

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

October 22, 2018

Brillion Community Center

5:30 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 5:32 PM.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Mel Edinger (arriving at 5:50 PM), Tim Hanson, Joe Levash, Betty Nies, Vicki Shafran (arriving at 5:40 M), and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, and Public Works Director Andy Geiger. Absent was Alderperson Wally Sonnabend.

GUESTS:

David Nordby from the Brillion News.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
OCTOBER 17, 2018:**

Motion – Wenzel moved to approve the minutes of the October 17, 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 - \$124,513.85:

Motion – Wenzel moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$124,513.85. Seconded by Hanson.

Levash questioned the purchases of two (2) sets of tires. Mignon explained they usually try to have two (2) sets of tires on hand for each vehicle. She was able to get them at a reduced price. Geiger suggested this be looked at for future purchases.

Nies questioned reimbursement to Judy McGlin for office purchases. Gosz explained the purchase was approved by Marx per the City Purchasing Policy.

Call vote taken. Motion carried.

2. Reserves - \$9,172.25:

Approved

Motion – Wenzel moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$9,172.25. Seconded by Nies.

Hanson questioned the purchase of the bleachers. Geiger explained it is through borrowing and the Brillion Athletic Association.

Call vote taken. Motion carried.

3. Contingency - \$0.00:

None.

4. TIF Expenditures - \$29,814.02:

Motion – Levash moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$29,814.02. Seconded by Wenzel. Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator License – New: Sierra Schoebert, Constance F. Krahn, Toni Kramer:

2. Operator License – Temporary: Joanne Moehr, Colette Schroth-Thurwachter, James Jensen, Joan P. Holzschuh, Mark W. Fischer:

Motion - Nies moved to recommend to City Council to grant on Operator License to Sierra Schoebert, Constance F. Krahn, and Toni Kramer and a Temporary Operator License to Joanne Moehr, Colette Schroth-Thurwachter, James Jensen, Joan P. Holzschuh, and Mark W. Fischer. Seconded by Shafran. Call vote taken. Motion carried.

3. Reserve Class B Liquor and Class B Beer License: Carstens Mill:

Motion – Wenzel moved to recommend to City Council a Reserve Class B Liquor and Class B Beer License to Carstens Mill. Seconded by Levash. Call vote taken. Motion carried.

4. Kennel License – 714 N. Main Street:

Mignon explained the property owner took on two (2) more animals which require a Kennel License. The initial application was denied due to inspection resulting in property repairs which the property owner has made. The Police Department is now recommending the approval.

Motion – Wenzel moved to recommend to City Council to approve a Kennel License for 714 N. Main Street. Seconded by Nies. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Shafran moved to recommend to City Council to collectively approve the September 28, 2018 payroll and the October 12, 2018 payroll amounts. Seconded by Levash. Call vote taken. Motion carried.

D. Review 2019 Budget:

1. Set Public Hearing Date:

Motion – Wenzel moved to recommend to City Council to set a Public Hearing date of Monday, November 12, 2018 at 6:30 PM for the 2019 City Budget. Seconded by Shafran. Call vote taken. Motion carried.

Approved

E. Short Term 90 Day Borrowing – State Bank of Chilton:

Gosz explained she and the Mayor met with Gary Fischer from the State Bank of Chilton regarding the annual short term loan to finance the lease agreement for the City Center. State Bank of Chilton will be able to take care of this annual loan.

Motion – Wenzel moved to recommend to City Council the Short Term 90 Day Loan for \$150,000 with the State Bank of Chilton. Seconded by Edinger. Call vote taken. Motion carried.

Levash suggested an explanation be given to the public on how the City Center Project is being funded. Gosz stated she will meet with The Brillion News Editor to do a story on it and the 2019 Budget.

F. Ordinance – Treasurer Bond Exemption:

Gosz explained the proposed ordinance will allow the City to be exempt from providing the County Treasurer with a tax collection bond. She explained this is a very common practice for municipalities. The City Attorney has reviewed the proposed ordinance.

Motion – Levash moved to recommend to City Council to set a Public Hearing date for the proposed ordinance. Seconded by Nies. Call vote taken. Motion carried unanimously.

G. State Trust fund Loan – TID #5:

Gosz explained Phil Cossen, City’s Financial Advisor, has advised to borrow from the State Trust Fund for the initial expenditures for TID #5, per the Developer’s Agreement. Gosz explained that Cossen advised this will allow for no budget impact in 2019. The first loan payment will be due in 2020. The City can refinance the loan at a later date to get a better interest rate.

Motion – Wenzel moved to recommend to City Council to proceed with the State Trust Fund Loan for the initial costs of TID #5. Seconded by Levash. Call vote taken. Motion carried.

PROTECTION OF PERSONS AND PROPERTY:

A. 2019 Ambulance Agreements:

1. Gold Cross Ambulance:

No action.

2. Town of Brillion:

Motion – Levash moved to recommend to City Council to approve the 2019 Ambulance Agreement between the City of Brillion and the Town of Brillion. Seconded by Edinger.

Gosz reported the Town of Brillion has approved the agreement.

Call vote taken. Motion carried.

3. Town of Woodville:

Gosz reported the Town of Woodville will be considering the Agreement at their November meeting. No action taken.

Approved

B. 2019 Police Service Agreement – Village of Reedsville:

Mignon explained how she records hours for the Reedsville contract. She stated it works out very well.

Motion – Levash moved to recommend to City Council the 2019 Police Service Agreement with the Village of Reedsville. Seconded by Shafran. Call vote taken. Motion carried.

C. Ordinance – Regulating the Sale, Gift, Possession and Use of Nicotine Products, Vapor Products, and Electronic Smoking Devices:

Mignon explained there was a call for a juvenile that was using these products, which our City Code did not address. This proposed ordinance will address this. It was reviewed by the City Attorney.

Mignon explained the ordinance addressed all under the age of 18.

Motion – Nies moved to recommend to City Council set a Public Hearing date. Seconded by Edinger. Call vote taken. Motion carried.

CITY BUILDING AND GROUNDS:

A. Road Maintenance Agreement – Town of Brillion:

Geiger explained he met with the Town Road Supervisor on this. Because of the recent annexation from the Town to the City there is limited revenue the Town is receiving now to help pay for road maintenance. The Town has suggested splitting the road. Geiger stated there will be communication with the Town for any repaving costs. Geiger stated the Town Board has approved this.

Motion – Levash moved to recommend to the City Council the 2019 Road Maintenance Agreement with the Town of Brillion. Seconded by Edinger. Call vote taken. Motion carried.

PERSONNEL:

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

Motion – Wenzel moved to go into Closed Session per W.S.S. 19.85(1) (e). Seconded by Shafran. Call vote taken. Motion carried.

The Committee went into Closed Session at 6:12 PM.

B. Open Session:

Motion – Wenzel moved to return to Open Session. Seconded by Shafran. Call vote taken. Motion carried.

The Committee returned to Open Session at 6:46 PM.

C. 2019 Wages/Benefits:

Motion – Wenzel moved to give a 1.5% wage increase across the Board for Part Time employees. Seconded by Hanson. Call vote taken. Motion carried.

Approved

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned at 6:47 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer