

January 10, 2017

**CITY OF BARRON, WI**  
**MINUTES AND PROCEEDINGS OF THE COMMON COUNCIL REGULAR MEETING**  
**TUESDAY JANUARY 10, 2017, 6:00 P.M.**  
**CITY HALL, 1456 EAST LASALLE AVENUE, BARRON, WI 54812**

1. Call to order

Council President Rod Nordby called a regular meeting of the City of Barron Common Council to order at 6:00 p.m on Tuesday, January 10, 2017, pursuant to due notice. Roll call: Councilpersons Rod Nordby, Kevin Haller, Mark Thompson, Tony Allen, Maureen Tollman and Mike Dietrich were present. A quorum was confirmed. Also present were City Attorney Andrew Harrington, City Administrator-Clerk/Treasurer Bob Kazmierski, MSA Professional Services representatives Dave Rasmussen and David Schofield, and Bob Zientara. Mayor Vruwink joined meeting via telephone. All present joined to salute the flag. President Nordby began the meeting with a prayer.

2. Public Comments

None

3. Consent Agenda

Motion by Dietrich, seconded by Tollman to approve the consent agenda, as follows:

- a. Reading and Approval of Minutes from December 13, 2016 Regular Council Meeting
- b. Reading and Approval of Minutes from December 22, 2016 Special Council Meeting
- c. Approval of Claims and Bills-including WEA Claim for \$37,603.20 for January Health Premium
- d. Approval of Listing Agreement Extension for Barron Industrial Park with Real Estate Solutions
- e. Approval of proposal from Allied 100 towards the purchase of two (2) defibrillators in the amount of \$2,790.00
- f. Approval of an operator's license for Billie J. Church and Brandi L. Dresser for the period ending June 30, 2017
- g. Approval of Certified Survey Map (CSM) No. 1736, Part of Lot 1 and Lot 2, Located in the Northwest 1/4 of the Southwest 1/4, Section 28. T34N, R12W, City of Barron, Barron County, Wisconsin. This CSM consists of 8,400 Sq. ft. (0.19 acres) of property purchased from Justin Olson by the City of Barron per November 22, 2016 Settlement Agreement.

Roll Call Vote:

Voting in Favor: Allen, Dietrich, Haller, Nordby, Thompson and Tollman

Voting against: None

Absent: None

6 ayes, 0 naves, Motion carried.

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4. 3<sup>rd</sup> and 6<sup>th</sup> Street Project Update

Dave Schofield of MSA Professional Services informed the Council that at the January 4, 2017 kickoff meeting, staff briefly discussed geotechnical exploration (i.e. soil borings). The soil borings provide information to design the road section (asphalt and gravel) for the project, and also provide information regarding subsurface conditions, which is useful for the contractors. MSA requested quotes from three geotechnical firms (AET, CVT and PSI). MSA received proposals from all three firms. The quotes ranged from \$2,700 (PSI) to \$4,424 (AET). Dave Schofield provided the City Clerk with all three quotes. MSA recommended acceptance of the PSI's quote in the amount of \$2,700. Motion by Haller to approve Geotechnical Firm PSI quote from soil boring services, second by Allen, roll call vote:

Voting in Favor: Allen, Dietrich, Haller, Nordby, Thompson and Tollman

Voting against: None

Absent: None

6 ayes, 0 nays, Motion carried.

5. Consideration of appointing Contractor Review Committee for 3<sup>rd</sup> and 6<sup>th</sup> Street Project

City Administrator Kazmierski and Dave Schofield of MSA Professional Services informed the Council as part of MSA's scope of services, and what the city has requested in their proposal, that all subcontractors be scrutinized/pre-approved as well as the general contractor. A Review Committee needs to be appointed to oversee the proposed prequalification process. Motion by Dietrich to appoint Alderman Haller and Allen as well as Department Heads Dave Hanson, Rick Jari, Mike Romsos and Jeremy Boe to the Review Committee, second by Tollman, voice vote:        Ayes-6        Nays-0        Absent-0        Motion carried.

6. Rolling Oaks Improvements Project Update

a. Consideration of Signage Options and "Olson's" dedication sign

Kazmierski reported that CBS Squared Engineer Sheryl Claflin requested an extension. Claflin only received one proposal for the sign and would like to have at least two to present. This agenda item will appear on subsequent regular or special council meeting.

7. Consideration of Capital Improvement Planning proposals

Kazmierski presented two proposals for MSA and WCWRPC for Capital Improvement Planning. Both proposals are attached to council packet. WCWRPC is flexible on finding a process that meets City needs and expectations. WCWRPC current proposal includes five in-person meetings at \$9,000. MSA's proposal of a CIP document will allow the City to systematically plan and budget for future capital projects over a six-year time frame from 2017 to 2022. This type of plan and budgeting tool should allow the City to effectively manage the implementation of capital projects. MSA will provide the scope of services for a lump sum fee of \$7,800 and the process will require four meetings. Alderperson Dietrich expressed confidence in an engineering firm to conduct this planning process and believed it was important to use MSA considering their TID and grant procurement expertise. Motion by Dietrich to accept MSA proposal to facilitate and develop a 6 year CIP for the City of Barron Capital Projects, second by Allen, roll call vote:

Voting in Favor: Allen, Dietrich, Haller, Nordby, Thompson and Tollman

Voting against: None

Absent: None

6 ayes, 0 nays, Motion carried.

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8. Consideration of Code Compliance Officer Job Description

Kazmierski presented a job description for a Code Compliance Officer. This will be a part-time/as needed position. Job duties include: Ensure compliance and applicable enforcement of City codes and ordinances which pertain to such areas as business license, zoning, weed control, snow removal, nuisances, vehicle abatement, substandard housing, dangerous buildings, health and sanitation through investigation and inspection processes. In addition, this position will receive and investigate complaints, and survey the City for possible code ordinance violations. Explain ordinances to citizens and work with citizens in an effort to gain voluntary compliance to applicable codes and ordinances. Alderperson Thompson questioned the hiring process and code compliance procedures. Motion by Thompson to approve Code Compliance Officer Job Description, second by Tollman, voice vote: Ayes-6 Nays-0 Absent-0 Motion carried.

9. Committee Reports

Tollman reported Library Board, Allen reported Police Committee did not have meeting in December. Kazmierski will schedule a joint meeting of Building/Property/Parks Committee and Street Committee the week of January 23, 2017. Haller requested that formalizing the consolidation of both Building/Property/Parks Committee and Street Committee be on the February agenda.

10. Administrator Report

- a. Special Meeting for 3<sup>rd</sup> and 6<sup>th</sup> St. on January 31, 2017; this meeting is pending
- b. Springer Building Parking Mandate; developer has secured 12 stalls for potential tenants at new apartment units located at 347 LaSalle Ave. Designated stalls will be outlined in lease agreements
- c. Cleanup of old Hockey Building; Building/Property/Parks Committee and Street Committee will decide on future use of this building
- d. Mission Statement Exercise; Barron City Council has identified key areas as the highest priority items for the 2017 calendar year

As requested by Police Chief Miller, Kazmierski shared December 14, 2016 Barron News-Shield article regarding the City of Barron rated as one of Wisconsin's 10 safest places to live.

11. Adjournment

Duly moved to adjourn by unanimous consent at 6:52 p.m.

Prepared by Bob Kazmierski, City Administrator-Clerk/Treasurer  
City of Barron

These minutes were taken at a regular meeting held on January 10, 2017 and entered in this record book, February XX, 2017.

**APPROVED**