FINANCE COMMITTEE MEETING MINUTES

April 14, 2015 – 5:30 p.m.

Council Chambers, Public Safety Building

**Present:**

Alderpersons Greg Jenson, Ron Christianson, Pat O’Connor, Tim Swadley and Mayor Donna Olson

**Others Present:**

Finance Director Laurie Sullivan, Planning Director Scheel, Library Director Richard MacDonald, and members of the Meadow View Condominium Association.

**Absent and Excused:** None

**Call to order:**

Finance Chair Christianson called the meeting to order at 5:31p.m.

**Communications:**

None

**Reports / Contingency:**

No action taken

**Finance Committee Minutes of March 24, 2015:**

Motion by Jenson, to recommend approval of the Finance Committee minutes of March 24, 2015 as presented, second by O’Connor. Motion passed 5-0.

**Recommend approval of a Real Estate Listing Contract with Lee and Associates for the Business park Expansion area**

Finance Director Sullivan addressed the committee and noted that Planning Director Scheel, Mayor Olson, and herself had met with Lee and Associates to market the Business Park North Expansion area. Mayor Olson noted that the RDA was using the same firm to advertise their properties. The commission for the sales would be 6% or $20,000, whichever is more.

Motion by Jenson, to recommend to Council for approval, second by Christianson. Motion passed 5-0.

**Authorizing and Directing the Proper City Official(s) to Enter into an Agreement with Joe Daniels Construction for the 2015 Library Remodeling Project**

Planning Director Scheel noted that there were several bids and that Joe Daniels Construction came in with the lowest bid. The projected bid for the project was $650,000 and Joe Daniels bid was $501,000. He also noted that while there would be budgeted money left over after the construction costs, those funds would be used towards new shelves, furniture, and desks. There was concern from the Committee whether Joe Daniels would use local subcontractors. Scheel stated that the use of local subcontractors would be determined by Joe Daniels construction.

Motion by O’Connor to recommend Council approval, second by Swadley. Motion passed 5-0.

**Discussion and possible action regarding the 2014 property assessment and tax bill for parcel # 281-0511-082-9289-2, Meadow View Condominiums**

Ross Scovotti addressed the committee and noted that the assessment for the 2014 property tax bill was incorrect. The incorrect assessment led to an over payment of 2014 taxes of $1,100.02. Scovotti requested that the Committee approve the reimbursement and recommend Council approval. Finance Director Sullivan noted that the funds for reimbursement would have to be paid out of the General Fund.

Motion by O’Connor to recommend Council approval, second by Swadley. Motion carried 5-0.

**Resolution for Habitat for Humanity Exemption from Impact Fees imposed by Chapter 67 Related to Accommodating Parks, Playgrounds and Land for Athletic Fields for Property Located at 1125 Garden Ave, Stoughton, WI**

Planning Director Scheel addressed the Committee and stated that this fee is in place because this lot had a home razed on it three years ago. He also recommended that the Committee follow the ordinance and deny the request.

Motion by Swadley, to recommend approval of the impact fee exemption to the Council for approval, second by Jenson. Motion passed 4-1 with Christianson voting noe.

**Resolution approving the sale of Business Park North Lot 14, to JNT Developments, LLC, Jordan Tillson, for the purpose of building a Doggie Day Care Center in Business Park North**

Finance Director Sullivan noted that this sale complies with the Business Park North purchasing guidelines. She stated that if the business didn’t build within 18 months that the City could buy the lot back and the lot cannot become a tax exempt parcel at anytime.

Motion by Swadley to accept the offer to purchase contingent on the zoning and site plan approval and to send to Council for approval, second by Christianson. Motion passed 5-0.

**Discussion regarding the Senior Center Annex vacancy, re: Mansfield Lease**

Finance Director Sullivan noted that On Track Communications is moving out of the Senior Center Annex. She would like to start advertising that property and find another tenant.

Motion by Christianson, to direct the finance department to start researching rent prices, possible tenants and to bring any information back to the Finance Committee, second by O’Connor. Motion passed 5-0.

**Initial discussion regarding follow up on the Petition for Direct Legislation**

The Committee discussed that the information contained in of the Direct Legislation petition would be used as they develop a new TIF policy. This item would come back to Finance in early May.

**Future Agenda Items**

* RFP’s for Assessor and Attorney Services
* City’s Five Year Plan

**Adjournment**

Motion by O’Connor, to adjourn the meeting of the Finance Committee, second by Jenson. Motion passed 5-0. Meeting adjourned at 6:20pm.