

CITY COUNCIL MEETING

June 26, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

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

ROLL CALL

Present: Mayor Mike Smith, Joe Behnke, Kory Davis, Tim Hanson, Shelly Lau, Dan Farrell, TJ Moehr,
Absent: Ruben Piepenburg
Also present: Kirk Schend, Ann Marx, Lydia Dill, Heather Gilbertson, Patty Schreiber

GUESTS:

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 22, 2023 – not included in packet

May minutes to be included on the July Council agenda for approval.

PUBLIC APPEARANCES

Citizen Input – None

PUBLIC HEARINGS - None

ROCLAMATIONS - None

PRESENTATIONS - None

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – no meeting

Committee of the Whole – May 22, 2023; June 12, 2023; June 26, 2023

Finance Committee – June 21, 2023

Library Board – May 10, 2023

Park & Recreation Commission – June 1, 2023

Plan Commission – June 8, 2023

Protections of Persons & Property – May 15, 2023 and June 20, 2023

RDA Meeting – June 8, 2023

Tourism Committee – no meeting

Utility Commission – June 19, 2023

Cemetery Committee – no meeting

Joint Review Board Meeting – no meeting

Board of Review – no meeting

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

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx added that we hosted girls Division 3 all-star coaches' team at the Community Center for 2 nights practicing. Thank you to Joe and Shelly for tilling up the volleyball court and Joe for spreading out the sand. Thank you to the K through 2 Brownie Troop as they planted the flowerpots out in front of the Community Center before Brillionfest as a thank you for letting them have their meetings there.

Library

Report included in the packet.

Dill gave a garden update. She presented to the Peters Foundation a couple weeks ago and have decided to donate \$30,000 to the garden this year and next year they will match up to \$50,000 that we raise in 2024. The goal is to break ground on Phase 1 of the garden for 2024. Maybe this will help with the grants that we are applying for. 2024 will be a busy year of fundraising for the library.

Fire Department

Report included in the packet.

Police Department

Report included in the packet.

Ambulance

Monthly Report

Financial Report

Report in the packet.

Municipal Court

Brillion Court Report

Reedsville Court Report

Reports included in packet.

Public Works

The mayor stated that pothole patch has been purchased. Asphalt will be picked up this week to do some other projects.

City Administrator/Community Development Director – None

Clerk/Treasurer

Farrell asked if the final audit was ever received. Schreiber states she received a preliminary audit this afternoon but did not have time to go through it.

Mayor's Report - None

COMMITTEE REPORTS

Brillion Housing Authority

Moehr states there was a meeting and everything was good.

Cemetery Commission No meeting.

Committee Of the Whole

McMahon Dam Inspection Contract

Motion – Behnke moved to approve the McMahon Dam Inspection Contract. Seconded by Hanson. Call vote. All In Favor. Motion carried.

2024 Cooperative Recycling Agreement

Behnke stated this is with several municipalities in the area with a provision that there needs to be a recycling even and that happened in Potter on Saturday. Schreiber stated this agreement is also needed to apply for our recycling grant that we apply for every year. Farrell asked if there is a schedule of any kind. Behnke stated that this should be brought to the administrator’s attention for follow up in the future.

Motion – Lau moved to approve the 2024 Cooperative Recycling Agreement. Seconded by Davis. Call vote. All In Favor. Motion carried.

Compost Site License Renewal

Motion – Behnke moved to approve the Compost Site License Renewal. Seconded by Lau. Call vote. All In Favor. Motion carried.

Background Checks for all Employees

Motion – Lau moved to adopt the policy and send the wording back to Committee of the Whole. Seconded by Davis. All In Favor. Motion carried.

Finance & Purchasing Committee

Committee Report

Review of the Vouchers:

General Fund \$ 152,512.54

Reserves \$ 5,964.06

Contingency \$ 0.00

TIF Expenditures \$ 0.00

Behnke clarified the Reserves cost should be \$5,964.06, not \$55964.06. Behnke saw that the ballistic shield was \$5,223.02 however where did the rest of the money go. \$741.04 was for lettering on the new squad car from Zander Press. Schend explained this was all money from the government to spend. The city pays for it up front and then will be reimbursed for the cost.

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$152,512.54 and Reserves \$5,964.06. Seconded Lau. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 4/22-5/5/2023 paid on May 19, 2023 \$ 52,696.35

Pay Period: 5/6-5/19/2023 paid on June 2, 2023 \$ 52,254.61

Pay Period: 5/20-6/2/2023 paid on June 16, 2023 \$ 52,020.73

Motion – Behnke moved to approve the payroll report for May 19, 2023 in the amount of \$52,696.35, June 2, 2023 \$52,254.61 and June 16, 2023 in the amount of \$52,020.73. Seconded by Lau. Call vote. All in favor. Motion carried.

Library Board

Committee Report

Moehr stated that Dill covered everything in her report. July new officers will be appointed to the board.

Park & Recreation

Committee Report

Horn Park Band Shell Removal

Hanson states that removal of the Horn Park Band Shell was not approved as they are waiting to hear back from the National Park Service. Marx states that a grant was received from the National Park Service so the shell could not be torn down. Marx has reached out via email for the stipulations and how to proceed. She has not heard back from them, so her next step is to reach out to Chuck VandenBoom to see what he knows. \$105,000 to remodel or \$3,000 to take down. The mayor advised Marx to reach out to representative Mike Gallagher for information on who our district park representative is.

Plan Commission

Committee Report

Farrell states they have been working through an issue with a building permit refund and are still waiting on information from the building inspector. Converting duplexes to condos and visa versa. Schreiber states she spoke with Marissa in the Treasurer's office who works with land records. She states that as long as they have a condo plat, and the council approves that is all we need.

Excavation Permit Form

Farrell states that the new ordinance was approved and now the permit itself requires approval. This has been approved by Plan Commission and Finance. Behnke asked who was doing the approvals for these projects. Schreiber states that she has reached out to Andy Geiger and Ron Wolf for assistance.

Motion – Farrel moved to approve the Excavation Permit Form. Seconded by Behnke. Call Vote. All In Favor. Motion carried.

Protections of Persons & Property Committee

Committee Report

Behnke states that Ariens Co is doing a walk/run event on August 19th. This will be a community event. The committee asked that they complete ICS 201 Form, an incident briefing, planning for events like this. This lists additional information for police and fire. This form could be something that we adopt in the future for special events or permits in the city. Schend stated that he completed the "homework" for the speed limit signs to be put up on Parkway and Madison. DPW needs to purchase and put the signs up with Schend's assistance on placement of the signs. The ambulance service is still waiting on Town of Brillion to sign the agreement. The permitting process is being worked on. Currently working on parade criteria (maximum height). People having special events would need to contact City Center for correct permit. Take a look at other communities to see what they use before coming up with our own.

Licenses

a. Class A Beer & Class A Liquor Combination License – Renewal:

Condon Oil Company for Brillion Shell, Weber Family Station LLC for Weber’s of Brillion, Dolgencorp LLC for Dollar General Store #10945, Coborn’s Incorporated for Tadych’s Marketplace Foods, Kwik Trip Inc for Kwik Trip #807, Gamboa Trucking LLC for El Zacateano Mexican Store

Motion - Behnke moved to approve the Class A Beer & Class A Liquor Combination Licenses as listed. Seconded by Lau. Call vote. All in favor. Motion carried.

b. Class B Beer & Class B Liquor Combination License – Renewal: Braun’s Deer Run LLC for Deer Run Golf Course, ACAKDCA LLC for Ethels Pub & Grill Brillion Edition, AriensCo Hospitality Group LLC for Stone Prairie, AriensCo Hospitality Group LLC for AriensCo Hospitality Group LLC, Shakers Bar LLC for Shakers, Cobblestone Creek Dining & Banquet LLC for Cobblestone Creek, Scott R. Giese for The Real Giese’s Bar, Mama’s Taco LLC for Gloria’s Cantina, M & J Schwartz Enterprises LLC for Split Happens Lanes, AriensCo Hospitality Group LLC for AriensCo Hospitality, and Carstens Mill LLC for Carstens Mill LLC

Motion - Behnke moved to approve the Class B Beer & Class B Liquor Combination Licenses as listed. Seconded by Lau. Call vote. All in favor. Motion carried.

c. Class B Beer License & Class C Wine – Renewal:

Neelkanth Hotels LLC for Cobblestone Inn and Suites, Marko’s Smokin’ BBQ LLC for Marko’s Smokin’ BBQ

Motion - Behnke moved to approve the Class B Beer License & Class C Wine licenses as listed. Seconded by Lau. Call vote. All in favor. Motion carried.

d. Cigarette & Tobacco License – Renewal:

Coborn’s Incorporated, Kwik Trip Inc, Condon Oil Company, Dollar General, Weber Family Station.

Motion - Behnke moved to recommend to approve the Cigarette & Tobacco Licenses as listed. Seconded by Lau. Call vote. All in favor. Motion carried.

e. Operator Licenses:

Pamela Faris, Michelle Hussey, Dorene Spatchek, Paula Habeck, Sandra Koffarnus, Angela Shimek, Jonathon Enneper, Dale Baeten, James Besaw, Bradley Holmberg, Cari Krepline, Jessica Micke, Jillian Reynolds, Anna MacDonald, Dorie Ann Labitzky, Jessica Wenzel, Elise Ariens, Jennifer L Kuchenbecker, Jon Tadych

Motion - Behnke moved to approve the Operator’s Licenses as listed. Seconded by Lau. Call vote. Motion carried.

G&M Fireworks – Braun’s Deer Run Fireworks Permit

Discussion on the current permit recommended that form be sent back to Protections of Persons and Properties to be discussed further.

Motion – Behnke moved to approve G&M Fireworks – Braun’s Deer Run Fireworks Permit. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Ambulance Service Agreement between The City of Brillion & Gold Cross Ambulance Service Inc.

The premium amount changed from \$300 to \$350.

Motion – Lau moved to approve the ambulance service agreement between the city of Brillion & Gold Cross Ambulance Service. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Fire Protection Services Contract – Town of Brillion

No contract in the packet. Move to next month's agenda.

Redevelopment Authority Commission

Committee Report

Davis asked about the TIDs and TIFs, without the funding what is purpose of the RDA. Money should be going into an account and is not and has not for years. The mayor states Community Development Authority is automatic funding, not RDA. Schreiber states there is a TID payment agreement for the RDA. Davis stated the other issue is an outstanding loan. The city attorney cannot represent the city due to a conflict of interest. This is a zero-interest loan from the city and the person has not made a payment on it. The mayor states the city will need to look further for representation in this matter.

Tourism Committee

Committee Report

Lau stated they are working on scheduling an August meeting.

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell reported the following items came up at the last meeting: truck replacement, utility connections at 906 Fairway Drive, failing equipment issues, hydrant replacement on Hwy 10, and DNR inspection at the Wastewater Treatment Plant went well.

CMAR – RE23-11 2023 Compliance Maintenance Annual Report

Farrell states this is a self-check-in report that is turned into the DNR. 4.0 was received, letter grades given in a number of categories were all As.

Motion – Lau moved to approve CMAR RE23-11. Seconded by Davis. 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

Closed Session per W.S.S. 19.85 (1)(c) Public Works Supervisor position and Clerk/Treasurer Compensation.

Closed Session Motion – Lau moved to convene in Closed Session at 7:53pm. Seconded by Hanson. Call vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding: Public Works Supervisor Position, and Clerk/Treasurer Compensation

Session Motion – Hanson moved to reconvene in Open Session at 8:47pm to take action if necessary and appropriate. Seconded by Lau. Motion carried.

Motion – Lau moved to approve a one time increase for the clerk/treasurer position. Seconded by Moehr. Call Vote. All In Favor. Motion carried.

Old Business - None

New Business

Schend states that he would like to move the solar power sign to Madison St. The council agreed this would be a great idea. Schend will look further into the situation.

Hanson mentioned about getting crosswalks with signs with blinking lights to help pedestrians cross Hwy 10. Schend will explore with the state further. Farrell mentioned that the city attorney 90-day contract will be up next month. Schreiber states that she likes working with Gary Jahn. The mayor would like to have him attend meetings. This could be worked out.

Communications - None

Press Time - None

ADJOURNMENT

The meeting adjourned at 8:56pm.

Heather Gilbertson
Deputy Clerk/Treasurer