

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

June 27, 2016

Brillion Community Center

6:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Bob Brick, Mel Edinger, Crystal Fhlug, Betty Nies, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, City Librarian Chris Moede, and Police Lieutenant Kirk Schend. Absent was Alderperson Wally Sonnabend.

GUESTS:

Dahle Enneper.

APPROVAL OF THE AGENDA:

Motion –Edinger moved to approve the agenda. Seconded by Brick. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
JUNE 13, 2016:**

Motion – Brick moved to approve the minutes of the June 13, 2016 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

CITIZEN INPUT:

City Administrator Gosz presented Library employee, Dahle Enneper, with a Plaque of Appreciation for her 25 years of service to the Brillion Public Library.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$122,096.28:

Motion – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$122,096.28. Seconded by Brick.

Edinger asked if there is a report to track WI Public Service bills for the Main Street lights. Gosz stated yes and that she will send it out via e-mail to the City Council members.

Call vote taken. Motion carried.

B. Reserves - \$56,205.53:

Motion – Nies moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$56,205.53. Seconded by Brick. Call vote taken. Motion carried.

C. Contingency - \$1,079.50:

Approved

Motion – Edinger moved to recommend to City Council to approve the Contingency Expenditure vouchers in the amount of \$1,079.50. Seconded by Brick. Call vote taken. Motion carried.

D. TIF Expenditures - \$0.00:

None.

B. Review of License Applications:

1. Operator License – New: Cheryl Sullivan:

Motion – Edinger moved to recommend to City Council to grant an Operator License to Cheryl Sullivan. Seconded by Wenzel. Call vote taken. Motion carried.

2. Operator License – Renewal: Cathy R. Held, Elizabeth M. Labitzky, Jean Klug, Anne M. Meyer, Amanda Boldt, Wendy Allen, Susan Cobler:

3. Class A. Beer & Class A Liquor Combination License-Renewal: Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber’s of Brillion, Dolgencorp, LLC for Dollar General Store #10945, T & C Markets, Inc for Tadych’s Econo Foods, Shopko Stores Operating Co., Inc for Shopko Hometown #608:

4. Class B Beer & Class B Liquor Combination License – Renewal: Braun’s Deer Run LLC for Deer Run Golf Course, ACAKDCA, LLC for Ethels Pub & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet, LLC for Cobblestone Creek Dining & Banquet, M & P Smokehaus Pub, LLC for M & P Smokehaus Pub, LLC, Scott R. Giese for The Real Giese’s, BAKKHEIA, LLC for BAKKHEIA, M & J Schwartz Enterprises, LLC for Split Happens Lanes, Randy’s Pastry Factory, LLC for Randy’s Central:

5. Class A Beer License - Renewal: Kwik Trip for Kwik Trip #807:

6. Class B Beer License & Class C Wine License – Renewal: Brillion Hotel Group, LLC for Cobblestone Inn and Suites:

Motion – Wenzel moved to recommend to City Council to grant an Operator License to Cathy R. Held, Elizabeth M. Labitzky, Jean Klug, Anne M. Meyer, Amanda Boldt, Wendy Allen, Susan Cobler, a

Class A. Beer & Class A Liquor Combination License to Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber’s of Brillion, Dolgencorp, LLC for Dollar General Store #10945, T & C Markets, Inc for Tadych’s Econo Foods, Shopko Stores Operating Co., Inc for Shopko Hometown #608, a Class B Beer & Class B Liquor Combination License to Braun’s Deer Run LLC for Deer Run Golf Course, ACAKDCA, LLC for Ethels Pub & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet, LLC for Cobblestone Creek Dining & Banquet, M & P Smokehaus Pub, LLC for M & P Smokehaus Pub, LLC, Scott R. Giese for The Real Giese’s, BAKKHEIA, LLC for BAKKHEIA, M & J Schwartz Enterprises, LLC for Split Happens Lanes, Randy’s Pastry Factory, LLC for Randy’s Central, a Class A Beer License to Kwik Trip for Kwik Trip #807, and a Class B Beer License & Class C Wine License to Brillion Hotel Group, LLC for Cobblestone Inn and Suites. Seconded by Fhlug. Call vote taken. Motion carried.

7. Dog & Cat Kennel Permit – 128 Elm Street:

Motion – Nies moved to recommend to City Council to grant a Dog & Cat Kennel Permit to the property owner at 128 Elm Street. Seconded by Wenzel. Call vote taken. Motion carried.

Approved

8. Fireworks Permit – Braun’s Deer Run Golf Course:

Motion – Nies moved to recommend to City Council to grant a Fireworks Permits to Braun’s Deer Run Golf Course. Seconded by Shafran. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to approve the May 27, 2016 Payroll, the June 10, 2016 Payroll, and the June 27, 2016 Payroll amounts. Seconded by Edinger. Call vote taken. Motion carried.

D. Donations, Gifts, and Memorials Policy:

Mayor Deiter reported this Policy is created because we are accepting donations and gifts without future maintenance costs. Gosz explained the Policy will provide the City Council criteria for accepting donations, gifts, or memorials and to help in future budgeting for any maintenance costs the donation might cause.

Edinger suggested creating a “wish list” of items that could be given by organizations or individuals considering a donation or gift to the City.

Nies questioned the approval process. Gosz explained each request would be received by the appropriate Department or Committee level with final approval by the City Council. Edinger questioned if the City has the right to remove the item donated over time. Gosz explained the City would not be obligated to replace any donation and reserves the right to remove it if necessary. The donation form asks for the expected life span of the donated item.

Edinger suggested some type of log of donations received be preserved at the City Clerk/Treasurer’s office.

Motion – Edinger moved to recommend to City Council to adopt the Donations, Gifts, and Memorials Policy. Seconded by Shafran. Call vote taken. Motion carried.

PROTECTION OF PERSONS & PROPERTY:

A. Ordinance – Fire Department Service Reimbursement:

Gosz explained the Fire Chief would like to begin charging for non-fire related incidents. She explained the City Attorney has suggested the proposed ordinance be adopted to implement these charges.

Fire Chief Janke explained the Fire Department is already charging for foam. This is for accidents that happen when the Fire Department is called to. He explained Kiel has collected over \$13,000 in Jaws calls over the years.

Fire Chief Janke explained charges collected would be allocated to a Reserve Account for future equipment needs.

Motion – Edinger moved to recommend to City Council to set a Public Hearing date to adopt the proposed ordinance. Seconded by Fflug. Call vote taken. Motion carried.

CITY BUILDINGS AND GROUNDS:

Approved

A. Chamber of Commerce – Street Light Pole Holiday Decoration Downtown:

Gosz reported the Brillion Chamber of Commerce would like to donate to the City seven (7) holiday decoration lights for street light poles on W. Ryan Street from money they raised at their Annual Wine & Cheese Tasting Event. The ornaments would be purchased by the City from Temple Display and the Chamber would reimburse the City for the cost.

Gosz explained the City does not own those light poles. The Chamber has been working with WI Public Service and Krueger Electric on permits to install the necessary wiring to the poles. Future costs to the City would be ongoing electrical and maintenance costs.

Motion – Nies moved to recommend to City Council to accept the donation from the Chamber of Commerce of seven (7) holiday decoration lights and installation costs. Seconded by Shafran.

Edinger stated they would be required to complete the new donation, gifts, or memorial donation form.

Call vote taken. Motion carried.

PERSONNEL:

A. Part-time Administrative Assistant:

Gosz reported the background on the final candidate is complete. She will be meeting with the final candidate on an official hire date.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:34 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer