

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**May 27, 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 Fflug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Lieutenant Kirk Schend, Community Development Director Justin Linzmeier, and Fire Chief Rich Janke.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service, Christina Kortneske from Cobblestone Inn and Suites, Louie Kolberg from the Brillion Nature Center, Michelle Ruebl and Mark Vechart from the Brillion Chamber of Commerce.

**APPROVAL OF THE AGENDA:**

**Motion** – Van Frachen moved to approve the agenda as printed and circulated. Seconded by Sonnabend. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
APRIL 28, 2014:**

**Motion** – Edinger moved to approve the minutes of the April 28, 2014 Committee of the Whole. Seconded by Brick. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**FINANCE & PURCHASING:**

**A. Review of Vouchers:**

**1. General Fund= \$86,719.84:**

**Motion** – Edinger moved to recommend to City Council the approval of the General Fund vouchers in the amount of \$86,719.84. Seconded by Nies. Call vote taken. Motion carried unanimously.

**B. Reserves = \$155,810.83:**

**Motion** – Van Frachen moved to recommend to City Council to approve the Reserve expenditures in the amount of \$155,810.83. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**C. Contingency=\$0.00:**

None.

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**D. TIF Expenditures=\$0.00:**

None.

**B. Review of License Applications:**

**1. Operator License – New: Dawn Dietrich, Beth Popp:**

**Motion** – Edinger moved to recommend to City Council to approve an Operator License to Dawn Dietrich and Beth Popp. Seconded by Van Frachen. Call vote. Motion carried.

**2. Operator License – Renewal – Mary J. Krepline, Michael Schwartz, Bryan Cobler:**

**Motion** – Sonnabend moved to recommend to City Council to approve an Operator License to Mary J. Krepline, Michael Schwartz, and Bryan Cobler. Seconded by Nies. Call vote taken. Motion carried.

**3. Temporary Class “B” License – Brillion Jaycees – Peters Park for Brillion Fest:**

**Motion** – Sonnabend moved to recommend to City Council a Temporary Class “B” License for the Brillion Jaycees for Peters Park for Brillion Fest. Seconded by Edinger. Call vote taken. Motion carried.

**4. Dog & Cat Kennel Permit – 215 Cleveland Street:**

**Motion** – Edinger moved to recommend to City Council a Dog & Cat Kennel Permit for 215 Cleveland Street. Seconded by Van Frachen. Call vote taken. Motion carried.

**C. Review of Payroll:**

**Motion** – Wenzel moved to recommend to City Council to collectively approve the May 2, 2014 and the May 16, 2014 payroll. Seconded by Brick. Call vote. Motion carried.

**D. Ordinance – Board of Review – Confidentiality Statement:**

**Motion** – Wenzel moved to recommend to City Council to set a Public Hearing date of Monday, June 23, 2014 at 7:15 PM to hear testimony for or against the proposed ordinance for the Board of Review Confidentiality Statement. Seconded by Edinger. Call vote. Motion carried.

**E. Ordinance – Room Tax:**

Linzmeier gave the history of how the idea of establishing a room tax came about. The proposed ordinance would establish a 4% room tax. He explained the Cobblestone Inn and Suites, the Brillion Chamber of Commerce, and the Brillion Nature Center are in favor of establishing a room tax. 70% of the room tax will be spent on tourism and 30% the City would keep for the general fund to use to offset administration costs.

Linzmeier reported the City of Brillion would be the first in Calumet County to establish a room tax. However, in the future a cooperative room tax could be established.

Edinger questioned how the tax would be collected by the hotel and paid by the City. Linzmeier stated quarterly. There would be a budget established for the use of the room tax. However, it is up to the City Council to make the final approval of expenditures. Linzmeier stated the use is highly regulated to the promotion of tourism.

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Nies questioned the time frame to use the money. Kortneske stated it is suggested to spend the funds within the budget year. Kortneske pointed out that Brillion is a good place for people to stay and tour around the area because we are centrally located.

Discussion followed on advertising opportunities, i.e. visitor center websites and magazines.

Linzmeier reported on ordinance changes after the City Attorney review.

**Motion** – Wenzel moved to recommend to City Council to set a Public Hearing date for June 23, 2014 at 7:30 PM regarding the creation or an ordinance for a room tax in the City of Brillion. Seconded by Edinger. Call vote taken. Motion carried.

## **PROTECTIONS OF PERSONS & PROPERTY:**

### **A. Monthly Ambulance Report:**

Jansen reported calls are low with 21 calls in April. This is trending for ambulance services around the area. Jansen reported the mutual aid fee to the Town of Woodville was collected.

#### **1. Ambulance Remount Update:**

Jansen reported the ambulance should be back the beginning of June.

### **B. Monthly Police Department Report:**

Schend reported on the following:

- Click It or Ticket is in place until June 5<sup>th</sup>.
- Phone scam on Microsoft.

### **C. Monthly Fire Department Report:**

Janke reported on the following:

- Twenty-three calls for the year. The majority of these calls have been jaws calls.
- Flashover Training that some of his Officers attended.
- There will be three (3) Firemen attending the Fire Chief's Conference in June.

#### **1. Recreational Fire Ordinance:**

Gosz explained the current Code does not address how to handle property owners that burn without a permit, property owners that fail to renew their permit, and any late fee or penalty to be assessed.

Janke stated he receives an average of six (6) complaint calls per year. Most calls are with neighbors that are not getting along. Janke suggested establishing rules in the Code for recreational fire, but not require that a permit be issued.

Gosz stated the City only collects approximately \$500 per year on fire permit fees, which Staff spends in excess of in administering the permits.

The Committee agreed that the permit requirement be removed from the Code. Gosz stated she will work with City Staff on Code language amendments to bring to the June 23<sup>rd</sup> Committee of the Whole meeting.

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**D. Monthly Municipal Court Report:**

No reports.

**CITY BUILDINGS AND GROUNDS:**

**A. Monthly DPW Report:**

No report.

**B. Review of Chip Seal Proposals:**

Tabled.

**C. Safe Routes to School Grant – E. National Avenue Project – Right-of-Way Acquisition:**

No action taken.

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

**Motion** – Edinger moved to go into Closed Session per W.S.S. 19.85(1) (e). Seconded by Nies. Call vote. Motion carried.

The Committee went into Closed Session at 6:46 PM.

**E. Open Session:**

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

The Committee of the Whole returned to Open Session at 7:00 PM.

**PERSONNEL:**

No report.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn. Seconded by Nies. Call vote. Motion carried unanimously. The meeting adjourned at 7:00 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer