

(Unapproved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

January 25, 2016

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Deiter asked for a moment of silence on behalf of the passing of former Mayor and Alderperson Robert Mathiebe.

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 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, Deputy Clerk/Treasurer Joy Buboltz, Community Development Director Cheryl Welch, and City Librarian Chris Moede. Absent were Park & Recreation Director Ann Marx, Police Chief JoAnn Mignon, and Fire Chief Rich Janke.

APPROVAL OF THE AGENDA:

Motion –Van Frachen moved to approve the agenda as written. Seconded by Edinger. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – DECEMBER 14, 2015 REGULAR CITY COUNCIL MEETING:

Motion – Edinger moved to approve the minutes of the December 14, 2015 Regular City Council Meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Amy Vaclavik from McMahon, Matt Vechart, and Mark Kuchenbecker.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board Meeting of 12/16/2015, Water and Sewer Utility Commission meeting of 12/21/15.

B. Approval of Vouchers - 2015:

- 1. General Fund: =\$69,168.88:**
- 2. Reserves =\$15,001.68:**
- 3. Contingency = \$542.50:**
- 4. TIF Expenditures=\$11,851.06:**

C. Approval of Vouchers - 2016:

- 1. General Fund: =\$1,223,465.82:**
- 2. Reserves =\$831.84:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$1,200.00:**

(Unapproved)

D. Approval of Payroll:

E. Approval of License Applications:

1. **Operator License – New: Kayla A. Evenson, Timothy Jeffers, Mark A. Kuchenbecker, Krista Krepline**
2. **Operator License – Renewal: Vicky Koeppen, Peggy S.Rusch**
3. **Temporary Class B License – Brillion Fire Department**

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 January 25, 2016 Committee of the Whole Meeting. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Approval of Appointments:

None.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report.

Mayor Deiter reported that Tom Gerhartz has submitted his resignation. The Community Center is looking to fill that position.

C. Library:

Librarian Moede submitted a written report and reported on the following:

- Munch-A-Movies return on February 9th.
- She will be participating in a two (2) day webinar called the Wild Wisconsin Winter Conference. She explained some of the sessions offered.

D. Community Development:

Community Development Director Welch submitted a written report and reported she will be working on a plan for a proposed trail through Brillion.

E. Fire Department:

No report.

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.

(Unapproved)

D. Utility Commission:

1. Acceptance of Well #5 Project:

Vaclavik explained that it is a requirement of the Safe Drinking Water Loan that the City Council needs to formally accept the funded project from the Contractor and the Engineer.

Vaclavik reported that Well #5 has been up and running for the past few months. Edinger asked by accepting this well project will there be any recourse for the City to take down the road if issues arrive. Vaclavik explained there are still warranties on some items with the project.

Gosz explained that a single audit will need to be done with the project. Vaclavik will be working with the City Auditors to complete that audit.

Motion – Sonnabend moved to accept the construction of Well #5 project with engineer McMahon and contractors Sam’s Well Drilling, Inc., Jossart Brothers, Inc., RJM Construction LLC, and Midwest Well Services, Inc. Seconded by Wenzel. Roll call taken. 7 votes cast. Motion carried unanimously.

2. Resolution – Sewer Rate Increase:

Van Frachen asked if this is the sewer rate increase that was proposed in 2015 by Ehlers in their 5 Year Financial Management Plan. Gosz stated yes.

Motion – Sonnabend moved to adopt Resolution #RE16-02 adopting a sewer rate increase for the City of Brillion sanitary sewer users with it going into effect with the first quarter billing of 2016. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Redevelopment Authority Commission:

1. Commission Report:

Edinger reported that the Redevelopment Authority Commission is looking for two (2) more individuals to fill the Commission. Welch stated she has contacted individuals to serve on this Commission, but has not heard back from those individuals.

Edinger also reported on a joint meeting scheduled for February 8th between McMahon and the City Council, Plan Commission, and Tourism Committee.

F. Committee of the Whole:

1. Ordinance Regarding Sex Offenders:

Tabled until the February 22nd Committee of the Whole Meeting.

2. 2016 Eagles Wings 5K Run/Walk Event:

Motion – Van Frachen moved to approve the 2016 Eagles Wings 5K Run/Walk Event. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

H. Tourism Committee:

1. Committee Report:

Wenzel reported that the Tourism Committee authorized a disbursement of funds to the Brillion Optimist Club for their upcoming Electric Parade. The Brillion Chamber of Commerce submitted a request of funds for repairing the signage north of Brillion. That request has been tabled at this time until more information can be obtained.

(Unapproved)

OLD BUSINESS:

1. Development Financing Agreement – TIF #4 – Northway Drive Real Estate LLC:

Gosz explained that City Financial Advisor Phil Cossen advised her that the final bond amount is \$1,016,500. Wenzel asked if this revised amount still falls in the range of the Pay-As-You Go Approach. Gosz stated yes. Gosz also explained that the first payment to the Developer will be in 2018.

Matt Vechart gave an update on the Professional Plating project. He reported that it is hoped to move the 711 Northway building across the road this week. A time lapse will be taken of that move. He reported that the frost walls and footings have been poured, the east side loading dock has been removed, and the fire wall is up. The Project is on schedule.

Motion – Edinger moved to approve the Development Financing Agreement between the City of Brillion and Northway Drive Real Estate LLC for the development addition to Professional Plating, Inc. in Tax Incremental District #4. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Resolution – Authorizing The Issuance of a Tax Increment Project Revenue Bond:

Gosz explained the bond amount in Section 1 should read \$1,016,500.

Motion – Van Frachen moved to adopt Resolution #RE16-03 authorizing the issuance of Tax Increment Project Revenue Bond pursuant to the terms of the Development Financing Agreement between the City of Brillion and Northway Drive Real Estate LLC. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

3. Amended Development Agreement – TIF #4 – Brillion Building LLC:

Gosz explained the only change in this Development Agreement is the name change to Brillion Building LLC.

Motion – Edinger moved to approve the amendment to the Development Agreement between the City of Brillion and Brillion Building LLC. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

NEW BUSINESS:

A. Agreement for Professional Services – General Engineering - McMahon:

Edinger asked what the percentage increase is with the Agreement. Vaclavik stated there is a 3% increase from last year, which is the same increase as in the past. Gosz explained if project engineering is less than \$5,000 then an engineering agreement will not be needed for that project. However, if the engineering fee will be large than \$5,000 a service agreement will then be needed.

Motion – Van Frachen moved to approve the General Engineering Agreement with McMahon. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

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

Gosz submitted a written report and on the following:

- She is working on the 2008 Community Block Grant and the final closing of that Grant. The City has passed all of the tests with the Grant. The Grant is scheduled to close soon.
- The first installment or the full payment of the 2015 property tax is due on or before January 31st.
- The Financial Auditors are conducting the City’s annual audit this week.
- On February 8th at 6:30 PM a joint meeting will be held between Integrated Public Resources LLC and the City Council, Plan Commission, Redevelopment Authority Commission, and the Tourism Committee to discuss possible opportunities to have public projects completed in the City.

MAYOR’S REPORT:

No report.

(Unapproved)

1. Closed Session per W.S.S. 19.85(1) (c):

Motion – Van Frachen moved to go into Closed Session per W.S.S. 19.85(1) (c). Seconded by Brick. Call vote taken. Motion carried unanimously.

The City Council went into Closed Session at 6:56 PM.

2. Open Session:

Motion – Brick moved to return to Open Session. Seconded by Edinger. Call vote taken. Motion carried unanimously.

The City Council returned to Open Session at approximately 7:35 PM.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Brick. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:36 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer