FINANCE COMMITTEE MINUTES
March 10, 2020 @ 6:00 PM
Council Chambers, 321 S. Fourth St., Stoughton, WI

Present:
Greg Jenson, Ozzie Doom, Lisa Reeves, Brett Schumacher, and Mayor Tim Swadley

Absent and Excused:
None

Others Present:
Finance Director Friedl, Planning Director Scheel, Clerk Licht, HR Director Gillingham

Call to Order:
Schumacher called the meeting to order at 6:00 p.m.

Communications:

Reports: the following reports were entered into the record.

- Contingency Report

Approval of the February 25, 2020 Finance Committee Minutes
Motion by Reeves, second by Jenson to approve the minutes. Motion carried 5-0.

Discussion and possible action regarding recovery of unlawful tax
Motion by Jenson, second by Reeves to recommend council approve the payment of unlawful tax.

Discussion regarding CIP purchasing manual
Purchases up to $50,000 and are budgeted for will need the Finance Director's signature on purchase. If it is over the CIP budget amount, it will need Finance Director's and Mayor's signature and will need Finance Committee approval. If it is not budgeted at all, it will need to have the Finance Director's and Mayor's signature and will need to go through Finance Committee and Council. If it is above $50,000 the Finance Director and Mayor need to sign off. If the purchase is over budget it would follow the same procedures as items under $50,000. If the purchase is not budgeted for it would follow the same procedures as items under $50,000. The leadership team will be looking over the manual at their next meeting.

Discussion and possible action regarding Senior Center Annex lease agreements
Finance Director Scheel stated that the rates are outdated and would like to have the template for all lease agreements be the same. Motion Jenson, second by Reeves to approve a template agreement. Motion carried 4-0.

Discussion and possible action regarding revisions to the City of Stoughton TIF Policy

The council took no action on this item.

Authorizing and directing the proper City officials to commence with the hiring of a Planning Department Engineering Technician and accept the grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour.
Motion by Jenson, second by Reeves to recommend that council approve. Motion carried 5-0.

Authorizing and directing the proper City officials to commence with the hiring of one full-time and one part-time City Custodian and accept the grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour.

Motion by Reeves, second by Jenson to recommend that council approve. Motion carried 5-0.

Adjournment:
Motion by Jenson, second by Reeves to adjourn at 6:44 p.m. Motion carried 5-0.