

Chilton, Wisconsin
October 17, 2017

The regular meeting of the Chilton Common Council held in the council chambers at the Chilton city hall was called to order at 6:30 p.m. with Mayor Rick Jaeckels presiding.

AGENDA POSTING:

On 10/13/17, 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 Clayton Thornber Council Member Ron Gruett

Council Member Dan Hilton Council Member Kathy Schmitzer

Council Member Kevin Johnson Council Member Mike Goebel

Other city officials present were Library Director Glenn Whitcomb, Director of Public Works Todd Schwarz, City Attorney Derek McDermott, Police Chief Craig Plehn, and City Clerk Helen Schmidlkofer. Absent and excused council member Greg Kubichka.

General attendance: Library board President Mary Hoerth, Library Director Assistant I Rebecca Barry.

Those in attendance recited the Pledge of Allegiance.

Moved by Hilton, seconded by Schmitzer and carried to approve the minutes of the council meeting held on 10/03/2017.

MAYOR REPORT:

- The past 2 weeks were very busy between office hours and two General Gov't meetings that were over 3 hours each. Public Safety, Public Works, RDA, Plan Commission and Joint Review Board all of which will be discussed tonight.
- I have completed employee evaluations for the four Department Heads and will be reviewing tomorrow or within the next week or shortly thereafter.
- VFW has requested that the Memorial Day program be moved to Klinkner Park and noted several reasons. This request will go before the Culture and Recreation committee. Schmitzer asked if this would include changing the parade route as well? Jaeckels noted yes.
- Per Helen today the City did receive the transfer of deeds for the contaminated land from the County for three of the four properties previously reviewed. That is the Plating and Schneider property. Gruett asked if the deeds included the former gas station on the other side of the street? Jaeckels noted yes. McDermott added that there is a narrow strip of land to the west that is not included. Willems inquired if the City's next step is to clean up the property? Jaeckels replied, yes. Willems then asked are there back taxes on the properties? McDermott noted that all the properties are free and clear of taxes and liens.
- Also we did receive an amendment to the offer to purchase from Horizon to change the closing date to December 1, 2017 rather than November.

CITY CLERK REPORT:

- Informed the mayor and council members of the April 3, 2018 spring election. First day to circulate nomination papers is December 1, 2017 and file by 5 PM on January 2, 2018. If you do not plan to run for office a notification of non-candidacy should be filed by December 22, 2017.

DIRECTOR OF PUBLIC WORKS REPORT:

- Finishing up on tax incremental district 6 and 7 paperwork to be filed with the Department of Revenue.

- Met today with potential businesses.
- Leaf pickup started yesterday.
- Departments are completing normal duties.
- Gruett questioned if the DOT allowed the access from the highway for TIF #7? Schwarz replied that he is still working with the DOT.

AUDIENCE PARTICIPATION:

Mayor Jaeckels welcomed the library personnel.

NEW BUSINESS:

City Clerk Schmidlkofer reviewed the quarterly general fund financial reports in addition to the water and sewer enterprise accounts.

Moved by Thornber, seconded by Gruett and carried to approve the quarterly financial reports.

UNFINISHED BUSINESS:

Mayor Jaeckels noted that Horizon Development Group requested an amendment to the offer to purchase. The change is to amend the closing date from November 1, 2017 to December 1, 2017. Jaeckels noted that the City contacted Horizon last week and were informed that the bids came in for Horizon Uptown Commons II over the amount that they anticipated. Horizon is waiting for some other bids to come in that may close the gap but the gap right now is \$600,000 over from what they had anticipated. For this reason, they are still working on the bids and requested to push the start and the closing dates back.

Willems questioned if Horizon could back out of the project at this point. Jaeckels noted that anything is possible but Horizon seemed like they are anticipating that they would still move forward. Schmitzer added that Horizon does have money invested in the development of this project already. Thornber inquired when Horizon received the WHEDA funds. Mayor Jaeckels noted it was originally March but everything got pushed back due to the election so I believe April or May.

Moved by Schmitzer, seconded by Hilton to approve the amendment to offer to purchase with the closing date change from November 1, 2017 to December 1, 2017. Motion carried.

COMMITTEE REPORTS:

Mayor Jaeckels asked council member Schmitzer to present the library board minutes from the October 9, 2017 meeting. Schmitzer noted that the library board president is here too and I could refer the minutes to her. Schmitzer then introduced Mary Hoerth to the council.

Whitcomb said we have numbers to share. The Chilton Public Library has welcomed over 45,000 people into the building since the beginning of 2017. In that period the community has checked out over \$432,200 value of books, \$45,570.00 worth of movies, \$19,820.00 worth of audiobooks and \$9,800.00 worth of magazines. That is money that can be spent directly in the community instead of going towards corporate bookstores and online conglomerates.

Whitcomb explained for Gruett how the counters work at the doors and thru the checkout and then defined the ceiling and light project when Willems requested details.

Mayor Jaeckels said there were two General Government meetings and turned the floor over to Schmitzer. Schmitzer began with the October 5, 2017 committee meeting. The committee did review some personnel policy revisions that are still under advisement and not ready for presentation at this time. We did conduct the preliminary review of the 2018 budget and then went into closed session to discuss some issues about wages and benefits as noted in the minutes. Seven days later we met once again which is encapsulate in the October 12, 2017 minutes. Schmitzer requested Clerk Schmidlkofer to present the

proposed 2018 budget. Schmidlkofer presented budget highlights verses line item by line item.

	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>\$ Change</u>
Total Expenditures	\$2,717,103	\$2,725,140	+\$8,037
Total Revenues	\$1,496,851	\$1,491,587	-\$5,264
Tax Levy	\$1,220,252	\$1,233,553	+\$13,301
Non-Lapsing Funds Applied	\$141,475	\$443,165	+\$301,690

Net new construction is 1.09% or allowable levy increase of \$13,301. The levy limit increase is 0.0%. The city may either use the net new construction or levy limit whichever is higher. The proposed budget restraint is 1.9% that will be confirmed later this month with the Department of Revenue. The Police Union has proposed a wage increase of 2.00%. The General Gov't committee has recommended a 2% wage increase for all city employees, except library personnel; the Library Board sets that per WI Statutes. Regarding health insurance, the City's current carrier will not have renewal information until late October. Current utilization is at 40% and last October McClone forecasted 40% to 60% utilization. Capital projects or equipment in the 2018 budget includes:

Fire Department

Radio and pagers along with vehicle depreciation and future truck purchase
\$79,800

Police Department

½ squad, office printer, one shield, 9 body cameras along with computer and software to store data from the body cameras.
\$24,900

Parks

Morrissey Park improvements, lawnmowers, depreciation
\$46,800

City Hall

Furnaces and copier
\$10,500

Street Maintenance

Breed (patching east & west); South State (Brooklyn Hts. to W. Main) and Diane (Calumet to Cedar)
\$307,700

Cemetery

Road construction
\$19,180

Sidewalks

Ward 4
\$10,000

Street Machinery

Replace sweeper, chipper and purchase radios
\$207,875

Storm Sewer

Annual maintenance
\$15,000

Library

Replace windows
\$8,000

Total Capital Projects or equipment for 2018 is \$729,755.00.

Total expenditures \$2,725,140, revenues \$1,491,587 resulting in a levy of \$1,233,553 and an unused levy of \$0.25. Schmidlkofer encouraged any council members that have questions to contact her. In addition, the proposed 2018 budget will be presented in detail at the public hearing.

Moved by Johnson, seconded by Hilton to approve the proposed 2018 budget and set the public hearing for November 21, 2017 at 6:45 PM. Motion carried.

Mayor Jaeckels reported on the October 4, 2017 Joint Review Board meeting in which the Board approved the final resolutions to create tax incremental districts No. 6 and No. 7.

Chairman Johnson reported on the October 9, 2017 Public Safety committee meeting minutes. The group took a tour of the Police Department reception area in which Chief Plehn requested security enclosure for the future. (Mayor Jaeckels noted city hall office area also.)

The committee reviewed the Police budget for 2018 and the Emergency Management budget, which included \$300 for training and a \$1,000.00 increase for director wages.

Chief Plehn provided information on the possibility of a municipal court with the City of New Holstein. Plehn has been working with the New Holstein Police Department to research the idea of sharing a municipal court. Plehn met with Chief Reedy to review expenses and revenues and the potential to share the court costs. The proposal is pending due to a response from New Holstein.

Willems asked Attorney McDermott what is a municipal court/judge? McDermott explained you have an elected municipal judge and then you are able to keep the fines that you collect. We do have a municipal court in the City, which makes it easy for the Chilton Police Department verses New Holstein, Kiel or Brillion. The City will have to look at this from a dollar and cents stand point.

Schmitzer asked Plehn, "What is the percentage of the tickets now being paid at the courthouse?"

Plehn answered, "All." Schmitzer restated, "Or rather what portion comes to the City?" Plehn said, "For example a \$200.50 fine the City would get \$20.00. For a municipal court, the fine is less due to fewer costs. The citations would go down and revenues would go up."

Willems asked what type of cases does a municipal court handle. McDermott responded municipal code not criminal matters.

Plehn said, "Right now this has been brought up to the municipal judge in New Holstein and she has to meet with the circuit court and district court judge to get approval. They are very pro-cities joining municipal court for shared services but that was the next move before we can go to New Holstein for approval."

Chairman Thornber presented the October 11, 2017 Public Works meeting minutes.

The Chilton Housing Authority would like to have a corral constructed for the dumpsters at the Court Street apartment complex. The dumpsters are sitting on the north end of David Street out in the open without any organization. The old corral was on a concrete slab behind the apartment building but the garbage company could not get back there with the trucks to turn around. The new corral would sit on the north end of the parking lot on a grassy area and open up onto David Street for easy access by Advanced Disposal. The proposed corral would be partially built on property that belongs to the City of Chilton. DPW Schwarz recommended that the Revocable Use Agreement entered into by the Housing Authority and the City of Chilton be amended to include the construction of the corral.

Moved by Thornber, seconded by Schmitzer to approve the request to construct a dumpster corral on City property and amend the Revocable Use Agreement between the Housing Authority and the City of Chilton. Motion carried.

Thornber noted that the committee reviewed the snow and ice policy, which defines the procedure for snow and ice removal in the City of Chilton by the Department of Public

Works. Thornber noted the only change is to update the equipment list for the 1998 Trackless to a 2016 Trackless.

Johnson asked, "Can the snow be removed from the fire station, if this could be placed on the top of the list. Timewise this should be done earlier due to how low to the ground the fire trucks are. Is this part of the contracted snow removal?"

DPW Schwarz said 6 to 8 feet in front of the fire station doors is taken care of by Premier Property Management the contracted service that the council approved at the last meeting. If snow is drifted in front of the doors after the streets are cleaned, the Street Dept. will clear the area. Discussion took place regarding the order in which streets were plowed. DPW Schwarz said the City does the main roads first, then the arterials, collectors and finally the minors. Schwarz noted that policy revisions are up to council.

Moved by Thornber, seconded by Johnson and carried to amend the Snow and Ice Policy to change the year of the Trackless from 1998 to 2016 and under Arterial Streets (page 2) add: 1. a) Fire Station – egress and exit.

Thornber informed the council that the committee reviewed Municipal Code Chapter 5 regarding snow and ice removal. In the past, the City contracted out for services to remove snow from private sidewalks that were not shoveled after 36 hours of a snowfall. The last couple of years the City has received complaints from the contracted service provider. According to the Municipal Code, the Department of Public Works establishes the rate for snow removal. DPW Schwarz recommended setting the rate to what it was back when the City was doing it prior to contracting the service out which was 50 cents per lineal foot of frontage plus a 15% administration fee for delinquent sidewalks. The whole intent is to make it expensive enough so people are responsible and do their own sidewalks. The committee clarified the 36-hour rule.

The committee then reviewed the 2018 proposed street projects and equipment replacement and nothing is going on with State Street. Schwarz is looking into decals for the city vehicles.

Mayor Jaeckels reported on the minutes from the Plan Commission meeting held on October 11, 2017.

The Commission reviewed a request from Steve Miller to rezone Lot 3 in the Field Court Subdivision from R-1 (Single Family Residential) to R-D (Two Family Residential) to construct a duplex. One family that resides in the subdivision did object to the rezoning. The Commission recommended that this not be forwarded to the council for consideration based upon the discussion. It is my understanding from DPW Schwarz that the builder is no longer interested due to the comments at the Plan Commission meeting.

The council reviewed the September 12, 2017 Housing Authority minutes.

Hoerth, Whitcomb, Barry, Schwarz, Plehn and Schmidlkofer exited the council chambers.

CLOSED SESSION:

Moved by Schmitzer, seconded by Hilton to go into closed session at 7:38 P.M. under WI Statutes 19.85 (1) (c) to review 2018 wages for City employees and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) to Review Tentative Agreement between the City of Chilton and Chilton Professional Police Association Local #471. Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

In closed session discussed wages, benefits and Police union contract.

Moved by Thornber, seconded by Goebel to return to open session at 8:00 P.M.

Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

Moved by Schmitzer, seconded by Hilton to approve the tentative 3-year agreement between the City of Chilton and Chilton Professional Police Association Local #471.

Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

Moved by Thornber, seconded by Willems to approve the proposed wage increase for city employees as approved by the General Gov't committee meeting held on October 12, 2017. Roll call vote.

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

Seven votes cast. Seven votes aye. Motion carried.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Johnson to pay the bills. Voucher No. 80998 through Voucher No. 81056 or accounts payable and payrolls totaling \$162,216.18. Roll call vote.

Gruett – yes	Willems – yes	Kubichka – absent	Thornber – yes
Schmitzer – abstain	Hilton – yes	Johnson – yes	Goebel - yes

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

ADJOURNMENT:

Moved by Thornber, seconded by Johnson to adjourn at 8:03 p.m. on October 15, 2017
Motion carried.

Helen Schmidlkofer, MMC
City Clerk