



CITY OF VERONA

FINANCE COMMITTEE
TUESDAY, MAY 28, 2019 – 6:30 P.M.
VERONA CITY CENTER – Conference Room D110
111 LINCOLN STREET

AGENDA

1. Call to order.
2. Roll call
3. Public Comment
4. Discussion and Possible Action re: Recommended Approval of the May 13, 2019 Finance Committee Minutes
5. Discussion and Possible Action re: Write off of Miscellaneous Billing for Bulk Water
6. Discussion and Possible Action re: Write off of Utility Billing Balance
7. Discussion and Possible Actions re: Write off Personal Property Balances
8. Discussion and Possible Action re: 2020 Budget Timeline, Process and Goals
9. Discussion and Possible Action re: Payment of Bills
10. Adjournment.

Chairperson Chad Kemp

POSTED: Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

5/24/2019

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.



City of Verona

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

MINUTES
FINANCE COMMITTEE
May 13, 2019

The meeting was called to order by Alder Kate Cronin at 5:45 p.m. in Conference Room D110

Roll Call: Alder Kate Cronin and Alder Christine Posey were present. Chairperson Chad Kemp was excused.

Also present: Interim City Administrator Adam Sayre, Finance Director Brian Lamers, Fire Chief Joe Giver, Deputy Fire Chief Dan Machotka and Dawn Gunderson-Schiel from Ehlers.

Public Comment: None

Discussion and Possible Action regarding approval of April 22, 2019 Finance Committee minutes: Motion was made by Posey, seconded by Cronin to approve the April 22, 2019 Finance Committee minutes with no changes noted. Motion carried 2-0.

Discussion and Possible Action regarding the Resolution R-19-020 Initial Resolution Authorizing \$865,000 General Obligation Bonds for Street Improvement Projects: Dawn Gunderson-Schiel from Ehlers explained the procedure for issuing the 2019A General Obligation Bond. After further discussion a motion was made by Cronin, seconded by Posey to approve Resolution R-19-020 for the initial resolution authorizing \$865,000 General Obligation Bonds for Street Improvement Projects and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding the Resolution R-19-021 Initial Resolution Authorizing \$465,000 General Obligation Bonds for Public Works Facility Project: Motion was made by Posey, seconded by Cronin to approve Resolution R-19-021 for the initial resolution authorizing \$465,000 General Obligation Bonds for Public Works Facility Project and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding the Resolution R-19-022 Initial Resolution Authorizing \$1,180,000 General Obligation Bonds for Fire Department Equipment: Motion was made by Cronin, seconded by Posey to approve Resolution R-19-022 for the initial resolution authorizing \$1,180,000 General Obligation Bonds for Fire Department Equipment and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding Resolution R-19-023 Directing Publication of Notice to Electors relating to Bond Issue: Motion was made by Posey, seconded by Cronin to approve

Resolution R-19-023 for the Directing Publication of Notice to the Electors relating to the Bond Issue and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding Resolution R-19-024 Providing for the Sale of \$2,510,000 General Obligation Corporate Purpose Bonds, Series 2019A: Motion was made by Cronin, seconded by Posey to approve Resolution R-19-024 for the Providing for the Sale of \$2,510,000 General Obligation Corporate Purpose Bonds, Series 2019A and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding the City Investment Report for April 2019: Lamers stated there was nothing worth noting.

Discussion and Possible Action regarding Notice of Claim for Vehicle Damage: Lamers explained that Alexander Arnn, owner of Simply Snow and Lawn, LLC has filed a claim with the City for damage that was done to his pickup truck from one the City snow plow drivers in the amount of \$1,697.77. Motion was made by Cronin, seconded by Posey to recommend the approval for payment in the amount of \$1,677.77 to Simply Snow and Lawn, LLC and forward to the City Council for discussion and possible action. Motion carried 2-0.

Discussion and Possible Action regarding Notice of Claim for Vehicle Damage: Lamers explained that Jeremy Lindeen has filed a claim with the City for damage that was done to his vehicle from one the City snow plow drivers in the amount of \$8,599.75. The payment had not been included in the payments of bills due to the City not receiving back the release of payment. Motion was made by Posey, seconded by Cronin to recommend the approval for payment in the amount of \$8,599.75 to Geico Insurance and forward to the City Council for discussion and possible action. Motion carried 2-0

Discussion and Possible Action regarding the payment of bills: Motion was made by Cronin, seconded by Posey to approve the payment of bills totaling \$1,324,532.34. Motion carried 2-0.

Adjournment: Motion was made by Posey, seconded by Cronin, to adjourn the Finance Committee Meeting at 6:09 p.m. Motion carried 2-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director

5. Discussion and Possible Action on Write off of Miscellaneous Billing of Bulk Water

Billing to Koch's Telecom was done at the end of 2017 for an amount of \$67.41 for bulk water. Multiple notices were sent out with them coming back with no longer at that address. When calling the phone number on the Koch's Telecom website it has been disconnected.

6. Discussion and Possible Action on Write off of Utility Billing Balance

Apparently back 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 on the tax bill, never got any more notices because it was paid through the 270's owner's tax bills. After internal discussion with 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.

7. Discussion and Possible Action on Write off of Personal Property Balances

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 current Assessor, which told Lamers to hold off that something was incorrect. Lamers try to find out from the Assessor on occasions what was happening with this in which the Assessor stated he couldn't get ahold of Adam Smith. Since then the Assessor is no longer with the City and Smith is unable to get ahold of. 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. (Listing attached and in shaded blue)

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. (Listing attached and in shaded yellow)

CUSTOMER #	INVOICE #	DUE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
AIRTEMP AIR TEMPERATURE SERVICE	0000000010	11/12/2018	0.00	0.00	0.00	0.00	1,577.02	1,577.02
ATTAINMENTCO ATTAINMENT COMPANY INC	0000000104	02/22/2019	0.00	0.00	182.00	0.00	0.00	182.00
FORWARDDEV FORWARD DEVELOPMENT GROUP	0000000123	06/10/2019	312.00	0.00	0.00	0.00	0.00	312.00
KNOTHE&BRUCE KNOTHE & BRUCE ARCHITECTS LLC	0000000088	02/22/2019	0.00	0.00	538.31	0.00	0.00	538.31
KOCHS KOCH'S TELECOM	0000000001	02/23/2018	0.00	0.00	0.00	0.00	67.41	67.41
LINCOLNSTILLC LINCOLN STREET VERONA LLC	0000000126	06/03/2019	6,429.31	0.00	0.00	0.00	0.00	6,429.31
VERONAHIGH VERONA AREA HIGH SCHOOL	0000000119	05/31/2019	320.00	0.00	0.00	0.00	0.00	320.00
VERONADIST VERONA AREA SCHOOL DISTRICT	0000000124	06/10/2019	1,036.50	0.00	0.00	0.00	0.00	1,036.50
WILLIAMREWEY WILLIAM M REWEY	0000000121	05/31/2019	1,550.00	0.00	0.00	0.00	0.00	1,550.00
GRAND TOTALS:			9,647.81	0.00	720.31	0.00	1,644.43	12,012.55

JOURNALIZED AMOUNTS ONLY: 12,012.55
NON-JOURNALIZED AMOUNTS ONLY: 0.00

BILLING ITEM BREAKDOWN

PWENG	0.00	0.00	0.00	0.00	538.31	0.00	1,577.02	2,115.33
LEGAL	1,348.50	0.00	0.00	0.00	182.00	0.00	0.00	1,530.50
WTREBUL	0.00	0.00	0.00	0.00	0.00	0.00	67.41	67.41
SEWCON	6,429.31	0.00	0.00	0.00	0.00	0.00	0.00	6,429.31
POLOT	320.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00
PWDAGS	1,550.00	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00

Returned - No longer at address # No longer Service

CITY OF VERONA

FINANCE DEPT
111 LINCOLN ST
VERONA, WI 53593
(608)845-6495

ACCOUNT NUMBER

017-1231-38

ENTER AMOUNT PAID

ACCOUNT ID: 017-1231-38
KOCH'S TELECOM
918 WALSH RD
MADISON WI 53714

BILLING DATE

12/31/2017

AMOUNT DUE

\$67.41

DUE DATE

2/23/2018

AFTER DUE DATE PAY

\$67.41

PLEASE RETURN TOP PORTION WITH YOUR PAYMENT

BILLING DATE

12/31/2017

DUE DATE

2/23/2018

ACCOUNT NUMBER

017-1231-38

DESCRIPTION

BULK WATER

07/01/17 - 12/31/17

AMOUNT

67.41

AMOUNT DUE

67.41

Security Code: 5760
MAKE CHECKS PAYABLE TO:
CITY OF VERONA
111 LINCOLN ST
VERONA, WI 53593
QUESTIONS ABOUT BILL?
(608) 497-2071

SERVICE ADDRESS

410 INVESTMENT CT

CITY OF VERONA

FINANCE DEPT
111 LINCOLN ST
VERONA, WI 53593
(608)845-6495



CITY OF VERONA

111 Lincoln Street
Verona, WI 53593

Telephone: (608) 845-6495

Fax: (608) 845-8613

www.ci.verona.wi.us

May 16, 2019

Brandon Buell
Meadowside Partners LLC
730 Mourning Dove Dr
Cottage Grove WI 53527

Dear Mr. Buell,

It appears that since 2011 you were assessed for delinquent utility charges from properties 280 Meadowside Drive and 282 Meadowside Drive on your property tax bills. Even though the delinquent letters were going to the correct address, the parcel number in the Utility billing was under your parcel number.

The attached spreadsheet will show the years and the amounts that were assessed and should not have been in the total amount of \$3,008.97.

We will be issuing you a check in the amount of \$3,008.97 for the overpayment. The payment has to get approved through the Finance Committee on 5/28/19.

If you have any questions let me know.

Sincerely,

Brian Lamers
Finance Director
(608)848-9949



CITY OF VERONA

111 Lincoln Street
Verona, WI 53593

Telephone: (608) 845-6495

Fax: (608) 845-8613

www.ci.verona.wi.us

May 16, 2019

John Carpenter
286 Meadowside Dr
Verona WI 53593

Dear Mr. Carpenter,

It appears that since 2011 there were delinquent utility charges from properties 280 Meadowside Drive and 282 Meadowside Drive in the amount of \$3,008.97. This amount was assessed to the wrong parcel as delinquent charges on their tax bill over those years. You and your tenants have received notice of these delinquencies each year.

The attached spreadsheet will show the years, the amounts and the units that were assessed wrong and should have been assessed on your property tax bills since 2011.

After internal discussion, we will be placing only the 2018 amount of \$616.03 for 280 Meadowside Drive, back on the utility account and if not paid we will be added that amount to your next property tax bill under special assessments.

The remaining \$2,392.94 will be written off pending approval from the City Finance Committee on 5/28/19.

Enclosed also is a History Register to show for 2019 there is an outstanding amount also for 280 Meadowside Drive in the amount of \$473.75.

If you have any questions let me know.

Sincerely,

A handwritten signature in black ink that reads "Brian Lamers".

Brian Lamers
Finance Director
(608)848-9949

March 31, 2019

2018 Delinquent Personal Property Taxes

Property Name	Address	PN	Due	Interest	Penalty	Total Due
4 Sisters	958 Liberty Dr	56-30968	\$ 1,180.69	\$ 23.61	\$ 11.81	\$ 1,216.11
48 Taps	611 Hometown Cir #104	56-30975	\$ 3,761.90	\$ 75.24	\$ 37.62	\$ 3,874.76
Cooper Plumbing	161 Horizon Dr Unit #108B	56-05750	\$ 59.93	\$ 1.20	\$ 0.60	\$ 61.73
Dec International	951 Kimball Ln Unit 204	56-30877	\$ 11.21	\$ 0.22	\$ 0.11	\$ 11.55
Elysee Scientific Cosmetics	203 Legion St	56-30501	\$ 40,790.13	\$ 815.80	\$ 407.90	\$ 42,013.83
Fidelitec	951 Kimball Ln Unit 208	56-00420	\$ 599.26	\$ 11.99	\$ 5.99	\$ 617.24
Goochi Poochi	105 S Main St	56-30857	\$ 399.52	\$ 7.99	\$ 4.00	\$ 411.51
Norland Reading & Learning Center	115 N Main St	56-30509	\$ 26.20	\$ 0.52	\$ 0.26	\$ 26.99
Nuage Salon II	161 Horizon Dr Unit #103B	56-23130	\$ 4.72	\$ 0.09	\$ 0.05	\$ 4.86
Orange Leaf	611 Hometown Cir Unit 102	56-30846	\$ 739.10	\$ 14.78	\$ 7.39	\$ 761.27
The Heights Event Center	411 Prairie Heights Dr	56-30718	\$ 303.63	\$ 6.07	\$ 3.04	\$ 312.74
			\$ 47,876.29			\$ 49,312.58

2017 Delinquent Personal Property Taxes

Property Name	Address	PN	Due	Interest	Penalty	Total Due
BW3 Office #2	411 E Verona Ave	56-00275	\$ 31.24	\$ 4.37	\$ 2.19	\$ 37.80
Cooper Plumbing	161 Horizon Dr Unit 108B	56-05750	\$ 522.74	\$ 73.18	\$ 36.59	\$ 632.52
Goochi Poochi	205 S Main St	56-30857	\$ 376.37	\$ 52.69	\$ 26.35	\$ 455.41
Infusion	807 Liberty Dr Unit 110	56-30869	\$ 334.56	\$ 46.84	\$ 23.42	\$ 404.82
Leisure Threads	411 W Verona Ave	56-01090	\$ 693.69	\$ 97.12	\$ 48.56	\$ 839.36
Polar Sports	451 E Verona Ave	56-19801	\$ 249.09	\$ 34.87	\$ 17.44	\$ 301.40
Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 72.07	\$ 10.09	\$ 5.04	\$ 87.20
Verona Center for Behavioral Health	901 Whalen Rd	56-30882	\$ 209.09	\$ 29.27	\$ 14.64	\$ 253.00
			\$ 2,488.85			\$ 3,011.51

2016 Delinquent Personal Property Taxes

Property Name	Address	PN	Due	Interest	Penalty	Total Due
Caring Computer People	853 Edward St	56-30515	\$ 80.25	\$ 20.87	\$ 10.43	\$ 111.55
Goochi Poochi	105 S Main St	56-30857	\$ 300.95	\$ 78.25	\$ 39.12	\$ 418.32
Robert C Roth CPA SC	958 Liberty Dr	56-21880	\$ 177.07	\$ 46.04	\$ 23.02	\$ 246.13
Smith Team Management	411 Prairie Heights Dr Ste 122	56-30826	\$ 3,331.00	\$ 866.06	\$ 433.03	\$ 4,630.09
Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 82.87	\$ 21.55	\$ 10.77	\$ 115.19
Verona Realty	602 W Verona Ave	56-30514	\$ 321.01	\$ 83.46	\$ 41.73	\$ 446.20
			\$ 4,293.15			\$ 5,967.48

2015 Delinquent Personal Property Taxes

Property Name	Address	PN	Due	Interest	Penalty	Total Due
Feldt Construction	400 Venture Ct #111	56-08670	\$ 2,797.22	\$ 1,062.94	\$ 531.47	\$ 4,391.64
Smith Team Management	411 Prairie Heights Dr Ste 122	56-30826	\$ 4,008.81	\$ 1,523.35	\$ 761.67	\$ 6,293.83
Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 82.88	\$ 31.49	\$ 15.75	\$ 130.12
Verona Realty	602 W Verona Ave	56-30514	\$ 290.08	\$ 110.23	\$ 55.12	\$ 455.43
			\$ 7,178.99			\$ 11,271.01

2014 Delinquent Personal Property Taxes

Property Name	Address	PN	Due	Interest	Penalty	Total Due
Caring Computer People	853 Edward St	56-30515	\$ 45.59	\$ 22.80	\$ 11.40	\$ 79.78
Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 82.88	\$ 41.44	\$ 20.72	\$ 145.04
Verona Realty	602 W Verona Ave	56-30514	\$ 269.38	\$ 134.69	\$ 67.35	\$ 471.42
			\$ 397.85			\$ 696.24

2013 Delinquent Personal Property Taxes

KP LLC	411 Prairie Heights Dr	56-30722	\$ 114.07	\$ 70.72	\$ 35.36	\$ 220.16
Seven Doors North Development	411 Prairie Heights Dr	56-30720	\$ 114.07	\$ 70.72	\$ 35.36	\$ 220.16
Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 86.69	\$ 53.75	\$ 26.87	\$ 167.31
Verona Realty	602 W Verona Ave	56-30514	\$ 296.58	\$ 183.88	\$ 91.94	\$ 572.40
			\$ 611.41			\$ 1,180.02

2012 Delinquent Personal Property Taxes

Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 85.56	\$ 63.31	\$ 31.66	\$ 180.53
Verona Counseling Services	111 E Verona Ave	56-00380	\$ 94.57	\$ 69.98	\$ 34.99	\$ 199.54
Verona Realty	602 W Verona Ave	56-30514	\$ 292.71	\$ 216.61	\$ 108.30	\$ 617.62
			\$ 472.84			\$ 997.69

2010 Delinquent Personal Property Taxes

Simpson Lawncare & Landscaping	415 E Verona Ave	56-30545	\$ 79.95	\$ 76.75	\$ 38.38	\$ 195.09
			\$ 79.95			\$ 195.09
			\$ 63,399.33			\$ 72,631.62

\$ 1,966.22
\$ 7,339.81

Brian Lamers

From: Assessor
Sent: Wednesday, April 05, 2017 4:42 PM
To: Brian Lamers
Subject: RE: Past due personal property taxes

Brian,

Hold off on this one. Something is not right about this account. I will call the Smith's and see if I can figure this out.

Paul

From: Brian Lamers
Sent: Wednesday, April 05, 2017 9:42 AM
To: Assessor; Jeff Mikorski
Cc: Drew Latsch
Subject: FW: Past due personal property taxes

From: Adam & Staci Smith [<mailto:smithteam8@gmail.com>]
Sent: Wednesday, April 05, 2017 9:38 AM
To: Brian Lamers
Subject: Past due personal property taxes

Brian, I just received a notice, from the City of Verona, stating Smith Team Management, LLC, owes approximately \$8400 in past due personal property taxes. I believe this figure is incorrect and I have tried to communicate that to the City. Since Athletic Republic has been in Verona, they have never paid the amounts you are requesting. Furthermore, no one from the City made contact with me regarding coming to the facility or to find out amounts. For some reason contact was made to my accountant and they gave the cost of the personal property if brand new. Our equipment was not brand new, far from it, as showed by past personal property tax payments of previous owners. The accountant should have given the City depreciated value of equipment which should have had us around \$1000. I believe that what was paid in 2014.

Our business closed at the end of May 2016 and Smith Team Management LLC is no longer a working company. I am willing to work with you and the City to come up with a solution. My idea is to adjust the amounts to depreciated values and only for the the time of 17 months of operation. Please let me know what you think and if we're able to work things out. Thank you Brian!

--

Adam Smith
608.206.3832

2020 Budget Calendar			
Date	Weekday	Estimate Time	Action
6/20/2019	Thursday	N/A	2020 Capital and 5 Year Capital Plan Due from Departments to Administration
7/8/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Review and Discussion on 2020 Capital/5 Year Plan (Police, Fire, Others if needed)
7/11/2019	Thursday	N/A	Administration sends Budget Sheets to Departments (Admin has updated Salary, Benefits, 2018 Actual and 6/30/19 amounts included)
7/22/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Review and Discussion on 2020 Capital/5 Year Plan (Public Works and Parks)
8/2/2019	Friday	N/A	Department Budgets due back to Finance
8/12/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Department Presentations on 2020 Budgets (Planning, Fire, Senior Center, Municipal Court)
8/19/2019	Monday	6:00 No Council Meeting	Department Presentation on 2020 Budgets (Police Department, Emergency Preparedness, Public Works, Buildings and Grounds)
8/26/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Department Presentations on 2020 Budgets (Library, Parks, Building Inspector, Cable (BTRB), Recreation)
9/9/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Department Presentations on 2020 Budgets (FitchRona EMS, Admin, Council, Tax Increments Financing Districts, Debt, Econ Dev)
9/23/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting/Department Presentations on 2020 Budgets (Updates on Budget or issues as needed)
10/14/2019	Monday	6:00 Council at 7:00	Regular Finance Meeting-2019 Proposed Recommended Budget and Authorization for Publication of Public Hearing
11/18/2018	Monday	6:00 Council at 7:00	Finance Meeting-Resolution on 2019 Budget (Added Council Meeting)