

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**January 27, 2014**

**Brillion Community Center**

**7:00 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 7:00 PM with the Pledge of Allegiance recited by those in attendance.

**ROLL CALL:**

Present were Mayor Gary Deiter, Alderpersons Bob Brick, Mel Edinger, Heather Gruett, Betty Nies (arriving at 7:10 PM), Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Deputy Clerk/Treasurer Joy Buboltz, Police Chief JoAnn Mignon, Community Development Director Justin Linzmeier, Park & Rec Director Ann Marx, and City Librarian Chris Moede. Absent was Fire Chief Rich Janke.

**APPROVAL OF THE AGENDA:**

Mayor Deiter stated he would like to move agenda item #10. A. "Resolution – Providing for the Sale of Not to Exceed \$2,160,000 Water System Revenue Bond Anticipation Notes, Series 2014A" to after agenda item #5. B. "Guests".

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

**APPROVAL OF MINUTES – DECEMBER 9, 2013 REGULAR CITY COUNCIL MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the December 9, 2013 Regular City Council meeting minutes as printed. Seconded by Van Frachen. Call vote taken. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**A. Citizen Input:**

None.

**B. Guests:**

Jon Cameron from Ehlers & Associates, Amy Vaclavik from McMahon, and Andy Pantzlaff from The Brillion News.

**NEW BUSINESS:**

**A. Resolution – Providing for the Sale of Not to Exceed \$2,160,000 Water System Revenue Bond Anticipation Notes, Series 2014A:**

Jon Cameron, Ehlers & Associates, explained the Pre-Sale Report for the \$2,160,000 Water System Revenue Bond Anticipation Notes, Series 2014A to the City Council. He explained this Note would be only for the construction of Well #5, pump house, and transmission water main. The debt service for this project would be paid from water revenues.

It was explained the intent is to borrow through the State's Safe Drinking Water Loan program. However, the proceeds of that loan program would not be available until the fall of 2014. Interim financing will be required since Well #5 is projected to be completed prior to the award of the Safe Drinking Water Loan.

It was noted that neither this Note nor the Safe Drinking Water Loan counts against the City's General Obligation debt capacity.

(Approved)

Cameron informed the City Council that Ehlers is currently working on a water rate study for the City of Brillion. This study will not affect the Utility's 2014 Budget.

Edinger asked if the Safe Drinking Water Loan charges interest. Cameron stated yes, and has its own application process. Cameron stated both the DNR and the WI Department of Administration need to approve the application.

Edinger questioned the application process for the Safe Drinking Water Loan. Gosz explained she is currently working with McMahon on some of the information for the application, but she will be the one completing the application.

Edinger asked if the repayment of this loan will come from the increased water rates. Cameron stated yes. Cameron also noted that it takes approximately 120 days before the PSC approves new water rates.

Gosz informed the City Council that the Utility Commission has approved an agreement with Ehlers to complete the water rate increase process.

**Motion** – Edinger moved to approve Resolution #RE14-01 providing the Sale of Not to Exceed \$2,160,000 Water System Revenue Bond Anticipation Notes, Series 2014A. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Park & Recreation Commission meeting of 1/2/14, Redevelopment Authority Commission meeting of 1/2/14, Committee of the Whole meeting of 1/6/2014, Library Board meeting of 1/14/14, and Water & Sewer Utility Commission meeting of 1/20/2014.

**B. Approval of Vouchers:**

**1. 2013 Vouchers:**

**A. General Fund: \$101,065.86:**

**B. Reserves =\$118,780.37:**

**C. Contingency = \$0.00:**

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

**1. 2014 Vouchers:**

**A. General Fund: \$1,266,114.85:**

**B. Reserves =\$2,339.00:**

**C. Contingency = \$0.00:**

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

**C. Approval of Payroll:**

**D. Approval of License Applications:**

**1. Temporary Class B Beer License – Brillion Fire Department:**

**2. Operator License: Renewal – Nicole C. Bastian:**

**3. Operator License: Temporary – Lucas Wenzel:**

Nies questioned the cost of balloons for the New Year's Eve event. Marx explained that cost was for a bounce house. Nies questioned the cost of a Community Development ad for the City of Brillion and if that advertising has proved to be worth doing. Gosz stated yes, and the cost of the ad has been budgeted.

(Approved)

**Motion** – Van Frachen moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, the Approval of Payroll, and the Approval of License Applications as approved at the January 27, 2014 Committee of the Whole Meeting. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**E. Approval of Appointments:**

**1. Police and Fire Commission:**

Mayor Deiter reported two (2) individuals have shown interest in serving on the Police and Fire Commission; Gerald Martinson and Deb Koerth. He stated one (1) more individual is needed for that Commission.

**Motion** – Sonnabend moved to confirm Mayor Deiter's appointment of Gerald Martinson and Deb Koerth to the Police and Fire Commission for the City of Brillion. Seconded by Brick. Call vote taken. Motion carried unanimously.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Mignon reported the Brillion Police Department will be working with Staff from the Brillion Community Center for using the Community Center as a warming shelter for the City of Brillion.

**B. Park & Recreation:**

Recreation Director Ann submitted a written report and reviewed the report.

Van Frachen asked the status of the pool. Marx stated plastering in the pool will be done in May. The plastering is just a temporary fix for the pool.

Mayor Deiter explained the diving board in the pool is in very poor condition. He suggested a slide be installed instead of a diving board. Mayor Deiter also noted that it may be years before a new pool could be constructed.

**C. Library:**

Librarian Moede submitted a written report and reviewed the report. She also reported that the HVAC Project is almost complete. The Library will see savings on their heating bills with this new system.

**D. Community Development:**

Community Development Director Linzmeier submitted a written report and reviewed the report. He also reported that McMahon has donated towards two (2) hanging baskets.

Edinger asked Linzmeier what percentage is being considered for the City room tax. Linzmeier stated the Committee is looking at a 4% room tax, with the State average being 5%.

**E. Fire Department:**

Gosz reported on the following:

- The Fire Department should be receiving their new compressor by the end of February.
- Four (4) new Fire Fighters started on January 6, 2014.
- The Fire Department's Mid-Winter Brat Fry is being held on Sunday, February 2<sup>nd</sup>.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Commission Report:**

No report.

**B. Park & Recreation:**

**1. Commission Report:**

(Approved)

No report.

**C. Library Board:**

**1. Commission Report:**

No report.

**D. Utility Commission:**

**1. Award Bid for Well #5 Construction Contract:**

Vaclavik explained this bid is just for the drilling and construction of Well #5. Separate contracts will be bid for the pump house and transmission lines.

Vaclavik explained a total of four (4) bids were received for this project; ranging from \$74,700 to \$128,075. McMahon is recommending awarding the bid to the lower bidder, Sam's Well Drilling, Inc., in the amount of \$74,700. Vaclavik explained McMahon did contact the contractor to verify his bid amount and did check on his expertise for this project.

Vaclavik explained McMahon is still waiting for PSC approval for the project, but did received DNR approval for this project.

**Motion** – Sonnabend moved to award to Sam's Well Drilling, Inc., in the amount of \$74,400, the contract for the construction of Well #5 contingent on approval from the PSC. Seconded by Edinger.

Gruett asked the cost for the entire Well #5 Project. Gosz stated the cost is approximately \$2,160,000,000.

Mayor Deiter thanked Amy Vaclavik and the Staff at McMahon for their assistance with the project.

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

**E. Redevelopment Authority Commission:**

**1. Commission Report:**

No report.

**F. Committee of the Whole:**

**1. Personnel Policy Manual Amendment – Use of Floating Holiday and Personal Leave Pay:**

**Motion** – Gruett moved to approve the proposed language change to the Personal Policy Manual as presented for use of Floating Holiday and Personal Leave Pay. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Compost Site Agreement – Village of Potter:**

**Motion** – Gruett moved to approve the Compost Site Agreement with the Village of Potter for use of the City's compost site as presented. Seconded by Brick. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS (CONT.):**

**B. Professional Engineering Services – McMahon – General Engineering Agreement:**

**Motion** – Gruett moved to approve the General Engineering Agreement with McMahon. Seconded by Brick.

(Approved)

Edinger asked if there was a rate increase for their service in 2014. Vaclavik stated there is generally a 2%-3% increase each year.

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

**C. Resolution – 2014 Wages and Benefits:**

**Motion** – Wenzel moved to adopt Resolution #RE14-02 as it pertains to the 2014 Wages and Benefits for the City of Brillion employees. Seconded by Gruett. 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:

1. The City Auditors are at City Hall this week conducting the City’s Annual Audit.
2. Thank You’s received.
3. City Staff is moving forward with technology. Eventually the meeting packets will be on the City’s website.

**MAYOR’S REPORT:**

Mayor Deiter reported he is currently working with Recreation Director Ann Marx on improvements to the Brillion Community Center to generate revenue from use of the facility.

**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 7:48 PM.

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer