

## CITY COUNCIL MEETING

**July 25, 2022**

**Brillion City Center**

**6:30 PM**

### **CALL TO ORDER**

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

### **ROLL CALL**

**Present:** Mayor Mike Smith, Joe Behnke, Kory Davis, Shelly Lau, TJ Moehr

**Absent:** Tim Hanson, Joe Levash, Ruben Piepenburg

**Also present:** Richard Johnston, Kirk Schend, Ann Marx, Lydia Blatz, Austen Frederickson, Garrett Wenzel, Patty Schreiber

### **GUESTS:**

Tammy Williams, Derek Emmer, Amy Myers, Angela Jellum

Via zoom: Dan Farrell, Heather, Heather

### **APPROVAL OF AGENDA**

Mayor Smith indicated line items 13D4 need to be in 13C4.

**MOTION** - Lau moved to approve the agenda as amended. Seconded by Davis. All in favor.  
Motion carried.

### **APPROVAL OF MINUTES**

**MOTION** – Lau moved to approve the minutes from the June 27, 2022 Regular Council Meeting and July 11, 2022 Special Council Meeting. Seconded by Moehr. All in favor. Motion carried.

### **PUBLIC APPEARANCES**

**Citizen Input** – none

**Presentations/Proclamations** - none

### **PUBLIC HEARINGS** - none

### **CONSENT AGENDA**

#### **Acceptance of Minutes:**

Brillion Housing Authority – June 20, 2022

Committee of the Whole – June 27, 2022

Finance Committee – June 22, 2022 and July 20, 2022

Library Board – June 15, 2022

Park & Recreation Commission – June 2, 2022

Plan Commission – June 6, 2022

Protections of Persons & Property – No June minutes

RDA Meeting – No June minutes

Tourism Committee – no meeting in June

Utility Commission – June 20, 2022

Cemetery Committee – No Meeting

Joint Review Board Meeting – No Meeting

**Motion** - Lau moved to accept the Consent Agenda minutes. Seconded by Davis. Motion Carried.

## **DEPARTMENT HEAD REPORTS:**

### **Park & Recreation**

Christmas in July today. Today only was a 2 for 1 special which already brought in \$4,700. National Night Out does have the park on August 4, 2022. Increased splash pad & open swim hours in August.

### **Library**

Tomorrow is the first meeting with the architect. Official plan should be completed by September. Will start fundraising after the plans are complete with looking to break ground in Spring.

**Fire Department** nothing to add to the report

### **Police Department**

Report included in the packet.

Would like to take a moment to remember Officers Markins and Etter.

It has been 20 years and still difficult.

**Ambulance** - Report in the packet.

### **Municipal Court**

#### **Brillion Court Report**

#### **Reedsville Court Report**

Reports included in packet.

### **Public Works**

Report included job site pictures. Sunrise Circle should be done with all underground work. Getting set for paving. Frederickson looked into the culvert by Deer Run. There is a storm sewer easement from when the subdivision was created that goes across the Deer Run property. The easement is part of the Plat. This information was shared with Glen Braun.

The dredging machine will not be going out this year.

Behnke asked if there was a painting schedule for curbs and cross walks. There is no paint supply on hand and product is in short demand. Will double up on the 2022 budget.

PASER reports are done in odd years. Frederickson is looking to make this an annual report.

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### **City Administrator/Community Development Director**

Starting to get accustomed to what Brillion is doing.

### **Clerk/Treasurer –**

Front desk receptionist gave notice. Her last day was July 15, 2022.

**Mayor's Report** – nothing more to add

**COMMITTEE REPORTS:**

**Brillion Housing Authority** –

Jackie Grant did not indicate the need to bring anything to the Council meeting.

**Cemetery Commission** - No meeting

**Committee Of the Whole**

**Licenses**

**Operator's License**

David Hardy, Samantha Fiala, Terence Kabat, Chandra Kluck, James Muellenbach, Chandresh Patel

**Motion** – Behnke moved to approve the Operator's Licenses as listed. Seconded by Lau. Call vote. Lau, Behnke, Moehr in favor. Davis abstained. Motion carried.

**Fireworks Discharge Permit:**

G & M Fireworks, LLC; National Night Out August 4, 2022

**Motion** - Lau moved to approve the Fireworks Discharge Permit for G & M Fireworks, LLC for National Night Out on August 4, 2022. Seconded by Davis. Call vote. All in favor. Motion carried.

**RE22-09 City of Brillion ARPA Funds Acceptance Resolution**

**Motion** – Lau moved to approve RE22-09 City of Brillion ARPA Funds Acceptance Resolution. Seconded by Behnke. Call vote. All in favor. Motion carried.

**RE22-10 City of Brillion Budget Amendment to accept ARPA Funds**

**Motion** - Behnke moved to approve RE22-10 City of Brillion Budget Amendment to accept ARPA Funds Resolution. Seconded by Lau. Call vote. All in favor. Motion carried.

**RE22-11 City of Brillion Resolution to Authorize Bank Account**

**Motion** – Davis moved to approve RE22-11 City of Brillion Resolution to Authorize Bank Account. Seconded by Moehr. Call vote. All in favor. Motion carried.

**RE22-12 City of Brillion FAP ARPA Supplement Funds Acceptance-Ambulance**

**Motion** - Lau moved to approve RE22-12 City of Brillion FAP ARPA Supplement Funds Acceptance-Ambulance. Seconded by Davis. Call vote. All in favor. Motion carried.

**RE22-13 City of Brillion Budget Amendment to accept FAP ARPA Supplement Funds**

**Motion** - Behnke moved to approve RE22-13 City of Brillion Budget Amendment to accept FAP ARPA Supplement Funds amended with the correct dollar value. Seconded by Lau. Call vote. All in favor. Motion carried.

**Finance and Purchasing Committee**

The July meeting included looking at the Fire, Cemetery and Judicial budgets. Found quite a few changes that could be made to simplify the budget. Behnke feels there is now a better understanding of the budgets after this meeting. The August Finance meeting will look at the DPW Budget. Discussed DPW wages. Discussed potential jaws of life fee schedule.

**Review of the Vouchers:**

**General Fund \$ 108,117.46**

**Reserves \$ 1,500.00**

**Contingency \$ 0**

**TIF Expenditures \$ 250.00**

**Motion** – Behnke moved to approve the General Fund vouchers in the amount of \$108,117.46, the Reserve Expenditures in the amount of \$1,500.00 and the TIF Expenditures in the amount of \$250.00 collectively. Seconded by Davis. Call vote. All in favor. Motion carried.

**Review of Payroll**

Pay Period: 6/4-6/17/2022 paid on July 1, 2022, \$59,087.30

Pay Period: 6/18-7/1/2022 paid on July 15, 2022, \$ 69,867.53

**Motion** – Lau moved to approve the payroll report for July 1, 2022 in the amount of \$59,087.30 and for July 15, 2022 in the amount of \$69,867.53. Seconded by Davis. Call vote. All in favor. Motion carried.

**Public Works Garage Lighting Project**

Memo included in the packet. Was asked to obtain a second quote. The first quote is from Krueger Electric at \$8,840. The second quote is from Abstract Electric at \$7,760. Both do not include disposal as disposal is very pricy. Already have a stockpile of old fixtures and bulbs at the Public Works building and at the Police Station. Finance Committee motion included making sure there were monies left in the payroll budget to cover this expense.

**Motion** – Behnke made a motion to table this until the wage budget is known. Seconded by Davis. All in favor. Motion carried.

**Library Board**

Moehr reported the RDA did approve the use of the Dollar General cement pad.

**Motion** – Davis made a motion to approve the use of the City Hall parking lot and the Dollar General cement pad for Touch the Truck on August 20, 2022. Seconded by Lau. All in favor. Motion carried.

**Park & Recreation –**

**Heritage Park Landscaping**

Emmer contacted Park and Recreation to share his idea for updating the Heritage Park landscaping. Park and Recreation gave him permission to move forward. Emmer was recommended by Hanson to bring his project to the City Council for approval. This will be no dollars out of the City budget as Emmer will be doing fundraising. Emmer shared a slide presentation showing three phases including a 35 ft flagpole with a big base.

Behnke shared the possibility of a time capsule under the sign from 1984.

Phase 1 and Phase 2 are planned to be completed by the end of this year. This project does not need to go to the Plan Commission because the park is already existing.

**Motion** – Lau moved to give Emmer permission to move forward with this project. Seconded by Moehr. All in favor. Motion carried.

Mayor Smith thanked Emmer for his community passion.

**Plan Commission –**

Completed clerical errors in zoning. Update received on subdivision and Round Lake Farms.

**Protections of Persons & Property Committee –** nothing new to report

**Redevelopment Authority Commission**

There is a \$10,000 Bounce Back grant that expires at the end of the year. RDA purchased two signs that will be placed in two downtown vacant buildings.

**Tourism Committee**

**Grant Requests for Approval**

**Brillion Optimist Light Parade \$3,000**

**Motion** – Lau moved to approve the Brillion Optimist Light Parade grant for \$3,000. Seconded by Behnke. Call vote. All in favor. Motion carried.

**Brillion Fire & Rescue Assn BrillionFest \$7,500**

**Motion** – Lau moved to approve the Brillion Fire & Rescue Assn BrillionFest grant for \$7,500. Seconded by Davis. Call vote. All in favor. Motion carried.

**Brillion Optimist Wine Walk \$5,000**

**Motion** – Lau moved to approve the Brillion Optimist Wine Walk grant for \$5,000. Seconded by Davis. Call vote. All in favor. Motion carried.

**Chamber of Commerce-Brillion Marketing Kit (website & video) \$6,000**

This grant is for visitbrillion.org(.com) website, a video and a new brochure.

**Motion** – Lau moved to approve the Chamber of Commerce-Brillion Marketing Kit grant for \$6,000. Seconded by Moehr. Call vote. All in favor. Motion carried.

**WATER, SEWER & UTILITY COMMISSION**

**Reed Bed Engineering & Approval**

Johnston explained the committee level discussed finding funds for the engineering and looking to clean four reed beds. Johnston recommends to Council to use the \$161,000 ARPA funds for the engineering, bidding, and cleaning of all nine reed beds. The timeline on this is short as this needs to be completed this fall. The Wastewater Treatment plant is designed to operate on nine reed beds not four. Johnston will confirm cleaning all nine reed beds is an option and still maintain healthy reeds.

**Motion** – Lau moved to approve the request of using this year’s ARPA funds of approximately \$161,000 for engineering, bidding, and cleaning the nine reed beds. Seconded by Behnke. Call vote. All in favor. Motion carried.

**Proposed Project for 2023**

Frederickson wants to get a jump start on 2023 projects because sending out bids early will get us good pricing. Smaller projects are easier to use as filler projects by the construction companies. Goal is to complete Pine and Oak Streets in 2023. This decision is based on lower dollar amounts, as well as I/I, lead service, and low PASER rating. Frederickson explained I/I

and how that affects our WWTP. Johnston explained if the City of Brillion does not get rid of enough I/I we may need to look under surfaces recently redone.

**Motion** – Davis moved to approve Frederickson’s proposal; Pine Street and Oak Street as the 2023 project and starting the bidding process. Seconded by Moehr. All in favor. Motion carried. Moehr asked Smith to add this topic to the next Town Hall agenda.

**Personnel** - none

**Old Business** – Johnston will continue to pressure the county level with regards to ARPA funds.

**New Business** – Lau requested a close session under Personnel on next month’s agenda.

**Communications** – none

**Press Time** – none

**ADJOURNMENT:**

The meeting adjourned at 7:46 pm.

Patty Schreiber  
Clerk/Treasurer