

## CITY COUNCIL MEETING

October 28, 2024

Brillion City Center

6:30 PM

### CALL TO ORDER

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

### ROLL CALL

**Present:** Mayor Mike Smith, Joe Behnke, Kory Davis, Dan Farrell, Tim Hanson, TJ Moehr, Ruben Piepenburg, Kurt Stephany

**Absent:**

Also present: Patty Schreiber, Administrator; Andrew Maertz, Department of Public Works Supervisor; Nick Pues, Treasurer/Deputy Clerk; Heather Gilbertson, Clerk/Deputy Treasurer; Kirk Schend, Police Chief; Robin Van Valin, Community Center Manager; Garrett Wenzel, Fire Chief

**GUESTS:** Mike Buboltz, Lora Feldkamp, Tony Feldkamp, Glen Braun, John Wittmann, Pete Litersky MCO, Brillion News (via Zoom)

### APPROVAL OF AGENDA

**MOTION** – Behnke moved to approve the agenda. Seconded by Hanson. All in favor. Motion carried.

### APPROVAL OF MINUTES – September 23, 2024 and October 14, 2024

**MOTION** – Davis moved to approve the minutes from September 23, 2024 and October 14, 2024. Seconded by Piepenburg. All in favor. Motion carried.

### PUBLIC APPEARANCES

**Citizen Input** – None

### Public Hearings – Zone Change Request for Circle of Friends Luxury Suites LLC

Mayor Smith opened the public hearing at 6:36pm.

Three calls for public comment.

Public Hearing was close at 6:37pm.

**Presentations/Proclamations** - None

### Appointments

Election Official – Lydia Griffith, Jan Stank, Rosella Fenlon, Nicole Gilbertson, Joy Gilbertson

**Motion** – Stephany moved to approve the appointment of election officials: Lydia Griffith, Jan Stank, Rosella Fenlon, Nicole Gilbertson, Joy Gilbertson. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

## **CONSENT AGENDA**

### **Acceptance of Minutes**

Brillion Housing Authority – August 26, 2024

Committee of the Whole – September 23, 2024 and October 14, 2024

Finance Committee – September 18, 2024

Library Board – September 11, 2024

Park & Recreation Commission – September 5, 2024

Plan Commission – no minutes

Protections of Persons & Property – no minutes

RDA Meeting – no minutes

Tourism Committee – no meeting

Utility Commission – September 16, 2024

Cemetery Committee – September 25, 2024

Joint Review Board Meeting – no meeting

Board of Review – no meeting

Board of Appeals – no meeting

**Motion** – Farrell moved to collectively accept the Consent Agenda minutes. Seconded by Piepenburg. All in favor. Motion Carried.

## **DEPARTMENT HEAD REPORTS:**

### **Park & Recreation**

Report included in the packet.

Van Valin added that she has three workshops in the works for December, cookie decorating, snow flake ornament, and centerpiece flower arrangement. Things are going smoothly. The upholstery on some of the gym equipment has been repaired. Pool programs are settled in and going well. The pool heater parts are in and will be fixed Thursday. Van Valin has been in contact with Badger about the splash pad. She is working with via email and will keep Council informed with any repairs.

### **Library**

Report included in the packet.

Dill was not in attendance.

### **Fire Department**

Report included in the packet.

### **Police Department**

Report included in the packet.

### **Ambulance**

#### **Monthly Report - Financial Report**

Report included in packet.

**Municipal Court**  
**Brillion Court Report**  
**Reedsville Court Report**  
No report in packet.

**Department of Public Works**  
Report included in the packet.

**City Administrator/Community Development Director**  
Report included in the packet.

**Clerk – None**  
Gilbertson gave an in person absentee ballot update.

**Treasurer – None**

**Mayor’s Report – None**

**COMMITTEE REPORTS**

**Brillion Housing Authority**  
Moehr shared that the new owners of Garrow Villa met with staff and staff seems positive.

**Cemetery Commission**  
OR24-02 Amending City of Brillion Perpetual Care Fund  
Set public hearing for November 25, 2024 at 6:35PM  
**Motion** – Piepenburg moved to set the public hearing for the OR24-02 Amending the City of Brillion Perpetual Care Fund for November 25, 2024 at 6:35pm. Seconded by Stephany. All in favor. Motion carried.

**2025 Cemetery Maintenance Contract**  
**Motion** – Piepenburg moved to approve the 2025 Cemetery Maintenance Contract. Seconded by Hanson. All in favor. Motion carried.

**Committee Of the Whole**  
**Operator License: Derek Koffarnus, Kelly Lamers, Kerry Williams, Kevin Franzen, Dawn Duffeck**  
**Motion** – Stephany moved to approve Operator License: Derek Koffarnus, Kelly Lamers, Kerry Williams, Kevin Franzen, Dawn Duffeck. Seconded by Davis. All in favor. Motion carried.

**Cigarette, Tobacco, and Electronic Vaping License Application – New: Delta Dreams 920, LLC dba Delta Dreams Vape and CBD, 104 S. Main Street.**  
**Motion** – Piepenburg moved to approve Cigarette, Tobacco, and Electronic Vaping License Application – New: Delta Dreams 920, LLC dba Delta Dreams Vape and CBD, 104 S. Main Street. Seconded by Davis. All in favor. Motion carried.

**Class “B” Beer and Class “B” Liquor – New: MALMAC LLC dba Ethel’s Pub & Grill, 300 N. Main Street**

**Motion** – Farrell moved to approve Class “B” Beer and Class “B” Liquor – New: MALMAC LLC dba Ethel’s Pub & Grill, 300 N. Main Street. Seconded by Behnke. All in favor. Motion carried.

**Pet License Ordinance**

**Motion** – Davis moved to set the public hearing for the Pet License Ordinance for November 25, 2024 at 6:40pm. Seconded by Piepenburg. All in favor. Motion carried.

**City Fee Schedule**

No action taken.

**Calumet County Visitors Guide Ad 2025**

**Motion** – Stephany moved to approve the Calumet County Visitors Guide Ad for 2025. Seconded by Hanson. Call vote. All in favor. Motion carried.

**Finance & Purchasing Committee**

**Review of the Vouchers:**

General Fund: \$ 548, 403.97

Reserves \$ 92,690.10

Contingency \$ 0

TIF Expenditures \$ 560.00

**Motion** – Behnke moved to approve the General Fund vouchers in the amount of \$ 548,403.97, Reserves \$92,690.10 and TIF Expenditures \$560.00. Seconded by Hanson. Call vote. All in favor. Motion carried.

**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

**Motion** – Behnke moved to approve the payroll report for 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 and Pay Period: 9/21-10/4/2024 paid on October 18, 2024 \$59,866.30. Seconded by Farrell. Call vote. All in favor. Motion carried.

**Receipts, Journal Entries, Bank Reconciliation**

**Receipts – September 2024**

**Journal Entries**

**Bank Reconciliation – May 2024**

**Motion** – Farrell moved to approve the Receipts – September 2024, Journal Entries, and Bank Reconciliation – May 2024. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

### **Verve CD Renewal**

**Motion** – Behnke moved to approve Verve CD Renewal for an eight-month term at 4.75% in the amount of \$431,986.16. Seconded by Moehr. Call vote. All in favor. Motion carried.

### **Accurate Assessor Contract**

RFQ was published for an assessor contract. Accurate Assessor was the only respondent. This is for a three-year contract.

**Motion** – Piepenburg moved to approve Accurate Assessor Contract. Seconded by Davis. Call vote. All in favor. Motion carried.

### **Library Board**

Nothing additional to report.

### **Park & Recreation**

The Horn Park bathrooms are moving along.

### **Plan Commission**

Zone Change Request – Circle of Friends Luxury Suites LLC, Parcel 16357

**Motion** – Farrell moved to approve Zone Change Request – Circle of Friends Luxury Suites LLC, at 333 W. National Avenue, from R-3 to C-2. Seconded by Piepenburg. Call vote. In favor: Behnke, Farrell, Hanson, Moehr, Piepenburg. Abstain: Davis, Stephany. Motion carried.

### **Protections of Persons & Property Committee**

#### **2025 Ambulance Agreement between the City of Brillion and Gold Cross**

**Motion** – Behnke moved to approve 2025 Ambulance Agreement between the City of Brillion and Gold Cross. Seconded by Farrell. Call vote. All in favor. Motion carried.

#### **2025 Fire Agreement between the City of Brillion and Town of Brillion and Town of Maple Grove**

Behnke explained this is a yearly contract. A lot of work went into this contract this year. In the future there may be a possibility of a two year contract.

**Motion** – Behnke moved to approve 2025 Fire Agreement between the City of Brillion and Town of Brillion and Town of Maple Grove. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

### **Redevelopment Authority Commission**

#### **WEDC Agreement**

**Motion** – Davis moved to approve WEDC Agreement. Seconded by Farrell. Call vote. All in favor. Motion carried.

### **Tourism Committee**

No meeting.

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

### **2025 MCO Contract**

Farrell explained this is a five-year contract, \$310,397.92 per year with a cost of living increase option.

**Motion** – Farrell moved to approve the 2025 MCO Contract. Seconded by Behnke. Call vote. All in favor.

Motion carried.

### **Personnel**

**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 – Treasurer/Deputy Clerk 90 Day Review**

**Closed Session Motion** – Davis moved to Convene in Closed Session at 6:58pm.

Closed Session per W.S.S. 19.85(1)(c). Second by Piepenburg. Call vote. Motion carried.

**Reconvene in Open Session to take action if necessary and appropriate.**

**Session Motion** – Stephany moved to reconvene in Open Session at 7:27pm to take action if necessary and appropriate. Second by Moehr. Call vote. Motion carried.

No action taken.

**Old Business** – None

### **New Business**

Request to have Tourism tax on the next Finance meeting agenda.

**Communications** – None

**Press Time** – None

## **ADJOURNMENT**

The meeting adjourned at 7:29pm.

Heather Gilbertson  
Clerk/Deputy Treasurer