

(Approved)

**REGULAR CITY COUNCIL  
MEETING  
Minutes**

**June 24, 2019**

**Brillion City Center**

**6:30 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 6:44 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, Sarah Pielhop, Joe Behnke, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, Park & Recreation Director Ann Marx, Fire Chief Joey Diener, Police Chief JoAnn Mignon, City Librarian Rachel Hitt, and Deputy Clerk/Treasurer Joy Buboltz.

**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 – MAY 28, 2019 REGULAR CITY COUNCIL MEETING AND THE JUNE 10, 2019 SPECIAL CITY COUNCIL MEETING MINUTES:**

**Motion** – Wenzel moved to approve the minutes of the May 28, 2019 Regular City Council Meeting minutes and the June 10, 2019 Special 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 Carla Zander, Beth Wenzel, and David Nordby from The Brillion News.

**CONSENT AGENDA:**

**A. Acceptance of Minutes:**

Committee of the Whole – 5/28/2019, Plan Commission – 6/3/2019, Redevelopment Authority – 6/13/2019, and Water and Sewer Utility Commission – 6/17/2019.

**B. Approval of Vouchers:**

**A. General Fund: =\$96,085.70:**

**B. Reserves =\$23,825.36:**

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

**D. TIF Expenditures \$12,200.00:**

**C. Approval of License Applications:**

**1. Operator’s License - New: Megan Wendt, Edward Brendt, Victor W. Nylund:**

**2. Operator’s License – Renewals: Angela Thurow, Jennifer Kuchenbecker, Alyssa Schwartz, James J. Besaw:**

**3. Class A Beer & Class A Liquor Combination License-Renewal: Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber’s of Brillion, Dolgencorp, LLC for Dollar General Store #10945, T & C Markets, Inc for Tadych’s Econo Foods:**

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**4. Class B Beer & Class B Liquor Combination License – Renewal: Braun’s Deer Run LLC for Deer Run Golf Course, ACAKDCA, LLC for Ethels Pub & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet, LLC for Cobblestone Creek Dining & Banquet, Gene Lohse for Twitch’s Bar & Grill, Scott R. Giese for The Real Giese’s, BAKKHEIA, LLC for BAKKHEIA, M & J Schwartz Enterprises, LLC for Split Happens Lanes, Randy’s Pastry Factory, LLC for Randy’s Central, and Carstens Mill, LLC for Carstens Mill, LLC:**

**5. Class A Beer License/Class A Liquor (Cider Only) - Renewal: Kwik Trip for Kwik Trip #807:**

**6. Class B Beer License/Class C Wine – Renewal: Avinaashi Hotel, Inc. for Cobblestone Inn and Suites, Marko’s Smokin’ BBQ for Marko’s Smokin’ BBQ:**

**7. Class B Beer License – Renewal: Underground Archery LLC for Underground Archery:**

**8. Fireworks Discharge Permit:**

**A. G & M Fireworks, LLC – 225 S. Parkway Drive on 6/29/19:**

**B. G & M Fireworks, LLC – Braun’s Deer Run Golf Course on 7/6/19:**

**9. Kennel Permit – Renewal: Angela Gade – 318 S. Main Street:**

**D. Approval of Payroll:**

**Motion** – Edinger 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 June 25, 2019 Committee of the Whole Meeting. Seconded by Nies. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**6:45 PM – PUBLIC HEARING – ORDINANCE AMENDMENT – PERMANENT ZONING – ANNEXED TERRITORY:**

Mayor Deiter opened the Public Hearing at 6:46 PM and asked three (3) times for testimony for or against the Permanent Zoning for annexed territory. No comments given. Mayor Deiter closed the Public Hearing at 6:47 PM.

**E. Approval of Appointments:**

**1. Public Safety Building Task Force:**

**Motion** – Levash moved to approve the appointment of Mark Evel, Gerry Sonnabend, and Coree Wallander as citizen members to the Public Safety Building Task Force. Seconded by Pielhop. Call vote taken. Motion carried unanimously.

**2. Water & Sewer Utility Commission – Council Representative:**

**Motion** – Nies moved to approve to appoint Joe Levash as City Council Representative on the Water & Sewer Utility Commission. Seconded by Behnke. Call vote taken. Motion carried unanimously.

**6:50 PM – PUBLIC HEARING – ORDINANCE – FEES:**

Mayor Deiter opened the Public Hearing at 6:51 PM and asked three (3) times for testimony for or against the proposed ordinance for increasing of certain City fees. No comments given. Mayor Deiter closed the Public Hearing at 6:52 PM.

**DEPARTMENT HEAD REPORTS:**

**A. Police Department:**

Police Chief Mignon reported on the following:

- Officer Corey Schneider has returned to work after the birth of his son.
- Officer Michael Parker has returned to work after scheduled military training.
- Brillion Fest went well.
- There will be extra bike patrol by Horn Park due to the work being done by Horn Park.
- She has nominated Michael Parker’s name for the Distinguished Police Service Award.

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**B. Park & Recreation:**

Recreation Director Ann Marx reported on the following:

- Jane Kopidlansky has volunteered to care for the flower garden at the Brillion Community Center.
- T-Ball and soccer started a week late due to the weather.
- Swimming lessons.
- Pipe on the pool has been repaired. Splash Pad is now open.
- Looking at options for LED lighting in the pool area.
- Issues with the toilets at the BCC.

**C. Library:**

Librarian Hitt reported the Library has been busy. She has been working on the Strategic Planning. A survey will be sent to the City Council members to receive their feedback on the Library.

Hitt reported that approximately \$800 - \$900 has been used from the Fill The Shelves Fund Drive to replace books in the Juvenile section at the Library.

**D. Fire Department:**

Fire Chief Diener reported on the following:

- There was a leak found from a drain valve on Truck 82, which is a concern.
- He found out that there are leasing options available for fire trucks.

**E. Public Works:**

Geiger reported that he asked TJ Lamers if there were leasing options available for a dump truck. He found out that with leasing a dump truck it would cost the City an extra \$100,000 versus buying the dump truck ourselves.

**COMMITTEE REPORTS:**

**A. Plan Commission:**

**1. Organization/Club Signs:**

Geiger reported there are two (2) organization/club signs left in the City; one on the north side of the City and the other on the east side of the City. The sign on the north side of the City is tilted and unsightly. He would like to remove that sign and concrete and clean that area up.

**B. Park & Recreation:**

**1. Room Tax:**

Nies reported that the Park & Recreation Commission is requesting \$200 month rent from the room tax funds to off-set the maintenance costs for the Tourism Center at the Brillion Community Center.

**Motion** – Nies moved to approve a rent of \$200 per month from room tax funds to off-set the maintenance costs for the Tourism Center at the Brillion Community Center. Seconded by Behnke.

Pielhop asked where the funds for that \$200 would come from; from the 30% the City keeps or the 70% that is allocated to be used for tourism. Gosz stated the 30% funding.

Pielhop stated she feels charging rent is not a good idea at this time. She explained that the Tourism Committee allocated \$7,000 to the Brillion Community Center for the Tourism Center. She would prefer giving Marx a \$1,000 raise to help run the Tourism Center. She would like to revisit this issue in 3-5 years. It was asked who “mans” the Tourism Center. Pielhop stated the Brillion Community Center Staff. Nies reminded that the \$200 would come from the 30% that the City keeps from the tourism funds collected.

Behnke reminded the City Council that they requested the Park & Recreation Commission years ago to make the Brillion Community Center profitable. This would help. Hanson stated he feels the area rented is not \$200

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worth. Pielhop stated that nothing has changed except that the Tourism Committee gave \$7,000 towards the Brillion Community Center renovation project for a Tourism Center.

Mayor Deiter stated he feels that the Tourism Committee and the Park & Recreation Commission need to meet to discuss this matter. Pielhop stated she feels that the Tourism Center should be at the Brillion Community Center facility. Wenzel stated she feels that the Tourism Center should be functional before paying rent.

Mayor Deiter called the vote.

Roll call vote taken. 7 votes cast. 4 no votes cast by Edinger, Hanson, Pielhop, and Wenzel. 3 yes votes cast by Levash, Nies, and Behnke. Motion failed.

**C. Library Board:**

**1. Committee Report:**

No report.

**D. Utility Commission:**

**1. Committee Report:**

Levash stated the Utility Commission is working on several projects; transmission main, Market Street Project, Main Street Well, etc. He also reported that the Wastewater Treatment Plant is getting close to its design capacity.

Geiger reported that a survey will be mailed to some commercial businesses and all industrial businesses in the City regarding their BOD discharge. The Utility Commission needs to know why the BOD limits have increased so in the last year or so. Right now the Wastewater Treatment is operating above their capacity at times.

**E. Redevelopment Authority Commission:**

**1. Committee Report:**

Beth Wenzel reported that Andy Dumke, Northpointe Development, has informed the City that he did receive his tax credits. Therefore he will be proceeding with the construction of a 40 unit apartment complex in the former T&C Market location. Dumke is hoping to start construction on the project in the fall.

Gosz informed the City Council that TJ Lamers is working with Dumke on the design of the apartment complex. From what she has been told, the apartment will look similar to the one being constructed by Northpointe Development in Little Chute.

This apartment complex will be based on Work Force Housing parameters. That means the apartment complex will not be low income, not HUD, but a person will need to make a certain dollar amount in order to apply for an apartment.

Gosz reminded the City Council that without this housing piece, the City would not have received the WEDC Grant. Beth Wenzel reported that the City will request an extension from the WEDC for the grant funds. Gosz stated the request will ask for an additional two (2) years.

It was asked if the City received any reimbursement yet. Gosz stated that the only costs incurred so far is the demolition work; which the City hasn't received reimbursement for yet. The City can only request reimbursements twice a year.

**F. Committee of the Whole:**

**1. Intergovernmental Cooperative Agreement – Purchase of New Voting Equipment – Calumet County:**

Various questions were asked on the new voting equipment to be purchased. Buboltz explained that the new

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voting equipment would be similar to the current voting equipment; paper and touch screen capability. With the new voting equipment, absentee voting can be done on a touch screen with the ballot being printed after voting and sealed in a secured envelope. With this technology, over voting during absentee voting would be eliminated.

Costs with the new equipment voting equipment were asked. Buboltz explained the cost for the equipment is \$9,802.50 plus training costs. The machines are scheduled to be purchased in the fall of this year. Calumet County Clerk would purchase the new equipment for all of the municipalities in Calumet County wishing to go with this equipment.

**Motion** – Edinger moved to enter into an Intergovernmental Cooperative Agreement with Calumet County for the purchase of new voting equipment. Seconded by Wenzel, Roll call vote taken. 7 votes cast. Motion carried unanimously.

**2. Donation for Public Improvement – Bob & Pat Endries Charitable fund for the Installation of Irrigation system at the Brillion City Center:**

**Motion** – Pielhop moved to accept the donation for public improvement from Bob & Pat Endries Charitable fund for the Installation of Irrigation system at the Brillion City Center. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**3. Personnel Policy – Telephone/Cellular Use Policy:**

**Motion** – Wenzel moved to approve the City’s Personnel Policy as it relates to Telephone/Cellular Use. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**G. Cemetery Commission:**

**1. Commission Report:**

No report.

**H. Tourism Committee:**

**1. Committee Report:**

No report.

**I. Brillion Housing Authority:**

**1. Garrow Villa - Update:**

Gosz reported that the Brillion Housing Authority is moving forward with the sale of Garrow Villa. Notices will be published in the local newspaper. Levash asked where the proceeds from the sale of Garrow Villa would go to. Gosz stated the proceeds would go back to paying off debts.

**OLD BUSINESS:**

**A. Resolution – Permanent Zoning – Annexed Territory:**

**Motion** – Edinger moved to adopt Ordinance #OR19-02 amending the Ordinance for Annexation of Territory. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**B. Ordinance – Fees:**

**Motion** – Levash moved to adopt Ordinance #19-07 Fees. Seconded by Edinger. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**C. City Fee Schedule:**

**Motion** – Wenzel moved to adopt the revised City Fee Schedule. Seconded by Levash. Roll call vote taken. 7 votes cast. Motion carried unanimously.

**NEW BUSINESS:**

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None.

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

Gosz submitted a written report and reported on the following:

- She will be on vacation from July 1<sup>st</sup> through July 7<sup>th</sup>.
- July Calendar.
- She was a guest speaker at the Wisconsin City/County Management Association Conference in LaCrosse regarding funding for public facilities.

**MAYOR’S REPORT:**

Mayor Deiter stated he would like to commend the City’s Department Heads and Staff for a job well done.

**PRESS TIME:**

Nordby asked a question on the Garrow Villa agenda item.

**ADJOURNMENT:**

The meeting adjourned at 7:57 PM

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Gary Deiter, Mayor

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Joy L. Buboltz, Deputy Clerk/Treasurer