

August 8, 2017

CITY OF BARRON, WI
MINUTES AND PROCEEDINGS OF THE COMMON COUNCIL REGULAR MEETING
TUESDAY, AUGUST 8, 2017, 6:00 P.M.
CITY HALL, 1456 EAST LASALLE AVENUE, BARRON, WI 54812

1. Call to order

Mayor David Vruwink called a regular meeting of the City of Barron Common Council to order at 6:00 p.m. on Tuesday, August 8, 2017, pursuant to due notice. Roll call: Councilpersons Tony Allen, Mike Dietrich, Kevin Haller, Maureen Tollman and Rod Nordby. Councilperson Mark Thompson was absent. A quorum was confirmed. Also present were City Attorney Andrew Harrington, City Administrator-Clerk/Treasurer Bob Kazmierski, City Engineer David Schofield, Senior Center Director Joanne Kuehndorf, Pastor Ron Mathews, Sterling Bank Branch President Aaron Weber and CCF Bank Vice President Bruce Rasmussen. All present joined to salute the flag. Pastor Mathews began the meeting with a prayer.

2. Public Comments

None. The Mayor and Council welcomed Pastor Mathews to the community of Barron.

3. Conduct Public Hearing to petition the State of Wisconsin, for state and federal aid for an airport development project

Motion by Haller, seconded by Tollman, to Open Public Hearing; roll call vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

The City of Barron, on behalf of the Barron Municipal Airport, is requesting the Wisconsin Department of Transportation State Aid Program to purchase mowing equipment and any necessary related accessories. Citizen input regarding proposed project: None. Discussion of State Aid Program: Mowing equipment is an eligible project and requires a 20% local match. One major condition of the program is that the City agrees to maintain and operate as an airport for 20 years. Consideration of cost: Three quotes for the mowing equipment are roughly \$56,000 each which equates to over \$11,000 for City contribution. Consideration of short and long-term impacts: Short term impacts are a savings of roughly \$1,800-\$2,100 (\$2,015 projecting for 2017) per year on labor/equipment costs to mow airport. Long term: City agrees to maintain and operate as an airport for 20 years.

Motion by Tollman, seconded by Haller, to Close Public Hearing; roll call vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

Motion by Dietrich, seconded by Allen to table this topic and refer topic to Airport Commission for their consideration; voice vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

4. Monthly Department Reports

Senior Center Director Joanne Kuehndorf presented a history of her work at the Senior Center. Every morning there are activities for the seniors. They also provide (25-30) home delivery meals daily and serve 10-15 meals at the Center. They deliver Meals on Wheels on behalf of Barron County. Every Thursday (40-50) people are served at the weekly luncheon. This program has several volunteers that work at the Senior Center. There is an annual picnic and X-mas party and they do three fundraising activities each year. They

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donate \$1,000 / year to the City for facility rental. Kuehdorf announced that the new sign will be in place next week.

5. 3rd and 6th Street Project Update

City Engineer Schofield provided an update on 3rd and 6th street project. Project was completed on the 21st of July as contract mentioned. Final Pay Request #3 includes work completed through 7/31/17 including the work covered under Change Order #3. Although the contract allows the retainage to drop from 5% to 2.5% at this point, MSA recommends retaining the full 5% to ensure that the contractor is properly incentivized to return to the site to complete the casting and gate valve adjustments and tend to any restoration that does not properly establish. Accordingly, MSA recommends payment in the amount of \$86,537.78. Change Order #3. After the curb was poured on 6th Street, it was decided to add an additional 109 LF of curb replacement on Woodland, Oak and Wisconsin. Change Order #3 covers the cost of this additional curb, including remobilization of the concrete crew. Change Order #3 also extends the final completion date to accommodate the County's paving schedule. Motion by Dietrich, seconded by Haller, to approve Change Order #3 and Pay Request #3 from A-1 Excavating in the amount of \$86,537.78 for the 3rd/6th/Oak Project; roll call vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

Schofield updated the Council on the CDBG grant application for Water Tower #2. This is a high priority within Capital Improvement Plan. Total cost of that project is \$2.4 million. The Utility Commission will need to discuss and approve. The City has 45 days to accept the CDBG-PF grant. There will be a special meeting in late August, 2017 for Council consideration.

6. Consent Agenda

Motion by Nordby, seconded by Dietrich, to approve the consent agenda contingent on the removal of building inspector fee schedule (agenda g.) from consent agenda, as follows:

- a. Reading and Approval of Minutes from July 11, 2017 Regular Council Meeting
- b. Approval of Claims and Bills
- c. Approval of Temporary Class B 'Picnic' Beer License for Fall Festival (St. Joseph Church)
- d. Approval of Temporary Operators licenses for Mary Haas for Fall Festival
- e. Approval of Operators License to Serve for Angela Kent for the period ending June 30, 2018
- f. Approval of training for Elections/Court Clerk Janet Bensed to attend the 2017 Municipal Court Clerk Seminar in Elkhart Lake, WI., October 26-27, 2017
- g. Authorize ~~City of Barron Building Permit Fee Schedule~~ 18-month contract between the City of Barron and Ben Campbell as Building Inspector

Roll Call Vote:

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

Voting against: None

Absent: Thompson

5 ayes, 0 nays, Motion carried.

Kazmierski will invite Ben Campbell to next Council meeting to explain and answer questions regarding his proposed fee schedule. The new fee schedule will be on the September agenda.

7. City of Barron Employee Handbook

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Kazmierski presented completed Employee Handbook that has been forwarded to City Attorney for review. This is a policy document that provides internal structure for human resources and personnel management. Contents are based upon past practices and there are no new initiatives introduced. This handbook also can provide a baseline for future internal policies that the Council would like to initiate. City Attorney recommended several suggestions for revision.

Motion by Allen, seconded by Tollman, to formally adopt City of Barron Employee Handbook with the recommended changes from City Attorney Harrington; voice vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

8. Appointment of two (2) councilpersons to Personnel Committee for labor negotiations

Also known as the wages and negotiations committee, this Committee is appointed in August and will review any wage adjustments, if needed, for the budgetary process, in September. Mayor Vruwink appointed Councilperson Mike Dietrich and Kevin Haller to Personnel Committee.

9. Memorandum of Understanding between the City of Barron and County of Barron regarding Land, Rockman Park Addition, City of Barron and Land, 429 W. Division Avenue, City of Barron

Barron County Property Committee unanimously approved. Quit claim deed of 429 W. Division with four acres in Rockman's Woods. Motion by Dietrich, seconded by Nordby, to formally accept Memorandum of Understanding between the City of Barron and County of Barron regarding land exchange; voice vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

10. Bids for financing of 3rd/6th/Oak Street Project

Estimated final costs of 3rd and 6th Street project is \$375,120.70. 5th Street project loan matures in October, 2017. If new loan is authorized, the debt service will have minimal impact on levy. Two financing bids from local lenders are provided. Recommendation to finance this project through long term (10 years) debt.

Motion by Nordby, seconded by Allen, to award financing bid to CCF bank at a rate of 2.45% fixed over ten (10) years for 3rd/6th/Street Project, roll call vote:

Ayes-5 Nays-0 Absent-1 Motion carried.

11. Committee Reports

Haller reported that the Buildings/Property/Parks committee met to discussed restroom at Island Shelter and Master Plan. The Island Shelter and proposed bathroom project lie within Floodway District. City Code Sec. 22-62 (d) (4) and State Code 116.12 (1) (e) prohibits any private or public sewage systems, except portable latrines in Floodway District. Master plan is a guide for future vision of Anderson Park. Even though the Master Plan is less than two (2) years old, it may need updating. Anderson Park Drainage Improvements should be a priority in 2018. Discussion of locating all athletic opportunities to Kiwanis Park and keep all leisure activities at Anderson Park. Haller suggested that the old tennis courts be used as base for playground equipment. Tollman reported that she talked to a vendor and he suggested that areas of the tennis court surface be cut out, playground equipment placed in those areas and apply sand and wood chips around. A foam/rubber material can be applied to the hard surface. Pastor Mathews recommended a Community Builds approach. Tollman informed the Council that swing set purchase and installation is planned for this year. Allen reported on Golf Board. Sales at Golf course are up and loan is being paid back. Users enjoy the new parking lot and there seems to be plenty of spaces. Dietrich reported on the hiring of building inspector and a Street Committee meeting is scheduled for August 10, 2017.

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12. Building/Property/Park Committee recommendations for Anderson Park improvements and to purchase playground equipment (Basketball)

SEH Engineering plan is adequate. Schofield recommends that drainage lines be reduced in diameter to save on costs. There may be a need to do some grading on adjacent properties. It was suggested that the City purchase materials and hire local contractor to install. This project should be a priority in capital outlay for 2018. Dietrich collected bids on Basketball equipment. Two (2) courts are planned running east-west. Haller made a motion to purchase and install two (2) basketball hoops for one (1) court running north-south at west end of court with dimension of 84' X 50', seconded by Nordby. Need to immediately do crack filling and resurface at later date.

13. Administrator Report

Kazmierski presented a draft Mission Statement to Council. The draft was formed from a SWOT analysis done with Council and an anonymous survey that volunteer staff completed late 2016.

14. Adjournment

Duly moved to adjourn at 8:34 PM

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

These minutes were taken at a regular meeting held on August 8, 2017 and entered in this record book, September 13, 2017.

APPROVED