

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

September 22, 2014

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 Fhlug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Fire Chief Rich Janke, Park & Recreation Director Ann Marx, and City Librarian Chris Moede.

GUESTS:

Amy Vaclavik from McMahon, Mark Owens from the Brillion Radio, and Troy Jansen from Gold Cross Ambulance Service.

APPROVAL OF THE AGENDA:

Motion – Nies moved to approve the agenda. Seconded by Wenzel. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
SEPTEMBER 8, 2014:**

Motion – Sonnabend moved to approve the minutes of the September 8, 2014 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund= \$123,737.37:

Motion – Edinger moved to recommend to City Council the approval of the General Fund vouchers in the amount of \$123,737.37. Seconded by Brick.

Wenzel questioned the storm sewer cleaning. Gosz explained this is done annually.

Call vote taken. Motion carried unanimously.

B. Reserves = \$3,975.20:

Motion – Edinger moved to recommend to City Council to approve the Reserve expenditures in the amount of \$3,975.20. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

C. Contingency=\$5,050.00:

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Motion – Van Frachen moved to recommend to City Council to approve expenditures from the City’s Contingency Fund in the amount of \$5,050.00. Seconded by Edinger. Call vote taken. Motion carried unanimously.

D. TIF Expenditures=\$538.70:

Motion – Brick moved to recommend to City Council to approve TIF expenditures in the amount of \$538.70. Seconded by Fhlug. Call vote taken. Motion carried unanimously.

B. Review of License Applications:

1. Operator Licenses: New – Courtney Orth, Wendy J. Allen:

Motion – Edinger moved to recommend to City Council to collectively grant an Operator License to Courtney Orth and Wendy J. Allen. Seconded by Wenzel. Motion carried unanimously.

C. Review of Payroll:

Motion – Sonnabend moved to recommend to City Council to collectively approve the September 5, 2014 and the September 19, 2014 payroll. Seconded by Nies. Call vote. Motion carried.

D. 316 & 318 S. Francis Street – Special Assessment Request:

Mayor Deiter explained the homeowner at 316 & 318 S. Francis Street is requesting a longer period of time to repay his special assessment to 7-8 years instead of the 5 years allowed per the City’s Special Assessment Policy.

Gosz explained the request is being made because the property owner attended a Public Information Meeting in January of 2013 where it was stated that the City would work with property owners on their special assessments. Mayor Deiter explained the intent of working with the property owners was changing the Special Assessment Policy from 3 years to 5 years. This is how the Utility Commission would work with the property owners.

Edinger questioned what happens after the 5th year if the property owner still has a balance due. Gosz explained the remaining balance would then be applied to the property tax bill. Edinger commented this would actually give the property owners 6 years to pay.

Van Frachen recommended following the City’s Special Assessment Policy of a 5 year payment. Nies agreed stating the City will need to use the payment as a revolving fund for future projects.

Motion – Nies moved to recommend to City Council to deny this request. Seconded by Wenzel. Motion carried unanimously.

E. 2015 Budget Review:

1. Brillion Community Center/Park/Recreation/Aquatic Budgets:

Marx explained the Park & Recreation Commission suggested an increase in gas/electricity expenditures.

Edinger questioned the projected revenue which is lower than last year. Marx explained she is having a hard time finding instructors for programs. Edinger voiced concern of losing the focus

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of the goal made in 2012 to reduce the levy for the Brillion Community Center to \$150,000.00. He asked if there is a plan to increase revenue. Marx stated they are looking at different programs, but if we can't find instructors we can't run the programs. Edinger stated \$228,000 is higher than the \$150,000 we projected a few years ago. Edinger would like to see the Park & Recreation Commission develop a plan to increase revenues to keep the levy down.

Edinger commented on the Capital plans for improving areas. Marx stated she has put funds in the budget to start savings for Capital projects.

Gosz explained the City Council and the Utility Commission focused on the infrastructure needs in the 5 year Financial Management Plan because of the I/I Reduction mandated by the DNR. However, the City Council will need to keep in mind the other Capital needs of departments and how those needs will be financed. This will need to be monitored each year.

2. Department of Public Works Budget:

Gosz explained the Operating Budget reflects the projects in the 5 year Financial Management Plan. Staff then changed line items to what they are expected to spend. She explained changes were made to the DPW Budget for 2015 based on projects the DPW Leadman wants to complete. She stated the bi-annual Sidewalk Maintenance Plan is included in the 2015 Budget.

Mayor Deiter suggested looking at equipment rental. He suggested keeping the larger pieces of equipment and lease smaller equipment as needed. Gosz stated the DPW Leadman is looking into this option.

Van Frachen suggested changing out light fixtures in the buildings to reduce electricity costs. Gas should be the same, but electricity costs will be increasing. He stressed conserving on electricity costs.

The DPW Equipment Inventory was reviewed. The 1990 Dump Truck is proposed to be replaced in 2015. Mayor Deiter stated the box on the Vac-All Street Sweeper can be refabricated by DPW Staff. He stated we have qualified staff to repair the equipment.

The cost to operate the street sweeper was discussed. Gosz explained the City receives revenue for the street sweeper from surrounding communities. The DPW Leadman sweeps their streets and charges for the service. It was suggested to total the revenues received for street sweeping services and put it in Reserves to offset equipment repair/replacement needs.

Gosz reported she received the 2015 Health insurance rates. The costs decreased from 2014.

Edinger questioned compost and if sold. Gosz stated yes it is sold when requested.

3. Library Budget:

Van Frachen questioned the revenue received from the County. Moede explained the Library revenue from the County fluctuates each year based on rural use. She pointed out new energy controls show a savings in energy costs.

Edinger questioned the Capital amount for the copier. Moede stated it is a 5 year lease.

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Fhlug questioned the replacement of the computer chairs. She asked if the old chairs are sold or disposed of. Moede stated it depends on the shape they are in.

PROTECTIONS OF PERSONS & PROPERTY:

Troy Jansen, Gold Cross Ambulance Service, reported they are collecting more than what they were anticipating for write offs. Call volume is up. In the last 2 months there were almost 40 calls per month.

CITY BUILDINGS AND GROUNDS:

A. 2015 Road Maintenance Agreement – Town of Brillion:

Mayor Deiter explained the change proposed by the Town of Brillion for Round Lake Road and the Well #5 open cut area.

Motion – Edinger moved to recommend to City Council to approve the 2015 Road Maintenance Agreement with the Town of Brillion as presented. Seconded by Sonnabend. Motion carried.

PERSONNEL:

Mayor Deiter reported interviews for the Community Development Director applicants will begin soon.

NEW BUSINESS:

Van Frachen commented on the parking of the teachers on Main Street and Madison Street because of the parking changes made at the Middle School.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:54 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer