

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

September 26, 2016

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 Bob Brick, Mel Edinger, Crystal Fhlug, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Recreation Director Ann Marx, and Librarian Chris Moede. Absent was Mayor Gary Deiter.

GUESTS:

David Norby from Zander Press.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
SEPTEMBER 12, 2016:**

Motion – Brick moved to approve the minutes of the September 12, 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 - \$136,935.75:

Motion – Wenzel moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$136,935.75. Seconded by Sonnabend. Call vote taken. Motion carried.

B. Reserves - \$85,220.08:

Motion – Sonnabend moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$85,220.08. Seconded by Shafran. Call vote taken. Motion carried.

C. Contingency - \$40,732.27:

Motion – Wenzel moved to recommend to City Council to approve the Contingency Expenditure voucher in the amount of \$40,732.27. Seconded by Brick. Call vote taken. Motion carried.

D. TIF Expenditures - \$0.00:

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None.

B. Review of License Applications:

1. Operator License – New: Susan Knott, Angela Marie Schloemer, Lynn Marie Propson, Jessica Meetz:

Motion – Wenzel moved to recommend to City Council to grant an Operator License to Susan Knott, Angela Marie Schloemer, Lynn Marie Propson, Jessica Meetz. Seconded by Nies. Call vote taken. Motion carried.

2. Operator License – Renewal: Jon Kees:

Motion – Nies moved to recommend to City Council to grant an Operator License to Jon Kees. Seconded by Brick. Call vote taken. Motion carried.

3. Operator Licenses – Temporary: Jill Peters, Joanne M. Moehr, Mitchell Michiels, Colette Thurwachter, Kristine Bastian, Betty J. Nies, Tammy Koehler, Carol A. Lietzke, Carol Popp:

Motion – Wenzel moved to recommend to City Council to grant a Temporary Operator License to Jill Peters, Joanne M. Moehr, Mitchell Michiels, Colette Thurwachter, Kristine Bastian, Betty J. Nies, Tammy Koehler, Carol A. Lietzke, and Carol Popp. Seconded by Shafran. Call vote taken. Nies abstained from voting. Motion carried.

4. Temporary Class “B” Beer/Picnic License – Brillion Fire Department – October 15, 2016 – Brillion Fall Fest:

Motion - Nies moved to recommend to City Council to grant a Temporary Class “B” Beer/Picnic License to the Brillion Fire Department for Brillion Fall Fest to be held on October 15, 2016. Seconded by Sonnabend. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to collectively approve the August 19, 2016 payroll, the September 2, 2016 payroll, and September 17, 2016 payroll amounts. Seconded by Fhlug. Call vote taken. Motion carried.

D. Review 2017 Budget:

1. Library Budget:

Gosz explained the DPW wages in the Library Budget reflects the hiring of a DPW Director. Moede explained the Library Board is proposing her salary increase to comply with FSLA 2016 ACT.

Edinger questioned the amount for gas and electricity, which is not proposed as a 5% increase. Moede explained they are seeing a reduction in electric costs and therefore an increase is not being proposed.

Moede explained there will be an increase in revenue for County Aid.

Moede reviewed the Capital/Reserve proposed for 2017. She explained the cabinet in the basement is to enclose the sound system.

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2. Brillion Community Center/Parks/Recreation/Aquatics Budgets:

Marx reported the only increase in the operating budget is for the DPW Park maintenance. Edinger questioned the increase in revenue for BCC rentals. Marx explained the rental fee increased effective October 1, 2016. She stated there has been a high usage of BCC facility rentals.

Nies questioned staffing for the splash pad. Marx explained that a lifeguard will not be required, only an attendant, but the regular pool will need to be closed off. She will work on this.

Marx reported the Park & Recreation Commission stressed the need for Capital Replacement/Repairs. It is important to set aside funds for BCC maintenance. If equipment fails we need to have Reserves in place.

Marx reported the Park & Recreation Commission authorized the purchase of a handicapped chair lift, which will be purchased in 2016.

Marx explained the Park Reserves. She explained it included a second field at Peters Park. In 2016, there were 20 plus games played in one week. Having two (2) fields will offer more opportunities. She stated the Park & Recreation Commission will look for grant opportunities for the development of the field.

3. Community Development/Redevelopment Authority Budget:

Tabled to October 10th.

PROTECTION OF PERSONS & PROPERTY:

Chief Mignon reported on squad replacement. She has some base prices on trucks versus Tahoe's. She explained the research she has done indicates the truck is the most cost efficient for durable use.

CITY BUILDINGS AND GROUNDS:

A. Advanced Disposal – Spring Bulky Item Pickup:

Gosz explained Tim Mueller from Advanced Disposal asked if the City would consider separating the spring bulky item pickup (free large item) to a two (2) day pickup. She explained this request is due to the large amount that is collected in Brillion. Advanced Disposal does not have the staff/equipment available to complete the pickup in one day. She explained the City would be split using Main Street and the collection would be held on two (2) consecutive Monday's in April. There would be no increase for this request.

Motion – Sonnabend moved to recommend to City Council to approve the request from Advanced Disposal to have the Spring Bulky Item Pickup to a two (2) day pickup. Seconded by Fflug. Call vote taken. Motion carried unanimously.

PERSONNEL:

A. Organizational Analysis:

Gosz reviewed the proposal received from the IPR Group for the assistance to implement the recommendations made in the Organizational Analysis Report. She stated there is a benefit to having the assistance from the IPR Group for this second phase of the Organizational Study,

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because they are unbiased. However, the Scope of Service could easily be done by the City Administrative Staff. Edinger commented that the City knows its needs and can develop position descriptions and wage schedules on its own.

Motion – Wenzel moved to recommend to City Council to not hire the IPR Group for the second phase of the Organizational Analysis and to implement the structure in house. Seconded by Shafran. Call vote taken. Motion carried unanimously.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:36 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer