

**AGENDA**

**NOTICE IS HEREBY GIVEN**, that the Common Council of the City of Brillion will meet on **Monday, October 28, 2024, at 6:30pm**, for the purpose of conducting the regular business of the City as per following agenda. The meeting will be held in the Council Chamber at the **Brillion City Center**, at 201 N Main Street, Brillion, WI, which is ADA accessible.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84733964771?pwd=WnJicXBIOHF0TzJlMjNjUGF1TkxiQT09>

**Phone 312 626 6799**

**Meeting ID: 847 3396 4771**

**Passcode: 823637**

1. Call to order and Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – September 23, 2024 and October 14, 2024
5. Public Appearances
  - A. Citizen Input

*This is the section on the agenda where the public can address the Council with their concerns. Although the public may speak on any item that is not included on the agenda as a 'Public Hearing or Forum', the Council may not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Council must notice an item on the agenda to allow discussion on that matter. Citizen comments will be considered and may be placed on a future agenda for further discussion, or the Council may direct staff to research and respond directly to the citizen at a later time.*
6. Public Hearings
  - A. **\*\*6:35\*\* Zone Change Request for Circle of Friends Luxury Suites LLC, Parcel 16357**
7. Presentations/Proclamations
8. Appointments
  - A. Election Officials – Lydia Griffith, Jan Stanko, Rosella Fenlon, Nicole Gilbertson, Joy Gilbertson
9. Consent Agenda
  - A. Acceptance of Minutes
    1. Brillion Housing Authority – August 26, 2024
    2. Committee of the Whole – September 23, 2024 and October 14, 2024
    3. Finance Committee – September 18, 2024
    4. Library Board – September 11, 2024
    5. Park & Recreation Commission – September 5, 2024
    6. Plan Commission – no minutes
    7. Protections of Persons & Property – no minutes
    8. RDA Meeting – no minutes
    9. Tourism Committee – no meeting
    10. Utility Commission – September 16, 2024
    11. Cemetery Committee – September 25, 2024
    12. Joint Review Board Meeting – no meeting
    13. Board of Review – no meeting
    14. Board of Appeals – no meeting

## 10. Dept Head Reports

- A. Community Center
- B. Library
- C. Fire Department
- D. Police
- E. Ambulance
  - 1. Monthly Report
  - 2. Financial Report
- F. Municipal Court
  - 1. Brillion Court Report
  - 2. Reedsville Court Report
- G. Department of Public Works

## 11. City Administrator/Community Development Director

### 12. Clerk

### 13. Treasurer

### 14. Mayor's Report

## 15. Committee Reports

- A. Brillion Housing Authority
- B. Cemetery Commission
  - 1. OR24-02 Amending City of Brillion Perpetual Care Fund  
Set Public Hearing for November 25, 2024 at 6:35pm
  - 2. Cemetery Maintenance Contract
- C. Committee of the Whole
  - 1 Operator License: Derek Koffarnus, Kelly Lamers, Kerry Williams, Kevin Franzen, Dawn Duffeck
  - 2 Cigarette, Tobacco, and Electronic Vaping License Application –  
New: Delta Dreams 920, LLC dba Delta Dreams Vape and CBD, 104 S. Main Street
  - 3 Class "B" Beer and Class "B" Liquor – New: MALMAC LLC dba Ethels Pub & Grill,  
300 Main Street
  - 4 Pet License Ordinance – Set Public Hearing
  - 5 City Fee Schedule
  - 6 Calumet County Visitors Guide ad 2025
- D. Finance & Purchasing Committee
  - 1. Review of Vouchers
    - General Fund: \$ 548,403.97
    - Reserves \$ 92,690.10
    - Contingency \$ 0
    - TIF Expenditures \$ 560.00
  - 2. Review of Payroll
    - Pay Period: 8/24–9/6/2024 paid on September 20, 2024 \$ 60,771.01
    - Pay Period: 9/7-20/2024 paid on October 4, 2024 \$ 76,688.31
    - Pay Period: 9/21-10/4/2024 paid on October 18, 2024 \$59,866.30
  - 3. Receipts, Journal Entries, Bank Reconciliation
    - Receipts –September 2024
    - Journal Entries
    - Bank Reconciliation-May 2024
  - 4 Verve CD Renewal
  - 5. Accurate Assessor Contract

- E. Library Board
- F. Park & Recreation
- G. Plan Commission
  - 1 Zone Change Request – Circle of Friends Luxury Suites LLC, Parcel 16357
- H. Protections of Persons & Property Committee
  - 1 2025 Ambulance Agreement between the City of Brillion and Gold Cross
  - 2 2025 Fire Agreement between the City of Brillion and Town of Brillion and Town of Maple Grove
- I. Redevelopment Authority Commission
  - 1 WEDC Agreement
- J. Tourism Committee
- K. Water, Sewer & Utility Commission
  - 1. 2025 MCO Contract

15. Personnel

A. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- 1. Closed Session per W.S.S. 19.85 (1)(c) Treasurer/Deputy Clerk 90 Day Review
- 2. Reconvene in Open Session to take action if necessary and appropriate regarding Community Center Manager

16. Old Business

17. New Business

18. Communications

19. Press Time

20. Adjournment

Mike Smith, Mayor

Copies: Council Members  
 Mayor  
 City Administrator

Agenda Posted (3) Locations: City Center. Library, Brillion Community Center

*Note: This is a public meeting. As such, all members or a majority of the members of the City Council may be in attendance. While a majority of the City Council members or the majority of any given Committee or Board may be present, only the above Committee will take official action based on the above agenda.*