

MINUTES

FIRE, LIGHTING & BUILDING

WEDNESDAY, JUNE 17, 2026 – 3:00 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

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

Others Attending: Mayor Katie Berman, Building Inspector Joe Last, Public Works Director Matt Decur, and Alderman Joel Ahrens

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

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

Motion carried 3/0.

Motion by O'Neill and seconded by Sievert to approve the April 30, 2026, meeting minutes.

Motion carried 3/0.

Nuisance property enforcement procedures, including ordinance violation notices, timelines, follow-up steps, and enforcement options:

The Committee discussed nuisance property enforcement procedures and reviewed current Police Department notices along with proposed letters prepared by the City Attorney.

Discussion focused on creating a consistent written process for nuisance complaints and ordinance violations. The proposed process would allow City staff, department heads, DPW, the Building Inspector, or the Mayor to document concerns with photos and forward them to the Police Department. The Police Department would verify the violation when appropriate and issue an initial notice with a compliance deadline.

If the violation is not corrected by the deadline, the Police Department would issue a citation and the matter would proceed through the court process. If the nuisance remains after court action, the City may continue enforcement using additional letters and follow-up steps through the City Attorney.

The Committee discussed having the City Attorney draft a resolution establishing the nuisance enforcement procedure in writing for Council consideration.

Motion by Klimek, second by O'Neill, to recommend Council direct the City Attorney to draft a resolution establishing a written nuisance property enforcement procedure for City use.

Motion carried 3/0

Building Inspector Report – Joe Last:

Joe Last provided a verbal Building Inspector report. June Building Inspection Report will be distributed at the July Council meeting.

The Building Inspector reported ongoing follow-up with an individual who owns multiple rental properties in the City and stated that written timelines for needed work have been requested but not yet received.

He also reported an increase in permits and inspection-related questions, including questions about fencing requirements and placement. Discussion was held regarding fence permits, proper complaint procedures, and concerns about residents contacting City officials at private residences rather than through City Hall or official channels.

The Building Inspector noted the importance of residents submitting complaints directly to City Hall or the Building Inspector so concerns can be properly documented and addressed.

Fire/EMS CIP purchase of an incident command vehicle:

The Committee discussed the Fire/EMS CIP purchase of an incident command vehicle. It was noted that the Fire Chief had been called away during the meeting.

The Committee reviewed vehicle quotes, with the low quote being \$48,548 and \$60,000 allocated in the CIP. Discussion included additional anticipated costs for a cap, outfitting, decals, and related equipment.

The Committee discussed the purpose of the vehicle, including use as a support vehicle at fire scenes, transporting rolled hose and equipment back to the station, and transportation for inspections, trainings, schools, conferences, and other Fire Department activities. Questions were raised regarding whether a pickup truck is necessary or whether another lower-cost vehicle could meet the department's needs.

The Committee requested additional information, including full outfitting costs and further explanation from the Fire Chief regarding the vehicle's use and necessity. The item will be placed on the next agenda. No formal action was taken.

Fire/EMS organizational structure:

The Committee discussed the Fire/EMS organizational structure. It was noted that the Fire Chief was not present and that no copies of the proposed structure were available for review.

The item was tabled until the next meeting. The Fire Chief will be asked to email the information to Committee members prior to the next meeting.

No formal action was taken.

Fire/Rescue Department Supplement to the City Employee Handbook:

The Committee discussed the proposed Fire/Rescue Department supplement to the City Employee Handbook. It was explained that the supplement would connect Fire/EMS-specific policies, including paid-on-call matters, chain of command, EMS documentation, HIPAA-related information, and other department procedures, back to the City's current employee handbook.

The Committee agreed the Fire Chief should have additional time to review the supplement and confirm the Fire/EMS-specific language is accurate. The item was tabled until the Fire Chief can be present. No formal action was taken.

Resignation of EMR Frederick Marsh:

The Committee reviewed the resignation of EMR Frederick Marsh, effective May 31, 2026. The Committee expressed appreciation for his service to the City and wished him well in the future.

Motion by Klimek, second by Sievert, to recommend Council accept the resignation of Frederick Marsh from EMR.

Motion carried 3/0

Fire/EMS recruitment, retention, and active membership roster:

The Committee discussed Fire/EMS recruitment, retention, and the active membership roster. It was noted that the Fire Chief would be asked to provide the active roster and organizational structure to Committee members.

Discussion included concerns that the active membership list appears lean and that the same members are frequently responding or participating. The Committee discussed the importance of understanding current staffing levels, shift coverage, and potential burnout.

The Committee also discussed the difficulty of recruiting and retaining mostly volunteer fire and EMS personnel, including the time commitment and increased training requirements. Possible recruitment efforts, such as open-house-style events, were discussed, along with the possibility of gathering ideas from the State of Wisconsin, other agencies, and rural departments facing similar challenges.

The Committee also briefly discussed mutual aid, MABAS, and whether shared services, combined departments, or fire district models have been considered in other communities.

No formal action was taken.

Fire/EMS Chief Report:

No Fire/EMS Chief report was provided because the Fire Chief was not present. The report will be provided at the next meeting or at Council.

Other Matters: DPW Director Matt Decur provided a verbal update on the Landmark building. A pre-bid meeting and contractor walk-through are scheduled for Monday, and bids are due June 30, 2026. Bids will be opened online and reviewed by the City and consultant, including discussion of funding options and next steps for demolition.

Decur stated the matter may come before Council as early as July 7, 2026, or return to Committee next month depending on timing and funding information from DNR and WEDC.

Set future meeting(s):

The next Fire, Lighting & Building meeting was scheduled for Tuesday, July 21, 2026, at 3 p.m.

Motion by Sievert and seconded by O'Neill to adjourn at 3:47 p.m.

Motion carried 3/0.

Katie Berman

Mayor