

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

**TUESDAY DECEMBER 13, 2022 – 6:46 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, Tim Holman and Jeff McDonald

Also Present: Administrator Peter Wills, Deputy Clerk Jenny Friedman, Fire Chief Tim Magnin, Street Superintendent Allan Winkler, Michelle Tester, Warren Bluhm, Library Director Rachel Pascoe, Joel Lavarda and Paul Lafree

4. Approval of Minutes – Common Council Public Hearing – 11-15-2022
Common Council – 11-15- 2022

MOTION: Holman/McDonald

Motion to approve the minutes for Common Council Public Hearing – 11-15-2022 and Common Council - 11-15-2022.

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

5. Treasurer's Report

MOTION: McDermid/Wirtz

Motion to approve Treasurer's Report and place on file

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

6. Bills Payable – November

MOTION: McDermid/Wirtz

Motion to approve the Bills Payable as presented for November.

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

7. **Reports: written reports submitted**

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

- ✓ Building Inspector Report
- ✓ Utility Commission Report/Minutes
- ✓ Library Report-
 - Had over 300 people participate in the Waddle on Main
 - Library Website has gotten an update. Will be working on a consistent social media advertising stream.
 - The library will be bringing back playgroup on Monday mornings starting in January.
 - Story time for preschoolers every Tuesday at 10:30am.

MOTION: Wirtz/Holman

Motion to place the reports on file as presented.

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

8. OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL:

Devin Wirtz extended a thank you to all the staff for their hard work.

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

Old Business:

9. Ordinance Committee

A. Ordinance 22-002 Amend Flood Plain Ordinance Chapter 260 of the City Code. The City of Oconto Falls works with the DNR to update the Flood Plain Zoning Chapter 260 every ten years. The changes this year will have stricter guidelines for building or remodeling in the Flood Plains.

MOTION: McDermid/Bahrke

Motion to accept the Ordinance 22-002 Amend Flood Plain Ordinance Chapter 260 of the City Code.

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

10. Fire Dept -Fire Station WI DOA Grant update

- Have started bi-weekly meetings until construction starts.
- December 20, 2022 started touring other fire stations.
- Made request for funding for the fire station.

A. Architect Contract Approval New Fire Station Wendel/Five Bugles Design

Key items of contract are:

- Wendels/Five Bugles is not the construction manger
- Thirty day cancellation policy
- If there is conflict between architect and city during the build it will need to be worked out in Oconto County Circuit Court.
- If additional meetings are needed the City will not be charged.

- Wendels/Five Bugles must follow RFP and Grant time schedule.

MOTION: Wirtz/McDonald

Motion to approve Architect contract Approval New Fire Station Wendel/Five Bugles Design

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

B. WI DOA Grant (RFP) Request for Proposal selection Construction Management Fire Station Project.

Zeise Constructions proposal was best suited for meeting the price and time guidelines for the grant. The final contract will need to be reviewed and approved as well when this is finished.

- i. Keller Inc. Proposal
<https://www.dropbox.com/s/gxvaaqqik9gp5qe/Keller%20Construction%20Mngt%20RFP%20City%20of%20Oconto%20Falls.pdf?dl=0>
- ii. Miron Construction Proposal
<https://www.dropbox.com/s/yfes7bbzyksygnr/Miron%20Oconto%20Falls%20Fire%20Station-120122.pdf?dl=0>
- iii. Zeise Construction Proposal
<https://www.dropbox.com/s/xqegfd7uuuj4rha/Zeise%20Construction%20City%20of%20Oconto%20Falls-Fire%20Station.pdf?dl=0>

MOTION: Coopman/Holman

Motion to accept Zeise construction proposal.

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

11. Senior Center CDBG CLOSE Project update

RJM Construction is working to complete the basement stairs replacement, flooring and painting in order to finish the project by next week. The team will then meet to go through punch list items, the elevator electrical panel is on back order until late January, expect to finish the project then install once received. Expected walk through on January 19, 2023.

NO ACTION TAKEN

12. Main Street

- A. USDA Main Street Redevelopment Grant Update
- B. Zoning Enforcement Downtown C-1 District

The City attorney has advised the Building Inspector and Fire Inspector(s) to coordinate inspection of buildings in the Downtown C-1 District to inspect for Safety, Code and Zoning Code and address violations. Recommend properties owners that are not available or do not comply with inspection requests receive letter of inspection notices to comply with inspection requests and follow up. Those that still do not comply get court orders to inspect for compliance.

An ordinance is currently in place not allowing residential living on the first floor. An ordinance amendment will be required to permit residential living on upper floors or in rear of properties.

MOTION: Wirtz/Holman

Motion to continue the process of Main Street Redevelopment and Zoning enforcement downtown.

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

13. Fire Dept Grants for Approval

A. Fire Dept WI DNR Grant UTV Skid Bid Approval

This would complete the UTV project the fire department has been working on. This Skid unit has been budgeted for. The breakdown of cost is:

- \$4000 from the DNR
- \$4015 from the City
- \$5542 from the Oconto Falls Ambulance Service

MOTION:McDermid/Wirtz

Motion to accept the WI DNR Grant UTV Skid Bid.

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

B. Fire Dept SCBA Fit Testing Unit Bid Approval

This unit should last the department over 9 years. A major part of this equipment is keeping the maintenance up on it. The price does have routine calibrations, cleanings, and parts and labor in the warrantee.

MOTION: McDermid/Wirtz

Motion to approve the Fire Dept SCBA Fit Testing Unit Bid from AFC International Inc. for \$12,051.13.

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

New Business:

14. Oconto Falls School District & OF Municipal Utility Petition for Direct Annexation

The Utility purchased ten acres from the school for their upcoming Substation. The school is still waiting for the complete legal description. Once all appropriate papers are ready the annexation process can proceed.

NO ACTION TAKEN

15. Street Dept- Surplus Street Dept Equipment to Sell
- A. New Case 6 Foot 3 Point PTO Rear Tiller
 - B. Used 6 Foot Box Scraper
- Rear Tiller and Box Scraper have not been utilized with the city. Instead of storing it, thought best to put it up for surplus.

MOTION: McDermid/Wirtz

Motion to approve surplus New Case 6 Foot Point PTO Rear Tiller with a minimum bid of \$2,000.

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

MOTION: McDermid/Wirtz

Motion to approve surplus 6 Foot Box Scraper with a minimum bid of \$300.

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

16. Fire Department-Lock Box Requirement for Commercial Businesses
- This is a lock box that is located outside of a building with a key. Fire department would have access to lock box to get into the building in case of emergency.

NO ACTION TAKEN

17. Volunteer/ Committee Forms
- One form is for minors. The Committee Forms are for anyone that would be interested in joining any of the Committee's.

MOTION: McDermid/McDonald

Motion to approve the Volunteer/Committee Forms presented.

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

18. Application for Temporary Class B/Class B Retailer's License- St Anthony Catholic Annual Fishing Derby

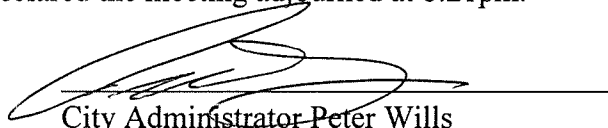
MOTION: Wirtz/Holman

Motion to approve application for Temporary Class B/ Class B Retailer's License-St. Anthony Catholic Annual Fishing Derby.

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

19. 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 8:21pm.


City Administrator Peter Wills