

## CITY COUNCIL MEETING

**November 25, 2024**

**Brillion City Center**

**6:30 PM**

### **CALL TO ORDER**

The City Council meeting was called to order by Mayor Mike Smith at 6:36pm.

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; Garrett Wenzel, Fire Chief; Robin Van Valin, Community Center Manager; Garrett Wenzel, Fire Chief

**GUESTS:** Ben Bastian, Amanda Meeuwsen, Hank Horn Sr (via Zoom), Brillion News (via Zoom)

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES – October 28, 2024 and November 11, 2024**

**MOTION** – Piepenburg moved to approve the minutes from October 28, 2024 and November 11, 2024.

Seconded by Davis. All in favor. Motion carried.

### **PUBLIC APPEARANCES**

**Citizen Input** – None

### **Public Hearings – Pet License Ordinance Change**

Mayor Smith opened the public hearing at 6:37pm.

Three calls for public comment.

Public Hearing was close at 6:38pm.

**Presentations/Proclamations** - None

**Appointments** - None

### **CONSENT AGENDA**

#### **Acceptance of Minutes**

Brillion Housing Authority – October 30, 2024

Committee of the Whole – October 28, 2024 and November 11, 2024

Finance Committee – October 23, 2024

Library Board – October 9, 2024

Park & Recreation Commission – October 3, 2024  
Plan Commission – October 7, 2024  
Protections of Persons & Property – October 9, 2024  
RDA Meeting – no minutes  
Tourism Committee – no meeting  
Utility Commission – October 21, 2024  
Cemetery Committee – October 23, 2024  
Joint Review Board Meeting – no meeting  
Board of Review – no meeting  
Board of Appeals – no meeting

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

**DEPARTMENT HEAD REPORTS:**

**Community Center**

Report included in the packet.

**Library**

Report included in the packet.

Dill added that the Holiday Lights Competition will start December 2<sup>nd</sup> for residents and businesses. The Community Tree Lighting is December 10<sup>th</sup>.

**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**

Report in packet.

**Department of Public Works**

Report included in the packet.

**City Administrator/Community Development Director**

Report included in the packet.

**Clerk**

Report included in the packet.

**Treasurer**

Pues reported that the shared revenue was received from the state and the contract with Accurate Appraisal was received.

**Mayor's Report – None****COMMITTEE REPORTS****Brillion Housing Authority**

Moehr reported the new owners of Garrow Villa are doing well.

**Cemetery Commission**

No meeting.

**Committee Of the Whole****Brillion Works Easement**

No additional information. No action taken.

**Community Subcommittees**

**Motion** – Piepenburg moved to approve the dissolution of the Park Board effective April 2025 at the reorganization meeting. Seconded by Davis. Call Vote. All in favor. Motion carried

**Community Survey**

No action taken.

**OR24-04 Pet License Ordinance Change**

Schreiber gave clarification on the ordinance.

**Motion** – Stephany moved to approve OR24-04 Pet License Fee Ordinance Change. Seconded by Davis. Call Vote. All in favor. Motion carried.

**Finance & Purchasing Committee****Review of the Vouchers:**

General Fund: \$ 428,600.70

Reserves \$ 166,442.76

Contingency \$ 0

TIF Expenditures \$ 42,563.80

**Motion** – Behnke moved to approve the General Fund vouchers in the amount of \$ 428,600.70, Reserves \$166,442.76 and TIF Expenditures \$42,563.80. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

## **Review of Payroll**

Pay Period: 10/5–10/18/2024 paid on November 1, 2024 \$ 59,999.96

Pay Period: 10/19–11/1/2024 paid on November 15, 2024 \$ 58,185.09

**Motion** – Piepenburg moved to approve the payroll report for Pay Period: 10/5–10/18/2024 paid on November 1, 2024 \$ 59,999.96, Pay Period: 10/19–11/1/2024 paid on November 15, 2024 \$ 58,185.09. Seconded by Moehr. Call vote. All in favor. Motion carried.

## **Receipts, Journal Entries, Bank Reconciliation**

### **Receipts – October 2024**

**Motion** – Behnke moved to approve the Receipts – October 2024. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

## **Pet License Fee**

Behnke reported that pet license fees have increased. Neutered and spayed dogs and cats are \$5.00 each, unaltered dogs and cats are \$10.00 each, and the late fee will be \$15.00.

**Motion** – Behnke moved to approve Pet License Fee. Seconded by Hanson. Call vote. All in favor. Motion carried.

## **Police Car Purchase**

**Motion** – Stephany moved to approve Police Car Purchase from Horn Ford not to exceed \$55,000.00. Seconded by Moehr. Call vote. All in favor. Motion carried.

## **Library Board**

Nothing additional to report.

## **Park & Recreation**

### **Soccer Field Maintenance**

River Surge will be taking over the spring soccer leagues. The third field that was added to Horn Park this spring is too small. Discussion was had as to the other parks that could have the soccer field. There is work that will need to be done at the current soccer fields in Horn Park. Stephany suggested that the 30% of the tourism tax the city has access to could possibly be used for that work. Council will continue to support the soccer field maintenance.

## **Plan Commission**

Nothing additional to report.

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

### **Vacant Officer Position**

Schend intends to leave the police department roster as is.

**Motion** – Stephany moved to approve filing of the vacant officer position as of January 1, 2025. Seconded by Behnke. Call vote. All in favor. Motion carried.

## **Redevelopment Authority Commission**

No meeting.

## **Tourism Committee**

Stephany reported there was a joint meeting with Finance last week. The tourism room tax rate is currently 4% and according to the statute we could increase up to 8%. This is an increase that should be looked into. Also, the 30% of the tourism room tax that the city receives should be at the discretion of the city, not the tourism committee. This should be discussed in further detail as well.

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

Farrell reported that the plans for the Wastewater Treatment Facility upgrade have been approved by the DNR. The next phase is borrowing and bidding. Clean Water Fund Grant application has been submitted for both 2025 and 2026.

**Personnel** – None

**Old Business** – None

**New Business** – None

**Communications** – None

**Press Time** – None

## **ADJOURNMENT**

The meeting adjourned at 7:22pm.

Heather Gilbertson  
Clerk/Deputy Treasurer