

Chilton, Wisconsin
October 16, 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 10/12//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.

COMMON COUNCIL ROLL CALL:

Mayor Rick Jaeckels and eight members of the Council were present at roll call:

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

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

General attendance: Faye Burg, Delta Publications and Kevin Johnson.

Those in attendance recited the Pledge of Allegiance.

Moved by Willems, seconded by Reinl and carried to approve the minutes of the council meeting held on October 2, 2018.

REPORT OF OFFICERS:

MAYOR:

- Attendance at several meetings as noted below on the agenda.

DIRECTOR OF PUBLIC WORKS:

- Dairyland subdivision – gas & electric installed, working on installation of the road. Testing the water system-the city is required to have two safe samples and if not then the city will inject chlorine to clean the system.
- Annual leaf pick-up has started.
- Water Department – flushing hydrants the School and State Street hydrant is bad and requires replacement.
- 225 N Irish Road property – property is now vacated. The gas and electric have been disconnected. The City will solicit for quotes to take down the buildings.
- City parks are closed for the season and are winterized.
- River Meadows subdivision – fieldwork will start on Monday. Koehler plans to remove the bean crop before work starts.
- The Dept. of Natural Resources (DNR) reviewed the Compliance Maintenance Annual Report (CMAR) submitted by the Sewer Dept. regarding Chilton Wastewater Treatment Facility. The report noted that the collection system indicates good future planning. Overall good sewer maintenance and the Sewer Dept. should maintain 20% of sewer lines per year at a minimum and 10% televising of the sewer lines per year to maintain a good grade. The city has 26 miles of sewer lines.
- Lime Kiln Road former landfill property – working with Mr. McKnight from the DNR regarding remediation. Samples have been taken and waiting on results.
- McNeeley property – US Small Business Administration (SBA) did confirm receipt of additional information received from Attorney McDermott's office.

CITY CLERK:

- ↻ Working on 2019 budget.
- ↻ Preparing for the November 6, 2018 General Election along with the entire staff.
- ↻ Calumet County Clerk Hauser hosted an election meeting last week. In 2019, the county will be assisting the municipalities within the county to purchase new election machines so that we can receive a discount to get a better price. The current paper

ballot election machine is 21 years old.

- ⇒ The final estimate of the January 1, 2018 population for the City of Chilton is 3,894 compared to 3,906 in 2017. Approximately 2,997 of the estimated population are of voting age.

AUDIENCE PARTICIPATION:

Kevin Johnson – 310 Diane Street, Chilton. “I have been following the minutes of the council meetings and was pleased to see the concept of first responders. In my opinion, the City is in desperate need of this service. I do realize this costs the city but I truly hope the City moves forward with this concept.”

NEW BUSINESS:

Moved by Reinl, seconded by Hilton to approve the application for a CDBG loan of \$15,000.00 at 0% interest to replace windows and trim in the home for applicant No. 18-03. Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

City Clerk Schmidlkofer reviewed the quarterly general fund financial reports in addition to the water and sewer enterprise accounts. \$201,111.71 revenues received due to tax incremental district No. 2 closing.

Moved by Thornber, second by Gruett to approve the financial reports as presented. Motion carried.

UNFINISHED BUSINESS:

Mayor Jaeckels requested the Director of Public Works to address the council regarding the recommendation to hire a utility worker. DPW Schwarz reminded the council members this was brought before them at the September 18th council meeting and at that time I recommended that the council hold off on hiring until I was sure that the budget would be able to allow for this employee. This is a laborer position with a rate of \$19.47 per hour with a 5-year step up plan. \$6,000.00 has been included in the Public Works budget for snow removal when this employee would assist the Street Department but the main functions would be in the Water and Sewer Departments.

Mayor Jaeckels said, “I recommended that the City hold off on this due to the budget not being completed and there is some questions that I have down the road on the organizational chart and how this may affect this position, rather than hire now. I am possibly looking at making some changes. My opinion, I am looking at if we had another position that was added to the utilities it would be something more on the lines of a manager.”

Discussion followed regarding the proposed budget and the fact that the expenses are included for the 2019 budget, timeline for filling position and an option to have that employee strictly work in Water and Sewer Departments. Questions down the road regarding the organizational chart reflected that there is work that needs to be done now. DPW Schwarz indicated that the Water and Sewer Departments are in dire need of assistance.

Moved by Willems, seconded by Gruett to approve the hiring of an additional utility laborer to share time in wastewater, water and street departments. Roll call vote.

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

Eight votes cast. Six votes aye. (Schmitzer, Goebel-nay) Motion carried.

REPORT OF COMMITTEES:

The October 8, 2018 library board minutes were presented to the council.

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Clerk Schmidlkofer presented the August 21, 2018 Chilton Lake District minutes to recap that the council will be required to revise the municipal code in accordance with the Lake District’s recommendation for changes to allow electric motorized vessels on Lake Chilton and maintain a “No wake.” The Public Safety committee will address the issue.

Chairperson Schmitzer reported on the General Government committee meeting held on October 9, 2018.

Schmitzer said, “The first order of business was an amendment to the personnel policy regarding residency for police personnel. The City and Police Association signed a letter of understanding in August of 2018 that discontinued the residency requirement set forth in the Police Union Contract. Due to this change, the personnel policy should be amended.”

Moved by Schmitzer, seconded by Thornber to introduce, adopt and waive the reading of Resolution No. 1776, a resolution to amend Chapter 7 of the personnel policy to remove a fifteen-mile radius of the city limits for police officers. Roll call vote.

Gruett –yes Willems – yes Reinl – yes Thornber – yes
 Schmitzer – yes Hilton – yes Wiegert – yes Goebel - yes
 Eight votes cast. Eight votes aye. Motion carried.

As reported earlier tonight by DPW Schwarz the City received a 95-page report from Fehr Graham Engineering and Environmental regarding the soil samples obtained from the Spetta property/former City of Chilton landfill located at 1509 Lime Kiln Road. The information has been forwarded to Mr. McKnight at the DNR and the City is waiting to see what the recommendation will be from the DNR before we can proceed. The council agreed to assist with the cleanup however did not indicate what account invoices should be processed with. Clerk Schmidlkofer proposed the Economic Development (Fund 803) account.

Moved by Schmitzer, seconded by Reinl to process the City’s share of the invoices for environmental investigation and remediation for 1509 Lime Kiln Road from Economic Development (Fund 803) account. Roll call vote.

Gruett –yes Willems – yes Reinl – yes Thornber – yes
 Schmitzer – yes Hilton – yes Wiegert – yes Goebel - yes
 Eight votes cast. Eight votes aye. Motion carried.

Schmitzer reported that the committee recommends an amortization schedule for the loan of \$169,980.00 with 3% interest from the General Fund to the Fire Department – future fire truck account (52201-811) for the purchase of the Impel Pumper delivered in 2018. The fire department shall have a negative balance in account # 52201-811 at year-end 2018. In subsequent years, the money budgeted for the fire department future fire truck and vehicle depreciation accounts (52201-811) totaling \$61,000.00 thru tax dollars will be used to finance this deficit. The money will be transferred back to the general fund annually.

Moved by Reinl, seconded by Thornber that a repayment schedule with 3% interest for the \$169,980 loan as follows:

Payment	Payment Date	Principal	Interest	Principle Balance
1	December 31, 2019	\$55,900.60	\$5,099.40	\$114,079.40
2	December 31, 2020	\$57,577.62	\$3,422.38	\$56,501.78
3	December 31, 2021	\$56,501.78	\$1,695.05	\$0.00

Roll call vote.

Gruett –yes Willems – yes Reinl – yes Thornber – yes
 Schmitzer – yes Hilton – yes Wiegert – yes Goebel - yes
 Eight votes cast. Eight votes aye. Motion carried.

Schmitzer noted the committee reviewed the general government budget along with health and dental coverage. In 2017, the health insurance premium had a zero percent increase and the deductible was changed from \$250/\$500 to \$3,500/\$7,000, dental

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premiums had a two percent increase. In 2018, the health insurance premium had a four percent increase and the deductible was changed to \$3,000/\$6,000 and dental had a zero percent increase.

Clerk Schmidlkofer said that typically at the end of October the city is provided with updates to the health premiums for the upcoming year. Those figures were not received in time for this meeting and a future meeting will be set to review.

Clerk Schmidlkofer provided financial stats to prepare for the budget process. Those are:

- City's 2018 net new construction was .09% compared to 1.09% in 2017.
- Total levy limit adjustments allow for an increase of \$11,000.00.
- General Transportation Aids will decrease \$16,000.00 due to the 6-year average used for road improvements in the City have decreased.
- Connecting Highway and Recycling Revenues remained the same as last year.
- Tax Incremental District No. 2 closed resulting in \$201,111.00 revenue to the General Fund.

Moved by Reinl, seconded by Hilton to set the public hearing for the 2019 budget for November 20, 2018 at 6:45 PM. Motion carried.

Committee member Reinl reported on the Public Safety committee meeting held on October 10, 2018.

Administrative assistant positions were reviewed in regards to the Police Department budget. The Fire Department budget was reviewed with the townships of Charlestown and Brothertown. (Town of Chilton was absent). Reinl expressed concerns with future fire truck replacement and the city's lack of reserve funds.

Moved by Reinl, seconded by Schmitzer to authorize Fire Chief Schoenborn to dispose of the 27 pagers and chargers. Motion carried.

DPW Schwarz provided an update regarding the pedestrian signs for the three intersections within the City. The proper size signs were ordered and should arrive next week.

At the annual Chilton Lake District meeting, it was recommended that the City allow electric motorized vessels on Lake Chilton and maintain a "No wake." This would require amendments to Chapter 7. This will be addressed at a future meeting.

Reinl said it is important that the committee keep first responders in mind. Mayor Jaeckels stated that Chief Schoenborn forgot an officer position compensation for the 2019 budget. Clerk Schmidlkofer will contact Schoenborn tomorrow for details.

Mayor Jaeckels reported on the minutes of the October 10, 2018 Plan Commission meeting.

Worthington Cylinders submitted an application for a Conditional Use Permit to install a 60,000-gallon LP tank at 300 E. Breed Street. Recommendation from the Commission was to approve the request.

Moved by Thornber, seconded by Hilton to approve the request by Worthington Cylinders for a conditional use permit for bulk storage at 300 E. Breed Street. (Wiegert-nay) Motion carried.

The Commission started review of other municipalities' guidelines regarding property maintenance. Reference dilapidated or unsafe structures, residential yards or vacant areas that constitute a menace to the public.

Chairperson Thornber reported on the minutes of the Public Works committee meeting held on October 11, 2018.

Jeff Pagel submitted a letter to the City requesting he be able to place a sign on the three welcome to Chilton signs recognizing that he is the State Horseshoe Champ. The committee stated that according to the City of Chilton welcome sign policy, Pagel would be completely responsible for the cost and maintenance of the sign and the Department of Public Works would install it. The sign can remain up for ten years.

Moved by Thornber, seconded by Schmitzer to approve a sign for placement on city's three welcome signs recognizing Jeff Pagel as the 2018 State Horseshoe Class "C" Champ. Motion carried.

The committee supports the request for placement of a Little Free Library on private property located at Premier Financial, 50 E. Chestnut Street. This will not be placed on city property similar to the other Little Free Library's located in the city therefore no action is required.

Gary's Lawn Service has agreed to provide maintenance services at Hillside Cemetery in 2019 for the same rate he was paid in 2018 which was \$15,000 for the term of the contract or \$2,142.86 per month for seven months from April 1 to October 31.

Moved by Willems, seconded by Hilton to approve a cemetery services contract with Gary's Lawn Service for \$2,142.86 per month from April 1 to October 31, 2019.

Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

The committee reviewed concerns with non-residents dropping off yard waste and brush at the city garage. Since the busy season is over, DPW Schwarz was directed to contact the City of New Holstein to find out how effective their program is and report the findings back to this committee.

The annual review of the snow and ice policy resulted in no changes. The committee then reviewed parking in the uptown area. Consensus was to wait until after winter to see if there were more concerns and a need to adjust any parking in the city owned parking lots.

Calumet County Administrator Todd Romenesko, Calumet County Highway Commissioner Brian Glaeser and County Supervisor Alice Connors updated the committee on where the County stands on the State Street (County Trunk F). They expressed that nothing can be done until the City replaces the utilities. The City also needs to decide how they want to have the road designed. The project is considered street reconstruction and Calumet County is 100% responsible for the travel lanes and reconstruction outside the travel lanes is covered 50/50. A full reconstruction of State Street includes Main to Grand Street. The section of State Street from Grand to Breed Street only requires milling and paving. Authority sits with Calumet County Highway committee, not the entire Board of Supervisors per statute.

Mayor Jaeckels said he would like to see a jurisdictional transfer done and the City taking over responsibility of the road.

DPW Schwarz cautioned that the City should not put utilities in until the City has an Agreement with Calumet County on the State Street reconstruction project. Schwarz also requested the Highway Committee consider 100% responsibility for the storm sewer portion of this reconstruction project.

The committee requested Romenesko and Glaeser provide a spreadsheet ASAP defining the percentages of the State Street reconstruction project that would be the responsibility of Calumet County and proposing a concrete road and jurisdictional transfer, line item by line item.

Thornber cautioned the council that whatever is agreed upon for State Street would set the precedent for East Main Street.

The committee reviewed the public works budget including street projects and equipment purchases. Equipment purchases included in the 2019 budget are a dump truck with plow, wing and sander, Flail mower, snow blower and a loader. DPW Schwarz recommended the purchase of a John Deere loader from Brooks Tractor for the Street Department by October 24, 2018 to avoid a 3% increase. The existing wing and front plow would fit on the new loader. The quote included a \$50,000 trade in for the 2002 John Deere 544H loader.

Moved by Willems, seconded by Gruett approve the purchase from Brooks Tractor for a 2018 John Deere 544K-II loader in the amount of \$114,900.00 after trade in of the 2002 John Deere loader with the order placed by 10/24/2018 and payable in 2019.

Roll call vote.

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

Eight votes cast. Six votes aye. (Thornber, Schmitzer-nay) Motion carried.

COMMUNICATION:

The October 3, 2018 City staff minutes were distributed.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Wiegert to pay the bills. Voucher No. 82631 through Voucher No. 82695 or accounts payable and payrolls totaling \$260,376.35.

Roll call vote.

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

Eight votes cast. Eight votes aye. Motion carried.

ADJOURNMENT:

Moved by Schmitzer, seconded by Hilton and carried to adjourn at 7:38 p.m. on October 16, 2018.

Helen Schmidkofer, MMC
City Clerk