

COMMITTEE OF THE WHOLE MEETING

March 14, 2022

Brillion City Center

5:30 PM

CALL TO ORDER by President Sarah Pielhop at 5:33 pm.

ROLL CALL

Present: Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop, TJ Moehr
Carrie Wenzel, Joe Levash

Not Present:

Also present: Peter Wills, Kirk Schend, Andy Geiger, Ann Marx, Patty Schreiber

Zoom: Lydia Blatz

GUESTS:

Wes Kempen, Dan Farrell (via Zoom)

APPROVAL OF AGENDA

Motion - Lau moved to approve the agenda. Seconded by Behnke. All in favor. Motion carried.

APPROVAL OF MINUTES – February 28, 2022 Committee of the Whole Meeting:

Motion - Wenzel moved to approve the minutes of February 28, 2022 Committee of the Whole. Seconded by Lau. All in favor. Motion carried.

CITIZEN INPUT - none

GUESTS - none

PROPOSALS FOR RECOMMENDATION TO COUNCIL

Ariens Co Donation \$10,000 Demolition 205 N Main St (Former Dollar General)

Donation clarified.

Motion-Hanson moved to recommend to City Council to approve the Ariens Co Donation \$10,000 for demolition of 205 N Main St (former Dollar General). Seconded by Lau. All in favor. Motion carried.

2022 Town of Woodville Ambulance Agreement

Town of Woodville approved, signed and returned along with first payment. Dollars already approved with budget.

Motion-Levash moved to recommend to City Council to approve the 2022 Town of Woodville Ambulance Agreement. Seconded by Moehr. All in favor. Motion carried.

FINANCE AND PURCHASING

Kempen Excavating Invoice \$10,000 Demolition of 205 N Main Street-Funded by Donation

Geiger shared details regarding the slab; thought excavation included the slab, retaining wall needs to come down per code. Wills explained RDA requested not to remove the slab. Per building inspector, the slab should be ok as is. Geiger explained it is not complete because it is not a parking lot. This could become an additional expense to the City down the road. Levash feels better off getting it completely out and starting fresh. This way it can get pitched correctly as well. If left the RDA could use for functions. Kempen did offer to take out the cement slab at

his expense at a later date. Defined later date as withing a year or two at most. Take time to evaluate. Kempen will fill holes with gravel to level it off. If taking wall out the sidewalk connecting parking lots will come out along with.

Behnke requested leaving it in until we have time to evaluate.

Wenzel expressed the need to take the walls out per our code.

PERSONNEL

Snowplow Hit parked Car incident March 7, 2022. Claim Filed

Pielhop explained this is for advisement. Drug test completed. Insurance claim has been filed.

Revised DPW Director Job Description

Wills explained the job description is included in the packet. Would like to see more engineering qualifications. Pielhop asked for a three-page description. Wenzel reviewed some areas that can be stated more concise. Pielhop questioned the engineering reviewing the Committee of the Whole agreement of not having engineering as a requirement. Levash expressed concern the current administrator should be taking on the Community Director position. Fels this is being pushed onto the DPW role more. The City cannot expect an engineer of all trades. The City needs the DPW director in the field more. Wenzel feels having secretaries for each committee will help with agenda prep. Lau does not feel Brillion is big enough to hire an engineer. Pielhop feels other job description examples are closer to our size and represent more of what we need for example City of New Holstein. Behnke agrees with the City of New Holstein's job description with some minor changes. Wenzel asked Geiger if he knew the New Holstein DPW director and if Geiger feels we can find someone similar? Geiger did explain the public works working hours start earlier in the winter months (for snow plowing needs) and later in the summer months (because of lawn mowing restrictions). Smith explained this is the job description the employee signs and not what is being posted on Indeed.

Wills did not post an end date for application acceptance. Would like to close when we receive a good pool of candidates. Pielhop asked to table the job description. Smith agreed it was ok to table until we have a candidate ready to hire.

DPW Director Hiring status update

Wills explained seven applications have been received. One interview already set up for later this week.

Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Closed Session per W.S.S. 19.85 (1)(c) Former DPW Director, Andy Geiger Vacation Payout

Closed Session Motion: Wenzel moved to Convene in Closed Session at 6:02 pm.

Closed Session per W.S.S. 19.85(1)(c) DPW Director, Andy Geiger vacation payout. Second by Lau. Motion carried.

Session Motion - Lau moved to reconvene in Open Session at 6:18 pm to take action if necessary and appropriate. Second by Behnke. Motion carried.

Motion- Smith moved to recommend to Council to pay out Geiger's full vacation as discussed in closed session. Seconded by Levash. All in favor. Motion carried.

Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Closed Session per W.S.S. 19.85(1)(c) DPW Director position compensation range
Reconvene in Open Session to take action if necessary and appropriate regarding DPW Director position compensation range**

Closed Session Motion: Lau moved to Convene in Closed Session at 6:20 pm.
Closed Session per W.S.S. 19.85(1)(c) DPW Director position compensation range.
Second by Smith. Motion carried.

Session Motion - Smith moved to reconvene in Open Session at 6:41 pm to take action if necessary and appropriate. Second by Behnke. Motion carried.
No further action taken.

Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Closed Session per W.S.S. 19.85 (1)(c) Department Head Evaluations

Closed Session Motion: Smith moved to Convene in Closed Session at 6:42 pm.
Closed Session per W.S.S. 19.85(1)(c) department head evaluations.
Second by Moehr. Motion carried.

Session Motion - Moehr moved to reconvene in Open Session at 7:32 to take action if necessary and appropriate. Second by Wenzel. Motion carried.

Motion- Lau moved to place Wills on administrative leave for one week effective immediately. Seconded by Moehr. All in favor. Motion carried.

APPOINTMENTS - none

OLD BUSINESS

Michels Quarry Blasting – no update

NEW BUSINESS - none

ADJOURNMENT

The meeting adjourned at 7:35 pm.

Patricia A Schreiber
Clerk/Treasurer