

City of Blair Regular Council Meeting Minutes, August 5, 2019 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 August 5, 2019. The Mayor called the meeting to order at 7:00 p.m. The following members were present: Mayor A. Knutson; Alderpersons-W. Cartrette, T. Wheeler, J. Anderson, P. Syverson, M. Lisowski, Clerk/Treasurer S. Frederixon, Attorney A. Robertson, Trempealeau County Times. Absent: C. Ekern

Public Comment: Bruce Speltz, Owner of Pehler Oil, Inc., Independence, stated his company may be interested in building an 'oil bulk facility' on property behind the Pape Bus Shed, which is located at 1008 E. Broadway Street. Speltz is looking at other possible locations, but wanted to check with City if this would be a permitted use in this zoned district. Everything at this facility is concrete containment, loading and unloading of fuel type of activities. This property is currently zoned Industrial and Council members felt it would probably fit into the 'permitted use' of 'wholesale and transfer facilities.' Mr. Speltz said since this area is relatively close to City Wells 5 & 6 we would need to check the setback requirement on that. S.E.H. engineers thought most restrictive set back would be 1,200 feet. M. Lisowski questioned Fire department training issues, Speltz didn't think so, and this facility is completely run through the State Department of Commerce for compliance on all issues. T. Wheeler reminded that street was upgraded for heavy hauling. Well measurements and fire department information will be verified by Clerk/Treasurer Frederixon and reported to Council at September regular meeting.

Present minutes for approval: Regular Council Meeting 7/8/2019. **Motion W. Cartrette to approve 7/8/19 minutes as presented, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

Justin & Angel Taylor, 503 E. Center Street, Lot 20, request for variance for fire pit & pool structures: The Taylor's lot size does not allow enough room for them to comply with City Ordinance requirements. Justin explained they will be taking the pool down and will not be requesting a variance for that. The kids are using the City pool. The fire pit was built 3 years ago when there was no 'set back' requirements in the City Ordinance. They have the pit entirely in the ground and surrounded by patio blocks and gravel (nothing that would catch on fire), they believe it is very safe. They have their own insurance and have the approval of the Park owner, who also has insurance if anything was to happen. Requesting to be grandfathered in when set backs were not in place. **Motion by J. Anderson to table at this time and send to Ordinance Committee to research and give recommendation to full council, if time permits, at September 9, 2019 Council meeting, obtain signed letter from Harold Olson property owner that he is ok with burning pit, Taylors complete pit application and allow use until decision is made, 2nd by P. Syverson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

CDBG Street & Utility project update: David Schofield, S.E.H. Engineering, shared that no pay request has been submitted by contractor yet, but we do have a change order request. In order to ensure good road building material we have a change order related to poor quality dirt found on both sides of main street bridge, worse than anticipated and due to large amount of rainfall during project, there is a need for additional excavation and subbase and need for geogrid, lays below gravel and holds in place better to prevent erosion, on Immell Street. Total amount of increase to project of \$33,539.88. Related to this the contractor is also requesting and engineers recommending an extension to the timeline of completion. If approved the timeline would extend substantial completion from August 16, 2019 to September 11, 2019, day before Cheese Festival, would have a paved road on Main Street for event. And final completion date of October 11, 2019 and addition of 42 days. Discussion revolved around why contractor had not started on time or used weekends as approved. Engineer stated they have had multiple crews working at one time, but now weekends. **Motion by M. Lisowski to approve the \$33,539.88 amount of the change order for exaction, subbase and geogrid but no approval for an extension to the timeline for completion, 2nd by P. Syverson. Discussion: Engineer voiced concern of possible rushing of the work and Council commented, they planned for engineers to be ensuring a good project. Vote: Yes 5, No 0. Motion approved.**

Well No. 5 & 6 Pump replacement: Bob Fraust, City Water Superintendent, explained both well pumps were rehabilitated about 2 ½ years ago. We have noticed the last 6 months, they are steadily losing their capacity. Getting to the point that if one pump went down we would not be able to supply enough water. Bob researched and is finding out that these pumps need to be upgraded, the thought is that when originally engineered the pumps should have had a larger capacity and are also plugging up some from minerals in our water. He checked with multiple companies and recommends Municipal Well and pumps bid to be accepted. They put the previous pumps in, are used and recommended by our neighboring cities, who have encountered similar issues. The proposal includes installation of two 3-stage higher capacity pumps, better capable of supplying our users and less impacted by mineralization. They would also recommend every 1½ years to have a chemical clean done of the pumps, to improve working capacity and extend their life. **Motion by W. Cartrette to approve proposal from Municipal Well & Pump to replace our well 5 & 6 pumps at \$13,335.00 each, with payment from our water utility fund, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

- **Reports:** Tax, Finance & Personnel Committee Meetings, 7/9/2019 & 7/25/2019/J. Anderson, Chairperson, met on 7/9 to discuss preliminary questions about the City financing general future planning, consideration of contributions to Lake Dredge project and request from new business for TID financing assistance. Met again on 7/25/19 with further discussion on those topics. Chairperson Anderson, turned the discussions over to, Brian Reilly of Ehlers Associates who is guiding us through all of these topics, as far as they relate to the City financing capabilities. Suggestion was to start with TID financing request from new business, 'A New Day Adult Services Center on Broadway Street. Kailee Jahr, partner/owner in business reviewed general information on business and improvements to the building that are needed. They are hoping for some type of financial assistance, such as cash grant, low interest loan, etc. to offset the cost of starting a business in an older building in our downtown district. They are hoping this for themselves, but also for incentive for future potential business owners, as everyone would like to see our City downtown district flourish again. Brian Reilly stated, the TID this business is in is functioning well and there is some excess cash. This business would be eligible for TID assistance funds, it would be up to the council to decide if and how much assistance to approve. The actual TID financial information will be discussed in more detail later in the meeting when discussing the general financial planning plan for the City. It is important that Council look at the amount of 'tax increment' the type of business would be creating when deciding on an amount of TID assistance. The City also would be setting precedent and policy for future decisions. The amount requested is approximately \$ 15,000.00 or any part of that would be helpful. Per Brian Reilly it is required by law, that we would need a 'developer's agreement' to do any type of cash grant. **Motion by W. Cartrette to have Al Robertson work on a draft developer's agreement, then to send to Finance Committee to review 'Draft' developer's agreement with a New Day Adult Services Center and present report/recommendation to full council at September 9 Regular meeting, 2nd by T. Wheeler. Discussion: None. Vote: Yes 5, No 0. Motion approved.** City of Blair \$2,345,000 General Obligation Corporate Purpose Bonds, Series 2019A-Brian Reilly, Ehlers Associates, explained after meetings with City finance Committee and full Council the packet for consideration today is to use the General Obligation Bonds to finance the City portion of the 2019 Street/Utility projects, refund 2016 Promissory Note, advance refund 2017 & 2018 Trust Fund Loans (tax exempt). The resolutions for consideration are a required part of this debt issue. Over half of the \$2,345,000 amount is refinancing of current debt at a better interest rate of approximately 3 %. Important information related to this debt issue is the City will still have about \$3.4 million in borrowing capacity, so in fine shape there. Refinancing of the pool money will end up seeing a benefit of approximately

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\$41,000 over term of financing. Tax impact for 2020 is estimated as going from .78 – .80 cents per \$1,000 of value up to about \$1.18 per \$1,000.00 of value. City can consider deferring interest for a couple of years and lessening the tax impact by a bit if they wish. **Motion by W. Cartrette to go with the original schedule as presented, schedule A and also defer TID 7 principal payment for 3 more years to lessen the 2020 tax impact (estimated to raise from present to \$1.00 per \$1,000 of value) on taxpayers, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

After review of the information the following resolutions were considered:

- **Initial Resolution 8-5-2019-A** Authorizing General Obligation Bonds in an Amount Not to Exceed \$675,000 for Street Improvement Projects. **Motion by W. Cartrette to approve as presented, 2nd by J. Anderson. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**
- **Initial Resolution 8-5-2019-B** Authorizing General Obligation Bonds in an Amount Not to Exceed \$175,000 for Sewerage Projects. **Motion by W. Cartrette to approve as presented, 2nd by P. Syverson. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**
- **Initial Resolution 8-5-2019-C** Authorizing General Obligation Bonds in an Amount Not to Exceed \$240,000 for Water System Projects. **Motion by W. Cartrette to approve as presented, 2nd by T. Wheeler. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**
- **Initial Resolution 8-5-2019-D** Authorizing General Obligation Refunding Bonds in an amount Not to Exceed \$1,255,000. **Motion by W. Cartrette to approve as presented, 2nd by P. Syverson. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**
- **Resolution 8-5-2019-E** Directing Publication of Notice to Electors Relating to Bond Issues **Motion by W. Cartrette to approve as presented, 2nd by J. Anderson. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**
- **Resolution 8-5-2019-F** Providing for the Sale of Not to Exceed \$2,345,000 General Obligation Corporate Purpose Bonds, Series 2019A **Motion by W. Cartrette to approve as presented, 2nd by T. Wheeler. Discussion: None. Roll Call Vote: W. Cartrette – yes, P. Syverson – yes, T. Wheeler – yes, M. Lisowski – yes, J. Anderson - yes. Motion approved.**

City Utility Wastewater Overview Proposal from Ehlers-B. Reilly: As the City's annual audits have shown the last couple of years the City of Blair Sewer Utility has not been able to meet its financial requirements. A couple of years ago, the Council set a 5 year plan with smaller increases in an effort to become compliant, but this utility continues to fall short financially, with Water Utility subsidizing it. The Sewer, just like the Water Utilities are required by law to fund themselves with user charges. The City asked Ehler's to bring a proposal for a customized Sewer Utility Long-Range Cash Flow Analysis. The plan presented today, includes Ehlers preparing a 10-year financial forecast for the sewer utility, including current & future rate recommendations. The analysis will be an implementable plan to set rates, establish prudent cash reserves to be built over time, and achieve required debt service coverage ratios. Also, proposed is a study and recommendations of the City's 'large industrial user' agreements, which allocate cost of physical infrastructure, to different user classes (residential, industrial, etc.) to ensure that each user class is paying its proportionate share of the cost of debt service, operations, and maintenance. Cost of Sewer Analysis Study is \$5,000 and Large Industrial User Agreement study is \$3,500; total of \$8,500 which could be included in the Series 2019 A Bond Issue. If approved estimated completion time is 12 weeks depending on number of meetings and options requested.

Motion by W. Cartrette to approve the Sewer Utility Long-Range Cash Flow Analysis proposal as presented, to include both option 1 and 2 for sum of \$8,500 to be included within Series 2019A Bond Issue, 2nd by P. Syverson. Discussion: None. Vote: Yes 5, No. Motion approved.

Finance Committee update on Lake Dredge Project contributions: J. Anderson/Chairperson, Committee was waiting for financial information presented at this meeting, so this will go to the Finance Committee to work on.

Park Committee Meeting report Chairperson W. Cartrette reported: July 9th meeting was a 'closed session'. July 25, 2019 meeting was cancelled as Committee was waiting for financial information related to Lake Dredge project, that wasn't available at that time. Committee did meet and discuss ball field, looking in poor condition and checking with contractor that did the work, to see if they had comments on quality. This still needs to be reviewed and upgraded. Park Committee will work with Clerk on this. Eagle project was approved to be set up again for a budget of \$800, but BID was \$2,000. Thoughts to see if it could be attached to the new shed somehow during that construction process, used as additional storage area, general agreement on this and request Clerk to check in to.

Clerk Report: hydrants were all exercised; Community Center bathroom remodel update, BID information was not received by this meeting, will be considered at the September meeting; French Creek Construction is preparing to construct our new Park shed and we already received insurance check for the amount of the accepted bid; Trempealeau Co. Conservation Engineer creek bed evaluation set up, with Fire Department Chief and City Street Superintendent to walk creek bank, Clerk will then work with engineer to attempt to get approval to clear the creek banks and creek of debris that restricts storm water runoff and hopefully to eliminate some flooding issues for our residents; New motors for dam being installed this week; 10 year required Dam inspection set for 8/14/19; City employee medical update, Brian Stenberg's doing well and can't wait to return to work in the Park, Belah Boe is doing a very nice job in the interim.

Building Permits: Larry Stenberg @ 605 E. Center St. for a tarped, anchored car port. **Motion by J. Anderson to approve as presented, 2nd M. Lisowski. Discussion: None. Vote: Yes 5, No 0. Motion approved.** (Revisit) Patrick Tullius @ 325 Urberg Avenue for 10' x16' shed. **Motion by W. Cartrette to approve as presented, 2nd P. Syverson. Discussion: None, Vote: Yes 5, No 0. Motion approved.** (Revisit) Scott Semb @ 604 E. Center St. for a pool. **Motion by W. Cartrette to approve as presented, 2nd T. Wheeler. Discussion: None. Vote: Yes 5, No 0. Motion approved.** Tim Robertson @ 118 E. Fourth Street for Fence replacement. **Motion by W. Cartrette to approve as presented, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.** City of Blair @ 325 N. Park Rd. for Shed. **Motion by W. Cartrette to approve as presented, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.** Galen Stenberg @ 1007 E. Broadway St. for 60' x 40' gravel pad base for future accessory building-**No action taken, Ordinances prevent building accessory structure on open lot without primary home first, Clerk to talk with applicant.** Keisha Caetano @ 547 E. Broadway St. for replacement of concrete slab, no size change- **Motion by M. Lisowski to approve as presented, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.** Stewart Anderegg @ 851 E. Olson St for privacy fence. **Motion by J. Anderson to approve as presented, 2nd by P. Syverson. Discussion: None. Vote: Yes 5, No 0. Motion approved.** Orville Dahl @ 113 Oak St. for new deck & ramp. **Motion by W. Cartrette to approve as presented, with the requirement of a County Permit returned to City prior to project start, 2nd by J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

Consider Fire Pit Application approval at Clerk Office Level & Ordinance Discussion: Former Council member and Ordinance Committee Chairperson, Tim Robertson, stopped in the City office and was explaining, he was surprised each Fire Pit application has to wait for approval at a regular council meeting. He said, he did not believe the committee intended for that. He felt the reasoning for the updating to the Open Burning Ordinance and addition of a Fire Pit Permit was so that if someone ends up abusing the privilege, the City had recourse

with some meaning to it, like a large enough fine so they would pay attention and/or being able to revoke burning privileges. He has had comments from people that they have to wait almost an entire summer month to have a fire with friends to wait for council approval. Tim expected, these would be taken care of at the Clerk/Treasurer Office level, and process to be as follows: Ordinance given and explained, Application completed and signed, Clerk consider if meets Ordinance requirements and approve or deny, Money paid, if approved. If there is discovered to be a complaint or problem, it would be investigated and the Fire Chief is the one that has the right to pull a permit and the City the right to fine, etc. Attorney Robertson, also commented that the actual Ordinance does not require Council approval, Council agreed. **Motion by M. Lisowski to have fire permits reviewed and decided on by Clerk/Treasurer and not at Council level, 2nd by W. Cartrette. Discussion: None. Vote: Yes 4, Abstain 1 (P.S.) Neutral, with request for permits to be brought to Council if out of ordinary, No 0. Motion approved.**

Fire Pits applications on this agenda were approved by the Clerk/Treasurer, no Council action taken.

Present Vouchers for review and approval: **Motion W. Cartrette to approve the vouchers as presented, 2nd J. Anderson. Discussion: None. Vote: - P. Syverson-Yes, J. Anderson-Yes, T. Wheeler-Yes, W. Cartrette and M. Lisowski-Yes. Motion approved**

Next Council meeting is September 9, 2019 @ 7:00 pm

Motion by J. Anderson to go to closed session: per State Statute Section 19.85(1) (c)(g) Considering employment, data of any public employee over which the governmental body has jurisdiction or exercises responsibility & Insurance claim, conferring with legal counsel for the governmental body on possibility of litigation the municipality may become involved in, **2nd by P. Syverson. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

Motion J. Anderson to return to open session, 2nd P. Syverson. Discussion: None. Vote: Yes 5, No 0. Motion approved.

Action taken out of closed session: **Motion by P. Syverson to approve City insurance carrier request for City to pay \$10,000.00 additional dollars to what Continental Western Insurance is paying on claim related to Water/Iron plant cell malfunction, which is expected to finalize this claim, 2nd by M. Lisowski. Discussion: None. Vote: Yes 5, No 0. Motion approved.**

Motion M. Lisowski to adjourn meeting, 2nd J. Anderson. Discussion: None. Vote: Yes 5, No 0. Motion approved.

Susan Frederixon-Clerk/Treasurer