

**CITY OF OCONTO FALLS  
COMMON COUNCIL  
MEETING**

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

**NOVEMBER 12, 2024 – 6:00 pm  
MINUTES**

1. Meeting called to order at 6:00pm by Mayor Clint Braun
2. Pledge of Allegiance
3. Roll Call Present: Aldermen: Marty Coopman, Jeff McDonald, Ashley Bahrke, Mathew McDermid and Devin Wirtz

Also Present: Mayor Clint Braun, Administrator Peter Wills, Deputy Clerk Jenny Friedman, Street Superintendent Wally Remic, Library Director Rachel Pascoe, Warren Bluhm with Time Herald, Utility Manager Greg Kuhn, Deputy Treasure Eve Wallace, Michelle Tester, Dan Ramer MSA, Mike Fischer with JF Ahern, Joe Murry with Ehlers, Jared Kreiling and Keith Lefebvre

Absent: Tim Holman

4. **Approval of Minutes** -Common Council 10.08.2024, 10.23.2024

**MOTION: McDermid/Wirtz**

*Motion to approve the minutes as presented for the Common Council 10.08.2024,10.23.2024.*

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

5. **Treasurer's Report-September**

**MOTION: McDermid/McDonald**

*Motion to approve the Treasure's report for September as presented and placed on file as presented.*

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

6. **Bills Payable – October**

**MOTION: Bahrke/Wirtz**

*Motion to approve the Bills Payable as presented for October and place on file.*

**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
- ✓ Library Report

**MOTION: McDermid/Wirtz**

*Motion to place reports as presented on file.*

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

**8. OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL** - Citizen in-put will be limited to 3 minutes.

Mayor Braun wanted to extend a thank you to Mr. Heisel and his students for the good work done with the Street Department on the masonry work in the city.

Alderman Wirtz thanked the election team for the good work put into the General Election.

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

**9. Committee Reports**

Board of Review N/A

Emergency Management Committee Report-N/A

Finance Committee 10.08.24

Joint Review Board N/A

Library Board- 10.02.2024, 11.01.2024

Main Street Committee Report 10.16.24

Park & Recreation Committee Report-N/A

Personnel Committee Report N/A

Planning Commission Report N/A

Ordinance Commission N/A

Utility Commission Report 10.21.24

**MOTION: Bahrke/McDermid**

*Motion to place reports on file.*

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

**Old Business:**

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

**A. Grant Wrap-up Status**

Fire Chief Magnin is finalizing up payments and reports.

**B. Timeline for emptying 98 Jackson St Station**

The Fire Station on 98 Jackson St still has to be cleaned out. Some of the items left will need to be placed up for surplus and some donated. The Fires Station at 98 Jackson Street will need to be all cleaned out by December 10,2024.

**B. Utility Proposal for 98 Jackson Street Station**

This is on the agenda for the next utility meeting.

11. City of Oconto Falls Sale of \$2,020,000 General Obligation Promissory Notes, Series 2024A
- a. Preliminary Official Statement \$2,020,000 General Obligation Promissory Notes, Series 2024A
  - b. Notice of Sale \$2,020,000 General Obligation Promissory Notes, Series 2024A
  - c. Bid approval the Sale of Approximately \$2,200,000 General Obligation Promissory Notes, Series 2024A
- The city received a total of four BIDS. The lowest BID was 3.95% from BAIRD.

**MOTION: McDermid/Coopman**

*Motion to accept the BID awarding \$2,200,000 General Obligation Promissory Notes, Series 2024A to BAIRD at a TIC of 3.9482%.*

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

- d. CONTINUING DISCLOSURE CERTIFICATE \$2,020,000 General Obligation Promissory Notes, Series 2024A, dated December 5, 2024
- e. 24-014 Resolution Authorizing the Issuance and Sale of \$2,020,000 General Obligation Promissory Notes, Series 2024A

**MOTION: Coopman/McDermid**

*Motion to approve 24-014 Resolution Authorizing the Issuance and Sale of \$2,020,000 General Obligation Promissory Notes, Series 2024A.*

**Voice Vote:** Coopman-yes, McDermid-yes, Wirtz-yes, Bahrke-yes, McDonald-Abstained, Homan-absent- **MOTION CARRIED**

12. City Hall Boiler & HVAC Proposals

The City Hall boiler is at its end of life and is need of repair or replacement. The City Administrator has been working with Automated Comfort Controls, Energy Control & Design and JF Ahern to get estimates for City Hall.

- a. (ACC) Automated Comfort Controls
  - i. Preventative
  - ii. Boiler Quotes
- b. Energy Control & Design
  - i. Preventive Maintenance Agreement
  - ii. Boiler Quotes

Automated Comfort Controls (ACC) is the current provider for the City of Oconto Falls heating and cooling system. The Boiler Package cost was \$52,357.00 and Air Conditioner Price \$82,015.00. The Annual Maintenance Cost would be \$3,114.72 for the maintenance agreement ACC will provide system checkout and maintenance of all system components listed on the proposed maintenance agreement.

The maintenance agreement covers equipment such as:

Boilers, Pumps, Condensing unit, Air handling unit, Vav boxes, Filter changes, HVAC Controls

Energy Control & Design had a boiler package price of \$80,000 to replace and rebuild current boiler. The air conditioner price was estimated at \$80,000 for a Daikin Rooftop Unit Split System Condensing Unit and Air Handler. Annual Maintenance Cost was

\$4,555 for his proposal includes service on the following equipment:

- Thermal Solution boiler.
- 3 Taco hot water circulating pumps.
- 1 - Trane air-handling unit.
- 1 Trane air-conditioning unit.
- 1 Carnes humidifier.
- 6 Roof mounted exhaust fans
- 19 Tuttle-Bailey VAV boxes.
- 4 Hot water unit heaters.
- 3 Hot water cab heaters.
- 1Delta building automation control system.

c. JF Ahern

- i. Preventative
- ii. Boiler Quotes

JF Ahern Boiler Package Price was estimated \$79,770. The Air Conditioner price was estimated at \$99,920.00. JF Ahern did not have an estimate for Annual Maintenance Cost at the time of the council meeting.

The City Administrator Peter Wills is to work with JF Ahern to get the cost of the Annual Maintenance then present it to council in December so that a final decision can be made.

### 13. 2025 Proposed Budget

A. Public Hearing on Budget held November 12, 2024 at 5:00pm

B. Approval of 2025 General Fund Budget

Public Hearing was held on November 12, 2024 at 5:00pm and there were no citizen concerns at that time. The changes that were made to the 2025 proposed budget were the following;

Fire Department:

- Wages increased by \$4,300
- FICA increased by \$176
- Uniforms decreased by \$2,000
- Elec/Wtr/Swr decreased by \$2,000
- Natural Gas \$2,000 less

Debt Service

- Reduce 2024 GO Bond debt service by \$11,000

The above changes adjust the levy to \$1,573,294.

### **MOTION: McDermid/ McDonald**

*Motion to approve the 2025 General Fund Budget as amended.*

**Roll Call:** Coopman-yes, McDermid-yes, Wirtz-yes, Bahrke-yes, McDonald-yes, Homan-absent- **MOTION CARRIED**

14. Columbia Street Project Management (RFP) Request for Proposal.  
Re: Admin Wills/Utility Manager Kuhn, MSA Dan Rammer,  
A. MSA Construction Project Management Columbia Street Project Proposal.  
B. Construction Project Management Columbia Street Project (RFP) Request for Proposal  
Dan Rammer with MSA presented the Construction Project Management Columbia Street Project (RFP) Request for Proposal. Dan Rammer with MSA went through how the project could be billed and the expectations of working with the city.

***RESCINDED PRIOR MOTION McDermid/Wirtz***

*Motion to send Columbia Street Project management to an RFP.*

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

**MOTION: McDonald/Bahrke**

*Motion to have City Administrator and Utility Manager work with MSA to have a Construction Project Management for Columbia Street Project with the lumpsum for administration, time and materials at the amount of \$240,000.*

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

NEW BUSINESS

15. Planning Commission Items

- a. Allen Perucco Request to purchase adjacent parcel from City  
Allen Perucco has maintained small section of city land since he purchased his property in 1982 adjacent to this city land. He has asked if he can purchase the land from the city A certified survey would need to be done. Allen Perucco would pay for the cost of the survey and the closing of the transition of the deed.

**MOTION: Bahrke/Wirtz**

*Motion to approve Allen Perucco request to purchase adjacent parcel from city with paying closing cost and cost of survey.*

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

- b. McDermid Park Proposal to expand designated size  
The small section of City land that is next to McDermid Park has been looked at for development of houses. This was found to be too small of an area for houses. The next choice for the city property is to designate this land into part of McDermid Park. This would enhance the green space for the City.

**MOTION: Wirtz/ McDonald**

*Motion to move the McDermid Park proposal to expand designated size and area and have City Administrator survey and write Ordinance to designate as park..*

**Voice Vote:** Coopman-yes, Wirtz-yes, Bahrke-yes, McDonald-yes McDermid-Abstained, Homan-absent- **MOTION CARRIED**

- c. Multifamily Proposal For 20 acres of Industrial Park

A possibly interested investor has questioned about placing a multifamily building in the Industrial Park. Concerns that were brought up, the amount of added traffic from residential people, giving up industrial area, limited access, complaints from residential people of industrial traffic of all hours. Questions that were asked

- How long has that area been vacant?  
*Since 2001*
- Could this be a TIF area again?  
*Yes*
- What size is the lot left?  
*15.5 acers*
- What is the assets value for the NEW CAP project compared to this multifamily.  
*NEW CAP project is nontaxable.*

**NO ACTION TAKEN**

**16. 2025 Utility Commission Budget**

- a. Resolution 24-015: 2025 Utility Commission Budget Resolution  
Utility Manager Kuhn presented the 2025 Utility Commission Budget.

**MOTION: Bahrke/McDonald**

*Motion to approve Resolution 24-015:2025 Utility Commission Budget Resolution.*

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

**17. One year Operators License- Amy Rakow, Ashley Smith,**

**MOTION: McDermid/McDonald**

*Motin to approve the one-year operator's license for Amy Rakow and Ashley Smith.*

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

- 18. 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.**  
Re: Legal Action

**MOTION: Wirtz/Bahrke**

*Motion to go into closed session at 8:12pm 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.*

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

Those remaining in closed session Wirtz, Bahrke, Coopman, McDonald, McDermid, City Administrator Peter Wills, Deputy Clerk Jenny Friedman.

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

**MOTION: Wirtz/McDonald**

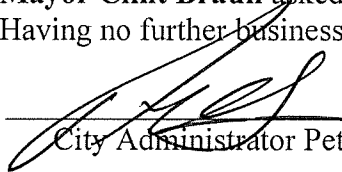
*Motion at 8:22pm to return into open session and may take action on matters discussed in closed session.*

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

**NO DISCUSSION**

**20. 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 8:23pm.

  
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City Administrator Peter Wills