

CITY COUNCIL MEETING

August 28, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 7:34 pm.
Pledge of Allegiance was recited by those present.

ROLL CALL

Present: Mayor Mike Smith, Joe Behnke, Kory Davis, Dan Farrell, Tim Hanson, Shelly Lau, TJ Moehr

Absent: Ruben Piepenburg

Also present: Kirk Schend, Ann Marx, Lydia Dill, Heather Gilbertson, Patty Schreiber, Andrew Maertz

GUESTS: Derek Emmer, Kurtis Meetz, Deb Raddatz, Dylan Wendling, Brandon Teachman, Brillion News
(via Zoom)

APPROVAL OF AGENDA

MOTION – Behnke moved to approve the amended agenda. Seconded by Hanson. All in favor. Motion carried.

APPROVAL OF MINUTES – July 24, 2023, July 31, 2023, and August 1, 2023

Farrel stated that there were amendments that need to be made to the July 24, 2023 meeting minutes. The section for Committee of the Whole has 2 motions listed under them that are worded incorrectly. The motions state, “recommend to council” and should state “move to approve”. Staff was informed of this and has been updated.

MOTION – Davis moved to approve the amended minutes from the July 24, 2023, and the minutes from the July 31, 2023, and August 1, 2023. Seconded by Farrell. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input - None

PUBLIC HEARINGS

Rezoning Parcel Numbers 15072 and 15093

Mayor Smith opened the public hearing at 7:36pm.

Brandon Teachman, 146 Calumet Street, asked what the reason was for the rezoning. It was explained that the parking lots are being rezoned from residential to institutional to better match the current use.

Three calls for public comment.

Public Hearing was closed at 7:38pm.

Removal of No Parking Signs

Mayor Smith opened the public hearing at 7:38pm.

Three calls for public comment.

Public Hearing was closed at 7:39pm.

PROCLAMATIONS

Gilbertson read the Trick or Treat Proclamation.

APPOINTMENTS - None

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – no meeting

Committee of the Whole – July 18, 2023, and August 14, 2023

Finance Committee – July 19, 2023

Library Board – July 19, 2023

Park & Recreation Commission – August 3, 2023

Plan Commission – no meeting

Protections of Persons & Property –

RDA Meeting – August 10, 2023

Tourism Committee – August 10, 2023

Utility Commission – August 21, 2023

Cemetery Committee – no meeting

Joint Review Board Meeting – no meeting

Board of Review – no meeting

Board of Appeals - August 2, 2023

Motion – Farrell 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.

Library

Report included in the packet.

Dill stated that the summer reading program has wrapped up. They had 68,000 more minutes read this year than last year.

Fire Department

Report included in the packet.

Behnke questioned the number of false alarms that were reported. Were they all for the same business?

Does the fire department have a limit as to the number of false alarms in a year before they were charged?

Police Department

Report included in the packet.

Schend reported that it was a busy month. The SRO Contracts and Police Service Contracts have been completed and are ready for Councils approval.

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 the packet.

Maertz discussed somethings he would like clarification on going forward in his position. The new construction/street utility inspections are something the public works department handled in the past. While this position was vacant Litersky from utility had been covering. Maertz asked for direction if there was a form they want him to complete or how to proceed. The mayor stated that McMahan will assist Maertz going forward. Maertz was directed to reach out to Ron Wolf with questions.

Maertz also shared from his meeting with Litersky that there are some spots around the city regarding patching that needs to be done around curb boxes and mini storms. This is something the city took care of on a yearly basis. There is a company that Litersky has worked with in the past to get the patching completed and would be willing to pass the information along. Behnke stated there are roads and other places in the city that should also be addressed such as N. Francis Street between Water and Calumet. The mayor gave staff direction to Maertz to get some pictures and bring back to council more information.

Maertz spoke about street lighting in the Maple Ridge Subdivision. The ordinance the city currently has does not state specifically what type of lighting we should be using. McMahan Engineering can help with this project. Maertz has reached out to Wisconsin Public Service and is awaiting a response. He also suggested that updating the ordinance in the future is something to investigate. Behnke requested that this stays on the agenda.

Maertz shared his leaf pickup plan. He used a combination of routes he has found which will be similar to brush pickup. He intends on giving clear notification on publishing the route and that the route is set. The mayor suggested there be a hard end date clearly expressed as well.

Maertz closed with a few more items for cleanup. He is working on a mowing schedule for the remaining of the year. There will be a priority system and set route. He is working on more information from the Bridge Inspection Report. Behnke asked about crack filling. Maertz states he was going to work on that further after the Paser Report was complete. Maertz addressed the mower issues from this year and is working on a new contract for next year. Behnke asked if there would be anytime to paint curbs or parking lots yet this year. Maertz is going to look into it. Hanson suggested maybe some students out at the school need volunteer time and would be willing to help.

City Administrator/Community Development Director – None

Clerk/Treasurer

December Council Meeting – move

Schreiber stated that she is moving the December Council a week earlier than usual due to the holiday. That evening Utility will start at 5:00, Committee of the Whole at 6:00 and Council at 6:30.

Mayor's Report - none

COMMITTEE REPORTS

Brillion Housing Authority

Moehr states that the new roof is on at Heritage. The project was completed in one day and came in \$9,000 below the estimate.

Cemetery Commission – no meeting

Committee Of the Whole

McMahon Agreement – Paser Rating

Motion – Behnke moved to approve the McMahon Agreement for Paser Rating. Seconded by Hanson. Call vote. All in favor. Motion carried.

Brush Pile Grinding Estimate

Motion – Behnke moved to approve the Brush Pile Grinding Estimate not to exceed \$5,000.00. Seconded by Lau. Call vote. All in favor. Motion carried.

Tree Removal Estimates

2 by City Center, 1 behind Community Center and 1 Lee Avenue

Motion – Moehr moved to approve Neuman for \$3,600 for tree and stump removals, two by City Center, one by Community Center, and one on Lee Avenue. Seconded by Farrell. Call vote. All in favor. Motion carried.

Main Street Flags and Poles

Motion – Lau moved to approve the purchase of the Made in the USA flags, poles, and hardware, not to exceed \$2,900.00. Seconded by Davis. Call vote. All in favor. Motion carried.

Finance & Purchasing Committee

Committee Report

Review of the Vouchers:

General Fund \$ 347,279.70

Reserves \$ 102,766.63

Contingency \$ 0.00

TIF Expenditures \$ 74,942.91

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$347,279.70, Reserves \$ 102,766.63, TIF Expenditures \$ 74,942.91. Seconded by Davis. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 7/1-7/14/2023 paid on July 28, 2023, \$ 55,061.06

Pay Period: 7/15-7/28/2023 paid on August 11, 2023, \$ 53,522.96

Motion – Behnke moved to approve the payroll report for July 28, 2023, in the amount of \$55,061.06, and August 11, 2023, in the amount of \$53,522.96. Seconded by Hanson. Call vote. All in favor. Motion carried.

Bank Reconciliation – July 2023

Motion – Behnke moved to approve the Bank Reconciliation for July 2023. Seconded Farrell. Call vote. All in favor. Motion carried.

Verve CD Renewal

Behnke explained reviewing of the rates and terms. The Finance Committee recommends to reinvest with Verve with a 14 months CD at 5.2% interest rate. This is for city reserves.

Motion – Behnke moved to approve the Verve CD Renewal for 14 months at an interest rate of 5.2%. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Resolutions RE23-14 Deposit Accounts at State Bank of Chilton

Schreiber explained that the current account all checks must be made out to the city of Brillion, anything else is unable to be deposited. This Resolution will add DBAs to the account allowing checks to be cashed when made out to Clerk of Courts, Community Center, Library, and Police Department.

Motion – Behnke moved to approve the Resolutions RE23-14 Resolution Regarding Adoption of the Municipal Banking Resolution for Deposit Accounts at the State Bank of Chilton. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

City Assessor RFQ

Behnke explained that the cycle of a city assessor is usually a three- or five-year contract. There are years where there is maintenance done or reassessment of all properties. He would like to look for quotes from other assessors for the upcoming years. The staff was directed to get the quote.

Brillion Fire Department Pick Up Truck

Wendling shared that he had a quote for a new pickup truck that will need to be ordered by the end of the month for them to get the price that is quoted.

Motion – Behnke moved to approve the Brillion Fire Department Pickup Truck at a cost of \$51,575.00. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Park & Recreation

Horn Park Band Shell

Hanson reported that they have received the go ahead to tear the band shell down. Kempen will be the one that will be taking it down. The bathrooms will stay.

Motion – Hanson moved to approve the removal of the Horn Park Band Shell at a cost not to exceed \$2,500.00. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Heritage Park – Gazebo Project

Derek Emmer reviewed his design submittal. The materials used will depend on pricing. The gazebo will be 20x20 with maintenance free columns. The concrete slab will be 25x25 to help with erosion around the gazebo. He is unsure if there will be sidewalks leading to the gazebo at this time. It is 56' from the flagpole. Kempen is set to excavate tomorrow. There will be electricity that will be spliced off of the flagpole. Additional electricity outlets will be added later.

Motion – Lau moved to approve the final plans for the Gazebo Project at Heritage Park. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Plan Commission

Farrel reported that there was no Plan Commission meeting however there was a Board of Appeals meeting in which the variance was granted to 302 LaVesta from the City of Brillion Municipal Code Sec. 98-3 with regards to the laterals.

Rezoning of Parcel Numbers 15072 and 15093 from R2 to Institutional

Motion – Farrell moved to approve Rezoning of Parcel Numbers 15072 and 15093 from R2 to Institutional. Seconded by Behnke. Call Vote. All In Favor. Motion carried.

Removal of No Parking Signs relative to the school on the corner of Jackson and Custer Streets.

Motion – Farrell moved to approve Removal of No Parking Signs relative to the school on the corner of Jackson and Custer Streets. Sec. 94-246 (29). Seconded by Lau. Call Vote. All In Favor. Motion carried.

Protections of Persons & Property Committee

SRO Agreements 2023-2024 (Brillion and Reedsville)

Reedsville increased the hours to 24 hours per week. Maertz shared the value in this program. Mayor Smith spoke with the Brillion School District. This program is very powerful in the school districts. Fantastic work by the department.

Motion – Davis moved to approve both the Reedsville School District and the Brillion School District SRO Agreements for 2023-2024. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Law Enforcement Agreement

Behnke questioned the patrol and administrative hours. The average number of hours per week increase for administrative. The travel time between Brillion/Reedsville and Brillion/Manitowoc County for Court appearances does apply to these hours.

Motion – Behnke moved to approve the 2024 Law Enforcement Agreement. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Operator Licenses

Motion – Behnke moved to approve the Operator License: Doe Thor Scharenbroch, Breanne Schmitt, Dawn Jelen, Brent Schmitt, Jocelyn Shafran. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

Walk Thru Brillion – October – Including City Center as a Stop

Behnke stated this walk is October 28th.

Discussion by the Council with regards to temporary Class B licenses for the locations involved in the walk. Staff directed to check into the correct licensing needed for the participating businesses.

Motion – Lau moved to approve the Walk Thru Brillion including City Center as a stop. Seconded by Farrell. Call Vote. All In Favor. Motion carried.

Redevelopment Authority Commission

Davis requested the Mayor attend the next committee meeting.

Tourism Committee

Lau reported the committee is looking for new members as two members have resigned.

Tourism Grant New Funding Requests

Brillion Optimist – Walk thru Brillion - \$5,000

Motion – Lau moved to approve the Brillion Optimist – Walk thru Brillion grant in the amount of \$5,000. Seconded by Moehr. Call Vote. All In Favor. Motion carried.

Brillion Nature Center – Pumpkin Walk - \$550

Motion – Lau moved to approve the Brillion Nature Center – Pumpkin Walk in the amount of \$550. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

WATER, SEWER & UTILITY COMMISSION

Farrell reported all the repairs at the Wastewater Treatment Facility are caught up.

The Commission authorized purchasing two new vehicles.

Sewer rate increase of 15% was approved to begin with the December 1, 2023 usage. Letters will be included in the next bill.

We did not qualify for the simplified rate increase. Will be working with CLA on submitting a Full Rate Increase report for a water increase.

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) Municipal Clerk of Court – Wages

Closed Session Motion – Behnke moved to Convene in Closed Session at 8:45 pm. Closed Session per W.S.S 19.85(1)©. Seconded by Lau. Call vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding the Municipal Clerk of Court – Wages

Session Motion – Lau moved to Convene in Open Session at 8:57 pm to take action if necessary and appropriate. Seconded by Davis. Call vote. All in favor. Motion carried.

Motion - Lau moved to pay Buboltz through October and to start paying Gilbertson effective October 9, 2023 at the current Municipal Clerk of Court pay. Seconded by Davis. Call vote. All in favor. Motion carried.

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) City Administrator

Closed Session Motion – Davis moved to Convene in Closed Session at 8:58 pm. Closed Session per W.S.S 19.85(1)©. Seconded by Lau. Call vote. All in favor. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding the City of Brillion Administrator.

Session Motion – Davis moved to Convene in Open Session at 9:22 pm to take action if necessary and appropriate. Seconded by Lau. Call vote. All in favor. Motion carried.

Old Business - none

New Business

Several committees looking for members to fill the open positions. Suggested to place something on Facebook in hopes to generate interest.

Communications – none

Press Time – none

ADJOURNMENT

The meeting adjourned at 9:27 pm.

Heather Gilbertson
Deputy Clerk/Treasurer