

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

November 27, 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 Mel Edinger, Timothy Hanson, Joe Levash, Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were Police Chief JoAnn Mignon, Public Works Director Andy Geiger, Park & Recreation Director Ann Marx, City Librarian Chris Moede, Fire Chief Joey Diener, and Deputy Clerk/Treasurer Joy Buboltz. Absent was City Administrator/Clerk-Treasurer Lori Gosz.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – OCTOBER 23, 2017 REGULAR CITY COUNCIL MEETING AND THE NOVEMBER 13, 2017 SPECIAL CITY COUNCIL MEETING MINUTES:

Motion – Levash moved to approve the minutes of the October 23, 2017 Regular City Council Meeting and the November 13, 2017 Special City Council Meeting minutes. Seconded by Sonnabend. 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, Robert Ash from Wisconsin Public Service, and Beth Wenzel.

Chief Mignon reported that last year when she took over the Emergency Government duties she reviewed the policies related to emergency government for the City of Brillion. She noticed that none of the City owned buildings had weather radios. Wisconsin Public Service had a grant opportunity available in which she and Fire Chief Diener applied for the weather radios. Chief Diener stated that part of this Wisconsin Public Service Grant also included light kits for a landing zone. The City of Brillion received two (2) of those light kits with this grant.

Robert Ash, Wisconsin Public Service, stated that grant is called a Safety Grant. Ash informed the City Council and Staff present that the City of Brillion can apply for this grant again. Just this past year over 100 municipalities applied for the Safety Grant.

Chief Mignon noted that approximately four (4) years ago the Police Department received funds from Wisconsin Public Service for ballistic vests.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Public Library Board meeting of 10/18/2017, Plan Commission meeting of 11/6/2017, Redevelopment Authority Commission meeting of 11/9/2017, Park & Recreation Commission meeting of 11/2/2017, and Water and Sewer Commission meeting of 11/13/17.

(Approved)

B. Approval of Vouchers:

1. **General Fund: =\$104,740.61:**
2. **Reserves =\$165,373.08:**
3. **Contingency = \$0.00:**
4. **TIF Expenditures=\$0.00:**

C. Approval of License Applications:

1. **Operator License – New: Jada Kleppen, Jennifer L. Kuchenbecker, Megan Rank, Jeanne M. De Salvo, Dawn M. Schneider:**

D. Approval of Payroll:

Motion – Edinger 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 November 27, 2017 Committee of the Whole Meeting. Seconded by Wenzel. 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 on the following:

- Next Thursday there will be a meeting with Keller Structures to obtain more definitive amounts for upcoming projects at the Brillion Community Center.
- She will be advertising for the soon to be vacant cleaning position.
- Currently, only one (1) phone line is working at the Community Center. She may need to look at a new phone system.

C. Library:

Librarian Moede submitted a written report and reported on the following:

- Friends of the Library Silent Auction.
- Mitten Tree.

D. Fire Department:

Chief Diener reported that Fire Fighter Simeon Johnston has some mobility. He continues to work on the mobility for his thumb.

E. Public Works:

No report.

A. Plan Commission:

1. Commission Report:

No report.

B. Park & Recreation:

1. Committee Report:

No report.

C. Library Board:

1. Committee Report:

(Approved)

No report.

D. Utility Commission:

1. Commission Report:

No report.

E. Redevelopment Authority Commission:

1. Downtown Redevelopment Project - Update:

A. Project Financing Option – IPR Group:

Beth Wenzel reported at the last Redevelopment Authority Commission meeting the Commission reviewed options for the City Hall financing. Three options were discussed; 1) City would borrow the funds; 2) The Redevelopment Authority Commission would borrow the funds for the project and then the City would lease the building from the Redevelopment Authority Commission; and 3) the IPR Group would own the property and the City would lease the building from the IPR Group. The third option is the option the Redevelopment Authority Commission would like to go with, if possible. Also, with the third option the Redevelopment Authority Commission can then borrow funds for the Brillion Iron Works Project. Also, if the IPR Group owns the property at 205 N. Main Street the property would then be taxable.

Edinger noted that if the IPR Group builds the building it may be cheaper to construct the building since there would be no bidding requirements.

Levash asked if the City Council would be given a presentation of the facility before it is completed. Buboltz informed the City Council that there is a preliminary sketch of the facility at City Hall. Beth Wenzel stated the IPR Group is very willing to work with the City Council on this project.

Beth Wenzel reported that Mary Kohrell, on behalf of the City, submitted a grant application for \$250,000 with the WEDC. The funds from that grant, if the City would be awarded that grant, could be used towards the demolition of the current building and for site preparation for the new developer. The grant could also be used for water and sewer improvements to the property. Levash asked if the grant from the WEDC is a matching grant. Beth Wenzel stated yes. She reported that the funds the City used for the Brillion Community Center project this year and the borrowing set aside for the street improvements on Custer Street can all be used towards the matching portion of the grant. Also, the donations to be made to the project can also be used toward the matching portion of the grant.

Levash asked if there is a basement proposed for the new City Hall building. The basement could be used for storage or for future needs of the City. Beth Wenzel stated at this time she is not sure if a basement is being considered. Geiger stated it may be cost prohibited to include a basement in the proposed building. Mayor Deiter suggested checking with the IPR Group.

2. Brillion Iron Works Properties:

A. Memorandum of Understanding:

Motion – Wenzel moved to rescind the motion for the Memorandum of Understanding from the November 13, 2017 Special City Council meeting. Seconded by Hanson. Roll call vote taken. 7 votes cast. 6 votes yes 1 vote abstained cast by Edinger. Motion carried.

Motion – Nies moved to approve the Memorandum of Understanding between the City of Brillion and the Ariens Company for the Brillion Iron Works property with City Administrator Gosz, Beth Wenzel, and City Council member Joe Levash representing the City. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

F. Committee of the Whole:

1. 2018 Employment Agreements:

(Approved)

Motion – Wenzel moved to approve the 2018 Employment Agreements as presented. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Building Inspector Position:

Motion – Nies moved to request proposals for the City’s Building Inspection services as a contracted service. Seconded by Hanson. Roll call vote taken. 7 votes cast. Motion carried unanimously.

3. 2018 Fox Cities Regional Partnership Contribution:

Motion – Shafran moved not participate in the Fox Cities Regional Partnership for 2018. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. 2018 Cemetery Sexton Contract:

Motion – Wenzel moved to approve a one (1) year Cemetery Sexton Contract between the City of Brillion and Jerome Popp. Seconded by Edinger.

Wenzel noted that there is no monetary change in the contract.

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

H. Tourism Committee:

1. Committee Report:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

A. December City Council Meeting Date:

Motion – Edinger moved to reschedule the December 2017 Regular City Council meeting to Monday, December 18, 2017 at 6:30 PM. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Resolution – Memorandum of Understanding Regarding Calumet County Cost Sharing Policy Regarding Joint Projects with Municipalities:

Mayor Deiter read the Resolution into record.

Edinger asked if Calumet County will now take care of road repairs/reconstruction on County TR PP through the City of Brillion. Geiger stated that the City of Brillion is responsible for County TR PP from Glenview Avenue through Main Street. Mayor Deiter stated that other municipalities in Calumet County are affected by this Resolution, not the City of Brillion. However, the municipalities in Calumet County need to be all together on this.

Motion – Wenzel moved to adopt Resolution RE17-16 Memorandum of Understanding Regarding Calumet County Cost Sharing Policy Regarding Joint Projects with Municipalities. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

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

Buboltz reported on the following:

- The first day that nomination paper for Alderperson and Mayor can be taken out is Friday, December 1, 2017.
- City Administrator Gosz is off all week due to the death of her mother.

(Approved)

- Kristie Strenn has been hired as the City Hall's Administrative Assistant. Her first day was today.

MAYOR'S REPORT:

None.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Levash moved to adjourn the meeting. Seconded by Edinger. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:21 PM

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer