

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

TUESDAY, JUNE 13, 2017 – 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: Marty Coopman, Jay Kostreva, Devin Wirtz, Kevin Rusch, Mathew McDermid, and George Stuckey

Also present: Administrator Vicki Roberts, City Attorney Larry Jeske, Police Chief Brad Olsen, Deputy Clerk Nancy Brye, Street Superintendent Terry Magnin, Utility Manager Greg Kuhn, and Deputy Treasurer Eve Wallace

Excused: Fire Chief Tim Magnin

Others: Abby Kuhn, Beth Julius, Ken Herdeman-Ehlers, William Wolf, Don Heikkila, Laurie & Joseph Cahoon-Draus, Ralph Papesh, Vicki Dobratz, and Beth Lehner

Approval of Minutes – Common Council Meeting on May 9, 2017

Coopman pointed out a typing error on page 3.

MOTION: Rusch/Coopman

Motion to approve the minutes from the Common Council Meeting on May 9, 2017, with correction of typing error.

Voice Vote: All voting aye - **MOTION CARRIED**

Treasurer's Report – April

MOTION: Rusch/Kostreva

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

Voice Vote: All voting aye - **MOTION CARRIED**

Bills Payable – May

MOTION: McDermid/Rusch

Motion to approve the Bills Payable for May.

Voice Vote: All voting aye - **MOTION CARRIED**

Reports:

Administrator Report –written report given.

Police Report – written report submitted

Municipal Court Report – written report submitted

Fire Department Report – no report submitted

Administrator informed the Fire Chief was unable to submit his written report or attend the meeting this month. He will double up next month on his report. The volume of fire calls have increased the past month. The department is also filing for another grant.

Street Department Report – written report submitted

Street Superintendent informed Bryce Roberts has passed his CDL written test and will be given time on street equipment to obtain his behind the wheel training prior to taking his road test.

Building Inspector Report – written report submitted

Utility Commission Report/Minutes – written reports submitted.

MOTION: Rusch/Wirtz

Motion to place reports on file.

Voice Vote: All voting aye - **MOTION CARRIED**

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

Correspondence/Information

- ❖ Invitation to attend the Eagle Scout Court of Honor for Camden Jackson.
- ❖ 13th Annual Panther Pride Club Golf Classic at River Island Golf Course.

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

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

Old Business:

- A. Property conditions at 257 S. Washington Street.
Re: Council

City Administrator reiterated the decision made at the April 11, 2017 council meeting in which property owners were allowed 2 months to bring house/property conditions into compliance; focusing on the area by Washington Street first and come back tonight for review. She also pointed out a memo put in council packets by the building inspector, Bobbie Krozell. In the memo, Krozell indicated she did not see any improvements on any of the major issues with the exterior deterioration of the house.

Laurie Cahoon-Draus informed they have cleared brush from around the house and painted the trim. They have been waiting for confirmation regarding funding to fix the siding and roofing. They now have funding in place by taking a loan against Joseph's 401K. With this funding, they

will now be able to replace the siding on the house rather than just fix the existing siding. She listed names of a few contractors who will be providing quotes for siding and roofing. She hopes to receive these quotes by the end of the week. She apologized for the delay but wanted to confirm funding before they proceeded with getting quotes and setting up contractors.

Council members asked how long she thought it would take to complete and bring the home into compliance.

Laurie Cahoon-Draus stated now that funding was available, they are ready to proceed. It will all depend on when the contractors can fit it in to their schedule.

It was further discussed that once quotes were received from contractors; these quotes should be presented to the city and brought back to the council for discussion next month.

MOTION: Rusch/McDermid

Motion to extend the time for Laurie and Joseph Cahoon-Draus, owners for property located at 257 S. Washington Street; they are to present quotes from contractors to the Building Inspector by July 5, 2017 and come before Council at the July 11, 2017 meeting for review.

Voice Vote: All voting aye - **MOTION CARRIED**

New Business:

- A. Mobile Home Park License Application for Villa Mobile Home Park LLC.
Re: Deputy Clerk

Deputy Clerk explained this is an annual license renewal for Villa Mobile Home Park. Since there have been no changes to the license since last year, we have again by-passed the Planning Commission and are bringing the renewal approval directly to Council. City officials that have reviewed and signed off on the application were; City Administrator, Police Chief, and Building Inspector.

Police Chief added mobile home park manager Debbie Coppens and owner Bill Wolf are doing a great job with keeping the park in order.

MOTION: Coopman/Wirtz

Motion to approve Mobile Home Park License Application for Villa Mobile Home Park LLC as presented.

Voice Vote: All voting aye - **MOTION CARRIED**

- B. Insurance claims regarding sewer back-up damage to property of Ralph Papesh (121 W. Highland Drive) and Beth Lehner (632 N. Main Street).
Re: City Attorney

City Attorney informed that Ralph Papesh and Beth Lehner are making property damage claims for a sewer back-up which took place around April 24, 2017. Our insurer has recommended denial of the claims since the back-up was created by a clog problem at the Atrium Post Acute

Care facility. They advised the claim should be against the care facility rather than against the city. If Council accepts our insurer's recommendation, a formal notice of disallowance should be sent to these property owners.

Utility Manager informed extra measures are currently being taken with extra flushing (every 3 – 5 weeks) and continual reminders to the facility on items that are not allowed to be flushed into the system. He stated this type of issue with health care facilities is very common in other towns as well.

There was a lengthy discussion on what caused the clog problem, similar issues we have had in the past with the hospital, and what measures can be put in place to prevent this from happening again. It was pointed out that discussion was getting off topic and the item up for discussion was our insurance company's recommendation on the claims. Other topics being discussed should be brought to the Utility Commission for discussion and recommendation.

Rusch would like to get together with the Utility Commission to discuss further action with regards to these particular issues. In the past we have always gone with the recommendations made by the insurance company but he felt we should assist Papesh and Lehner with documentation needed in the event they want to pursue a claim against the health care facility as suggested by the insurance company.

MOTION: Rusch/Coopman

Motion to accept the recommendation of the city's insurance company to deny property damage claims filed by property owners Ralph Papesh – 121 W. Highland Drive and Beth Lehner – 632 N. Main Street.

Voice Vote: All voting aye - **MOTION CARRIED**

C. Oconto Falls – TID refunding.
Re: Deputy Treasurer

Deputy Treasurer reminded last fall during finance budget meetings, Ehlers representative Jim Mann discussed the TIF with us. At that time Mann informed we could call a bond this year with no repercussions and in doing so would save us over \$80,000. We have discussed a plan with Mann and are looking for the Council's blessing. The city has a debt reserve fund of approximately \$317,000 and approximately \$600,000 on hand from the TIF that can be paid on with this bond. Approximately \$264,000 will be left that will need to be financed. Several banks were solicited in the area with Peshtigo National Bank offering the best interest rate of 2.15% on a one year loan. We could possibly close the TIF as early as next year. There are resolutions coming up on the agenda to proceed with this plan.

City Administrator indicated Jim Mann was not able to attend the meeting but did present a memo in the council packets reiterating everything the Deputy Treasurer presented.

McDermid asked if this would change the levy going forward after the TIF closes.

Deputy Treasurer explained if we close the TIF early; we can still collect increments in 2019 but additional levy amounts would come in to play in 2020.

MOTION: Rusch/Kostreva

Motion to proceed forward with TID refunding.

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

D. Portfolio Review & Custodial Account

Re: Ken Herdeman – Ehlers

Ken Herdeman reviewed an investment portfolio put together for the city. The City's Investment Policy was last reviewed in June 2008. He made a few recommendations to include:

- 1) The city review their investment policy at least every 3 years,
- 2) Invest longer term to improve the yield, and
- 3) Establish a custodial relationship which would allow more flexibility and protection.

City Administrator would like to review the custodial relationship material prepared and given to her by Ehlers with the Mayor and Deputy Treasurer.

McDermid would like to discuss a custodial relationship and review the investment policy in the near future.

E. Resolution 17-003; Resolution authorizing the redemption of the Community Development Authority of the City of Oconto Falls Community Development Refunding Lease Revenue Bonds, Series 2009.

Re: City Administrator

City Administrator pointed out this pertains to the TID refunding plan discussed earlier. This resolution was drafted by Quarrels and Brady.

MOTION: Rusch/Coopman

Motion to approve Resolution 17-003; Resolution authorizing the redemption of the Community Development Authority of the City of Oconto Falls Community Development Refunding Lease Revenue Bonds, Series 2009 as presented.

Voice Vote: All voting aye - **MOTION CARRIED**

F. Resolution 17-004; Resolution authorizing note to Peshtigo National Bank to call Community Development Refunding Lease Revenue Bonds, Series 2009.

Re: City Administrator

City Administrator explained this too is a formality with the TID refunding plan.

MOTION: Rusch/Wirtz

Motion to approve Resolution 17-004; Resolution authorizing note to Peshtigo National Bank to call Community Development Refunding Lease Revenue Bonds, Series 2009 as presented.

Voice Vote: All voting aye - **MOTION CARRIED**

- G. Resolution 17-005; Resolution authorizing 2017 Street Department Budget Amendment.
Re: City Administrator

City Administrator explained the city received an expenditure restraint worksheet. We have to adjust the street department budget in order to receive \$30,000 from the state.

MOTION: Coopman/Kostreva

Motion to approve Resolution 17-005; Resolution authorizing 2017 Street Department Budget Amendment.

Voice Vote: All voting aye - **MOTION CARRIED**

- H. Joint Review Board appointment.
Re: City Administrator

City Administrator explained with new TIF rules, Ehlers has advised we need have a Joint Review Board in place. The formality is to appoint a board to include a city official and a citizen appointment. City Administrator volunteered to be the city appointment and recommended Christos Anastasopoulos as the citizen appointment.

MOTION: Rusch/McDermid

Motion to approve a Joint Review Board with Vicki A. Roberts as the city appointment and Christos Anastasopoulos as the citizen appointment.

Voice Vote: All voting aye - **MOTION CARRIED**

- I. Resolution 17-002; Compliance Maintenance Resolution.
Re: Utility Manager

Abby Kuhn presented the report on behalf of Utility Manager Greg Kuhn. Kuhn explained this annual maintenance resolution needs to be in place in order to be compliant with the DNR. It is basically a report card for the waste water treatment system. Action is only required if graded below a 'C'. We received one 'B' and the rest 'A's' so we are in compliance.

MOTION: McDermid/Wirtz

Motion to approve Resolution 17-002; Compliance Maintenance Resolution as presented.

Voice Vote: All voting aye - **MOTION CARRIED**

- J. Alcohol Beverage Renewal/Agent License Applications:

Class B Fermented Malt Beverage & Class B Liquor:

The Penguin Again LLC – Agent: Jennifer R Sadorf

Oconto Falls Golf Club Inc - d/b/a River Island Golf Course - Agent: Drew

Scheeneman

Barbara Salscheider - d/b/a Salscheider's Antique Bar

S&S Hometown Bar & Restaurant owned by Russell Strom – Agent: Catherine Strom

Brad Gagnon - d/b/a Happy Jacks II
J's Smokeshack LLC – d/b/a J's Smokeshack BBQ – Agent: Jennifer Meng

Class A Fermented Malt Beverage & Class A Liquor:

Witt's Inc - d/b/a Witt's Piggly Wiggly - Agent: Thomas Witt
Sooch Inc - d/b/a Mobil 22 - Agent: Davinder Sooch
RKOA Enterprises Inc - d/b/a Riverview BP - Agent: Pamela LaCount
Merciers Fastop of Oconto Falls LLC – Agent: Andy Mercier
Krist Oil Co. d/b/a Krist Food Mart #82 – Agent: Mari Reed
Re: Deputy Clerk

Deputy Clerk informed proper alcohol license renewal applications have been submitted for establishments listed. Chief Olsen has signed off on the agent applications. On July 1, 2017 the City will have two open Class B Combination Alcohol Licenses available and 1 reserve available.

MOTION: Rusch/McDermid

Motion to approve the Class A and Class B Malt Beverage & Liquor License Renewal and agent applications as listed above for the time period of July 1, 2017 through June 30, 2018.

Voice Vote: All voting aye - **MOTION CARRIED**

K. Cigarette – Tobacco License Applications:

Sooch Inc - d/b/a Mobil 22
RKOA Enterprises Inc - d/b/a Riverview BP
Witt's Inc - d/b/a Witt's Piggly Wiggly
Family Dollar Stores of Wisconsin, Inc d/b/a Family Dollar Store #23770
Barbara Salscheider - d/b/a Salscheider's Antique Bar
Merciers Fastop of Oconto Falls LLC
Krist Oil Co – d/b/a Krist Food Mart #82

Deputy Clerk informed proper application has also been submitted for renewal of tobacco licenses for establishments listed.

MOTION: Rusch/Wirtz

Motion to approve the Tobacco License Renewals as listed above for the time period from July 1, 2017 through June 30, 2018.

Voice Vote: All voting aye - **MOTION CARRIED**

L. Operators License Applications:

One Year License:

Citgo: Ashley A. Reed
Riverview BP: Kent R. Prue, Donald E. Nygren & Marissa A.L. Meyer
Mobil 22: Clara A. Buch & Kendra L. Westphal
Witt's: Virginia S. Schubert, Julia R. Schullo, & Nancy A. Jensen
Salscheider's: Amanda L. Krueger, Alicia A. Berndt, Emily R. Steffens, Michael J. Nompleggi, & Rebecca J. Salscheider

River Island: Joanne Drews, Holly L. Umentum, & Bridgett L. Gorman
Self (fundraiser/part-time): Pamela L. Stoll & Cody B. Nielsen

Two Year License:

Citgo: Robert L. Reed & Michelle L. Dessart

Riverview BP: Sarah G. Hughbanks

Witt's: Jennifer L. Buch, Shannon R. Tuchscherer, Kathryn J. Witt, Mary B. Diedrich,
Patricia A. Hrabik, Victoria L. Pfeiffer, Bryce M. Iverson, Penny Kempke-Cole &
David M. Cameron

J's Smokeshack: Jennifer A. Meng

Penguin: Mikayla L. Toboyek, Nathan J. Rogatzki, JoAnn L. Frievault, & Samantha J.
Birr

Self (fundraisers/part-time): Trisha M. Trudell & Gail A. Coopman

Re: Deputy Clerk

Deputy Clerk informed all of the applicants have completed a Beverage Server Class and have filed proper application with the City to either renew their current license or obtain a new license. Chief Olsen completed a background check and has signed off on all applications.

MOTION: McDermid/Coopman

Motion to approve all one and two year Operator's License Applications as presented and listed above.

Voice Vote: All voting aye - **MOTION CARRIED**

M. Adjournment.

Mayor Rice asked if there was any further business before the meeting is adjourned. Having no further business, he declared the meeting adjourned at 8:26 pm.

City Administrator Vicki A. Roberts