



Committee of the Whole Council Workshop Meeting Minutes
Tuesday, March 19, 2024, at 5:00 p.m.
Chilton City Hall – Lower Level
42 School Street, Chilton, WI 53014

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both at City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that a majority of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and act on the following agenda items as set forth below:

The Committee of the Whole Council Workshop meeting was held at City Hall and was called to order at 5:00 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Ron Gruett, Rick Jaeckels, Kathy Schmitzer, Peggy Loose, Joe Schoenborn, and Robbie Seipel were present at roll call. Other city officials present were DPW Chris Marx, Police Captain Jason Kvalheim, and City Administrator David DeTroye. Rachael Siehs was also in attendance. Those in attendance recited the Pledge of Allegiance.

Minutes: Motion by Schmitzer, seconded by Gruett and carried by unanimous voice vote (6 – 0) to approve the minutes from the February 6, 2024, council workshop committee meeting.

Audience Participation: None

New Business:

1. Police Captain Pay Schedule – Administrator DeTroye reviewed the summary that was included in the committee information packet. It read as follows:
 - Two of the expected applicants are currently on track to make a base salary of \$70,158.00 in 2024. Both are currently patrol officers for the City of Chilton.
 - Past overtime was examined for the two applicants for four years prior to 2024. One of the applicants averaged an additional \$8,259.00 per year in overtime earnings.
 - The current hourly rate for the two officers is \$35.77 per hour and \$53.65 if on overtime.
 - Current Ordinance 1216 lists pay and benefits for Captain Kvalheim. His current pay structure would create a total base salary of \$81,794.28 for the 2024 pay year.
 - The captain position is eligible for overtime but has been minimal.
 - This COW discussion is intended to create a base pay for the remainder of the 2024 pay year for the captain position so an approval Ordinance can be created once a candidate has been selected by Chief Kvalheim after his appointment on April 14, 2024.

Following the summary, Mayor Reinl gave rationale as to how he calculated a recommended starting payroll figure for the captain position based on averages of overtime added to the base salary. The figure calculated is lower than the current pay level of the captain but allows for growth over the next two pay years. Captain Kvalheim was in attendance and discussed the occurrences for when he

receives overtime compensation. A brief discussion ensued, and members of the council asked pertinent questions regarding qualifying the recommended starting pay of \$78,500.00 per year. The chain of command for after hour calls was also described by Captain Kvalheim, and he informed the council that the captain is primarily the first point of contact for the patrol officers when needed at differing times. With no further discussion, a motion was made by Jaeckels, seconded Schmitzer and carried by unanimous voice vote to recommend council approve the pay for the Police Captain position be set at \$78,500.00 for the remainder of 2024 when the position is filled after Captain Kvalheim is appointed Chief of Police on April 14, 2024.

2. SC Swiderski Development Agreement – Administrator DeTroye reviewed the SC-Swiderski development agreement dated August 30, 2021, with the committee. Per the agreement, the \$162,857.00 paid by SCS for six single-family building lots within Dairyland Estates Sub-division was to be rebated back to SCS after (6) six new homes were constructed and had gained occupancy prior to December 31, 2023. To date, the first of the six homes is under construction, and is not yet occupied. Within the agreement, remedy language exists that allows the city to rebate the amount returned if either of the party's defaults on the agreement. Administrator DeTroye prepared a spreadsheet summarizing the property taxes for the last (6) six homes built in TID 6. The average annual property tax rate for the six homes was \$5,163.01. A recommendation was presented to the committee to serve notice to SCS via certified mail notifying them of the intent of the city to deduct \$5,000.00 per year for every home that remains unbuilt on an annual basis until all the homes are completed. Verbal agreement was quickly given by many of the committee members and a motion followed. Motion by Loose, seconded by Schmitzer and carried by unanimous voice vote to approve serving notice to SC-Swiderski LLC to the attention of Kortni Wolf by certified mail with the intent of the city to deduct \$5,000.00 annually from the TIF Payment to Developer agreement for every home that remains unbuilt after December 31, 2024.
3. Chillington Meadows Development Agreement – Mayor Reinl informed the committee that he and Administrator DeTroye met with Leon and Maryanne Church to receive an update on the development. Church is working with Greenleaf Bank on a construction loan that would be co-signed by the city. The second position by the city was approved in January to allow construction to commence. Not much information was made available about the loan process, but Church is hoping to have the process complete prior to the April 16, 2024, council meeting for review and approval. Reinl informed the committee that Church paid the \$44,000.00 debt that was owed to the city from 2023. Church has an interest free loan debt of \$560,000.00 that remains with the city. Per the development agreement, \$140,000.00 needs to be paid back to the city annually. Administrator DeTroye informed the committee that he is working on a list of other conditions that should be considered prior to the city approving the secondary lending note. No action was taken from this update/discussion.
4. Future Park Planning – Administrator DeTroye reviewed park planning notes and ideas with the committee. These were recommendations and suggestions that were formulated by himself and DPW Chris Marx for the sake of a discussion and needs analysis of the city parks. The summary is as follows:

Nennig Park

- RDA funds will be required to assist with “lighting, electrical and sign Costs” to defer the additional costs added to the project for staircase improvements.
- RDA funds will also be needed to purchase the required picnic tables and benches as proposed in the park plan as well as garbage cans and with added park trails. I feel pet waste stations should be considered to help reduce pet waste nuisance.
- **I am estimating the need for \$35,000 of RDA funds for 2024.**
- The work scheduled for 2024 should be complete by June, and an ADA capable restroom facility will be needed until the winter months to accommodate the expected visitors.

Council needs to discuss whether Phase 2 of the project is the next major expenditure in the city. To minimize the exposure to the city borrowing capacity, the bond would be best suited through the RDA and offset by a combination of Lake District and Hotel Tax proceeds.

- If this is the targeted path for park development – We will need to work with Anna Waldron on a May 1 DNR Nelson-Knowles grant application that would allow for a fall 2025 or spring 2026 project to come to fruition.

Klinkner Park

- The VFW memorial concrete and flag poles need to be fixed in 2024. The process needs to start now to ensure that the work can be completed in 2024 as concrete contractors remain scarce. **\$42,151.04 is available in the veteran's memorial fund to offset the costs.**
- MSA Engineering completed a park plan for Klinkner to aid in a grant application that was unsuccessful in 2023. The plan called for additions of concrete, pathways, and a speaking pavilion to enhance the VFW program capabilities. I believe a viable expenditure for Klinkner would be to add the additional concrete surfaces at this time around the perimeter of the existing shelter to allow for the multiple picnic tables to be properly dispersed outside the shelter yet remain off the grass to maintain ease of maintenance.
- **Based on the park plan created, I am estimating the need for \$40,000 of Lake District Funds to be needed to complete the concrete work.**

Morrissey Park

- The Optimist Riverside Trail needs attention.
 - All trees and stumps on the south bank need to be removed and the rock riprap needs to be completed in all vacant areas from Madison Street to Park Street.
 - The two fishing platforms that are dangerous and in disrepair need to be removed. If feasible, a new unit made of composite materials could replace both.
 - Pet waste receptacles and garbage cans need to be added at the entrances near Madison Street and Park Street.
- DPW Marx was working on a cost figure for this project. Lake District funds and Bechlem Funds on the Madison Street side should be utilized to offset costs. **I am estimating \$50,000 for the work described above.** The Bechlem fund could be identified as the sponsor on all receptacles, and potentially the new fishing pier.
- DEMOLITION – Until a site-plan or masterplan is developed for Morrissey, the site needs to be safeguarded. The library is working on a master plan and there is no need to act on any park revisions until they have decided on their next project and associated timeline.
 - There is thirty (30) foot area from the base of the bleachers to the track. This area could be used as the pad for equipment to utilize for the demolition.
 - The staircases, bleachers, press box, light poles, garage foundation, shot put area concrete, high jump area concrete all need to be removed.
 - The side of the hill where the demolition occurred needs to be filled with material and grass matted to deter future erosion.
 - The track should remain until a plan is complete and access to the track can be from the exiting walking path.
- **DPW Marx has made mention that a \$100,000 (estimated) will be required for demolition noted above.**
 - The community playground located at Morrissey Park is also at end-of-life, and future planning may dictate that the facility also be demolished in lieu of redevelopment.

Hobart Park

- Lake District Funds (\$25,000) are already approved for the Hobart boat launch improvement and contracted weed remediation by SilverMist Aquatics in 2024.
- The rental shelter south of the VFW pavilion needs immediate attention.
 - Roof needs to be replaced – recommend metal due to the tree canopy.
 - Soffit is ok, but all fascia is wood and exposed to the elements. The entire gable areas and fascia should be metal cladded.
 - All siding is P111 wood composite and is rotting. The siding needs to be removed and the entire structure should be cladded in metal.
 - **I am estimating \$50,000 for the work described above.**

- The VFW building is also in disrepair. The concert in the Park Series draws a lot of spectators to this park, and the disrepair is very noticeable.
 - Roof needs replacement – recommend metal.
 - Soffit and Fascia is wood and exposed. It should be metal cladded.
 - At the request of the club, concrete should be added on the East, West, and North sides off the pavilion to make access to the service windows more appropriate.
 - Where can a simple concrete pad be added to accommodate the Trex benches the VFW has received from plastic recycling?
 - An accessible sidewalk or path is also needed to allow movement from the access road to the park shelter and restroom facility.
 - I am estimating \$60,000 for the work described above.
- DEMOLITION – to aid with the VFW car show, and Crafty Apple Fest, the existing softball facilities need to be demolished.
 - The covered shelter and building, remaining fences, and accessory garage in left field all need to be removed.
 - The existing dirt/sand infield needs to be seeded with grass for ease of maintenance.
 - I am estimating \$10,000 for the work described above.

If the council elects not to act on Phase 2 of Nennig – Hobart Park is another option for a major park redevelopment. The traffic from the Concert in the Park Series as well as Crafty Apple Fest and various Car shows justifies the expenditure. It is my opinion that the current area that remains as a baseball field could be redeveloped into an area that mimics one of a flea market. Simple concrete or asphalt drives could be added to accommodate vendors. This could also be the future venue for a growing farmers market, etc. One or two years of Lake District Levy could sufficiently offer a new face to this area. A masterplan of this area has not been completed.

New Park – Dog Park

- Worthy of a conversation, as a 3 -1 match exists from the WEDC that could be utilized for foundation remediation and capping of the property. It would cost the city close to a million dollars to develop this park.
 - Significant grant funds are available for dog parks, and a public advisory committee would be a key component of future fund-raising endeavors.
- The city is currently working with Stantec on what we hope is the last site investigation.
 - Funds for the site investigation are derived from a grant from the US EPA and will result in no cost to the city.

Leahy Park

- Received significant work in 2023 via the Habitat for Humanity Rock-the-Block Event.

Riverside Park

- Master plan created in 2023 with cost estimates for redevelopment in excess of one million dollars.
 - Future planning includes a bridge over the river.
 - Electric utility lines and gas services would require relocation.

Summary of Proposed Planning

Immediate Needs – 2024/2025 –

- RDA Funds for additional costs at Nennig Park for electrical, lighting, and sign expenditures as well as the annual budgeted costs for benches, garbage receptacles, and picnic tables. \$35,000 estimated costs.
- VFW Memorial concrete repairs. \$42,151.04 available in memorial fund.
- Weed Harvesting Contract and minor dredge of Hobart boat launch. \$25,000.00 allocated.
- VFW Shelter repairs, bathroom improvements, and addition of concrete. \$60,000.00 estimate.

Elective Needs – 2024/2025 –

- Funds for pet waste stations for the Optimist walk at Morrissey Park and the newly created paths of Nennig Park. \$5,000 estimate.
- Additional Concrete in Klinkner Park to better accommodate picnic tables. \$40,000.00 estimate.
- Optimist Riverside Trail riprap and shoreline beautification. \$50,000.00 estimate.
- Selective Morrissey demolition. \$100,000.00 estimate.
- Repairs to rental shelter in Hobart Park. \$50,000.00 estimate.
- Selective Hobart demolition. \$10,000.00 estimate.

Long-Term Needs –

- Bonding opportunity for large projects as identified by need or desire of common council.
 - Phase II Nennig Park
 - WEDC Chilton Plating Site – Remediation and site Capping
 - Hobart Park for Future Use – Would require a master plan.

A lengthy discussion ensued as to what would be the appropriate next steps for the city. Much of the discussion was deciding on whether new parkland and features should be added or existing issues within current parkland be remedied. Many of the committee members liked the ideas and direction of the parkland progress but expressed the concern or need for existing parks to be maintained or repaired first. The former Chilton Plating site was discussed as matching funds exist to help remediate and cap the contaminated soils. Phase II of Nennig Park was also debated as compatible bathroom facilities are lacking. Phase II of the Nennig project is also eligible for funding through a grant by the WI DNR with an application due by May 1, 2024. The consensus of the group was to continue moving forward in Nennig Park and support the progress that is currently underway. Motion by Schmitzer, seconded by Schoenborn and carried by unanimous voice vote to recommend council approve application to the Wisconsin DNR for the Knowles-Nelson Grant application to potentially assist with costs associated with adding accessible bathrooms and shelters to the playground facility. No other actions or recommendations came from the discussion.

Adjournment: Motion by Loose, seconded by Gruett and carried to adjourn at 6:13 pm.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer