

Approved

**COMMITTEE OF THE WHOLE  
MEETING  
Minutes**

**March 28, 2016**

**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, City Library Chris Moede, and Park & Recreation Director Ann Marx.

**GUESTS:**

Police Officer Michael Parker, Dave Maccoux and Amber Drewieske from Schenk, David Nordby from Zander Press, Dave Schwahn, and Mary Jo Krueger.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE MEETING OF  
MARCH 14, 2016:**

**Motion** – Sonnabend moved to approve the minutes of the March 14, 2016 Committee of the Whole. Seconded by Nies. Call vote. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**FINANCE & PURCHASING:**

**A. Review of Vouchers:**

**1. General Fund=\$143,381.46:**

**Motion** – Van Frachen moved to recommend to City Council the approval of the General Fund Vouchers in the amount of \$143,381.46. Seconded by Brick. Call vote taken. Motion carried.

**B. Reserves - \$118,373.93:**

**Motion** – Edinger moved to recommend to City Council to approve the Reserves Expenditure vouchers in the amount of \$118,373.93. Seconded by Van Frachen. Call vote taken. Motion carried.

**C. Contingency - \$0.00:**

None.

**D. TIF Expenditures - \$3,500.00:**

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**Motion** – Wenzel moved to recommend to City Council to approve the TIF Expenditure voucher in the amount of \$3,500.00. Seconded by Brick. Call vote taken. Motion carried.

**B. Review of License Applications:**

**1. Operator Licenses – New: Mallory A. Schneider, Lois Sonnabend:**

**Motion** – Nies moved to recommend to City Council to collectively approve an Operator License to Mallory A. Schneider and Lois Sonnabend. Seconded by Wenzel. Call vote. Motion carried.

**2. Dog & Cat Kennel Permit – 340 Kennedy Drive:**

**Motion** – Edinger moved to recommend to City Council to grant a Dog Kennel Permit to the property owner at 340 Kennedy Drive. Seconded by Sonnabend.

Chief Mignon stated that Officer Kluck reviewed the application and property and found no concerns.

Call vote. Motion carried.

**C. Review of Payroll:**

**Motion** – Van Frachen moved to recommend to City Council to approve the March 4, 2016 and March 18, 2014 Payroll. Seconded by Wenzel. Call vote. Motion carried unanimously.

**D. 2015 Financial Audit Review – Schenk S.C.:**

Dave Maccoux and Amber Drewieske were present to review the 2015 Annual Financial Report. Maccoux explained in their opinion no modifications would be made.

Maccoux reviewed the summary of the City's financial position as of 12/31/2015. He explained the net pension asset shown is the proportional share of the WRS, which is a new State reporting requirement. This shows there is no pension liability. Maccoux reported the key component is the growth in the net assets, which is a growth in fixed assets. The increase is a strong indication of the overall financial position of the City.

Amber Drewieske reviewed the Management Statement. She explained the deficiencies in the City's internal control findings 2014-001, 2014-002, 2014-003, which is noted each year due to limit in staff and the cost to hire additional staff to eliminate the control deficiencies outweigh the benefits to be received. She explained the same applies for the finding of 2015-001 for single audit for SWDL.

Drewieske reported on the growth in the general fund balances, which is due to approximately \$56,000 in revenue exceeding budget and \$20,000 expenditures below budget. This brings the General Fund balance to approximately 21% of the 2016 budgeted expenditures. The City's current Fund Balance Policy establishes a minimum fund balance of 25% of budgeted general fund appropriations. The City will need to monitor this in future years.

Drewieske reviewed the Tax Increment Districts. All three (3) show a positive fund balance as of 12/31/15.

Approved

Drewieske reviewed the Water Utility operating results which ended positive \$105,396 in net position. She explained the PILOT increase is due to the City's new Well #5; however, some of it is outside City limits and would not apply to the City's PILOT.

The Mayor thanked Maccoux and Drewieske for the 2015 Financial Audit Review.

**E. 2015 Capital/Reserve Carry Over:**

**Motion** – Sonnabend moved to recommend to City Council the 2015 Capital/Reserve Carryover. Seconded by Wenzel. Call vote taken. Motion carried.

**PROTECTION OF PERSONS & PROPERTY:**

**A. 2016 Eastshore Humane Association Agreement:**

**Motion** – Edinger moved to recommend to City Council to approve the 2016 Eastshore Humane Association Agreement. Seconded by Sonnabend. Call vote. Motion carried unanimously.

**CITY BUILDINGS AND GROUNDS:**

**A. Hacker Dam Inspection:**

Tabled.

**PERSONNEL:**

None.

**NEW BUSINESS:**

Van Frachen reported on a property maintenance complaint on a vacant home on Washington Street.

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn. Seconded by Brick. Call vote. Motion carried unanimously. The meeting adjourned at 6:22 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer