

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

June 25, 2018

Brillion Community Center

6:00 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Alderpersons Mel Edinger, Tim Hanson, Joe Levasch, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Fire Chief Joey Diener, Deputy Clerk/Treasurer Joy Buboltz, and Public Works Director Andy Geiger. Absent was Mayor Gary Deiter.

GUESTS:

None.

APPROVAL OF THE AGENDA:

Motion – Nies moved to approve the agenda. Seconded by Sonnabend. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
JUNE 11, 2018:**

Motion – Levasch moved to approve the minutes of the June 11, 2018 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$92,906.69:

Motion – Wenzel moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$92,906.69. Seconded by Sonnabend. Call vote taken. Motion carried.

Reserves - \$373,870.76:

Motion – Sonnabend moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$373,870.76. Seconded by Hanson. Call vote taken. Motion carried.

Contingency - \$8,471.68:

Motion – Wenzel moved to recommend to City Council to approve the Contingency vouchers in the amount of \$8,471.68. Seconded by Sonnabend. Call vote taken. Motion carried.

TIF Expenditures - \$1,842.04:

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Motion – Wenzel moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$1,842.04. Seconded by Hanson.

Gosz reported on the Wisconsin Public Service bills for the RDA property at 205 N. Main Street. She explained the RDA has \$683.86 left in their bank account, which is not enough to pay the Wisconsin Public Service bills. She suggested rather than depleting all of the RDA's funds to pay the bills that it either be taken from TIF #2 or General Fund Street Light account. It was recommended to pay the bills using TIF #2.

Wenzel stated she would like to see a report on TIF #2 expenditures for the project.

Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator License – New: Kimberly M. Stolpa, Laura Kendzior, Laurie Brandt:

Motion - Nies moved to recommend to City Council to grant an Operator License to Kimberly M. Stolpa, Laura Kendzior, and Laurie Brandt. Seconded by Hanson. Call vote taken. Motion carried.

2. Operator Licenses – Renewal: Sarah J. Pielhop, Jean Klug, Terence Kabat, Sara Stuckart, Anne Meyer:

Motion - Nies moved to recommend to City Council to grant an Operator License to Sarah J. Pielhop, Jean Klug, Terence Kabat, Sara Stuckart, Anne Meyer. Seconded by Hanson. Call vote taken. Motion carried.

3. Reserve License – Town of Rantoul:

Buboltz explained the Town of Rantoul passed a Resolution to transfer one of their Reserve Class B License to the City of Brillion. She explained the request was from Beth Wenzel to be used at Carstens Mill. Buboltz explained City Attorney Andy King recommends entering into a Memorandum of Understanding that the license is only for 114 W. Water Street. She will have this for a future meeting for approval. Buboltz explained that the Village of Ashwaubenon has done this. She will try contacting them for sample agreements.

Buboltz explained that Wenzel doesn't need the license until November or else she would have to buy out contracts. Wenzel would pay \$10,000 to the City for this license and the City would pay the Town of Rantoul. Annual license fees to the City would apply. If the Town of Rantoul wants the license back they would have to pay the City \$10,000 to get it back, only if 114 W. Water Street wants to surrender it back.

4. Fireworks Discharge Permit – Braun's Deer Run – July 7, 2018:

Motion – Levash moved to recommend to City Council a Fireworks Discharge Permit for Braun's Deer Run for July 7, 2018. Seconded by Hanson. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to collectively approve the June 8, 2018 payroll and the June 22, 2018 payroll amounts. Seconded by Sonnabend. Call vote taken. Motion carried.

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D. Revolving Loan Fund for Economic Development Closeout Program:

Gosz reported on the recent Closeout Program being proposed with the Community Development Block Grant Revolving Loan Funds for Economic Development Program. She stated it has been advised not to take any further action on the SDF Strapping Loan until more information on how the Closeout Program will affect the City.

PROTECTION OF PERSONS AND PROPERTY:

It was recommended to request that Gold Cross provide Ambulance Reports to the City Council prior to the Committee of the Whole meetings.

CITY BUILDING AND GROUNDS:

No report.

PERSONNEL:

A. Closed Session per W.S.S. 19.85(1) (c):

Motion – Nies moved to go into Closed Session per W.S.S. 19.85(1) (c). Seconded by Wenzel. Call vote. Motion carried unanimously.

The Committee of the Whole went into Closed Session at 6:24 PM.

B. Open Session:

Motion – Sonnabend moved to return to Open Session. Seconded by Hanson. Call vote. Motion carried unanimously.

C. Employment Agreement – Library Director:

Motion – Nies moved to recommend to City Council the Employment Agreement to Rachel Hitt as the City of Brillion’s Library Director. Seconded by Hanson. Call vote. Motion carried unanimously.

NEW BUSINESS:

Wenzel questioned the Bentwood Drive flooding. Geiger will give a report on this at the City Council meeting.

ADJOURNMENT:

Motion – Nies moved to adjourn. Seconded by Hanson. Call vote. Motion carried unanimously. The meeting adjourned at 6:30 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer