

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**April 24, 2017**

**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 Mel Edinger, Timothy Hanson, Joe Levash, Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz (arriving at 6:35 PM), Deputy Fire Chief Eric Burich, Police Chief JoAnn Mignon, Librarian Chris Moede, Public Works Director Andy Geiger, and Deputy Clerk/Treasurer Joy Buboltz. Absent was Park & Recreation Director Ann Marx.

**APPROVAL OF THE AGENDA:**

Mayor Deiter stated he would like to move agenda item #10 A-C to after Guests.

**Motion** –Edinger moved to approve the revised agenda. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

**APPROVAL OF MINUTES – APRIL 18, 2017 “REORGANIZATIONAL” CITY COUNCIL MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the April 18, 2017 Reorganizational City Council Meeting. Seconded by Shafran. Call vote taken. Motion carried unanimously.

Mayor Deiter welcomed Tim Hanson and Joe Levash to the City Council.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Amy Vaclavik from McMahan, Jon Cameron from Ehlers, Cheryl Welch, Beth Wenzel, Ryan Schroeder, and David Norby from The Brillion News.

**NEW BUSINESS:**

**B. Resolution – Authorizing the Issuance and Sale of \$1,610,000 General Obligation Promissory Notes, Series 2017A:**

Jon Cameron, Ehlers & Associates, was present to explain the Sale Day Report of approximately \$1,610,000 General Obligation Promissory Notes. He explained the Note was able to be reduced to \$1,585,000. He reported four (4) bids were received with the low bidder being BOK Financial Securities from Milwaukee. The interest rate came in at 2.4236% which was better than estimated. The total debt service payments over the life of the note are approximately \$48,000 lower than the Presale estimates.

Edinger asked if the City’s financial situation can affect the bids that are received for projects. Cameron stated yes.

(Approved)

**B. Resolution – Authorizing the Issuance and Sale of Approximately \$945,000 Waterworks System Revenue Refunding Bonds, Series 2017B of the City of Brillion, Calumet County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds:**

Jon Cameron, Ehlers & Associates, explained the Sale Day Report of approximately \$930,000 Water System Revenue Bonds. He explained the Note was able to be reduced to \$930,000. He reported three (3) bids were received with the low bidder being BOK Financial Securities from Milwaukee. The interest rate came in at 3.0891%. The total principal and interest over the life of the bonds is approximately \$11,000 higher than the Presale estimates due to a slightly higher TIC than originally estimated.

Cameron explained that the closure of the Brillion Iron Works was a factor in this revenue bond sale, but feels it was still a strong sale.

Cameron reminded the City Council that the refinancing of the 2004 and the 2010 loans were done with this sale. These loans were extended in which there was a savings to the City.

**6:40 PM – PUBLIC HEARING – ORDINANCE – NO PARKING – WEST WATER STREET:**

Mayor Deiter opened the Public Hearing at 6:41 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:43 PM.

**6:43 PM – PUBLIC HEARING – ORDINANCE – RESTRICTION ON OPERATORS OF ATV’S/UTV’S:**

Mayor Deiter opened the Public Hearing at 6:43 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:44 PM.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Redevelopment Authority Commission of 3/1/2017, Brillion Library Board meeting of 3/15/17, Plan Commission meeting of 4/3/2017, Park & Recreation Commission meeting of 4/6/2017, Committee of the Whole meeting of 4/10/2017, and Water & Sewer Utility Commission meeting of 4/17/2017.

**B. Approval of Vouchers:**

1. **General Fund: =\$106,662.86:**
2. **Reserves =\$6,298.01:**
3. **Contingency = \$0.00:**
4. **TIF Expenditures=\$0.00:**

**E. Approval of License Applications:**

1. **Operator License – New: Patricia Peterson:**
2. **Operator License – Renewal: Cari Lynn Krepline, John Muehlbauer:**
3. **Temporary Class “B” License – Brillion Area Jaycees for Brillion Fest:**

**Motion** – Edinger moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, and the Approval of License Applications as approved at the April 24, 2017 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**D. Approval of Payroll:**

**Motion** – Nies moved to approve the March 31, 2017 and the April 14, 2017 payroll as presented. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

**Motion** – Edinger moved to approve the appointment of Russ Boldt to the Water and Sewer Utility Commission. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

(Approved)

**6:44 PM – PUBLIC HEARING – ORDINANCE – USE OF PARK SYSTEMS:**

Mayor Deiter opened the Public Hearing at 6:44 PM and asked three (3) times for testimony for or against the proposed ordinance. No testimony given. Mayor Deiter closed the Public Hearing at 6:45 PM.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Chief Mignon reported the Police Department is getting ready for spring. She also reported that the ATV Park is schedule to open May 1st.

**B. Park & Recreation:**

Recreation Director Ann Marx submitted a written report.

**C. Library:**

Librarian Moede submitted a written report.

**D. Fire Department:**

Fire Chief Diener reported the Fire Department will have two (2) new Fire Fighter applicants for the City Council's approval in June.

Mayor Deiter read a letter from the Wisconsin Department of Safety and Professional Services stating that the Brillion Fire Department is in substantial compliance with the State of Wisconsin SPS 314, Fire Prevention Code and the 2% fire dues program.

**E. Public Works:**

Geiger reported on the following:

- He sent out Request for Proposals for fuel pricing and for HVAC services.
- The light fixture for the new street light pole will be arriving May 8<sup>th</sup>.
- He has been in contact with the Department of Transportation for a crosswalk on USH 10. He was informed that the request for the crosswalk should be approved by the end of the week.
- He is working with Park & Recreation Director Marx on obtaining pricing for repair items at the Brillion Community Center. Once those costs are obtained, they will need to prioritize the needed repairs.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Committee Report:**

No report.

**B. Park & Recreation:**

**1. Water Lateral Repair:**

Geiger explained this is for the lateral that broke this past winter.

**Motion** – Nies moved to proceed with the estimate received from Hietpas for the water lateral repairs to the Brillion Community Center. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Commission Report:**

(Approved)

No report.

**E. Redevelopment Authority Commission:**

**1. Downtown Development - Update:**

Welch reported a meeting was recently held with private and public interest partners in the City of Brillion's Downtown Development. She explained a Phase 1 feasibility study will be done by the IPR Group. Priority 1 is that a public/private partnership will be created.

Welch informed the City Council that the City will need to determine their square footage needs and the City Council will also need to give their approval for the leasing of a building. She explained that a housing development is also being considered with this development. She also explained that this proposed development will increase the City's tax base.

Welch explained that the Dollar General business is part of the downtown development project.

**2. Brillion Iron Works Properties – Update:**

Welch explained that a Green Team will be created for the project which means that the Department of Natural Resources will be part of the Team. It is being suggested that this property be used for multi-use development.

Welch reported there is a challenge with the property in which American Axle purchased from MPG, but in the property records it shows that BIW, Inc., as a corporation, owns the property. Apparently, there is an agent residing in Madison that is overseeing this property for American Axle.

Beth Wenzel stated that a letter is being drafted and once completed will be mailed to the City of Brillion residents explaining these two (2) Redevelopment Authority Commission projects.

**F. Committee of the Whole:**

**1. Ryan Street Dam Inspection – Agreement for Professional Services - McMahon:**

**Motion** – Edinger moved to approve the Agreement for Professional Services with McMahon for the inspection of the Ryan Street Dam, in the amount of \$1,500.00. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Sale of City Property – Glenview/Wolfschmidt Lots:**

Gosz reported that no bids were received for those lots. It was suggested to place a "For Sale" sign on those lots.

**G. Cemetery Commission:**

**1. Cemetery Road Repair:**

Wenzel reported that the last Cemetery Commission meeting was cancelled. The next Cemetery Commission meeting is scheduled for May 11<sup>th</sup>.

**H. Tourism Committee:**

**1. Request for Funding – Brillion Nature Center:**

Welch explained this request for funding is for a Men's Nature Group.

Welch reported that the Tourism Committee is looking at creating a Tourism Center with a Kiosk. They are looking at partnering with the Park & Recreation Commission on this.

Mayor Deiter suggested having City of Brillion postcards available for purchase.

(Approved)

**Motion** – Edinger moved to release the Tourism Funds per the request and recommendation of the Tourism Committee up to \$2,000.00 to the Brillion Nature Center. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**OLD BUSINESS:**

**A. Ordinance – No Parking – West Water Street:**

**Motion** – Wenzel moved to adopt Ordinance #OR17-02 amending the Municipal Code as it relates to parking prohibited on designated streets in the City of Brillion. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Ordinance – Restriction on Operators of ATV's/UTV's:**

**Motion** – Edinger moved to adopt Ordinance #OR17-03 amending the Municipal Code as it relates to restrictions on operators of ATV's/UTV's in the City of Brillion. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**3. Ordinance – Use of Park Systems:**

**Motion** – Wenzel moved to adopt Ordinance #OR17-04 amending the Municipal Code as it relates to use of park systems in the City of Brillion. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**NEW BUSINESS:**

**A. Scope of Engagement – Quarles & Brady, LLC:**

**Motion** – Edinger moved to approve the Scope of Engagement with Quarles & Brady, LLC for the bond counsel and disclosure counsel for the City in connection with the issuance of the 2017 borrowing. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Resolution – Authorizing the Issuance and Sale of \$1,610,000 General Obligation Promissory Notes, Series 2017A:**

**Motion** – Edinger moved to adopt Resolution #RE17-06 authorizing the issuance and sale of \$1,610,000 General Obligation Promissory Notes, Series 2017A. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

Wenzel noted the amount of the loan should be \$1,585,000 not \$1,610,000.

**Motion** – Wenzel moved to amend the previous motion to adopt Resolution #RE17-06 authorizing the issuance and sale of \$1,585,000 General Obligation Promissory Notes, Series 2017A. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**3. Resolution – Authorizing the Issuance Sale of \$945,000 Waterworks System Revenue Bonds, Series 2017B of the City of Brillion, Calumet County, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds:**

**Motion** - Sonnabend moved to adopt Resolution #RE17-07 authorizing the issuance and sale of \$930,000 Waterworks System Revenue Bonds, Series 2017B. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

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

Gosz submitted a written report and reported on the following:

- May calendar.
- Meetings continue with the Economic Development representatives regarding the closure of the BIW. The next meeting is scheduled for May 3<sup>rd</sup> at 10:00 AM at the Brillion City Hall.

**MAYOR'S REPORT:**

(Approved)

No report.

City of Brillion resident Ryan Schroeder stated he was surprised to hear from his neighbors regarding the mini storm sewers that are to be installed on Valley View Drive. Mr. Schroeder was informed that this mini storm sewer is being installed up to Sunrise Circle at this time.

**PRESS TIME:**

No questions.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Wenzel. Call vote taken. Motion carried unanimously. The meeting was adjourned at 7:30 PM.

---

Gary Deiter, Mayor

---

Joy L. Buboltz, Deputy Clerk/Treasurer