

Unapproved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**September 23, 2019**

**Brillion City Center**

**5:30 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 5:30 PM.

**ROLL CALL:**

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

**GUESTS:**

David Nordby from Zander Press, Scott Manteuffel from McMahon, and Ben Poetter from Ayres.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – SEPTEMBER 9, 2019 COMMITTEE OF THE WHOLE MEETING:**

**Motion** – Edinger moved to approve the minutes of the September 9, 2019 Committee of the Whole meeting. Seconded by Pielhop. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**FINANCE & PURCHASING:**

**A. Review of Vouchers:**

**1. General Fund - \$110,834.80:**

**Motion** – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$110,834.80. Seconded by Levash.

Edinger questioned the Splash Pad repairs. Pielhop reported the Optimist International paid for the repairs.

Call vote taken. Motion carried.

**2. Reserves - \$59,186.87:**

**Motion** – Nies moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$59,186.87. Seconded by Behnke. Call vote taken. Motion carried.

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

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None.

**4. TIF Expenditures - \$43,530.95:**

**Motion** – Edinger moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$43,530.95. Seconded by Levash. Call vote taken. Motion carried.

**B. Review of License Applications:**

**1. Operator’s License – Temporary: Tammy Koehler, Holly Cervantes, Tracy Adler, Kim Buboltz, Carol A. Lietzke, Mitchell Michiels, Kim M. Simmons, Colette Schroth-Thurwachter, Mark Fischer, Mildred Arndt:**

**Motion** - Wenzel moved to collectively recommend to City Council to grant a Temporary Operator License to Tammy Koehler, Holly Cervantes, Tracy Adler, Kim Buboltz, Carol A. Lietzke, Mitchell Michiels, Kim M. Simmons, Colette Schroth-Thurwachter, Mark Fischer, Mildred Arndt. Seconded by Edinger. Call vote taken. Motion carried unanimously.

**3. Temporary Class “B” Picnic – Brillion Optimist Club – A Walk Through Brillion:**

**Motion** – Wenzel moved to recommend to City Council to grant a Temporary Class “B” Picnic License to the Brillion Optimist Club for their Walk Through Brillion event. Seconded by Edinger. Call vote taken. Motion carried.

**C. Review of Payroll:**

**Motion** – Wenzel moved to recommend to City Council to collectively approve the August 30, 2019 payroll in the amount of \$48,414.01 and the September 13, 2019 payroll in the amount of \$45,324.38. Seconded by Edinger. Call vote taken. Motion carried.

**PROTECTION OF PERSONS AND PROPERTY:**

No report.

**CITY BUILDING AND GROUNDS:**

**A. Amendment to Agreement – Ayres Associates – TID #5 Demolition Design Services:**

Mayor Deiter introduced the Amendment to the Agreement with Ayres for demolition design services.

Geiger explained the cost for the archaeological follow up with the DNR for \$2,300.00. He also explained there are additional items to address utilities on the site.

**Motion** – Edinger moved to recommend to City Council the Amendment to the Agreement with Ayres Associates for the TID #5 Demolition Design Services. Seconded by Levash. Call vote taken. Motion carried.

**B. Agreement for Professional Services – TID #5 – Demolition – On-Site Services:**

Geiger explained the proposals. The proposal from McMahon gives two (2) options.

Ben Poetter, Ayres Associates, explained the proposal from Ayres. He stated due to the environmental study and demolition design work done by Ayres, if another firm is chosen they would be happy to work with the City and the firm if needed. If they are chosen they would

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come from their Green Bay office. There would be additional charges if need be for hazardous materials. These would be identified as needed.

Scott Manteuffel explained the Scope of Service from McMahon. They would also observe the removal of the 20,000 gallon fuel oil underground storage tank.

Geiger stated whichever proposal is selected, there will be charges during the demo and there may be some unknown issues.

Wenzel questioned the amount of money that can be spent on this. Gosz explained the agreement with Brillion Works, LLC is \$800,000 for demo which includes engineering. Bids are due September 30<sup>th</sup>.

**Motion** – Levash moved to recommend to City Council to approve Ayres for \$42,000. Seconded by Nies.

Geiger stated both firms were close. Levash pointed out that Ayres was involved in the environmental work from the beginning and that it makes sense to have then continue.

Call vote taken. Motion carried.

**C. Agreement for Professional Services – EPA Brownfield Site-Specific Cleanup Grant Application – Ayres Associates:**

**Motion** – Pielhop moved to recommend to City Council the Agreement for Professional Services for the EPA Brownfield Site-Specific Cleanup Grant Application with Ayres Associates. Seconded by Wenzel. Call vote taken. Motion carried.

**PERSONNEL:**

**A. Resolution – Wisconsin Public Employer’s Group Health Insurance Program:**

Gosz explained the Resolution as required by ETF.

**Motion** – Pielhop moved to recommend to City Council the Resolution for the Wisconsin Public Employer’s Group Health Insurance Program. Seconded by Edinger. Call vote taken. Motion carried.

**B. Health Insurance Opt-Out Incentive Policy:**

Mayor Deiter introduced the Health Insurance Opt-Out Incentive Policy. The proposed effective date is September 23, 2019.

Geiger reported this is being considered for the new hire to be offered at employment. Behnke stated he thought it would be established on January 1st with the Police Union Contract. Treat all employees the same.

**Motion** – Behnke moved to recommend to City Council the Health Insurance Opt-Out Incentive Policy to be effective January 1, 2020. Seconded by Nies. Call vote taken. Motion carried.

**C. Closed Session Per W.S.S. 19.85 (c):**

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**Motion** – Edinger moved to go into Closed Session per W.S.S. 19.85(c). Seconded by Levash. Call vote taken. Motion carried.

The Committee went into Closed Session at 6:10 PM.

**D. Open Session:**

**Motion** – Behnke moved to return to Open Session. Seconded by Nies. Call vote taken. Motion carried.

The Committee returned to Open Session at 6:35 PM.

**E. 2020 Wages/Benefits:**

No action.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 6:35 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer