

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

October 9, 2017

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

GUESTS:

Troy Jansen from Gold Cross Ambulance Service.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
SEPTEMBER 25, 2017:**

Motion – Hanson moved to approve the minutes of the September 25, 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 there were 43 calls total for the month of September of which 35 were billable calls. He explained the response time is longer for calls outside of the area. Calls are ahead of last year to date.

2. 2018 Ambulance Agreement – Gold Cross:

The 2018 Ambulance Agreement between the City of Brillion and Gold Cross Ambulance was reviewed by the Committee. Edinger questioned the fuel cost. Jansen explained the cost for ambulance fuel will be included with the City's contract with Kwik Trip. This allows for federal and state discounts. Gosz explained the fuel cost is now a separate budget line item, which is included in the total cost shared with the Townships.

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Motion – Edinger moved to recommend to City Council the 2018 Ambulance Agreement between the City of Brillion and Gold Cross Ambulance Service as presented. Seconded by Sonnabend. Motion carried.

3. 2018 Ambulance Agreement – Town of Brillion:

Motion – Edinger moved to recommend to City Council the 2018 Ambulance Agreement with the Town of Brillion as presented. Seconded by Sonnabend. Motion carried.

4. 2018 Ambulance Agreement – Town of Woodville:

Motion – Edinger moved to recommend to City Council the 2018 Ambulance Agreement with the Town of Woodville as presented. Seconded by Sonnabend. Motion carried.

B. Police Department:

1. Review of Monthly Report:

Chief Mignon reviewed the Monthly Police Report with the Committee.

Mayor Deiter questioned the working relationship with the new Calumet County District Attorney. Mignon stated it has been very good.

2. 2018 Police Service Agreement – Village of Reedsville:

No report.

C. Fire Department:

1. Review of Monthly Report:

Chief Diener reviewed his Monthly Report with the Committee. He explained promotion of Officers will take place on December 1st. He also explained the Fire Department is currently at 29 members and are looking to hire more.

D. Municipal Court:

1. Review of Monthly Report:

The Monthly Report was reviewed by the Committee.

CITY BUILDING AND GROUNDS:

A. Review of Monthly Report:

Geiger reviewed his Monthly Report with the Committee.

Geiger reported he attended a Public Works Expo in Greenfield and met with vendors on street sweepers. He also continues to work with McMahon on its GIS System. Required users for the software are now down to two (2) from five (5). This will save money annually.

B. 2018 Road Maintenance Agreement:

Geiger reviewed changes made to the Agreement with the Town of Brillion, which is just simplifying the language to what is currently being done.

Motion – Edinger moved to recommend to City Council the 2018 Road Maintenance Agreement with the Town of Brillion. Seconded by Sonnabend. Motion carried.

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C. 2018 Winter Road Maintenance Policy:

Geiger explained he revised the Agreement. He took out the order of streets to be cleaned, but left in the street classifications.

Motion – Edinger moved to recommend to City Council the 2018 Winter Road Maintenance Policy. Seconded Levash. Motion carried.

D. Street Capital Improvement Plan:

Geiger reviewed the Paser Rating list of all City streets showing how each street is ranked for street pavement condition. Worst Condition being 1 and Best Condition being 10. This rating is just for asphalt condition and not for what's under the asphalt.

Geiger explained the Paser Rating System will produce a 5 Year Plan, but it is based on the better roads to keep them maintained.

Geiger reported there is approximately \$200,000 in Reserves available for next year. He would propose doing Homewood Drive in 2018 and then continue with tax levy increase moving forward in 2019. He also suggested consider doing Custer Street from Center St to Jackson St in 2018 to keep up with the I/I. The engineering is half done already for Custer Street.

Gosz suggested she work with Geiger to determine a 5 Year Plan to bring to a future meeting date for consideration.

FINANCE AND PURCHASING:

A. Agreement for Professional Services – Accurate Appraisal:

Gosz explained Accurate's current contract expires 12/31/2017. Accurate has proposed a five (5) year contract with two (2) options. Option A, which would be full valve maintenance to maintain 100% market value. This Option has a total contract cost of \$71,000, \$14,200 per year. Option B would be four (4) years at regular maintenance and a Market Revaluation in year five (5), which is how the current agreement is. This Option would have a total contract of \$45,000, with \$9,000 per year. She stated \$14,200 is in the draft 2018 Budget. This could be less depending which option the City Council decides to go with.

Levash questioned when the last for Request for Proposals (RFP) was done for assessor services. Gosz stated Accurate Appraisal has been the City's Assessor for over ten (10) years. Levash suggested considering RFP's for assessor services.

Motion – Sonnabend moved to recommend to City Council Option B with a five (5) year contract with Accurate Appraisal. Seconded by Edinger.

Hanson suggested a one (1) year extension to the current contract and request RFP for the 2019 contract.

Motion – Sonnabend moved to amend his previous motion and to recommend to City Council a one (1) year extension for maintenance in 2018 and to RFP for 2019. Seconded by Edinger. Motion carried.

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2. 2018 Budget Review – Set Public Hearing Date:

Gosz explained in order to meet the levy limit requirements \$155,950 was cut from the overall budget. She suggested leaving the Operating Budgets as proposed by the Department Heads and making cuts in Capital and Reserve Accounts. Gosz explained most communities are borrowing each year for equipment needs, but the City's debt limit doesn't allow that.

Levash stated the City needs growth. He stated we don't have much choice but to borrow for Capital needs. Nies stated DPW Equipment is very important. Discussion followed on the DPW equipment needs.

Wenzel suggested the amount saved in the assessor fees could be allocated to Reserves. Gosz agreed and explained she is waiting for the 2018 Transportation Aid and property and liability insurance amounts. Once they are entered any available levy limit can be placed in Reserves. Gosz stated she should have those final amounts available for the October 23rd meeting.

PERSONNEL:

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

Motion – Edinger moved to go into Closed Session per W.S.S. 19.85(1) (c). Seconded by Nies. Motion carried.

The Committee went into Closed Session at 7:24 PM.

B. Open Session:

Motion – Wenzel moved to return to Open Session. Seconded by Hanson. Motion carried.

The Committee returned to Open Session at 9:00 PM.

C. 2018 Wage Schedules:

Motion – Edinger moved to recommend to City Council the 2018 Wage Schedules as proposed. Seconded by Nies. Motion carried.

D. DPW and Administrative Assistant Staff Hiring:

No report.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Nies. Call vote. Motion carried unanimously. The meeting adjourned at 9:01 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer