

Chilton, Wisconsin
March 19, 2019

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 3/15/19, 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 Rick Jaeckels and seven members of the Council were present at roll call:

Council Member Clayton Thornber	Council Member Ron Gruett
Council Member Dan Hilton	Council Member Mike Goebel
Council Member Tom Reinl	Council Member Kathy Schmitzer
Council Member Mark Willems	

Other city officials present were Police Chief Craig Plehn, City Attorney Derek McDermott, Director of Public Works Todd Schwarz and City Clerk Helen Schmidlkofer.

Those in attendance recited the Pledge of Allegiance.

Moved by Hilton, seconded by Gruett and carried to approve the minutes of the council meeting held on March 5, 2019.

REPORT OF OFFICERS:

MAYOR:

- I received an email from a gentleman from Chillington, England regarding a trip that Chilton residents took in 1984. He was requesting information as far as people that made the trip, etc. seeing that we are sister cities. I did forward the request to Terry Friederichs and Chuck Schuknecht. Paula Mortimer was on that trip so she will assist with information as well.
- Officer Steve Petrie welcomed a new daughter March 8 – Addison Irene.
- Horizon Project – I met with Scott Kwiecinski, Development Manager on March 13. New projected completion date is the end of June. They will start to review applications for prospective residents in April. They have a waiting list but based upon all their guidelines they go thru a process, which requires formalized steps. It is not first come, first serve. Discussion took place regarding what the income guidelines are for the units. Schmidlkofer will contact Horizon for the details and distribute at the next council meeting.
- Ryan O’Toole, COO of Briess Malting, announced that production at the 118-year-old Chilton Malthouse facility would be completed in the next three years due to age of the building. In other words, they are closing the Chilton Malthouse at 137 E. Main Street and moving to Manitowoc. Briess Headquarters and current manufacturing will remain in Chilton. The company is making additional investments at their malting facility in the City of Manitowoc. All Chilton Malthouse employees will have employment opportunities within Briess. This information was provided earlier to the council members via email.
- DPW Schwarz and I did meet with a group of Chilton High School English Class students regarding their class project to promote community involvement. Issues reviewed were the skating rink and a roundabout on Quinney Road and the school exit. I responded to two other project groups regarding traffic at State and Main.
- Austin Management agreement – just to update the council that the City removed the snow pile in the city parking lot behind Hilde’s Deli due to safety and liability issues and concerns. I directed DPW Schwarz to remove the snow at city expense.

CITY CLERK:

- Chilton Chamber of Commerce – The Chamber will host a social gathering to honor 2018 Citizen of the Year Jerry Thiel on March 27th at the Chilton Eagles Club.

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- An invitation was given to council members and Department Heads to join Wausau Homes Chilton for a VIP open house on March 21, 2019 at 844 N. Madison Street.
- Reminder for future meeting dates and times.

DIRECTOR OF PUBLIC WORKS:

- Last week Wednesday in preparation of melting snow the Water/Sewer plant used maintenance flow thru channel at the plant. Typically, 800,000 gallons of waste goes thru the plant on a daily basis; Wednesday 3.2 million gallons was received. The plant kept up with the flow without exceeding the permit guidelines or causing a Sanitary Sewer Overflow (SSO) notice. Monthly flow reports are given to the DNR; with the recent amounts at the plant, we will be make adjustments to meet guidelines per the City's permit. An employee closely monitored flows at the plant Wednesday to Friday. The Street Department cleaned catch basins. A few areas of concern were ice jam at Irish Road Bridge, railroad trestle by Kaytee Plant One, partial driveway washout at Well #8, Riverwalk flooded, Madison Street near Dairy Queen had water on the street due to two culverts being blocked with snow. Several trees fell into the river and after consulting with the DNR, no permits are required. In the old Gravesville area, a ditch was full of snow and caused the back yard to flood and in the same area, there is an old walking bridge that was twisted due to trees. The City will remove the trees and bridge at a later date. Hobart Park an ice jam caused water to flow into the park approximately 100 feet. The Department received compliments for a job well done.
- The property at 516 Breed Street was sold at auction by Calumet County on March 11, 2019. Building and Plumbing Inspector Birschbach and I did meet with the new property owner when he applied for a building permit; he plans to fix-up the buildings. He was not aware that city water and sewer is not hooked up at this time.
- The council then reviewed areas within the city that do not have water and sewer services.

AUDIENCE PARTICIPATION: No comments were received.

REPORT OF COMMITTEES:

Chairperson Schmitzer reported on the minutes of the General Gov't committee meeting held on February 28, 2019.

Clerk Schmidlkofer reported on the annual Red Flag Policy report. The implementation, review and management of City of Chilton Identity Theft Prevention Program (also known as the Red Flag Rule Program) lies with the Office of Clerk and Deputy Clerk. The Program requires that the Clerk and Deputy Clerk annually report to the Common Council on the effectiveness of the Program, including an assessment of the need for the program and its effectiveness, a summary of any incidents involving identity theft, responses made to any reports and recommendations for any needed changes.

Schmidlkofer stated, "The risk from identity theft is small because of the nature of the accounts, goods, and services that are made available by City of Chilton. I am pleased to inform this committee and the Common Council that in the calendar year 2018, there were no reports of identity theft from a customer, victim or other business concerning identity theft in connection with a covered account. Furthermore, the Program Policy does not need any changes or modifications."

Schmitzer then reported that the committee reviewed a request to insert an informational flyer with the water/sewer invoices from Heather Turba, Energy Services Outreach Coordinator for Kewaunee, Outagamie, Winnebago, & Calumet Counties. Typically, four sheets of paper in a No. 10 envelope do not require additional postage. Concern was that if you provide this service for one entity then it opens the door for everyone. For example in March the City will be including informational flyers regarding the non-flushable handy wipes, bulky item pick-up, tire recycling, hazardous and electronic events. Discussion followed which included what other places Energy Services provides their information: Chilton Chamber, Calumet County website, their own website, etc. If the insert does not cost the city additional postage then that would

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be okay. This should be a case-by-case basis approval reviewed by this committee. Committee members agreed that this request is for utilities and a way to help people out and if we can do this without a cost to the city then it is okay.

Moved by Schmitzer, seconded by Reinl to allow Energy Services informational flyer in the next water/sewer invoicing provided it does not cost the City more for mailing. Motion carried.

The committee reviewed two quotes to replace the six HVAC units and furnaces for the city hall. Rohde Brothers installed the current units when city hall was built and it is difficult to find parts for repairs.

Pethan's Refrigeration & Air Services, LLC

\$29,895.00 w/ECM motors \$1,800.00 total \$31,695.00

Karls Mechanical

\$30,850.00 w/ECM motors \$2,800.00 total \$33,650.00

(Difference between the quotes-\$1,955.00.)

Moved by Willems, seconded by Goebel to accept the quote from Pethan Refrigeration & Air Services, LLC to replace the six HVAC units and furnaces for the city hall for \$31,695.00. Roll call vote.

Gruett – yes

Willems – yes

Reinl – yes

Thornber – yes

Schmitzer –yes

Hilton – yes

Goebel - yes

Seven votes cast. Seven votes aye. Motion carried.

The committee members reviewed the September 18, 2018 council minutes where the council passed a motion to establish a written policy for an administrative fee of 25% on services provided by the City as a separate line item on city invoices. Clerk Schmidlkofer said it would be beneficial if the policy were in resolution format defining the services verses a motion. Since September the staff has identified that since 2017 any revisions to refuse containers requires a \$20.00 fee. The process to acquire a memorial tree requires a substantial amount of time by administrative staff however, a 25% fee would calculate to \$75 to \$150/tree, which is quite substantial. A flat fee of \$20.00 would be more reasonable.

Moved by Schmitzer, seconded by Thornber to introduce, adopt and waive the reading of Resolution No. 1784, a resolution defining administrative service fees.

Roll call vote.

Gruett – yes

Willems – yes

Reinl – yes

Thornber – yes

Schmitzer –yes

Hilton – yes

Goebel - yes

Seven votes cast. Seven votes aye. Motion carried.

Clerk Schmidlkofer reported to the council that a budget transfer of \$47,159.90 from health insurance reserve was used for 2018 expenditures. That is the difference from the health insurance premiums, the reimbursement from payroll and the 12% premiums from the employees.

The committee reviewed and made recommendations to the Personnel Policy manual chapters 7, 17, 20 and 29, which are in resolution format.

Moved by Schmitzer, seconded by Reinl to introduce, adopt and waive the reading of Resolution No. 1784, a resolution amending personnel policy revisions for Chapter 7, 17, 20 and 29. Roll call vote.

Gruett – yes

Willems – yes

Reinl – yes

Thornber – yes

Schmitzer –yes

Hilton – yes

Goebel - yes

Seven votes cast. Seven votes aye. Motion carried.

Schmitzer reported that the committee reviewed whether meal reimbursement is taxable or non-taxable to the employees. Reference materials were researched and a recommendation was made to create an IRS accountable plan, which will be presented in resolution format later.

Last item was a review of information technology (IT) Services especially in the Police Department. Chief Plehn provided the committee with information from PROS4Technology who would provide a free internal and external audit of the entire system and let the city know where we are lacking in security, where we are lacking in support and where we need to up-grade. Consensus was to have the Department Heads get together to review what has to be done. There was no reason to have the committee or council vote on it. The audit would be for all city Departments: Police, Fire, Water, Sewer, Library and city hall.

Mayor Jaeckels added the audit is scheduled for April 3, 2019.

DPW Schwarz said that Strand Associates, consultants for the Water and Sewer Plant highly recommended that the evaluation should not take place without direct interface with Strand. An estimate from Strand indicated \$4,000.00 for the first day and \$2,000.00 for each additional day. No council member authorized this expense.

The council members reviewed the March 11, 2019 Library Board minutes.

Mayor Jaeckels reported on the minutes of March 13, 2019 Plan Commission meeting.

Dave Schmalz, McMahon Associates, Inc. presented the final plat for Phase II of River Meadows Subdivision at the Plan Commission meeting. Phase II was downsized from ten lots to nine lots. The State of Wisconsin approved the overall concept and Calumet County is in the process of reviewing. Schmalz indicated that Phase II preliminary plat meets all requirements for City ordinances.

The Commission then heard from Ken and Darlene Danes who submitted a request to rezone eight lots along Irish Road in the Dairyland Estates Subdivision from R-1 (Single Family Residential) to R-D (Two Family Residential).

The Plan Commission recommended that the council approve the request to rezone from R-1 (Single Family Residential) to R-D (Two Family Residential) for Lots 42 through 48 of the Dairyland Estates subdivision and set a public hearing. Plan Commission members shared that from a development standpoint, this subdivision is doing everything right. Commercial development exists along Calumet Street; duplexes would be built along Irish Road and single-family home development in the remainder of the subdivision.

Discussion took place regarding value of proposed duplexes, proposed size, zoning districts and current duplexes on South Diane Street.

Danes plans to provide the City with revised covenants that will apply to the proposed new development.

Moved by Reinl, seconded by Willems to set a public hearing for May 7, 2019 at 6:45 PM to review the request to rezone Lots 42-48 in Dairyland Estates Subdivision from R-1 to R-D. Motion carried. (Gruett-nay)

Mayor Jaeckels requested DPW Schwarz to explain the request from Calumet County for off street parking at 206 Court Street.

Schwarz said Point of Beginning, Inc. on behalf of Calumet County is requesting direction from the City on the number of required off-street parking spaces for the jail project The Courthouse is zoned R-1 (Single Family Residential) and Municipal Code Chapter 16.14 off-street parking does allow the Plan Commission to authorize adjustments for parking in specific cases. The County's proposed parking stall count is currently 286 and would increase to 330 stalls, which will adequately serve the expansion. The Plan Commission approved 330 off-street parking stalls at 206 Court Street and a letter will be sent to Point of Beginning, Inc. indicating such.

William and Darlene Hostettler submitted a conditional use permit for a junk or salvage yard to refurbish, paint, sell and store shipping containers at 442 Clay Street. Hostettler is working with Austin Management Services who intends to use the property for storage of shipping containers. The Commission took no action due to the fact additional information and research is required.

UNFINISHED BUSINESS:

Attorney McDermott provided an update regarding Alice McNeeley’s property located at 0 East Main Street, which is the 50-foot strip of vacant land. The City is working with Small Business Administration (SBA) to release the loan on this property. Part of that process is for the City to take title of the property. The land value is \$4,000.00 and that is the value that the City is proposing to offer to gain title. Seller understands that the net proceeds will be payable to the SBA in order for clear title.

Moved by Willems, seconded by Goebel to accept the real estate sale agreement between Alice M. McNeely and the City of Chilton. Roll call vote.

Gruett – yes	Willems – yes	Reinl – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Goebel - yes	

Seven votes cast. Seven votes aye. Motion carried.

NEW BUSINESS:

No business was conducted.

CLOSED SESSION:

Moved by Schmitzer, seconded by Thornber to go into closed session at 7:25 PM under WI Statutes 19.85 (1) (c) to Review Performance. Roll call vote.

Gruett – yes	Willems – yes	Reinl – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Goebel - yes	

Seven votes cast. Seven votes aye. Motion carried.

In closed session reviewed performance.

Moved by Willems, seconded by Thornber to return to open session at 7:43 PM.

Roll call vote.

Gruett – yes	Willems – yes	Reinl – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Goebel - yes	

Seven votes cast. Seven votes aye. Motion carried.

Mayor Jaeckels said it is the consensus of the council that the Public Works Department and mayor’s action regarding the snowplowing contract with Mr. Austin were appropriate.

COMMUNICATION:

The City – County informational minutes from the March 6, 2019 meeting were distributed.

APPROVE PAYMENT OF BILLS:

Moved by Schmitzer, seconded by Hilton to pay the bills. Voucher No. 83434 through Voucher No. 83488 or accounts payable and payrolls totaling \$147,443.36.

Roll call vote.

Gruett – yes	Willems – yes	Reinl – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Goebel - yes	

Seven votes cast. Seven votes aye. Motion carried.

ADJOURNMENT:

Moved by Hilton, seconded by Schmitzer and carried to adjourn at 7:44 p.m. on March 19, 2019.

Helen Schmidlkofer, MMC
City Clerk