

**SPECIAL CITY COUNCIL
MINUTES**

August 14, 2017

Brillion Community Center

6:00 pm

CALL TO ORDER:

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

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Carrie Wenzel, Joe Levash, Betty Nies, Tim Hanson, Mel Edinger, Wally Sonnabend, and Vicki Shafran. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, Park & Recreation Director Ann Marx, Library Director Chris Moede, Police Chief Joann Mignon, and Fire Chief Joey Diener.

Guests:

Mayor of New Holstein Diane Reese, Joe Behnke, Dennis Miller, Eric Burich, Troy Jansen from Gold Cross and David Nordby Editor for the Brillion News.

APPROVAL OF THE AGENDA:

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

CITIZEN INPUT:

Mayor Deiter recognized Diane Reese the Mayor of the City of New Holstein as a guest.

PROTECTION OF PERSONS AND PROPERTY:

A. Ambulance Report:

1. Review of Monthly Reports:

Jansen reported there were 49 calls for the month of July, eleven were outside of the ambulance service area. There were 32 calls in the City of Brillion. Year to date there are 256 calls total.

Jansen reported on Unit 17, the rig is still having mechanical issues. He reported that demo rigs are being looked at and hopes to have options for replacement at the September Committee of the Whole meeting. Chief Mignon stated there are also funding options being considered.

B. Police Department:

1. Review of Monthly Report:

Police Chief Mignon reviewed her monthly Police Department Report with the Council. She reported the Police Department has successfully completed the 2017 TIME system audit.

C. Fire Department:

1. Review of Monthly Report:

Fire Chief Diener reviewed his monthly Fire Department Report with the Council and highlighted the following;

- There were 5 calls in the month of July.
- The Fire Department is still working with Gold Cross on responding to ambulance calls on HWY 10.

- Training for the month of August.
- Assistant Chief Ted Petrie has submitted his official date of retirement for November 30, 2017. Promotions due to Petrie's retirement within the Department will follow.

D. Municipal Court:

1. Review of Monthly Report:

Monthly Report was reviewed by the Committee.

CITY BUILDING AND GROUNDS:

A. Review of Monthly Report:

Geiger reported on the following:

- WISLR PASER training he recently attended for evaluation of streets. This is for street surfaces only. There is new software enhancements that allow for estimating budgets for street repair/replacements. This will help to identify future capital street projects.
- DPW employee updates.
- DPW staff are working on the west side of the City painting crosswalks and curbs.
- Geiger is working with McMahon on the new GIS system.
- The Community Cemetery Road project is ready for final compaction and grading before asphalt paving.
- 2017 Mini-Storm Sewer Project update.
- There is a meeting scheduled for Thursday, August 17th with the DNR to discuss the Brillion Marsh. The meeting will be held at the Brillion Community Center.

B. Brillion Community Center Roof Project – Award Contract:

Geiger reported the recommendation from the Park & Recreation Commission is to contract with Northeast Roofing, Inc. for \$69,000.00 for the Youth Center roof and \$3,000 to replace the roof drains.

Motion – Shafran moved to award the contract to Northeast Roofing Inc. for \$72,000.00 for the Brillion Community Center Roof Project. Seconded by Edinger.

Wenzel questioned if the contract is less than what was included in the 2017 borrowing, how that unused borrowing can be spent. Gosz explained it can be spent only on facility improvements for the Brillion Community Center.

Roll call vote. All in favor. Motion carried.

C. Donation – Brillion Athletic Association and Peters Foundation:

Geiger explained the donation is for the Little League field and fencing. Dennis Miller from the Brillion Athletic Association was present and explained the cost for the field is \$15,000.00 and the fencing is \$20,000.00. He explained the plan is to complete the field in 2017 and the fencing in 2018. Miller explained the Brillion Athletic Association is making the donation because they received additional funding from the Peters Foundation to get the field and fencing completed by 2018. Miller further explained how the field is planned to be laid out. There will still be approximately 80 ft. on the south west side for a soccer field.

Geiger explained because the City borrowed money for this project, State law does not allow the City to piece out the project to get the field done now and the rest at a later date. Because the field and fencing will be done by donation the City cannot sue City money to help with the cost for the field and fencing. However, the City will use the borrowed money to complete storm water drainage, sidewalk paving, new bleachers and other project costs.

Motion – Nies moved to accept the donation from the Brillion Athletic Association for the new Little League Baseball field and fencing. Seconded by Shafran. Roll call vote. All in favor. Motion carried.

Wenzel reported that a new resident commented to her how nice our City parks are.

Mayor Deiter thanked the Brillion Athletic Association for the work they do on Peters Park. Shafran reported the Park & Recreation Commission is now meeting twice a month and will be meeting next at Horn Park to consider park improvements.

FINANCE AND PURCHASING:

A. 2018 Budget Preparation:

1. Council Goals/Objectives for 2018:

Gosz explained as the Council begins the 2018 budget preparation, she would like the Council to consider their goals and objectives for 2018 and beyond. She explained in past years the Council set goals established in the 2006 Strategic Plan, which were revised in 2012 and again in 2014. Also, in 2015 the City Council adopted a City Plan, which was created with the help of the City Plan Commission and Redevelopment Authority Commission.

Gosz stated to be effective goals should be simple, measurable, achievable, realistic and have a time line (SMART). She explained in an effort to start the Council's discussion on the goals for 2018 and beyond, she took the goals identified in the 2014 budget and prepared five possible goals for the Council's consideration. Each goal would be simple and short. Each goal would have Key Objectives that would be achievable, realistic, measureable, and have time lines established, these objectives can be changed over time.

Gosz began the discussion with the first goal; *Maintain Strong Organization: The City of Brillion is committed to making and implementing policy decisions in a value-added manner by adopting sound management practices.* Edinger suggested continuing efforts to share services with surrounding communities and that ways to operate using LEAN processes should be added as a Key Objective. Discussion followed on ideas to operate the City in LEAN processes. Use of computers for Council meeting packets was suggested. Wenzel suggested to list as an objective to encourage City Departments to continue communications with surrounding departments on share services.

Gosz continued to identify Key Objectives for the first goal. She suggested more training opportunities for elected officials, pointing out the Council members are the policy makers and they need to be aware of changes in State and Federal legislation that may affect the City. Another objective for this first goal is to utilize local resource people who can provide assistance,

education and insight. Gosz pointed out this is already being done with the two RDA projects. Levash stated he feels the first goal is a good goal.

Gosz continued with the second goal; *Focus on Improving and Maintaining Infrastructure and City Owned Facilities: The City of Brillion is committed to improving and maintaining functionally appropriate infrastructure and facilities to serve the needs of its citizens and serves.* Gosz explained Key Objectives include developing and maintaining long range financial plans for capital improvements; Meeting with State agencies to reduce restrictive mandates; Go Green opportunities; Continuing to work with and support the RDA on redevelopment projects. Geiger pointed out that the P3 project the RDA and IPR Group are working on for the Downtown Redevelopment is a new approach that the City will be taking the lead on.

Gosz continued with the third goal; *Maintain Strong Fiscal Health: The City of Brillion will maintain fiscal responsibility of use of public funds for current and future community needs.* Gosz explained Key Objectives include communicate with area communities with a focus on shared services and potential regionalization efforts; evaluate opportunities for alternative funding sources; and grow tax base. She pointed out that the City Council is already looking at these objectives by considering a Wheel Tax or Levy Limit Increase referendum for funding street projects.

Gosz continued with the fourth goal; *Support Community & Economic Development: The City of Brillion will encourage planned community and economic development to promote the quality of life and economic vitality of the entire community.* Key Objectives include; enforcement of City Zoning Code and compliance with County, State and Federal requirements; continue communications with Town of Brillion following objectives in the 20 Year Comprehensive Plan; support industrial development; support residential development; promote community unity be working together, support of local events.

Gosz finished with the fifth goal; *Maintain Public Health, Safety & Welfare: The City of Brillion will strive to protect the lives and property of our residents, visitors and businesses.* Key Objectives include; continue with cooperative agreements with neighboring communities for public safety services; continually evaluating new opportunities for delivery of public safety services. Gosz stressed this as an important goal. Chief Mignon stated crime has no boundaries. Mayor Deiter agreed stating we needs to keep our residents safe and keep crime out of our City.

Gosz suggested the Council continue working on this list of goals to be finalized with the adoption of the 2018 budget.

2. Consider Revenue Sources for Street Capital Improvement Projects:

Gosz presented the following options for consideration for revenues sources to fund street improvement projects.

A. Wheel Tax:

Gosz explained there are approximately 3,489 vehicles in the City of Brillion registered each year. If the City would impose a \$20.00 Registration fee, less the .17 cent WisDOT charge per registration fee, the City would generate approximately \$69,186.87 per year. If a Wheel Tax is

considered it would take approximately 5 years to generate enough revenue to fund one street project.

B. Levy Limit Increase:

Gosz explained she did some research on communities that have increased their levy limit by referendum and found the Town of Buchanan passed a referendum in 2014 for an ongoing bases to increase their levy by \$350,000 each year to fund road improvement projects. She prepared for the Council's consideration a spreadsheet showing the affects on taxes should the Council consider a Levy Limit Referendum to fund street improvements, similar to the Town of Buchanan.

Gosz explained that per the information from the League of Wisconsin Municipalities, the timing of a Levy Limit Referendum states that a municipality may hold a referendum to exceed the levy limits only at the partisan primary in August or the November general election. The reason being is that the Wisconsin Department of Revenue (DOR) has concluded that a community must know what it's allowable levy increase is, percentage of increase in equalized value because of net new construction, before it can conduct a levy limit referendum. The DOR does not provide this information until August 1st of each year. Gosz state there is no November general election for 2017.

C. Future Borrowing:

Gosz explained the current anticipated available debt limit is \$1,126,258. This is using the balance as of 12/31/2016 and adding the 2017 new debt. She explained using the 2017 equalized valuation, the anticipated available debt limit as of 12/31/2017 will be \$2,310,705, after adding the estimated new debt in 2018 will bring it down to \$1,459,049. She pointed out that in 5-6 years some outstanding debt will be paid off.

Discussion followed on the three options. Geiger pointed out with the Wheel Tax options, we won't be able to see results until 4-5 years. With a Levy Limit Increase we would be able to complete projects each year. Levash suggested the Levy Limit Increase have a time limit of 5 years. Shafran stated the Wheel Tax affects everyone, including renters, and not just property owners.

Nies suggested that with the Downtown Redevelopment project, the Council should have a plan for funding street projects. She suggested that a smaller street project be considered in 2018. Gosz reported that there is some funding remaining from the 2015 borrowing that could be used on a small project. She will work with Geiger on this.

Gosz suggested because there is no November election in 2017, that a street project capital plan be developed to be used to educate the public on a Levy Limit referendum for 2018 for an increase to begin in 2019. Wenzel stated if plan is developed and an increase is proposed with a 5 year time limit, she feels tax payers may be more acceptable. Mayor Deiter suggested showing an explanation of how a limited levy limit increase versus new debt for capital projects affects the tax rate.

Mayor Deiter concluded the discussion stating the focus is to continue with the Levy Limit option and have Administrative staff prepare a 5 year street project capital plan, and to educate the public on this option versus new debt, and to not consider a Wheel Tax at this time.

PERSONNEL:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Nies. Motion carried unanimously. The meeting was adjourned at 7:44 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer