

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

November 28, 2016

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:32 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

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

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – OCTOBER 24, 2016 REGULAR CITY COUNCIL MEETING:

Motion – Edinger moved to approve the minutes of the October 24, 2016 Regular City Council Meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Beth Wenzel and Judy McGlin.

City Administrator Gosz presented City employee Judy McGlin with a Plaque of Appreciation from the City of Brillion for her 20 years of service to the City.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 10/19/2016, Committee of the Whole meeting of 10/24/2016, Cemetery Commission meeting of 10/27/2016, Plan Commission meeting of 11/7/2016, Park & Recreation Commission meeting of 11/9/2016, Redevelopment Authority Commission meeting of 11/10/2016, Committee of the Whole meeting of 11/14/2016, and Water & Sewer Utility Commission meeting of 11/14/2016.

B. Approval of Vouchers:

1. General Fund: =\$110,784.07:

2. Reserves =\$17,647.55:

3. Contingency = \$0.00:

4. TIF Expenditures=\$0.00:

C. Approval of Payroll:

D. Approval of License Applications:

1. Operator License – New: Kathy Beshada, Stephanie Moen, Angela Kay Taylor, Debra S. Born.

(Approved)

E. Approval of Appointments:

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 November 28, 2016 Committee of the Whole Meeting. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported that it is hoped to start cementing the splash pad next week. It appears the project is on schedule.

C. Library:

Librarian Moede submitted a written report.

D. Community Development:

No report.

E. Fire Department:

Fire Chief Janke submitted a written report.

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

No report.

B. Park & Recreation:

1. Commission Report:

Shafran reported the next Park & Recreation Commission meeting will be held on Thursday, December 1st.

C. Library Board:

1. Committee Report:

Nies reported that the Library will be honoring its volunteers on December 20th with a Volunteer Reception.

D. Utility Commission:

1. Disallowance of Claim – 316 S. Francis Street:

Gosz reported the property owner of 316 S. Francis Street did receive a copy of the letter disallowing their claim.

Motion – Sonnabend moved to disallow the claim made by Chuck Skenandore, property owner of 316 S. Francis Street, against the City of Brillion for back-up of sewer water into his home. Seconded by Nies. Roll call vote taken. 7 votes cast. Motion carried unanimously.

Gosz explained that the property owner now has six (6) months from the date of notice of disallowance of claim to take action against the City.

E. Redevelopment Authority Commission:

1. Staffing of Redevelopment Authority Commission:

(Approved)

Edinger reported that the Redevelopment Authority Commission (RDA) is looking for a lead person for RDA projects. The RDA would like to have a staff person for this.

Wenzel asked about the money that was earmarked for the HUB Project. She stated she feels a lead person is a great idea, but would like to see what occurs at the special RDA, Plan Commission, and City Council meeting scheduled for Tuesday, November 29th. Nies agreed.

Gosz explained there is \$25,000 placed in the City Budget for an RDA Consultant. The IPR Group suggested, in their Organizational Study for the City of Brillion, that East Central Wisconsin Regional Plan Commission could assist the City with RDA projects. The RDA is asking the City to keep that \$25,000 in the Community Development Budget for that purpose. Nies asked if Gosz check with the East Central Wisconsin Regional Plan Commission what their fee would be to assist the City with RDA Projects. Gosz stated she did not check with East Central. Shafran pointed out that with Cheryl Welch being that RDA Consultant the RDA would have an individual that they know and trust. Edinger stated with Welch assisting through this transition it will give the RDA some consistence.

Beth Wenzel asked where in the 2017 City Budget that \$25,000 was placed. Gosz stated in the Community Development RDA Budget line item and per W.S.S. the RDA can use those funds.

Mayor Deiter stated it is important for the City to continue to move forward. The RDA is looking at two (2) projects, the HUB Property and the Brillion Iron Works property. It is important for the RDA to have that “go to” person. Gosz explained there are many grant opportunities that can be applied for.

Motion – Sonnabend moved to request of the RDA to authorize the use of the \$25,000 allocation in the 2017 Budget identified as RDA Consultant, for the RDA to contract for staffing for the RDA. Seconded by Fflug.

Wenzel stated she is concerned that the \$25,000 can just be used for that contract. What if there is a need for those funds elsewhere in the RDA Budget. She does not want to be just locked into just that.

Roll call vote taken. 7 votes cast. 6 yes votes and 1 no vote cast by Nies. Motion carried.

6:45 PM – PUBLIC HEARING – 2017 BUDGET:

Mayor Deiter opened the Public Hearing at 6:51 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:52 PM.

E. Redevelopment Authority Commission Cont.:

2. Resolution – Expand Boundaries of the Redevelopment Authority District:

Mayor Deiter stated the Redevelopment Authority Commission would like to expand their boundaries to include all of the Brillion Iron Works properties as contiguous boundaries to the existing boundaries of the Redevelopment District.

Motion – Wenzel moved to adopt Resolution RE16-08 expanding the boundaries of the Redevelopment District within the City of Brillion. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

F. Committee of the Whole:

1. Public Works Director Wage Scale:

Motion – Edinger moved to approve the Public Works Director Wage Scale as presented. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. 2017 Employment Agreements:

(Approved)

Motion – Edinger moved to approve the 2017 Employment Agreements as presented. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Cemetery Maintenance Contract:

Wenzel explained there is a change in the contract to raise Jerome Popp’s hourly wage from \$10.00 per hour to \$12.00 per hour.

Motion – Wenzel moved to approve the Cemetery Maintenance Contract between the City of Brillion and Jerome Popp, Popp & Popp Contractors, as recommended and proposed by the Cemetery Commission. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Community Cemetery Road:

Wenzel reported that Working Leadman Jandrey informed the Cemetery Commission that it would be more economical to chip seal the roadway versus asphaltting the roadway. The longevity of the roadway with chip seal would be the same as asphaltting the roadway. This is hoped to be done in spring.

Wenzel explained that Glen Braun, Braun’s Deer Run, agreed to help the City with the cost to build a swale on the north east end of the Cemetery, which would drain to his property. He also agreed to pay for the cost to restore the lawn torn up by his trucks.

Motion – Wenzel moved to approve the recommendation of the Cemetery Commission to borrow \$20,000 for the roadway project, authorize \$1,000 from the Cemetery Reserve Account, and the balance of the project to come from the Perpetual Care Account. Also, to authorize an agreement to be drafted between the City of Brillion and Glen Braun, Braun’s Deer Run Golf Course, detailing that Braun will assist the City with the landscaping at the Cemetery and will allow and assist the City in creating a swale along the west end of Fairway #4. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

H. Tourism Committee:

1. Committee Report:

No report.

OLD BUSINESS:

A. Resolution – 2017 Budget:

Motion – Edinger moved to adopt Resolution RE16-09 adopting the 2017 Budget for the City of Brillion. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

NEW BUSINESS:

None.

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

Gosz submitted a written report and reported on the following:

- The State of Wisconsin will be having a re-count for the 2016 Presidential Election.
- New City Hall Office Hours.
- The Joint Meeting of the City Council, Plan Commission, and Redevelopment Authority Commission to be held on Tuesday, November 29th at 2:00 PM.

MAYOR’S REPORT:

Mayor Deiter reported that Mary Kohrell has been hired as the Calumet County Development Director.

PRESS TIME:

No questions.

(Approved)

ADJOURNMENT:

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

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer