

FINANCE AND PERSONNEL COMMITTEE MINUTES

June 5, 2023

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:15 p.m.

Present: Mayor Mary K. O'Connor and Alderperson Patrick DePula

Excused: Alderperson Doug Wood

Also Present: Interim Administrator/Finance Director Marc Houtakker, Director of Planning & Community Development Doug Plowman, Fire Chief McMullen, Police Chief Chaney, and City Clerk Alene Houser

APPROVAL OF MINUTES

Motion by Alder DePula, seconded by Mayor O'Connor, to approve the Minutes of the May 1, 2023, May 11, 2023, and May 12, 2023 Finance & Personnel Committee meetings. Motion carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

6.A Consideration and Possible Action on Renew Monona Loan Program Request for Aaron and Emily Embury, 302 Ela Terrace.

Director Plowman explained that the applicant is applying for a loan through the Major Home Rehab Program. They will be adding a fourth legal bedroom in the basement. The total cost of the improvements is \$22,750, which qualifies for a loan of \$11,375.

Motion by Alder DePula, seconded by Mayor O'Connor, to approve Renew Monona Loan Program Request for Aaron and Emily Embury, 302 Ela Terrace. Motion carried.

6.B Consideration and Possible Action on Renew Monona Loan Program Request for Jeremy and Heidi Duss, 4906 Schofield Street.

Director Plowman explained that the applicant is applying for a loan through the Major Home Rehab Program. They will be removing an existing deck and replacing with a four season room and replacing the driveway. The total cost of the improvements is \$85,740, which qualifies for a loan of \$42,870. CDA reviewed this request and unanimously approved in May.

Motion by Alder DePula, seconded by Mayor O'Connor, to approve Renew Monona Loan Program Request for Jeremy and Heidi Duss, 4906 Schofield Street. Motion carried.

6.C Consideration of Resolution 23-6-2625 A Resolution to Approve Purchase of 2025 Pierce Engine.

Fire Chief McMullen explained that Engine 4, a 2004 Pierce engine is scheduled for replacement in 2025. Due to supply chain issues that all manufactures are seeing, this truck would need to be ordered now to

receive at the end of 2025. Over 800 hours were spent determining which truck fulfills the needs of the department. The total cost is \$643,639 and can be paid at any time between when the truck is ordered and picked up. The cost of the chassis cannot be guaranteed and has a typical increase of 5% annually. The replacement schedule, which was set when the department was slower, has trucks being replaced at 20 years. The box will last 20 years but the chassis should be replaced within 10 to 12 years.

Motion by Alder DePula, seconded by Mayor O'Connor, to approve Resolution 23-6-2625 A Resolution to Approve Purchase of 2025 Pierce Engine. On a roll call vote, all members voted in favor of the motion.

6.D Consideration of Resolution 23-6-2627 Authorization to Order a Police Vehicle for Delivery in 2024.

Police Chief Chaney explained that he is looking for authorization to order a 2024 Ford F150 when the window is open. A Ford F150 was approved in the 2023 budget, however it was too late to order after the budget was approved. A Ford Explorer was ordered for the 2023 approved vehicle. Two vehicles are scheduled to be ordered in 2024. The Ford F150 is needed not only for cargo size but also for the safety of the officers.

Motion by Alder DePula, seconded by Mayor O'Connor, to approve Resolution 23-6-2627 Authorization to Order a Police Vehicle for Delivery in 2024. On a roll call vote, all members voted in favor of the motion.

6.E Consideration of Ordinance 6-23-766 Amending Section 367-1 of the Code of Ordinances Relating to Short Term Rental Properties and Establishing a Fee.

Interim Administrator/Finance Director Houtakker explained the changes staff are requesting to make this ordinance more enforceable. The first change is including a requirement that the STR must have a permit before they can advertise. The software will identify properties that are listed for rent and we can immediately start working with the property owners on permitting. The second is removing the permitting exemption if the property is rented less than 15 days in a year. Staff recommends requiring a permit for everyone to ensure inspections have been completed and the city has current contact information. Applicants that can prove their property was rented less than 15 days in a licensing year would be eligible for a refund of 50% of the permit cost. Lastly, staff recommends requiring applicants to designate which months they will operate to include not more than six, month long periods. This will offer relief to neighbors but also provide flexibility to owners. The software company generally sees application fees that are three times the median nightly price. The median nightly rental in Monona is just over \$250; staff recommends a permit fee of \$750 based on software and staff time.

Motion by Alder DePula, seconded by Mayor O'Connor, to approve Ordinance 6-23-766 Amending Section 367-1 of the Code of Ordinances Relating to Short Term Rental Properties and Establishing a Fee. Motion carried.

6.C Acceptance of General Fund Accounts Payable Checks Dated May 12 – June 1, 2023. (Documentation of invoices paid is available in the City Clerk's office.)

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

Motion by Alder DePula, seconded by Mayor O'Connor, to accept General Fund Accounts Payable Checks Dated May 12 - June 1, 2023. Motion carried.

ADJOURNMENT

Motion by Alder DePula, seconded by Mayor O'Connor, to adjourn. Motion carried. (6:51 pm)

Alene Houser
City Clerk