

COMMITTEE OF THE WHOLE MEETING

March 22, 2021

Brillion City Center

5:00 PM

CALL TO ORDER

The Committee of the Whole Meeting was called to order by Mayor Mel Edinger at 5:00 pm.

ROLL CALL

Present: Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Betty Nies, Sarah Pielhop

Not present: Carrie Wenzel

Also present: Peter Wills, Kirk Schend, Joey Diener, Andy Geiger, Ann Marx, Rachel Hitt (via Zoom), and Patty Schreiber.

GUESTS

Present: Mike Petrie, Merlin Wieting, Wayne Pribbernow, Eric Burich, Brian Krepline, Hailey Engels, Stacey Barth, Troy Jansen, Shelly Lau, Dan Mertens, Tanya Boettcher

Via Zoom: Tammy Koehler, Dan Farrell, Mark, Mike Smith, iPhone, Joan Schmitt, GCSIE, Ben Bastian, Dana, Mariel Guenther, Carl, Brillion EMS, 246-5301, 588-0468

APPROVA OF AGENDA

Motion - Levash moved to approve the agenda. Seconded by Behnke. Motion carried.

APPROVAL OF MINUTES

Motion - Levash moved to approve the minutes of March 8, 2021 Committee of the Whole Committee. Seconded by Hanson. Motion carried.

CITIZEN INPUT:

Mike Petrie asked to consider putting the Council meeting packets and minutes on the website. This would help out with costs on the city and offers transparency. On December 20, 2020 one packet was added to the agenda on the website and was helpful.

DEFERRED SPECIAL ASSESSMENTS E NATIONAL AVE

Discussion of Deferred Assessments

Review of Resolution RE05-02

Set Pubic Hearing of Amending RE05-02 Special Assessment E National Ave

Wills gave an update. The February 8, 2021 work session, Drewieske walked through special assessments. The deferment on E National has expired. It is necessary to review and understand the impact.

Edinger shared in 2005 the assessments were deferred for ten years. When the ten years were up it was deferred for another five years. The original resolution never defined what deferred meant. The residents were not properly notified either in the form of an invoice.

Mel Wieting shared he was never informed that there would be interest on this. He was told this was going to be on added to his taxes. Every year his property taxes went up and he assumed this was going toward his assessment. Once the Council deferred it all communication stopped

with the landowners. He never received a bill. Wieting is not opposed to paying his fair share, he is against any interest on this because he was never notified.

Wayne Pribbernow spoke with regards to the Pribbernow property. Never received any notice with regards to paying interest. The understanding was this was not payable until the property sold. Questioned the Council if there was an invoice in writing?

Brian Krepline asked the Council how he is supposed to pay for sewer and water when he does not live in the City of Brillion. Gunther's property was questioned as his name was not on the list. It was explained he paid for his assessment within the first year of the actual assessment. Trinity Lutheran Church paid their assessment as well.

Tanya Boettcher was not aware there was a bill. Struggling to understand and disputes all of it. Levash agreed with Pribbernow and Wieting. Attended the meeting when the deferment was discussed. It was agreed upon to be deferred. Interest was never brought up. The residents never saw the Resolution or was never notified when the extension happened. He was not a Council Member when this was voted on. Levash has a hard time assessing the Township residents. There should be a hook up charge when they hookup. Levash agreed that if he owes the money he will pay it but he will not pay the interest.

Pribbernow further explained the property is split with part in the City and part in Township with own mound system.

Edinger stated this should now become payable but not the interest. A payment plan needs to be decided with interest starting after the due date. In order to change any of this we need to amend the original Resolution. Levash questioned if we are bound by how the town residents are assessed or can this be amended as well? The Council will have to revisit and amend the Resolution in order to change how the Town residents are assessed. Nies felt interest should not be charged as interest invoices were never sent.

Question raised as to where the utilities currently run. It was explained they run in the street right-away. Hook up fee is charged to any resident at the time they hook up.

Wieting questioned the age of the maps. The easement to go across this property is not shown on the map. Geiger explained the map does not show any utilities.

Motion: Pielhop made a motion to recommend to Council to amend Resolution RE05-02 Special Assessment E National Ave as follows:

No interest to accrue during deferral period (never received notification)

Invoices to be mailed by May 1, 2021 with a due date of June 1, 2021.

Interest to start on any unpaid balances June 1, 2021.

Town residents exempt from special assessment charges. Connection fee due at time of hook up.

And set Public Hearing for April 12, 2021, 6:10 pm at the Special Council Meeting.

Nies seconded. Wills to look up correct wording for the resolution revision.

This affects Levash and Wieting. The four Town of Brillion lots exempt are owned by Krepline, Pribbernow, and Boettcher). Motion carried.

General Fund

Motion: Nies moved to recommend to City Council the General Fund vouchers in the amount of \$540,967.76. Seconded by Behnke. Pielhop questioned the amount of the police telephone expense. Amount reflects two months payments. Motion carried.

Reserves

Motion: Pielhop moved to recommend to City Council the Reserve vouchers in the amount of \$35,203.16. Seconded by Hanson. Request to detail the reserve information on the voucher summary report. Motion carried.

Contingency-\$ 0

TIF Expenditures

Motion: Pielhop moved to recommend to City Council the TIF Expenditure in the amount of \$241,487.39. Seconded by Nies. Request to detail the TIF information on the voucher summary report. Motion carried.

Review of Payroll:

Motion: Nies moved to recommend to City Council the payroll report for February 26, 2021 in the amount of \$54,345.03 and March 12, 2021 in the amount of \$56,515.90. Seconded by Hanson. Motion carried.

Copier Lease Renewal EMS Building, 130 Calumet Street

The existing copier lease expires April 1, 2021. If we extend the lease 2 more years it will cut our costs in half with a penny payoff at the end. The monthly maintenance agreement will continue.

Motion: Levash moved to recommend to Council to extend the copier lease for the EMS Building two more years with a monthly lease payment of \$61.40. Seconded by Behnke. Motion carried.

CD Renewal \$154,907.51 Due 4/1/2021 Reserves

CD Renewal \$545,932.67 Due 4/1/2021 Reserves

Pielhop raised the question whether we should be renewing the CD's. By not renewing one/both of the CD's we would not have a need for short term borrowing. The auditor recommendation is to keep this in a CD as this is our savings and we should not deplete our savings.

Motion: Levash moved to recommend to Council to renew the both CD's collectively for 12 months. Seconded by Hanson. Pielhop opposed. Motion carried.

City Center Sublease conference room to ACC Management Group Inc.

ACC Management Group Inc's insurance company required the lease under the parent name.

Motion: Pielhop made a motion to recommend to Council to approve the sublease under the new name; City Center Brillion LLC. Nies seconded. Against: Behnke and Levash. Motion carried.

Review of License Applications:

New: Angela Jellum, Stone Prairie – Operators License

Motion: Pielhop moved to recommend to City Council Angela Jellum's license application. Seconded by Levash. Motion carried.

Appointments

Brillion RDA – Chris Brandt

Brandt's form was included in the packet. It was noted the Brandt Talent Bank Form was the only form submitted.

Motion: Nies moved to recommend to Council to appoint Chris Brandt to the Brillion RDA. Seconded by Pielhop. Motion carried.

Tourism Committee – Angela Jellum, Ariens Hospitality

Motion: Pielhop moved to recommend to Council to appoint Angela Jellum to the Tourism Committee. Seconded by Hanson. It was noted Jellum was not a resident of Brillion. Motion Carried.

Tourism Committee – Josh Patel, Cobblestone Hotel

Motion: Levash moved to recommend to Council to appoint Josh Patel to the Tourism Committee. Seconded by Pielhop. Motion carried.

PROTECTIONS OF PERSONS AND PROPERTY:

Ambulance Department

Monthly report included in the packet. Jansen reported 44 calls in February, 28 transports, 16 no transports and 30 Net Billable out of 44. The City of Brillion had 31 calls, 4 calls in the Town of Brillion, 2 calls outside the area, 4 calls in Woodville and 3 calls in the City of Chilton. The number of calls has been down but the calls have been more serious.

Mayor Edinger requested each call be charted showing response time. Jansen indicated this information is not tracked in Brillion and will need to be requested from Gold Cross. The average response time is 7 ½ minutes. Several of the calls were outside the area or happened on a return trip.

February 2021 Financial Report

Jansen explained he does not see the financial report. It was noted the vehicle insurance is off the report. Net Income for February is \$2,865. Year to Date income is \$3,793.

Jansen explained the difference between a non-billable and a billable call. A non-billable call is a call where no care is rendered. Ex: if a passerby calls 911 and no care is needed

The first time responding to a fall is no-charge. After the first call there is a \$150 per call charge. A billable call is when care is rendered. Ex: assessment, wound care

Closed Session

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

Motion: Hanson made a motion to go into closed session per W.S.S. 19.85(1) (c) at 6:12 pm. Seconded by Pielhop. Motion carried.

Open Session

Motion: Levash moved to return to Open Session at 6:50 pm. Seconded by Nies. Motion carried.

Motion: Pielhop moved to recommend to Council to increase the IV technician pay by \$2.01/hour and EMT-Basic pay by \$2.12/hour starting with April 2021 payroll and beyond. Seconded by Hanson. Motion Carried.

Motion: Pielhop moved to recommend to Council to have the Fire/Police Commission reestablished, including one Council member and the City Administrator, to look into EMS needs in Brillion. Seconded by Hansen. Motion carried.

Fire Dept

Monthly report included in the packet.

Emergency Management Operatons Plan Open Records Request

The report has been redacted. The City Administrator has contacted the resident to set up a time to review. City Council members were advised they can come in and review as well.

The City does want to pursue updating.

Municipal Court

No report.

Chief Schend shared things are going good with the TRIP program.

CITY BUILDINGS AND GROUNDS

Dept of Public Works

Monthly report attached.

Resolution RE21-06 Custer & Jackson Street Special Assessment

There will be a public hearing during a Council Meeting. The Engineering report is included in the packet.

Town of Brillion & City of Brillion Road Maintenance Agreement

Updated to further define ownership lines.

Motion: Levash moved to recommend to Council to approve the Town of Brillion & City of Brillion Road Maintenance Agreement. Seconded by Nies. Motion Carried.

Resolution RE21-07 WI DNR Recycle Grant Application

Motion: Pielhop moved to recommend to Council to approve Resolution RE21-07 Recycle Grant Application. Seconded by Levash. Motion carried.

Wills reported the 2021 Grant has already been received. The 2020 report is due the end of April 2021. Needed a new authorization resolution to do so.

Utility Water & Sewer Department

Softener Update

Still waiting on resin. Resin is needed before testing can be completed. Gravel is in ready to go.

FINANCE AND PURCHASING

Personnel

Nothing to report

CITY ADMINISTRATOR

Wills and Dienor attended the Town of Brillion meeting.

Working with Brillion Works regarding alternative funding for TIF 5.
Wills and Mayor Edinger met with Mark Olson, Dan Ariens, and others from Brillion Works
request funding.
Toured the sewage treatment plant.

CLERK/TREASURER

2021 Virtual Open Book April 12, 2021 from 3:00 pm – 5:00 pm
2021 Virtual Board of Review April 28 from 4:00 pm – 6:00 pm
Council members will be assigned after the April 6, 2021 election is complete.

OLD BUSINESS

Charter Communication Cost to Connect with City digging own trench
No update

Existing Contracts for Phone/Internet
No update

NEW BUSINESS
none

ADJOURNMENT:

The meeting adjourned at 7:00 pm

Patricia A Schreiber
Administrator