

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

March 13, 2017

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 Robert Brick, Mel Edinger, Crystal Fhlug (arriving at 6:02 PM), Betty Nies, Vicki Shafran, Wally Sonnabend, and Carrie Wenzel. Also present were Deputy Clerk/Treasurer Joy Buboltz, Director of Public Works Andy Geiger, and Police Chief JoAnn Mignon. Absent was City Administrator/Clerk-Treasurer Lori Gosz.

GUESTS:

Troy Jansen and Mark Fredrickson from Gold Cross Ambulance Service, Amy Vaclavik from McMahan, Jennifer Gulley, David Mathiebe, and Pete Vechart.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
FEBRUARY 23, 2017:**

Motion – Brick moved to approve the minutes of the February 23, 2017 Committee of the Whole. Seconded by Sonnabend. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTION OF PERSONS & PROPERTY:

A. Ambulance Department:

1. Review of Monthly Reports:

Jansen reported there were 34 calls for the month of February of which 29 were billable calls. Of the 34 calls, 26 were transports and 8 were no transports. He reported they are responding to calls in approximately 4 ½ minutes. Jansen also reported that he recently hired two (2) paid on call employees.

Fredrickson reviewed the Financial Report with the Committee. He explained year to date they are \$1,232.09 in net income.

Fredrickson reported that during the recent ice storm Valders Ambulance did assist Gold Cross in this area. Also, Gold Cross did assist Valders recent with a mutual aid call.

Mayor Deiter asked who does the maintenance repairs on the ambulance. Fredrickson stated Gold Cross has a mechanic that does the repairs. Mayor Deiter asked if the City is billed for

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those repairs. Fredrickson stated yes and will make sure that the City Administrator and the Police Chief receives a copy of those repair bills.

B. Police Department:

1. Review of Monthly Report:

Mignon reported on the following:

- There were 204 calls for service in February.
- She attended a Wisconsin Emergency Management East Central Regional Workshop at Fox Valley Technical College.
- Officer Kuehl is almost finished with his field training and should be ready for shifts in April.
- The Charger was picked up on March 3rd and is being set up for service.

2. Ordinance – Restrictions on Operators of ATV's /UTV's:

Mignon explained the State of Wisconsin has made changes to the ATV/UTV laws so therefore the City will need to amend their Ordinance to incorporate those changes.

3. Ordinance – Use of Park Systems:

Mignon explained the proposed amendment to the City Ordinance is to address the hours of operation of the ATV Park, which was not originally included in the City Ordinance.

Motion – Nies moved to recommend to City Council to set a Public Hearing for the proposed Ordinance changes to “Restriction on Operators of ATV's/UTV's and the proposed Ordinance change to the “Use of Park Systems”. Seconded by Fhlug. Motion carried.

Nies asked if there is a concern with the street lights on Main Street, with the wind blowing one (1) of the street lights over last week. Mignon and Geiger stated there are no concerns.

C. Fire Department:

1. Review of Monthly Report:

Diener submitted a written report.

D. Municipal Court:

1. Review of Monthly Report:

A Monthly Report was submitted to the Committee.

CITY BUILDINGS AND GROUNDS:

A. Review of Monthly Report:

Geiger reported on the following:

- He attended a WAPA Asphalt Paving Seminar.
- He will be attending a Lessons on Laterals Seminar.
- DPW Staff is continuing to patch potholes on City Streets.
- A temporary patch was done on Springdale Drive due to damage by a snowplow.
- Working on a water transmission line routing with McMahan.
- Met with the DNR regarding I/I Projects, Chloride Variance, and phosphorus.

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B. 2017 Mini-Storm Sewer Project – Amended Agreement for Professional Services - McMahon:

C. Stormwater Regulations – Connection to Storm Sewer Laterals:

Geiger reported that City Administrator Gosz and he met with McMahon to propose extending the mini storm sewer project on Valley View Drive up to Bentwood Drive. Due to the lay of the land water runs from Bentwood Drive to the east.

Vaclavik distributed a summary for the 2017 Mini-Storm Sewer and Lateral Project for the City of Brillion. She explained that the City was under orders from the DNR to eliminate clear water from entering its sanitary sewer system. Vaclavik explained the purpose of the project and what the program includes.

Pete Vechart asked where the storm sewer is located on Valley View Drive. Vaclavik stated she was under the impression that there isn't storm sewer on Valley View Drive. Vechart stated there are two (2) manholes on Valley View Drive, one by his home and one across the street by his home. Geiger stated there is also a manhole on each end of Valley View Drive. Vaclavik stated she will look into whether or not there is storm sewer on Valley View Drive and possible options.

Vechart asked the status of paving on Valley View Drive. Vaclavik stated that the mini storm sewer will be installed in the terrace area of the street, but the design has not been done yet.

Motion – Edinger moved to recommend to City Council to approve the amended Agreement for Professional Services with McMahon. Seconded by Sonnabend. Motion carried.

Geiger reported that City Staff, McMahon, and MCO attended a meeting with the DNR regarding the City's I/I Projects. The DNR has closed the compliance order on the City for I/I but is requiring a yearly report from the City. Vaclavik stated the DNR was informed that the City will not be doing an I/I Project in 2017 and 2018 and they still closed the compliance order.

FINANCE & PURCHASING:

A. Market Revaluation – Accurate Appraisal:

Buboltz reported that in the 5 Year Agreement with Accurate Appraisal a Market Revaluation would be done in year 5 of the contract. To date we are in year 5. Commercial properties in the City received a letter from Accurate Appraisal informing them that Accurate is conducting a Market Revaluation.

PERSONNEL:

No report.

OLD BUSINESS:

Edinger stated a few years ago the City sold part of Park Avenue to the Brillion Iron Works. He asked if the City should be getting that part of the street back. Mayor Deiter stated when that portion of the street was sold to the Brillion Iron Works there were safety concerns with vehicle and bicycles going through that portion of the street. There is concern, with that street no longer open to the public, how to get to the Farm Equipment property.

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NEW BUSINESS:

Mayor Deiter asked if the City should request that repairs to the ambulances be done at service garages in the City. The consensus of the Committee was to leave it as is. Edinger stated it is important to make sure two (2) ambulances are housed at City Hall.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Fhlug. Call vote. Motion carried unanimously. The meeting adjourned at 6:48 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer