

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

April 22, 2019

Brillion City Center

6:30 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 6:58 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

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

APPROVAL OF THE AGENDA:

Edinger announced he would like to move agenda item #8 I. to under 5. B.

Motion – Levash moved to approve the revised agenda. Seconded by Nies. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – APRIL 16, 2019 REORGANIZATIONAL CITY COUNCIL MEETING MINUTES:

Motion – Hanson moved to approve the minutes of the April 16, 2019 Reorganizational City Council Meeting minutes. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

PUBLIC APPEARANCES:

A. Citizen Input:

None.

B. Guests:

Guests of the meeting were Dana Irish and Tonya Palmer from the Brillion Housing Authority.

COMMITTEE REPORTS:

I. Brillion Housing Authority:

A. Report from Housing Authority:

Tonya Palmer introduced herself to the City Council. She stated that she is the Executive Director for the Housing Authority and has been since April of 2013. She gave a brief summary of the facilities they operate and the number of rooms and the criteria for each facility; Parkview Apartments, Heritage Apartments, and Garrow Villa. She reported that Dana Irish is the Chairperson for the Housing Authority.

Edinger stated that the City Council appreciates their service.

CONSENT AGENDA:

A. Acceptance of Minutes:

Tourism Committee Meeting of 3/21/2019, Plan Commission Meeting of 4/1/2019, Park & Recreation Commission meeting of 4/4/2019, Redevelopment Authority Commission meeting of 4/11/2019, and Water and Sewer Utility Commission meeting of 4/15/2019.

B. Approval of Vouchers:

(Approved)

- A. General Fund: =\$121,522.85:**
- B. Reserves =\$32,791.99:**
- C. Contingency = \$0.00:**
- D. TIF Expenditures \$998.80:**

C. Approval of License Applications:

- 1. Operator’s License - New: Patel Darshan Amrutlal, Nichole Meyer:**
- 2. Operator’s License – Temporary: Steven Lonsway**
- 3. Temporary Class “B” Beer: Fox Cities Chamber of Commerce – May 11, 2019 – Bazaar After Dark Event:**
- 4. Temporary Class “B” Beer: Ariens Foundation – June 7, 2019 – Brillion Fest Event:**

D. Approval of Payroll:

Motion – Wenzel 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 Applications as approved at the April 22, 2019 Committee of the Whole Meeting. Seconded by Hanson. Roll call vote taken. 6 votes cast. Motion carried unanimously.

E. Approval of Appointments:

- 1. Tourism Committee – Amy Myers:**

Motion – Hanson moved to approve the appointment of Amy Myers to the Tourism Committee. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

DEPARTMENT HEAD REPORTS:

A. Police Department:

No report.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported that the Lions Club will be sponsoring a tree for Arbor Day. She gave an update on the amount of sponsors for the recreation programs and for open swim.

C. Library:

Librarian Hitt submitted a written report and reported on the new formed Library Strategic Planning Team.

Wenzel stated she likes the proposal for consistent hours at the Library. Hitt stated those hours will start in June.

D. Fire Department:

Assistant Fire Chief Burich reported the Fire Department received one (1) quote for the radios, but will be looking to obtaining another quote.

E. Public Works:

No report.

COMMITTEE REPORTS:

A. Plan Commission:

- 1. Rezoning Request – Ariens Company – 505 N. Glenview Avenue:**

Geiger explained that the Ariens Company is looking to shift their loading docks to the east side of the property. They will line up the driveway from their parking lot to Roselawn Drive. Delivery trucks will continue using the driveway by the substation.

(Approved)

Motion – Levash moved to set a Public Hearing date of Tuesday, May 28, 2019 at 6:50 PM to hear testimony for or against the rezoning request for 505 N. Glenview Avenue. Seconded by Pielhop.

Hanson asked if the neighbors to that property will be notified of this. Gosz stated yes, those within 500 ft. of the property will be notified by mail.

Call vote taken. Motion carried unanimously.

2. Zoning Code Amendments:

A. Parking Requirements:

B. Accessory Buildings:

Geiger explained that the current City Code requires that there be a 50 ft. setback from the street right-of-way for employee parking in Industrial Districts. The Plan Commission is recommending that this be change to 10 ft. Geiger stated in C-2 Zoning, which is located directly across the street from Ariens, there is no setback requirement.

Levash stated it was also noticed in the City Code for accessory buildings in Yard Modifications, Sec 106-168, the maximum floor area lists 1,024 sq. ft. but should state 960 sq. ft. That is also being proposed to be changed.

Motion – Levash moved to set a Public Hearing for Tuesday, May 28, 2019 at 6:55 PM to hear testimony for or against the Zoning Code amendments for Sec 106-148 and Sec 106-168. Seconded by Hanson. Call vote taken. Motion carried unanimously.

B. Park & Recreation:

1. Comprehensive Park Plan:

Marx explained the Park & Recreation Commission is requesting to seek proposals for a Comprehensive Park Plan since the current Plan is out of date. The funds for this expense will come from the 2017 GO Borrowing for park improvements.

Pielhop noted that without this updated Plan the City would not be able to apply for grant funding.

Motion – Nies moved to approve the request from the Park & Recreation Commission to request proposals for a Comprehensive Park Plan and to use funding from the 2017 GO Borrowing for park improvements, and to accept the volunteer assistance from Mark Olson for grant writing. Seconded by Pielhop. Call vote taken. Motion carried unanimously.

C. Library Board:

1. Committee Report:

No report.

D. Utility Commission:

1. Commission Report:

No report.

E. Redevelopment Authority Commission:

1. Committee Report:

Edinger reported that the Redevelopment Authority Commission is waiting to hear back from Andy Dumke. It was noted that the RDA has an agreement with Andy Dumke until April 30th. Gosz noted that Mary Kohrell is assisting with this project.

F. Committee of the Whole:

1. 2018 Capital/Reserve Carryover:

(Approved)

Motion – Wenzel moved to approve the 2018 Capital/Reserve Carryover. Seconded by Nies. Roll call vote taken. 6 votes cast. Motion carried unanimously.

2. Wisconsin Statewide Debt Collection Agreement:

Motion – Levash moved to approve the Wisconsin Statewide Debt Collection Agreement. Seconded by Hanson. Roll call vote taken. 6 votes cast. Motion carried unanimously.

3. East shore Humane Society Agreement:

Motion – Nies moved to approve the East shore Humane Society Agreement as presented. Seconded by Sonnabend. Roll call vote taken. 6 votes cast. Motion carried unanimously.

4. Public Safety Building Tax Force:

Motion – Hanson moved to approve the created of a Public Safety Building Tax Force with Alderperson Joe Levash being the City Council Representative on that Tax Force. Seconded by Nies.

Names of residents to serve on the Task Force were suggested. Gosz will contact those individuals.

Call vote taken. Motion carried unanimously.

G. Cemetery Commission:

1. Commission Report:

No report.

H. Tourism Committee:

1. Committee Report:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

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

Gosz submitted a written report and reported on the following:

- League of Wisconsin Municipalities Local Government 101 Workshop to be held in Appleton.
- The new City website is live.
- Business Walk has been postponed until later in May; after the Bazaar After Dark Event.

Gosz reported that the IPR Group will be holding a Ribbon Cutting and Open House Event on May 8th at 3:00 PM for the new City Center facility. This Ribbon Cutting will kick off the Rock the Block event.

Levash asked the status of the Pagel Avenue blacktopping. Geiger stated that he did talk to MCC on that. Levash stated his concern is with the Mertens property.

Geiger gave an update on the concrete work and blacktopping that will be taking place this week and next week at the City Center parking lot.

MAYOR’S REPORT:

A. Proclamation – Municipal Treasurer’s Appreciation Week:

(Approved)

Gosz reported that Mayor Deiter will be signing a Proclamation for Municipal Treasurer's Appreciation Week which is scheduled for April 21, 2019 to April 27, 2019. She stated that Mayor Deiter will also be signing a Proclamation for Arbor Day.

PRESS TIME:

None.

ADJOURNMENT:

The meeting adjourned the meeting at 7:42 PM.

Mel Edinger, City Council President

Joy L. Buboltz, Deputy Clerk/Treasurer