

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

October 12, 2015

Brillion Community Center

6:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Mel Edinger, Crystal Fflug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Library Director Chris Moede, Park & Recreation Director Ann Marx and Community Development Director/Redevelopment Coordinator Cheryl Welch. Absent was Alderperson Bob Brick.

GUESTS:

Troy Jansen from Gold Cross Ambulance Service, Dennis Miller and Beth Wenzel.

APPROVAL OF THE AGENDA:

Motion – Edinger moved to approve the agenda. Seconded by Van Frachen. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
SEPTEMBER 28, 2015:**

Motion – Van Frachen moved to approve the minutes of the September 28, 2015 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTIONS OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported there were 43 calls in the month of September. He reported they are taking more calls in the outside service areas. The ambulance staff is doing a good job at listening to the Police radio and notifying dispatch when Brillion Ambulance can help on calls.

2. 2016 Ambulance Agreement with Gold Cross Ambulance:

Gosz explained the agreement is an amendment to the current agreement between the City of Brillion and Gold Cross Ambulance. She explained that the amendment only reflects the changes to the original agreement based on the 2016 ambulance budget which was approved by the City Council on September 28, 2016.

Motion – Van Frachen moved to recommend to City Council the First Amendment to the Ambulance Service Agreement between the City of Brillion and Gold Cross Ambulance Inc. Seconded by Edinger. Call vote. Motion carried unanimously.

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3. 2016 Ambulance Agreement Between the City of Brillion and the Town of Brillion:

Gosz explained the agreement is based off the percentage of calls to the Town of Brillion which is 20%. She stated this is determined by using the average of the last 10 years of calls. The increase from 2015 to 2016 for the Town of Brillion amounts to \$408.00. Gosz report the Town Board will be acting on this agreement at their next meeting on October 13, 2016. She will be attending the Town Board meeting and will report back to the City Council on October 26, 2016 on the Town of Brillion action on the agreement.

Motion – Van Frachen moved to recommend to City Council to approve the 2016 Ambulance Agreement Between the City of Brillion and the Town of Brillion as presented. Seconded by Edinger. Call vote. Motion carried unanimously.

B. Police Department:

1. Review of Monthly Report:

No Report.

2. 2016 Agreement for Special Law Enforcement – Village of Reedsville:

Motion – Edinger moved to recommend to City Council the 2016 Agreement for Special Law Enforcement Services between the City of Brillion and the Village of Reedsville. Seconded by Sonnabend. Call vote. Motion carried unanimously.

C. Fire Department:

1. Review of Monthly Report:

No report.

D. Municipal Court:

1. Review of Monthly Report:

No report.

CITY BUILDINGS AND GROUNDS:

A. Review of Monthly Report:

No Report.

FINANCE AND PURCHASING:

A. 2016 Budget Review:

Gosz explained the first General Fund Expenditures/Detail packet (Prior to Cuts) includes all the operating budgets as proposed by Department Heads. The last page of this packet will show that in order to meet Expenditure Restraint, which amounts to \$25,942.00 in State Shared Revenue, the Council would need to cut \$36,138.00 from the operating budget. She then explained the second General Fund Expenditures/Detail packet (After Cuts) reflects cutting the \$36,138.00 to meet Expenditure Restraint. Gosz explained that she suggests moving \$9,500.00 from Department of Public Works operating budget line items for vehicle maintenance to Department of Public Works Reserve Equipment Repairs. This will allow unspent dollars to be carried over into subsequent years budgets. Gosz is recommending cutting \$3,800.00 for IT support account #51450-216. She explained this amount is now included in the Police Department budget line item for computer maintenance needs. Gosz explained she recommends trimming \$3,500.00

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from Department of Public Works line items. She explained the last cut was in Community Development cutting the Director position back to part-time as it currently is in 2015. Gosz explained the Expenditure Restraint is calculated based off of the Consumer Price Index increase from October 1, 2014 through September 30, 2015. She explained we will not have that final amount until the end of October, so this is not final.

Gosz next reviewed the General Fund Revenue/Detail budget line items. The General Fund Revenue/Detail packet is revenue after cuts were made to the operating budget to show the State Share Revenue amount, including expenditure restraint.

Gosz explained the packet labeled 5 Year Plan is what each of the Department Heads presented at prior budget workshop meetings. These amounts are included in the 2016 Capital/Reserve Budget packet. The last piece labeled 2016 Capital Reserves/Detail is the last page showing the Levy Limit worksheet. She explained in order to meet the State mandated levy limit we will need to cut \$600,000.00 from the levy, leaving \$123,548.00 for Capital/Reserve budget line items. She suggested that the Council review the 5 Year Capital Plans and look for cuts. She explained she reviewed each 5 Year Capital Plan and recommends keeping the following amounts in the 2016 budget;

Police Reserves	\$ 2,000.00	Tahoe Lease Agreement
Police Reserves	\$ 1,000.00	Taser Replacement
Fire Reserves	\$ 23,750.00	Equipment Replacement
DPW Reserves	\$ 17,000.00	Equipment Repairs/Maintenance
Stormwater Reserves	\$ 2,000.00	Hacker Road Dam Inspection Required by DNR
Snow & Ice Reserves	\$ 25,000.00	Road Salt for Snow Removal
Street Maintenance	\$ 24,500.00	Annual Chip Seal/Asphalt Cold Mix/Manhole Rep.
BCC Reserves	\$ 2,000.00	BCC Wall Removal
BCC Reserves	\$ 10,000.00	BCC Landscaping
Library Capital	\$ 1,700.00	Copier Lease Agreement
	\$108,950.00	

Gosz explained this would leave \$14,598.00 remaining. She explained these are her recommendations and the Council can make changes to any of the budget line items.

Mayor Deiter questioned the requirement of the DNR for inspecting the two dam structures. He also questioned the landfill monitoring required by the DNR. Gosz suggested these questions be discussed with Michelle Hase, Water Management Engineer from the DNR.

Discussions followed on the Department of Public Works capital plan for equipment replacement. Edinger stated he has contacted the Ariens Company to inquire on the use of a UTV. He explained there would be a cost to the City for use of this vehicle. It was suggested that the Fire Department 6-wheel may be used by the Department of Public Works.

Gosz reminded the Council of the goals established in the City Plan. She stated the Redevelopment Authority is working on plans to redevelop the downtown district. Welch explained she and Gosz met with a representative from the State Department of Administration on the possibility of the City applying for the Community Development Block Grant Public

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Facilities program (CDBG-PF). She explained that CDBG-PF program awards grants for 50% of total project costs up to a maximum of \$500,000, the City would need to have 10% of the funds available for the project, which would be \$50,000. She explained this grant opportunity could be used for the Main Street Square redevelopment project. She explained that the RDA has proposed this in the 5 Year Capital Plan for the 2016 budget.

Discussion followed on vacant buildings in the downtown district. Mayor Deiter voiced concern stating the City needs to move forward on improving our downtown. Nies stated as elected officials the Council needs to be responsible to the tax payers. She voiced concerns for budgeting for future big ticket items, i.e. fire truck replacements.

Welch explained she will be meeting in early November with the owner of the Main Street Square property. She stated the City needs to consider how to take care of vacant buildings. She stated the challenge is to grow the downtown and grow highway commercial, both are important to the future of the City. She explained the RDA will be meeting with representatives from East Central Regional Plan Commission at their next meeting on November 12th to discuss opportunities to expand the recreation trail system throughout the City.

Welch stated over the past years very little has been budgeted for Community Development budgets. She stated if the City Council is going to take Community Development for the City seriously then more needs to be included in budgets for Community Development projects. Welch asked the City Council to retain the \$50,000 in reserves to be used for the CDBG-PF grant application for the Main Street Square redevelopment project. Welch explained the project could include cost sharing opportunities with the RDA and inventors.

Fflug stated in 2014 Mr. Robert Endries attended a Plan Commission meeting where he stated his concerns with the Main Street Square and the old T&C Market space. She stated that Endries had commented at the time that there are people in the Brillion that want to help with this and there are financial opportunities, a plan for improvement needs to be established first.

Discussion followed on City codes regarding vacant properties. Mayor Deiter stated that the City needs to establish a pilot program for the downtown. We cannot let blight continue.

It was suggested to allocate the \$14,598.00 remaining to the RDA Main Street Square project. Welch stated the RDA would appreciate the \$14,598.00, however it would not be enough to meet the 10% funding for the CDBG-PF grant application.

It was recommended to allocate \$15,000.00 to Community Development Reserves for the RDA Main Street Square project. The final 2016 budget will be determined at the October 26th Committee of the Whole meeting once the final expenditure restraint amount is determined.

Dennis Miller stated he understands the Council's challenge to meet budget limits, however, he voiced concern that the Council doesn't lose sight of the conditions of some of the properties in the downtown.

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PERSONNEL:

B. Closed Session per W.S.S. 19.85 (1)(c)(e):

Motion – Edinger moved to go into closed session per W. S.S. 19.85 (1)(c)(e). Seconded by Nies. Call vote. Motion carried unanimously.

The Committee of the Whole went into closed session at 7:28 pm.

C. Open Session:

Motion – Van Frachen moved to return to open session. Seconded by Edinger. Call vote. Motion carried unanimously.

The Committee of the Whole returned to open session at 7:46 pm.

A. 2016 Wage/Salary Schedules:

Motion – Fhlug recommended to City Council to approve the 2016 Wage/Salary Schedules as presented with a 2% cost of living increase and disparity increase for the Police Chief and Police Lieutenant. Seconded by Nies. Call vote. Motion carried unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Sonnabend. Call vote. Motion carried unanimously. The meeting adjourned at 7:47 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer