

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**January 22, 2018**

**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 City Administrator/Clerk-Treasurer Lori Gosz, Police Captain Kirk Schend, Public Works Director Andy Geiger, City Librarian Chris Moede, Fire Chief Joey Diener, Park & Recreation Director Ann Marx, and Deputy Clerk/Treasurer Joy Buboltz.

**APPROVAL OF THE AGENDA:**

**Motion** –Edinger moved to approve the agenda as printed. Seconded by Levash. Call vote taken. Motion carried unanimously.

**APPROVAL OF MINUTES – DECEMBER 18, 2017 REGULAR CITY COUNCIL MEETING, THE JANUARY 2, 2018 SPECIAL CITY COUNCIL MEETING MINUTES, AND THE JANUARY 8, 2018 SPECIAL CITY COUNCIL MEETING MINUTES:**

**Motion** – Wenzel moved to collectively approve the minutes of the December 18, 2017 Regular City Council Meeting, the January 2, 2018 Special City Council Meeting minutes, and the January 8, 2018 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 Beth Wenzel, Sarah Pielhop, Troy Jansen, Amy Vaclavik from McMahan, and Tom Kappell from McMahan.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Brillion Public Library Board meeting of 12/20/2017, Plan Commission meeting of 1/4/2018, Park & Recreation Commission meeting of 1/4/2018, Redevelopment Authority Commission meeting of 1/11/2018, , and Water and Sewer Commission meeting of 1/15/2018.

**B. Approval of Vouchers:**

**1. 2017 Vouchers:**

**A. General Fund: =\$93,770.28:**

**B. Reserves =\$10,240.39:**

**C. Contingency = \$0.00:**

**D. TIF Expenditures=\$0.00:**

**2. 2018 Vouchers:**

**A. General Fund: =\$1,401,275.01:**

**B. Reserves =\$56.78:**

**C. Contingency = \$0.00:**

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**D. TIF Expenditures=\$0.00:**

**C. Approval of License Applications:**

**1. Operator License – New: Margaret Jean Krepline, Peggy Sue Monroe, Heide Charboneau:**

**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 January 22, 2018 Committee of the Whole Meeting. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

**1. Fire Fighter – Nick Euler:**

Fire Chief Diener reported that the Fire Department is recommending to the City Council the approval of Nick Euler's application to the Brillion Fire Department.

**Motion** – Edinger moved to approve the appointment of Nick Euler to the Brillion Fire Department. Seconded by Sonnabend. Call vote taken. 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:

- The Brillion Community Center received a \$20,000 Grant for the Community Center renovation from Wisconsin Public Service.
- The Brillion Community Center received a \$4,000 donation from Dan & Hedy Stieber to be used towards the refinishing of the gym floor.
- Tai Chi will be starting again.

Edinger asked if the Brillion Community Center has received any applications for the cleaning position. Marx stated she did receive a few applications and is the process of interviewing the applicants.

**C. Library:**

Librarian Moede submitted a written report and reported that the STEM Fair went well.

**D. Fire Department:**

Chief Diener reminded those present of the upcoming Mid-Winter Brat Fry to be held on Sunday, February 4<sup>th</sup>.

**E. Public Works:**

No report.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Certified Survey Map – Lot #16 Pagel Avenue:**

Geiger explained there is a request to build a duplex on Lot #16 on Pagel Avenue and split the parcel as a condo. A zero lot line would then be created on that Lot. Levash commented that there are currently other condo's in the City with zero lot lines.

(Approved)

**Motion** – Levash moved to approve the Certified Survey Map for Lot #16 of the Cottage Estates, First Addition without a Public Hearing. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**B. Park & Recreation:**

**1. Gym Floor Resurface:**

Marx reported that the resurfacing of the gym floor has been put on hold until the air handling unit is fixed. The \$4,000 donation from Dan and Hedy Stieber will be used towards the resurfacing of the gym floor. Wenzel asked if there is a timeline to have the gym floor resurfaced with the advantageous quote the Brillion Community Center received for doing the floor now. Marx explained at the next Committee of the Whole meeting, Keller Structures will present a proposal for the renovation. The project can then be bid in summer. Marx also stated the gym resurfacing project will need to be rebid.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Agreement for Professional Service – McMahon – 2018 Projects-Custer Street/Bentwood Drive:**

**Motion** – Wenzel moved to approve the Agreement for Professional Services with McMahon for the 2018 Custer Street/Bentwood Drive Projects. Seconded by Sonnabend.

Edinger asked if the City will be doing curb replacement along Bentwood Drive. Geiger stated it is cheaper to replace the whole curb instead of replacing part of the curb. The curb will still be a “roll over type” curb. The mini storm sewer will be placed in the terrace area so this is a good time to replace the curb.

Gosz explained the funding for the Bentwood Drive Project will be coming from the 2015 borrowing proceeds. Other funds for this project will be coming from the Storm Water Reserves which will be transferred to the Street Reserves for the project.

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

**E. Redevelopment Authority Commission:**

**1. Downtown Redevelopment Project - Update:**

Beth Wenzel stated there is nothing new to report at this time. Gosz stated a Public Hearing will be held at the February City Council meeting, with the Redevelopment Authority Commission meeting prior to the City Council meeting, that being at 5:30 PM.

Gosz reported the City is closer to receiving the WEDC Grant the City applied for.

Pielhop asked if anyone has thought about the Electric Parade. Beth Wenzel stated it is unsure when the City Hall Project will start. Gosz reported that she was recently contacted by the Brillion Athletic Association that they are considering not holding their event on Brillion Fest. They indicated they do not want to compete with the local bars that night, and has nothing to do with the construction of the new Brillion Hall facility.

**2. Brillion Iron Works Properties - Update:**

**A. Request for Proposals – Environmental Legal Counsel – Brillion Iron Works Project:**

Gosz reported that she and Mayor Deiter met with Mary Kohrell from Calumet County to review the proposals for environmental legal counsel. Of the six (6) proposals sent out, the City received five (5) back. Quarles & Brady is the company they would like to go with for environmental legal counsel.

(Approved)

**Motion** – Levash moved to approve the proposal from Quarles & Brady for Environmental Legal Counsel for the BIW Project with the Ariens Company. Seconded by Nies. Roll call taken. 7 votes cast. Motion carried unanimously.

Wenzel questioned the costs for attorney fees until the TID is established. Gosz explained the costs for attorney fees will be taken from the Wisconsin Public Service Grant the City received.

Gosz informed the City Council that Phil Cossen, Ehler, contacted a representative from the Department of Revenue regarding ACT 70, but hasn't heard back from them yet. Right now the City is hoping to go with the ACT 70 route for the creation of an environmental TID.

Gosz also informed the City Council that Mark Olson, Ariens Company, informed her that the Ariens Company is still in negotiations with the seller on a few details.

**F. Committee of the Whole:**

**1. Ambulance Replacement:**

Jansen explained they went with a \$5,500 chassis upgrade on the proposed unit and receive the government pricing concession. The cost of the unit is \$226,538. Jansen explained the components of the ambulance to those present.

Mayor Deiter asked if the new ambulance would have safety straps. Jansen stated yes. Wenzel asked if the ambulance would include a power cot. Jansen stated yes, a power cot and a power load.

**Motion** – Edinger moved to proceed with the purchase of the Horton Model with the trade-in of the old Wheeled Coach, and to finance through REV Financial Services with the three (3) annual payment option. Seconded by Shafran. 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:**

**A. Resolution – 2018 Wages and Benefits:**

**Motion** – Edinger moved to adopt Resolution #RE18-01 setting the 2018 Wages and Benefits. Seconded by Levash. Roll vote taken. 7 votes cast. Motion carried unanimously.

**B. Resolution – Transfer of Reserves:**

**Motion** – Wenzel moved to adopt Resolution #RE18-02 regarding the Transfer of Funds. Seconded by Sonnabend. Roll vote taken. 7 votes cast. Motion carried unanimously.

**C. Annual General Engineering Agreement – McMahon:**

Levash asked if there is an increase in the Agreement. Vaclavik stated there is a 3% increase.

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

(Approved)

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

Gosz submitted a report and reported on the following:

- She and Beth Wenzel have been invited to attend as Mary Kohrell’s guests the 2018 InDevelopment event being held on March 13<sup>th</sup> at Lambeau Field.
- She will be attending a Brownfield Development Seminar on February 27<sup>th</sup> at Pewaukee.

She explained the fees for the Attorney with the SDF Strapping Case with Ed Dever are the fees for certified letters and such. She will find out if a response has been received by the Attorney from Ed Dever.

**MAYOR’S REPORT:**

Mayor Deiter reported that the Calumet County Board of Supervisors are looking a constructing a new jail at a price of \$8.5 million. Also there was a pipe that broken at the new Calumet County Garage which caused damage in the office area.

**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 7:13 PM

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer