

FINANCE AND PERSONNEL COMMITTEE MINUTES
September 20, 2010

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Kahl at 6:08 p.m.

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

Also Present: City Administrator Patrick Marsh via telephone, Finance Director Marc Houtakker, City Engineer Rich Vela, Police Chief Walter Ostrenga, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Wiswell, seconded by Alderman Wood, to approve the minutes of August 30, 2010, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

City Engineer Vela reported the Ad Hoc Monona Drive Advisory Committee interviewed five engineering firms for Phase III and recommended Strand Associates. The total cost is \$870,395 of which Monona's share is \$363,009 with the remainder split between the City of Madison and Dane County. The budget shortfall was caused by a previous estimate and the costs are reasonable. The lowest bidder was not chosen because Strand's presentation was the strongest. Their work on Phase I has been very good and costs are on target. The scope of work does not include the environmental assessment of three properties. Monona's share of this \$15,000 cost is \$5,000 with the remainder paid by the City of Madison. Mayor Kahl reports Strand was the unanimous choice of both cities, Dane County, and State of Wisconsin consultants.

City Engineer Vela reported Foth is still working on change orders. Alderman Wood reported their choice of asphalt over concrete in Phase II, including a busy intersection, was not communicated to the Ad Hoc Committee or staff. Monona would have to pay the difference of \$220,000 for concrete.

A motion by Alderman Wood, seconded by Alderman Wiswell to approve Resolution 10-09-1721 Monona Drive Reconstruction Phase III Design Engineering Services, was carried.

City Clerk Andrusz reported late liquor license applications are chronic, and a late fee would encourage compliance.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Ordinance 9-10-617 Amending Sections 7-2-5 and 7-15-1 of the Code of Ordinances to Include a Late Fee for Liquor License Renewal Applications, was carried.

Police Chief Ostrenga reported changes and updates to the bicycle Ordinance have been approved by the Public Safety Commission, and include changes in fines, bells are no longer required, and towing objects is allowed. Violations involved loss of points and payment to the Department of Transportation, but would now be a municipal violation.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Ordinance 9-10-618 Amending Title 10, Chapter 2 Regarding Bicycles, was carried.

City Engineer Vela reported Ron Klaas from D'Onofrio Kottke was in attendance for any questions. The change to time and expense payment for street improvement engineering occurred a few years ago. An extra \$9,000 in services was performed and is a reasonable amount. This payment was approved by the Public Works Committee. The fiscal note should be corrected to "D'Onofrio Kottke and Associates" in the third section. The project has gone very well and is almost complete, including the Aldo Leopold Nature Center access road, with sod replacement still to be done.

A motion by Alderman Wood, seconded by Alderman Wiswell to approve Resolution 10-09-1726 Amendment to Independent Contractor Agreement with D'Onofrio Kottke and Associates, was carried.

City Engineer Vela reported the current refuse collection contract expires at the end of the year. The Public Works Committee requested a Request for Proposal (RFP) be sent. There wasn't enough time to do so because changes in service, such as using carts for trash, need to be researched. A one-year extension was requested and granted from Green Valley at the current rate. Alderman Wood questioned the 3% escalator in a zero economy. City Engineer Vela reported a month-to-month or mid-year contract would not work for vendors, as they commit staff and resources on a full-year basis.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Resolution 10-09-1727 Extension of Independent Contractor Agreement with Green Valley Disposal, was carried.

Fire Chief Sullivan reported the in-house ambulance billing performed by the City Clerk has a consistent backlog which results in lower revenues. Four Wisconsin billing agencies were compared. Members reported citizens have questioned the timeliness of their ambulance bills. City Clerk Andrusz continues to work on the backlog as statutory duties allow.

A motion by Alderman Wiswell, seconded by Alderman Wood to approve Resolution 10-09-1730 Approving an Independent Contractor Agreement with EMS Medical Billing Associates, LLC for Ambulance Billing Services, was carried.

Finance Director Houtakker reported not all the General Fund Accounts Payable data was printed, but he will have it for the next meeting. Members decided to review what was available. City Engineer Vela explained bio-cubes are a product put into the sanitary lift stations to break up material.

A motion by Alderman Wood, seconded by Alderman Wiswell to accept General Fund Accounts Payable Checks Dated August 27, 2010, was carried.

MISCELLANEOUS BUSINESS

Finance Director Houtakker provided information regarding the August 2010 Monthly Financial Report. Most accounts are on budget, with surpluses in some. Recreation Department revenues are up after a great summer for the swimming pool, and because the budget was corrected. Ambulance revenues will

be on target once the backlog is caught up. No furloughs or hiring freezes are required to balance the budget as Department Heads are being diligent about not over-spending.

A motion by Alderman Wood, seconded by Alderman Wiswell to accept the Monthly Financial Report, was carried.

Alderman Wood provided information regarding Revisions to City Website. The Cities of DePere and Middleton have all their documents available online, with dropdown lists and email lists for information updates and newsletters. City Administrator Marsh reported Engineer Assistant Jeff Greger and Executive Secretary Leah Kimmell maintain the City's website and Recreation Director Jake Anderson coordinates the newsletter. Mayor Kahl directs staff to research website upgrades that would be easier to use and cost effective. City Administrator Marsh reported the IT team has started this research and will involve the current programmer, Twist Communications, in the process.

ADJOURNMENT

A motion by Alderman Wiswell, seconded by Alderman Wood to adjourn, was carried. (7:20 p.m.)

Joan Andrusz
City Clerk