

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

February 25, 2019

Brillion City Center

12:00 Noon

CALL TO ORDER:

City Council President Edinger called the meeting to order at 6:32 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Alderpersons Mel Edinger, Timothy Hanson, Joe Levash, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, Public Works Director Andy Geiger, Fire Chief Joey Diener, Park & Recreation Director Ann Marx, City Librarian Rachel Hitt, and Deputy Clerk/Treasurer Joy Buboltz. Absent were Mayor Gary Deiter and Alderperson Betty Nies.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – JANUARY 31, 2019 REGULAR CITY COUNCIL MEETING MINUTES:

Motion – Wenzel moved to approve the minutes of the January 31, 2019 Regular City Council Meeting minutes. Seconded by Hanson. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Guests of the meeting were David Nordby from The Brillion News and Ron Wolf from McMahon.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Library Board meeting of 1/16/19, Plan Commission meeting of 2/4/2019, Committee of the Whole Meeting of 2/11/2019, Park & Recreation Commission meeting of 2/14/2019, and Water and Sewer Utility Commission meeting of 2/18/2019.

B. Approval of Vouchers:

A. General Fund: =\$1,038,168.64:

B. Reserves =\$248,106.60:

C. Contingency = \$0.00:

D. TIF Expenditures \$233,908.55:

C. Approval of License Applications:

1. Operator’s License – Renewal: Shawn Calaway:

D. Approval of Payroll:

Motion – Hanson moved to collectively approve the Consent Agenda with the Acceptance of Minutes, Approval of Accounts Payable and Financial Reports, Approval of Payroll, and the Approval of License

(Approved)

Applications as approved at the February 25, 2019 Committee of the Whole Meeting. Seconded by Levash. Roll call vote taken. 5 votes cast. Motion carried unanimously.

E. Approval of Appointments:

None.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Mignon submitted a written report and reported on the following:

- Busy month with weather related incidents. She commends her Officers for their work in the cold and snowy weather.
- Working with the Rescue Task Force. Their next training will be held at Professional Plating.
- Blood Drive was very successful.
- Donated blankets by the National Honor Society.
- Hoping to have the new squad car in service by March.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported the renovation project at the BCC is moving along. However, the HVAC work has not started yet. There is a problem with the boiler at the BCC.

C. Library:

Librarian Hitt submitted a written report.

D. Fire Department:

Chief Diener reported on the following:

- Brat Fry was a success. It could be a record breaking year.
- Fire Truck 85 was out of service for a while due to a sensor issue. The Truck is now in service.
- At the March Committee of the Whole meeting he will review the Fire Department's 2018 Year In Review.

E. Public Works:

Geiger reported there are problems with the back door latch by the Fire Department. They will be replacing that door latch.

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

Levash reported that a Public Hearing was held for a Conditional Use Permit for the construction of mini-warehousing off of E. Ryan Street (Tim Bastian will be constructing those warehouses). Gosz reported there were four (4) residents that appeared at the Public Hearing with questions on the proposed mini warehousing. Those questions were answered during the Public Hearing. Geiger reported that he was contacted by three (3) other residents regarding the mini warehouses. Those three (3) residents, after explanation of the project, did not object to the project.

Gosz stated the biggest concern of the residents was access to that property. Geiger reported that access to that property will be on the west side of the last resident along E. Ryan Street.

B. Park & Recreation:

1. Committee Report:

Shafran reported that Staff and the Committee are working hard on the renovation project.

C. Library Board:

(Approved)

1. Committee Report:

No report.

D. Utility Commission:

1. Agreement for Professional Services – McMahon – Market Street Reconstruction & Elm Street Reconstruction:

Geiger reported the Utility Commission has recommended to the City Council to approve the Agreement for Professional Services with McMahon for the 2019 Market Street & Elm Street Reconstruction projects.

Wolf explained there will be two (2) schedules in the bid; one for the reconstruction of Market Street and the other for the reconstruction of Market Street and Elm Street. The proposed cost for Market Street is \$186,000 and the proposed cost for the Elm Street project is \$301,000 for a total of \$487,000.

Wolf explained the topo survey for the projects has already been completed. It is hoped to bid these projects in March and to award the contract within 90 days. With the 90 days, it will give time to the City whether or not there are funds available to complete both projects or to just do one project, which would be Market Street.

Motion – Levash moved to approve the Agreement for Professional Services with McMahon for the Market Street Reconstruction and the Elm Street Reconstruction. Seconded by Shafran. Roll call vote taken. 5 votes cast. Motion carried unanimously.

E. Redevelopment Authority Commission:

1. Committee Report:

Gosz reported the next meeting of the Redevelopment Authority Commission is scheduled for March 7, 2019 at 6:30 PM at the Brillion City Center. The purpose of this meeting to invite the City Council and other committees to the meeting to discuss future projects and to work together on those proposed projects.

F. Committee of the Whole:

1. Agreement for Professional Services – WEDC Idle Sites Grant – Ayres & Associates:

Motion – Levash moved to not accept the Agreement for Professional Services from Ayres & Associates for the WEDC Idle Sites Grant but to administer the grant in house. Seconded by Wenzel. Roll call vote taken. 5 votes cast. Motion carried unanimously.

2. Request for Bids – 130 Calumet Street Renovation Project:

Motion – Levash moved to proceed with the 130 Calumet Street Renovation Project with Calaway Home Improvements in the amount of \$13,900 and not to exceed \$15,000 with the funds of \$10,000 coming from the short term borrowing and the remainder of the expense to come from the City Hall Reserve account. Seconded by Hanson. Roll call vote taken. 5 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

H. Tourism Committee:

1. Committee Report:

Hanson reported that the Tourism Committee allocated \$1,500 to the BCC Tourism Center.

The next Tourism Committee meeting is scheduled for March 21st.

OLD BUSINESS:

A. Direct Unanimous Annexation of City Property for Parcel ID#1804 and #1809 – Set Public Hearing Date to Adopt Ordinance for Annexation:

(Approved)

Gosz reported that the proposed Ordinance is currently being reviewed by the City Attorney.

She explained that according to the Department of Administration, who advised, that because the property is City owned, no petition for annexation is required and the Department of Administration does not require a review of the annexation.

Gosz reviewed the area proposed for annexation. She explained that once the annexation is adopted then a part of that property will become part of TID #5. She will be working with Phil Cossen on this.

Motion – Wenzel moved to set a Public Hearing date of Monday, March 25, 2019 at 6:45 PM to hear testimony for or against the Direct Annexation of Parcel #1804 and #1809. Seconded by Shafran. Call vote taken. Motion carried unanimously.

NEW BUSINESS:

None.

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

Gosz submitted a written report and reported on the following:

- 2019 Open Book is scheduled for Monday, April 1st from 4:00 PM – 6:00 PM.
- Board of Review is scheduled for Wednesday, April 24th from 4:00 PM – 6:00 PM.
- Open House for the City Center will take place on Wednesday, May 8th from 3:00 PM – 7:00 PM. The Open House will be the “kick off” to the Rock the Block event.
- April 2nd election.

MAYOR’S REPORT:

No report.

PRESS TIME:

No report.

ADJOURNMENT:

City Council President Edinger adjourned the meeting at 6:59 PM.

Mel Edinger, City Council President

Joy L. Buboltz, Deputy Clerk/Treasurer