

FINANCE AND PERSONNEL COMMITTEE MINUTES
December 5, 2011

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:03 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, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

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

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A motion by Alderman Wood, seconded by Alderman Busse to Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (International Association of Firefighters Local 311 Contract; Group Health Insurance Plan). On a roll call vote, all members voted in favor of the motion.

After reconvening in Open Session:

A motion by Alderman Busse, seconded by Alderman Wood to table Resolution 11-12-1820 Approving Terms of Contract with International Association of Firefighters Local 311, was carried.

Alderman Busse stated more information was requested of City Administrator Marsh.

A motion by Alderman Busse, seconded by Alderman Wood to refer Resolution 11-12-1822 Selecting a Group Health Insurance Plan to the City Council without recommendation, was carried.

City Administrator Marsh reported he took a request for contracted consulting engineer services to the Public Works Committee to be able to build relationships with consultants, which was done at his previous employment and is common in other communities. The Public Works Committee did not approve it, and wants to continue to review RFP's per project, citing negative history with this type of plan. He and Public Works Director Stephany revised the process and are presenting it here.

Public Works Director Stephany reviewed the document, including general criteria for 3 contracted engineers and that rates would be locked in for the contract term, 2 to 3 years. This would gain better pricing than project-by-project. There would be no retainers, only used as needed at the contract rates. Alderman Busse stated it be an incentive for even better work from contractors.

Alderman Wood stated he is in favor of having the Public Works Committee choose from 3 firms on a project-by-project basis. Alderman Busse suggests the change order process be included and dates changed.

City Administrator Marsh stated while a template may be used, staff time for RFP creation varies based on complexity, but takes at least a week. Response time adds to this, followed by committee and Council approvals, which can result in more than a month before a project is approved. With this plan, staff can present a project to a firm that has a history with that type of work for survey and design. Large projects would get Council review without an RFP. Alderman Wood stated projects are already approved by the Council in their approval of the Capital Budget.

Mayor Miller would like the Public Works Committee and the City Council to review this plan.

A motion by Alderman Wood, seconded by Alderman Busse to table Resolution 11-12-1821 Approval to Issue a Request for Proposals for Contracted Consulting Engineer Services to allow staff to refine the documentation, was carried.

Finance Director Houtakker reviewed Accounts Payables and he and City Administrator Marsh answered member's questions. Progress on the entry feature project was discussed. Mayor Miller stated the postcard residents received regarding garbage cart size is due today. Public Works Director Stephany reported he had hoped the City Newsletter, with the explanation of the process, would have gone out first. He apologized to residents for the lack of prior notice and the quick return time required for the postcard.

A motion by Alderman Busse, seconded by Alderman Wood to accept General Fund Accounts Payable Checks Dated November 18 through December 1, 2011, was carried.

MISCELLANEOUS BUSINESS

Discussion of the Monthly Financial Report remained tabled due to time constraints.

ADJOURNMENT

A motion by Alderman Wood, seconded by Alderman Busse to adjourn, was carried. (7:31 p.m.)

Joan Andrusz
City Clerk