

(Approved)

**PLAN COMMISSION
Minutes**

February 5, 2018

Brillion Community Center

6:00 PM

CALL TO ORDER: Mayor Gary Deiter called the meeting to order at 6:00 P.M.

ROLL CALL: Present were Mayor Gary Deiter, Lonnie Puskala, Al Ebert, Zane Zander, Gerald Sonnabend, Mike Buboltz, and Alderperson Joe Levash. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Public Works Director Andy Geiger.

GUESTS:

Beth Wenzel from the Redevelopment Authority Commission and Paul Birschbach.

APPROVAL OF THE AGENDA:

Motion – Sonnabend moved to approve the agenda. Seconded by Zander. Motion carried unanimously.

APPROVAL OF THE JANUARY 2, 2018 PLAN COMMISSION MEETING:

Motion – Zander moved to approve the January 2, 2018 Plan Commission Meeting minutes. Seconded by Levash. Motion carried.

OLD BUSINESS:

A. RDA Downtown Redevelopment Project – Update:

Beth Wenzel gave an update on the Redevelopment Authority's Downtown Project. She reported the City received the WEDC CDI Grant. The Redevelopment Authority will be seeking Request for Proposals for demolition of the former T&C and chiropractic office. She stated it is anticipated the demolition will be done in April or May. Asbestos removal will be identified so the potential bidders are aware of what is there.

B. Brillion Iron Works Properties - Update:

Beth Wenzel reported that the Ariens Company was able to do a site walk with their environmental consultant, Ayres & Associates. They are now working on a work plan for the environmental studies of the property.

NEW BUSINESS:

A. Building Inspector Position:

Geiger introduced Paul Birschbach, Birschbach Inspection Services, Inc, to the Plan Commission. He explained Birschbach has been working as an interim Building Inspector for the City.

Geiger explained Birschbach's proposal was the only one received and he is recommending approving the proposal. He explained the City Code will need to be amended. It is recommended to amend the City Code so that it doesn't need to be amended each time there is a change in the Fee Schedule.

Birschbach gave his background as a Building Inspector. He explained he has an office in Chilton since 2005. He has two (2) other Inspectors that work for him. He explained by being hired as an independent contractor his staff can fill in as needed if he is not available.

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Birshbach reviewed his Fee Structure with the Commission. He explained the fees he is proposing is similar to Chilton's.

Motion – Sonnabend moved to recommend to City Council the proposal from Paul Birshbach, Birschbach Inspector Services, Inc. Seconded by Zander. Motion carried.

Zander suggested receiving a monthly building permit list to know what building activity is going on.

B. Ordinance – Fees for Permits:

Gosz explained that once the contract for the Building Inspector is approved the City will need to amend the City Code Sec. 14-123. She presented a proposed language change to simply state the fees as established by resolution by the City Council. This was reviewed by the City Attorney who advised until the Code is amended the current fee structure must be used.

Motion – Levash moved to recommend to City Council to amend City Code Sec. 14-123 as proposed. Seconded by Zander. Motion carried.

ADJOURNMENT:

Motion – Levash moved to adjourn the meeting. Seconded by Puskala. Motion carried unanimously. The meeting was adjourned at 6:45 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer