

## COMMITTEE OF THE WHOLE MEETING

June 28, 2021

Brillion City Center

5:30 PM

**CALL TO ORDER by Mayor Mike Smith 5:30 pm.**

### ROLL CALL

**Present:** Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop (arrived at 6:43), Carrie Wenzel, Joe Levash, TJ Moehr.

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

**GUESTS:** Chuck VandenBoom (Ariens/Brillion Works), Nick Romenesko (Gold Cross), Lloyd McKenna (Gold Cross), Zane Smith (Gold Cross), Bill Honea (Ayres)

Via Zoom: Dan Farrell, Mary Jo Krueger, David Norby.

### APPROVA OF AGENDA:

**Motion** - Levash moved to approve the agenda. Seconded by Hanson. All in favor. Motion carried.

### APPROVAL OF MINUTES – May 24, 2021 Committee of the Whole Meeting:

**Motion** - Wenzel moved to approve the minutes of May 24, 2021 Committee of the Whole. Seconded by Levash. All in favor. Motion carried.

### CITIZEN INPUT:

None

### GUESTS:

Chuck VandenBoom with Ariens/BW attended in Mark Olsen's absence.  
Nick Romenesko, Lloyd McKenna, and Zane Smith with Gold Cross.

### FINANCE AND PURCHASING

#### Finance and Purchasing:

#### Review of the Vouchers:

**General Fund=\$ 147,524.07**

**Reserves--\$ 393.47**

**Contingency-\$ 0**

**Motion**-Wenzel moved to recommend to City Council the General Fund vouchers in the amount of \$147,524.07, the Reserve vouchers in the amount of 393.47, and the TIF Expenditures in the amount of \$3,010.60 collectively. Seconded by Hanson. All in favor. Motion carried.

### **Review of Payroll:**

**Motion**-Hanson moved to recommend to City Council the payroll report for June 04, 2021 in the amount of \$ 59,234.32 and the payroll report for June 18, 2021 in the amount of \$57,231.47 collectively. Seconded by Wenzel. All in favor. Motion carried.

### **2021 Budget discussion**

#### **Consultant work has begun on reconciling 2020 financials**

Amber Drewieske suggests holding off budget adjustments until the consultant can work with us. We need to get the budget in the system and be able to have financials in alignment before making any decisions. Levash asked for updated financials.

#### **WI DOR AriensCo Revised 2020 Mfg Personal Property Tax**

Wisconsin Department of Revenue made a determination. After determination, we owe Ariens \$10,000. Will be processing the necessary charge back. Ariens is paying the interest and penalties owed from not paying by January 31, 2021.

#### **Recommendation by CLA Auditor to delay 2021 Budget Reduction Amendment until consultant work on 2020 & 2021 financials complete.**

#### **American Recovery Protection Act (ARPA) Grant**

Receiving \$161,032.57 in 2 terms. Information included in the packet. Based on percentage of population, Brillion having 3100 residents.

#### **Acceptance of (ARPA)-2021 NEU\_Award\_Terms\_and\_Conditions**

Wills reviewed.

**Motion**-Levash moved to recommend to Council the acceptance of ARPA – 2021 NEU\_Award\_Terms\_and\_Conditions. Hanson seconded. Motion carries.

#### **Acceptance of (ARPA) Assurances of Compliance with Civil Rights Requirements**

##### **Title\_VI\_Assurances**

Wills reviewed

**Motion**-Wenzel moved to recommend to council acceptance of ARPA Assurances of Compliance with Civil Rights Requirements Title\_VI\_Assurances. Lau seconded. Motion carries.

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

Wills reviewed RE21-10.

**Motion**- Levash moved to recommend to Council to approve RE21-10 Resolution authorizing acceptance of ARPA \$161,032.57 funds. Behnke questioned if these will be going into a separate bank account. Wills confirmed. Seconded by Behnke. Motion carried.

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

Wills reviewed resolution RE21-11.

There are several ways to use the funds including covering overtime or Covid expenses not reimbursed elsewhere, replace lost revenue, sewer/water or broadband. Need to account for interest earned in monies. Annual reporting is required.

**Motion**-Wenzel moved to recommend to Council to approve RE21-11 Resolution amending 2021 budget for the acceptance of \$161,032.57 in American Rescue Plan Funds. Seconded by Hanson. Motion carried.

### **ARPA Request to Calumet County \$700,000 for Lead Water Lateral Replacement Proposals for Recommendation to Council**

Wills met with City of Kiel administrator. Discussed ARPA funds. Manitowoc County matched ARPA funds to municipalities, plus funding for lead lateral replacements. Spoke with Calumet County and showed interest in lead lateral replacements but not interest in matching funds. Brillion Works also made a request from Calumet County in the amount of 1.6 million in the City's name.

### **Custer & Jackson Street Project Payment Approval**

\$4000 under budget after private billings went out. Wills complimented Geiger on the project for the tight timeline.

**Motion**-Levash moved to recommend to Council to pay \$158,412.81 to MCC for final payment. Seconded by Wenzel. Motion carried.

### **2021 Annual Disclosure Reporting City of Brillion Outstanding Debt**

Wills reviewed outstanding debt included in the packet. Report shows date of borrowing, future principal and future interest payments.

### **EPA Brownfield Grant RFQ Consultant Selection Approval**

Five companies responded. Ranking system used by Geiger, Smith, and Wills with Stantec as the recommendation. Smith indicated he was impressed with Stantec. Good to diversify who we work with, to keep future bids competitive.

Wenzel questioned if we are required to go with the lowest bid. Wills confirmed that is not the case for this selection. Approximately 18 questions were asked during the process. Wills shared the answers with all the bidders. Smith shared to have five interested bidders is huge for our community. Updates and community input will be in place as this moves forward.

**Motion**-Wenzel moved to recommend to Council to proceed with Stantec for the EPA Brownfield Grant RFQ consultant. Seconded by Levash. Motion carried.

Wenzel questioned numbers and cost. \$500,000 Brownfield Grant with \$100,000 idle site WDEC grant as the match. Wenzel asked if there was a plan B if the idle site grant does not work. Stantec was able to find grants for other communities. Stantec is aware we are not able to come up with \$100,000 on our own.

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

Wills reviewed. This would be a new grant similar to the TEA Grant. A very competitive process, competing nationwide. The deadline for the application is July 17<sup>th</sup>. VandenBoom with Brillion Works shared information. Federal grant, no match required, no cost to the city. VandenBoom and Wills working together on this. Merit based. Recommendations from Tom

Barins from EPA to apply for this grant. Opened this a couple of weeks ago and closing in July. VandenBoom asked for the City's blessing to continue work on this. Brillion Works state of readiness will work in our favor. TEA grant update given, very optimistic. Looking at waiver of the match. Right now, 60%-70% of Wills time is spent on TIF#5.

**Motion**-Levash moved to recommend to Council to approve US Department of Transportation Raise Grant Application for Brillion Works Park and Parkway Avenue Streets. Seconded by Lau. Motion carried.

### **Community Foundation-David & Rita Nelson Fund Grant Contract**

Already applied and have been awarded. Actual contract for the David & Rita Nelson Fund Grant sent to Mark Olson and the Mayor to sign. This contract is specifying grant requirements. This does not have a match but does have responding requirements.

**Motion**-Wenzel moved to recommend to Council to approve the David & Rita Nelson Fund Grant Contract. Seconded by Hanson. Motion carried.

### **DNR Knowles-Nelson Stewardship Grant Contract Approval**

Most complicated being a 3-part grant. May 2020 council approved application for new park at Brillion Works. Letters included from Brillion Works and Optimist Club committed match. Worked with DNR on verbiage. Clarified this does not affect Horn Park, but for new Brillion Works Park. Grant is for approximately 1.5 million, including match. VandenBoom indicated grant has 2 parts. Federal monies targeted for parks and trails is \$500,000 and the other 250,000 for other areas of the park. Twenty-five acres will be added to the park. The old railroad spur helped get this grant. A trail will be developed out to Long Lake Rd. Would like to take the trail all the way from Forest Junction to Reedsville. One application completed for 3 grants. Brillion Works is including commitment letter with the application. As backup, other grants can be used in the match. VandenBoom will continue to write grants that will be able to be used to match monies. Reason to record this with the county is for CSM. Brillion Works will work through this in the next 2 months including legal description and necessary maps. Clarification on the Optimist letter referring to Horn Park. The new Park will be called Horn Park. 2021-2023 is the construction period dates. Only able to construct based on the match amount received. Spread sheet has been created to track grants and their requirements. The new Horn Park has already been approved. Any work in the existing Horn Park needs to go to Park & Rec and then to Council.

Looking like approximately 144,000 cubic yards of contaminated soil may need to be removed or capped. EPA grant will aid in clean up costs. This has been factored in. This interest in the new Horn Park was in the flood way. Per Pielhop, the Optimist Club is in support of improvements at Horn Park in the capacity that the City allows to happen. Per VandenBoom the park is a gift from Dan Ariens as a "good will gesture". Discussion in Park and Rec. Part of their requests.

**Motion**-Wenzel moved to recommend to Council to approve the DNR Knowles-Nelson Stewardship Grant Contract. Seconded by Tim. Motion carried. Pielhop abstained.

### **DNR Recreational Trails Grant Contract Approval**

This is for the 50/50 match for trails.

**Motion**-Wenzel moved to recommend to council to approve the DNR Recreational Trails Grant Contract. Seconded by Lau. Motion carried. Pielhop abstained.

### **DNR Green Tier Charter Agreement with BW, LLC on former Brillion Ironworks**

VandenBoom reviewed the Green Tier Charter agreement for Superior Environmental performances. Brillion Works is the implementor of the Charter with the City as a partner. Charter will have 4 meetings per year with an annual report. Targeting any business that is part of the Brillion Works property to be required to join the Charter and asking for someone from the City to be part of the Charter. Smith offer. Asked for full clarification on what role the City representative actually will have. Brillion Works LLC is the entity the Charter belongs too. This is a steering committee. Looking to go beyond the minimum requirements. Also looking for someone from the community to be on the committee. Asking to investigate being a participant. Brillion works Green Tea Charter.

Really an environmental pledge. The Charter can end, any member can walk away. Open to anyone who wants to participate. Potential assistance from the DNR for participants. Puts the DNR in a position to partner versus being an adversary.

**Motion**-Lau moved to investigate being a participant of the Brillion Works Green Tea Charter. Seconded by Pielhop. Call vote. Behnke, Levash opposed. Hanson, Lau, Pielhop, Wenzel, Moehr in favor.

### **Gold Cross Contract Seventh Amendment Wage Rate Increase**

Wills explained this is a follow up to the April Council vote regarding wages. Gold Cross asked for an amendment in effect. Willing to put wage increase in place as we work through the amendment. Revised budget was reviewed. Other changes mostly clerical. The current \$32.00 per person is jumping to \$36.25 per person for the remainder of the year.

Increase wages in the last report was due to staffing issues. Paramedics were placed in Brillion to cover shifts, supplying approximatively 48 hours per week. Expect to be covering shifts through August based on hiring process and orientation schedule. Increasing the wage rate does not increase the pool of workers. Nick Romenesko will be working, Lloyd is filling in for Troy Jansen. They introduced themselves. Romenesko feels full-time hours with benefits and a regular schedule are needed to improve the pool of employees. Breakdown of costs will be provided.

Increased revenue opportunities with the 3 full-time employees were discussed. Romenesko explained the full-time option is the best route based on past experience. Smith welcomed a more open-door communication to delve into this contract. Smith asked Romenesko is there opportunity to open the dialog further. Romenesko will check with Mark and get back to Mayor Smith. Wenzel as to share a module based on service similar to the Pulaski Community.

Currently down 5% of total run volume. Lau asked for scope of practice report. The City of Brillion has the option to opt into flexible staffing for operational flexibility.

**Motion**-Levash moved to approve the 7<sup>th</sup> amendment of the Ambulance service and to have Wills work out the details to make this work. Behnke seconded. Call vote. Motion carried.

### **Operator License Applications-New:**

Jamie Moxley, Joseph Robert Nagler, Jesse Perez, Melinda J. Schumacher

### **Operator License Applications-Renewal:**

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

**Class A Beer & Class A Liquor Combination License Renewal:**

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

**Class B Beer & 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, 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 LLC for Randy's Central, and Carstens Mill LLC for Carstens Mill LLC

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

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

**Class B Beer License-Renewal:**

Underground Archery LLC for Underground Archery

**Motion**-Lau moved to recommend to Council the approval of agenda items E through J. Seconded by Levash. Motion carried.

**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 recommend to Council the approval of both Fireworks Discharge Permits. Seconded by Behnke. Motion carried.

**Appointments**

none

**OLD BUSINESS:**

none

**NEW BUSINESS:**

Smith asked for a recommendation for Wills and Smith to research Ambulance service options for the City of Brillion.

**Motion**-Lau moved to recommend Wills and Smith to research the ambulance Service options for the City of Brillion. Seconded by Wenzel. Motion carried.

**ADJOURNMENT:**

The meeting adjourned at 7:55 pm.

Patricia A Schreiber  
Clerk/Treasurer