

Meeting Minutes
FINANCE COMMITTEE
SEPTEMBER 13, 1999 AT 6:52 P.M.
PORTAGE COUNTY ANNEX BUILDING
PRESENT: Chairman Barr, Ald. Rackow, Niedbalski, Phillips, and Pazdernik

ALSO

PRESENT: Comptroller-Treasurer Schlice; City Attorney Molepske; Clerk Zdroik; Admin. Asst. Bumgarner; Directors Gardner, Schrader, Assessor Kuehn; Capt. Dowling, Ald. Kedrowski, Walthers, Nealis, Perlak, Sevenich; Finance Clerk Freeberg; Susan Kampmeier; Jenny Beilke; Gene Kemmeter; Scott Krueger; Intern Jason Nikson; John and Penny Quirk

ITEMS

1. Assessor's Report.
2. Renew Pro Shop Agreement.
3. Proposed Park Price Structure.
4. Feasibility Study - Church Street Underpass - Pedestrian Walkway.
5. Project Agreement - Highway 10 Landscaping Design.
6. Railroad Crossing Funding - Water Street and West Clark Street.
7. 2nd Quarter Room Tax Report.
8. Credit Card Usage - Tax Collections.
9. 24 Hour Depository for Tax Collections.
10. Request for Sidewalk at 801 Sommers.
11. Approval of Payment of Claims.
12. Adjourn into Executive Session for Purpose of Acquiring Real Estate for Highway purposes - Wilshire Boulevard extended - Pursuant to Wisconsin State Statute 19.85 (1)(e), approximately 10 minutes.
13. Reconvene into Open Session.
14. Adjournment.

ITEM #1 - ASSESSOR'S REPORT

Motion made by Ald. Niedbalski, seconded by Ald. Phillips to approve the report of the Assessor and place it on file.

Ayes: All Nays: None Motion carried.
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ITEM #2 - RENEW PRO SHOP AGREEMENT

Comptroller-Treasurer Schlice said staff is recommending approval of the agreement. Last year was the first year this was done and it takes awhile for businesses to get established. They had no major problems and everything worked out good and it saved us a few dollars in the long run so we would like to continue it for another year.

Chairman Barr questioned if we lost any money.

Director Schrader stated no.

Ald. Niedbalski asked if we made any money.

Director Schrader replied we made a little.

Motion made by Ald. Rackow, seconded by Ald. Pazdernik to approve the renewal of the Pro Shop Agreement as written.

Ayes: All Nays: None Motion carried.
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ITEM #3 - PROPOSED PARK PRICE STRUCTURE

Comptroller-Treasurer Schlice explained this was approved by the Park Board.

Motion made by Ald. Rackow, seconded by Ald. Phillips to approve the proposed Park price structure as presented.

Ald. Phillips questioned whether or not a correction was made in the price structure.

Director Schrader stated the correction was made and that it was for non-resident tennis.

Ayes: All Nays: None Motion carried.
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ITEM #4 - FEASIBILITY STUDY - CHURCH STREET UNDERPASS - PEDESTRIAN WALKWAY

Comptroller-Treasurer Schlice stated the next three items are basically mop ups from last months Public Works meeting.

He would recommend that the Church Street Underpass be taken out of the planning account.

Motion made by Ald. Niedbalski, seconded by Ald. Rackow to approve the feasibility study for the Church Street underpass pedestrian walkway and for the funds to come from the planning account.

Ayes: All Nays: None Motion carried.

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ITEM #5 - PROJECT AGREEMENT - HIGHWAY 10 LANDSCAPING DESIGN

Comptroller-Treasurer Schlice stated that this would be financed out of the Highway 10 project. He also stated that he hoped to have some total figures in the next couple of months.

Motion made by Ald. Niedbalski, seconded by Ald. Phillips to approve the project agreement for the Highway 10 landscaping design with funding coming from Highway 10 budget.

Ayes: All Nays: None Motion carried.

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ITEM #6 - RAILROAD CROSSING FUNDING - WATER STREET AND WEST CLARK STREET

Comptroller-Treasurer Schlice explained this is a maximum out of pocket amount of \$31,900. There is some question as to what happens with the state budget if the money that the Senator put in there is still there, it will probably bring our cost down. The worst case scenario would be 10% for the City. He recommended the funding come out of the contingency fund. We will bring the actual cost for the City back to the Committee.

Motion made by Ald. Pazdernik, seconded by Ald. Phillips, to approve the funding for the railroad crossings at Water Street and West Clark Street.

Ayes: All Nays: None Motion carried.

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ITEM #7 - 2ND QUARTER ROOM TAX REPORT

Comptroller-Treasurer Schlice stated that we are still on track. We are still looking at being in the black by the end of the year if everything keeps going well.

Chairman Barr stated that the first meeting of the new Room Tax Committee will be tomorrow evening at 7:00 p.m.

Motion made by Ald. Rackow, seconded by Chairman Barr to accept the 2nd quarter room tax report and place it on file.

Ayes: All Nays: None Motion carried.

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ITEM #8 - CREDIT CARD USAGE - TAX COLLECTIONS

Comptroller-Treasurer Schlice stated this is something new and will be an additional service to the taxpayers. He stated that a number of requests were made to use credit cards for tax payments and the state and the credit card companies have now come to an agreement. When using a credit card for tax payments there is a surcharge added, which the customer will be paying. That is the only legal way to do it. He stated that there are two different proposals, one would be from USAuditex, which would be a complete hands off procedure, no cost to the City, the customer would call into a 800 number and give them all the information and they would fax to us who paid and electronically wire the money into our account the next day. Another option is Novus, who will allow transactions to be done over the counter and that would also be at no cost to the City. Mastercard and Visa will not allow swiping cards over the counter. The only way to make a payment with those cards, the customer would have to call in. He stated that this is the reason for the two systems.

Chairman Barr questioned where the fee would be explained to the taxpayers.

Comptroller-Treasurer Schlice replied that we would do publicity, it would be on the Mayor's show, and it will also be on CA3. There will also be handouts at our office. New Berlin did it last year and they had no problems. Some people get benefits from their credit card companies when they spend more, so this will be to their benefit. At the window, a customer would only be able to use a Discover (Novus) card, besides cash or check. If you want to use Mastercard or Visa, you will have to call in, but it is a 24 hour service. There are a number of cities in Wisconsin going to credit card payments this year and he stated that he would like to try it. If there are major problems we can change it next year.

Ald. Niedbalski stated that he is concerned because Novus card can be used at the counter, but Mastercard and Visa cannot. Mastercard and Visa are the most widely used card and if a customer comes to the counter and cannot use the card, he questioned what good the system is. He stated that it is a help, but then again it is not.

Chairman Barr stated that he believes that after this catches on, Mastercard and Visa will get in the act.

Ald. Niedbalski questioned if we can explore options to call in, but still take it at the counter.

Comptroller-Treasurer Schlice explained that you can call in, we just cannot take Mastercard or Visa over the counter. This procedure is United States wide, it is not just the State of Wisconsin. Mastercard and Visa will not allow it to be done.

Ald. Niedbalski stated that it appears to be a half way measure.

Ald. Kedrowski questioned what the option is if it doesn't work.

Comptroller-Treasurer Schlice explained that we can cancel this at any time. There is no obligation to the City, no cost to the City. The only cost would be with the Discover card with hooking the modem to a phone line for dial in. He stated that he doesn't perceive a lot of action on the Discover but there may be a situation in which it would be used.

Ald. Pazdernik questioned if New Berlin ran both systems.

Comptroller-Treasurer Schlice replied that they ran the 24 hour system. The Novus system was just introduced and they work closely with the USAuditex system. They are both putting the pressure on Mastercard and Visa because if Discover is getting the action, they will probably go to

it.

Chairman Barr commented that we should give it a chance.

Ald. Phillips questioned City Attorney Molepske if this was legal, to borrow money to pay taxes.

City Attorney Molepske stated that it is no different than going to the bank to borrow the money. We don't care where the money comes from as long as it is paid. It is legal to do.

Comptroller-Treasurer Schlice stated prior to this the Department of Revenue said that this could not be done, but now they have administrative rule that allows it to be done as long as there is a fee charged on top.

Ald. Niedbalski questioned Comptroller-Treasurer Schlice if he wanted both systems.

Comptroller-Treasurer Schlice stated yes, he would like both systems and if there isn't too much action or if there is a lot of confusion with the Discover card, then he stated he would discontinue usage.

Motion made by Ald. Rackow, seconded by Ald. Pazdernik to try both systems for one year.

Ayes: All Nays: None Motion carried.

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ITEM #9 - 24 HOUR ENVELOPE DEPOSITORY

Comptroller-Treasurer Schlice stated that this is another service to the taxpayers. He stated that this is something that his office, the County Treasurer, and the Clerk of Courts have been discussing for awhile. The county is taking a proposal to put a depository on the Church Street side and if we put one on the Strongs Avenue side, it would split up the work and be more convenient to the taxpayers. If anything is received in the box by the time we open up in the morning, it would be considered a timely payment.

Ald. Niedbalski stated that this was talked about before and nothing was done about it.

Comptroller-Treasurer Schlice stated that we didn't like any of the boxes offered that would be secure.

Ald. Niedbalski questioned the county doing it.

Comptroller-Treasurer Schlice replied that they are taking it to the Space and Properties and Finance Committee meetings.

Ald. Phillips questioned the price of the box.

Comptroller-Treasurer Schlice explained that the box is about \$225-\$275 for installation of that box, plus we are looking at the box being \$1,000. The top cost would be \$1,500.

Motion made by Ald. Rackow, seconded by Chairman Barr to approve the proposal of the 24 hour envelope depository box.

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ITEM #10 - REQUEST FOR SIDEWALK AT 801 SOMMERS

Chairman Barr stated that this request is being coordinated by Ald. Aldinger for William and Kathleen Breseman.

Motion made by Ald. Rackow, seconded by Ald. Niedbalski to approve the request for a sidewalk at 801 Sommers.

Ald. Niedbalski questioned when it would be done and who would pay for it.

Comptroller-Treasurer Schlice replied that it would be done this year and the request was from Alderperson Aldinger is that we would pay for it and the landowner would pay it back in a about two to three years, but they would be given the five year option. The landowner would be paying 100%.

Ald. Rackow commented that the City needs to promote the idea of putting curb, gutter, and sidewalk in any area where there aren't any objections to it. He stated that he was connected to the pedestrian/bicycle plan for the area and this promotes it. The property owner is going to pay 100% anyway.

Ayes: All Nays: None Motion carried.

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ITEM #11 - PAYMENT OF CLAIMS

Motion made by Ald. Rackow, seconded by Ald. Niedbalski to accept the payment of claims in the amount of \$551,409.36.

The claims were discussed.

Ayes: All Nays: None Motion carried.

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ITEM #12 - ADJOURN INTO EXECUTIVE SESSION FOR PURPOSE OF ACQUIRING REAL ESTATE FOR HIGHWAY PURPOSES - WILSHIRE BOULEVARD EXTENDED - PURSUANT TO WISCONSIN STATE STATUTE 19.85 (1)(e), APPROXIMATELY 10 MINUTES

Motion made by Ald. Phillips, seconded by Ald. Rackow to adjourn into closed session at

7:23 p.m.

Roll Call: Ayes: Chairman Barr, Ald. Niedbalski, Rackow, Phillips, and Pazdernik

Nays: None Motion carried

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ITEM #13 - RECONVENE INTO OPEN SESSION

Motion made by Ald. Phillips, seconded by Ald. Niedbalski to reconvene into open session at 7:48 p.m.

Ayes: All Nays: None Motion carried.

Adjournment at 7:49 p.m.

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