Finance Committee of the City of Stoughton
Tuesday, February 14, 2023 at 5:30 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair, arrived 5:54 p.m.), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas (arrived 5:40 p.m.)
Members absent: None
Guests present: Dave Ehlinger, Brett Hebert (remote, arrived 6:35 p.m.) and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 5:34 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Ehlinger indicated that this would be standard for all City of Stoughton meetings going forward. Ehlinger indicated that the meeting was properly noticed and posted.
4. **Public comment** - None
5. **Communications**
    a. **Firefighters' pension irrevocable trust update 02/03/2023** – Ehlinger updated the committee that employee benefits attorney has been retained for this project.
    b. **Property tax collections December 2022 to January 2023** – Ehlinger recapped the efforts of his staff for the property tax collections.
    c. **Update regarding accrued payroll activity for 2023** – Ehlinger recapped the changes being made so that fiscal projections for 2023 are not missing a half month of payroll activity.
6. **Reports**
    a. **Municipal court receivables 12/31/2022** – Ehlinger recapped the municipal court receivables at year end and that he had met with the Municipal Judge and Court Clerk earlier in the day on this topic. After discussion, it was the general consensus of the committee that:
        i. The Court Clerk is authorized to work up to 40 hours a week so as to work on collections with anticipated revenues offsetting additional hours.
        ii. The Court Clerk's authorized hours increase shall not extend past 12/31/2023 without additional funds being included in the 2024 adopted budget.
        iii. The Finance Committee shall be updated on a periodic basis on collection efforts and additional payroll hours incurred.
        iv. The Wisconsin Department of Revenue's State Debt Collection (SDC) program shall continue to be the primary collection service and the Municipal Clerk shall work on collections for those items not active with the SDC.
        v. The Finance Director shall contact another collection agency to regarding the three non-traffic citation debtors with large balances.
        vi. The Finance Director should draft, in cooperation with the Municipal Court, a debt collection policy for adoption by the Finance Committee and Common Council.
    b. **Special assessments revenue / expenditure report 12/31/2022** – Ehlinger recapped the accounting error and the overstatement of prior fund balances. General discussion

occurred.

c. **Bank reconciliation 12/31/2022**
d. **Cash summary by fund 12/31/2022**
e. **Check reconciliation report 12/31/2022**
f. **Journal entry report 12/31/2022**
g. **Budget amendment report 12/31/2022**
h. **Receipt register 12/31/2022**
i. **Revenue / expenditure report – Finance Department 12/31/2022**
j. **Revenue / expenditure report – Shared Ride Services 12/31/2022**
k. **Revenue / expenditure report – General Revenues 12/31/2022**
l. **Revenue / expenditure report - Redevelopment Authority 12/31/2022**
m. **Revenue / expenditure report – City Council 12/31/2022** – No specific questions occurred on reports C through M were raised.

7. **Approval of minutes of January 24, 2023** – it was noted that David Thomas was listed as both present and absent. Motion by Doom/Reeves to approve the minutes as corrected. The motion passed 7-0.
8. **R-xxx-2023 Approve cost reimbursement agreement – Stoughton Trailers Hwy 51 Development** – Scheel recapped the cost reimbursement agreement. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
9. **R-XXX-2023 Approve financial agreement with Department of Transportation – Fourth St – Milwaukee to Isham** – Scheel recapped the financial agreement. Motion by Thomas/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **R-xxx-2023 Preliminary resolution declaring intent to exercise special assessment powers for 2023 street and sidewalk projects** – Scheel recapped the special assessments and related resolution. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
11. **Discussion and possible action regarding funding legal expenditures for Stoughton Housing Authority regarding option to purchase Greenspire properties** – Ehlinger apologized for failing to include his memo on this topic into the packet. Ehlinger recapped the memo. By consensus, the committee was supporting of funding the legal expenditures with a transfer from the General Fund and requested that Ehlinger draft a resolution as such.
12. **Discussion and possible action regarding uncollectible municipal court receivables as per Wisconsin Department of Revenue State Debt Collection program** – No additional conversation on this topic occurred.
13. **Future agenda items**
    a. **02/28/2022 – December 2022 financial reports and January 2023 financial reports**
    b. **To be determined – City of Stoughton meal reimbursement rate indexed to IRS rate**
    c. **To be determined – Amendment to investment policy and authorized depositories**
    d. **To be determined – Future treatment of costs eligible for special assessments**
    e. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    f. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
    g. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional topics were requested to be added.

14. Adjourn – Motion by Jenson/Reeves to adjourn at 6:58 p.m. The motion passed 7-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton