

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**July 23, 2018**

**Brillion Community Center**

**6:30 PM**

**CALL TO ORDER:**

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

**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 – JUNE 25, 2018 REGULAR CITY COUNCIL:**

**Motion** – Sonnabend moved to approve the minutes of the June 25, 2018 Regular City Council Meeting minutes. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Guests of the meeting were David Nordby from The Brillion News, Jon Mignon, Mark Rajkovich, Sarah Pielhop, Judy Christianson, Troy Jansen, Dennis Miller, and Bob Poch from Keller Structures.

**C. Recognitions:**

**1. Police Chief JoAnn Mignon – 25 Years of Service:**

City Administrator Lori Gosz presented to Police Chief JoAnn Mignon a plaque honoring her 25 Years of Service to the City of Brillion. Mayor Deiter thanked Chief Mignon for her years of service to the City of Brillion.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Park & Recreation Commission meeting of 7/5/2018, Plan Commission meeting of 7/9/2018, Committee of the Whole meeting of 7/9/2018, and Water and Sewer Commission meeting of 7/16/2018.

**B. Approval of Vouchers:**

**A. General Fund: =\$104,285.82:**

**B. Reserves =\$21,860.99:**

**C. Contingency = \$19,375.50:**

**D. TIF Expenditures \$16,768.00:**

**C. Approval of License Applications:**

**1. Operator License – New: Melissa M. Fischer, Jamie McCulloch, Breanne A. Kelly, Johnny White:**

(Approved)

**2. Operator Licenses – Renewal: Barbara Moehr, Kristina E. Byrge, Justin Vander Heiden, Beth Gilbertson, Andrea Jean Braun, Debra S. Born, Tiffany Lynn Cox:**

**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 July 23, 2018 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 5 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

**1. Library Board:**

No Appointment at this time.

**2. Tourism Committee:**

Sarah Pielhop will contact Aaron Kabat to see if he is interested in serving on this Committee.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Police Chief Mignon reported that National Night Out for the Brillion Police Department and the Reedsville Police Department will be held on Tuesday, August 7<sup>th</sup> at Peters Park. Verve-A-Credit Union will be sponsoring a movie after the National Night Out event that night.

Police Chief Mignon also reported that two (2) Police Officers were recently out on medical leave. One (1) Officer has now returned to duty while the other Officer is hoped to return to duty in August.

**B. Park & Recreation:**

Recreation Director Ann Marx submitted a written report and reported that the Touch-A-Truck Event has been cancelled due to safety concerns with the run that is to take place that date also.

**C. Library:**

Librarian Hitt submitted a written report and reported that the parking lot at the Library will need to be looked at this year for repairs.

**D. Fire Department:**

Fire Chief Diener reported that he recently was informed that there are issues with the foam system in Truck 84. He received an estimated cost of \$4,000 to repair that foam system.

**E. Public Works:**

Public Works Geiger submitted a written report and reported on the following:

- Update on the City Center Project. It appears they are approximately two (2) weeks ahead of schedule.
- Update on the demolition of the former T&C Market building. This project has a completion date of September 14<sup>th</sup>.
- There is a person interested in purchasing a lot on Glenview Avenue, owned by the City. This person may be requesting a zero lot line so he could build a condo on that lot.
- Crack filling and sealing has been completed.
- He received an approximate timeframe of late September for the City to receive the new street sweeper.

Mayor Deiter stated he feels the City should just “let the City owned property on Glenview Avenue go” to get tax revenue from those lots. He feels that should be the City Council’s goal.

**COMMITTEE REPORTS:**

(Approved)

**A. Plan Commission:**

**1. Committee Report:**

No report.

**B. Park & Recreation:**

**1. Committee Report:**

Shafran stated the Park & Recreation Commission has been meeting frequently lately. Mayor Deiter thanked the Committee for their hard work and dedication.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Committee Report:**

No report.

**E. Redevelopment Authority Commission:**

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

Gosz reported that the Redevelopment Authority Commission did not meet in July due to a lack of a quorum. She stated that Andy Dumke will be attending their August meeting to give an update on his proposed apartment complex.

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

Gosz reported that she has had conference calls on this project. She will be having another conference call on Tuesday with Phil Cossen and the City's Attorney. They are trying to "wrap things up" on this project.

**F. Committee of the Whole:**

**1. Request for Proposals – Assessor Services:**

**Motion** – Edinger moved to request proposals for the City of Brillion's Assessor Services. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

**2. Pagel Avenue – Consider Quote for Curb and Gutter:**

**Motion** – Edinger moved to proceed with the curb and gutter work to be done on Pagel Avenue per the quote from MCC. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

**3. Regular Meetings – Consider Amending City Code for Summer Hours:**

No action taken at this time.

**4. Chromebooks for Council Members:**

**Motion** – Edinger moved to approve the purchase of Chromebooks for City Council members with cases. Seconded by Hanson. Roll call vote taken. 5 votes cast. Motion carried unanimously.

**5. City Fee Schedule – Update:**

**Motion** – Edinger move to approve the Updated City Fee Schedule as presented. Seconded by Hanson. Roll call vote taken. 5 votes cast. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**H. Tourism Committee:**

(Approved)

**1. Committee Report:**

Hanson reported that Wendy Allen, from Cobblestone Inn and Suites, will be moving to their Oshkosh location so the City Council will need to replace that position on the Tourism Committee. Gosz stated she is proposing to add two (2) individuals to the Tourism Committee, one (1) can be a citizen member and one (1) must be from the hotel..

Gosz reported that she was recently informed that the Cobblestone Inn and Suites in Brillion has a potential buyer for the hotel and may close on the property next week. She explained that in the current Developer's Agreement with the City that property needs to maintain a certain property value amount, and that Developer's Agreement will be transferred to the new owner of the hotel.

A Special City Council meeting will be held on Tuesday, July 31<sup>st</sup> at 12:00 Noon to consider the transfer in the Developer's Agreement.

**OLD BUSINESS:**

**A. Brillion Community Center Renovation Project – Award Bid:**

Bob Poch, Keller Structures, reviewed the bids received on the Brillion Community Center Renovation Project with those present. He explained that four (4) alternates were included in the bid request. Alternate #3 is no longer applicable for the project.

Poch explained the bids came in over budget due to the HVAC cost. Geiger explained that the fan for the racquetball area could be taken out of the project, which would decrease the amount by \$30,000. Poch explained the HVAC portion of the project is a complicated job. Keller contacted nine (9) contractors on the project. ACC, the City's current HVAC contractor, did not bid on the project.

Park & Recreation Director Marx explained that the Park & Recreation Commission reviewed the bids and found areas they could cut to get to the budgeted amount for the project.

Sarah Pielhop explained that the Park & Recreation Commission actually has \$624,042 available for the project, which includes the donations towards the project. She reviewed the cuts the Park & Recreation Commission could remove for savings. Poch agreed there are areas in the project that could be removed at this time and done at a later time.

Discussion followed.

Edinger stated he would like to see the final totals, to be in the amount of the project plan, and the final project plan before awarding the Project.

This will be discussed at a Special City Council meeting on August 13<sup>th</sup>.

**B. Construction Management Agreement - Keller:**

Item tabled.

**NEW BUSINESS:**

Hanson asked if there are plans drafted for the renovation of the current City Hall facility. Gosz stated those plans will be submitted at the City Council's next meeting.

Police Chief Mignon stated she would like to have a Chromebook for Emergency Government. Gosz will include the additional Chromebook.

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

Gosz submitted a report and reported on the following:

(Approved)

- June 19<sup>th</sup> Chamber of Commerce Lunch and Learn event.
- Calumet County will be hosting an Economic Development 101 presented by WHEDA. She will be attending that presentation.

**MAYOR'S REPORT:**

Mayor Deiter reported that he and City Administrator Gosz recently attended an Economic Development Summit in Green Bay.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn the meeting. Seconded by Wenzel. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:26 PM

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer