



**NOTICE
CITY OF BRILLION
REGULAR COUNCIL MEETING
Monday, April 26, 2021**

NOTICE IS HEREBY GIVEN that the Common Council of the City of Brillion will meet on **Monday, April 26, 2021 at 6:30 pm**, for the purpose of conducting the regular business of the City as per the following agenda. The meeting will be held in the Council Chambers at the **Brillion City Center**, located at 201 N. Main Street, Brillion, WI, which is handicap accessible. **FUTHER NOTICE IS GIVEN**, in the interest of public health and safety, the public can access the meeting

Join Zoom Meeting

<https://zoom.us/j/8867341306?pwd=MDQ4dU9YM3VwenJ1aDVDUTV3ZGxMdz09>

Phone 312 626 6799

Meeting ID: 886 734 1306

Passcode: 047828

Any member of the public wishing to attend this meeting, can do so by computer, tablet or smartphone **or by calling 1 (312) 626-6799**. Once you dial the number, you will be asked to enter a meeting **ID: 886 734 1306**. Once you have entered the meeting ID you will be prompted to enter your passcode **047828**

AGENDA

1. Call to order and Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – April 20, 2021

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.

B. Guests

6. Consent Agenda

A. Acceptance of Minutes:

1. Brillion Housing Authority-3/15/2021
2. Committee of the Whole 3/22/2021
3. Library Board –Special Board 4/8/2021, & 4/15/2021

4. Park & Recreation Commission-04/01/2021
5. Plan Commission – 4/5/2021
6. RDA Meeting – Canceled
7. Tourism Committee- No Meeting
8. Utility Commission-
- B. Review of Vouchers:
 1. General Fund: \$ 200,940.22
 2. Reserves: \$ 559.13
 3. Contingency: \$ 0.00
 4. TIF Expenditures: \$ 3580.22
- C. Review of Payroll
 1. Pay Period: 2/27-3/12/2021 Check Date: 3/26/2021 \$55,641.19
 2. Pay Period: 3/13-3/26/2021 Check Date: 4/9/2021 \$55,066.68
- D. CD Renewal Bank of Chilton 4/23/2021 Reserves \$364,805.45
- E. Class “B” Beer 6-Month License Renewal:

Brillion Athletic Association, Agent: Jeff Weber
- F. Operator License Applications - New:

Anna M. Crimmins, Bradley N Holmberg, Jessica A. Micke, Andrew J. Peacock,
Jillian N. Reynolds, Jeffrey L. Weber
- G. Operator License Applications – Renewal:

Shawn P Calaway, Derek J. Emmer, John K. Muehlbauer, Ken L. Zutz
- H. Appointments
- I. Finance Committee Reactivation
 1. Finance Committee Description
- J. Telephone & Internet Proposals
 1. Charter Communications
 2. Frontier Communications
- K. Approval of Appointments
7. Department Head Reports:
 - A. Park & Recreation
 - B. Library
 - C. Fire Department
 - D. Police
 - E. Ambulance
 - F. Public Works
8. City Administrator/Community Development Director
 - A. Update
9. Clerk/Treasurer’s Office
10. Mayor’s Report
11. Committee Reports:
 - A. Brillion Housing Authority
 1. Committee Report
 - B. Cemetery Commission
 1. Committee Report
 - C. Committee of the Whole
 1. Eastshore Humane Society Agreement
 - D. Library Board
 1. Committee Report
 2. ALA Library Grant Awarded
 3. Library Covid Restrictions

- E. Park & Recreation
 - 1. Committee Report
- F. Plan Commission
 - 1. Committee Report
- G. Redevelopment Authority Commission
 - 1. Committee Report
- H. Tourism Committee
 - 1. Committee Report
- I. Water, Sewer & Utility Commission
 - 1. Committee Report
- 12. Old Business
- 13. New Business
- 14. Communications
- 15. Press Time
- 16. Adjournment

Mike Smith, Mayor

Copies: Council Members
Mayor
City Administrator

Agenda Posted 4.23.2021 (3) Locations: City Center, Library, Brillion Community Center
City Website

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

**REORGANIZATIONAL MEETING
“NEW COUNCIL”
Minutes**

April 20, 2021

Brillion City Center

6:00 PM

CALL TO ORDER:

Mayor Mike Smith called the meeting to order at 6:01 PM with the Pledge of Allegiance recited by those present.

Oath of Office were administered for Mayor Mike Smith, Alderperson at Large TJ Moehr and Alderperson at Large Shelly Lau by Clerk/Treasurer Patricia Schreiber

ROLL CALL:

Present were Mayor Mike Smith, Alderpersons Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Sarah Pielhop, Carrie Wenzel, Shelly Lau
Also present were City Administrator Peter Wills, Public Works Director Andy Geiger, Police Chief Kirk Schend, and Park & Recreation Director Ann Marx, and Clerk/Treasurer Patricia Schreiber

GUESTS:

Mary Levash, Betty Nies, David Nordby, Justin Smith
Via Zoom: Brittany, Troy Paulson, Dan, Tammy Koehler

APPROVAL OF AGENDA:

Motion – Levash moved to approve the agenda as printed and circulated. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

THE CITY COUNCIL MEETINGS WILL FOLLOW CHAPTER 1 & 2 OF THE MUNICIPAL CODE. MEETINGS WILL RUN UNDER THE “ROBERT’S RULES OF ORDER”:

Mayor Edinger stated the Brillion City Council meetings will follow Chapter 1 and Chapter 2 of the Brillion Municipal Code and the meetings will run under the “Robert’s Rules of Order”. He asked to respect others you have the floor.

ELECTION OF CITY COUNCIL PRESIDENT (NOMINATIONS FROM COUNCIL FLOOR):

Mayor Edinger opened the City Council floor for nominations for City Council President.

Moehr nominated Sarah Pielhop as City Council President. Mayor Smith for any other nominations. None given.

Motion – Levash moved to closed nominations and cast a unanimous ballot for Sarah Pielhop as the City Council President. Seconded by Wenzel. Call vote taken. 7 votes cast. Motion carried unanimously.

Sarah Pielhop was elected as City Council President.

SEATING OF THE COUNCIL

Smith asked Pielhop to sit to his right. Moehr was asked to move next to Levash. Smith asked that everyone remain in these seats for the 2021-2022 Council Meetings. Will be looking at using a speaking order moving forward which is something that will be added as a work session in May.

MAYOR'S APPOINTMENTS:

City Attorney –Burnett, McDermott, Jahn & King, & DesRochers, LLP:

Motion – Wenzel moved to approve the appointment of Burnett, McDermott, Jahn & King, & DesRochers, LLP as the City Attorney for the City of Brillion. Seconded by Pielhop. Roll call vote taken. 7 votes cast. Motion carried unanimously.

Boards & Commissions

Plan Commission – 3-year term – Lonnie Puskala, Gerry Sonnabend

Park & Recreation Commission – 4 yr. term – 2nd Alternate – Betty Nies

Police & Fire Commission-

Board of Appeals – 3-year term – Dan Farrell, Mel Edinger

Water & Sewer Utility Commission – 5-year term – Jeff Wittmann

Cemetery Commission – 4-year term – Mary Levash

Redevelopment Authority Commission – 5-year term – David Sonnabend

Committee of the Whole – Council members

Adhoc Tourism Committee – 1 Year Terms -Amy Myers, Aaron Kabat, Jennifer “Louie” Lecker,

Motion – Pielhop moved to collectively confirm Mayor Edinger’s appointment of the Boards and Commission as presented with the amendment of Police & Fire Committee instead of Police & Fire Commission. Seconded by Hanson. Call taken. 7 votes cast. Motion carried unanimously.

ELECTION OF CITY COUNCIL REPRESENTATIVES ON BOARDS & COMMISSIONS:

Board of Review – Joe Levash, Joe Behnke, Sarah Pielhop (3 Alderpersons Appointed
by the Mayor Annually)

Cemetery Commission -Carrie Wenzel

Library Board -TJ Moehr

Plan Commission -Sarah Pielhop

Park & Recreation Commission -Tim Hanson

Redevelopment Authority -Joe Behnke

Adhoc Tourism Committee -Shelly Lau

Water & Sewer Utility Commission -Joe Levash

Motion – Hanson moved to approve the appointment of Council Representatives on Boards & Commission as listed collectively. Seconded by Levash. Call taken. 7 votes cast. Motion carried unanimously.

HEALTH OFFICER – CALUMET COUNTY HEALTH DEPARTMENT:

Motion –Pielhop moved to confirm Mayor Edinger’s appointment of the Calumet County Health Department as the City’s Health Officer. Seconded by Behnke. Call vote. Motion carried unanimously.

WEED COMMISSIONER:

Mayor Smith amended to the appointment to Andy Geiger.

Motion –Levash moved to confirm Mayor Edinger’s appointment of Andy Geiger as the City’s Weed Commissioner. Seconded by Lau. Call vote taken. 7 votes cast. Motion carried unanimously.

DESIGNATION OF OFFICAL NEWSPAPER (BRILLION NEWS):

Motion – Pielhop moved to confirm Mayor Smith’s appointment of the Brillion News as the City’s official newspaper. Seconded by Wenzel. Call vote taken. 7 votes cast. Motion carried unanimously.

DESIGNATION OF PUBLIC DEPOSITORIES:

State Bank of Chilton

Verve – A Credit Union

Collins State Bank

Motion – Behnke moved to collectively confirm Mayor Smith’s appointment of State Bank of Chilton, Verve – A Credit Union, and Collins State Bank as Public Depositories for the City of Brillion. Seconded by Levash. Call vote taken. 7 votes cast. Motion carried unanimously.

APPROVAL TO UPDATE COMMISSIONS AND BOARD MEMBERS, COUNCIL MEMBERS & MAYOR ON CITY WEBSITE AND APPROVAL TO PUBLISH:

Wills explained new handouts were given tonight. There has been one more change with the addition of Wenzel’s phone number. Wills asked Council members for updated information when address or phone numbers do change.

Motion – Pielhop moved to update the Commissions and Board Members, City Council Members and Mayor on City Website and approve to publish as amended by Wills. Seconded by Lau. Call vote taken. Motion carried unanimously.

NEW BUSINESS:

None.

STATE OF THE CITY ADDRESS AND FUTURE GOALS – MAYOR SMITH:

Mayor Smith thanked both Mel Edinger and Betty Nies for their decades of service to the City of Brillion. Smith is excited to step in and help as much as he can working with this Council.

The City of Brillion has been very fortunate to have members of the community that want to do this. Mayor Smith’s biggest call is to other members of the Community to get involved. Having residents fill out the Talent Bank Questionnaire.

Mayor Smith’s future goals would be to monitoring spending, building reserves, and improving relationships with the department heads. Department heads are used in the budget decision making process. We need to work together in this area because no one person has all the answers but together we are going to get a lot closer. Mayor Smith plans to start with these and build from there.

CITIZEN INPUT:

None.

PRESS TIME:

None.

ADJOURNMENT:

Mayor Edinger adjourned the meeting 6:22 PM.

Mike Smith, Mayor

Patricia Schreiber, Clerk-Treasurer

MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF BRILLION,
210 SOUTH PARKWAY DRIVE, BRILLION, WI 54110
MARCH 15, 2021

Due to the ongoing COVID-19 Pandemic and in the interest of the public health and safety, this meeting was held via ZOOM.

1. The meeting of the Housing Authority of the City of Brillion was called to order at 4:15 P.M. by Chairperson Dana Irish.
2. Verification of proper posting of the board meeting was announced.
3. Roll call showed present: Dana Irish, Joanne Moehr, Matt Meyer, Jean Van Frachen, TJ Moehr, Tonja Palmer, and April Schrubbe.
4. Joanne Moehr moved to approve the agenda as printed. Jean Van Frachen seconded. The motion carried, five ayes and zero nays.
5. Joanne Moehr moved to approve the minutes of the regular February 15, 2021 meeting. Matt Meyer seconded. The motion carried, five ayes and zero nays.
6. Public Input:
 - a. None
7. Vacancy Report: (as of February 15, 2021)
 - a. Garrow Villa 6 vacancies
 - b. Heritage Apartments 0 vacancy
 - c. Parkview Apartments 0 vacancies
8. Jean Van Frachen moved to collectively approve the bills and payroll for February 2021. Matt Meyers seconded. The motion carried, five ayes and zero nays.

• Brillion Housing Authority	\$ 85.50
• Garrow Villa	\$45,588.41
• Heritage Apartments	\$10,725.92
• Parkview Apartments	\$10,468.30

9. Unfinished Business:
 - a. Doors at Garrow Villa
 - i. There are 3 doors that need to be replaced at Garrow Villa – exterior and interior front entrance and kitchen. We received a proposal from Tri City Glass and Door for 2 options - Hollow Metal Doors and Frames, and/or Aluminum Doors and Frames. We would like to do a combination; exterior doors would be aluminum and the interior door would be Hollow Metal. We will be contacting Tri City for financing options.
 - ii. April Schrubbe will be contacting Overhead Door to see if this type of door replacement is a service they provide.
 - b. Garrow Refinancing
 - i. The State Bank of Chilton is interested in refinancing Garrow Villa. The refinancing would be made up of:
 - a. A \$240,000 loan for a period of 20 years at 5% interest. This \$240,000 loan would include the payoff of the current mortgage held at Collins State Bank and \$125,000 for needed updates at Garrow Villa and a \$10,000 line of credit. Jean Van Frachen

moved to approve moving forward with refinancing through the State Bank of Chilton. Joanne Moehr seconded. The motion carried, 4 ayes and zero nays. Matt Meyers abstained due to conflict of interest.

- c. Payback to BHA from Garrow Villa:
 - i. Tonja Palmer will develop a spreadsheet showing the amount of money owed to The BHA from Garrow Villa. Garrow will start this payback April 1, 2021 with payments of \$100.00 per month. A check will be written from Garrow Villa to the BHA and deposited into the BHA's operating account.
- d. BHA Brochure:
 - i. The only thing left to do for the completion of the brochure is to provide Zander with photos of the 3 facilities. Board member Joanne Moehr will take the photos of the facilities in late spring. We will also be adding a sentence about considering a legacy or bequest to Garrow.

10. New Business:

- a. Wage Increases – Garrow Villa
 - i. Our new proposed starting wage would be \$13/hour having no training and \$13.50/hour if the employee with training. We currently pay \$12/hour with no training and \$12.50/hour with training. All of the current staff would be raised up to the \$13/hour and \$13.50/hour. Tonja Palmer and April Schrubbe will meet to find out the actual cost of this increase with the current staff and present their information at the April board meeting.
- b. Dietary Staff – Garrow Villa
 - i. Currently all meal planning, prep, grocery shopping is done by staff. It's felt that having a designated kitchen staff would greatly increase the This would be a full-time position. This person would be responsible for preparing and serving breakfast and lunch/dinner and prepping supper for P.M. staff to serve, menu planning, grocery shopping, overseeing of kitchen equipment, and directing staff in necessary tasks for meals. The starting wage for this position would be \$15/hour with an annual salary of \$31,200.
- c. Landscaping at Garrow Villa:
 - i. Gary Lemke Landscaping did a proposal for the facility last fall. The proposal included a concrete patio in the front of the facility, redoing the beds in the front and around the sides of the facility and taking care of some water flow issues during heavy rains or snow melts on the property. We would like to move ahead with taking care of the beds in the front of the facility.
- d. Family Picnic – Garrow:
 - i. Barring a resurgence of COVID involving shutting things down again, Garrow would like to plan a family picnic for staff, their families, and residents and their families. We would plan this for some time in July and a possible venue would be Horn Park.

11. Report and comments from Administrator of Garrow Villa

- a. Everything is going well except for the vacancies. We're hoping with more people getting vaccinated and people feeling they're able to move around more, that we'll see our vacancy rate drop.

12. Report and comments from Executive Director:

- a. We will be going back to in-person board meetings starting with our April 19, 2021 meeting. It will be held at Parkview Apartments. The office is currently opened 2 days per week with staff present and the other 3 days staff work from their homes. Barring a resurgence of COVID involving shutting things down again, effective April 1, 2021 there will be staff in one of the offices Monday through Friday.

13. Report and comments from the Board Chair

- a. No report

14. Items for future agendas:

- a. Refinancing Garrow
- b. Wage Increases
- c. Dietary Supervisor/Cook – Garrow
- d. Doors – Garrow
- e. Landscaping

15. Joann Moehr moved to adjourn the meeting. Jean Van Frachen seconded. The motion carried, five ayes and zero nays. The meeting adjourned at 5:30 P.M. The next board meeting will be held on Monday, April 19, 2021 at 4 P.M. at Parkview Apartments.

Respectfully submitted,

Tonja Palmer, Secretary

COMMITTEE OF THE WHOLE MEETING

March 22, 2021

Brillion City Center

5:00 PM

CALL TO ORDER

The Committee of the Whole Meeting was called to order by Mayor Mel Edinger at 5:00 pm.

ROLL CALL

Present: Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Betty Nies, Sarah Pielhop

Not present: Carrie Wenzel

Also present: Peter Wills, Kirk Schend, Joey Diener, Andy Geiger, Ann Marx, Rachel Hitt (via Zoom), and Patty Schreiber.

GUESTS

Present: Mike Petrie, Merlin Wieting, Wayne Pribbernow, Eric Burich, Brian Krepline, Hailey Engels, Stacey Barth, Troy Jansen, Shelly Lau, Dan Mertens, Tanya Boettcher

Via Zoom: Tammy Koehler, Dan Farrell, Mark, Mike Smith, iPhone, Joan Schmitt, GCSIE, Ben Bastian, Dana, Mariel Guenther, Carl, Brillion EMS, 246-5301, 588-0468

APPROVA OF AGENDA

Motion - Levash moved to approve the agenda. Seconded by Behnke. Motion carried.

APPROVAL OF MINUTES

Motion - Levash moved to approve the minutes of March 8, 2021 Committee of the Whole Committee. Seconded by Hanson. Motion carried.

CITIZEN INPUT:

Mike Petrie asked to consider putting the Council meeting packets and minutes on the website. This would help out with costs on the city and offers transparency. On December 20, 2020 one packet was added to the agenda on the website and was helpful.

DEFERRED SPECIAL ASSESSMENTS E NATIONAL AVE

Discussion of Deferred Assessments

Review of Resolution RE05-02

Set Pubic Hearing of Amending RE05-02 Special Assessment E National Ave

Wills gave an update. The February 8, 2021 work session, Drewieske walked through special assessments. The deferment on E National has expired. It is necessary to review and understand the impact.

Edinger shared in 2005 the assessments were deferred for ten years. When the ten years were up it was deferred for another five years. The original resolution never defined what deferred meant. The residents were not properly notified either in the form of an invoice.

Mel Wieting shared he was never informed that there would be interest on this. He was told this was going to be on added to his taxes. Every year his property taxes went up and he assumed this was going toward his assessment. Once the Council deferred it all communication stopped

with the landowners. He never received a bill. Wieting is not opposed to paying his fair share, he is against any interest on this because he was never notified.

Wayne Pribbernow spoke with regards to the Pribbernow property. Never received any notice with regards to paying interest. The understanding was this was not payable until the property sold. Questioned the Council if there was an invoice in writing?

Brian Krepline asked the Council how he is supposed to pay for sewer and water when he does not live in the City of Brillion. Gunther's property was questioned as his name was not on the list. It was explained he paid for his assessment within the first year of the actual assessment. Trinity Lutheran Church paid their assessment as well.

Tanya Boettcher was not aware there was a bill. Struggling to understand and disputes all of it. Levash agreed with Pribbernow and Wieting. Attended the meeting when the deferment was discussed. It was agreed upon to be deferred. Interest was never brought up. The residents never saw the Resolution or was never notified when the extension happened. He was not a Council Member when this was voted on. Levash has a hard time assessing the Township residents. There should be a hook up charge when they hookup. Levash agreed that if he owes the money he will pay it but he will not pay the interest.

Pribbernow further explained the property is split with part in the City and part in Township with own mound system.

Edinger stated this should now become payable but not the interest. A payment plan needs to be decided with interest starting after the due date. In order to change any of this we need to amend the original Resolution. Levash questioned if we are bound by how the town residents are assessed or can this be amended as well? The Council will have to revisit and amend the Resolution in order to change how the Town residents are assessed. Nies felt interest should not be charged as interest invoices were never sent.

Question raised as to where the utilities currently run. It was explained they run in the street right-away. Hook up fee is charged to any resident at the time they hook up.

Wieting questioned the age of the maps. The easement to go across this property is not shown on the map. Geiger explained the map does not show any utilities.

Motion: Pielhop made a motion to recommend to Council to amend Resolution RE05-02 Special Assessment E National Ave as follows:

No interest to accrue during deferral period (never received notification)

Invoices to be mailed by May 1, 2021 with a due date of June 1, 2021.

Interest to start on any unpaid balances June 1, 2021.

Town residents exempt from special assessment charges. Connection fee due at time of hook up.

And set Public Hearing for April 12, 2021, 6:10 pm at the Special Council Meeting.

Nies seconded. Wills to look up correct wording for the resolution revision.

This affects Levash and Wieting. The four Town of Brillion lots exempt are owned by Krepline, Pribbernow, and Boettcher). Motion carried.

General Fund

Motion: Nies moved to recommend to City Council the General Fund vouchers in the amount of \$540,967.76. Seconded by Behnke. Pielhop questioned the amount of the police telephone expense. Amount reflects two months payments. Motion carried.

Reserves

Motion: Pielhop moved to recommend to City Council the Reserve vouchers in the amount of \$35,203.16. Seconded by Hanson. Request to detail the reserve information on the voucher summary report. Motion carried.

Contingency-\$ 0**TIF Expenditures**

Motion: Pielhop moved to recommend to City Council the TIF Expenditure in the amount of \$241,487.39. Seconded by Nies. Request to detail the TIF information on the voucher summary report. Motion carried.

Review of Payroll:

Motion: Nies moved to recommend to City Council the payroll report for February 26, 2021 in the amount of \$54,345.03 and March 12, 2021 in the amount of \$56,515.90. Seconded by Hanson. Motion carried.

Copier Lease Renewal EMS Building, 130 Calumet Street

The existing copier lease expires April 1, 2021. If we extend the lease 2 more years it will cut our costs in half with a penny payoff at the end. The monthly maintenance agreement will continue.

Motion: Levash moved to recommend to Council to extend the copier lease for the EMS Building two more years with a monthly lease payment of \$61.40. Seconded by Behnke. Motion carried.

CD Renewal \$154,907.51 Due 4/1/2021 Reserves

CD Renewal \$545,932.67 Due 4/1/2021 Reserves

Pielhop raised the question whether we should be renewing the CD's. By not renewing one/both of the CD's we would not have a need for short term borrowing. The auditor recommendation is to keep this in a CD as this is our savings and we should not deplete our savings.

Motion: Levash moved to recommend to Council to renew the both CD's collectively for 12 months. Seconded by Hanson. Pielhop opposed. Motion carried.

City Center Sublease conference room to ACC Management Group Inc.

ACC Management Group Inc's insurance company required the lease under the parent name.

Motion: Pielhop made a motion to recommend to Council to approve the sublease under the new name; City Center Brillion LLC. Nies seconded. Against: Behnke and Levash. Motion carried.

Review of License Applications:**New: Angela Jellum, Stone Prairie – Operators License**

Motion: Pielhop moved to recommend to City Council Angela Jellum's license application. Seconded by Levash. Motion carried.

Appointments

Brillion RDA – Chris Brandt

Brandt's form was included in the packet. It was noted the Brandt Talent Bank Form was the only form submitted.

Motion: Nies moved to recommend to Council to appoint Chris Brandt to the Brillion RDA. Seconded by Pielhop. Motion carried.

Tourism Committee – Angela Jellum, Ariens Hospitality

Motion: Pielhop moved to recommend to Council to appoint Angela Jellum to the Tourism Committee. Seconded by Hanson. It was noted Jellum was not a resident of Brillion. Motion Carried.

Tourism Committee – Josh Patel, Cobblestone Hotel

Motion: Levash moved to recommend to Council to appoint Josh Patel to the Tourism Committee. Seconded by Pielhop. Motion carried.

PROTECTIONS OF PERSONS AND PROPERTY:

Ambulance Department

Monthly report included in the packet. Jansen reported 44 calls in February, 28 transports, 16 no transports and 30 Net Billable out of 44. The City of Brillion had 31 calls, 4 calls in the Town of Brillion, 2 calls outside the area, 4 calls in Woodville and 3 calls in the City of Chilton. The number of calls has been down but the calls have been more serious.

Mayor Edinger requested each call be charted showing response time. Jansen indicated this information is not tracked in Brillion and will need to be requested from Gold Cross. The average response time is 7 ½ minutes. Several of the calls were outside the area or happened on a return trip.

February 2021 Financial Report

Jansen explained he does not see the financial report. It was noted the vehicle insurance is off the report. Net Income for February is \$2,865. Year to Date income is \$3,793.

Jansen explained the difference between a non-billable and a billable call. A non-billable call is a call where no care is rendered. Ex: if a passerby calls 911 and no care is needed

The first time responding to a fall is no-charge. After the first call there is a \$150 per call charge. A billable call is when care is rendered. Ex: assessment, wound care

Closed Session

Closed Session per W.S.S. 19.85(1) (c)

Motion: Hanson made a motion to go into closed session per W.S.S. 19.85(1) (c) at 6:12 pm. Seconded by Pielhop. Motion carried.

Open Session

Motion: Levash moved to return to Open Session at 6:50 pm. Seconded by Nies. Motion carried.

Motion: Pielhop moved to recommend to Council to increase the IV technician pay by \$2.01/hour and EMT-Basic pay by \$2.12/hour starting with April 2021 payroll and beyond. Seconded by Hanson. Motion Carried.

Motion: Pielhop moved to recommend to Council to have the Fire/Police Commission reestablished, including one Council member and the City Administrator, to look into EMS needs in Brillion. Seconded by Hansen. Motion carried.

Fire Dept

Monthly report included in the packet.

Emergency Management Operations Plan Open Records Request

The report has been redacted. The City Administrator has contacted the resident to set up a time to review. City Council members were advised they can come in and review as well.

The City does want to pursue updating.

Municipal Court

No report.

Chief Schend shared things are going good with the TRIP program.

CITY BUILDINGS AND GROUNDS

Dept of Public Works

Monthly report attached.

Resolution RE21-06 Custer & Jackson Street Special Assessment

There will be a public hearing during a Council Meeting. The Engineering report is included in the packet.

Town of Brillion & City of Brillion Road Maintenance Agreement

Updated to further define ownership lines.

Motion: Levash moved to recommend to Council to approve the Town of Brillion & City of Brillion Road Maintenance Agreement. Seconded by Nies. Motion Carried.

Resolution RE21-07 WI DNR Recycle Grant Application

Motion: Pielhop moved to recommend to Council to approve Resolution RE21-07 Recycle Grant Application. Seconded by Levash. Motion carried.

Wills reported the 2021 Grant has already been received. The 2020 report is due the end of April 2021. Needed a new authorization resolution to do so.

Utility Water & Sewer Department

Softener Update

Still waiting on resin. Resin is needed before testing can be completed. Gravel is in ready to go.

FINANCE AND PURCHASING

Personnel

Nothing to report

CITY ADMINISTRATOR

Wills and Dienor attended the Town of Brillion meeting.

Working with Brillion Works regarding alternative funding for TIF 5.
Wills and Mayor Edinger met with Mark Olson, Dan Ariens, and others from Brillion Works request funding.
Toured the sewage treatment plant.

CLERK/TREASURER

2021 Virtual Open Book April 12, 2021 from 3:00 pm – 5:00 pm
2021 Virtual Board of Review April 28 from 4:00 pm – 6:00 pm
Council members will be assigned after the April 6, 2021 election is complete.

OLD BUSINESS

Charter Communication Cost to Connect with City digging own trench
No update

Existing Contracts for Phone/Internet
No update

NEW BUSINESS

none

ADJOURNMENT:

The meeting adjourned at 7:00 pm

Patricia A Schreiber
Administrator

**Brillion Public Library
Library Board Meeting
April 8, 2021**

Minutes of the Meeting

1. President Dominick Madison called the meeting to order at 9:30 AM.
2. Board members present: TJ Moehr, Marilyn Schuh, Mona Cox, Nancy Zimple, Brittany Smith, Amy Riemer, Tammy Koehler, and Dominick Madison. Absent, Tammy Fischer.
3. Guest present: Peter Wills, City of Brillion Administrator
4. Members in attendance recited the Pledge of Allegiance.
5. Nancy Zimpel/Marylyn Schuh motion to move to closed session at 9:33 am. TJ Moehr, yes; Marilyn Schuh, yes; Mona Cox, yes; Nancy Zimple, yes; Brittany Smith, yes; Amy Riemer, yes; Tammy Koehler, yes; and Dominick Madison, yes. Motion carried unanimously.
 - a. Applicants were reviewed for the library director position and several were chosen to be called for an interview.
 - b. The library budget for 2021 and the revenue shortfall were discussed. A revised budget was presented.
 - c. Tammy Koehler/Amy Reimer motion to approve the revised budget. Motion carried.
 - d. Mona Cox/Zancy Zimple motion to move to open session at 10:20 a.m. TJ Moehr, yes; Marilyn Schuh, yes; Mona Cox, yes; Nancy Zimple, yes; Brittany Smith, yes; Amy Riemer, yes; Tammy Koehler, yes; and Dominick Madison, yes. Motion carried unanimously.
6. The process for interviewing will involve a virtual interview via Zoom the week of April 11 with onsite interview the week of April 18.
7. Mona Cox/Nancy Zimple motion to adjourn at 10:30 a.m. Motion carried.

**Brillion Public Library
Library Board Meeting
April 15, 2021**

Minutes of the Meeting

1. President Dominick Madison called the meeting to order at 8:00 AM.
2. Board members present: Dominick Madison, Marilyn Schuh, and Nancy Zimple.
Attending Virtually: Mona Cox, Brittany Smith, Amy Riemer, Tammy Koehler, TJ Moehr, and Tammy Fischer.
3. Guest present: none
4. Members in attendance recited the Pledge of Allegiance.
5. Nancy Zimpel/Marylyn Schuh motion to move to closed session at 8:25 am. TJ Moehr, yes; Marilyn Schuh, yes; Mona Cox, yes; Nancy Zimple, yes; Brittany Smith, yes; Amy Riemer, yes; Tammy Koehler, yes; Tammy Fischer, yes; and Dominick Madison, yes.
Motion carried unanimously.
 - a. Interviews were conducted virtually for the Library Director Position.
 - b. Mona Cox/Zancy Zimple motion to move to open session at 11:30 am. TJ Moehr, yes; Marilyn Schuh, yes; Mona Cox, yes; Nancy Zimple, yes; Brittany Smith, yes; Amy Riemer, yes; Tammy Koehler, yes; and Dominick Madison, yes.
Motion carried unanimously.
6. Mona Cox/Nancy Zimple motion to adjourn at 11:30 am. Motion carried.

PARK AND RECREATION COMMISSION MEETING MINUTES

Date: Thursday, April 1st, 2021

Time: 4:00 pm

1. In Attendance:

Al Ebert, Mark Rajkovich, Judy Christianson, Alderperson, Betty Nies, Wendy Behnke, Vicki Shafran, Joel Thorpe, City Administrator Peter Wills and Director Ann Marx. Excused were: Dennis Miller, and Shelly Lau.

2. Approval of Agenda:

A motion was made by Judy Christianson, seconded by Mark Rajkovich to approve the agenda as printed. Motion carried.

3. Approval of Minutes:

A motion was made by Judy Christianson, seconded by Al Ebert to approve the March 4th, 2021 Park and Recreation Commission Meeting. Motion carried.

4. Visitors: none.

5. Chairman's Report: none

6. Directors Reports:

A. Community Center:

1. Facility Report: Sportsman scans/day passes are up as people are starting to get out an about with the warmer weather. Door counter is also up.
2. Building & Grounds:
 - a. The gym lights need to be replaced. We are replacing the middle row of lights with LED fixtures and using the good parts of what we took down to fix and repair the outer rows. This will cost about \$2700 which is available to us in our budgeted items.
 - b. We had some vandalism occur overnight with the card reader. The reader was scratched and damaged. We were closed until we could get another card swipe installed – cost was \$275.00. While we were closed Ann emailed members why and how long it was intended to be closed and we no complaints.

- c. We are installing a wireless camera with a built in battery backup and surge protector in the vestibule facing the card scanner. This was ordered prior to the freeze on spending.
- 3. Staffing: An ad was placed for summer help; one for Recreation Department and one for Andy's department. Normally we would have 2 for each but with budget cuts we had to settle for one each. Age requirements are 16 or older with a valid driver's license. It was recommended to make sure to send the ad to Nick Madison at the school. Our aquatics director will be leaving by April 12th. We are struggling to find anyone as wages elsewhere are extremely high. We are also looking for Soccer and Baseball Refs.

B. Parks:

1. Updates:

- a. We received an email from Mark Olson that he will no longer be attending the Park Board Meetings. He said "With the ongoing inability of the City to fund even the most basic needs of the park system, there is little I can do to advance the committees work. I will of course ask to update the committee, in person, as needed, at Brillion Works LLC continues on its journey to build the first phase of the redevelopment and its planned public space. Please accept my thanks for allowing me to attend these past years and I wish your team success."

- 1. A discussion was held with very open comments and concerns about the entire "New" Horn Park. Peter says that no exchange of land has occurred and he believes a referendum would need to be held to actually sell the land. The Park Board is concerned with the loss of actual acreage for the Park as although we were told we would lose just a couple acres – the acreage would now include the trail and roads in the park. There is concern about losing the beautiful trees – this is the only park with shade at this time in the city. Wendy emailed "Tree City USA" and if we were to exchange the land and Brillion Works LLC would cut down all the trees for development we would most likely lose our "Tree City" designation. More discussion was held on the fact that the new park area would not have much green space as being built over the old BIW building and grounds much of it may not allow for development as it may still have contamination.

Many of the Park Board members either worked there or had family that worked there and are concerned that although contamination was documented while Mr. Kopidlansky was a part of the BIW, prior to and during his time many contaminants were dumped into the yard and never reported to him. The Park Board is concerned that children would be on contaminated soil or that the City could end up being fiscally and financially responsible for the cost and work to remove contamination as the city has paid a huge amount already and has gotten stuck with lawyer fees from other parts of the redevelopment. It was mentioned that not having Mark Olsen at the meetings has made for more open discussions. Peter is looking into the entire thing and will keep the Park Board abreast of the situation.

2. Peter's Park is in need of a new little kids swing, Ann got a quote of \$450 – we have money in reserves and are hoping to get this taken care of. The slide is also cracked and Ann is looking into cost for replacement.
3. Door at Horn Park Pavilion is shot – Ann is looking for a local contractor to replace it.
4. The soccer fields and Horn Park and the HS are in need of painting yet.

C. Aquatics:

1. Patron Comparison: Up 1000 from last year – as last year we were closed due to the pandemic.
2. Program Updates: Brillion Public Summer School is 7am-8am from June 8-12. Water Exercise moved to 8am. Reedsville will have morning and afternoon – Ann will work out the schedule as she can. Public lesson will need to be scheduled around these.

D. Recreation: Baseball has 2 teams in both leagues. Girls Softball cost is \$28 per girl and Boys Baseball is \$53 per boy. It was recommended to increase the girl's fee for next year.

7. Old Business:

- A. Judy Christianson asked about the fitness center concerns from last meeting, and at this time Ann said everything is going well and the kids are respecting the facility at this time,

8. New Business: none

9. Adjournment

At 4:55 pm, Chairman Al Ebert adjourned the meeting

Respectfully submitted for approval,

Wendy Behnke, Commission Secretary

PLAN COMMISSION MEETING

April 5, 2021

Brillion City Center

6:00 PM

CALL TO ORDER: Mayor Mel Edinger called the meeting to order at 6:00pm

ROLL CALL: Present were Mayor Mel Edinger, Lonnie Puskala, Al Ebert, Zane Zander, Gerald Sonnabend, and Joe Behnke. Also present were City Administrator Peter Wills, and Public Works Director Andy Geiger, and Building Inspector Paul Birshbach.

GUESTS:

Wes and Michelle Kempen

APPROVAL OF THE AGENDA:

MOTION-Sonnabend moved to approve the agenda. Seconded by Puskala, Motion carried.

APPROVAL OF MINUTES-December 9, 2020 Plan Commission Meeting Minutes:

MOTION-Zander moved to approve the December 9, 2020 Plan Commission Meeting minutes. Seconded by Ebert, Motion carried.

Discussion: Geiger clarified the cost of an \$11,000 fence from the previous meeting. Birshbach described private family program for autistic child, supported by state grant.

Fawn Ridge Subdivision-Wes Kempen Update

Phase 1 development

- 1) Attached a copy of the conceptual layout of the lots
- 2) Estimate of the costs for sewer, water, road, sanitary sewer, storm sewer. Costs will be \$40,000 per lot, a challenge because per a realtor, lots might only sell for \$40,000, so there would be no profit.

Wes Kempen stated Hilbert City Subdivision, Forest Junction past developments, offer 75%, with fire hydrants, and first layer of asphalt included. Interest in the wooded lots in the back, defer cost for the sewer. Investment cost without land cost, approx. 1.2 million.

Mel asked the Peter lead along with Andy work with Kempens to keep moving forward and update the commission with progress for the planned development.

Building Inspectors Report

Paul shared March 2021, did not share January and February 2021

Contact information for meeting packets:

Andy Geiger discussed getting electronic delivery of packets. Larger documents can be handed out to members in attendance or delivered if necessary. Members expressed concerns about material that will need to be sent out?

Old Business:

City Center Apartment-Update:

a. 3rd floor nearly done. They are looking for occupancy June 1. Pre-con meeting for Jackson and Custer street project is scheduled for April 9th. Project must be completed by June 19th due to Grant obligations.

b. Day Care/BW-Update-Final Inspection

Week of the 5th concrete sidewalks, curbs and fencing installations will begin.

Pine to US 10 to be closed for concrete patching April 19th for approx. 7-10 days.

BW is working on a deal with Monitor Tire to put up a building on the site.

Mel stated the distributor to lease a building, close to an agreement.

c. Murphy Apartments Update:

Completed framing on the 1st building, started framing on the second building. The first unit is slated to be completed in July.

Country Visions-?

New Business:

Thank you to Mel Edinger for service.

ADJOURNMENT:

The meeting was adjourned at 7:02 pm

Patricia Schreiber
Clerk-Treasurer

City of Brillion
Voucher List for Approval
April-21

<u>Date</u>	<u>Description</u>	<u>Total Amount</u>
3/31/2021	Check Register - ck# 78387-78400 Manual Check Run	5,533.24
4/5/2021	Check Register - ck# 78401-78403 Manual Check Run	1,117.77
4/26/2021	Check Register - ck# 78434-78493 Regular Council Meeting check run	142,392.90
Total:		\$ 149,043.91

ACH EXPENSES PAID

Authnet Gateway	Billing fee	\$ 53.85
Cardmembers Services	City Center-Supplies, Postage; Police-supplies; Utilities-supplies	\$ 804.09
CVR	CVR Billing Fee	\$ 305.40
Department of Employee Trust	Health Insurance-April 2021	\$ 24,033.88
Employee Trust Funds	Section 125 Admin Fee	\$ 60.00
FDGL	Lease payment	\$ 33.74
Frontier	Telephone Service - City Center	\$ 219.56
Frontier	City City Fax & Internet	\$ 298.18
Frontier	Telephone Service - Police	\$ 383.21
Kwik Trip	Diesel/Gas - DPW	\$ 877.81
Kwik Trip	Gas - Police	\$ 865.54
Kwik Trip	Gas - Ambulance	\$ 412.46
Kwik Trip	Gas/Diesel - Fire Dept	\$ 88.27
Kwik Trip	Gas/Diesel - Utility	\$ 198.19
Merchant Bank	credit card fees	\$ 158.90
Spectrum	Internet Servicses - PD and Fire	\$ 169.99
Spectrum	Internet/Cable Services - BCC	\$ 318.99
State of Wisconsin	TIF - Admin Certification Fee	\$ 600.00
Wisconsin Public Service	Gas/Electricity - Police/Fire/City Center/Street Lights/Parks	\$ 22,014.25
Total		\$ 51,896.31

SUMMARY OF GENERAL FUND AMOUNT TO BE APPROVED:

Entered Vouchers	\$ 149,043.91
Add ACH Paid Expenses	\$ 51,896.31
Total General Fund To Be Approved:	\$ 200,940.22

RESERVES*

4/26/2021	Automotive Supply Company - Street Sweeper & F350	219.03
4/26/2021	Brooks Tractor - Street Sweeper	76.38
4/26/2021	Calumet County Highway Dept - Brining	263.72
		-
		-

Total Reserve Fund Expenditures	\$ 559.13
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TIF EXPENSE*

4/26/2021	Ayres Associates Inc - Sampling Wells TIF 5	2,980.22
3/29/2021	State of Wisconsin - Administrative Certification Fee	600.00
		-

Total TIF Expenditures	\$ 3,580.22
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*NOTE: Reserves and TIF Expense is included in Total General Fund To Be Approved

3/31/2021 10:08 AM

Check Register - Quick Report - ALL

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ALL Checks

ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
78387	3/31/2021	BADGER METER, INC. INV 80051365 METER RENTAL MARCH 2020	72.96
78388	3/31/2021	CARDMEMBER SERVICE VISA 9222 WI LIBRARY ASSN INV 11417	60.00
78389	3/31/2021	COMPLETE OFFICE INV AR27679 BCC MARCH CONTRACT	33.48
78390	3/31/2021	DIENER, JOE 2021 MAR 10 AMZN 5 PRTBLE RADIO BATTERY	269.05
78391	3/31/2021	GFL INV U30000013070 BCC MARCH 2021	124.46
78392	3/31/2021	GREAT AMERICA FINANCIAL SERVICES BCC & CITY CENTER COPIER LEASE	182.38
78393	3/31/2021	MUNICIPAL CODE CORPORATION INV 353213 ONLINE CODE HOSTING	950.00
78394	3/31/2021	OTIS ELEVATOR COMPANY INV CV16972001 ELEVATOR POWER OUTAGE	546.00
78395	3/31/2021	PEAK SOFTWARE SYSTEMS, INC. INV 22972 SWIPE & BARCODE READER	287.12
78396	3/31/2021	STATE BANK OF CHILTON LOAN 5211681392 PAYMENT	1,993.36
78397	3/31/2021	TADYCH ECONO FOODS INV 136415 BATTERIES FOR KEY FOB SQUADS	13.23
78398	3/31/2021	VERIZON INV 9875453488 WWTF LAPTOP	40.01
78399	3/31/2021	WENDLING, DYLAN 2021 MAR 23 7 MANUAL DRIVER/OPS CLASS	701.19
78400	3/31/2021	WISCONSIN PUBLIC SERVICE ACCT 0402193863-00047 HOLIDAY LIGHTING	260.00
Grand Total			5,533.24

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	2,782.91
Total Expenditure from Fund # 230 - LIBRARY SPECIAL REVENUE FUND	606.00
Total Expenditure from Fund # 610 - WATER ENTERPRISE	2,048.84
Total Expenditure from Fund # 620 - SEWER ENTERPRISE	95.49
Total Expenditure from all Funds	5,533.24

4/05/2021 11:54 AM

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
78401	4/05/2021	BOSTON MUTUAL LIFE INSURANCE CO. 2021 APRIL PREMIUM	567.77
78402	4/05/2021	GRAMLING, DAVID 2021 MARCH TAI CHI INSTRUCTOR	100.00
78403	4/05/2021	HAESSLY, JESSICA 2021 MARCH YOGA INSTRUCTOR	450.00
Grand Total			1,117.77

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

1,064.43

Total Expenditure from Fund # 230 - LIBRARY SPECIAL REVENUE FUND

53.34

Total Expenditure from all Funds

1,117.77

4/22/2021

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
78434	4/26/2021	ADVANCED DISPOSAL - CHILTON - B2 2021 MARCH GARBAGE COLLECTION	15,051.28
78435	4/26/2021	AUTOMATED COMFORT CONTROLS INV 28558 QUARTERLY BILLING	6,707.50
78436	4/26/2021	AUTOMOTIVE SUPPLY COMPANY INV 20451814, 20451621 REPAIRS	219.03
78437	4/26/2021	AYRES ASSOCIATES INC INV 191806 SAMPLING WELLS TIF 5	2,980.22
78438	4/26/2021	BASTIAN, BEN 2021 MAR CELL PHONE	40.00
78439	4/26/2021	BAYCOM INC. ACCT 4333 PRINTER	79.00
78440	4/26/2021	BOND TRUST SERVICE CORPORATION INV 63321, 63322, 63568 BOND PAYMENT	61,340.00
78441	4/26/2021	BROOKS TRACTOR INC INV D89586 STREET SWEEPER	76.38
78442	4/26/2021	BSN SPORTS INV 912202851 CLUB SOCCER NETS	430.47
78443	4/26/2021	BUBOLTZ, JOY 2021 APR 12 INK CARTRIDGE	22.04
78444	4/26/2021	BURNETT, MCDERMOTT, JAHN, KING & DES ROCHERS 2021 MARCH SERVICES	620.00
78445	4/26/2021	CALUMET COUNTY TREASURER INV 019016, 2021 MUNICIPAL MAR/APR COURT	520.72
78446	4/26/2021	CELLCOM APPLETON PCS INV 692848 CELL PHONE	335.01
78447	4/26/2021	CLIFTONLARSONALLEN, LLP INV 2790174 AUDIT SERVICES	5,145.00
78448	4/26/2021	COMPLETE OFFICE INV AR28779, AR28426, AR28427 CONTCT INV	302.91
78449	4/26/2021	COX, MONA 2021 Apr 6 ELECTION	58.00
78450	4/26/2021	DAY AUTO REPAIR INV 36537, 36441 FORD & TAHOE SQD MAINT	270.48
78451	4/26/2021	DOLLAR GENERAL CHARGE SALES - 410526 INV 1001059722 BAGS, BANDAGES, GAUZE	12.19
78452	4/26/2021	EMMER, KAREN 2021 Apr 6 ELECTION	43.50

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GENERAL FUND CHECKING

Dated From:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
78453	4/26/2021	ENDURA CLEAN INC. INV 13656 WEED CONTROL	774.00
78454	4/26/2021	FDGL LEASE 052-1430436-000 FINAL PAYMENT	161.94
78455	4/26/2021	GEIGER, ANDY 2021 MAR CELLPHONE	40.00
78456	4/26/2021	GOLD CROSS AMBULANCE SERVICE, INC. INV 6549 1ST QTR 2021	25,677.00
78457	4/26/2021	GRAINGER INV 823008115 EXHAUST FOR GOLD CROSS	147.54
78458	4/26/2021	GREAT AMERICA FINANCIAL SERVICES INV 29161196, 29029176, 29057656	307.15
78459	4/26/2021	HARDWARE PLUS, LLC 2021 MAR 7 INV & APR 3 INV	84.13
78460	4/26/2021	HOMETEAM SPORTS & APPAREL, INC INV 40792 ICE PACKS, NET	228.06
78461	4/26/2021	HUSSEY, MICHELLE 2021 Apr 6 ELECTION	54.50
78462	4/26/2021	IPR BRILLION CITY CENTER, LLC INV 2500028 MAY 2021	10,000.00
78463	4/26/2021	KORINEK, GEROLD 2021 Apr 6 ELECTION	54.50
78464	4/26/2021	KRUEGER, MARY JO 2021 Apr 6 ELECTION	120.00
78465	4/26/2021	MANITOWOC COUNTY TREASURER 2021 APRIL COURT FINES REEDSVILLE	30.00
78466	4/26/2021	MANITOWOC TROPHY INV 38639 COUNCIL & MAYOR SUPPLIES	93.45
78467	4/26/2021	MARX, ANN REIMBURSE FOR EXPENSES	312.48
78468	4/26/2021	MATHIEBE, JANET 2021 Apr 6 ELECTION	65.25
78469	4/26/2021	MATHIEBE, KAREN 2021 Apr 6 ELECTION	54.50
78470	4/26/2021	MCCMAHON INV 921856 2021 CUSTER/JACKSON/BCC	1,757.50
78471	4/26/2021	MENARDS - MANITOWOC INV 84963 FACE MASKS, THERMOSTAT GUARD	23.98

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

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Thru Account:

Check Nbr	Check Date	Payee	Amount
78472	4/26/2021	MLHS YOUTH SOCCER CLUB 2021 LAKE TO LAKE SOCCER INSURANCE	132.53
78473	4/26/2021	MOHR, TROY 2021 APRIL CELLPHONE	40.00
78474	4/26/2021	NEMECEK, BETTY 2021 Apr 6 ELECTION	58.00
78475	4/26/2021	PETTY CASH - COMMUNITY CENTER 2021 LAKE TO LAKE SOCCER REFS	855.00
78476	4/26/2021	QUILL 15870908,15905902,15381017,252828,365479	247.38
78477	4/26/2021	RAE-COR DISTRIBUTING, LLC INV 27467, 27801, 28005 MAINT SUPPLIES	803.37
78478	4/26/2021	SCHEND, KIRK 2021 APR 16 CLOTHING ALLOWANCE	472.59
78479	4/26/2021	SCHREIBER, PATRICIA 2021 APR 7 MILEAGE & CELLPHONE	98.40
78480	4/26/2021	SCHWEIGL, ANTHONY 2021 APR 7 CLOTHING ALLOWANCE	518.76
78481	4/26/2021	SIRCHIE INV 489465, 487239 DRUG TEST KITS	99.76
78482	4/26/2021	SPATCHEK, LOIS 2021 MARCH, APRIL CLEANING	313.50
78483	4/26/2021	STATE OF WISCONSIN-COURT FINES & SURCHARGES 2021 MARCH & APR BRILLION/REEDSV FINES	910.95
78484	4/26/2021	SUPERIOR VISION INSURANCE PLAN OF AMERICA INV 508616 MAY 2021 VISION	48.06
78485	4/26/2021	THE COCA-COLA COMPANY 2020 PERSONAL PROPERTY TAX OVERPAYMENT	6.04
78486	4/26/2021	THE IT DEPT, LLC INV 10040, 10035 IT SUPPORT	476.74
78487	4/26/2021	TIENOR, SHARON 2021 Apr 6 ELECTION	58.00
78488	4/26/2021	VALLEY AQUATIC SOLUTIONS, LLC INV 81336, 81159, 81175, 81121, 81075	1,234.95
78489	4/26/2021	VERIZON INV 9877594937 WWTF LAPTOP	40.01
78490	4/26/2021	VILLAGE OF REEDSVILLE 2021 APRIL MUNICIPAL COURT FINES	183.75

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
78491	4/26/2021	WALBER, ASHLEY REFUND SUMMER SOCCER, TBALL	114.00
78492	4/26/2021	WISCONSIN CHIEFS OF POLICE ASSC. INV 5381 BASTIAN 1 YEAR	80.00
78493	4/26/2021	ZANDER PRESS, INC. INV 98441, 98730, 98576, 98511 NOTICES	1,361.40
Grand Total			142,392.90

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ACCT

GENERAL FUND CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	75,039.24
Total Expenditure from Fund # 210 - TIF DISTRICT #2	1,757.50
Total Expenditure from Fund # 260 - TIF DISTRICT #5	2,980.22
Total Expenditure from Fund # 400 - CAPITAL AND RESERVES	559.13
Total Expenditure from Fund # 500 - DEBT SERVICE	60,940.00
Total Expenditure from Fund # 610 - WATER ENTERPRISE	404.15
Total Expenditure from Fund # 620 - SEWER ENTERPRISE	712.66
Total Expenditure from all Funds	142,392.90

PAYROLL APPROVAL

Pay Period Dates
Check Date

2/27 - 3/12/2021
3/26/2021

Payroll	\$ 48,299.90
Social Security	\$ 2,902.00
Medicare	\$ 678.70
Retirement	\$ 3,760.59
Total Amount To Be Approved	\$ 55,641.19

Regular Hours	1815.75
City Hall	121.95
Building Inspector	0
Municipal Court	0
Police Dept.	611
Library	253
BCC	202.25
Ambulance	0
Fire	0
Pool	214
Recreation	0
DPW	288
Parks	12.25
Utility	113.3
Watering Plants	0

Overtime Hours	0
Police	0
PTO Fill	0
Vacation Fill	0
Hours Held Over	0
Cover Road	0
Military Leave Fill	0
DPW	0
Parks	0
Snow	0

PAYROLL APPROVAL

Pay Period Dates
Check Date

3/13 - 3/26/2021
4/9/2021

Payroll	\$ 47,667.79
Social Security	\$ 2,865.69
Medicare	\$ 670.25
Retirement	\$ 3,862.95
Total Amount To Be Approved	\$ 55,066.68

Regular Hours	1754.91
City Hall	122.2
Building Inspector	0
Municipal Court	0
Police Dept.	617
Library	174
BCC	218.25
Ambulance	0
Fire	0
Pool	217
Recreation	0
DPW	320
Parks	5
Utility	81.46
Watering Plants	0

Overtime Hours	43
Police	43
PTO Fill	0
Vacation Fill	42
Hours Held Over	1
Cover Road	0
Military Leave Fill	0
DPW	0
Parks	0
Snow	0

ACCOUNT TYPE	MINIMUM DEPOSIT TO OPEN ACCOUNT	MINIMUM BALANCE TO OBTAIN APY	ANNUAL PERCENTAGE YIELD (APY)	INTEREST RATE
Certificates Of Deposit				
90-day	\$1,000.00	\$1,000.00	0.25	0.25
182-day	\$1,000.00	\$1,000.00	0.30	0.30
1-year	\$1,000.00	\$1,000.00	0.40	0.40
2-year	\$1,000.00	\$1,000.00	0.50	0.50
3-year	\$1,000.00	\$1,000.00	0.60	0.60
4-year	\$1,000.00	\$1,000.00	0.70	0.70
5-year	\$1,000.00	\$1,000.00	0.50	0.50

*Inquire about additional rate tiers. ** The interest rate and annual percentage yield may change after the account is opened. State Bank of Chilton uses the daily balance method to calculate interest on your account. This method applies a daily periodic rate to the principal in the account each day. A penalty may be imposed for early withdrawal of time deposit accounts. Fees could reduce the earnings on an account. Review account disclosures for specific account information. Ask us for further information about any of these accounts.

Agenda Item Finance 6G-Reactivation of the Finance Committee

The Finance Committee Description

Topics: Financial Management

Role of the Committee

The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas for small and midsized groups include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below.

Budgeting and Financial Planning

Develop an annual operating budget with staff.

Approve the budget within the finance committee.

Monitor adherence to the budget.

Set long-range financial goals along with funding strategies to achieve them.

Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.

Present all financial goals and proposals to the board of directors for approval.

Effective finance committees fully engage in an annualized budgeting process in cooperation with the staff administrative leader and senior staff. Unless an organization's bylaws expressly forbid it, it may be advantageous to include non-board members with financial expertise on the committee.

In addition to developing an annual budget, the committee should also set long-term financial goals. These goals might include, for example, the creation of a working capital or cash reserve fund and the creation of a fund for maintaining or replacing equipment. If the organization has a strategic plan, the finance committee will work with the staff to determine the financial implications of the plan and will plot them into a multi-year organizational budget that will financially support the implementation of the strategies.

Reporting

Develop useful and readable report formats with staff.

Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.

Work with staff to understand the implications of the reports.

Present the financial reports to the full board.

Effective finance committees require staff to provide highly contextual reports clearly communicating the organization's financial and cash position, its adherence to the budget, its allocation of resources

toward the accomplishment of its mission, and its support of any donor-imposed restrictions on contributions. Having a predetermined list of reporting expectations permits staff to allocate enough time to produce accurate, high quality reports and not be caught off guard by ad hoc requests. In addition, these reports should help to focus the board's discussion about expected outcomes and potential strategies for overcoming setbacks or changes in the financial environment.

Internal Controls and Accountability Policies

Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.

Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.

Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The committee should also play a role in determining and updating bank account signatories as well as overseeing all legal and governmental filing deadlines are met.

Finance committees are also often charged with ensuring compliance and/or developing other policies that further serve to protect the organization and manage its exposure to risk. These include establishing policies surrounding:

Personnel policies

Executive compensation packages (in the absence of a separate human resources committee)

Long-term contracts or leases

Loans or lines of credit

Internet use and computer security

Capital purchases

Disposition of donated stock

Insurance requirements and reviews

Record retention

Gift acceptance

Covering Audits and Investments

Depending on many factors including – the size of the board, the size of the budget, the magnitude and complexity of existing financial assets – the finance committee may be called upon to perform the roles of two other committees that are usually separate in larger organizations: the audit committee and the investment committee. The basic audit and investment committees responsibilities include:

Audit Approval

Recruit and select the auditor.

Review the draft audit and Audit Recommendations to Council as presented by the auditor.

Present the audit report to the full Council (if the auditor does not do this).

Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned with Staff and Council.

Investment Policy

Draft an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.

Ensure provisions of the policy are followed.

Review the policy at least annually and update if necessary.

Hire and evaluate the investment managers/advisors.

Even if an organization does not have enough cash to support a full-blown investment portfolio, it should manage its cash to optimize earned revenue. If an organization has excess operating cash, the finance committee, with the staff administrative leader's input, may consider drafting guidelines for putting the excess cash in low-risk, short-term vehicles. These should be designed to maximize earned revenue from existing cash without interfering with operating cash flow needs, i.e., purchasing short-term CDs with staggered maturity dates, or establishing a sweep account arrangement wherein excess cash is swept into a higher-yield vehicle each night.

Finance Committee Chair

Role of the Chair

The finance committee chair is most often the Council President, whose specific duties are usually described in the organization's bylaws. In practice these duties can vary considerably from a hands-on role, in the case of the "working board" model, to a more supervisory role where transactions are largely handled by staff.

As chair of the finance committee, the Finance Committee Chair makes sure the committee does its job. Specific duties of the chair include:

Serving as the principal liaison between the committee and the full Council,

Working with the staff leader to set an agenda for each committee meeting,

Notifying members about the meeting,

Ensuring handouts and reports are prepared and sent to committee members in advance.

An annualized committee task list is a useful tool for organizing the committee's work. This could take the form of a month-by-month timeline or calendar that integrates budgeting and financial planning deadlines, governmental and legal filing deadlines, internal report deadlines, dates to review and update policies and procedures, and dates of finance committee meetings and full board meetings.

The treasurer or finance committee chair does not always have to be a professional "numbers" person but good judgment, logic, curiosity, and a commitment to accountability and the long-term financial stability of the organization are vital traits. A good treasurer or finance committee chair will have, or quickly develop, an understanding of nonprofit financial reporting and the IRS 990.

The presence of a fully engaged finance committee is a strong indication that an organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term

Committee Members

Five to Seven Committee Members Alternating-year Terms May 1st

Chair-Council President

Mayor

Clerk/Treasurer

City Administrator

Four Members Financial, Business, Accounting Background from the Community. Do not need to be Citizens of the Community.

FINANCE COMMITTEE FUNDAMENTALS

Does your organization have one finance committee that carries out all of the duties associated with financial oversight? Or do you have separate finance, audit, and investment committees? BoardSource recommends that organizations that conduct an independent audit have a separate audit committee or task force for added accountability. Separate investment committees are needed when an organization accumulates sizable reserves, manages an important planned giving program, or has an endowment that requires special attention. A board that is able to separate its various financial tasks among individual committees or task forces often is in a better position to focus on key duties for each.

Your finance committee should be organized around a handful of fundamental chores.

1. **Oversee financial planning**

- During the strategic planning process, participate in the analysis of the external and internal environment that determines the future course for the organization.
- During the budgeting process, work closely with senior financial staff to ensure that the process is carried out efficiently and to ensure that key elements of the strategic plan are addressed and that previously made decisions are properly interpreted in the budget's numbers. Review and approve the budget before it goes to the full board for approval.

2. **Monitor that adequate funds are available for financial management tasks**

When reviewing financial statements, keep track of the bottom line to spot red flags that might impact the organization's ability to provide adequate funding for planned budgeted activities.

3. **Ensure that assets are protected**

This includes overseeing investments of the reserves or endowment and ensuring that a system of internal control is in place if these are not done by other separate financial committees.

4. **Draft organizational fiscal policies**

Fiscal policies serve as guidelines — and protection — for board and staff as they address all the numerous complicated and routine questions relating to the organization's financial management. The challenge for the committee is to realize where the line is drawn between everyday procedures and overall organizational policies. The committee and board has no need to get involved in defining processes for staff. Draft policies for board approval that deal with acceptable reserves, the board's involvement in signing major purchases or financial commitments, or appropriate use of board-designated funds.

5. **Anticipate financial problems**

Committee members with an ability to draw the links between the external fiscal environment in which the organization operates and its potential influence on the organization are in an advantageous position to guide the board's fiscal decision making.

6. **Oversee financial record keeping**

Assess the reliability of the information being produced by the organization's financial staff. Does it exist? Is it timely? Is it helpful? Does it hold up over time? Is it commonsensical? Communication with the auditor is essential if the financial committee oversees the audit process.

FINANCE COMMITTEE FUNDAMENTALS

7. Help the full board understand the organization's financial health

Serve as a communication channel to the rest of the board, translating financial data into meaningful terms that can be understood by those less familiar with financial jargon. This can include using graphics instead of or in addition to numbers; talking about the implications of a report, not just describe its contents; and linking the financial health of the organization with its goals and strategies.

8. Ensure all legal reporting requirements are met

If your organization does not have an audit committee, ensure that all federal, state, and local reporting takes place.

9. Sustain the financial committee itself

Take board recruitment seriously and reserve the necessary time for the hunt and subsequent training of financially savvy board members.

Proposal for Services



Prepared for: City of Brillion
 Contact Name: Peter Wills
 Contact Email: admin@ci.brillion.wi.us
 Address: 201 N. Main St.
 City, State, Zip: Brillion, WI. 54110
 Phone: 920 756-2250

Today's Date: 3/1/2021
 Valid Until: 3/28/2021
 Prepared by: Rick Arndt
 Strategic Account Specialist
 Email: rick.arndt@charter.com
 Phone Number: 608 206-6387

Charter Spectrum Serviceable Locations

Service Location: City Hall - 201 N. Main St

Product Description	Quantity	Sales Price	Contract Term	Monthly Price
Spectrum Fiber Internet (30mb)	1	\$465.00	84 months	\$465.00
Spectrum Analog Phone	4	\$29.99		\$119.96
Proposed for Location				\$584.96
CURRENT Monthly Costs				\$288.43

Service Location: Library - 326 N. Main St

Product Description	Quantity	Sales Price	Contract Term	Monthly Price
Spectrum Internet	1	\$79.99		\$79.99
(1) Static IP	1	\$14.99		\$14.99
Spectrum Phone	3	\$19.99		\$59.97
Proposed for Location				\$154.95
CURRENT Monthly Costs				\$154.95

Service Location: Community Center - 120 Center St

Product Description	Quantity	Sales Price	Contract Term	Monthly Price
Spectrum Internet	1	\$109.99		\$109.99
Spectrum Phone	2	\$39.99		\$79.98
Spectrum Phone TV	1	\$126.39		\$126.39
Proposed for Location				\$316.36
CURRENT Monthly Costs				\$316.36

Service Location: Emergency Services - 130 Calumet St

Product Description	Quantity	Sales Price	Contract Term	Monthly Price
Spectrum Internet - 600mb down/35mb up	1	\$124.99		\$124.99
Spectrum Phone - Port from Frontier	5	\$29.99		\$149.95
Proposed for Location				\$274.94
CURRENT Monthly Costs				\$553.20

Non-Charter Spectrum Serviceable Locations (Services remain AS IS)

Service Location: PW Garage - 634 Ryan St.

Total CURRENT for All Locations	\$1,312.94
Charter Spectrum - Proposed for All Locations	\$1,331.21

One-Time Installation Fees/Promotions

Location	Description	Price
201 N. Main St.	Fiber installation	\$250.00
130 Calumet St.	Coax phone installation	\$99.00
TWO MONTHS FREE - FIBER INTERNET	Promotion valid thru 3/28/2021	-\$930.00
Total Installation Fees		-\$581.00



*Isn't it time your business
was Custom(er) Fit™?*

Proposal For:
CITY OF BRILLION

01/28/2021 Quote Number: **00011916**



Davis Leblanc
BUSINESS ACCOUNT MANAGER SR.
Phone:
Mobile:
Email: davis.leblanc@ftr.com

Quote Number: 00011916

Frontier Business
401 Merritt 7, Norwalk, CT 06851 | business.frontier.com

Why you should partner with Frontier

Frontier (NASDAQ: FTR) is more than a technology and communications provider — we're also your partner. We work closely with you to solve real business problems and enhance the way you operate through resources including:

- Flexible equipment options (premise-based, cloud, managed, or hybrid configurations)
- Dedicated enterprise support when you need it most
- Reliable state-of-the-art technology to keep the focus on productivity
- Cost-effective plans to make the most of every dollar
- Secure connections and compliant data storage to protect vital information
- Multisite solutions to seamlessly link different locations
- Strong partnerships with industry-leading equipment manufacturers and specialty solutions providers
- Financing options available to protect your investment against obsolescence, while tailoring your payment scenario to fit your budget

Frontier offers end-to-end data, voice and video solutions to businesses of all sizes. We're committed to providing next generation technology that's flexible and reliable — ready to grow with your business. And you'll enjoy the convenience of having one single, responsive source for all your communications needs. You can count on the strength and stability of a Fortune 500 company along with the flexibility to deliver on a personal scale. Frontier Business will keep your business connected and running strong.

Choose from our fully integrated product portfolio that includes:

- Ethernet Solutions
- Dedicated Internet Access
- VoIP (hosted and premise based)
- Communications & Network Equipment
- Optical Transport Services
- Social Media Marketing
- Audio, Web & Video Conferencing
- Wireless Data Access/Wi-Fi
- Business Continuity Solutions
- Business High-Speed Internet
- Local & Long-Distance Service
- Managed Services
- Internet & Data Security

Frontier Provides

- State-of-the-art Network
- 24/7 expert tech support
- 100% U.S.-based workforce
- Global Capabilities
- Customized Solutions
- Comprehensive Product Portfolio
- Dedicated Account Executive

Davis Leblanc has created a custom-designed plan based on your needs and budget all backed by our 24/7 expert technical support. Plus, we monitor the Frontier network to ensure that your business communications run without interruption. It's all part of our dedication to helping you succeed.

Quote Number: 00011916

Situation Analysis

Your company's current communications capabilities include:

Based on what we learned from you, your immediate and future communications needs are:

Executive Summary

Our team of Business Specialists is dedicated to gaining a full understanding of your capabilities and challenges. That way, we can custom-tailor a solution that meets your needs and gives you the confidence to move forward.

Our recommendations based on the needs defined above include:

Service Term : 60 Months

Service Location: 201 N Main St, Brillion, WI 541101128

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	5	\$19.99	\$0.00
<u>UCF Poly VVX 450</u>	5	\$7.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>UCF Executive</u>	2	\$19.99	\$0.00
<u>UCF Poly VVX 450</u>	2	\$7.50	\$0.00
<u>EIA (Ethernet Internet Access)</u> 20 Mbps	1	\$270.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

Service Location: 130 Center St, Brillion, WI 541101221

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Poly VVX 450</u>	2	\$7.50	\$0.00
<u>UCF Executive</u>	2	\$19.99	\$0.00
<u>EIA (Ethernet Internet Access)</u> 20 Mbps	1	\$270.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

Service Location: 1201 Sunset Dr, Brillion, WI 54110

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	2	\$19.99	\$0.00
<u>UCF Poly VVX 450</u>	2	\$7.50	\$0.00

<u>Installation Charge - Phones</u>	13	\$0.00	\$27.50
<u>EIA (Ethernet Internet Access)</u> 20 Mbps	1	\$270.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

Service Location: 130 Calumet St, Brillion, WI 541101118

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	5	\$19.99	\$0.00
<u>UCF Executive</u>	5	\$19.99	\$0.00
<u>UCF Poly VVX 450</u>	1	\$7.50	\$0.00
<u>EIA (Ethernet Internet Access)</u> 20 Mbps	1	\$270.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

Service Location: 326 N Main St, Brillion, WI 541101146

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	2	\$19.99	\$0.00
<u>UCF Poly VVX 450</u>	1	\$7.50	\$0.00
<u>EIA (Ethernet Internet Access)</u> 20 Mbps	1	\$270.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00
Total:		\$1,907.27	\$357.50

The services set forth in this proposal will be provided by Frontier Communications and its affiliates (collectively referred to herein as "Frontier"). Frontier does not consider the proposal itself to be a legally binding offer to contract. Pricing contained within this document is budgetary, and a site survey may be required prior to a final quote. This quote is valid for up to thirty days from the date hereof. Taxes and surcharges are not included.

This proposal is confidential and contains proprietary information. The contents contained herein are not to be shared with parties other than the customer and its employees named in this document is confidential and the property of Frontier Communications Corporation.



City of Brillion

Peter Wills
City Administrator
201 N Main Street
Brillion, WI 54110

Phone: (920) 756-2250

E-mail: Admin@ci.brillion.wi.us

Fax: (920) 756-2351

Administrator Report April 2021

Key Meetings

1. **April 9th Gold Cross**-Mark Fredrickson, Mayor Mel Edinger, Mayor Elect Mike Smith, Police Chief Kirk Schend, Fire Chief Joey Diener
 1. Topics: Gold Cross Agreement with City of Brillion, Wage increase, do not intend to renew 2022 Contract
2. **April 22nd DOT TEA Grant BW, LLC Site** Virtual Meeting Re with DOT support for Brillion Works Transportation Project BW, LLC, Ayres, New North, - March 12th
 1. Topics: DOT TEA Grant to fund \$1M for Roads, infrastructure for Brillion Works Project TID#5

Personnel

1. Library Board preparing offer for New Library Director
2. Ann Marx & I interviewing Aquatics Coordinator candidates
3. TJ Bastian, Captain Police Dept Medical Leave

Upcoming Preparation

CLA Audit 2020 Report May
WEDC Grant Reports April 30th
WI DNR Recycling Grant Report April 30th
WI Dept of Revenue Reports May 1

Financial

American Rescue Plan Act

Key Highlights

3. **\$10 Billion Coronavirus Capital Projects Fund**, allocation under Rural Population Distribution.
 1. City of Brillion is allocated to receive \$300,000 in direct allocation
 2. Additional assistance from County & State allocation could be available.
 3. Funds allocation in two tranches, through US Treasury Dept. 50% can be withheld until filing of certification of usage.
 - a. First Half 50% to state, then to cities within 60 days of passage
 - b. Second half of allocation 12 months from date of certification.
 4. Usage of Funds: Must track and report to Treasury Dept
 - a. Revenue collected loss during pandemic fiscal year versus prior year
 - b. Reimbursement of premium pay paid out to essential workers during pandemic above normal wage.
 - c. Water, Sewer, Broadband Infrastructure
 - d. Funds must be spent by December 2024.
 - e. If do not comply with eligible uses, funds can be recouped by Treasury Dept.

Peter Wills

City Administrator/Community Development Director



EASTSHORE HUMANE ASSOCIATION, INC.

1100 Park Street – P.O. Box320

Chilton, WI 53014

Telephone/Fax: (920) 849-2390

E-Mail: ehashelter@gmail.com

April 2, 2021

Peter Wills, Administrator
City of Brillion
201 N. Main Street
Brillion, WI 54110

Dear Mr. Wills:

Eastshore Humane Association (ESHA) wants to continue providing animal control services to municipalities in Calumet County. Our operating costs continue to increase with inflation.

We are handling increasing numbers of situations where aged, injured and/or sick animals have been neglected and left for someone to help. We handle many stray animals that get returned to their owners. In almost all of the situations, the animals are not properly licensed. Our out-of-pocket expenses (veterinary costs) for single cases frequently are much greater than your total annual donation. We fundraise constantly trying to cover the difference.

To plan for and help insure continuing service, we ask that you increase your donation to a level reflecting inflation. Please advise what you will do to help.

The collaborative agreement we propose is enclosed. Please respond and return the agreement signed by April 30, 2021 or contact David McClain, Shelter Operations, at (920) 585-5184 if you have an alternative proposal.

Sincerely,

EASTSHORE HUMANE ASSOCIATION

A handwritten signature in cursive script that reads "Judi McClain".

Judi McClain, Board of Directors

cc: Kirk Schend, Chief of Police

Enclosures: Agreement between Eastshore Humane Association & the City of Brillion



EASTSHORE HUMANE ASSOCIATION, INC.

P.O. Box 320 - 1100 Park Street

Chilton, WI 53014

Telephone/Fax: (920) 840-2390

E-Mail: ehashelter@gmail.com

April 2, 2021

AGREEMENT


CITY OF BRILLION AND EASTSHORE HUMANE ASSOCIATION, INC.

A collaborative agreement between Eastshore Humane Association and your municipality involves the following:

1. Eastshore Humane Association (ESHA) will work with your municipality to provide services for humane care and control of stray, small companion animals (primarily cats and dogs).
2. With the assistance of ESHA, your municipality will insure stray animals will be safe, given food, water and shelter prior to transfer to ESHA.
3. When an animal has been taken into custody, your municipality will contact ESHA. The Stray Animal Documentation Form (copy attached) will be completed and provided with the animal when transferred to ESHA. Your municipality may transport the animal to the shelter or ESHA will pick the animal up within 12 hours, or sooner with special arrangements, at which time the animal becomes the responsibility of ESHA.
4. ESHA will provide trained personnel that are skilled at handling a variety of animals.
5. In return for the services provided, your municipality will donate appropriate funding reflecting inflation to Eastshore Humane Association prior to the May 1st renewal date.
6. It is recognized that this is a self-renewing agreement. In the event that Eastshore Humane Association and/or your municipality wish to terminate this agreement, either party must give a thirty 30 day notice in writing.
7. This agreement is effective from May 1, 2021 through April 30, 2022.

In the spirit of cooperation between Eastshore Humane Association and your municipality, the parties have duly executed this agreement on _____.

Peter Wills. City Administator


Judi McClain, President
Eastshore Humane Association

Date: _____

Date: April 2, 2021



EASTSHORE HUMANE ASSOCIATION, INC.

P.O. Box 320 - 1100 Park Street

Chilton, WI 53014

Telephone/Fax: (920) 840-2390

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April 2, 2021

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Peter Wills. City Administator


Judi McClain, President
Eastshore Humane Association

Date: _____

Date: April 2, 2021

**CITY OF BRILLION
PORTION OF DOG LICENSE REVENUE PAID TO
EASTSHORE HUMANE ASSOCIATION**

CALENDAR YEAR RECEIVED	AMOUNT RECEIVED BY EASTSHORE HUMANE ASSOCIATION
RECEIVED 2014 for 2013	\$1,853.26
RECEIVED 2015 for 2014	\$1,925.00
RECEIVED 2016 for 2015	\$1,587.30
RECEIVED 2017 for 2016	\$1,292.33
RECEIVED 2018 for 2017	\$1,434.00
RECEIVED 2019 for 2018	\$1,806.48
RECEIVED 2020 for 2019	\$1,078.92



EASTSHORE HUMANE ASSOCIATION, INC.

1100 Park Street - P.O. Box 320

Chilton, WI 53014

Telephone/Fax: (920) 849-2390

Internal Revenue Code Section 501 (c) (3)

EIN: 39-1565423 - Date of Incorporation - October 1986

DESCRIPTION OF ANIMAL CONTROL SERVICES

Eastshore Humane Association (ESHA) is a private, no-kill, non-profit animal shelter located in Chilton, Wisconsin. It is not a public animal drop off facility and is not funded by tax dollars.

ESHA provides services to the public and political subdivisions that deal with small companion animals (primarily cats and dogs) and operates feral cat programs.

People wish to drop off animals at ESHA for many reasons. The owners or providers no longer want them or can no longer care for them. People find animals they do not want but want to do what they perceive is "the right thing". Some people are mad or upset with an animal they describe as "it is not my animal" and want it taken off their property.

Most requests for animal shelter services (drop offs, stray "not my animal", we have allergies, moving, inappropriate elimination and others) are described as emergencies for the person with the request. Usually the person is not having an emergency but is feeling driven to take action right now with no financial responsibility for the service. "I want to do the right thing. What am I supposed to do?" If they choose not to use ESHA animal services, recommend they contact the staff member in their municipality responsible for control of animals for help.

Most animals come into the shelter by appointment. This is necessary to provide for controlled animal intake at a level compatible with our capacity and safe for the animals. Also, planning intake allows time to give owners alternatives to surrendering. Procedures to solve problems and keep their animal are offered. Generally, shelter facilities are full with animals that have priority. However, we take the request and call when space becomes available.

Some animals come into the shelter under emergency conditions.

Some animals come into the shelter through services defined in contracts with political subdivisions. Under the current Wisconsin Statutes, Chapter 173 covering Animals: Humane Officers, "political subdivision" means a city, village, town or county. Political subdivisions with Eastshore Humane Association animal service contracts are not authorized to drop off/admit animals from other municipalities, even when directed by the County Sheriff's Department or other police officials, without prior agreement with Eastshore. Residents in these municipalities should

BRILLION PUBLIC LIBRARY**Monthly Library Report**

(this reflects the month the data was generated; it is NOT the month of the board meeting except fines)

	JANUARY	FEBRUARY	MARCH	YEAR TO DATE
Fines^	153.64	1.50	27.00	182.14
Laminating	0.00	0.00	0.00	0.00
Disc Cleaning	0.00	0.00	0.00	0.00
Screen/Projectors	0.00	10.00	0.00	10.00
Fax Machine	2.00	18.00	26.00	46.00
Copier	9.20	29.45	47.40	86.05
Room Use	0.00	0.00	0.00	0.00
Donations	0.00	25.70	1.25	26.95
Sub Total	11.20	83.15	74.65	169.00
Total	164.84	84.65	101.65	351.14

Other Income

PROGRAMS/ATTENDANCE

No. of Programs	6	7	8	21
Attendees				
Adults	8	5	9	22
Children	1	1	1	3
Adults/Children (FB Live)	14	12	25	51
Total Attendance	23	18	35	76

CIRCULATION

				YTD 2020
Adult Books	1313	1109	1402	3824
Juvenile Books	1157	1148	1358	3663
Magazines	47	42	74	163
CD's	23	19	22	64
Reference	98	70	83	251
AV Materials	443	448	515	1406
Computer* (hours)	8	4	9	21
Total	3089	2840	3463	9392

ILL				
ILL Requests	35	25		60
Transit ILL	949	904		1853
Total	984	929	0	1913
TOTAL CIRCULATION	4073	3769	3463	11305
<hr/>				
OVERDRIVE	558	472	527	1557

*The computer use refers only to use of lab computers and excludes wi-fi use.

^ December fines and fees are added to the January books, so this line gets a jump start of one month relative to the other categories.

includes 116.44 Propay
116.44
37.2
153.64

ALA Libraries Transforming Communities Grant

[Note: if we do **not** receive the grant, please submit the designated purchase order for Amazon (LIB-21-28 with a maximum of \$40) for Peter's approval. Once it is approved, please order three copies of *Summer Song* by Kevin Henkes from Amazon. (There's a shopping list called Trail Tales Summer 2020 (no grant).) Choose free shipping. Once the books arrive, prepare *Summer Song* and *Superworm* (already on hand) for Louie. There should be enough construction paper and Velcro on hand.]

At earliest convenience (April 1-6), submit the following purchase orders to Peter for approval:

LIB-21-20 Amazon.com (The dollar amount is higher than what cart 1 will cost—the estimate includes other books and supplies to be ordered later.)

LIB-21-21 Baker & Taylor (community read books)

LIB-21-22 Thorndike Press/Cengage (LT)

LIB-21-23 MCLS (to renew Go to Meeting & purchase digital copies of the book)

LIB-21-25 Brillion Nature Center (Naturalist time)

If he hasn't returned them within a week/by April 14, follow up with him.

At earliest convenience (April 1-6), contact Louie to let her know we received the grant and confirm finalize dates and times for the seed planting programs and the family beekeeping programs. Please ask her for her input on seeds to use for the seed planting program.

April 12-16 – Dahle – request an official quote/confirm pricing for a banner with the library name/logo from Zander Press. I discussed it with Kris (?) in December and thought I took notes regarding the dimensions and such, but I hadn't. The price she provided was \$130. (I budgeted for \$150 in the grant to be safe.) Once you have the dollar amount, add it to the purchase order (LIB-21-24) and submit it to Peter for approval.

April-May – Dahle and Bobbie will start/complete the asynchronous training. They can start anytime as long as they have completed it prior to the first discussion (tentatively scheduled for June 17). (You'll have to create a free account.)

www.ala.org/tools/librariestransform/libraries-transforming-communities/online-learning

The library cannot spend ANY money/order anything to be reimbursed by the grant prior to May 1!!!!

Please keep the grant invoices in their own stack/folder and clearly label each invoice as "grant." Baker & Taylor invoices are generated by purchase order number, so those items will be separate invoices.

May 1 (Bobbie) or May 3 (Amy) – Login to amazon and order the items in the shopping list called “ALA Grant Cart 1” and **choose two day shipping**, which should be less than \$15. (3 copies each of *Water is Water* and *The Couch Potato*.)

May 3-May 7

Dahle – contact Becky and ask her to renew our Go to Meeting subscription plus order 5 copies of the e-book (which should be \$17.50 each) and 2 copies of the e-audio (\$63.00 each)

Amy – Login to Baker & Taylor and submit the cart named ALA Grant Echo (purchase order – LIB-21-21)

Bobbie – Email Bernie bernard.roderick@cengage.com at Thorndike Press to order the Large Print (Purchase order - LIB-21-22) and be sure to remind him of the 35% discount and free shipping he quoted. We are ordering 10 copies at \$14.94 each.

Bobbie – purchase soil and seeds at Hardware Plus (city has account there) if available. If not, then check with Country Visions then Greenleaf Nursery.) It doesn't require a purchase order because the total cost is under \$50. Start with an 8 quart bag of soil (or something similar) for the first program unless registration indicates a higher turnout. Check with Louie on seed recommendations—it's likely she's agree that a variety of seeds that look different will be fun (maybe bush beans, radishes, cucumbers, parsley or cilantro, and peas?) \$18 total is budgeted for soil and seeds. If we have to buy more soil later, it can be paid for with other donations if we don't have other grant funds left.)

May 4 -7 (Bobbie primary/Amy secondary) - Login to amazon and place the items in the shopping list called “ALA Grant Cart 2” and choose **free shipping** for every item. Cross check the total with the budget and make sure to enter the quantity in the wish list for each item in the cart.

May 5-May 13 – Bobbie will be the point person for mounting and preparing books and will request assistance as needed. Contact Louie once the pages are ready to pick up. Ask Louie to provide a few photos once they are posted. Amy will schedule 2-3 posts with the event link to post to the library Facebook page. (Post 1: May 14 evening Post 2 & 3: TBD) (Amy – post to Instagram too via Hootsuite if time allows.)

May 5-May 31 – All staff read *Echo Mountain* and draft at least five discussion questions related to the book. (Compile the questions in Google drive.) Lynn is welcome to contribute too!

Trail Tales Program 1 – May 17-June 27

Books: *Water is Water* & *The Couch Potato*

Seed Planting Programs (outside at library or at park?) – Use canopy & banner

Community Read Discussions (All discussion dates are tentative!!)

Book Talking *After Dark* (adults): June 17 at 6:30 PM

All ages: June 23 at 1:30 PM

All ages: July 13 at 4:00 PM

Tweens: July 8 at 4:00 PM

Book Talking (adults): July 27 at 1:30 PM

All ages: August 5 at 4:00 PM

Add a Saturday morning date/time?

Family Beekeeping Program (at Brillion Nature Center)

Contact Louie for dates and times to include in our promotional materials

Staff attend to promote community read?!

Trail Tales Program 2 – July XX- August XX

Books: *Summer Song* by Kevin Henkes and *Kaia and the Bees* by Maribeth Boelts

Contact Louie to set dates.

Trail Tales Program 3 – October XX-XX

Books: *Superworm* by Julia Donaldson and *Pumpkin Jack* by Will Hubbell

Contact Louie to set dates.

Materials

Once all of the items except materials are purchased, the new library director will submit a purchase order for Baker & Taylor (LIB-21-27) for the balance of the funds. (Amazon (LIB-21-26) is an option too, but you'll have to select everything first and split the funds between the two purchase orders before ordering.) There is a cart of materials in Baker & Taylor called Nature Connection. I started placing possible titles of interest as I came across them, though you are not obligated to purchase them.

Purchase orders are drafted minus dollar amounts.

LIB-21-26 Amazon (materials for collection)

LIB-21-27 Baker & Taylor (materials for collection)

*I recommend that you finalize your carts with precise dollar amounts, add those amounts to the respective invoices, and then get Peter's approval (as promptly as possible). He may want to see a list of expenditures to date and a balance remaining.

Grant Requirements

In order to fulfill the requirements of the grant, at least one member of library staff must serve as project director, complete training modules, and lead at least one discussion after completing the training. The reporting requirements should be explained as part of the grant acceptance.



City of Brillion

Department Head

Executive Summary

Meeting Date: April 26, 2021

Department: Parks, Recreation & Aquatics

Administration/Personnel/Training:

In the process of reviewing and interviewing applicants for the summer parks and aquatics.

Laying out the summer pool schedule. It could look different from the past depending on what the Brillion and Reedsville Summer Schools decide.

Like always, looking for umpires for summer baseball and softball.

Operations:

Arbor Day is April 30th. A tree will be planted near the new kayak launch off of Glenview.

Lake to Lake soccer games started Sat. April 24th. There are 64 participants on 5 teams. A huge thank you to all the volunteer coaches. Of the 5 coaches there is one parent coach and the other 4 are either high school or college students.

Softball will have 2 Modified teams with a total of 34 players, 2- JR teams with a total of 26 girls and the high school will have 1 team.

Baseball will have 2 teams each for Rookie Ball, Traveling League, Little League and Pony. There is a total of 97 participants. Baseball games will start at the end of May.

Summer T-ball will start June 2 and summer soccer will start June 14.

The lock on the women's locker room door leading into the pool was replaced.

Parks are scheduled to open May 1st.

Logistics/Equipment Replacement/Finances:

The middle row of lights in the gym have been replaced. There have been a number of comments on how much brighter it is in the gym. DPW took down the old lights and also replaced some of the wall panels in the gym

Wireless camera for the back 24/7 entrance door \$74.51

The cost for battery back-up surge protector, installation and installation of the new card reader and wireless camera for the back 24/7 entrance - \$357.74

LaForce replaced the lock on women's locker room pool door \$548.00

Getting cost to replace the entire door and frame on the pavilion at Horn Park.

Ordered baseballs, score books and uniform pants.

Peak Software – new card reader for back door \$287.12.