

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

September 12, 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 City Administrator/Clerk-Treasurer Lori Gosz, Fire Chief Rich Janke, and Police Chief JoAnn Mignon.

GUESTS:

Mark Fredrickson and Troy Jansen from Gold Cross Ambulance Service and Police Captain Kirk Schend.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
AUGUST 22, 2016:**

Motion – Sonnabend moved to approve the minutes of the August 22, 2016 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

GUESTS:

A. Manny Vasquez – Fox Cities Regional Partnership:

Manny Vasquez gave an update on the Regional Partnership. The Partnership is approaching five (5) years. Since then unemployment has dropped to about 4% in the region. Job growth is from existing businesses that are expanding. Trying to fill those jobs is the challenge. Talent Upload is a program designed to fill skills gap. Because of the City's ongoing support they are able to have this type of program and had 159 students participate and 50 placed in jobs. Arians has been asked to participate. They hope to have 100 students participate this fall.

The Regional Partnership continues to work with site selectors to follow through on leads for real estate for new businesses.

They have compiled data that shows more than 20% of Calumet County residents are employed in Outagamie or Winnebago Counties. This paints the picture that regionalism is important.

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Fox Cities Regional Partnership can help with job fairs for business closings to help employ people.

PROTECTION OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Fredrickson reviewed the new layout for the Monthly Operation Report.

Jansen gave a staff update.

2. 2017 Ambulance Budget:

Fredrickson reviewed the 2017 Budget with the Committee. The Budget would be decreased by .27% in subsidy agreement from last year. Fredrickson explained the Capital items they would like to request for 2017. The Ambulance Agreement will be drafted based on this proposed budget.

B. Police Department:

1. Review of Monthly Report:

Police Chief Mignon gave a verbal Monthly Report.

C. Fire Department:

1. Review of Monthly Report:

Chief Janke gave a verbal Monthly Report.

D. Municipal Court:

1. Review of Monthly Report:

The Monthly Report was reviewed by the Committee.

CITY BUILDINGS AND GROUNDS:

A. Regional Storm Water Utility - Update:

Gosz gave an update from last month. She reported the next meeting will be held on Wednesday, September 21st at 6:00 PM at the Brillion Community Center.

FINANCE AND PURCHASING:

A. 2017 Budget Review:

1. Fire Department:

Chief Janke reviewed the fire apparatus and equipment replacement schedule. He explained the radios may be up for replacement County wide in 2018.

Gosz explained the budget worksheet shows all that were submitted by the Department Heads. She suggested the City Council keep items in mind for possible budget cuts.

Fire inspections were questioned. Chief Janke explained the procedure for building fire inspections.

2. Police Department:

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Chief Mignon reviewed the Operation Budget for the Police Department. She explained she used the projections from the 5 Year Plan done by Ehlers for increases in 2017. She explained she adjusted amounts she knew needed to be changed.

Chief Mignon and Captain Schend explained the vehicle replacement. Schend explained the 2009 Impala needs to be replaced. The plan is to replace it with a Chevy Pickup because the Police field is constantly changing. He explained the equipment could be used in the new vehicle. He explained most of the current equipment is from 1999 and have come to the end of its use.

Wenzel questioned the idea of replacing with a truck. Schend explained the Impala is being discontinued for squad use and trucks and Tahoe's are being used more because of their versatility. Wenzel questioned the difference in price from car to truck. Mignon stated the truck is less than a car.

Mayor Deiter stated his opinion is to go with a truck. There is less maintenance and more room. Wenzel suggested replacing the squad with the best option with the budget available to meet the needs of the Department.

3. General Government/Administrator/Clerk-Treasurer:

Gosz reviewed the General Government/Administrator/Clerk-Treasurer budgets. She explained the change in allocation of the Administrator wages reflects the hiring of a DPW Director which will result in less time allocated to water/sewer for the Administrator.

4. Municipal Court:

Gosz reviewed the Municipal Court Budget with the Committee.

5. Department of Public Works:

Gosz reviewed the DPW Budget. She explained the budget includes wages/benefits for the hiring of a DPW Director. She stated the majority of the operating costs show no increase.

Gosz reviewed the Capital/Reserves for the DPW. She pointed out that \$5,000 was allocated in Reserves for the road at the Community Cemetery. She suggested this amount may need to be increased. She will get prices for repair.

Gosz explained she included Reserves for maintenance of Spring Creek, Black Creek and the City Pond.

PERSONNEL:

A. Closed Session:

Motion – Edinger moved to go into Closed Session. Seconded by Wenzel. Motion carried.

The Committee of the Whole went into Closed Session at 7:46 PM.

B. Police Union Contract:

Motion – Wenzel moved to recommend to City Council to approve the tentative agreement between the City of Brillion and Teamsters Local 662, Police Department. Seconded by Shafran. Motion carried.

Approved

C. Organizational Structure – Public Works Director Position:

No action.

D. Open Session:

Motion – Sonnabend moved to return to Open Session. Seconded by Nies. Motion carried.

The Committee returned to Open Session at 8:19 PM.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn. Seconded by Nies. Call vote. Motion carried unanimously. The meeting adjourned at 8:20 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer