

CITY COUNCIL MEETING

September 25, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 6:30pm.
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, Garrett Wenzel, Ann Marx, Lydia Dill, Heather Gilbertson, Patty Schreiber, Andrew Maertz

GUESTS: Andy Fuhrmann; Tony Kappell – McMahan and Associates (via Zoom); Brillion News (via Zoom)

APPROVAL OF AGENDA - Amended

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

APPROVAL OF MINUTES – September 11, 2023

MOTION – Davis moved to approve the minutes from the September 11, 2023. Seconded by Moehr. All in favor.
Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

PROCLAMATIONS - Gilbertson read the Red Ribbon Week Proclamation.

APPOINTMENTS - none

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – July 24, 2023, and August 28, 2023

Committee of the Whole – September 11, 2023

Finance Committee – August 23, 2023

Library Board – August 16, 2023

Park & Recreation Commission – September 7, 2023

Plan Commission – September 7, 2023

Protections of Persons & Property – August 22, 2023

RDA Meeting – September 12, 2023

Tourism Committee – no meeting

Utility Commission – September 18, 2023

Cemetery Committee – no meeting

Joint Review Board Meeting – no meeting

Board of Review – no meeting

Board of Appeals – no meeting

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

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx reported there was a special meeting last Thursday to discuss the tree bids, Krueger Electric to remove the power box/power from the Band Shell and the resignation of Joel Thorpe.

Library

Report included in the packet.

Dill reported that last year they received a \$5,000 donation from Hidden Treasures for a painting project and she is happy to report that they received a donation from the Peters Foundation to be able to complete the project. The library will be removing wallpaper, replastering and painting.

Fire Department - Report included in the packet.

Police Department - Report included in the packet.

Ambulance

Monthly Report - Financial Report

Report in the packet.

The mayor received an email from Nick Romenesko to schedule a meeting to discuss next year's budget. The mayor will be reaching out.

Municipal Court

Brillion Court Report

Reedsville Court Report

Reports included in packet.

Public Works

Report included in the packet.

City Administrator/Community Development Director - None Clerk/Treasurer

Schreiber reported that the EPA Brownsfield Grant with the Brillion Works property is closing the end of September. They would like to apply for another grant to continue to work on the property. There will be a public comments session that will need to go along with this new grant. The deadline for the grant application is November 13, 2023 therefore the public session will take place at the October 25th meeting. They will be at the meeting on October 9, 2023 to present information for the Tea Grant.

December Council Meeting – Ordinance

Schreiber stated that originally the meeting was scheduled for the week before however it was pointed out the ordinance states it must be held the day after the holiday. The day after the holiday is December 26, 2023 and is a city holiday. The mayor suggested leaving it scheduled for the week before and listing as a special meeting.

Mayor's Report - None

COMMITTEE REPORTS

Brillion Housing Authority - Nothing to report

Cemetery Commission - No meeting

Committee Of the Whole

Snowplow Quotes – no action

Compost Agreement – Town of Brillion, Village of Potter - no action

Finance & Purchasing Committee

Behnke stated that he was approached by a citizen in regard to the sale of the police car. How were the police department able to sell a city asset without Council direction. Chief Schend stated the sale of the old police car was used to offset the cost of the new police vehicle. The mayor states that there was approval of the sale of the old vehicle from council when permission was given to purchase the new one. The mayor gave staff direction to research if there is a process for that going forward.

Behnke also shared that they had a committee member resigned due to moving out of the area.

Review of the Vouchers:

General Fund: \$ 142,141.89

Reserves \$ 520.37

Contingency \$ 0

TIF Expenditures \$ 0

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$142,141.89 and Reserves in the amount of \$ 520.37. Seconded by Lau. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 7/29 – 8/11/2023 paid on August 25, 2023 \$ 57,994.74

Pay Period: 8/12 – 8/25/2023 paid on September 8, 2023 \$ 56,226.25

Motion – Behnke moved to approve the payroll report for August 25, 2023 in the amount of \$57,994.74, and September 8, 2023 in the amount of \$56,226.25. Seconded by Lau. Call vote. All in favor. Motion carried.

Bank Reconciliation – August 2023

Schreiber explained the bank reconciliation.

Motion – Behnke moved to approve the Bank Reconciliation for August 2023. Seconded by Lau. Call vote. All in favor. Motion carried.

August Receipts

Motion – Behnke moved to approve August Receipts. Seconded by Lau. Call Vote. All In Favor. Motion carried.

2023 January through August Journal Entries

Motion – Behnke moved to approve 2023 January through August Journal Entries. Seconded by Farrell. Call Vote. All In Favor. Motion carried.

Set Public Hearing – 2024 City Budget Public Hearing – November 13, 2023 at 6:35

Motion – Behnke moved to set the public hearing for the 2024 City Budget for November 13, 2023 at 6:35 pm. Seconded by Lau. All in favor. Motion carried.

Library Board

Moehr stated Dill covered in her report.

Park & Recreation

Hanson reported there was a special meeting last Thursday for electrical and Kempen to remove the band shell and 14 trees. The electrical bid is \$900 and the bid for removal of the trees and landscape prep for the playground equipment is \$6,000. The hope is that with the removal of the trees the park will dry out before the new equipment is placed.

Plan Commission

Farrell reported that a public hearing is scheduled for the rezoning of the catholic school. Gardan is working on an easement across Gerry's way for the second parcel they own. There was also discussion of future planning with the county.

Protections of Persons & Property Committee

Homecoming Parade Permit – Brillion High School – September 27, 2023

Motion – Behnke moved to approve the Homecoming Parade Permit – Brillion High School – September 27, 2023. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Fireworks Permit – G&M Fireworks – September 29, 2023 – Brillion HS Homecoming

Motion – Behnke moved to approve the Fireworks Permit for G&M Fireworks for September 29, 2023 for Brillion High School Homecoming to be done by 11:00PM. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

Liquor License – Temporary Class “B”/”Class B” Retailers License: Brillion Optimist, A Walk Through Brillion

Motion – Behnke moved to Liquor License – Temporary Class “B”/”Class B” Retailers License: Brillion Optimist Club, A Walk Through Brillion on October 28, 2023. Seconded by Hanson. Call Vote. All In Favor. Motion carried.

Operator Licenses

Motion – Lau moved to approve the Operator License: Carie Hansen. Seconded by Farrell. Call Vote. All In Favor. Motion carried.

Dog Kennel Permit – Debra Sommerhalder

Motion – Behnke moved to approve the dog kennel permit for Debra Sommerhalder. Seconded by Lau. Call Vote. All In Favor. Motion carried.

Redevelopment Authority Commission

Davis reported he was unable to make the meeting this month and going forward, unless they change the time of the meeting. The mayor stated that the meetings may be less frequent going forward until an administrator is hired and continued discussion is had as to what can be done with this committee.

Tourism Committee

No meeting

WATER, SEWER & UTILITY COMMISSION

Farrell reported that they approved an irrigation hydrant for new grass at the BW site. This would be a private, metered hydrant for them to water with. The hydrant flushing in town is complete. There was a short budget discussion as well.

McMahon Design Proposal – Brillion Wastewater Treatment Facility Improvements Design Phase Services

Motion – Farrell moved to approve the McMahon Design Proposal – Brillion Wastewater Treatment Facility Improvements Design Phase Services in the amount of \$875,000 with monies coming from the recent borrowing action. 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.

Closed Session per W.S.S. 19.85 (1)(c) DPW Supervisor and/or City Administrator

Closed Session Motion – Lau moved to Convene in Closed Session at 7:12pm. Closed Session per W.S.S 19.85(1)©. Seconded by Davis. Call vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding the DPW Supervisor and/or City Administrator

Session Motion – Lau moved to Convene in Open Session at 8:44pm to take action if necessary and appropriate. Seconded by Davis. Call vote. All in favor. Motion carried.

Motion – Davis moved to offer Andrew Maertz the full-time Department of Public Works Supervisor position. Seconded by Lau. Call vote. In favor – Behnke, Davis; Lau, Moehr. Against – Farrell. Abstained – Hanson. Motion carried.

Old Business – None

New Business – None

Communications - None

Press Time - None

ADJOURNMENT

The meeting adjourned at 8:51pm.

Heather Gilbertson
Deputy Clerk/Treasurer