

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

May 23, 2016

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:30 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Mel Edinger, Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Recreation Director Ann Marx, Police Chief JoAnn Mignon, Fire Chief Rich Janke, City Librarian Chris Moede, and Community Development Director Cheryl Welch. Absent were Alderpersons Bob Brick and Crystal Flug.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – APRIL 25, 2016 REGULAR CITY COUNCIL MEETING:

Motion – Sonnabend moved to approve the minutes of the April 25, 2016 Regular City Council Meeting. Seconded by Shafran. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Police Lieutenant Kirk Schend.

Gosz reported that on May 26, 2016 Lieutenant Kirk Schend will celebrate 25 years of employment with the City of Brillion. Gosz presented Lieutenant Schend with a Plaque of Recognition for his years of service.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board Meeting of 4/20/2016, Park & Recreation Commission meeting of 5/5/2016, Water and Sewer Utility Commission meeting of 5/16/16.

B. Approval of Vouchers:

- 1. General Fund: =\$77,587.82:**
- 2. Reserves =\$50,632.90:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$2,700.00:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Operator License – New: Matthew R. Bennett, Jake R. Koffarnus, Victoria Lemke:**
- 2. Operator License – Renewal: Dawn M. Duffeck, Sara Brault, Steve Brault, Jocelyn Shafran, Bryan Cobler, Connie Marie Michiels:**

(Approved)

3. **Temporary Class “B” License –Brillion Athletic Association – June 10th-11th Brillion Fest Activities at Main Street Square, Brillion Area Jaycees – June 11th Brillion Fest Activities at Peters Park, Brillion Area Jaycees – June 11th Brillion Fest Activities at Ariens Company, 655 W. Ryan Street:**
4. **Six Month Class B Beer License – Renewal: Brillion Athletic Association – Peters Park – May 1, 2016 – October 31, 2016:**
5. **Dog & Cat Kennel Permit – Renewal: TJ Bastian – 627 S. Glenview Avenue:**

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, the Approval of License Applications, and the approval of a Dog Kennel Permit to the property owner at 627 S. Glenview Avenue as approved at the May 23, 2016 Committee of the Whole Meeting. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

E. Approval of Appointments:

None.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Mignon reported on the following:

- Increase of vandalism of City property in the Parks.
- Employee theft at a local business.
- IRS Scam.
- Accidental fire at the ATV Park.
- ATV State Law changes. She is working on consolidating the permit.
- K9 Training.

B. Park & Recreation:

Recreation Director Ann Marx reported on the following:

- Because of the recent vandalism at the City Parks, the Park & Rec Commission will discuss placing cameras at the Parks.
- Thank You to Mayor Deiter, Al Ebert, Dennis Miller, and Joe Behnke for the landscaping work at the Brillion Community Center.

C. Library:

Librarian Moede reported on the following:

- A hearing loop has been installed in the basement of the Library building through a LSTA Grant. They are hoping to install a sound system in the basement soon.
- She distributed a copy of the Summer Reading Program.

D. Community Development:

Welch reported on the following:

- Grant opportunities in full for the Main Street Square property.
- Hanging flower baskets will be up by the weekend.
- The RDA approved a Zero Interest Loan to Todd Kuchenbecker.
- Downtown Visioning Workshop – There will be a report in June from ECWRPC.

E. Fire Department:

Fire Chief Janke reported things are going well. There were eight (8) new hires, but only five (5) have been attending training.

COMMITTEE REPORTS:

A. Plan Commission:

(Approved)

1. Commission Report:

No report.

B. Park & Recreation:

1. ATV Park Rules & Regulations:

Police Chief Mignon reported the City Attorney is reviewing the proposed rules. However, she recommends the City Council approve the Rules pending City Attorney final review so that the ATV Park can open in early June.

Motion – Nies moved to approve the proposed ATV Park Rules & Regulations pending City Attorney final review. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Ordinance – Construction and Improvements:

Mayor Deiter explained the proposed ordinance would give authority to the Water and Sewer Utility Commission for construction and improvements, but is limited to the extent that the Commission has money currently available to pay for the expenditures. The Commission will need City Council approval if borrowing is required.

Motion – Edinger moved to set a Public Hearing date for Monday, June 27, 2016 at 6:40 PM to hear testimony for or against the proposed ordinance. Seconded by Wenzel.

Wenzel questioned if the rules should be considered for other departments, such as Park & Recreation. Gosz stated because the Water and Sewer Utility is a separate proprietary fund, and has its own budget and user fees, it has separate rules. The Park & Recreation Commission is funded by the General Fund and property taxes.

Roll call vote taken. 5 votes cast. Motion carried unanimously.

E. Redevelopment Authority Commission:

1. Zero Interest Loan Application – Premier Auto Coatings:

Motion – Wenzel moved to approve the Zero Interest Loan Application to Todd Kuchenbecker for Premier Auto Coatings, not to exceed \$8,000.00. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

2. Community Development Block Grant Application:

No action taken.

F. Committee of the Whole:

1. Hacker Dam Inspection:

Motion – Sonnabend moved to approve the Agreement for Professional Services with McMahon for the inspection of Hacker Dam. Seconded by Nies. Roll call vote taken. 5 votes cast. Motion carried unanimously.

2. Chip Seal Project – Award Bids:

Motion – Edinger moved to approve the bid from Scott Construction for \$24,942.00 for the 2016 Chip Seal Project. Seconded by Wenzel. Roll call vote taken. 5 votes cast. Motion carried unanimously.

3. Organizational Study:

Motion – Edinger moved to approve the IPR Group to conduct an Organizational Analysis with a cost not to exceed \$3,500. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

(Approved)

G. Cemetery Commission:

1. Commission Report:

Gosz reported that Glen Braun from Deer Run Golf Course will be using the City Cemetery road to access his property with loads of fill. She explained Braun and DPW Staff will repair the Cemetery road prior to the Memorial Day weekend.

H. Tourism Committee:

1. Optimist Club – Tourism Funding Award:

Motion – Nies moved to award the Brillion Optimist Club up to \$500 of Tourism Funds for a “walking taco stand” at Peters Park during Brillion Fest. Seconded by Edinger.

Welch explained this is a Splash Pad fund raising effort and the Optimist Club received donations for food and need \$500 to finalize the event.

Roll call vote taken. 5 votes cast. Motion carried unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

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

Gosz reported she will be attending a Transportation Development Association (TDA) Regional Meeting in De Pere on Tuesday, May 25th. She explained the TDA is a non-profit organization with the focus on State transportation needs. The TDA has initiated a “Just Fix It” campaign to hear from local officials and business owners on transportation needs with reduced revenue available.

MAYOR’S REPORT:

Mayor Deiter reported he will be a vacation June 14th – 20th. Edinger reported he will be on vacation June 15th – 18th. Sonnabend reported he will not be available at the June City Council meeting. Shafran, Wenzel, and Nies stated they will not be available for the July 25th City Council meeting. The City Council will discuss rescheduling the July City Council meeting at the June City Council meeting.

Mayor Deiter gave an update on the happenings at the Calumet County Board meetings.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Edinger moved to adjourn the meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:10 PM.

Gary Deiter, Mayor

Lori M. Gosz, City Administrator/Clerk-Treasurer