

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

July 23, 2018

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 Mel Edinger, Tim Hanson, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Fire Chief Joey Diener, and Public Works Director Andy Geiger. Absent were Alderperson Joe Levash and Alderperson Betty Nies.

GUESTS:

Troy Jansen from Gold Cross Ambulance Service, David Nordby, Mark Rajkovich, and Judy Christianson.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
JULY 9, 2018:**

Motion – Edinger moved to approve the minutes of the July 9, 2018 Committee of the Whole. Seconded by Hanson. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$104,285.82:

Motion – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$104,285.82. Seconded by Wenzel. Call vote taken. Motion carried.

Reserves - \$21,860.99:

Motion – Edinger moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$21,860.99. Seconded by Hanson. Call vote taken. Motion carried.

Contingency - \$19,375.50:

Motion – Sonnabend moved to recommend to City Council to approve the Contingency vouchers in the amount of \$19,375.50. Seconded by Wenzel. Call vote taken. Motion carried.

TIF Expenditures - \$16,768.00:

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Motion – Wenzel moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$16,768.00. Seconded by Shafran. Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator License – New: Melissa M. Fischer, Jamie McCulloch, Breanne A. Kelly, Johnny White:

Motion - Edinger moved to recommend to City Council to grant an Operator License to Melissa M. Fischer, Jamie McCulloch, Breanne A. Kelly, and Johnny White. Seconded by Shafran. Call vote taken. Motion carried.

2. Operator Licenses – Renewal: Barbara Moehr, Kristine E. Bryge, Justin Vander Heiden, Beth Gilbertson, Andrea Jean Braun, Debra S. Born, Tiffany Lynn Cox:

Motion - Edinger moved to recommend to City Council to grant an Operator License to Barbara Moehr, Kristina E. Bryge, Justin Vander Heiden, Beth Gilbertson, Andrea Jean Braun, Debra S. Born, and Tiffany Lynn Cox. Seconded by Shafran. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Sonnabend moved to recommend to City Council to collectively approve the July 6, 2018 payroll and the July 20, 2018 payroll amounts. Seconded by Wenzel. Call vote taken. Motion carried.

PROTECTION OF PERSONS AND PROPERTY:

No report.

CITY BUILDING AND GROUNDS:

A. Request for Proposals – Assessor Services:

Gosz reviewed the draft request for Proposals for Assessor Services with the Committee. She asked if a five (5) year contract should be requested. Edinger stated he feels that a five (5) year contract would be appropriate.

Motion – Edinger moved to recommend to City Council to proceed with the Request for Proposals for a five (5) year contract for Assessor Services. Seconded by Sonnabend. Call vote taken. Motion carried.

B. Pagel Avenue – Consider Quote for Curb and Gutter:

Geiger reported with the first addition to the subdivision the remainder of the street will be done by the Developer. He explained the street will have curb and gutter on the north side. Geiger recommends completing the first portion of the street (400 ft.) that the City owns with curb and gutter. He presented a quote received from MCC for the City portion of the street. MCC quoted First Choice Builders in 2017 at \$23.95 per foot. Concrete pricing has increased and is now approximately \$30.00 per foot. MCC will honor the price from 2017. Geiger recommends proceeding with the portion with MCC's bid of \$9,580.00.

Geiger explained how the road will be constructed.

Motion – Edinger moved to recommend to City Council the bid from MCC for \$9,580.00. Seconded by Shafran. Call vote taken. Motion carried.

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PERSONNEL:

No report.

NEW BUSINESS:

A. Regular Meeting – Consider Amending City Code for Summer Hours:

Mayor Deiter explained he is making this suggestion to allow Alderpersons to attend meetings and be able to get home sooner to their family.

Mayor Deiter asked the City Council to give this some thought. Gosz will send out an email survey of times.

B. Chromebooks for Council Members:

Gosz explained the Mayor has suggested purchasing Chromebooks for City Council members to use to receive meeting packet information. This was a budget goal of the City Council for a number of years. Gosz reviewed a quote from The IT Dept. for eight (8) Chromebooks and software.

Motion – Edinger moved to recommend to City Council to proceed with the purchase of the Chromebooks and to include cases for each. Seconded by Sonnabend. Call vote taken. Motion carried.

The purchase will be from Technology Reserves.

C. City Fee Schedule Update:

Gosz explained the changes to the City Fee Schedule. There are some changes that will require a Code amendment.

Motion – Edinger moved to recommend to City Council to approve the updated City Fee Schedule. Seconded by Shafran. Call vote taken. Motion carried.

ADJOURNMENT:

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

Lori M. Gosz
City Administrator/Clerk-Treasurer