

CITY DIRECTORY 2002 – 2003



*A Good Place to
Live, Work, Learn and Play*

A Listing of
ELECTED AND APPOINTED OFFICIALS
of the City of Brillion, Wisconsin,
COMMITTEES AND COMMISSIONS
and established meeting dates.

(Large print directory is available at City Hall.)

ELECTED OFFICIALS

*City Council Meeting Dates:
2nd and 4th Monday of every month at 7:30pm.*

MAYOR	ROBERT MATHIEBE
COUNCIL PRESIDENT	GERALD SONNABEND
ALDERPERSONS	
--- 1 ST WARD	GERALD SONNABEND BETTY NIES TIM GEARY
--- 2 ND WARD	COREE WALLANDER MEL EDINGER TAMMY KIMPS
--- 3 RD WARD	GAYLORD UNBEHAUN LARRY MACIEJEWSKI JOSEPH LEVASH

APPOINTED OFFICIALS

City Administrator	Dawn Wagner
City Clerk/Treasurer	Lori M. Gosz
Deputy Clerk/Treasurer	Joy L. Buboltz
Community Development Director	Heather Zander
Chief of Police	Scott Kaphingst
Police Captain	Daniel Alloy
Park & Rec/Aquatic Director	Chad Hoerth
Fire Chief	Mark Evel
Library Director	Christine Moede
City Attorney	Twohig Law Firm
Building, Plumbing & Electrical Inspector	Paul DeBruin
Assessor	Bowmar Appraisals
City Health Office	Julio de Arteaga, M.D.
Weed Commissioner	Dennis Jandrey
Official Newspaper	<i>The Brillion News</i>

POLICE DEPARTMENT OFFICERS

Full Time

Field Training Officer	Brent Muller
Drug Task Force Officer	Michael Alt
Police Liaison Officer	JoAnn Mignon
Logistics Officer	Kirk Schend
Defense & Tactics Officer	Matthew Kluck

Part Time

Patrol Officers	Thomas Bastian, Stephanie Markins
Recruit Officer	Paula Campbell
Police Aide	Caroline Alloy

COUNCIL COMMITTEES

PROTECTION OF PERSONS AND PROPERTY

Meeting: 3rd Tuesday of each month at 5:00 p.m.

Joseph Levash	Chairman
Gaylord Unbehaun	Vice Chairman
Larry Maciejewski	Secretary
Tammy Kimps	Council Representative
Common Council	Alternate

- Supervision and instructing the Police Department subject to Wis.State Statutes and/or Mayor's approval.
- Supervising and instructing the Fire Department subject to Wis.State Statutes and/or Mayor's approval.
- Handling complaints in regard to Police and Fire Department problems.
- Seeing that reports and communications are promptly and satisfactorily submitted.
- Handling activities relative to ambulance service.
- Handling complaints on tavern operations and supervising control on the same.
- Budgetary activities of Police, Ambulance and Fire Departments.

CITY AFFAIRS COMMITTEE

Meeting: 3rd Tuesday of each month at 7:30 p.m.

Tim Geary	Chairman
Gerald Sonnabend	Vice Chairman
Tammy Kimps	Secretary
Betty Nies	Council Representative
Common Council	Alternate

Activities related to City streets, including construction, maintenance, cleaning and snow removal.

NOTE:

- Maintenance of City facilities.
- Weed cutting and keeping the City clean.
- Directing garbage and rubbish collection.
- Street lighting.
- Storm sewers.
- All City equipment excluding emergency equipment.
- City parks with Park and Recreation Commission.
- Cooperating with Cemetery Commission on problems pertaining to maintenance items and will set rules and regulations.
- Working with Building Inspector, the Health Officer and the Fire Chief pertaining to health and safety of the public interest.
- Budget activity for Department of Public Works, Cemetery and City Hall.

PERSONNEL COMMITTEE

Meeting: 2nd Tuesday of each month at 5:00 p.m.

Larry Maciejewski	Chairman
Gaylord Unbehaun	Vice Chairman
Mel Edinger	Secretary
Coree Wallander	Council Representative
Common Council	Alternate
Labor Consultant	Upon Request (Non-voting)

In addition to duties assigned elsewhere, the Personnel Committee shall have charge of all matters arising under Wis.State Statutes Chapter 111 Employee Relations as follows:

Sub-Chapter I	Employment Peace
Sub-Chapter II	Fair Employment
Sub-Chapter III	Public Utilities (Labor Disputes, Arbitration and enforcement)
Sub-Chapter IV	Municipal Employment Relations
Sub-Chapter V	State Employment Labor Relations

They shall be responsible for the direction of all personnel matters involving City employees.

FINANCE AND PURCHASING COMMITTEE

*Meeting held before each City Council Meeting at 7:00 p.m
and on call as needed.*

Betty Nies	Chairman
Mel Edinger	Vice Chairman
Gerald Sonnabend	Secretary
Coree Wallander	Council Representative
Common Council	Alternate

- Review all vouchers for payment.
- Making recommendations on matters pertaining to finances and insurance.
- Handling matters of joint interest with the Library Board per Wis. State Statutes.
- Coordinating the preparation of the annual budget with City staff.
- Handling all financial matters per City Code of Ordinances and Wis. State Statutes.
- Recommendations on tavern and bartenders' licenses.

COMMISSIONS

WATER UTILITY COMMISSION

Meeting: 3rd. Monday of every month at 7 p.m.

Jeff Wittmann	Chairman
Dave Schwahn	Vice Chairman
Lori Gosz	Secretary
Gerald Sonnabend	Council Representative
Walter Sonnabend - I. Mollen - Leonard Kopidlansky	
Mary Jo Krueger - Mayor Robert Mathiebe	

SEWER UTILITY COMMISSION

Meeting: 3rd. Monday of every month at 7 p.m.

Jeff Wittmann	Chairman
Dave Schwahn	Vice Chairman
Lori Gosz	Secretary
Gerald Sonnabend	Council Representative
Walter Sonnabend - I. Mollen - Leonard Kopidlansky	
Mary Jo Krueger - Mayor Robert Mathiebe	

MUNICIPAL BOARDS

BOARD OF PUBLIC WORKS

Meeting: On Call

Mayor Robert Mathiebe, Chairman
Gerald Sonnabend, Vice Chairman
Alderman Tim Geary
Alderman Larry Maciejewski
Alderman Joseph Levash
Alderman Mel Edinger

Alderman Betty Nies
Alderman Gerald Sonnabend
Alderman Gaylord Unbehaun
Alderman Coree Wallander
Alderman Tammy Kimps

BOARD OF APPEALS

Meeting: on Call

Carl Miller Chairman
Gerald Martinson - Fred Landman - Sue Cohen
Dennis Krizenesky
Pete Vechart (1st Alternate)
Mary Reinhard (2nd Alternate)

ELECTION BOARD

Mary Larson - Eugene Buboltz - Howard Heimke
Elaine Zeamer - Janet Mathiebe - Mary Ann Schumacher
Doris Miller - Delores Vanderhoof
Alternates – Joe Gilsdorf, Rose Gilsdorf, Rae Marie Helm, Joy Buboltz
Ray Geiger, and Shirley Geiger

BOARD OF REVIEW

Mayor Robert Mathiebe
City Clerk – Lori Gosz
Gerald Sonnabend, Coree Wallander, Gaylord Unbehaun
Assessor Bowmar Appraisals (Non-voting)
City Administrator - Dawn Wagner (Non-voting)

LIBRARY BOARD

*Meeting: 1st Tuesday of each month at 4:00 p.m.
at the Public Library*

Clarence Wolf, Board President
Mary Larson - Debbie Pahl- Joan Radant
Win Riemer - Jack Lewis
Tammy Kimps, Council Representative

LIBRARY HOURS

326 N. Main Street

Regular Hours (Labor Day to June 1)

Monday – Wednesday - Thursday - Friday 12 noon to 8:00 p.m.
Tuesday 9:00am – 8:00pm - Saturday - 9:00 a.m. to 12:00 noon

Summer Hours: (June 1 to Labor Day)

Monday - Thursday - Friday 12 noon to 8:00 p.m.
Tuesday - Wednesday - 9:00 a.m. to 8:00 p.m. - Closed on Saturday

CITIZEN COMMITTEES

COMMISSIONERS OF HOUSING AUTHORITY

*Meeting: 2nd Monday of month at 4:00 p.m.
at Park View Homes*

Claire Letourneaux – Carol Zander
Dale Nies - John Baranowski - Vacancy
Mary Garrow, Executive Director

COMMUNITY DEVELOPMENT COMMITTEE

Meeting: 1st Wednesday of the month at 7:00 a.m.

Bob Behnke - Matthew Vechart – Matthew Bennett
Eugene Buboltz - Dale Nies
Gaylord Unbehaun, Council Representative
Mayor Robert Mathiebe (ex-officio)
City Administrator Dawn Wagner
Community Development Director Heather Zander

**BRILLION COMMUNITY CENTER
AND
PARKS & RECREATION / AQUATIC
DEPARTMENT**

120 Center Street, Brillion WI 54110-1221
(920) 756-3216

Community Center Hours

Monday-Friday 6am-9pm

Saturday 8am-6pm

Sunday 11am-4pm

(Brillion Community Center reserves the right to close early due to low usage.)

The Brillion Community Center (BCC)

We offer room rentals, equipment rentals,
and racquetball memberships.

Swimming Lessons offered year-round.
Call to have your child tested and placed
into one of our high-quality lessons.

We also offer Water Exercise, Brillion Blue Dolphins Swim Team,
Open, & Lap Swims.

Drop by the BCC for a free Program and a
monthly calendar of events for the pool & gymnasium.

We offer Tae Kwon Do, Recreation League,
Tee Ball, Tennis Instruction, Volleyball Instruction,
Golf Instruction, Girl's Fast Pitch League, Flag Football,
Aerobics, and Basketball Instruction.

We also have indoor Women's and Co-ed Volleyball
Leagues year around.

We sell discount tickets to many attractions
including: Noah's Ark, Six Flags Great America, Milwaukee Zoo,
Rainbow Falls, Family Land, Riverview Waterworld, and many more
(seasonally – May – August)

Contact the BCC for program schedules and rental fees.

CITY HALL

130 Calumet Street

www.ci.brillion.wi.us - (link to e-mails)

OFFICE HOURS

CITY ADMINISTRATOR'S OFFICE & CITY CLERK - TREASURER'S OFFICE

Monday 7:30 am to 6:00 pm
Tuesday – Friday 7:30 am to 5:00 pm

SERVICE / FEE SCHEDULE

Photo Copies - \$0.25 per sheet
Fax Copies - \$1.00 per sheet
Large City Maps - \$5.00 each

BUILDING INSPECTOR HOURS

Property owners in need of building permits may apply at City Hall during normal business hours (8 a.m. - 5 p.m.). Requests for inspections or appointments to meet with the Building Inspector may be made by calling City Hall at (920) 756-2250

The Building Inspector hours:
Monday 5:00pm
Wednesday 10:30 pm – 12:00 pm
or by appointment.

BUILDING PERMITS

Building permits are required when any physical changes or alterations are made to home or property. Fees are based on cost of project.

CITY ASSESSOR HOURS

On Call

SENIOR CITIZENS CLUB

The Senior Citizens Club is designed to produce outlets for leisure time through many interesting programs and social recreation activities, especially for senior citizens. The club meets every Wednesday from 1:00 pm – 3:00 pm at the Brillion Community Center.

CITY OF BRILLION

GARBAGE & RECYCLING INFORMATION

The City of Brillion has three (3) types of waste collection by Superior Services.

1. Garbage - General household waste that is not listed as recyclable.
2. Recycling - All items defined by Superior as “Acceptable Recyclables” are banned from landfills by Wisconsin law.
3. Items too large or too bulky for regular collection.

GARBAGE:

1. All garbage will be collected from each address once a week on Wednesdays.
2. Garbage must be placed in the appropriate Superior polycarts. Polycarts are available in 95, 60, and 45 gallon size without charge from Superior Services at 1-888-688-4005.

RECYCLABLES:

Recyclables will be collected every other week on the same day as your garbage. East of Main Street the 1st and 3rd Wednesday. West of Main Street the 2nd and 4th Wednesday. There will be no pick up in fifth week.

Please review the rules below to ensure that your recycling practices meet Superior’s requirements. If you have questions please contact Superior Services at 888-688-4005.

Aluminum, Plastic, Glass, Tin, Steel:

The aforementioned items may be co-mingled in transparent blue, white or clear bags. Black yard bags are not accepted. All items are to be clean, rinsed out thoroughly, and have all tops and caps removed.

- Aluminum – rinse out
- Tin containers – remove labels and rinse out
- Steel containers – do not include scrap steel
- Plastics - #1 & #2 (soap & soda bottles, milk jugs)
- Glass containers:
 - ♦ Clear, brown, green colors
 - ♦ Keep all bottles and jars whole
 - ♦ Glass items such as cocktail glasses, plate glass, and ceramics are not recyclable

Batteries:

Batteries must be undamaged and intact, and will be accepted at curbside during normal recycling pickup days.

Waste Oil:

Waste oil will be cautiously accepted at curbside if placed in a leak proof covered milk jug. Oil cannot be mixed with any other fluid. Superior Services recommends that residents utilize local garages to change automobile oil for proper disposal of these fluids.

Cardboard and Paper:

Recyclable items include:

- Magazines
- Newspapers
- Chipboard boxes (i.e. cereal and cake boxes)
- Corrugated cardboard boxes:
 - ♦ Must be flattened and bound
 - ♦ Large quantities should be cut into 2' x 2' sections, then flattened and bound

Magazines, newspapers, and cardboard may be commingled in:

- Brown paper grocery bags
- Corrugated cardboard boxes
- Cereal, cake, and detergent boxes
- Soda or beer 12pack/24pack cartons

NOTE:

Plastic bags will no longer be accepted for house paper products with the exception of shredded paper only.

LARGE ITEMS:

Items too large to fit into the polycart, such as furniture, will be collected on Mondays only if it has a sticker attached. Stickers may be purchased from the City Hall during regular business hours.

The stickers must be purchased by 12:00 noon on Friday in order to be picked up the following Monday.

Stickers for appliances without Freon (stoves, washers, dryers, etc), furniture, carpeting, TVs etc are \$5.00. Stickers for items containing Freon may also be purchased at the cost of \$40.00.

Stickers for automobile tires are \$2.00.

GENERAL GUIDELINES

1. All collectable items must be placed curbside in residential areas. Vehicle parking must not hinder access to the waste. Please avoid placing waste next to mailboxes, trees, or posts. Polycarts are picked up by a mechanical arm on the truck and must be placed curbside with the arrows on the cover facing the street.
2. Waste shall not be placed curbside prior to 6:00 P.M. the evening before collection, but shall be out by 4:00 A.M. on the collection day. Polycarts shall be removed from curbside by midnight the day of collection.
3. No waste shall be placed in the street. The waste shall be behind the curb line either on the terrace or driveway.
4. **ATTENTION MULTIFAMILY RESIDENCE!** Waste from these areas shall be placed in one consolidated location per building.

5. During the winter months, waste shall be placed in the driveway apron or in an area adjacent to the curbside that has been shoveled. Waste placed on the top of the snow banks will not be collected.
6. Do not have any personal items on or near the curbside on collection days. It may be picked up by mistake.
7. Waste jammed or frozen into polycarts that does not dislodge will be returned in the polycart.
8. If polycart is broken or damaged, please notify Superior at 1-888-688-4005 for maintenance or replacement. If polycart has been damaged due to customer neglect, such as hot ashes, the customer will be charged for the polycart.
9. Ashes must be thoroughly cooled and soaked with water. Hot cinders and ashes or any smoldering embers shall not be placed for any collection.

SUPERIOR SERVICES WILL NOT COLLECT

1. Waste in reusable containers other than the approved Superior polycarts.
2. Damaged lead acid (vehicle) batteries - by State law all retailers of lead acid batteries are required to accept used batteries whether or not replacement battery was purchased from the retailer.
3. Yard waste such as leaves and grass clippings (see City Compost site section).
4. Construction debris: All construction, remodeling, and/or demolition waste shall be disposed of by the owner. This debris may be taken directly to the Ridgeview Landfill or through a separate contract with Superior Services. A fee will be charged dependent on the size of the load.
5. Paint: Oil base paints, thinners, and varnish must be disposed of properly in a hazardous waste program. These paints must not be placed in with any garbage waste. Water base paint may be left open to evaporate and dried residue may be placed with garbage.
6. Medical Waste: Important! **Do not dispose of needles.** State Law put into effect November 1, 1994, sharps such as needles, syringes, and lancets **are not** to be put in garbage or recycled waste. Persons with these items should contact their own physician or pharmacy for proper disposal.

CITY CHIPPING:

During the spring, summer, and fall the City will chip all brush, branches, and limbs that have been placed on the curbside each Monday by 7:00 A.M. Branches and limbs must be no longer than six (6) feet in length and no more than six (6) inches in diameter. **All brush must be tied or placed in manageable bundles. Smaller twigs must be placed in containers for pickup.** By placing the brush in manageable bundles & containers this will decrease the amount of time spent chipping. Please do not take these items to the Compost Site.

Please **do not** pile grass & leaves or debris into the street or terrace area with the brush & tree limbs.

COMPOST SITE:

Yard waste may be disposed of at the City Compost Site daily. The City Compost Site is located on W. Ryan Street, behind the Vocational School

Yard waste includes all materials originating in the yard and garden, which are capable of natural decomposition, including leaves, grass clippings, and other vegetation, exclusive of stumps, root balls, brush, limbs, and branches. **Please do not** leave boxes and bags at the Compost Site. These materials will not readily decompose.

We encourage homeowners to return grass clippings to the soil in their lawn. It not only takes away the hassle of having to bag the clippings, but it also puts organic nitrogen (a valuable fertilizer) back into the soil.

HOLIDAYS

There will be no City waste, recycling collection, or chipping on certain Holidays. When a holiday occurs on a collection or chipping day the following day will be the designated day unless otherwise published.

Ridgeview Recycling & Disposal Facility

Any individuals hauling garbage and rubbish directly to Ridgeview landfill in Whitelaw, the following hours at the site are:

Weekdays - 7:00 a.m. to 3:30 p.m.

Saturdays - 7:00 a.m. to 12:00 noon

NOTE: Any individual hauling garbage direct to the landfill site will be responsible for the payment of dumping fees. Please call Ridgeview Recycling & Disposal Facility for a schedule of fees.

Ridgeview Recycling & Disposal Facility
Hwy 10, P.O. Box 227
Whitelaw, WI 54247
920-732-4473

REMINDERS

DOGS AND CATS

Citizens are reminded that under the provisions of the ordinance governing the control of dogs and cats, all dogs and cats must be tied up at all times.

Special Note - All dogs and cats 6 months of age or older must be licensed. Dog and cat licenses must be purchased each year by April 1st. Owners must present certification of rabies shots at time of license purchase. Fees are \$3.00 if animal is neutered or spayed and \$8.00 if not. There is a late penalty of \$5.00 per license for all licenses purchased after due date.

PARKING RESTRICTIONS

City ordinance provides that motor vehicles may not park on any City street from 1 a.m. to 6 a.m. from November 15th of any year to April 1st of any year, in order to facilitate snow removal.

There is an ordinance prohibiting heavy traffic vehicles in any public parking lots.

FIRE ARMS

The use of firearms including bows, sling-shots, BB and Pellet Guns are strictly prohibited.

SNOW REMOVAL

Sidewalks must be shoveled within 24 hours after a snowfall. Snow should not be pushed or blown onto streets.

BICYCLES

PARENTS: Bicycles are not allowed on sidewalks in the business district. Bicycles must be equipped with lights for night operation and have a license. License may be obtained at the Brillion Police Department, 130 Calumet Street, Brillion, WI.

WATER AND SEWER UTILITY BILLS

Water and sewer bills are payable by mail, at City Hall from 8 a.m. to 5 p.m. Monday through Friday, or at the drop box at City Hall after 5:00 p.m.

MISCELLANEOUS OTHER

All City Council and Committee meetings are posted at the City Hall, the Brillion Public Library and the Brillion Community Center and are open to the public.

PROBLEM – SOLUTION PROCEDURE

CITIZENS:

In the event you have a specific problem, it can be expedited in the following manner:

TYPE OF PROBLEM	CONTACT	PERSON	Phone/e-mail
Police	Police Dept. Chief	Scott Kaphingst	756-2221/chief@ci.brillion.wi.us
Fire	Fire Chief	Mark Evel	756-2424/fd@ci.brillion.wi.us
Ambulance	Chr. Protections Committee Protections of Persons & Property Committee	Joseph Levash See pg. 3	756-3840
Public Works-Streets, Etc.	City Administrator Chr. City Affairs Committee City Affairs Committee	Dawn Wagner Tim Geary See pg. 2	756-2250/admin@ci.brillion.wi.us 756-3023
Community Center, Parks Aquatics, Recreation Programs	Park & Recreation Director/ Aquatic Coordinator Chr. Park & Recreation Commission Park & Recreation Commission	Chad Hoerth Chad Hoerth Henry Horn See pg. 5	756-3216/parkrec@ci.brillion.wi.us 756-2714
Water and Sewer	City Clerk/Treasurer's Office Chr. Utility Commission Utility Commission	Lori M. Gosz Jeff Wittmann See Pg. 4	756-2250/clerk@ci.brillion.wi.us 756-3342
Library	Library Director Library Board President Library Board	Chris Moede Clarence Wolf See pg. 7	756-3215/cmoeede@esls.lib.wi.us 756-2223
City Clerk/Treasurer's Office, Cemeteries, Water & Sewer Bills, Tax Collections,	City Clerk-Treasurer Deputy Clerk-Treasurer Chr. Finance Committee Finance Committee	Lori M. Gosz Joy Buboltz Betty Nies See pg. 4	756-2250/clerk@ci.brillion.wi.us 756-2250/dclerk@ci.brillion.wi.us 756-3952
City Personnel	City Administrator Mayor Chr. Personnel Committee Personnel Committee	Dawn Wagner Robert Mathiebe Larry Maciejewski See pg. 2	756-2250/admin@ci.brillion.wi.us 756-2430 756-3372

If you follow the procedures as listed, in sequential manner, your complaints, suggestions and questions can be processed in the most efficient manner. If you have gone through the problem-solution procedure and are not satisfied with the outcome, please contact the City Administrator and the appropriate action will be taken. **Any emergency situations off hours, please contact the Police Dept. at 756-2221 or 911.**

CITY OFFICIAL DIRECTORY

Robert Mathiebe, Mayor

727 Lee Avenue
756-2430

Gerald Sonnabend
Aldersperson – Ward 1

419 N. Main Street
756-3193

Betty Nies
Aldersperson – Ward 1

618 Columbus Avenue
756-3952

Tim Geary
Aldersperson – Ward 1

136 Center Street
756-3023

Coree Wallander
Aldersperson – Ward 2

740 Harvest Drive
756-2198

Mel Edinger
Aldersperson – Ward 2

412 Fawn Drive
756-3506

Tammy Kimps
Aldersperson – Ward 2

117 W Water Street
756-3366

Gaylord Unbehaun
Aldersperson – Ward 3

256 E. National Avenue
756-2237

Larry Maciejewski
Aldersperson – Ward 3

546 S. Parkway Drive
756-3372

Joseph Levash
Aldersperson – Ward 3

104 Bentwood Drive
756-3840