

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**June 27, 2016**

**Brillion Community Center**

**6:30 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 6:35 PM with the Pledge of Allegiance recited by those in attendance.

**ROLL CALL:**

Present were Mayor Gary Deiter, Alderpersons Robert Brick, Mel Edinger, Crystal Fhlug, Betty Nies, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Recreation Director Ann Marx, Police Lieutenant Kirk Schend, Fire Chief Rich Janke, City Librarian Chris Moede, Community Development Director Cheryl Welch, and Deputy Clerk/Treasurer Joy Buboltz. Absent was Alderpersons Wally Sonnabend.

**APPROVAL OF THE AGENDA:**

**Motion** –Nies moved to approve the agenda as printed and circulated. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

**APPROVAL OF MINUTES – MAY 23, 2016 REGULAR CITY COUNCIL MEETING:**

**Motion** – Edinger moved to approve the minutes of the May 23, 2016 Regular City Council Meeting. Seconded by Brick. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Police Chief JoAnn Mignon and Nathan Haberman.

Nathan Haberman introduced himself to the Brillion City Council. Haberman stated he is running as a candidate for the Calumet County District Attorney. He distributed a flyer on his candidacy and stated he was asked to run for Calumet County District Attorney by Law Enforcement in Calumet County. He gave a report on his position as Assistant District Attorney in Sheboygan County.

**6:40 PM – PUBLIC HEARING – ORDINANCE – UTILITY CONSTRUCTION AND IMPROVEMENTS:**

Mayor Deiter opened the Public Hearing at 6:58 PM and asked three (3) times for testimony for or against the proposed ordinance change. No testimony given. Mayor Deiter closed the Public Hearing at 6:59PM.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Brillion Library Board Meeting of 5/18/2016, Park & Recreation Commission meeting of 6/2/2016, Plan Commission meeting of 6/6/2016, Water and Sewer Utility Commission meeting of 6/20/16.

**B. Approval of Vouchers:**

- 1. General Fund: =\$122,096.28:**
- 2. Reserves =\$55,205.53:**
- 3. Contingency = \$1,079.50:**
- 4. TIF Expenditures=\$0.00:**

(Approved)

**C. Approval of Payroll:**

**D. Approval of License Applications:**

1. Operator License – New: Cheryl Sullivan:

2. Operator License – Renewal: Cathy R. Held, Elizabeth M. Labitzky, Jean Klug, Anne M. Meyer, Amanda Boldt, Wendy Allen, Susan Cobler:

3. Class A. Beer & Class A Liquor Combination License-Renewal: Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber's of Brillion, Dolgencorp, LLC for Dollar General Store #10945, T & C Markets, Inc for Tadych's Econo Foods, Shopko Stores Operating Co., Inc for Shopko Hometown #608:

4. Class B Beer & Class B Liquor Combination License – Renewal: Braun's Deer Run LLC for Deer Run Golf Course, ACAKDCA, LLC for Ethels Pub & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet, LLC for Cobblestone Creek Dining & Banquet, M & P Smokehaus Pub, LLC for M & P Smokehaus Pub, LLC, Scott R. Giese for The Real Giese's, BAKKHEIA, LLC for BAKKHEIA, M & J Schwartz Enterprises, LLC for Split Happens Lanes, Randy's Pastry Factory, LLC for Randy's Central:

5. Class A Beer License - Renewal: Kwik Trip for Kwik Trip #807:

6. Class B Beer License & Class C Wine License – Renewal: Brillion Hotel Group, LLC for Cobblestone Inn and Suites:

7. Dog & Cat Kennel Permit – 128 Elm Street:

8. Fireworks Permit – Braun's Deer Run Golf Course:

**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 128 Elm Street as approved at the June 27, 2016 Committee of the Whole Meeting. Seconded by Sonnabend. Roll call vote taken. 6 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 report and reported that Staff is working on fixing items at the Parks. Nies stated she has heard positive comments on the landscaping done at the Brillion Community Center. She thanked Mayor Deiter and the individuals that helped him with the landscaping.

**C. Library:**

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

- The sound system has now been installed in the Library basement area and is connected to the hearing loop.
- Library Staff has been busy with the Summer Reading Program.

**D. Community Development:**

Community Development Director Welch submitted a written report and reported on the following:

- She is working on finishing the City Directory.
- Looking for volunteers to assist on the Trail Committee and the Fall Fest event.

(Approved)

- She placed on the City's Facebook page and on the City's website that the RDA is sponsoring a Downtown Farmers Market this year with no charge to set up their stand. There will be two (2) Farmers Markets in the City this year; the RDA Downtown Farmers Market and a Farmers Market at BAKHEIA.

**E. Fire Department:**

Fire Chief Janke submitted a written report and reported on the following:

- He and two (2) other Fire Fighters attended the Fire Chief's Conference in Green Bay this past weekend.
- He is waiting to hear a response from a neighboring Fire Department to start a joint Fire Department with the Brillion Fire Department.
- For the past few months he has reported to the City Council the need to replace the heavy duty rescue fire truck. Right now, that fire truck is on its "last leg". It will cost approximately ½ million dollars to replace that truck. The Brillion Fire Department would like to start drafting specifications for the new truck.

Nies asked how much is available in the Fire Department Reserve account. Gosz stated after the new Tender is purchased there will be a zero balance in that Reserve Account. She stated in order to purchase a heavy duty fire truck the City Council will need to borrow for that purchase.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Commission Report:**

No report.

**B. Park & Recreation:**

**1. Commission Report:**

No report.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Resolution – 2015 Compliance Maintenance Annual Report:**

Mayor Deiter explained this Annual Report is a "report card" on the operations at the Wastewater Treatment Plant. The City received only one (1) "C" on this report.

**Motion** – Edinger moved to adopt Resolution RE16-07 approving the 2015 Compliance Maintenance Annual Report for the Sewer Utility. Seconded by Wenzel. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**B. Ferric Tank Replacement – Award Bid:**

Mayor Deiter stated he would like to table this agenda item at this time. He is not happy with the bid amounts that were submitted and the Utility Commission may now be looking at other alternatives to house this ferric tank.

**Motion** – Edinger moved to table awarding a bid for the Ferric Tank Replacement. Seconded by Brick. Call vote taken. Motion carried unanimously.

**E. Redevelopment Authority Commission:**

**1. Commission Report:**

(Approved)

Edinger reported the Redevelopment Authority Commission is working on future projects.

**F. Committee of the Whole:**

**1. Police Captain Position:**

**Motion** – Wenzel moved to approve to change the position description of Lieutenant to Captain and to appoint Kirk Schend as Police Captain. Seconded by Fhlug. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**2. Regional Storm Water Utility:**

Mayor Deiter reported that he and City Administrator Gosz has been working the past two (2) years on this item. It will take time to get participation from the other communities in Calumet County.

**Motion** – Edinger moved to state that it is the intention of the Brillion City Council to proceed with participation in a Regional Storm Water Utility. Seconded by Nies.

Gosz stated she heard that the Town of Brillion has chosen not to participate in a Regional Storm Water Utility. She feels too that it will take a while to get a Regional Storm Water Utility “up and going”, or it may proceed on a smaller scale then hoped.

Call vote taken. Motion carried unanimously.

**3. Donations, Gifts, and Memorials Policy:**

**Motion** – Wenzel moved to approve the Donations, Gifts, and Memorials Policy as presented. Seconded by Brick. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**4. Ordinance – Fire Department Service Reimbursement:**

**Motion** – Edinger moved to set a Public Hearing date of Monday, July 18, 2016 at 7:10 PM to hear testimony for or against the proposed ordinance for the Brillion Fire Department service reimbursement fees. Seconded by Fhlug. Call vote taken. Motion carried unanimously.

**5. Chamber of Commerce – Street Light Pole Holiday Decoration Donation:**

**Motion** – Nies moved to approve the Chamber of Commerce street light pole holiday decoration donation as presented. Seconded by Brick. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**H. Tourism Committee:**

**1. Committee Report:**

Welch stated the Tourism Committee will be meeting in August.

**OLD BUSINESS:**

**1. Ordinance – Utility Construction and Improvements:**

**Motion** – Wenzel moved to adopt Ordinance #OR16-03 as it relates to Water and Sewer Utility construction and improvements in the City of Brillion. Seconded by Fhlug. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**NEW BUSINESS:**

**A. Closed Session per W.S.S. 19.85(1) (e):**

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

(Approved)

The City Council went into Closed Session at 7:31 PM.

**B. City Pond:**

No action.

**C. Open Session:**

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

The City Council returned to Open Session at 7:49 PM.

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

**A. July City Council Meeting Date:**

**Motion** – Edinger moved to reschedule the July City Council meeting from Monday, July 25, 2016 at 6:30 PM to Monday, July 18, 2016 at 7:00 PM. Seconded by Shafran. Call vote taken. Motion carried unanimously.

Gosz suggested meeting jointly again with the Utility Commission again in August.

The July calendar was reviewed.

**MAYOR’S REPORT:**

Mayor Deiter reported the City is waiting for the Organizational Analysis from the IPR Group.

Mayor Deiter stated the Calumet County Board is trying to take a stance against Governor Walker regarding the “Just Fix It” program for road improvements.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn the meeting. Seconded by Brick. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:52 PM.

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer