

FINANCE AND PERSONNEL COMMITTEE MINUTES
June 6, 2011

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:50 p.m.

Present: Mayor Robert Miller, Aldermen Douglas Wood and Jim Busse

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Public Works Director Dan Stephany, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Busse, seconded by Alderman Wood to approve the minutes of May 16, 2011, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Alderman Busse reported the following Resolution authorizes Vierbicher Associates to draft a plan to modify the TIF 2 (Pier 37) agreement that is currently funding TIF 4 (Monona Drive) and TIF 5 (Heritage Monona). Finance Director Houtakker reported without this donor district, donor recipient TIF 4 would have a negative balance. This is a planned second of two allowed five-year donor districts. City Administrator Marsh reported this does not change the boundaries now, but Vierbicher Associates could examine options, including extending to Dean Avenue, for CDA review. Vierbicher Associates is aware of a current bill that will greatly affect their processes if it becomes law.

A motion by Alderman Busse, seconded by Alderman Wood to approve Resolution 11-06-1782 Authorization to Proceed with Planning for Tax Increment District Amendment, was carried.

Alderman Busse abstains from the discussion and vote on the following Resolution due to his spouse's professional association with the contractor under discussion.

City Administrator Marsh reported on the positive work BT Squared has done during the 18 months they've been under contract. They have gained extensive knowledge of the Belle Isle area, and have made positive progress. Staff recommends them to complete the design work. Public Works Director Stephany reported the Public Works Committee directed he ask BT Square for a proposal and estimate for the maintenance work on lagoons and channels without an RFP, with the work to be completed this year. The cost proposed is \$54,130 and work will begin after Labor Day weekend.

Alderman Wood stated City policy is to obtain three proposals for projects over \$15,000. The City owns the data completed over BT Square's contract period and it could be used to for other companies to make

proposals. This project has been under consideration for a long time, and there's no need to rush it through now.

City Administrator Marsh stated a decision like this has been made in the past based on performance. There is no Statute or Ordinance requiring three proposals, only a policy, and the City Council makes the final decision. Mayor Miller stated that Alderman Busse's wife is involved with BT Squared, but has not participated in discussions on this matter at the Public Works Committee, nor has Alderman Busse participated in City Council discussions.

A motion by Alderman Wood, seconded by Mayor Miller to approve Resolution 11-06-1783 Approval of Proposal from BT Squared for Design, Surveying, and Construction Engineering Services for 2011 Dredging Project, was carried.

Public Works Director Stephany reported the following Resolution concerns annual road maintenance. Proposals were requested from contractors the City had worked with in the past and two were received for work on Winnequah Road and Wallace Avenue. There will be a full depth mill, repair, and three inches of asphalt. There has been positive past experience with the low bidder, Bartelt Enterprises, Inc. Besides work on Ahuska Park and patching there are no other projects planned. Alderman Wood stated while bids are not required by Statute the City should pursue other contractors in the future.

A motion by Alderman Wood, seconded by Alderman Busse to approve Resolution 11-06-1784 Award of Contract for 2011 Road Maintenance Program, was carried.

Public Works Director Stephany reported contractors the City had worked with in the past were asked to submit proposals for the following Resolution. One was rejected as involving slurry seal, which wasn't wanted for this project. Minor, standard parking lot repair work is required and the low bid was chosen. Member's questions regarding the process were discussed.

A motion by Alderman Wood, seconded by Alderman Busse to approve Resolution 11-06-1785 Award of Contract for 2011 Parking Lot Maintenance Program, was carried.

Finance Director Houtakker reviewed Accounts Payables and he and City Administrator Marsh answered member's questions. City Administrator Marsh reported a Good Government Award was applied for by Monona and McFarland for sharing a Building Inspector. Members request the Library janitorial service be reviewed. Mayor Miller requests the two-year US Cellular contract will be evaluated on schedule next year, and the written policy updated.

A motion by Alderman Busse, seconded by Alderman Wood to accept the General Fund Accounts Payable Checks Dated May 13 through June 2, 2011, was carried.

MISCELLANEOUS BUSINESS

Finance Director Houtakker will distribute the first quarter financial report for review at the next meeting.

ADJOURNMENT

A motion by Alderman Wood, seconded by Alderman Busse to adjourn, was carried. (7:24 p.m.)

Joan Andrusz
City Clerk