

CITY COUNCIL MEETING

November 27, 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, Dan Farrell, Tim Hanson (via Zoom), Shelly Lau, TJ Moehr,
Absent: Ruben Piepenburg
Also present: Garrett Wenzel, Ann Marx, Heather Gilbertson, Patty Schreiber, Andrew Maertz

GUESTS: Brillion News (via Zoom)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – November 13, 2023

MOTION – Lau moved to approve the minutes from the November 13, 2023. Seconded by Farrell. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority

Committee of the Whole – October 23, 2023, and November 13, 2023

Finance Committee – October 18, 2023

Library Board – October 18, 2023

Park & Recreation Commission

Plan Commission – November 6, 2023

Protections of Persons & Property – October 17, 2023

RDA Meeting – no meeting

Tourism Committee – October 19, 2023

Utility Commission – November 14, 2023

Cemetery Committee – November 1, 2023

Joint Review Board Meeting – no meeting

Board of Review – no meeting

Board of Appeals – no meeting

Motion – Farrell 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 the flooring for the women's locker room is about five to six weeks out for installation. There will be a fee schedule increase presented in December. They are collecting 1,000lbs of plastic to make a park bench. They have one year to collect this. Donations are welcome. Lau asked about putting more information on Facebook about walk-in classes and things happening at the Community Center. Marx stated they have started doing this and are working to make the process better.

Library

Report included in the packet.

Fire Department

Report included in the packet.

Police Department

Report included in the packet.

Behnke had some questions on the Flock Program. The Chief had a previous commitment with the police department and could not make the meeting. Behnke questioned why the county is not going to fund this project since they are the ones that will be using the cameras. Schreiber shared that the Chief was looking for outside funding for this project.

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.

City Administrator/Community Development Director – None

Clerk/Treasurer

Schrieber is looking into the TIF agreements. She is working with the city attorney to be sure the TIF agreements are correct and that the payments that are needing to be made out are made to the correct people. The current TIF agreements she has found have no signatures on them. They were drafted by Attorney King previously so she is hopeful Attorney Jahn can help her locate the signed copies.

Mayor's Report – None

COMMITTEE REPORTS

Brillion Housing Authority

Moehr reported the meeting went well. GarrowVilla is looking for a new administrator/director.

Cemetery Commission

Cemetery Maintenance Contract

Motion – Behnke moved to approve the Cemetery Maintenance Contract. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

Hold Harmless

Motion – Farrell moved to approve the Hold Harmless between the city and Jerome Popp. Seconded by Lau. Call Vote. All in favor. Motion Carried.

Committee Of the Whole

Town of Brillion Road Agreement

No action taken.

2024 Road Project

Motion – Lau moved to approve the 2024 Road Project agreement with McMahon for Pine, Oak, and E. Water. Seconded by Davis. Call Vote. All in favor. Motion Carried.

Finance & Purchasing Committee

Behnke requested that Schreiber forward a copy of the purchasing policy to all council members and department heads so all are aware of the process.

Review of the Vouchers:

General Fund: \$ 455,589.12

Reserves \$ 29,162.00

Contingency \$ 0

TIF Expenditures \$ 238,497.98

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$455,589.12, Reserves \$29,162.00 and TIF Expenditures \$238,497.98. Seconded by Lau. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 9/23 – 10/6/2023 paid on October 20, 2023 \$ 44,771.79

Pay Period: 10/7 – 10/20/2023 paid on November 3, 2023 \$ 48,817.09

Pay Period: 10/21 – 11/3/2023 paid on November 17, 2023 \$ 50,172.47

Motion – Behnke moved to approve the payroll report for October 20, 2023, in the amount of \$44,771.79, November 3, 2023, in the amount of \$48,817.09, and November 17, 2023, in the amount of \$50,172.47. Seconded by Lau. Call vote. All in favor. Motion carried.

Bank Reconciliation – September and October 2023

Bank Reconciliation Reports – September and October 2023

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

Receipts – September and October 2023

Motion – Behnke moved to approve the receipts for September and October 2023. Seconded by Farrell. Call vote. All in favor. Motion carried.

Journal Entries – September and October 2023

Motion – Behnke moved to approve the Journal Entries for September and October 2023. Seconded by Lau. Call vote. All in favor. Motion carried.

Continuing Disclosure Annual Report – Year Ending 2022

Schreiber clarified that this is a requirement for the EMMA website throughout the life of our bonds.

Motion – Behnke moved to approve the Continuing Disclosure Annual Report for year ending 2022. Seconded by Davis. Call vote. All in favor. Motion carried.

RFQ – City Assessor Services

Behnke states we are at the end of a contract year with our current assessor. We are looking at extending our services with the current assessor, Accurate Appraisal for one more year.

Motion – Behnke moved to approve the contract with Accurate Appraisal for one year on assessor services. Seconded by Farrell. Call vote. All in favor. Motion carried.

Investment Options

Behnke stated this is for the first installment of funds from the bond sale for utility. Schreiber is working on getting more information as there are restrictions with the it being utility money where it can be invested.

RE23-13 TEA Grant Application

No action taken.

Library Board

Committee Report

Moehr did not attend the meeting.

The mayor added that the Holiday Light Competition has begun. Signs have been hung up and maps are available at the library.

Park & Recreation

Committee Report

Marx wanted to add that the flag at Heritage Park is not at half mast because the key is still missing. She asked that some one follow up to find the key or resolve the situation.

Plan Commission

Committee Report

Farrell stated that they discussed the Comprehensive Plan with the county and the Brownfield Grant.

Gardan Easement

Motion – Farrell moved to approve the Gardan Easement. Seconded by Behnke. Call vote. All in favor. Motion carried.

Maple Ridge Subdivision Light Plan

Farrell stated the plans were in the packet. There will be 6 light poles and this will be at the cost of the developer.

Motion – Farrell moved to approve the Maple Ridge Subdivision Light Plan. Seconded by Lau. Call vote. All in favor. Motion carried.

Protections of Persons & Property Committee

Committee Report

Behnke reported they cancelled their December meeting, and the meetings will be cancelled indefinitely until they can fill the empty positions on the committee and discuss what they would like to accomplish. The approvals they were making for licenses and permits will be sent to the Committee of the Whole.

Operator Licenses – Nicole Ann Alfaro, Jorge Diaz-Perez

Motion – Behnke moved to approve the Operator License for Nicole Ann Alfaro, and Jorge Diaz-Perez. Seconded by Moehr. Call Vote. All In Favor. Motion carried.

Temporary Class “B”/ “Class B” Retailers License – Brillion Fire Department Brat Fry February 2-5, 2024

Motion – Behnke moved to approve the Temporary Class “B”/ “Class B” Retailers License – Brillion Fire Department Brat Fry February 2-5, 2024. Seconded by Moehr. Call Vote. All In Favor. Motion carried.

2024 Brillion Ambulance Service Agreement

Behnke stated they discussed the language in the agreement but choose to approve as is.

Motion – Behnke moved to approve the 2024 Brillion Ambulance Service Agreement. Seconded by Farrell. Call Vote. All In Favor. Motion carried.

Approval Two New Fireman – Ethan Jandrey and Kevin Kunstman

Motion – Lau moved to approve the two new fireman – Ethan Jandrey and Kevin Kunstman. Seconded by Davis. Call Vote. All In Favor. Motion carried.

Redevelopment Authority Commission

No meeting

Tourism Committee

No meeting

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell reported the street projects were discussed, MC Contract for 2024 was approved, the Wastewater Treatment Facility design plans are going well and the budget should be approved next month.

RE23-22 Resolution Authorizing opening a bank account – Bond Sale Proceeds

Motion – Davis moved to approve the RE23-22 Resolution Authorizing opening a bank account – Bond Sale Proceeds. Seconded by Farrell. Call Vote. All In Favor. Motion carried.

Closed Session per WSS 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Close Session per W.S.S. 19.85(1)(g) – Summons.

Closed Session Motion – Farrell moved to Convene in Closed Session at 8:00 pm. 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 Summons.

Session Motion – Behnke moved to Convene in Open Session at 8:13 pm to take action if necessary and appropriate. Seconded by Davis. Call vote. All in favor. Motion carried.

Personnel - None

Old Business - None

New Business – None

Communications - None

Press Time - None

ADJOURNMENT

The meeting adjourned at 8:15 pm.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer