

Chilton, Wisconsin
February 21, 2012

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

AGENDA POSTING:

On 2/17/12, 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.

ROLL CALL:

COMMON COUNCIL:

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

Council member Kevin Johnson Council member Kathy Schmitzer

Council member Dan Hilton Council member Ron Gruett

Council member Dan Holst Council member Gerald Vanne

Council member Rick Jaeckels Council member Tom Hemauer

Other city officials present were Police Chief Larry Seipel, Director of Public Works

Todd Schwarz, City Attorney Derek McDermott and City Clerk Helen Schmidlkofer.

General attendance: Gina Kabat, Delta Publications

Those in attendance recited the Pledge of Allegiance.

MINUTES:

Motion by Hilton, seconded by Jaeckels and carried to approve the minutes of the Council meeting held on 2/07/12.

OFFICERS' REPORT:

MAYOR REPORT:

- ↻ WHEDA has scheduled a visit to the City this Friday, February 24 to review Horizon's Uptown Commons II Project

CITY CLERK REPORT:

- ↻ Reminded council members of future committee meetings
- ↻ Purged outdated records, receipts and vouchers in the records room

WRITTEN DEVELOPMENT DIRECTOR REPORT:

- ↻ The Wisconsin Economic Development Corporation (WEDC) has taken over Locate in Wisconsin, a site and buildings database designed to alert prospective clients of available locations to purchase or lease. Locate in Wisconsin was operated by the Wisconsin Economic Development Association (WEDA), which the city has a membership. The state asked communities and regional EDCs to update their listings. The city also lists its available sites on two other listing services, LoopNet and CoStar.
- ↻ The Uptown Commons II application has been submitted. Ten other projects are competing in the Rural Set-aside with the Uptown Commons II Project.
- ↻ Updated Community Profile flyers were distributed.

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Working on flood plain revisions as reported to the City by the DNR; pending DNR approval will hold a public hearing to update ordinance
- ↻ Preparing for street project proposals with engineer firm; hope to have projects bid out and ready for council approval by April 17 (includes street vacations)
- ↻ Fielded questions from council members regarding recent invoices sent to residents that did not remove snow within 36 hours after a snowfall.
 - It is not just the amount of snow, the guidelines specify drifting and temperatures drop at night time causing freezing
 - More people are out walking therefore the Department hears more complaints; we try to be fair to all residents
 - The day in question was 36 hours after a snowfall, the Leadman reviewed sidewalks after the Department's 9:30 a.m. break, notified Admin.

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Assistant Thiel who prepared an inventory of residents that required snow removal, the Contractor hired by the City for snow removal was notified and he completed the snow removal.

- Per Chapter 5 of the Municipal Code Book - If the owner has not cleared the sidewalk within 36 hours, the Director of Public Works shall have the sidewalk cleared at the owner's expense.
- January 2011 the council revised the ordinance to extend the timeline from 24 hours to 36 hours.

POLICE CHIEF REPORT:

- ↻ School crossing guard recognition was held on January 13th; the City of Chilton Police Department presented certificates
- ↻ Chief conducted the following presentations or activities:
 - Advancement in Technology in law enforcement to Kiwanis Club on 1/18
 - Driving laws; in particular OWI and graduated driver license restrictions to Reiss Driving School; session every 6 weeks
 - Hosted three students for Lunch with Law Day; 1/24 Elementary School and 2/20 Middle School
- ↻ Held a Department meeting on 1/23; reviewed annual training requirements and opportunities, entire Department is being fitted for new bulletproof vests
- ↻ Officer Harn presented Safety issues to a Boy Scout Group
- ↻ Chief will attend FVTC – How to Deal with the Media on 2/22
- ↻ Since 1/1/2012 fourteen vehicle lockouts have been completed
- ↻ New Drive-off Policy is working very efficiently for the Department
- ↻ Officer Winsted and Chief completed firearms training

AUDIENCE PARTICIPATION:

No participation

REPORT OF COMMITTEES:

Council member Schmitzer reported on the February 8, 2012 Library Board minutes.

The Finance committee established the following goals for 2012:

- Identify additional funding sources
- Prepare 2013 budget by August of 2012

The Policy Committee proposed policies for meeting room use, volunteers and reviewed the staff procedure for firearms. The Board did endorse the City of Chilton ordinance prohibiting discharging and possession of firearms.

The Board approved the 2011 Annual Report as presented by Library Director Thiry.

The Chilton Public Library Board by-laws were amended to affirm that a quorum for transaction of business at any meeting shall consist of seven members instead of five.

Chairman Vanne presented the February 6, 2012 General Government Committee meeting minutes.

Committee members were informed that Dev. Director Reilly received a phone call from the owner of Best Western with concerns on how the City may possibly aid in promoting over night stays. Reilly prepared a statement identifying ways to promote overnight stays in the City of Chilton:

1. Shop Chilton weekends: Offer visitors to overnight stays on particular weekends \$25 in Chamber cash to spend at local stores, restaurants, etc. Work with the Chamber to coordinate.
2. Promote youth sports tournaments. Many communities hold weekend tournaments that attract teams from across the state. Offer teams discounts to stay overnight. Work with the Chilton Booster Club and Tiger Club on tournaments.
3. Halloween Weekend: There are two corn mazes (Meuer and Polly's), a haunted golf cart ride at Hickory Hills and Haunted Cave tours at Ledge View. Day events

can include Heritage Orchard, Polly's and scenic hikes at Ledge View, County Park and State Park.

4. Chilton Christmas Weekend: The first weekend in December in Chilton, there is the annual Christmas tree lighting on Friday night, Saturday - Christmas house walk, Kaytee's Learning Center, the holiday parade and many other events and the Sounds of Chilton concert on Sunday.
5. Work with Crafty Apple Fest to encourage vendors to stay the night on Friday before the fest.
6. Work with Pla-Mor Lanes to promote weekend bowling tournaments. Current tournaments are afternoon events and do not go into the evenings. By promoting a night/afternoon event will keep teams in Chilton.

Mayor Reinl did request the committee to evaluate the potential for a city room tax this year.

Gina Truly, Dept. of Administration – Division of Housing notified Deputy Meyer regarding revisions to the CDBG housing revolving loan fund. The Division of Housing would like to increase the number of rental rehab projects to respond to the State of Wisconsin's growing need for affordable rental housing. To accomplish these goals, all future CDBG-Revolving Loan Fund (RLF) rental rehab loans will be 0% deferred or 0% installment loan payments. The Division of Housing is giving CDBG-RLF grantees the option of making these loans either 0% deferred or 0% installment payment loans.

Motions by Vanne, seconded by Holst to approve the CDBG-RLF Rental Rehab Loans are revised to 0% installment loan payments. Motion carried.

The committee approved meeting compensation for the police chief comparable to the director of public works and city clerk. Current compensation is \$45.00 per meeting. Typically, the Chief attends the second council meeting of each month, unless there is no report.

Motions by Vanne, seconded by Hilton to introduce, adopt and waive the second reading of Ordinance No. 1086, an ordinance to establish meeting pay of \$45.00 for the Police Chief effective March 1, 2012. Roll call vote. Eight votes cast. Six votes aye. Two votes nay. (Gruett and Johnson) Motion carried.

Clerk Schmidkofer stated Governmental Accounting Standards Board (GASB) issued GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions. The statement substantially changes how fund balances are categorized. It will clarify how some of the governmental funds are presented and classified. The City is required to adopt a policy to provide a cross reference between the Pre-GASB #54 Fund Balance Classifications and the Post-GASB #54 Fund Balance Classifications. In addition, Mayor Reinl stated the policy would provide fund balance classifications and if not then the funds would be required to be transferred into the general fund. The following funds were established.

<u>Fund</u>	<u>Purpose</u>	<u>Specific Revenue Sources</u>
Chilton Lake District	Improvements to Chilton Mill Pond and Chilton Lake District	Taxes
Library Donations	Improvements to Chilton Public Library	Donations
Economic Development	Loans for Business Development and Improvements	Revolving Loan Payments
Community Rehabilitation	Loans for Low Income Families for Residential Building Improvements	RL Payments
Redevelopment Authority	Promote Redevelopment within	Sale of Land

the City

The City will also ascertain to maintain a minimum unassigned general fund balance range of 7% to 12% of actual current year general fund expenditures.

Motion by Vanne, seconded by Schmitzer to introduce, adopt and waive the second reading of Resolution No. 1620, a resolution adopting a Fund Balance Policy in Accordance with GASB No. 54. Roll call vote. Eight votes cast. Eight votes aye. Motion carried.

NEW BUSINESS:

Motion by Vanne, seconded by Hilton to introduce, adopt and waive the second reading of Resolution No. 1621, a resolution to subordinate CDBG Loan No. 11-02. Roll call vote. Eight votes cast. Eight votes aye. Motion carried.

Motion by Hilton, seconded by Jaeckels to introduce, adopt and waive the second reading of Resolution No. 1622, a resolution to subordinate CDBG Loan No. 00-02. Roll call vote. Eight votes cast. Seven votes aye. (Vanne – abstained). Motion carried.

Motion by Vanne, seconded by Hilton to approve the purchase of a 2011 Chev Cruze LT from Vande Hey Brantmeier for \$15,357.50 to include trade-in of the 1997 Ford Taurus. The vehicle purchase is included in the 2012 budget, the Police, Fire, Street, Water, Sewer and Clerk/Treasurer accounts will each pay \$2,559.58 towards the vehicle. Roll call vote. Eight votes cast. Eight votes aye. Motion carried.

Motion by Jaeckels, seconded by Schmitzer to enter into an agreement between the City and Birschbach Inspection Service LLC to provide commercial electrical inspections. A \$60.00 per inspection fee is established and Birschbach shall maintain records and submit a monthly report for reimbursement. Roll call vote. Eight votes cast. Eight votes aye. Motion carried.

COMMUNICATIONS:

Clerk Schmidlkofer distributed the February 7, 2012 staff minutes.

BILLS:

Motion by Holst, seconded by Jaeckels to pay the bills. Roll call vote. Eight votes cast. Eight votes aye. Motion carried. Voucher No. 70894 through Voucher No. 70971 or accounts payable and payrolls totaling \$1,634,802.55.

ADJOURNMENT:

Motion by Vanne, seconded by Hilton and carried to adjourn at 7:18 p.m. on February 21, 2012.

Helen Schmidlkofer, MMC
City Clerk