

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

August 22, 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, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, and Fire Chief Rich Janke. Absent was Alderperson Crystal Fhlug.

GUESTS:

David Norby from Zander Press and Joey Diener and Eric Burich from the Brillion Fire Department.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
AUGUST 8, 2016:**

Motion – Sonnabend moved to approve the minutes of the August 8, 2016 Committee of the Whole. Seconded by Brick. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$114,581.34:

Motion – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$114,581.34. Seconded by Sonnabend. Call vote taken. Motion carried.

B. Reserves - \$133,916.62

Motion – Edinger moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$133,916.62. Seconded by Brick. Call vote taken. Motion carried.

C. Contingency - \$1,586.50:

Motion – Wenzel moved to recommend to City Council to approve the Contingency Expenditure voucher in the amount of \$1,586.50. Seconded by Sonnabend. Call vote taken. Motion carried.

Approved

D. TIF Expenditures - \$0.00:

None.

B. Review of License Applications:

1. Operator License – New: Brianna Larkee, Derek Emmer, Marshall Stanelle, Alexandra L. Smith, Johnlinna Pearson, Brenda VanDen Elsen, Kim Stroobants:

Motion – Edinger moved to recommend to City Council to grant an Operator License to Brianna Larke, Derek Emmer, Marshall Stanelle, Alexandra L. Smith, Johnlinna Pearson, Brenda VanDen Elsen, and Kim Stroobants. Seconded by Brick. Call vote taken. Motion carried.

2. Operator License – Renewal: Jacob Eickert, Beth Gilbertson, Kristina Byrge, Dawn Dietrich:

Motion – Edinger moved to recommend to City Council to grant an Operator License to Jacob Eickert, Beth Gilbertson, Kristina Byrge, and Dawn Dietrich. Seconded by Wenzel. Call vote taken. Motion carried.

3. Temporary Class “B” Beer/Picnic License: Trinity Lutheran Church – Trinity Lutheran Fall Fest at Horn Park:

Motion – Edinger moved to recommend to City Council to grant a Temporary Class “B” Beer/Picnic License to Trinity Lutheran Church for the Trinity Lutheran Fall Fest at Horn Park. Seconded by Nies. Call vote taken. Motion carried.

4. Class B Beer License: Todd Harland Kuchenbecker for Underground Archery, LLC:

Motion - Sonnabend moved to recommend to City Council to grant a Class “B” Beer License to Todd Harland Kuchenbecker for Underground Archery, LLC. Seconded by Wenzel. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to collectively approve the July 25, 2016 payroll and the August 5, 2016 payroll amounts. Seconded by Shafran. Call vote taken. Motion carried.

D. 2017 Budget Preparation Schedule – Review of Goals:

Gosz reviewed the 2017 schedule with the Committee. She asked if the goals established during the 2015 City Plan are still the City Council’s focus. It was stated that the goals are still in focus, however, it may take longer to achieve.

Gosz explained at the September 12th Committee of the Whole meeting she would like to discuss the Organizational Study and how the recommendations would affect the budget.

PROTECTION OF PERSONS & PROPERTY:

Police Chief Mignon reported on the following:

- Part-time Police Officer Schneider is in his final phase of training.
- Part-time Officers filled over 124 hours of vacation and comp time shifts this month keeping overtime down.

Approved

CITY BUILDINGS AND GROUNDS:

Mayor Deiter reported on the following:

- Still have full time DPW Personnel on medical leave. Interim hiring was suggested.
- Part-time snow plowers may not return due to the low pay schedule. This should be considered by the City Council for a change.
- Update on Street Project.

PERSONNEL:

A. Organizational Analysis:

Gosz reported she and the Mayor will be meeting with the Department Heads to get their thoughts on moving forward using the suggested Organizational Structure Chart as the goal to accomplish.

Mayor Deiter stated that restructuring is important. With the I/I Projects staff are putting off other work to complete inspections in the project area. Also, with Capital items at the Wastewater Treatment Plan we need a dedicated staff to oversee building capital items to discuss options before the engineer is hired to design the project. This will only get worse as we grow. Mayor Deiter stated the DPW is the heart of the City Structure. We need more staff in DPW. Nies stated she is in favor of hiring a DPW Director to oversee more.

Mayor Deiter recommended we move forward with the revised structure. Edinger agreed stating now we only have one (1) boss and that is the City Administrator. We need someone to oversee all buildings/grounds to allow the City Administrator to do her job.

Mayor Deiter suggested hiring an outside source to define the position description based on the needs of the City.

Motion – Edinger moved to proceed with the New Organizational Chart that was recommended by the IPR Group. Seconded by Nies.

Edinger stated this will help make the operations of the City more efficient.

Call vote taken. Motion carried.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:38 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer