

Council Meeting Minutes

February 11, 2014

Approved

Call to order at 7:00 pm

Roll call: Klipstein, Krueger, Garvin, Mendum, Pfof and Stanek – Here.

In addition: Steward, Jefferson, Chuck Sulik from MSA, Kurt Muchow from Vierbicher, James Mann from Ehlers on the phone

Pledge of Allegiance

Minutes:

Garvin/Pfof Motion to approve January 14, 2014 and July 9, 2013 minutes. All ayes. Carried.

Public Comment: None

Communications:

Mayor – None

Council – Klipstein: Was asked about the snow removal along the Warner Building and Hawkhunter Motors Building. Steward responded that the City is responsible for the sidewalk at Hawkhunters and the Warner's are responsible for their sidewalk.

Administrator – Informed the Council about Mile Bluff Medical Center appealing their taxes, stating they are tax exempt. Steward informed the Assessor, City Attorney and the LWMMI. The League of Wisconsin Municipalities Mutual Insurance Corporation will represent the City in this matter.

Consent Agenda:

- a) Discussion and possible action on Gary Severson operator's license. Garvin/Klipstein motion to approve operator's license for Gary Severson. 4 ayes/1 nay (Mendum). Carried.
- b) Discussion and possible action on Park Exclusive Use permit for Elroy Ambulance for May 17, 2014. Beth from the organization presented that they want to do a pancake breakfast and do a mock car crash in conjunction with the fire department and they ask for the fee to be waived. Krueger doesn't feel it is appropriate to waive the fees. Garvin and Mendum agree to not waive fees. Garvin/Krueger motion to approve the Park Exclusive Use Permit on May 17, 2014 and not waiving the fee. All ayes. Carried.
- c) Discussion and possible action on Resolution creating TID#6. Chuck Sulik from MSA in attendance. This project started last fall. Created a draft plan and had a first meeting of the Joint Review Board and held a public hearing. Creation of TID – Minutes reflect the City Council's discussion to add additional parcels that were not included in the original Project Plan as presented at the October 10, 2013 Long Range Planning Commission public hearing. The additional parcels added to the TID are as follows: 292210387; 292210844.03; 292210384; 292210391; 292210844.7;

- 292210112; 292210113; 292210108; 292210103. If approved the Resolution and plan would be forwarded to the Joint Review Board on or after February 27, 2014. It is a Mixed use TIF District with a diverse mix of industrial, commercial and residential.
- a. Garvin/Mendum Motion to approve Resolution 958 recommending approval of project plan and creation of tax incremental financing district Number 6 in the City of Elroy, Wisconsin by the Joint Review Board, and noting we added parcels to the TID as follows: 292210387; 292210844.03; 292210384; 292210391; 292210844.7; 292210112; 292210113; 292210108; 292210103. Roll Call. All ayes. Carried
 - d) Update on CDBG-PF by Chuck Sulik of MSA. The 2011 CDBG-PF grant is coming to a close, and the 2013 CDBG-PF is for four water mains, and three streets. The Department of Administration is administering the grant. The City has a contract with MSA to administer the grant on our behalf. Bids will be advertised in March, with construction to start in late spring/early summer with completion by October.
 - e) Discussion and possible action on Sewer refinancing. Jim Mann spoke to us on the phone. Needs us to take action and Ehlers will begin the process to refi, and one more action to take in a month or so. Primary purpose is to refi and get a better rate, and second is to take money out for projects. Only have to draw what we need from the State Trust Fund.
 - a. Garvin/Mendum motion to have City Administrator to work with Ehlers to refinance the sewer debt and take additional funds for projects. Roll call. All ayes. Carried.
 - f) Discussion and possible action on State Trust Fund loan money for developer's incentive for TID#6. The City is proposing to draw \$300,000 from the State. The City is not on the hook until we draw money from the Board of Commissioners and once drawing the money will have 90 days to draw it out. Garvin asked if this is the only agency to obtain funding from, or is there another option. Mann – stated that this is a Revenue Bond backed by the TIF revenue so it does not count against the General Obligation debt of the City. The City is only on the hook for the dollars we draw.
 - a. Garvin/Pfost motion to have City Administrator work with Ehlers to make application to the Board of Commissioners of Public Lands to apply for a State Trust Fund loan in the amount not to exceed \$300,000 for TID #6. Roll Call. All ayes. Carried.
 - g) Discussion and possible action on a proposal to write and submit a Community Development Investment Grant to WEDC by Vierbicher. Steward presented on the program and its advantages for the City. The proposal is for \$2950 to write the grant. There is money in the budget for consulting services.
 - a. Garvin/Pfost motion to authorize the City Administrator to work with Vierbicher to prepare the WEDC grant for Main Street renovations and to implement the downtown development plan with a contract amount of \$2950. Roll call. All ayes. Carried.
 - h) Discussion and possible action on providing asbestos inspections on two properties in downtown Elroy by General Engineering. Steward presented on the need for these inspections. One building we issued a raze order to remove and the other is part of a larger development proposal

- a. Garvin/Klipstien motion to approve contract with General Engineering for asbestos inspection not to exceed \$5250. Roll call. All ayes. Carried.
- i) Discussion and possible action on bike storage agreement with Royall School District. As part of the PEP Grant the School purchase bikes and put them in Kendall, and now they have more bikes and need a place to store them and the Commons is appropriate and the City can rent them out and get rid of our current bikes.
 - a. Garvin/Mendum motion to authorize City Administrator to work with the City Attorney on liability and contract language and then finalize the agreement with the Royall School District on the bike storage and use agreement. All ayes. Carried.
- j) Discussion on WTC to work on façade improvement and streetscape as part of the Downtown Redevelopment Plan. Garvin presented on this. He met with WTC twice to see if they could help us with streetscaping and façade development and energy audits. These will only be concepts for us to use, but they are not considered engineering drawings.
 - a. Garvin/Klipstein motion to instruct the City Administrator to work with the WTC instructor on the downtown project. All ayes. Carried.
- k) Discussion and possible action on use and allocation of funds received for the sale of land adjacent to the cemetery – allocate for use in TID#3. Steward explained that the land was sold in TID3 and money needs to be spent in TID3
 - a. Garvin/Krueger motion to allocate the funds received from the sale of land adjacent to the cemetery for projects in TID3 under a program designed and implement by the CDA with Council approval for the distribution of funds. All ayes. Carried.
- l) Discuss city owned lots and retention of a realtor. Garvin explained the need for changing the realtor to expand the market to draw people to Elroy to purchase lots. The importance is to have a realtor who is connected to the MLS and to a greater area. Klipstein recommends Tammy Nevin – First Weber. Garvin recommends Gary Rose – Castle Rock Realty
 - a. Council authorizes Steward and Jefferson to interview realtors.
- m) Discussion and possible action on offering health insurance to part time employee prior to completing 1200 hours. Steward explained the situation.
 - a. Council recommends rewriting the policy to address this.
 - b. Garvin/Pfost motion to modify the insurance policy for part time employees to allow them to obtain insurance and pay their entire insurance costs out of pocket until they reach the 1200 hour threshold. All ayes. Carried.
- n) Discussion and possible action on increasing the court fee from \$28 to \$38. Steward explained
 - a. Krueger/Garvin motion to increase court fees from \$28 to \$38 to meet State Statutes and to be consistent with the other Municipal Court members.

Expenditures:

Garvin/Krueger motion to approve the January expenditures. Roll call. All ayes. Carried.

Reports:

Utility Commission – Steward reported on the water issues and other utility matters including the water rate case. Krueger also reported. Well #4 needs to be adjusted to fix the water quality issues. People need to run their water to prevent freeze ups.

Streets Committee – The loader is here and has been used. Guys have been busy with plowing and helping with freeze ups. Need to ask Jamie about picking up Christmas Trees. Spring Clean Up will be the first weekend in May. There have been a few complaints about Lenorud not picking up items they drop. Steward will talk to them.

Finance / Personnel Committee – No results from the audit

Ordinance Committee – Klipstein reported that the ordinances to review will include hunting (consistent with state), concealed carry (firearm laws consistent with state) and the municipal court fees. Also went over property violations and next steps.

Administrator's Report – Steward reported that the audit was successful and report will come out in March/April.

Closed session

Garvin/ Pfof to convene into closed session pursuant to Wis. Stats. 19.85 (1)(c) and (e). Roll call. All ayes. Carried.

Krueger/Pfof motion to reconvene into open session. Roll call. All ayes. Carried.

Discussion and possible action on developer's agreement with Bardo Custom Blending.

Garvin/Krueger motion to have City proceed with developers agreement with Bardo Custom Blending to not exceed \$300,000 and finalize agreement by City Administrator and City Attorney and bring back to Council for final approval. All ayes. Carried.

Next meeting agenda items:

March 11 is the Chamber community meeting at the Legion beginning at 5pm and supper at 5:30p.

Garvin/Krueger motion to adjourn the meeting at 9:45 pm. All ayes. Carried.

Mark Steward
City Administrator