

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**January 23, 2017**

**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 Robert Brick, Mel Edinger, Crystal Fhlug, Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, Fire Chief Joey Diener, Park & Rec Director Ann Marx, Librarian Chris Moede, and Deputy Clerk/Treasurer Joy Buboltz.

**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 – DECEMBER 12, 2016 REGULAR CITY COUNCIL MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the December 12, 2016 Regular City Council Meeting. Seconded by Shafran. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Melissa and Morgan Diener, Amy Vaclavik from McMahan, Police Captain Kirk Schend, and Deputy Fire Chief Eric Burich.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Brillion Library Board meeting of 12/21/16, Water and Sewer Utility Commission meeting of 12/19/16, Redevelopment Authority Commission meeting of 12/20/16, Plan Commission meeting of 1/3/17, Park & Recreation Commission meeting of 1/5/2017, Committee of the Whole meeting of 1/9/17, and Water & Sewer Utility Commission meeting of 1/18/17.

**B. Approval of Vouchers - 2016:**

- 1. General Fund: =\$75,382.59:**
- 2. Reserves =\$50,240.83:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$0.00:**

**C. Approval of Vouchers - 2017:**

- 1. General Fund: =\$1,284,892.11:**
- 2. Reserves =\$55,336.95:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$0.00:**

(Approved)

**D. Approval of Payroll:**

**E. Approval of License Applications:**

- 1. Operator License – New: Taylor Schoen, Tiffany Lynn Cox:**
- 2. Temporary Class B License – Brillion Fire Department:**

**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 23, 2017 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

None.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Police Chief Mignon reported on the following:

- She continues to work on the Police Department's year-end report.
- A new Part-time Police Officer started last week.
- Security cameras have been installed at the DPW facility, the Wastewater Treatment facility, Well #5 facility, and at City Hall.

**B. Park & Recreation:**

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

- The main computer at the Brillion Community Center crashed last week so a new computer has been installed.
- She will be asking the City Council for funds next month for repairs to the Brillion Community Center's roof.

**C. Library:**

Librarian Moede submitted a written report and reported that the Library Board voted to spend up to \$2,500 from the Chester Tamm donation to purchase STEM items for the Library.

**D. Fire Department:**

City Administrator Gosz swore in Joey Diener as the City of Brillion's Fire Chief.

Fire Chief Diener reported on the following:

- On January 9<sup>th</sup> the Fire Department's Officers met to discuss the needs for the new heavy rescue vehicle.
- M & H Repair will be able to repair the latches for the current heavy rescue vehicle at a cost of under \$100. This will be a temporary fix for this vehicle for safety reasons.
- February 5<sup>th</sup> the Brillion Fire Department will again be hosting their Annual Mid-Winter Brat Fry.

Edinger asked Fire Chief Diener if the Fire Department has been looking at their future building needs. Diener stated yes and that last week he met with Police Chief Mignon, City Administrator Gosz, and RDA Consultant Cheryl Welch and discussed this issue.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

- 1. Certified Survey Map – Pond Lots:**

(Approved)

**2. Certified Survey Map – Glenview/Wolfschmidt Lots:**

City Administrator Gosz explained these Certified Survey Maps (CSM's) are for the property the City purchased from Keith Ondrasek. The intention of the City Council is to keep the land surrounding the pond and to sell the property along Glenview Avenue.

She explained that once CSM #1 is recorded Lot 1 on that CSM will be deeded to Andy and Cara Geiger. Lot 2 and Lot 3 will be kept by the City for access to the pond. With CSM #2, once it is recorded the lots will be sold as residential lots. The City's intentions are to recoup the cost from the sale of these lots for the cost the City spent on purchasing that property from Ondrasek. She stated there are individuals interested in those lots once the City decides to sell them.

**Motion** – Sonnabend moved to approve the CSM's without Public Hearing for the pond lots and the Glenview/Wolfschmidt lots. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**3. Sale of City Property – Glenview/Wolfschmidt Lots:**

City Administrator Gosz reported that the Plan Commission had instructed that the Glenview/Wolfschmidt lots be appraised. She contacted Dhein Appraisal to have this done. Unfortunately due to a health issue Dhein Appraisal was unable to complete the appraisal prior to this meeting. At the next Plan Commission the appraisal will be reviewed.

**B. Park & Recreation:**

**1. Commission Report:**

No report.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

No report.

**E. Redevelopment Authority Commission:**

**1. Release of funding:**

Edinger explained that the City Council placed \$25,000 in the 2017 City Budget for the Redevelopment Authority Commission (RDA) to use. The RDA has signed a contract with an RDA Consultant, Cheryl Welch. The RDA is asking the City Council to release that \$25,000 to the RDA. The RDA will be operating separately from the City then.

**Motion** – Sonnabend moved to approve the request from the RDA for the release of \$25,000 to the RDA. Seconded by Wenzel.

Sonnabend stated he would like to see that the City Council received monthly reports from the RDA. Cheryl Welch stated that can be done and that the \$25,000 can be used as "seed" money for going after grants. Nies suggested dispersing the \$25,000 by quarterly increments to the RDA. That way the City would be protecting themselves. Welch explained the RDA would start a bank account with two (2) signatures required on checks, Beth Wenzel and Kim Buboltz. Welch also stated that other RDA items fall under the City's budget.

City Administrator Gosz explained that if something happens to the function of the RDA those RDA funds would come back to the City. She also suggested that the RDA start thinking about the year 2018 and raising funds for those projects.

(Approved)

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

**F. Committee of the Whole:**

**1. Capital Improvement – Financial Plan:**

Edinger questioned the cost for this Financial Plan. City Administrator Gosz explained that Ehlers would roll those costs into the borrowing.

**Motion** – Edinger moved to proceed with the Capital Improvements Financial Plan and to work with Ehlers on borrowing options. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Ordinance – Contributing to Truancy:**

**Motion** – Wenzel moved to set a Public Hearing date of February 27, 2017 at 6:45 PM to hear testimony for or against the proposed Contributing to Truancy ordinance. Seconded by Shafran. Call vote taken. Motion carried unanimously.

**3. Public Works Director Employment Agreement:**

**Motion** – Edinger moved to approve the Public Works Director Employment Agreement with Andy Geiger. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**H. Tourism Committee:**

**1. Committee Report:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**1. Agreement for Professional Services – General Engineering - McMahon:**

Amy Vaclavik, McMahon, explained this Agreement for Professional Services is an annual agreement between McMahon and the City of Brillion. This Agreement would cover engineering for smaller projects, those under \$5,000. This Agreement allows McMahon to complete smaller projects throughout the year without the need for a service agreement for each project. The engineering for the smaller projects would be for time and expense fees.

Edinger questioned if there was an increase in the hourly rate. Vaclavik stated her fee, which is an increase of 1.5%.

**Motion** – Edinger moved to approve the General Engineering Agreement with McMahon. Seconded by Sonnabend. Roll call vote taken. 7 votes taken. Motion carried unanimously.

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

Gosz submitted a written report and reported on the following:

- Schenk is conducting the City’s Annual Audit this week.
- Manny Vasquez will be leaving the Fox Cities Regional Partnership. Rob Peterson will be assisting the City.
- The 2016 Property Tax bills are being collected at this time.
- Calendars.

(Approved)

**MAYOR'S REPORT:**

Mayor Deiter reported that the City Council is now working on the Organization Chart for the City with the hiring of the Public Works Director. He thanked Police Chief Mignon for taking on the additional role of Emergency Government Director, and that she is currently working with Fire Chief Diener on emergency management for the City. Chief Mignon will also be overseeing the ambulance department at this time.

Mayor Deiter reported the following at the Calumet County level:

- The Calumet County Garage should be completed and operating in October.
- There are discussions taking place on the Calumet County jail facility. Another jail may be needed due to more female inmates.
- Calumet County Sheriff's Department may be looking at another K-9 Unit.
- Mary Kohrell has been hired as the Calumet County Economic Development Director.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Edinger. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:17 PM.

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer