

**SPECIAL CITY COUNCIL  
MINUTES**

**August 12, 2019**

**Brillion City Center**

**6:00 PM**

**CALL TO ORDER:**

Mayor Deiter called the meeting to order at 6:00 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, Sarah Pielhop, Joe Behnke, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Park & Recreation Director Ann Marx, Public Works Director Andy Geiger, Librarian Rachel Hitt, and Deputy Clerk/Treasurer Joy Buboltz. Absent were Alderperson Tim Hanson, Police Chief JoAnn Mignon, and Fire Chief Joey Diener.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service and Ron Wolf from McMahon.

**APPROVAL OF THE AGENDA:**

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

**PROTECTION OF PERSONS AND PROPERTY:**

**A. Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported on the following:

- There were 21 calls for the month of July. There were 8 calls in the City of Brillion, 4 calls in the Town of Brillion, 1 call in the City of Chilton, 6 calls out of the area, and 2 calls in the Town of Woodville.
- Overtime due to staff shortage. Three (3) newly hired employees will be starting in September.
- He will be having knee surgery in September and will then be out a week or two.
- The budget is still in the black.

**B. Police Department:**

**1. Review of Monthly Report:**

Chief Mignon submitted a written report.

**C. Fire Department:**

**1. Review of Monthly Report:**

Fire Chief Diener submitted a report.

**D. Municipal Court:**

**1. Review of Monthly Reports:**

The July Municipal Court Reports were given to the City Council for their review.

**CITY BUILDING AND GROUNDS:**

**A. Review of Monthly Report:**

Geiger submitted a written report and reported on the following:

- Damage to the air conditioning units at the City Center. It was discuss to possible install guards around the air conditioning units.
- Fire Chief Diener expressed concern that with the proposed layout of the Emergency Services Building the lack of handicap accessibility. That issue has been addressed.
- Concrete work has been completed with the Transmission Main Project. Patch works needs to be done yet.
- Received safe water samples back on Center Street with the Transmission Main Project.
- He will be attending a workshop tomorrow.
- Ariens Co. will be adding a new paint line at Plant 1. He is working with Ariens and WI Public Service on an easement to install an 8” gas line from their high pressure line to Ariens Plant #1.

**B. Water Transmission Main Project – Change Order – Calumet Street Paving:**

Ron Wolf reported that Kruesek has completed the transmission main and the sewer work for the Water Transmission Main Project. Due to the repairs and replacements that took place on Calumet Street with this project which amounted to basically all new infrastructure, it is being proposed to mill the blacktop on the street, and install a binder coat on the street until next year when it would then be blacktopped. The cost to do this instead of patching the street is \$12,667.00. Geiger noted there is money available in the 2017 GO Borrowing to cover this cost.

**Motion** – Levash moved to approve the Change Order with the Water Transmission Main Project for the paving of Calumet Street instead of patching Calumet Street, with an additional cost to do so of \$12,667.00. Seconded by Nies. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**C. Consider ATV/UTV Access to Compost Site:**

No report.

**D. Consider Controlled Access to Compost Site:**

Geiger asked the Committee if they want to close the Compost Site from other communities that may want to dump their brush at the Compost Site. Wenzel stated she would like to give the program a chance and maybe explore whether or not to gate the Site.

Discussion followed on the fees to charge the other municipalities that might want to use the City’s Compost Site. Edinger suggested drafting an agreement with the neighboring communities for this service.

**Motion** – Nies moved to establish a fee based on the size of the Township. Seconded by Edinger. Call vote taken. Motion carried unanimously.

**FINANCE AND PURCHASING:**

**A. 2020 Budget – Council Goals:**

Gosz presented the 2019 City Council Goals and Objectives. Edinger stated the goals need to be more specific so they can be measured. We then need to stay focused on those goals. Gosz stated goals set by the City Council will then give the Department Heads their objectives for their upcoming budgets. Levash stated the goals need to be obtainable.

Discussion followed on possible goals and possible incentive options for residential developers in the City. These options can be listed in a Developer’s Agreement.

Mayor Deiter suggested creating a time line and posting that time line so the City Council can see the progress. Edinger would like to see this placed on every month’s agenda. Behnke stated he would like to

see a list of short term goals, mid-term goals, and long term goals. Gosz asked the City Council members to email her their list of goals.

Gosz suggested that the City Council consider a referendum in 2020 for an increase in levy to cover the costs of street work, the EMS Building, and the purchase of the current City Center facility.

**PERSONNEL:**

**A. Part-time Wage Scales:**

Gosz distributed a list of wage scale comparisons, management and non-management, of communities in similar size to the City of Brillion. She stated that the Library Board sets the Library Staff's wage rates. She suggested these proposed wages scales take place through attrition.

Levash stated the City can't afford the paying of benefits to part time staff. Gosz explained health insurance is available to all regular full time and part time employees who are eligible per the State Health Insurance Plan. If they are eligible for Wisconsin Retirement, then they are eligible for the health insurance.

Lengthy discussion followed on the wage scales and benefits for part time staff.

The consensus of the Committee is that part time staff would not be eligible for benefits and to raise the hourly rate on some of the positions.

Behnke asked Gosz what wage rate she would like to see for the Administrative Assistant position for the City Center. Gosz stated \$13.00 per hour.

Marx commented that having consistent employees helps departments operate. Pielhop suggested offering incentives to employees if they do not take some of the benefits offered to them.

**Motion** – Behnke moved to have the same wage scale for the three part time positions presented to the City Council. Seconded by Pielhop.

Clarification was made on the positions presented.

**Motion** – Behnke moved to amend his previous motion to state to have the same wage scale for the Administrative Assistant position and the BCC Clerk Typist II. Seconded by Pielhop. Roll call vote taken. 6 votes cast. Motion carried unanimously.

Geiger stated he would like increase the hourly rate for DPW Seasonal Snow Removal position. Currently the City is paying \$16.00 per hour and the Town of Brillion is paying \$23.00 per hour. He suggested increasing the wage rate to \$20.00 per hour.

**Motion** – Wenzel moved to increase the DPW Seasonal Snow Removal position wage rate to \$20.00 per hour and removing the Tier 1, Tier 2, and Tier 3. Seconded by Levash. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**B. DPW Position Description – Truck driver/Laborer:**

Geiger stated that currently the City has three (3) labor scales for the DPW. He would like to have only two (2). We would be combining two (2) position descriptions into one (1). Levash asked if Geiger considered making the position part time and hiring then two (2) individuals. Geiger stated he would not be in favor of that.

**Motion** – Pielhop moved to make the combine the two (2) position description into one (1) for the Truck Driver/Laborer position with a wage rate of \$22.46, which is Step #1. Seconded by Edinger. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**C. Telephone/Cellular Phone Policy Amendment:**

Gosz indicated that per the City Auditors the City can reimburse employees for use of their personal cell phone through Accounts Payable.

**Motion** – Wenzel moved to amend the Telephone/Cellular Phone Policy. Seconded by Levash.

Levash asked if any employees have been paid yet for this reimbursement. Gosz stated no. Employees will be required to sign a form.

Roll call vote taken. 6 votes cast. Motion carried unanimously.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**A. Sale of City Property – Warehouses TIF #5 – Award Bids Received:**

Geiger reported that two (2) bids were received for the removal of a 60 X 160' warehouse structure and received one (1) bid for the removal of the 60 X 100 ft. warehouse structure. Geiger stated the individuals awarded these structures would be required to sign a waiver of liability. They will also be given a deadline when the structures would need to be removed by.

**Motion** – Pielhop moved to award the bid for the removal of the 60 X 160' warehouse structure to Dennis Kocourek for \$5,050.00 and award the bid for the removal of the 60 X 100' warehouse structure to Ed Kuhn in the amount of \$6,500.00. Seconded by Edinger. Roll call vote taken. 6 votes cast. Motion carried unanimously.

**B. Library Strategic Plan:**

Library Hitt asked questions of the City Council members as it relates to the Library Strategic Plan. Questions ranged from “What Makes This Community a Good Place to Live”, “What Are the Needs/Wants of The City”, “What Are the Challenges”, to “How to Break Down Barriers”.

Mayor Deiter asked if there should still be School Libraries. Hitt stated yes and that the Public Library does interlock with School Libraries.

**ADJOURNMENT:**

The meeting was adjourned at 8:45 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer