

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**September 10, 2018**

**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 Mel Edinger, Tim Hanson, Joe Levash, Wally Sonnabend (arriving at 6:05 PM), Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Department of Public Works Director Andy Geiger, Assistant Fire Chief Eric Burich and Police Chief JoAnn Mignon. Absent was Alderperson Betty Nies.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service, Sarah Pielhop, Wayne Koehler from Accurate Appraisal, Scott Langlois and George Merek from Quarles & Brady.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
AUGUST 27, 2018:**

**Motion** – Wenzel moved to approve the minutes of the August 27, 2018 Committee of the Whole. Seconded by Levash. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

Sarah Pielhop gave an update on the Brillion Community Center's project. A donation from the Ariens Company will be received for the fitness equipment.

**PROTECTION OF PERSONS AND PROPERTY:**

**Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 45 calls for the month of August. The backup rig (Unit 17) has fuel ignition issues. It will be going in for repairs at Day Auto. If repairs are over \$500 a loaner rig will be coming from Gold Cross until the new rig is here.

Jansen reported the new rig is anticipated to be in service by December.

**2. 2019 Ambulance Budget:**

Police Chief Mignon reported the proposed 2019 Budget from Gold Cross Ambulance. The Budget shows very minimal increase. Mayor Deiter questioned how Gold Cross charges for elderly assists. Jansen explained they do charge \$150 to assist if called with no transport.

Approved

**Motion** – Edinger moved to recommend to City Council the 2019 Ambulance Budget. Seconded by Wenzel. Motion carried.

**B. Police Department:**

**1. Review of Monthly Report:**

Chief Mignon reviewed her Monthly Report for the month of August. She reported the Tahoe is back in service. She reported we will be losing two (2) Part-time Staff.

**2. 2019 Ford Interceptor Squad Finance Option:**

Gosz explained that the State Bank of Chilton will separate the loans for the squad and the street sweeper.

**Motion** – Wenzel moved to recommend to City Council the three (3) year loan with the State Bank of Chilton with a 2.75% interest rate for the 2019 Ford Interceptor. Seconded by Levash. Motion carried.

**C. Fire Department:**

**1. Review of Monthly Report:**

Assistant Fire Chief Burich reported on the following:

- 46 calls year to date.
- Training to take place soon.
- New Fire Fighters will begin soon.
- 2<sup>nd</sup> Annual Family Night.
- Open House in October.
- Chief Diener is hoping to obtain educational speakers in 2019 using the Endries Performing Arts Center.

**D. Municipal Court:**

**1. Review of Monthly Report:**

The Report was reviewed by the Committee.

**CITY BUILDING AND GROUNDS:**

**A. Review of Monthly Report:**

Geiger reviewed the Monthly DPW Report with the Committee. He commended the DPW Staff and the Utility Operators for all of the work done during the recent rain event. He reported the new storm sewer manhole covers are in of which ten (10) were placed which provided help with the rain event. The WWTP did not experience a bypass.

**B. Request for Proposals – Assessor Services:**

Wayne Koehler from Accurate Appraisal was present to answer questions on the proposal. He explained the options. He explained because the laws have changed and property owners do not have to let Assessors in homes, Accurate offers Exterior Inspection options. He stated Accurate assesses over 100 municipalities in Wisconsin and about 20 do the full valve program.

**Motion** – Levash moved to recommend to City Council Option A, Blend Market/Revaluation Maintenance, for a five (5) year contract with Accurate Appraisal for a total of \$47,000. Seconded by Shafran. Motion carried.

Approved

**C. Elgin Street Sweeper Financing Options:**

Gosz explained the loan with the State Bank of Chilton for five (5) years.

**Motion** – Levash moved to recommend to City Council the Elgin Street Sweeper five (5) year loan with the State Bank of Chilton. Seconded by Hanson. Motion carried.

**FINANCE AND PURCHASING:**

**A. 2019 Budget Review:**

**1. 2019 City Council Goals/Objectives:**

Gosz presented the 2018 City Council Goals/Objectives and asked if the City Council would like to many any changes. Gosz suggested the City Council members email her any suggestions for change.

Mayor Deiter stated it takes times to accomplish goals, but these goals are a vision for the future of the City.

**2. Fire Department:**

The draft 2019 Fire Department Budget was reviewed. Gosz explained the wages are based on the calls from the previous year. Burich stated the Fire Department averages 50 calls a year.

Gosz explained the Fire, Police, and Ambulance Budgets reflect the building operating/maintenance cost for the old City Hall.

**3. Police Department:**

The draft 2019 Police Department Budget was reviewed. Chief Mignon explained Professional Services include costs for a certified interpreter. She tried to keep all other operating costs to a minimum.

Levash questioned if the fee from the school for a Liaison Officer will change. Mignon stated she is asking the school for an increase.

**4. General Government/Admin/Clerk-Treasurer/Municipal Court:**

The General Government/Admin/Clerk-Treasurer/Municipal Court 2019 draft budgets were reviewed.

Edinger suggested adding more for Special City Council meetings with the Brillion Iron Works Project.

Wenzel asked if the City Council meetings costs would be grant eligible. Gosz stated they might be depending on the grant. Levash questioned the cost for the City Center lease. Gosz explained it would be in Debt Service. Levash questioned Capital amounts for equipping the new City Center. Gosz explained the one (1) time costs. She stated the majority of the current office furniture will be going to the new building. Wenzel stated it is important to furnish the new building with good furniture. She suggested using Professional Plating or Endries vendors as a resource for purchasing furniture.

Approved

**5. Department of Public Works:**

The draft 2019 DPW Budget was reviewed. Geiger explained the Budget includes the difference in the Budget for Staff time. He is working on a new spreadsheet to allocate Staff time. This will allow Geiger to be more accurate on costs.

Edinger questioned the Budget for hanging flower baskets. He suggested if we want to improve the look of the flowers more needs to be budgeted for maintaining/fertilizing them. Geiger will look into this.

Geiger stated the tare supply for crack filling will need to be added.

**PERSONNEL:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

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

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

The Committee went into Closed Session at 7:03 PM.

**B. Open Session:**

**Motion** – Edinger moved to return to Open Session. Seconded by Levash. Motion carried.

The Committee returned to Open Session at 8:48 PM.

**C. Brillion Iron Works Project Update:**

Mayor Deiter called for a Special City Council Meeting on Monday, September 17, 2018 at 6:30 PM to discuss the Brillion Iron Works Project in Closed Session with the City Attorneys and the Financial Advisor.

Wenzel reported on what Alderperson Levash, Deputy Clerk/Treasurer Buboltz, and she is working on the City's health insurance.

**ADJOURNMENT:**

The meeting adjourned at 8:59 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer