

Chilton, Wisconsin
September 18, 2012

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

AGENDA POSTING:

On 9/14/12, 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. On September 18, 2012, the agenda was amended to include the Fire Chief Report under Report of Officers.

ROLL CALL:

COMMON COUNCIL:

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

Council Member Rick Jaeckels	Council member Kevin Johnson
Council member Ron Gruett	Council member Kathy Schmitzer
Council member Richard Bosshardt	Council Member Dan Hilton

Other city officials present were Director of Public Works Todd Schwarz, City Attorney Derek McDermott, Fire Chief Gary Halbach and City Clerk Helen Schmidlkofer.

Absent and excused council member Clayton Thornber

General attendance: Faye Burg, Delta Publications and Amanda Gamble, Chilton Times Journal, Josh Geiser, Career Capstone Student.

Those in attendance recited the Pledge of Allegiance.

MINUTES:

Motion by Hilton, seconded by Bosshardt and carried to approve the minutes of the Council meeting held on 8/21/2012.

OFFICERS' REPORT:

MAYOR REPORT:

- Mayor Vanne attended Briess Malt & Ingredients Co. Green Tier Celebration on September 13, 2012; Hickey, Manager of Engineering and Logistics stated Briess plans to double production in the next three years
- Read BID guidelines as outlined in the WI Municipal Officials Handbook: After reading the report it is only when circumstances indicate that the low bidder is not qualified that the low bid should be rejected in favor of another.
- Annual employee recognition luncheon will be held tomorrow; Mike Gudex will receive a plaque for 15 years of service.

CITY CLERK REPORT:

- ↻ Election updates:
 - The City of Chilton will host a county wide election training session on October 3, at 5:30 p.m. at the city hall; all attendees earn 2 hours of credit
 - Nursing Home & Assisted Living absentee voting is scheduled for Oct. 15
- ↻ Administrative Assistant in Police Dept. is absent for 2 weeks for medical leave
- ↻ Council members were reminded of future committee meetings

WRITTEN DEVELOPMENT DIRECTOR REPORT:

- Attended an economic development meeting sponsored by the county on August 23rd. Represented at the meeting was the Fox Cities Economic Development Corporation (FCEDC), which is part of the Fox Cities Chamber of Commerce. The county is recommending that the cities and villages become members of the chamber and that the chamber and the FCEDC take the lead in business recruitment and retention. However, there was no discussion on how the FCEDC would work with the communities and how our work would intertwine.
- Similarly, there will be a Calumet County Economic Development Group meeting on Thursday, Sept. 20 at 11:30 a.m. in Brillion.

- Crafty Apple Fest was quite successful this year. There were about 115 vendor spaces sold. Already there are 59 craft vendors and 6 food vendors signed up for 2013.

APPROVE FINANCIAL REPORT:

Motion by Jaeckels, seconded by Schmitzer and carried to approve the September 1, 2012 financial report.

APPROVE OPERATOR LICENSES:

Motion by Jaeckels, seconded by Bosshardt and carried to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from September 18, 2012 to June 30, 2014 for Kimberly M. Riebe, Anna C. Riebe, Leslie A. Bruckner, Dawn M. Sestak, Pamela M. Kienbaum, Lisa M. Schwarz, Lisa R. Mueller, Joy L. Bartlett, Deborah M. Winkler, Patricia M. Geiser, Maria Hernandez and Rebecca J. Gruber. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

APPROVE LIQUOR LICENSES:

Motion by Schmitzer, seconded by Bosshardt and carried to approve the following applications for Class "A" and Class "B" licenses to deal in intoxicating liquors and fermented malt beverages for:

"CLASS A" Beer & Liquor Retail Combination from October 1, 2012 to June 30, 2013:

Valley Retail Concepts, LLC	511 N. Madison Street	N3818 Riverview Hts.
Steve Austin, Agent	Save-A-Lot	Chilton WI 53014

"CLASS B" Beer & Liquor Retail Combination from September 24, 2012 to June 30, 2013:

Kings Korner, LLC	321 E. Main Street	W672 Cty. X
Jane Kienbaum, Agent	Kienbaum's Central House	New Holstein, WI 53061

DIRECTOR OF PUBLIC WORKS REPORT:

- ↻ Update on computer project at the WWTP; new system is all complete and operating very efficiently
- ↻ Department is testing large meters; this test is conducted every 2 years
- ↻ Routine water meter reading is currently taking place, this occurs every 3 months and any indication that excess usage of water is reported; the Department contacts the property owner to inform them so that the owner can investigate for a potential leak
- ↻ Street Department has been mowing lawns
- ↻ Street light at the intersection of Main and Madison Streets has been replaced with a cement pole and decorative light similar to the lights on Madison Street

FIRE CHIEF REPORT:

- ↻ Department membership – 44 firefighters and 2 members
- ↻ SCBA testing completed and apparatus is certified
- ↻ Annual Fire Inspections are completed
- ↻ Replacement hose has been ordered and received along with 9 sets of turnout gear
- ↻ Truck No. 107 – certification testing will take place this Friday
- ↻ Attended two Public Safety meetings:
 - One meeting was held with townships to review proposed 2013 budget
 - Second meeting discussion held regarding future First Responder Program
- ↻ Met with Mayor, Clerk and City of New Holstein Fire Dept. to review a potential cost sharing burn/training tower project
- ↻ October 2012 meetings are:
 - County Chiefs
 - County Investigators
 - Eastern WI League

AUDIENCE PARTICIPATION:

No participation

REPORT OF COMMITTEES:

Chairman Gruett presented the minutes from the September 11, 2012 Public Safety committee meeting.

The 2013 proposed Fire Department budget was reviewed with the Townships of Chilton, Charlestown and Brothertown and will be forwarded to the clerk's office for executive budget process.

Chief Halbach informed the council that earlier this year the Department received a furnace report indicating that all four units were cracked and required replacement. The existing heaters were installed in the fire station in 1978. The committee reviewed two quotes to replace the units:

Karls Mechanical, Chilton - \$15,955.00

Pethan's Air Service, New Holstein - \$15,410.00

The replacement units were included in the Focus on Energy Efficiency Program Grant, which indicated an annual cost savings of \$3,927.51 and a potential incentive savings of \$2,375.00 with a payback in 2.19 years. Halbach further stated the Department has funds in their non-lapsing account to complete this project in 2012 verses waiting until next year and the fact that the units could be included in the Focus on Energy Efficiency Program if completed by December 31, 2012.

Motion by Gruett, seconded by Jaeckels to accept the quote from Pethan's Air Services of New Holstein, LLC for \$15,410.00 to replace four heater units in the Fire Station. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Motion by Gruett, seconded by Jaeckels to approve the 2012 budget revision of \$15,410.00 to allow completion of the heater replacement project; account 52201-821. It was also noted that any rebate money received would be applied to the same account. Roll call vote. Six votes cast. Six votes aye. Motion carried.

The 2013 proposed Police Department budget was presented by Chief Seipel and will be forwarded to the clerk's office for executive budget process.

Clerk Schmidlkofer provided minutes from the August 23, 2012 U-Can Calumet County Community Group meeting. U-Can is the county coalition with a mission statement to empower Calumet county residents to build and embrace healthy lifestyles through education and opportunities.

Mayor Vanne requested the council members to review the minutes concerning the 2012 post-season baseball and softball meetings.

Council members reviewed the informational meeting held between the Chilton School District and City regarding recreation programs. The entire group had a good discussion regarding the school district and communities support for a continued city recreational program.

The council reviewed the Library Board September 12, 2012 board minutes.

Clerk Schmidlkofer reported on the August 20, 2012 Eastshore Recycling Commission meeting. The Commission would like to apply for a 2012 DNR Consolidation Grant, which requires each municipality to endorse a resolution stating their support for a consolidation recycling efficiency grant.

Motion by Johnson, seconded by Schmitzer to introduce, adopt and waive the second reading of Resolution No. 1634, a resolution to support consolidation recycling efficiency grant. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Chairman Jaeckels presented the minutes from the September 5, 2012 General Government committee meeting.

Former Alderman Ellefson consulted with Mayor Vanne on how the City could annually save approximately \$10,000.00 by discontinuing social security payments for all city employees.

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After consultation with Social Security Administrator Felsmann, the City of Chilton cannot revise social security benefits. The City resolved to provide absolute coverage for its employees when it became part of the original group of employers to come under the Section 218 Agreement in 1951.

Clerk Schmidlkofer received three quotes for removing and installing commercial grade carpeting in the community room at city hall.

Motion by Jaeckels, seconded by Johnson to accept the quote from D & M Interiors of Appleton for \$3,700.00 to replace the carpeting in the community room. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Deputy Meyer received several requests for automatic payment of water and sewer invoices. The cost to provide this service would be \$60.00/year, which would be expensed equally between the Water and Sewer Departments. Meyer drafted an enrollment form that would be required from the resident to request their financial institution to automatically deduct payments for water/sewer quarterly invoices. Information to residents regarding this change will be provided in the annual city newsletter and posted on the city's web page.

Motion by Jaeckels, seconded by Schmitzer to authorize the implementation of automatic payment for water/sewer invoices effective January 1, 2013. Motion carried.

Clerk Schmidlkofer informed the council Calumet County provides nutrition sites for seniors within the county and the City of Chilton city hall is one of those sites. The current agreement between the two parties is dated January of 1990. Schmidlkofer identified numerous changes since that time, consulted with Attorney McDermott, and prepared an updated agreement.

Motion by Jaeckels, seconded by Hilton and carried to approve the agreement between the City of Chilton and Calumet County Aging and Disability Resource Center.

Schmidlkofer stated Chapter 6 of the Municipal Codes of Ordinances addresses issuing licenses and briefly states that taxes and assessments are to be paid before a license is issued. Committee approved revisions and improved language defining delinquent debt owed to the city, which is presented tonight in ordinance format.

In June of 2012, the council revised the closing hours for Class A establishments to sell alcoholic beverages. Since then Police Chief Seipel informed the city that the statute defines different hours for the different types of alcohol. The ordinance should clarify the closing hours as:

1. Between Midnight and 6:00 A.M. no person may sell fermented malt beverages, pursuant to Wisconsin Statutes 125.32(3)
2. Between 9:00 P.M. and 6:00 A.M. no person may sell intoxicating liquor, pursuant to Wisconsin Statutes 125.68(4)

Motion by Jaeckels, seconded by Hilton to introduce, adopt and waive the second reading of Ordinance No. 1094, an ordinance amending Chapter 6 regarding delinquent debt and closing hours for Class A establishments. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Clerk Schmidlkofer and Deputy Meyer made revisions and updates to the City of Chilton Election Contingency Plan that was established in 2006. The Governmental Accountability Board (new name for State Elections Board) has reviewed and approved the revisions.

Motion by Jaeckels, seconded by Schmitzer and carried to approve the revisions to the City of Chilton Election Contingency Plan.

Clerk Schmidlkofer provided an update regarding the City of Chilton Personnel Policy Manual that was approved by the council in April of 2012. Copies of the manual were

distributed, pending receipt of acknowledgement forms from some employees yet.

Mayor Vanne expressed concern regarding the format of the acknowledgement form. Council member Schmitzer and Clerk Schmidlkofer confirmed that the format used is standard practice.

Amy Thielman (Vocational Arts Department of Chilton School District) contacted the City of Chilton to see if there was an opportunity for students to collaborate with the City for the Career Capstone course. The program helps students explore career fields of interest in addition to learning how to apply employability skills for a successful future. The course timeline is September 4, 2012 to January 22, 2013 with students completing 10 hours per week of voluntary time. Liability is maintained by the Chilton School District while the student is volunteering for the city.

Clerk Schmidlkofer along with Mayor Vanne and the entire city hall staff have agreed to support the Career Capstone course. The student currently volunteering for the City of Chilton is Josh Geiser.

Clerk Schmidlkofer submitted a quote for 2012 audit services from Schenck. Schenck has been providing their auditing services since 1999. The City has a good working relationship with Schenck and would appreciate the council's support to retain them for the annual audit.

Motion by Jaeckels, seconded by Schmitzer to accept the quote from Schenck to conduct the 2012 audit for \$16,930.00 audit services and \$4,050.00 for accounting assistance services. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Accurate Appraisal, LLC submitted a quote for maintenance assessment services for 2013-2015 for \$6,300.00 per year. Schmidlkofer noted Accurate Appraisal has been providing assessment services for the City since 2000. The staff is very satisfied with their quality of work and would appreciate the council's support to maintain their services.

Motion by Jaeckels, seconded by Hilton to accept the quote from Accurate Appraisal, LLC to provide assessment services for \$6,300.00 per year for the years 2013 to 2015. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Mayor Vanne reported on the workshop held at the Chilton Public Library on July 18, 2012. Professor Nelson (Adjunct Assistant Professor at UW Madison School of Library and Information Studies) provided an overview of Wisconsin Statute Chapter 43, which defines how libraries function when financial support is received from the municipality and counties. Reviewed the type and number of board members required by the municipality and the county; in particular the number of appointed county board members based upon the county's financial support. The municipal budget and not the Wisconsin Department of Public Instruction Public Library Annual Report is used to verify the county representation. Nelson also stated that for the City of Chilton the municipality owns the library.

Mayor Vanne presented the August 13, 2012 Housing Authority of the City of Chilton board minutes.

DPW Schwarz reported on the September 10, 2012 Tree Board meeting. Schwarz stated the Board is developing an Emerald Ash Borer ordinance for the City and a management plan.

Furthermore, Schwarz was seeking direction from the council regarding the City's readiness and methods to manage the Emerald Ash Borer to share with the Tree Board. Schwarz stated approximately 109 ash trees are located on municipal property. Remarks from Schwarz included:

- ↻ Insecticide option for controlling EAB – estimated cost \$20,000.00
- ↻ Cut down all ash trees – estimated cost per tree \$500.00
- ↻ Replacement of trees – estimated cost not given

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Private property owners will be given information and options, no financial support.

Consensus from the entire group is to systematically remove ash trees on municipal land, replace with other tree species and establish funds in the 2013 budget.

Chairman Johnson presented the minutes from the September 13, 2012 Public Works committee meeting.

The City received a letter indicating difficulties of crossing on Main Street at the intersection of Main and State Streets for a blind person and the elderly.

After review, the committee advised DPW Schwarz to consult with Police Chief Seipel regarding the concerns. The committee encouraged law enforcement to monitor the area and compile data at this intersection. The committee advised the following:

- Radar speed trailer set up along Main Street near intersection of Main and State Street; (Data compiled and brought back to the committee for review)
- Law enforcement show more presence in area
- DPW Schwarz research costs of flashing pedestrian crossing solar-powered sign

American Legion Post 125 Commander K. Katalinick submitted a letter to the Mayor concerning flying the American flag at Hillside Cemetery all year long instead of only on Memorial Day. Katalinick said Legion members agreed that the flag should be flown all year out of respect for veterans. The American Legion proposed to the City that the City be responsible for proper lighting of the flagpole, maintaining the lighting system, and maintaining the flagpole site ensuring that trees are trimmed properly, etc. The American Legion would maintain the flag as needed. It was the consensus of the committee the City support the Legion's request.

DPW Schwarz presented costs for installing a hardwire electrical service for a light. After reviewing the costs, the committee requested DPW Schwarz to obtain costs for solar lighting.

DPW Schwarz reported that the garage door at the City garage is rusty, no longer weather tight and pieces are missing. The replacement door is not included in the 2012 budget however, Schwarz would like to acquire funds from non-lapsing account and replace the door and operator before winter.

Motion by Johnson, seconded by Hilton to accept the quote from EZ Glide Garage Doors & Openers of Little Chute for \$3,600.00 for a garage door and operator (3-inch track and ¾ H.P.) for the city garage. Roll Call vote. Six votes cast. Six votes aye. Motion carried.

Motion by Johnson, seconded by Jaeckels to approve the 2012 budget revision of \$3,600.00 to allow replacement of the garage door and operator; account no. 53230-790, Street Department Buildings Operating Reserve. Roll call vote. Six votes cast. Six votes aye. Motion carried.

DPW Schwarz reported there is a problem with unauthorized disposal of goods in dumpsters on both private and public property in the City. At this time, Chief Seipel cannot ticket violators because the municipal code does not address the issue. DPW Schwarz said he would work with Chief Seipel in developing an ordinance to address the issue of unauthorized disposal on private and public property.

Motion by Johnson, seconded by Jaeckels to introduce, adopt and waive the second reading of Resolution No. 1635, a resolution revising building permit fees. Roll call vote. Six votes cast. Six votes aye. Motion carried.

The committee reviewed potential projects to be included in the 2013 budget and reviewed their goals.

UNFINISHED BUSINESS:

DPW Schwarz reported on the Focus on Energy Government Energy Efficiency Program Grant, which was filed on August 24, 2012.

NEW BUSINESS:

Motion by Hilton, seconded by Jaeckels to approve the bid of \$13, 295.00 from Waniger Remodeling and General Repairs for CDBG Loan No. 649 to replace the roof and install new windows. Roll call vote. Six votes cast. Six votes aye. Motion carried.

Motion by Schmitzer, seconded by Hilton to approve the bid of \$71.00 per ton from MCC Inc. for the upper layer asphaltic concrete pavement on Field Lane. Roll call vote. Six votes cast. Six votes aye. Motion carried.

COMMUNICATIONS:

Clerk Schmidlkofer distributed the September 17, 2012 city – county informational meeting minutes, monthly plumbing/building report and a retirement reception on October 3rd for Ann Gasch as the City of Chilton Housing Authority Executive Director.

BILLS:

Motion by Hilton, seconded by Jaeckels to pay the bills. Roll call vote. Six votes cast. Five votes aye. (Schmitzer-abstained). Motion carried. Voucher No. 71945 through Voucher No. 72111 or accounts payable and payrolls totaling \$275,721.63.

ADJOURNMENT:

Motion by Johnson, seconded by Hilton and carried to adjourn at 7:40 p.m. on September 18, 2012.

Helen Schmidlkofer, MMC

City Clerk