

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

September 14, 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, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Police Chief JoAnn Mignon.

GUESTS:

Troy Jansen from Gold Cross Ambulance Service, Amy Vaclavik and Ron Wolf from McMahan, DPW Working Leadman Dennis Jandrey, and several City residents regarding the Tesch Street footbridge.

APPROVAL OF THE AGENDA:

Motion – Van Frachen moved to approve the agenda. Seconded by Brick. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
AUGUST 24, 2015:**

Motion – Sonnabend moved to approve the minutes of the August 24, 2015 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

CITIZEN INPUT:

Residents from the LaVesta Court area were present. They asked if there are any plans to repair the Tesch Street Bridge. They explained the bridge was built for safety of the children. Mayor Deiter explained due to safety concerns the bridge is closed. He explained the bridge is regulated by the DNR who will need to review it. He thanked those present for their citizen input.

PROTECTIONS OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported August was a good month with 30 calls. The Financial Report for August ended with \$29,343.56 to the positive for year-to-date.

Jansen reported he has hired two (2) more staff. He is looking at Technical Colleges that will provide IV Tech education for staff. Fox Valley Technical College will not run the program unless there are 12 students; if only 8 are enrolled they cancel the class.

B. Police Department:

1. Review of Monthly Report:

Approved

Mignon reported on the following:

- ATV accident. Police Department Staff did a great job on this accident scene.
- The old Tahoe has been sold.
- Safe Routes to School trail is open and is being used.

2. Ordinance – Regulation of Firearms, Explosives and Other Missiles:

Mignon explained per State Law municipalities cannot restrict bow and arrow hunting, but they can limit it. She proposed language change to reflect this State Law.

Motion – Nies moved to recommend to City Council to set a Public Hearing for adoption of the ordinance change as presented. Seconded by Wenzel. Motion carried.

C. Fire Department:

1. Review of Monthly Report:

No report.

2. Ordinance – Fire Chief Appointment:

Motion – Van Frachen moved to recommend to City Council the proposed ordinance language change from indefinite to five (5) years. Seconded by Edinger. Motion carried.

D. Municipal Court:

1. Review of Monthly Report:

The Reports were reviewed by the Committee.

CITY BUILDINGS AND GROUNDS:

A. Review of Monthly Report:

The Reports were reviewed by the Committee.

B. Upper Manitowoc River Watershed Study Task Force – Update:

Mayor Deiter reported the next meeting is September 16th at 6:00 PM.

C. N. Columbus Avenue Project – Review Profile Mill for Curb:

Ron Wolf reported only a few firms offer this service, Raise Rite from Manitowoc and Safe Step. Raise Rite did not respond and Safe Step gave a proposal. He explained the vendor did review the curb and feels he could accomplish the goal, but cautioned the surface would have a different appearance.

Motion – Edinger moved to recommend to City Council to contract with Safe Step with a \$2,500 cap and to get the contractor scheduled. Seconded by Sonnabend.

Van Frachen stated after the recent rain events he has noticed water in curbs all over the City, not just this area.

Motion carried.

D. Winter Maintenance Policy:

Mayor Deiter asked if there were any changes or questions. No changes were made.

Approved

E. Road Maintenance Agreement Between the City and the Town of Brillion:

Mayor Deiter introduced the Annual Road Maintenance Agreement between the City and the Town of Brillion. Gosz explained the Town is requesting school signs be added on Round Lake Road and E. National Avenue. These signs were installed by the City as part of the Safe Routes to School Project and the Town is asking that the City maintain them.

Motion – Van Frachen moved to recommend to City Council as proposed. Seconded by Wenzel. Motion carried.

F. Single Stream Recycling Services – Advanced Disposal Services:

Gosz explained that East Shore Recycling Commission, which the City is a member of, approved an agreement with Advanced Disposal for single stream recycling.

Motion – Nies moved to recommend to City Council for approval, the proposal from Advanced Disposal to East Shore Recycling Commission for single stream recycling. Seconded by Sonnabend.

Gosz explained she will be meeting with Tim Mueller from Advanced Disposal to review the City's Agreement for changes as a result of this proposal for single stream recycling. She hopes to have a revised agreement for the City Council's review by the September 28th meeting.

Motion carried.

FINANCE AND PURCHASING:

A. 2016 Budget Review:

Gosz explained in the operating budgets there are increases/decreases between Departments. The main focus will be on Capital replacement needs. She explained the Ehlers 5 Year Capital Plan did not include Department Capital needs. The City Council should keep this in mind when reviewing Department's budgets.

1. Fire Department:

The Committee reviewed the Fire Department 2016 Budget. Mayor Deiter stated that ISO Insurance rating is important to maintain. No changes were suggested at this time.

2. Police Department:

Mignon explained the 2016 Police Department Operating/Capital Budgets. She explained an increase in IT services in operating. Capital includes a video system in the squads, tasor, and office.

Mayor Deiter asked regarding overtime for salaried employees. Mignon explained FLMA is looking at changes for salaried employees that work overtime and only being paid for 40 hours. If this goes through the salaried employees would be audited which may affect how municipalities structure these employees.

No changes were made to the Police Department budget at this time.

Approved

3. Ambulance:

Gosz reviewed the 2016 Ambulance Budget with the Committee. Edinger explained Mark Fredrickson explained the budget is realistic. Gold Cross does not want to budget low and then have to come back and ask the City for more money.

Motion – Van Frachen moved to recommend to City Council the Gold Cross 2016 Ambulance Budget. Seconded by Edinger.

Gosz explained she has called the Town on the Ambulance Budget and will be sending them a proposal for 2016 services.

Motion carried.

4. General Government/Admin/Clerk-Treasurer/Building Inspector:

Gosz reviewed the General Government/Admin/Clerk-Treasurer/Building Inspector operating with the Committee.

She explained she does not have the insurance premium amounts at this time.

No changes were made at this time.

5. Municipal Court:

The Committee reviewed the Municipal Court 2016 Budget. Wenzel questioned if there is any benefit to running the Municipal Court. Mignon explained a very small dollar amount in revenue. However, the benefit is not having to pay overtime for Officers having to go to Circuit Court.

No changes were made at this time.

6. Department of Public Works:

The Committee reviewed the Department of Public Works 2016 Budget. Edinger questioned sidewalks in the Redevelopment Authority District. Gosz explained this was not included with the DPW Budget at this time and will be presented with the Community Development/Redevelopment Authority Budgets.

Jandrey stated Community Development Director Welch is looking at aesthetics of the sidewalks. He explained if using the Sidewalk Maintenance Plan as a guide he would not replace any of the sidewalks in the RDA District.

Mayor Deiter stated that DPW Staff did a good job at the WWTP with the reed beds project and a good job refabricating the Street Sweeper.

Wenzel suggested continuing looking at leasing options for equipment needs.

Gosz suggested looking at Capital needs. Jandrey explained a golf cart was included for spraying, park maintenance, etc. It was suggested looking at the Fire Department's 6 wheeler.

Approved

Edinger suggested that Ariens Company may be looking at including a job site vehicle with the mower use program they offer the City.

Edinger questioned Jandrey on time to travel with the lawn mowers. Jandrey explained if a truck is available they will do more hauling than driving the mowers to and from sites.

PERSONNEL:

A. Consider Offering Uniform Dental Benefit – Wisconsin Group Health Insurance Program:

Gosz explained effective January 1, 2016 Uniform Dental Benefits will no longer be offered through the health plan with Wisconsin Public Employers Group Health Insurance Plans. The City will have the option to offer dental benefits separately to employees who participate in the health insurance plan. She explained if the City decides to offer the Uniform Dental Plan employees can still opt out of dental coverage and still take the health insurance. She explained the City's cost for health insurance without dental increased by 2.7% from 2015. She asked if the City Council would like to consider offering this benefit since she will need to notify the State by September 25, 2015.

Edinger stated that dental insurance is something that can be planned for. He suggested reviewing it in a year. It was stated that local industries offer dental benefits to their employees.

Motion – Edinger moved to leave as is and review in 2017. Seconded by Van Frachen. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Wenzel stated that some of the Fire Fighters are not happy with the selection process for a new Fire Chief.

Edinger stated the trees at South Park that should be looked at.

ADJOURNMENT:

Motion – Van Frachen moved to adjourn. Seconded by Edinger. Call vote. Motion carried unanimously. The meeting adjourned at 7:52 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer