

**SPECIAL CITY COUNCIL
MEETING
Minutes**

September 14, 2020

Brillion City Center

6:00 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Mayor Mel Edinger, Tim 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, Fire Chief Joey Diener, Park & Recreation Director Ann Marx, City Librarian Rachel Hitt, Police Chief Kirk Schend, and Mike Smith via Go-to-Mtg.

GUESTS: Chuck VandenBoom, Mark Olsen, BW, LLC, Troy Jansen-Gold Cross Ambulance

APPROVAL OF THE AGENDA:

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

PUBLIC APPEARANCES:

A. Citizen Input:

None.

NEW BUSINESS:

Certified Survey Map-KinderCare Parcel-TID #5:

Mark Olsen explained the CSM to create the parcel for the KinderCare parcel. He explained the map combines the City parcel and the BW parcel to create one parcel. This will be owned by BW LLC as allowed per the development agreement with the City.

Pielhop questioned access to the parcel. Olsen stated access from Francis St.

Geiger stated the employees would access off of USH 10, until the time that N Parkway is extended.

Motion- Levash moved to approve the Certified Survey Map creating the KinderCare Parcel in TID #5 as submitted. Seconded by Hanson. Roll call Vote. 7 in favor. Motion carried.

Certified Survey Map-Brillion Works LLC-Road Right-of Way-TID #5:

Olsen explained the maps to create the road right-of-way. They are working on a EDA CARES Grant, which would fund the roads. The grant application requires the City to identify the location of the roads and dedication of the road right of way.

Levash asked if when approved, can the roads be changed later. Olsen stated that the layout will meet the plans for the future development for the next 5 years.

Levash questioned the match. Olsen stated 20% of the grant award.

Gosz explained that the tax increment can be used to pay for the City match.

Motion: Pielhop moved to approve the Certified Survey Maps creating the road right-of-way in TID #5 as submitted. Roll call vote. 7 in favor. Motion carried.

Resolution-Wisconsin Dept. of Transportation TEA Grant Application-TID #5:

Olsen explained the project will generate approximately 120 new jobs to the City. Edinger asked what happens if the jobs are not created. Olsen stated it is a payback or reimbursement grant. The City would need to fund the project up front.

Motion- Levash moved to adopt Resolution RE20-19 for the submission of a Wisconsin Department of Transportation Facilities for Economic Assistance (TEA) Grant application for TID #5. Seconded by Pielhop. Roll call vote. 7 in favor. Motion carried.

Resolution-Wisconsin Dept. of Natural Resources Surface Water Grant Application-TID #5:

Olsen explained the grant application is to help remediate the stream. Chuck explained the resolution is part of the pre-application process, final work on application will be towards the end of the year.

Motion-Wenzel moved to adopt Resolution RE20-18 for the submission of the Wisconsin Department of Natural Resources Surface Water Grant application for TID #5. Seconded by Hanson. Roll call vote. 7 in favor. Motion carried.

Olsen reported Chuck VandenBoom is working on a Fund for Lake Michigan Grant which is \$200,000.00 grant with no match.

Sponsored Research Agreement-University of Wisconsin-Milwaukee-Archaeological Study- TID #5:

Olsen explained the history of work done to research possible burial sites. The project with the agreement is federal funded which is another layer of archeological research over what the DNR is required and has done. The fee is \$4,900.00.

Motion- Pielhop moved to approve the agreement with the University of Wisconsin-Milwaukee for the archeological study for TID #5. Seconded by Hanson. Roll call vote. 7 in favor. Motion carried.

Notice of Exercise of Option to Purchase-Brillion Works LLC:

Olsen stated BW LLC will purchase the portion of the KinderCare parcel. This is part of the Master Lease Agreement. He explained the two parcels on Oak and Park is a portion of the parking lot, sold to BW LLC, who will then sell to private owners. The houses will be in the TID.

Motion- Levash moved to approve the Option to Purchase from Brillion Works LLC for the portion of Tax ID #15414 referenced as the “Nenahlo Parcel”, and the portion of Tax ID No. 15414, referenced as the “Kempen Parcel”, described in the Notice of Exercise of Option to Purchase, dated August 31, 2020 and to authorize the Mayor to sign all closing documents, and to approve the release of these parcels from the Master Lease Agreement between the City of Brillion and Brillion Works, LLC. Seconded by Nies. Roll call vote. 7 in favor. Motion carried.

Motion- Wenzel moved to approve the Option to Purchase from Brillion Works, LLC, for the portion of real property described in the Notice of Exercise of Option to Purchase dated September 2, 2020, referenced as the “Option Parcel” and to property from the Master Lease Agreement between the City of Brillion and Brillion Works, LLC. Seconded by Levash. Roll call vote. 7 in favor. Motion carried.

PROTECTION OF PERSONS AND PROPERTY

Public Safety Building Project-Update:

No update at this time.

Ambulance Department

Review of Monthly Reports:

Troy Jansen reported 32 responses for the month of August. Jansen reported on the location of calls. Almost ½ were outside of Ambulance district. We are at 318 calls year to date.

Jansen gave an update on staff. He has been trying to network with technical colleges to advertise for new staff. It is a tough field to find people interested.

Police Department:

Review of Monthly Report:

The Police Dept. monthly report was reviewed by the council. Chief Schend reported Patrol officers are working on traffic violations.

Pielhop asked if there is a contract with Officer Bastian and the Brillion Schools. Chief Schend stated no.

Fire Department:

Review of Monthly Report:

Chief Diener reported on officer changes due to retirement and step down.
New Ladder Truck is scheduled to be picked up on Monday September 28th.

2021 Fire Department Budget:

Chief Diener explained the proposed Fire Dept. budget. He reported wages are higher due to calls in 2020. Custodial service was added which is split with the Police Dept.

Diener explained he added computer services/IT support of \$2,000.00. Education is higher due to JAWS training, which was postponed in 2020 due to COVID-19.

Nies questioned the year-end estimate for wages. Diener stated wages is hard to predict because the amount of calls is unknown.

Wenzel suggested looking at other places to store in City buildings, versus JLS rental for \$660.00. Pielhop questioned wages for training. She suggested paying for conference fees, but not the hourly rate to go attend the conference. She stated other departments don't do this. Wenzel suggested that Diener ask other departments to get comparisons. Diener stated they only get paid while in training class time.

Municipal Court:

Review of Monthly Report:

No Report.

CITY BUILDINGS AND GROUNDS:

Review of Monthly Report:

Geiger reviewed his monthly report with the Council.

2021 DPW/Building Inspector Budget:

Geiger stated as discussed at several meetings all employees of the City should be treated equal. He stated instead of using the 3% increase in wages as the Police Dept., a 2% increase was used.

Gosz helped explained how the wages are adjusted in each category from year to year. Hanson stated he would like to see the DPW overall budget and let the itemized for administration to use.

Gosz explained the levy limit worksheet only allows for a little over \$9,000. Because the taking out the library and room tax funds from the general fund, the City now qualifies for expenditure restraint to the amount of \$45,000.00.

DPW capital /reserves was reviewed.

It was suggested to show Revenue/Expenditures, with the net amount to levy per department, and what the amount of decrease in each department.

The Department Heads were asked to cut operating by 5%.

FINANCE AND PURCHASING:

PERSONNEL

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. Motion carried.

The council went into closed session at 7:53 pm.

OPEN SESSION:

Motion-Behnke moved to return to Open Session. Seconded by Hanson. Call vote. Motion carried.

The Council returned to open session at 8:58 pm.

Scheduled Hours, Overtime, Compensatory and Flex Time Policy:

Motion-Pielhop moved to approve the amendment to the policy to just add salary/exempt employees shall not accumulate or otherwise receive credit for compensatory or flextime. Under no circumstances will salary/exempt employees receive payment for hours worked in excess of normal working hours. Seconded by Wenzel. Roll call vote. 5 votes in favor. 2 not in favor by Levash and Nies. Motion carried.

Hiring of City Administrator:

No Update

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned the meeting at 9:00 PM.

Lori M Gosz Administrator/ Clerk/Treasurer