

Minutes of Council Meeting 7-21-2020

Chilton, Wisconsin
July 21, 2020

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

AGENDA POSTING:

On 7/17/2020, copies of the agenda were delivered to the Mayor, Aldermen, City Department Heads, City Attorney and were made available to the media, and posted on the City Hall bulletin board and posted on the City web page.

ROLL CALL:

Mayor Thomas J. Reinl and seven members of the Council were present at roll call:

Council Member Mike Goebel	Council Member Ron Gruett
Council Member Clayton Thornber	Council Member Andrew Deehr
Council Member Kathy Schmitzer	Council Member Peggy Loose
Council Member Joe Schoenborn	

Other city officials present were, Director of Public Works Chris Marx, City Attorney Derek McDermott, Fire Chief Ben Schoenborn, Interim Administration Henry Veleker, Library Assistant Director Rebecca Barry and Deputy City Clerk Lisa Meyer. Also in attendance, Betty Schilling, Chilton Journal, Nathan Gibson and Rick Jaeckels. Absent and excused Jon Kragh.

Dave Kohls, Tri-County News and Police Chief Craig Plehn joined the meeting remotely.

Those in attendance recited the Pledge of Allegiance.

Mayor Reinl called for a moment of silence for the Gary Mathes family.

Motion by Gruett, seconded by Schmitzer and carried to approve the minutes of the council meeting held on July 7, 2020.

REPORT OF OFFICERS:**MAYOR:**

- Some of the equipment for the upgrading of the City Hall Council Chambers was on back order but the room will hopefully be ready to have a virtual Council Meeting by August 5, 2020.
- The resignation letter from Mr. DuPrey is in your council packets.
- The Crafty Apple Fest scheduled for September 12, 2020 has been cancelled.
- Had a conference call today with Heartland Business Systems. The computer installation is on schedule. Final migration to new servers is scheduled for August 7, 2020.

The City received a letter from Ken and Darlene Danes, owners of the K&D Subdivision. The United States Post Office is requiring them to install a group mailbox for the subdivision instead of each home having their own mailbox. There are approximately 30 lots in the subdivision. The City cannot control the actions of the Post Office.

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Moved by Schmitzer, seconded by Gruett to have Attorney McDermott draft a Resolution in support of Ken and Darlene Danes's mailbox concerns to allow each lot in their subdivision their own mailbox delivery. Motion carried.

Interim Administrator Henry Veleker informed the Council of the interview committee's intent to interview another candidate for the City Administrator/Clerk/Treasurer position on July 28. If the committee feels the candidate will be a good fit for the City, he will be brought before the Council and would potentially be available for employment within a month.

If the committee feels the candidate is not a good fit, the committee would like to do another round of recruitment. The current ad states "position is open until filled".

Moved by Thornber, seconded by Goebel to allow the interview committee to do another round of recruitment for the City Administrator/Clerk/Treasurer position. Motion carried.

APPROVE OPERATOR LICENSES:

Moved by Gruett, seconded by Schoenborn to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from July 21, 2020 to June 30, 2022 for Yvonne Castillo, Gabrielle Zwart, Tasheena Ploeckelman, Jeremiah Burbach, Richard Dohms and Lisa O'Keefe. Deputy Meyer noted the applicants have been approved by the Chilton Police Department. Motion carried.

DIRECTOR OF PUBLIC WORKS:

- The parks have been busy. The City Band concerts have been well attended at Hobart Park and many baseball games are being played at Nennig Park.
- The Water Utility is finishing curbstops and valve boxes on North State Street.
- DPW Marx complimented Wastewater Operator Brandon Bancroft on keeping the wastewater facility operating this past week with the six inches of rain that fell.
- The driveway approaches are being poured on the east side of North State Street.
- Pending the weather, the west side of North State Street will be paved starting Wednesday, July 29. Local traffic will be switched on Monday, allowing traffic to drive on the East side of the street.

Fire Chief Ben Schoenborn introduced Nathan Gibson to the Council. He just moved to Chilton from Fort Atkinson and will be studying Fire Science and would like to get his paramedic license.

Moved by Thornber, seconded by Goebel to approve the hiring of Nathan Gibson as a City of Chilton firefighter contingent upon passing pre-employment testing. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

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APPROVE PAYMENT OF BILLS:

Moved by Schmitzer, seconded by Thornber to pay the bills. Check No. 85529-85575 and Voucher # 4993-5012 or accounts payable and payrolls totaling \$122,419.48. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

MOVED TO NEW BUSINESS:

Mayor Reinl opened the Public Hearing at 6:45 P.M. to solicit comments regarding the request to rezone property at 810 Memorial Drive (Tax ID No. 17126) from R-1 (Single Family Residential) to PUD (Planned Unit Development).

Deputy Meyer read the notice and stated the notice was published as a Class II notice on June 18 and 25, 2020 in the Tri-County Newspaper as required by law.

Mayor Reinl described the owner's intent to change the zoning at 810 Memorial Drive to convert the existing facility into apartment units.

Mayor Reinl inquired if anyone was present to speak in favor of the rezone.

Mayor Reinl inquired if anyone was present to speak against the rezone.

Mayor Reinl inquired a second time if anyone was present to speak either in favor or not in favor of the rezone.

Mayor Reinl inquired a third time if anyone was present to speak either in favor or not in favor of the rezone.

Hearing no comments Reinl closed the public hearing at 6:46 PM.

Moved by Gruett, seconded by Loose to introduce, adopt and waive the reading of Ordinance No. 1170, an ordinance to rezone Tax ID No. 17126 from R-1 (Single Family Residential) to PUD (Planned Unit Development). Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

DEPUTY CITY CLERK:

Deputy Meyer informed the Council that the Wisconsin Department of Administration approved the Routes to Recovery Grant reimbursement of \$17,150.81 for expenditures incurred due to the COVID-19 public health emergency.

AUDIENCE PARTICIPATION: No comments were received.

REPORT OF COMMITTEES:

Mayor Reinl reported on the minutes from the Plan Commission meeting that was held on July 8, 2020.

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JLC Holdings, LLC submitted a request to rezone Tax Parcel I.D. #17401 from R-2 (One and Two- Family Residential) to C-1 (General Business). Cullen said he intends to tear down the home at 12 Lehner Street (located on the corner of Lehner Street and Madison Street/HWY 57) to create additional parking and drive-thru space for his business, Jigger's Auto Repair, 430 N. Madison Street. This additional parking and drive-thru space would alleviate the need for customers to back their vehicles onto the highway after exiting Jigger's Auto Repair from Madison Street making it a much safer option. DPW Marx said this area must maintain 10% greenspace. Cullen said eventually he would like to combined the parcel that the business sits on with the parcel at the corner of Lehner Street and Madison Street/HWY 57 and expand the business on the east side of the building. Cullen currently has an easement to the business from Lehner Street and has been in discussion with Horst Distributing on buying property to the east.

Moved by Thornber, seconded by Goebel to set a public hearing for August 18, 2020 and grant the rezone from R-2 (One and Two-Family Residential) to C-1 (General Business) for Tax Parcel I.D. #17401 located at 12 Lehner Street. Motion carried.

DPW Marx said Zoning Code Ordinance Chapter 16 needs to be updated. The last update was done in 2010 by Foth Infrastructure. Some language in the code is outdated and there are places that need more specific attention. Immediate concerns that need to be addressed within the chapter are signage, lot sizes in relation to urban versus rural lots, telecommunication towers, livestock and pets, etc. Proposals from Foth and Community Planning and Consulting were received. The Foth proposal included reviewing the chapter and rewriting the language as necessary based on the immediate issues that the City has. The proposal from Community Planning and Consulting included auditing the chapter and recommending changes but not actually writing the new language in the code. The Plan Commission intends to address these concerns by budgeting \$8,000.00 in the 2021 budget to start the process of updating the language in Chapter 16 City of Chilton Zoning Code Ordinance.

Alderman Gruett reported on the minutes of the July 13, 2020 Public Works Meeting.

Ken Kurz, 514 E. Breed Street, took out a permit in 2018 to put in a driveway approach that was approved by former Director of Public Works Todd Schwarz and the work was completed according to City specifications. Kurz contacted DPW Marx to explain the problems he was experiencing with the installation of that driveway. DPW Marx said there is an elevation issue on that property, where the house actually sits lower than the roadway. Putting an extra 8 or 9 inches of lift on his driveway apron accounts for lot drainage to the City street and causes a big ramp in his driveway at the end making it difficult to get in and out. Kurz is requesting to tear out all of the concrete and reinstall it at his own expense deviating from the City specifications to fit his particular situation. The changes to be made would not affect the neighbor's properties or street drainage but would make it easier for Kurz to get in and out of his driveway.

Alderman Thornber voiced concerns with the City granting an exception for this property.

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He looked at the property and feels a retaining wall could solve the property owner issues.

Moved by Gruett, seconded by Loose to allow Kurz to make changes to the required specifications on the driveway application for reconstruction of his driveway at 514 E. Breed Street. Any changes in City specifications made by Kurz will be submitted in a plan and monitored by DPW Marx. Voice vote: Six aye, one opposed (Thornber), motion carried.

Moved by Gruett, seconded by Thornber to introduce, adopt and waive the second reading of Resolution No. 1825, a resolution approving a 3% sewer utility increase. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

Moved by Gruett, seconded by Loose to introduce, adopt and waive the second reading of Resolution No. 1826, a resolution approving a 3% water utility increase. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

DPW Marx said the utility is behind on commercial and industrial cross connection inspections. This deficiency was one of three deficiencies reported on the 2019 Sanitary Survey Report (Drinking Water System) from the Wisconsin Department of Natural Resources.

The State law for the cross connection control program passed in 2010. In 2010 and 2011 the City contracted with a company to do the commercial, industrial and public authority cross connection inspections. The City provided a person to go along on the inspections and did most of the paperwork. It was difficult to keep track of everything and the department fell behind. In order to complete this task DPW Marx estimated he would need 500 man-hours this year and 500 man-hours next year to do the inspections. Things have changed. We just do not have the man-power that is required. The process of adding another employee was started last August, but the need to reshuffle the workforce has left the City needing to continue training the less experienced employees, as opposed to completing the cross connection surveys.

Three proposals were received for cross connection control inspection services, but two of the proposals (GEC and Kunkel Engineering Group) only gave hourly rates. The proposal from Hydro Corp gave a total price for the cross connection control inspection services. Hydro Corp would redesign the classification system, rate the accounts, and petition the State to have some of the light industrial and commercial accounts extended to a ten year cycle if low hazard, rather than a two year cycle.

DPW Marx recommends the City hire Hydro Corp for 2021 and 2022 to do half of the

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commercial, industrial and public authority cross connections each year with the computer program that comes with that and to petition the State to extend the surveys out on the low hazard businesses and industries where it can after visiting the facilities and checking them out.

Moved by Gruett, seconded by Schoenborn to accept the proposal from Hydro Corp for cross connection control services for commercial, industrial and public authority properties in the amount of \$41,208.00 spread over two years. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

Mayor Reinl said there is more money spent in the sewer and water departments than any other department in the whole City, and with the possibility of needing an upgrade at the sewer plant this would be a good time to implement a budget process. Mayor Reinl said it would be good practice to have a budget for sewer and water departments as a means to justify rate increases.

Moved by Schmitzer, seconded by Thornber to implement a budget process for the sewer and water departments and refer to General Government committee. Motion carried.

The Culture & Recreation committee met on July 20, 2020.

A fund has been established by the Ed Bechlem Family Fund with an objective of uptown beautification. DPW Marx suggested installing four concrete pads in the greenspace of the parking lot between School and West Main Street. The vision is to put pedestal picnic tables with shade canopy's and garbage cans on the concrete pads.

Moved by Deehr, seconded by Goebel to approve the concept of installing four concrete pads in the greenspace of the parking lot between School and West Main Street with the cost to be funded by the Bechlem Family Fund. Roll call vote.

Gruett – aye	Kragh – absent	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Seven votes cast. Seven votes aye. Motion carried.

Glenny Whitcomb, Library Director submitted a request for the City to remove the blacktop area behind the Chilton Public Library.

In years past, the blacktop area had a basketball pole and net and was used as a court. Once the basketball court was added next to the Morrissey Park tennis courts, the pole and net were removed behind the library but the blacktop area remained. Whitcomb requested transforming the area into green grass space.

Moved by Goebel, seconded by Loose to have the Chilton Public Works department remove the blacktop from behind the Library and plant grass at a cost not to exceed \$5000.00 paid for through the parks budget. Roll call vote.

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Gruett – aye Kragh – absent Loose – aye Thornber – aye
 Schmitzer – aye Goebel – aye Deehr – aye Schoenborn - aye
 Seven votes cast. Seven votes aye. Motion carried.

NEW BUSINESS:

Deputy Clerk Meyer presented the second quarter financial reports for the general fund. There are various accounts that appear to be overdrawn, however there are non-lapsing funds (NLF) in reserve to fund these accounts. The Fire Department purchased a compressor and new voting equipment was purchased with funds that were budgeted in prior years. The Election account has a negative balance due to the April 7 election and the numerous absentee ballots that were mailed out. The City was awarded Cares Subgrant funds to offset these expenses. The North State Street Construction project shows a negative balance, however the City borrowed funds for this project along with the County paying between 50 and 75% of some of the costs.

Moved by Schmitzer, seconded by Goebel to approve the account appropriation of \$6,920.41 from library gifts (48501-000) to library revenue/expense (55113-325). Roll call vote.

Gruett – aye Kragh – absent Loose – aye Thornber – aye
 Schmitzer – aye Goebel – aye Deehr – aye Schoenborn - aye
 Seven votes cast. Seven votes aye. Motion carried.

COMMUNICATION:

The Housing Authority June 10, 2020 minutes were reviewed.

The council members reviewed the July 13, 2020 Library Board minutes.

ADJOURNMENT:

Moved by Deehr, seconded by Gruett to adjourn at 7:22 p.m. on July 21, 2020. Motion carried.

Lisa Meyer, WCMC
 Deputy City Clerk