

FINANCE AND PERSONNEL COMMITTEE MINUTES
DECEMBER 7, 2009

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Kahl at 5:34 p.m.

Present: Mayor Robb Kahl, Aldermen Douglas Wood and Kathryn Thomas

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Police Chief Walter Ostrenga, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Wood, seconded by Alderman Thomas, to approve the minutes of November 16, 2009, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A motion by Alderman Wood, seconded by Alderman Thomas 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 (Acquisition of Real Estate for Redevelopment). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alderman Thomas, seconded by Alderman Wood to approve Resolution 09-12-1672 Acquisition of Real Estate for Redevelopment, was carried.

City Administrator Marsh reported the Office of Energy Independence grant is the same the City applied for last year but was not awarded. The funds train staff or a consultant to create a baseline for energy consumption and assess the fleet, and planning to reduce energy consumption and prioritize projects. He thanks Heather Gates for her work on the application. Alderman Wood reported Council approval is needed tonight to meet the December 15th application deadline.

A motion by Alderman Wood, seconded by Alderman Thomas to approve Resolution 09-12-1670 Approving a Planning Grant Application with Office of Energy Independence, was carried.

Finance Director Houtakker provided information on accounts payables. Discussion followed regarding Police Department uniform purchases by credit card.

A motion by Alderman Thomas, seconded by Alderman Wood to accept General Fund Accounts Payable Checks Dated October 30 through December 3, 2009, was carried.

MISCELLANEOUS BUSINESS

City Administrator Marsh provided information on the Initial Review of Fire Chief Job Announcement/Description draft document. It has been posted at the Fire Department for volunteer's comments and will be presented at the next Public Safety Committee meeting. The word "additional" will be deleted from the second heading. Discussion followed on the document wording. Members want language added about service to the community, training, and working cooperatively with other municipalities.

Mayor Kahl discussed the salary. City Administrator Marsh reported it was difficult to find a comparison as other municipalities share or don't have a full time Fire Chief or have volunteers and don't have the level of benefits of the City. The range was revised to \$60,000 to \$70,000 depending on qualifications. Members felt a residency requirement was important for response time.

City Administrator Marsh went over the hiring process timeline. Interviews should begin in January and February to have the new Fire Chief on board by March 1. Advertisements will be in professional journals, the City website, regional publications, the League of Municipalities, and the Fire Fighters Association. In the interim, full time Firefighters will cover daily duties and inspections, while larger jobs will be hired out. He will have revised drafts for the next meeting. Alderman Wood will hand out drafts at the next Police and Fire Commission meeting.

Police Chief Ostrenga was in attendance and provided information on the Department's uniform allowance. Purchases of clothing related to the job are made at area stores. If the limit is exceeded, staff pays the difference.

ADJOURNMENT

A motion by Alderman Wood, seconded by Alderman Thomas to adjourn, was carried. (6:25 p.m.)

Joan Andrusz
City Clerk