

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**October 8, 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, 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 Joe Diener, Police Captain Kirk Schend, Library Director Rachel Hitt, and Deputy Clerk/Treasurer Joy Buboltz.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service.

**APPROVAL OF THE AGENDA:**

**Motion** – Edinger moved to approve the agenda as printed and circulated. Seconded by Nies. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
SEPTEMBER 24, 2018:**

**Motion** – Levash moved to approve the minutes of the September 24, 2018 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTION OF PERSONS AND PROPERTY:**

**Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 44 calls for the month of September of which 33 were billable calls. There were 30 calls in the City of Brillion, 5 calls in the Town of Brillion, 3 calls in the Town of Woodville, and 5 calls to the City of Chilton; which were lift assist calls and will be billed for those calls.

Jansen reported that the “red” ambulance is out of service for failing to start. Gold Cross will receive a “loaner” ambulance until the new ambulance rig arrives by the end of the year. He reported that the other ambulance rig hit a deer the other night, but that rig did not receive much damage and never was taken “out of service”. Edinger asked if there will be a fee charged to the City for use of the “loaner” rig. Jansen stated no and there are no mileage restrictions either.

Edinger asked the status of the Financial Reports. Jansen reported that the Financial Reports should be given to the City by this week Wednesday, per Mark Fredrickson.

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Mayor Deiter asked if there have been any more discussions with the Village of Valders regarding ambulance service. Jansen indicated that the Village of Valders is not interested in going with Gold Cross Ambulance Service at this time. The Village is looking at keeping their current management and may go with a district program.

**B. Police Department:**

**1. Review of Monthly Report:**

Police Captain Schend reported on the following:

- The Welcome Back first day of school activities the Police Department participated in.
- Staffing.
- Review of call list.

**C. Fire Department:**

**1. Review of Monthly Report:**

Fire Chief Diener reported on the following:

- 52 calls year to date.
- Will be utilizing the former Brillion Iron Works property for drills.
- Walk through of the former Brillion Iron Works property.
- Knox Box ordinance.
- Fire Prevention Week this week.
- Open House on October 10th.
- Animal rescue in Potter.

**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 submitted a written report and reported on the following:

- Working closely on the development of the Main Street Square. There was an issue with the overspray on the shingles from the spray on the moisture barrier. The west side of the Dollar General building has now been insulated.
- Repairs to the Glenview Avenue bridge for failing to pass the bridge inspection. The Main Street Bridge passed inspection, but is not in the greatest shape either.
- Participated in the walk through the former Brillion Iron Works property.
- Street sweeper is proposed to be delivered by the end of November.
- Freightliner repairs.

**FINANCE AND PURCHASING:**

**A. 2019 Budget Review:**

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

Gosz presented the 2018 City Council Goals/Objectives and stated the goals are the same as last year. Mayor Deiter stated he met with a developer that may be interested in developing the

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Steinfest property on the south side of the City. He stated he feels the City Council is making/made support for industrial development this year.

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

## **2. Redevelopment Authority:**

Gosz reported the Redevelopment Authority Commission set short term and long term goals. They are requesting \$15,000 for consultant services and \$600 for the hanging flower baskets. The RDA is also requesting the transfer of \$7,707 out the Community Development Reserves towards professional services for consultant work. The RDA and the Chamber Board may be looking for an individual to work with both groups.

The status of the proposed downtown apartment building was questioned. Gosz explained the developer, Andy Dumke, is in the process of applying for tax credits. Nies expressed concern with some of the requests by the RDA for the budget. Levash expressed concern and stated he thought the downtown apartment complex was to be built before the new City Center. He stated he would like to see something happen with the RDA and then he could support them...the hanging flower baskets aren't even cash flowing.

Wenzel suggested not doing the hanging baskets in 2019 for budgetary reasons. Levash suggested looking at increasing the donation amount towards a hanging basket. He rather see the RDA come to the City Council when funds are needed.

Wenzel suggested that the RDA and the Brillion Optimist Club could work together on events and split the revenue.

## **3. Library:**

Levash stated he noticed that the revenue in the proposed budget from Calumet County and Manitowoc County is the same every year. He asked if that amount ever increases. Hitt explained there is a formula that is used to determine the amount of revenue from the Counties. Nies asked if the City receives funds from Brown County. Hitt stated yes and explained.

## **4. BCC/Parks/Recreation/Aquatics:**

Shafran explained the increase in the proposed budget is due to two (2) employees taking the City's health insurance whereas in the past they did not.

Discussion followed on the proposed budget. Marx explained that the City will be paying interested on the fitness equipment for three (3) years. She explained by the end of the week she should have final amounts for the interest.

Levash noted that the borrowing of the \$90,000 for the new ball diamond and stated that most of the costs for that new ball diamond was done by donations. Marx explained that most of that \$90,000 is for the parking lot and lighting.

## **5. Review 2019 Draft Budget:**

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Gosz distributed a revised Fund Balance Sheet. She explained that it is recommended to keep 25% of the 2018 proposed budget as Fund Balance, which should cover three (3) months of operation. She also explained that non-manufacturing personal property will still be assessed, however machinery, tools, and patterns will not be. The City will receive State Aid for that assessment loss. She reported that the City will receive \$3,259 less in Transportation Aid in 2019.

The Committee of the Whole reviewed the proposed budget in detail. Several suggested cuts/decreased was suggested. Gosz will make the necessary changes and will distribute a revised proposed budget to the Committee of the Whole at its October 17<sup>th</sup> Special Meeting.

**PERSONNEL:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:13 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer