

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES  
REVIEW OF 2023 OPERATING BUDGET  
November 3, 2022

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor O'Connor at 5:37 p.m.

Present: Mayor Mary K. O'Connor, Alderpersons Patrick DePula, Brian Holmquist, Nancy Moore, Doug Wood, Kathy Thomas, and Teresa Radermacher

Also Present: Interim Administrator/Finance Director Marc Houtakker, Community Media Director Will Nimmow, Director of Administrative Services Leah Kimmell, Fire Chief Jeremy McMullen, Public Works Director Dan Stephany, and City Clerk Alene Houser

ROLL CALL

COUNCIL REVIEW AND DISCUSSION OF 2023 OPERATING BUDGET

**Community Media**

Director Nimmow presented his operating budget requests and highlighted changes from the 2022 budget:

- Franchise fees have decreased and the state is currently supplementing that decrease of about \$24,000.
- Part-time TV wages pays employees for video streaming and recording of School Board, Council, Plan Commission and Municipal Court meetings. Budget amount was decreased to move the music director and programming assistant to the part-time radio wages.
- The amount of volunteers have decreased since the radio station started in 2015. Proposing adding a new part-time volunteer/production coordinator for 2023 to be able to maintain the quality people are used to.

**Information Technology**

Director Kimmell presented her operating budget requests and highlighted changes from the 2022 budget:

- Web Maintenance budget doubled to add an annual subscription with Archive Social. The City has over 30 social media accounts. Anytime a comment is made on one of those accounts it becomes a public record, which is required to be maintained by the City. Archive social will capture these records so the City can comply with open record laws.

**Fire and EMS**

Chief McMullen presented his operating budget requests and highlighted changes from the 2022 budget:

Fire Protection

- Part-time wages decreased by \$11,000.
- Professional development increased by \$500. This budget pays for exams that are not covered by the state after a class is completed.

- The department went to annual physical examinations for everyone. Will be working with a new company that comes on site to complete these, which average about \$110 a person instead of \$600 a person from Concentra.
- Equipment Maintenance and repair covers the required annual tests and maintenance on the three big trucks.

#### Ambulance

- Public safety aids is the EMS flex grant that was awarded to the City.
- Ambulance transport fees with not increase next year. The City tries to keep fees comparable to surrounding communities; City is at about 40% currently.
- Medical director was removed from the part-time wages budget and a new budget line was created.
- Professional development asking for \$12,000.
- Service contract pays Life Quest 7% of what is collected for the City. When revenue goes up so does the expense.
- Dues and subscriptions is the software that is used for calls.

#### **Public Works, Utilities, Buildings, Solid Waste**

Director Stephany presented his operating budget requests and highlighted changes from the 2022 budget:

##### General Buildings and Grounds – City Hall Facility

- Gas & Electric Utility increased by \$12,900 based on 2022 use and 10% electricity allocation of library municipal room usage.
- Outside Services increased by \$6,135 to account for increase in HVAC preventive maintenance charges in 2023.
- Repair & Maintenance Supply increased by \$3,200 to account for facility repairs.

##### Highway Street Administration

- No significant changes for this budget.

##### Shop, Machinery, Buildings

- Gas & Electric Utilities increased by \$2,000 to account for annual rate increase and usage.

##### Public Works Administration – Engineering

- Outside Services decreased by \$1,900. This line item once allocated \$7,000 and has been reduced the past two years to account for budget cuts. The account covers engineering services not affiliated with a capital budget project.
- MPO increased by \$729 to account for annual increase.

##### Street Maintenance & Construction

- Uniform Allowance increased by \$1,200 to account for increases in uniform costs.
- Street Outside Services decreased by \$16,000 to account for budget restrictions. This is used for roads that are not bad enough for a capital project but still need to be addressed, ideally this will be a one or two year decrease.
- Street Sweeping & Disposal decreased by \$880 based on cost for disposed tonnage.
- Street Equipment Maintenance & Repair increased by \$3,550 to account for purchase expenses.
- Fuels & Additives increased by \$2,800 to account for market prices.
- Snow & Ice Supplies decreased by \$6,200 based on current inventory and contract obligations for 2023.

##### Road Related Facilities

- Street Lighting Utilities increased by \$3,000 to account for rate increases.
- Traffic Control Maintenance decreased by \$4,000 based on 2022 expenses.

#### Forestry

- Forestry Supplies increased by \$500.
- Right of Way Tree Removal, increased by \$1,829 to account for increases to the crew's time for ash tree removal.
- Tree Removals & Care decreased by \$4,000 based on need.
- Brush Pickup increased by \$970 for annual contract increase.
- Outside Services was eliminated due to having an internal Arborist.

#### Solid Waste Disposal

- The City has a seven-year contract with Waste Management, which expires in 2023.
- Rebate Program expected revenue to increase by \$20,000 based on increase in market pricing and revenue received in 2022.
- Recycling collection expense increased by \$990.
- Yard Waste Disposal increased by \$2,620.
- Solid Waste Tipping Fees decreased by \$6,598.
- Refuse Collection Expenses will increase by \$3,410.

#### Strom Water Utility

- Outside Services increased by \$6,500 to account for newly allocated PSN services fee. Customers still pay credit card fee, this covers the \$1 per transaction for customers to pay with a checking or savings account.
- Operating Supplies increased by \$550 for proper allocation of uniform costs for the crew.
- Equipment Maintenance & Repair decreased by \$1,000 based on need.
- Lake Week Collection Program decreased by \$2,000 based on need.
- Street Sweeping Disposal decreased by \$880 based on need.
- Brush Pickup increased by \$970 for annual contract increase.

#### Water Utility

- Power Purchase increased by \$10,000 based on consumption and for planned rate increase.
- Maintenance of Pumping plant decreased by \$4,200 because of a onetime purchase in 2022.
- Chemical Purchase increased by \$3,402 due to planned increases for 2023.
- Maintenance of Water Treatment Equipment decreased by \$2,500 based on historical expenses.
- Reservoir & Towers Material & Repair increased by \$3,000 for 2023 to complete power washing of the large tower.
- Mains Material & Repair increased by \$1,000 based on need.
- Maintenance of Services Outside Services decreased by \$1,300 based on need.
- Cross Connection Control Services decreased by \$11,200. HydroCorp has completed initial round of commercial surveys. Next phase is routine, scheduled surveys per DNR requirements.
- Meter Outside Services increased by \$1,000 for required commercial meeting testing requirements.
- Meter Annual Software Fees decreased by \$2,700 based on need.
- Hydrants Material & Repair decreased by \$1,000 based on need.
- Telemetry Outside Services decreased by \$1,000 based on need.
- Utility On-Call Pay increased by \$3,256 for the water utility. Expenses are shared with the sewer utility.

#### Sewer

- On-Call Pay increased by \$3,256 for the sewer utility. Expenses are shared with the water utility.

- Misc. General Expense increased by \$700 based on historical expenses.
- Disposal Service MMSD was not increased. Despite a rate increase, the City saw a very low increase due to the I&I work and average rain levels.

### **Clerk and Elections**

Clerk Houser presented her operating budget requests and highlighted changes from the 2022 budget:

- Clerk’s Office Salaries decreased due to office restructuring.
- Professional Development increased by \$500 due to new employees.
- Public Notices increased due to historical expenses.
- Election Salaries decreased due to historical expenses.

### **Legislative, Judicial, Executive Office, Personnel, Insurance, Other General Government, Debt Service, TIF**

Interim Administrator/ Director Houtakker presented his operating budget requests and highlighted changes from the 2022 budget:

#### Legislative

- Health insurance decreased due to coverage going from family to single.

#### Executive Office

- Increased Administrator salary from \$112,000 to \$120,000 as a place holder.
- Sustainability Coordinator was moved to Planning Department.
- Newsletter Expenses decreased due to not mailing newsletter out twice a year anymore.
- Sustainability Initiatives increased to \$2,000.

#### Other General Government

- Tax Write Off budget is used for writing off uncollectable personal property taxes or tax related legal fees.

#### Debt Service

- Need to keep Fund Balance around 20% to get better rates.

#### Library Expansion – Debt Service

- Paying back TIF loan

#### TIF

- TIF 6 is a successful TIF that could close in five to six years. Currently a donor to TIF 5.
- TIF 7 is completely paid off and is two or three years away from closing. Currently paying for the Neutral Project at the corner of Dean and Monona Drive.
- TIF 8 is a successful TIF that will be paid off in five to six years. Currently a donor to TIF 9.

### **ADJOURNMENT**

Motion by Alder Wood, seconded by Alder DePula, to close the Committee of the Whole. Motion carried (8:25 p.m.).

Alene Houser, City Clerk