

COMMITTEE OF THE WHOLE MEETING

October 25, 2021

Brillion City Center

5:30 PM

CALL TO ORDER by President Sarah Pielhop at 5:30 pm.

ROLL CALL

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

Also present: Peter Wills, Kirk Schend, Joey Diener, Ann Marx, Lydia Dill, Patty Schreiber

GUESTS:

Tammy Koehler, Wes & Shelly Kempen, Hunter Grant, Traci Endries, Steve Brandes

Via Zoom: Dan Farrell, Justin, Mike Petrie, WKB, Dan, Andy Geiger, Monika Fox, Tammy,
Jessica Schuh

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – October 11, 2021 Committee of the Whole Meeting:

Motion - Levash moved to approve the minutes of October 11, 2021 Committee of the Whole.
Seconded by Behnke. All in favor. Motion carried.

CITIZEN INPUT:

Petrie questioned the missing pages for the USB Financial attachment in the packet. The missing pages are the signer's personal information and will not be shared.

GUESTS:

none

FINANCE AND PURCHASING

Finance and Purchasing:

Review of the Vouchers:

General Fund: \$ 279,510.71

Reserves: \$ 9,869.86

Contingency: \$ 0.00

TIF Expenditures: \$ 58,273.47

Motion-Wenzel moved to recommend to City Council the General Fund vouchers in the amount of \$279,510.71. Seconded by Lau.

Motion-Wenzel rescinded her original motion and moved to recommend to City Council the General Fund vouchers in the amount of \$279,510.71, the Reserve vouchers in the amount of 9,869.86, and the TIF Expenditures in the amount of \$58,273.47 collectively. Lau rescinded her original second and seconded the motion. All in favor. Motion carried.

Review of Payroll:

Pay Period: Aug 28-Sept 10, 2021, paid on September 24, 2021 for \$58,265.37

Pay Period: Sept 11-24, 2021, paid on October 8, 2021 for \$57,439.63

Pay Period: Sept 25-Oct 8, 2021, Paid on October 22, 2021 for \$57,043.97

Motion-Wenzel moved to recommend to City Council the payroll report for September 24, 2021 in the amount of \$ 58,265.37, the payroll report for October 8, 2021 in the amount of \$57,439.63 and the payroll report for October 22, 2021 in the amount of \$57,043.97 collectively. Seconded by Levash. All in favor. Motion carried.

Operator License Applications – New:

Pamela Faris, Alice Grawey, Sean Pankratz, Darshan Patel, Vidhi Patel

Operator License Application – Renewal:

Aaron Bowe, Dawn Duffeck, Jacquelyn Meetz

Operator License Applications – Temporary (October 30, 2021 Walk Through Brillion):

Mitchell Michiels, Susan Knott

Motion-Behnke moved to recommend to City Council to approve the new operator’s license for Pamela Faris, Alice Grawey, Sean Pankratz, Darshan Patel, Vidhi Patel, to approve the renewal operator’s license for Aaron Bowe, Dawn Duffeck, Jacquelyn Meetz, and to approve the temporary operator’s license for Walk Through Billion event collectively. Seconded by Lau. All in favor. Motion carried.

Liquor License-Amend: Application for Temporary Class “B”/“Class B” Retailer’s License: Walk Through Brillion on October 30, 2021:

Clerical error on how it was listed on the agenda and in the minutes. The application was completed correctly.

Motion-Lau moved to recommend to City County to amend the September 20, 2021 to approve Temporary Class “B”/“Class B” Retailer’s License: Walk Through Brillion on October 30, 2021. Seconded by Wenzel. All in favor. Motion carried.

PROPOSALS FOR RECOMMENDATION TO COUNCIL

2022 City of Brillion Budget

Wills explained the preliminary budget. The front page did have a change due to the Wisconsin Department of Revenue Final-Equated Statement of Assessment for 2021 that was received via email today. With this final assessment change the mill rate will drop down to 9.905 from 10.892. Behnke questioned why the School Tax Credit went up. Wills will check with the consultant. Wills explained the increase in taxes is mostly due to two payments not included in the levy in previous years. The Brillion Community Center increased rates; ATV licenses have been increasing. Income from Other Sources reflects borrowing and charges for recycle cans.

Points of interest:

General Government expenses are higher because of the two payments not included.

Public Safety increased due to the voted wage increase for the ambulance employees.

Public Works expense increase is due to borrowing.

Debt payments are going up in 2022. 2022 requires the full principal payment on the Fire Truck.

Sanitation includes cost of the new recycling cans. There is a six-month timeline to produce the recycling cans. Geiger is working on cost reduction in this area.

\$30,000 has been put into the budget for computer maintenance at the City Center. Small backup drives have been purchased as an interim fix.

Administration wage allocation will change in 2022 including allocation to the TIF's.

The City is required to have a .gov email and website address. This has been built into the 2022 budget.

Have to find out what a fill reassessment will cost. This was last completed in 2018.

Increase in insurance expense in 2022.

The ambulance contract value is not known yet.

Community Development budget-looking for better homes for these items.

DPW -Cut reserve spending in the Public Works area of \$73,000. Loan will be taken out for the Sunrise Circle and the Maple Ridge Projects. The Sunrise Circle bids came back higher than expected. If this project is cut out of the 2022 budget the City will lose an additional \$75,000. Spending outside of streets does not qualify for borrowing. A portion of the DPW director wage will be allocated to TID. Temporary unpaid time-off will be utilized. Part-time will be reduced. Cutting personnel will impact the delivery of service. Sand/salt mix is not an option with storm sewers. Used brine treatments in the past; not planning to use because of cost.

Sanitation- the City will receive a credit back based on how much is recycled.

Land fill is increasing the fees for 2022. New recycling containers are reflected on both the income and expense sides.

Fire Department - \$90,928 fire truck lease is included in the budget. Revenues from the towns have been added on the revenue side. Gas is expected to go up. New budget line added for IT expense in case there is a need. Fire reserves taken out to pay for the fire truck lease.

Community Center – 16% cut in addition to reserve cutting. \$2,000 grant and \$6,000 in donations planned for 2022. Reduction in DPW wages planned. BAA does give a donation at the end of the year. Exercise area is being utilized. Facility is not set up for limited membership.

Police - \$45,200 reduction in budget. Wills thanked the Chief for his leadership and the officers for helping out with this budget by foregoing items. SRO agreements did help in increasing the revenues.

Allocating \$1,980 to break even on the hanging basket expenses. Looking to relocate this event. Library able to get \$13,000 from other areas to cover expected costs. Basement meeting room is offered at no charge to not-for-profits. Currently no policy in place to offer for private events. Still working on the TID budgets and the final formatting of the report.

Levash clarified that we can still look at making changes to the budget after the Town Hall meeting Wednesday evening. Wills strongly recommended only changes that are impactful. Mayor Smith explained by having the Town Hall meeting before the Public Hearing it gives the Council time to take action.

Motion - Wenzel moved to approve the preliminary draft budget for publication. Seconded by Moehr. All in favor. Motion carried.

2022 Budget Public Hearing Notice November 8, 2021 5:50pm approval

The time on the agenda is incorrect. The public hearing will be at 6:50 on November 8, 2021.

Motion-Smith recommend to City Council to set the 2022 Budget Public Hearing Notice November 8, 2021 6:50pm. Seconded by Levash. All in favor. Motion carried.

PUBLIC HEARING – Ordinance OR21-02 Aldermanic Districts Amending the Municipal Code as it Relates to the Elected Officials and Aldermanic Districts in the City of Brillion, Calumet County, WI

RE21-19 Resolution Establishing Supervisory Wards in the City of Brillion based On the 2020 Census Data

Motion-Levash moved to recommend to City County to approve RE21-19 Resolution Establishing Supervisory Wards in the City of Brillion based on the 2020 Census Data. Seconded by Lau. All in favor. Motion carried.

OR21-02 Ordinance Amending the Municipal Code as it Relates to the Elected Officials and Aldermanic Districts in the City of Brillion, Calumet County, WI

Motion-Smith moved to recommend to City County to approve OR21-02 Ordinance Amending the Municipal Code as it Relates to the Elected Officials and Aldermanic Districts in the City of Brillion, Calumet County, WI. Seconded by Wenzel. All in favor. Motion carried.

RE21-20 Resolution USB Financial – LOSA

This is for the Fire Department retirement fund account.

Motion-Smith moved to recommend to City County to approve RE21-20 Resolution USB Financial – LOSA. Seconded by Hanson. All in favor. Motion carried.

Appointments

none

OLD BUSINESS

Michel’s Quarry Blasting

Pielhop explained what came out of the last meeting was interesting. The load of the blasts are less but the quantity has increased. This will be on a future Committee of the Whole meeting. Either December or January.

NEW BUSINESS:

none

ADJOURNMENT:

The meeting adjourned at 7:07 pm.

Patricia A Schreiber
Clerk/Treasurer