

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**October 10, 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 Mel Edinger, Crystal Fhlug (arriving at 6:05 PM), Betty Nies, Vicki Shafran, and Wally Sonnabend. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Assistant Fire Chief Eric Burich, Park & Rec Director Ann Marx, and Librarian Chris Moede.

**GUESTS:**

Mark Fredrickson and Troy Jansen from Gold Cross Ambulance Service and Beth Wenzel.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
SEPTEMBER 26, 2016:**

**Motion** – Sonnabend moved to approve the minutes of the September 26, 2016 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTION OF PERSONS & PROPERTY:**

**A. Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 37 responses in September of which 23 responses were in the City of Brillion, 9 responses in the Town of Brillion, and 2 responses in the Town of Woodville.

**2. 2017 Ambulance Agreement with Gold Cross Ambulance:**

Fredrickson reviewed the 2017 Agreement for ambulance services between the City of Brillion and Gold Cross Ambulance.

**Motion** – Edinger moved to recommend to City Council the 2017 Agreement with Gold Cross Ambulance as presented. Seconded by Nies. Motion carried.

**3. 2017 Ambulance Agreement Between the City of Brillion and the Town of Brillion:**

Gosz explained the Town of Brillion amount went down because the Town of Woodville will be charged based on average calls, paying their fair share.

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Wenzel questioned the response times to the Townships. She suggested this should be pointed out to them if they ever consider pulling out of the ambulance service agreements.

**Motion** – Sonnabend moved to recommend to City Council the 2017 Ambulance Agreement between the City of Brillion and the Town of Brillion. Seconded by Shafran. Motion carried.

**4. 2017 Ambulance Agreement Between the City of Brillion and the Town of Woodville:**

**Motion** – Wenzel moved to recommend to City Council the 2017 Ambulance Agreement between the City of Brillion and the Town of Woodville. Seconded by Sonnabend. Motion carried.

**B. Police Department:**

**1. Review of Monthly Report:**

No report.

**2. 2017 Agreement for Special Lawn Enforcement – Village of Reedsville:**

Gosz explained the Village of Reedsville requested an increase of \$800 in the contract to be allocated to wages.

**Motion** – Sonnabend moved to recommend to City Council the 2017 Agreement for Special Law Enforcement between the City of Brillion and the Village of Reedsville. Seconded by Wenzel. Motion carried.

**C. Fire Department:**

**1. Review and Approval – Sale of Fire Equipment - Tenders:**

Bids were reviewed. Two bids were received for each truck.

Assistant Fire Chief Burich stated the new truck will be received by the end of the week. Edinger asked if the bids received are a fair price. Burich stated yes, they were anticipating \$12,000.00.

**Motion** – Wenzel moved to recommend to City Council the bid received from Paul Ridder for \$15,511 for the 1992 International and from Tom Knobbe for \$15,511 for the 1993 International. Seconded by Nies. Motion carried.

**D. Municipal Court:**

**1. Review of Monthly Report:**

The Monthly Report was reviewed by the Committee.

**CITY BUILDINGS AND GROUNDS:**

**A. Review of Monthly Report:**

No report.

**FINANCE AND PURCHASING:**

**A. 2017 Budget Review:**

Approved

Mayor Deiter stated he would like to thank City Administrator Gosz for the work she did to simplify the 2017 Budget packet for the Committee's review. He stated it is not an easy task to prepare the budget with less money coming from the State.

Gosz explained she separated the budget packet into sections to help for review. She explained each section with the Commission.

Gosz explained the General Fund Operating Budget is drafted to include moving forward with the new Organizational Structure. She explained the Community Development budget does not include filling the Community Development position, but a line was added for \$25,000 for RDA Consultant Services. She explained this was a recommendation from the Organizational Analysis Report. She explained the RDA is committed to continue their work on the Downtown District and strongly encourages the City Council to support their efforts by budgeting for an RDA Coordinator.

Nies voiced concern of leaving all amounts for staffing as proposed in the Organizational Analysis Report in the 2017 Budget. She stated if it is budgeted then those positions will just be filled. Gosz assured no position would be filled without City Council approval first. She is proposing to leave the amounts in the budget so that the City Council has the budgets available to fill positions in the new Organizational Structure should the need arise. She explained if the money is not spent it will go back to the General Fund balance.

Gosz explained in order to meet the levy limit she pulled \$50,000 from the General Fund Surplus funds. She suggested this is not something we should do every year, however, over the past two (2) years we were able to increase the General Fund balance.

Nies stated she doesn't believe we need \$25,000 for a consultant for the RDA. She suggested we step back and look at the overall City needs with the closure of the Brillion Iron Works. Wenzel disagreed stating we need to move forward with the City. Fhlug stated in her discussions with constituents the Redevelopment of the Downtown is very positive, people are intrigued. Shafran agreed this will help build up the City. She stated the closure of the Brillion Iron Works is hard, but we need to build our community and keep moving forward. Mayor Deiter stated we have other businesses that have needs and we want them to stay here. We have to move forward and show this to the community that we care.

Gosz explained after entering all of the Capital/Reserve requests submitted by the Department Heads, the overall budget was \$400,000 over the levy limit requirement. She explained in order to meet the State imposed levy limit she is proposing to keep the operating budget as drafted and develop a plan to finance some of the Department Capital/Reserve requests by borrowing and some to postpone to future budget years. Edinger questioned the squad replacement. Gosz explained it was postponed until 2018. The Tahoe will be paid off in 2017. A brief discussion followed on the replacement plan for the squads.

Gosz stated the Park & Recreation Commission proposed a number of facility improvements for the BCC and Parks. She suggested the City Council may want to consider borrowing for these items to complete them versus putting them off and hoping something doesn't fail.

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Gosz explained the proposed budget shows that it is \$21.00 below the levy limit. She explained the levy limit worksheet allows an increase for new debt service. This allows cities to borrow for capital needs and still meet the levy limit.

Fhlug stated we should look at the City like maintaining our own personal property. It is ok to borrow as long as you have the means to pay the debt. Nies questioned if we need to replace the fire trucks as often as we do. Wenzel suggested we need to look at what Capital items can be repaired to prolong if necessary. Nies stated we need to be fiscally responsible with the budget so we don't set ourselves up to fail.

**Motion** – Edinger moved to recommend to City Council the 2017 Budget as proposed and to set a Public Hearing for November 28, 2016 at 6:45 PM. Seconded by Sonnabend. Motion carried.

Wenzel stressed the importance of continuing with Capital planning City wide.

**B. Capital Improvement Plan:**

**1. Utility Capital Improvement Plan:**

No action.

**2. City Capital Improvement Plan:**

No action.

**PERSONNEL:**

**C. Closed Session:**

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

The Committee of the Whole went into Closed Session at 6:56 PM.

**D. Open Session:**

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

The Committee returned to Open Session at 7:44 PM.

**A. Organizational Structure – Phase 2 - Transition:**

**Motion** – Edinger moved to recommend to City Council the Organization Structure Phase 2 Transition with the hiring of a full time Department of Public Works Director, contract for Building Inspector for building inspections only, Zoning Administration responsibilities would be the responsibility of the Public Works Director, not fill the Community Development position with those duties and responsibilities would be taken on by the City Administrator, the Police Chief will take on the role of Emergency Management Director and oversee the Ambulance Service Contracts, and to not fill the RDA Consultant at this time. Seconded by Fhlug. Motion carried.

The new Organizational Structure will take effect January 1, 2017.

**B. 2017 Wage/Salary Schedules:**

Approved

**Motion** – Wenzel moved to recommend to City Council the 2017 Wage/Salary Schedules as proposed. Seconded by Shafran. Motion carried.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Fhlug moved to adjourn. Seconded by Edinger. Call vote. Motion carried unanimously. The meeting adjourned at 7:45 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer