

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

December 22, 2014

Brillion Community Center

7:00 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 7:00 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Alderpersons Bob Brick, Mel Edinger, Crystal Fhlug (arriving at 7:07 PM), Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Rec Director Ann Marx, Deputy Clerk/Treasurer Joy Buboltz, and Community Development Director Cheryl Welch. Absent were Mayor Gary Deiter, City Librarian Chris Moede, Police Chief JoAnn Mignon, and Fire Chief Rich Janke.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES –NOVEMBER 24, 2014 REGULAR CITY COUNCIL MEETING:

Motion – Van Frachen moved to approve the minutes of the November 24, 2014 Regular City Council meeting minutes. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Bill Seno and Amy Vaclavik from McMahon.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 11/19/14, Plan Commission meeting of 12/1/14, Park & Recreation Commission meeting minutes of 12/4/14, Committee of the Whole meeting of 12/8/14, Redevelopment Authority Commission meeting of 12/11/14, and the Water and Sewer Utility Commission meeting of 12/15/2014.

B. Approval of Vouchers:

- 1. General Fund: \$87,407.41:**
- 2. Reserves =\$48,802.65:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$0.00:**

C. Approval of Payroll:

D. Approval of License Applications:

1. Operator Licenses:

E. Approval of Appointments:

1. Redevelopment Authority Commission – Jerome Popp, Rebecca Flanders:

(Approved)

Motion – Wenzel moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, the Approval of Payroll, the Approval of License Applications, and the Approval of Appointment of Jerome Popp and Rebecca Flanders to the Redevelopment Authority Commission as approved at the December 22, 2014 Committee of the Whole Meeting. Seconded by Van Frachen. Roll call vote taken. 5 votes cast. Motion carried unanimously.

Edinger noted that with the appointments to the Redevelopment Authority Commission this Commission is now full.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written and reported on the following:

- The pool has been filled with water. The water still needs to be heated and chemicals still need to be added. Once the pool is officially open, an Open Swim event will be held.
- Thanks to Dennis Miller, Al Ebert, and the Park & Recreation Commission.
- Family New Year's Eve Day Event.

Edinger asked the age of the children that attend the New Year's Eve Day Event. Marx stated the children are generally two (2) years of age and older.

C. Library:

Librarian Moede submitted a written report.

D. Community Development:

Welch submitted a report and reported on the following:

- Eight (8) additional hanging baskets for the Downtown area.
- The January-March 2015 City Newsletter was mailed out this week.
- Continue to work on developing a proactive planning process with the Plan Commission

Sonnabend asked if there have been any new developments occurring in the City. Welch stated she has some prospects for filling vacant buildings. Brick asked about a possibility of a restaurant opening in Brillion. Welch stated possibly in the former T&C Building. She stated it is important for the City to fill that vacant building.

E. Fire Department:

No report.

7:10 PM – PUBLIC HEARING – MUNICIPAL JUDGE:

City Council President Edinger opened the Public Hearing at 7:10 PM and asked three (3) times for testimony for or against the proposed rezoning request. No testimony given. City Council President Edinger closed the Public Hearing at 7:11 PM.

COMMITTEE REPORTS:

A. Plan Commission:

1. Seno Companies Inc. Development – Tax Incremental Financing Proposal:

Bill Seno gave a brief history on the development of the storm sewer system along Achievement Drive. He also explained the drainage issues in that area. Seno stated he feels a public interceptor should be installed in that area to handle any possible new development. Edinger agreed and explained the cost for this storm sewer would come from the TID.

(Approved)

Motion – Wenzel moved to approve the proposal from William Seno, Seno Companies Inc., for the development in TID #3 and that a Developer’s Agreement is prepared between the City of Brillion and the developer. Seconded by Brick. Roll call vote taken. 6 votes cast. Motion carried unanimously.

B. Park & Recreation:

1. Commission Report:

None.

C. Library Board:

1. Commission Report:

No report.

D. Utility Commission:

Vaclavik distributed an updated Well #5 Report. She explained if the hand holes are approved they would be installed the week of December 29th and the fiber optic cabling would be installed on January 7th. She also reported it is being recommended delaying the re-chlorinating of the transmission main piping and the disinfection until the 3rd weekⁱⁿ January to reduce the time the water will sit in the transmission main before going to the softeners.

1. Jossart Brothers – 2014 Water Transmission Main – Change Order #3 – Additional Hand Holes for Fiber Optic System:

Vaclavik explained the Change Order for the additional hand holes for the fiber optic system. Van Frachen expressed concern that these additional hand holes were not included in the drawings. He also stated that mistakes have been made with this project. Vaclavik explained there were two (2) Change Orders for Well #3. Vaclavik also indicated that McMahan was told that there was enough hand holes included in the project in the beginning. She noted that with this overall \$1.6 million project, the change orders have not been in significant amounts.

Vaclavik explained that to date the cost of the project is \$33,000 below the original Jossart bid amount. The change orders that have been submitted will not add up to that amount. The Utility Commission reviewed and approved this Change Order.

Motion – Van Frachen moved to approve Change Order #3 for Jossart Brothers for the additional hand holes for the fiber optic system with the cost not to exceed \$8,000.00. Seconded by Wenzel. Roll call vote taken. 6 votes cast. Motion carried unanimously.

2. RJM Construction – Well #5 Pumphouse & Existing Softener Facility Modifications – Change Order #4 – Fiber Optic Cable Changes:

Vaclavik explained with this Change Order it is being proposed to install a tracer wire with the fiber optic cable and an amour type fiber optic cable from Well #3 to the Main Street Pumphouse. This will allow for a more accurate means to locate the cable in the future due to all of the other wires along that same route. She stated the Utility Commission reviewed and approved this Change Order.

Motion – Sonnabend moved to approve Change Order #4 to RJM Construction, LLC for the fiber optic cable changes with the cost not to exceed \$2,000.00. Seconded by Wenzel. Roll call vote taken. 6 votes cast. Motion carried unanimously.

E. Redevelopment Authority Commission:

1. 2015 Hanging Basket Project:

(Approved)

Welch stated the Redevelopment Authority Commission is looking at adding eight (8) more hanging baskets along Main Street. The cost for the additional eight (8) baskets is \$1,220.00. There would then be a total of 32 hanging baskets along Main Street. The cost per basket is \$152.55.

Edinger indicated the Redevelopment Authority Commission will continue to look for sponsors of the hanging baskets. Welch stated the City may adopt a partnership with the Brillion Lions Club with these baskets. She also noted that some of the wooden flower boxes are falling apart.

Edinger stated with these additional hanging flower baskets it will give more presence to the City's Downtown area. The flowers for the baskets need to be ordered very soon. Gosz stated the cost for these baskets is in the 2015 Budget.

Van Frachen stated, though it would be nice to have these additional hanging baskets, he would like to see the City hold off on these additional baskets until the City is more financially sound. Nies agreed. Edinger stated the hanging flower baskets make the Downtown more inviting to go to. Nies stated there are a lot of items on the street light poles already. Edinger stated the number of items on each street pole was looked at last year and adjustments were made.

Motion – Van Frachen moved to request the Redevelopment Authority Commission to keep the status quo on the number of hanging flower baskets along Main Street and to work with the Brillion Lions Club on this project and their wooded flower boxes. Seconded by Wenzel.

Nies suggested spreading out the hanging baskets on the poles. Welch noted for the eight (8) hanging flower baskets the only cost to the City, if the all eight (8) baskets would be adopted, is \$200.00. Van Frachen and Nies suggested waiting a year for any additional baskets.

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

F. Committee of the Whole:

1. Personnel Policies & Procedures Handbook Amendment – Health, Life and Disability Insurance:

Motion – Van Frachen moved to approve the language amendment to the City's Health Insurance Policy as presented. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

2. Room Tax Allocation Policy:

Tabled.

3. Personnel Incentive Policy Award:

Motion – Van Frachen moved to approve the Personnel Incentive Policy Award as presented. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

OLD BUSINESS:

A. Ordinance – Municipal Judge:

Motion – Wenzel moved to adopt Ordinance #OR14-11 as it relates to the term of office for the Municipal Judge. Seconded by Nies. Roll call vote taken. 6 votes cast. Motion carried unanimously.

NEW BUSINESS:

A. Resolution – Designating Officials Authorized to Declare Official Intent Under Reimbursement Bond Regulations:

(Approved)

Gosz explained this Resolution is related to the borrowing the City has done for the 2015 I & I Projects. The City will close on the borrowing after the bids have been opened. There have been engineering costs incurred before the borrowing funds have been awarded. With this Resolution, the City would be able to get reimbursed for those expenses.

Motion – Van Frachen moved to adopt Resolution #RE14-09 designating officials authorized to declare official intent under reimbursement bond regulations. Seconded by Wenzel. Roll call vote taken. 6 votes cast. Motion carried unanimously.

B. Resolution – Declaration of Official Intent:

Motion – Nies moved to adopt Resolution #RE14-10 declaration of official intent. Seconded by Brick. Roll call vote taken. 6 votes cast. Motion carried unanimously.

C. Resolution – 2015 Wages/Benefits:

Motion – Van Frachen moved to adopt Resolution #RE15-01 setting wages and benefits for 2015. Seconded by Sonnabend.

Edinger stated these wages/benefits have been approved with the 2015 City Budget.

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

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

Gosz submitted a written report and reported on the following:

- Tax collection has started.
- Water Rate Increase.
- City’s Winter Parking Ban.
- Snow Removal Policy.
- January and February 2015 calendars.

MAYOR’S REPORT:

No report.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Nies moved to adjourn the meeting. Seconded by Wenzel. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:56 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer