

**REGULAR CITY COUNCIL MEETING
MINUTES**

Date: February 28, 2022

Time: 6:30pm

Call to Order: The meeting was called to order at 7:06pm.

Roll Call: Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop,
Carrie Wenzel, TJ Moehr

Not Present: Joe Levash

Staff: City Administrator Peter Wills, Public Works Director Andy Geiger, Police Chief Kirk Schend, Fire Chief Garrett Wenzel, Park & Rec Director Ann Marx, Library Director Lydia Dill

Guests: via Zoom: Jack, Dan Ferrell, Will

Approval of Agenda

Motion: Wenzel moved to approve the February 28, 2022 agenda as printed. Second by Lau. Motion carried.

Approval of Minutes of Jan 24, 2022 & February 7, 2022

Motion: Hanson moved to approve the minutes of the Jan 24, 2022 & February 7, 2022 Council meeting. Second by Behnke. Motion carried.

Citizen Input- None

Appointments- None

Public Hearing- None

Consent Agenda

Acceptance of Minutes

Brillion Housing Authority – None

Committee of the Whole – January 24, 2022

Finance Committee – February 23, 2022

Library Board – January 19, 2022

Park & Recreation Commission – February 3, 2022

Plan Commission – February 7, 2022

Protections of Persons& Property – February 15, 2022

RDA Meeting – None

Tourism Committee – January 20, 2022

Utility Commission – February 21, 2022

Cemetery Committee – None

Joint Review Board Meeting – None

Liquor License Surrender- The Real Giese’s Class “B” Beer & Class “B” Liquor

Liquor License Application: New- Bay Beer Belly LLC Class “B” Beer & Class “B” Liquor

Motion: Wenzel to approve consent agenda items A, B, C Acceptance of Minutes, Liquor License Surrender, and Liquor License application collectively. Second by Lau. All in favor. Motion carried.

DEPARTMENT HEAD REPORTS

Park & Recreation - Report included in the packet, Director Marx attended conference.

Library - Report included in the packet. Received a donation to fix sign. Had over 50 people attended succulent program, put on by Brilliant Blooms. Thanked Brilliant Blooms.

Fire Department - Report included in the packet. Just completed a brat fry. Looking at other fundraising opportunities. Had Fire Call on Saturday part of five departments responding.

Police - Report included in packet.

Ambulance – Reports included in the packet. The dodge has been repaired.

Municipal Court – Reports included in the packet.

Public Works – Report included in the packet. Geiger updated the Council on the Swamp Devil hoping this Spring to complete the unfinished work from 2019.

City Administrator/Community Development Director

Round Lake Farm Nordic Trail Update-attached

2021 Audit Update-CLA will present at the March 28, 2022 Committee of the Whole joint with the Utility Commission

Protections of Persons & Property Committee met in February 2022

Finance & Purchasing Committee met in February 2022

Former Dollar General 205 N Main Street demolition has begun

Clerk/ Treasurer - none

Mayor - none

COMMITTEE REPORTS

Brillion Housing Authority – Moehr reported the Authority met today. Vacancy is low. New director.

Cemetery Commission – nothing to report

Committee of the Whole

Sunrise Circle Preliminary Special Assessment Resolution RE22-02

Motion: Hanson moved to recommend to Council Sunrise Circle Preliminary Special Assessment Resolution RE22-02. Second by Lau. Call vote. All in favor. Motion carried.

CDBG CLOSE Grant Contract withdraw letter-For Approval

Motion: Wenzel moved to approve the withdraw letter for the CDBG CLOSE Contract. Second by Lau. All in favor. Motion carried.

Set Public Hearing for Ridgeway Drive Certified Survey Map March 28, 2022 6:35pm

Motion: Lau moved to set the Public Hearing for Ridgeway Drive Certified Survey Map March 28, 2022 6:35pm. Second by Behnke. All in favor. Motion carried.

Current DPW Director Job Description

Will continue to work on the job description and bring to the next meeting.

DPW Hiring Process Administrator & Mayor

Will bring 2 to 3 final applicants to the Council

Motion: Pielhop moved to have the Administrator and Mayor bring the top two to three candidates to for the DPW Director hiring process. Second by Wenzel. All in favor. Motion carried.

Park & Rec Director, Ann Marx Compensation

Motion: Pielhop moved to approve additional compensation for Marx to compensate for the additional DPW responsibilities. Second by Lau. Call vote. All in favor. Motion carried.

Finance & Purchasing Committee

Review of Vouchers

General Fund: \$ 1,731,494.63

Reserves: \$ 12,668.00

Contingency: \$ 0

TIF Expenditures: \$ 184,824.89

Motion: Pielhop moved to approve the General Fund vouchers in the amount of \$1,731,494.63, the Reserve vouchers in the amount of \$12,668.00 and the TIF Expenditures in the amount of \$184,824.89 collectively. Second by Wenzel. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 1/1-14/2022 paid on January 28, 2022 \$55,377.42

Pay Period: 1/15-28/2022 paid on February 11, 2022 \$56,214.43

Pay Period: 1/29-2/11/2022 paid on February 25, 2022 \$54,202.30

Motion: Pielhop moved to approve the three payroll reports as listed above. Second by Lau. Call vote. All in favor. Motion carried.

Library Board – nothing further

Park & Recreation – nothing further

Plan Commission

Demolition Permit – Brillion Works, 200 Park Ave

Motion: Pielhop moved to approve the Demolition Permit – Brillion Works, 200 Park Ave. Second by Lau. All in favor. Motion carried.

DJ Properties, LLC Main Street Coffee Shop Plans Approval

Estimated value of \$900,000 in new tax base in downtown. Working on moving the crosswalk. Working with nearby business to add more parking.

Motion: Pielhop moved to approve the DJ Properties, LLC Main Street Coffee Shop Plans. Second by Wenzel. All in favor. Motion carried.

Sidewalks waived in Existing Non-Conforming Subdivisions not connected to the city by trail or sidewalk

Geiger reached out to Calumet County as directed by Plan Commission.

Motion: Pielhop moved to waive sidewalks in existing non-conforming subdivisions until connected to the city by trail or sidewalk. Second by Hanson. All in favor. Motion carried.

New Subdivision Development

Motion: Pielhop moved to waive sidewalks in new subdivisions until connected to the city by trail or sidewalk. Second by Wenzel. All in favor. Motion carried.

Protections of Persons & Property Committee

Moehr reported the first meeting was February 15, 2022. Mike Petrie was selected as Chair and Eric Nies was selected as Secretary.

Redevelopment Authority Commission – no meeting

Tourism Committee – no meeting

Water, Sewer & Utility Commission

Sunrise Circle Bid Acceptance

Motion: Wenzel moved to approve the Sunrise Circle Bid Acceptance MCC Lowest Bid \$168,507.00. Seconded by Hanson. Call vote. All in favor. Motion carried.

Personnel

Municipal Court Judge Recruitment until March 7

Received one application to date.

DPW Director Resignation

Nothing further to report.

Seasonal Part-time for Parks & DPW

Discussion with regards the advantages of hiring part-time help in the DPW department. Maybe helpful with the Sunrise Circle Road project. Must be 16 years of age. May be an opportunity for a retired adult.

Motion: Pielhop moved to approve hiring three part-time seasonal employees with a minimum age of 16. Seconded by Wenzel. All in favor. Motion carried.

Old Business - none

New Business - none

Adjournment

The meeting was adjourned at 8:02 pm.

Peter Wills
Administrator