

**City of Blair Regular Council Meeting Minutes, June 4, 2018 at 7:00 p.m.**

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 June 4, 2018. The Mayor called the meeting to order at 7:00 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.

Mayor Knutson acknowledged that Alderperson W. Cartrette will continue her good works with the City Council of the City of Blair.

Present minutes for approval: Regular Council Meeting 5/7/18. **Motion J. Anderson to approve minutes as presented, 2nd C. Ekern/Discussion: None/Vote: Yes-6, No-0. Motion approved.**

Public Comment: City of Blair Chamber of Commerce Board Member, Carol Ekern, requested use of the City 'bass pond' area for a flea market event

Annual Liquor License for July 1, 2018 – June 30, 2019 Public Hearing: **Motion by C. Ekern to open the Public Hearing/2<sup>nd</sup> same T. Wheeler/Discussion: None/Vote: Yes 6 No 0/Motion Approved.** 2018 Applications presented after publication are: **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. Mayor Knutson asked if there was any public comment related to these liquor licenses. Hearing none. **Motion by P. Syverson to close the Public Hearing/2<sup>nd</sup> same C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved. Motion by J. Anderson to approve liquor license applications as presented/2<sup>nd</sup> same by C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Class B Liquor License Application from Blair Fireworks for July 3<sup>rd</sup> Fireworks event/Motion by C. Ekern to approve as presented/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.

Variance Request: Withdrawn from agenda prior to meeting by Mr. Grandy.

CDBG Housing Loan issue: Withdrawn from agenda prior to meeting by Olson's.

City of Blair 2017 Consumer Confidence Water Report: City Clerk/Treasurer Frederixon reported that the City water is sampled on a daily basis, sent into approved laboratories and tested throughout the 2017 year. All results are monitored by the WI DNR for acceptable levels of any possible minerals/contaminants. Our City Water program is managed by Bob Fraust/Water Superintendent. Happy to say all levels of results were within acceptable levels for our City water. This information will be published in the Blair Press, posted for public viewing at the City Office, on the City Website and sent to major industries like Grandview Care Center, Associated Milk Producers Inc. and Countryside Lefse Company.

Compliance Maintenance Annual Report/CMAR-City Waste Water Annual Report: This report is required by the WI DNR and requires answers to questions about our Waste Water revenues, replacement funds to cover maintenance(this score was good due to the Council implementing a 5 year minimal % increase annually on Waste Water rates) , etc., our energy efficiencies (which was a good score due to new 2017 main lift station) and Maintenance programs such as the videoing of sewer lines, infiltration monitoring, root removal, manhole inspections and lift station operations. The City's Waste Water system is managed by Bob Fraust/Waste Water Superintendent. Happy to share the City scored the highest possible score of 4.0 Grade Point Average, which requires no action. This report needs to be approved by the City Council by resolution and then sent with resolution to the DNR for final approval.

Resolution # 6-4-2018 City of Blair CMAR on 2017 data: **Motion by P. Syverson to approve as presented/2<sup>nd</sup> same C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Revisit Updated City Job Descriptions: Personnel Committee Chairperson J. Anderson, informed that all requested changes to the descriptions presented at the May 7<sup>th</sup> meeting have been made and highlighted for review. To summarize, general 'Physical Requirement' sections were added to all job descriptions, Deputy Clerk/Treasurer and Clerk/Treasurer 'Qualifications' sections were changed as requested and Commercial Driver's License was confirmed as what should be required in the Public Works job descriptions under the 'Position Qualifications' section. **Motion by C. Ekern to approve as presented/2<sup>nd</sup> same T. Wheeler/Discussion: W. Cartrette had a question about Deputy Clerk/Treasurer qualification section/J. Anderson said that was related to discussions of possibly separating the Clerk and Treasurer positions in the future/Vote: Yes 6 No 0/Motion Approved.**

Hi Crush Blair/Trucking-Rail C.U.P. Amendment Update: D. Williamson/General Manager and T. Moats/Plant Manager reported: The temporary amendment to allow trucking over the last couple of months has been very helpful and Hi Crush has put some significant capital investments into making the trucking as non-impactful as possible. They feel the Rail Company has made significant improvements and are better able to respond to the shipping needs of Hi Crush. However, with the 3 month time frame ending in mid-June, and the Rail Company with more work to do to satisfactorily cover Hi Crush shipping needs, Hi Crush needs to request an extension to the trucking amendment. Council reviewed the amendment document and the process for an extension is to go to the Plan Commission first for a recommendation to the full Council. C. Ekern asked if there have been any complaints about the trucking over the past 2 ½ months? No one had heard any, including the City Office. **Motion by W. Cartrette to send to the Plan Commission soon and schedule a Special Council Meeting after the Plan Commission meeting, where we could also take up the time sensitive Chamber request/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

Ambulance purchase and delivery this month: Clerk Frederixon reported, the City sets aside about \$8,000 in the Capital Projects budget every year to be able to fund our share of a new Ambulance for Tri City Ambulance Service/Gunderson Healthcare, approximately every 4 years. This June there will be a new Ambulance delivered to the service and our portion is \$24, 987.80. We have enough + a couple of thousand extra to cover our share. As our part of having ambulance service to our area we are also charged about \$588 per month assessment charge to support the ambulance service. At a recent meeting of the Ambulance Board, Gunderson Health Care C.E.O. Joni Olson, announced that starting January 2019, the municipalities, including the City of Blair will no longer be invoiced for the monthly assessment or the cost share of new ambulance vehicles. This is an estimated savings to our City of \$15,000.00. **Motion by C. Ekern to approve the payment for this year's new ambulance as presented/2<sup>nd</sup> same M. Lisowski/Discussion: None/Vote: Yes 6 No 0/Motion approved.**

Source Energy/SPW Blair C.U.P. compliance inspections & underground slurry update: City of Blair Zoning Administrator, Michael Nied reported that at a recent inspection there were some items found at the Hwy. 53 mine site that needed to have some work done to be compliant with the current 'storm water control plan' on record with the City. A notice was sent from the City to Source Energy and instructions to have items rectified as soon as possible. Source Energy representative said the DNR manages the SWP and they have been in contact with them with a new SWP that will be compliant. Also that items listed in the Notice from the City have already been address and minimized, but they are waiting for visits from the DNR to have the new plan approved. SPW representative said with the work that has already been done, there is no safety issue to neighbors and City Zoning Administrator agreed. General discussion from the Council was that they would look for the improvements listed in the Notice be done ASAP and a report be given at the July 9, 2018 City Council Meeting. **Motion by C. Ekern to have City Zoning Administrator re-inspect the mine soon to verify safety and improvements before the July 9<sup>th</sup> meeting to report updates related to this compliance issue/2<sup>nd</sup> same J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved.**

**REPORTS:**

2018 Open Book & Board of Review held May 8 and 15, 2018: Clerk/Treasurer reported this meeting is to give property owners an opportunity to discuss their 2018 assessments prior to the tax billing season in 2019. At the Open Book portion of the meetings 3 property owners had meetings with Assessor Eric Kleven and questions were answered and adjustments made as necessary. At the Board of Review, Mayor Knutson, Alderpersons Cartrette and Wheeler, Clerk Treasurer Frederixon and Assessor Kleven were present. No cases were brought forward by property owners and the group used the 2 hour time frame to review the 29 property's that were sold during 2017 and discuss the current compliance with Department of Revenue requirements. Open Book was set for 4/15/2019 from 1:00 pm – 3:00 pm and Board of Review was set for 4/23/2019 from 6:00 pm – 8:00 pm.

Park Committee Meeting held on May 17, 2018 Chairperson Cartrette reported, Pool Project Information: Wapasha Construction, "Request for Change Order" # 6 – Deduction of \$920 for a change from steel lintels to concrete masonry bond beams at opening in masonry walls except in the 12" block on front façade. Burbach Aquatics thought this was a good idea. **Motion by C. Ekern to approve as presented/2<sup>nd</sup> same by P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Testing was done on the concrete in the diving hopper that initially showed that the concrete met the State requirement for strength, but not Burbach Aquatics higher 4,500 PSI requirements for strength. Burbach required Wapasha to hire a 3<sup>rd</sup> party contractor/engineering company to re-test with core sampling, with verbal results showing the concrete has passed to the required 4500 PSI, we are waiting for that documentation to come in. Request for payment # 6 from Wapasha Construction, Inc for the amount of \$165,496.22 to come out of money set aside for pool project. **Motion by J. Anderson to approve as presented/2<sup>nd</sup> same by C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Consider 2<sup>nd</sup> Park permanent seasonal part time employee position: **Motion by W. Cartrette to hire Mark Hanson to this position @ current rate of pay for that position/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Park Chairperson Cartrette shared she does personally inspect the progress and work being done on the pool, to safeguard the interests of the City. When she notices something questionable she talks with Burbach Aquatics to verify the correctness of the work in progress. Old pool slide, is not going to be used, should we put out for bids 'as is'? **Motion by W. Cartrette to put out for bids/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Wooden posts in Park: They are in very poor condition, Park Committee is recommending removal of all the wooden posts, fill in the holes and re-seed. **Motion by W. Cartrette to remove all short wooden brown posts in the park/2<sup>nd</sup> same J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Large Shelter cement is slanting toward the door and causing damage: Suggestion to get some quotes from contractors to repair cement and present at July 9 meeting. Lake Committee Meeting: Good attendance with representatives from Hi-Crush, Blair Sportsman's Club members and Blair residents. Committee reviewed S.E.H. contract agreement for Lake Dredge Design. Many questions were identified, typed up and sent to S.E.H. for answers to questions. That information was just received today and will be gone over by the Park/Lake Committee @ the June 14<sup>th</sup> meeting.

Fire Liaison Committee Meeting on May 23, 2018: Final draft of the "Agreement for the Operation of Fire Protection Services" between the City of Blair and Town of Preston was reviewed with recommendations to change the language on page 2, related to communication of meetings to include 'via email' and on page 6 # 20. NOTICE to remove 'certified or registered mail' and add 'regular mail'. The Committee is recommending to both entities to approve this draft with the new language. **Motion by C. Ekern to approve as presented and contingent on Township approval also/2<sup>nd</sup> same by M. Lisowski/Discussion: Al Robertson said the agreement was very comprehensive and further explained the changes/J. Anderson asked for clarification on one of the changes/Vote: Yes 6 No 0/Motion approved.**

Water/Sewer Committee Meeting on May 30, 2018: Main Lift Station Project Closeout was discussed, Jerry Doriott/S.E.H. project manager explained there is paperwork that needs to be completed by S.E.H. and in order to do that they needed to verify that Wapasha had satisfied all outstanding sub-contractor payments. That seems to have been verified and he recommends payment of final pay application to Wapasha for this project. **Motion by C. Ekern to approve close out and final payment to Wapasha for Main Lift Station project/2<sup>nd</sup> same T. Wheeler/Discussion: None/Vote: Yes 6 No 0/Motion approved.** Jerry will also get the City information on Clean Water Fund money/grants/low-interest loans, for future projects. Jerry suggests to Committee to work on updating the current agreements with large users or water/sewer utility in the future, these are outdated for current times. City Water/WasteWater Superintendent R. Fraust gave general update of utility systems and requested to purchase the following items: a 3” trash pump with PVC hose kit for general use within City, metal locator to replace very old one, Effluent pump + hose kit and VM 810 locator with 4” clamp. These are items that Bob feels the City Water/Waste Water Utility should have on hand and currently does not or are very outdated. **Motion by C. Ekern to approve as long as stay within Fraust’s estimated budget of \$6,598.00 and to research for quality items a fair pricing/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion approved.** B. Fraust informed Committee there is an infiltration issue in our Waste Water utility, approximately 100,000 gallons per day. It is important to isolate this as it costs approximately \$2 - \$3 per 1,000 gallons to treat at Whitehall facility. Committee recommended Fraust get someone in right away to address this. Also, the small lift station on Hickory Street is continuously having problems, need to look at and make recommendations and through video research our Waste Water lines show many other failures and we need to plan for future upgrades.

Street, Lights and Equipment Committee on May 30, 2018: Speed hump placement, will be on Mill Road near the quarry. **Motion by P. Syverson to place the speed humps on Mill Road as presented/ 2<sup>nd</sup> same by T. Wheeler/Discussion: None/Vote: Yes 6 No 0/Motion approved.** City general Speed control topic: Discussion about installation of the blinking digital solar speed reminder signs, request for Clerk/Treasurer to bring back current pricing for those. City ditch clean out along Hwy 95 across from GVCC: The area is from Paulson’s to the creek, Committee recommends to have Street department get estimates from area contractors to clear and improve the grade for proper draining of that area and bring back to a Council. 2018 Street Projects: Committee recommends County (low bid) for street patching on Spring St/First St., Fifth St. and Center Street to repair damage from water main breaks in winter of 2017, also repair curb & gutter on Fifth and Taft Streets. Hot Mix Asphalt Pavement for East Broadway Street to Elland Road. Planning for 2019 large street/water sewer utility upgrade project will be Main Street/Immell/Alley between Urberg and Dover with project costs of approximately \$1,000,000. The City has applied for a CDB Grant of \$500,000 and would need to match the remainder costs, so we will need to build up that CIP fund some. Committee would like to have the City parking lot seal coated, striped for parking, consider limited parking signs and lighting. Committee considered Street lights on Olson Street from Birch Street to Hickory Street. Hickory Street needs to be designated formally as a City Street, request by Committee to have Al Robertson look into how to get Hickory dedicated as a City Street. Park Road was also discussed, but no plans for repair until after Pool project is complete. Resident request for ‘dead end’ sign on Center Street near mobile home area, was denied as it is not our road, up to Mr. Olson to put up with Street Supervisor approval and City would have no objections. **Motion by P. Syverson to accept Tremp. Co. Hwy Dept. bid for patches on Spring/First & Center Streets, Sealcoat Pearl Street-1<sup>st</sup> to 4<sup>th</sup> Streets, sealcoat City Parking lot & repair curb & gutter on Taft Street./2<sup>nd</sup> same C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion approved.** C. Ekern/Paul Syverson, with Council verbal approval to request City to get pricing on street lighting costs for Olson Street and City parking lot.

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.

Clerk Report: 2018 State of WI DNR Recycling Grant Award was received for \$2,515.29, thank you to Debi Fremstad for submitting the grant and the Parks Superintendent and part time Park staff for recycling and keeping good records; Couleecap Flood Repair Grants are available for Trempealeau Co. residents by just calling Western Dairyland 608-632-6436-free grants; Thank you to the Blair Lions members that worked for Park Pride day 5/19/2018. They painted picnic tables, weeded, removed old shrubs and cleaned up the Veteran's Memorial area, cleaned benches & more; The following residents took time to give written or verbal appreciation to City employees: Henry D'Roque did a note thanking Street Supervisor Randy Ekern for going out of his way to assist him with a storage shed problem; Shannon Moats, also did written note of thanks to Chief Tim Wheeler and Officer Mark Spaeth for arranging for a 'police shift ride a long' for her daughter Sadie, the police dept. went above and beyond to show all aspects of the job; Ron Amundson gave verbal praise also to the Police department's Mark Spaeth's enthusiasm for his job with the City and believed that was good for the City; thanks to Tim Wheeler good police work and My Buddies security camera the missing UPS delivered iPad has been found-camera showed a fireman picking package up, entering the building, and placing I pad in office without sharing that with department...after a quick search package was found.

Brownfield DNR Revitalization Conference report: Terry & Tim Wheeler attended the conference on 5/10/2018. They reported there was good information and resources presented that could be valuable to the City in the future. Examples: programs for remediation and redevelopment of contaminated sites; possible grants, contact information for municipalities that have had successful projects and data bases that track sites already in progress in WI. Information will be saved for future reference, thank you to the Wheelers for attending for the City.

Emerald Ash Borer Tree & pool tree topics: City Park has many trees affected by this disease. Park Superintendent Jim Nyen attended a class and is confident he is able to identify damaged trees. Council was in unanimous verbal agreement to put an ad out for Bids for tree removal of all City of Blair trees affected by Emerald Ash Borer, bring bids back to Council and begin removing the trees. Also verbal approval to include the large tree by the Pool with in that removal process.

Community flood damage repair update: Clerk/Treasurer Frederixon explained we recently received the 2<sup>nd</sup>/final insurance payment for flood damage. The total amount of coverage was a little over \$50,000.00 with approximately \$9,500.00 held in retainage until work is completed and final paperwork is done/approved. City of Blair and Township are planning a meeting for June 28<sup>th</sup> to look over information and work on creating a 'BID' document for advertising.

Building Permits: **Building Permits:** Tim & Karen Robertson @ 118 E. 4<sup>th</sup> Street for Remodel + addition of Screen Porch/**Motion by W. Cartrette to approve with County Permit required/2<sup>nd</sup> same C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved;** NAPA Parts & Performance @ 206 N. Spring Street for addition/**Motion to approve by C. Ekern with contractor required permits/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 5 No 0 Abstain: 1 M. Lisowski;** Blair/Preston Fire Department @ 103 E. Broadway Street for laundry facility upgrades/**Motion by C. Ekern to approve as presented/2<sup>nd</sup> same W. Cartrette/Discussion: None/Vote: Yes 6 No 0/Motion Approved;** Kevin Kamrowski @ 117 S. Spring Street annual pool installation/**Motion by C. Ekern to approve as presented and ordinance guidelines followed/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved;** Dan Kotlarts @ 205 E. Broadway Street for an attached garage/**Motion by J. Anderson to approve with County Permit required/2<sup>nd</sup> same P. Syverson/Discussion: None/Vote: Yes 6 No 0/Motion Approved;** Keisha Caetano @ 547 E. Broadway Street for fence/**Motion by W. Cartrette to approve as presented/2<sup>nd</sup> same J. Anderson/Discussion: request for type of fence/needs to meet Ordinance guidelines then approve/Vote: Yes 6 No 0/Motion Approved;**

**Building Permits continued: John & Helaine Bradley@N33266 Schansberg Rd. for basement wall repairs/Motion by C. Ekern to approve as presented with County permit/2<sup>nd</sup> same J. Anderson/Discussion: None/Vote: Yes 6 No 0/Motion Approved & detached garage/Motion by C. Ekern to approve with County permit required/2<sup>nd</sup> same W. Cartrette/Discussion: None/Vote: Yes 5 No 0 Abstain 1 M. Lisowski/Motion Approved.**

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

**Next Council meeting is July 9, 2018 @ 7:00 pm**

**Motion by Chris Ekern to enter into closed session 19.85(1)(f) for purpose of employee personnel & medical leave discussion/2<sup>nd</sup> same by W. Cartrette/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

**Motion by M. Lisowski to return to open session/2<sup>nd</sup> same C. Ekern/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

No action was taken after returning to open session.

**Motion by C. Ekern to adjourn meeting/2<sup>nd</sup> same M. Lisowski/Discussion: None/Vote: Yes 6 No 0/Motion Approved**

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Susan Frederixon-Clerk/Treasurer