



****NOTICE****

**CITY OF BRILLION
COMMITTEE OF THE WHOLE AGENDA**

Monday, May 10, 2021 5:30pm

NOTICE IS HEREBY GIVEN, that the Committee of the Whole of the Common Council of the City of Brillion will meet on **Monday, May 10, 2021 at 5:30 pm** in the Council Chambers at Brillion City Center located at 201 N. Main Street Brillion, WI, which is handicapped accessible.

FUTHER NOTICE IS GIVEN, the public can access the meeting via Zoom. Any member of the public wishing to attend this meeting, can do so by computer, tablet or smartphone. Join Zoom Meeting

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

Or by calling Once you dial the number, **312-626-6799** you will be asked to enter the Meeting ID **8867341306** Once you have entered the meeting ID, you will be prompted to enter the Passcode **047828**

Phone: 312 626 6799 Meeting ID: 886 734 1306 Passcode: 047828

AGENDA:

1. Call to order
2. Announcements
3. Roll call
4. Approval of the Agenda
5. Approval of Minutes – April 26, 2021 Committee of the Whole
6. Public Appearances
 - a. Citizen Input
 - b. Guests
 - i. Spectrum-Rick Arndt
 - ii. Frontier- Ted Medina
7. Finance and Purchasing
 - a. Telephone & Internet Service Proposals for City Buildings
 - i. Spectrum Phone & Internet Proposal
 - ii. Frontier Phone & Internet Proposal
 - b. Set Public Hearing CDBG CLOSE June 7, 2021 5:00pm
 - c. Amend authorization Consultant Hiring from December 21, 2020
 - d. American Recovery Plan Act (ARPA) update
 - e. Resolution RE21-10 to Authorize New Bank Account for American Recovery Plan Act (ARPA) Funds
8. Protections of Persons and Property
9. City Buildings and Grounds
 - a. Public Works Department
 - i. Monthly Report
 - ii. Waste Management Garbage & Recycling Transition
10. Personnel
 - a. Library Director Hired
 - b. BCC Aquatics Coordinator Recruitment
11. Old Business
 - a. Ordinance Update OR21-01 Committee of the Whole & Committees
12. New Business
13. Communications and Miscellaneous other business

- a. Clerk/Treasurer
- b. City Administrator
 - i. May 2021 Administrator Report
 - ii. 2020 Audit Results Presentation May 24th COW
 - iii. 2021 Budget Amendment to Address Budget Shortfall June
- c. Mayor
- d. Any Other

14. Adjournment

Copies: Post (3)
Board Members
Mayor
City Administrator

Mike Smith, Mayor

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 Board will take official action based on the above agenda.

COMMITTEE OF THE WHOLE MEETING

April 26, 2021

Brillion City Center

5:30 PM

CALL TO ORDER by Mayor Mike Smith 5:30 pm.

ROLL CALL

Present: Mayor Mike Smith, Tim Hanson, Joe Behnke, Sarah Pielhop, Carrie Wenzel, Joe Levash.

Not Present: Shelly Lau, TJ Moehr

Also present: Peter Wills, Kirk Schend , Andy Geiger, Joey Diener, Ann Marx, Patty Schreiber

GUESTS: Troy Jansen (Gold Cross), Tonja Palmer, Jackie Grant, Haley Engels, Stacy Barth, Dana Irish

Via Zoom: Dan Farrell, Justin, Brittany, Betty, 920-246-5301, Mary Jo Krueger

APPROVA OF AGENDA:

Motion - Behnke moved to approve the agenda. Seconded by Wenzel. All in favor. Motion carried.

APPROVAL OF MINUTES – March 22, 2021 Committee of the Whole Meeting:

Motion - Wenzel moved to approve the minutes of March 22, 2021 Committee of the Whole. Seconded by Hanson. All if favor. Motion carried.

CITIZEN INPUT:

none

Guests:

Dana Irish Board President – Brillion Housing Authority

Tonja Palmer, Executive Director of Brillion Housing Authority introduced Dana Irish, President, and Jackie Grant. Palmer oversees three properties. Upon Palmer's retirement Grant is her replacement. On January 1, 2022 Palmer will slide into a 2 day a week administrative role over seeing Jackie's transition.

Palmer gave a history of the Brillion Housing Authority covering occupancy and funding.

Inspections are completed every three years.

Irish spoke regarding Garrow Villa. Garrow Villa is a not for profit receiving no government subsidies. Run as hand-to-mouth. A few years back tried to sell Garrow Villa. Tried to refinance and was turned down. We did a good job managing staff and filling rooms. The budget is really tight. If things breakdown it comes out of the budget. Covid hit and pretty much shut down Garrow Villa. The facility was at 50% and no new residents moved in. Remained in the black but very tight. Updating and renovating is needed to be a star in our community. Not here to ask for money. Here to share what is going on, what they are doing and looking at grants. Renovations are being done little by little. Would like to be part of the City's marketing. The Board is very proud of the facility, have wonderful staff and manager.

**Finance and Purchasing:
Review of the Vouchers:**

General Fund=\$ 200,940.22

Motion-Wenzel moved to recommend to City Council the General Fund vouchers in the amount of \$200,940.22. Seconded by Levash. All in favor. Motion carried.

Reserves--\$ 559.13

Motion-Behnke moved to recommend to City Council the Reserve vouchers in the amount of \$ 559.13. Seconded by Hanson. All in favor. Motion carried.

Contingency-\$ 0

TIF Expenditures-\$3,580.22

Motion-Wenzel moved to recommend to City Council the TIF Expenditures in the amount of \$3,580.22. Seconded by Hanson. All in favor. Motion carried. Behnke asked for TIF expenditure details.

Review of Payroll:

Motion-Wenzel moved to recommend to City Council the payroll report for March 26, 2021 in the amount of \$ 55,641.19. Seconded by Levash. All in favor. Motion carried.

Motion-Wenzel moved to recommend to City Council the payroll report for April 9, 2021 in the amount of \$55,066.68. Seconded by Hanson. All in favor. Motion carried.

Question regarding dollar amount based on the hours. The second payroll does not include the Library Director Salary. Also, a portion of Utility hours were put in DPW and not in Utility.

CD Renewal \$364,805.45 Reserves Due 4/23/2021

Because of the request by Council to put this packet on line City Account information will be held back.

Wills recommend 180-day rate at .3. This is the reserves. Cannot access these monies. Behnke is good with 180 days because of potential short fall.

Motion - Behnke moved to recommend to City Council to renew the CD in the amount of 364,805.45 for 180 days. Seconded by Hanson. All in favor. Motion carried.

Wills explained this is borrowed monies from back in 2011. No strings attached. Could use if need down the road.

Class "B" Beer 6-Month License Renewal:

Brillion Athletic Association, Agent: Jeff Weber

Motion - Levash moved to recommend to City Council the approval of the Class "B" Beer 6-month License Renewal for Brillion Athletic Association with Agent: Jeff Weber
Seconded by Hanson. All in favor. Motion carried.

Operator License Applications - New:

Anna M. Crimmins, Bradley N Holmberg, Jessica A. Micke, Andrew J. Peacock, Jillian N. Reynolds, Jeffrey L. Weber

Motion – Wenzel moved to recommend to City Council the approval of the new Operator License for Anna M. Crimmins, Bradley N Holmberg, Jessica A. Micke, Andrew J. Peacock, Jillian N. Reynolds, Jeffrey L. Weber. Seconded by Behnke. All in favor. Motion carried.

Operator License Applications – Renewal:

Shawn P Calaway, Derek J. Emmer, John K. Muehlbauer, Ken L. Zutz

Motion - Levash moved to recommend to City Council the approval of the Operator License renewals for Shawn P Calaway, Derek J. Emmer, John K. Muehlbauer, Ken L. Zutz. Seconded by Hanson. All in favor. Motion carried.

APPOINTMENTS**Finance Committee Reactivation**

Smith would like to see the Finance Committee modeled after the current council committees. The Council member on the Finance Committee would bring the motions back to the Council. Wills summarized this as a key recommendation from Auditor Drewieske. Information that was felt to be beneficial was included in the packet. Current Ordinance on the books does require voucher list to run through the Finance Committee.

Finance Committee Description

Motion – Wenzel moved to re-activate the Finance Committee. Seconded by Hanson. All opposed. Motion failed.

Levash has mixed emotions. Years ago, there was no Committee of the Whole but there was a Finance Committee and Protections Committee. At that time it was felt the whole Council was not getting involved with Finance and Protection. This is not the time to add another meeting to Wills and Schreiber job duties. Feels we should wait a year until Wills and Schreiber are more established with their positions.

These Ordinances were created when there was a 9-person Council. Currently there are 7 members. Need to clean up Ordinances before creating new committees.

Explained this would create the shell. Would need to bring back to Committee of the Whole to fill the positions on the Committee.

Wenzel explained not a bad idea. It would be best to get the Codes corrected and for Wills and Schreiber to get some more time under their belts.

Smith stated it is very important to address this topic this year. It would be a mistake to not address this this year. First need to adjust Codes and Ordinances. Second, re-visit.

Talent Bank Questionnaire is on the website. These help out the Committee of the Whole a lot. Review attachment 6G and give Wills your feedback on the subject matter.

Wenzel stated we have to be financial responsible because change does have a cost. Levash indicated need to start with Code and Ordinance updating. This can be very time consuming.

Wills indicated if we are looking to outsource minutes and agenda would be an area. Auditor Drewieske recommended a retired auditor. This can be discussed under new business.

Motion – Levash moved to postpone the discussion on the Finance Committee until November 1st, after Ordinances have been updated. Seconded by Hanson. All in favor. Motion carried.

TELEPHONE & INTERNET PROPOSALS

Spectrum/Charter Communications

Wills updated Council. Revisited both.

Spectrum has an up-front cost of \$12,000, down from \$16,000. No changes to proposal.

Both are trying to cover all units together with one bill.

Frontier Communications

Willing to do a hub and willing to help upgrade our phones. Calls could be routed to City Hall when no one is available to man the phones at other locations.

Wills recommendation is Frontier because they are willing to set up a hub and give us interconnected phones between all the departments. There are only a few City of Brillion cell phones in the Police Department and the Municipal Court. Levash confirmed that Utilities cannot get Spectrum. Dialer is with Cellcom. BCC does have internet and would need to continue to offer.

Motion – Wenzel moved to delay to the May 10th Committee of the Whole to get an understanding. If we do move forward, what needs will be fulfilled, where are the shortfalls, and get a full picture of what we currently pay and will pay. Seconded by Levash. All in favor. Motion carried.

Wills suggested to have both present at the next work session in May, 2021.

Levash questioned if we are under contract. Frontier no, uncertain with Spectrum.

PROTECTIONS OF PERSONS AND PROPERTY:

No report.

Troy Jansen shared Thursday is his last day. Jansen thanked the Council for all their support with the Agency over the last 10 years. Jansen thanked the Council for giving him the opportunity to serve Brillion. Jansen will be staying on part-time.

March 2021 Financial Report

Mark Frederickson did submit a report. Report attached.

Ambulance Personnel Wage Increase Cost

Wills reviewed the Wage Increase Report. Budget increase per month and overall is shown. Raises have not been implemented yet. This could cause a \$15,000 - \$20,000 deficit. Impact would be approximately \$30,000 for 2021.

Jansen asked to make sure the on-call staff member is included in the wage increase.

Motion - Wenzel moved to recommend to City Council to amend the Contract with Gold Cross for 2021 to reflect the Personnel Wage Increase. Seconded by Levash. All in favor. Motion carried.

Fire Department

Monthly Report

Chief out of town so no report included in packet.

Year-to-date calls are 11. Hose testing is complete. There was a jaws call two weeks ago. Cutters did break. Sent out for repair. The company did borrow a set of cutters. Currently 30 members. Received 1 resignation due to moving out of the district. The resignation was accepted by the membership in April. Tender 85 still has a pump issue and is out of service. Six people started driver operator class earlier this month.

Police Department

Monthly Report

Included in packet.

2021 Eastshore Humane Society Contribution

Wills explained in the past donated 90% of actual monies received. The information is included in the packet.

2020 Pet License Fees from Calumet County

Wenzel commented this is a good program. Do not need to run in the red. Chief Schend explained no longer intaking animals from outside the City. This has worked out well. Pet intake has gone down. Levash indicated the numbers look like they have gone down. Wills explained in 2020 many residents did not license because of Covid. Letters will go out to those that have not renewed their pet license.

Motion - Wenzel moved to recommend to City Council to pay 80% of what we net. Seconded by Hanson. All in favor. Motion carried.

Municipal Court

Brillion Court Report included.

Reedsville Court Report included.

Protections of Persons & Property Committee Reactivation

Smith looking to reactivate this because of Citizen input/request.

Wenzel inquired if we have people to fulfill the Committee.

Smith does have 3 interested residents. Levash indicated this is not the Fire Commission. Wills explained this would be the Committee to the EMS area; Police, Fire, Ambulance. Smith explained this would include the Council member to bring motions to the Committee of the Whole.

Motion – Wenzel moved to delay until the Ordinance is updated and then bring back to set up properly. Seconded by Behnke. All in favor. Motion carried.

Levash asked for explanation of Ordinance or Code. Smith explained and Ordinance becomes a Municipal Code.

CITY BUILDINGS AND GROUNDS

Department of Public Works

Francis Street is completed and opened this morning. North Central moved concreting the parking lot to May 3rd. DeGroot finished today so their concrete work should start tomorrow or next day. MCC will move in after the parking lot cementing is complete. Cold patch finally received last week. Took care of patching last week.

Pagel Property: new owner is Kevin Hofkins. Have not had any discussions yet regarding property.

Brillion Works would like to remove fence by Brillion Works along Park Avenue and cuts back to the pond. Fence leads to nowhere. East side of Plant 1 fence will remain. Schend opinion was no issue to take down but would like to see no trespassing signs to go up.

Swamp Devil seems to fall back to Covid. There was one operator in the State and he took a job in Madison. No classes currently scheduled for training. Feels soonest will be next year.

Utility

Softener Update

Resin is in. Passed both Bac-T samples. It is good to go. Replacing two air vents on storage tank. As soon as that is complete the second softener can go back on line. Scheduled for this week.

PERSONNEL

Library Director Interviews

Wills followed up with Nick Madison. A verbal offer has been made. Discussed hiring process with Madison. Background check will be passed onto the police department. Looking for mid-May start date.

BCC Aquatics Coordinator Interviews

Marks completed two more phone interviews. Having applicants fill out City applications.

City Administrator

April Report

Protections and Personal Property: Wills, Schend, Diener, both Mayors, and Gold Cross met. Need to look at how things are set up. Review/prepare for August. Need to make decisions regarding ambulance based on feedback from Gold Cross.

Continue to work with Brillion Works. Grant to extend Park Avenue; 4-million-dollar grant. Wills made sure to state City is not responsible for matching grant.

Financial statement draft from CLA is not quite ready. Looking at the end of May for CLA to come to meeting.

April 30 is due date for a lot of grants. Need 90 more hours to complete necessary items.

Levash questioned if Gold Cross will be a part of Brillion next year. Smith indicated it seems re-negotiating a new contract in August does not sound possible. Gold Cross brought paperwork for the City to start its own ambulance service. Important to bring Protections of Personal Property into play. Need outside input to make good decisions based on what happened in the past. Difficult to tackle at the Committee of the Whole Meeting. Some members commented that Gold Cross has done a great service for Billion keeping our ambulance service going. Smith does not want to rule anything out. Commended Gold Cross for the job they have done. Levash indicated we need to be up front with the Town of Brillion and the Town of Woodville.

Clerk/Treasurer

2021 Virtual Open Book was held April 12 from 3-5 pm.

2021 Virtual Board of Review is scheduled for April 28 from 4-6 pm.

Continue to work on catching up.

OLD BUSINESS:

none

NEW BUSINESS:

In November, 2020 \$5,000 was approved for assistance for Clerk and Administrator. Some assistance was supplied but not day-to-day tasks. Auditor Drewieske recommended help from a retired auditor. Wills is not asking for new moneys but to use what is left of the \$5,000.

Wenzel indicated if the motion is for a specific person, not able to move forward. Would need to be a fresh motion. If not specific, Administrator Wills can move forward. Levash indicated if need as special meeting make sure to call one. Wenzel suggested if a special Council Meeting is called add the setting up of the Protections of Persons & Property Committee to the agenda.

ADJOURNMENT:

The meeting adjourned at 7:15 pm.

Patricia A Schreiber
Clerk/Treasurer

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: 5/3/2021
Valid Until: 6/4/2021
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	Unit Price	Contract Term	Monthly Price
Spectrum Fiber Internet (30mb)	1	\$405.00	60 months	\$405.00
Static IP	1	\$0.00		\$0.00
Spectrum UC - Connect Pkg	7	\$24.25	60 months	\$169.75
Polycom VVX 250 IP Phone	7	\$2.25	60 months	\$15.75
Spectrum UC - Basic Conf Rm Pkg	2	\$23.00	60 months	\$46.00
Polycom Trio 8300 Conf Rm IP Phone	2	\$9.75	60 months	\$19.50
Spectrum Analog Phone Line (Fax)	1	\$29.99		\$29.99
Proposed for Location				\$685.99

Service Location: Library - 326 N. Main St

Product Description	Quantity	Unit Price	Contract Term	Monthly Price
Spectrum Internet (200mb x 10mb)	1	\$79.99		\$79.99
(1) Static IP	1	\$14.99		\$14.99
Spectrum UC - Connect Pkg	3	\$27.00	60 months	\$81.00
Polycom VVX 250 IP Phone	3	\$2.25	60 months	\$6.75
Spectrum Analog Phone (Fax)	1	\$19.99		\$19.99
Proposed for Location				\$202.72

Service Location: Community Center - 120 Center St

Product Description	Quantity	Unit Price	Contract Term	Monthly Price
Spectrum Internet (200mb x 10mb)	1	\$109.99		\$109.99
Spectrum UC - Connect Pkg	3	\$27.00	60 months	\$81.00
Spectrum UC - Basic Pkg (Pool Emergency)	1	\$23.00	60 months	\$23.00
Polycom VVX 250 IP Phone	4	\$2.25	60 months	\$9.00
Spectrum Analog Phone Line	2	\$39.99		\$79.98
Spectrum Phone TV	1	\$126.39		\$126.39
Proposed for Location				\$429.36

Service Location: Emergency Services - 130 Calumet St

Product Description	Quantity	Unit Price	Contract Term	Monthly Price
Spectrum Internet - 600mb x 35mb	1	\$124.99		\$124.99
Spectrum UC - Connect Pkg	8	\$27.00	60 months	\$216.00
Spectrum UC - Basic Pkg (Garage/Train/Inter)	3	\$23.00	60 months	\$69.00
Polycom VVX 250 IP Phone	11	\$2.25	60 months	\$24.75
Spectrum Analog Phone Line (Fax)	1	\$29.99		\$29.99
Proposed for Location				\$464.73

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

Service Location: PW Garage - 634 Ryan St.

Charter Spectrum - Proposed for All Locations

\$1,782.80

One-Time Installation Fees/Promotions

Location	Description	Price
City Hall	Fiber installation	\$250.00
City Hall	UC Installation	\$500.00
Library	UC Installation	\$500.00
Community Center	UC Installation	\$500.00
Emergency Services	UC Installation	\$500.00
Total Installation Fees		\$2,250.00

Spectrum Enterprise

Proposal for City of Brillion

Submission Date: 5/6/2021

Presented To:
City of Brillion
Peter Wills
Administrator

Presented By:
Rick Arndt
Strategic Account Specialist - Gov't/Ed
(608) 206-6387
rick.arndt@charter.com



Charter Communications



Thursday, May 6, 2021

Peter Wills
Administrator/Community Development
City of Brillion
201 N. Main St
Brillion, WI. 54110
admin@ci.brillion.wi.us

Dear Mr. Wills:

Spectrum Enterprise¹ is pleased to submit the enclosed proposal in response to your request for services at the City of Brillion. Our response demonstrates Spectrum's ability to provide Internet that will enable the City of Brillion to meet its technology needs at this location.

Continuing our partnership ensures the City of Brillion will benefit from a strong telecommunications foundation, and maximizes the city of Brillion's ability to create new opportunities and drive innovation without incurring the extra costs associated with service transitions and unknown fees. As you may be aware, Spectrum provides advanced broadband services to more than 5000 local and state Government clients across the country making us one of the top service providers within the Government space.

Thank you for the opportunity to submit this response to your request. We are available to discuss our submission in further detail at your convenience.

Sincerely,

Rick Arndt

Mr. Rick Arndt
Strategic Account Specialist - Gov't/Ed

¹ Spectrum Enterprise is a commercial brand of Charter Communications, Inc. The legal entity proposing hereunder is Charter Communications Operating, LLC a subsidiary of Charter Communications, Inc.

EXECUTIVE SUMMARY

Spectrum Enterprise ("Spectrum"), a commercial brand of Charter Communications, is pleased to provide this response illustrating our ability to provide the City of Brillion with broadband services and reliable, hosted VoIP services. We take pride in being an innovative resource for businesses, schools and our municipal communities we service. Our reliable and economical solutions are a natural fit with your mission.

Spectrum's Solution

Since 1998, Spectrum has worked with thousands of state and local Government accounts. We understand this space, the challenges and how to provide the best services to benefit our Government clients. Our experience in this area will provide the understanding of Technology and within this space, how it has converged, and how to meet your communications needs as they grow rapidly.

Unsurpassed Expertise and Customer Support

A network of specially trained, industry experts supports Spectrum. We have around-the-clock, U.S.-based business support centers and knowledgeable, locally based technicians who are specifically trained to help with your unique needs. Our dedicated work ethic, shared knowledge, and proprietary systems allow us to ensure that the solutions we are quoting the City of Brillion will match your specific and discrete needs.

When you collaborate with Spectrum for communications services, we assign a dedicated account team who will support your services:

Account Executive: a dedicated, local market expert who is available for your consultation needs

Sales Engineering: trained technical experts who customize designs based on your needs.

Project Management: customer focused experts who manage your build and communicate with you every step of the way

Account Manager: your point of contact; responsible for providing you with accurate billing and consultation on future growth needs

Network Operations Center: Spectrum staff that continuously monitors the network

FIBER INTERNET ACCESS (FIA)

Accelerate your organization with a reliable, powerful and dedicated Internet access service

Today's organizations depend on high-performing Internet solutions to keep critical applications up and running and business operating. Without a dependable Internet connection, network resources are constrained, impacting both employees and customers.

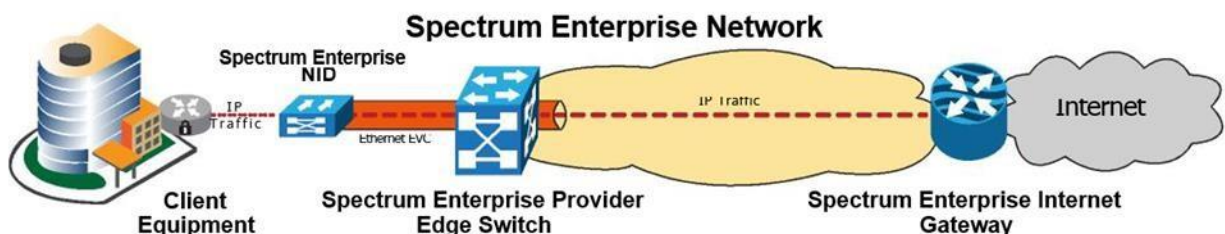
Spectrum Enterprise Fiber Internet Access (FIA) is a dedicated service that offers reliable nationwide connectivity with performance and support you can always count on. Delivering scalable Internet access, we guarantee 99.99% service availability all the way to the equipment at your location. Connect wherever you are with a service available nationwide that accelerates the pace of your organization.

Product Highlights

- ✓ Superior performance – Improves business productivity through a high-performing Internet service ensuring reliable connectivity
- ✓ Scalability and reach – Provides an easily scalable platform with national reach and dense metro coverage to support current and future bandwidth needs
- ✓ Business continuity – Optional diversity solutions to support Internet uptime in the event of a wireline disruption
- ✓ End-to-end support – Reduces complexity via a single, nationwide partner providing one resource team, one contact point for services and support including the in-building connection
- ✓ Cost effective – FIA delivers value with competitive, straightforward pricing

Key Features

- ✓ Dedicated connection that is not shared with others, delivered over a reliable advanced fiber network
- ✓ Industry-leading service-level agreement (SLA) metrics guarantee availability, low latency, jitter and packet loss all the way into the client suite
- ✓ Symmetrical access that scales from 25 Mbps to 10 Gbps from a single provider
- ✓ 24/7/365 US-based support and local technicians
- ✓ Multiple physical diversity and redundancy options to help protect your network



PRODUCT BRIEF

FIBER INTERNET ACCESS - Optional

managed network services

- ✓ Enhance FIA with a suite of complementary managed services products designed to protect, simplify and improve the performance of your network.
- ✓ Managed Security Service – Reduce the risk of external Internet threats with a comprehensive security service
- ✓ DDoS Protection – Protect your network from malicious volumetric attacks with world-class threat identification and mitigation
- ✓ Managed WiFi – Connect to the Internet seamlessly, anywhere with consistent and easily accessible WiFi
- ✓ Managed Router Service – Optimize your network routing with an all-inclusive expertly managed service

FIA technical specifications

Network

- ✓ IP over IEEE 802.3-based, full-duplex, noncircuit switched services
- ✓ Provisioned via our advanced fiber-rich network from the client premises to one of many hub locations throughout the Spectrum Enterprise network footprint
- ✓ Multiple levels of network fault tolerance provide a highly reliable and secure Internet access service
- ✓ Fiber access circuit is unaffected by electromagnetic interference

Routing

- ✓ Static or border gateway protocol (BGP) traffic routing options

Internet Access Demarcation

- ✓ Fiber connections to the Spectrum Enterprise network are monitored 24/7/365 via a dedicated network interface device (NID)
- ✓ Traffic is routed over the Spectrum Enterprise IP network until it is required to travel to the public network in order to reach its destination
- ✓ Demarc extension included for most buildings in footprint

Static IP addresses

- ✓ Initial IP block is included
- ✓ Additional IP address space available upon request
- ✓ Support for dual stacking of IPv4 and IPv6

SPECTRUM SERVICE PROPOSAL

These prices will remain in effect throughout the Initial Order Term, subject to the following contingencies:

final engineering, design and site visits; and acceptance of and entering into the Spectrum Enterprise Service Agreement (as may be negotiated by the parties as stated in the Legal Disclaimer section above), which shall govern the contractual relationship between the parties and the provision of the services under such contract.

Pricing is provided only for the sites shown in the Service Proposal. Pricing for additional sites shall be determined upon Spectrum's receipt of site information for the new service location, evaluation of the requested services, performance of surveys, and other information that may be required.

Pricing shown above is exclusive of taxes, fees and surcharges. MRCs and OTCs are subject to taxes, fees and surcharges as described in Section 7(b) (Taxes, Surcharges and Fees) of the Spectrum Enterprise Service Agreement.



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

Proposal For:
CITY OF BRILLION

05/05/2021 Quote Number: **00021605**



Ted Medina
Sr. Business Account Manager
Phone:
Mobile: +1 4693941474
Email: theodore.medina@ftr.com

Quote Number: 00021605

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

Ted Medina 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: 00021605

Situation Analysis

Your company's current communications capabilities include:

The City of Brillion is using voice and data services that are being delivered via copper facilities. These lines are old and tend to be less stable than newer fiber offerings. They are limited in the amount of bandwidth that can be delivered.

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

Frontier proposes to move both your voice and data services to a fiber delivery system. The fiber has a Service Level Agreement that guarantees that your service will be available 99.99% of the time. It give you the capability add bandwidth as it is needed. The Unified Communications services provide you with advanced features and capabilities that are the best in the industry.

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: 120 Center St, Brillion, WI 541101221

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	3	\$19.99	\$0.00
<u>UCF Poly VVX 350</u>	3	\$6.50	\$0.00
<u>UCF Power Poly VVX</u>	3	\$0.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>DIA (Dedicated Internet Access)</u> 10 Mbps	1	\$220.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

Service Location: 634 W Ryan St, Brillion, WI 54110

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	1	\$19.99	\$0.00
<u>UCF Poly VVX 350</u>	1	\$6.50	\$0.00
<u>UCF Power Poly VVX</u>	1	\$0.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>DIA (Dedicated Internet Access)</u> 10 Mbps	1	\$220.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00

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

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Basic</u>	2	\$12.50	\$0.00
<u>UCF Executive</u>	7	\$19.99	\$0.00
<u>UCF Poly VVX 350</u>	7	\$6.50	\$0.00
<u>UCF Poly Trio 8500</u>	2	\$34.00	\$0.00
<u>Power Kit - Poly Trio 8500</u>	1	\$0.00	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>UCF Power Poly VVX</u>	9	\$0.50	\$0.00
<u>DIA (Dedicated Internet Access)</u> 20 Mbps	1	\$255.00	\$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 Basic</u>	3	\$12.50	\$0.00
<u>UCF Executive</u>	9	\$19.99	\$0.00
<u>UCF Poly VVX 350</u>	12	\$6.50	\$0.00
<u>UCF Power Poly VVX</u>	12	\$0.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>DIA (Dedicated Internet Access)</u> 20 Mbps	1	\$255.00	\$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>	3	\$19.99	\$0.00
<u>UCF Poly VVX 350</u>	3	\$6.50	\$0.00
<u>Installation Charge - Phones</u>	28	\$0.00	\$27.50
<u>UCF Power Poly VVX</u>	3	\$0.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>DIA (Dedicated Internet Access)</u> 10 Mbps	1	\$220.00	\$0.00
<u>IP</u> /29 = 5 IPs	1	\$0.00	\$0.00
Total:		\$1,943.27	\$770.00

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.



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

Brillion POTS Proposal For:

CITY OF BRILLION

May 04 2021 Quote Number: **00330038**



Ted Medina
Sr. Business Account Manager
Phone:
Mobile: +1 4693941474
Email: theodore.medina@ftr.com

Quote Number: 00330038

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

Ted Medina 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: 00330038

Situation Analysis

Your company's current communications capabilities include:

Internet and voice over copper

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

Need an analog line to provide voice services to the pool area at the community center.

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:

Product Name	Quantity	Term Length	NRC	MRC
OneVoice Local	1	12	95.00	44.99
Total			95.00	44.99

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.

Public Hearing Notice

CITY OF BRILLION

June 7, 2021 5:00pm

Brillion City Center, Council Chambers
201 N. Main Street
Brillion, WI 54110

PROPOSED CITY OF BRILLION APPLICATION

for

COMMUNITY DEVELOPMENT BLOCK GRANT- PUBLIC FACILITIES/CLOSE FUNDS

The City of Brillion will conduct a public hearing to obtain input for the drafting and submission of a Public Facilities and CLOSE Grant application for funding through the Community Development Block Grant [CDBG] program administered by the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources. The grant will be to undertake building demolition and site restoration on City owned property. The public is invited to learn more about the CDBG program, help identify additional community development needs, and provide input on the proposed project.

The agenda for the public hearing is:

1. An overview of the CDBG program [potential funds, eligible CDBG activities]
2. Discussion of community redevelopment needs
3. Presentation of proposed demolition of former Dollar General Building 205 N Main St., Brillion
4. Citizen input regarding proposed project
5. Adjourn

Residents of the City of Brillion and interested parties are encouraged to attend, especially residents with low to moderate incomes. The meeting room is handicapped accessible. Social distancing will be implemented and efforts will be taken to sanitize door handles, chairs and other surfaces likely to be touched by the public.

Persons needing additional accommodations should contact City Administrator/Community Development Director Peter Wills via telephone at (920) 756-2250 or via email: admin@ci.brillion.wi.us

Published: May 20, 2021
May 27, 2021

Peter Wills
Administrator/Community Development Director
City of Brillion

7C. TOPIC SUMMARY

Meeting Date: May 10, 2021

Topic/Agenda Item: #7C. Consultant Assistance for Clerk/Treasurer
Department: Administrator

Background Information: Dec 21, 2020 Council Approved \$5,000 in Staff Assistance Needed During Transition for Clerk/ Treasurer in 2020 Funding. Need to amend motion broaden to authorize consultant hiring up to \$5K, utilizing 2020 carry over.

City Clerk/Treasurer is unable to keep with work demands and lacking transition training presently. Seeking to reauthorize hiring consultant to assist with and how to:

- Workhorse (Accounting program)
- Accounting Policies
- Audit Follow up
- Accounting Processes
- Update Accounting approach
- Payroll
- Vouchers
- State Filing

Administrator is requesting hiring of consultant on an hourly basis, no benefits to assist Clerk/Treasurer on Accounting items noted above as needed. Funding was approved in December 21, 2020, per Auditor can utilize 2020 carry over due to direct financial approval by Council.

Budget/Fiscal Impact: Up to \$5k

Policy Impact:

Action/Recommendation (Proposed Motion): Motion to amend Dec 21, 2020 Council Motion to approve Short Term Hiring of consultant up to \$5K of 2020 carry over funds.

Peter Wills
Administrator/Community Development Director



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

7D. TOPIC SUMMARY American Rescue Plan Act (ARPA) Committee of the Whole

Meeting Date: May 10, 2021

Topic/Agenda Item: #7D. American Rescue Plan -Resolution for Authorization of new Bank Account

Department: Administrator

7E. Resolution: City needs to open separate Bank Account to keep American Rescue Plan Act (ARPA) funds segregated to tracking all deposits, expenditures and interest. See Attached Resolution

Background Information

American Rescue Plan Act (ARPA)

Key Highlights

1. **\$10 Billion Coronavirus Capital Projects Fund**, allocation under Rural Population Distribution.
1. **Allocation:** City of Brillion is listed to receive \$310,000 in direct allocation from Federal Government, Paid by state of Wisconsin
 - a. \$155,000 by May 30th, 2021
 - b. \$155,000 by February, 2022
2. **Usage of Funds:** Must track and report to Treasury Dept
 - a. Revenue collected loss during pandemic fiscal year versus prior year. Working to track city revenue losses in 2020 vs 2019.
 - b. Reimbursement of premium pay paid out to essential workers during pandemic above normal wage.
 - c. Water, Sewer, Broadband Infrastructure projects.
 - d. Funds must be spent by December 2024.
3. **Reporting :** If do not comply with eligible uses, funds can be recouped by Treasury Dept.

Other Government Level ARPA Funding:

4. **Calumet County receiving \$9.7 Million**, providing request to Calumet for Sewer & water Projects to be considered.
5. **State of Wisconsin receiving \$2 Billion**, no process laid out to request funding.

Peter Wills

City Administrator/Community Development Director

RESOLUTION NO. RE21-10

**RESOLUTION REGARDING ADOPTION OF MUNICIPAL BANKING
RESOLUTION FOR DEPOSIT ACCOUNT AT THE STATE BANK OF
CHILTON FOR AMERICAN RECOVERY PLAN ACT FUNDS MAY 10, 2021**

**Depositor: City of Brillion
201 N Main St
Brillion WI 54110**

**Financial Institution: State Bank of Chilton
103 North Main Street
Brillion WI 54110**

I, the undersigned Official of the Government, Municipal or Public Entity (“Entity”) named above,

HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state of jurisdiction where it is located.

ACCOUNT HOLDER: City of Brillion is the complete and correct name of the Account Holder.

I FURTHER CERTIFY, that at a meeting of the governing body of the Entity, duly and regularly called and held on May 10, 2021, the following resolutions were adopted.

WHEREAS, at its May 10, 2021 Meeting, the City Council of the City of Brillion authorized the following individuals holding the following elected or authorized management staff positions to sign checks and other duly-authorized documents consistent with operating contracts and agreements approved by the City Council of the City of Brillion, or otherwise consistent with City policy:

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against the Entity’s Account with the Financial Institution bearing the signatures of the Agents, as authorized below.

FURTHER RESOLVED, that two signatures, one being elected official are required of authorized agents below to endorse all checks, drafts, notes, and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution: and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the authority hereby conferred upon the below named agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at the location where the account is maintained. Any such notice shall not affect any items in process at the time notice is given.

FURTHER RESOLVED, that this preamble and these resolutions and the aye and no vote by which they were adopted, by recorded, and that the Clerk of this City forward this certified record, along with the application for the Depository Account to the State Bank of Chilton

THEREFORE, BE IT RESOLVED, that the City of Brillion, in the County of Calumet, Wisconsin, The State Bank of Chilton, the Financial Institution at any one or more of its offices or branches, be and it is hereby designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or orders for the payment of monies bearing the following appropriate number of signatures:

Two (2) authorized signatures are required for all checks, withdrawals, transfers of the following named elected officers or employees of this Entity (“Agents”).

At least one of the signatures must be an elected official.

Mayor, elected official, currently Mike Smith

Council President, elected official, currently Sarah Pielhop

Clerk/Treasurer, employee, currently Patricia Schreiber

City Administrator, employee, currently Peter Wills

Resolution No. RE21-10 introduced and its adoption moved by Alderperson _____, second by Alderperson _____

Upon a call of votes thereon; the results were as follows:

____ Votes Cast
____ Votes Yes
____ Votes No

The Mayor declares Resolution No. RE21-10 adopted, approved and signed the same this 10th day of May, 2021.

Mike Smith, Mayor

Attested: _____
Patricia Schreiber, Clerk/Treasurer



City of Brillion

Department Head

Executive Summary

Meeting Date: 5/10/2021

Department: Public Works Director

Administration/Personnel/Training:

- Brillion Works LLC: Final concrete repair patches on Francis St have been completed and the road is open. The test wells have been installed and I have a map of their locations. Mark Olsen is hopeful to have info for the Planning Commission at their June meeting regarding tire company in the BW development.
- Northcentral Construction, City Center Apartments: Concrete for the parking lot is scheduled for the week of May 10th. They chose to replace all of their concrete sidewalks on Jackson, Custer and Center streets at their expense. They are still expecting occupancy June 1st.
- Shane Murphy West Wind Estates: Framing is complete on the first building and they have begun framing on the second building. I do not have expected completion for this project.
- Ann and I interviewed candidates for the summer help together. We have 2 gentlemen that have accepted the positions. They are both currently Juniors at Brillion High School and will start work on June 7th. Again, we will be sharing this help. Typically, they will work for DPW the first half of the day and then for Parks the 2nd half of the day.
- Working with new personnel at Gold Cross to ensure maintenance items are kept up regarding vehicles and building.

Operations:

- Street sweeping.
- Cleaning up in the parks.
- Lawn cutting
- Pothole patching
- Setting up and grooming soccer and baseball fields.
- Clearing catch basins.
- Installing donated equipment and the kayak launch at Spring Creek with secure concrete sleeve and signage for donation. Launch has been installed.

Logistics/Equipment Replacement/Finances:

- We are currently pricing out options for equipment replacement of brush mower and snowplow for the pickup for 2021. (On Hold)

Planning:

- Pagel Ave: On HOLD for now. Keith Hofkens has purchased the property. I have not had contact with him. I did find out that, through the court system, MCC received a settlement for about 25% of what they were owed which basically covered their attorney fees. They are out over \$40,000.00.

- DNR / Brillion Marsh – Swamp Devil return for Spring of 2021 TBD. (This is a probable Not)
- Custer and Jackson Street projects are under way. The sewer work has been completed. Sommers is currently working on sidewalk and curb and gutter replacements. After the apartments are done with pouring their parking lot, MCC will move in to remove asphalt, reshape the roads and lay down the new pavement. If Mother Nature cooperates the entire project could be complete by May 21st.
- Mapping out patch work around town for Sommers and MCC.
- Chip sealing and wedging are scheduled for Fairway and Sunset this summer.
- Working on bid pack requirements for the demolition of the old Dollar General building. This will be on hold till the grant is awarded.
- Have been working with Peter, Wes Kempen and McMahon on strategies for the additional development of the Fawn Ridge subdivision. No further update.
- Working with McMahon on WWTP upgrade study. This should be completed by the end of May.
- Working with DOT on the replacement of the bridge on East Ryan St. Plan is for 2024 replacement.

Confidential:

City of Brillion Municipal Code

Chapter 2 - ADMINISTRATION

ARTICLE II. - MAYOR AND COUNCIL

DIVISION 5. - COMMITTEES

Subdivision I. - In General

Sec. 2-111. Committee of the whole.

- (a) *Composition.* In place of standing committees, the city council shall operate on a committee of the whole system. The committee of the whole shall consist of nine alderpersons and the mayor.
- (b) *Meetings.* The committee of the whole shall meet on the second and fourth Monday of each month and at such other times as the committee shall designate.
- (c) *Special committees.* The committee of the whole may, from time to time, establish subcommittees, adhoc committees, or special committees for specific purposes and/or time limits. These committees shall consist of four alderpersons and may include staff or others as authorized by the committee of the whole. These committees shall report to the committee of the whole or the city council as appropriate.
- (d) *Personnel matters; hearings.* The committee of the whole shall hear all personnel matters arising under Wis. States. Ch. 111. The committee of the whole shall appoint a subcommittee of no more than three alderpersons to participate in labor negotiations.
- (e) *Referrals to for deliberation and recommendations.* The city council may refer matters to the committee of the whole for deliberation and recommendation to the city council. The committee of the whole shall also consider any matters referred by the city administrator or any members of the city council or boards and commissions.
- (f) *Power and authority.* The committee of the whole shall have the power and authority to direct the city administrator to conduct research, furnish facts, prepare reports and discharge business not requiring city council approval.
- (g) *Recommendation to city council.* All matters requiring official action by the city council shall be recommended to the city council. All motions for recommendations to the city council shall be by majority vote.

(Code 1983, § 2.07; Ord. No. O-87-1, § 1, 4-27-1987; Ord. No. OR10-02, § I, 4-20-2010)

ORDINANCE NO. OR21-01

**AN ORDINANCE AMENDING THE MUNICIPAL CODE,
CHAPTER 2, ADMINISTRATION, ARTICLE II. MAYOR AND COUNCIL,
DIVISION 5, COMMITTEES, SUBDIVISION I. IN GENERAL, SECTION 2-111,
AS IT RELATES TO COMMITTEE STRUCTURES
IN THE CITY OF BRILLION, CALUMET COUNTY, WISCONSIN**

The Common Council of the City of Brillion do ordain as follows:

SECTION I: Chapter 2, Administration, Article II. Mayor and Council Division 5, Committees, Subdivision I. In General, Section 2-111, (a), (c) are hereby repealed and recreated to the following

Sec. 2-111 Committee of the Whole

- (a) *Composition.* In place of standing committees, the city council shall operate on a committee of the whole system. The committee of the whole shall consist of seven (7) alderpersons and the mayor.
- (c) *Special Committees.* The committee of the whole may, from time to time, establish subcommittees, adhoc committees, or special committees for specific purposes and/or time limits. These committees shall consist of four (3) alderpersons and may include staff or others as authorized by the committee of the whole. These committees shall report to the committee of the whole or the city council as appropriate.

SECTION II: This ordinance shall take effect upon passage and publication as required by law.

Ordinance Number OR21-01 introduced and its adoption moved by Alderperson _____;
and seconded by Alderperson _____.

Upon a Roll Call Vote thereon, the result was as follows:

___ Votes Cast
___ Votes Yes
___ Votes No

The Mayor declared Ordinance Number OR21-01 adopted, approved and signed the same this 10th day of May, 2021.

Mike Smith
Mayor

Attested:

Patricia A. Schreiber
Clerk-Treasurer



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 May 2021

Key Meetings

1. **May 6, 2021 Calumet County Municipal Leaders Meeting-** Topics:
 - a. American Rescue Plan Act (ARPA)
 - b. 2020 Census Results delayed from April 1, 2021 until August 2021
 - c. Redistricting of County
2. **May 6, 2021 Impact Seven & BW, LLC Site** Virtual Meeting with Impact Seven Apartment Development on Brillion Works Site

Personnel

1. New Library Director Lydia Blatz, Starting May 10th
2. Ann Marx & I interviewing Aquatics Coordinator candidates
3. TJ Bastian, Captain Police Dept Desk Duty during recovery

Key Reports & Items

1. WI DNR Recycling Grant Report April 29th
2. WEDC CDI & IDLE Sites Grants Audit Reported Extended 90 Days
3. WI Dept of Revenue Reports May 10th

Upcoming Preparation

1. CLA Audit 2020 Report May 24th Committee of the Whole
2. WI DNR (CMAR) Compliance Monitoring Annual Report
3. PSC Water Rates Simplified Rate Increase Request
4. American Rescue Plan Act (ARPA) SAM & DUNS Account
5. US EPA Brownfield Revolving Loan Fund RFQ & RFP Prep
6. WEDC CDI Grant 2020 for Brillion Works Site

Financial

1. 2020 Audit Draft Results for May 24th Committee of the Whole
2. 2021 Sept Budget Cuts to meet Budget Shortfall
3. Amended 2021 Budget to Committee of the Whole Address Budget Shortfall
4. Propose ARPA grant proceeds uses to Committee of the Whole
5. Begin 2022 Budget Process in June

Peter Wills

City Administrator/Community Development Director

Municipal Budget Amendment Process

When must a municipal budget be amended and what is the procedure for doing so?

A municipality must amend its budget to change amounts of appropriations stated in the budget or the purpose for which the money will be used. A two thirds vote of the entire membership of the governing body is required to amend a budget, and the municipality must either publish a Class 1 notice of the amendment within 15 days after amending the budget or post a notice of the changes on the municipality's website within 15 days after any change is made. Wis. Stat. § 65.90(5)(a). (rev. 2/21)

Budget Changes

The law on changing an adopted budget is important because it is a key consideration in deciding how detailed the budget should be. A two-thirds vote of the entire governing body is required to change an adopted budget, and a class 1 notice of the change must be published under ch. 985 within 10 days after the change is made or the change is invalid. This process must be followed when altering the amount of tax to be levied, the amounts of the various appropriations and the purposes for such appropriations stated in the budget. The law is unclear on whether transfers from the contingency fund to other budgeted accounts may be done under normal voting requirements, or require an extraordinary vote and a class 1 notice publication.