

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

May 23, 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 Mel Edinger, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Police Chief JoAnn Mignon. Absent were Alderperson Bob Brick and Alderperson Crystal Fhlug.

GUESTS:

Ron Wolf from McMahon and Police Lieutenant Kirk Schend.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
MAY 9, 2016:**

Motion – Nies moved to approve the minutes of the May 9, 2016 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund=\$77,587.82:

Motion – Sonnabend moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$77,587.82. Seconded by Wenzel. Call vote taken. Motion carried.

B. Reserves - \$50,632.90:

Motion – Edinger moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$50,632.90. Seconded by Sonnabend. Call vote taken. Motion carried.

C. Contingency - \$0.00:

None.

D. TIF Expenditures - \$2,700.00:

Approved

Motion – Wenzel moved to recommend to City Council to approve the Contingency Fund Expenditure vouchers in the amount of \$2,700.00. Seconded by Nies. Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator License – New: Matthew R. Bennett, Jake R. Koffarnus, Victoria Lemke:

Motion – Edinger moved to recommend to City Council to grant an Operator License to Matthew R. Bennett, Jake R. Koffarnus, and Victoria Lemke. Seconded by Nies. Call vote taken. Motion carried.

2. Operator License – Renewal: Dawn M. Duffeck, Sara Brault, Steve Brault, Jocelyn Shafran, Bryan Cobler, Connie Marie Michiels:

Motion – Wenzel moved to recommend to City Council to grant an Operator License to Dawn M. Duffeck, Sara Brault, Steve Brault, Jocelyn Shafran, Bryan Cobler, and Connie Marie Michiels. Seconded by Sonnabend. Call vote taken. Motion carried.

3. Temporary Class “B” License – Brillion Athletic Association – June 10th-11th Brillion Fest Activities at Main Street Square, Brillion Area Jaycees – June 11th Brillion Fest Activities at Peters Park, Brillion Area Jaycees – June 11th Brillion Fest Activities at Ariens Company, 655 W. Ryan Street:

Motion – Sonnabend moved to recommend to City Council to grant a Temporary Class “B” Liquor License to Brillion Athletic Association – June 10th-11th Brillion Fest Activities at Main Street Square, Brillion Area Jaycees – June 11th Brillion Fest Activities at Peters Park, Brillion Area Jaycees – June 11th Brillion Fest Activities at Ariens Company, 655 W. Ryan Street: Seconded by Shafran. Call vote taken. Motion carried.

4. Six Month Class B Beer License – Renewal: Brillion Athletic Association – Peters Park – May 1, 2016 – October 31, 2016:

Motion – Sonnabend moved to recommend to City Council to grant a Six Month Class B Beer License to the Brillion Athletic Association for Peters Park from May 1, 2016 – October 31, 2016. Seconded by Edinger. Call vote taken. Motion carried.

5. Dog & Cat Kennel Permit – Renewal: TJ Bastian – 627 S. Glenview Avenue:

Motion – Nies moved to recommend to City Council to grant a Dog & Cat Kennel Permit to TJ Bastian residing at 627 S. Glenview Avenue. Seconded by Wenzel. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to approve the April 29, 2016 in the amount of \$39,332.22 and the May 13, 2016 Payroll, in the amount of \$44,505.91. Seconded by Sonnabend. Call vote. Motion carried unanimously.

PROTECTION OF PERSONS & PROPERTY:

No report.

CITY BUILDINGS AND GROUNDS:

A. Hacker Dam Inspection:

Approved

Gosz reviewed the proposal from McMahon for Professional Services for the mandatory inspection of the Hacker Road Dam. She explained the State DNR requires that the City hire a registered professional engineer to inspect the dam every two (2) years. At least once every ten (10) years the DNR inspects the dam. Because the City has two (2) registered dams, the City must budget every year for one or the other dam inspections.

Wenzel commented that the cost of inspections has increased and this should be considered in preparing for future budgets. Gosz stated there are enough funds in the Storm Sewer Reserves for this year's inspection.

Motion – Sonnabend moved to recommend to City Council the Agreement for Professional Services with McMahon for the inspection of Hacker Dam. Seconded by Edinger. Call vote. Motion carried.

B. Chip Seal Project – Award Bids:

Gosz reviewed the bids received for the 2016 Chip Seal Project. She stated Fahrner bid of \$27,294 is for slag seal of Columbus Avenue, Schley St, Trier St, and Dewey St. This price does not include hot mix wedging, which would cost an additional \$120 per ton with a 150 ton minimum or \$18,000. She explained the Scott Construction bid is \$24,942 for asphalt chip seal on all four (4) streets, which includes cold mix wedging on Columbus Avenue.

Motion – Wenzel moved to recommend to City Council to award to Scott Construction for \$24,942 for the 2016 Chip Seal Projects. Seconded by Nies. Call vote taken. Motion carried.

C. Center Road Maintenance:

Gosz explained she received a call from the Town of Brillion Chairman Wayne Maile on Center Road. The Town would like to cold mix wedge and seal coat the entire road. She explained the Town received a quote from Scott Construction for \$46,340 and is asking the City to cost share for the portion that is the City's responsibility. Gosz reported she met with Maile and explained to him that the City did not have this project in the 2016 Budget. Maile understood and told her that they would hold off, however, the Town and City should consider it for 2017 as the road is in need of repair.

Nies questioned how long the condition of the road would last. Gosz stated the Town would like to have it repaired next year. Mayor Deiter voiced concern that this City has other streets that need improvements that may take precedent.

No further action was taken.

Other:

Wolf was present to give an update on the 2016 Cleveland St/Monroe St reconstruction project and the I/I Project. He reported everything is moving along well. M&E will be in soon to begin the sanitary lateral piece of the project. Shafran stated the contractors have been very nice.

PERSONNEL:

A. Organizational Study:

Approved

Gosz explained in November 2015, during the 2016 Budget process, it was suggested to study the City Organizational Structure in 2016 for possible changes in 2017. She explained in discussion with the Mayor and the City Council President on how this Study could be done, she recommended the Study by done by an outside source versus in house, to avoid any potential conflict of interest or bias opinions. She explained she researched firms that may provide this service and found that the IPR Group provides this service. She reported she received a proposal from the IPR Group to complete the Study with a cost not to exceed \$3,500. She stated this can be taken from the City's Contingency Fund.

Motion – Edinger moved to recommend to City Council to have the IPR Group conduct an Organizational Study with a cost not to exceed \$3,500. Seconded by Sonnabend.

Mayor Deiter stated this is good to have done to see where changes/improvements can be made with growth, changes in State laws, and insurances we have to look forward to.

Call vote taken. Motion carried.

B. Part-time Administrative Assistant:

Gosz reported interviews for the Part-time Administrative Assistant position will be held on Wednesday, May 25th and Thursday, May 26th. There are four (4) applicants being interviewed.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Nies. Call vote. Motion carried unanimously. The meeting adjourned at 6:24 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer