

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

March 14, 2016

Brillion Community Center

6:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:01 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:

Mark Fredrickson and Troy Jansen from Gold Cross Ambulance Service.

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
FEBRUARY 22, 2016:**

Motion – Edinger moved to approve the minutes of the February 22, 2016 Committee of the Whole. Seconded by Van Frachen. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTION OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported there were 33 calls in February; 3 no transport calls, 19 calls in the City of Brillion, 1 call in the Town of Brillion, and 4 calls in the Town of Woodville. There were 9 calls outside of the area.

Fredrickson reported the financials year to date is in the positive amount of \$7,862.81. He stated overall the year is starting out very well.

Jansen reported on Tuesday, March 29th the ambulance and fire departments will be doing a joint training at the ATV Park.

Jansen reported in 2018 Gold Cross in the Valley will be purchasing power cots. He explained these cots reduce lifting injuries for ambulance staff. He recommended purchasing 1 of these cots for the Brillion Ambulance. The cost estimate is approximately \$1,200-\$1,300.

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Police Chief Mignon reported on a recent emergency that happened at a school event where parents stepped in to assist the patient until the ambulance arrived. She recommended some type of Life Saving Award be considered for these individuals. She will work with Gold Cross on this.

B. Police Department:

1. Review of Monthly Report:

Police Chief Mignon reported on incidents during the month of February. She also reported on recent training that she and the Police Department Staff attended.

2. Mutual Aid Agreement:

Police Chief Mignon explained at the Police Chief's Conferences there was a debriefing on the incident in Menasha on the Trusle Trail Bridge. She explained because of the Mutual Aid Agreements between Police agencies in the Valley the incident was under control without delay. She explained a Mutual Aid Agreement is being proposed between the City of Brillion, the City of Chilton, the City of Kiel, and the City of New Holstein Police agencies. The draft agreement was prepared by the City Attorney.

Edinger questioned if this would include the Village of Reedsville. Police Chief Mignon agreed this should be considered. This Agreement is similar to the MABAS Agreement between fire departments.

Motion – Van Frachen moved to recommend to City Council the Mutual Aid Agreement with the possibility of adding the Village of Reedsville. Seconded by Edinger. Motion carried.

C. Fire Department:

1. Review of Monthly Report:

A Fire Department Monthly Report was submitted and reviewed by the Committee.

D. Municipal Court:

1. Review of Monthly Report:

The March Municipal Court Report was submitted and reviewed by the Committee.

CITY BUILDINGS AND GROUNDS:

A. Dam Inspection – Hacker Road Dam:

Gosz explained the DNR requires the owner of dams to have the dams inspected every 2 years by a hired professional engineer. The Hacker Road Dam is required for inspection in 2016. She recommended obtaining a proposal from McMahon for the inspection. McMahon has completed the last inspections on the dam and should be able to update the necessary documents and complete the inspection for a reasonable cost. She reported there is \$2,000 allocated in Reserves for this inspection.

Motion – Sonnabend moved to request a proposal from McMahon for the required inspection of the Hacker Road Dam. Seconded by Nies.

Gosz stated she will ask McMahon to have the proposal available for the March 28th Committee of the Whole Meeting for consideration.

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Motion carried.

B. Request for Bids – Pavement Sealing:

Gosz explained with the 2015 I/I Project the intent was to let the patch work settle for a year and then seal it in 2016. She explained there are different seal products to consider; chip seal, slag seal, slurry seal, or micro seal, with micro seal being the most expensive. She explained micro seal is a newer type of seal that provides minor profiling and fills in ruts or unevenness in the street.

Wenzel voiced concern on the longevity of the products stating if it doesn't drive better or last longer than she would suggest chip seal. Mayor Deiter suggested testing a section of a City street that has higher traffic; i.e. S. Glenview Avenue. Gosz stated the micro seal product has been used in the Wrightstown area. Edinger suggested obtaining opinions from other communities on the use of the micro seal product before making a determination on what product to use. Gosz will bring more information to a future meeting.

C. Biennial Bridge Inspection:

Gosz reported that Wisconsin State requires that all bridges on local roads be inspected every 2 years. She explained that Calumet County offers to contract with a consulting firm to inspect all of the bridges in Calumet County and splits the cost with each of the municipalities involved. She explained that would be \$195 per bridge. She suggested that depending on the results of the inspection the City may at some point in the future need to contract with its own firm for inspection and capital improvements of the bridges. However, due to budget constraints she recommended to contract with Calumet County for the 2016 bridge inspections.

Motion – Wenzel moved to recommend to City Council to authorize Calumet County to arrange for the bridge inspections within the City of Brillion during 2016. Seconded by Edinger. Motion carried.

FINANCE AND PURCHASING:

A. 5 Year Capital Planning:

Gosz suggested the Committee of the Whole continue discussion on the Capital Plan. She referred to the spreadsheet she prepared for the February 8th Committee of the Whole Meeting. She again pointed out the spreadsheet shows the fixed assets versus the repairs/maintenance reserves. She stressed the importance of budgeting for the repairs/maintenance reserves stating we need to have money available in Reserves for our building maintenance repairs for equipment failure.

Gosz reported that she and Mayor Deiter recently met with Rick Hermus from the IPR Group to discuss more specifically the opportunities the IPR Group might be able to offer the City. She explained the IPR Group does not intend to take over total control of City assets; the projects can be as big or small as the City desires. They will work with the City to accomplish the outcome the City wants. Gosz reported that during their meeting with Rick Hermus he suggested one project to be considered is City Hall. She stated the structure is in need of improvements and it houses 4 departments which have outgrown the facility. She explained Hermus suggested a Task Force be created to study the needs for the City Hall facility and determine future possibilities.

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Gosz reported she suggested Eric Fowel from East Central Wisconsin Regional Plan Commission might be able to help facilitate this study; however, Fowel informed her that East Central Wisconsin Regional Plan Commission does not have enough staff time available for 2016, but it may be considered for a future year. However, East Central Wisconsin Regional Plan Commission is helping the RDA with a Downtown Visioning Workshop which could include the City Hall. Fflug suggested the UW System might be able to help. Gosz agreed and pointed out that the City has used the help of UW Students in the past.

Gosz explained that Hermus gave an example of the City's contract with MCO for the operations and maintenance of the City water and sanitary sewer utilities as a public-private partnership that is in place and working well. Gosz pointed out that the City also has a public-private partnership with Gold Cross Ambulance for the management and operations of the ambulance service. In both of these agreements the City owns the assets.

Other:

Gosz reported the City Hall copy machine is getting old and is in need of replacement. The machine was recently down due to repairs for nearly a week. She does not want this to happen again. She received prices on leasing a machine from Badger Office and Ross Imaging. Badger Office is lower and is offering an annual savings of \$2,103. She reported she will be contacting Badger Office to proceed with the lease agreement for a new copier.

PERSONNEL:

A. Closed Session per W.S.S. 19.85(1) (c):

Motion – Edinger moved to go into Closed Session per W.S.S. 19.85(1) (c). Seconded by Van Frachen. Motion carried.

The Committee went into Closed Session at 7:03 PM.

B. Open Session:

Motion – Sonnabend moved to return to Open Session. Seconded by Brick. Motion carried.

The Committee returned to Open Session at 7:28 PM.

C. Personnel Policy Manual Amendment:

Motion – Van Frachen moved to recommend to City Council to approve the Personnel Policy Manual amendments as presented and that the Manual be distributed to all City employees including the Brillion Fire Department. Seconded by Sonnabend. Motion carried.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Van Frachen moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 7:29 pm.

Approved

Lori M. Gosz
City Administrator/Clerk-Treasurer