

Unapproved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

March 27, 2017

Brillion Community Center

6:00 PM

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 6:00 PM.

ROLL CALL:

Present were Mayor Gary Deiter, Alderpersons Bob Brick, Mel Edinger, Betty Nies, Vicki Shafran, and Alderperson Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Public Works Director Andy Geiger, and Park & Recreation Director Ann Marx. Absent were Alderperson Crystal Fflug and Alderperson Wally Sonnabend.

GUESTS:

Mary Jo Krueger, Leonard Kopidlansky, Dan Mertens, Joe Levash, Dave Maccoux and Amber Drewieske from Schenck.

APPROVAL OF THE AGENDA:

Motion –Edinger moved to approve the agenda. Seconded by Nies. Call vote. Motion carried unanimously.

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
MARCH 13, 2017:**

Motion – Brick moved to approve the minutes of the March 13, 2017 Committee of the Whole. Seconded by Shafran. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCE & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$94,582.96:

Motion – Edinger moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$94,582.96. Seconded by Brick. Call vote taken. Motion carried.

B. Reserves - \$6,641.41

Motion – Brick moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$6,641.41. Seconded by Shafran. Call vote taken. Motion carried.

C. Contingency - \$7,165.68:

Motion – Nies moved to recommend to City Council to approve the Contingency Fund Expenditure voucher in the amount of \$7,165.68. Seconded by Shafran. Call vote taken. Motion carried.

D. TIF Expenditures - \$0.00:

Unapproved

None.

C. Review of License Applications:

1. Operator License – New: Jessica Klim, Kelsi Beattie, Steve Ness:

Motion – Edinger moved to recommend to City Council to grant an Operator License to Jessica Klim, Kelsi Beattie, and Steve Ness. Seconded by Brick. Call vote taken. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to approve the March 3, 2017 and the March 17, 2017 payroll amounts. Seconded by Shafran. Call vote taken. Motion carried.

D. 2016 Financial Audit Review:

Dave Maccoux and Amber Drewieske from Schenck presented the 2016 Financial Audit. Maccoux explained the Annual Financial Report presents the activity of the City for 2016. He reviewed the Independent Auditors Report which accurately reflects the Auditors opinion of the financial statements of the City.

Maccoux reviewed the Statement of Net Position which is the entire assets of the City. Overall, the City is in very strong position of net assets of \$10,792,500.

Amber Drewieske summarized the Management Communications. She reviewed their Consideration of Internal Controls and explained the deficiencies found are common for a community our size. She reported City Management was very cooperative and they encountered no difficulties in performing and completing the audit.

Amber Drewieske reviewed the Fund Balances. She explained the average General Fund balance is 15% of budgeted expenditures while the City's current Fund Balance Policy is 25%. The City's General Fund Balance represents 19% of the 2017 budgeted expenditures, which is below the City's Policy but above the average of 15%.

Amber Drewieske explained the City's General Obligation Debt Limit over the last five (5) years remains consistent. The City has paid down GO Debt and the margin for new debt has increased. She reported all three (3) TIF Districts have a positive cash flow. She reviewed the Restricted Cash and Investments which total \$1,364,612.

Amber Drewieske stated as far as the Water Utility the Rate of Return is at 5.33%. The City is authorized at 6.25% with the PSC. Sewer ended positive of \$63,592 net position. We will see change in this due to the Brillion Iron Works closure.

Amber Drewieske recommended changes for Staff to record special assessments. Special assessments accounting software will be beneficial. She explained the new reporting requirements for TIF Districts. Schenk can offer assistant with this.

Mayor Deiter thanked the Auditors for their report.

E. 2016 Capital/Reserve Carryover:

Gosz explained the 2016 Capital/Reserve Carryover amounts.

Unapproved

Motion – Edinger moved to recommend to City Council the 2016 Financial Audit review and the 2016 Capital/Reserve Carryover amounts. Seconded by Wenzel. Motion carried.

PROTECTION OF PERSONS AND PROPERTY:

A. East Shore Humane Association Agreement:

Motion – Nies moved to recommend to City Council the 2017 East Shore Humane Association Agreement. Seconded by Edinger. Motion carried.

CITY BUILDING AND GROUNDS:

A. Sale of City Property – Glenview/Wolfschmidt Lots:

Gosz reported no bids were received for the sale of City property on Glenview/Wolfschmidt. She explained this may be due to the minimum bid amount on the property.

Discussion followed.

Motion – Edinger moved to recommend to City Council to re-advertise for the Sale of City Property on Glenview/Wolfschmidt without the low bid requirement. Seconded by Wenzel.

It was questioned whether or not the requirement that residential construction begin within one (1) year of purchase remain in place. Mayor Deiter stated anything is negotiable. The goal is to get the property back on the tax roll.

Motion carried.

B. Disallowance of Claim – League of Wisconsin Municipalities Mutual Insurance-Nathan Young:

Geiger explained the damage was not done with any negligence of the City. The League of Wisconsin Municipalities Mutual Insurance, the City's liability insurance carrier, has recommended the City disallow the claim.

Motion – Edinger moved to disallow the claim by Nathan Young. Seconded by Brick. Motion carried.

PERSONNEL:

No report.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:26 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer