

CITY COUNCIL MEETING

December 18, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 6:57 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, Ruben Piepenburg

Absent:

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

GUESTS: Brillion News (via Zoom)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – November 27, 2023

MOTION – Lau moved to approve the minutes from the November 27, 2023. Seconded by Piepenburg. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

Presentations/Proclamations

Mayor's Presentation – Joey Diener – Brillion Fire Department Retirement 25 years

Mayor Smith recognized Joey Diener with the Brillion Fire Department on his retirement from the department after 25 years.

Appointments

City Administrator – Patty Schreiber

Motion – Piepenburg moved to approve Patty Schreiber as City Administrator. Seconded by Davis. Call Vote. In Favor: Davis, Farrell, Hanson, Lau, Moehr, Piepenburg. Against: Behnke. Motion Carried.

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – November 20, 2023

Committee of the Whole – November 27, 2023

Finance Committee – November 20, 2023 and December 13, 2023

Library Board – November 15, 2023

Park & Recreation Commission – November 2, 2023 and December 7, 2023

Plan Commission – December 4, 2023

Protections of Persons & Property – November 21, 2023

RDA Meeting – no meeting
Tourism Committee – December 4, 2023
Utility Commission – none
Cemetery Committee – no meeting
Joint Review Board Meeting – December 14, 2023

Board of Review – no meeting
Board of Appeals – no meeting

Motion – Piepenburg 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 Kempen is working at getting the trees down in Horn Park. The mayor asked what was being done with the trees. Marx stated there is no policy as to what we are to do with them so Kempen is taking them.

Library

Report included in the packet.

Dill reported the Community Tree Lighting has about 150 attendees. She thanked the Brillion Fire Department for decorating the tree. So far this year they have raised \$30,000 for the garden. This is a great start to matching the \$50,000 from the Peters Foundation for next year.

Fire Department

Report included in the packet.

Police Department

Report included in the packet.

Schend explained the FLOCK system and is looking for approval to enroll in the county wide program. This system is used for tracking license plates. Brillion is tentatively committed to two cameras for \$3,000 per camera. The county is willing to cover the cost for 2024 but would like a commit now from the city for 2025 and forward. This cost is considered an operation expense. The county was given \$75,000 to get the program up and running. There are shared revenue funds coming for about \$8,000. Schend is working on outside fundraising/grant monies to assist in payment. There is a company that will come into the community to research and decide where the best places are to place the cameras, most likely Hey 10. The cameras can be moved to different locations however that cost would fall to the city.

Motion – Davis moved to approve the commitment to the FLOCK program with a maximum cost amount of \$7,500. Seconded by Piepenburg. All in favor. Motion Carried.

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 - None

Mayor’s Report – None

COMMITTEE REPORTS

Brillion Housing Authority
Committee Report
Moehr reported that the meeting is tomorrow.

Cemetery Commission
No meeting.

Committee Of the Whole
Operator License – Theodore Petrie, Kurtis Stephany

Motion – Lau moved to approve the Operator License for Theodore Petrie and Kurtis Stephany. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

Fireworks Permit – Round Lake Farms, January 20, 2024

Motion – Behnke moved to approve the Fireworks Permit for Round Lake Farms on January 20, 2024 with an end time of 10:00 pm. Seconded by Piepenburg. Call Vote. All in favor. Motion Carried.

RE23-20 Election Officials

Motion – Lau moved to approve the RE23-20 Election Officials. Seconded by Piepenburg. Call Vote. All in favor. Motion Carried.

McMahon Agreement – Pine, Oak and E. Water Street Utility and Roadway Reconstruction

Motion – Davis moved to approve the McMahon Agreement for Pine, Oak and E. Water Street Utility and Roadway. Seconded by Piepenburg. Call Vote. All in favor. Motion Carried.

Finance & Purchasing Committee

Committee Report
Review of the Vouchers:
General Fund: \$ 99,483.91
Reserves \$ 10.00
Contingency \$ 0
TIF Expenditures \$ 200.00

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$ 99,483.91, Reserves \$10.00 and TIF Expenditures \$200.00. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 11/4 - 11/17/2023 paid on December 1, 2023 \$ 60,317.98

Motion – Behnke moved to approve the payroll report for Pay Period: 11/4 - 11/17/2023 paid on December 1, 2023 \$ 60,317.98. Seconded by Davis. Call vote. All in favor. Motion carried.

Bank Reconciliation – September and October 2023

Bank Reconciliation Reports – November 2023; Receipts – November 2023; Journal Entries – November 2023

Motion – Behnke moved to approve the Bank Reconciliation Reports, the Receipts, and the Journal Entries for November 2023. Seconded by Davis. Call vote. All in favor. Motion carried.

RE23-24 Resolution Amending the 2023 Annual Budget

Schreiber explained this was previously approved with a motion however there was no resolution. She would like to have the resolution approved just in case it is needed.

Motion – Farrell moved to approve the RE23-24 Resolution Amending the 2023 Annual Budget. Seconded by Hanson. Call vote. All in favor. Motion carried.

New Copier – City Center

Schreiber explained that leasing the machine would add an additional \$1,500 to the audit every year because this is something that needs to be tracked. The maintenance agreement is included. There was discussion comparing leasing versus purchasing.

Library Board

Committee Report

Moehr stated Dill covered in her report.

Park & Recreation

Committee Report

2024 Price List

Motion – Hanson moved to approve the 2024 Price List. Seconded by Lau. Call vote. All in favor. Motion carried.

Plan Commission

Committee Report

Chicken Ordinance

Farrell stated that there is a state law in review regarding chickens therefore this was tabled until that law is completed. Schreiber shared that she did reach out about putting a question about the chickens on the ballot and was told that advisory questions are no longer allowed on the ballot.

Contract with Stantec for Civil Engineering Design Plans to Restore Spring and Mill Creek with Funds provided through the Fund for Lake Michigan

VandenBoom spoke about this project. He explained that the \$150,000 in funds received will be used to develop a plan to restore the creeks. The fund cover the cost of the Stantec contract. There is no city obligation for this money.

Motion – Farrell moved to approve the Contract with Stantec for Civil Engineering Design Plans to Restore Spring and Mill Creek with Funds provided through the Fund for Lake Michigan. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Protections of Persons & Property Committee

No meeting

Redevelopment Authority Commission

No meeting

Tourism Committee

Committee Report

Lau reported they approved two applications for room tax permits. She also wanted to note that the Nature Center is not in the city therefore they are no longer allowed to apply for grants.

Room Tax

Golf View

Motion – Lau moved to approve the room tax permit for Golf View and JKD Investments. Seconded by Davis. Call vote. All in favor. Motion carried.

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell reported that the two new utility trucks are in and should be in service in early January. The screw pumps were discussed as to how long they will last and working on solutions as to how to continue before the upgrade happens.

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 – Lau moved to Convene in Closed Session at 7:46 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 – Piepenburg moved to Convene in Open Session at 7:54 pm to take action if necessary and appropriate. Seconded by Lau. 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 7:56 pm.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer