

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**February 10, 2020**

**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 Behnke, Sarah Pielhop, and Carrie Wenzel. Also present were Public Works Director Andy Geiger, Police Captain TJ Bastian, and City Administrator/Clerk-Treasurer Lori Gosz. Absent were Joe Levash and Betty Nies, and Fire Chief Joey Diener.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service, Joel Thorpe, and Sarah Lemke.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – JANUARY 27, 2020 REGULAR COMMITTEE OF THE WHOLE MEETING MINUTES:**

**Motion** – Wenzel moved to approve the minutes of the January 27, 2020 Regular Committee of the Whole Meeting minutes. Seconded by Edinger. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

Sarah Lemke questioned why the plows didn't go out after the snow fall on Sunday. Geiger explained the decision was made after he discussed with the Calumet County Highway Commissioner and DPW Leadman Dennis Jandrey to wait until early Monday morning when there were no cars on Main Street. Geiger stated it was a call he made and takes responsibility for it. Lemke stated she felt it could have been done better. Mayor Deiter thanked Lemke for her citizen input.

**PROTECTION OF PERSONS AND PROPERTY:**

**Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported the month ended with 49 responses in January. There was a fairly large accident in the Town of Woodville. There were 29 calls to date for February. There were delays with the snow which will reflect the call times.

The new four (4) wheel drive ambulance was a benefit in the snow storm, but the snow still made it hard. There were nine (9) calls during the snow storm and they were all medical calls.

Mayor Deiter suggested there be better communication with Gold Cross and the DPW during snow events.

Approved

**B. Police Department:**

**1. Review of Monthly Report:**

Police Captain Bastian reviewed the Police Department Report.

**C. Fire Department:**

**1. Review of Monthly Report:**

The Fire Department Report was reviewed by the Committee.

**D. Municipal Court:**

**1. Review of Monthly Report:**

The Report was reviewed by the Committee.

**CITY BUILDING AND GROUNDS:**

**A. Review of Monthly Report:**

Geiger gave an update on the Brillion Works Development. Options for an alternative bid on Plant #1 are being reviewed by Ayres and Brandenburg. The majority of the demolition work will be completed soon.

Geiger explained because of the lack of frost in the ground, snow was removed at Well #1 so that the demo work can begin on the storage building. This was also done at Peters Park so the light pole can be repaired.

Geiger reported he heard from the Developers on Pagel Avenue. They are hoping to have all debts paid off to complete the paving.

Geiger reported Andy Dumke is still looking to begin early March. Behnke question the DNR's plans to burn the Marsh. Geiger explained it is not looking favorable for the DNR to be able to burn in spring.

**B. Market Street & Elm Street Reconstruction – Change Order #1:**

**Motion** – Edinger moved to recommend to City Council to approve Change Order #1. Seconded by Wenzel.

There was a questioned on the Change Order. Geiger explained that last year the Project was bid with Elm Street as an option. The only change is the completion date. This will save a lot of money for the City to not have to pay to rebid the project.

Call vote. Motion carried.

Gosz explained the process for special assessment.

**C. Independent Contractor Contract – Birschbach Inspection Service, Inc.:**

Mayor Deiter spoke in favor of Paul Birschbach as a contracted Building Inspector. Edinger questioned the proposed fee changes. Geiger stated he believes the fee structure is the same that Birschbach charges for other communities.

Approved

**Motion** – Edinger moved to recommend to City Council to approve the Independent Contractor Contract with Birschbach Inspection Service Inc. Seconded by Hanson. Motion carried.

**FINANCE AND PURCHASING:**

**A. City Fee Schedule:**

Gosz explained the Department Heads proposed changes to the Fee Schedule. Behnke suggested the fee for a Cigarette License be higher than \$25.00 and suggested it be \$100.00. Gosz stated this may require an amendment to the City Code.

**Motion** – Edinger moved to recommend to City Council the City Fee Schedule with suggested changes. Seconded by Wenzel.

Wenzel suggested checking with other communities on Cigarette License fees. Behnke suggested checking on vaping licenses.

Motion carried.

Mayor Deiter stated a letter was received from a group that tried to purchase as a minor cigarettes in all local establishments and all establishments checked for an id.

**B. 5-Year Financial Plan:**

Gosz reviewed the 5-Year Financial Plan with the Committee. She stated it is the same as what was reviewed during the 2020 Budget Workshops. She explained she will discuss options for refinancing water and sewer debt with Ehlers to see if anything can be done to preserve the City's debt limit.

**PERSONNEL:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Pielhop suggested as future agenda items:

- Snow Emergency Plan.
- Comp Time Policy.
- Developer Packets.

Wenzel had constituents talk to her about things that are planned at the Brillion Works Development. Gosz suggested that Mark Olsen give the City Council more regular updates.

**ADJOURNMENT:**

The meeting adjourned at 7:12 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer