

City of Blair Regular Council Meeting Minutes, May 7, 2018 at 7:00 p.m.

A Public Hearing for CDBG-PF Grant Application meeting & a meeting of the Common Council of the City of Blair, Trempealeau County, Wisconsin, was duly called, noticed, held and conducted in the manner required by the Common Council and the pertinent Wisconsin Statutes on May 7, 2018. The Mayor called the Public Hearing meeting to order at 6:45 p.m. The following members were present: Mayor A. Knutson; Alderpersons- C. Ekern, W. Cartrette, T. Wheeler, J. Anderson, P. Syverson, M. Lisowski, Blair Press and Trempealeau County Times.

CDBG Public Hearing: Jeff Nussbaum-Paulette Hendrington from S.E.H. Engineering gave a General Overview of Community Development Block Grant Program and what the City is submitting an application to the Department of Administration for. The Grant Application is for the amount of \$500,000.00 to replace failing sanitary sewer infrastructure on Main and Immell Streets & the Urberg/Dover Alley. This grant if awarded would require a \$500,000.00 City match of funds. The City is eligible under the moderate/low income grant category. This program uses federal funds for the purpose of providing safe and health public facilities for people of low to moderate income levels. Within this project we would also be addressing storm water flooding issues that have occurred on Immell and Oak Street while replacing storm water basins, curb and gutter and reconstructing the streets. During this project, we will maintain local access, so there should be no displacement issues.

Paulette asked if there was any comments or questions from the public in attendance related to this grant submission, the process or any community development needs they were thinking of.

Alderson, M. Lisowski asked if the grant would cover only the projects Paulette/Jeff had discussed. Paulette said yes this is a very specific grant application and would only cover the projects in the application. She also shared it is a competitive grant and there is no guarantee we will be awarded this grant.

Mayor Knutson asked if the grant can be for a lesser amount. Paulette said yes, it can be, for example if you had an \$800,000.00 project you would be eligible for a \$400,000.00 grant.

Alderson, Jill Anderson asked if the projected cost of our project is at least 1 million dollars. Paulette said yes.

Paulette asked if there were any other comments and there were none. **Motion by C. Ekern to close this public hearing/2nd same by J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Mayor Knutson Opened the Regular May Council Meeting and verified the Open Meeting Requirements had been met.

Consider and act on CDBG-PF required resolutions and plans:

- Resolution # 05-07-2018-A-Adopting a Citizen Participation Plan/Motion by C. Ekern to approve as presented/2nd same P. Syverson/Discussion: None/Roll Call Vote: Yes 6 No 0/Motion Approved.
- Resolution # 05-07-2018-B-Authorizing Resolution to Commit Match Fund/Motion by P. Syverson to approve as presented/2nd same by W. Cartrette/Discussion: None/Roll Call Vote: Yes 6 No 0/Motion Approved
- Resolution # 05-07-2018-C related to Fair Housing Ordinance was VOIDED, because the City already has an adopted Fair Housing Ordinance in place.
- Residential Anti-Displacement and Relocation Assistance Plan/**Motion by J. Anderson to approve as presented/2nd same by C. Ekern/Discussion: None/Roll Call Vote Yes 6 No 0/Motion Approved**
- Resolution # 05-07-2018-D-Authorizing Resolution for Submission of CDBG Application/Motion by T. Wheeler to approve as presented/2nd same C. Ekern/Discussion/Roll call vote: Yes 6 No 0/Motion Approved.

- **Resolution # 05-07-2018-E-Resolution to Adopt the Policy to Prohibit the Use of Excessive Force & the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations/Motion by T. Wheeler to approve as presented/2nd same by J. Anderson/Discussion: None/Roll Call Vote: Yes 6 No 0/Motion Approved**

Present minutes for approval: Regular Council Meeting 4/9/18 and Re-Organizational Meeting 4/17/18. **Motion J. Anderson to approve minutes as presented, 2nd W. Cartrette/Discussion: None/Vote: Yes-6, No-0. Motion approved.**

City of Blair-WI Department of Justice Drug Take Back Event: Chief Wheeler reported, on Saturday, April 28, from 9 am – 1 pm, Officer Mark Spaeth conducted the City's event. 15 – 20 pounds of prescription, over-the-counter medications were collected. The following Monday, Chief Wheeler delivered the collected drugs to the State Patrol Headquarters in Eau Claire for proper disposal. The event was very successful and also a good opportunity of Officer and public positive interactions.

Local Sports Bar Ordinance Violation Topic: The Blair Haus Sports Bar & Grill has received Ordinance violation citations with in the last year that total an amount that requires review by the City Council and consideration of possible penalties related to the Ordinance violations. The most recent citations were 2 incidents of "Open after hours and After hour's consumption". Jeremy Tranberg/Owner of Blair Haus Sports Bar & Grill was asked to address the Council with the information he has on this topic. Mr. Tranberg had questions about the dates that were in the citation letter he received. He does not believe he was open after hours on either of the dates, according to a log he uses to document closing times. He also said he had no prior knowledge of either violation, until he received the letter. Attorney Robertson, stated that in view of the possible discrepancies of information, there should be more investigation and a separate fact finding hearing should be scheduled for this matter, rather than a Council Meeting. **Motion by M. Lisowski to send this to a Fact Finding Hearing at a later date/2nd same by J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Server License Increase: Chief Wheeler explained that due to recent changes from the State, there is an increased cost, from \$0.00 to \$7.00, of background checks that are required during the City's annual server license renewal process. City of Blair has been charging \$10.00 for the license, which is most times paid for by the business, there has not been an increase to that amount possibly ever, for sure not for 7 years. **Motion by M. Lisowski to increase the server license amount to \$17.00 effective immediately/2nd same J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Speed bump placement review: Local business owner, Jeff Swanson, addressed the City with a request to discontinue the use of speed humps/bumps which had been approved to be placed at the entrances/exits to the City on County Road S during Spring, Summer & Fall seasons to address safety concerns related to speeding. Mr. Swanson, explained this is detrimental to his business and equipment. Causes stress on drivers and equipment when they have to stop 6 axle truck and slowly go over humps with each axle. Customers that haul items to his business, worry that the humps could dislodge items. Safety concern also for vehicles behind large farm equipment and trucks not expecting them to stop in front of them and these types of vehicles when stop and start causes brake dust and exhaust. Speed bumps on County S, caused his trucks to go over Hillcrest, which has many walkers and tight turns, which is a safety concern. Committee has thoughts of alternating the humps between Hwy S and Hillcrest/5th Street annually possibly. **Motion by W. Cartrette to send to the Street Committee for further review/2nd same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Possible Adult Day Services Program in Blair Lutheran Church West Building Zoning questions: Penny Paulson & Kailee Jahr addressed the City with zoning questions if they were to be approved for an 'adult day services program' with in one of the Blair Lutheran Church Buildings. Originally thought about purchase a building

Adult Day Service topic continued: for this project, but they have withdrawn their offer for that. It was suggested by congregation members, during those negotiations that it might be possible to lease/rent space in one of the Church spaces for this program. NOTHING HAS BEEN APPROVED BY THE CHURCH AT THIS POINT...only in beginning stages. But if this were to become a reality, we want to know if there are any City zoning implications needing to be address? City Clerk/Treasurer Frederixon shared the Church is zoned P-1 Public Facility/Institution. Attorney Robertson advised that Churches are a 'permitted use' with in P-1 District. We currently allow our Churches to have many types of activities without the City monitoring. If the Church decided to rent to a group to provide services, I advise it to be a permitted use under our P-1 Zoning definition. **Motion by M. Lisowski to allow this type of program as a permitted use (Churches) in P-1 District as long as they stay within the Day Service Program activities if approved by Church Council/2nd same by W. Cartrette/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Annual Liquor License Applications for Publication: 2018 Applications received – **Class B:** Petersen's Bar; Honey Hole Saloon; Blair Haus Sports Bar & Grill and Swenson's Bar/**Class A:** Dollar General #11052; Express Mart and Kwik Trip #328. **Motion by J. Anderson to approve as presented/2nd same by C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Annual TIF Reporting (required by WI D.O.R. since July 2017), company that assisted last year is no longer available. City of Blair Financial Advisor/Ehler's Inc. has a proposal for consideration for 2018 reports. Requirements include reporting to D.O.R. of form PE-300 and Joint Board of Review Meeting with all taxing districts to go over current status and expectations of all Tax Incremental Districts in the City, due date of July 1 annually. We have 4 that need reporting on for 2018. Cost of this contract is \$6,000.00/**Motion by M. Lisowski to approve as it is D.O.R. required and same type of thing was approved for 2017 and seek bids from multiple company prior to 2018 report decisions /2nd same J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

CN Railroad Crossing, located on South River Road near Hwy 95, will need to be closed May 10th and 11th for rail upgrades and paving. Expecting road to be open again on the 12th. Clerk/Treasurer Frederixon alerted fire department, School District, bus service, ambulance and police department. No action required.

S.E.H. Reports: Lake Henry Dredging Project Update: DNR has reviewed the sediment sampling report and did not express any significant concerns with the quality of the material and said they would work with City to review proper disposal locations during the design phase. Limitations for disposal locations are, not in waterways or wetlands and they will encourage beneficial reuse, like capping a closed landfill. The next step is to move to the Design, Bidding and Planning of the project. In an effort to keep project moving, S.E.H. presented an agreement for the design phase. Estimated cost of Design phase agreement is \$69,250 based on Time and materials, which is detailed within the agreement. Discussion topics: Amount of sediment/2014 was estimated at 172,500 cubic yards, which is a lot and very expensive/ Need to avoid duplication of services/Hydraulic dredging did not work so should not be considered. **Motion by W. Cartrette to send S.E.H. Design agreement to the Park Committee for review, include all entities that have expressed interest in Lake project, come up with a recommendation to the full Council/2nd same by J. Anderson: Discussion: None/Vote: Yes 6 No 0/Motion Approved**

CDBG-PF Main Lift Station Project close out: This project needs to be closed out and a final draw for City funds needs to be made, time is getting short. There is a list of final completion items that S.E.H. has requested multiple times and not received so the project can be closed. S.E.H. is requesting a meeting with the City Water/Sewer Committee and City Attorney, so the list can be reviewed and the Committee can recommend to the City Council and then Council can direct S.E.H. on how to handle this issue and get the project closed out.

Park Committee Meeting report from 4/16/18 & Pool Project Updates

Pool Project Information: Park Committee Chairperson W. Cartrette explained there has been a number of change orders that have come through, which is normal during a project like this. They can be driven by State mandates, issues that come up during the project, etc. W. Cartrette presented the following 'requests for change orders' from Burbach Aquatics, Inc:

Alderspersons and Mayor asked general questions about the RCP's. Cartrette had some answers but said she would have to contact Burbach Aquatic for more specifics to answer those questions. Lisowski thought that more information would be helpful prior to approval. Cartrette agreed and would attempt to reach Burbach Inc. via phone.

Park Committee Meeting report from 4/16/2018-W. Cartrette asked J. Anderson to report:

Park Committee planned to recommend hiring of Cathy Mathson, as Pool Director this year so she could attend meetings, get training as the pool is being constructed, but due to information shared at this meeting, of a later completion date, the Park Committee will look at this again to decide on compensation plan/no action taken.

Summer Park & Recreation Programs have begun practice. Committee is investigating upgrading the field with new screening, still gathering information. Current managers of this program have notified the Committee that they will need to be done doing the City programs in the next year or two. They have offered to bring names back to Committee that could take over, to help with smooth transition. Recommendation from the Committee to hire Lauren Steien to do 2018 field prep, she is old enough to operate equipment. **Motion by J. Anderson to approve Lauren Steien to do 2018 Park & Rec. field prep. /2nd same by M. Lisowski/Discussion: None/Vote: Yes 6 No 0/Motion Approved.** * Last year this position was paid through the Summer Recreation program and did not run through the City and will be the same for 2018.

Deer: We are unable to get 'fallow deer', that is no longer an option. With much help from Brian Stenberg, we now have information that we will be able to obtain, Whitetail deer for our Park from Eric Huseboe, a local Whitetail deer expert. If approved, the plan would be to get 2 fawn/does in June and a nice buck in September, which is a better time to move him. Estimated cost is approximately \$3,500 - \$4,000, which is within the current budgeted amount. Eric has offered to assist the City with management of the deer as needed. **Motion by M. Lisowski to approve purchase of deer as presented/2nd same by P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Request for payment # 5 from Wapasha Construction, Inc for the amount of \$176,975.50 to come out of money set aside for pool project. **Motion by P. Syverson to approve as presented/2nd same by J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Aldersperson Cartrette asked to make a comment, and requested it be for the record: She stood up... "We as a Council approved the pool, some voted No. Those that did, remember I am not the only one in this City that approved a pool. I might have went out and raised a bunch of money toward it. I'm not going to come here and argue." Aldersperson Lisowski: "You did a fine job of fund raising, I'm not arguing, only asking questions. There was additional similar discussion and then Cartrette said "I resign...Thank you Mayor" and left the meeting.

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Personnel Committee, April 24, 2018 meeting report: Chairperson J. Anderson reported that the Committee had worked on updating the Job Descriptions for the City employees. The Drafts were given to employees for comments, then at this meeting the committee reviewed them and made any edits they felt should be added/changed. A lot of work was done by all and the Committee is asking Council to review and possible approve. After some discussion related to minor changes, related to consistency of qualifications, adding a “physical demands” section on all job descriptions. and adding type of license Public works personnel need. It was decided that J. Anderson would make those edits and bring back to the next Council meeting. No action taken.

Source Energy Underground System Progress update: Per S.E. representative, they are pulling pipe on line 4 today & 5 will be completed in approximately 10 days. The project is still on schedule to be completed on time.

Building Permits: Paula Jones @ 312 S. Pearl Street for Deck/Gazebo; Layne Anderson @ 518 Sylfest Street for widening of garage door opening; Gary Olson @ 839 E. Taft Street to replace driveway; City did not receive this permit - Fire Department @ Community Center for remodel for laundry equipment installation; James Burns @ 214 S. Park Road for Deck & roof. Clerk/Treasurer reported that all building permits meet requirement, all but Gary Olson permit need a County Permit. **Motion by P. Syverson to approve all permits as presented/2nd same by T. Wheeler/Discussion: None/Vote: Yes 5 No 0/Motion Approved**

Clerk Report: Information requested at previous meeting-City of Blair CDBG Housing Grant balance is \$45,000.00; Jimmy & Bob Pool Operation Certification Training was completed April 11 & 12, may take 6 weeks to get test results, guys reported it was very in depth and recommended by instructor that Pool Directors complete also; Park Superintendent to attend Emerald Ash Borer training on May 17th, put on by UW WI Extension Office; Assessment roll review & Board of Review dates are set for May 8 from 10 am – noon and May 15 from 6 pm – 8 pm; Employee highlights, Park Superintendent, Jimmy Nyen and Deputy Clerk/Treasurer, Debi Fremstad received a couple very nice appreciation letters/comments from our Library Director and resident Ila Benedict. There is a lot of good things most of the employees are doing out there and I would like you to hear about those; CDBG Planning Grant D.O.A. \$25,000.00 grant \$ were received and deposited into our general checking account.

Park Committee Member remembered that the Park Committee had planned to make a recommendation for a permanent, seasonal part time Park employee. It was noticed that this was not specifically on the agenda, should not be acted on and would be added to the June Regular meeting agenda.

Present Vouchers for review and approval: **Motion by P. Syverson to approve the vouchers as presented/2nd same T. Wheeler/J. Anderson/Discussion: None/Vote: C. Ekern-Yes, P. Syverson-Yes, J. Anderson-Yes, T. Wheeler-Yes, and M. Lisowski-Yes/Motion Approved**

At the end of the other business, Alderperson W. Cartrette had returned to the meeting to let us know, Jeff Eastman/Burbach Aquatics was able to call in, which he did and via conference call Jeff went through each Change Order and was able to answer all questions related to the following change orders. After much discussion and information sharing, the following Blair Municipal Swimming Pool Change Proposals were approved at the May 7 2018 meeting:

RCP #1 – Bath House interior wall base, State mandated after inspection - \$4,112.00

RCP #2 – Piping & Decorative Concrete & decorative post, State mandated after inspection - \$1,375.00

RCP #3 – Yard piping, excavation & rip rap-allows for backwash to go to storm sewer instead of City sanitary system - \$1,329.00

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RCP #5 – Donated 40 cubic feet of concrete from Independence Ready Mix - \$(4,593.00)

RCP #7 – Option 1 on Mechanical Building provide a double lock standing seam roof to match the Bath House in lieu of specified shingles. - \$6,513.00

RCP #19 – TJ’s credit for two 10 “foot valves, credit after water slide change, no longer needed \$(4,799.56)

RCP # 22 – over excavating and placement of Type-D aggregate below Bath House-soil borings did not show before bid, not until excavating and finding unstable soil under bath house, in order to insure building holds had to be removed. - \$13,280.00 **Motion by C. Ekern to approve all ‘request for change orders’ as presented’/ 2nd same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Change Proposal # 23: Contractor request for 58 additional days for time taken to make changes to contract and 28 additional days for poor weather conditions. We are requesting a total time extension of 86 calendar days. Substantially Completion – September 27, 2018 and Final Completion – March 13, 2019. **Motion by J. Anderson to approve/2nd same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

Motion by M. Lisowski to adjourn meeting/2nd same J. Anderson/Discussion: None/Vote: Yes 5 No 0/Motion Approved

Next meeting will be June 4, 2018 @ 7:00 pm

Susan Frederixon-Clerk/Treasurer