

CITY COUNCIL MEETING

August 22, 2022

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 6:39 pm.
Pledge of Allegiance was recited by those present.

ROLL CALL

Present: Mayor Mike Smith, Joe Behnke, Kory Davis, Tim Hanson, Shelly Lau (arrived 7:14 pm), Joe Levash, TJ Moehr, Ruben Piepenburg
Also present: Richard Johnston, Kirk Schend, Ann Marx, Lydia Dill (via Zoom), Austen Frederickson, Patty Schreiber

GUESTS:

Hank Horn, Tammy Koehler, Tammy Williams, Michelle Hussey, Angela Jellum, Lisa Stradel, Earl Herring, Troy Mohr
via Zoom: Dan Farrell, David Nordby

APPROVAL OF AGENDA

MOTION - Levash moved to approve the agenda as amended. Seconded by Piepenburg. All in favor. Motion carried.

APPROVAL OF MINUTES

MOTION – Piepenburg moved to approve the minutes from the July 25, 2022, Regular Council Meeting. Seconded by Davis. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – none

Presentations/Proclamations - none

PUBLIC HEARINGS -

Public Hearing for BW Apartments Zoning Change

Mayor Smith opened the public hearing at 6:41pm.
Three calls for public comment. No comments.
Public hearing closed at 6:41 pm.

Public Hearing for BW Healthcare Provider Zoning Change

Mayor Smith opened the public hearing at 6:41 pm.
Three calls for public comment. No comments.
Public hearing closed at 6:42 pm.

CONSENT AGENDA

Acceptance of Minutes:

Brillion Housing Authority –

Committee of the Whole – July 25, 2022
Finance Committee – August 17, 2022
Library Board – July 20, 2022
Park & Recreation Commission – July 7, 2022
Plan Commission – July 5, 2022 & July 11, 2022
Protections of Persons & Property – June 14, 2022
RDA Meeting – June 9, 2022 & July 14, 2022
Tourism Committee – July 21, 2022
Utility Commission – July 18, 2022
Cemetery Committee – No Meeting
Joint Review Board Meeting – No Meeting
Board of Review – June 15, 2022 & August 3, 2022

Motion - Hanson moved to accept the Consent Agenda minutes. Seconded by Piepenburg. All in favor. Motion Carried.

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Working with Manitowoc County Social Services with regards to their families and memberships to the BCC. Held lifeguard training for six people. Four of these people spent the weekend in the City of Brillion.

Library

Dill reported on Touch the Truck. Approximately 160 people were in attendance. Thanked Frederickson and Officer Schneider for their assistance.

Fire Department - nothing to add to the report

Police Department - Report included in the packet.

Ambulance - Report in the packet.

Municipal Court

Brillion Court Report

Reedsville Court Report

Reports included in packet.

Public Works

Frederickson thanked his department for their help with Touch the Truck. Shared information from a utility class attended. Starting in 2024 the City of Brillion has 15 years to replace the 168 lead laterals.

City Administrator – nothing further to add

Clerk/Treasurer – nothing further to add

Mayor's Report – nothing more to add

COMMITTEE REPORTS:

Brillion Housing Authority – meeting moved to Monday

Cemetery Commission - No meeting

Committee Of the Whole

Licenses

Kennel License

Motion - Piepenburg moved to approval of the Kennel Licenses for Amy & Dan Gotter. Seconded by Davis. All in favor. Motion carried.

Liquor License Surrender: Randy's Pasty Factory LLC

Motion - Levash moved to accept the Liquor License Conditional Surrender from Randy's Pasty Factory LLC. Seconded by Hanson. Call vote. All in favor. Motion carried.

Liquor License Application: Ariens Hospitality Group LLC

Motion - Hanson moved to approve the Liquor License for Ariens Hospitality Group LLC. Seconded by Levash. Call vote. All in favor. Motion carried.

Temporary Class "B"/"Class B": Brillion Optimist A Walk Through Brillion

Motion - Levash moved to approve the Temporary Class "B"/"Class B": Brillion Optimist A Walk Through Brillion. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Operator's License

Motion - Behnke moved to approve the Operator's Licenses for Ethan D Sandoval, Brenda B Salamanca. Seconded by Hanson. Call vote. All in favor. Motion carried.

A Walk Through Brillion

Use of the City Center Lobby

Motion - Hanson moved to recommend to Council to approve the use of the City Center Lobby for the Walk Through Brillion. Seconded by Levash. All in favor. Motion carried.

Agreements

Calumet County Law Enforcement Mutual Aid Agreement – no motion

2023 Cooperative Agreement to Satisfy Eligibility for Recycling Grant

Motion - Hanson moved to approve the 2023 Cooperative Agreement to Satisfy Eligibility for Recycling Grant. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Resolutions

Resolution RE22-06 A Resolution Authorizing the Ongoing Submittal of an Application to the Wisconsin Department of Natural Resource (WI DNR) Recycling Grant Program

Motion - Hanson moved to approve the Resolution RE22-06 A Resolution Authorizing the Ongoing Submittal of an Application to the Wisconsin Department of Natural Resource (WI DNR) Recycling Grant Program. Seconded by Behnke. Call vote. All in favor. Motion carried.

Law Enforcement: Memorandum of Understanding Regarding Use of ARPA Funds

Motion - Piepenburg moved to approve the Council Law Enforcement: Memorandum of Understanding Regarding Use of ARPA Funds. Seconded by Davis. Call vote. All in favor. Motion carried.

Finance and Purchasing Committee

Behnke went over the items discussed at the Finance and Purchasing Committee meeting. The semi-annual fire inspections were suggested to be moved to annual as a cost savings. Behnke reached out the fire chief for his input. Frederickson did a lot of homework ahead of time for his area budget. Future agenda items are Parks, Recreation, Brillion Community Center, Police Department, and the Ambulance.

Smith expressed how well the Finance and Purchasing Committee has been working together and getting items accomplished.

Review of the Vouchers:

General Fund \$ 112,784.06

Reserves \$ 475.00

Contingency \$ 0

TIF Expenditures \$ 0.00

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$112,784.06, the Reserve Expenditures in the amount of \$475.00 collectively. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 7/2-7/15/2022 paid on July 29, 2022, \$ 61,375.28

Pay Period: 7/16-7/29/2022 paid on August 12, 2022, \$ 60,559.38

Motion – Davis moved to approve the payroll report for July 29, 2022, in the amount of \$61,675.28 and for August 12, 2022 in the amount of \$60,559.38. Seconded by Hanson. Call vote. All in favor. Motion carried.

Public Works Garage Lighting Project

Frederickson reviewed. Behnke explained not disposing of old fixtures at this time. Plan is to take an inventory of all fixtures around the city and dispose of all at one time. The plan is to finish the lighting project in order to qualify for the Focus on Energy bonus.

Motion – Piepenburg made a motion to approve the bid from Abstract Electric. Seconded by Behnke. All in favor. Motion carried.

Public Works – Proposed vs. Existing

Frederickson reviewed the information in the packet. Behnke explained this is a recommendation for the 2023 budget. No action taken.

UWP/UW Capstone

Frederickson reviewed the possibility of a Capstone project for the City of Brillion. Hanson asked Frederickson to check into UWGB to see if they offer the same opportunity. Only cost to the City of Brillion is Frederickson's time.

Motion – Hanson made a motion to approve the UWP/UW Capstone. Seconded by Piepenburg. All in favor. Motion carried.

SRO Agreement - Brillion

Smith explained the Finance and Purchasing Committee approved with the intentions to bring back to the Brillion School District for an increase in their next budget year. Levash reminded Reedsville School District needs to be tackled as well.

Motion – Davis made a motion to approve the 2022/2023 SRO Agreement with Brillion Public Schools. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Library Board

Moehr shared with the Council Dahle Enneper had resigned. Looking to fill that position. Manitowoc Library System supplied the board with book pages which is a catalog of new releases. It has a huge selection.

Park & Recreation – nothing new to report

Plan Commission –

Received an update on the Nordic Center and the BW site. Demolition has a target completion date of September 15, 2022. The Coffee Shop at the Zero Turn location is on hold. The Coffee Shop/Bakery is moving into Randy's. Stradel indicated the site may not have a building placed back on. Open to neighboring business expansion or parking expansion. Smith questioned the timeline for rebuilding on the Zero Turn site.

Lau arrived at the meeting.

BW Apartments

Zoning Change

Affected property parcel numbers are 15009, 15065, 15095. Includes the condensery and the garages. The map was shared.

Motion – Levash made a motion to approve the Zoning Change from I2 to R3 for the BW Apartments. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Plan Approval – no motion

BW Site Healthcare Provider

Zoning Change

Affected property tax parcel numbers are 15046, 15414, 15044. Map shared. Levash and Behnke requested maps to be included in future packets along with zoning information. The information was in last month's Council packet.

Motion – Piepenburg made a motion to approve the Zoning Change from I2 to C2 for the BW Healthcare Provider. Seconded by Davis. Call vote. All in favor. Motion carried.

Plan Approval

Frederickson explained the plans were in last month's Council meeting packet. No changes.

Motion – Behnke made a motion to approve the Plans for the BW Healthcare provider as long as passed State Approval. Seconded by Lau. Call vote. All in favor. Motion carried.

Protections of Persons & Property Committee

Moehr informed the Council the last meeting had a great turn out. A lot of good discussion about the regionalization. September 12, 2022, is the next meeting. Will be looking to further work on the plan and how it fits into a financial mechanism.

Redevelopment Authority Commission

RDA requested authority to approve Zero Interest Loans with out Council approval. Per Code can only recommend to Council.

Motion – Behnke made a motion to approve the Zutz zero interest loan application in the amount of \$5,000 contingent on attorney approval including terms and an amortization schedule.

Seconded by Hanson. Call vote. All in favor. Motion carried.

Tourism Committee – no meeting

WATER, SEWER & UTILITY COMMISSION

Sewer Rate Increase – Fixed and Variable Sewer Rate increase of 15% effective December 1, 2022. Notice to be included in the September 1 billing.

Levash explained the Sewer Rate increase. Last year there was a 15% increase. This year is the second 15% increase.

Motion – Levash moved to approve the Sewer Rate increase of 15% for both Fixed and Variable rates effective December 1, 2022. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Personnel

Public Works Department

Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Convene in Closed Session per W.S.S. 19.85 (1)(c) Public Works Department

Closed Session Motion: Piepenburg moved to convene into Closed Session per W.S.S. 19.85 (1)(c) Public Works Department at 7:32pm. Seconded by Lau. Roll call vote. Motion carried

Reconvene in Open Session to take action if necessary and appropriate regarding Public Works Department.

Session Motion - Lau moved to reconvene in Open Session at 8:22 pm to take action if necessary and appropriate. Second by Piepenburg. Call vote. Motion carried.

No action.

Piepenburg left.

City Administrator

Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Convene in Closed Session per W.S.S. 19.85 (1)(c) City Administrator

Closed Session Motion: Hanson moved to convene into Closed Session per W.S.S. 19.85 (1)(c) City Administrator at 8:25 pm. Seconded by Levash. Call vote. All in favor. Motion carried

Reconvene in Open Session to take action if necessary and appropriate regarding Public Works Department.

Session Motion - Lau moved to reconvene in Open Session at 8:38 pm to take action if necessary and appropriate. Second by Behnke. Call vote. All in favor. Motion carried.

Motion - Davis moved to create a contract between the City of Brillion and the Brillion Chamber of Commerce for the City Administrator position. Seconded by Lau. Call vote. All in favor. Motion carried.

Old Business - none

New Business- none

Communications- none

Press Time - none

ADJOURNMENT:

The meeting adjourned at 8:42 pm.

Patty Schreiber
Clerk/Treasurer