

**CITY OF BRODHEAD
COMMON COUNCIL MINUTES
Wednesday November 20, 2019**

- 1) **Present:** Mayor Pinnow, Aldermen Nyman, Bruce, Anderson, Fox, Menzel and Huffman, Deputy Clerk Keri Miller, Interim Treasurer Dan Nelson. Attorney Schroeder at 7:00 pm as requested due to the budget hearing.

Absent: none

Mayor Pinnow called the meeting to order at 7:00 pm. Roll calls shows all Aldermen present.

- 2) **Agenda:** Motion by Anderson to approve the agenda with corrections to items 11 b) iii downtown parking restricted November 1 – March 31 not year-round. 11 b) iv should be ordinance 132-7C not 132-7E. Second by Fox. Council six ayes. Motion carried.
- 3) **2020 Budget:** Dan Nelson presented the 2020 budget with a power point presentation. Presentation updated with refinancing two State Trust Fund Loans to pay off 10 years sooner Finance Committee recommendation. This increases the 2020 budget \$44,905 (\$0.27 per \$1,000) but saves the City approximately \$95,000 in interest. In total the 2020 preliminary budget expenditures increased 2.98% (\$98,307) from 2019. In total the tax levy increased 4.49% (\$80,866). If the budget is approved as is the total tax rate would be \$0.85 per \$1,000 for Rock County (3.27% change from 2019) & \$1.14 per \$1,000 for Green County (4.65% from 2019). The City's portion of Rock County is \$0.35 per \$1,000 and Green County is \$0.46 per \$1,000. These include the \$0.27 per \$1,000 for the refinancing. Personnel recommendations not included at this time since these came Monday, November 18th. Increased interest revenue \$26,470 due to a change in accounts. Attorney fees decreased \$16,000 due to a change in the process of who may contact the City attorney and some projects they were being used for are now completed.

No comments from the public. No comments from Council.

5:21 pm close the public hearing.

- 4) **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: 2020 Wage Increases

5:22 PM Motion by Anderson to enter closed session. Second by Fox. Roll call 6 ayes. 0 nays.

7:00 PM Motion by Nyman to return to open Session. Second by Fox. 6 ayes. Motion carried.

No motion from closed session.

5) 2020 Preliminary Budget

No motion. Gave direction to Dan with some changes to the budget.

- 6) **Resolution 2019-024 Authorizing the Sale of \$429,000 General Obligation Promissory Notes** Discussion by Dan Nelson to pay off two State Trust Funds Loans 10 years earlier and save approximately \$95,000 and enter into a bank note with Bank of New Glarus. This will cause the \$0.27 per \$1,000 tax Increase that was discussed during the budget presentation.

Motion by Huffman to approve Resolution 2019-024 Authorizing the Sale of \$429,000 General Obligation Promissory Notes. Second by Fox. Council six ayes. Motion carried.

- 7) **Resolution 2019-025 early payoff of State Trust Fund Loans** discussion by Dan Nelson to pay off two State Trust Funds Loans.

Motion by Fox to approve Resolution 2019-025 early payoff of State Trust Fund Loans. Second by Anderson. Council six ayes. Motion carried

- 8) **General Obligation debt model** no motion taken

**CITY OF BRODHEAD
COMMON COUNCIL MINUTES
Wednesday November 20, 2019**

- 9) **Establishment of a capital projects and equipment list for 2020** discussion by Dan Nelson with recommendation from Finance to proceed with creating a capital list not to exceed \$250,000. This can be streets, vehicles, etc. Council has ultimate say on what the capital list consists of.
Motion by Anderson to approve establishing capital projects and equipment list for 2020 not to exceed \$250,000. Second by Huffman. Council six ayes. Motion carried
- 10) **Previous Minutes**
Motion by Anderson to approve Minutes from November 11, 2019. Second by Nyman. Council six ayes. Motion carried
- 11) **Committee Reports:**
- a) **Library Board** Library Director's Report was handed out for review before the meeting but not discussed.
 - b) **Public Safety**
 - i) **Licenses and permits** nothing at this time
 - ii) **Dispatch Cost/Benefit Analysis Subcommittee** Committee chair Richard Peach discussed the subcommittee handout. Review was done to see if dispatch should contract with outside sources like Green County due to Next Gen 911. If we were to contract with Green County it would take multiple years to figure out all of the dynamics. Until then neither City of Monroe or Green County has the capacity nor the want to take on our needs. Also, there would be a charge for the services they supply. Not sure when Next Gen 911 will be required, could be years. A correction to the handout is an independent consultant would need to be retained not retrained. If the City did decide to keep the dispatch center and install Next Gen 911 it could initially be a capital project. Subcommittee recommends leaving the dispatch the way it is at this time.
 - iii) **Restricting parking downtown/Square November 1 – March 31 Ordinance 2019-017** Chris Hughes discussed the decision made by Public Works & Public Safety committees for downtown parking changes. Both committees recommend to approve the ordinance. There would no longer be the two-inch parking ordinance downtown. November 1 – March 31 2:30 am – 6:00 am no parking. Both sides of East & West Exchange from West boundary E 2nd Ave to West boundary W 2nd Ave. Both side of 1st Center Ave from South boundary 10th St to North boundary of 12th St. Both sides of W 2nd Ave from North boundary of W Exchange St to North boundary of 12th St.
Motion by Anderson to approve creating Ordinance 2019-017 432-13 B. (6) and 432-19 A. restricting parking downtown/Square November 1 – March 31. Second by Nyman. Council six ayes. Motion carried
 - iv) **Destruction of department records Ordinance 2019-016** Chris Hughes would like this due to current ordinance stating all investigative material must be kept permanently.
Motion by Fox to approve amending Ordinance 2019-016 destruction of department records pursuant to Ordinance 132-7C. Second by Bruce. Council six ayes. Motion carried
 - v) **Resolution 2019-026 waiving the prohibition of open intoxicants in public during Chamber's Fire and Ice Festival** Chris Hughes discussed the resolution. It was not reviewed by Public Safety but this is the same resolution as in the past for Chamber of Commerce festivals.
Motion by Anderson to approve Resolution 2019-026 waiving the prohibition of open intoxicants in public during Chamber's Fire and Ice Festival. Second by Fox. Council six ayes. Motion carried
 - c) **Finance** Huffman presented the September & October voucher report.
Motion by Huffman to approve September 2019 Voucher Report. Second by Anderson. Roll Council six ayes. Motion carried.
Motion by Huffman to approve October 2019 Voucher Report. Second by Anderson. Roll Council six ayes. Motion carried.

**CITY OF BRODHEAD
COMMON COUNCIL MINUTES
Wednesday November 20, 2019**

12) **Old Business:**

a) Closing City Hall December 31, 2019

Motion by Huffman to approve closing City Hall December 31, 2019. Second by Anderson. Council six ayes. Motion carried.

b) Resolution 2019-023 Amending the Housing Stock Improvement Program-"Brighten Up Brodhead" Attorney Schroeder discussed the current program and how it's going to change with this resolution.

Motion by Fox to approve Resolution 2019-023 Amending the Housing Stock Improvement Program-"Brighten Up Brodhead". Second by Anderson. Council six ayes. Motion carried.

c) Charter ordinance 2019-001 to create separate City Clerk, City Treasurer, Deputy Clerk and Deputy Treasurer positions Attorney Schroeder discussed the amendments, repeals and additions to the ordinances that pertain to the positions in City Hall. Charter ordinance takes effect 60 days after passage and publication unless a petition for referendum is filed within the 60 days. Then it would be subject to a referendum to be approved.

Motion by Huffman to approve Charter ordinance 2019-001 to create separate City Clerk, City Treasurer, Deputy Clerk and Deputy Treasurer positions. Second by Menzel. Roll call: Nyman, Bruce, Fox, Menzel and Huffman ayes. Anderson nay. Council five ayes One Nay. Motion carried.

d) 2019-015 amending Section 112-3, redesignating Sections 112-4 through 112-15 and creating Section 112-4 of the Code of Ordinances Attorney Schroeder discussed ordinance separately defines the duties of the Clerk and the Treasurer and renumbers the sections of the ordinances. This ordinance was passed on a 3-2 vote at a previous council meeting. Does not go into effect until Charter Ordinance 2019-001 goes into effect. Discussion by council as to specific duties listed and who would be responsible for that duty. Discussion about bond amounts needed for each position which are addressed in a separate section. Numbers 11 & 12 are duplicates, Mark will revise & resend. No motion taken.

13) **Mayor Report:**

a) Future Agendas Holiday Party, nominations papers can be circulated 12/1/2019, December 2nd Adopt Budget 7:00, pm, December 16 5:00 pm

14) **Attorney Report:** Nothing to report

15) **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: Potential Candidates New Clerk and new Treasurer Positions, probationary status of dispatcher and City Hall part time help.

7:57 PM Motion by Anderson to enter closed session. Second by Nyman. Roll call 6 ayes. 0 nays.

9:03 PM Motion by Fox to return to open Session. Second by Nyman. 6 ayes. Motion carried.

Motion by Fox to authorize Mayor Pinnow, Alderperson Huffman, Alderperson Fox and Dan Nelson to engage in the negotiations on behalf of the city for the Treasurer position with Keri Miller. Second by Bruce. 6 ayes. Motion carried.

Motion by Fox to authorize Personnel and Finance to advertise immediately for the City Clerk Positions with a salary range of \$40,000 – \$48,000. Second by Bruce. 6 ayes. Motion carried.

Motion by Fox to offer a Limited Term Employment (LTE) City Hall Assistant Position at \$13.00/hour beginning November 25, 2019 to Sharmila Rowan subject to a signed agreement as well as authorizing the Deputy Clerk Treasurer to advertise for a City Hall Assistant on an LTE basis. Second by Bruce. 6 ayes. Motion carried.

16) **Adjournment:** Motion to adjourn by Anderson. Second by Fox. Council six ayes. Adjourned at 9:06 p.m.

Mayor Pinnow Approved this 2nd day of December, 2019.

Keri Miller, Deputy City Clerk