

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

January 26, 2015

Brillion Community Center

7:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 7:00 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Bob Brick, Mel Edinger, Crystal Fhlug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Rec Director Ann Marx, City Librarian Chris Moede, Police Chief JoAnn Mignon, Deputy Clerk/Treasurer Joy Buboltz, and Community Development Director Cheryl Welch. Absent was Fire Chief Rich Janke.

APPROVAL OF THE AGENDA:

Motion –Sonnabend moved to approve the agenda as circulated and printed. Seconded by Van Frachen. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES –DECEMBER 22, 2014 REGULAR CITY COUNCIL MEETING:

Motion – Van Frachen moved to approve the minutes of the December 22, 2014 Regular City Council meeting minutes. Seconded by Edinger. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Andy Pantzlaff from the Brillion News, Beth Wenzel, and Amy Vaclavik from McMahon.

Amy Vaclavik gave an update on the Well #5 Project. She reported the fiber optic cables have been installed and tested. The control programming can now begin. When trying to install the fiber optic cable between the Main Street Pumphouse and Well #3 the pull rope came apart. Kempen Excavating was called in to cut into Water Street in order to complete the installation of the fiber optic.

Vaclavik reported the new liquid sodium hydro chlorite chlorination system has been installed at the Main Street pumphouse and is available for service.

Vaclavik stated McMahon is recommending delaying the disinfection at Well #5 until early February to reduce the time the water will sit in the transmission main before going to the softeners.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 12/17/14, Plan Commission meeting of 1/5/15, Park & Recreation Commission meeting minutes of 1/8/15, Committee of the Whole meeting of 1/12/15, Special Plan Commission meeting of 1/14/2015, Redevelopment Authority Commission meeting of 1/15/15, and the Water and Sewer Utility Commission meeting of 1/19/2015.

B. Approval of Vouchers:

1. 2014 Vouchers:

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- A. General Fund: \$87,407.41:**
- B. Reserves =\$17,127.79:**
- C. Contingency = \$0.00:**
- D. TIF Expenditures=\$0.00:**

2. 2015 Vouchers:

- A. General Fund: \$1,221,112.89:**
- B. Reserves =\$2,010.00:**
- C. Contingency = \$0.00:**
- D. TIF Expenditures=\$0.00:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Temporary Class B License – Brillion Fire Department:**
- 2. Operator License: Nikki Lynn Pernell, Shane Schumacher, Shane Fischer:**
- 3. Temporary Operator License: Lucas Wenzel:**

Motion – Edinger moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, the Approval of Payroll, and the Approval of License Applications as approved at the January 26, 2015 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Approval of Appointments:

1. Police and Fire Commission:

Mayor Deiter stated that Cheryl Welch resigned from the Police and Fire Commission. Therefore, there are two (2) vacancies on that Commission.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Mignon submitted a written report and reported on the following:

- She is currently working on the 2014 Annual Report.
- She will be attending the Chief's Conference on February 9th.
- The Police Department has been busy this month.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported on the following:

- Another sand filter went down and needs to be replaced. It is being recommended that the four (4) sand filters left be replaced due to their age. She received a quote of \$1,800 - \$2,300. The Park & Recreation Commission will be discussing this at their next meeting.
- The yearly health inspection went well.

C. Library:

Librarian Moede submitted a written report and reported on the following:

- The Library is now offering 30 different magazine subscriptions through Flipster, an online magazine program.
- Munch-A-Movies will be starting in February.

D. Community Development:

Welch submitted a written report and reported that the Plan Commission is in a planning process to address a five (5) year plan for Brillion. They are asking the Redevelopment Authority Commission to work with the Chamber of Commerce on the Commercial Development and Support section and to develop a strategy for

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better connecting the Downtown and the Highway 10 in commercial development. The Redevelopment Authority Commission will be meeting on February 4th to discuss the strategy process.

E. Fire Department:

No report.

COMMITTEE REPORTS:

A. Plan Commission:

1. Carstens Mill LLC – Tax Incremental Financing Proposal – TID #2:

Edinger asked Beth Wenzel if she had a Business Plan for this development. Beth Wenzel stated no.

Beth Wenzel explained she purchased this property in December 2011. She first considered developing apartments in the building, but then considered developing retail space on the first floor with office space development on the second floor. Her daughter suggested using the facility as a place to hold weddings, meetings, and parties which she is now doing.

Beth Wenzel stated right now she and several other people are gutting the building. She will be tearing down the elevator so she can use that space for parking. She is working with Keller Structures and has contractors in place for the electrical and heating to be done. She stated she has started advertising this facility for rent and has shown the facility to interested parties. She is working with Community Development Director Cheryl Welch on this project.

Beth Wenzel stated a kitchen will not be installed in the facility but has talked to businesses that would be interested in catering for events at the facility. She stated she is required to sprinker the building and the renovation would include ADA accessibility.

Gosz stated a Developer's Agreement would need to be drafted. Nies asked if any drawings are available for this project. Beth Wenzel stated just preliminary. The other plans she had at first are no longer accurate.

Van Frachen asked where the other funding for the project would come from. Beth Wenzel stated she is currently working with two (2) banks on financing and will be using some her personal money for the project.

Gosz explained that after reviewing the proposal with the City's Financial Advisor and the City Assessor it has been determined that the proposed development would generate approximately \$309,400 in increased value to the property. If the City would borrow for the funds, the amount available would be \$70,000 due to interest costs. The Plan Commission has recommended the City Council authorize \$50,000 for this project and to retain the other \$20,000 for other project proposals in the TID. Nies stated she is concerned with the City having to borrow for this.

Buboltz stated as a neighbor to this property, her and her husband are in favor of this development and feels it would be a good asset to the community.

Van Frachen stated the City has lost dollars in the last few years on some borrowing that has been done.

Nies asked if there will be guarantees with this project. Gosz stated yes and those guarantees would be stated in the Developer's Agreement.

Fhlug stated this development will generate more revenue in the end.

Motion – Wenzel moved to approve the proposal from Carstens Mill LLC for a developer's incentive in the amount of \$50,000 for the proposed project in TID #2 and that a Developer's Agreement is prepared between

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the City and the Developer. Seconded by Fhlug. Roll call vote taken. 7 votes cast. Motion carried unanimously.

B. Park & Recreation:

1. Commission Report:

None.

C. Library Board:

1. Commission Report:

No report.

D. Utility Commission:

1. Commission Report:

No report.

E. Redevelopment Authority Commission:

1. 2015 Hanging Basket Project:

Mayor Deiter stated he would like to use his veto power on the Motion made at the December 22, 2014 meeting regarding the 2015 Hanging Basket Project. He stated if there was a concern with this project it should have been addressed at budget time. The Redevelopment Authority Commission did not need to get City Council's approval on the additional hanging baskets, but did so as a courtesy. The cost associated with the additional hanging flower baskets was included in the 2015 Budget, which was approved by the City Council.

Van Frachen stated he did not know of the Mayor's veto of that motion and other City Council members did not know either of this veto. Mayor Deiter stated he was not present at the December 22, 2014 meeting so City Council President Edinger ran that meeting.

Welch informed the City Council that she has received donations for 25 hanging baskets with more sponsorships that came in this day. Welch explained the \$50 Sponsor Fee covers the cost of the planting of the flowers. The City is only paying for the eight (8) additional baskets for a total of \$200. Edinger stated the Plan Commission wants to connect Main Street with USH 10. Van Frachen stated he would not support projects for the Downtown area, but would support projects for USH 10.

Gosz read the following motion from the December 22, 2014 City Council meeting, "**Motion** – Van Frachen moved to request the Redevelopment Authority Commission to keep the status quo on the number of hanging flower baskets along Main Street and to work with the Brillion Legion on this project and their wooded flower boxes. Seconded by Wenzel." Gosz stated this motion by the City Council may be rescinded.

Welch stated as the Community Development Director/Redevelopment Coordinator it is difficult to do her job when it is stated that some City Council members would not support projects in the Downtown area but would support projects along USH 10.

A lengthy discussion followed on the City's Downtown area.

Motion – Van Frachen moved to rescind his "Motion" for the 2015 Hanging Basket Project made at the December 22, 2014 City Council meeting. Seconded by Wenzel. Roll call vote taken. 7 votes cast. 4 yes votes cast by Brick, Edinger, Fhlug, and Sonnabend. 3 no votes cast by Nies, Van Frachen, and Wenzel. Motion carried.

F. Committee of the Whole:

1. 2015 Employment Agreements – Part-time Patrol Officers:

(Approved)

Motion – Van Frachen moved to approve the 2015 Employment Agreement for the Part-time Patrol Officers as presented. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Room Tax Allocation Policy:

Motion – Edinger moved adopt the Room Tax Allocation Policy as presented. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

3. Revised Deposit Schedule of Violations:

Motion – Wenzel moved to approve the Revised Deposit Schedule of Violations as presented. Seconded by Fhlug. Roll call vote taken. 7 votes cast. Motion carried unanimously.

4. Compost Site Agreement with Village of Potter:

Motion – Edinger moved to approve the Compost Site Agreement with the Village of Potter as presented. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

5. Upper Manitowoc River Watershed Task Force:

Motion – Edinger moved to appoint Mayor Gary Deiter and City Administrator/Clerk-Treasurer Lori Gosz as representatives of the Upper Manitowoc River Watershed Task Force. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

OLD BUSINESS:

A. Developer's Agreement – Brillion Townhouses LLC – TID #3:

Tabled.

NEW BUSINESS:

None.

COMMUNICATIONS – CITY ADMINISTRATOR/CLERK-TREASURER'S OFFICE:

Gosz submitted a written report and reported on the following:

- The Financial Auditors are conducting their annual audit this week.
- The last day for tax collection in the City Treasurer's Office is January 31, 2015.
- City Council packets may be posted on the City's website.
- February and March 2015 calendars.
- The City will not need to hold a Spring Primary on February 17th. The Spring Election will be held on April 7th.

MAYOR'S REPORT:

No report.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Brick moved to adjourn the meeting. Seconded by Edinger. Call vote taken. Motion carried unanimously. The meeting was adjourned at 8:03 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer