

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**January 9, 2017**

**City Hall Conference Room**

**6:00 PM**

**CALL TO ORDER:**

Mayor Gary Deiter called the meeting to order at 6:02 PM.

**ROLL CALL:**

Present were Mayor Gary Deiter, Alderpersons Bob Brick, Mel Edinger, Betty Nies, Vicki Shafran, Wally Sonnabend, and Alderperson Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Fire Chief Joey Diener, and Police Chief JoAnn Mignon. Absent was Alderperson Crystal Fflug.

**GUESTS:**

Troy Jansen from Gold Cross Ambulance Service and Assistant Fire Chief Burich.

**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  
DECEMBER 12, 2016:**

**Motion** – Brick moved to approve the minutes of the December 12, 2016 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTION OF PERSONS & PROPERTY:**

**A. Ambulance Department:**

**1. Review of Monthly Reports:**

Jansen reported there were 39 calls in the month of December of which 37 were billable calls. He reported the average response time for December was 3:55 minutes. Jansen explained the posting and moving with the rig helps reduce response times. Edinger questioned how “posting” reduces call response times compared to past years. Jansen will find out and report at the next meeting.

Jansen reported that Gold Cross has hired five (5) more staff members since November.

Mayor Deiter asked emergency staff to work closely with Police Chief Mignon, who is now the Emergency Management Director.

**B. Police Department:**

**1. Review of Monthly Report:**

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Chief Mignon reported she and Fire Chief Diener met with the Calumet County Emergency Government Director to begin updating the City's Emergency Management Plan. The goal is to have it completed by the end of 2017. She will give the City Council quarterly updates.

Chief Mignon gave a brief update on recent robberies. She reported on the Bob & Pat Endries Family Foundation donation to DARE. She also reported on Part-time Staffing.

**C. Fire Department:**

**1. Review of Monthly Report:**

Chief Diener reported there were 58 calls in 2016. He reported on monthly training beginning with Jaws training in January.

**2. Tour of Fire Department – Review Equipment Replacements:**

The Committee toured the Fire Department at 6:25 PM. The Committee reconvened to the meeting at 6:45 PM.

Chief Diener explained the Fire Department calls are not all fire calls; there are other lifesaving calls. He stated safety is first and replacement of the heavy rescue engine is very important. They are not looking at new and would look at used that will fit the Brillion Fire Department's needs to get the Department through the next 10 years. He gave an example of what Kimberly just purchased used. Diener stated he would like to find a 2010 or newer used piece of equipment.

Gosz questioned what changed in equipment needs since the current 1991 unit was purchased. Diener explained water rescue and jaws stabilization equipment and also air bags. They have more lifesaving equipment

**Motion** – Nies moved to let the Fire Department proceed to look at replacing the heavy duty rescue truck. Seconded by Shafran.

Wenzel suggested the Fire Department get quotes to fix the doors for safety reasons until the replacement are found.

Wenzel encouraged the Fire Department to continue working with surrounding communities to share with equipment needs for rescue. More regionalization of departments.

Motion carried.

Mayor Deiter asked the Fire Department to list needs of the Department for future capital planning. Burich invited the City Council members to attend training drills.

**3. Introduction of Fire Department Officers:**

Diener introduced the Fire Department Officers to the Committee.

**D. Municipal Court:**

**1. Review of Monthly Report:**

The Monthly Report was reviewed by the Committee.

Approved

## **CITY BUILDINGS AND GROUNDS:**

### **A. Review of Monthly Report:**

Gosz reported on recent issues with the locks on three (3) of the back entry doors at City Hall. She expressed concern that the doors must stay operable for access by the City Emergency Service Staff. She also reported over the last three (3) months there have been issues with the City Hall garage doors not opening.

She asked the Committee to keep this in mind during future Downtown Redevelopment Planning meetings.

## **FINANCE & PURCHASING:**

### **A. Capital Improvement Plans:**

#### **1. Utility Capital Improvement Plan:**

#### **2. City Capital Improvement Plan:**

Gosz reported at the November 14, 2016 Committee of the Whole meeting the Utility and the City Capital Plans were reviewed and a financial plan spreadsheet was discussed for options for financing capital needs, however, the minutes don't reflect any action taken by the Committee of the Whole.

Gosz reviewed the Capital Plan again with the Committee. She explained other than streets done in conjunction with I & I Projects; there is no plan to fix any of the streets on the 5 Year Street Capital Plan. Gosz suggested including some funding to complete one of the streets in Meadowood Heights Subdivision. She stated there are weeds growing in the cracks and residents have complained. The Committee agreed to include funding in the Financial Plan for a street in that subdivision.

Mayor Deiter stated the water transmission main projects are important and must be included in the financial plan. He stated other communities are borrowing for projects.

Gosz suggested the Committee recommend to City Council to proceed with the financial plan and work with Ehlers in borrowing.

**Motion** – Edinger moved to recommend to City Council to proceed with the financial plan to work with Ehlers on borrowing options. Seconded by Sonnabend. Motion carried.

## **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 Wenzel. Call vote taken. Motion carried.

The Committee of the Whole went into Closed Session at 7:27 PM.

### **B. Open Session:**

**Motion** – Nies moved to return to Open Session. Seconded by Brick. Call vote taken. Motion carried.

The Committee returned to Open Session at 7:40 PM.

Approved

**C. Public Works Director Position:**

**Motion** – Edinger moved to recommend to City Council to offer employment to the final candidate for the Public Works Director Position. Seconded by Wenzel. Call vote taken. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Wenzel reported on the Tourism Committee meeting to bring a trail through the City.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 7:44 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer