

CITY COUNCIL MEETING

September 26, 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, Tim Hanson, Shelly Lau, Joe Levash, TJ Moehr, Ruben Piepenburg (via Zoom)
Also present: Richard Johnston, Kirk Schend, Ann Marx, Lydia Dill, Austen Frederickson, Patty Schreiber, Garrett Wenzel

GUESTS: Kip Golden, Tammy Williams via Zoom: Dan Farrell, 920-246-5301

APPROVAL OF AGENDA

MOTION - Levash moved to approve the agenda amended with updated minutes; Plan Committee Minutes to be approved changed to August 1, 2022, Library Board minutes changed to August 17, 2022, Protections of Persons & Property changed to August 17, 2022, RDA changed to August 11, 2022, and Utility Commission changed to August 15, 2022. Seconded by Lau. All in favor. Motion carried.

APPROVAL OF MINUTES

MOTION – Davis moved to approve the minutes from the August 22, 2022 and September 12, 2022, Regular Council Meeting. Seconded by Lau. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – none

Presentations/Proclamations

Mayor Proclaimed the Trick or Treat hours Sunday October 30, 2022 from 4 pm – 7 pm.
Mayor Proclaimed Reach Red Ribbon Week October 23-31, 2022.

PUBLIC HEARINGS - none

CONSENT AGENDA

Acceptance of Minutes:

Brillion Housing Authority – July 25, 2022

Committee of the Whole – August 22, 2022

Finance Committee – September 21, 2022

Library Board – August 17, 2022

Park & Recreation Commission – August 4, September 1, 2022

Plan Commission – August 1, 2022

Protections of Persons & Property – August 17, 2022

RDA Meeting – August 11, 2022

Tourism Committee – no meeting
Utility Commission – August 15, 2022
Cemetery Committee – No Meeting
Joint Review Board Meeting – No Meeting
Board of Review – No Meeting

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

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx reported the amount paid to BAA was covered League fees except \$305.

Library

Renderings included in packet. Fundraising campaign being kicked off this Fall.

Project is estimated to cost \$500,000.

Fire Department - nothing to add to the report

Fire Prevention week is October 9-15, 2022. Costs are covered by the 2% Dues.

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

Swamp Devil will not happen this year. Have not heard anything regarding next year. Smith indicated he spoke with the DNR at a BW Site meeting. DNR is just getting back to leaving the office. There is no committal with regards to that service.

Lau inquired if the Paser Rating report was on the City website. Behnke asked for the latest copy to be emailed to the Board.

City Administrator – Spending bulk of time on the 2023 budget.

Clerk/Treasurer – nothing further to add

Mayor's Report – Excited Clerk Schreiber is Brillion's Public Servant of the Year.

COMMITTEE REPORTS:

Brillion Housing Authority – Moehr informed the Council he had a death in the family and was unable to attend the meeting.

Cemetery Commission - No meeting

Committee Of the Whole

Licenses

Liquor License Conditional Surrender: Bay Beer Bellys, LLC, Kristy Stanelle

Motion - Behnke moved to approve the conditional surrender of the Bay Beer Bellys LLC, Kristy Stanelle, liquor license. Seconded by Lau. Roll call vote. All in favor. Motion carried.

Liquor License Application: Giese's Bar, Scott Giese

Motion - Behnke moved to approve the Liquor License for Giese's Bar Scott Giese. Seconded by Lau. Roll call vote. All in favor. Motion carried.

Operator Licenses: Temporary

Anita Butkovich, Mitchell Michiels

Motion - Lau moved to approve the Temporary Operator's Licenses for Anita Butkovich, Mitchell Michiels. Seconded by Levash. Roll call vote. All in favor. Motion carried.

Operator Licenses: New

Carson Dennis

Motion - Lau moved to approve the Operator's Licenses for Carson Dennis. Seconded by Levash. Roll call vote. All in favor. Motion carried.

Finance and Purchasing Committee

Behnke was unable to attend the meeting. The Finance and Purchasing Committee went through the Park & Rec, Police and Ambulance budgets. Very well structured. Next step is the joint meeting with the Committee of the Whole.

Review of the Vouchers:

General Fund \$ 439,575.39

Reserves \$ 94,287.41

Contingency \$ 0

TIF Expenditures \$ 5,498.00

Motion – Lau moved to approve the General Fund vouchers in the amount of \$439,575.39, the Reserve Expenditures in the amount of \$94,287.41, TIF Expenditures in the amount of \$5,498.00 collectively. Seconded by Davis. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 7/30-8/12/2022 paid on August 26, 2022 \$ 58,395.64

Pay Period: 8/13-8/26/2022 paid on September 9, 2022 \$ 52,807.33

Motion – Behnke moved to approve the payroll report for August 26, 2022, in the amount of \$58,395.64 and for September 9, 2022 in the amount of \$52,807.33. Seconded by Levash. Call vote. All in favor. Motion carried.

Set 2023 City Budget Public Hearing for October 24, 2022, 6:35 pm

Motion – Levash made a motion to set the 2023 City Budget Public Hearing for October 24, 2022 at 6:35 pm. Seconded by Lau. Call vote. All in favor. Motion carried.

Public Works – Surplus items

Frederickson reviewed the items; old crack filler, chipper, plow truck, and two attachments the City no longer has the main vehicles they attach to. Will put ads out in the newspaper for bids

including minimum bids. If no acceptable bid is received, the item will go onto the online municipal auction site.

Motion – Lau made a motion to sell the surplus items. Seconded by Hanson. Call vote. All in favor. Motion carried.

Library Board

Moehr the meeting due to a loss in his family.

Park & Recreation –

Tennis court fencing was damaged. Emmer fixed himself with his crew. Board approved family memberships for the BCC employees.

DNR Forestry Grant

Need to complete due to recoup costs for tree maintenance at the Horn Park, City Center and the Historical Society. Will have cost share. If applying for a startup, next time an inventory needs to be completed. An email was received from the DNR indicating ATC moneys available for tree planting. ATC grant has no cost share. Ash trees are being removed as they die.

Motion – Levash made a motion to approve RE22-14 Authorizing Application WI Dept of Natural Resources 2023 Forestry Grant. Seconded by Lau. Call vote. All in favor. Motion carried.

Plan Commission –

BW Apartments Final Plans

Plan Commission approval was contingent on State approval. Johnston informed the Council they can approve conditional to State approval. Building permit will not be issued until State approval received.

Motion – Lau made a motion to approve the Final Plans for the BW Apartments. Seconded by Davis. Call vote. All in favor. Motion carried.

Zoning Change

Johnston informed the Council pieces of the building crosses property lines. The property crossed did not get rezoned. Tax ID parcel 15310.

Motion – Lau made a motion to approve the Zoning Change for tax parcel 15310.

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

BW Apartments Property Line Correction

Developer asked to create a 2 lot CSM. One parcel in the TIF. One parcel for outside the TIF.

Motion – Lau made a motion to approve the BW Apartments Property Line Correction.

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

60-day Extension for Temporary Zoning on Nordic Center Annexation

In order to complete the design and PUD paperwork an extension is needed.

There will be amendments to the PUD over time.

Motion – Behnke made a motion to approve the 60-day Extension for Temporary Zoning on Nordic Center Annexation. Seconded by Levash. Call vote. All in favor. Motion carried.

Protections of Persons & Property Committee

Next meeting is Thursday this week.

Redevelopment Authority Commission

Zero interest loan paperwork is being processed. Need signatures.

Plans for old Dollar General slab in 2023. Ie: skating in winter

WEDC Connect Communities

Discussion on where payment comes from.

Motion – Hanson made a motion to approve WEDC Connect Communities with RDA paying the fees. Seconded by Lau. Call vote. All in favor. Motion carried.

Tourism Committee – October 29, 2022 Walk Thru Brillion

WATER, SEWER & UTILITY COMMISSION

Facility Plan

McMahon will be attending the Council meeting to give a presentation. The meeting will be a joint Council and Utility meeting. Project must start by June of 2024.

Reed Beds Project

Council did give \$161,000 to work on the Reed Beds. Not planning to do all at once. Will finish project in 2023. Lowest bid was Peter's Concrete for \$106,900 along with a secondary mobilization fee of \$7,400 totaling \$114,300. Engineering fees and tipping fees for sludge in the landfill will be additional charges. Beginning very quickly. Estimated to take three to four weeks.

Motion – Levash moved to approve the bid for Peter's Concrete for \$114,300. Seconded by Behnke. Call vote. All in favor. Motion carried.

Personnel

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) Clerk/Treasurer

Closed Session Motion: Lau moved to convene into Closed Session per W.S.S. 19.85 (1)(c)

Clerk/Treasurer at 7:26 pm. Seconded by Hanson. Roll call vote. Motion carried

Reconvene in Open Session to take action if necessary and appropriate regarding Clerk/Treasurer.

Session Motion - Lau moved to reconvene in Open Session at 7:32 pm to take action if necessary and appropriate. Second by Davis. Call vote. Motion carried.

Motion - Hanson moved to increase the clerk's vacation by one week. Seconded by Lau. Call vote. All in favor. Motion carried.

Old Business

Council inquired about the administrative assistant position. Offer has been extended and accepted. Start date is October 3, 2022.

Piepenburg asked for flag clarification. There will be a light on the flag. Electrical is in place. The light needs to be installed. Believe the Legion will take care of new flags.

New Business

Behnke questioned tractor equipment. Frederickson informed Council the lease is a two-year lease. Started conversation for future lease. City does own the tractor attachments.

Communications- none

Press Time - none

ADJOURNMENT:

The meeting adjourned at 7:41 pm.

Patty Schreiber
Clerk/Treasurer