

CITY OF OCONTO FALLS
COMMON COUNCIL
Council Chambers – Municipal Building
500 N. Chestnut Avenue -Oconto Falls, WI 54154

TUESDAY, DECEMBER 8, 2015 – 7:00 PM
MINUTES

Meeting called to order at 7:00 PM by Mayor Brad Rice.

Pledge of Allegiance

Roll Call

Present: Mayor Brad Rice, Aldermen: Mathew McDermid, Marty Coopman, Jay Kostreva, George Stuckey, and Don Osborne

Excused: Alderman Kevin Rusch, Administrator Vicki Roberts, and Fire Chief Tim Magnin

Also present: City Attorney Larry Jeske, Police Chief Brad Olsen, Deputy Clerk Nancy Brye, Street Superintendent Terry Magnin, and Officer Jamie Kuhn

Others: Anne Renel -Times Herald, Beth Julius, Kristi Liebergen, and Todd McCourt

Approval of Minutes – Common Council meeting on November 10, 2015 and Public Hearing/Special Council meeting on November 30, 2015.

MOTION: McDermid/Osborne

Motion to approve the minutes from the Common Council meeting on November 10, 2015 and Public Hearing/Special Council meeting on November 30, 2015.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

Treasurer's Report – October

MOTION: McDermid/Kostreva

Motion to accept the Treasurer's Report for October and place on file.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

Bills Payable – November

MOTION: McDermid/Coopman

Motion to approve the Bills Payable for November.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

Reports:

Administrator Report – written report given.

Police Report – written report given.

Police Chief informed the bill for removing cats from the home on Jackson Street was approximately \$1,300. This bill will come out of the animal control budget. A citation for restitution will be issued to the homeowner to recover these costs.

Municipal Court Report – written report given.

Fire Department Report – written report given.

Street Department Report – written report given.

McDermid commented the new plow truck should be ready the first of the year. Olson is waiting on plow mounts from Wausau. McDermid asked Street Superintendent to get the old truck ready for the trade.

Street Superintendent stated the old truck is ready to go.

Building Inspector Report – written report given.

Utility Commission Report/Minutes – written report given.

MOTION: McDermid/Kostreva

Motion to place reports on file.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL - All Citizens in-put will be limited to 3 minutes.

DISCUSSION AND POSSIBLE ACTION ON ANY OR ALL OF THE FOLLOWING:

New Business:

- A. Operator's License Application for Kristi L. Liebergen – Mobil 22.
Re: Deputy Clerk

Deputy Clerk informed that Kristi Liebergen filed proper application with the city but did not meet the criteria set forth by Council to pass her background check. In June 2013 she received a citation for obstruction to a police officer.

Kristi Liebergen explained the incident from June 2013. She has not been in any trouble since this incident. She was recently employed with Mobil 22 and needs an operator's license to do her job. She would really like to keep her job and asked the Council to please consider approving her application.

MOTION: Osborne/Kostreva

Motion to approve the Operator's License Application for Kristi L. Liebergen for a 6 month probationary period.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

B. Timber sale options pertaining to the Golf Course.

Re: Council President, Mathew McDermid

McDermid explained Forester, Todd McCourt walked the property that the city is interested in harvesting trees from and gave his opinion on what should be done.

Todd McCourt presented a management plan with a break down into sections, explaining the types and sizes of trees in each section. He expressed his opinion on what should be done to maintain good forest health in these areas. Many trees are crowded and under stress. McCourt also presented timber prices that the city would receive from the harvest of these trees. He explained the strategic planning that would come into play; oak trees should only be harvested during certain times of the year, some areas have soft soil and can only be done when the ground is firm during cold weather, and the area near the Snow Jokers' shed has a very steep incline.

Attorney explained that when the city took title of the property from the power company, the title read there was to be no cutting of trees or brush on the property. The city should get a letter from a professional forester explaining it would be in the best interest of the property to harvest some trees to maintain good forest health and present it to the power company.

McDermid pointed out that the proposed letter of opinion being presented tonight from Forester, Todd McCourt explains just that.

Attorney stated he would contact the power company and draft a letter of understanding that would enable us to proceed with the tree harvest.

MOTION: Kostreva/McDermid

Motion to approve for the City Attorney to contact and draft a Letter of Understanding with the Power Company and permission for the City Administrator to enter into a contract with Wild Rivers Forestry to harvest timber.

Discussion continued...

Kostreva questioned if we had to go out for bids on this project.

Osborne commented that we only have to go out for bids on projects over \$20,000.

McCourt commented that this project was over \$40,000. He understood if we needed to go out for bids to see what others had to offer.

Attorney reminded that even though we go out for bids, it doesn't necessarily mean that we have to go with the lowest/highest bidder. We can take reputation into account.

AMENDED MOTION: Kostreva/McDermid

Motion to approve for the City Attorney to contact and draft a Letter of Understanding with the Power Company and permission for the City Administrator to enter into a contract with a logger to harvest timber.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

C. Increase in hourly wage for Park & Rec seasonal part-time employees.

Re: Finance Committee

Coopman explained the Finance Committee discussed hourly wages for the seasonal part-time lifeguards. They are currently paid at \$7.25 - \$7.75 per hour. The Committee unanimously recommends the approval of the proposed wage increase to \$9.50 per hour, with a 50¢ increase each year of seniority, maximizing out at 4 years. The maximum wage a lifeguard would receive would be \$11.00 per hour.

MOTION: McDermid/Coopman

Motion to accept the recommendation of the Finance Committee to approve the wage increase for seasonal part-time lifeguards to \$9.50 per hour, with a 50¢ increase each year of seniority, maximizing out at 4 years.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

D. Advancement of Deputy Clerk's position from Admin II to Admin III.

Re: Finance Committee

Coopman explained Deputy Clerk, Nancy Brye graduated from the UWGB Clerk's Institute this past year. The Finance Committee discussed and unanimously recommends that her pay scale be advanced from Admin II to Admin III.

MOTION: McDermid/Kostreva

Motion to accept the recommendation of the Finance Committee to advance the Deputy Clerk's position from Admin II to Admin III; effective January 1, 2016.

Discussion continued...

Osborne commented that he would like to see a revision to the motion to be more specific to advance Nancy Brye from Admin II to Admin III, rather than the Deputy Clerk position being advanced. In the event Brye leaves her position, he would like to see the position start back at Admin II for a new employee.

AMENDED MOTION: McDermid/Kostreva

Motion to accept the recommendation of the Finance Committee to advance employee, Nancy Brye's pay scale from Admin II to Admin III; effective January 1, 2016.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

E. 2016 vacation/comp time options for Officer Jamie Kuhn.

Re: Police Chief

Police Chief explained that Officer Kuhn has requested time off in February and March to take the California Bar Exam. She will need approximately 312 hours of time off to pursue this endeavor. Kuhn currently has approximately 240 hours available to carry over, which will make her approximately 72 hours short of what she needs. She is asking permission to carry over an extra 132 vacation hours; 72 hours more than what is currently allowed to carry over.

McDermid wanted to know the department is able to cover shifts during her absence.

Police Chief commented he should have addressed this 3-4 months earlier to get more comp time built up for her. He didn't know if she would be able to build up that much comp time in a month, but if possible would like to see it happen. She would need approval to carry over more than 48 hours of comp pay.

Mayor stated that paying out comp time saves the city money verses paying overtime.

Coopman questioned if there would be contract issues.

Mayor commented it is acceptable in the Police Union Contract to draft a letter of understanding.

McDermid was not in favor of making contract changes in the middle of a contract period.

Kuhn clarified the Union knows a letter of understanding can be done. By doing this, it would not be changing the contractual obligation. It would be waiving the right for a union member to file a grievance against the Police Chief for not posting the vacation time for overtime to officers as per the union contract. The union contract would remain the same. The union would be just agreeing to amend for this specific situation.

MOTION: Kostreva/Coopman

Motion to approve the Mayor and Police Union to draft a letter of understanding for Officer Jamie Kuhn to increase vacation and comp holdover hours for 2016 based on the representation made by the Police Chief in the letter presented to the Council tonight.

Roll Call Vote: Kostreva-yes, Coopman-yes, McDermid-yes, Osborne-yes, Stuckey-yes - Rusch-absent, **MOTION CARRIED**

F. Police Department part-time wages.

Re: Police Chief

Police Chief explained the difficulty retaining part-time officers. The current part-time wage is \$16.66 per hour and remains at this rate throughout the duration of their part-time status. In order to keep part-time officers, he proposed increasing the part-time wage periodically during the officer's employment. He would like to see an increase in their wages every 6 months starting after completion of field training up until they have been here for two years. He would then like to see another increase at 3 years of employment, and the last at 5 years.

The wage increase schedule being proposed for part-time officers is as follows:

Current part-time wage:	\$16.66
Upon field training (FTO) completion:	\$17.91
6 months of employment after FTO:	\$19.16
12 months of employment after FTO:	\$20.41
18 months of employment after FTO:	\$21.66
24 months of employment after FTO:	\$22.91
3 years of employment after FTO:	\$24.16
5 years of employment after FTO:	\$25.41

McDermid commented this would be beneficial to the city, as we would be saving money paying a part-time officer verses paying overtime to a full time officer.

MOTION: McDermid/Coopman

Motion to approve the proposed wage increase schedule for part-time officers as presented by the Police Chief.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

G. Resolution 15-007; a resolution authorizing salary increases for employees.

Re: City Administrator

Coopman explained the annual salary increases were discussed at the Finance Committee and reflected in the standard annual resolution.

MOTION: Osborne/ Kostreva

Motion to approve Resolution 15-007; a resolution authorizing salary increases for City employees as presented to increase wages 1.5% on January 1, 2016 and then an additional 1.5% on July 1, 2016.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

H. Confirmation of the Mayor's election inspector appointments for a two year term:

Donna Bubolz, Carol Coopman, Sandra VanHaren, Doris Knox, Donna Kane, Carol Ingram, Ruth Schulz, Bev Patenaude, Cynthia Bourgeois, Mary Beth Rice, and Eve Wallace.

Re: Deputy Clerk

Deputy Clerk explained to comply with Wisconsin State Statutes; the City has to confirm the appointments of election inspectors every two years. The City did not receive a list of nominees for election inspectors from any political parties; therefore we may appoint election inspectors of our choice.

MOTION: McDermid/Coopman

Motion to approve the confirmation of the Mayor's election inspector appointments for a two year term: Donna Bubolz, Carol Coopman, Sandra VanHaren, Doris Knox, Donna Kane, Carol Ingram, Ruth Schulz, Bev Patenaude, Cynthia Bourgeois, Mary Beth Rice, and Eve Wallace.

Voice Vote: All voting aye (except Rusch- absent) - **MOTION CARRIED**

I. Adjournment.

Mayor Rice asked if there was any further business before the meeting is adjourned. Having no further business, Mayor Rice declared the meeting adjourned at 7:42 PM.

City Administrator Vicki A. Roberts