

FINANCE AND PERSONNEL COMMITTEE MINUTES
July 5, 2011

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

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

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

APPROVAL OF MINUTES

A motion by Alderman Busse, seconded by Alderman Wood to approve the minutes of June 6, 2011, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

City Administrator Marsh provided information on Resolution 11-07-1786 Capital Budget Amendment for Winnequah Road Choker Project. He and Public Works Director Stephany looked at how to make the bump-outs more assessable to bicycles in a cost effective manner. Public Works Director Stephany looked at simple curb cuts that address stormwater runoff, straighten the entry and exit, and maintain the proper slope for bicycles. A contractor would do one or two as an example and to determine cost. Once the flare was cut, the concrete color wouldn't match but the work could be done without re-design costs.

Mayor Miller suggests starting this project at the bottom of Moygara Road. The test work would be done in the next two weeks. If approved, the work would be completed this year using unspent street project funds. Finance Director Houtakker reported \$45,000 is to be spent from the \$145,000 street maintenance budget. If members want this project to be a separate budget line item, a budget amendment would be required.

A motion by Alderman Wood, seconded by Alderman Busse to table Resolution 11-07-1786 Capital Budget Amendment for Winnequah Road Choker Project, was carried.

City Administrator Marsh reported Resolution 11-07-1787 Accepting Offer from American Transmission Company for Transmission Line Easement is in addition to the one-time payment and annual payments. Several negotiations took place after appraisals were reviewed. The goal is to proceed with the \$75,000 offer and avoid arbitration. The original offer was \$21,000 and the City's was \$101,000. These would be the starting figures of arbitration, and most likely wouldn't net \$75,000. As of now, these funds can go to the General Fund. The area in question is from Stoughton Road to First Supply. The 50 foot easement must comply with Department of Transportation rules. Alderman Wood reported ATC could condemn land against a municipality per Public Service Commission rules.

A motion by Alderman Wood, seconded by Alderman Busse to approve Resolution 11-07-1787 Accepting Offer from American Transmission Company for Transmission Line Easement, was carried.

Fire Chief Sullivan reported four proposals were received for the Fire Department remodel project. Two were over budget but he met with all bidders. The lowest bidder had the most impressive space utilization ideas. Lead paint was not addressed. City Administrator Marsh reported that while none was found upstairs in City Hall, this should be looked at. The plans require no cutting through walls to form three 8 x 12 foot sleeping rooms.

Mayor Miller directs a completion schedule be included. The RFP had a timeline that may be affected by ordering kitchen cabinets.

A motion by Alderman Wood, seconded by Alderman Busse to approve Resolution 11-07-1788 Acceptance of Bid for 2011 Fire Department Remodel, was carried.

Finance Director Houtakker reviewed the larger Accounts Payables expenditures and answered member's questions. City Administrator Marsh will report the location of lake algaeicide use for the next meeting, and HVAC maintenance costs will go down.

A motion by Alderman Wood, seconded by Alderman Busse to accept the General Fund Accounts Payable Checks Dated June 3 through June 30, 2011, was carried.

MISCELLANEOUS BUSINESS

Mayor Miller requested, and members agreed, that the Closed Session wait until tonight's City Council meeting when City Attorney William Cole will be present.

Finance Director Houtakker provided the Monthly Financial Report. Revenues and expenses are on schedule, but there is concern regarding fuel and snow removal costs. Aid has been applied for from FEMA, with approximately \$20,000 expected to be received next month. Department balances were reviewed and imbalances explained. Adjustments will be considered. Unlimited trash pick-up may change in the next budget. Some Capital projects were carried over into this year. City Administrator Marsh reported two year borrowings are done to cover these. Members request 2010 Capital Budget fund balances and a report of fuel costs per department.

ADJOURNMENT

A motion by Alderman Wood, seconded by Alderman Busse to adjourn, was carried. (7:25 p.m.)

Joan Andrusz
City Clerk