

**CITY COUNCIL MEETING  
& JOINT LIBRARY BOARD MEETING**

**January 24, 2022**

**Brillion City Center**

**6:30 PM**

**CALL TO ORDER:**

The City Council meeting was called to order by Mayor Smith at 6:30 pm.  
Pledge of Allegiance was recited by those present.

**ROLL CALL:**

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

**Library Board Members Present:** Tammy Koehler, Brittany Smith (via Zoom)

Also present: Peter Wills, Andy Geiger, Kirk Schend, Garrett Wenzel, Ann Marx, Patty Schreiber, Lydia Dill

**GUESTS:**

Tony Kappell-McMahon, Beth Wenzel, Jessica Wenzel, Dan Farrell (via Zoom)

**APPROVAL OF AGENDA:**

**MOTION** - Lau moved to approve the agenda as amended to reflect the updated Special Assessment Write-Off spreadsheet. Seconded by Pielhop. All in favor. Motion carried.

**APPROVAL OF MINUTES:**

**MOTION**-Behnke moved to approve the minutes from the December 20, 2021, and January 10, 2022 Council Meetings. Seconded by Lau.  
All in favor. Motion carried.

**PUBLIC APPEARANCES:**

**Citizen Input** none

**Presentations/Proclamations**

**Mayors Presentation-**

Mayor Smith recognized Garrett Wenzel, Brillion Fire Chief.  
Wenzel introduced himself and shared his background.

**Guests:** none

**APPOINTMENTS:**

**Garrett Wenzel, Emergency Management Director**

**Motion**-Pielhop moved to recommend to approve Garrett Wenzel as the Emergency Management Director. Seconded by Levash. All in favor. Motion carried.

**Oath of Office Garrett Wenzel, Emergency Management Director**

Oath of Office was administered.

## **CONSENT AGENDA:**

### **Acceptance of Minutes**

Brillion Housing Authority-October 25, 2021, December 20, 2021

Committee of the Whole -December 20, 2021

Library Board – December 15, 2021 December 21, 2021

Park & Recreation Commission- January 6, 2022

Plan Commission – January 3, 2022

RDA Meeting – January 13, 2022 Joint with Tourism

Tourism Committee-

Utility Commission- December 21, 2021 January 17, 2022

Cemetery Committee- No meeting

Joint Review Board Meeting- No Meeting

**Motion:** Wenzel moved to accept the minutes. Seconded by Levash. Motion Carried.

### **Review of Vouchers**

**General Fund \$ 1,314,185.37**

**Reserves \$ 12,547.59**

**Contingency \$ 0**

**TIF Expenditures \$60.00**

**Motion-**Wenzel moved to approve the General Fund vouchers in the amount of \$1,314,185.37, the Reserve vouchers in the amount of \$12,547.59 and the TIF Expenditures in the amount of \$60.00 collectively. Seconded by Lau. Call vote. All in favor. Motion carried.

### **Outstanding uncleared checks \$14,985.16 – voided December 31, 2021**

Attached is a list of outstanding check totaling \$14,985.16 dating back to 5/22/2000.

These outstanding checks were voided out of the system on December 31, 2021. The amounts were credited to a miscellaneous income account.

**Motion-**Behnke moved to approve the voiding of the outstanding uncleared checks totaling \$14,985.16. Seconded by TJ Moehr. Call vote. Six in favor. Levash abstained. Motion carried.

### **Review of Payroll**

Pay Period: 12/4-17/2021 paid on December 31, 2021 \$64,925.95

Pay Period: 12/18-31/2021 paid on January 14, 2022 \$103,451.85

**Motion-**Hanson moved to approve the payroll report for December 31, 2021 in the amount of \$ 64,925.95; January 14, 2022 in the amount of \$103,451.85. Seconded by Lau. Call vote. All in favor. Motion carried.

### **Special Assessments**

#### **Write-offs**

Attached is a report showing balances from Special Assessments.

**Motion-**Pielhop moved to approve the Special Assessment write-offs per report. Seconded by Lau. Call vote. All in favor. Motion carried.

### **Cottage Estates**

In December 2021, \$9,000 was collected for Special Assessments on the Cottage Estates per the developer's agreement with the City of Brillion. An additional \$3,000 was collected in 2022 leaving a balance of \$17,193 remains.

### **DEPARTMENT HEAD REPORTS:**

#### **Park & Recreation**

Report included in packet.

Cold weather is helping in obtaining new members. The center's new name has been tabled.

#### **Library**

Report included in packet.

Moving items around in the library in an effort to shelf additional books.

#### **Fire Department**

February 6 is the Department brat fry. Currently working on laying out training and inventorying equipment. Transition is going well. Lau questioned future fundraising. Wenzel indicated the department has not met on the topic. Agreed there is opportunity.

#### **Police Department**

**Report included in packet.**

Wenzel questioned payment for the new transmission on the Tahoe. Schend indicated a rebate was received.

#### **Stop Sign on Madison & N Francis**

Schend is not going to recommend a four-way stop sign at the intersection of Madison and N Francis. The intersection was monitored. Continue to be aware of the situation and will keep a watch. The Department did conduct safety training with vehicles. Schend did indicate the Council can motion on the topic without his recommendation. Behnke thanked the Chief for his recommendation.

**Motion-**Levash made a motion to accept the Police Chief's recommendation of not adding a 4-way stop at the intersection of Madison and N Francis. Seconded by Behnke. All in Favor. Motion carried.

#### **Ambulance**

Monthly Report

Report in the packet.

Wills indicated the relationship has improved. Looking forward to working well in 2022.

#### **Municipal Court**

**Brillion Court Report**

**Reedsville Court Report**

Reports included in packet.

February court date has been cancelled.

**Public Works**

Report included in packet.

**Road Maintenance Agreement**

**Motion**-Levash moved to approve the 2022 Road Maintenance Agreement with Town of Brillion. Seconded by Moehr. All in favor. Motion carried.

**Revised Winter Maintenance Policy**

Requested to add "School Routes" as a primary. This has been added. The previous motion included this change. No motion needed.

**City Administrator/Community Development Director  
2021 Audit in Process**

Wills thanked Schreiber for her hard work. The City is better prepared this year.

**Organizing Finance, Protections of Persons & Property Committee**

Smith and Wills have been reaching out for volunteers. Expecting to bring forward on the February 7, 2022 meeting for the Council vote. Smith is anticipating the first meeting to be scheduled in February, 2022.

**Grants**

Meeting with Ariens tomorrow. Looking to get items charted.

**Clerk/Treasurer**

Pielhop thanked the Schreiber.

**Mayor's Report**

Discussed the meeting with Ariens being help tomorrow.

**COMMITTEE REPORTS:**

**Brillion Housing Authority**-nothing to report

**Cemetery Commission**-No meeting

**Committee Of the Whole****RE22-01 City of Brillion Resolution of Authorization to Open Private Grant Banking Account**

Hanson asked for clarification if one account or separate accounts for each grant. Wills explained one account except where a separate account is requested. The account will be classified as restricted.

**Motion**-Pielhop moved to approve RE22-01 City of Brillion Resolution of Authorization to Open Private Grant Banking Account. Seconded by Wenzel. Call vote. All in favor. Motion carried.

### **Reschedule Public Hearing**

#### **Set February 7, 2022 6:40pm Special Council, Public Hearing for Amending OR21-03 Annexing Territory to the City of Brillion**

Amendment was clarified.

**Motion**-Pielhop moved to set February 7, 2022 6:40pm Special Council, Public Hearing for Amending OR21-03 Annexing Territory to the City of Brillion. Seconded by Hanson. Call vote. All in favor. Motion carried.

### **2022 McMahan General Engineering Agreement**

Kappell seeking approval for the City agreement. Allows McMahan to respond to small engineering tasks. Ron Wolf generally uses this agreement. If this was not in place individual agreements with McMahan would be needed for each project as a requirement by McMahan. Levash inquired regarding the percentage of increase. The increase is a cost-of-living increase. Pielhop questioned if we explored other firms and what they charge. Wenzel explained the advantages of the history with McMahan. Wenzel asked Kappell to share the percentage rate increase.

**Motion**-Lau moved to approve the 2022 McMahan General Engineering Agreement. Seconded by Wenzel. Call vote. All in favor. Motion carried.

### **Library Board**

Information is in the packet.

### **Park & Recreation**

Information is in the packet.

### **Plan Commission**

#### **Library Garden Presentation**

Dill shared the Library Presentation. Would like to add a reading garden on the lawn space next to the library better utilizing the green space. Inspiration was drawn from the Sheboygan Bookworm Gardens and David & Rita Nelson Family Interactive Garden in Kaukauna. The library's vision is to implement this in three phases over a three-year period. Not looking to spend and City or Library monies. Looking for grant monies, donations, fundraising, and sponsorships.

Marx shared concern with the musical instruments as the Optimist Club is looking into adding musical instruments to the Park System. The library board is aware.

The project requires city bidding. The library can take care of just need to follow City policy.

Dill is anticipating a similar dollar amount as the Kaukauna facility which was \$700,000.

The garden would remain library and would not fall under Park & Rec.

Recommended by the Library Board with phases being allowed after funding has been obtained.

Looking for Council approval so they can move forward.

**Motion**-Pielhop moved to approve the Library Garden so they can move forward. Seconded by Lau. Call vote. All in favor. Motion carried.

### **Bob & Pat Endries Donation 323 N Main Street**

**Motion**-Pielhop moved to accept the land donation at 323 N Main Street. Seconded by Wenzel. Call vote. All in favor. Motion carried. Donation accepted.

## **RDA**

Had a joint meeting with Tourism in order to enhance current activities in Brillion. The old Dollar General building was questioned. Wills indicated the grant keeps adding layers. Pondering if the grant monies are worth the five-year site requirements and ten-year reporting requirements. Gathering more research on grant vs. material sales.

## **Tourism Committee**

Lau created a “Brillion Area Events Calendar” page on Facebook. Events are able to be shared to this page. Lau added the events calendar has been added to the Chamber page.

## **WATER, SEWER & UTILITY COMMISSION**

### **Committee Report**

Geiger, Litersky, Kappell, and Much will get back together focusing on phasing, prioritizing.

### **MCO 2022 Agreement**

Did see an increase in health insurance.

**Motion**-Levash moved to approve the MCO 2022 Agreement. Seconded by Wenzel. Call vote. All in favor. Motion carried.

### **McMahon Chloride Agreement**

Levash explained. Required for DNR variance.

**Motion**-Levash moved to approve the McMahon Chloride Agreement. Seconded by Hanson. Call vote. All in favor. Motion carried.

### **LIHWAP WI DOA Vendor Amendment**

Wills explained the Low-Income Housing Vendor Refund Program. Amended to ensure the DOA receives any refund if there is an overpayment on the utility account.

**Motion**-Levash moved to approve the LIHWAP WI DOA Vendor Amendment. Seconded by Behnke. Call vote. All in favor. Motion carried.

## **PERSONNEL:**

Nothing to report.

## **OLD BUSINESS:**

Behnke inquired about getting a trail or sidewalk along Fairway Drive to the new subdivision. The creek by Deer Run will be the expense. Per the code the City can make the residents put the sidewalk in. Pielhop would like to see this referred to the Plan Commission. Wills asked for a subdivision update.

Hanson questioned the tire company on the BW property. Most likely not moving forward at this time. Looking to obtain structure with phases planned out. Stantec is the consultant hired for this.

## **NEW BUSINESS:**

Pielhop's daughter had an idea for a dog park in the fenced in area behind the school on Custer Street after the school is closed. The Council thanked her for the idea.

Lau asked for the meeting packet not be dropped in the Drop Box. Behnke asked for PDF's packaged by subject. Wills offered to drop items without packaging them.

**COMMUNICATIONS:**

none

**PRESS TIME:**

none

**ADJOURNMENT:**

The meeting adjourned at 7:45 pm.

Patty Schreiber  
Clerk/Treasurer