

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**June 8, 2015**

**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 Bob Brick, Mel Edinger, Crystal Fhlug (arriving at 6:11 PM), Betty Nies, and Wally Sonnabend. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Police Chief JoAnn Mignon. Absent were Alderpersons Larry Van Frachen and Carrie Wenzel.

**GUESTS:**

Mark Fredrickson, David Rae, and Troy Jansen from Gold Cross Ambulance Service.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
MAY 26, 2015:**

**Motion** – Sonnabend moved to approve the minutes of the May 26, 2015 Committee of the Whole. Seconded by Brick. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTIONS OF PERSONS & PROPERTY:**

**A. Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 28 calls with 7 No-Transports in May. Four (4) calls were assisting the Police Department on welfare checks. The majority of the calls have been medical.

Fredrickson reported there have been 25 calls outside the service area year to date. These calls were not included in the budget. However, without these outside calls we are still in the black. Things are going very well. Jansen reported they park at the intersection of PP and Hwy 57, south of Hilbert. This is working out well.

Fredrickson stated they are working to reduce No-Transport calls. He explained on repeat calls the first two (2) calls are free, the third call is charged. Most of these No-Transport calls are invalid assists.

Fredrickson stated the TRIP Bill to be signed by the Governor will help the entire ambulance system.

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Mayor Deiter asked on the discussions with Valders. Fredrickson explained he doesn't feel that Valders is looking at sharing resources. He suggested opportunities to advance the Brillion service to Paramedic. This may open the door for advancing the service area.

Sonnabend questioned the calls for the month of June. Jansen stated there have been six (6) calls so far for the month of June.

**B. Police Department:**

**1. Review of Monthly Report:**

Mignon reported on the following:

- The light bar on the Crown Vic went out and will be replaced.
- Officer Alt's medical leave may be shorter than anticipated.
- Preparation for the Electric Parade and Brillion Fest.

**C. Fire Department:**

**1. Review of Monthly Report:**

No report.

**D. Municipal Court:**

**1. Review of Monthly Report:**

The Monthly Municipal Court Reports were reviewed by the Committee.

**CITY BUILDINGS AND GROUNDS:**

**A. Review of Monthly Report:**

Gosz reviewed the DPW projects for the summer months.

Mayor Deiter questioned the street sweeping for other communities. He voiced concern that it takes employees' time away from the City and questioned if it is worth continuing. Gosz reported in 2014 the City received over \$3,000 in revenue for street sweeping charges to other communities. She pointed out that this paid for the cost of the repair to the street sweeper box which was just under \$3,000. It was suggested that the DPW Staff review for continuation.

Edinger stated he would like to see more accountability on time spent on lawn mowing and the travel time on the mowers to and from can be looked at. Map out time it takes to travel to and from site and the time spent on mowing. The safety of DPW Staff on mowers traveling on the highway was voiced as a concern. Trailering the mowers to the sites was suggested. Edinger suggested analyzing this further for future budgeting purposes.

**B. Sidewalk Inspection and Maintenance Policy:**

Gosz reviewed the draft Sidewalk Inspection and Maintenance Policy with the Committee.

Edinger suggested to section off the City in quarters to be inspected each year. Future I & I Street Project areas would be included in each section.

**Motion** – Edinger moved to recommend to City Council the Sidewalk Inspection and Maintenance Policy with change to inspect the City by quarter each year. Seconded by Sonnabend. Motion carried.

Approved

**C. Noxious Weeds Ordinance:**

The Committee discussed the weed notices and how to address property owners that don't mow lawns. Gosz proposed to amend the City Code to include that property owners found in violation would receive one (1) notice from the City with a five (5) day of date of the notice to correct or the City will cut and charge the property owner. Notice is not required for second and subsequent violations. She stressed that Staff is spending too much time on this issue. The proposed Code amendment will help streamline the time freeing up more time for other projects.

Gosz suggested the fee be increased from \$65 to \$75 plus charge of equipment use per DOT Annual Hourly Rate. The Committee agreed to the change to the Fee Schedule.

**Motion** – Sonnabend moved to recommend to City Council the Code amendment for noxious weeds as proposed. Seconded by Nies. Motion carried.

**D. Upper Manitowoc River Watershed Study Task Force – Update:**

Mayor Deiter reported the next meeting of the Upper Manitowoc River Watershed Study Task Force is Wednesday, June 17<sup>th</sup>.

**FINANCE AND PURCHASING:**

**A. Review of Investment Log and Policy:**

Gosz reviewed the Investment Log and Policy with the Committee. She explained the purpose of each investment and suggested so changes. She will work on this further and report back at a future meeting. Edinger suggested the Finance Policy review be put on the calendar once a year for review.

**PERSONNEL:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mayor Deiter reported he is donating his time helping DPW Staff doing yard work at the Brillion Community Center.

Mayor Deiter suggested in the future reports from the City Financial Advisor or Engineers be projected and not printed for City Council review. It was suggested looking at iPads for each City Council member. Grant money may be available.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 7:26 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer