

FINANCE AND PERSONNEL COMMITTEE MINUTES
June 3, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:30 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Andrew Kitslaar

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the May 20, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported the changes to the Renew Monona program are outlined in his cover memo. Alder Wood reported the CDA originally approved this without renewable energy projects but that was only for commercial so it's been added. Mayor O'Connor questioned whether the money loaned is re-loaned once it's paid back. Finance Director Houtakker responded that it is. The 2% interest will be covered. City Administrator Gadow reported he is still contacting local financial institutions including the UW Credit Union. Alder Wood reported the CDA is still figuring how much to use in a given year, like \$300,000. City Administrator Gadow reported the CDA doesn't want the limit to be in the contract so the City can be flexible. Finance Director Houtakker suggested it should be budgeted for and then amended as needed.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-6-2358 Reauthorizing CDA "Renew Monona" Housing Stock Renewal Loan Program. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported Accurate Appraisals' City Assessor contract expires this year. He wants to get an RFP out by July 1 for an early August return. Staff will review applications, followed by Committee review and then Council review and approval. Alder Wood requests the requirement for a state license be included.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-6-2359 Authorizing a Request for Proposals (RFP) for Contracted Assessment Services, was carried.

Finance Director Houtakker reviewed and provided information on the Monthly Financial Report for April, 2019. Fund Balance use of \$600,000 was budgeted for but some of that cost will be recouped.

Interest Income will be over budget; some will be lost with TIF 2 closing. Election Salaries stay the same every year so there are savings there as there are no more for this year. If needed, Fire Chief Scott Sullivan will appear before the Committee and provide information on the Paid on Call and Paid on Premise programs; they will be over budget by \$10,000 between the two, which will be covered with salaries. This needs work for the 2020 budget. Members agree Fire Chief Sullivan should be invited to the Committee. Public Works salaries are reallocated to the correct accounts at year-end. Members ask for this be done at 6 months. He is working with Recreation Department staff on allocation of credit card charges, which is harder to do with the new system. This will be corrected in June. The Recycling Rebate is way down in revenues; there is no payment for newspaper. This will affect next year's Operating Budget.

A motion by Alder Wood, seconded by Alder Kitslaar to accept the Monthly Financial Report, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Alder Wood to accept the General Fund Accounts Payable Checks Dated May 17 through May 30, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:54 p.m.)

Joan Andrusz
City Clerk