

Chilton, Wisconsin
November 5, 2013

The regular meeting of the Chilton Common Council was called to order at 6:30 p.m. with Mayor Gerald Vanne presiding in the council chambers at the Chilton City Hall.

AGENDA POSTING:

On 9/27/13, copies of the agenda were delivered to the Mayor, Aldermen, City Department Heads, City Attorney, were made available to the media, and posted on the city hall bulletin board and city webpage.

ROLL CALL:

Mayor Gerald Vanne and eight members of the Council were present at roll call:

Council Member Linda Bangart	Council Member Richard Bosshardt
Council Member Rick Jaeckels	Council Member Dan Hilton
Council Member Kathy Schmitzer	Council Member Ron Gruett
Council Member Clayton Thornber	Council Member Kevin Johnson

Other city officials present were Director of Public Works Todd Schwarz, City Attorney Derek McDermott, Library Director Steve Thiry and City Clerk Helen Schmidlkofer.

General attendance: Pete and Lisa Herrick, Andrew Kruse-Ross, Times-Journal
Those in attendance recited the Pledge of Allegiance.

MINUTES: Moved by Hilton, seconded by Bosshardt and carried to approve the minutes of the council meeting held on 10/13/2013.

REPORT OF OFFICERS:

Mayor Report:

- The City of Chilton hosted the Fox Cities Regional Partnership board of directors meeting on October 31, 2013 in which the Mayor indicated he attended; name change consideration was discussed because web site searches do not indicate that you are in WI. Also reviewed relationship with NEW North which promotes industry in Green Bay
- Work continues on 2014 budget preparations

City Clerk Report:

- ↻ Staff out of the office:
 - Paul Birschbach - November 8, 21, 22, 25 26
 - Lisa Meyer - November 7, 8, 21, 22
 - Helen Schmidlkofer - November 6, 7, 8
 - Judy Thiel - November 11, 12, 13, 18, 19, 20
 - Mayor Vanne - November 14 & 15
- ↻ City Hall will be closed for the Thanksgiving holiday November 28 & 29, 2013
- ↻ November 14, 2013 – Calumet County Intergovernmental meeting at courthouse
- ↻ November 4 and 5, 2013 – Scheck Auditors were at the City to complete preliminary audit work
- ↻ November 18, 2013 at 3:05 PM a meeting will be held with staff and Phil Cosson of Ehlers to review TIF Districts
- ↻ Special Events sponsored by the Chilton Chamber of Commerce are:
 - Christmas Parade – December 7, 2013
- ↻ Recreation Department:
 - Basketball sign-up deadline was October 25th, coaches meeting is being held tonight by Program Director R. Mueller
 - Baseball/softball programs still pending uniform and equipment turn in
 - Deputy Meyer & Clerk Schmidlkofer will attend the Nov. 13th Optimist Club meeting to inform them of the City's Recreation Program and the opportunities they have to support the programs
- ↻ Reminded council members of future committee meetings
- ↻ Spring 2014 Election for mayor and aldermanic positions were reviewed and notice will be published November 21, 2013

- ↻ 2013 estimated population is 3,920 of which approximately 3,001 are of voting age

APPROVE FINANCIAL REPORT: Moved by Hilton, seconded by Bangart and carried to approve the November 1, 2013 financial report.

APPROVE OPERATOR LICENSES:

Moved by Schmitzer, seconded by Thornber and carried to approve the two-year license applications to serve fermented malt beverages, and intoxicating liquors from November 5, 2013 to June 30, 2014 for Melinda L. Nehmer and Kimberly M. Day. Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Well No. 11 Project:
 - Certified survey map has been processed and recorded
 - Engineers continue to work on plans
 - Conditional Use is required by Calumet County; meeting will be held on December 4, 2013 for review and potential approval
 - Calumet County also requires a zoning permit
 - Reviewed financial requirements with auditor earlier today regarding this project
 - Met with Town of Charlestown to review proposed project; will need to pay for address numbers and a culvert otherwise no issues
- ↻ Waste Water Dept. – cleaned out oxidation ditch
- ↻ Mercury switches for sensors on effluent pumps went out; transducer replacement switches would of cost \$10,000 in its place installed floats for a cost of \$2,500.00
- ↻ Leaf pick-up will continue until Thanksgiving
- ↻ New 2012 Street Dept. truck is in full service as of last Monday
- ↻ New home permit was taken out this week; total of 4 new homes for 2013
- ↻ Nennig Park tennis court project – City has completed their portion and Chilton Athletic Club has placed magic mix on the new diamond
- ↻ Riverside Park shelter was delivered and the Street Dept. will try to construct this year yet
- ↻ LED street lights have been installed; a few concerns were received regarding the deficiency or change in lighting, to address this matter 2 lights are being adjusted to see if this will result in additional light

AUDIENCE PARTICIPATION:

Library Director Thiry informed the council that he is investigating the potential integration of the Chilton Public Library along with the other Calumet County libraries into the Outagamie Waupaca Library System (OWLS). The Manitowoc-Calumet Library System did investigate a potential merge with Eastern Shores Library System in June of 2013 however did not see the potential merger as an economical venture. Should something happen the Chilton Public Library will know what their options are and bottom line the library will do what is best for its residents.

NEW BUSINESS:

Moved by Thornber, seconded by Schmitzer to approve the bid for \$660.00 from W & L Insulation to insulate the attic and the bid of \$12,000.00 from Feldco Windows to replace 25 windows for CDBG Loan # 13-03. Roll call vote.

Gruett – yes	Bangart – yes	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – yes	Johnson - yes

Eight votes cast. Eight votes aye. Motion carried.

Moved by Jaeckels seconded by Bangart to approve an easement agreement and use agreement between the City of Chilton and John & Kathryn Kolbe for Lot 1 of CSM No. 3422. Motion carried.

Moved by Johnson, seconded by Hilton to approve the 2013-2014 Calumet Sno-Trails Snowmobile trails within city limits. Motion carried.

REPORT OF COMMITTEES:

Chairman Jaeckels presented the minutes of the October 22, 2013 General Government committee meeting. Mayor Vanne stated the proposed 2014 wages and compensation will be discussed later on the agenda in closed session.

Moved by Jaeckels, seconded by Bosshardt to place an advertisement in the Chilton Times Journal and Delta Publications for a Recreation Director with a proposed wage of \$625.00 per month. The ad shall be placed on the city web site in addition to twice in the local newspapers with the goal to fill the position by February 1, 2014. Motion carried.

Moved by Schmitzer, seconded by Hilton and carried to not fill the development director position for 2014 however will review annually.

Block Grant Administrator Meyer received a memo from Gina Truly, Department of Administration, Division of Housing regarding changes to housing CDBG-Revolving Loan Fund rental rehabilitation loans. The Division of Housing would like to increase the number of rental rehabilitation projects to respond to the State of Wisconsin’s growing need for affordable rental housing. To accomplish these goals, all future CDBG-RLF rental rehabilitation loans will be 0% deferred or 0% installment loans.

Moved by Jaeckels, seconded by Hilton to support the Division of Housing and offer 0% installment loans for CDBG-RLF rental rehabilitation loans. Motion carried.

Council member Thornber inquired who monitors the rental rates for the City. Mayor Vanne noted the city does and when questioned further what procedure is used Clerk Schmidlkofer suggested that Block Grant Administrator Meyer could provide accurate and detailed information for a future council meeting.

The committee reviewed a recommendation to mandate that all city employees use direct deposit for payroll. Schmidlkofer provided background information, which indicated that in 2010, the City implemented volunteer direct deposit. The employees have the payroll option for direct deposit or a manual check. Of the 19-fulltime employees, 10 have requested direct deposit and nine remain with manual payroll checks. In addition, city band members, fire fighters, part-time library staff, part-time police officers, school patrol, council members, election workers and recreation department referees and umpires all work part-time and receive a payroll check once a month or one time per year.

Direct deposit does allow for distribution to multiple financial institutions allowing the employee to split their deposit into multiple accounts within each financial institution. If the employee’s financial institution account information changes and the City is not informed of these changes, a \$5.00 charge is assessed to the City. The recommendation from the clerk’s office is not to support mandatory direct deposit for part time employees. Consensus of the committee was to retain direct deposit on a volunteer basis; no action is required at this time.

Moved by Jaeckels, seconded by Thornber to direct the city clerk to complete a request for proposal (RFP) every five years for audit services, starting in 2015. Motion carried.

Clerk Schmidlkofer presented an increase in 2014 refuse container rates as follows:

	<u>2013</u>	<u>2014</u>
45 Gallon	\$100.00	\$105.00
60 Gallon	\$118.00	\$123.00
90 Gallon	\$185.00	\$200.00

Moved by Jaeckels, seconded by Hilton to approve the rate increase for refuse containers effective January 1, 2014 as presented above. Motion carried.

Schmidlkofer presented the 2014 proposed budget reviewing in detail the revenues and expenditures and highlighting the proposed capital projects for each department. Total expenditures are \$2,607,273.00; revenues are \$1,428,301.00 resulting in a levy of

\$1,178,972.00. The proposed budget will be exhausting \$330,426.00 of non-lapsing funds and \$126,000.00 of borrowed funds. The current assessed value is 252,227,500, which is 2,016,200 less than the 2013 value of 254,243,700. This substantial decrease is due to Fox Valley Technical College purchasing the campus property in the City and filing tax-exempt status.

Clerk Schmidlkofer further stated the 2014 budget meets the following state mandates:

- Levy limit increase - 0.0%
- Net new construction – 0.530%
- Budget expenditure restraint – 1.90%

The 2014 budget as presented results in a proposed tax rate of \$5.5266, which is \$0.10 higher than the 2013 rate. Council member's reactions varied to the proposed tax rate however, the budget will not be acted on until the November 19, 2013 council meeting.

Schmidlkofer further explained that if the goal were to have the same tax rate as 2013 the City would have to cut \$19,722.00 from the proposed budget however, in doing so the City would have \$19,722.61 of unused levy. The unused levy amount cannot be carried over to the next year; the municipality must use it or lose it.

Moved by Schmitzer, seconded by Hilton to set the public hearing for the 2014 Budget for Tuesday, November 19, 2013 at 6:45 P.M. Motion carried.

COMMUNICATION: Distributed monthly plumbing/building permit report.

APPROVE PAYMENT OF BILLS:

Moved by Hilton, seconded by Johnson to pay the bills. Voucher No. 74194 through Voucher No. 74303 or accounts payable and payrolls totaling \$201,473.26. Roll call vote.

Gruett – yes	Bangart – yes	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – abstain	Hilton – yes	Johnson - yes

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

Mayor Vanne requested Schmidlkofer and Schwarz to exit the council chambers at 7:59 P. M. so that the council could review wages in closed session.

Moved by Jaeckels, seconded by Bosshardt to go into closed session at 8:02 P.M. under WI. Statue 19.85(1) (c) to review 2014 proposed wages and compensation. Roll call vote.

Gruett – yes	Bangart – yes	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – yes	Johnson - yes

Eight votes cast. Eight votes aye. Motion carried.

Discussion took place to review 2014 wages and compensation.

Moved by Jaeckels, seconded by Bosshardt to return to open session at 8:55 P.M. Roll call vote.

Gruett – yes	Bangart – yes	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – yes	Johnson - yes

Eight votes cast. Eight votes aye. Motion carried.

Moved by Jaeckels, seconded by Thornber to approve the General Government committee's recommendations for 2014 wages and benefits and direct Clerk Schmidlkofer to prepare the necessary resolutions and ordinance. Roll call vote.

Gruett – nay	Bangart – yes	Bosshardt – yes	Thornber – yes
Jaeckels – yes	Schmitzer – yes	Hilton – yes	Johnson - yes

Eight votes cast. Seven votes aye. (Gruett-nay) Motion carried.

ADJOURNMENT:

Motion by Jaeckels, seconded by Bosshardt and carried to adjourn at 9:00 p.m. on November 5, 2013.

Helen Schmidlkofer, MMC
City Clerk