

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

October 24, 2016

Brillion Community Center

6:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:45 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, and Wally Sonnabend. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, City Librarian Chris Moede, Deputy Clerk/Treasurer Joy Buboltz, and Community Development Director Cheryl Welch. Absent were Alderperson Vicki Shafran, Alderperson Carrie Wenzel, Park & Recreation Director Ann Marx, and Fire Chief Rich Janke.

APPROVAL OF THE AMENDED AGENDA:

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

6:45 PM – PUBLIC HEARING – ORDINANCE – RAZING OF BUILDINGS AND REMOVAL OF SALVAGABLE MATERIALS:

Mayor Deiter opened the Public Hearing at 6:47 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:48 PM.

APPROVAL OF MINUTES – SEPTEMBER 26, 2016 REGULAR CITY COUNCIL MEETING:

Motion – Edinger moved to approve the minutes of the September 26, 2016 Regular City Council Meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Beth Wenzel, Ralph Rice, Matthew Bennett, Sarah Pielhop, and David Norby from The Brillion News.

Brillion Optimist Club:

Sarah Pielhop stated she is the Chairwoman for the Indoor Splash Pad project for the Brillion Optimist Club.

Pielhop explained that in 2014 a group from the Brillion Optimist Club met with the Park & Recreation Commission regarding an outdoor splash pad. In April of 2015 the group again met with the Park & Recreation Commission regarding the installation of an indoor splash pad at the Brillion Community Center.

Pielhop distributed a packet of information on the Brillion Optimist Club and the indoor splash pad. She explained the indoor splash pad would replace the current wading pool at the Brillion Community Center. With an indoor splash pad no lifeguard is needed. Also the splash pad will be handicapped accessible and will be available for all children.

Pielhop stated the project is scheduled to being November 7th with no cost to the City for this splash pad. It is hoped to have the splash pad open by January of 2017. This project has been a community effort, from the support of residents and businesses.

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Pielhop explained a “Walk Through Brillion” will be held on Saturday, October 29th to hopefully raise the final funds needed for this project. An Art Walk will also be held that evening with artists displaying their pieces at various businesses.

Motion – Edinger moved to accept the donation from the Brillion Optimist Club for an Indoor Splash Pad to be erected at the Brillion Community Center. Seconded by Nies. Roll call vote taken. 5 votes cast. Motion carried unanimously.

Mayor Deiter thanked the Brillion Optimist Club and those who donated towards the Indoor Splash Pad.

Redevelopment Authority Commission:

Beth Wenzel, Matthew Bennett, and Ralph Rice were present on behalf of the Redevelopment Authority Commission (RDA). Wenzel stated she wants to impress on the City Council that it is very, very important to have Staff available for the RDA and are hoping the City Council keeps the \$25,000 budgeted in the 2017 Budget for a consultant for the RDA. There is work that needs to be done for the RDA that needs to be done during the day. The members of the RDA have full time jobs and can’t spend the time needed for projects.

Matthew Bennett stressed the importance of having staff available for the RDA to stay functional. The RDA is an organization to help keep the City going on projects. The RDA needs full time City Staff to assist with these plans.

Mayor Deiter stated he feels the RDA is a benefit to the community and feels the RDA does need City assistance, i.e. Consultant.

Wenzel stated the City needs to keep moving forward so our businesses can continue to stay and grow in our community. The proposed City Staff will be able to do the “leg work” for the RDA.

Mayor Deiter thanked Wenzel, Bennett, and Rice for attending and giving their comments.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 9/21/2016, Committee of the Whole meeting of 9/26/2016, Park & Recreation Commission meeting of 10/6/2016, Committee of the Whole meeting of 10/10/2016, Water & Sewer Utility Commission meeting of 10/17/2016, and Special Plan Commission meeting of 10/18/2016..

B. Approval of Vouchers:

- 1. General Fund: =\$82,346.87:**
- 2. Reserves =\$182,447.44:**
- 3. Contingency = \$2,000.00:**
- 4. TIF Expenditures=\$0.00:**

C. Approval of Payroll:

D. Approval of License Applications:

- 1. Operator License – New: Mary Behnke:**
- 2. Operator License – Renewal: David J. Malchek, Andrea J. Braun, Sara Stuckart, Joshua Cohen:**

E. Approval of Appointments:

- 1. Election Board – Kay Martinson:**

(Approved)

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 Appointments as approved at the October 24, 2016 Committee of the Whole Meeting. Seconded by Brick. Roll call vote taken. 5 votes cast. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report.

C. Library:

Librarian Moede submitted a written report.

D. Community Development:

Welch submitted a written report.

E. Fire Department:

No report.

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

Gosz reported the Plan Commission approved a Site Plan for FNB – Fox Valley for a new building located east of McDonald's.

B. Park & Recreation:

1. Commission Report:

No report.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Commission Report:

Gosz and Sonnabend reported that an Informational Meeting was held at the Utility's last meeting regarding the 2017 I/I Project & Street Project.

E. Redevelopment Authority Commission:

1. Commission Report:

No report.

F. Committee of the Whole:

1. 2017 Ambulance Agreement with Gold Cross Ambulance:

2. 2017 Ambulance Agreement Between the City of Brillion and the Town of Brillion:

3. 2017 Ambulance Agreement Between the City of Brillion and the Town of Woodville:

Motion – Edinger moved to approve the 2017 Ambulance Agreement with Gold Cross Ambulance, the Town of Brillion, and the Town of Woodville as presented. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

(Approved)

4. 2017 Agreement for Special Law Enforcement – Village of Reedsville:

Motion – Sonnabend moved to approve the 2017 Agreement for Special Law Enforcement with the Village of Reedsville. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

5. Review and Approval – Sale of Fire Equipment - Tenders:

Motion – Edinger moved to approve the bid received from Paul Ridder for \$15,511 for the 1992 International and from Tom Knobbe for \$15,511 for the 1993 International. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

6. 2017 Budget – Set Public Hearing Date:

Gosz reported that the City will be receiving \$18,000 less in General Transportation Aids & Connecting Highway Aids. Therefore, she needed to make \$18,000 worth of cuts in the operating budget for 2017. The cuts she made were reducing the wages for the Administrative Assistant from a full time position back to part time and reducing the DPW wages/benefits by cutting seasonal summer staff hours.

Nies questioned the amount in the budget for the RDA Consultant in the amount of \$25,000. Nies stated she thought that those funds were to be taken out of the budget. Gosz stated the Committee of the Whole decided to leave that \$25,000 in the budget.

Motion – Edinger moved to set a Public Hearing date for Monday, November 28, 2016 at 6:45 PM to hear testimony for or against the 2017 Budget. Seconded by Brick. Call vote taken. Motion carried unanimously.

7. Organizational Structure – Phase 2 – Transition:

Motion – Nies moved to approve the Organizational Structure Phase 2 Transition with the hiring of a full time Department of Public Works Director, contract for Building Inspector for building inspections only, Zoning Administration responsibilities would be the responsibility of the Public Works Director, not filling the Community Development position with those duties and responsibilities would be taken on by the City Administrator, the Police Chief will take on the role of Emergency Management Director and oversee the Ambulance Service Contracts, and to not fill the RDA Consultant position at this time. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

8. 2017 Wage/Salary Schedules:

Motion – Sonnabend moved to approve the 2017 Wage/Salary Schedule as presented. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

9. Road Maintenance Agreement Between the City and Town of Brillion:

Motion – Edinger moved to approve the Road Maintenance Agreement between the City and Town of Brillion as presented. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

10. Winter Road Maintenance Policy:

Motion – Sonnabend moved to approve the Winter Road Maintenance Policy as presented. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

11. Sale of City Property – Procedure:

Motion – Edinger moved to approve the Sale of City Property Procedure as presented. Seconded by Sonnabend. Roll call vote taken. 5 votes cast. Motion carried unanimously.

12. Position Description and Wage Scale – Public Works Director:

Motion – Edinger moved to approve only the Position Description for the Public Works Director and not the wage scale at this time. Seconded by Brick. Roll call vote taken. 5 votes cast. Motion carried unanimously.

G. Cemetery Commission:

(Approved)

1. Commission Report:

Buboltz reported the Cemetery Commission will be meeting on Thursday, October 27th at 4:00 PM.

H. Tourism Committee:

1. Committee Report:

No report.

OLD BUSINESS:

A. Ordinance – Razing of Buildings and Removal of Salvageable Materials:

Motion – Edinger moved to adopt Ordinance #OR16-04 as it relates to Razing of Buildings and Removal of Salvageable Materials. Seconded by Fflug. Roll call vote taken. 5 votes cast. Motion carried unanimously.

NEW BUSINESS:

A. Building Permit and Inspection Fees – Amendment:

Gosz explained the Building Inspector is requesting a change to the Razing/Demolition Permit Fees. These new fees will be implemented into the City's Fee Schedule.

Motion – Nies moved to approve the amendment to the Building Permit and Inspection Fees as presented. Seconded by Edinger. Roll call vote taken. 5 votes cast. Motion carried unanimously.

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

Gosz submitted a written report and reported on the following:

- City Hall is busy with absentee ballot voting.
- She and Mayor Deiter attended the League Conference in Stevens Point on Thursday, October 20th.
- She, Mayor Deiter, Community Development Director Welch will be attending a Brownsfields Grant Workshop in Stevens Point on November 2nd.
- A meeting will be held on Wednesday, October 29th on the closing of the Brillion Iron Works.
- November and December calendars.
- Capital Planning will be discussed at the November 14th Committee of the Whole Meeting.

MAYOR'S REPORT:

Mayor Deiter reported on the seminars he attended at the League Conference. He attended a seminar on road maintenance and reported that some communities are using the Wheel Tax to fund their road maintenance projects. He feels the City of Brillion should look at a Wheel Tax. It appears that communities will not be receiving any increase in road maintenance from the State.

Mayor Deiter stated, with talking with other constituents, other communities are borrowing to get projects completed in their communities.

Mayor Deiter reported he attended a phosphorus seminar. He reported that phosphorus limits will be imposed by the DNR for the removal of phosphorus.

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 8:16 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer