

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**April 27, 2015**

**Brillion Community Center**

**7:00 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 7:17 PM with the Pledge of Allegiance recited by those in attendance.

**ROLL CALL:**

Present were Mayor Gary Deiter, Alderpersons Robert 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, Fire Chief Rich Janke, Deputy Clerk/Treasurer Joy Buboltz, and Community Development Director Cheryl Welch. Absent was Police Chief JoAnn Mignon.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES –APRIL 13, 2015 JOINT SPECIAL CITY COUNCIL/UTILITY COMMISSION AND APRIL 21, 2015 NEW CITY COUNCIL MEETING;**

**Motion** – Sonnabend moved to collectively approve the minutes of the April 13, 2015 Special City Council/Utility Commission Meeting minutes and the April 21, 2015 New City Council Meeting minutes. Seconded by Edinger. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Beth Wenzel, Ron Wolf and Amy Vaclavik from McMahan, and Jon Cameron from Ehlers.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Brillion Library Board meeting of 3/18/15, Plan Commission meeting of 4/6/15, Park & Recreation Commission meeting minutes of 4/9/15, Committee of the Whole meeting of 4/13/15, Board of Appeals meeting of 4/16/15, and the Water and Sewer Utility Commission meeting of 4/20/2015.

**B. Approval of Vouchers:**

- 1. General Fund: \$105,159.63:**
- 2. Reserves =\$22,871.41:**
- 3. Contingency = \$1,339.83:**
- 4. TIF Expenditures=\$1,478.75:**

**C. Approval of Payroll:**

**D. Approval of License Applications:**

- 1. Operator Licenses – New: Leah Sengbusch:**
- 2. Operator Licenses – Renewal: Jonathan D. Enneper, Scott Eickert, John Muehlbauer, Michael A. Scharf, Russ Calaway, Cari Krepline, Steven Fischer:**

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**3. Six Month Class B Beer License: Renewal – Brillion Athletic Association – Peters Park – May 1, 2015 – October 31, 2015:**

**4. Temporary Class B Beer License: New – Brillion Athletic Association for Brillion Fest Activities at Main Street Square Parking Lot:**

**5. 2014 Capital/Reserve Budget Carryovers:**

**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 April 27, 2015 Committee of the Whole Meeting. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

None.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Chief Mignon submitted a written report.

**B. Park & Recreation:**

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

- The City of Brillion received a new flag honoring the City being member of Tree City USA for 15 years. On April 24th a tree was planted honoring Earth Day.
- The benches donated by the Brillion Optimist Club have arrived and have been placed in Horn Park.

**C. Library:**

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

- Every third Thursday of the month, the Library will be holding a gardening program.
- Several Authors will be making appearances at the Library this summer.

City Administrator Gosz presented Chris Moede with a plaque honoring her 30 years of service to the City of Brillion.

**D. Community Development:**

Welch submitted a written report and reported on the following:

- A Joint Special Planning Meeting of the City Council, RDA, Plan Commission, and the Brillion Chamber of Commerce members is scheduled for Monday, May 4<sup>th</sup> at 6:30 PM.
- The RDA has directed her to apply for a grant to assist with working with businesses.

Mayor Deiter reminded the City Council members the importance of attending the May 4<sup>th</sup> Joint Special Planning Meeting.

**E. Fire Department:**

Fire Chief Janke reported on the following:

- There have been 28 calls year to date.
- There was a leak found in the tender. The hole was repaired; however, the truck now has pitting on the inside. He is suggesting replacing both tenders and going with just one (1) larger tender.
- There are continued problems with the doors in Truck 81.
- There are discussions regarding downsizing the Fire Department equipment due to costs.
- The Ariel fire truck will need to be replaced once it is 25 years old. The City does not want to lose its ISO Rating so it is important to follow a schedule in replacing the fire trucks.
- An audit of the Fire Department was done by the Department of Commerce. The audit went well.
- The Fire Department needs to follow the NFPA Standards also.
- The Fire Department is considering selling the 6 wheeler.

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- Next year the jaws will need to be replaced.
- The City could save approximately \$150,000 by selling some of its smaller equipment.
- He will be retiring from the Brillion Fire Department on December 31, 2016 at midnight.

Wenzel asked Fire Chief Janke to create a Plan with cost estimates on items that will need to be replaced by the Fire Department and some of their ideas for downsizing. This Plan will be important as they enter into this year's budget meetings. Janke will have that information for the next Committee of the Whole meeting.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Committee Report:**

No report.

**B. Park & Recreation:**

**1. Committee Report:**

No report.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Well #5 Pumphouse & Softener Facilities Modifications – General Construction – Certification of Substantial Completion:**

Vaclavik explained this Certificate would start the warrantee on the project. Edinger asked if all issues have been resolved. Vaclavik stated there are a few minor items, but all of the equipment is up and running.

**Motion** – Sonnabend moved to approve the Well #5 Pumphouse & Softener Facilities Modifications – General Construction – Certification of Substantial Completion as presented. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**B. Agreement for Professional Services – Emergency Generators – McMahon:**

Vaclavik explained the Main Street Water Pumphouse would have a new diesel standby generator & ATS, the Ryan Street Wastewater Lift Station would have a new diesel standby generator & ATS, and the Well #3 Pumphouse would have an enclosure for the City owned portable generator that would operate at Well #3. This agreement would cover engineering services for the design, bidding, and construction services.

**Motion** – Sonnabend moved to approve the Agreement for Professional Services from McMahon for the design, bidding, and construction services for the emergency generators projects as presented. Seconded by Nies.

Vaclavik stated these projects are included in the 2015 borrowing.

Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Redevelopment Authority Commission:**

**1. Commission Report:**

Edinger stated that work continues on the flag poles. Welch stated on May 12<sup>th</sup> a tour of vacant buildings will take place. She encouraged the City Council members to attend the tour.

**F. Committee of the Whole:**

**1. Ordinance – Regular Meetings of the City Council:**

(Approved)

**Motion** – Edinger moved to set a Public Hearing date of May 26, 2015 at 7:15 PM to hear testimony for or against the change in time of City Council meetings. Seconded by Brick. Call vote taken. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**OLD BUSINESS:**

**A. Developers Agreement – Carstens Mill LLC – TID #2:**

Gosz explained there have been no changes to this Agreement since the last meeting.

**Motion** – Wenzel moved to approve the Development Agreement between the City of Brillion and Carstens Mill, LLC for development in Tax Increment District #2. Seconded by Fhlug. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**NEW BUSINESS:**

Jon Cameron from Ehlers explained the proposed Resolutions for adoption are for the financing of projects scheduled for this year. Ehlers also identified the 2006 General Obligation Bonds for advanced refunding. Ehlers is suggesting that the sewer portion of the 2015 & 2016 projects be financed through Revenue Bonding instead of General Obligation Bonds to help the City with staying at the 80% borrowing limit.

Cameron presented the Issuance Schedule for the \$2,645,000 General Obligation Corporate Purpose Bonds, Series 2015B. He explained the proposed debt issuance schedule, the payments due for each utility, and the impact on the City's levy. He explained the Bond would be publically bid. The interest rates at this time are very favorable.

Cameron explained the Sewer portion of the 2015 I/I Project would be publically bid separately. This borrowing would be an \$825,000 Sewer System Revenue Bond, Series 2015 C. He explained the proposed debt issuance schedule, Debt Sizing Worksheet, and the debt schedule. A deposit to the Debt Service Reserve would need to be made with this borrowing, in the amount of \$82,500 which is 10% of the loan.

Edinger expressed concern with little borrowing capacity left when fire trucks will need to be replaced in the very near future. Cameron explained the City would have, after this G.O. Borrowing, \$1.8 million of overall capacity left.

**A. Initial Resolution Authorizing \$375,000 General Obligation Bonds for Street Improvement Projects:**

**Motion** – Edinger moved to adopt Resolution #15-06, Initial Resolution authorizing \$375,000 General Obligation Bonds for street improvement projects. Seconded by Nies. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**B. Initial Resolution Authorizing \$515,000 General Obligation Bonds for Water System Projects:**

**Motion** – Wenzel moved to adopt Resolution #15-07, Initial Resolution authorizing \$515,000 General Obligation Bonds for water system projects. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**C. Initial Resolution Authorizing \$445,000 General Obligation Bonds for Storm Water Improvements:**

**Motion** – Sonnabend moved to adopt Resolution #15-08, Initial Resolution authorizing \$445,000 General Obligation Bonds for storm water improvements. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**D. Initial Resolution Authorizing \$1,310,000 General Obligation Refunding Bonds:**

(Approved)

**Motion** – Edinger moved to adopt Resolution #15-09, Initial Resolution authorizing \$1,310,000 General Obligation Bonds the public purpose of refunding obligations of the City, including interest on them. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Resolution Directing Publication of Notice to Electors:**

**Motion** – Wenzel moved to adopt Resolution #15-10, a Resolution directing publication of notice to electors on general obligation bonds. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**F. Resolution Providing for the Sale of \$2,645,000 General Obligation Corporate Purpose Bonds, Series 2015B:**

**Motion** – Van Frachen moved to adopt Resolution #RE15-11, a Resolution providing for the sale of \$2,645,000 General Obligation Corporate Purpose Bonds, Series 2015B. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**G. Resolution Providing for the Sale of \$845,000 Sewerage System Revenue Bonds, Series 2015C:**

**Motion** – Sonnabend moved to adopt Resolution #RE15-12, a Resolution providing for the sale of approximately \$825,000 Sewerage System Revenue Bonds, Series 2015C. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**COMMUNICATIONS – CITY ADMINISTRATOR/CLERK-TREASURER’S OFFICE:**

Gosz submitted a written report and reported on the following:

- She and Community Development Director will be attending a Lean Seminar on May 7<sup>th</sup> at FVTC.
- On May 19<sup>th</sup> she and the Mayor will be attending a County/Municipal Intergovernmental Meeting in Appleton.

**MAYOR’S REPORT:**

None.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn the meeting. Seconded by Nies. Call vote taken. Motion carried unanimously. The meeting was adjourned at 8:27 PM.

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk-Treasurer