

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

**TUESDAY NOVEMBER 15, 2022 – 7:00 pm  
MINUTES**

1. Meeting called to order at 6:46 pm by Mayor Brad Rice
2. Pledge of Allegiance
3. Roll Call  
Present: Mayor Brad Rice, Aldermen: Devin Wirtz, Marty Coopman, Ashley Bahrke, Mathew McDermid and Tim Holman

Absent Excused: Alderman Jeff McDonald

Also Present: Administrator Peter Wills, Deputy Clerk Jenny Friedman, Deputy Treasurer Eve Wallace, Fire Chief Tim Magnin, Street Superintendent Allan Winkler, Utility Manager Greg Kuhn, Michelle Tester, Warren Bluhm, John Spice and Christos Anastasopoulos

4. Approval of Minutes – Common Council Meeting – October 11, 2022  
Common Council Special Meeting – October 20, 2022

**MOTION: Holman/Wirtz**

*Motion to approve the minutes for Common Council Meeting – October 11, 2022 and Common Council Special Meeting - October 20, 2022.*

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

5. Treasurer's Report – September

**MOTION: McDermid/Bahrke**

*Motion to approve Treasurer's Report-September and place on file*

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

6. Bills Payable – October

**MOTION: Wirtz/Coopman**

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

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

7. **Reports: written reports submitted**

- ✓ Administrator Report
- ✓ Police Department Report

- ✓ Municipal Court Report
- ✓ Fire Department Report
  - Chief Magnin sent out an invoice for engine use and man power when they aided Michigan with a fire. The invoice amount was for the amount of \$2,500.00.
- ✓ Street Department Report
- ✓ Building Inspector Report
- ✓ Utility Commission Report/Minutes

**MOTION: Holman/Wirtz**

*Motion to place the reports on file*

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

**8. OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL:**

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

**Public Correspondence:**

1. John Spice addressed the Council thanked them for the use of Memorial Field for the youth football program for the last 11 years. The youth program has:
  - Had over 800 children participate over the years
  - Had over 45 coaches get certified to coach the kids
  - The opportunity to announce the sixth round draft pick for the Green Bay Packers
  - Been recognized by USA Football every year they have been involved with them and recognized as one of the top performers.
2. Grace Lutheran Church is having a Free Thanksgiving Supper on November 24, 2022.
3. The City of Oconto Falls is having a Waddle on Main December 1, 2022 from 3pm to 7pm.

**Old Business:**

9. 2023 Proposed Municipal General Fund Budget
  - The Common Council held a Public Hearing prior to this meeting. No objections or concerns that were brought forth.

**MOTION: Wirtz/Coopman**

*Motion to approve the 2023 Municipal General Fund Budget*

**Roll Call Vote:** Wirtz-yes, Coopman-yes, McDermid-yes, Bahrke-yes, Holman-yes, McDonald-absent- **Motion Carried**

10. 2022 Municipal Levy Limit Worksheet
  - General Government is \$2,717,676
  - G.F Revenue is \$3,211,437
  - G.F Expenditures \$3,211,437
  - Total Approved Levy \$1,527,466
  - Up 4.2% from last year

**MOTION: Coopman/McDermid**

*Motion to approve the 2022 Municipal Levy Limit Worksheet.*

**Voice Vote:** All present voting aye- **Motion Carried**

11. 2023 Recycling Center Hours

The new garbage program is up and running. The council has evaluated the recycling center hours and decided to eliminate Thursday hours from 7am to 11am.

**MOTION: McDermid/Holman**

*Motion to approve the amended Recycling Center hours to eliminate Thursday recycling hours keeping Tuesday hours 7am until 3pm and Saturday 7am until 3pm.*

**Voice Vote:** All present voting aye-**Motion Carried**

12. WI DOA Neighborhood Investment Fund Grant Updated Contract Terms

WI DOA reached out, they are changing from having to follow US Treasury rules. US Federal Purchasing rules to now going to local purchasing policy. In 2019 the City of Oconto Falls passed the CDBG purchasing policy.

**NO ACTION TAKEN**

13. Request for Proposal(RFP) - WI DOA Grant Administration for New Fire Station

The RFP was approved at last council meeting and was sent out and posted for responses. Only one response was received. With the new simplified grant contract terms announced by WI DOA, City Administrator Wills is proposing that the City of Oconto Falls not have a Grant Administrator. Alderman Bahrke asked:

- Who is going to do the Grant Administration if not an outside party?
- Are you aware of any other city with a grant of this size who has chosen to not have a Grant Administrator?

Administrator Wills responded: Now that the strict federal requirements of the US Treasury have been removed from the grant requirements the responsibility would fall on myself, Fire Chief Tim Magnin and Deputy Treasurer Eve Wallace working together to submit the reports and request reimbursements. Wausau and Suamico have chosen to not have grant administrators. The Construction Manager will be legally bound to be on time, stay within the budget and meet every two weeks with myself, Chief Magnin and Deputy Treasurer Wallace on these matters.

14. Street Dept, V-Box Spreader Bids for F-450 Truck

Street Superintendent Alan Winkler is proposing installing a V-Box salt spreader on the F-450. This would allow a smaller truck to salt parking lots and different areas. This truck would have better maneuverability and gas mileage than the big trucks. Three bids were presented. Positive Electrics Inc. is the option that would work best.

**MOTION: McDermid/Wirtz**

*Motion to approve the Positive Electrics, Inc. quote of \$7,365.00; money to come from the equipment fund.*

**Roll Call Vote:** Wirtz-yes, Coopman-yes, McDermid-yes, Bahrke-yes, Holman-yes, McDonald-absent- **Motion Carried**

**New Business:**

15. Resolution 22-005; 2023 Utility Commission Budget Resolution

This is for the proposed budget for 2023. There was an increase in water, sewer and electric. Purchased power has gone up by \$275,000. Currently and upcoming projects for 2023:

- 800 total electric meters need to be replaced; 500 have been replaced in 2022. The rest to be replaced in 2023.
- Street projects
- Valve/Hydrant Replacement Project
- Columbia Pole Move Project
- Replace water meters

**MOTION: McDermid/Bahrke**

*Motion to approve Resolution 22-005: 2023 Utility Commission Budget Resolution.*

**Voice Vote:** All present voting aye-**Motion Carried**

16. Resolution 22-006 Authorization WEDC CDI Vibrant Spaces Grant Submission

This is a Pilot Program to help the attractiveness of a community to bring in tourism. It consists of grants from \$25,000 to \$50,000 with a match requirement. If City cannot get a match, this grant will not be pursued. City Administrator Wills was looking at the East Side Beach to improve the pavilion, bathrooms and concession area. This resolution is needed so that the city can apply.

**Motion:Coopman/Wirtz**

*Motion to approve Resolution 22-006 Authorization WEDC CDI Vibrant Spaces Grant Submission.*

**Voice Vote:** All present voting aye-**Motion Carried**

17. (RFP) Request for Proposal- WI DOA Grant Construction Management Fire Station Project

Five Bugles has chosen a surveyor to work on elevations. City will need to start looking for construction manager who will then work with architect to design the building to meet all of the fire stations needs without going over budget. The Construction Manager will be legally obligated to meet the time requirements and stay within budget that the city requires.

**MOTION: Wirtz/Holman**

*Motion to approve (RFP) Request for Proposal- WI DOA Grant Construction Management Fire Station Project*

**Voice Vote:** All present voting aye-**Motion Carried**

18. Senior Center CDBG CLOSE Project update

The new elevator is in but has no three phase power to operate it. There was a temporary connection placed until the panel comes in. The temporary panel cost was \$1,500. With the remaining funds from the project the existing service elevator is being removed from the back entrance and stairwell is being rebuilt and the entire community room is having drywall and flooring installed. December 31, 2022 is the deadline for this project to be completed.

**NO ACTION TAKEN**

19. Proposed Amendments to Flood Plain Ordinance Chapter 260 of the City Code, set Public Hearing

FEMA and DNR had contacted the city that changes had to be made to the Flood Plain Ordinance. The City will do more follow up such as building inspection, flood insurance, and notify citizens if they are in a flood plain. County will be updating the map for the Flood Plain. City Administrator Wills has sent a draft to the DNR. There is a need for a public hearing, would like it to be set for December 13, 2022 at 6:30pm with the Ordinance Committee.

**MOTION: McDermid/Bahrke**

*Motion to set Public Hearing for Proposed Amendments to Flood Plain Ordinance Chapter 260 of the City Code for December 13, 2022 at 6:30pm.*

**Voice Vote:** All present voting aye-**Motion Carried**

20. Street Dept. Westside Shop, Roof Recover Bids

The shop roof is in need of new rubber roofing and insulation. There were two estimates presented. This project is not in the 2023 budget and would have to come out of fund balance.

**MOTION: McDermid/Wirtz**

*Motion to accept the SPS Roofing Systems quote for \$35,000 plus the \$4,000 for 11/2 Poly Iso Insulation.*

**Roll Call Vote:** McDermid-yes, Wirtz-yes, Bahrke-yes, Holman-yes, Coopman-yes McDonald-absent- **Motion Carried**

21. Utility Dept., Utility Shop, Roof Recover Bids

The Utility Shop roof is in need of new rubber roofing and insulation. The roof has been patched in quite a few areas. There were two estimates presented. This project is not in the 2023 budget and would have to come out of fund balance.

**MOTION: McDermid/Bahrke**

*Motion to accept the SPS Roofing Systems quote for \$54,000 plus the \$7,000 for 11/2Poly Iso Insulation.*

**Roll Call Vote:** McDermid-yes, Bahrke-yes, Wirtz-yes, Holman-yes, Coopman-yes  
McDonald-absent- **Motion Carried**

22. Utility Shop Annual Lease Rates

Aldermen Mathew McDermid had questioned if the Utility Shop was owned by the Utility. The Utility currently leases the building from the City for \$35,000 a year. The city had built the building in the late 70's.

**NO ACTION TAKEN**

23. Third annual "Fatty in the Falls" bike race January 14, 2023

This is the third annual Fatty in the Falls and there is a total of 4.5 miles of trail in the woods now. The trails are accessible for EMT's just in case.

**MOTION: McDermid/Coopman**

*Motion approves the Third annual Fatty in The Falls bike race January 14, 2023.*

**Voice Vote:** All present voting aye-**Motion Carried**

24. Application to consume malt beverage at Tubing Hill Park by Oconto Falls Area Cycling Coalition Third Annual "Fatty in the Falls" Bike Race.

Hinterland donated beer for this year. It is set up at start/finish line with no charge just donations.

**MOTION: McDermid/Holman**

*Motion to approve the application to consume malt beverage at the Tubing Hill Park by Oconto Falls Area cycling Coalition Third Annual "Fatty in the Falls" Bike Race.*

**Voice Vote:** All present voting aye-**Motion Carried**

25. 2 year Operator's license. Operator's license applicant has turned in all the appropriate papers and Police Chief Brad Olsen has done background check. Applicant Tanya Teller.


**MOTION:Holman/Wirtz**

*Motion to approve the Two year Operator's license Applicant Tanya Teller as presented*

**Voice Vote:** All present voting aye-**Motion Carried**

26. 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 8:09pm.



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City Administrator Peter Wills