

(Unapproved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

March 28, 2016

Brillion Community Center

6:30 PM

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – FEBRUARY 22, 2016 REGULAR CITY COUNCIL MEETING:

Motion – Van Frachen moved to approve the minutes of the February 22, 2016 Regular City Council Meeting as written. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

David Nordby from the Brillion News, Ron Wolf from McMahan, Police Officer Michael Parker, Dennis Jandrey, William Wynen, Diane Ott, and Thomas Andrejewski.

City Administrator/Clerk-Treasurer Gosz presented to City Employee Dennis Jandrey a plaque honoring his 30 years of service to the City of Brillion.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board Meeting of 2/17/2016, Plan Commission meeting of 3/7/2016, Park & Recreation Commission meeting of 3/9/2016, Committee of the Whole meeting of 3/14/2016, Water and Sewer Utility Commission meeting of 3/21/16.

B. Approval of Vouchers:

- 1. General Fund: =\$143,381.46:**
- 2. Reserves =\$118,373.93:**
- 3. Contingency = \$0.00:**
- 4. TIF Expenditures=\$3,500.00:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Operator License – New: Mallory A. Schneider, Lois Sonnabend:**

(Unapproved)

2. Dog & Cat Kennel Permit – 340 Kennedy Drive:

Motion – Edinger 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 a Dog Kennel Permit to the property owner at 340 Kennedy Drive as approved at the March 28, 2016 Committee of the Whole Meeting. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

E. Approval of Appointments:

1. Redevelopment Authority Commission:

Motion – Edinger moved to approve the appointment of Matthew Bennett to the Redevelopment Authority Commission. Seconded by Van Frachen. Call vote taken. Motion carried unanimously.

2. Election Board:

Motion – Nies moved to approve the appointment of Janet Mathiebe, Rae Marie Steinfest, Raymond Geiger, Maryann Schumacher, Mona Cox, Sharon Tienor, Betty Nemecheck, Gerald Sonnabend, Peggy Sonnabend, Mary Jo Krueger, Joan Krueger, Joy Buboltz, Howard Heimke, Linda Deiter, Gary Deiter, and Claire Letourneaux to the City’s Election Board. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

Gosz commented that City Staff appreciates the work done by these Election workers.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Mignon stated she would like to commend the Police Officers on the handling of the hostage situation in the City last week.

Police Officer Parker reported on drone training he attended.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported they are hoping to start soccer this weekend. She also commented that the Brillion Community Center was very busy today.

C. Library:

Librarian Moede submitted a written report and reported that the Library will be holding an Open House on Tuesday, April 12th from 2:00 PM – 5:00 PM in honor of Celebrate National Library Week.

D. Community Development:

No report.

Edinger reported that the Redevelopment Authority Commission is currently working on a new trail to extend to the west of the City limits.

Gosz noted the new logo of the Redevelopment Authority Commission.

E. Fire Department:

No report.

COMMITTEE REPORTS:

A. Plan Commission:

1. Ordinance – R-1 Single-Family Residential District:

(Unapproved)

Motion – Wenzel moved to set a Public Hearing date for Monday, April 25, 2016 at 6:45 PM to hear testimony for or against the amendment to the Municipal Code as it relates to R-1 Single Family Residential District. Seconded by Nies. Call vote taken. Motion carried unanimously.

B. Park & Recreation:

1. ATV Park:

William Wynen stated the ATV Park has been a success and is an asset to the community. Unfortunately, the ATV Club's membership has declined. The Farm Country ATV'ers would like to have the City accept all assets from the ATV Club and continue the operations and maintenance of the ATV Park.

Gosz stated that per the agreement with the Farm Country ATV'ers if the ATV Club would disband the City would then take over the ATV Park. Edinger asked who would be responsible for the management of the ATV Park. Gosz stated City Staff, i.e. Brillion Police Department, DPW Staff, and Park & Recreation Director. Mayor Deiter stated we will need to educate the DPW Staff on the maintenance at the ATV Park. Van Frachen asked what type of trail maintenance is required. Wynen stated the removal of fallen branches, filling in of ruts, etc.

Mayor Deiter stated he feels the ATV Park is an asset to the community and the Redevelopment Authority Commission is trying to encourage tourism in our community. Wynen stated he feels there is plenty of opportunity to hold events there.

Motion – Edinger moved to terminate the Park Use & Maintenance Agreement with the Farm Country ATV'ers and to accept all assets from the ATV Club and to continue with the operations and maintenance of the ATV Park. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

6:45 PM – PUBLIC HEARING – ORDINANCE – SEXUAL OFFENDER RESIDENCY RESTRICTIONS:

Mayor Deiter opened the Public Hearing at 6:52 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:53 PM.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Committee Report:

No report.

E. Redevelopment Authority Commission:

1. Commission Report:

No report.

F. Committee of the Whole:

1. Police Mutual Aid Agreement:

Police Chief Mignon stated a discussion was held on possibly including the Village of Reedsville in with this Agreement, but this Agreement is only for the communities in Calumet County. She stated that the City already has an Agreement with Manitowoc County, which includes the Village of Reedsville.

Motion – Wenzel moved to approve the Police Mutual Aid Agreement for Calumet County. Seconded by Edinger.

(Unapproved)

Edinger asked if the other communities in Calumet County have already approved this Agreement. Chief Mignon stated those communities are also in the process of approving this Agreement.

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

2. Biennial Bridge Inspection:

Motion – Edinger moved to approve the Biennial Bridge Inspection. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

3. Personnel Policy Manual – Amendment:

Motion – Wenzel moved to approve the amendment to the City’s Personnel Policy Manual. Seconded by Sonnabend.

Wenzel asked if Gosz has a plan to distribute the amended Manual to Staff. Gosz stated yes.

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

4. 2015 Capital/Reserve Carryover:

Motion – Nies moved to approve the 2015 Capital/Reserve Carryovers. Seconded by Van Frachen. Roll call vote taken. 7 votes cast. Motion carried unanimously.

5. 2016 Eastshore Humane Association Agreement:

Motion – Sonnabend moved to approve the 2016 Eastshore Humane Association Agreement. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

H. Tourism Committee:

1. Committee Report:

None.

OLD BUSINESS:

A. Ordinance – Sexual Offender Residency Restrictions:

Motion – Edinger moved to adopt Ordinance #OR16-01 creating Chapter 58, Article VIII Sexual Offender Residency Restrictions in the City of Brillion. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

Diane Ott asked if a landlord can ask a possible renter if they are on the sex offender registry. Chief Mignon stated that when a landlord does a background check on an individual there are websites the landlord can check to see if the person is on the sex offender registry.

NEW BUSINESS:

A. Resolution – Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers – 2016 I/I Street Projects:

Motion – Edinger moved to adopt Resolution #RE16-04 declaring intent to exercise special assessment police powers under Wisconsin State Statute 60.0703 for the Cleveland Street and Monroe Street and the 2016 I/I Project, and to set a Public Hearing date for Monday, April 25, 2016 at 6:50 PM to hear testimony for or against the special assessments. Seconded by Wenzel.

(Unapproved)

Ron Wolf, McMahon, reported two (2) contracts are to be awarded for these projects. The first contract would be the I/I work only and the low bidder from that contract was M & E Construction. The second contract would be for the reconstruction work and I/I work to be done on Cleveland Street and Monroe Street. The low bidder for that project was Donald Hieptas & Sons Construction. Wolf reported that Donald Hietpas & Sons will also be doing the pipe bursting for the reconstruction project.

Wolf reported the bids came in lower than estimated.

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 completing the reports for the Safe Routes to School Grant.
- She will be on vacation from April 11th through April 15th.

The consensus of the City Council was to cancel the Committee of the Whole meeting scheduled for April 11th.

MAYOR’S REPORT:

A. Proclamation – Arbor Day:

Mayor Deiter stated he is declaring April 29, 2016 as Arbor Day for the City of Brillion.

PRESS TIME:

No questions.

ADJOURNMENT:

Motion – Edinger moved to adjourn the meeting. Seconded by Nies. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:10 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk-Treasurer