

## FINANCE COMMITTEE MEETING MINUTES

August 8, 2017 – 6:00 p.m.

Council Chambers, Public Safety Building

### **Present:**

Tom Majewski, Lisa Reeves, Tim Swadley, Pat O'Connor and Mayor Olson (arrived at 6:05 p.m.)

### **Others Present:**

Finance Director LaBorde and Clerk Kropf

### **Absent and Excused:**

None

### **Call to order:**

Chairperson O'Connor called the meeting to order at 6:00 p.m.

### **Communications:**

Finance Director LaBorde explained that she is working closely with HR Director Gillingham to obtain the proposed 2018 wages for the budget.

### **Reports:**

- **July 25, 2017 Finance Committee Minutes:** Motion by Swadley, to approve the minutes, second by Majewski. Motion carried 4-0.
- **Contingency Report:** LaBorde noted that the HATS item had been removed per the committee's request and the fencing for the South Street closure was added. No action was taken.

### **Discussion and possible action regarding TIF Policy:**

Swadley explained that he wanted this item in the agenda so that the Committee could review the policy. He noted that the policy had changed after Kettle Park West and was approved by Council in 2016. He felt that the new alders could become familiar with the policy before Stoughton Trailers possible turns in a TIF application. No action taken.

### **Discussion and action to authorize and direct the proper city official(s) to write off the 2011 to 2016 Delinquent Personal property tax bills that have been proven to be uncollectible for a total amount of \$4,410.95:**

Finance Director LaBorde explained that staff had been working diligently to collect delinquent personal property tax.

Mayor Olson joined the meeting at 6:05 p.m.

Clerk Kropf explained that the personal property tax is determined by the assessor based on what the business owners report. This tax, unlike the real estate tax, is collected solely by the municipality and if they cannot collect those they need to write them off their books. Finance Director LaBorde explained that the write-off of delinquent

personal property tax had not been done since 2014. Typically, municipalities can recover the delinquent funds, but this needs to be done in early spring. With the changes in the Finance Department over the last year, this was not done, but it will be done in the future.

Motion by Swadley, to approve the write-off of the 2011 to 2016 delinquent personal property tax bills that have been proven to be uncollectible for a total amount of \$4,410.95 and recommend to Council for consideration, second by Reeves. Motion carried 5-0.

*\*\*\*The Finance Committee may meet in closed session per State Statute 19.85 (1)(c) to consider the acquisition of property for the proposed Public Works Facility. The Finance Committee may reconvene in open session to take action on matters discussed in closed session and to consider the remaining items on the agenda.*

**\*\*\* R-120-2017- A resolution approving purchase of 55 acre parcel subject to an existing easement:**

Motion by Swadley, to convene the Finance Committee in Closed session, second by Reeves. Motion carried 5-0. The Finance Committee met in closed session at 6:16 p.m.

Motion by O'Connor, to convene the Finance Committee in Open session, second by Swadley. Motion carried 5-0. The Finance Committee met in open session at 6:20 p.m.

Motion by Swadley, to approve R-120-2017 and recommend to Council for consideration, second by O'Connor. Motion carried 5-0.

### **Future Agenda Items**

Gold Shovel Program  
Debt Management Policy  
Shared Ride Taxi RFP  
Prep work for Stoughton Trailers  
RDA Budget meeting

### **Adjournment**

Motion by Majewski, to adjourn the August 8, 2017 meeting of the Finance Committee, second by Reeves. Motion carried 5-0. The meeting of the Finance Committee adjourned at 6:23 p.m.