

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD  
JANUARY 19, 2016**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, City Engineer Dejewski, Alderman Brickner, Chief Dietrich, Chief Lockwood, Alderwoman Fliss, Library Director Krahn, Lisa Liban, Judge Hemmer, Alderman Wattawa, interested citizens

Chairman McSweeney called the meeting to order at 5:30 p.m.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to place on file the minutes of the Finance Committee meeting held January 5, 2016. Motion carried.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to recommend to the Common Council to write off old Accounts Receivable as presented in the amount of \$15,610.38. Motion carried.

City Administrator Rhode reviewed the 3<sup>rd</sup> and 4<sup>th</sup> Quarter billing from the City of Oak Creek for Dispatch Services. Oak Creek is also working on the capital items that were agreed upon in the contract but they have not been billed as of yet. Alderman Klug asked the Chiefs if they were satisfied with the services and communication that is being provided. Chief Dietrich stated that they have no issues and he meets with Oak Creek about every 6 weeks. He stated it is a successful process and the Police Department hasn't received any complaints regarding response time. Chief Lockwood agreed that he was also satisfied.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to place on file with reference in the minutes the memo from the City Administrator regarding City of Oak Creek – Dispatch Invoice for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of 2015 and to recommend to the Common Council that the invoice be paid in full. Motion carried.

Discussion and action regarding the Budget Amendment – Court Clerk, at the request of Alderwoman Bostedt was tabled until the next Finance Committee meeting.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to place on file with reference in the minutes the information verification of funding proposal from the Mayor for Court Clerk full time position, additional information and discussion on uncollected court fines and the memo dated January 13, 2016 from Judge Hemmer regarding 2016 Municipal Court Clerk Budget Amendment Proposal. Motion carried.

Alderwoman Bostedt stated that she understands how the court clerk position works and it is time consuming. She asked of the Police Department clerks have the ability to help and would it help the Judge. Alderman McSweeney asked if those same clerks could monitor and handle the parking tickets as is done in other communities. Judge Hemmer stated that the problem is separation of powers and the fact that he wouldn't have control over those employees. Parking tickets prior to being in the court system could be handled by the Police Department and he didn't have a problem with that. City Administrator Rhode echoed that several communities do the parking ticket process in the Police Department until it is not paid

and they get turned over to the Municipal Court. Chief Dietrich stated that they Department can do the parking tickets until they are filed with the Court. City Administrator Rhode suggested a 90 day review period to see how it would work having the Police Department handle the parking tickets. Alderman McSweeney asked if another part time Court Clerk could be a possible solution, and stated that he knows Judge Hemmer isn't in favor of that but it would be additional coverage for vacation, etc. Alderwoman Bostedt questioned why the Court wouldn't jump at having an additional part time position.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to recommend that the parking tickets be processed and collected through the Police Department for a 90 day period at which time the process would be reviewed. Motion carried.

City Administrator Rhode presented the Committee with the Agreement for Maintenance Assessment Services from Associated Appraisal. The City had a 5 year contract and it has ended. He brought this to the Finance Committee with the suggestion of extending the contract for one year or going out for an RFP for a longer period. The challenge with going out for an RFP right now is that there are still issues with the 2015 assessments and extending the contract for a year would allow Associated Appraisal to continue working on those issues. Alderman McSweeney also said that a one year extension would allow for Associated Appraisal to go through another Board of Review process with the citizens. No action was taken and this will be placed on the next Finance Committee agenda.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to recommend to the Common Council to refund the sewer user penalty for Tax Key Number 586-9986 in the amount of \$41.59 to Art Bayley. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to deny the request from Greg Johnson – 4551 South Ahmedi Avenue – to refund \$65.00 for a recycling cart. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to adjourn. Motion carried.

Time: 6:20 p.m.