

**CITY OF BRODHEAD  
COMMON COUNCIL MINUTES  
Monday, March 9, 2020**

**1.) Present:** Mayor Pinnow, Attorney Schroeder, Aldermen Nyman, Bruce, Fox, Menzel, and Huffman, Interim Treasurer Dan Nelson, Deputy Clerk Keri Miller. Youth in Government Ryleigh Johnson, Sebastian Van Whye, Craig Christianson

**Absent:** Alderperson Anderson and Youth in Government Jenna IIs

Mayor Pinnow called the meeting to order at 7:00 pm. Roll calls shows all Aldermen present except Anderson & Youth in Government Jenna IIs

**1) Agenda**

Motion by Fox to approve the agenda. Second by Bruce. Council five ayes. Youth in Government three ayes. Motion carried.

**2) Previous Minutes**

Motion by Menzel to approve minutes from February 10 & 17, 2020. Second by Bruce. Council five ayes. Youth in Government three ayes. Motion carried

**3) Committee Reports:**

**a) Park Board**

Director Boegli discussed the Comprehensive Outdoor Recreation Plan. This allow us to maintain our eligibility to participate in state and federal recreation aid programs. Jaycee Park bathrooms will be remodeled this summer by Chris Hoesly & the Jaycees Organization. Currently have a Dodgeball program going on with 4<sup>th</sup>- 6<sup>th</sup> graders. Youth ball sign up is going on now until March 16<sup>th</sup>. After that day there is a \$20 late fee. The week of March 16<sup>th</sup> we have interviews summer employment. Director Boegli will be attending a Certified Pool Operators Course to renew his license.

**b) Public Works**

Director Vogel nothing at this time

**c) Library Board**

Director Noel stated Library Board has not met yet this month. Oreo the therapy dog is suspending visits suggested by Therapy Dog Intl due to Covid-19 Virus. Adult Librarian has started and has a class planned for Auto care 101 with Kubly's Auto.

**d) Finance**

Huffman presented February 2020 voucher report

**i. November 2019 Voucher Report**

Motion by Huffman to approve February 2020 Voucher Report. Second by Menzel. Roll Council five ayes. Youth in Government three ayes. Motion carried.

**ii. Cyber Security Insurance Coverage**

Keri Miller discussed the annual renewal is April 1<sup>st</sup>. EMC Insurance suggests we should increase our Cyber Security coverage from \$50,000 to \$100,000 at a cost of \$400 annually. Fox stated Personnel usually reviews insurance. Last time they said it wasn't worth the increase. Huffman stated Finance recommended the increase. Menzel suggested another quote. Bruce & Huffman would like a rep to come talk to Finance, Personnel and Council for more information about what exactly is covered.

Motion by Nyman to table increasing Cyber Security Insurance Coverage from \$50,000 to \$100,000 until more information is available. Second by Bruce. Council five ayes. Youth in Government three ayes. Motion carried.

**iii. Capital Projects Borrowing & Sewer Phosphorus Borrowing**

Dan Nelson discussed the \$250,000 capital borrowing and the capital projects list created by the department heads. 2017 capital project money that wasn't used \$71,895 will be used towards the current capital projects list. Total capital projects are \$316,200. This is estimated to be \$.017/\$1,000 of assessment based on 2019 assessments. The sewer fund is also borrowing \$250,000 for the Phosphorus Project but there is no tax impact for the sewer borrowing because that is solely paid back from the sewer utility. Director Vogel discussed that sewer rates would not increase to cover borrowing. Discussion by council & department heads about items on the capital

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projects lists.

Motion by Fox to draft a tax-exempt bank note with Bank of Brodhead and bring to the next Council meeting for approval. Second by Bruce. Council five ayes. Youth in Government three ayes. Motion carried.

**e) Personnel**

Fox discussed job descriptions for both the City Clerk & City Treasurer with suggested changes.

**i. Job Descriptions City Clerk & City Treasurer**

Motion by Fox to approve City Clerk/Deputy Treasurer & City Treasurer/Deputy Clerk Job Descriptions with changes discussed. Second by Menzel. Council five ayes. Youth in Government three ayes. Motion carried.

**f) Fire District**

Fox discussed Sportsman night will be Saturday 3/21/2020. Fire extinguishers are up at storage sheds in town. The District is in the process of selecting an auditor. Unused fund from 2019 will be rolled over into the capital account for 2020. Fire District voted to pay off fire engine early to save money on interest. Final payment was due September 1, 2020.

**i. 2019 Profit & Loss Detail presented to council no discussion**

**ii. 2020 YTD Financials presented to council no discussion**

**g) Plan Commission**

Attorney Schroeder discussed payment approvals for the Business Improvement Plan for Mike King & two for Patti Brugger. Also approved Bill Basset application for Business Improvement Plan.

**h) Economic Development**

Pinnow discussed Ann Anderson notes that were sent before the meeting. Mike Lowery presented about Driftless Homes Project. This project is a collaborative effort with other surrounding communities to bring affordable housing to these communities. There is a meeting for the community for information and input on Monday, March 30th at 6 pm at the library. Adam Scheidegger and Casey Jones have agreed to stay on as voting members. Ann will make list of items to review for UniverCity project. Reviewed the Economic Development Work Plan.

**i) BID Board**

Menzel no quorum nothing to report

**j) Water & Light**

Nyman nothing at this time.

**k) Historic Preservation**

Menzel Nothing to report

**4) Mayor Report:**

**a) 2020 Spring Election update**

Deputy Clerk Miller discussed the 2020 spring election. Timothy Schadewalt & Paul Naramore submitted paperwork to be a registered write ins.

**b) Affordable Housing Collaborative Meeting**

Affordable Housing Collaborative Meeting will be held March 30<sup>th</sup> at the Brodhead Library to discuss pocket neighborhoods and WHEDA requirements.

**c) March 17, 2020 Council Meeting**

Motion by Menzel to have the second council meeting of the month on March 23<sup>rd</sup> at 6:00. Second by Huffman. Council five ayes. Youth in Government three ayes. Motion carried.

**d) Future Agenda Items**

Open Book April 28<sup>th</sup> 4 pm – 6 pm, Board of Review May 21<sup>st</sup> 4:30 pm – 6:30 pm, 3<sup>rd</sup> Tuesday of April new council sworn in, Collaborative Meeting March 30<sup>th</sup>, Attendance Policy.

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**5) Attorney Report**

a) **Resolution 2020-002 Establishing Policy Regarding Common Council Contact with City Attorney**

Motion by Fox to table Resolution 2020-002 Establishing Policy Regarding Common Council Contact with City Attorney to update with revisions from council. Second by Bruce. Council five ayes. Motion carried

**6) Closed Session**

Per WI State Statutes Sec. 19.85(1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Public Works Wage, City Clerk and City Treasurer Employment Contracts

8:12 pm Motion by Fox to enter closed session. Second by Nyman. Roll call 5 ayes. 0 nays.

8:50 PM Motion by Nyman to return to open Session. Second by Huffman. 5 ayes. Motion carried.

Motion by Bruce to approve 1% raise for Public Works Director Vogel. Second by Fox. Council four ayes. Menzel nay. Motion carried.

Motion by Bruce to approve retro pay back to January 1<sup>st</sup> for Public Works Director Vogel. Second by Fox. Council four ayes. Menzel nay. Motion carried.

Motion by Fox to approve employment agreement of Keri Miller City Treasurer Contract. Second by Huffman. Council five ayes. Motion carried

Mayor Pinnow nominated Nikolai Wahl for City Clerk.

Motion by Fox to approve nomination and to make an offer & agreement to Nikolai Wahl for City Clerk Employment Contract. Second by Bruce. Council five ayes. Motion carried

**7) Adjournment:** Motion to adjourn by Fox. Second by Nyman. Council five ayes. Adjourned at 8:56 p.m.

Mayor Pinnow Approved this 23rd day of March, 2020.

Keri Miller, Deputy City Clerk