

**REGULAR CITY COUNCIL  
Minutes**

**August 24, 2020**

**Brillion City Center Council Chamber**

**6:30 pm**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Mayor Edinger called the meeting to order at 7:05 pm. The Pledge of Allegiance was recited by all present.

**ROLL CALL:**

Present were Mayor Mel Edinger, Alderpersons Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Betty Nies, Sarah Pielhop and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief Kirk Schend, Fire Chief Joe Diener, Public Works Director Andy Geiger, Park & Recreation Director Ann Marx, and Library Director Rachel Hitt (via GoToMeeting).

**Guests:**

In person: Patty Schreiber, Al Schreiber.

Via GoToMeeting: David Nordby, Dan Farrell, Mike Smith, Hank Horn

**APPROVAL OF AGENDA:**

**Motion** – Levash moved to approve the agenda as printed and circulated. Seconded by Behnke. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – July 27, 2020 Regular City Council:**

**Motion** – Wenzel moved to approve the minutes of the July 27, 2020 Regular City Council meeting. Seconded by Levash. Call vote. Motion carried unanimously.

**PUBLIC APPEARANCES:**

**Citizen Input:**

None.

**CONSENT AGENDA:**

**Motion** – Wenzel moved to approve the Consent Agenda A, B, C 1,2,3,5 and D collectively. Seconded by Pielhop. Roll call vote. 7 in favor. Motion carried unanimously.

**Motion** – Wenzel moved to approve Consent Agenda C 4. Seconded by Behnke. Roll call vote. 5 in favor. Nies and Pielhop abstained. Motion carried.

**APPROVAL OF APPOINTMENTS:**

**City Clerk/Treasurer:**

Mayor Edinger stated he would like to appoint Patricia Schreiber as the new City Clerk/Treasurer.

**Motion** – Levash moved to confirm the Mayor’s appointment of Patricia Schreiber as City Clerk/Treasurer for the term of 2020-2021. Seconded by Nies. Roll call vote. 7 in favor. Motion carried unanimously.

Mayor Edinger stated that Schreiber’s start date will be September 21, 2020. Mayor Edinger stated Schreiber is currently on the Reedsville Village Board and she would like to remain on the Reedsville Village Board until the Village as set there 2021 budget, at that time Schreiber will step down from the Village Board.

The Council welcomed Schreiber.

**DEPARTMENT HEAD REPORTS:**

**Police Department:**

No Report.

**Park & Recreation:**

Marx reported DPW staff removed some small dead trees in Horn Park. Also, due to COVID some groups have been using the BCC to hold meetings.

Geiger suggested the Park & Recreation Commission consider charging a fee for park rentals for cleanup.

**Library:**

Hitt stated she had nothing to add to her written report. Nies questioned the hours of operating extending with COVID. Hitt stated the Library Board will be considering this.

**Fire Department:**

Chief Diener on equipment repairs. He also thanked Westland Buses for allowing the fire department use of their garage for the fire trucks during the paving of Calumet Street.

**Public Works:**

Geiger report Elm Street is near complete, landscaping will be the final stage. He reported asphalt patching is complete throughout the City.

**COMMITTEE REPORTS:**

**Plan Commission:**

**Petition of Detachment – W1122 Center Road:**

Gosz reported after reviewing the procedure for detachment with the City Attorney, the first step is for the petitioner to publish a Class 1 notice of the Notice of Intent to Petition for Detachment. Once it has been published, the petitioner will then have 120 days from the date of publication to file with the City the Petition of Detachment, the City then has 60 days to act on the Petition. Therefore, no action needs to be taken by the Council at this time.

Pielhop asked if anyone asked any of the property owners on Center Road if they would want water and sewer utility services from the City. Geiger stated no. He also stated that the Ariens

Co. owns all the land before the Geiger's property. Pielhop asked the Mayor if he would contact the Ariens Co. on this. The Mayor said yes he would.

**Petition of Detachment – Jay and Stacy Geiger – W1122 Center Road:**

Mayor Edinger stated the Plan Commission recommended to deny the petition because the property owner didn't have a reason for detachment. Behnke stated there was no hardship presented with the request. Stacy and Jay Geiger stated they didn't know that they had to present a hardship.

**Developers Agreement for Tax Increment Financing – Country Visions:**

**Motion** – Wenzel moved to approve a Developers Agreement between the City of Brillion and Country Visions for a pay-go tax increment financing for new increment generated by the development with 60% to developer's incentive and 40% to taxing authority, and to authorize the City Attorney to draft the agreement. Seconded by Levash. Roll call vote. 7 in favor. Motion carried unanimously.

**Developers Agreement for Tax Increment Financing – Shane Murphy Development:**

Gosz explained the City had approved the amendment to the developers agreement in 2018, however, at that time Murphy was not ready to develop. He is now ready and has asked the City for the agreement. The City Attorney advised because of the change in Council, the Council should reaffirm approval of the amendment to the agreement.

**Motion** – Nies moved to approve the amendment to the Developer's Agreement with Shane Murphy for a pay-go incentive based on 60% of any surplus increment generated by the new development after City debt service is paid, and to authorize the City Attorney to draft the amendment to the Development Agreement. Seconded by Wenzel Roll call vote. 7 in favor. Motion carried unanimously.

**Amended Certified Survey Map – DuQuaine Development:**

Geiger reported Keith DuQuaine plans to begin the first home on the property this fall. Levash questioned the storm sewer. Geiger explained they would be required to connect to the storm sewer in the street.

**Motion** – Levash moved to approve the amended Certified Survey Map as presented. Seconded by Behnke. Roll call vote. 7 in favor. Motion carried unanimously.

**Zoning Code Amendments – Accessory Buildings:**

**Motion** – Levash moved to set a public hearing for Monday, September 28, 2020 at 6:45 pm to hear testimony for or against the amendment of the municipal code as it relates to accessory buildings. Seconded by Wenzel.

Geiger explained the reason for the code amendment. There was contradicting language in the current code. Behnke stated staff took a lot of time to clean up the code.

Call vote. Motion carried unanimously.

**Park & Recreation Commission:**

No Report.

**Library Board:**

No Report.

**Utility Commission:**

No Report.

**Redevelopment Authority Commission:**

Pielhop stated the RDA is considering new projects are and expanding the boundaries of the RDA.

**Committee of the Whole:**

**Schedule Hours, Overtime, Compensatory and Flex Time Policy Amendment:**

Gosz explained that staff has some question/concerns with the draft policy. She asked to that this tabled to the September 14, 2020 Committee of the Whole meeting.

**Motion** – Pielhop moved to table the Schedule Hours, Overtime, Compensatory and Flex Time Policy Amendment to the September 14, 2020 Committee of the Whole meeting.

**Brillion Works LLC – Development Reimbursement Request:**

**Motion** – Levash moved to approve the request from Brillion Works LLC for the reimbursement of remediation costs in the amount of \$110,242.72, to be taken from the WEDC Idle Sites grant funds. Seconded by Nies. Roll call vote. 7 in favor. Motion carried unanimously.

**Brillion City Center:**

**Motion** - Levash moved to table the discussion of the Brillion City Center to the December Committee of the Whole meeting. Seconded by Nies. Call vote. Motion carried unanimously

**City Clerk/Treasurer – Employment Agreement:**

**Motion** – Wenzel moved to approve the Clerk/Treasurer Employment Agreement for Patricia Schreiber with the two changes made. Seconded by Hanson. Call vote. Motion carried unanimously.

**Cemetery Commission:**

No report.

**Tourism Committee:**

**Brillion Nature Center – 2020 – 2021 Publicity and Promotion:**

**RDA Fall Pole Decorating Contest Event:**

Hanson explained the requests which were approved by the Tourism Committee.

**Motion** – Hanson moved to approve the release for tourism funds for the Brillion Nature Center 2020-2021 Publicity and Promotion request and the RDA Fall Pole Decorating Contest request. Seconded by Pielhop. Roll call vote. 7 in favor. Motion carried unanimously.

**Brillion Housing Authority:**

No report.

**Public Safety Building Task Force:**

**Public Safety Building Project – Update:**

Wenzel reported on the work being done on the video. She explained there will be 2 video done, and that Dan Hangenow has graciously agreed to keep the cost for the videos as what was quoted for 1 video. The Task Force may need to meet to review the work being done before the videos are presented to the public. Diener stated SEH has the final report for the Council's review.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**COMMUNICATIONS – CITY ADMINISTRATOR/CLERK-TREASURER:**

**Wisconsin Election Commission CARES Subgrant Agreement:**

**Motion** – Nies moved to authorize the City Administrator to sign the Wisconsin Election Commission CARES Subgrant Agreement. Seconded by Hanson. Call vote. Motion carried unanimously.

Gosz reported Administrative Assistant Jan Wittman has been doing excellent work on records retention in the Clerk's office. The goal is to have it complete by the time the new Clerk/Treasurer begins.

**MAYOR'S REPORT:**

Mayor Edinger reported Michael Petrie has offered to set up the worksheet for the Financial Trend Monitoring System program.

**PRESS TIME:**

None.

**ADJOURNMENT:**

The meeting adjourned at 8:05 pm.

Lori M. Gosz  
Administrator/Clerk-Treasurer