Memorial of Chilton Inc. and identified that all remaining funds would be turned over to the city for future maintenance. The city will continue to accept all payments and applications for name plaques and the committee will verify the information prior to ordering plaques. Annually each May a brief dedication will take place on Memorial Day after the city's program.

Appel and Don Kampffer stated that the annual request for additional name plaques for the memorial would be from November 1 to March 1. Forms are available at city hall, Calumet County Veterans office and thru the Veterans website.

The committee did discuss the fact that approximately 150 spaces are still available, for plaques. Because of the Memorial's professional architectural design and physical location, it has become extremely popular, and this may be a potential problem down the road. It is the Memorial Committee's opinion that to keep adding stones will clutter the site and destroy the outstanding architectural integrity of the original design. They suggested that once the existing space is filled with veterans' names, that program be ended."

Mayor Jaeckels said, "I have a comment regarding limiting the number of name plaques going forward. My only comment is that this was mostly funded by people in the city and outlying areas, my only question is do we want to look at limiting ones that are remaining to people that actually are from here or have family members here."

Hilton noted that the committee along with Appel and Kampffer felt that the remaining space for plaques would last 9 to 10 years because requests typically slow down significantly after the first couple of years. This is based upon surrounding communities' memorials.

Mayor Jaeckels said, "What do you do after it fills up and all of a sudden you have someone that has a request. Perhaps they didn't have the money at the time and now they do. Or there are conflicts going on, and generations down the road residents from the direct area would like a name plaque."

Brief discussion took place, which resulted in the suggestion to review the Veteran's Memorial on an annual basis.

The city received a request for aluminum can collection containers at Morrissey Park for the concession stand area. The requester stated that there is an aluminum can collection that takes place to benefit Chilton Area Catholic School (CACS) and Morrissey Park. The requester noted that the parks do not have any recycling containers at all, which doesn't make sense when we now have single stream recycling. It is important to have a garbage container next to the aluminum or recycling container otherwise the public would toss garbage in it.

The committee discussed the fact that at Nennig Ball Park and Hobart Field the Chilton Athletic Club and the Hobart Softball Assoc. manage their own recycling. In the past, this committee had discussed the possibility of removing all garbage and recycling containers in all city parks similar to state parks and state highway rest areas.

Following a brief discussion moved by Johnson, seconded by Thornber that the request for recycling containers at Morrissey Park be denied and that recycling should be handled similar to the Nennig Ball Park and Hobart Field. The clubs should manage and provide their own recycling containers. Motion carried.

Hilton then noted that the committee adjourned to Hobart Park for a tour.

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Mayor Jaeckels presented the July 13, 2016 joint Plan Commission and Redevelopment Authority meeting minutes.

Matt Payette, Director at Calumet County Planning, Zoning and Land Information Department provided economic development statistics regarding the City of Chilton and Calumet County. The reports included where Chilton residents are employed, types of jobs, earnings and industry sector.

The RDA and Plan Commission met jointly to further discuss the zoning and building guidelines at 241 E. Main Street. The property owners John and Roxanne Bieck have presented their request to construct a 20' X 24' unattached shed at the May 11, 2016 Redevelopment Authority meeting and the June 8, 2016 Plan Commission meeting without a recommendation on how to proceed.

Consensus from the joint meeting was that the property owner agreed to work with the RDA and Plan Commission to proceed with improvements to the property by requesting to rezone the property from C-2 (Central Business District) to R-1 (Single-Family Residential District) and complete a home occupation application to conduct business in the front portion of the residence at 241 E. Main Street.

COMMUNICATION:

Distributed monthly building and plumbing report and Chilton Chamber letter regarding Crafty Apple Fest.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Johnson to pay the bills. Voucher No. 78895 through Voucher No. 79016 or accounts payable and payrolls totaling \$467,075.73. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

ADJOURNMENT:

Moved by Willems, seconded by Schmitzer and carried to adjourn at 7:28 p.m. on July 19, 2016.

Helen Schmidlkofer, MMC

City Clerk