

## CITY COUNCIL MEETING

**June 24, 2024**

**Brillion City Center**

**6:30 PM**

### **CALL TO ORDER**

The City Council meeting was called to order by Mayor Mike 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, TJ Moehr, Kurt Stephany  
**Absent:** Ruben Piepenburg  
**Also present:** Heather Gilbertson, Patty Schreiber, Kirk Schend, Garrett Wenzel

**GUESTS:** Andy Geiger, Earl Herring, Keith Krepline, Wes Kempen

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES – May 28, 2024**

**MOTION** – Davis moved to approve the minutes from the May 28, 2024. Seconded by Farrell. All in favor.  
Motion carried.

### **PUBLIC APPEARANCES**

#### **Citizen Input**

Andy Geiger – 419 Center Street

He feels that the city has good codes and ordinances and they should be enforced and not look the other way.

#### **Public Hearings – Zone Change Request for Maple Ridge Subdivision**

Mayor Smith opened the public hearing at 7:02 pm

Three calls for public comment

Public Hearing was closed at 7:03 pm

**Presentations/Proclamations** – None

**Appointments** – None

### **CONSENT AGENDA**

#### **Acceptance of Minutes**

Brillion Housing Authority – May 20, 2024

Committee of the Whole – May 28, 2024 and June 10, 2024

Finance Committee – May 22, 2024

Library Board – May 15, 2024

Park & Recreation Commission – June 6, 2024  
Plan Commission – June 3, 2024  
Protections of Persons & Property - June 5, 2024  
RDA Meeting – no meeting  
Tourism Committee – no meeting  
Utility Commission – June 17, 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 Hanson. All in favor. Motion Carried.

**DEPARTMENT HEAD REPORTS:**

**Park & Recreation**

Report included in the packet.

**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 included in packet.

Behnke stated that there is a lot of uncollected money and over budget.

**Municipal Court**

**Brillion Court Report**

**Reedsville Court Report**

Reports included in packet.

**Public Works**

Maertz is out of the office.

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

Schreiber shared that the Positive Pay system is going well. She met with Marx and discussed how things should move forward. At this time, the position is split into thirds with three people taking care of things. Schreiber also stated that she has a verbal offer out for the Treasurer/Deputy Clerk position. There will be a special council meeting on July 8, 2024 where she will be asking for appointment.

**Clerk/Treasurer – None**

**Mayor's Report – None**

### **COMMITTEE REPORTS**

#### **Brillion Housing Authority**

Moehr stated they had a meeting today. Grant is working with a lawyer on the sale of Garrow Villa.

#### **Cemetery Commission**

Piepenburg shared next meeting is this Wednesday, June 26<sup>th</sup>.

### **Committee Of the Whole**

**Class A Beer & Class A Liquor Combination License Renewal: Condon Oil Company for Brillion Shell, Dolgencorp LLC for Dollar General Store #10945, Coborn's Incorporated for Marketplace Foods, Kwik Trip Inc for Kwik Trip #807, Gamboa Trucking LLC for El Zacateano Mexican Store, Om Namah Real Estate LLC for Brillion BP**

**Motion** – Farrell moved to approve the Class A Beer & Class A Liquor Combination License Renewal: Condon Oil Company for Brillion Shell, Dolgencorp LLC for Dollar General Store #10945, Coborn's Incorporated for Marketplace Foods, Kwik Trip Inc for Kwik Trip #807, Gamboa Trucking LLC for El Zacateano Mexican Store, Om Namah Real Estate LLC for Brillion BP. Seconded by Behnke. Call Vote. All in favor. Motion Carried.

**Class B Beer & Class B Liquor Combinaton Renewal: Braun's Deer Run LLC for Braun's Deer Run, ACAKDCA LLC for Ethels Pub & Grill Brillion Edition, AriensCo Hospitality Group LLC for Stone Prairie, AriensCo Hospitality Group LLC for Round Lake Farms, Shakers Bar LLC for Shakers, Cobblestone Creek Dining & Banquet LLC for Cobblestone Creek Dining & Banquet, Scott R. Giese for The Real Giese's Bar, Mama's Taco LLC for Gloria's Cantina and Mexican Grill, M & J Schwartz Enterprises LLC for Split Happens Lanes, AriensCo Hospitality Group LLC for AriensCo Museum, and Carstens Mill LLC for Carstens Mill LLC**  
Stephany suggested that we connect with the city attorney to discuss options.

**Motion** – Farrell moved to approve the Class B Beer & Class B Liquor Combinaton Renewal: Braun's Deer Run LLC for Braun's Deer Run, ACAKDCA LLC for Ethels Pub & Grill Brillion Edition, AriensCo Hospitality Group LLC for Stone Prairie, AriensCo Hospitality Group LLC for Round Lake Farms, Shakers Bar LLC for Shakers, Cobblestone Creek Dining & Banquet LLC for Cobblestone Creek Dining & Banquet, Scott R. Giese for The Real Giese's Bar, Mama's Taco LLC for Gloria's Cantina and Mexican Grill, M & J Schwartz Enterprises LLC for Split Happens Lanes, AriensCo Hospitality Group LLC for AriensCo Museum, and Carstens Mill LLC for Carstens Mill LLC. Seconded by Hanson. Call Vote. In favor: Behnke, Farrell, Hanson, Moehr, Stephany. Opposed: Davis. Motion Carried.

**Class B Beer License & Class CV Wine Renewal: Neelkanth Hotels LLC for Cobblestone Inn and Suites, Marko's Smokin' BBQ LLC for Marko's Smokin' BBQ**

**Motion** – Stephany moved to approve the Class B Beer License & Class CV Wine Renewal: Neelkanth Hotels LLC for Cobblestone Inn and Suites, Marko's Smokin' BBQ LLC for Marko's Smokin' BBQ. Seconded by Davis. Call Vote. All in favor. Motion Carried.

**Cigarette & Tobacco License Renewal: Coborn's Incorporated for Marketplace Foods, Kwik Trip Inc For Kwik Trip #807, Condon Oil Company for Brillion Shell, Dolgencorp LLC for Dollar General Store #10945, Om Namah Real Estate LLC for Brillion BP**

**Motion** – Davis moved to approve the Cigarette & Tobacco License Renewal: Coborn's Incorporated for Marketplace Foods, Kwik Trip Inc For Kwik Trip #807, Condon Oil Company for Brillion Shell, Dolgencorp LLC for Dollar General Store #10945, Om Namah Real Estate LLC for Brillion BP. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

**Operator License: Anthony McNamara, Parker Braun, Amber Krueger, Lori Tesch, Beth Gilbertson, Nishaben Patel, Chandresh Patel, Quenten Schwartz, Dylan Schwartz, Brenda Itzel Bustos Salamamnca, Bryanna Cavanaugh, Cassandra Ahrens, Anne Meyer, Alexis Krueger, Briahnah Schisel, Jake Koffarnus, Gayle Olson, Sarah Pielhop, Isaac Spettel, Terence Kabat**

**Motion** – Davis moved to approve the Operator License: Anthony McNamara, Parker Braun, Amber Krueger, Lori Tesch, Beth Gilbertson, Nishaben Patel, Chandresh Patel, Quenten Schwartz, Dylan Schwartz, Brenda Itzel Bustos Salamamnca, Bryanna Cavanaugh, Cassandra Ahrens, Anne Meyer, Alexis Krueger, Briahnah Schisel, Jake Koffarnus, Gayle Olson, Sarah Pielhop, Isaac Spettel, Terence Kabat. Seconded by Hanson. Call Vote. All in favor. Motion Carried.

**Fireworks Permit: G&M Fireworks, July 6, 2024, Deer Run Golf Course, start time dusk**

**Motion** – Farrell moved to approve the Fireworks Permit: G&M Fireworks, July 6, 2024, Deer Run Golf Course, start time dusk. Seconded by Hanson. Call Vote. In favor, Behnke, Davis, Farrell, Hanson, Moehr. Abstain: Stephany. Motion Carried.

**Firefighter Approval: Charles Reinke**

**Motion** – Davis moved to approve the Firefighter Approval: Charles Reinke. Seconded by Behnke. Call Vote. All in favor. Motion Carried.

**RE24-15 Resolution Authorizing Special Assessments to Pine Street, Oak Street and E. Water Street**

**Motion** – Hanson moved to approve RE24-15 Resolution Authorizing Special Assessments to Pine Street, Oak Street and E. Water Street. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

**RE24-14 Resolution Authorizing the Issuance and Sale of \$705,000 Waterworks System Revenue Bonds**

**Motion** – Farrell moved to approve RE24-14 Resolution Authorizing the Issuance and Sale of \$705,000 Waterworks System Revenue Bonds. Seconded by Behnke. Call Vote. All in favor. Motion Carried.

**RE24-16 Resolution Tea Grant**

**Motion** – Davis moved to approve RE24-16 Resolution Tea Grant. Seconded by Hanson. Call Vote. All in favor. Motion Carried.

### **2025 Recycling Cooperative Agreement**

**Motion** – Hanson moved to approve 2025 Recycling Cooperative Agreement. Seconded by Davis. Call Vote. All in favor. Motion Carried.

### **2023 Absentee Ballot Envelope Subgrant Program**

**Motion** – Stephany moved to approve 2023 Absentee Ballot Envelope Subgrant Program. Seconded by Hanson. Call Vote. All in favor. Motion Carried.

### **RE24-12 Resolution Authorizing Bank Account for General Obligation Promissory Note Proceeds**

**Motion** – Behnke moved to approve RE24-12 Resolution Authorizing Bank Account for General Obligation Promissory Note Proceeds and invest the proceeds into LGIP. Seconded by Farrell. Call Vote. All in favor. Motion Carried.

### **Finance & Purchasing Committee**

#### **Review of the Vouchers:**

General Fund: \$ 236,024.14

Reserves \$ 94,428.71

Contingency \$ 0

TIF Expenditures \$ 13.64

**Motion** – Davis moved to approve the General Fund vouchers in the amount of \$ 236,024.14, Reserves \$94,428.71 and TIF Expenditures \$13.64. Seconded by Stephany. Call vote. All in favor. Motion carried.

#### **Review of Payroll**

Pay Period: 5/4–5/17/2024 paid on May 31, 2024 \$ 55,150.16

Pay Period: 5/18-31/2024 paid on June 14, 2024 \$ 58,678.25

**Motion** – Farrell moved to approve the payroll report for Pay Period: 5/4–5/17/2024 paid on May 31, 2024 \$ 55,150.16 Pay Period: 5/18-31/2024 paid on June 14, 2024 \$ 58,678.24. Seconded by Behnke. Call vote. All in favor. Motion carried.

### **Bank Reconciliation, Receipts, Journal Entries**

#### **Bank Reconciliation Reports – January, February, March, April 2024**

#### **Receipts – May 2024, and May 2024 ACH Receipts**

**Motion** – Stephany moved to approve the Bank Reconciliation Reports – January, February, March, April 2024, and Receipts – May 2024, and May 2024 ACH Receipts. Seconded by Davis. Call vote. All in favor. Motion carried.

### **Library Board**

Nothing additional to report.

## **Park & Recreation**

### **LaForce for bathroom partitions in Horn Park**

**Motion** – Hanson moved to approve the LaForce for bathroom partitions in Horn Park in the amount of \$4,954.57. Seconded by Stephany. Call vote. All in favor. Motion carried.

### **KMS for sidewalks in Horn Park**

**Motion** – Hanson moved to approve KMS for sidewalks in Horn Park in the amount of \$21,280.00. Seconded by Behnke. Call vote. All in favor. Motion carried.

### **Fuhrmann for urinal replacement in Horn Park**

**Motion** – Hanson moved to approve Fuhrmann for urinal replacement in Horn Park in the amount of \$6,850.00. Seconded by Davis. Call vote. All in favor. Motion carried.

### **Fuhrmann for venting in the bathroom in Horn Park**

**Motion** – Hanson moved to approve Fuhrmann for venting in the bathroom in Horn Park in the amount of \$2,550.00. Seconded by Moehr. Call vote. All in favor. Motion carried.

## **Plan Commission**

### **Downtown Plan – Bob Endries**

No action taken.

### **Parkview Apartments Parking – Quit Claim City of Brillion Property**

Farrell explained this is land owed by the quit claim to the housing authority to develop more parking.

**Motion** – Farrell moved to approve the transfer of Tax ID No. 15096 to the Brillion Housing Authority via Quit Claim Deed and authorize the mayor to sign all closing documents. Seconded by Behnke. Call vote. All in favor. Motion carried.

### **BW Bellin Site – Lot #2**

Farrell states this is for the land the Bellin building is on.

**Motion** – Farrell moved to approve the Option to Purchase from Brillion Works LLC for Lot 2 of the portion of Tax ID #15044, and authorize the mayor to sign all closing documents and to approve the release of these parcels from the Master Lease Agreement between the City of Brillion and Brillion Works, LLC. Seconded by Davis. Call vote. All in favor. Motion carried.

### **Zone Change Request for Maple Ridge Subdivision**

**Motion** – Farrell moved to approve to change zoning in lots 4, 5, 6, 7, 8, 9, 10, 11, 21, and 22 from R1 to R2 in Maple Ridge Subdivision. Seconded by Hanson. Call vote. All in favor. Motion carried.

**Protections of Persons & Property Committee**

**Cadet Program for the Fire Department**

**Wenzel shared that Galoff is heading up the program. This is youths' opportunity to look at fire service as a volunteer or career. Neighboring communities are offering this program. They are working with the school on the rules. The youth would not be allowed into situations with immediate danger.**

**Motion** – Stephany moved to approve the cadet program for the fire department. Seconded by Davis.  
Call vote. All in favor. Motion carried.

**Redevelopment Authority Commission**

No report.

**Tourism Committee**

No meeting

**WATER, SEWER & UTILITY COMMISSION**

**RE24-10 Compliance Maintenance Annual Report**

**Farrell shared that the city had mostly As and two Bs which attributed to the overflow situation with the water.**

**Motion** – Farrell moved to approve RE24-10 Compliance Maintenance Annual Report. 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 7:34 pm.

Heather Gilbertson  
Clerk/Deputy Treasurer