

FINANCE AND PERSONNEL COMMITTEE MINUTES
March 21, 2011

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Kahl at 6:34 p.m.

Present: Mayor Robb Kahl, Aldermen Jeffrey Wiswell and Douglas Wood

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Engineer Assistant Jeff Greger, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Wiswell, seconded by Alderman Wood to approve the minutes of March 7, 2011, was carried.

APPEARANCES

Senior Center Director Diane Mikelbank, 1011 Nichols Road and Police Chief Walter Ostrenga, 5211 Schluter Road registered in favor of Resolution 11-03-1764 Compensating Non-Represented Employees for 2011 Wisconsin Retirement System Contributions.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A motion by Alderman Wood, seconded by Alderman Wiswell to Convene in Closed Session under Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Claim of Adam Evenson) and section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Compensating Non-Represented Employees for 2011 Wisconsin Retirement System Contributions). On a roll call vote, all members voted in favor of the motion for the first item only. The second item will be discussed in Open Session.

Upon reconvening in Open Session:

Finance Director Houtakker distributed a new fiscal note showing a change in allocation from all grant funds for the HVAC upgrades. City Administrator Marsh reported the City is required to pay a percentage of cost to qualify for energy grant funds. The cost is lower. This and the window replacement were approved by the Public Works Committee.

Engineer Assistant Greger reported bids were supposed to be for a sum of all the parts, but bids received were calculated on each segment. The City Attorney's advice to the Public Works Committee was to review each base bid. Three contracts will be issued: two for HVAC and one for windows.

City Administrator Marsh reviewed the timeline for these projects. The grant option became available late in the process. The facility plan spans ten years. This is an immediate fix that will improve energy efficiency and qualifies for the energy grant funds, which expire in July.

Mayor Kahl stated making these upgrades will assure another decade of building use. The facility study will examine long term plans. Alderman Wood stated heat issues are continual at the Library, City Hall, and the Community Center.

A motion by Alderman Wood, seconded by Alderman Wiswell to approve Resolution 11-03-1759 Approval of Contract for HVAC Upgrades to City Buildings, was carried.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Resolution 11-03-1760 Approval of Contract for Window Replacement at City Hall, was carried.

City Administrator Marsh reported only non-represented employees will be affected negatively by the Governor's budget repair bill as it is written. The goal is to keep all employee benefits the same. Union contracts expire at the end of 2012 through 2014. Retirement benefits are currently budgeted, so funds are available. Because the City is not part of the State plan, health insurance will not be affected. Mayor Kahl reported the City will probably switch plans or require all employees to contribute the same amount when that budget impact becomes effective beginning in 2012.

Alderman Wood requests final data on revenues being increased or decreased. City Administrator Marsh reports updates are coming in but the final outcome is not known yet. Recycling funds may be reinstated; transportation aids are not calculated until later in the year. Finance Director Houtakker will have as much information as is available for the next meeting.

A motion by Alderman Wood, seconded by Alderman Wiswell to approve Resolution 11-03-1764 Compensating Non-Represented Employees for 2011 Wisconsin Retirement System Contributions, was carried.

Mayor Kahl reports the next meeting may be earlier to accommodate those with pre-election night plans.

City Administrator Marsh reported there is still a budget shortfall for the Belle Isle street and utility project, but staff is working with Jeff Belongia on financing options. Residents are being contacted regarding assessments, one doesn't want dredging. Engineer Assistant Greger reported Oneida Park work has begun and the project start date is May 2. The shelter has been moved to the Public Works garage for possible storage use. The floor will be filled over.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Resolution 11-03-1766 Award of Contract for 2011 Street and Utility Improvements, was carried.

City Administrator Marsh and Finance Director Houtakker answered member's questions on Accounts Payables.

A motion by Alderman Wiswell, seconded by Alderman Wood to accept the General Fund Accounts Payable Checks Dated March 4 through March 17, 2011, was carried.

MISCELLANEOUS BUSINESS

City Administrator Marsh reports there will be no new projects in 2011, and a 5th year, 2015, has been added to the CIP. Finance Director Houtakker reported on and answered member's question regarding Committee Recommendations for Capital Improvements Five-Year Plan. Borrowing in 2011 is on target at \$6.3 million, but will be higher for 2012 and 2013 due to the inclusion of the Monona Drive project.

Mayor Kahl stated the focus for the next meeting and the Committee of the Whole will be on cutbacks for 2012-13. Borrowing would occur early in 2012. Alderman Wiswell requests Jeff Belongia be present to provide information on TIF funds.

Finance Director Houtakker provided information on 2010 Year-End Financial Report. 2010 financials ended with an \$80,000 surplus in the General Fund. The Recreation Department deficit was budgeted for and was less than previous years. Pool revenues were higher than the last four to five years due to consistent summer weather. The Library fund had a surplus due to personnel issues. Various account balances, either over or under budget, were reported.

City Administrator Marsh thanked Detective Lieutenant Sara Deuman and Engineer Assistant Jeff Greger for their great jobs as in-house IT support, with the outside contract only used once in excess of the monthly allotment. In-house Building Inspection also resulted in cost savings.

A motion by Alderman Wiswell, seconded by Alderman Wood to accept the 2010 Year-End Financial Report, was carried.

ADJOURNMENT

A motion by Alderman Wiswell, seconded by Alderman Wood to adjourn, was carried. (6:40 p.m.)

Joan Andrusz
City Clerk