

**FINANCE COMMITTEE MINUTES  
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF DEERFIELD HELD AT THE  
DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON  
MONDAY, MARCH 10, 2014 AT 6:45 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK**

The meeting was called to order at 6:45 pm by President Frutiger. Roll call: Tebon, Schreiber and Frutiger present. Also present: Trustees Wilkinson, Fritz, Hasz and McMullen.

**CONSENT AGENDA**

Motion by Tebon, second by Schreiber to approve the March 10, 2014 agenda as presented. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM FEBRUARY 24, 2014**

Motion by Tebon, second by Schreiber to approve the minutes from February 24, 2014 as written. All ayes, motion carried.

**B. APPROVAL OF VOUCHERS**

The Committee reviewed the list of voucher submitted for payment.

Motion by Tebon, second by Schreiber to approve and recommend to the Village Board payment of check #48472 to #48510 totaling \$98,515.91. All ayes, motion carried.

**PUBLIC APPEARANCES**

**A. PUBLIC COMMENTS**

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON**

**NEW BUSINESS**

**A. RESOLUTIONS**

**B. LICENSES & PERMITS**

**1. CONSIDER REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF MARCH 11, 2014 TO JUNE 30, 2014 FOR BRANDON A. WILSON**

The Committee reviewed the Operator's license request and reports from the background checks for Brandon Wilson and saw no concerns for not issuing the license.

Motion by Tebon, second by Schreiber to approve and recommend to the Village Board issuance of an Operator's license to Brandon A. Wilson for the period of March 11, 2014 to June 30, 2014. All ayes, motion carried.

**C. REVIEW & ACTION:**

**1. DELINQUENT PERSONAL PROPERTY TAXES**

McCredie stated that included the agenda packet was a report containing delinquent personal property taxes for 2011, 2012 and 2013. Due to new State laws the Village is no longer allowed to charge back each jurisdictions share so it becomes the Village's responsibility to collect the money. McCredie recommended that Attorney Anderson be employed to proceed with legal collection of the outstanding balances. This procedure has been used in the past with positive results. Also included on the report is an amount of \$11.03, from 2011, that was inadvertently missed when that year's amounts were written off. McCredie requested that it be written off now. Motion by Tebon, second by Frutiger to approve and recommend to the Village Board writing off \$11.03 from 2011 and to employ Attorney Anderson's services to precede with legal collection on the remaining delinquent personal property taxes.

**2. AMENDMENT TO PAYMENT SERVICE NETWORK (PSN) SERVICE AGREEMENT**

Payment Service Network (PSN), the company the Village has contracted with that allows Village residents the ability to pay their utility bills on-line, has agreed to reduce the amount they are currently charging for their transaction fees. In order for this to happen the Village needs to amend our current service agreement with them. The Committee reviewed the new fees and agreed that the agreement should be amended.

Motion by Tebon, second by Schreiber to approve and recommend to the Village Board amending the Village's service agreement with Payment Service Network to incorporate the revised Schedule "B" fee schedule. All ayes, motion carried.

**3. ADVERTISING IN THE DISCOVER MAGAZINE**

McCredie informed the Committee that for the past several years the Village has placed an ad in the Discover magazine for the sale of Village owned property in the Business Park. The cost of the ad was split between BID and Blake George. The BID Committee did not approve this contribution for 2014 so McCredie questioned if the Village would like to continue with the ad and if so the expense could be taken out of TID #2's fund.

Motion by Tebon, second by Schreiber to approve and recommend to the Village Board TID #2 paying \$343.00 towards the cost for advertising in the Discover magazine. All ayes, motion carried.

**COMMUNICATIONS**

**STAFF REPORTS**

McCredie noted that the Village is still instructing certain Village residents to continue running their water in order to prevent their laterals from freezing.

**ADJOURN**

Motion by Tebon, second by Schreiber to adjourn at 7:07pm. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Administrator/Clerk/Treasurer