

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**May 28, 2019**

**Brillion City Center**

**6:00 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 6:01 PM.

**ROLL CALL:**

Present were Mayor Gary Deiter, Alderpersons Mel Edinger, Tim Hanson, Joe Levash, Betty Nies, Sarah Pielhop, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, and Public Works Director Andy Geiger. Absent were Alderperson Wally Sonnabend and Fire Chief Joey Diener.

**GUESTS:**

Joe Behnke, Wendy Behnke, and Kate Behnke.

**APPROVAL OF THE AGENDA:**

**Motion** – Levash moved to approve the agenda as printed. Seconded by Hanson. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
APRIL 22, 2019:**

**Motion** – Edinger moved to approve the minutes of the April 22, 2019 Committee of the Whole. Seconded by Wenzel.

Levash stated that in the minutes it reads that Drewieske “noted that the “unassigned” balance for 2018 is lower than 2017 which are due to street lighting and the Fire Department overspending their budget by \$40,000”. Levash stated this was not said and should be removed from the minutes. Gosz stated the sentence will be removed from the minutes.

Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**FINANCE & PURCHASING:**

**A. Review of Vouchers:**

**1. General Fund - \$131,528.65:**

**Motion** – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$131,528.65. Seconded by Levash.

Pielhop questioned the Wisconsin Public Service bills for the Brillion Community Center. Gosz explained the payments were for March and April. Levash questioned if The IT Dept. work for website/email change is near end and within budget. Gosz stated the project is complete.

Approved

Call vote taken. Motion carried.

**2. Reserves - \$137,181.01:**

**Motion** – Hanson moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$137,181.01. Seconded by Wenzel. Call vote taken. Motion carried.

**3. Contingency - \$0.00:**

None.

**4. TIF Expenditures - \$21,073.28:**

**Motion** – Wenzel moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$21,073.28. Seconded by Hanson. Call vote taken. Motion carried.

**B. Review of License Applications:**

**1. Operator License – New: John Pakala:**

**Motion** - Nies moved to recommend to City Council to grant an Operator License to Patel Darshan Amrutlal and Nicole Meyer. Seconded by Levash. Call vote taken. Motion carried unanimously.

**2. Operator License – Renewal: Derek Emmer, Cari Krepline, Dennis Miller, Angela Shimek, Heather Borseth, Allan C. Muehlbauer, Betty A. Kussow, Cynthia L. Schmidt, Jonathan Enneper, Dorene Spatchek, Jacqueline Lee Meetz, Sandra S. Koffarnus:**

**Motion** – Nies moved to recommend to City Council to grant a New or Renewal Operator Licenses to John Pakala Derek Emmer, Cari Krepline, Dennis Miller, Angela Shimek, Heather Borseth, Allan C. Muehlbauer, Betty A. Kussow, Cynthia L. Schmidt, Jonathan Enneper, Dorene Spatchek, Jacqueline Lee Meetz, and Sandra S. Koffarnus. Seconded by Levash. Call vote taken. Motion carried unanimously.

**3. Class B Beer – 6 Month License: Brillion Athletic Association for Peters Park Concession:**

**4. Temporary Class B Beer License: Brillion Athletic Association for Brillion Fest – June 7-8, 2019:**

**5. Temporary Class B Beer License: Brillion Area Jaycees for Brillion Fest – June 7-9, 2019:**

**Motion** – Edinger moved to recommend to City Council a Class B 6 Month Beer License to the Brillion Athletic Association for Peters Park for the Peters Park Concession Stand, a Temporary Class B Beer License to the Brillion Athletic Association for June 7-8, 2019 for the Brillion Fest event, and a Temporary Class B Beer License to the Brillion Area Jaycees for Brillion Fest event for June 7-9, 2019. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

**C. Review of Payroll:**

**Motion** – Edinger moved to recommend to City Council to collectively approve the April 26, 2019 payroll and the May 10, 2019 payroll amounts. Seconded by Nies.

Nies questioned the overtime for Rock the Block. Mignon stated there will be overtime for Bazaar After Dark in the next pay period.

Approved

Call vote taken. Motion carried.

**PROTECTION OF PERSONS AND PROPERTY:**

Mignon stated that the Bazaar After Dark was very positive and went very well. The Fox Cities Chamber of Commerce worked well with the City in planning for the event.

**CITY BUILDING AND GROUNDS:**

**A. 2000 Ford F250 Replacement:**

Geiger explained there is \$20,000 in Reserves for the replacement of the 2000 Ford F250. He explained that Horn Ford does offer a lease option which would cost \$2,638 more than purchasing.

Geiger explained he received a price for a new plow pickup truck in replacement of the 2000 Ford F250. We could then upgrade the 2010 Ford plow pickup and keep it to replace the 2000 Ford. The price he received is \$26,580 for a new 4 Wheel Drive. He did not look at prices to put a plow on. This has a gas engine. Levash feels the second option would upgrade both. He would like to see the total package.

Wenzel suggested the difference could come from the Recycling Reserves (Compost Site). Geiger suggested the total package not to exceed \$27,500.

**Motion** - Wenzel moved to purchase a 2019 4-Wheel Drive from Horn Ford with total equipped package not to exceed \$27,500 with \$20,000 taken from the DPW Equipment Replacement Reserves and \$7,500 from Recycling Reserves (Compost Site). Seconded by Levash. Call vote taken. Motion carried unanimously.

**PERSONNEL:**

**A. Position Description – Administrative Assistant:**

Gosz explained the proposed changes to the position description for the Administrative Assistant. Edinger questioned the starting wage for the position. Gosz stated the position starts at \$12.00 per hour. Nies questioned if the Part-time Wage Scale is being worked on. Gosz stated that City Staff will begin this soon.

**Motion** – Pielhop moved to recommend to City Council to approve the Administrative Assistant Position Description as revised. Seconded by Levash. Call vote taken. Motion carried unanimously.

**B. Personnel Policy – Scheduled Hours, Overtime and Compensatory Time:**

Mayor Deiter stated the snow plow drivers wage scale is low. Geiger reported on other community comparisons for how overtime is paid to DPW Staff for snow plowing.

Levash would like to see all part-time wage schedules looked at and this be included in the study.

Mayor Deiter stated wages are at point of discussion for many communities. People can get paid the same rate working at a McDonalds as they do plowing snow. He distributed a Study he received regarding migration changes and State Workforce.

Approved

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 6:34 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer