

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Tuesday, January 16, 2018**

**Present:** Mayor Pinnow, Alderman Nyman, Huffman, Anderson and Fox. City Clerk Withee and City Attorney Jamie Olson.

Mayor Pinnow called meeting to order at 7:00 PM. Roll call vote shows all Aldermen present except Huntington and Peach.

**Minutes:** Motion by Anderson to approve minutes from January 8, 2018 as presented. Second by Nyman. Four ayes. Motion carried.

**Library Board:** Anderson presented the December numbers; 3,386 Visits, 4,291 items out, 217 items added. Program attendees; Children's programs – 125, Young Adult programs – 0, other programs – 32. The next library board meeting will be Monday, February 19, 2018 at 4:00 pm.

**Pearl Island:** no report

**Water & Light:** Nyman stated that their annual audit will start next Wednesday.

**Senior/Community Center:** Mayor Pinnow stated there will be a meeting next week.

**Public Safety:** Chief Hughes presented an operator license for Kyl Klug. The police department recommends approval. Motion by Anderson to approve the application as presented. Second by Fox. Four ayes. Motion carried.

Mayor Pinnow stated at the previous department head meetings we have discussed the building inspector position. There was a presentation by another company but they were not interested in working with the city. Mary Dussling is no longer working for SAFEbuilt and Ben Koch is now working in the city. The department heads have been working on options for building inspection services. Clerk Withee stated that the Finance Committee will review the past three years of income and expenses for the building inspector services to determine if the city can support a full or part time position. No action is needed at this time from council.

**Personnel:** Fox stated that the review of job descriptions is almost complete. Would like a closed session on the next council agenda regarding personnel. At the last meeting they approved payout of holiday time for the chief and clerk and carryover of vacation for the clerk. Additional personnel is being considered for the clerk's office.

**Fire District:** Anderson stated that a tentative meeting is scheduled for February 12<sup>th</sup> at 5pm.

**Plan Commission:** Attorney Olson presented Ordinance 2018-001 amending the Zoning Classification of the property located at 406 10<sup>th</sup> Street from Multi Family Residential R-3 to General Commercial C-1. Plan Commission held a public hearing Thursday, January 11<sup>th</sup> and recommends approval of Ordinance 2018-001. Discussion by council. Motion by Fox to approve Ordinance 2018-001 as presented. Second by Anderson. Four ayes. Motion carried.

Attorney Olson presented preliminary CSM for Rundle parcel 23206 10420000. Plan Commission recommends approval contingent on the CSM being labeled for the LP tank and shed to the property lines. Discussion by council. Motion by Fox to approve preliminary CSM for Rundle as presented with contingencies. Second by Anderson. Four ayes. Motion carried.

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Attorney Olson presented revised CSM for Walmer parcel 23206 05050000. Attorney Olson stated council would need to authorize the Mayor to sign the revised CSM. Plan Commission recommends approval. Discussion by council. Motion by Fox to authorize the mayor to sign the revised CSM for Walmer as presented. Second by Anderson. Four ayes. Motion carried.

**Finance Committee:** Huffman made a motion to approve the following checks: BID CK 1413 to 1416 - \$680.6, Sewer Fund CK 7864 to 7900 - \$59,838.58 General CK 76347 to 76438 - \$224,401.62. Second by Anderson. Roll Call 4 ayes. 0 nays. Motion carried.

Motion by Huffman to approve the December 2017 treasurer's report as presented. Second by Anderson. Four ayes. Motion carried.

Chief Hughes presented information regarding upgrading the police department to Office 365 and the server proposals. Chief Hughes discussed the differences of each proposal. Finance committee has not reviewed these proposals. Chief Hughes recommends Computer Know How for implementation of office 365. Huffman stated that finance has reviewed the proposals they were just waiting for final numbers and dates to be updated. Discussion by council. Motion by Fox to award upgrading the police department to Office 365 to Computer Know How at \$637.30 per year plus the changeover cost. Second by Huffman. Four ayes. Motion carried.

Chief Hughes discussed the server differences in each proposal. Finance committee did approve Premium Computer Services for replacement of server but asked that the dates be updated. Chief Hughes stated that the date has been updated as requested. He had a lengthy discussion with CKH and they are not as familiar with the federal regulations needed for the police department. Discussion by council. Motion by Fox to approve the purchase of a replacement server from Premium Computer Services per their quote up to \$14,814. Second by Anderson. Four ayes. Motion carried.

**Mayor Report:** Future Agendas: approve RJ Logan for Plan Commission, closed session for personnel.

Mayor Pinnow stated that due to the spring primary election on Tuesday, February 20, 2018 the city council meeting will need to be rescheduled or cancelled. Nyman and Anderson would like to wait until the next meeting to make the decision and this will be placed on the next council agenda.

Clerk Withee stated that we have one council seat open. The deadline to file as a registered write is March 30<sup>th</sup> at noon. If we don't have a registered write in election workers will have to count all write in votes. If there is a registered write in candidate then only those votes will need to be counted.

Mayor Pinnow met with the Green County Economic Development Coordinator and they have come up with a priority list for projects for the UniverCity program the deadline is January 19<sup>th</sup>.

**Attorney Report:** No report

**Adjournment:** Motion to adjourn by Anderson. Second by Fox. Four ayes. Adjourned at 7:34 p.m.

Douglas A. Pinnow, Mayor Approved this 12<sup>th</sup> day of February 2018.  
Teresa Withee, City Clerk