

Approved

**COMMITTEE OF THE WHOLE
MEETING
Minutes**

October 26, 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, Larry Van Frachen, and Carrie Wenzel. Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development/Redevelopment Authority Cheryl Welch, Park & Recreation Director Ann Marx, Fire Chief Rich Janke, and Police Chief JoAnn Mignon. Absent was Alderperson Wally Sonnabend.

GUESTS:

None.

APPROVAL OF THE AGENDA:

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF
OCTOBER 12, 2015:**

Motion – Edinger moved to approve the minutes of the October 12, 2015 Committee of the Whole. Seconded by Van Frachen. Call vote. Motion carried unanimously.

CITIZEN INPUT:

None.

FINANCING & PURCHASING:

A. Review of Vouchers:

1. General Fund - \$86,787.43:

Motion – Edinger moved to recommend to City Council to approve the General Fund vouchers in the amount of 86,787.43. Seconded by Van Frachen. Call vote taken. Motion carried.

B. Reserves - \$143,306.84:

Motion – Van Frachen moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$143,306.84. Seconded by Brick. Call vote taken. Motion carried.

C. Contingency - \$2,852.48:

Motion – Wenzel moved to recommend to City Council to approve expenditure vouchers in the amount of \$2,852.48 from the City's Contingency Fund. Seconded by Brick. Call vote taken. Motion carried.

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D. TIF Expenditures - \$356.00:

Motion – Nies moved to recommend to City Council to approve the TIF Expenditure vouchers in the amount of \$356.00. Seconded by Edinger. Call vote taken. Motion carried.

B. Review of License Applications:

1. Operator Licenses – New: Charles I. Pilalek, Betty Anne Kussow, Theresa Schuh, Erin Konrad, Peter A. Larson:

Motion - Wenzel moved to recommend to City Council to collectively approve an Operator License to Charles I. Pilalek, Betty Anne Kussow, Theresa Schuh, Erin Konrad, and Peter A. Larson. Call vote. Motion carried.

2. Operator Licenses – Renewal: Russ J. Calaway, Dennis Miller, Scott Eickert:

Motion - Wenzel moved to recommend to City Council to collectively approve an Operator License to Russ J. Calaway, Dennis Miller, and Scott Eickert. Seconded by Nies. Call vote. Motion carried.

3. Class “A” Liquor License (Cider Only) – Condon Oil Company:

Motion – Wenzel moved to recommend to City Council to approve a Class “A” Liquor License (Cider Only) to Condon Oil Company. Seconded by Nies. Call vote. Motion carried.

C. Review of Payroll:

Motion – Wenzel moved to recommend to City Council to approve the October 2, 2015 and the October 16, 2015 Payrolls. Seconded by Van Frachen. Call vote. Motion carried unanimously.

D. Brillion Housing Authority Request for Garrow Villa:

Van Frachen explained that Garrow Villa residents receive subsidy from the State, which is less than what is needed. He explained 21 of the 22 residents are not paying full rent.

Van Frachen explained the mortgage payments are due and Garrow Villa cannot afford them alone. Van Frachen explained all three (3) housing facilities are funded and operating separately.

Edinger questioned the long term financing if the City helps, will there be more requests in the future. Van Frachen stated they don't make enough rent to pay the mortgage payment.

Mayor Deiter suggested the Brillion Housing Authority determine what they can do. Gosz stated there is nothing in State Statute that obligates the City to take over the responsibilities of the Brillion Housing Authority.

No action taken at this time.

E. 2016 Budget Review:

Gosz explained after reviewing the Revenue accounts, she was able to make some increases in anticipated reserves allowing her to put \$5,500 back into Reserves. She applied \$1,000 to the DPW Equipment Reserves-Equipment Repairs, \$500 in Street Reserves, \$3,000 to Cemetery Reserves, and \$1,000 to Technology Reserves. Gosz explained at the October 12th Committee of the Whole Meeting the Main Street Square Redevelopment Project was discussed. At the meeting Welch explained there is a grant opportunity for this project which if received the City

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would need to have 10% of the funds available which would be \$50,000. Gosz stated based on the discussions from the October 12th Community of the Whole meeting, \$15,000 was included in the RDA Reserves for this project. Gosz explained she and Welch recommend that the City reallocate \$15,000 of RDA Reserves toward the \$50,000 leaving \$20,000 to either come from General Fund Surplus or other Reserve funds. She stated if the grant is not received then the reallocation of funds remains as is.

Nies questioned the project and the grant. Welch explained the Main Street Square is a focus area defined by the RDA. The grant is an opportunity for redevelopment for this area. She explained the grant is a Federal Funded Grant with a maximum funding of \$500,000, which the City would need to have 10% of. The remaining cost could be borrowed by the RDA or funded by a developer.

Nies voiced concern of losing current tax base on the Main Street Square property. Welch stated if the property remains vacant the City is losing in other revenue opportunities; if vacant there is no activity bringing people to our downtown. She explained a plan for redevelopment of the property will need to be determined. Wenzel stated she agrees with the allocation of funds towards this grant project as an opportunity for the downtown.

Gosz explained she received information from the Department of Revenue on the Expenditure Restraint. She explained the final Consumer Price Index (CPI) increase amount was less than estimated, therefore, the City will not be able to meet the qualifying limit to received Expenditure Restraint Shared Revenues. As a result, the \$25,306 needs to be cut from the 2016 Budget in order to meet the levy limit. Gosz stated we are not alone in this. She stated as predicted by the League of Wisconsin Municipalities many municipalities that once qualified will not be able to meet the qualification limit due to the lower increase in the CPI. Gosz suggested in order to meet the State imposed levy limit, that \$25,000 be cut from Street Reserves and \$1,000 cut from Storm Water Reserves. She explained there should be enough in each of those Reserve accounts carried over from 2015 to meet the anticipated 2016 expenditures.

Motion – Wenzel moved to recommend to City Council to set a Public Hearing date for Monday, November 23, 2015 at 6:45 PM to adopt the 2016 Budget as proposed. Seconded by Edinger. Call vote. Motion carried unanimously.

PROTECTION OF PERSONS & PROPERTY:

A. Fire Department Equipment Replacement:

Janke explained the process for the Tender replacement. Requests were sent to eight (8) different manufactures in which only six (6) requests were returned. The vendors had to meet specifications. The vendors were evaluated by a point system. Two (2) vendors were eliminated because they did not meet the minimum specifications.

Janke reported Rosenbaur Manufacturing was the most qualified vendor with cost effective pricing. He explained the cost will be approximately \$235,000, but could be less after the final order is placed.

Motion – Edinger moved to recommend to City Council to proceed with Rosenbaur Manufacturing for the Tender. Seconded by Brick. Call vote. Motion carried unanimously.

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CITY BUILDINGS AND GROUNDS:

A. Advanced Disposal Services – Solid Waste and Recycling Agreement Amendment:

Gosz explained she and Deputy Clerk/Treasurer Buboltz reviewed the Agreement and recommends the following language is added: “Each Residential and Business Unit shall receive one (1) cart per unit for each solid waste and recyclables collection service. Residential and Business units may purchase one (1) additional cart for each solid waste and recyclables collection service”.

Gosz explained this will control the amount of carts on the curb on collection days. Business owners that need more will need to contract with Advance for dumpsters.

Motion – Nies moved to approve the Advanced Disposal Services Solid Waste and Recycling Agreement Amendment with the added language. Seconded by Edinger. Call vote. Motion carried unanimously.

B. Safe Routes to School Project Contract:

No action taken.

PERSONNEL:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:42 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer