

CITY COUNCIL MEETING
Joint with UTILITY COMMISSION & FINANCE AND PURCHASING COMMITTEE

April 24, 2023

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, Dan Farrell, TJ Moehr

Not Present: Tim Hanson, Ruben Piepenburg

Utility Commission: Jeff Wittmann, Dave Schwahn, Russ Boldt, Leonard Kopidlansky, Mary Jo Krueger, Joe Levash

Finance & Purchasing: Wendy Behnke, Mary Jo Krueger, Amy O’Connell, Joan Schmitt, Greg Thiel

Also present: Kirk Schend, Ann Marx, Heather Gilbertson, Patty Schreiber

GUESTS: Earl Geiger; Judy Geiger; Austen Frederickson; Sharon Brochtrup; Ashley Brochtrup; Joel Thorpe; Beth Wenzel; Via Zoom: Angela J, Brillion News

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION – Davis moved to approve the minutes from the April 18, 2023, Reorganization Meeting. Seconded by Lau. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

Guest - Amber Drewieske, CLA

PUBLIC HEARINGS

OR23-023 Excavation Ordinance Amendment

Mayor Smith opened the public hearing at 6:35pm.

Behnke explained that this was approved through Plan Commission. Changing the ordinance code would make it easier to understand and the fee schedule would change to be more in line with other communities as well. This will create a better working document.

Three calls for public comment.

Public Hearing was closed at 6:38pm.

Conditional Use Permit - Frederickson

Mayor Smith opened the public hearing at 6:40pm.

Austen Frederickson explained what this permit is for. This is for the transfer of firearms through ATF. He will acquire an FFL that will allow him to do background checks. The firearm would be shipped to him, and he would hold the firearm until the background check cleared. These packages must be signed for and cannot be left on the doorstep. He is required to have his FFL to sign for or pick up the package. This permit is for transfer of firearms only currently.

Beth Wenzel, 225 S. Francis St, states that she has no troubles with this permit request. She states that some may be concerned about the location of his home so close to school, however most people living around the school have firearms of their own in their homes. She is aware of the requirements of UPS when delivering packages of any kind and a middleman is necessary in these transactions. She does not have a problem with the approval of this permit.

Three calls for public comment.

Public Hearing was closed at 6:45pm.

PROCLAMATIONS

Gilbertson read the Arbor Day Proclamation.

Gilbertson read the National Police Week Proclamation.

Gilbertson read the No Mow May Proclamation.

PRESENTATIONS

2022 City of Brillion Audit Review (Amber Drewieske, CLA)

Drewieske reviewed a power point and handout about what has been completed so far with the audit. GASB 87 includes all leases. GASB 96 for 2023 will include all subscription-based software – this is something she recommends we need to start thinking about now. The General Fund Balance (preliminary draft) at the end of the year is \$339,220 which does include the firetruck lease and general maintenance. The General Fund Minimum Fund Balance Policy (preliminary draft). 11% is expenditures and this is what bonding agencies look at when they are bidding. The way to help this number increase would be to work on a long-range plan for 5-7 years and hire an administrator. The Debt Service – Summary of Long-Term Obligations.

Government Activities long term obligations are totaling \$6,873,130 and Business Type Activities long term obligations are totaling \$2,395,673. These figures no longer include the city center lease however the majority is the firetruck lease. The general obligation debt is part of the legal debt margin calculation and is currently levying for all principal and interest for GO debt that is not TID related or utility. The suggestion is to reduce the loans and make extra payments if possible. General Obligations Debt Issues include utilities and government. There are a few small loans still existing, suggestion to pay those down as soon as possible to gain flexibility. Future debt payments (GO only) have a few large payments coming due in 2026. The legal debt margin at this time has a total of \$14,843,520, outstanding applicable to debt limit is \$6,513,555 which means we have a margin left of \$8,329,965. The Capital Improvements Fund has the intent to use it to purchase capital. The fund balance has decreased substantially over the years with a slight increase in 2021-2022. Projected 2022 ending fund balance was \$859,095.

Suggestions to help are to better track donations and create a detailed running report year to year so the city can plan accordingly. Tax Incremental Districts (TID) reviewed on a separate hand out the life of TID and debt length. Reconcile what is there, some TIDs may have a debt for their life. Utility is generating an operating income. The fee increase for sewers has helped. \$160,000 ARPA Grant payment for the Reed Bed cleaning is still sitting in sewer. This could be transferred back to the general fund to use later. The positive cash in water is a good thing. PSC

increased the simplified rate increase from 3% to 8%. The rate of return being high means that there is enough in the reserves, so the city does not qualify. The mayor asked about transferring the ARPA dollars. Schreiber states that no amendment has been made to move it, so it is still sitting in the capital funds. Drewieske states that it could be used for an over budgeted item since sewer generated enough cash to cover expenses. Behnke questioned about the lead services projects that have been looked at, Drewieske states that even if transferred to the general fund, the money can be transferred back to sewer if needed, it is flexible that way. W Behnke stated that there are additional leases besides just the building and the fire truck. Drewieske states that she is aware however those fall under the materiality level. Anything that is under 12 months, or a termination clause listed does not qualify. The same thing will apply to the subscriptions. The mayor directed staff to transfer the ARPA dollars back to the general fund.

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – no meeting

Committee of the Whole – March 27, 2023 and April 10, 2023

Finance Committee – April 19, 2023

Library Board – March 15, 2023

Park & Recreation Commission – April 6, 2023

Plan Commission – April 3, 2023

Protections of Persons & Property – no minutes

RDA Meeting – April 13, 2023

Tourism Committee – April 20, 2023

Utility Commission – April 17, 2023

Cemetery Committee – no meeting

Joint Review Board Meeting – no meeting

Board of Review – no meeting

Motion – Lau moved to collectively accept the Consent Agenda minutes. Seconded by Davis. All in favor. Motion Carried.

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx added that this Thursday and next week there will be wellness fairs happening. Behnke asked about the soccer goals for Peter’s Park and if we could get some set up there. Marx stated they were in pieces and needed to be welded.

Library Report included in the packet.

Fire Department Report included in the packet.

Police Department

Report included in the packet.

Behnke asked about the stop sign issues. He doesn’t feel it is a huge problem but maybe some speed limit signs as reminders would be ok. The Chief replied that DPW would need to order and install the signs on either side of the hill. Also, he can have some directive patrol in that area to help with the speeding. Behnke stated that if there needs to be some overtime to have extra

patrols in this area, he would be ok with that. The mayor agreed. The chief will work on something.

Ambulance

Monthly Report

Financial Report

Report in the packet.

Municipal Court

Brillion Court Report

Reedsville Court Report

Reports included in packet.

Public Works

Report included in packet.

City Administrator/Community Development Director – no report

Clerk/Treasurer – Report is in the packet.

Mayor's Report – None

COMMITTEE REPORTS

Brillion Housing Authority

Moehr stated there was a brief meeting. The kitchen should be done at Garrow Villa in a month.

Cemetery Commission – None

Committee Of the Whole

Class “B” Beer 6-Month License Renewal, Brillion Athletic Association, Agent Jeff Weber

Motion - Lau moved to approve the Class “B” Beer 6-Month License Renewal, Brillion Athletic Association. Seconded by Behnke. Call vote. All In Favor. Motion carried.

Finance & Purchasing Committee

Committee Report

Behnke stated that there are 3 new members on the committee, Mary Jo, Joan and Amy. That makes them a full committee with Wendy and Greg.

Review of the Vouchers:

General Fund \$ 384,386.17

Reserves \$ 60,685.91

Contingency \$ 0.00

TIF Expenditures \$ 22,487.50

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$348,386.17, Reserves of \$60,685.91, TIF Expenditures \$22,487.50. Seconded Farrell. Call vote. All in favor. Motion carried.

Review of Payroll

The payroll on April 7th includes the fire department quarterly pay.

Pay Period: 2/25-3/10/2023 paid on March 24, 2023 \$ 57,272.70

Pay Period: 3/11-3/24/2023 paid on April 7, 2023 \$ 71,631.60

Motion – Behnke moved to approve the payroll report for March 24, 2023 in the amount of \$57,272.70, and the April 7, 2023 in the amount of \$71,631.60. Seconded by Lau. Call vote. All in favor. Motion carried.

Maturity Notices – 1 notice

Behnke stated this was previously a 90-day note. Schreiber added it would be renewed like the rest, for a 12-month period at 5% at State Bank of Chilton.

Motion – Behnke moved to approve the maturity notice for 12 months at 5% rate. Seconded Lau. Call vote. All in favor. Motion carried.

City Credit Card – Community Card

Behnke recommends that Schreiber get the credit cards that have points that can be earned. Each of the department heads would get their own cards and this would make for easier tracking for the treasurer.

Motion – Behnke moved to approve the city credit cards. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Bank Reconciliation – January and February 2023

Schreiber explained this is a new process that we will be doing going forward. This came up in the discussion with the auditors and was suggested this is a good thing. The recon will be approved every month and there will be a full receipts list that allows for better reviewing. Behnke added that the Finance Committee worked through this at their last meeting and will continually get better at it. Reviewing the full list of receipts is better.

Motion – Behnke moved to approve the bank reconciliation for January and February 2023. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Library Board Covered by the Director report.

Park & Recreation Covered by the Director report.

Plan Commission

Committee Report

Farrell stated they reviewed the Maple Ridge Developers agreement. The chickens have been tabled at this time until an administrator is hired. The Bug Tussel project was sent back to Plan Commission for further information. The stop sign ordinance was discussed.

Take Action: OR23-02 Excavation Ordinance Amendment

Farrell states Plan approved these changes and sent to Council for approval.

Motion – Farrell moved to approve OR23-02 Excavation Ordinance Amendment. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Take Action: Conditional Use Permit - Frederickson

Farrell states that Plan approved this as well and recommended it to Council. The mayor stated that he investigated the proximity to the school and there was nothing he found. There are multiple background checks done to receive an FFL.

Motion – Farrell moved to approve Conditional Use Permit - Frederickson. Seconded by Moehr. Call Vote. All In Favor. Motion carried.

Set Public Hearing

Ordinance Amendment – Chapter 94, Article III, Division 5, Section 94-186; Amendment to include the new subdivision Stop Signs

This is for Maple Ridge Subdivision.

Motion – Farrell moved to approve the public hearing is set for May 22, 2023, at 6:35PM. Seconded by Behnke. Call Vote. All In Favor. Motion carried.

Protections of Persons & Property Committee

Committee Report

Redevelopment Authority Commission

Committee Report

Davis states they have new people in positions:

Chairperson – David Sonnabend

Vice Chairperson – Matthew Bennet

Treasurer – Kim Buboltz

Tourism Committee

Committee Report

Lau stated that they postponed filling the secretary/treasurer position.

Brillionfest Grant Application

Lau stated this grant was approved for \$8,000.

Motion – Lau moved to approve the Brillionfest Grant Application.

Seconded by Davis. Call Vote. All In Favor. Motion carried.

Brillionfest Optimist Light Parade

Lau stated this was also approved for \$5,000.00.

Motion – Lau moved to approve the Brillionfest Optimist Light Parade Grant Application.

Seconded by Farrell. Call Vote. All In Favor. Motion carried.

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell stated that I&I activity has been discussed. The goals for this year and next year with the DNR were discussed. Since the Pink and Oak project has been delayed this may cause an issue with this year's goals. Sprinkler accounts were discussed. There were some breakdowns in equipment that will need to be fixed. The engineer from McMahan advised that out WWTP plan was submitted to the DNR and gave some options for possible funding. Also, a water rate increase was mentioned.

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.

Closed Session per W.S.S. 19.85 (1)(c) Department Public Works Director – Performance Review

Closed Session Motion - Davis moved to convene in Closed Session at 7:46 pm. Closed session per W.S.S. 19.85(1)(c). Seconded by Lau. Call Vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate.

Session Motion – Behnke moved to reconvene in Open Session at 8:18pm to take action if necessary and appropriate. Seconded by Lau. Call vote. Motion carried.

Old Business - None

New Business

The Chief stated that officers have been reviewing some of the ordinances and have been finding errors. They would like to update the ordinances and fines however this needs to be approved by the council. The Chief would like to have the officer present to the council these changes.

Behnke suggested removing the dollar amount from the ordinances and put it into a policy so when the fees change the whole ordinance does not need to be changed. The mayor advised that Protections of Persons and Property would review these items first and then recommend to council for approval.

Moehr asked about the winter parking ban and if there is anyway around it if there is no storm or snow. The chief advised Moehr to reach out to him for an exception to be approved each night.

Communications - None

Press Time - None

ADJOURNMENT

The meeting adjourned at 8:27pm.

Heather Gilbertson
Deputy Clerk/Treasurer