

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**June 23, 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, and Larry Van Frachen. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, and Community Development Director Justin Linzmeier.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service and Larry Burckhardt for the Fox Cities Regional Partnership.

**APPROVAL OF THE AGENDA:**

Mayor Deiter stated he would like to move agenda item 10. A. Fox Cities Regional Partnership Membership to after agenda item 5. A. Citizen Input.

**Motion** – Edinger moved to approve the revised agenda. Seconded by Nies. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
MAY 27, 2014:**

**Motion** – Sonnabend moved to approve the minutes of the May 27, 2014 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**NEW BUSINESS:**

**A. Fox Cities Regional Partnership Membership:**

Larry Burckhardt from the Fox Cities Regional Partnership gave an update on what the Regional Partnership has done. He thanked the City for supporting the Regional Partnership which originated two (2) years ago.

Burckhardt explained they met with local businesses and they made seven (7) primary employer visits in Brillion in the past year. Labor training and transportation seem to be issues of local businesses.

Brand awareness has been a challenge for the Partnership. Working with site selectors to see the Fox Cities as a destination.

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In October 2013 they hosted eight (8) site selectors. This will be repeated in October 2014.

Burckhardt presented the website as their most powerful marketing tool.

Edinger questioned if the Partnership has any suggestions for Brillion. Burckhardt stated the City has a lot of vacant retail space. The City's strength is industrial based. He suggested looking to grow the industrial base. He suggested offering economic incentives to businesses. He stated any assistance the Partnership can provide they would be happy to do so.

Linzmeier reported there is a good working relationship with the Partnership and is working well with local businesses.

**Motion** – Edinger moved to recommend to City Council to continue the Fox Cities Regional Partnership for another year. Seconded by Sonnabend. Motion carried.

#### **FINANCE & PURCHASING:**

##### **A. Review of Vouchers:**

###### **1. General Fund= \$109,614.72:**

**Motion** – Van Frachen moved to recommend to City Council the approval of the General Fund vouchers in the amount of \$109,614.72. Seconded by Edinger. Call vote taken. Motion carried unanimously.

###### **B. Reserves = \$85,179.47:**

**Motion** – Sonnabend moved to recommend to City Council to approve the Reserve expenditures in the amount of \$85,179.47. Seconded by Van Frachen. Call vote taken. Motion carried unanimously.

###### **C. Contingency=\$89,390.00:**

**Motion** – Van Frachen moved to recommend to City Council to approve an expenditure from the City's Contingency Fund in the amount of \$89,390.00. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

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

None.

##### **B. Review of License Applications:**

1. **Operator Licenses: New – Jodi Zahn:**
2. **Operator Licenses: Renewal –Cathy R. Held, Terence C. Kabat, Anne M. Meyer, Amanda Boldt, Sara Brault, Steve Brault, Janet M. Fontaine, Jeannette Brochtrup, Andrea Chupita, Nichole Cohen, Nathan Aplin, Joy Kocian, Jean R. Klug, Elizabeth Marie Labitzky:**
3. **Class A Beer & Liquor License: Renewal – Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber's of Brillion, Dolgencorp, LLC for Dollar General store #10945, T & C Markets, Inc. for Tadych's Econo Foods, Salon 3 Sixty, LLP for Salon 3 Sixty, LLP, Shopko Stores Operating Co. Inc. for Shopko Hometown #608.**
4. **Class B Beer & Liquor License: Renewal – Braun's Deer Run, LLC for Deer Run Golf Course, L.I.T. LLC for The Knotty Bar & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet for Cobblestone Creek Dining & Banquet, Michael H. Schwartz for Bullwinkles Pub, Scott R. Giese for The Real Giese's, M & J Schwartz Enterprises LLC**

Approved

**for Mike & Jo's Bowlwinkles Bar & Grill, Randy's Pasty Factory LLC for Randy's Central.**

5. **Class A Beer License: Renewal – Kwik Trip, Inc. for Kwik Trip #807**
6. **Class B Beer and Class C Wine License: Renewal – Brillion Hotel Group, LLC for Cobblestone Inn & Suites**
7. **Class B Beer & Liquor License: New – BAKKHEIA, LLC for BAKKHEIA:**  
**Motion** – Edinger moved to recommend to City Council to collectively grant an Operator License to Jodi Zahn: Cathy R. Held, Terence C. Kabat, Anne M. Meyer, Amanda Boldt, Sara Brault, Steve Brault, Janet M. Fontaine, Jeannette Brochtrup, Andrea Chupita, Nichole Cohen, Nathan Aplin, Joy Kocian, Jean R. Klug, Elizabeth Marie Labitzky, a Class A Beer & Liquor License to Condon Oil Company for Brillion Mobile Mart, Weber Family Station, LLC for Weber's of Brillion, Dolgencorp, LLC for Dollar General store #10945, T & C Markets, Inc. for Tadych's Econo Foods, Salon 3 Sixty, LLP for Salon 3 Sixty, LLP, Shopko Stores Operating Co. Inc. for Shopko Hometown #608, a Class B Beer & Liquor License to Braun's Deer Run, LLC for Deer Run Golf Course, L.I.T. LLC for The Knotty Bar & Grill, Connie Michiels for Shakers, Cobblestone Creek Dining & Banquet for Cobblestone Creek Dining & Banquet, Michael H. Schwartz for Bullwinkles Pub, Scott R. Giese for The Real Giese's, M & J Schwartz Enterprises LLC for Mike & Jo's Bowlwinkles Bar & Grill, Randy's Pasty Factory LLC for Randy's Central. Class A Beer License: Renewal – Kwik Trip, Inc. for Kwik Trip #807, a Class B Beer and Class C Wine License to Brillion Hotel Group, LLC for Cobblestone Inn & Suites, and a Class B Beer & Liquor License to BAKKHEIA, LLC for BAKKHEIA. Seconded by Van Frachen. Motion carried unanimously.

#### **C. Review of Payroll:**

**Motion** – Edinger moved to recommend to City Council to collectively approve the May 30, 2014 and the June 13, 2014 payroll. Seconded by Nies. Call vote. Motion carried.

#### **D. Resolution – Authorizing First Amendment to Industrial Development Revenue Bonds Series 2009 – Professional Plating, Inc. Project:**

**Motion** – Edinger moved to recommend to City Council a Resolution Authorizing First Amendment to Industrial Development Revenue Bonds Series 2009 for Professional Plating, Inc. Project. Seconded by Van Frachen. Call vote. Motion carried.

#### **E. Reallocation of 2011 General Obligation Promissory Notes, Series 2011A Project Costs:**

Gosz explained reallocation of the 2011 Borrowing. She explained that because of the borrowing arbitrage laws borrowing proceeds must be spend within three (3) years of the date of sale, which was July 25, 2011. Because the borrowing was a Promissory Note and not a General Obligation Bond the City can reallocate any unspent proceeds. At the end of the third year any unspent proceeds will be applied to a debt service fund to be used for bond payments.

Gosz explained the Utility Commission has recommended that \$45,000 of the proceeds be allocated to the purchase of the property at 231 S. Main Street. Also, that \$20,000 is allocated for the purchase of a phosphorus analyzer for the Wastewater Treatment Plant. Gosz explained that the \$89,390 cost for the Main Street Light Wiring Project was to be taken from Contingency. Also, the Safe Routes to School Project right-of-way cost was to be taken from Contingency. She recommends the \$89,390 be reallocated to the Main Street Light Wiring Project and the \$55,000 be allocated for Safe Routes to School right-of-way acquisition costs. This will allow the City to replenish the Contingency Fund.

Approved

Sonnabend stated that phosphorus levels are running high at the Wastewater Treatment Plant and this phosphorus regulator will help control to keep the levels down to DNR limits.

Van Frachen questioned the purchase of the Main Street Property. Sonnabend stated this purchase will give more room to repair the transformer at The Main Street Well House. Also, the water purification is another need for space. Van Frachen questioned how long the wells will be in existence.

**Motion** – Van Frachen moved to recommend to City Council to reallocate the 2011 General Obligation Promissory Note proceeds as presented. Seconded by Sonnabend. Motion carried.

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

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

Jansen reported call volume is down. There were 25 calls in May. The average billable calls is up, this is a trend across the Valley.

**Financial Report** – Jansen reported there were two (2) new hires last month and two (2) new hires will be starting next week. Wages are up. Two (2) employees have returned.

Jansen reported the new rig is back. The radio and camera systems are installed. Lettering will be done soon. The rig will go into operation within the next couple of weeks. He reported it is a smooth riding rig; a nice improvement for the community.

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

Mignon reported on the following:

- May was a busy month.
- Offsite backup of computer system.
- WPS Service Grant for protective vests.
- Officer Parker training – hopes to complete training in August.

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

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

Gosz explained after the last meeting City Hall received calls from residents concerned that the ordinance would no longer be in place. It was suggested that an ordinance is important to control use of recreational fires. However, a renewal of the permit may not be necessary. She suggested it be changed to a one (1) time permit fee of \$25.00. The permit would be good as long as the person taking out the permit owns the property. A new owner would have to take out a new permit. This would give the City documentation that the property owner has received the ordinance. Any violation would fall under the Public Nuisance Code.

**Motion** – Edinger moved to recommend to City Council to set a Public Hearing date for Monday, July 26, 2014 at 7:10 PM. Seconded by Nies. Motion carried.

### **D. Monthly Municipal Court Report:**

The Monthly Reports were reviewed by the Committee.

## **CITY BUILDINGS AND GROUNDS:**

Approved

**A. Monthly DPW Report:**

The Monthly Report was reviewed by the Committee.

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

Gosz explained Columbus Avenue from Center Street to Ryan Street is included in the 5 Year I/I Capital Plan. However, the street is not planned for reconstruction. She explained DPW Leadman Dennis Jandrey has recommended to chip seal this section of street.

**Motion** – Edinger moved to recommend to City Council to proceed with the bid from Scotts. Seconded by Fhlug. Motion carried.

**PERSONNEL:**

No report.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn. Seconded by Van Frachen. Call vote. Motion carried unanimously. The meeting adjourned at 7:01 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer