

**CITY OF OCONTO FALLS  
COMMON COUNCIL  
MEETING**

Council Chambers – Municipal Building  
500 N. Chestnut Avenue - Oconto Falls, WI. 54154

**TUESDAY JULY 09, 2024 – 6:00 pm  
MINUTES**

1. Meeting called to order at 6:02 pm by Mayor Clint Braun
2. Pledge of Allegiance
3. Roll Call Present: Aldermen: Marty Coopman, Jeff McDonald, Ashley Bahrke, Mathew McDermid, Devin Wirtz and Tim Holman

Also Present: Mayor Clint Braun, Administrator Peter Wills, Deputy Clerk Jenny Friedman, Police Chief Brad Olsen, Utility Manager Greg Kuhn, Fire Chief Tim Magnin, Warren Bluhm Times Herald, Valerie Greetan and Carrie Hill, Kathy Strum, Troy Fowler, Kurt Wolf, Walter Remic, Brad Rice, Alexa Norton, Shane Norton, Bill Porath,

4. Approval of Minutes –Common Council 06.11.2024

**MOTION: Bahrke/Wirtz**

*Motion to approve minutes Common Council 06.11.2024.*

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

5. Treasurer’s Report May

**MOTION: McDermid/Holman**

*Motion to approve treasures reports for May as presented.*

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

6. Bills Payable – June

**MOTION: McDermid/Wirtz**

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

**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

**MOTION: McDermid/Wirtz**

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

Alderman Coopman reminded council of Oconto Falls Area Ambulance Annual meeting on July 24,2024 at 6:30pm. Any of council attending should make Deputy Clerk Friedman aware in case of quorum.

**9. Committee Reports**

Board of Review N/A

Emergency Management Committee Report-N/A

Joint Review Board N/A

Library Board-06.19.24

Main Street Committee Report 06.26.24

Park & Recreation Committee Report-06.26.24

Personnel Committee Report N/A

Planning Commission Report 06.06.24, 07.02.24

Ordinance Commission N/A

Utility Commission Report 06.17.24

**Old Business:**

**10. WI DOA NEIGHBORHOOD INVESTMENT GRANT- FIRE STATION PROJECT  
UPDATE**

A. Fire Station Dedication August 7, 11:00am

B. Fire Station Open House August 25, 3:00-6:00pm

The Fires Station is planning on having the ribbon cutting and open house in August.

**NO ACTION TAKEN**

**New Business:**

**11. Finance Committee**

A. Oconto County changes to 2025 Library Funding

B. Health Insurance

**NO DISCUSSION HAD NO ACTION TAKEN**

**12. Planning Commission Item**

A. Slum & Blight Investigation Properties Corner of County B & Main Street

- Public Hearing set Monday August 19, 2024 at 5:30pm.

Slum & Blight Investigation Properties Corner of County B & Main Street the property at 182 N. Main and 710 County Road B has a potential developer if that properties were to sell. Currently there are two leans on the 182 N. Main property one from the bank and the other from the DNR. Administrator Wills discussed with the

Department of Natural Resources, the Tourism and Economic Development Corporation for the Oconto Region (TEDCOR), banks that control the property and MSA Environmental the action that will need to be taken to move forward with the project. They are recommended the city move forward with slum and blight investigations. The nonprofit organization Newcap Inc. has expressed an interest in building a facility on the property if the city can purchase it.

**NO ACTION TAKEN**

B. Sno-Jokers request to build new shed

The Sno-Jokers would like to add another shed on the property due to their current shed is full of equipment and they are out of room in it. There is a current lease with the Sno-Jokers, Golf Course and City. The lease would have to be updated and a fire number would need to be attached to the property.

**MOTION: WIRTZ/BAHRKE**

*Motion to approve the Sno-Jokers request to build a new shed on the property with the amended lease agreement to include the new building.*

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

C. WI DNR Wisconsin Assessment Monies (WAM) Grant Application for 710 County B (Former Mobil Station).

- Resolution 24-006 Authorizing WI DNR WAM Grant Application  
Resolution 24-006 allows City Administrator Wills to apply for WI DNR WAM Grant Application.

**MOTION: Coopman/McDonald**

*Motion to approve Resolution 24-006 Authorizing WI DNR WAM Grant Application.*

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

D. Amend Ch 480-83 Zoning Accessory Structure

This will allow people to have accessor buildings but not preclude chicken coops. Items that would change would be the following

1. One accessory structure shall be permitted per lot but not preclude chicken coop.
2. An accessory structure shall not exceed 1,000 square feet, except that a chicken coop shall not exceed 60 square feet.
3. Deleting number 3 and -1 on the original ordinance.

**MOTION: Bahrke/Wirtz**

*Motion to forward the changes of amending Ch 480-83 Zoning Accessory Structure to Ordinance Committee.*

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

E. Amend Ch 465-4 One Way Streets Designated-Marie Volk Drive

The new middle school coming up and no bussing within two miles of school there will be a lot more traffic in the school area. The change to Maria Volk Drive is estimated to help prevent some of the traffic issues by the school.

**MOTION: Wirtz/McDermid**

*Motion to approve amended Ch 465-4 One Way Streets Designated-Marie Volk Drive.*

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

**13. Park & Rec Committee Items**

**A. Oconto County ARPA Recreation Grant Agreement**

The Oconto County ARPA Recreation Grant Agreement was approved and the funds will need to be spent by the end of the year 2026.

**MOTION: McDermid/Wirtz**

*Motion to approve the Oconto County ARPA Recreation Grant Agreement as presented.*

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

**B. Food Truck Permit Application**

The city has received a lot of interest from food truck owners that they would like to come into the city and operate their trucks. With the interest of food trucks wanting to come into the city on a regular basis it arises the question should the city have a process for them to go through. With a process in place the city would be able to be aware of the trucks being in the city and if need be, get ahold of the owners if any issues arise. There was concern from citizens that the food trucks could be taking business away from the local business and events.

**MOTION: Wirtz/ McDonald**

*Motion to approve the Food Truck Registration.*

**Voice Vote:** Wirtz-yes, McDonald-yes, McDermid-yes, Holman-yes, Coopman-yes, Bahrke-no

**C. Farmer's Market Move Memorial Field 2025**

The Farmer's Market is looking for a new location for 2025. They have asked to be located at Memorial Field in 2025. The concerns were brought up that this might interfere with the baseball league.

**MOTION: Wirtz /McDermid**

*Motion to further persue Farmers Market move to Memorial Field in the year 2025.*

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

**14. Main Street Committee Items**

- a. Recommend hiring part-time Commercial Building Inspector/Zoning Enforcement for 2025.

The Main Street Committee met and found there would be a need for a commercial building inspector and or code enforcer for the city. City Administrator Wills did approach a neighboring city about sharing a commercial building inspector and or code enforcer. This would free up our current building inspector more to focus on permits and projects within the city.

**MOTION: Bahrke/Holman**

*Motion to Recommend hiring part-time Commercial Building Inspector/Zoning Enforcement for 2025 if budget allows.*

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

**15. Community Event Permit**

This form is for anyone interested in having an open to the public event. The form would need to fill out so that the city would have records of if the person holds all the appropriate permits and insurance and accountability if something happens.

**MOTION: McDermid/Wirtz**

*Motion to approve Community Event Permit.*

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

**16. Fun in the Falls August 17,2024 Event Request**

Troy Fowler is looking to host Fun in the Falls August 17,2024 at Memorial Field. Some of the events that he is looking to host is

- Meat smoking competition
- Petting zoo
- Bounce house
- Possibly Corn Hole, Dart Tournaments at S&S
- Dunk tank
- Street Dance
- Band

There will be no alcohol at this event.

**MOTION: Bahrke/McDermid**

*Motion to approve Fun in the Falls August 17,2024 Event Request with proper paperwork and permits turned in.*

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

**17. 2024 Mobile Home Park Annual License Renewal-Status update**

The Mobile Home Park is due for its annual renewal. The Fire Chief Magnin, Mayor Braun and Administrator Wills have done a walk through with the site manager in June. There were several violations that needed fixing before the license is approved. Fire Chief Magnin did another walk through and there are still violations that need to be changed. Fire Chief Magnin will be sending a notice to the Mobile Home Park owner.

**NO ACTION TAKEN**

18. Application for Temporary Class “B”/Class “B” Retailer’s License St. Anthony’s Food Truck Fundraiser Monday September 9,2024

**MOTION: McDermid/Wirtz**

*Motion to approve Application for Temporary Class “B”/Class “B” Retailer’s License St. Anthony’s Food Truck Fundraiser Monday September 9,2024.*

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

19. Two Year Operator’s License Applications-Joshua Wambold, Trinity Franzen, Jennifer Sadorf Rogatzki, Troy Hurley

**MOTION: McDermid/ Wirtz**

*Motion to approve the Two-Year Operator’s License Applications-Joshua Wambold, Trinity Franzen, Jennifer Sadorf Rogatzki, Troy Hurley.*

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

20. Election Changing office hours for Deputy Clerk November 5,2024 General Election  
The November 5,2024 election is expected to be a very busy presidential election. Deputy Clerk Friedman would like to extend her office hours. This would only be from the state statutes designated time of voting in person absentee ballot. This would give the citizens more time to come in during that state allowed time to vote in person absentee ballot and not have to come in on the busy election day. This would go in the newspaper and be posted around town as well. The Count Clerk has given the approval as well because it all falls under the state statutes.

**MOTION: McDonald/Bahrke**

*Motion to approve changing office hours for Deputy Clerk November 5,2024 General Election to be Monday through Friday 8am until 6pm for in person absentee ballot voting starting October 22,2024 through November 1,2024.*

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

21. The Committee may go into closed session regarding legal consultation under Wis. Stat. § 19.85(g). Conferring with legal counsel who is giving written or oral advice about strategy to be adopted in litigation in which the governmental body is or is likely to be involved.

**MOTION: McDermid/Wirtz**

*Motion to go into closed session at 7:23pm to discuss legal consultation under Wis. Stat. § 19.85(g). Conferring with legal counsel who is giving written or oral advice about strategy to be adopted in litigation in which the governmental body is or is likely to be involved.*

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

Those remaining in closed session were McDonald, Bahrke, Holman, Wirtz, McDermid, Coopman, Wills, Braun, Olsen and Friedman.

22. The Committee will return to open session and may take action on matters discussed in closed session.

**MOTION: McDermid/Bahrke**

*Motion to return to open session at 7:36pm.*

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

**MOTION: McDermid/Wirtz**

*Motion to have Administrator Wills work with Amundsen Davis Attorneys at Law.*

**Voice Vote:** McDermid-yes, Wirtz-yes, Bahrke-yes, Holman-yes, McDonald-yes

**Abstained from voting-**Coopman

**MOTION CARRIED**

23. The Committee may go into closed session to discuss employment matters of under Wis. Stat. § 19.85 (1)(b), the subject is the dismissal, demotion, licensing, tenure, or discipline of a public employee.

**MOTION: Holman/McDonald**

*Motion to go into closed session at 7:38pm to discuss employment matters of under Wis. Stat. § 19.85 (1)(b), the subject is the dismissal, demotion, licensing, tenure, or discipline of a public employee.*

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

Those remaining in closed session were McDonald, Bahrke, Holman, Wirtz, McDermid, Coopman, Wills, Braun, Olsen and Friedman.

24. The Committee will return to open session and may take action on matters discussed in closed session.

**MOTION: Bahrke/ McDonald**

*Motion to go into open session at 7:52pm.*

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

**MOTION: Bahrke/Holman**

*Motion to post for canine handler position internally.*

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


**MOTION: Wirtz/McDonald**

*Motion to have Police Chief start pursuing fundraising for department.*

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

25. Adjournment

**Mayor Clint Braun** asked if there was any further business before the meeting is adjourned. Having no further business, he declared the meeting adjourned at 7:53pm.

  
City Administrator Peter Wills