

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

July 27, 2015

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:35 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, Deputy Clerk/Treasurer Joy Buboltz, Police Chief JoAnn Mignon, Community Development Director Cheryl Welch, Park & Recreation Director Ann Marx, City Librarian Chris Moede, and Fire Chief Rich Janke.

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 –JUNE 22, 2015 REGULAR CITY COUNCIL MEETING:

Motion – Van Frachen moved to approve the minutes of the June 22 2015 Regular City Council Meeting. Seconded by Edinger. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Amy Vaclavik from McMahon, Earl Herring, Joey Diener, Eric Burich, and Christopher Buboltz.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board Meeting of 6/17/15, Park & Recreation Commission Meeting of 7/2/2015, Plan Commission meeting of 7/6/2015, Committee of the Whole Meeting of 7/13/2015, Redevelopment Authority Commission meeting of 7/16/2015, and the Water and Sewer Utility Commission Meeting of 7/20/2015.

B. Approval of Vouchers:

- 1. General Fund: \$92,980.16:**
- 2. Reserves =\$26,092.80:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$0.00:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Operator Licenses – New: Stacy Allaire:**
- 2. Operator Licenses – Renewal: Dawn Sestak, Brittany Ott, Jacquelyn Lee Buboltz, Aaron Bowe, Brittney Horn:**

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

(Approved)

Applications as approved at the July 27, 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 – Mike Welch:

Motion – Wenzel moved to confirm Mayor Deiter’s appointment of Mike Welch to the Police and Fire Commission. Seconded by Brick. Call vote taken. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported the Brillion High School Football Team will again be providing two (2) hours of community service work to the City on Friday, August 7th.

Marx thanked Christopher Buboltz for his assistance this summer with the recreation programs. She stated that Chris assisted with the baseball and softball programs this year, including finding umpires for those games. She stated Chris’ last day with the City will be August 22nd.

C. Library:

Librarian Moede submitted a written report and stated the Library has been busy this summer.

D. Community Development:

Community Development Director Welch submitted a written report.

E. Fire Department:

Fire Chief Janke reported on the following:

- Presently, there are two (2) committees working on items for the Fire Department, those committees being the Jaws Committee and the Tender Committee. A sales agent approached him at the Fire Chief’s Conference and informed him that his company would like to bring one of their tenders to Wisconsin. This item still needs to go to bid and will be a few months before that happens.
- To date there have been 38 calls.

Fire Fighter Eric Burich stated he is a member of the Jaws Committee. This Committee is looking at what type of jaws would fit the Brillion Fire Department. He report the Jaws Committee received some quotes, with the lowest quote coming from Jefferson Fire & Safety in the amount of \$36,635.60 with shipping. Janke stated with this proposed jaws there wouldn’t be any reels with the unit. Wenzel asked why the Fire Department is going away from the reels. Janke explained there is approximately 100’ hose on the reels. The total weight of that type of jaws is 150 lbs. With the proposed jaws, the weight would be only approximately 50 lbs. Also, without the reels it is easier to go anywhere on the scene.

6:45 PM – PUBLIC HEARING – ORDINANCE – NOXIOUS WEEDS:

Mayor Deiter opened the Public Hearing at 6:45 PM and asked three (3) times for testimony for or against the proposed ordinance change. No testimony given. Mayor Deiter closed the Public Hearing at 6:46 PM.

E. Fire Department (Cont):

Sonnabend asked Janke if there is any part of the current jaws unit that is salvageable. Janke stated maybe the hose, but that would be it.

The City Council was in favor of purchasing a new jaws unit. Nies questioned if this item will need to be publicly bid. Janke stated he received three (3) quotes. Gosz will investigate this further.

(Approved)

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

No report.

B. Park & Recreation:

1. Room Rental Fees:

Marx stated she is proposing reducing the room rental charge during hours of operation to generate more use. Also rentals longer than six (6) hours will be assessed a \$75.00 cleaning fee.

Motion – Van Frachen moved to approve the Brillion Community Center Fee Schedule as presented. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Construction of Well #5 – Change Order #2 – Sam’s Well Drilling Inc.

Amy Vaclavik, McMahon, explained this Change Order is due to a quantity adjustment with the project, which resulted in a deduction of \$2,625.00. She stated the concern of the grout was discussed at length at the Utility Commission meeting.

Motion – Sonnabend moved to approve Change Order #2 for the contract with Sam’s Well Drilling, Inc for the construction of Well #5 as presented. Seconded by Nies. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Certification for Payment #2 & Final – Sam’s Well Drilling, Inc.:

Vaclavik explained Certificate for Payment #2 is the final payment of the contract, in the amount of \$26,002.50 and incorporates both Change Order #1 and #2 and the release of retainage to Sam’s Well Drilling. With this payment, the contract will then be closed.

Edinger asked if there are any adjustments made with this payment request. Vaclavik explained that Sam’s did provide other work that they did not charge for such as travel time, pumping work, and part of the extra grout that was used during the project.

Motion – Wenzel moved to approve Certificate for Payment #2 and Final to Sam’s Well Drilling, Inc for the construction of Well #5 as presented. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

3. Additional Engineering Services – McMahon – Well #5 Development:

Vaclavik explained the additional engineering services conducted by McMahon were primarily to oversee the work done to restore Well #5 to full capacity. The services included the time coordinating with Sam’s Well Drilling the work that was to be done and also the time spent at the well overseeing the work. Additional time was also spent meeting with City Staff, the Mayor, and City Attorney Andy King.

Vaclavik explained she did not charge the City for mileage to and from the well site from her office with the use of her personal vehicle, and the time spent attending Utility Commission and City Council meetings.

Gosz explained this amount was included in the Safe Drinking Water Loan request.

(Approved)

Motion – Van Frachen moved to approve the payment request from McMahon, in the amount of \$7,880.64, for additional engineering services to McMahon as part of the Well #5 Project. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

Update on Other Projects:

Vaclavik gave a brief report on the following projects:

1. N. Columbus Avenue Project:

Krueck Construction has completed the utility work on this street. M & E Construction has completed the pipe bursting. MCC will start the roadwork soon with the curb work done shortly afterward.

Also the storm sewer work in TIF #3 has been completed.

2. Streets South of Ryan Street:

Immel Construction has completed the mini storm sewer work. M & E Construction has started the pipe bursting work. It is hoped to have these projects completed by the middle of August.

E. Redevelopment Authority Commission:

1. Commission Report:

No report.

Edinger stated the Commission is working on what they would like to see the Downtown area to look like.

F. Committee of the Whole:

1. Fire Chief Position Description:

Gosz explained she removed item #14 from the Position Description since the City does not have an Ambulance Director/Coordinator. It is hoped to hire an individual for the Fire Chief position soon and have that individual work with the present Fire Chief for the remainder of 2015 and all of 2016.

Motion – Van Frachen moved to approve and post the Fire Chief Position Description as presented. Seconded by Edinger.

Wenzel suggested including language in the Position Description that the Fire Chief should attend City Council meetings or at least submit a written report to the City Council. Gosz stated she will include that language.

Motion – Van Frachen moved to amend his previous motion to include language in the Fire Chief Position Description that the Fire Chief should attend City Council meetings or submit a written report to the City Council. Seconded by Edinger.

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

G. Cemetery Commission:

1. Commission Report:

No report.

Nies stated she noticed the roadway at the Community Cemetery needs repair. Wenzel stated the Cemetery Committee is budgeting for that expense, but will take a while. Gosz suggested milling the roadway and filling the roadway with gravel at this time.

OLD BUSINESS:

A. Ordinance – Noxious Weeds:

(Approved)

Motion – Van Frachen moved to adopt Ordinance #OR15-02 as it relates to noxious weeds in the City of Brillion. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

NEW BUSINESS:

Fhlug asked what happened to the stop sign at Kwik Trip. Police Chief Mignon stated the stop sign was hit through a hit and run accident.

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

Gosz submitted a written report and reported on the following:

- The Safe Routes to School Trail has been completed. There are a few items on the “punch list” that still need to be completed.
- A total of 38 geese were collected with the recent round up.

MAYOR’S REPORT:

No report.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Nies moved to adjourn the meeting. Seconded by Van Frachen. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:13 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer