

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**September 26, 2016**

**Brillion Community Center**

**6:30 PM**

**CALL TO ORDER:**

City Council President Mel Edinger called the meeting to order at 6:36 PM with the Pledge of Allegiance recited by those in attendance.

**ROLL CALL:**

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

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – AUGUST 22, 2016 REGULAR CITY COUNCIL MEETING AND THE AUGUST 29, 2016 SPECIAL CITY COUNCIL MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the August 22, 2016 Regular City Council Meeting and the August 29, 2016 Special City Council Meeting. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

David Norby from The Brillion News.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Brillion Library Board meeting of 8/17/2016, Committee of the Whole meeting of 8/22/2016, Park & Recreation Commission meeting of 9/1/2016, Plan Commission meeting of 9/6/2016, Committee of the Whole meeting of 9/12/2016, Water & Sewer Utility Commission meeting of 9/19/2016.

**B. Approval of Vouchers:**

**1. General Fund: =\$136,935.75:**

**2. Reserves =\$85,220.08:**

**3. Contingency = \$40,732.27:**

**4. TIF Expenditures=\$0.00:**

**C. Approval of Payroll:**

**Motion** - Wenzel moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, and the Approval of Payroll as approved at the September 26, 2016 Committee of the Whole Meeting. Seconded by Sonnabend. Roll call vote taken. 6 votes cast. Motion carried unanimously.

(Approved)

**D. Approval of License Applications:**

1. **Operator License – New: Susan Knott, Angela Marie Schloemer, Lynn Marie Propson, Jessica Meetz:**
  2. **Operator License – Renewal: Jon Kees:**
  3. **Operator Licenses – Temporary: Jill Peters, Joanne M. Moehr, Mitchell Michiels, Colette Thurwachter, Kristine Bastian, Betty J. Nies, Tammy Koehler, Carol A. Lietzke, Carol Popp:**
  3. **Temporary Class “B” Picnic License: Brillion Fire Department – October 15, 2016 Brillion Fall Fest:**
- Motion** – Shafran moved to collectively approve the Consent Agenda with the Approval of License Applications as approved at the September 26, 2016 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 6 votes cast. 5 yes votes and 1 abstained vote cast by Nies. Motion carried.

**E. Approval of Appointments:**

None.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

A written report was submitted.

Chief Mignon reported that Holy Family Church/School will be holding a Candlelight Vigil on October 3, 2016.

**B. Park & Recreation:**

Recreation Director Ann Marx submitted a written report.

Marx reported that on Sunday, October 23, 2016 the Brillion Community Center will be opening for a 5K Walk/Run as a benefit for Heather Gruett.

**C. Library:**

Librarian Moede submitted a written report.

Moede reported on the Library’s website there is a link for individuals to go the new State Job Seekers website. This website has a variety of resources for individuals looking for jobs or looking for assistance with their resumes.

**D. Community Development:**

Welch submitted a written report.

Gosz reported that City Staff has been working with economic development partners and Workforce Development to help with the employees who will be losing their jobs due to the closing of the Brillion Iron Works. Job Fairs are planned in October for those soon to be displaced workers.

**E. Fire Department:**

Fire Chief Janke submitted a written report.

Gosz reported that Fire Chief Janke informed her that the Fire Department is working on selling the two (2) current tenders. The new tender should be arriving in October.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Certified Survey Map – 1103/1107 Autumn Drive:**

Gosz reported with this Certified Survey Map it is planned to divide the current duplex into two (2) separate parcels, which is allowed per City Code.

(Approved)

**Motion** – Nies moved to approve the Certified Survey map for 1103/1107 Autumn Drive without a Public Hearing. Seconded by Shafran. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**2. Ordinance – Razing of Buildings and Removal of Salvageable Materials:**

Gosz reported that the City Attorney suggested that the Plan Commission would ultimately recommend to City Council the application for the razing of buildings and removal of salvageable materials. City Staff would still review the steps needed to razing any building/removal of salvageable materials. The City Attorney feels with the Plan Commission overseeing this proposed ordinance it would be a better streamline process. Gosz reported that the Plan Commission can also extend the permit term.

Gosz reported that Building Inspector Angoli is recommending changing the foundation removal from 2 ft. to 4 ft.

**Motion** – Nies moved to set a Public Hearing date for Monday, October 24, 2016 at 6:45 PM to hear testimony for or against the proposed ordinance regarding the razing of buildings and the removal of salvageable materials. Seconded by Wenzel.

Gosz stated she will have the Building Inspector establish the fee structure for this proposed ordinance to be reviewed by the City Council on October 24, 2016.

Call vote taken. Motion carried unanimously.

**B. Park & Recreation:**

**1. Commission Report:**

No report.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Commission Report:**

No report.

**E. Redevelopment Authority Commission:**

**1. Commission Report:**

Edinger reported that Brillion Fall Fest will take place on October 15, 2016, which will be held in conjunction with the Brillion Nature Center's Pumpkin Walk. A band and a beer tent, along with the games, will also be held this year.

**F. Committee of the Whole:**

**1. Police Union Contract:**

Gosz reported the Police Union has ratified this Contract.

**Motion** – Sonnabend moved to approve the 2017-2019 Agreement between the City of Brillion and Teamsters Local 662, Brillion Police Department. Seconded by Brick. Roll call vote taken. Motion carried unanimously.

**2. Advanced Disposal – Spring Bulky Item Pickup:**

**Motion** – Wenzel moved to have two (2) spring bulky item pickups in the City of Brillion, one (1) pickup east of Main Street and the second pick up on the west of Main Street that following week. Also, not to schedule the bulky item pickup around Mother's Day or Easter. Seconded by Shafran. Call vote taken. Motion carried unanimously.

(Approved)

**3. Organization Structure:**

**Motion** – Wenzel moved to complete Phase 2 of the Organizational Structure in house and not through the assistance of the IPR Group. Seconded by Shafran. Call vote taken. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**H. Tourism Committee:**

**1. Committee Report:**

Wenzel reviewed the requests for disbursement of Tourism Funds. Requesting Tourism Funds is the Brillion Chamber of Commerce for the expense of repairing the Brillion sign, the Brillion RDA for Fall Festival expenses, the Brillion Optimist to offset the Walk Through Brillion event expenses, and the Brillion Nature Center for Pumpkin Walk expenses.

**Motion** – Sonnabend moved to approve the recommendation of Tourism Funding Awards as recommended by the Tourism Committee. Seconded by Brick. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

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

Gosz submitted a written report and reported on the following:

- She and Buboltz will be attending election training on Thursday, September 29<sup>th</sup> in Fond du Lac.
- Claire Letourneaux has resigned from the Election Board and Zoning Board of Appeals.
- The Utility Commission has prioritized the next two (2) years of Capital Improvement Projects.
- A Budget meeting will be held on October 10<sup>th</sup>. It is hoped to finalize the 2017 City Budget at the October 24<sup>th</sup> meeting and set a Public Hearing date for adoption of the 2017 City Budget at the November 28<sup>th</sup> meeting.

**MAYOR’S REPORT:**

No report.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Nies moved to adjourn the meeting. Seconded by Brick. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:13 PM.

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Mel Edinger, City Council President

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Joy L. Buboltz, Deputy Clerk/Treasurer