

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

December 18, 2017

Brillion Community Center

6:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:02 PM with the Pledge of Allegiance recited by those in attendance.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Mel Edinger, Joe Levash, Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, and Police Chief JoAnn Mignon. Absent was Alderperson Timothy Hanson.

GUESTS:

David Nordby from the Brillion News and Troy Jansen from Gold Cross Ambulance.

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
NOVEMBER 27, 2017:**

Motion – Edinger moved to approve the minutes of the November 27, 2017 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. 2017 Vouchers:

General Fund - \$177,684.30:

Motion – Wenzel moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$177,684.30. Seconded by Sonnabend. Call vote taken. Motion carried.

Reserves - \$19,903.08:

Motion – Sonnabend moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$19,903.08. Seconded by Edinger. Call vote taken. Motion carried.

Contingency - \$0.00:

None.

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TIF Expenditures - \$64.00:

Motion – Wenzel moved to recommend to City Council to approve the TIF Expenditures vouchers in the amount of \$64.00. Seconded by Edinger. Call vote taken. Motion carried.

2. 2012 Vouchers:

General Fund - \$11,070.50:

Motion – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$11,070.50. Seconded by Wenzel. Call vote taken. Motion carried.

Reserves - \$0.00:

None.

Contingency - \$0.00:

None.

TIF Expenditures - \$0.00:

None.

B. Review of License Applications:

1. Operator License – New: James C. Laughrin:

Motion - Nies moved to recommend to City Council to grant an Operator License to James C. Laughrin. Seconded by Edinger. Call vote taken. Motion carried.

2. Temporary Class B License – Brillion Fire Department – Brillion Brat Fry:

Motion – Nies moved to recommend to City Council to grant a Class B License to the Brillion Fire Department for the Brillion Brat Fry. Seconded by Edinger. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Edinger moved to recommend to City Council to collectively approve the November 24, 2017 and the December 8, 2017 payroll amounts. Seconded by Wenzel. Call vote taken. Motion carried.

PROTECTION OF PERSONS AND PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported in the month of November there were 43 calls, 25 transports and 18 no- transports. Jansen explained where the calls were located. He reported the financial report is showing the year should end strong.

2. Ambulance Repairs/Replacement:

Jansen reported on the request for proposals for the ambulance replacement. He stated possible models were narrowed from five down to two, Horton and Lifeline. He explained both models are very similar and have good performance ratings. The proposal from Horton is \$225,618.00 and from Lifeline is \$225,740.00. Jansen stated the bids are good until January 17, 2018.

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Jansen explained Gold Cross does have a Lifeline technician. However, Legacy Automotive in Forest Junction is certified to repair the Horton ambulance model. He explained Legacy has been doing repairs on Brillion ambulances over the past year and he has been very pleased with the work done.

Chief Mignon stated she spoke with Mark Frederickson regarding the Horton and Lifeline models and Frederickson states both are good ambulances.

Jansen explained the bids were for a gas engine. Dodge is the only ambulance chassis made for gas engines. Horton is willing to give chassis upgrade discount on their bid.

Mayor Deiter questioned financing options. Jansen explained there is financing available through REV Financial Services. Gosz explained there are three financing term options; 3 annual payments, 4 annual payments or 5 annual payments. All options require a \$150,000.00 down payment the first year, with annual installments each following year on the balance. She explained the interest rates range is from 3.40% - 3.49%. Gosz explained there is currently \$205,942.00 in Ambulance Reserves. It is anticipated the Gold Cross will end the year with a positive subsidy payment back to the City, which is placed in Reserves for ambulance replacements and repairs. However, Gosz suggested that the City not totally deplete this Reserve account with the purchase of a new ambulance. She recommended the 3 annual payment option be considered. This would allow the City time to grow the Reserve account. The City could also payout the loan at any time without penalty.

Jansen explained a power cot system is available in the Horton, but not in the Lifeline. He stated both models will fit in the current garage. Jansen stated Horton would trade-in the old Wheeled Coach for \$4,500.00. Lifeline would not give a trade-in.

Motion – Edinger moved to recommend to City Council to proceed with the purchase of the Horton model with the trade-in of the old Wheeled Coach, and to finance through REV Financial Services with the 3 annual payment option. Also, to authorize Jansen and Chief Mignon to submit a letter of intent to Horton to lock in the bid price of \$225,618.00. Seconded by Levash.

Gosz explained this recommendation will be placed on the January 22, 2018 City Council agenda for approval.

Call vote taken. Motion carried.

CITY BUILDING AND GROUNDS:

Levash commented on the snowfall over the past weekend and questioned why City sidewalks were not cleared of snow. Geiger explained because it was a lite snow fall he opted not to call in DPW staff over the weekend as it would cause payroll overtime.

PERSONNEL:

No Report.

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NEW BUSINESS:

A. City Attorney Fees for RDA Projects:

Gosz explained that with the downtown redevelopment project there is \$2,352.00 in City Attorney fees that the City has paid to date. Per Statute the City can pay for these expenses through the general fund. However, once the RDA has an established funding source of their own, the RDA can pay for these expenses. She explained that it was suggested at the RDA meeting held on 12/14/2017, that the City Council not ask the RDA for reimbursement for the City Attorney fees in 2017, and that the RDA plan to pay out of their own funds in 2018 and attorney or professional service fees.

Edinger suggested that the City Council consider paying for the 2017 attorney fees for the RDA projects out of the General Fund and that the RDA then be required to pay for 2018 attorney fees from their own funds. Shafran agreed stating she would be willing to help the RDA and support them with their projects. Gosz stated the RDA did pay for the survey work to development the CSM for the downtown project out of their own funds. Levash suggested the RDA pay for all attorney and engineering fees out of their own funds and if the RDA needs financial assistance in 2018 they can come back to the Council with a request.

Motion – Nies moved to recommend to City Council to send an invoice to the Brillion Redevelopment Authority Commission for the 2017 City Attorney fees for the downtown redevelopment project. Seconded by Levash. Call vote. Motion carried.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Levash. Call vote. Motion carried unanimously. The meeting adjourned at 6:52 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer