



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
FINANCE COMMITTEE
May 28, 2019

The meeting was called to order by Chairperson Chad Kemp at 6:30 p.m. in Conference Room D110

Roll Call: Chairperson Chad Kemp, Alder Kate Cronin and Alder Christine Posey were present

Also present: Interim City Administrator Adam Sayre and Finance Director Brian Lamers

Public Comment: None

Discussion and Possible Action regarding approval of May 13, 2019 Finance Committee minutes: Motion was made by Posey, seconded by Cronin to approve the May 13, 2019 Finance Committee minutes with no changes noted. Motion carried 3-0.

Discussion and Possible Action regarding write off of miscellaneous billing for bulk water: Lamers explained that the billing to Koch's Telecom was done at the end of 2017 for an amount of \$67.41 for bulk water. Notices were sent out with them coming back with no longer at that address. Lamers stated he found them on the website and called the number but had been disconnected. Motion was made by Kemp, seconded by Cronin to approve to write off \$67.41 owed by Koch's Telecom. Motion carried 3-0.

Discussion and Possible Action regarding write off utility billing balance: Lamers stated that apparently when the properties split parcel numbers and owners between the 270's and 280's Meadowside Drive it was never switched in the utility billing system. So when there were delinquent charges to 280's Meadowside Drive it was placed on 270's Meadowside Drive owner's tax bills since 2011. The notices were sent to the individuals that rented the 280's addresses and once placed on the tax bill never got any more notices because it was unknowingly paid through the 270's owner's tax bills. After internal discussion with the Public Works Director the decision with approval was to charge last year's delinquent utility bills in the amount of \$616.03 and write off the remaining \$2,392.94. Motion was made by Kemp, seconded by Posey to approve to write off \$2,392.94 of delinquent utility bills. Motion carried 3-0.

Discussion and Possible Action regarding write off of personal property balances: Lamers explained that the tax bills for Smith Team Management for 2015 and 2016 were in total of \$7,339.81. Delinquent letter and notice were sent out in 2017 in which Adam Smith contacted Lamers and stated that he felt the bills were incorrect and he communicated that with the City. Lamers sent that information to the Assessor at the time, who told Lamers to hold off as

something was incorrect. Lamers tried to find out from the Assessor on occasions what was happening with this in which the Assessor stated he couldn't get a hold of Adam Smith. Since then the Assessor is no longer with the City and Smith is unreachable. There is no information on what the correct assessment should have been at the time and what the correct amount of taxes should have been. Lamers also explained that there is \$1,966.22 of outstanding personal property tax bills of business that are out of business and no longer able to get in contact with to get the taxes collected. After further discussion regarding collection and how to avoid writing off personal property a motion was made by Kemp, seconded by Cronin to approve to write off \$7,339.81 for Smith Team Management and \$1,966.22 of other outstanding Personal Property bills. Motion carried 3-0.

Discussion and Possible Action regarding the 2020 Budget Timeline, Process and Goals: In reviewing of the calendar, Kemp stated he may not be here on July 8th which is also a regular Finance Committee meeting. Lamers questioned whether the Committee wanted to use the same process as in the past or are there changes the Committee would like to see. Lamers asked should Administration work with the Departments and bring the budget to the Committee after it was more complete. After further discussion it was decided to move forward with the budget and Administration trying to meet with departments prior to Finance presentation. Posey stated she would like the departments to have maybe a presentation for example bullet points about their budgets especially when there are changes.

Discussion and Possible Action regarding the payment of bills:

Motion was made by Kemp, seconded by Posey to approve the payment of bills totaling \$495,406.61. Motion carried 3-0.

Adjournment: Motion was made by Cronin, seconded by Posey, to adjourn the Finance Committee Meeting at 6:58 p.m. Motion carried 3-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director