

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

June 13, 2016

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 Fflug (arriving at 6:07 PM), Betty Nies, Wally Sonnabend, Vicki Shafran, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Police Chief JoAnn Mignon.

GUESTS:

Amy Vaclavik from McMahon, Randy Much from MCO, Paul Much from MCO, Pete Litersky from MCO, Jerry Verstegen from MCO, Troy Jansen from Gold Cross Ambulance Service and DPW Working Leadman Dennis Jandrey.

In attendance at this meeting from the Water & Sewer Utility Commission were Leonard Kopidlansky, Dan Mertens, Mary Jo Krueger, Dave Schwahn, and Jeff Wittmann.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
MAY 23, 2016:**

Motion – Edinger moved to approve the minutes of the May 23, 2016 Committee of the Whole. Seconded by Brick. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTION OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported there were 44 calls in May; 29 calls in the City of Brillion, 5 calls in the Town of Brillion, 2 calls in the Town of Woodville, and 2 calls outside of the area.

Jansen reported the Financial Report for May ended in the positive, even with the \$3,475 repair on the engine in the old rig. The month ended well.

Jansen reported the Type 3 Ambulance, which we currently have, is being phased out. The Type 3 Ambulance is a van chassis. He explained manufactures are now building Type 1 ambulance, which is a truck chassis and is more expensive. He stated the old rig is 15 years old and should begin planning for its replacements. Gold Cross will monitor this.

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B. Police Department:

1. Review of Monthly Report:

Police Chief Mignon reported on the following:

- Vandalism at City Parks.
- Large narcotics case.
- DPW Working Leadman Dennis Jandrey's random act of kindness when he, on the last day of school, stopped to help a young boy whose chain fell off of his bike.

Nies commented on the excellent job the Police Department did helping parade spectators exit the City before the storm hit.

2. Police Captain Position:

Police Chief Mignon explained the reason for the change from Lieutenant Position to Captain Position. She explained the larger Police agencies don't recognize the position of Lieutenant of having authority in the chain of command. This makes it difficult for Lieutenant Schend during the Chief's absence. She is recommending changing the position from Lieutenant to Captain. The position of Captain is recognized as authority in the chain of command in larger agencies.

Motion – Sonnabend moved to recommend to City Council to change the position description of Lieutenant to Captain and to appoint Kirk Schend as Police Captain. Seconded by Shafran. Motion carried.

C. Fire Department:

1. Review of Monthly Report:

No report.

D. Municipal Court:

1. Review of Monthly Report:

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

CITY BUILDINGS AND GROUNDS:

A. Capital Improvement Plan:

Mayor Deiter began by stating the Utility Commission and the City Council have been working to develop a Capital Improvement Plan and we need to continue working on this to keep it moving forward.

1. Utility Capital Improvement Plan:

Jerry Verstegen, MCO, gave a Power Point overview of the Water Utility System. He explained he is working on a proposed 10 Year Capital Improvement Plan for budgeting forecasts. He explained the support documents for each Capital item.

Edinger questioned if there are any life expectancy concerns with Well #1 and Well #2. Verstegen explained due to the age of the wells, if any major repairs are needed, the Utility may consider abandoning the wells once Well #6 is established. He explained Well #3 is the main well used. Well #1 and Well #2 are backup wells.

2. Transmission Main:

Approved

Amy Vaclavik, McMahon, gave a Power Point presentation on water supply reliability. She explained the intent is not to have areas of dead end mains, this should be minimized. Also, there are some small 4" size mains that should be replaced.

Vaclavik suggested continuing plans for Well #6, which doesn't mean construction is immediate. She stated the development of a well site can take 2-3 years. She recommends getting the site identified so it can be built at a later date when the need is there. This was done for Well #5.

Vaclavik explained if the DNR requires the City to meet the stricter chloride discharge limits at the Wastewater Treatment Plant, the ion exchange softening system may be eliminated. She explained we are currently operating under a chloride variance. We may need to plan for a reverse osmosis (RO) system.

Vaclavik reviewed the distribution system map with the group. She explained the major dead end to the west past Ariens Plant #1 to the Brillion High School. She explained a proposal to loop the system. She also explained the current towers don't connect, proposing a main to connect them. The water main breaks through the years should also be reviewed for replacements.

3. Future I/I Remediation Plan:

Vaclavik stated the Water & Sewer Utility Commission and the City Council have worked successfully on I/I Capital Plan. She reviewed the Plan Map. She explained the Map shows future areas with no date, however, these areas include sump pump discharge problems. The City Code states that if a property owner complains the City can determine it necessary to install mini storm sewers.

Jandrey stated the areas identified as sump pump discharge are always a problem. Gosz stated property owners are trying to follow the City Code and not discharge their sump pumps to the sanitary sewer, but are causing water issues to neighbors and safety concerns on sidewalks and roads in winter months. This was explained to the DNR that we may need to change our plans to address this.

Mayor Deiter stated we need to do something to assist these people. The cost for storm sewers is a 50/50 split between the property owner and the City. Krueger stated we need to have some guidelines because if you do it for one more will want it done.

Discussion followed on the Capital Plan areas.

Vaclavik reviewed the Wastewater Treatment Plan and Water System Capital Improvement Plan with the group.

4. City Capital Improvement Plan:

Gosz reviewed the City's Capital Improvement Plan. She explained it is based off the 5 year plan given by the Department Heads during the 2016 Budget preparation. She explained she prepared a spreadsheet which lists the fixed capital assets and the repairs/maintenance capital. She stated the repair/maintenance capital items can be levied for; however, the fix capital assets may need to be financed for.

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Gosz stated the City Council should keep all Capital Plans in mind, not just the Utility needs. Citywide financing should be considered moving forward. She explained with the current debt limit at only \$2.5 million this will be challenging. However, as some of the current older debt is paid off this limit amount will improve. Also, with the recent expansions of industry the equalized value of the City will increase, which is how the debt limit is determined. Gosz stated we need to keep this Capital planning at the front moving forward to be proactive and not reactive.

Mayor Deiter stated he would like to keep this Capital Planning in front of our citizens via newsletters, articles, and website.

Mertens stated as property owners are addressing sump pump issues, the property owners will want the City to put money into streets. Krueger and Wenzel also commented on this stressing the importance to have established guidelines before requests for min-storm sewers come in.

Mayor Deiter stated we need to plan for infrastructure needs. Wittmann suggested once all the clay pipe is removed the City can reduce the I/I Plan to every other year. Vaclavik stated with the current plan by 2020 we should have all of the clay pipes removed.

Gosz stated she has received complaints from property owners how bad the streets are in Meadow Heights Subdivision. She suggested that if these streets could be listed on a future plan year at least it gives those property owners the assurance that their street is taken into consideration.

Mayor Deiter finalized the discussion stating we need to keep the Capital Improvement Plan process moving forward.

B. Regional Storm Water Utility:

Mayor Deiter explained he and Gosz have been attending informative meetings on the option of creating a Regional Storm Water Utility. Gosz further explained the idea of creating a Regional Storm Sewer Water Utility may be the most important step to accomplish the recommendations of the Upper Manitowoc River Watershed Task Force. Without the Storm Water Utility other projects to address storm water may not be accomplished. She stated in past years each municipality has taken care of storm water issues on their own; however, it is a regional issue explaining that what happens upstream affects those downstream.

Gosz explained as a result from the yearlong study of the Upper Manitowoc River Watershed Task Force, the County Planning Department took the lead to hold informational meetings on storm water utilities. She explained at the last meeting, held on May 25th, the consensus from those in attendance was to form a Regional Storm Water Utility, similar to the Garners Creek Storm Water Utility. Each municipality would go back to their Boards/Councils and get a consensus on whether or not to participate in a Regional Storm Water Utility.

Brief discussion followed on how the Regional Storm Water Utility would be created.

Approved

Motion – Edinger moved to recommend to City Council to proceed with the participation in a Regional Storm Water Utility. Seconded by Sonnabend. Motion carried.

C. Pagel Avenue:

Mayor Deiter stated he asked that this be placed on the agenda for discussion as it seems the Developer is dragging his feet. Gosz reported she recently received an e-mail from the Developer who said he is waiting on the excavator to get a start date.

Jandrey stated the first portion of street was built as a private street with pitch to the center. His concern is now that the City has accepted the street as public; it will be our cost to fix.

Discussed followed on the history of the development.

Wenzel suggested contacting the City Attorney to see if any legal action can be taken to move the development along.

FINANCE AND PURCHASING:

No report.

PERSONNEL:

Gosz reported the final background check is being done. She will report on the final candidate at the June 27th meeting.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Wenzel moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 7:53 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer