

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

January 31, 2019

Brillion City Center

12:00 Noon

CALL TO ORDER:

Mayor Deiter called the meeting to order at 12:02 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, Police Chief JoAnn Mignon, Public Works Director Andy Geiger, Fire Chief Joey Diener, Park & Recreation Director Ann Marx, and Deputy Clerk/Treasurer Joy Buboltz. Absent was City Librarian Rachel Hitt.

Guests of the meeting were David Nordby from The Brillion News, Tony Kappell from McMahon, and Police Captain Kirk Schend.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES – DECEMBER 17, 2018 REGULAR CITY COUNCIL MEETING MINUTES:

Motion – Edinger moved to approve the minutes of the December 17, 2018 Regular City Council Meeting minutes. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

A. 2018 Vouchers:

1. General Fund: =\$104,008.70:

Motion – Nies moved to approve the 2018 General Fund Vouchers in the amount of \$104,008.70. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Reserves =\$138,605.70:

Gosz explained that the voucher payable to Quarles & Brady should be taken from TIF Expenditure and not the Reserve Account. The new total for the 2018 Reserves is \$137,799.70.

Motion – Edinger moved to approve the 2018 Reserve Expenditures in the amount of \$137,799.70. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

C. Contingency = \$0.00:

None.

D. TIF Expenditures=\$146,079.59:

Gosz explained the new 2018 total is \$150,806.00.

Motion – Levash moved to approve the 2018 TIF Expenditures in the amount of \$150,806.00. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

B. 2019 Vouchers:

(Approved)

1. General Fund: =\$1,416,542.36:

Motion – Nies moved to approve the 2019 General Fund Vouchers in the amount of \$1,416,542.36. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

2. Reserves =\$62,373.46:

Motion – Edinger moved to approve the 2019 Reserve Expenditures in the amount of \$62,373.46. Seconded by Shafran. Roll call vote taken. 7 votes cast. Motion carried unanimously.

C. Contingency = \$0.00:

None.

D. TIF Expenditures=\$0.00:

None.

APPROVAL OF LICENSE APPLICATIONS:

1. Operator License – New: Jessica R. Brogden, Mary Schneider, Jessica M. Wenzel, Taylor Burkhalter:

2. Temporary Class “B”: Brillion Fire Department – Mid-Winter Bratwurst Fry:

Motion – Edinger moved to approve an Operator License to Jessica R. Brogden, Mary Schneider, Jessica M. Wenzel, and Taylor Burkhalter. Also, a Temporary Class “B” License to the Brillion Fire Department for their Mid-Winter Bratwurst Fry. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

D. Approval of Payroll:

December 21, 2018:

Motion – Shafran moved to approve the December 21, 2018 payroll in the amount of \$49,339.62. Seconded by Wenzel. Roll call vote taken. 7 votes cast. Motion carried unanimously.

January 4, 2019:

Mayor Deiter stated that the January 4, 2019 payroll is higher due to the annual payroll payout to the Brillion Fire Department.

Motion – Nies moved to approve the January 4, 2019 payroll in the amount of \$103,358.10. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

January 18, 2019:

Motion - Edinger moved to approve the January 18, 2019 payroll in the amount of \$43,819.17. Seconded by Sonnabend. Roll call vote taken. 7 votes cast. Motion carried unanimously.

UTILITY COMMISSION – 2019 PROJECTS – ELM STREET AND MARKET STREET – REQUEST BIDS:

Geiger stated that the Utility Commission is recommending to the City Council to move forward with requesting bids for the Elm Street and Market Street reconstruction projects. The streets would be bid separately. These projects would also cover the replacement of lead water services. Geiger explained there are seven (7) lead services along the Transmission Main route that will be replaced with that project, which will cover the shortfall of lead services that needed to be replaced in 2018. The Utility is also required to replace 7% of lead services in 2019. A DNR Enforcement Meeting is scheduled with the City and during that meeting the City will ask for a three (3) year window to try to catch up with the replacement of lead services. If the DNR does not grant that request, then the City would need to do the Elm Street reconstruction project. If the DNR grants the request, then Market Street would be the only street done in 2019.

(Approved)

Geiger explained there have been concerns addressed to the Bureau Director whereas a municipality is required to replace their lead service, but homeowners do not. He reported that the EPA is scheduled to come out with a revision on this in 2019. This revision could put more requirements on the homeowner to replace the lead service in their home.

Edinger asked if a homeowner is required to change the lead service in their home if the City replaces the lead service to their home. Geiger stated at one time no, but the City has now changed the City Code to require them to change their service if the City changes the service up to their lot line. Shafran suggested looking at other approaches in talking to City residents to remove the lead service in their home.

Geiger explained right now the Utility is adding chemicals to coat lead pipes in the City. It is hoped to have the City removed from the DNR Lead Site.

Motion – Levash moved to proceed with requesting bids for the 2019 Street Reconstruction –I/I Projects with two separate bids for Elm Street and Market Street. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

BRILLION IRON WORKS LLC – TAX APPEAL:

Gosz reported that the Brillion Iron Works LLC filed an appeal with the State regarding their 2017 assessment of their property. The State has now settled with the Brillion Iron Works on this. The City will need to refund the Brillion Iron Works LLC a portion of the real estate taxes they paid in 2017. The City will then chargeback the other taxing jurisdictions for their portion of this refund.

SDF STRAPPING REVOLVING LOAN:

Gosz explained the State is looking at closing the CDBG Program, with is a federally funded program. The City will need to turn over the balance in our Revolving Loan funds to the State. Right now SDF Strapping owes the City \$144,000 for their loan. The City will be responsible to collect on this at the City’s cost and if successful will need to turn it over to the State.

Gosz explained that it has been suggested that the City “write off” the SDF Strapping loan balance and then turn the balance in the Revolving Loan Fund account over to the State. The State will then hold that money for two (2) years where a person/business could apply for new grants.

Gosz stated she is working with Mary Kohrell from Calumet County on this.

Motion – Edinger moved to write off the Revolving Loan balance for SDF Strapping. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

AGREEMENT FOR PROFESSIONAL SERVICES – AYRES ASSOCIATES, INC. – WEDC IDLE SITES GRANT ADMINISTRATION – TID#5:

Gosz explained that Phil Cossen, Financial Advisor, suggested the City hold off on this Agreement till February when he will attend the City Council meeting to discuss cash flow and funding for TID #5. Cossen would also like to discuss the option of amending the current TIF’s Project Plan to allow for cash sharing between TID’s in the City.

Item tabled.

NEW BUSINESS:

A. Resolution – 2019 Wages and Benefits:

(Approved)

Fire Chief Diener noted that the Fire Department wages on this Resolution is \$2.00 less than their actual wage. The Fire Department's actual wage was approved in 2016. Gosz stated she will make the correction.

Motion – Edinger moved to adopt Resolution #RE19-01 setting the 2019 Wages and Benefits with the corrected Fire Department wage. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

B. Annual General Engineering Agreement – McMahon:

Motion – Edinger moved to approve the Annual General Engineering Agreement with McMahon. Seconded by Hanson. Roll vote taken. 7 votes cast. Motion carried unanimously.

C. EPA Brownfield Site-Specific Cleanup Grant Application – TID #5:

Gosz reported the EPA Grant is due today. She has been working with Keely from Ayres Associates on the necessary steps for this Grant. This is a \$500,000 grant.

Motion – Wenzel moved to approve the EPA Brownfield Site-Specific Cleanup Grant Application for TID #5. Seconded by Shafran.

Levash asked who is paying for these applications. Gosz stated the Ariens Company. She explained that Ariens hired a planner for the site. Ariens is also looking at having the City apply for a TEA Grant for a roadway to come off of USH 10.

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

Other:

Chief Mignon reported that the repairs for the overhead door at the Brillion City Hall did not include the electrical work. The cost for the electrical work is between \$300 and \$350.

ADJOURNMENT:

Mayor Deiter adjourned the meeting at 12:51 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer