

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**March 23, 2015**

**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, Crystal Fflug, Betty Nies, Wally Sonnabend, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Police Chief JoAnn Mignon, and Park & Recreation Director Ann Marx.

**GUESTS:**

Police Administrative Assistant Sarah Simes, Dan Mertens, and Dave Maccoux and Amber Drewieske from Schenk.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF MARCH 9, 2015:**

**Motion** – Sonnabend moved to approve the minutes of the March 9, 2015 Committee of the Whole. Seconded by Edinger. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

Police Chief Mignon introduced Sarah Simes as new Police Department's Administrative Assistant.

**FINANCING & PURCHASING:**

**A. Review of Vouchers:**

**1. General Fund - \$93,053.65:**

**Motion** – Edinger moved to recommend to City Council to approve the General Fund vouchers in the amount of \$93,053.65. Seconded by Wenzel. Call vote taken. Motion carried.

**B. Reserves - \$14,881.49:**

**Motion** – Van Frachen moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$14,881.49. Seconded by Sonnabend. Call vote taken. Motion carried.

**C. Contingency - \$1,570.13:**

**Motion** – Sonnabend moved to recommend to City Council to approve the Contingency Expenditure vouchers in the amount of \$1,570.13. Seconded by Edinger. Call vote taken. Motion carried.

Approved

**D. TIF Expenditures - \$1,776.50:**

**Motion** – Van Frachen moved to recommend to City Council to approve the TIF Expenditure voucher in the amount of \$1,776.50. Seconded by Edinger. Call vote taken. Motion carried.

**B. Review of License Applications:**

**1. Operator Licenses - New: Jessica D. Kennedy, Mark Krueger, Linda Cobler:**

**Motion** – Wenzel moved to recommend to City Council to grant an Operator License to Jessica D. Kennedy, Mark Krueger, and Linda Cobler. Seconded by Brick. Call vote taken. Motion carried.

**C. Review of Payroll:**

**Motion** – Edinger moved to recommend to City Council to approve the March 6, 2015 and the March 20, 2015 Payrolls. Seconded by Brick.

Edinger questioned the Police overtime amount. Chief Mignon stated the Police Department is now at full staff.

Call vote taken. Motion carried unanimously.

**D. 2014 Financial Audit Review – Schenk S.C.:**

Dave Maccoux and Amber Drewieske were present to review the 2014 Annual Financial Report. Maccoux stated it is the Auditor's opinion to make no changes to the accounting principles. He reviewed the Statement of Net Position with Assets and Liabilities. Liabilities increased due to long term funding of capital assets resulting in a net position change of \$250,000.

Maccoux reviewed the General Funds. The Operating General Fund balance did decrease by \$58,277. He explained this was mainly due to the pool claim, short of that the City did well to stay within budget. He explained the Manager Communications and noted three (3) significant deficiencies. He explained it is very common for a community of our size to have three (3) deficiencies listed. Schenk had no matters of concern with Management in preparing the audit.

Maccoux reported all three (3) TIF's have positive fund balance as we enter 2015.

Maccoux explained the Water Utility is regulated by the PSC. The negative change in net position will be offset by the water rate increase. He explained the Sewer Utility is regulated by the governing body.

Maccoux explained changes in future annual statements. He explained WRS activities will be integrated into the financial statements with GASB 68 beginning in 2015.

The Commission had no questions of the 2014 Annual Audit.

**PROTECTION OF PERSONS & PROPERTY:**

**A. 4<sup>th</sup> Annual Eagles Wings 5K Run/Walk Event:**

**Motion** – Edinger moved to recommend to City Council to grant the request for the 4<sup>th</sup> Annual Eagles Wings 5K Run/Walk Event. Seconded by Nies. Call vote taken. Motion carried.

Approved

**B. Eastshore Humane Association Agreement:**

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

**CITY BUILDINGS AND GROUNDS:**

**A. Approval of Quotes – 1990 Dump Truck Replacement:**

Gosz reviewed the quotes received for the 1990 Dump Truck Replacement. She explained that DPW Staff is recommending accepting the quote from Truck Equipment Inc for \$81,787 and to Packer City International for \$93,400, which includes aluminum rims. She explained Packer City International quoted to have the truck chassis completed in 100 days, while Truck Country of Wisconsin quoted 250 days. By going with Packer City International the entire truck with body and equipment would be delivered to the City in 160 days, which will be prior to the next snow season.

She explained the plow on the 1990 Dump will be installed on the new pay loader and unless we have the new dump truck ready the next snow season, we would be short one snow removal vehicle, which is a concern.

Gosz explained the total cost would be \$175,187. She stated there is \$374,513 in the DPW Equipment Reserves of which \$148,308 is earmarked for the 1990 Dump Truck Replacement. However, she explained with the work DPW Staff did in house on the Street Sweeper, those dollars saved could be earmarked toward the 1990 Dump Truck Replacement.

**Motion** – Edinger moved to recommend to City Council to approve the quote from Packer City International for \$93,400 with aluminum rims and the quote from Truck Equipment, Inc for \$81,787, to be taken from the DPW Equipment Reserves. Seconded by Sonnabend. Call vote taken. Motion carried.

**PERSONNEL:**

Discussed under Citizen Input.

**NEW BUSINESS:**

Edinger suggested more gravel be installed at the compost site.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:44 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer