

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

**TUESDAY, DECEMBER 12, 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, and Fire Chief Tim Magnin

Others: Beth Julius, Don Heikkila, Stephanie Holman, Tim Holman, and Warren Bluhm - Times Herald

**Approval of Minutes** – Joint Common Council/Utility Commission meeting on November 14, 2017  
Common Council Meeting on November 14, 2017  
Public Hearing regarding 2018 proposed budget on November 30, 2017  
Special Common Council meeting on November 30, 2017

**MOTION: Kostreva/Rusch**

*Motion to approve the minutes from the above listed meetings on November 14, 2017 and November 30, 2017.*

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

**Treasurer's Report** – October

**MOTION: Rusch/McDermid**

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

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

**Bills Payable** – November

**MOTION: McDermid/Wirtz**

*Motion to approve the Bills Payable for November.*

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

**Reports: written report submitted for review**

**Administrator Report**

**Administrator** informed she and Utility Manager Kuhn met with County officials today regarding the state grant of approximately \$250,000 to help towards the Adams Street project. The City of Oconto Falls and City of Oconto are the two who submitted grant applications to the committee to prioritize. The committee voted the City of Oconto Falls as #1 and City of Oconto as #2. Grant applications are due by January 15, 2018 and will be awarded mid-March.

**Police Report**

**Municipal Court Report**

**Fire Department Report**

**Street Department Report**

**Street Superintendent** informed Bryce Roberts now has his CDL license. Upon completion of his CDL, he will now be receiving an additional \$2.00 per hour stipend.

**Building Inspector Report**

**Wirtz** pointed out that no motion was made at the November 30, 2017 meeting regarding plans of reconstruction by the new property owner of the condemned house on Jackson Street. Wirtz would like to see that Council receives updated reports on progress being made to make the house habitable again.

**Administrator** will ask the building inspector to include updates on her monthly report.

**City Attorney** informed we have taken steps to see that this item be on the agenda for the March Council meeting; this will be about a month before the timeline in which Guy Farvour indicated he could have the project completed.

**Utility Commission Report/Minutes**

**MOTION: McDermid/Coopman**

*Motion to place reports on file.*

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

**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 located at 409 Cherry Street.

Re: City Attorney

**City Attorney** informed the property at 409 Cherry Street now belongs to the city. The transfer deed was recorded on October 27, 2017. The next step would be to take action to get bids to tear the house down. Since it should be under \$10,000 to do this, the city administrator can award the contract and it does not have to come before the council.

**Rusch** questioned the level of asbestos and what has to be done with this.

**City Attorney** informed the level of asbestos is fairly minor. He will draft a written proposal to include verbiage that the company awarded the bid to tear the house down is liable to properly

dispose of any asbestos. It was agreed that the basement of the house be taken out rather than filled in. City Attorney will also include verbiage in the contract proposal for basement removal.

**MOTION: McDermid/Kostreva**

*Motion to give City Administrator permission to solicit quotes and award the bid to tear down the house on property located at 409 Cherry Street; not to exceed \$10,000. If bid would exceed \$10,000; this matter will have to be brought back to Council for further action.*

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

**New Business:**

A. HVAC System.

Re: Marty Coopman – Finance Committee Chairman

**Coopman** explained the heating and cooling system at city hall was discussed during budget season by the Finance Committee. The current system is over 17 years old and has not worked properly since day one. Additionally, there have been no updates done to the system in these 17 years. Three quotes were sought, with the lowest quote being presented in the council packet. There are two issues to address; the first being an upgrade to the heating/cooling hardware and software and the second being to include a humidifier to the system. Coopman asked if a computer upgrade for the system was included with the first option.

**Administrator** was pretty sure it was included but will confirm the proposal from ACC Planned Service to be sure.

**McDermid** agreed an upgrade is needed and pointed out this has been discussed at Finance Committee meetings the past couple of years. He would like to see an upgrade done to the heating/cooling hardware and software, but wait on the humidifier for now and possibly add at a later date.

**MOTION: Rusch/Coopman**

*Motion to accept the quote of \$12,925 from ACC Planned Service Inc. to upgrade the heating/cooling hardware and software (phase 1) with funds being taken out of Fund Balance; and for City Administrator to confirm that the computer upgrade is included in the quote.*

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

B. Operator's License Applications:

One year license expiring June 30, 2018: Noel L. Ogden and Kevin M. Ahlswede.

Two year license expiring June 30, 2019: Patricia A. Strom, Brittany L. Strom, Terri A. Buchholz, and Susie C. Stutzman.

Re: Deputy Clerk

**Deputy Clerk** informed the applicants have all completed the Beverage Server Class and filed proper application with the City to obtain their licenses. Chief Olsen completed background checks and signed off on all applications.

**MOTION: Rusch/Wirtz**

*Motion to approve Operator's License Applications as presented for Noel L. Ogden, Kevin M. Ahlswede, Patricia A. Strom, Brittany L. Strom, Terri A. Buchholz, and Susie C. Stutzman.*

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

- C. Resolution 17-007; a resolution authorizing salary increases for employees.  
Re: City Administrator

**Administrator** explained the annual salary increases were discussed at the Finance Committee, approved in the 2018 budget, and are reflected in the standard annual resolution.

**MOTION: Rusch/Wirtz**

*Motion to approve Resolution 17-007; a resolution authorizing salary increases for employees as presented.*

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

- D. Confirmation of the Mayor's election inspector appointments for a two year term:  
Donna Bubolz, Carol Coopman, Carol Ingram, Debbie Jones, Donna Kane, Larry Kindel, Doris Knox, Tracy Merges, David Merges, Gisela Peterson, Ruth Schulz, Shelly Whiting, and Eve Wallace-substitute for in clerk office absentee voting.  
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/Kostreva**

*Motion to approve the confirmation of the Mayor's election inspector appointments for a two year term: Donna Bubolz, Carol Coopman, Carol Ingram, Debbie Jones, Donna Kane, Larry Kindel, Doris Knox, Tracy Merges, David Merges, Gisela Peterson, Ruth Schulz, Shelly Whiting, and Eve Wallace-substitute for in clerk office absentee voting.*

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

- E. 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 7:26 pm.

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City Administrator Vicki A. Roberts