

**CITY OF BRODHEAD  
COMMON COUNCIL MINUTES  
Tuesday, March 20, 2018**

**Present:** Mayor Pinnow, Aldermen Nyman, Huffman, Anderson, Fox, Peach and Huntington. City Clerk Withee and City Attorney Michael Faust.

Mayor Pinnow called meeting to order at 7:00 PM. Roll call shows all Aldermen present.

**Minutes:** Motion by Fox to approve minutes from February 12, 2018 as presented and February 12, 2018 Special Meeting with corrections. Second by Peach. Six ayes. Motion carried.

**Library Board:** Director Noel presented the February numbers; 3,950 Visits, 3,934 items out, 301 items added. She stated that they had 21 programs with only 28 days in the month. Program attendees; Children's programs – 302, Young Adult programs – 0, other programs – 20. The next library board meeting will be Monday, April 16, 2018 at 4:00 pm.

**Park Board:** Director Boegli stated the new pool heater was installed last week on Monday. Brodhead Foundation donated money to cover the majority of the cost. Next Thursday they will interview for summer help and council members are welcome to attend. Dodgeball is continuing. Youth ball sign up has been completed.

**Water & Light:** No report

**Personnel:** Fox stated that the personnel and finance committees have evaluated the insurance renewal with the addition of abuse or molestation to the general liability for \$130 in additional annual premium and crime coverage with \$100,000 computer & funds transfer fraud for \$18 in additional annual premium. The premium is less than last year with the additional coverage. Personnel and Finance Committees both recommend approval. Motion by Fox to approve the proposal from TriCor Insurance as presented with the additional premiums. Second by Peach. Six ayes. Motion carried.

Fox advised that the Personnel Manual has been updated. Personnel Committee recommends approval. Discussion by council. Motion by Peach to approve the Personnel Manual with corrections as presented. Second by Fox. Six ayes. Motion carried.

Fox stated that the employee job descriptions have been finalized. The only new one that has not been reviewed previously by council is the Park & Recreation Director job description. Personnel committee has recommended approval of all job descriptions as presented. Peach stated that all police department job descriptions have been presented to the public safety committee and they recommend approval. Discussion by council. Motion by Peach to approve the job descriptions as presented. Second by Huntington. Six ayes. Motion carried.

**Public Works:** Director Vogel stated they are working on round two removing ash trees that are dying. They are repairing and cleaning storm sewers and also working on pot-hole repairs. WWTP screen system needs to be repaired. The cost is approximately \$25,000. They are looking into other options with the engineers.

**Economic Development:** Anderson stated that they creating a work plan. The hotel feasibility study is in progress and they have updated the mission statement.

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**Public Safety:** Chief Hughes presented an operator licenses for Kassi Heins, Kimberly Love and Tasha Ames. Public Safety Committee recommends approval. Motion by Fox to approve the applications as presented. Second by Anderson. Six ayes. Motion carried.

Chief Hughes presented resolution 2018-001 Updating Hazardous Mitigation Plan for Green County. There is no fiscal impact but by stating that we approve the Hazardous Mitigation Plan we may be eligible for mitigation project funding if the need would ever arise. Motion by Peach to approve resolution 2018-001 as presented. Second by Anderson. Six ayes. Motion carried.

**Fire District:** Fox stated the fireman would like to address the commission and the council. She feels that the issues should follow the chain of command and issues should be brought to the fire commission first and then if not resolved to the council. The firemen have not address the fire commission with any concerns. Anderson stated they are waiting on the audit until April 15 to receive a 60% discount.

**BID Board & Revitalization:** The 2017 Annual Report to the Common Council was reviewed. No questions or comments. Motion by Fox to approve the annual report. Second by Nyman. Six ayes. Motion carried.

**Senior/Community Center:** Pinnow stated they are in the process to write the grant. The next scheduled meeting is this Thursday.

**Finance Committee:** Huffman made a motion to approve the following checks: BID CK 1419 - \$10.86, Sewer Fund CK 7901 to 7917 - \$38,290.19 General CK 76443 to 76547 - \$1,360,574.79. Second by Anderson. Roll Call 6 ayes. 0 nays. Motion carried.

Motion by Fox to approve the January 2018 treasurer's report as presented. Second by Anderson. Six ayes. Motion carried.

Huffman made a motion to approve the following checks: BID CK 1420 - \$10.92, Sewer Fund CK 7918 to 7929 - \$32,442.66 General CK 76548 to 76614 - \$997,125.40. Second by Anderson. Roll Call 6 ayes. 0 nays. Motion carried.

Motion by Huffman to approve the February 2018 treasurer's report as presented. Second by Anderson. Six ayes. Motion carried.

Huffman stated that Belleville, New Glarus and Brodhead will combine to complete a housing feasibility study. The cost to the city will be approximately \$1,500 but a grant will be applied for that may reduce the cost. Motion by Huffman to approve the housing feasibility study as presented. Second by Anderson. Six ayes. Motion carried.

**Plan Commission:** Attorney Faust stated that at the recent Plan Commission meeting they discussed vacating E 8<sup>th</sup> Ave between 10<sup>th</sup> Street and the railroad tracks. Petition of adjoining land owners or resolution of council to approve city attorney to write a resolution. There will need to be a Class 3 notice of public hearing and a 40 day waiting period for 2<sup>nd</sup> approval. The property owners have already been contacted and are in favor of the vacating of the street. The land would go back on the tax roll. Discussion by council. Motion by Fox to pursue vacating E 8<sup>th</sup> Ave between 10<sup>th</sup> Street and the railroad tracks.

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Second by Anderson. Six ayes. Motion carried.

Attorney Faust stated that a public hearing was held regarding Ordinance 2018-002 amending Sections 480-32, 480-35, 480-43C 480-46, 480-107A (3), and 480-107 D (1) Code of Ordinances in the City of Brodhead concerning Zoning conforming to Wisconsin Act 67. Plan commission recommends approval. Discussion by council. Motion by Fox to approve Ordinance 2018-002 as presented. Second by Anderson. Six ayes. Motion carried.

**Mayor Report:** Future Agendas: none

Mayor Pinnow stated there was a table-top discussion at the middle school last night and there were several nice comments that Brodhead was very prepared. There will be a candidate forum at FIBS Monday at 7pm.

Clerk Withee presented a request for outside employment. Motion by Fox to approve the outside employment request as presented. Second by Anderson. Six ayes. Motion carried.

Mayor Pinnow read the Proclamation regarding Underage Drinking Prevention. Motion by Anderson to approve the proclamation as read. Second by Peach. Six ayes. Motion carried.

Mayor Pinnow read the Proclamation to Honor Robert Olsen and proclaim March 9, 2018 as Robert Olsen Day in the City of Brodhead. Motion by Anderson to approve the proclamation as it was read and proclaim March 9, 2018 as Robert Olsen day in the City of Brodhead. Second by Fox. Six ayes. Motion carried.

The attendance policy was reviewed and the Go to Meeting application was discussed. Discussion by council. Motion by Fox to draft a policy regarding the Go to Meeting or similar application. Second by Anderson. Six ayes. Motion carried.

**Attorney Report:** Attorney Faust stated that Attorney Schroeder was given the task to request proposals to complete a CSM for blocks 103 and 104 of the original plat. MSA and Hasse Surveying were contacted. Plan Commission approved spending up to \$3,000. Discussion by council. Motion by Fox to approve MSA to complete a survey and to create a CSM for blocks 103 and 104 of the original plat. Second by Anderson. Six ayes. Motion carried.

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: Selection process for full time police officers

Closed Session per WI State Statutes Section 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Re: Sale of City Land Parcel 23206 05150000 Block 104 of the original plat and Senior/Community Center

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

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Motion by Anderson to Return to Open Session. Second by Huntington. Six ayes. Motion carried.

Motion by Anderson to approve the hiring of Brandon Barnes and Jessica Kelly for the two full-time positions available to fill the vacancy by Brian Raupp and the upcoming retirement of Kathy Hammon if they successfully complete the conditional offer of employment and to place Andy Eley on an eligibility list. Second by Fox. Six ayes. Motion carried.

Motion by Anderson to allow the city attorney to negotiate with Julio Rodriguez to obtain a purchase price for the property located at 708 23<sup>rd</sup> Street Parcel 23206 23231000 contingent upon obtaining grant funding, fundraising and an approved referendum. Second by Fox. Six ayes. Motion carried.

Motion by Anderson to approve the land sale of parcel 23206 05150000 to CST Rentals, LLC for \$30,000 and authorizing the mayor to execute the offer to purchase. Second by Fox. Six ayes. Motion carried.

**Adjournment:** Motion to adjourn by Anderson. Second by Fox. Six ayes. Adjourned at 8:55 p.m.

Douglas A. Pinnow, Mayor Approved this 9<sup>th</sup> day of April 2018.

Teresa Withee, City Clerk