

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

March 24, 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 (arriving at 6:09 PM), Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were Deputy Clerk/Treasurer Joy Buboltz and Police Chief JoAnn Mignon. Absent was City Administrator/Clerk-Treasurer Lori Gosz.

GUESTS:

Police Officer Mike Alt and Troy Jansen from Gold Cross Ambulance Service.

APPROVAL OF THE AGENDA:

Motion – Van Frachen moved to approve the agenda as printed and circulated. Seconded by Brick. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
FEBRUARY 24, 2014:**

Motion – Sonnabend moved to approve the minutes of the February 24, 2014 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund= \$134,859.17:

Motion – Edinger moved to recommend to City Council the approval of the General Fund vouchers in the amount of \$134,859.17. Seconded by Brick.

Van Frachen questioned the inspection of the dumbwaiter at the Brillion Community Center and asked if the dumbwaiter is still being used. Mayor Deiter stated that will need to be checked on.

Edinger questioned the repairs to the squad cars. Mignon explained the repairs to the Tahoe and the Crown Vic. Edinger asked the life expectancy of the Tahoe. Mignon stated it is hoped to use the Tahoe through 2014.

Call vote taken. Motion carried unanimously.

B. Reserves = \$12,512.57:

Approved

Motion – Sonnabend moved to recommend to City Council to approve the Reserve expenditures in the amount of \$12,512.57. Seconded by Brick. Call vote taken. Motion carried unanimously.

C. Contingency=\$1,430.52:

Motion – Van Frachen moved to recommend to City Council to approve a Contingency expenditure to Krueger Electric in the amount of \$1,430.52. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

D. TIF Expenditures=\$0.00:

None.

B. Review of License Applications:

1. Operator License – New: Michelle Pieper:

Motion – Edinger moved to recommend to City Council to approve an Operator License to Michelle Pieper. Seconded by Brick. Call vote. Motion carried.

2. Six Month Class B Beer License: Renewal – Brillion Athletic Association – Peters Park – May 1, 2014 to October 31, 2014:

Motion – Sonnabend moved to recommend to City Council to grant a Six Month Class B Beer License to the Brillion Athletic Association at Peters Park from May 1, 2014 to October 31, 2014. Seconded by Edinger. Call vote taken. Motion carried.

3. Temporary Class B Beer License: New – Brillion Athletic Association for Brillion Fest Activities at Main Street Square Parking Lot:

Motion – Edinger moved to recommend to City Council to grant a Temporary Class B Beer License to the Brillion Athletic Association at Main Street Square for Brillion Fest activities. Seconded by Brick. Call vote taken. Motion carried.

4. Dog Kennel License – 502 N. Main Street:

Motion – Van Frachen moved to recommend to City Council to grant a Dog Kennel License to the property owners at 502 N. Main Street. Seconded by Sonnabend.

Edinger asked if the Police Department has any concerns with issuing this Dog Kennel License. Mignon stated the Police Department does not have any concerns with issuing this license. Mayor Deiter asked how much Police time is spent inspecting for a Dog Kennel License. Alt stated maybe 10-20 minutes.

Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Edinger moved to recommend to City Council to collectively approve the March 7, 2014 and the March 21, 2014 payroll. Seconded by Brick. Call vote. Motion carried.

PROTECTIONS OF PERSONS & PROPERTY:

A. Monthly Ambulance Report:

Approved

Jansen reported on the call volume for the year. There were 16 no transport calls for the year, of which some of those calls were fire related calls or calls where the individual was already deceased.

Jansen reported there were 37 calls in February of which 25 were medical calls and 10 calls were trauma related. Nine calls were to the Town of Brillion, 25 calls were to the City of Brillion, 1 call to the Town of Woodville, and 2 calls in Chilton.

1. Ambulance Remount - Update:

Jansen stated that Life Star started the prep work on the chassis. He stated they are hoping to take deliver in the middle of June.

Jansen presented and explained possible graphics on the new rig. They are looking at placing a logo on the rig that states “in partnership with Gold Cross”.

Jansen also reported they are looking at placing one way stickers on the windows of the ambulances so individuals are unable to look into the rig when they are working on a patient. Gold Cross employees will be able to look out the windows.

B. Monthly Police Department Report:

Chief Mignon reported on the following:

1. Vehicle repairs that needed to be made on the squad cars.
2. Four individuals took the written test for employment. It is hoped to hire 1 part time Officer by next month.
3. All of the Police Officers received training on the new CAD System that will go in effect on April 8th. The Badger Tracs System has also been update. The 2 systems should work together.
4. She completed her 24 hours of recertification at the Chief’s Conference.

Chief Mignon presented Officer Alt with a plaque of appreciation for his 20 years of service to the City of Brillion.

Edinger asked the mileage on the Tahoe and the Crown Vic squad cars. Mignon and Alt stated the Tahoe has approximately 155,000 miles and the Crown Vic has approximately 87,000 miles. Mignon stated it is hoped to purchase a new squad in 2015.

1. East shore Humane Association Inc. Agreement:

Motion – Gruett moved to recommend to City Council the East shore Humane Association Agreement with the City of Brillion. Seconded by Brick.

Mignon stated the City has a great working relationship with East shore.

Call vote taken. Motion carried unanimously.

2. 3rd Annual HFCS Eagles Wings 5K Run/Walk Event:

Approved

Motion – Gruett moved to recommend to City Council to approve the 3rd Annual HFCS Eagles Wings 5K Run/Walk Event in the City of Brillion with Police assistance. Seconded by Nies. Call vote taken. Motion carried.

C. Monthly Fire Department Report:

No report.

D. Monthly Municipal Court Report:

1. Review of Monthly Report:

Monthly Court Reports were given to the Committee.

Buboltz explained the Court has been collecting payments through the TRIP Program.

CITY BUILDINGS AND GROUNDS:

A. Main Street Lights – Emergency Repairs:

Mayor Deiter stated he is not comfortable with the lack of lighting along Main Street. Mignon stated where the street lights aren't lit she feels fixing of the lights should be considered an emergency repair. She explained her concerns with the lack of lighting and if someone would get hurt due to the lack of lighting. She read a letter on her concerns.

Mayor Deiter stated declaring the street lights being out in that area an emergency repair is somewhat of a gray area. He stated he feels Elmstar should be awarded the project to repair the street lights that are currently out, since they repaired the street lights on the northern end of Main Street last year. Also, if another contractor would work on the street lights repaired by Elmstar the warrantee on those street lights would be void.

Wenzel suggested requesting quotes for the balance of street poles along Main Street.

Motion – Edinger moved to request quotes the balance of the street lights to be repaired along Main Street (Park Avenue to Horn Street). Seconded by Nies. Call vote taken. Motion carried.

B. Safe Routes to School Grant – Request for Proposal for Right-of Way Acquisition Consultant:

Motion – Gruett moved to recommend to City Council Request for Proposals for the Safe Routes to School Grant for Right-of-Way Acquisition. Seconded by Edinger.

Nies questioned the cost for this consultant. Edinger stated those costs should be covered by the Safe Routes to School Grant.

Nies explained the trail will be a blacktop trail out to Trinity Lutheran Church/School; similar to the Friendship Trail.

Call vote taken. Motion carried.

PERSONNEL:

No report.

Approved

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Van Frachen moved to adjourn. Seconded by Sonnabend. Call vote. Motion carried unanimously. The meeting adjourned at 6:40 pm.

Joy L. Buboltz
Deputy Clerk/Treasurer