

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

January 13, 2014

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

GUESTS:

Police Officer Kirk Schend, Troy Jansen from Gold Cross Ambulance Service, and Derick Schultz.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
DECEMBER 9, 2013:**

Motion – Van Frachen moved to approve the minutes of the December 9, 2013 Committee of the Whole. Seconded by Gruett. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

PROTECTIONS OF PERSONS AND PROPERTY:

A. AMBULANCE DEPARTMENT:

1. Review of Monthly Reports:

Jansen reported there were 32 calls in December with five (5) no transports. He reported there were 349 calls for 2013, with approximately 20% no transports. Edinger pointed out the year ended above budget, which is good.

Edinger questioned the plans to replace the rig. Jansen explained the plan will be to remount the body of the old rig. This will be presented at the February meeting.

B. POLICE DEPARTMENT:

1. Review of Monthly Report:

Mignon reported on Police incidents that the Police Department is working on.

Mignon reported on the following:

- The new Wisconsin Act 71 Law will require some ordinance language amendments. She will bring those to the February meeting.

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- She has begun Police Department Employee Evaluations.
- The Brillion Police Department received two (2) ballistic vests which were donated from the Kiel Police Department. The vests will be kept in the squads to be used if needed.

2. Oath of Office – Police Lieutenant:

Gosz administered the Oath of Office to Kirk Schend as Brillion Police Department's Police Lieutenant.

3. Part-time Patrol Officers:

Mignon reported there are two (2) Part-time Positions she would like to fill. Gruett voiced concern of Part-time Officers coming and going and if an additional one (1) Full-time Officer should be considered. Mignon explained the Part-time Officers fill vacant shifts that are not always known. Filling with Full-time Officers may be more difficult, there will always be some vacant shifts that need to be filled and to avoid overtime Part-time Staff is used.

Mignon explained all Part-time Officers sign a two (2) year agreement to pay back the City for training costs should they leave within the first two (2) years of employment with the City.

C. FIRE DEPARTMENT:

1. Review of Monthly Report:

No report.

D. MUNICIPAL COURT:

1. Review of Monthly Report:

The Committee reviewed the October and December Monthly Court Reports.

CITY BUILDINGS AND GROUNDS:

A. Department of Public Works – Monthly Report:

Gosz reported that DPW Working Leadman was on sick leave. She reported that DPW Staff has the snow removal equipment ready for the expected snow storm.

B. Black Creek Wetland Restoration Project - Update:

Gosz reported a meeting will be held on Tuesday, January 14th at McMahon's offices with City Engineers and DNR Representatives. The goal of the meeting is to help the golf course by discussing options for developing storm water detention ponds on the 15 acres of land the City owns in the golf course.

Nick Vande Hey, McMahon, will help to engineer options for consideration. Gosz explained she intends to apply for the Municipal Flood Control Grant with the DNR. The grant application is due March 17, 2014.

FINANCE AND PURCHASING:

No report.

PERSONNEL:

A. Personnel Policy Manual Amendment – Holiday Pay:

Approved

Gosz explained the current Personnel Policy does not address the use of Floating Holidays and Personal Leave and when an employee must use it by. The proposed amendment identifies that it must be used in the calendar year.

Motion – Gruett moved to recommend to City Council the proposed language change to the Personnel Policy Manual for use of Floating Holidays and Personal Leave Pay. Seconded by Brick. Motion carried.

Mayor Deiter commented on the new hires at City Hall, Pam Verstegen and Justin Linzmeier, on their good work performance.

NEW BUSINESS:

Mayor Deiter gave an update on the Well #5 Project.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:37 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer