

COMMITTEE OF THE WHOLE MEETING

July 26, 2021

Brillion City Center

5:30 PM

CALL TO ORDER by Sarah Pielhop 5:30 pm.

ROLL CALL

Present: Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop, TJ Moehr

Not Present: Joe Levash, Carrie Wenzel

Also present: Peter Wills, Kirk Schend, Andy Geiger, Joey Diener, Lydia Blatz, Patty Schreiber, Ben Bastian, TJ Bastian

GUESTS: Bob & Pat Endries, via Zoom: Dan Farrell, Justin, iPad, Hank Horn, MaryJo Krueger

APPROVA OF AGENDA:

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

APPROVAL OF MINUTES – June 28, 2021 Committee of the Whole Meeting:

Motion – Hanson moved to approve the minutes of June 28, 2021 Committee of the Whole. Seconded by Behnke. All in favor. Motion carried.

CITIZEN INPUT: None

GUESTS: None

FINANCE AND PURCHASING

Finance and Purchasing:

Review of the Vouchers:

General Fund \$ 306,243.28

Reserves \$ 2,663.70

Contingency \$ 0

TIF Expenditures \$158,412.81

Motion - Lau moved to recommend to City Council the General Fund vouchers in the amount of \$306,243.28, the Reserve vouchers in the amount of 2,663.70, and the TIF Expenditures in the amount of \$158,412.81 collectively. Seconded by Hanson. All in favor. Motion carried.

Review of Payroll

Pay Period: June 5 – June 18, 2021, paid on July 2, 2021 in the amount of \$58,114.26

Pay Period: June 19 - July 2, 2021 paid on July 16, 2021 in the amount of \$60,991.94

Motion - Lau moved to recommend to City Council the payroll report for July 02, 2021 in the amount of \$58,114.26 and the payroll report for July 16, 2021 in the amount of \$60,991.94 collectively. Seconded by Hanson. All in favor. Motion carried.
Police overtime and Department of Public Works hours were clarified.

Operator License Applications – New:

Briahnah Schisel

Motion - Behnke moved to recommend to Council the approval of the Operator License application for Briahnah Schisel. Seconded by Hanson. All in favor. Motion carried.

Kennel License – New:

Sarah & Justin Schneider

Motion - Lau moved to recommend to Council the approval of the Kennel License for Sarah & Justin Schneider. Seconded by Hanson. All in favor. Motion carried.

2021 Budget discussion

American Recovery Protection Act (ARPA) Grant – update Resolution number RE21-12 Resolution authorizing acceptance of (ARPA) \$161,032.57 funds

Wills explained the RE21-12 number needed to be updated as RE21-10 was already used.

Motion - Hanson moved to recommend to Council to approve updated RE21-12 Resolution authorizing acceptance of ARPA \$161,032.57 funds. Seconded by Lau. Motion carried.

Donation by Bob & Pat Endries and BW, LLC to support Financial Consultant

Wills explained the background to the donation. The budget is limited and half used already. Amber Drewieske felt it would take \$20,000 to \$25,000 to complete what is needed. The Committee thanked the Endries.

Motion - Hanson moved to recommend to Council to accept the donation from Bob & Pat Endries and BW, LLC to support the financial consultant. Seconded by Lau. All in favor. Motion carried.

Proposals for Recommendation to Council

Bob & Pat Endries Parcel Merging CSM

Geiger explained the request. Driving force is Endries would like to build a shed. The property needs a primary dwelling in order to build a shed. This merging will allow the property owner to build a shed at the back of the property. The city attorney was consulted. A public hearing is not required.

Motion - Hanson moved to recommend to Council to approve Bob & Pat Endries CSM for merging lots. Seconded by Lau. Call vote. 5 in favor with Pielhop abstaining. Motion carried.

Brillion PD SRO Reedsville Schools 2021-2022 Agreement

Report Included in the packet.

An increase of revenue from \$9,000 to \$12,000 is being requested. Outside contracts are a way to subsidize the Police Budget. School Resource Officer hours are being backfilled with current

daytime Officers. The numbers need to be kept in line with other committees. A lot of the costs associated with the Police Budget are sunk costs and will not go away if we don't go with this contract. If Brillion Schools decide to go with a School Resource Officer Program that will have an effect. The effect will not be known until the request is received. This is also a step in drug prevention.

Motion - Hanson moved to recommend to Council the 2021-2022 Brillion Police Department SRO Reedsville Schools Agreement. Seconded by Lau. Behnke opposed. Motion carried.

CLA 2020 WEDC Grants Audit Engagement Letter

Wills shared the background.

Receiving over \$600,000 in grant monies required an audit.

The cost estimate has not been received yet. This is required by the State.

Motion - Pielhop moved to recommend to Council to approve the CLA 2020 WEDC Grants Audit Engagement Letter. Seconded by Lau. All in favor. Motion carried.

City Room Tax Request Brillion Folders for Welcome Packets- \$700.00

The City provides folders with about 6 informational brochures about Brillion included. These folders are handed out by the title companies to new home owners. Requesting this to come out of the room tax funds. The folders were last printed in 2012.

We would be working with Zander Press to update information.

Motion - Pielhop moved to recommend to Council the City Room Tax Request for the City of Brillion folders used for Welcome packets. Seconded by Hanson. All in favor. Motion carried.

Appointments: None

OLD BUSINESS: None

NEW BUSINESS:

Hanson requested a payroll running report showing each payroll by columns.

ADJOURNMENT:

The meeting adjourned at 6:29 pm.

Patricia A Schreiber
Clerk/Treasurer