

MINUTES

FIRE, LIGHTING & BUILDING

TUESDAY, APRIL 30, 2026 – 3:00 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Keith Klimek and Tony O'Neill.

Members excused: Debbie Sievert

Others Attending: Mayor Katie Berman, Fire & EMS Chief Chuck Gardon, Building Inspector Joe Last, Public Works Director Matt Decur and Parks & Recreation Director Lori Tonn.

Chair Klimek called the meeting to order at 3:00 p.m.

Motion by Klimek and seconded by O'Neill to approve the agenda.

Motion carried 2/0.

Motion by Klimek and seconded by O'Neill to approve the March 24, 2026 meeting minutes.

Motion carried 2/0.

Resignation of EMR Shawn Northrop:

A resignation letter from EMR Shawn Northrop was reviewed.

Motion by Klimek and seconded by O'Neill recommending Council accept the resignation of EMR Shawn Northrop.

Motion carried 2/0.

EMS Funding Assistance Program funding and related Fire/EMS expenditures:

Fire & EMS Chief Gardon presented

Fire & EMS Chief Gardon presented information regarding the EMS Funding Assistance Program, a State of Wisconsin program that provides funding to EMS agencies for items such as education, equipment, supplies, and training.

Chief Gardon discussed the proposed purchase of a LUCAS mechanical CPR compression device using FAP funding, donations, and other related funds. He reported the total cost of the machine is \$44,683.04 and stated the purchase could be made without using City tax levy dollars.

Discussion was held regarding the need for the equipment, training, future equipment needs, and possible future grant and fundraising opportunities.

Motion by Klimek and seconded by O'Neill recommending Council approve the use of FAP funding and related donated funds for the purchase of a LUCAS mechanical CPR compression device and related Fire/EMS expenditures.

Motion carried 2/0.

Building Inspector Report – Joe Last:

April Building Inspection Report will be distributed at the April Council meeting.

Building Inspector Last reported that inspection activity has increased. He stated that he is working with City staff on several properties and violations throughout the City.

Building Inspector Last explained that when inspections are requested, work needs to be completed and ready for inspection before he can approve the work or allow the next step to move

forward. He stated that if the work is not completed or is not done correctly, he will document the issue and require corrections before moving forward.

Discussion was held regarding the importance of proper inspections, documentation, photographs, and helping property owners understand the process. The Committee expressed support for the current inspection process and encouraged Building Inspector Last to continue with the approach being taken.

Building Inspector Last also reported that things are moving in a positive direction.

Facility report (see attached) – Matt Decur:

Landmark Building:

- Site Assessment Grant work continues for site security and asbestos abatement.
- Tarps were added where asbestos materials were removed.
- Final walkthrough with Balestrieri and project closeout are being scheduled.
- Environmental liability exemption documents were submitted to the DNR.
- The City continues to work with Bay Lake, DNR, and other agencies on future grant and demolition funding.

Municipal Center:

- August Winter repaired the temperature control system.
- PHC replaced relief valves on the boilers.
- The City is working with the Library and County IT to install County internet in the new Library.
- The roof continues to leak, and inspection/testing of the roof is scheduled next week.

Drees Community Center:

- Plumbing repairs are being made, including replacing traps and venting in the kitchen sink.

Fire/EMS Chief Report – Chief Gardon:

April Fire/EMS Chief Report will distributed at the May Council meeting.

- Chief Gardon reported there were 28 calls so far for the month.
- City License update due by June 30,2026, is now complete and will not expire until June 30, 2029.
- Individual license updates are being done through Fox Valley Tech and will be completed by June 30.

Other Matters:

Fire & EMS Chief Gardon stated he will present Fire/EMS policies and procedures, along with an organizational chart for the departments, at a future meeting.

Set future meeting(s):

The next Fire, Lighting & Building meeting was scheduled for Thursday, May 28, 2026 at 3:00 p.m.

Motion by Klimek and seconded by O'Neill to adjourn at 3:31 p.m.

Motion carried 2/0.

Katie Berman
Mayor