

MARION COMMON COUNCIL MEETING -- November 15, 2021

Mayor Schoen called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Neal Westemeier, Chris Goke, Wanda Tucker, Ken Williamson

Absent: Jill Grogan, Richard Workman, Sr.

Others Present: David Mattes, Chief Kevin Schultz, Le Ann Hopp, John Bork (MCO), James Fulton, Raelynn Mielke (6:01 p.m.)

m/s/c Williamson/Westemeier to approve the agenda.

m/s/c Westemeier/Tucker to deviate from the order of agenda if necessary.

m/s/c Goke/Westemeier to approve the council meeting minutes from October 11, 2021

m/s/c Westemeier/Tucker to approve the Committee of the Whole meeting minutes from November 1st, 2021

Acknowledgement of Citizens/Open Forum: Fulton asked about bringing street lights down Mavis Road; the city has no plans for adding street lights on Mavis Road. Fulton asked that the street light down the road from his house be switched to LED; Alliant owns the pole. Fulton is tired of having the police at his house; his most recent complaint involved being told not to take stuff out of the city dumpster; is a liability issue to have anyone crawling inside the dumpster.

Communications/Petitions/Correspondence: Emailed to members as received.

Standing Committee Reports:

Personnel:

Public Protection:

Community Properties:

City Finance: Goke reported on the October 11th meeting. They reviewed the monthly bills, bank statements and financial reports and found them in order. They reviewed the 2022 Fee Schedule, the 5-year Capital Plan and the 2022 budget. They were working through a \$20,000 budget shortfall for 2022. m/s/c Westemeier/Tucker to approve the Finance meeting minutes from October 11th.

Goke also report on the meeting held October 18th. They increased some nuisance fees in the proposed fee schedule, reviewed the athletic field agreement and updated some estimates in 5-Year Capital Improvement Plan. They also reviewed the insurance policies and the debt projections. They decided to take additional debt levy and apply it first to the 2020 Capital Projects loan and then to the "old" GO Premier Promissory Note. They were able to work with the department heads to trim \$20,000 out of the 2022 budget. They went into closed session to discuss wages. The Committee is presenting a balanced budget that did not change the city tax rate for the 3rd year in a row. m/s/c Williamson/Westemeier to approve the minutes from the October 18th

Finance meeting.

Water & Sewer:

Streets & Highways:

Board Reports:

ADA Compliance:

Ambulance:

Board of Health:

City Plan Commission:

Library Board:

Marion Fire Department Town Advisory Committee: Goke reported on the October 20th meeting. Chief Stuhr is starting a Junior Firefighter Program; parents will sign a waiver; the kids will not actually fight fires. They approved the 2022 Fire Department budget.

Utility Board: November 3rd minutes were in the packet. November 10th minutes were on the table

Zoning Board of Appeals:

Department Reports:

Clerk-Treasurer: No written report provided. A DOT letter asking for input on the Highway 45 project was on the table; project is scheduled for 2023 but may begin as early as the fall of 2022; comments are due by November 26th.

Fire: October report was on the table.

Library: Monthly report & calendar were in the packet. Hopp reviewed her monthly report and activities. Circulation went down a little. Annual bake sale is this Friday. Making plans for the annual Seasons Readings with Santa event. Stats show Marion Library had higher circulation than other larger local libraries.

Police: Written report was in the packet.

Street: Written report was in the packet. Mattes reported on the L.R.I.P. meeting he participated in. A total of \$74,186 in L.R.I.P funds were available for Waupaca County. Six cities were in the running. Marion was recommended to receive 71% of the funds (\$52,673). Formal award will be next July. Mattes has also been securing funds for the new walking trail; one of the covered arbor benches is already funded.

Water & Sewer: Written report was in the packet.

Miscellaneous Reports:

Mayor's Report

Marion Pond Association:

New Business:

- a. Resolution 2021-11a: Shawano County Redistricting - Amended: The resolution approved last month needs to be amended. Shawano County was one of a handful of counties that chose not to participate in the accelerated timeline. Changes included combining all three former Shawano County wards into one ward (Ward 4), decreasing the population down to 14 and changing the county district from 19 to 22. m/s/c/ uroll Goke/Tucker to approve Resolution 2021-11a and waive the reading.
- b. Ordinance 2021-004 Redistricting: Creates the wards and aldermanic districts. m/s/c uroll Goke/Westemeier to approve Ordinance 2021-004 Redistricting and waive the reading.
- c. Conditional Use application for an apartment on the first floor in the B-1 Downtown District – 112 E. Garfield Avenue – Joseph Quance: Public hearing was held Nov. 8th. No opposition. m/s/c uroll Williamson/Westemeier to approve the Conditional Use application for the apartment on the first floor for 112 E. Garfield Avenue.
- d. Mayoral Proclamation – Fair Housing Month: Tabled.
- e. Application for “Class B” Combination License – Derek R. Aiello, Jr. d/b/a D’s Corner Pocket; 101 N. Main Street; Derek Aiello Jr., Agent: m/s/c Williamson/Westemeier to approve the “Class B” Combination License for Derek Aiello Jr. for D’s Corner Pocket, 101 N Main Street.
- f. Application for Coin/Amusement Device License– Derek R. Aiello, Jr. d/b/a D’s Corner Pocket: m/s/c Williamson/Tucker to approve the application for the Coin/Amusement devices for Derek Aiello, Jr.
- g. Lease Agreement between the City of Marion and the Marion School District for the 2022 Use of the Athletic Field: The attorney changed some of the language. Dollar amount is \$10,500 plus the CPI. m/s/c uroll Goke/Tucker to approve the lease agreement between the City and School District of Marion (for the 2022 use of the Athletic Field).
- h. Agreement for 2021 Auditing Services – CliftonLarsonAllen, LLP: Cost went up slightly from last year. m/s/c Tucker/Westemeier to approve the agreement for the 2021 Auditing Services with CliftonLarsonAllen, LLP.
- i. Engineering Bid Award – W. Ramsdell/County Road S: GREAF was not the lowest bidder, but they have familiarity with the project and the city in general. Staff recommended staying with GRAEF.

Design & Construction cost is \$72,500. Inspection services will be billed hourly at \$105/hr. Waupaca County will be picking up half of the roadway design cost (approx. \$22,000). The original estimate was significantly more than what came in. Will continue to bid out everything when it's cost-effective to do so, whether it's engineering or auditing. m/s/c uroll Goke/Tucker to approve the 2022-2023 W. Ramsdell/County Road S joint project engineering bid from GRAEF and to give the Mayor authority to sign all related documents with GRAEF and Waupaca County.

- j. Adoption of the updated 2021-2028 Roadway Improvement Plan: Currently committed to chip seal/crack fill, dam maintenance and the 2023 W. Ramsdell Project. m/s/c Goke/Westemeier to approve the 2021-2028 Roadway Improvement Plan.
- k. Naming of Walking Trail: Pat Mielke requested the trail be named "Papa's Walking Trail" in honor of Richard Pamperin. She has raised funds to cover the cost of the plaque, etc. No cost to the city. m/s/c Goke/Tucker to approve the naming of the walking trail to "Papa's Walking Trail".
- l. 2022 Borrowing for Capital Improvement Plan Items: This is to commit to borrowing for the new squad, radios, ambulance, engineering and other items in the Capital Improvement Plan for 2022. Total cost is approx. \$195,000. A formal resolution will occur with the borrowing next year. m/s/c uroll Goke/Westemeier to approve borrowing for the capital improvement items for 2022.
- m. 2022 Property and Liability Insurance Renewal: Premier Insurance was unable to meet the deadline for providing a quote due to underwriting of the dam insurance. The League quote is \$60,736, which is a decrease of \$3,434 from 2021. No change in coverage. The city recently received a \$1,400 grant from them to use in the parks. They also give \$500 to use for safety equipment. They also have human resource services to review employee handbooks at no cost to the city. m/s/c uroll Williamson/Westemeier to approve the renewal of the property and liability insurance.
- n. Adding Expanded Dental and Vision Insurance to Existing Health Insurance Policy: No expense to the city. Employee would pay the entire premium. m/s/c uroll Williamson/Tucker to approve adding expanded dental and vision insurance to the existing health insurance policy.
- o. Resolution 2021-12 – Adopting the 2022 Fee Schedule: Public nuisance fees increased. m/s/c uroll Tucker/Goke to approve resolution 2021-12 adopting the 2022 fee schedule and waive the reading.
- p. Resolution 2021-13 – Adopting the 5-Year Capital Improvement Plan: m/s/c uroll Williamson/Westemeier to approve resolution 2021-13 adopting the 5-year capital improvement plan and waive the reading.
- q. Resolution 2021-14 – Adopting the 2022 Budget: Public hearing was held last week. Third consecutive year the budget has balanced without raising the city tax rate. City tax rate is \$11.56. Total city levy is \$789,660. Continuing to pay down debt aggressively while still planning for infrastructure improvements in the future. Department heads were thanked for their work. m/s/c uroll Goke/Williamson to approve resolution 2021-14 adopting the 2022 budget and waive the reading.
- r. Bid Award – Marion Well House 1 – Booster Station Generator Replacement: Bork reported the bid opening was November 10th. Two bids received. STAAB construction was the low bidder at \$1.123 million. Estimate for this part of the project was \$1.175 million. Timing is an issue so the city does not lose the CDBG-CLOSE grant fund. STAAB will install silt fence next week to meet the grant requirement of construction beginning by 12.31.21. The entire project has to be completed by 12.31.22. Biggest obstacle in meeting the completion deadline will be getting the generator on time; STAAB believes they have located one they can get to us by September. m/s/c uroll Goke/Williamson to approve the bid from STAAB construction out of Marshfield for \$1.123 million for the Well House 1 – Booster Station Generator Replacement and to give Mayor Schoen the authority to sign any related documents.

Approval of Payments:

a. Clerk-Treasurer, Fire Department, Library, Police Department, Senior Center, Street Department, Payroll Vouchers and Utility Vouchers: Goke and Mayor Schoen reviewed the bills prior to the meeting and found them

to be in order. Copies of the check register were on the table; invoices total \$92,296.41. m/s/c uroll Goke/Tucker to approve the payments as presented.

Treasurer's Report:

a. Approval of the Treasurer's Report and Money Transfers: \$204,820 was transferred from the pooled cash account to the water and sewer money market account on October 29th to move 3rd quarter revenues (less the bond interest payment). \$113,539 was transferred from the City Money market account to the pooled cash account on October 29th to pay monthly bills. m/s/c uroll Tucker/Westemeier to approve the treasurer's report and money transfers as presented.

Announcements: Meeting Dates:

1. 11/15/21 – 5:00 p.m. – Plan Commission – Public Hearing
2. 11/15/21 - 5:15 p.m. – Plan Commission – Public Hearing
3. 11/15/21 – 5:30 p.m. – Plan Commission
4. 12/6/21 – 4:30 p.m. – Committee of the Whole
5. 12/8/21 – 3:45 p.m. – Utility Board – Budget Public Hearing
6. 12/8/21 – 4:00 p.m. – Utility Board
7. 12/13/21 – 4:30 p.m. – Finance
8. 12/13/21 – 6:00 p.m. – Common Council
9. Calendar Other Meeting Dates and Times

CLOSED SESSION: n/a

OPEN SESSION: n/a

ADJOURNMENT: m/s/c Williamson/Westemeier to adjourn. Time: 6:46 p.m.

Mary S. Rogers
Clerk-Treasurer