

## CITY COUNCIL MEETING

**April 22, 2024**

**Brillion City Center**

**6:30 PM**

### **CALL TO ORDER**

The City Council meeting was called to order by Mayor Mike 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, TJ Moehr, Ruben Piepenburg, Kurt Stephany

**Absent:**

**Also present:** Heather Gilbertson, Andrew Maertz, Patty Schreiber Kirk Schend, Ann Marx, Garrett Wenzel

**GUESTS:** Dennis Craven; Hank Horn Sr (via Zoom)

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES – April 16, 2024**

**MOTION** – Stephany moved to approve the minutes from the April 16, 2024. Seconded by Davis. All in favor. Motion carried.

### **PUBLIC APPEARANCES**

#### **Citizen Input –**

Dennis Craven – 483 Hiawatha Circle

He had a chance to vent before the meeting and hopefully the council is going to start making up for past errors and omissions. He is not happy with the fact that a lot of taxpayers, despite the efforts, have no idea what the city is going to spend about \$3 million plus on. Something must be done better, and when is Hiawatha Circle going to be repaved.

**Public Hearings - None**

#### **Presentations/Proclamations**

Gilbertson read the National Police Week Proclamation

#### **Appointments**

##### **Brillion Housing Authority – Amy O’Connell**

The mayor thanked O’Connell for volunteering to be on another committee with the city as she also is a member of the Finance & Purchasing Committee.

**Motion** – Behnke moved to approve the appointment of Amy O’Connell to the Brillion Housing Authority. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

## **CONSENT AGENDA**

### **Acceptance of Minutes**

Brillion Housing Authority – March 28, 2024  
Committee of the Whole – March 25, 2024, and April 8, 2024  
Finance Committee – April 17, 2024  
Library Board – March 20, 2024  
Park & Recreation Commission – April 4, 2024  
Plan Commission – April 1, 2024  
Protections of Persons & Property  
RDA Meeting – no meeting  
Tourism Committee – no meeting  
Utility Commission – March 18, 2024, and April 15, 2024  
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 the bathrooms in the parks are open. Swim lessons opened today. The first 24 hours are for residents only to sign up, after that nonresidents will be able to. As of now there were only 13 residents that signed up.

#### **Library**

Report included in the packet.

Dill is out on maternity leave. Schreiber shared that a \$15,000.00 grant was received from the Community Vision Fund for the Library Garden. This brings the current total for the library to \$59,000. Phase one of the project included electrical, piping, sidewalks and one play element with an estimated total of \$100,000.00.

#### **Fire Department**

Report included in the packet.

Wenzel added that they are working on a grant from the DNR that is due May 1<sup>st</sup>. This money would go towards replacing two of the four dry hydrants located in the Town of Brillion.

#### **Police Department**

Report included in the packet.

Schend shared that the department received an endowment from Bob and Pat Endries. This will help fund the programs the police do. They are allowed to spend \$500.00 each year for the first three years of the endowment, once this has passed the endowment should be built up enough for them to take additional monies if needed.

## **Ambulance**

### **Monthly Report - Financial Report**

Report included in packet.

## **Municipal Court**

### **Brillion Court Report**

### **Reedsville Court Report**

Reports included in packet.

## **Public Works**

Report included in the packet.

Schreiber added that the Forestry Grant that was started last year was received. The check was for \$2,650.00. This was reimbursement for half of the cost of the taking trees down throughout the city in the previous year. The mayor also mentioned an email he received from a resident about the city pond on Glenview. This is a resident that lives on the pond and would like to kayak. Schend stated in the past he received requests to fish in the pond however previous administration informed him that they could not outright say yes due to city liability. The mayor will forward the email to Maertz for further investigation.

## **City Administrator/Community Development Director**

Schreiber stated that a check was stolen from a vendor mailbox, had different information printed on the check and cashed. Schreiber checks the bank daily now and going forward to confirm checks are processing correctly with the correct vendor listed. She has reached out to Brillion Public Schools and Calumet County regarding their ACH policy and process. She received information back from both and will be working on switching to ACH.

**Clerk/Treasurer** – None

**Mayor's Report** – None

## **COMMITTEE REPORTS**

### **Brillion Housing Authority**

Moehr states they had a meeting, however nothing to report.

### **Cemetery Commission**

No meeting.

Piepenburg asked Gilbertson to schedule a meeting.

## **Committee Of the Whole**

**Kennel Permit: Renewal** – Jeff Schlender, Darcia Mitchell-Hoerning, Dan Gotter; **New** – Jason Cellarius, Theresa Neville

**Motion** – Hanson moved to approve the Kennel Permit: Renewal – Jeff Schlender, Darcia Mitchell-Hoerning, Dan Gotter; New – Jason Cellarius, Theresa Neville. Seconded by Piepenburg. All in favor. Motion Carried.

**Temporary Class “B” / Class “B” Retailer’s License: Brillion Athletic Association**

**Motion** – Piepenburg moved to approve the Temporary Class “B” / Class “B” Retailer’s License: Brillion Athletic Association. Seconded by Davis. All in favor. Motion Carried.

**Temporary Class “B” / Class “B” Retailer’s License: Brillion Fire & Rescue Association**

**Motion** – Davis moved to approve the Temporary Class “B” / Class “B” Retailer’s License: Brillion Fire & Rescue Association. Seconded by Hanson. All in favor. Motion Carried.

**Brillionfest Request: Brillion Fire & Rescue Association**

**Street Closures, City Center Front Lawn, Noise Ordinance Variance, Parking Lot Closure**

**Motion** – Davis moved to approve the BrillionFest request from Brillion Fire & Rescue for street closures, City Center front lawn, noise ordinance, and parking lot closures. Seconded by Piepenburg. All in favor. Motion Carried.

**Municipal Advisory Agreement 2024 G.O. Notes – Wisconsin Public Finance Professionals, LLC**

**With respect to the issuance of \$3,370,000 General Obligation Promissory Notes 2024**

**Motion** – Farrell moved to approve the Municipal Advisory Agreement 2024 G.O. Notes - Wisconsin Public Finance Professionals, LLC. Seconded by Behnke. Call Vote. All in favor. Motion Carried.

**Scope of Engagement – Quarles & Brady LLP**

**Motion** – Stephany moved to approve the Scope and Engagement – Quarles & Brady LLP. Seconded by Davis. Call Vote. All in favor. Motion Carried.

**RE24-05 Resolution Providing for the Sale of Approximately \$3,370,000 General Obligation Promissory Notes**

**Motion** – Piepenburg moved to approve RE24-05 Resolution Providing for the Sale of Approximately \$3,370,000 General Obligation Promissory Notes. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

**Finance & Purchasing Committee**

Behnke reported they did not approve the bank reconciliation for January, February, or March. The stolen check was a discussion topic. There was discussion about the auditor coming for the meeting on May 28<sup>th</sup>. The audit process should move forward more quickly than it currently does. Also, discussion on a new squad car. They plan on looking at what is in capital funds and plan for the next year. A policy on selling city assets was also addressed.

**Review of the Vouchers:**

General Fund: \$ 391,065.37

Reserves \$ 15,333.77

Contingency \$ 0

TIF Expenditures \$ 25,487.50

TIF 5 had an interest payment due, December 1<sup>st</sup> will be the principal payment.

**Motion** – Behnke moved to approve the General Fund vouchers in the amount of \$ 391,065.37, Reserves \$15,333.77 and TIF Expenditures \$25,487.50. Seconded by Davis. Call vote. All in favor. Motion carried.

#### **Review of Payroll**

Pay Period: 2/24 – 3/8/2024 paid on March 22, 2024, \$ 59,591.58

Pay Period: 3/9 - 3/22/2024 paid on April 5, 2024, \$ 61,203.60

**Motion** – Behnke moved to approve the payroll report for Pay Period: 2/24 – 3/8/2024 paid on March 22, 2024, \$ 59,591.58, Pay Period: 3/9-3/22/2024 paid on April 5, 2024, \$ 61,203.60. Seconded by Davis. Call vote. All in favor. Motion carried.

#### **Receipts – March 2024 and February 2024 ACH Receipts**

**Motion** – Piepenburg moved to approve the Receipts for March 2024 and February 2024 ACH Receipts. Seconded by Moehr. Call vote. All in favor. Motion carried.

#### **Eastshore Human Association Inc Agreement**

**Motion** – Behnke moved to approve the 2024 Eastshore Humane Association Inc Agreement. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

#### **Library Board**

Committee Report

Moehr stated Schreiber covered the information.

#### **Park & Recreation**

Committee Report

Hanson stated Marx covered the information.

#### **Plan Commission**

Committee Report

Farrel reported it was a short meeting. A zone change request is pending.

#### **Protections of Persons & Property Committee**

Committee Report

Behnke reported that Wenzel is working on a cadet program with the fire department. Wenzel added this is to promote adolescents in the community to get involved. Kiel and Chilton have similar programs, therefore Wenzel reached out to them. The department had a vote (three times) to be sure they all agreed. Once the bylaws are created, it will come to the council for approval. One of the hold ups is insurance with this program. The program will be for young people aged 14 and up. Stephany suggested reaching out to the Boy Scouts regarding insurance. He worked with the Police Explorers in New Holstein and had insurance through the Boy Scouts. Behnke also stated that they discussed the scope of their committee when they meet again and adding another council member to the committee. Wenzel has been meeting with the towns so that has helped close some of the communication gaps with the emergency services. Ambulance services are still a concern, and the ambulance agreement will be worked on as well.

## **Redevelopment Authority Commission**

Committee Report

Davis stated they did not have an April meeting so nothing to report.

Event Venue Location 205 N. Main Street – Brillion Athletic Association Beer Stand June 7, 2024

**Motion** – Davis moved to approve the Event Venue Location 205 N. Main Street – Brillion Athletic Association Beer Stand June 7, 2024. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

## **Tourism Committee**

No meeting.

## **WATER, SEWER & UTILITY COMMISSION**

Farrell had much to report. There was a power outage at the WWTP after the snowstorm, however no violations occurred during the outage. Power came back on with little problem. Two pumps failed and need repair. The process for the plant upgrade is moving along. SCADA (computer) system is old and outdated in all areas. The mayor also added that he is actively looking for another member for the commission as a member's term did expire, however agreed to stay on until a replacement is found.

**Personnel** – None

**Old Business** – None

### **New Business**

May meeting – May 28, 2024, at 6:30, is being discussed.

Piepenburg asked that the packets be sent out sooner than noon on Fridays. Gilbertson and Schreiber stated this is a goal to get the agenda out on Thursdays going forward.

**Communications** – None

**Press Time** – None

## **ADJOURNMENT**

The meeting adjourned at 7:18pm.

Heather Gilbertson  
Clerk/Deputy Treasurer