

Committee of The Whole Meeting

Brillion City Center 5:00 PM

February 22, 2021

1. CALL TO ORDER:

Mayor Edinger called the meeting to order at 5:00 pm

2. ROLL CALL:

Present were: Mayor Mel Edinger, Joe Levash, Joe Behnke, Betty Nies, TJ Moehr, Sarah Pielhop, Tim Hanson, and Carrie Wenzel . Also present were Peter Wills, Kirk Schend, Andy Geiger, Joey Diener, Ann Marx, Rachell Hitt.

GUESTS: Present -Mark Olson, Angela Jellum, Bill Honea, Lisa Hoepner, Guests Via Zoom: Mike Smith Dave Norby, Tammy Koehler, Dan Mertens,

3. APPROVAL OF AGENDA:

Motion: Mayor Requested to amend agenda to break out the two payrolls Hanson moved to approve the agenda as amended. Seconded by Behnke. Motion carried.

4. APPROVAL OF MINUTES- February 8, 2021 Committee of the Whole work session Meeting:

Motion: Wenzel moved to approve the minutes of the February 8, 2021 Committee of the Whole work session Meeting: Seconded by Nies. Motion carried.

5. PUBLIC APPEARANCES

a. **CITIZEN INPUT:** None

6. FINANCE AND PURCHASING:

a. Review of the Vouchers:

1. **General Fund \$1,330,874.78 Motion to recommend to Council-** Wenzel moved to recommend to City Council the General Fund vouchers in the amount of \$1,330,874.78. Seconded by Levash. Mayor brought up that the payments are higher due to tax to the other tax entities out of this list of vouchers, including the \$260,000 that we have not received from Ariens Personal property tax. Administrator Wills mentioned have a resolution for borrowing to address revenue shortfall. Roll Call vote. 7 Votes Cast, 7 yes, 0 No. Motion carried.

2. **Reserves \$6,989.13 Motion-** Levash moved to recommend to City Council the Reserve vouchers in the amount \$6,989.13 Seconded by Hanson. Roll Call vote. 7 votes cast, 7 yes, 0 No Motion carried.

3. Contingency \$0.00

4. **TIF Expenditures-\$197,540.62 Motion-**Nies moved to recommend to City Council the TIF Expenditure in the amount of \$197,540.62 Seconded by Wenzel. Roll Call vote. 7 Votes cast, 7 yes, 0 No, Motion carried.

b. Review of Payroll:

Motion-Wenzel moved to recommend to City Council the payroll report for **Approval of Payroll: 1/2/ to 1/15/2021 on 1/29/2021 \$52,151.01 & 1/16-1/29/2021 on 2/12/2021 \$55,215.51** Second by Pielhop. Roll Call vote. 7 votes cast, 7 yes, 0 no, Motion carried.

c. Review of License Applications:

C. Conditional Surrender of Class “B” Beer & Class “B” Liquor-Zeroturn Inn, LLC upon approval of liquor license transfer to Ariens Co Hospitality Group, LLC.

Motion-Pielhop moved to approve conditional surrender of Zereturn Inn, LLC Class “B” Beer & Class “B” Liquor upon approval of liquor license transfer to Ariens Co Hospitality Group, LLC. Second By Nies. Rollcall vote 7 votes cast, 7yes,0 no. Motion Carries.

D. Review of License Applications:

D.New liquor license application Class “B” Beer & Class “B” Liquor Ariens Co Hospitality Group, LLC. Motion by Hanson, second by Pielhop New liquor license application Class “B” Beer & Class “B” Liquor Ariens Co Hospitality Group, LLC. Council member Hanson raised question regarding transferring the Class B Liquor License when there has not been an option for others to request this license. Lisa Hoepfner, agent with Keller Williams Realty requested to speak on this Liquor License transfer. She stated that Ariens Hospitality had reached an agreement with Johanna of M&P Smokehouse, LLP the building owner and the tenant, on the transfer of liquor license as condition of purchase. The Building purchase will be closing next week. Administrator Wills mentioned he worked with Clerk to check on procedure and State on proper procedure in how to be compliant in doing this type of transfer. Roll Call vote, 7 votes, 7 yes,0 no. Motion carries.

E. TIF #5/Brillion Works Project Environmental Investigation DNR VPLE Well testing, approve cost \$7,700. Motion by Nies to approve \$7,700 for DNR Well for Tif#5/BW Project. Second by Wenzel. Bill Honea, Ayres Environmental asked if he could speak on this item. He described that the DNR is looking to drill 4 test wells. Question was the placement of the test wells on the site. Two will be in the area of the planned Monitor Tire site, they would be removed prior to building placement. There could be further cost, if DNR comes back for another round of Well sample. Administrator Wills explained the cost will be taken of the amount City has committed to BW LLC Project in TIF#5 Agreement, Administrator will cover under Administrator near end of the meeting in the agenda. Roll Call Vote 7 votes cast, 7 yes, 0 No, Motion carries to move to Council.

F. RE21-05 Borrowing Resolution for Anticipated Tax Revenue, approving borrowing \$260,000 from State Bank of Chilton. Levash requested to amend the resolution under the 3rd paragraph to update to add Bank to line State of Chilton. Will amended Resolution RE21-05 to reflect. Levash made motion to approve Resolution as approved for the City of Brillion to borrow \$260,000 from the State Bank of Chilton for a period of no longer than 10 months., Second by Wenzel. Discussion by Administrator Wills that in discussion with CLA Auditor they recommended borrowing from bank, rather than from City Reserves due to not a direct commitment to repay once receive the funds back from taxing entity. This resolution for borrowing, is due to anticipated tax revenue, when the three tax entities receive chargeback request in November from City of Brillion for Ariens Personal Property Tax had to pay in this voucher payments. Roll Call vote. 7 Votes cast, 7 yes, 0 No. Motion to recommend to Council Carries.

G. Deferred Special Assessments. Attached in the packet include Special Assessments that have been deferred that came up during the audit for the city to pursue to pay down Sewer & water Debt. Included in the packet are state statues on questions that came up by City Council regarding if able to collect from residents outside of the city. State Statue 66.0715 (2) Deferral (a) Not withstanding any other statue, the due date of any special assessment levied against a property abutting on or benefited by a public improvement may be deferred on the terms and manner prescribed by the governing body while no use of the improvement is made in connection with the property. A deferred special assessment is a lien on the property from the date of the levy.

Discussion at Committee of the Whole: Request Administrator to research which special assessment items were paid, if interest was charged on the discussed properties. Review with attorney on direct to charge interest on deferred assessments. Confirm how to charge interest. Motion by Pielhop to table Special Assessments until March 8th, Committee of the Whole. 2nd by Behnke, 6 approval, Levash abstained. Motion carried.

7. PROTECTIONS OF PERSONS AND PROPERTY:

A. Ambulance

1. Monthly report-Troy could not stay.

2. January 2021 Financial Report

January Ambulance Service Revenue:	\$29,775.00
Subsidy from Brillion:	<u>\$ 8,559.00</u>
Total Revenue:	\$38,344.00
Total Revenue Allowances:	-11,443.81
Total Net Revenue	<u>\$26,890.19</u>
Less Operating Expenses	<u>-\$25,962.40</u>
Net Income	\$ 927.79

B. Municipal Court -February Court Sessions

- 1.Attached are the Municipal Court reports
- A .City of Brillion 28 cases, Collected \$1,061.53
- B. Reedsville 1 case \$88.80
- C. 2020 Year End City of Brillion 188 cases, \$17,366.41 Collected
- D. 2020 Year End Village of Reedsville 20 cases \$3,769.33 Collected

8. City Buildings and Grounds

A. Dept of Public Works

1. Custer & Jackson Street Bids/WEDC CDI Grant 2018

Bid for Custer & Jackson Street Reconstruction as part of the WEDC CDI Grant 2018. Administrator and DPW Director discussed that the bid for reconstruction of Custer & Jackson Street. February 12, 2021 bids were received at McMahon Associates.

BID Schedule A-The Bids are divided by Bid A for the Custer & Jackson Street Reconstruction, low bid is by MCC for \$156,344.00 Motion by Pielhop to approve Bid Schedule A by MCC for Custer & Jackson Street reconstruction. Roll Call Vote, 7 votes cast, 7 yes, 0 no. Motion to recommend to Council carries.

BID Schedule B-Community Center Parking Lot repaving. MCC Lowest Bid \$58,496.75 Due to Financial shortfall by the city that has come out sine the bid was

published, Director Geiger recommended that the Council decline to approve any Schedule B bid , defer to award until have funds available to pave the lot. Motion by Pielhop, Second by Hanson to decline to award a bid. Roll Call Vote 7 votes cast, 7 yes, 0 No. Motion to decline Schedule B bid.

2. Resolution 21-04 Custer & Jackson Street, Preliminary Special Assessment

DPW Director Geiger provided update that as part of the Custer & Jackson Street reconstruction, Sewer & Water replacement will be assessed for properties. This Resolution is preliminary Resolution that begins the process to start engineering design. Pielhop made motion approve Resolution 21-04 Custer & Jackson Street, Preliminary Special Assessment. Second Motion by Wenzel. Roll call Vote 7 Votes Cast, 7 yes, 0 no. Motion to recommend to Council to approve.

B. Utility

1. 2021 Utility Budget

Discussion on 2021 Utility Budget. DPW Director Geiger discussed the Utility Budget, Administrator Wills stated that Utility Budget is already within the 2021 General Fund Budget approved November 9th.

Motion to approve 2021 Utility Budget, move to Council by Levash, Second by Behnke. Roll Call Vote, 7 votes cast, 7 yes, 0 no. Motion carries.

9. Personnel

A. Closed Session per W.S.S 19.85 (1)© . Motion by Behnke to go into Closed Session, Second by Nies. Motion carried.

B. Motion by Nies to go into Open Session, Second by Behnke, Motion Carried.

C. Motion by Pielhop to Table 2021 Dept Head Agreements Second by Nies. Motion Carries.

10. City Administrator Update

A. TIF#5/Brillion Works Project Update. Current Spreadsheet of City Investment in Brillion Works project since 2018 was included in packet. The City's \$2 Million commitment to the project in 2018, a balance of \$110,000 remains. Investments by the City include \$1.5 Million in match to Wisconsin Economic Development Idle Sites Grant to demolish the former Brillion Iron Works Buildings., Planning costs, Environmental Remediation and attorney costs. The City received an EPA Brownfield Grant to assist in environmental remediation, there is \$500,000 to contribute to cleaning up the site, with a match by the city of \$100,000 that maybe able to utilize funds already spent as match. Administrator Wills, Mayor Edinger spent the day with Brillion Works reviewing progress, and next steps to develop the site with Mark Olson, Brillion Works/Ariens, Calumet County Economic Development, Ayres & Associates and New North. The group toured the KinderCare Brillion Childcare that is partnership with Ariens in offering a discount for Childcare to their employees when the sites opens this spring. Mark Olson, Brillion Works/Ariens and Bill Honea, Environmental Engineer, Ayres addressed the committee to provide update and plans for the site. There is a committed tire company that would lease a new 50,000 square foot building on the site to supply to multiple local companies and anticipate hiring 35 employees. In order to reach the site will need a road built to access the site from Hwy 10. The anticipated cost of the road and infrastructure is \$3.5 Million. A Wisconsin Department of Transportation Grant would cover \$250,000 the remaining would need to be matched. The city has been approached to provide the match. The City's remaining obligation under the 2018 agreement is around \$100,000. At the City's current debt obligation and budget does not have capacity to assist. The City is doing Custer & Jackson Street Reconstruction including Sewer and Water in Spring 2021, while delaying paving the Brillion Community Center Lot and

planned Sewer plant work. The city is currently facing a \$200,000 budget shortfall due to a company's short tax payment in January. The City is supportive of growth and seeing the project move forward, does not have ability to additional funds to invest in the site. An application for an EDA Grant to provide the \$4 million match was declined in 2020. The City, BrillionWorks, and Ayres are exploring other sources of match to keep the project moving forward and enable the new development come to Brillion. Brillion Works and Dan Ariens are committed to developing this site, celebrating the history of the Brillion Works Plant with Ariens family History. There is a planned medical clinic, by Highway 10 that would result in another 25 jobs, the road infrastructure in order to support this development. Wisconsin Economic Development Corporation (WEDC) IDLE Sites Grant has been extended to October 2021, will assist in partial demolition of Plant 1. Mark emphasized this a long-term commitment.

B.Workhorse Special Assessment Module pricing \$3200 upfront costs, \$700 annual support costs. Request from February 8th Special council to research. Recommendation from Administrator and Clerk is to look at in 2022 Budget. Not only due to costs, but also time to implement. Will look to divide cost between areas that will be used Clerk , Water, Sewer each one third. No action needed right now.

11. Clerk/Treasurer- Not in attendance

Spring Election Feb 16 Primary Alderperson at Large, 3-year term. Top two vote getters on April 6 ballot. Results Shelly Lau, Betty Nies- incumbent. Results are posted on the City website and Facebook page.

Old Business:

No report

New Business:

No report

Old Business:

ADJOURNMENT: The meeting adjourned at 6:58 pm

Peter Wills
Administrator