

## COMMITTEE OF THE WHOLE MEETING

December 21, 2020

Brillion City Center

6:00 PM

**CALL TO ORDER** by: Mayor Mel Edinger at 6:05 pm

**ROLL CALL:** Mayor Mel Edinger, Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Sarah Pielhop, Carrie Wenzel (GoToMeeting).

Absent: Betty Nies

Also present: Peter Wills, Kirk Schend, Joey Diener, Andy Geiger, Ann Marx, Rachel Hitt, Patty Schreiber

**GUESTS:** Nick Madison, Tony Kappell with McMahon, Craig Schuh with Ayres, Chris Brandt, Bill Honea with Ayres

Via GoToMeeting: Nick Romenesko with Gold Cross, MSmith, David Nordby with Zander Press, 1 unidentified

### **APPROVA OF AGENDA:**

**Motion** – Levash moved to approve the agenda as printed with 12 moved to 8.b.6. Seconded by Behnke. Motion carried

### **APPROVAL OF MINUTES – December 14, 2020 Committee of the Whole Meeting:**

**Motion** – Wenzel moved to approve the minutes of December 14, 2020 Committee of the Whole with spelling corrections. Joel Thorpe and Nick Abel. Seconded by Hanson. Motion carried.

### **CITIZEN INPUT:**

None

### **Finance and Purchasing:**

#### **Review of the Vouchers:**

#### **General Fund**

**Motion:** Levash moved to recommend to City Council the General Fund vouchers in the amount of \$ 126,451.38. Seconded by Hanson. Motion carried.

#### **Reserves**

**Motion:** Hanson moved to recommend to City Council the Reserve vouchers in the amount of \$491.18. Seconded by Wenzel. Question regarding Joe's Power Center bill. Lease started with Joe's Power Center prior to Brillion Power Equipment opening. Motion carried.

**Contingency-\$ 0**

### **TIF Expenditures**

**Motion:** Levash moved to recommend to City Council the TIF (TID #5) Expenditure in the amount of \$68,530.08. Seconded by Hanson. Pielhop questioned the Northway Drive Reals Estate invoice. Wills will check it out and get back to Pielhop. Behnke questioned the Quarles & Brady Attorney invoice. Wills will email the answer. Motion carried.

### **Review of License Applications:**

**New:** Quenten Schwartz and Leah Krahn

**Motion:** Wenzel moved to recommend to City Council the License applications. Seconded by Hanson. Motion carried.

### **Review of Payroll:**

**Motion:** Hanson moved to recommend to City Council the payroll report for December 4, 2020 in the amount of \$ 74,100.06, and December 18, 2020 in the amount of \$62,740.87. Seconded by Wenzel. Question with regards to the dollar amounts. December 4<sup>th</sup> includes the Fire Chief wages, the Fire Dept Officers' wages, and the Police Officers comp time pay out by contract. The December 18<sup>th</sup> payroll includes the Fire Inspector wages, and the Utility Department comp payout. Motion carried.

### **Unbudgeted Financial items:**

#### **Technology upgrade City Depts**

Wills shared an estimate received from The IT Dept for \$5,145 to upgrade the email system. Current system is a POP dial up system with no cloud storage, no ability to share calendars, and no shared system. Monthly cost for the stripped-down version is \$8 per email user which will be divided by department. The estimate is for 35 email users. This may not be firm number yet. Some monies available community development. Anticipating saving money printing costs. Not anticipating the Council emails to change. The Library will not be included as they are included in the Manitowoc Library System.

**Motion:** Pielhop moved to recommend to City Council to approve up to \$7,500 for email system upgrade. Seconded by Hanson. Motion carried.

### **PROTECTIONS OF PERSONS AND PROPERTY:**

#### **Ambulance Department**

##### **2021 Budget**

Pielhop recommends to Council the 2021 Ambulance budget. Seconded by Levash. Wills reached out to both the insurance agent for the City and Gold Cross regarding both entities insuring the ambulance. No answer yet. Motion carried.

##### **2021 Operating Expenses**

Report included

Pielhop made a motion to accept the report from Gold Cross. Seconded by Hanson. Motion carried.

**Follow up: 314 Horn Street call 10-29-2020**

Report included

Romenesko reported spoke with Sheriff Wiegert. Working on improving communication.

Directive given to no long have the ambulance post.

There was a high volume of calls in a condensed period of time. Call was the last of 3 consecutive calls. The first was transported to St. Vincent.

Potential lost revenue of \$23,000 because of not posting at Hwy 57 & PP. With the ambulance responding from the City of Brillion places Kiel ambulance closer.

Pielhop questioned how much can a company write off as bad debt? Are we overpaying because we are not allowed to write off? Can this be researched and brought to the January 11<sup>th</sup> meeting.

Hanson stated the call to Horn Street was 20 minutes per report based on call received from County to arrival on scene. Client letter states almost 45 minutes. Romenesko explained the call is received as quickly as it is assigned. Have direct communication with dispatch.

Edinger requested he would like to see every call with response time per call including notes for calls over a specific time. Romenesko will work with Troy Jansen to include in reports.

Wenzel requested to include calls from the Hwy 57 & PP posting. Romenesko indicated this is being worked on and will be included in the January 11<sup>th</sup> report. Edinger requested the January report one week ahead of the meeting.

**Municipal Court**

No report

**CITY BUILDINGS AND GROUNDS:**

**Dept of Public Works**

No report

**2021 General Engineering Agreement**

Kappell, McMahon, reviewed the renewal of general services agreement. This allows a quick response for small projects; generally, less than \$5,000. This has been done every year.

**Motion:** Levash moved to recommend to City Council to approve the 2021 General Engineering Agreement with McMahon. Seconded by Behnke. Motion carried.

**2021 Custer & Jackson Street Reconstruction Agreement McMahon**

Geiger explained the timeline. Out for bid last week of January. Advertise two consecutive weeks. Bid opening February 12<sup>th</sup>. Utility meets on February 15<sup>th</sup>. Committee of the Whole and Council approval end of February. Project completion in June.

Pielhop questioned when will the assessments on Custer and Jackson will be due. Geiger explained the end of October. The City is not the owner of the new apartments. IPR will be responsible for the City Center which may be a pass through.

**Motion:** Levash moved to recommend to City Council to approve the 2021 Custer & Jackson Street Reconstruction Agreement with McMahon. Seconded by Hanson. Motion carried.

## **LIBRARY**

### **Department Head Report**

Report included

### **Update to Library Meeting Room Policy**

Library Board rescinded policy.

Meeting room policy changes were not an attack on the Boy Scouts but more of an equitable treatment to reserve and hold a meeting in the meeting room.

### **Basement Access for Groups**

This topic will be on the next month's meeting to discuss. In the mean time they need to call and arrangements can be made for access into the building. The exterior doors only were rekeyed at this time.

### **Follow up with Scouts**

Romenesko will reach out to Scoutmaster regarding storage, keys, and other items.

Brandt questioned about the key to the side door. Will the key they receive only have access to the entry door or will it allow access to other areas of the building.

Marx was questioned if keys were allowed for the Community center. Marx confirmed no.

### **Revised COVID-19 Metrics Policy/Library Reopening timeline**

Library Board reviewed. The Library will open with capacity limits on January 4<sup>th</sup>. Open computer, fax, copier services. Maximum of 10 people. Under 13 and not yet in 7<sup>th</sup> grade need to be accompanied by an adult. Question was raised if we are able to utilize the basement meeting room? Currently the policy is based on services and not physical spaces. The Committee of the Whole would like the Library Board hold a special meeting to reconsider the meeting space. Hitt asked the Committee of the Whole to reconsider seeking attorney advice regarding Community Center Basement as the library uses storage space in the library basement. Wills had not received attorney opinion. If the Library Board can revise and open the basement to the Scouts no further action will be taken by the Council.

### **Recommendation to Council to Define the Library Basement as Community Center Space**

**Motion:** Pielhop moved to table the motion and reconsider at the next Committee of the Whole meeting based on the Library Board Decision. Seconded by Levash. Motion carried.

## **PARK & REC**

### **Department Head Report**

Report attached.

35 Holiday Special gift cards sold to date.

### **Program Fee Increase/Implement Late Fee**

Park and Rec Committee is asking for program fees increased by \$3 to cover credit card fees and required taxes. Also, implement a \$10 late fee for any sports program where the participant signs up after practice has started.

**Motion:** Pielhop moved to recommend to City Council to add \$3 to program fee and implement a \$10 late fee. Seconded by Hanson. Motion carried.

## **UTILITY**

### **Dept Head Report**

none

### **2021 Utility Budget**

**Motion:** Levash moved to recommend to City Council to table the Utility Budget until after the Utility Commission can approve. Seconded by Behnke. Motion carried.

### **Well updates**

Geiger gave the Well 5 update. Very good information was received at the Utility Commission meeting. Did ingest sand into the well. Televised was completed. Cleaning procedures will be started tomorrow. They will brush and flush the screen at the bottom. The cleaning process will be completed until what is pulled out is good water. Need to finish cleaning before the well pump is reinstalled. Could take 1 to 5 days. Hopeful cleaned within 3 days. Will go through a more extensive sampling process after well is back in. Samples daily and watch sand settle out. Hopeful some of this was caused by the initiation of it and not so much as continual. Not sure where sand is coming from. No sand at installation. Had problems with grout at installation but not sand. Utility Commission recommends to Council to have cleaning process completed, rebuild pumps and put back together. Will cost approximately \$16,000. There is left over money in one of the Utility budget line items.

**Motion:** Levash moved to recommend to City Council to go ahead with the well process. Seconded by Pielhop. Motion Carried.

## **PERSONNEL**

### **Additional Staff Support**

Wills explained the limited transition process and finding there are a lot of steps that are unknown. Looking to have a previous employee, Joy Buboltz, help out on a contract basis. Training to include Workhorse, vouchers, best practices, etc. Wills asked for up to \$5,000. Anticipating half of that.

### **2021 Dept Head Agreements**

Wills explained the language in the contracts need to be updated. Looking back to September the contracts are not in agreement with what has passed by Council. Agreements will be brought back for approval.

**Closed Session per W.S.S. 19.85(1)(c):**

**Motion:** Pielhop made a motion to go into Close Session per W.S.S. 19.85(1)(c). Seconded by Behnke. Motion carried. The Council went into closed session at 7:23 pm

**Motion:** Behnke moved, seconded by Pielhop to return to open session. Motion carried. The Council returned to open session at 7:45 pm.

**Motion:** Pielhop moved to recommend to City Council to bring on Joy Buboltz as a consultant for up to \$5,000. Seconded by Levash. Motion Carried.

**CITY ADMINISTRATOR**

**CDBG RLF Close Project**

No action tonight. May request a special meeting for the CBDG close with open hearing. Needs to be closed by the end of January.

**Clerk/Treasurer**

Waste Management has acquired Advance Disposal. Contract will remain under Waste Management until 2025.

**Old Business**

No report

**New Business:**

No report

**ADJOURNMENT:**

The meeting adjourned at 7:57 pm.

Patricia Schreiber  
Clerk/Treasurer