

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

**TUESDAY SEPTEMBER 13, 2022 – 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: Devin Wirtz, Ashley Bahrke, Marty Coopman, Mathew McDermid, Jeff McDonald and Tim Holman

Also Present Administrator Peter Wills, Deputy Clerk Jenny Friedman, Police Chief Brad Olsen, Fire Chief Tim Magnin, Street Superintendent Allan Winkler, Street Foreman Gerry Lemirande, Michelle Tester, Alan Konitzer and Allison McDonald

Approval of Minutes –Common Council Meeting - July 12, 2022
Common Council Meeting - August 16, 2022
Common Council Meeting - Public Hearing - August 22, 2022

MOTION: Holman/McDonald

Motion to approve the minutes for Common Council Meeting - July 12, 2022, Common Council Meeting - August 16, 2022, Common Council Meeting - Public Hearing –August 22, 2022

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

Treasurer’s Report – July

- Budget-to-actual reports through July were included. Wills highlighted we have had two work comp claims since 2001 which is causing the work comp expense in the police dept. to be high, although these expenses are offset partially by revenues from the insurance company reimbursing the city for a portion of their wages.
- Coopman asked if we had any other areas to be concerned about. Wills stated the city seems to be in a good financial position.
- Wills reported he is planning to have the Finance Committee meet in mid-October to start reviewing the 2023 budget. As a part of the budget process Wills is having the department heads prepare five and ten year capital expenditure plans.

MOTION: Wirtz/McDermid

Motion to approve Treasurer’s Report-July and place on file

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

Bills Payable – August

MOTION: McDermid/Holman

Motion to approve the Bills Payable as presented for August.

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

Reports: written reports submitted

- ✓ Administrator Report
- ✓ Police Department Report
- ✓ Municipal Court Report
- ✓ Fire Department Report

Chief Magnin reported in addition to his written report:

- He continues to work with the building inspector on code violations and problem areas on Main Street.
- The grant administration RFP for the fire station is 25% complete
- Administrator Wills and him reviewed the engineering and design RFQ of which is on the agenda for tonight.
- The fire station grant requires the grant administration be a separate company from who does the engineering and design. Both RFP's will need to be competitively bid with a minimum of 3 bids each.

- ✓ Street Department Report
- ✓ Building Inspector Report
- ✓ Utility Commission Report/Minutes

MOTION: McDermid/Wirtz

Motion to place the reports on file

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

OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL:

- Allison McDonald spoke on behalf of the school referendum. This referendum is to tear down Washington Middle School and build new and also do some improvements to the other schools. More information on this referendum can be found on the website: ofpanthers.com

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

Public Correspondence: NONE

Old Business:

1. CSM Map approval 431 Union Ave./New Fire Station Site

Re: Administrator Wills/ Paul Shallow Surveyor

Wills reported there was a public hearing and council approval for the rezoning to R2 for the proposed fire station site of 531 E Central portion of Memorial Field and 431 Union Ave. The attached CSM creates the new parcel with the address of 431 Union Ave. The site has now been

staked for anyone to see the exact location of this parcel. Alderman McDermid asked if this is all one big parcel now? Administrator Wills assured him it was.

MOTION: McDermid/Coopman

Motion to approve the CSM for 431 Union Ave.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

2. Jeremy Hanson-223 S. Adams abandonment of alley
Re: Administrator Wills/ Paul Shallow Surveyor
 - A. Legal description of alley abandonment
 - B. Resolution 22-04 Alley Discontinuance

Wills reported this process started in April 2022. The City had followed the steps provided by the prior city attorney and sent to the alley abandonment to the Register of Deeds. The Register of Deeds then notified the City that the abandonment requires a legal description. Wills contacted Shallow Surveying, and he was able to provide the legal description and map that was needed for this process. Planning Commission has reviewed this information and recommends the legal description and Resolution 22-04 to council.

MOTION: McDermid/Coopman

Motion to approve the alley abandonment at Jeremy Hanson's property of 223 S. Adams St., the legal description and Resolution 22-04 Alley Discontinuance.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

3. Tree damage on tubing hill and bike/hiking trails
Re: Alderman Wirtz

Wirtz reported Frank's Logging has finished cleaning up the tree damage and the bike/hiking trails were opened on Tuesday September 13, 2022 with no danger to the public anymore. Mayor Rice asked if Frank's had taken care of the stumps that needed to be pushed over to provide more parking. Wirtz stated they had not but was going to be talking with the Street Dept. about having the city take care of them.

NO ACTION TAKEN

4. Traffic/Noise Complaints
Re: Alderman Coopman

NO DISCUSSION

5. Crossing Guard position posting
Re: Police Chief Olsen

Olsen reported after tracking pedestrian crossing to the elementary school, he found a need for an additional crossing guard at the intersection of S. Main St/S Farm Road. The position has been posted. Fire Chief Tim Magnin, police officers and school staff have been assisting so far until the position is filled.

MOTION: McDermid/Wirtz

Motion to give Police Chief permission to hire crossing guard.

VOICE VOTE: All present voting aye - MOTION CARRIED

6. Update L60H Volvo End Loader

Re: Administrator Wills/ Gerry Lemirande

Wills reported the Volvo End Loader the council previously approved to purchase in 2023 has arrived early. Aring Equipment offered a short-term lease at 8% interest through end of the year, with the city paying the balance in 2023. Wills reached out to four banks and the Bureau Commission of Public Lands (BCPL) for financing options:

- BCPL quoted an interest rate of 4.5%, the application period is 45-60 days, we then would wait to get approved and then a resolution for council for approval would be needed.
- Peshtigo Bank provided an interest rate of 3.85%-4.15%, 5 year term with a \$200.00 loan fee.
 - Semi-annual payments of \$18,944 with total interest of \$19,939 for 5 years.
 - Monthly payments of \$3133 with total interest of \$18,485.00 for 5 years.
- Stephenson National Bank provided an interest rate of 4.79%, 5 year term.
 - Monthly payments of \$3182 with total interest of \$21,443.00 for 5 years.

Wills also gave the option to pay out of fund balance. Alderman McDermid stated he would rather use fund balance for a property instead of equipment. He also pointed out financing this year would only be roughly \$6,400.00 out of the 2022 budget.

MOTION: McDermid/Wirtz

Motion to direct City Administrator, Peter Wills, to enter a loan agreement with Peshtigo National Bank for sixty months with monthly payment on the L60H Wheel Loader.

Roll Call Vote: McDermid-yes, Wirtz-yes, Coopman-yes, Bahrke-yes, Holman-yes, McDonald-yes - MOTION CARRIED

7. Fire Station WI DOA NEIGHBORHOOD INVESTMENT GRANT- Contract signed

Re: Fire Chief Magnin

Magnin provided update that WI DOA NEIGHBORHOOD INVESTMENT GRANT paper work has been returned and signed. The fire department now has thirty days to complete the semi-annual report. Magnin and Administrator Wills spoke briefly that as part of the semiannual report, the city will be requesting funds for current and upcoming costs of the new the fire

station. The WI Department of Administration (DOA) updated their purchasing policy guidance based upon US Treasury that relaxes some the federal requirements. The city can follow their purchasing policy for vendor selection. When selecting the grant administrator and building contractor the City will have to use the (RFP) Request for Proposal closed bidding. When selecting engineering and design, which falls under professional services, the City can use the (RFQ) Request for Qualifications process, as long as we have it open for thirty days and demonstrate the criteria and ranking used for the selection. All the process and details must be provided to DOA as part of the grant tracking.

NO ACTION TAKEN

New Business:

1. Planning Commission
 - A. CSM map approval Alan Konitzer & Debra Mayer
Re: Paul Shallow, Surveyor

Alderman Coopman reported that Alan Konitzer sold his house and part of the sale agreement included additional land so the parcel would equal 2 acres. Planning Commission reviewed the new CSM and recommended to Common Council.

MOTION: McDermid/Wirtz

Motion to approve the CSM map approval Alan Konitzer & Debra Mayer

VOICE VOTE: All present voting aye - **MOTION CARRIED**

2. Ordinance Committee
Re: Administrator Wills/Chair Coopman
 - A. Proposed Amendments to Solid Waste Ordinance Chapter 413 of the City of Oconto Falls Ordinances.

NO DISCUSSION, ACTION WAS TAKEN AT COMMITTEE LEVEL

- B. Set Public Hearing October 24 For Proposed Amendments to Solid Waste Ordinance Chapter 413 of the City of Oconto Falls Ordinances.

NO DISCUSSION, ACTION WAS TAKEN AT COMMITTEE LEVEL

3. Fire Department
 - A. Request for Qualifications (RFQ)-New Fire Station Engineering & Design/ WI DOA Grant NEIGHBORHOOD INVESTMENT GRANT
Re: Fire Chief Magnin/Administrator Wills

This RFQ will be sent to Architects and Design Engineers, due date by October 14, 2022. The Fire Dept Building Committee will then review and recommend to Council for approval. Anticipating to have a special Council meeting the week of October 24th to approve.

Motion: Wirtz/McDonald

Motion to approve the Request for Qualifications-New Fire Station Engineering & Design/ WI DOA Grant.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

- B. Special Council Meeting Monday Oct 24th to review and approve Engineering & Design proposal.

NO ACTION TAKEN

4. Public Works

- A. Chamber request of new signs downtown

Re: Street Superintendent Winkler/Administrator Wills

Wills and Winkler had a meeting with the Chamber and they had requested for new signs to be placed around town.

Motion: Wirtz/Holman

Motion to approve the new Chamber requested signs of downtown.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

- B. Chamber Request Bike Racks

Re: Street Superintendent Winkler/Administrator Wills

Street Forman Lemirande reported we need three concrete pads poured for bike racks at: East Side Beach, West Side Beach and the bike trail. The library was also supposed to have new bike rack but at this time they will keep the rack they have.

Motion: Coopman/Wirtz

Motion to approve the Chamber's request for bike racks and take funds out of fund balance.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

5. Library

- A. Library -Joan Denis named interim Director

Re: Administrator Wills

Wills reported former Library Director, Joan Denis, has been named the interim Library Directory while the Library board continues to look for applicants. Alderperson Bahrke said they have scheduled two interviews so far and have extended the posting for the position.

NO ACTION TAKEN

6. Main Street Committee

A. USDA Main Street Redevelopment Grant Update

Re: Administrator Wills

Wills reported that following the Public Hearing for the Downtown District, there was a lot of good feedback from the community. Main Street Committee has set their next meeting for September 28, 2022 at 10:00am. A notice of the meeting went out in the September utility bills. Wills completed the USDA Grant Quarterly report and requested a grant extension through the end of 2022, of which was granted. Additionally Wills submitted a reimbursement request for the amount spent through June 2022 for \$11,779.00.

Wills has renegotiated the contract with Redevelopment Resources to match the grant amount of \$29,000. After the downtown plan is completed it is estimated \$9,000 of their contract will remain. Kristen Fish-Peterson has agreed to work with us on ordinances and help the city with funding options for those remaining funds.

NO ACTION TAKEN

7. One Year Operators License Applications: Stephanie Kurek, Stephen Robb

Re: Jenny Friedman Deputy Clerk

The applicants have completed the Beverage Server Class and filed proper application with the City to obtain a license. Chief Olsen completed the background checks and has signed off on the applications.

Motion: Holman/Wirtz

Motion to approve one year operator's license applications for Stephanie Kurek and Stephen Robb.

VOICE VOTE: All present voting aye - **MOTION CARRIED**

8. November Council Meeting Reschedule due to Nov 8 Election

Re: Jenny Friedman Deputy Clerk

The regularly scheduled Council meeting on November 8, 2022 will be held the following Tuesday, November 15, 2022.

9. 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 7:50pm.



City Administrator Peter Wills