

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

April 22, 2019

Brillion City Center

6:00 PM

CALL TO ORDER:

City Council President Mel Edinger called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Alderpersons Mel Edinger, Tim Hanson, Joe Levash, Betty Nies, Sarah Pielhop, Wally Sonnabend, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Deputy Clerk/Treasurer Joy Buboltz, Assistant Fire Chief Eric Burich, and Public Works Director Andy Geiger. Absent were Mayor Gary Deiter and Police Chief JoAnn Mignon.

GUESTS:

Park & Recreation Director Ann Marx, City Librarian Rachel Hitt, Amber Drewieske and Dave Maccoux from CliftonLarsonAllen, LLP, Dan and Vicki Mertens, Jeff Wittmann, Leonard Kopidlansky, Tonya Palmer, and Dana Irish.

APPROVAL OF THE AGENDA:

Motion – Nies moved to approve the agenda as printed. Seconded by Hanson. Call vote. Motion carried unanimously.

APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF MARCH 25, 2019:

Motion – Sonnabend moved to approve the minutes of the March 25, 2019 Committee of the Whole. Seconded by Wenzel. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$121,522.85:

Motion – Sonnabend moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$121,522.85. Seconded by Levash.

Levash noticed a possible duplicated payment to Fastenal. After reviewing the voucher, it was noticed a duplicate payment on an invoice. That invoice will be corrected.

Call vote taken. Motion carried.

2. Reserves - \$32,791.99:

Motion – Sonnabend moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$32,791.99. Seconded by Hanson. Call vote taken. Motion carried.

Approved

3. Contingency - \$0.00:

None.

4. TIF Expenditures - \$998.80:

Motion – Wenzel moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$998.80. Seconded by Levash. Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator License – New: Patel Darshan Amrutlal, Nicole Meyer:

Motion - Nies moved to recommend to City Council to grant an Operator License to Patel Darshan Amrutlal and Nicole Meyer. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

2. Operator License – Temporary: Steven Lonsway:

Motion – Wenzel moved to recommend to City Council to grant a Temporary Operator License to Steven Lonsway. Seconded by Nies. Call vote taken. Motion carried unanimously.

3. Temporary Class B Beer License: Fox Cities Chamber of Commerce – May 11, 2019 – Bazaar After Dark:

Motion – Hanson moved to recommend to City Council a Class B Beer License to Fox Cities Chamber of Commerce for May 11, 2019 for Bazaar After Dark event. Seconded by Levash. Call vote taken. Motion carried unanimously.

4. Temporary Class B Beer License: Ariens Foundation – June 7, 2019 – Brillion Fest Event:

Motion – Levash moved to recommend to City Council a Class B Beer License to the Ariens Foundation for June 7, 2019 for the Brillion Fest event. Seconded by Pielhop. Call vote taken. Motion carried unanimously.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to collectively approve the March 29, 2019 payroll and the April 12, 2019 payroll amounts. Seconded by Nies. Call vote taken. Motion carried.

D. 2018 Financial Audit Review:

Dave Maccoux and Amber Drewieske were present to give an overview of the 2018 Financial Audit for the City of Brillion.

Maccoux reviewed the Financial Summary with the Committee. He reported that the Net Pension Asset is well funded; the liabilities remained relatively the same and well as the New Position. He explained there are two (2) Fund Balances; General Fund Balance and the Capital Improvements Balance. Those balances also remained relatively the same as in 2017.

Amber Drewieske reviewed the Management Communications Report with the Committee. She stated the segregation of duties is very common for small type governments.

Approved

Drewieske reviewed the Summary Financial Information. She explained the deficient amount in TID #2 is due to the City Center Project and the work with the Brillion City Center facility. Those expense amounts will be reimbursed to TID #2. TID #3 and TID #4 show a positive amount; however TID #5 shows a negative amount due to the upfront costs.

Drewieske explained that they would like to see the City's Fund Balance at 25%, but right now it has a balance of 10%. Drewieske explained the City's Debt Limit is currently at \$10.8 million of which \$8.3 million is used. Therefore, the City's debt limit is \$2.5 million.

Drewieske briefly reviewed the Water and Sewer Restricted Cash Accounts and Investments. She explained the rate of return for Water Utility is 4.99%, where the PSC allows a 5% Rate of Return. The Sewer Utility also shows an increase of \$55,838 in Net Position for 2018.

Edinger asked if the Auditors have any concerns. Drewieske stated the City needs to continue to monitor their General Fund balance. Maccoux expressed caution on Transportation Aids. He stated the City is tight on their budgets, but they need to grow their Fund Balance. The applying of \$50,000 each year to the budget from Surplus Funds may need to be reversed.

Pielhop asked if the costs for the reconstruction of the City owned cemetery could come for the City's Perpetual Care Fund Account. Maccoux stated that cost is usually not taken from a Perpetual Care Fund Account.

Levash questioned the deficit in TID #2. Maccoux stated that is normal in a TID Account after using funds from that TID for Capital Projects. The proposed termination date for TID #2 is 2033. Gosz explained that once the grant money is received from the State that portion of amount will be allocated back into TID #2.

E. 2018 Capital/Reserves Carryover:

Gosz presented the list of 2018 Capital/Reserve Carryover amounts. This is normally done each year.

Motion – Wenzel moved to recommend to City Council the 2018 Capital/Reserves Carryover amounts as presented. Seconded by Levash. Call vote taken. Motion carried unanimously.

F. Wisconsin Statewide Debt Collection Agreement:

Buboltz explained this is another option for the City/Utility to be able to collect unpaid debt. There is no charge to the City for this program, but the person being collected the debt from will be charged a \$35.00 fee. Once the debt is 90 days old, the debt would be entered into the Statewide Debt Collection System for collection by the State. This Program allows the State to garnish wages, do bank levies, etc.

Motion – Levash moved to recommend to City Council to approve the Wisconsin Statewide Debt Collection Agreement. Seconded by Hanson. Call vote taken. Motion carried unanimously.

PROTECTION OF PERSONS AND PROPERTY:

A. Eastshore Humane Association Agreement:

Approved

Gosz explained this is the same Agreement that the City has entered into with the Eastshore Humane Association in the past.

Motion – Nies moved to recommend to City Council the Eastshore Humane Association Agreement as presented. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

B. Public Safety Building Task Force:

Gosz explained that the City received a letter from Dan Ariens requesting that a Public Safety Building Task Force be created to study the needs of the City for a new Public Safety Building. Ariens asked for a City Council member to serve on that Task Force along with one (1) City resident.

Motion – Nies moved to recommend to City Council the creation of a Public Safety Building Task Force Committee and to have Alderperson Joe Levash serve on that Task Force as the City Council Representative. Seconded by Pielhop. Call vote taken. Motion carried unanimously.

CITY BUILDING AND GROUNDS:

A. Consider Continuation of the Wheel Loader 5 Year Contract:

Geiger reported the City is in the last year of their contract with the current wheel loader. He would like to renew a 5 year contract with Miller-Bradford for the wheel loader. There are funds available in the Reserve Account for the next four (4) years.

Levash asked if there are so many hours that can be put on the wheel loader. Geiger stated yes and that the DPW Staff haven't gone over that amount.

Motion – Levash moved to receive a proposal from Miller-Bradford for a five (5) year contract on a wheel loader. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

Other:

Geiger reported that the new pool boiler arrived and will be installed on Tuesday.

PERSONNEL:

No report.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned at 6:57 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer