

AGENDA
FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, MAY 20, 2019
6:40 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from May 6, 2019.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. Consideration of Resolution 19-5-2357 Approving the Purchase of Site Furniture for the Riverfront Park Plaza.
7. Acceptance of General Fund Accounts Payable Checks Dated May 3–16, 2019. (Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES
May 6, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:01 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Andrew Kitslaar

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the April 15, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported the following is a housekeeping item to restore a provision that was inadvertently removed in the 2017 recodification. It is still in the Fire Department's section and fee schedule but left out of the Police Department's. The Public Safety Committee has reviewed and approved this.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Ordinance 5-19-716 Amending the Code of Ordinances Regarding False Building Alarms, was carried.

City Administrator Gadow reported the following is for approval to go forward with work on an item that was contemplated in 2012. After the utilities are undergrounded, maintenance, including the associated costs, will be covered by MG&E.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-5-2353 Approval of Electric Distribution Facilities Relocation Agreement for Bridge Road Reconstruction Project, was carried.

City Administrator Gadow reported the following is the budget amendment for the above action with overall undergrounding along Bridge Road. Costs came in slightly higher than estimated.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-5-2354 Amending the 2019 Capital Budget to Complete Private Utility Undergrounding on Bridge Road, was carried.

Finance Director Houtakker reviewed the first quarter Financial Report. Licenses and Permit revenues

are over budget. Interest and Dividend income is high because of tax revenues. Many accounts are low now because it's early in the year. Repair and Maintenance expense is already high and is anticipated to be over budget. City Administrator Gadow reviewed the Assessor recruitment plan; an RFP will go out and the new contract will be ready for a January start. Alder Wood suggested Board of Review members may have an opinion on Assessor recruitment.

Finance Director Houtakker reported the Fire Department Paid On Premise account will be over budget; the Chief now requires a certain number of hours. Alder Wood stated the Chief needs to amend the budget if it is going over. Finance Director Houtakker reviewed Building Inspection services; once large projects are done this can be covered but next year needs review. Snow and Ice Salaries will be corrected as they were charged to the wrong account. It was a bad winter. Recreation funds are projected to be under budget; program fees need to be corrected as they are in the wrong account. Community Center rental fees are low and will be under budget. Some of these will be balanced out with other revenues. Ambulance fees will be at budget by year end. Solid waste disposal rebates will be substantially reduced. Zero dollars are received for newspaper. The current Fund Balance is still at 25%. There are some savings due to employee openings in the Parks Department and the Planner position.

A motion by Alder Wood, seconded by Alder Kitslaar to accept the Financial Report, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Alder Wood to accept the General Fund Accounts Payable Checks Dated April 12 through May 2, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:30 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 19-5-2357
Monona Common Council**

**APPROVING THE PURCHASE OF SITE FURNITURE FOR
THE RIVERFRONT PARK PLAZA**

WHEREAS, site furniture, including tables, chairs, trash cans and bike racks was not included in the original bid for the construction of the park plaza at the Yahara Commons riverfront redevelopment project; and,

WHEREAS, the Riverfront Park Plaza Ad Hoc Steering Committee, with guidance from Vandewalle & Associates, selected furniture to complement the overall retail and park project; and,

WHEREAS, a quote in the amount of \$36,261.79 was received from Graber Manufacturing, Inc. for the purchase of these items; and,

WHEREAS, funding was included in the 2018 Capital Budget for owner-direct purchases for the park, and the cost for these items is within that line item.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby approves the purchase of tables, chairs, trash cans, and bike racks per the quote from Graber Manufacturing, Inc., in an amount not to exceed \$36,261.79.

Adopted this _____ day of _____, 2019.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Council Action:
Date Introduced: 5-20-19
Date Approved: _____
Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>19-5-2357</u>
		Ordinance Amendment No. _____

Title: Site Furniture

Policy Analysis Statement:

Brief Description Of Proposal:

Riverfront Park Plaza Ad Hoc Steering Committee is recommending Graber Manufacturing for direct purchase of site furniture for a total amount of \$36,261.79. This was approved as part of the riverfront park project.

Current Policy Or Practice:

Approved 2018 capital budget

Impact Of Adopting Proposal:

Part of the overall Riverfront Park Plaza approved by City Council

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57620	890	Riverfront Park	385,000			385,000

Prepared By:

Department: Finance Department
Prepared By: Marc Houtakker
Reviewed By:

Date May 16, 2019
Date:



Project Name	Our Quote Nos.	PO Number	Date
Monona Riverfront	83606	Emailed	5/9/2019

Customer Sold To: City of Monona	
Company	City of Monona
Add1	5211 Schuler Rd
Add2	
City	Monona
State	WI
Zip	53716
Email	
Phone	
Fax	

Customer Ship To:	
Company	CUSTOMER PICK UP
Add1	
Add2	
City	Waunakee
State	WI
Zip	53597
Email	
Phone	
Site Contact	

Qty	Item Nos. & Color	Item Description	Unit Price	Extended Price
32	TEC-P	16 Terrace Chairs White/16 Terrace Chairs Patriot Blue	149.31	4,777.92
6	ORNS-2-SF-P	Orion Square Tube Surface Mount Powder Coated Black	338.91	2,033.46
8	LOTR-32-WI-P	Lofty Receptacle with LID	1,310.61	10,484.88
8	CFT-36-P-RD	Cafe Table 36 In. Dia. Steel Top-Rod Base WHITE/PATRIOT BLUE	726.01	5,808.08
3	LOT-5B-WI-WI	Lofty 42 in. Dia. Ipe Table Top - 5 Backed Seats (WCA) - Ipe - e-Steele BLACK	2,874.81	8,624.43
2	LOT-3B-WI-WI	Lofty 42 in. Dia. Ipe Table Top - 3 Backed Seats (ADA) - Ipe - e-Steele BLACK	2,266.51	4,533.02

Shipping and Handling _____

Sales Tax (If applicable) _____

Total \$ 36,261.79

Card Holder Name

NET 30 TERMS

Credit Card Billing Address

Credit Card Nos.

Sec Code

Expiration Date

- American Express
- Discover
- Master Card
- VISA

[Email Us](#)

Card Holder Signature
