CITY OF OCONTO FALLS
COMMON COUNCIL
MEETING
Council Chambers – Municipal Building
500 N. Chestnut Avenue - Oconto Falls, WI. 54154
TUESDAY JULY 14, 2026 – 6:00 pm
MINUTES

1. **Meeting called to order at 6:00 pm by Mayor Clint Braun**

2. **Pledge of Allegiance**

3. **Roll Call Present**: Aldermen: Marty Coopman, Cathy Strom, Devin Wirtz, Ashley Bahrke, Jeff McDonald and Brandon Revolinski

   Also Present: Mayor Clint Braun, Administrator Peter Wills, Treasurer Eve Wallace, Street Superintendent Wally Remic, Fire Chief Tim Magnin, Police Chief Olsen, Michelle Tester, Heather Trempe, Cindy Leurquin

4. **Approval of Minutes** – Common Council 06.09.26

   MOTION: MCDONALD/WIRTZ
   Motion to approve the minutes for the Common Council 06.09.26
   Voice Vote: All present voting aye - **MOTION CARRIED**

5. **Treasurer's Report-Not Available**

6. **Bills Payable – Not Available**

7. **Reports: Written reports submitted**
   - ✓ Administrator Report
   - ✓ Police Department Report
     New officer is starting this month.
   - ✓ Municipal Court Report
   - ✓ Fire Department Report
   - ✓ Street Department Report
   - ✓ Building Inspector Report
   - ✓ Library Report

   MOTION: WIRTZ/MCDONALD
   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.
   A. Reminder that August Common Council has been moved to August 18th, 2026 due to the 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 N/A
Joint Review Board N/A
Library Board- 04.26.26 and 06.26.26
Main Street Committee Report N/A
Park & Recreation Committee Report-N/A
Personnel Committee Report N/A
Planning Commission Report 06.30.26
Ordinance Commission N/A
Utility Commission Report 06.18.26

MOTION: BAHRKE /MCDONALD
Motion to place reports on file.
Voice Vote: All present voting aye - **MOTION CARRIED**

Old Business:

10. Ordinance 26-003 Detachment of a Portion County I City Boundary South of South Main Street north to the north side of Columbia Street. Ordinance will detach property from the City of Oconto Falls to the Town of Stiles
    - **A.** Public Hearing held by Planning Commission on June 30, 2026, recommendation to Council.
    - **B.** Ordinance 26-003 Detachment of Land from the City of Oconto Falls to the Town of Stiles, WI.

An annexation for a portion of County I from the City of Oconto Falls to the Town of Stiles was completed back in August 2025. Following the annexation however, the land possession was never transferred over from the Town and County to the City in 2025 by the State of Wisconsin, due to the Wisconsin Department of Transportation, and Wisconsin Department of Administration. Due to errors found in the legal documentation maps from the 1966 and 1973 annexations of Town of Oconto Falls property to the City that covers the area of the High School and Elementary School in 1966 and Cemetery property in 1973. The City has been working with the City Attorney, and surveyor to correct the legal descriptions and maps from the 1966 and 1973 Annexations for a number of months, and the last part of the correction is the amending of the 25-007 ordinance annexing the property. The city has been working to start a detachment process of this annexation but before that could happen the errors form 1966 and 1973 need to have an affidavit of Correction filed and amend the Annexation Ordinance per Department of Administration and Department of Transportation. The Town of Stiles Chair Jason Flynn has been updated as part of the communications with this process. The City is now to the step to have Planning Commission set the public hearing on the detachment of a portion of County I, in order to start the detachment process. Planning Commission held a Public Hearing on June 30th, 2026 and there were no concerns and Planning Commission approved and referred to the Common Council.

MOTION: BAHRKE/ WIRTZ
Motion to approve Ordinance 26-003 Detachment of Land from the City of Oconto Falls to the Town of Stiles, WI.
Voice Vote: All present voting aye - **MOTION CARRIED**

11. Request for Proposal (RFP) of Legal Services for Land Development-TID#3 Expense
Re: Administrator Wills

DropBox Link to Legal Services for Land Development RFP Responses
https://www.dropbox.com/scl/fo/hfui3ymtxvqfjkcl6cpe5/AIBRQlNzqEdWwvgONtudhWA?rlkey=njetzvzjx4r4ubb3zqj7xbgpd&dl=0

Spreadsheet of Law Firms Responses in Packet

A. July 14th Council Review of Attorney Proposals response for Request for Proposal (RFP) of Legal Services for Land Development.
B. July 27th Week Interview of Attorney's Proposal of Legal Services for Land Development.
C. August Council Final Selection & Award Contract of Attorney for Legal Services of Land Development.

MOTION: MCDONALD/BAHRKE
Motion to have City Administrator and Mayor check the references and make a decision.
Voice Vote: All present voting aye - **MOTION CARRIED**

12. MSA Proposal to Amend Tax Increment District #3 Boundaries & Project Plan-TID#3 Expense

A. Map of Amendment to TID #3, add parcel # 2660303005900T
B. MSA Proposal to Amend TID#3, $7,500 TID #3 Expense, within 2026 TID#3 Budget
C. MSA Proposed timeline of TID#3 Amendment#1.

When the (TID)Tax Increment District #3 Boundaries & Project Plan-TID#3 was created by MSA Consultants their parcels that were omitted from the Tax Increment District #3 Boundaries & Project Plan that should been included. The proposed development parcel on East Highland Drive was originally requested to be included and was not. The TID#3 1st Amendment needs to be reviewed by MSA Consultants and corrected.

MOTION: WIRTZ/REVOLINSKI
Motion to have City Administrator negotiate $5,500 with MSA Proposal to Amend TID#3, $7,500 TID #3 Expense, within 2026 TID#3 Budget and not to exceed $6,500.
Voice Vote: All present voting aye - **MOTION CARRIED**

13. Eastside Beach Park Pavillion Rental Form for School, Govt & Nonprofits

A. Eastside Beach Park Pavillion Rental Form recommend by Park & Rec Committee May 28, 2026 meeting. Council reviewed at June 6, 2026 meeting, placed on July 14, 2026 Agenda.

The Eastside Beach Pavilion is not utilized by lifeguards and has sat empty last year and this. Deputy Clerk proposed and created a form that would allow the Eastside Beach

Pavilion be able to be rented out to the public. Non-profit organizations and Oconto Fall School Clubs would be able to rent and run a food stands out of while parks are open to rent. The non-profits and school would still follow the normal rental procedures and be responsible for any damages but the rental fee could be waived by the City Administrator for non-profits and Oconto Falls School Clubs. Street Superintendent had agreed that the space would be able to be utilized for this. This space would just need to be cleaned out and prepared for this.

MOTION: REVOLONSKI/STROM
Motion to approve the Eastside Beach Park Pavillion Rental with Alderman Bahrke editing application.
Voice Vote: All present voting aye - **MOTION CARRIED**

NEW BUSINESS

14. Zoning Change for 512 Caldwell Ave., Senior Center & related parcels from (R-2) Multiple-Family Residence District Zoning to (C-1) General Commercial District Zoning.

A. Public Hearing held by Planning Commission on June 30, 2026.

B. Zoning Change for 512 Caldwell Ave., Senior Center related parcels from (R-2) Multiple-Family Residence District to (C-1) General Commercial District Zoning.

Senior Center & related parcels 512 Caldwell Ave. are currently zoned as R-2 Multiple-Family Residence. The City has submitted an application to change zoning to C-1 General Commercial District. The Main Course is operating out of the Senior Center there were concerns that it is zoned for R-2 and should be zoned C-1 for commercial. The surrounding areas are also zoned commercial. This zoning change would also better fit the purpose of the Senior Center. This was recommended by Planning Commission after the Public Hearing.

MOTION: MCDONALD/COOPMAN
Motion to approve Zoning Changes for 512 Caldwell., Senior Center & related parcels from (R-2) Multiple-Family Residence District Zoning to (C-1) General Commercial District Zoning.
Roll Call: McDonald-aye, Coopman-aye, Bahrke-aye, Wirtz-aye, Revolinski-aye, Strom-aye, **MOTION CARRIED**

15. Excavation Permit Violations, Unresolved by Contractors
Re: Planning Commission Chair Coopman/Deputy Clerk Friedman

A. ROW/Excavation Permits Violations Unresolved by Contractors. Planning Recommendation to Council for updates to form and bill contractors for unresolved repairs.

Deputy Clerk Friedman explained that for companies like WE Energies to receive an Excavation Permit/ Right of Way Permit they submit an application and maps to the Deputy Clerk. Deputy Clerk Friedman then gathers all information and gets that information to the Street Superintendent and Utilities to review the paperwork to make sure it is ok for the company to come in and do the work at the location. There have not been any issues in the past but recently there has been a lot of complaints from the community

that the workers have not left the area in good condition. This has been brought to the attention of the companies but there were still issues after they had come out and fixed it. The current Excavation/ Right of Way application terms does not have wording in the application to bill the applicant company and contractor if the City must do unresolved repair work ourselves or have it hired out. The proposed amendment to the application would cover the costs the City would incur to do the uncompleted repairs.

MOTION: WIRTZ/MCDONALD
Motion to approve the excavation changes but add premium rates.
Voice Vote: All present voting aye - **MOTION CARRIED**

16. Refund of Deferred Assessment Interest Charged on King Street Parcels
The City has been collecting assessments on certain properties within the City. During the process of preparing one of these properties for sale, one of the property owners provided a June 1998 letter from Pete Manns regarding the property. The letter at the bottom states;
The final resolution creating the district provided several optifor the payment of special assessments.
1)Assessments may be paid in full within 45 days of this notice;
2)Within 45 days the property owner may notify the city that he/she elects to pay the special assessments in annual installments over five years at an annual interest rate of 7%;
3)The property owner may defer any special assessment payment until such time the above noted property benefits from the improvements or changes ownership. At the time of either of these two events, the assessment may be paid in full in one lump sum payment or in installments over five years at an annual interest rate of 7% APR.
In the event option #3 is chosen to defer payment of the special assessment, interest will not be charged during the deferral period. However, once either of the events described in option #3 takes place (the property benefits from the improvement or change of ownership occurs) interest will begin accruing.
Unless you notify the deputy clerk at City Hall otherwise, the City will assume you have chosen option #3 above.
The City was just made aware of this with this letter with terms. They will need to follow the terms of the letter for all properties and refund the properties that have paid already.

MOTION: BAHRKE/WIRTZ
Motion to refund overpayment of interest charges.
Voice Vote: All present voting aye - **MOTION CARRIED**

17. Nsight Proposal to connect Street Dept Shop to Dark Fiber for Internet Access
The Street Department shop does not currently have internet service. When internet access is available at the shop, it is provided through a radio-to-radio connection.

MOTION: MCDONALD/REVOLINSKI
Motion to approve Nsight proposal for to construct fiber / extend the City of Oconto Falls dark fiber from City Hall to the Street Department at 98 Jackson Street.
Voice Vote: All present voting aye - **MOTION CARRIED**

18. Approval to use Boat Launch Funds to pay Oconto County Westside Beach Road Grading

The Street Department used some of the City's millings to repair potholes on the road leading to Westside Beach. The Westside Beach parking area could also use millings, particularly in the area where trucks and trailers are parked. The City's equipment is not capable of packing the millings to grade. The County has the necessary equipment to complete the work. The estimated cost would be approximately $2,400, including equipment at approximately $150 per piece and labor at approximately $350 per hour.

MOTION: BAHRKE/COOPMAN
Motion to approve use Boat Launch Funds to pay Oconto County Westside Beach Road Grading.
Voice Vote: All present voting aye - **MOTION CARRIED**

19. 200 E Central Ave, Schneider Building. Loose brick façade, Health & Safety Risk
Fire Chief Magnin conducted an inspection at 200 E. Central Ave. and found loose and falling bricks. Chief Magnin worked with Building Inspector Meissner to contact the State Building Inspector regarding the situation. The State Building Inspector will work with Building Inspector Meissner to determine how to address the issue. Fire Chief Magnin also contacted the property owner regarding the fire inspection. The owner was informed that the building passed the fire code inspection; however, there is a safety concern regarding the loose bricks. The owner removed the loose bricks to prevent them from falling and has obtained an estimate for the necessary repairs. Fire Chief Magnin will follow up with the owner regarding when the repairs are expected to be completed.
NO ACTION TAKEN

20. Community Event Application Trent Maloney Memorial Tournament August 8, 2026 at Memorial Field.

MOTION: BAHRKE/WIRTZ
Motion to approve the Community Event Application Trent Maloney Memorial Tournament August 8, 2026 at Memorial Field.
Voice Vote: All present voting aye - **MOTION CARRIED**

21. Temporary Class B License Trent Maloney

MOTION: MCDONALD/WIRTZ
Motion to approve the Temporary Class B License for Trent Maloney.
Voice Vote: All present voting aye - **MOTION CARRIED**

22. Flag Disposal from Piggly Wiggly Bin
Currently the local boy scouts do a flag retirement ceremony and have a large number of flags which makes it hard to retire them all in one afternoon. In the future they may need assistance. Table until Deputy Clerk receives more information and details.
NO ACTION

23. One-Year Operators License for Linda Tradeau

MOTION: BAHRKE/STROM

Motion to approve the one-year operators license for Linda Tradeau.
Voice Vote: All present voting aye - **MOTION CARRIED**

24. August Council Meeting August 18th due to August 11th is Primary Election
The August Common Council has been pushed back a week due to the August 11th Primary Election.
NO ACTION TAKEN

25. The City Council may go into closed session to discuss matters of employment, promotion, compensation, or performance evaluation data of public employees pursuant under Wis. Stat. § 19.85(1)(c) Wis Stats.

A. Re: Deputy Treasurer Position Sharing with Municipal Utilities
B. Re: Police Chief Retirement
C. Re: Police School Resource Officer (SRO) Agreement with School District.
D. Re: Police Union Agreement

MOTION: WIRTZ/ BAHRKE
Motion to go into closed session at 7:11pm.
Roll Call: Wirtz-aye, Bahrke-aye, Coopman-aye, McDonald -aye, Revolinski-aye, Strom-aye, MOTION **CARRIED**
Those remaining in closed session Mayor Braun, City Administrator Wills, Alderman Wirtz, Bahrke, Coopman, McDonald, Revolinski, Strom, Deputy Clerk Friedman, Police Chief Olsen and Michelle Tester

26. The City Council will return to open session and may take action on matters discussed in closed session.

A. Deputy Treasurer Position Sharing with Municipal Utilities
B. Re: Police Chief Retirement
C. Re: Police School Resource Officer (SRO) Agreement with School District.
D. Re: Police Union Agreement

MOTION: STROM/MCDONALD
Motion to go into open session at 8:01pm.
Voice Vote: All present voting aye - **MOTION CARRIED**

27. The City Council may go into closed session regarding public property negotiation under Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public property, investment of public funds, or other specified public business, when competitive or business reasons require a closed session.
Re: Property Development Negotiations

MOTION: WIRTZ/ MCDONALD
Motion to go into closed session at 8:03pm.

Roll Call: Wirtz-aye, McDonald-aye, Coopman-aye, Bahrke -aye, Revolinski-aye, Strom-aye, MOTION **CARRIED**

Those remaining in closed session Mayor Braun, City Administrator Wills, Alderman Wirtz, Bahrke, Coopman, McDonald, Revolinski, Strom, Deputy Clerk Friedman, and Michelle Tester

28. The City Council will return to open session and may take action on matters discussed in closed session.

A. Re: Property Development Negotiations

MOTION: MCDONALD/WIRTZ

Motion to go into open session at 8:09pm.

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

29. 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 8:09pm.

City Administrator Peter Wills