

Unapproved

**SPECIAL COMMITTEE OF THE WHOLE
MEETING
Minutes**

August 19, 2019

Brillion City Center

7:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 7:00 PM.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Mel Edinger, Tim Hanson, Joe Levash, Betty Nies, Sarah Pielhop, Joe Behnke, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, Public Works Director Andy Geiger, Librarian Rachel Hitt, Fire Chief Joey Diener, and Park & Rec Director Ann Marx.

GUESTS:

None.

APPROVAL OF THE AGENDA:

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

2020 BUDGET – COUNCIL GOALS AND OBJECTIVES:

Mayor Deiter stated he would like to have more uniform discussions and avoid side bar discussions during this meeting. He suggested that as elected officials we need to make sure that an Alderperson is following up on goals.

Gosz explained she prepared a spreadsheet with the goals submitted by the City Council members. She suggested with each goal the City Council should consider if it is a short term by 2020, mid-term by 2025, or long term 10 years and beyond. Milestone dates should also be established.

Edinger asked if any of the goals are Department Head goals. Gosz stated no, just goals from the City Council members. She explained the City Council as elected officials representing their constituents should establish goals for the City. The Department Heads can then use those goals to prepare the next year's budget.

Levash stated this is a plan, but it may change. Edinger suggested we look at what goals are obtainable in the next year.

The discussion began down the list of goals prepared on the spreadsheet. Developing/updating Employee Manuals was discussed. Wenzel suggested having a Safety Manual for new hires to sign. Having a manual may impact the work comp insurance costs. It was suggested to update manuals for each department as the needs are different. A mile stone date of December 2020 was proposed for this goal.

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The goals to purchase the City Center and build a new EMS building were discussed. Gosz stated per the agreement with the IRP Group the City can't purchase the City Center until February 2021. However, she asked TJ Lamers to prepare what the amount to purchase would be at the end of 2019 and 2020 so that the City can plan financially for the purchase. Gosz explained that the City Center being on the tax roll for the next 2 years will help grow the tax base until the apartment building is complete and on the tax roll. Then it will not be a noticeable hit to the tax base when the City Center comes off.

Discussion followed on the goal to promote residential growth. Levash suggested finding out what other communities offer to developers as incentives. Gosz stated she would work on this. A milestone date of December 2019 was suggested. This would help with the Steinfest property.

Developing and maintaining Capital Improvement Plans was discussed. Levash suggested putting to a referendum vote Homewood Drive, Sunrise Circle, Valley View Drive, Roselawn Drive, Springdale Drive, and Washington Streets. Discussion followed. Geiger stated the DNR's current mandate on lead pipe removal dictates what streets can be done. Homewood Drive, Sunset Drive, and Valley View Drive would cost less because there are newer utilities.

Levash suggested Fawn Drive/Deer Run Subdivisions have sidewalks done. Also a walk bridge over Spring Creek might help the Steinfest Development. It was suggested to apply for the Safe Routes to School Grant in 2020 for the walkway to Fawn Ridge Subdivision. Levash suggested developing a plan to maintain streets and get caught up on Capital Street Projects.

It was suggested that a Parks Open Space & Recreation Plan be done every 5 years. Hanson suggested the bridge on Glenview Avenue be included in the Street Capital Plan. The bridge on Main Street should be looked at as well. Gosz stated she will have Department Heads work on identifying their Capital Plans.

Maintain Public Health Safety & Welfare was discussed. Chief Mignon explained the DARE Program is a drug prevention and awareness program. This is on-going. The goal to continue to support and seek opportunities to reduce operating costs of Police/Fire/Ambulance was discussed. Chief Diener explained equipment that the Brillion Fire Department has and what surrounding Fire Departments have. He suggested talking to other Fire Departments to see if there is any cost sharing that can be considered.

Goals to support community and economic growth were discussed. Gosz reported the RDA is currently reviewing their Redevelopment Plan. She reported the next Community Organization Group meeting is scheduled in September and will be sponsored by the Chamber of Commerce.

Levash suggested a goal to reduce the tax subsidy for the Library and the Brillion Community Center. Librarian Hitt reminded the City Council that per State Statute Libraries are paid by tax dollars and are not intended to be self-sustaining. The new fitness center at the Brillion Community Center will help.

Creating a boat launch at Spring Creek to the Marsh was discussed. Geiger explained this is the City's commitment to the DNR cleaning the channel. Grants may be available for a launch to the Creek.

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Edinger suggested continuing to review goals on a monthly basis.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned at 8:39 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer