

CITY COUNCIL MEETING

May 28, 2024

Brillion City Center

6:30 PM

CALL TO ORDER

The City Council meeting was called to order by Mayor Mike Smith at 7:06pm.
Pledge of Allegiance was recited by those present.

ROLL CALL

Present: Mayor Mike Smith, Joe Behnke, Dan Farrell, Tim Hanson, Ruben Piepenburg, Kurt Stephany
Absent: Kory Davis, TJ Moehr
Also present: Heather Gilbertson, Patty Schreiber, Kirk Schend, Ann Marx, Garrett Wenzel

GUESTS: Brillion News (via Zoom)

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 13, 2024

MOTION – Farrell moved to approve the minutes from the May 13, 2024. Seconded by Behnke. All in favor.
Motion carried.

PUBLIC APPEARANCES

Citizen Input – None

Public Hearings – None

Presentations/Proclamations – None

Appointments

Brillion Housing Authority – Jordan Klessig

No action taken.

CONSENT AGENDA

Acceptance of Minutes

Brillion Housing Authority – April 15, 2024

Committee of the Whole – April 22, 2024 and May 13, 2024

Finance Committee –

Library Board – April 17, 2024

Park & Recreation Commission – May 2, 2024

Plan Commission – May 6, 2024

Protections of Persons & Property - April 17, 2024

RDA Meeting – no meeting

Tourism Committee – May 2, 2024
Utility Commission – May 20, 2024
Cemetery Committee – May 20, 2024
Joint Review Board Meeting – no meeting
Board of Review – May 14, 2024
Board of Appeals – no meeting

Motion – Behnke 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 added that they are trying out family swim lessons. This would be for a family of four with at least one parent. Piepenburg asked about 24/7 access to the gym. Marx stated she would look into this. The mayor also suggested looking into ISR (Infant Swimming Resource lessons) as this is offered in very few places.

Library

Report included in the packet.

Fire Department

Report included in the packet.

Wenzel added that the department is working on a Capital Replacement Plan for larger items such as trucks, and air packs that need to be replaced after a certain number of years.

Police Department

Report included in the packet.

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.

City Administrator/Community Development Director

Schreiber shared that weekly department head meetings have begun. She has asked the department heads to compile a complete equipment list and have a list of 3-5 things they would like to see changed in their area. Schreiber would like to see a strategic plan with goals and capital needs. The mayor suggested to tie some of this into a community outreach. Schreiber would like to see the townhall meetings with specific

topics as that seemed to have a better turn out last time. Stephany added he would like to see more revenue opportunities within the department/city.

Clerk/Treasurer – None

Mayor’s Report – None

COMMITTEE REPORTS

Brillion Housing Authority

Moehr was not in attendance.

Cemetery Commission

Piepenburg states there was a meeting, however they could not do their walk through the cemeteries due to the weather. The next meeting is scheduled for June 26, 2024.

Committee Of the Whole

Fireworks Permit: G&M Fireworks, June 8, 2024 at dusk

Motion – Farrell moved to approve the Fireworks Permit: G&M Fireworks, June 8, 2024 at dusk. Seconded by Piepenburg. All in favor. Motion Carried.

Kennel Permit: Renewal – TJ Bastian, Debra Sommerhalder

Motion – Stephany moved to approve the Kennel Permit: Renewal – TJ Bastian, Debra Sommerhalder. Seconded by Farrell. All in favor. Motion Carried.

Operator Licenses: Travis Manderfield, Ashton Schneider, Pamela Mc Clister, Brianne Halverson, David Hardy, Victoria Stockholm, Barbara Moehr

Motion – Behnke moved to approve the Operator Licenses: Travis Manderfield, Ashton Schneider, Pamela Mc Clister, Brianne Halverson, David Hardy, Victoria Stockholm, Barbara Moehr. Seconded by Farrell. All in favor. Motion Carried.

Firefighter Approval: Bud Schroth, Spencer Gilbertson, Brian Link

Motion – Farrell moved to approve the following firefighters: Bud Schroth, Spencer Gilbertson, Brian Link. Seconded by Hanson. All in favor. Motion Carried.

New Address/Resident Garbage and Recycling Cans

Motion – Stephany moved to approve the New Address/Resident Garbage and Recycling Cans cost of \$125.00 per can. Seconded by Piepenburg. All in favor. Motion Carried.

Finance & Purchasing Committee

Review of the Vouchers:

General Fund: \$ 256,498.76

Reserves \$ 58,866.40

Contingency \$ 0

TIF Expenditures \$ 1,202.50

Motion – Behnke moved to approve the General Fund vouchers in the amount of \$ 256,498.76, Reserves \$58,866.40 and TIF Expenditures \$1,202.50. Seconded by Hanson. Call vote. All in favor. Motion carried.

Review of Payroll

Pay Period: 3/23–4/5/2024 paid on April 19, 2024 \$ 72,181.69

Pay Period: 4/6-19/2024 paid on May 3, 2024 \$ 61,905.03

Pay Period: 4/20-5/3/2024 paid on May 17, 2024 \$ 59,076.56

Behnke clarified that Pay Period on April 19 included the fire department quarterly pay.

Motion – Behnke moved to approve the payroll report for Pay Period: 3/23–4/5/2024 paid on April 19, 2024 \$ 72,181.69, Pay Period: 4/6-19/2024 paid on May 3, 2024 \$ 61,905.03, Pay Period: 4/20-5/3/2024 paid on May 17, 2024 \$ 59,076.56. Seconded by Hanson. Call vote. All in favor. Motion carried.

Bank Reconciliation, Receipts, Journal Entries

Receipts – April 2024, March, and April 2024 ACH Receipts

Journal Entries – 2023 Year End

Motion – Behnke moved to approve the Receipts – April 2024, March and April 2024 ACH Receipts, Journal Entries – 2023 Year End. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

Positive Pay Service Agreement – State Bank of Chilton

Schreiber explained this is a new program the bank is offering. This requires someone to manually approve checks clearing by 10:00 am that day. If the checks are not approved the system is set up to automatically approve. Schreiber is working on getting a report from Workhorse to the bank to assist with this process.

Motion – Behnke moved to approve the Positive Pay Service Agreement – State Bank of Chilton. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

RE24-08 Resolution of Signature Authorization – State Bank of Chilton

Farrell asked why the utility commission did not have a resolution. Staff direction was given to investigate this.

Motion – Behnke moved to approve the RE24-08 Resolution of Signature Authorization – State Bank of Chilton. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

RE24-09 Resolution of Signature Authorization – Verve

Motion – Behnke moved to approve the RE24-09 Resolution of Signature Authorization – Verve. Seconded by Farrell. Call vote. All in favor. Motion carried.

Library Board

Nothing additional to report.

Park & Recreation

Hanson gave an update on Horn Park. The base should be done by the end of the month (weather pending). The first week in June the playground equipment will be installed.

Plan Commission

Farrell reported that solar collectors were approved for Pielhop Wieting Funeral Home. They have upcoming public hearings for a conditional use permit on Pagel Ave and rezoning of lots in Maple Ridge Subdivision.

Protections of Persons & Property Committee

Behnke stated that they have a meeting coming up on June 5th.

Redevelopment Authority Commission

Committee Report
No meeting.

Tourism Committee

Moehr was not in attendance.

Room Tax Permit Application – KB Rentals 372 Pagel

Motion – Stephany moved to approve the Room Tax Permit Application – KB Rentals 372 Pagel. Seconded by Farrell. Call vote. All in favor. Motion carried.

Brillion Optimist Club – Light Parade

\$2,000 to be spent on newspaper advertising & social media

Motion – Farrell moved to approve \$2,000 to be spent on newspaper advertising & social media. Seconded by Hanson. Call vote. All in favor. Motion carried.

\$750 in banners for advertisement for the event

Motion – Hanson moved to approve the \$750 in banners for advertisement for the event. Seconded by Farrell. Call vote. All in favor. Motion carried.

Brillion Optimist Club – A Walk Through Brillion

\$2,000 to be spent on social media

Motion – Hanson moved to approve the \$2,000 to be spent on social media. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

\$250 on posters to advertise the event

Motion – Farrell moved to approve the \$250 on posters to advertise the Walk Through Brillion. Seconded by Piepenburg. Call vote. All in favor. Motion carried.

\$900 in print advertising to advertise the event

Motion – Piepenburg moved to approve the \$900 in print advertising to advertise the event. Seconded by Stephany. Call vote. All in favor. Motion carried.

WATER, SEWER & UTILITY COMMISSION

Farrell reported that the commission discussed the additional work for next year's road project of Valley View and Homewood. The commission approved the repair of the Ryan St. Lift Station and Well #3 Booster. The final design plans for the WWTP are due by the end of June.

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) Treasurer/Deputy Clerk Position

Closed Session Motion – Behnke moved to Convene in Closed Session at 7:55pm. Closed Session per W.S.S 19.85(1)©. Seconded by Piepenburg. Call vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding the Treasurer/Deputy Clerk Position

Session Motion – Piepenburg moved to Convene in Open Session at 9:02 pm to take action if necessary and appropriate. Seconded by Farrell. Call vote. All in favor. Motion carried.

Motion – Behnke moved to repost the Treasurer/Deputy Clerk position for another 30 days. Seconded by Farrell. Call vote. Motion carried.

Old Business – None

New Business - None

Communications – None

Press Time – None

ADJOURNMENT

The meeting adjourned at 9:03 pm.

Heather Gilbertson
Clerk/Deputy Treasurer