

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

September 11, 2017

Brillion Hall Conference Room

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 Timothy Hanson, Joe Levash, Betty Nies, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, Fire Chief Joey Diener, and Police Chief JoAnn Mignon. Absent was Alderperson Wally Sonnabend.

GUESTS:

Troy Jansen and Mark Fredrickson from Gold Cross Ambulance Service.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
AUGUST 28, 2017:**

Motion – Levash moved to approve the minutes of the August 28, 2017 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTION OF PERSONS AND PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported in August there were 31 transports and 16 no transports. The No Transports are mainly due to elderly assists. August's transport response times are down to 6 minutes.

Jansen reported on the rig replacement. He will be sending request for quotes out to vendors.

Jansen gave a presentation on a training event that took place at the City's ATV Park on September 9th. He explained Westlund Busses donated two (2) busses for the training. Brillion Ambulance, Brillion Police, and Brillion Fire Department, along with surrounding agencies, participated in the training event. Approximately 20 students from the Brillion Schools helped. The training event was a simulation of a two (2) bus accident where students were trapped in the school buses. Jansen stated they hope to continue this type of drill each year.

Approved

Mignon stated she felt very good with how well the Police Department, Fire Department, and Ambulance Service worked together. Department Heads only knew what to expect when the drill was dispatched.

Jansen gave a big thank you to Westlund Busses. The Committee of the Whole commended the Staff on the training event.

2. 2018 Ambulance Budget:

Mark Fredrickson reported he met with Police Chief Mignon on the 2018 Ambulance Budget. The budget continues staffing with no on-call staffing. It includes a 3% increase in billable rates with loaded mileage to \$13.50, which brings Brillion closer to the loaded mileage charged by other ambulance services.

Fredrickson explained the 3% wage increase for all Staff. This is contingent on Gold Cross Board approval. The budget reflects an overall decrease by 8.01% and a per capita decrease of \$2.51.

Edinger questioned if the floating to Hilbert area will continue. Fredrickson stated yes. It is good to continue to help for it builds good relationships.

Motion – Edinger moved to approve the 2018 Ambulance Budget as presented. Seconded by Wenzel. Motion carried.

Gosz stated the 2018 Ambulance Budget will be included in the overall 2018 City Budget.

B. Police Department:

1. Review of Monthly Report:

Chief Mignon reported on a very busy month with domestic issues and working on the training drills with the Ambulance and Fire Department.

C. Fire Department:

1. Review of Monthly Report:

Chief Diener reported on the following:

- 1st Annual Fire Department Family Picnic was well attended.
- Asst. Chief Petri's retirement. He will be looking at a new candidate for both Assistant Chief as well as other promotions.

D. Municipal Court:

1. Review of Monthly Report:

No report.

CITY BUILDING AND GROUNDS:

A. Review of Monthly Report:

Geiger reviewed his Monthly Report with the Committee. He reported that Pagel Avenue is planned to be done this fall.

Approved

He also reported the 2002 Peter Built box hinge rotted out. The truck is inoperable. He recommends repairing the box so that it can be sold. He asked Calumet County if they had trucks available for rent and they do if necessary.

Geiger gave an update on the 2017 Mini-Storm Sewer Project.

FINANCE AND PURCHASING:

A. 2018 Budget Review:

1. 2018 Council Goals/Objectives:

The Committee reviewed the draft 2018 City Council Goals and Objectives. Edinger suggested changing the objective for Goal #3 to work with the Town of Brillion on expansion to the City and take out “west of the City”. Gosz suggested including a key objective for Goal #5 to continue to support the Police, Fire, and Ambulance services in their training needs. She stated these departments recently conducted a valuable training session which the City Council should consider continuing. The Mayor agreed.

The Mayor asked the Committee to continue to review the 2018 Goals/Objectives and to let the City Administrator know of any suggested changes. Gosz stated the final document will be included in the 2018 City Budget document.

Gosz explained the first budget submitted by each department includes all operating and capital expenses. She asked each department to include all Capital needs with the understanding that there will be cuts made in order to meet the levy limit. She explained she has received proposed cut lists from each Department Head.

2. Fire Department:

The Committee reviewed the proposed 2018 Fire Department Budget. Edinger questioned the overhead doors. Diener explained the doors are in need of replacement. The doors are drafty in winter causing heat loss. He suggested, depending on the future plans for City Hall, that this item can be delayed to a future budget.

Diener explained his proposed equipment replacement. He questioned if the City will be borrowing for equipment replacement. Gosz explained because of the State Levy Limit, the City will be forced to borrow for large equipment replacements.

3. Police Department:

Mignon explained she used the 5 Year Expenditure Forecast done by Ehlers for her operating budget. Mignon explained the plan to replace the squad with a vehicle lease program.

Mignon explained she included the squad video system in the Reserves Budget, but hopes to find a grant for the purchase. She explained the video systems are important for safety and complaints on Officers. If a case would go to trial the video system would be used.

Mignon explained the ballistic vests are three (3) years old and she proposed to start putting money aside for future replacements.

4. General Government/Admin/Clerk-Treasurer:

Approved

Gosz reviewed the Operating Budget for General Government/Administrator/Clerk-Treasurer. She explained there is very little change. The proposed wages are estimates that will be discussed at a future meeting. She explained the 2018 insurance rates have not been received.

Nies suggested increasing the fees for the City Attorney to avoid going over budget. Levash suggested separating insurance cost out per Department to give a true picture of cost per Department. Gosz will make these changes.

Gosz suggested an increase in the Technology Reserves to purchase computer tablets for City Council meeting packets. This is moving to lean operation which is a City Council goal. It was suggested to look at grant opportunities for this purchase.

5. Municipal Court:

The proposed 2018 Municipal Court Budget was reviewed.

6. Department of Public Works:

The 2018 DPW Budget was reviewed. Gosz explained the operating budget reflects a fully staffed department. Geiger explained he did increase some areas for organization of equipment, for lean operations.

Geiger explained the Capital Plan for equipment replacements. He explained he used current amounts for replacements not future costs.

Geiger explained the Equipment Repair Reserves. He recommended keeping repair budgets for tires, etc., and leave replacement for actual replacement and not take out Replacement Reserves for repairs.

Geiger explained the street sweeper is used for many things in the City. He is compiling a list of use for each piece of equipment to share with the City Council.

Geiger suggested rather than purchasing a Park truck to lease equipment for summer staff. Levash suggested looking at more leasing options for snow removal equipment. Geiger stated all three (3) dump trucks are used during the winter snow removal.

Discussion followed on equipment use and replacements.

PERSONNEL:

A. Closed Session per W.S.S. 19.85(1) (c):

No action.

B. Open Session:

No action.

C. Administrative Assistant Position:

Gosz reported the Administrative Assistant, Kelly Burke, has submitted her resignation. Gosz will advertise to fill the vacancy.

Approved

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Nies. Call vote. Motion carried unanimously. The meeting adjourned at 7:51 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer