

(Approved)

**REGULAR CITY COUNCIL
MEETING
Minutes**

February 24, 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, Joe Levash, Betty Nies, 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 Alderperson Timothy Hanson and Alderperson Sarah Pielhop.

APPROVAL OF THE AGENDA:

Edinger stated he would like to move agenda item 8 to after Press Time.

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

APPROVAL OF MINUTES – JANUARY 27, 2020 REGULAR CITY COUNCIL MEETING:

Motion – Wenzel moved to approve the minutes of the January 27, 2020 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, Ron Wolf from McMahon, and Lisa Hoepfner from Keller Williams.

CONSENT AGENDA:

A. Acceptance of Minutes:

Brillion Public Library Board meeting of 1/15/2020, Committee of the Whole meeting of 1/27/2020, Plan Commission meeting of 2/3/2020, Park & Recreation Commission meeting of 2/6/2020, Committee of the Whole meeting of 2/10/2020, Redevelopment Authority Commission meeting of 2/13/2020, Water and Sewer Utility Commission of 2/17/2020.

B. Approval of Vouchers:

- 1. General Fund - \$1,113,293.94:**
- 2. Reserves - \$14,988.66:**
- 3. Contingency - \$646.50:**
- 4. TIF Expenditures - \$167,383.32:**

C. Operator License – New: Angela Marie Thompson:

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

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Applications as approved at the February 24, 2020 Committee of the Whole Meeting. Seconded by Levash. Roll call vote taken. 4 votes cast. Motion carried unanimously.

E. Approval of Appointments:

1. Election Board:

Gosz stated that the City's Election Board is appointed every two (2) years.

Levash asked if Gary and Linda Deiter will still be serving as Alternates on the Election Board. Gosz stated they haven't resigned at this time.

Motion – Levash moved to appoint Janet Mathiebe, Mary Jo Krueger, Maryann Schumacher, Mona Cox, Sharon Tiener, Betty Nemechek, Gerald Sonnabend, Joan Krueger, Dana Irish, Barbara Brockman to the City's Election Board. Also to appoint Joy Buboltz, Linda Deiter, and Gary Deiter as alternates to the Election Board. Seconded by Nies. Call vote taken. Motion carried unanimously.

2. Cemetery Commission:

Edinger stated that Ron Eickert has agreed to serve on the City's Cemetery Commission.

Motion – Behnke moved to approve the appointment of Ron Eickert to the City's Cemetery Commission. Seconded by Levash. Call vote taken. Motion carried unanimously.

3. Library Board:

Hitt stated that Amy Riemer has agreed to serve on the City's Library Board.

Motion – Levash moved to approve the appointment of Amy Riemer to the City's Library Board. Seconded by Nies. Call vote taken. Motion carried unanimously.

4. Zoning Board of Appeals:

None.

5. Plan Commission:

None.

DEPARTMENT HEAD REPORTS:

A. Police Department:

Police Chief Schend reported that he and Fire Chief Diener attended an Active Threat Conference in Oshkosh, which was a two (2) day event.

B. Park & Recreation:

Recreation Director Ann Marx submitted a written report and reported on the following:

- Peters Park light pole has been repaired.
- Ad has been placed in the Brillion News for a Building Supervisor.
- The BCC will be offering a 10% Military Discount.

C. Library:

Library Director Hitt submitted a written report and reported that she will have more details on a grant the Library received at next month's meeting.

D. Fire Department:

Fire Chief Joey Diener reported on the following:

- He and Police Chief Schend met with SEH on the EMS building needs. They were able to tour the Kaukauna Fire Department last week.

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- 18 calls to date; 6 calls in the last two (2) weeks.
- Fire Fighter II class will be held at the Brillion Fire Department facility. This class is taught by Fox Valley Technical College.
- Ladder truck is again in need of repair. Need to look at a lease program for replacement. He feels the ladder truck will not make it until 2023; which is when it is scheduled to be replaced. He will check with vendors on leasing.

E. Public Works:

Public Works Director Geiger reported on the following:

- He contacted Brian Glaeser from the Calumet County Highway Department on the possibility of using brine on the City's Main Street and on Hwy 10. The approximately cost to do this is \$170.00.
- Escrow fee in the Building Inspector's Fee schedule.
- Ad for the possible sale of the shed next to Well #1 and Well #2. Bids are due this week.
- He and Fire Chief Diener attended a FEMA Meeting on January 15th.
- Regarding lead service replacement, there aren't pay back grants available this fall but there will be a grant available for next year's projects. He heard there is \$60 million of federal funds available.
- Meeting with the DNR on the City's Chloride Variance Report and a follow up on the City's I/I Report.
- Large item pickup is scheduled for June 1st and June 8th.

Discussion was held on possible options for large item pickup. It was suggested having a dumpster available for residents to bring large items to that dumpster.

COMMITTEE REPORTS:

B. Park & Recreation:

1. Committee Report:

No report. Marx stated that the Park & Recreation Commission is in favor of the Brillion Works plan.

C. Library Board:

A. Committee Report:

No report.

D. Utility Commission:

1. Resolution – Sewer Rate Increase:

Gosz reported that the City Auditor's suggested applying for a simplified water rate increase, but feels the City may not get approval for that increase. The Auditors then suggested applying for a sewer rate increase. At the last Utility Commission meeting she presented to the Commission the cost for a 3% sewer rate increase, a 4% sewer rate increase, and a 5% sewer rate increase. The Utility Commission is recommending a 5% sewer rate increase.

Motion – Levash moved to adopt Resolution RE20-02, adopting a 5% sewer rate increase for the City of Brillion. Seconded by Nies. Roll call vote taken. 4 votes cast. Motion carried unanimously.

E. Redevelopment Authority Commission:

1. Committee Report:

Edinger reported that the RDA is looking to meet with businesses in the RDA District to get a feel of "where they are at".

F. Committee of the Whole:

1. Market Street & Elm Street – Change Order #1:

Motion – Levash moved to approve Change Order #1 for the Market Street & Elm Street Project. Seconded by Wenzel. Roll call vote taken. 4 votes cast. Motion carried unanimously.

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2. Independent Contractor Contract – Birschbach Inspection Service, Inc.:

Motion – Wenzel moved to approve the Independent Contractor Contract with Birschbach Inspection Service Inc. from 2020 until 2023 for the City’s building inspection services. Seconded by Levash. Call vote taken. Motion carried unanimously.

3. Fee Schedule – Municipal Code Amendments:

Gosz explained that per City Attorney Andy King the maximum amount a community can charge for a cigarette license is \$100. King explained that vaping falls under a different section in the City’s Municipal Code.

Motion – Wenzel moved to approve the changes to the City Fee Schedule and to set a Public Hearing date of March 23, 2020 at 6:45 PM to amend Sections 18-31, Section 86-13, and Section 106-66 of the Municipal Code. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

4. Brillion Works Demolition – Brandenburg Industrial Service Co. – Change Order No. 2:

Motion – Levash moved to approve Change Order No. 2 to Brandenburg Industrial Service Co. Seconded by Nies. Roll call vote taken. 4 votes cast. Motion carried unanimously.

5. Brillion Works Demolition – Brandenburg Industrial Service Co. – Payment Application No. 3:

Motion – Wenzel moved to approve Payment Application No. 3 to Brandenburg Industrial Service Co. Seconded by Levash. Roll call vote taken. 4 votes cast. Motion carried unanimously.

G. Cemetery Commission:

1. Committee Report:

No report.

H. Tourism Committee:

1. Committee Report:

No report.

I. Brillion Housing Authority:

1. Committee Report:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

A. Resolution - Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers – 2020 Elm Street – Utility & Street Reconstruction Project:

Motion – Levash moved to approve Resolution #RE20-03 adopting a Preliminary Resolution declaring intent to exercise special assessment Police powers and to set a Public Hearing date of March 23, 2020 at 6:50 PM. Seconded by Behnke. Roll call vote taken. 4 votes cast. Motion carried unanimously.

B. Mayor Deiter’s Resignation:

Gosz explained options available to the City to fill the vacant Mayoral seat.

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

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

- She will be attending the Winter WMCA Conference in Oshkosh next week.
- Update on applying for the Calumet County CDBG Close funding available. She will be meeting with Cedar Corp on this.

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MAYOR'S REPORT:

No report.

PRESS TIME:

No questions.

COMMITTEE REPORTS (Cont.):

A. Plan Commission:

1. Committee Report:

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

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

The City Council went into Closed Session at 7:31 PM and adjourned in Closed Session.

Mel Edinger, City Council President

Joy L. Buboltz, Deputy Clerk/Treasurer