

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**June 12, 2017**

**City Hall Conference Room**

**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 Mel Edinger, Timothy Hanson, Joe Levash, Betty Nies, Vicki Shafran, Wally Sonnabend, and Alderperson Carrie Wenzel. Also present were City Administrator Lori Gosz, Public Works Director Andy Geiger, Fire Chief Joey Diener, and Police Chief JoAnn Mignon.

**GUESTS:**

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

**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  
MAY 22, 2017:**

**Motion** – Levash moved to approve the minutes of the May 22, 2017 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**PROTECTION OF PERSONS AND PROPERTY:**

**A. Ambulance Report:**

**1. Review of Monthly Reports:**

Jansen reported on the May Operational Report, which had 39 calls of which 30 were billable calls. Jansen reported that about 1/3 of the calls were outside of the Brillion Ambulance Service area.

Jansen reported the May Financial Report is not yet complete. However, year-to-date we are still running in the black.

Jansen reported on staff levels stating they will be losing two (2) but hope to have three (3) more hired. Gold Cross is reaching out to students taking medical courses through the three (3) technical schools; Lakeland, NWTC, FVTC, to see where they are going after completing the nine (9) month course. Edinger questioned if there are any individuals that have completed the necessary training, but are working at a local business that could help on calls. Jansen and Mignon have been discussing this. Mignon stated she believes local businesses would allow employees to leave on call; however, the concern is that they are able to keep their training up.

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Jensen reported on mutual aid. He stated the First Responders from the Township have been helping out on calls until a rig is available when both rigs are out. Mayor Deiter questioned if there is a way to help pay for training as an incentive. Jansen reported EMT Basic Course is about \$1,400. He stated Gold Cross may be considering some type of pay incentive if they hire on with Gold Cross.

Mayor Deiter thanked Jansen for the good report.

**B. Police Department:**

**1. Review of Monthly Report:**

Mignon reported on the following:

- All Police Officers are now fully trained in the use of Narcan/Naloxone.
- All Officers have completed mandatory firearms qualifications.
- The first Coffee with a Cop was held at McDonalds.
- Brillion Fest activities went very well.
- The new squad is in service. The old squad is being reconditioned to then be sold.

Mayor Deiter questioned training with Reedsville. Mignon explained it is working very well.

**C. Fire Department:**

**1. Review of Monthly Report:**

Diener reported on the following:

- 24 calls to date for the year.
- June 5<sup>th</sup> the Membership voted on a new member. Hope to have a couple more soon.
- Turnout gear will be purchased. 50/50 split with the City using Brat Fry proceeds.
- Fire Chief's Conference in Green Bay at the end of June.
- Walk through the Brillion Iron Works.
- Worked with Gold Cross and Westland Bus Company for training. Westland is considering donating a bus for future training.
- Still looking for a rescue unit.

**D. Municipal Court:**

**1. Review of Monthly Report:**

Monthly Report was reviewed by the Committee.

**CITY BUILDING AND GROUNDS:**

**A. Review of Monthly Report:**

Geiger highlighted from his Monthly Report that the street sweeper repairs are getting very expensive to repair. He suggested making the repairs necessary and plan for replacement. Edinger suggested renting from other communities. Geiger will check to see what options are available.

**B. Review and Consider Recommendation of Award – Fuel Bids:**

Geiger reported three (3) fuel bids were received and offered the following:

- Condon Oil – 10 cent per gallon discount.

Approved

- Weber's BP – 11 cent per gallon discount
- Kwik Trip – 15 cent per gallon discount.

**Motion** – Edinger moved to recommend to City Council to approve the bid from Kwik Trip for the City's fuel purchases. Seconded by Sonnabend. Motion carried.

**C. Review and Consider Recommendation of Award – HVAC Maintenance Bids:**

Geiger reported he sent out seven (7) requests for proposals for HVAC maintenance and only received (3) back. Bids received were as follows:

- ACC - \$26,830.00 annually for 5 years.
- Bassett - \$49,992.00 annually for 1-2 years  
\$51,000 annually for 3-4 years  
\$52,020 annually for year 5
- August Winter - \$71,808 annually for years 1-2  
\$73,968 annually for years 3-4  
\$76,188 annual for year 5

Geiger explained both Bassett and August Winter's contracts require bringing equipment up to standard. This would be a one-time cost to do. Any lifts would be added cost to bring in.

**Motion** – Edinger moved to recommend to City Council to approve the bid received from ACC. Seconded by Sonnabend. Motion carried.

Geiger reported on the new phosphorus interment technologies.

**FINANCE AND PURCHASING:**

Gosz gave an update on revising the Fee Schedule. She will bring revisions to a future Committee of the Whole meeting for approval.

**PERSONNEL:**

No report.

**OLD BUSINESS:**

**A. Wheel Tax:**

Mignon explained the steps that need to be taken to enact a Wheel Tax. It is strongly recommended to take time before adoption to inform the public and provide information on the reasons why enacting the ordinance.

Mayor Deiter reported Mayor Tim Hanna who serves on the League Board is looking to help this program and others to get transportation money for communities. Mayor Deiter stated this will help the City be able to get streets done. It can be for a short term and can be stopped at any time.

Discussion followed on how the revenue is collected and the use of the funds. Gosz explained the revenues collected would be put into a Reserve Account. She suggested that a Capital Plan be drafted to complete streets in small sections each year as more funds become available.

Approved

**B. Other:**

Wenzel reported the Cemetery Commission has recommended to the City Council to repair the Community Cemetery road with asphalt.

**NEW BUSINESS:**

Mignon reported on Emergency Management Training and a grant for emergency radios and equipment.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Sonnabend. Call vote. Motion carried unanimously. The meeting adjourned at 6:54 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer