

CITY COUNCIL MEETING

July 24, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 6:31pm.
Pledge of Allegiance was recited by those present.

ROLL CALL

Present: Mayor Mike Smith, Joe Behnke, Dan Farrell, Tim Hanson, Shelly Lau, TJ Moehr, Ruben Piepenburg (via zoom)

Absent: Kory Davis

Also present: Kirk Schend, Ann Marx, Lydia Dill, Garrett Wenzel, Heather Gilbertson, Patty Schreiber

GUESTS: Gary Jahn, Menn Law Firm LTD; David Norby, Brillion News

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 22, 2023 and June 26, 2023

MOTION – Lau moved to approve the minutes from the May 22, 2023 and June 26, 2023. Seconded by Farrell. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

Guests: Gary Jahn, Menn Law Firm LTD

PUBLIC HEARINGS - None

PROCLAMATIONS - None

PRESENTATIONS – None

APPOINTMENTS

City Attorney – Gary Jahn, Menn Law Firm LTD

Jahn gave a brief background of his work history.

MOTION – Behnke moved to approve Gary Jahn, Menn Law Firm LTD for city attorney. Seconded by Hanson. All in favor. Motion carried.

Board of Appeals – Mel Edinger, 3-year term; Joe Levash, 1-year term; Derek Emmer, 1st Alt

MOTION – Behnke moved to approve Mel Edinger, 3-year term; Joe Levash, 1-year term; Derek Emmer, 1st Alt for Board of Appeals. Seconded by Farrell. All in favor. Motion carried.

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – March 13, 2023, April 24, 2023, May 15, 2023, June 19, 2023

Committee of the Whole – June 26, 2023

Finance Committee –

Library Board – June 21, 2023

Park & Recreation Commission – July 6, 2023

Plan Commission – July 10, 2023

Protections of Persons & Property – no meeting

RDA Meeting – no meeting

Tourism Committee – no meeting

Utility Commission – July 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 Moehr. All in favor.

Motion Carried.

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx added that the Splash Pad is fixed.

There is a pickleball court on the northwest side. The lines are painted, the net is tennis height however it will still work. Mulch has been ordered, awaiting delivery. Lau thanked Marx for the new volleyball nets.

Library

Report included in the packet.

Dill was unable to attend. Moehr stated Dill's report covered it. The mayor added that Touch the Trucks went well. A new location at Peter's Park this year allowed more space, about 250 attended.

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.

Schreiber gave an update that Joy Buboltz will be retiring as of September 1, 2023 from the Municipal Clerk of Court position. Gilbertson will be taking over this position.

Public Works - None

City Administrator/Community Development Director – None

Clerk/Treasurer

Schreiber stated she was in training all week last week. She has learned a lot and will be incorporating the information learned over the next few months. This is offered through the government education branch at UWGB. This is currently all zoom meetings however may go back to in person in the future.

Mayor’s Report - None

COMMITTEE REPORTS

Brillion Housing Authority

Committee Report

Moehr stated that the tax credits are back for Heritage Apartments. They are having issues with their geothermal. The water heaters are going out a Parkview Apartments. The housing authority is full of residences which is a good thing.

Cemetery Commission

Committee Report

Committee Of the Whole

Operator Licenses: Corey Trochil, Jacquelyn Meetz, Sean Pankratz, Kathleen Maldonado, Hannah Berghuis, Ian Peters, Cynthia Shaffer, Brady Shaffer, Bethany Schambureck, Korbin Leary.

Motion – Behnke moved to recommend to council collectively all operator licenses. Seconded by Farrell. Call vote. All in favor. Motion carried.

Holy Family Catholic Church Temporary Class “B”/”Class B” Retailers License

Motion – Farrell moved to recommend to council Holy Family Catholic Church Temporary Class “B”/”Class B” Retailers License for the date listed on the permit. Seconded by Behnke. Call vote. All in favor. Motion carried.

Background Checks for all employees

No action taken at this time.

Finance & Purchasing Committee

Committee Report

Review of the Vouchers:

General Fund \$ 187,918.01

Reserves \$ 80.57

Contingency \$ 0.00

TIF Expenditures \$ 98,370.06

Behnke pointed out the TIF Expenditures of \$88,000 for Stantec. Behnke asked that a report of what has been completed and what is to come. Schreiber stated that she received an email to redirect funds. The mayor stated that Harris Byers from Stantec may need to come in and explain the situation. A joint Plan, Finance and Council meeting would work so everyone would have the information needed.

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$187,918.01, Reserves \$ 80.57, TIF Expenditures \$ 98,370.06. Seconded by Farrell. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 6/3-6/16/2023 paid on June 30, 2023, \$ 57,642.73

Pay Period: 6/17-6/30/2023 paid on July 14, 2023, \$ 69,932.16

Hanson questioned the \$23,700 for the Employee Trust Fund. Schreiber explained this is for the health insurance. Farrell questioned the ACH expenses. Schreiber stated this are the auto payments and have “Manual Check” in red on each line of the report.

Motion – Behnke moved to approve the payroll report for June 30, 2023, in the amount of \$57,642.73, and July 14, 2023, in the amount of \$69,932.16. Seconded by Lau. Call vote. All in favor. Motion carried.

Bank Reconciliation – March, April, May, June 2023

Schreiber stated this was something the auditor called for. Finance and Council are to review and approve.

Motion – Behnke moved to approve the Bank Reconciliation for March, April, May, June 2023.

Seconded Farrell. Call vote. All in favor. Motion carried.

Topel Memorial Fund

Marx explained that the Brillion Garden Club are going to dig a hole in the flower bed for a stone to be placed with the memorial plaque on it. Some of the remaining monies will be used to purchase a statue for the garden in memory of Topel. Behnke stated that any remaining money may be used on the next stage of the updates for Heritage Park.

Motion – Behnke moved to approve moving the Topel Memorial Fund monies to the Park and Rec Reserves. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

Fire Truck Pickup Purchase

Behnke stated the fire department had a proposal to purchase a pickup truck from Gandrud that was on their lot. Chief Schend recommended that they check with Ewald, a company that works with municipalities to purchase vehicles. There was a motion to approve by the Finance and Purchasing Committee for a purchase up to \$65,000, however there can be no action taken tonight because they need a purchase order before this can be approved.

SRO Contracts – Brillion and Reedsville

Behnke stated that Finance and Purchasing approved both SRO contracts with some changes. A letter was received from the superintendent of Reedsville School District. The increase to \$42.40 per hour in the contract is to cover the salary and benefits of the SRO Officer. Chief Schend explained that this is a valuable service for both communities involved. Chief Schend has not had a chance to speak with the superintendent of Brillion School District.

Police Department – new fine table

Chief Schend explained that the fine amounts have not changed. The add-ons that are assessed by the state have increased changing the result amount. Chief Schend states that no approval is technically needed. The state sets these add-on charges and the increased amount will be charged. The council would only need to approve if the fine amounts were to increase.

Motion – Behnke moved to approve the Police Department fine table increasing due to assessment by the state. Seconded by Lau. Call Vote. All In Favor. Motion carried.

RE23-12 Resolution of Signature Authorization for Deposit Account at Verve, a Credit Union

Behnke states there are accounts at Verve and a CD that we would like to reinvest elsewhere however there are no current signature cards on file. This is to approve new signature cards at Verve.

Motion – Behnke moved to approve the RE23-12 Resolution of Signature Authorization for Deposit Account at Verve, a Credit Union. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Behnke added there was a discussion about the Kennel Permits for Dogs and Cats. The clerk's office will investigate this matter further.

Library Board

Committee Report

Park & Recreation

Committee Report

Horn Park Band Shell

Marx is still waiting to hear back from the National Park Association and DNR about the band shell.

Plan Commission

Committee Report

Farrell stated that there was a refund of the escrow money. The zoning and use change for Holy Family School was requested by someone other than the property owner. The potential buyer is looking at making this a dormitory type of living. The mayor states he recently found out that a sprinkler system would be required with this type of situation.

Farrell continued to report that a public hearing for removal of No Parking signs by Holy Family School has been scheduled for August 28th, 2023.

Board of Appeals will be meeting as well to discuss a property changing from duplex to condo, which involves a variance from the ordinance due to sewer connection not meeting code.

Protections of Persons & Property Committee

Committee Report

Town of Brillion Fire Protection Contract - no action taken.

Redevelopment Authority Commission - no report

Tourism Committee

Committee Report

Lau states there is a meeting scheduled for next month.

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell states that sewer repairs at the Wastewater Treatment Facility are still pending. The West Ryan Street hydrant project went well. Well number 2 inspection has been completed.

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) Public Works Position – employment offer

Closed Session Motion – Behnke moved to Convene in Closed Session at 7:26 pm. Closed Session per W.S.S 19.85(1)©. Seconded by Lau. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding employment offer for the Public Works Position

Session Motion – Lau moved to Convene in Open Session at 7:54 pm to take action if necessary and appropriate. Seconded by Moehr. Motion carried.

Motion - Lau moved to extend an employment offer of a part time DPW Supervisor to Andrew Maertz for not more than 1,200 hours, up to 20 hours per week, at a salary of not more than \$30.00/hour. Seconded by Farrell. All in favor. Motion carried.

Old Business - None

New Business

Discussion was had about the state championship basketball signs on the Welcome to Brillion signs. Lau has brought the situation up to Capelle who is athletic director at the school. This has been decided to be a school thing and not a city issue. Moehr asked about the Heritage Park sign being placed back up. Behnke states the Park and Rec Committee is in the process of selecting a spot.

Communications - None

Press Time – None

ADJOURNMENT

The meeting adjourned at 7:59 pm.

Heather Gilbertson
Deputy Clerk/Treasurer