

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

April 28, 2014

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, Crystal Fhlug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Police Chief JoAnn Mignon.

GUESTS:

Police Officer Michael Parker and his family, Andy Pantzlaff from The Brillion News, and Troy Jansen from Gold Cross Ambulance Service.

APPROVAL OF THE AGENDA:

Motion – Edinger moved to approve the agenda as printed and circulated. Seconded by Nies. Call vote. Motion carried unanimously.

APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF MARCH 24, 2014:

Motion – Sonnabend moved to approve the minutes of the March 24, 2014 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund= \$97,664.51:

Motion – Edinger moved to recommend to City Council the approval of the General Fund vouchers in the amount of \$97,664.51. Seconded by Brick. Call vote taken. Motion carried unanimously.

B. Reserves = \$62,536.51:

Motion – Van Frachen moved to recommend to City Council to approve the Reserve expenditures in the amount of \$62,536.51. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

C. Contingency=\$0.00:

None.

D. TIF Expenditures=\$0.00:

None.

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B. Review of License Applications:

1. Operator License – New: Jessica White, Ken L. Kuchenbecker, Elizabeth Daavettila:

Motion – Edinger moved to recommend to City Council to approve an Operator License to Jessica White, Ken L. Kuchenbecker, and Elizabeth Daavettila. Seconded by Van Frachen. Call vote. Motion carried.

2. Operator License – Renewal – Kristina Byrge:

Motion – Edinger moved to recommend to City Council to approve an Operator License to Kristina Byrge. Seconded by Van Frachen. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Nies moved to recommend to City Council to collectively approve the April 4, 2014 and the April 18, 2014 payroll. Seconded by Wenzel. Call vote. Motion carried.

D. 2013 Capital/Reserve Budget Carryovers:

Motion – Nies moved to recommend to City Council to approve the 2013 Capital/Reserve Budget Carryovers as presented. Seconded by Edinger. Call vote. Motion carried.

E. SDF Strapping – Revolving Loan Update:

Gosz gave a brief report on a Revolving Loan Fund site visit at SDF Strapping.

PROTECTIONS OF PERSONS & PROPERTY:

A. Monthly Ambulance Report:

Jansen reported there were 25 calls in March with 23 transports; 15 calls in the City of Brillion, 4 calls in the Town of Brillion, 4 calls to the Town of Woodville, and 2 mutual aid calls to Chilton.

Jansen reported on staffing. There are some new hires that are IV Tech.

1. Ambulance Remount Update:

Jansen reported he will have a report on the rig remount at the next Committee of the Whole meeting.

B. Monthly Police Department Report:

Chief Mignon introduced Michael Parker and administered the Oath of Honor to Officer Parker.

Mignon reported the National Night Out event will be in August, which will be held at the Brillion Community Center. She also reported on the two (2) new computer systems.

C. Monthly Fire Department Report:

1. Municipal Code Amendments – Fire Prevention and Protection, Police Department:

Gosz explained with the creation of the Police and Fire Commission the Code needs to be amended to include the use of the Police and Fire Commission for disciplinary actions.

Motion – Van Frachen moved to recommend to City Council to set a Public Hearing date for the proposed ordinance change. Seconded by Sonnabend. Call vote. Motion carried.

Approved

D. Monthly Municipal Court Report:

Monthly Court Reports were given to the Committee.

CITY BUILDINGS AND GROUNDS:

A. Monthly DPW Report:

The Monthly DPW Report was reviewed by the Committee.

B. Main Street Lights Wiring Project – Update:

Mayor Deiter gave a brief update on the Main Street Lights Wiring Project.

C. Safe Routes to School Grant – Review and Recommendation of Right-of-Way

Acquisition Consultant:

Gosz explained Requests for Proposals were sent to five (5) Consultant firms. Only one (1) proposal was received from Moss & Associates. She explained the right-of-way acquisition portion of this project is not funded by the Safe Routes to School Grant. She explained there is City Reserves earmarked for this portion of the project.

Motion – Edinger moved to recommend to City Council to approve the Routes to School Grant for Right-of-Way Acquisition to Moss & Associates. Seconded by Brick.

Nies questioned if this area would ever have curb and gutter installed. Would the walkway then be replaced with sidewalk? Gosz stated yes.

Call vote. Motion carried.

D. Parade Request – Brillion Optimist Club:

Motion – Edinger moved to recommend to City Council to grant the parade request by the Brillion Optimist Club as presented. Seconded by Nies. Call vote. Motion carried.

E. Snow Removal Property Damage Claim – 496 Ridgeway Court:

Gosz gave a brief report that the property owner at 496 Ridgeway Court has filed a complaint with the Calumet County Circuit Court on the claim. The City's Insurance Company has assigned an Attorney to defend the City.

PERSONNEL:

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

Motion – Edinger moved to go into Closed Session per W.S.S. 19.85(1) (c) (g). Seconded by Sonnabend. Call vote. Motion carried.

The Committee of the Whole went into Closed Session at 6:32 PM.

B. Open Session:

Motion – Van Frachen moved to return to Open Session. Seconded by Edinger. Call vote. Motion carried.

The Committee of the Whole returned to Open Session at 6:40 PM.

Approved

C. Police Department Staffing Update:

No report.

NEW BUSINESS:

Gosz reported on the pool problems at the Brillion Community Center.

ADJOURNMENT:

Motion – Van Frachen moved to adjourn. Seconded by Sonnabend. Call vote. Motion carried unanimously. The meeting adjourned at 6:51 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer