

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

**TUESDAY, JUNE 12, 2018 – 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: Kevin Rusch, Jay Kostreva, Marty Coopman, and Tim Holman

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 Park & Rec Director Sheila Manns

Excused: Alderman Devin Wirtz, Alderman Mathew McDermid, and Fire Chief Tim Magnin

Others: Warren Bluhm-Times Herald, Don Heikkila, Michelle Tester, Bill Wolf, Loretta Shellman, Don Nygren, John Senn, John & Lori Marquardt, James Kardoskee, Christos Anastasopoulos, Max Mayer, Alexa Pagel, and Shane Norton

**Approval of Minutes** – Common Council Meeting on May 8, 2018.

**MOTION: Kostreva / Holman**

*Motion to approve the minutes as presented for the Common Council Meeting on May 8, 2018.*

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

**Treasurer's Report** – April

**MOTION: Rusch / Kostreva**

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

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

**Bills Payable** – May

**MOTION: Holman / Rusch**

*Motion to approve the Bills Payable as presented for May.*

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

**Reports: written reports submitted for review**

**Administrator Report**

**Police Report**

**Municipal Court Report**

**Fire Department Report**

**Street Department Report**

**Building Inspector Report**

**Utility Commission Report/Minutes**

**MOTION: Rusch / Holman**

*Motion to place reports on file.*

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

**Correspondence/Information - DISCUSSION AND POSSIBLE ACTION**

- Thank you from the family of Ralph “Jack” VandenBush for funeral floral arrangement.

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

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

**Old Business:** Nothing to address

**New Business:**

- A. Resolution 18-002; Resolution to approve May 29, 2018 Administrator Report on Adams Street Improvement Project.

A public hearing was held prior to this meeting. There were no objections or concerns with the Administrator Report on the Adams Street Improvement Project. Council approval is needed to move forward.

**MOTION: Rusch / Kostreva**

*Motion to approve Resolution 18-002; Resolution to approve May 29, 2018 Administrator Report on Adams Street Improvement Project as presented.*

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

- B. Resolution 18-003; Annual Compliance Maintenance Resolution.

Utility Manager indicated our wastewater treatment system is compliant with the state and this annual maintenance resolution needs to be in place to meet DNR requirements.

**MOTION: Coopman / Kostreva**

*Motion to approve Resolution 18-003; Annual Compliance Maintenance Resolution.*

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

C. Mobile Home Park License Application for Villa Mobile Home Park LLC.

Villa Mobile Home Park LLC filed their annual license renewal application to operate a mobile home park in the city. Since there have been no changes or issues with the park in the past last year, the application has by-passed the Planning Commission and being presented directly to Council for approval. City officials who have reviewed and signed off on the application are: City Administrator, Police Chief, and Building Inspector.

**MOTION: Rusch / Coopman**

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

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

D. 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: Kevin Patenaude

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

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

J's Smokeshack LLC – d/b/a J's Smokeshack BBQ – Agent: John Meng

***Class A Fermented Malt Beverage & Class A Liquor:***

Witt's Inc - d/b/a Witt's Piggly Wiggly - Agent: Thomas Witt

RKOA Enterprises Inc - d/b/a Riverview BP - Agent: Sarah Colson

Merciers Fastop of Oconto Falls LLC – Agent: Andy Mercier

Krist Oil Co. d/b/a Krist Food Mart #82 – Agent: Mari Reed

Proper alcohol license renewal applications were submitted for all listed establishments. Chief Olsen has signed off on applications for each appointed agent. Brad Gagnon, d/b/a Happy Jacks, did not renew his license. This brings the city's count to now having three (3) open Class B Combination Alcohol Licenses available in addition to the one (1) open reserve license.

**MOTION: Kostreva / Holman**

*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, 2018 through June 30, 2019.*

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

E. Cigarette – Tobacco License Applications:

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

Proper renewal applications have been filed for the above listed businesses to sell over the counter cigarette-tobacco products at their establishments.

**MOTION: Holman / Kostreva**

*Motion to approve the Cigarette-Tobacco License Applications as listed above for the time period of July 1, 2018 through June 30, 2019.*

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

F. Operators License Applications:

**One Year License:**

Chelsey L. Steffens	Ashley A. Reed
Michael J. Nompleggi	Holly L. Umentum
Emily R. Steffens	Lori L. Skarban
Rebecca J. Salscheider	Noel O. Ogden
Cathryn J. Joyce	Alicia A. Berndt
Sabrina L. Myers	Kraig J. Patenaude
Megan A. Gilligan	Virginia S. Schubert
Nancy A. Jensen	Emily Smurawa
Audrea L. Croxford	

**Two Year License:**

Russell C. Strom	Carla M. Nielsen
Cody B. Nielsen	Ashley E. Coopman
Susan C. Albert	Norma J. Smith
Elizabeth M. Boivin	Jennifer R. Sadorf Rogatzki
Jacqueline M. Kowalkowski	Rebecca A. Pataska
Rebecca L. Lemmen	Debra A. Arndt
Joanne Drews	Sue A. Vandebush
Stephanie M. Stimac	Samantha J. Pommier
Arlene C. Van Hoff	Cynthia J. Morrissey
Lucy A. Lancman	Ruth E. Magee
Eja L. Sweig	

All of the applicants listed 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 has completed a background check and signed off on all applications.

**MOTION: Kostreva / Coopman**

*Motion to approve the Operator's License Applications as presented and listed above.*

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

- G. Temporary Class B License Applications for the Chamber of Commerce to sell beer and/or wine at the East Side Beach during Summer Sunset Series Concerts – Music by the River on;
- ❖ Friday, June 22, 2018 (wine and beer)
  - ❖ Friday, July 27, 2018 (wine and beer)
  - ❖ Friday, August 24, 2018 (beer only)

Proper application has been filed for the Oconto Falls Chamber of Commerce to sell wine and beer at the first two (2) concert events at the East Side Beach this summer and to sell beer only at the last concert event. State Statute limits an entity to two (2) Temporary Class B Wine Licenses within a one year period. The Oconto Falls Lioness Club plans to submit an application at a later date to sell wine at the last concert.

**MOTION: Holman / Coopman**

*Motion to approve Temporary Class B License Applications for the Chamber of Commerce to sell beer and/or wine at the East Side Beach during Summer Sunset Series Concerts – Music by the River on Friday, June 22, 2018 (wine and beer);, Friday, July 27, 2018 (wine and beer); and Friday, August 24, 2018 (beer only).*

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

H. Property located at 172 N. Main Street a/k/a Caldwell House site; owned by Pamela Ellman.

This property has been an eye sore for quite some time and we have had little success with getting the owner to clean it up. Property owner, Pamela Ellman, has been in contact with our Building Inspector and has agreed to let the city grade, topsoil, and seed the vacant lot as she does not have time to tend to it at this time. The city could bill these charges through special assessments on the property taxes.

**MOTION: Rusch / Holman**

*Motion to direct the Street Superintendent to grade, topsoil, and seed property located at 172 N. Main Street; the city will then bill the owner through special assessments on property taxes.*

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

I. Cherry Street.

It was discussed that we should consider fixing Cherry Street; as this street is in very poor condition and been pushed to the back burner several years now. A quote was received from Oconto County Highway Department in the amount of \$62,572.50 to pulverized, prep, and pave Cherry Street. Some curbing will need to be replaced; which is not included in the quote. Financing for 2018 projects will be the next topic for discussion and if agreed, would like to include Cherry Street in the projects to finance.

**MOTION: Rusch / Coopman**

*Motion to proceed with paving Cherry Street this fiscal year.*

**Roll CallVote:** Rusch-yes, Coopman-yes, McDerimid-absent, Wirtz-absent, Kostreva-yes, Holman-yes - **MOTION CARRIED**

J. Financing for 2018 projects.

2018 projects being planned to finance are: the city's portion of Adams Street, paving Cherry Street, sidewalks, and a tractor for the Street Department. The city solicited five (5) banks for financing

options, but only heard back from three (3) who were interested. Options presented were for 5 and 7 year terms, with Peshtigo National Bank presenting the best rate overall.

**MOTION: Rusch / Kostreva**

*Motion to approve the recommendation of the City Administrator to accept the seven (7) year financing option from Peshtigo National Bank at 3.50% fixed rate to finance the city's portion of Adams Street, pave Cherry Street, sidewalks, and a tractor for the Street Department.*

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

- K. Revised Criteria Policy used to perform back ground checks for operator and agent license applications.

Police Chief requested to revise the criteria by adding the word 'criminal' in the portion reading; "Any drug related criminal conviction within the last 12 months".

**MOTION: Coopman / Holman**

*Motion to approve the presented revision made to the Criteria Policy used for performing back ground checks on operator and agent license applications.*

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

- L. Memorial Field options.

There was discussion on progress and funding to complete the first stage of the Memorial Field project. Park and Rec Director Sheila Manns informed they have approximately \$50,000 - \$60,000 and would like to start phases within the first stage: tear down and remove lights, remove a portion of the track with the help of the Street Department, and construct an in-field and back-stop.

The motion from the May 9, 2017 Common Council was read:

*"Motion to approve the Mayor and City Administrator to work together with Park & Rec Director Sheila Mann, who will seek funding to start and incrementally complete stage 1 for development of the Memorial Field Park project. Upon completion of stage 1, they are to come back to Council and present plans for approval before starting stage 2."*

Said motion was presented by McDermid/Kostreva - all present voted aye - motion was carried.

***Motion from May 9, 2017 stands as presented.***

- 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 7:44 pm.

---

City Administrator Vicki A. Roberts