

CITY COUNCIL MEETING

January 22, 2023

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Smith at 7:13pm.
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, Kirk Schend, Andrew Maertz

GUESTS: Joel Thorpe

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – January 8, 2024

MOTION – Piepenburg moved to approve the minutes from the January 8, 2024. Seconded by Farrell. All in favor. Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

Presentations/Proclamations - None

Appointments

Tourism Committee – Michael Ebert

Motion – Lau moved to approve Michael Ebert to the Tourism Committee. Seconded by Behnke. Call Vote. All in Favor. Motion Carried.

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – December 20, 2023

Committee of the Whole – December 18, 2023 and January 8, 2024

Finance Committee – January 17, 2024

Library Board – December 13, 2023

Park & Recreation Commission – January 4, 2024 and January 11, 2024

Plan Commission – January 4, 2024

Protections of Persons & Property – no meeting

RDA Meeting – January 11, 2024

Tourism Committee – January 18, 2024

Utility Commission – December 18, 2023

Cemetery Committee – no meeting

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 Piepenburg. All in favor. Motion Carried.

DEPARTMENT HEAD REPORTS:

Park & Recreation

Report included in the packet.

Marx added that they are looking at bids for the bathrooms at Horn Park. They are hoping to start remodeling them this spring. The programs are full however if people ask have them get on the wait list.

Library

Report included in the packet.

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.

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 was rescheduled to Wednesday January 24.

Cemetery Commission

No meeting.

Committee Of the Whole

Cigarette License – New - Om Namah Real Estate LLC, Agent – Basudev Adhikari

Motion – Behnke moved to approve the Cigarette License – New - Om Namah Real Estate LLC, Agent – Basudev Adhikari. Seconded by Piepenburg. Call Vote. All in favor. Motion Carried.

Two Firemen Applications – Parker Moehr and Cameron Baltz

Motion – Piepenburg moved to approve the two firemen applications – Parker Moehr and Cameron Baltz. Seconded by Lau. Call Vote. In favor: Behnke, Davis, Farrell, Hanson, Lau, Piepenburg. Abstain: Moehr. Motion Carried.

Application for Fireworks Discharge Permit – adding ending time

No action taken.

RE24-02 Preliminary Resolution – 2024 Street Projects

Motion – Lau moved to approve the RE24-02 Preliminary Resolution – 2024 Street Projects. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

Set Public Hearing March 25, 2024 at 6:35pm

Special Council, Public Hearing for RE24-02 Preliminary Resolution – 2024 Street Projects

Motion – Piepenburg moved to set the Public Hearing for RE24-02 Preliminary Resolution – 2024 Street Projects for March 25, 2024 at 6:35pm. Seconded by Davis. Call Vote. All in favor. Motion Carried.

Finance & Purchasing Committee

Committee Report

Review of the Vouchers:

General Fund: \$ 1,861,753.32

Reserves \$ 0

Contingency \$ 0

TIF Expenditures \$ 576.00

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$ 1,861,753.32, and TIF Expenditures \$576.00. Seconded by Farrell. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 11/18 – 12/1/2023 paid on December 15, 2023 \$ 66,183.98

Pay Period: 12/2-15/2023 paid on December 29, 2023 \$ 70,868.52

Pay Period: 12/16-29/2023 paid on January 12, 2024 \$ 84,678.24

Motion – Behnke moved to approve the payroll report for Pay Period: 11/18 – 12/1/2023 paid on December 15, 2023 \$ 66,183.98, Pay Period: 12/2-15/2023 paid on December 29, 2023 \$ 70,868.52, Pay Period: 12/16-29/2023 paid on January 12, 2024 \$ 84,678.24. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Bank Reconciliation – December 2023

Receipts –December2023; Journal Entries – December 2023

Motion – Behnke moved to approve the Receipts, and the Journal Entries for December 2023. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

RE24-01 Resolution Setting Wages and Benefits for 2024

Motion – Behnke moved to approve the RE24-01 Resolution Setting Wages and Benefits for 2024. Seconded by Farrell. Call vote. All in favor. Motion carried.

New Copier – City Center

Schreiber received two estimates: Complete Office (current vendor) and Gordon Flesch. Gordon Flesch came in at \$1,174 less than Complete Office. Schreiber is waiting on a response from Complete Office if there is a large penalty for cancelling the contract with them.

Motion – Davis moved to approve the Gordon Flesch Company new copier purchase for City Center as long as there is not a large penalty for cancelling the contract with Complete Office. Seconded by Lau. Call vote. All in favor. Motion carried.

Turn Out Gear Quote

Motion – Behnke moved to approve the quote for two new turn out gear in the amount of \$3,425 each. Seconded by Lau. Call vote. All in favor. Motion carried.

Investment Policy

Behnke reported there was a conversation about investing the city's money. Where and how the city can do this as there are certain rules to follow. Schreiber stated she had a conversation with Wirth who said the LGIP is the best way to go.

2045 Comprehensive Plan Update – Cost Proposal

Schreiber stated that the city's share is \$12,026 plus a reimbursable cost of \$629.40.

Motion – Behnke moved to approve the 20456 Comprehensive Plan Update Cost Proposal in the amount of \$12,026 plus reimbursable cost of \$629.40. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

RE23-13 TEA Grant Application

No update.

Library Board

Committee Report

Moehr did not attend the meeting.

Park & Recreation

Committee Report

Women's Locker Room new flooring – Superior Floor Covering Bid

Hanson reported that Superior Floor Covering came in with a bid of \$12,000 to redo the woman's locker room floor. He was the only one local that could do the process. There was another bidder out of Door County, however that vendor did not return Marx's call.

Motion – Hanson moved to approve the women's locker room new flooring – Superior Floor Covering. Seconded by Lau. Call vote. All in favor. Motion carried.

Plan Commission

Committee Report

Farrell reported that the majority of the discussion was about sewer laterals to the condos. The owners of these properties is asking for a variance. Board of Appeals will be meeting Monday, February 12, at 4:00pm.

Town of Brillion, Calumet County – Vanderloop CSM

Motion – Farrell moved to approve the Vanderloop CSM with no comment. Seconded by Behnke. Call vote. All in favor. Motion carried.

Protections of Persons & Property Committee

No meeting.

The mayor did receive an email from Michael Petrie interested in getting back on the committee. There will be a meeting scheduled with the mayor, Schreiber and Petrie. Behnke suggested that the agenda for this committee needs to be the same as the rest and should be created out of the clerk's office.

Redevelopment Authority Commission

Schreiber stated they had a Zero Interest Loan Application that was denied.

Tourism Committee

Committee Report

Lau shared that they have a new member, Michael Ebert, who was appointed at this meeting. Louie Lecker is retiring from the Brillion Nature Center. She is unsure of who her replacement will be so there may be another opening on the committee. Discussion was had by council as to how the funds can be used on the 30%, 70% breakdown.

Tourism Grant – Brillionfest \$5,800

Lau stated the original request was for \$9,000 however they were only allowed to give \$5,800 per the rules of the Tourism Committee.

Motion – Lau moved to approve the Tourism Grant – Brillionfest \$5,800. Seconded by Behnke. Call vote. All in favor. Motion carried.

WATER, SEWER & UTILITY COMMISSION

Committee Report

Farrell reported the screw pumps are in bad shape. \$60,000-\$70,000 to repair and those repaired screw pumps may not work in the upgraded system. They are still working on that. The service vehicles have arrived and are waiting to be outfitted. The utility budget was passed.

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) –Pre-Trial Update.

Closed Session Motion – Behnke moved to Convene in Closed Session at 7:52pm. 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 – Davis moved to Convene in Open Session at 7:59pm to take action if necessary and appropriate. Seconded by Lau. Call vote. All in favor. Motion carried.

Personnel –

Treasurer/Deputy Clerk Job Description

Motion – Piepenburg moved to approve the Treasurer/Deputy Clerk Job Description. Seconded by Davis. All in favor. Motion carried.

Clerk/Deputy Treasurer Job Description

Motion – Piepenburg moved to approve the Clerk/Deputy Treasurer Job Description. Seconded by Davis. All in favor. Motion carried.

OR24-01 Amending City of Brillion Clerk and Treasurer Position

Set Public Hearing

at

pm

No action taken.

Treasurer/Deputy Clerk Position Advertisement

Motion- Piepenburg moved to recommend to the Treasurer/Deputy Clerk Position Advertisement. Seconded by Davis. All in favor. Motion carried.

Old Business – None

New Business – None

Communications – None

Press Time – None

ADJOURNMENT

The meeting adjourned at 8:04pm.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer