

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

March 23, 2015

Brillion Community Center

7:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 7:00 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

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

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES –FEBRUARY 23, 2015 REGULAR CITY COUNCIL MEETING AND THE MARCH 9, 2015 JOINT SPECIAL CITY COUNCIL/PLAN COMMISSION/REDEVELOPMENT AUTHORITY COMMISSION MEETING:

Motion – Edinger moved to collectively approve the minutes of the February 23, 2015 Regular City Council meeting minutes and the March 9, 2015 Joint Special City Council/Plan Commission/Redevelopment Authority Commission Meeting minutes. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Andy Pantzlaff from the Brillion News, Ron Wolf from McMahon, and Jon Cameron from Ehlers.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 2/18/15, Plan Commission meeting of 3/2/15, Park & Recreation Commission meeting minutes of 3/5/15, Committee of the Whole meeting of 3/9/15, Redevelopment Authority Commission meeting of 3/12/15, and the Water and Sewer Utility Commission meeting of 3/16/2015.

B. Approval of Vouchers:

- 1. General Fund: \$93,053.65:**
- 2. Reserves =\$14,881.49:**
- 3. Contingency = \$1,570.13:**
- 4. TIF Expenditures=\$1,776.50:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Operator Licenses – New: Jessica D. Kennedy, Mark Krueger, Linda Cobler:**

(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, and the Approval of License Applications as approved at the March 23, 2015 Committee of the Whole Meeting. Seconded by Nies. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Approval of Appointments:

1. Board of Appeals – Roger Schwahn:

Mayor Deiter stated he would like to appoint Roger Schwahn to the Board of Appeals.

Motion – Nies moved to confirm Mayor Deiter’s appointment of Roger Schwahn to the Board of Appeals. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

2. Election Board – Joan Krueger:

Mayor Deiter stated he would like to appoint Joan Krueger to the Election Board.

Motion – Edinger moved to confirm Mayor Deiter’s appointment of Joan Krueger to the City’s Election Board. Seconded by Brick. Call vote taken. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Chief Mignon submitted a report and reported on the following:

- Lockdown that occurred on March 4th at the Brillion City Hall.
- Counterfeit bills passed at a local business.
- Sarah Simes started on March 2nd as the new Police Administrative Assistant.
- The State’s Joint Finance Committee Public Hearing that took place on March 5th at the Brillion High School.

Mayor Deiter stated he would like to commend Police Chief Mignon for all of the work she did preparing for the State’s Joint Finance Committee Public Hearing. The State’s Capital Police Corporal also commended her on the work she did with the event. The Public Hearing went very well and was educational.

B. Park & Recreation:

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

- Prior to the State’s Joint Finance Committee Public Hearing the Aging and Disability Group met at the Brillion Community Center for a news conference.
- The Peters Foundation donated \$5,000 to the pool renovation project.
- The City received a Tree Grant check in the amount of \$5,000.
- She received notification that the Silversneakers approved a contract with the Brillion Community Center. Staff training will need to be done with the program, but it is hoped to have this program up and going in three (3) weeks.

C. Library:

Librarian Moede submitted a written report and reported that the Library will be celebrating National Library Week from April 12th to April 18th. The Library will be holding a number of programs for all age groups.

D. Community Development:

Welch reported that the next City Quarterly Newsletter will be distributed to the City residents by the end of the month. She also reminded the City Council members of the Joint City Council/Plan Commission/Redevelopment Authority Commission Planning meeting scheduled for April 6th at 6:30 PM.

Edinger stated that Welch did a good job facilitating the last Planning meeting.

(Approved)

E. Fire Department:

Mayor Deiter and City Administrator Gosz stated the Brillion Fire Department was recently audited by the State of Wisconsin regarding the City's fire dues. The Brillion Fire Department passed the audit.

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

No report.

B. Park & Recreation:

1. Committee Report:

No report.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Financing Options for I/I Reduction/Street Reconstruction Utility Work/Capital Projects:

Jon Cameron from Ehlers distributed a tentative Financing Timetable for the borrowing of the General Obligation Bonds. This borrowing would be for the 2015 I & I Project, the Columbus Avenue reconstruction project, and the 2016 I & I Project. Cameron explained the actual bid amount will be available for the G.O. Bond which is helpful since he will be able to sort the actual amounts for streets and actual amounts for utility work. Funds will be available before any pay requests come in.

Motion – Edinger moved to approve the recommendation from the Utility Commission and to authorize Ehlers to proceed with the 2015 GO Bonds borrowing for the 2015 & the 2016 I/I Projects and generator projects. Seconded by Wenzel.

Nies asked if this borrowing is now going from \$1.5 million to \$1.7 million. Gosz stated yes and that the closing costs may be higher due to the increased borrowing. Cameron stated he feels the increase will not be drastic.

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

E. Redevelopment Authority Commission:

1. Commission Report:

Edinger stated that the Redevelopment Authority Commission continues to work on the hanging flower baskets and the flag poles.

Welch reported that Laura Bonnet will be resigning from the Redevelopment Authority Commission after their May meeting.

F. Committee of the Whole:

1. 4th Annual Eagles Wings 5K Run/Walk Event:

Motion – Edinger moved to approve the 4th Annual Eagles Wings 5K Run/Walk Event. Seconded by Brick. Call vote taken. Motion carried unanimously.

2. Eastshore Humane Society Agreement:

Motion – Sonnabend moved to approve the Eastshore Humane Society Agreement. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

(Approved)

3. Approval of Quotes – 1990 Dump Truck Replacement:

Motion – Sonnabend moved to approve the quote from Packer City International, in the amount of \$93,400 for the Tandem Real Axle Truck Chassis, and the quote from Truck Equipment, in the amount of \$81,787, for the body/hitch/hydraulic/sander/wing, for a total of \$175,187.00 for the replacement of the 1990 Dump Truck with the funds to be taken from the DPW Equipment Reserve account. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

OLD BUSINESS:

A. Developers Agreement – Brillion Townhomes LLC – TID #3:

Gosz distributed a proposed Development Agreement with the developers of the Brillion Townhomes, LLC in TID #3. She stated the only change in the document is the completion date that has been changed to December 1, 2016. Wolf stated the bid amount for the City’s portion of the project is \$42,000 compared the original estimate of \$50,000.

Motion – Wenzel moved to approve the Development Agreement between the City of Brillion and Brillion Townhomes, LLC for development in Tax Increment District #3. Seconded by Fhlug. Roll call vote taken. 7 votes cast. Motion carried unanimously.

B. Developers Agreement – Carstens Mill LLC – TID #2:

Gosz stated that Beth Wenzel’s Attorney is currently reviewing this Agreement.

NEW BUSINESS:

A. Letter of Engagement – Bond Counsel for Issuance of \$1,689,997 Waterworks System Revenue Bonds, Series 2015:

Cameron explained that the Safe Drinking Loan is scheduled to close on April 8th. A Bond Counsel is needed for this.

Motion – Edinger moved to approve the Letter of Engagement with Quarles & Brady LLP as Bond Counsel for the issuance of the \$1,689,997 Safe Drinking Water Loan. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

B. Resolution – Authorizing the Issuance and Sale of Up To \$1,689,997 Waterworks System Revenue Bonds, Series 2015 and Providing for Other Details and Covenants with Respect Thereto:

Cameron explained this Resolution is the final document needed to complete the loan process.

Motion – Van Frachen moved to adopt Resolution RE15-03 authorizing the issuance and sale of up to \$1,689,997 Water Works System Revenue Bonds, Series 2015 and Providing for Other Details and Covenant with Respect Thereto. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

C. Preliminary Resolution – 2015 I/I Projects and N. Columbus Avenue Project:

Wolf explained with this Resolution it starts the project “in motion” for the City Council authorizing the City Engineer to prepare the schedule of proposed special assessments against the affected property owners and to set a Public Hearing date to hear testimony for or against the special assessments. Gosz explained that 10 days prior to the Public Hearing the affected property owners will be sent a notice.

Motion – Van Frachen moved to adopt Resolution RE15-02 declaring intent to exercise special assessment police powers under Wisconsin State Statute 60.073 for the N. Columbus Avenue Project and the 2015 I/I

(Approved)

Projects and to set a Public Hearing date for Monday, April 13, 2015 at 6:30 PM to hear testimony for or against the special assessments. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Agreement for Professional Services – McMahon – TIF #3:

Wolf explained this Agreement is for engineering services for storm sewer with the development of the Brillion Townhomes in TIF #3.

Edinger asked is this expense is paid through TIF #3. Gosz stated yes. Mayor Deiter stated the fee for this Agreement is \$3,900.

Motion – Van Frachen moved to approve the Agreement for Professional Services from McMahon for the engineering services for the storm sewer for the Brillion Townhomes development in TIF #3. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

D. Award Bid – Safe Routes to School Grant Project:

Gosz explained the bids for this project were opened on March 5th. The low bid was received from Sommers Construction Co. in the amount of \$114,772.64, which is under budget for the construction costs awarded by the grant. Since this is a federally funded grant, the bid is contingent on the Department of Transportation's approval. Once we receive their approval, we will be able to sign the contract.

Gosz stated this project should start in May, towards the end of the school year, and be completed before the start of the school year.

Motion – Wenzel moved to award the bid for the Safe Routes to School Grant Project to Sommers Construction Co. in the amount of \$114,772.64, contingent on the Department of Transportation's approval of the Request to Award. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

F. Calumet County Veterans Service – Veterans Perpetual Care Fee Payment:

Gosz explained in past years the City has received funds for perpetual care for veteran graves that the City did not receive perpetual care for in the sale price. Graves sold now by the City, perpetual care is included in the price. Calumet County has proposed a final lump sum payment for those veteran graves.

Motion – Edinger moved to approve the final payment from Calumet County for perpetual care of veteran's graves and to certify that annual care is given to the graves of the members of the Armed Forces of the United States buried within City owned cemeteries. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

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

Gosz reported on the following:

- April Calendar.
- Open Book is scheduled for March 31st from 4:00 PM to 6:00 PM.
- Board of Review is scheduled for May 14th.

MAYOR'S REPORT:

Mayor Deiter stated he will be attending a phosphorus meeting on April 1st in Green Bay. Reid Ribble will be a guest speaker at the meeting.

PRESS TIME:

No questions.

ADJOURNMENT:

(Approved)

Motion – Nies moved to adjourn the meeting. Seconded by Brick. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:51 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer