

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**August 8, 2016**

**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 Bob Brick, Mel Edinger, Crystal Fflug, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were Deputy Clerk/Treasurer Joy Buboltz, City Librarian Chris Moede, Community Development Director Cheryl Welch, Park & Recreation Director Ann Marx, and Police Chief JoAnn Mignon.

**GUESTS:**

Amy Vaclavik from McMahon, Paul Much from MCO, Pete Litersky from MCO, Troy Jansen from Gold Cross Ambulance Service, DPW Working Leadman Dennis Jandrey, Eric Burch from the Brillion Fire Department, Joey Diener from the Brillion Fire Department, Linda Deiter, and Rick Hermus from the IPR Group.

In attendance at this meeting from the Water & Sewer Utility Commission were Leonard Kopidlansky, Dan Mertens, Mary Jo Krueger, Dave Schwahn, Joe Levash, and Jeff Wittmann.

**APPROVAL OF THE AGENDA:**

**Motion** –Sonnabend moved to approve the agenda. Seconded by Edinger. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
JULY 11, 2016:**

**Motion** – Brick moved to approve the minutes of the July 11, 2016 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTION OF PERSONS & PROPERTY:**

**A. Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 29 calls in July; 18 calls in the City of Brillion, 7 calls in the Town of Brillion, 2 calls in the Town of Woodville, and 2 calls outside of the area. There were three (3) No Transport calls with 1 being no medical attention needed, 1 standby call, and 1 lift assist. He reported to date there have been two (2) calls. Typically the months of July and August are slow. In September and October calls seem to increase.

Jansen reported the Financial Report for July shows we are \$11,600 in the positive.

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**B. Police Department:**

**1. Review of Monthly Report:**

Police Chief Mignon reported on the following:

- Server issue.
- Dealing with the Pokémon craze.
- Officer Ben Bastian has completed his Family Medical Leave request. The Police Department is now at full staff. Officer Schneider is in his final phase of his training.
- National Night Out will be held on Tuesday, August 9<sup>th</sup> at the Brillion Community Center.

Edinger expressed concern with children not being properly secured in golf carts while driving around the City. Chief Mignon stated that verbal warnings have been given on this. The Police Department continues to monitor this.

Chief Mignon reported the biggest issue so far at the ATV Park is dirt bikes. Those individuals were advised that dirt bikes aren't allowed in the ATV Park. Those individuals were asked to leave the Park, which they did.

**C. Fire Department:**

**1. Review of Monthly Report:**

No report.

**2. Fire Department Service Reimbursement Ordinance:**

Mayor Deiter stated there appeared to be some "gray" areas in the proposed ordinance. He spoke with the Fire Chief and the Fire Department is working on clarification in that proposed ordinance.

**D. Municipal Court:**

**1. Review of Monthly Report:**

No report.

**PERSONNEL:**

**A. Organizational Analysis Report:**

Mayor Deiter introduced Rick Hermus, Senior Account Representative for the IPR Group, to those present.

Hermus gave a Power Point presentation on a proposed Organizational Analysis for the City of Brillion. He stated the IPR Group was contacted by the City to conduct this Analysis. He explained this report does not include a review of City personnel, an efficiency study, or recommendations on programs and services for the City of Brillion.

Hermus reported that the IPR Group did a comparison of Staff from other communities similar in size of the City of Brillion. It was found that the average number of employees reporting directly to the Administration in the other compared communities was seven (7); Brillion has eleven (11). Data shows that the City of Brillion and the Public Works Departments have a lower rate of employees than compared to the communities similar in size of the City of Brillion.

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Hermus presented comparable data results for the City of Brillion to the other comparable communities. It was found that the City of Brillion spends more on Parks and Recreation than the other communities. It is understood that the Brillion Community Center adds a unique challenge to the City. The data points to a very high staffing level in the Parks and Recreation.

Hermus stated that it is understood that the Brillion Public Library is governed by the laws of the State of Wisconsin and the Library Board has jurisdiction over the operation, staff, and budget. However, it was found that data supports organization changes to the operation structure of the Brillion Public Library.

Hermus presented his recommendations:

- Create a Public Works Director position or a similar Management position.
- Transfer the Ambulance contract supervision to the Chief of Police.
- Streamline the Park & Recreation/Aquatic positions.
- Hire a seasonal Assistant Aquatic Coordinator.
- Partner with the Brillion School District on programming.
- Reorganize the “Building Supervisor” position for productivity/efficiency.

Hermus presented his recommendation to the Administrator/Clerk-Treasurer position job duties:

- Transfer the Public Works duties to the Public Works Director.
- Transfer contract services administration to the other Departments Management.
- Assume the Community Development responsibilities, whenever the position becomes vacant.
- Oversee the contract for the operation of the Community’s Redevelopment Authority. He suggested that Eric Fowel from East Central Wisconsin Regional Partnership could oversee this.

Other recommendations include:

- Eliminate the part-time Building Inspector position when that position becomes vacant.
- Eliminate the Community Development position when that position becomes vacant.

### **Questions/Discussion:**

Mayor Deiter asked if there were questions for Hermus. Edinger stated he likes what was presented but asked with going with some of these recommendations would it cost the City more. Hermus stated he did take the costs into consideration, however, with eliminating some of the positions when they become vacant and contracting out some of those services and running programs with the School District will free up money. Hermus stated he did not conduct a cash analysis on this.

Hermus suggested that the City meet with the School District at least once a year to discuss each other’s challenges. Wenzel asked if, similar to the School Liaison Officer Program, there would be programs through the State the City and School District could work together on. Hermus stated there are opportunities out there in which some programs could be funded through the School and the School could get funding for it through the State. These programs would have to have an education component to it. Shafran stated that other School Districts could then be brought into this opportunity too.

Approved

Mayor Deiter asked who the Fire Department would report to in this Analysis. Hermus stated the Fire Chief could report to the City Administrator.

Wenzel asked what the median wage range would be for a Public Works Director. Hermus stated it would depend on the size of the community.

Mayor Deiter reminded those present that the Analysis is for budgeting purposes only. The City is not trying to eliminate positions, but is trying to make personnel more efficient. Wenzel stressed that we need to know our options and the cost of those options. Mayor Deiter stated he feels the City needs to look at this Analysis for consideration.

Krueger asked Hermus if he looked at the City of Brillion compared to other communities on the amount of contracted services that is done. She feels that the City does contract out for quite a few services. She asked if the City of Brillion contracts out for services more than any other communities our size. Hermus stated he did think so.

Mayor Deiter stated he feels the City can't stay status quo, but that they should look at some changes in the future.

## **CITY BUILDINGS AND GROUNDS:**

### **A. Capital Improvement Plan:**

#### **1. Utility Capital Improvement Plan:**

Vaclavik distributed a Capital Improvement Plan/2016 Summary report for the Wastewater Treatment Facility, the water distribution system, and for future projects. She also distributed the I/I Reduction Plan that was updated in June 2016.

Vaclavik reported that City Administrator Gosz and she met with a representative from Rural Development on funding options. They were told from Rural Development that the City could be eligible for up to 45% funding for projects. Rural Development only provides funding options for water and sewer projects, not street projects. However, they would fund for a street related to a utility project.

Vaclavik explained that Rural Development allows a community to combine projects and pays for the project at the end. She stated the 2017 Project would be eligible for a Rural Development loan.

Discussion followed on which projects should be done first. Sonnabend stated he feels it is important that the loop west of the City be done due to the amount of industry in that area of the City. Krueger agreed that needs to be done, but feels that is a lower priority item than some of the other projects listed.

Vaclavik stated the City could receive a 45% grant and the rest of the project costs could be done through a low interest loan through Rural Development. Rural Development would need to know how much of a loan is needed before the project would start.

Approved

Schwahn asked if there are any stipulations in the grant or loan that the City should be made aware of to shy away from this type of grant. Vaclavik stated that a Rural Development grant/loan will not cover costs for street repairs or street reconstruction. Levash asked how big the project should be for Rural Development to consider. Vaclavik stated several \$100,000 and suggested doing the most crucial projects first.

Mayor Deiter stated it is important to keep moving on this.

The Utility Capital Improvement Plan will be discussed at the August 15<sup>th</sup> Utility meeting with a recommendation to the City Council at their August 22<sup>nd</sup> meeting.

## **2. City Capital Improvement Plan:**

Tabled.

### **B. Regional Storm Water Utility - Update:**

Mayor Deiter stated the next meeting will be held on August 24<sup>th</sup> at 6:00 PM. At this meeting the group will be looking at setting up a Committee and creating by-laws.

### **FINANCE AND PURCHASING:**

No report.

### **NEW BUSINESS:**

Shafran distributed a flyer on a presentation called "Paper Tigers" that will be held on August 17<sup>th</sup> at 6:30 PM at the Brillion High School EPAC. She invited everyone present to attend.

Wenzel stated she did talk to Glen Braun from the Deer Run Golf Course regarding the road at the City Cemetery. Braun informed her that he will be bringing in more dirt at the end of September/October. After that he will be willing to assist with the City on the appearance.

### **ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 7:37 pm.

Joy L. Buboltz  
Deputy/Clerk-Treasurer