

FINANCE AND PERSONNEL COMMITTEE MINUTES
March 16, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:00 p.m.

Present: Mayor Mary O'Connor, Alderperson Doug Wood, Alderperson Andrew Kitslaar (Alder Kitslaar was present via video conference)

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Director of Administrative Services Director Leah Kimmell

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the March 2, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Item 6.A. Administrative Services Director Kimmell reported on the cost of amending the City's Personnel Policy Manual to add Martin Luther King, Jr. Day as a recognized City holiday. The majority of the cost for this addition would come from the police and fire departments, as these employees receive a payout for all holidays unless they use their holiday for time off on another day of the year. Public safety staff are also paid at time and one-half for all hours worked on a holiday. In addition, other hourly staff who work on holidays, for instance, Public Works crew staff who might be called in to plow snow, are paid at time and one-half. Director Kimmell estimates costs for the addition of this holiday to total \$13,000-\$15,000 annually, and increase with wage increases.

Alder Wood explained that the City Council received an email from the City's municipal court clerk, Toya Robinson, requesting that the Council consider officially recognizing Martin Luther King, Jr. Day, not as a chance to have another three-day weekend but rather as an opportunity to have a unified day of servitude and be a part of programs that reflect Dr. King's legacy for equality. Alder Wood stated that he believes recognizing this day would be an expression of the values of the City of Monona and is a price he is willing to have taxpayers pay. Alder Kitslaar concurred that we value diversity and equity, this is a way to show our employees that these are our values, and we should include the addition of this holiday in our budget for 2021.

Mayor O'Connor agreed but said she prefers to wait until later in the year to consider, as she has concerns about the 2021 budget based on possible budget ramifications due to the Coronavirus.

Item 6.B. Alder Wood expressed he believes that non-represented employees should have the same sick leave accumulation cap as represented employees. Director Kimmell summarized that there are currently several different caps for payout of accumulated sick leave upon retirement. Members of the police union and fire union are paid out for up to 840 hours, as are non-represented employees who were hired before March 20, 2005. All other employees are paid out for up to 680 hours. The committee agreed that they

would consider this item, along with other separate changes to the Personnel Policy Manual, later in the year, then wrap them all together for an overhaul of the entire manual.

Items 6.C–6.E. Parks and Recreation Director Jake Anderson was unable to attend the meeting, so the Committee did not consider these four items.

Item 6.G. Administrator Gadow summarized the current changes in City services due to Coronavirus. The Community Center and Library buildings are both closed and all Library, Senior Center, and Parks and Recreation programs and services are cancelled. Public Works is still operating, but utility operators are not making home visits. Building inspection is still operating, but inspectors are doing only outside inspections. Administrator Gadow recommends that all non-essential committee meetings be cancelled. He is also looking into ways that licenses and permitting can be delayed. As of today, the April 7 election is still scheduled to occur. Voters are being encouraged to request absentee ballots by mail. Staff are currently sourcing more envelopes, since our current supply will not meet the increased demand for absentee ballots.

Administrator Gadow will ask the City Council tonight to approve a local declaration of emergency. He is also recommending that all city staff, even if they are currently not able to work, continue to be paid their regular salary for the next two weeks. He also recommends that any staff who are unable to work due to illness or quarantine or due to the fact that they need to stay home to care for their children not be required to use time from their accumulated leave banks for the next two weeks. He is allowing department heads and other staff to telework where feasible.

Alder Kitslaar supported Administrator Gadow's plan and encouraged flexibility for our employees as much as possible. Alder Wood concurred and added that he recommends extending the plan to three weeks so employees will be paid until the next time the City Council is scheduled to meet on April 6.

A motion by Alder Kitslaar, seconded by Alder Wood, to continue to pay all employees for the next three weeks, was carried.

Item 6.H. Finance Director Houtakker reviewed the 2019 year-end financial report. He said that 2019 was the best year for the City financially since he's been Finance Director, as we budgeted for a \$600,000 loss but saw a \$600,000 gain. However, 2020 is shaping up to be the worst year he's seen. He estimates we could see a loss in interest income of \$150,000–\$200,000, along with losses in recreation program revenue, and hotel tax revenue.

Item 6.J. Since the meeting was running long, members agreed to accept general fund accounts payable checks and email any questions to Director Houtakker.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated February 28, 2020 through March 12, 2020, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to adjourn, was carried. (7:07 p.m.)

Leah Kimmell
Administrative Services Director