

## CITY COUNCIL MEETING

June 28, 2021

Brillion City Center

6:30 PM

### CALL TO ORDER:

The City Council Meeting was called to order by Mayor Mike Smith at 8:03 pm.

Pledge of Allegiance was recited by those present.

**Announcements:** None

### ROLL CALL:

**Present were:** Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop, Carrie Wenzel, TJ Moehr, Joe Levash

Also present: Peter Wills, Kirk Schend, Joey Diener, Andy Geiger, Ann Marx, Lydia Blatz, Patty Schreiber.

**GUESTS:** Bill Ayres, Chuck from Brillion Works, via ZOOM-Dan Farrell, David Norby

### APPROVAL OF AGENDA:

**Motion** – Lau moved to approve the agenda. Seconded by Hanson. All in favor. Motion carried.

### APPROVAL OF MINUTES-May 24, 2021 Council Meeting:

**Motion-** Lau moved to approve the minutes of May 24, 2021 Regular Committee. Seconded by Wenzel. Motion carried.

### APPROVAL OF MINUTES-June 7, 2021 Special Council/CDBG Public Hearing Meeting:

**Motion-**Lau moved to approve the minutes of the June 7, 2021 Special Council/CDBG Public Hearing. Seconded by Wenzel. Motion carried.

### PUBLIC APPEARANCES:

#### Citizen Input:

none

#### Guests:

Bill Ayres, Chuck from BW

### CONSENT AGENDA:

#### A. Acceptance of Minutes:

1. **Brillion Housing Authority-5/24/2021**
2. **Committee of the Whole-5/24/2021**
3. **Library Board-6/16/2021**
4. **Park & Recreation Commission-06/03/2021**
5. **Plan Commission-6/7/2021**
6. **RDA Meeting-No meeting**
7. **Tourism Committee-No meeting**
8. **Utility Commission-6/21/2021**

**Motion-**Levash moved to accept the minutes. Seconded by Lau. Motion carried.

#### B. Review of Vouchers:

1. **General Fund: \$147,524.07**
2. **Reserves: \$393.47**
3. **Contingency: \$0.00**

**4. TIF Expenditures: \$3,010.60**

**Motion-**Wenzel moved to approve Vouchers. Seconded by Pielhop. Call vote Motion carried.

**C. Review of Payroll**

**1. Pay Period: 5/8-5/21/2021 Check Date: 6/4/2021 \$59,234.32**

**2. Pay Period: 5/22-6/4/2021 Check Date: 6/18/2021 \$57,231.47**

**Motion-**Lau moved to approve the Payroll. Seconded by Hanson. Motion carried.

**D. Proposals**

**1. American Recovery Protection Act (ARPA) Grant**

**A. Acceptance of (ARPA) 2021 NEU\_Award\_Terms\_and\_Conditions**

**Motion-**Levash moved to approve Proposals. Seconded by Lau. Call vote. Motion carried.

**B. Acceptance of (ARPA) Assurances of Compliance with Civil Rights Requirements Title\_VI\_Assurances**

**Motion-**Wenzel moved to approve. Seconded by Lau. Call Vote. Motion carried.

**C. RE21-10 Resolution authorizing acceptance of (ARPA) \$161,032.57 funds**

**Motion-**Levash moved to approve. Seconded by Behnke. Call vote, Motion carried.

**D. RE21-11 Resolution Amending 2021 Budget for the Acceptance of \$161,032.57 in American Rescue Plan Funds.**

**Motion-**Wenzel moved to approve. Lau seconded. Call vote. Motion carried.

**E. ARPA Request to Calumet County \$700,000 for Lead Water Lateral Replacement**

\$168,000 lead services to replace curb stop to Main, Geiger-\$4000 a service times \$170 services, based on \$6,000 times 120 pipes. Chilton and Kiel are asking for the same amount/calculation.

**Motion-**Lau moved to approve. Seconded by Levash. Call vote. Motion carried.

Lau motion amended to \$850,000 (increase from \$700,000) Levash seconded. Needs to be used by 2024.

**2. Custer & Jackson Street Project Payment Approval \$158,412.81**

**Motion-**Levash moved to approve. Seconded by Lau. Call vote. Motion carried.

**3. 2021 Annual Disclosure Reporting City of Brillion Outstanding Debt**

No vote needed, info only.

**4. EPA Brownfield Grant RFQ Consultant Selection Approval**

**Motion-**Wenzel moved to approve. Seconded by Lau. Call vote. Motion carried.

**5. US Department of Transportation (DOT) RAISE Grant Application for Brillion Works Park & Parkway Ave Streets**

**Motion-**Levash moved to approve. Seconded by Lau. Call vote. Motion carried.

**6. Community Foundation-David & Rita Nelson Fund Grant Contract**

**Motion**-Wenzel moved to approve. Seconded by Lau. Call vote. Pielhop obtained. Motion carried.

**7. DNR Knowles-Nelson Stewardship Grant Contract Approval**

**Motion**-Lau moved to approve. Call vote. Motion carried. Pielhop obtained.

**8. DNR Recreational Trails Grant Contract Approval**

**Motion**-Lau moved to approve. Seconded by Wenzel. Call vote. Motion carried. Peilhop obtained.

**9. DNR Green Tier Charter Agreement with BW, LLC on former Brillion Ironworks Struck**

**b. Operator's License Applications-New:**

**Jamie Moxley, Joseph Robert Nagler, Jesse Perez, Melinda J Schumacher**  
E-G collectively

**c. Operator's License Applications-Renewal:**

**Barbara J Boettcher, Heather Borseth, Rebecca Dvorak, Sandra Koffarnus, Cari L Krepline, Jennifer L Kuchenbecker, Betty Anne Kussow, Allan C Muehlbauer, Cynthia R Schaffer, Angela Shimek, Jessica Wenzel**

**d. Class A Beer & Class A Liquor Combination License-Renewal:**

**Condon Oil Company for Brillion Shell, Weber Family Station LLC for Weber's, Dolgencorp LLC for Dollar General Store #10945, T&C Markets Inc for Tadych's Econo Foods, Kwik Trip Inc for Kwik Trip #807**

**e. Class B Beer & Class B Liquor Combination License-Renewal:**

**Braun's Deer Run LLC for Deer Run Golf Course, ACAKDCA LLC for Ethel's Pub & Grill-Brillion Edition, AriensCo Hospitality Group LLC for Stone Prairie, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet LLC for Cobblestone Creek Dining & Banquet, Scott R Giese for The Real Giese's Primary Investment Group LLP for BAKKHEIA, M & J Schwartz Enterprises LLC for Split Happens Lanes, Randy's Pastry Factory LLC for Randy's Central, and Carstens Mill LLC for Carstens Mill LLC**

**f. Class B Beer License & Class C Wine-Renewal:**

**Avinaashi Hotel Inc. for Cobblestone Inn & Suites, Marko's Smokin' BBQ for Marko's Smokin' BBQ**

**g. Class B Beer License-Renewal:**

**Underground Archery LLC for Underground Archery**

**Motion**-Lau moved to approve. Seconded by TJ Moehr. Call vote. Motion carried

**h. Fireworks Discharge Permit:**

**1. G&M Fireworks LLC-Braun's Deer Run Golf Course on 7/10/2021**

**2. G&M Fireworks LLC-225 S. Parkway Drive on 8/5/2021**

**Motion**-Lau moved to approve Fireworks permit. Seconded by Hanson. Call vote. Motion carried.

**i. Appointments**

**3. Department Head Reports:**

**A. Park & Recreation**

Report in Pack, working with National Guard at BCC, 50 shots for day, in N.H. in morning, remaining will be brought to Brillion.

**B. Library**

Report in Packet. Wenzel received feedback and shared really enjoying the atmosphere and new initiatives being brought by the library.

**C. Fire Department**

Engine 83 back in service, was out for 6 days, engine coolant issue, left neighboring departments know. Forest Junction stepped up and offered a back up truck, we did not need. Relationships with neighboring departments appreciated. We are down to 29 memberships, 1 resignation, currently accepting applications.

**D. Police**

Apologized for the typo in the report.

**E. Ambulance**

Nothing to add

**1. May Monthly Report**

**2. May Financials**

**3. Seventh Amendment to 2021 Gold Cross Contract Wage Increase**

Added City Administrator to follow-up with

**Motion-**Levash moved to approve. Seconded by Behnke. Call vote. Motion carried.

**F. Municipal Court:**

**1. Brillion Court Report**

**2. Reedsville Court Report**

Reports included in the packet

**G. Public Works**

Report included in the Packet, nothing to add. Pielhop was approached and asked for a monthly calendar from the DPW that included events-brush pickup, sweeping, etc. Geiger stated some events are variable, maybe more of a schedule. Geiger stated specifications are in the newsletter. Wills will work with the new assistant to break down newsletter and put in Facebook in pieces. Smith said option to add pictures of a job well done.

**3. City Administrator/Community Development Director**

**A. Administrator June Report**

Thanked Police and Ben Bastian for hosting summer school classes.

Andy and Wills working with Wes Kempen on new Fawn Subdivision, working on TIF#5

## **B. Personnel Update**

- 1. Admin Asst Jan Wittman retiring Julyish, helping with training**
- 2. Admin Asst New Hire July 12, was offering to employee within the City**  
WDC reporting, took accounting classes

## **3. Clerk/Treasurer's Report Office-Apologize for no written report**

### **A. June Report**

In addition to what is in the administrator's report:

Started working with Ginny Hinz, CPA with Onward Accounting and Consulting LLC. Currently working on changing the voucher process and check run process. Next working on changing the journal entries in order to eliminate as many as possible and simplifying the budget process.

In July taking the first year, of three years, with the Municipal Clerks and Treasurers Institute. This training is through UWGB and will be virtual.

## **4. Mayor's Report**

Virtually attended B.W. LLC development meeting. Met with Tammy Williams, part of B.W.

Participated in the Library reading program, getting positive feedback from public.

## **5. Committee Reports:**

### **A. Brillion Housing Authority**

#### **1. Committee Report**

TJ thanks to Sarah, she got someone to come and give an estimate on the kitchen update-Tom Riemer. Vacancies are pretty low.

### **B. Cemetery Commission**

#### **1. Committee report**

Nothing

### **C. Committee of the Whole**

Nothing

### **D. Library Board**

#### **1. Committee Report**

Nothing more than report

#### **2. Library Board Appointments-Renewal**

##### **A. Amy Reimer**

##### **B. Nancy Zimple**

Application is meant to gather info to contract

**Motion**-Wenzel moved to approve. Seconded by Levash. Call vote. Motion carried.

**E. Park & Recreation**

**1. Committee Report**

Baseball club-offer financial and labor assistance. Offered to pay for fence.

**2. Aquatics Coordinator hired**

Starting Monday-Janice Kellner-broad background with boy scouts in aquatics

**3. Park & Rec Committee Appointment-Current Alternate**

**a. Joel Thorpe**

1<sup>st</sup> alternate onto the committee, Betty Nies moves to alternate 1, second alternate open

**Motion**-Behnke moved to approve. Seconded by Lau. Call vote. Motion carried

**F. Plan Commission**

**1. Committee Report**

Very informative meeting.

**2. BW,LLC Warehouse on Former Brillion Works**

Tire Assembly-approved for the BW location. 50,000 sq. ft. initially going to 150,000 sq. ft. Specifications will be laid out in final design.

**G. Redevelopment Authority Commission**

**1. Committee Report**

No meeting

**H. Tourism Committee**

**1. Committee Report**

None

**I. Water, Sewer & Utility Commission**

**1. Committee Report**

Wills working on a water simplified rate increase. Wills working on restructuring debt structure (before water rate). Is cost associated with switching loans.

**2. PSC Simplified Water Rate Increase Declined**

**3. Annual DNR CMAR Report**

Pete Litersky, Wills, and Geiger working on commission report. Bottom line, grade is an A-, best we have had since Geiger has been here. All in all, good report.

**4. Resolution RE21-09 CMAR Submittal**

**Motion**-Levash moved to approve. Seconded by Behnke. Call vote. Motion carried.

**5. ARPA Utility Commission Requests**

Requested Utility to put together their top targets. 2022 will get second set of monies. Wanted to start early as to setting priority. Currently in non-compliance with chloride. 2 options, 5-6 million in a reverse osmosis system, or collect chloride. Report Dec. 31 submitted and found out the end of May the non-compliance.

**6. OLD BUSINESS**

**A. Update on Ordinance Review**

Will be following the budget process

**7. NEW BUSINESS:**

Pielhop will not be running again for council. Encourage good candidates to think about running next election.

**8. COMMUNICATION**

Still hearing a lot about garbage incidents.

**9. PRESS TIME**

None

**ADJOURNMENT:**

The meeting adjourned at 8:55 pm.

Patricia A Schreiber  
Clerk/Treasurer