

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

January 27, 2020

Brillion City Center

6:30 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 6:30 PM.

ROLL CALL:

Present were Alderpersons Mel Edinger, Timothy Hanson, Joe Levash, Sarah Pielhop, Joe Behnke and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief Captain Kirk Schend, Park & Recreation Director Ann Marx, Public Works Director Andy Geiger, Fire Chief Joey Diener, Deputy Clerk/Treasurer Joy Buboltz, and Librarian Rachel Hitt. 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 Behnke. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – DECEMBER 23, 2019 REGULAR CITY COUNCIL MEETING:

Motion – Wenzel moved to approve the minutes of the December 23, 2019 Regular City Council Meeting minutes. Seconded by Levash. 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, JoAnn Mignon, Jon Mignon, Police Officer TJ Bastian, Kris Bastian, Grace Bastian, Tristian Bastian, Zane Zander, Carol Zander, Kerk Schend, Tom Bastian, and Tony Kappell from McMahan.

CONSENT AGENDA:

A. Acceptance of Minutes:

Public Safety Task Force Meeting of 1/2/2020, Park & Recreation Commission meeting of 1/2/2020, Plan Commission meeting of 1/6/2020, Redevelopment Authority Commission meeting of 1/9/2020, Committee of the Whole meeting of 1/13/2020, Public Safety Building Task Force meeting of 1/16/2020, Water and Sewer Utility Commission of 1/20/2020, Tourism Committee meeting of 1/22/2020.

B. Approval of Vouchers:

1. 2019 Vouchers:

A. General Fund - \$62,864.04:

B. 2019 Reserves - \$7,358.82:

C. 2019 Contingency - \$1,940.55:

D. 2019 TIF Expenditures - \$484,928.20:

2. 2020 Vouchers:

A. 2020 General Fund - \$1,527,900.04:

B. 2020 Reserves - \$557.37:

C. 2019 Contingency - \$0.00:

D. 2020 TIF Expenditures - \$560,594.78:

(Approved)

C. Review of License Applications:

- 1. Operator License – New: Alexis M. Krueger, Alyssa Glaubig, Debra Braden:**
- 2. Temporary Class B – Fire Dept.:**

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 Applications as approved at the January 27, 2020 Committee of the Whole Meeting. Seconded by Wenzel. Roll call vote taken. 4 votes cast and 1 vote abstained by Pielhop. Motion carried unanimously.

E. Approval of Appointments:

1. Fire Fighter – Travis McDonald:

Fire Chief Diener stated that he would like to have Travis McDonald start immediately as a Brillion Fire Fighter. He explained the Brillion Fire Department Membership did approve his application.

Motion – Behnke moved to approve the appointment of Travis McDonald as a member of the Brillion Fire Department. Seconded by Levash. Call vote taken. Motion carried unanimously.

2. Cemetery Commission:

None.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Schend reported that the Police Department has been very busy this month with almost 200 calls to date. He also reported that they are working with the Fire Department on the transition at the Emergency Services Building.

Sworn In: Gosz administrated the Oath of Office to TJ Bastian as the new Police Captain for the City of Brillion.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported that beginning Monday, January 27th the fitness center should be available 24/7. She will ask the Brillion News to do an article on the 24/7 fitness center.

Wenzel commented that when she recently visited the fitness center she heard positive comments on the facility. Pielhop asked Marx if she has seen an increase in membership since opening the fitness center. Marx stated yes.

C. Library:

Library Director Hitt submitted a written report and reported on the following:

- Dahle Enneper’s mother recently passed away.
- Student Helper out right now with health issues.
- Brillion Public Library and the Brillion School District received a DPI Grant.

D. Fire Department:

Fire Chief Joey Diener reported on the following:

- Very busy at this time.
- Recent house fire on N. Glenview Avenue. Residents were able to get out of the home due to working smoke detectors.
- Continued work on installing smoke detectors in homes that currently do not have smoke detectors.
- Annual Brat Fry being held on Sunday, February 2nd.

E. Public Works:

(Approved)

Public Works Director Geiger reported on the following:

- Dennis Jandrey has returned to work, but is on light duty.
- Building moved overnight from Brillion Works to Horn Ford.
- Update on the demolition work at the former Brillion Iron Works property.
- He and Fire Chief Diener attended a FEMA Meeting on January 15th.
- Will be working with Fire Chief Diener on a Hazard Mitigation Plan that is being updated by Calumet County. Their next meeting is February 19th.
- Boiler issues at the Brillion Community Center.

COMMITTEE REPORTS:

A. Plan Commission:

1. Committee Report:

No report.

B. Park & Recreation:

1. Committee Report:

No report.

C. Library Board:

A. Committee Report:

Pielhop stated that City Librarian Hitt is going a great job and is aggressive on grant writing.

D. Utility Commission:

1. Committee Report:

Levash reported that the Utility Projects scheduled for 2020 are Elm Street, with a full street reconstruction, and Jackson Street. He also reported that the first round of lead testing went well with the second round of lead testing to be scheduled in February. Geiger stated the second round of lead testing started today.

E. Redevelopment Authority Commission:

1. City CDBG Close Funds Application for Dollar General Property:

Gosz reported that the RDA has recommended to the City Council to proceed with the use of the City's CDBG Close Funds for the demolition of the Dollar General store. The City has received confirmation from the Department of Administration that this demolition and site clean-up would be eligible use of the funds. The City will have until February 2021 to apply for those funds.

Gosz also reported that she was informed that Calumet County also has funds available in their EPA Grant to assist the City with the Dollar General property. Calumet County has offered the help of CEDAR Corp to help with the funding request of these funds. Currently the City of Brillion is one (1) of five (5) communities requesting funding from the Calumet County's CDBG Funds.

Behnke asked how funding is available from Calumet County. Gosz stated approximately one (1) million dollars.

Motion – Hanson moved to proceed with the application for the City's CDBG Close Funds for the demolition and cleanup of the Dollar General property. Seconded by Behnke. Roll call vote taken. 5 votes cast. Motion carried unanimously.

F. Committee of the Whole:

1. 2020 Employment Agreements-Police Captain, Deputy Clerk-Treasurer:

Motion – Wenzel moved to approve the 2020 Employment Agreements for the Police Captain and the Deputy Clerk-Treasurer. Seconded by Pielhop. Roll call vote taken. 5 votes cast. Motion carried unanimously.

(Approved)

2. Public Safety Building Task Force – Award of Contract for Space Needs Analysis:

Motion – Levash moved to award the Space Needs Analysis to SEH. Seconded by Pielhop. Roll call vote taken. 5 votes cast. Motion carried unanimously.

3. Eagle Wings 5K Event:

Motion – Behnke moved to approve the Eagle Wings 5K Event request. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

4. Brillion Works Demolition – Brandenburg Industrial Service Co. – Payment Application No. 2:

Motion – Pielhop moved to approve Payment Application No. 2 to Brandenburg Industrial Service Co. Seconded by Hanson. Roll call vote taken. 5 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Committee Report:

No report.

H. Tourism Committee:

1. Brillion Chamber of Commerce – Wine, Beer & Cheese Event:

Motion – Hanson moved to approve the release of \$500 to the Brillion Chamber of Commerce for their Wine, Beer, & Cheese event. Seconded by Pielhop. Roll call vote taken. 5 votes cast. Motion carried unanimously.

I. Brillion Housing Authority:

1. Committee Report:

No report.

OLD BUSINESS:

A. Closed Session per W.S.S. 19.85(1) (c):

Motion – Levash moved to go into Closed Session per W.S.S. 19.85(1) (c). Seconded by Hanson. Call vote taken. Motion carried unanimously.

The City Council went into Closed Session at 6:57 PM.

B. Open Session:

Motion – Behnke moved to return to Open Session. Seconded by Levash. Call vote taken. Motion carried unanimously.

The City Council returned to Open Session at 7:17 PM.

C. Police Staff Updates:

No action.

NEW BUSINESS:

A. Resolution – RE20-01 - 2020 Wages and Benefits:

Motion – Hanson moved to approve Resolution #RE20-01 for the 2020 Wages and Benefits. Seconded by Hanson.

Levash stated he is concerned with the combination of the Deputy Clerk/Treasurer and Municipal Court Clerk positions on the Resolution. He feels the two (2) positions should be listed separately, since they are two (2) separate positions.

Levash stated the hours of the Municipal Court Clerk has never been spelled out. The amounts will not change.

(Approved)

Motion – Hanson moved to amend his previous motion to approve Resolution #RE20-01 with the separation of the Deputy Clerk/Treasurer and the Municipal Court Clerk position in the Resolution. Seconded by Wenzel.

Roll call vote taken. 5 votes cast. Motion carried unanimously.

B. 2020 General Engineering Agreement – McMahon:

Tony Kappell, McMahon, was present to explain that the 2020 General Engineering Agreement is an annual agreement with the City for projects that are under \$5,000. With this agreement, it allows McMahon to work on projects requested by the City without having to have an agreement for each project.

Pielhop asked if McMahon offers a discount to the City. Kappell explained that the City does not pay McMahon a retainer fee each year. Behnke asked if the cost is \$5,000 per project, not \$5,000 total. Gosz stated that is correct.

Motion – Levash moved to approve the Annual General Engineering Agreement with McMahon. Seconded by Behnke. Roll call vote taken. 5 votes cast. Motion carried unanimously.

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

City Administrator Gosz submitted a written report and reported on the following:

- A small group of people are working on revising the City’s Map and Brochure. The cost of this revising is being paid by the Brillion Works, LLC.
- 2020 Spring Primary to be held on February 18th. This is the first election where the new voting equipment will be used.
- Open Book will be held on March 30th from 4:00 – 6:00 pm.

Pielhop asked the status of the Road Grant through the State of Wisconsin. Gosz stated that there were quite a few communities that applied for the grant funding. No word has been received yet.

MAYOR’S REPORT:

Gosz informed those present that Linda Deiter, Mayor Deiter’s wife, is doing well after her surgery.

Gosz also informed those present that Mayor Deiter has informed her that he will not be seeking re-election when his term ends.

PRESS TIME:

No questions.

ADJOURNMENT:

The meeting adjourned at 7:35 PM.

Gary Deiter, Mayor

Joy L. Buboltz, Deputy Clerk/Treasurer