

FINANCE AND PERSONNEL COMMITTEE MINUTES
September 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 6:31 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, Library Director Ryan Claringbole, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the August 19, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES & UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Finance Director Houtakker distributed the fiscal note for the Library carpet project, which is in the 2019 Capital Budget. The low bid came in under budget but a company needs to be hired to move shelves and equipment. Library Director Claringbole reported the project is for the entire upper level, including staff areas. Three bids were received. He is working with a moving company to stay within the budget; that part of the project will not need to be bid out as it is under \$25,000. Work will start in early December and is estimated to take 2 weeks to complete. The Library will be closed but there will be a "Mini-Library" set up in the lower level with books, staff, computers, etc. available on a smaller scale.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-9-2370 Approving a Bid for the Purchase and Installation of Library Carpet. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported the Park Shelter Lease Agreement was drafted, with input from the City Attorney and staff, as part of the Developer Agreement for the Riverfront park space. Alder Kitslaar had several questions, including what would happen to the Agreement if the building were sold, what the City's financial burden is for the required insurance, and whether that requirement was common and usual for this type of Agreement. Alder Wood agreed, and requests the City Attorney's input. City Administrator Gadow will clarify these issues for the Council.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-9-2371 Approving a Park Shelter Lease Agreement between the City of Monona and Yahara RFP Phase 1, LLC, contingent upon staff providing answers at the next Council meeting to the questions raised, including those regarding building sale and insurance, was carried.

Fire Chief Sullivan provided a Report on Budget Status of Fire Department Paid-On-Premise Program. Participation has almost doubled in this program and call volume has increased. There is a stipend for each 24-hour shift: \$52 for firefighters and \$90 for officers and drivers. Officers keep the car, only when he is not available, and respond to all calls. The Paid-On-Call program will be \$5,000 under budget, Paid-On-Premise is over \$10,000, so the budget shortfall overall is \$5,000.

All volunteers are not EMTs. There is still not always 3 people available. Only 10% are driver qualified, which includes pumping and operating all equipment. He is training 3 more this fall; training is paid for by the state and the City pays for the test. There are sometimes 2 Paid-On-Premise staff on at a time.

Alder Wood stated that this program being over-budget starts the 2020 Budget \$10,000 in the hole. Finance Director Houtakker stated there should be a budget amendment. Fire Chief Sullivan reported he is looking at new ways of funding this year's shortfall and the program for next year. Alder Kitslaar asks for more frequent updates to keep the Committee apprised.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions. He distributed a report showing the reductions in the Recycle Rebate and Recycle Revenue accounts. He will work on a way to cover these budget shortages from other funds, such as the Legal Retainer account.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated August 16 through August 29, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (7:00 p.m.)

Joan Andrusz
City Clerk