

(Unapproved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

August 28, 2017

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:38 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Timothy Hanson, Joe Levash, Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, Public Works Director Andy Geiger, Park & Recreation Director Ann Marx, City Librarian Chris Moede, and Deputy Clerk/Treasurer Joy Buboltz. Absent were Alderperson Mel Edinger and Fire Chief Joey Diener.

APPROVAL OF THE AGENDA:

Motion –Levash moved to approve the agenda. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – JULY 24, 2017 REGULAR CITY COUNCIL MEETING AND THE AUGUST 14, 2017 SPECIAL CITY COUNCIL MEETING:

Motion – Sonnabend moved to approve the minutes of the July 24, 2017 Regular City Council Meeting and the August 14, 2017 Special City Council Meeting minutes. Seconded by Wenzel.

Wenzel asked for clarification on the naming of the pathway on E. National Avenue to Trinity Lutheran School. Gosz stated that City Staff can coordinate the naming of that pathway.

Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Guests of the meeting were David Norby from The Brillion News, Beth Wenzel, Sarah Pielhop, and Bob Mundt from the Fox Cities Regional Partnership.

Bob Mundt from the Fox Cities Regional Partnership introduced himself to the City Council and gave a brief description of his background. He stated the City of Brillion has been a member of the Fox Cities Regional Partnership for a few years now. He explained that the Fox Cities Regional Partnership can do economic development work for the City of Brillion for the existing businesses and for potential new businesses. He also explained that the Fox Cities Regional Partnership also works with the school systems and the talent field.

Mundt explained the program where the Fox Cities Regional Partnership brings in students from areas around the country for a weekend to see this area and what businesses in this area have to offer for employment opportunities. It is the hope to retain young professionals in this area of Wisconsin.

The Fox Cities Regional Partnership markets this region of Wisconsin as a good place to work, live, and play. He stressed the importance to create an environment for people to want to come to Brillion. Brillion needs to show them the quality of life they could have living here.

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CONSENT AGENDA:

A. Acceptance of Minutes:

Redevelopment Authority Commission meeting of 7/13/2017, Brillion Public Library Board meeting of 7/19/2017, Tourism Committee meeting of 8/3/2017, Park & Recreation Commission meeting of 8/3/2017, Plan Commission meeting of 8/7/2017, Park & Recreation Commission meeting of 8/17/2017, and Water & Sewer Utility Commission meeting of 8/21/2017.

B. Approval of Vouchers:

1. **General Fund: =\$133,860.22:**
2. **Reserves =\$51,106.87:**
3. **Contingency = \$0.00:**
4. **TIF Expenditures=\$817.73:**

C. Approval of Payroll:

D. Approval of License Applications:

1. **Operator License – New: Angela Thurow, Christopher Kocian, Casey E. Kluck, Clayton Arnoldussen, Michelle Ruebl, Madelon Berken, Ashlyn Vissers, Cynthia Renee Shaffer, Hailey Godres:**
2. **Operator License – Renewal: Nikki Pernel:**

Motion – Wenzel moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, Approval of Payroll, and the Approval of License Applications as approved at the August 28, 2017 Committee of the Whole Meeting. Seconded by Sonnabend.

Nies stated she is not in favor of the way the payment of the elliptical and treadmill machines for the Brillion Community Center is being handled.

Roll call vote taken. 6 votes cast. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Chief Mignon reported on the following:

- Officer Ben Bastian attended a DOT Luncheon in which the Brillion Police Department received a \$2,600 Equipment Grant. The grant money will be used for a video system in the squad car.
- The Police Department received a grant from WPS, in the amount of \$1,300. This grant will be used for weather stations at municipal buildings and for equipment for a loading zone for Flight for Life.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported on the changes to next year's baseball program.

C. Library:

Librarian Moede submitted a written report and reported that the Library is conducting a survey in the month of September. The survey can be found on their website.

D. Fire Department:

Police Chief Mignon reported that on September 9th the Brillion Police Department, the Brillion Fire Department, and Gold Cross Ambulance will be doing a simulated bus accident at the ATV Park. This simulation will not be opened to the public.

E. Public Works:

Geiger reported on the following:

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- The final grading of the Cemetery road should be done this Tuesday.
- The 2017 Mini Storm Sewer Project is moving along. They are waiting for the concrete company.
- The phone system at the Brillion City Hall is obsolete. At this time only two (2) of the three (3) phone lines are working. Updating of that phone system will need to be considered.
- Sink hole on Center Street. American Transmission Company will be covering the costs to repair that hole.
- He received a quote to patch and wedge the roads on Mary Street, Springdale Drive, and Roselawn Drive. He is waiting to receive one (1) more quote.

A. Plan Commission:

1. Ordinance – Razing of Buildings:

Gosz stated City Staff is working on changes to this ordinance.

2. Ordinance – Removal of Salvageable Non-Structured Materials from Vacated Buildings:

Gosz reported that the City's Insurance Company made recommended insurance amount changes to the proposed ordinance.

Motion – Levash moved to set a Public Hearing date for Monday, September 25, 2017 at 6:40 PM to hear testimony for or against the proposed ordinance for the removal of salvageable non-structured materials from vacated buildings. Seconded by Nies. Call vote taken. Motion carried unanimously.

3. Ordinance – Recovery of City Costs and Expenses:

No action.

B. Park & Recreation:

1. General Contractor for the Brillion Community Center Improvements:

Shafran explained that the Committee would like to accept the proposal from Keller Structures for general contractor services for improvements to the Brillion Community Center with the preliminary design not to exceed \$10,000 and the cost of architectural design and structural engineering of 7.5% of construction cost and construction management fee of 5% of construction costs.

Nies stated a recent study was done in 2014. Gosz stated that study was done before 2014. Geiger stated that study was a total remodeling of the Brillion Community Center, this proposal would be upgrades. Geiger also stated this is a bidding requirement by the State. Gosz stated with Keller being the general contractor they will put together the specifications for the project so that contractors will be bidding off of the same document.

Wenzel asked where the funding for this general contractor service will come from. Gosz stated the borrowing that was done.

Pielhop stated that it would be more expensive for City Staff to do the general contracting services. Nies disagreed.

Motion – Shafran moved to contract with Keller as the general contractor for the BCC Improvements with the preliminary design not to exceed \$10,000 and the cost of architectural design and structural engineering of 7.5% of construction cost and construction management fee of 5% of construction costs. Seconded by Sonnabend. Roll call vote taken. 6 votes cast. 4 yes votes cast by Levash, Shafran, Sonnabend, and Wenzel. 2 no votes cast by Hanson and Nies. Motion carried.

2. Ordinance – No Parking on South Tesch Street:

Gosz stated City Staff would like to have the City Council table this item until City Staff has a chance to review the parking concerns along Tesch Street along with future parking needs.

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Motion – Levash moved to table the proposed ordinance for no parking on the south side of Tesch Street until City Staff has time to review the parking concerns along Tesch Street along with future parking needs in that area. Seconded by Shafran. Call vote taken. Motion carried unanimously.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Commission Report:

No report.

E. Redevelopment Authority Commission:

1. Downtown Redevelopment Project - Update:

Beth Wenzel reported that the plan for the Downtown Redevelopment Project is proceeding. Levash asked when the plan will “come together”. Wenzel explained that Bob Endries has been working on the plan and the RDA has a few ideas for the plan too. The City Council will have a chance to see the plan before it going to the public.

2. Brillion Iron Works Properties – Update:

Beth Wenzel reported that the realtor for the property was informed that the current property owner is willing to do environmental studies on the site, which to her knowledge hasn’t been done yet. Wenzel stated there was an interested developer a while ago, but hasn’t heard if that developer is still interested.

F. Committee of the Whole:

1. Loving Living Life 2day Duathlon & 5K Event:

Motion – Wenzel moved to approve the Loving Living Life 2day Duathlon & 5K Event. Seconded by Shafran. Call vote taken. Motion carried unanimously.

2. DPW Staff Update:

Motion – Wenzel moved to have Public Works Director Andy Geiger proceed with the hiring process for a full time DPW Employee. Seconded by Nies. Call vote taken. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

H. Tourism Committee:

1. GROW Foundation – Duathlon/Relay/5K Request:

Motion – Hanson moved to approve the GROW Foundation Duathlon/Relay/5K Request for Tourism Funds. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

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

Gosz submitted a written report and reported on the following:

- League Conference being held in October in Appleton.

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- Open Book that was held. To date the Clerk's Office has not received any Notice of Objections from property owners.
- Board of Review will be held on September 12th.
- The City received a notice from the State Board of Assessors that the Brillion Iron Works has filed an Objection to Manufacturing Real Estate Assessment for the 2017 assessment on three (3) of their tax parcels. She was informed the appraiser will conduct a site visit and review the business activity.

MAYOR'S REPORT:

Mayor Deiter reported on a meeting he attended with Captain Schend from the Brillion Police Department with the State's Attorney General. Calumet County is waiting for a Circuit Court Judge to handle drug cases in Calumet County. Opioid use is of great concern.

Mayor Deiter reported that he attended a meeting with area Mayors and at that meeting the increase use of opioids were also discussed.

Mayor Deiter reported he attended the Chief Executive Conference where they also discussed the increase of opioids.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Nies. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:45 PM

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer