

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**January 27, 2020**

**Brillion City Center**

**6:00 PM**

**CALL TO ORDER:**

City Council President Mel Edinger called the meeting to order at 6:00 PM.

**ROLL CALL:**

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

**GUESTS:**

David Nordby from Zander Press, Trevor Frank, Mark Evel, and Coree Wallander.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – JANUARY 13, 2020 REGULAR COMMITTEE OF THE WHOLE MEETING:**

**Motion** – Levash moved to approve the minutes of the January 13, 2020 Regular Committee of the Whole meeting. Seconded by Wenzel. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**FINANCE & PURCHASING:**

**A. 2019 Review of Vouchers:**

**1. General Fund - \$62,864.04:**

**Motion** – Wenzel moved to recommend to City Council the approval of the 2019 General Fund Vouchers in the amount of \$62,864.04. Seconded by Hanson.

Levash questioned the voucher to Calumet County for Lorenz property taxes. Gosz explained it was due to an assessor error.

Call vote taken. Motion carried.

**2. 2019 Reserves - \$7,358.82:**

**Motion** – Levash moved to recommend to City Council to approve the 2019 Reserves Expenditure vouchers in the amount of \$7,358.82. Seconded by Wenzel. Call vote taken. Motion carried.

**3. 2019 Contingency - \$1,940.55:**

Approved

**Motion** – Pielhop moved to recommend to City Council to approve the 2019 Contingency Expenditure voucher for the conceptual lot layout of the Steinfest property in the amount of \$1,940.55. Seconded by Wenzel. Call vote taken. Motion carried.

**4. 2019 TIF Expenditures - \$484,928.20:**

**Motion** – Wenzel moved to recommend to City Council to approve the 2019 TIF Expenditure vouchers in the amount of \$484,928.20. Seconded by Levash. Call vote taken. Motion carried.

**B. 2020 Review of Vouchers:**

**1. 2020 General Fund - \$1,527,900.04:**

**Motion** – Wenzel moved to recommend to City Council the approval of the 2020 General Fund Vouchers in the amount of \$1,527,900.04. Seconded by Hanson.

Pielhop abstained due to the payout of Fire Department salary wages.

Call vote taken. Motion carried.

**2. 2020 Reserves - \$557.37:**

**Motion** – Behnke moved to recommend to City Council to approve the 2020 Reserves Expenditure vouchers in the amount of \$557.37. Seconded by Hanson. Call vote taken. Motion carried.

**3. 2019 Contingency - \$0.00:**

None.

**4. 2020 TIF Expenditures - \$560,594.78:**

**Motion** – Levash moved to recommend to City Council to approve the 2020 TIF Expenditure vouchers in the amount of \$560,594.78. Seconded by Hanson. Call vote taken. Motion carried.

**B. Review of License Applications:**

**1. Operator License – New: Alexis M. Krueger, Alyssa Glaubig, Debra Braden:**

**Motion** – Wenzel moved to collectively recommend to City Council to grant an Operator License to Alexis M. Krueger, Alyssa Glaubig, and Debra Braden. Seconded by Behnke. Call vote taken. Motion carried unanimously.

**2. Temporary Class B – Fire Dept.:**

**Motion** – Hanson moved to recommend to City Council to approve a Temporary Class B Beer License to the Brillion Fire Department for their Annual Brat Fray. Seconded by Levash. Call vote taken. Motion carried unanimously.

**C. Review of Payroll:**

**Motion** – Wenzel moved to recommend to City Council to collectively approve the January 34, 2020 and the January 17, 2020 payroll amounts. Seconded by Pielhop. Call vote taken. Motion carried.

**PROTECTION OF PERSONS AND PROPERTY:**

**A. PSB Task Force Award:**

Approved

Edinger stated the Public Safety Task Force is recommending the proposal from SEH for the Space Needs Analysis for the Public Safety Building. Trevor Frank explained the basic service is the space needs analysis and additional services are for siting and grant writing. He explained the siting study will give information on response times and topographic for flood plain. This will be important to the cost for construction. Frank stated the schedule will begin immediately.

Mark Evel stated the Task Force agreed to the service proposal given by SEH. Levash stated the three (3) final candidates were all good. Coree Wallander stated she was impressed by the use of social media that SEH proposed to use to educate the public.

**Motion** – Levash moved to recommend to City Council to award the contract to SEH for the Space Needs Analysis. Seconded by Pielhop. Call vote taken. Motion carried.

**B. Eagles Wings 5K Event:**

**Motion** – Wenzel moved to recommend to the City Council to approve the Eagles Wings 5K Event request. Seconded by Behnke. Call vote taken. Motion carried.

**CITY BUILDING AND GROUNDS:**

**A. Brillion Works Demolition – Brandenburg Industrial Service Co. – Payment**

**Application No. 2:**

Geiger gave a brief update on the demolition project.

**Motion** – Pielhop moved to recommend to City Council the Payment Application No. 2 request from Brandenburg Industrial Service Co for the Brillion Works demolition. Seconded by Levash. Call vote taken. Motion carried.

**PERSONNEL:**

No report.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 6:25 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer