

JOINT COMMITTEE OF THE WHOLE & SEWER & WATER COMMISSION

May 24, 2021

Brillion City Center

5:30 PM

CALL TO ORDER by: Sarah Pielhop at 5:34 pm

ROLL CALL: Mayor Mike Smith, Joe Behnke, Tim Hanson, Joe Levash, TJ Moehr, Shelly Lau, Sarah Pielhop, Carrie Wenzel, Jeff Wittmann, Mary Jo Krueger (at 5:45pm), Russ Boldt, Dave Schwahn, Leonard Kopidlansky, and Dan Farrell.

Also present: Peter Wills, Kirk Schend, Andy Geiger, Ann Marx, Joey Diener, Lydia Blatz, and Patty Schreiber.

GUESTS: Amber Drewieske-CLA, Mark Olson, Mike Petrie, via zoom-Betty Nies, Mel Edinger, Joan Schmidt, 920-588-0468, 920-246-5301, 709049

APPROVAL OF AGENDA:

Motion - Levash moved to approve the agenda. Seconded by Lau. Motion carried.

APPROVAL OF MINUTES – May 10, 2021 Committee of the Whole Meeting:

Motion - Wenzel moved to approve the minutes of April 26, 2021 Committee of the Whole. Seconded by Lau. Motion carried.

CITIZEN INPUT:

None

Guests:

Amber Drewieske, CLA; Mark Olson, BW LLC

FINANCE AND PURCHASING

Finance and Purchasing:

Review of Vouchers:

Motion-Wenzel moved to recommend to City Council the General Fund vouchers in the amount of \$204,547.15, the Reserve vouchers in the amount of \$29,680.33, and the TIF Expenditures in the amount of \$7,506.55 collectively. Seconded by Hanson. Motion carried.

Review of Payroll:

Motion-Hanson moved to recommend to City Council the payroll report for April 23, 2021 in the amount of \$53,625.57, the report for May 7, 2021 in the amount of \$54,622.78, and the report for May 21, 2021 in the amount of \$55,813.64 collectively. Seconded by Levash. Motion carried.

City of Brillion 2020 Audit Presentation CLA

Amber Drewieske introduced herself. Reviewed responsibility under (GASB) Government Accounting Standards Board and Government Auditing Standards. Auditor's job is to provide an unmodified clean opinion to the City and review controls. The auditors do not review every single transaction of the City.

Required to document any material correcting entries. Material adjustments were made to the City's Trial Balance. These dealt a lot with debt, capital projects and taxes. They were reclassifications not missing information.

General Fund minimum fund balance is at 10% for 2020, up from 8%. Policy is still 25%.

The City Center lease is not a budget line item.

Summary of long-term debt obligations was reviewed. This does not include short term borrows that happened at the end of the year. Draw caution to Capital lease area, GASB will change how this will be reported in 2022. Will only change the reporting look, not levy.

Debt Service-General Obligation debt-legal debt margin is 5% times equalized value.

Drewieske recommended we work with bond council to review Utility debt in the City's utility.

Any new utility debt should be revenue bonds and backed by utilities. Also, recommended exploring refinancing TID debt so save some interest costs.

Future General Obligation debt payments summary was reviewed. In 2020, legal margin for new debt is 4,376,412. In 2019 it was 2.6 million. Property values went up and debt went down.

This does not factor in the two short term borrow payments. Good direction in 2020. If property values decline it will affect this calculation. Revenue bonds reviewed, no big outliers.

The intent of the Capital Improvement Fund is for purchasing capital items. Not recommended for operations as this distorts budget and operating expenses. Suggested allocating tax levy to each department. Need to look at what is the long-range capital plan. Put together a working document including the funding for these capital items. Guessing this fund will be nearly zero in 3 years.

TID District reviewed.

TID#2 has an estimated end date of 2033. TID#3 has an estimated end date of 2027. TID#4 has an estimated end date of 2027. TID#5 has an estimated end date of 2045.

Drewieske will share report with council members.

Special Assessments-Reviewed

Drewieske recommends purchasing the Special Assessment software module and discontinue using excel. Wills shared looking at implementing in the 2022 budget year.

As for Water and Sewer both are generating operating income. Water is down to a \$34,000 deficit in 2020. Sewer loans monies to Water because cannot show a deficit on the financials.

Through rates it is intended to recover debt costs and capital costs. Utility should have 3-7-year replacement plan including how it is going to be funded.

Drewieske felt probably not going to qualify for the single rate cost. Not 100% sure because the report has not been submitted yet. Full blown rate case process was reviewed. Application has approximately 30 tabs to the report. Full rate applications take a long time. It will take two months to put together and nine months to hear back from the commission.

Recap and looking forward

There were positives in 2020

General Fund balance increased 2%

Debt Margin increase gives the City flexibility, not recommending going out and borrowing.

New hires and council members

Starting to review key challenge areas

Financial software and better responding tools

Review roles, responsibilities & cross training

Recommend bringing in a consultant to improve financial procedures

Need written policy and procedures

Update financials available to council review
Ways to get council members involved ie: financial committee

Motion-Levash moved to recommend to City Council to approve the Audit report. Seconded by Behnke. Motion carried.

2021 WI Dept of Transportation TEA Grant

2021 WI Dept of Transportation TEA Grant Application

Mark Olson shared TEA Grant application details.

Rebuild Park Ave from Francis to the east Ariens parking lot.

\$2,073,000 to rebuild road, eligible to file under TEA Grant. \$464,000 for water and sanitary.

Match needed for 50% of road construction. Because the City does not have the available to match Brillion Works LLC will match. In the Grant application the City and BW, LLC are asking to to waive the match and fund completely. Running through the review process. Spent \$40,000 in design costs already. The cost to the City is zero. Will bring almost 33 million dollars and over a hundred new jobs into the community.

Talking with the Wisconsin DOT trying to figure out how to build the North/South Road. Will be more expensive. Long term the road is needed.

Motion- Levash recommended to council to approve the application. Seconded by Hanson
Motion carried.

WI DOT TEA Grant Application Letter

Motion-Wenzel moved to recommend to Council the WI DOT TEA Grant Application Letter. Lau seconded. Motion carried.

RE21-08 Resolution to Apply for 2021 WI DOT TEA Grant

Motion-Levash moved to recommend to Council RE21-08 Resolution to Apply for 2021 WI DOT TEA Grant. Seconded by Hanson. Motion carried.

PROPOSALS

The IT Dept-New Laptop for Council Chambers

Discovered the laptop was the issue with running meeting items, zoom, agenda, view, etc.

Wills recommends to purchase current laptop that we have on loan. Current policy is for items over \$5,000 needs approval. This is a purchase under \$5,000. Wills was thanked for sharing the information. The original laptop was purchased to just drive the projector and not intended to run zoom or agenda, etc.

TELEPHONE & INTERNET PROPOSALS

Spectrum/Charter Communications

Frontier Communications

Wills recommend to not take action on these two items.

Operator License Applications-New:

Motion-Wenzel moved to recommend to Council the approval of the new Operator Licenses for Mark Brooks, Rane Cegelski, Allison Degner, Luke Hutterer, Sally Johnson.

Seconded by Lau. Motion carried.

Operator License Applications-Renewal:

Motion-Behnke moved to recommend to Council the approval of the Operator License renewals for James Besaw, Jonathan Enneper, Isaiah Gotter, Dorie Labitzky, Dennis Miller, Cindy Schmidt, Dorene Spatchek, Ian Peters, Cari Wenzel. Seconded by Hanson. Motion carried.

Kennel License-New:

Motion- Hanson moved to recommend to Council the approval of the new Kennel Licenses for John and Jennifer Gulley, Jeff and Holly Schlender. Seconded by Lau. Motion carried.

Kennel License-Renewal:

Motion-Levash moved to recommend to Council the approval of the Kennel License renewal for TJ Bastian. Seconded by Lau. Motion carried.

PROTECTIONS OF PERSONS AND PROPERTY:

Ambulance-April 2021 Financial Report

Financial report reviewed.

Internet is not shared. Ambulance has their own service. Dienor explained cable is a one-time payment for the year. Wills explained this does not reflect the new higher wage rate.

Mark Frederickson is asking for an amendment. Levash suggested getting the amendment going. Gold Cross is responsible for the amendment. Wills reached out to find out who will be giving the monthly report but has not heard back yet.

Fire Department

Six guys are going through driver training, the state certification test is in July.

Ladder set-up and operations for positive PR

Engine 83 had a low fuel module fault and pressure gauge fault. Not able to recreate fault during repairs. Sending new pressure gauge.

Police Department

Report reviewed. Captain's duties are assigned by Chief

Municipal Court

Report included in the packet

City Buildings and Grounds

Department of Public Works

Custer & Jackson Street Update

Asphalt moved to Wednesday of this week because of rain delay. Project went well. No sub-contractors. There was \$12,000 budgeted for sub-contractors. Because of the savings, Geiger (with Marx and Wills in the conversation) decided to go ahead with a 9 ft wide asphalt strip from Center Street the Community Center parking lot at an estimated cost of \$4 – 5,000. Monies come out of Street project savings.

2021 Waste Management Large Item Pickup

We were bombarded with calls.

One resident demolished a garage and put the entire structure on the curb. Waste Management did not pickup, says resident needs to get a dumpster. We can not write a policy to cover every aspect of the large item pickup. Any household items accepted except tires and appliances. One resident called to say someone dropped tires on his curb. This becomes a cost to the City of Brillion. Geiger shared Waste Management is short on personnel. This will be Waste Managements last year for doing the large item pickup. Waste Management rented trucks to complete this. If Waste Management changes the contract does this give the City a way out of the contract with them? The concern is legal challenges with Waste Management. Is it in the contract to have large item pickup? Large item pickup cost was rolled into the garbage tax invoice.

Motion-Lau moved to have Wills research Waste Management's large item pickup costs and the garbage contract. Seconded by Hanson. Motion carried.
Advanced Disposal was purchased by Waste Management and some were spun off into GFL. Waste Management has garbage. We can shop out our recycling.

Utility

Softener update

Geiger stated the softener at the Main St well is backup running. The final programming tweaks will take place tomorrow.

Personnel

BCC Aquatics Coordinator Update

Still working on

City Administrator

Included in packet. Working with Utilities to prioritize projects.

Clerk Treasurer

None

Old Business:

New Business

Levash shared that he thought Drewieske did the best job ever tonight. Wills explained he gave plenty of encouragement.

ADJOURNMENT:

The meeting adjourned at 7:32 pm

Patricia A Schreiber
Clerk/Treasurer