

FINANCE AND PERSONNEL COMMITTEE MINUTES  
June 19, 2023

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:00 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Patrick DePula

Also Present: Interim Administrator/Finance Director Marc Houtakker, Director of Administrative Services Leah Kimmell, Fire Chief McMullen, and City Clerk Alene Houser

APPROVAL OF MINUTES, APPEARANCES, UNFINISHED BUSINESS

There were no Minutes, Appearances or Unfinished Business.

NEW BUSINESS

**6.A Consideration of Resolution 23-6-2630 Approving a 5-Year Contract with LifeQuest Services for Ambulance Billing and Collection Services.**

Fire Chief McMullen explained that the city currently uses LifeQuest for billing and collection services. This 5-year contract offers a discount on collection services from 5.75% to 5.5% for first and second collection attempts and 16% for accounts older than 180 days.

Motion by Alder DePula, seconded by Alder Wood to approve Resolution 23-6-2630 Approving a 5-Year Contract with LifeQuest Services for Ambulance Billing and Collection Services. On a roll call vote, all members voted in favor of the motion.

**6.B Consideration of Resolution 23-6-2629 Appointing a City Administrator and Approving the Employment Agreement Thereof.**

Mayor O'Connor explained that she had informed Council that she offered the position to Neil Stechschulte. This contract is similar to that of our last Administrator, Bryan Gadow.

Motion by Alder DePula, seconded by Alder Wood, to approve Resolution 23-6-2629 Appointing a City Administrator and Approving the Employment Agreement Thereof. On a roll call vote, all members voted in favor of the motion.

**6.C Consideration of Resolution 23-6-2628 Allocating American Rescue Plan Act Funds for a Classification and Compensation Study.**

Director Kimmell explained that this request is to use ARPA funds for a classification and compensation study through GovHR for all full-time and permanent part-time employees. The City participates in compensation surveys and due diligence while advertising vacant positions but since COVID we are falling behind. The goal is to ensure both external in internal compensation equity, in addition to helping inform for a planned operating referendum in 2024. This will allow a more rationalized way to approach employee compensation.

Motion by Alder Wood, seconded by Alder DePula, to approve Resolution 23-6-2628 Allocating American Rescue Plan Act Funds for a Classification and Compensation Study. Motion carried.

**6.D Consideration of Resolution 23-6-2631 Authorizing a Contract with Mueller Communications for Referendum Communications Consulting Services.**

Mayor O'Connor explained that last year after it was decided to go to referendum for a public safety building she reached out to Mueller Communications. They have a lot of successful municipality referendum experience, including Middleton last fall. The City is looking to have the referendum on the ballot in April or November 2024 since there was not enough time to get it on the April 2023 ballot. Mueller Communications needs nine months to one year to prepare for a referendum. Approval of this resolution would allow Attorney Cole and City staff to put together a contract. Discussion followed regarding low to no net new construction in the coming years and the scope of the work they will perform.

Motion by Alder Wood, seconded by Alder DePula, to approve Resolution 23-6-2631 Authorizing a Contract with Mueller Communications for Referendum Communications Consulting Services. On a roll call vote, all members voted in favor of the motion.

**6.E Acceptance of General Fund Accounts Payable Checks Dated June 2-15, 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 Alder Wood, to accept General Fund Accounts Payable Checks Dated June 2-15, 2023. Motion carried.

**ADJOURNMENT**

Motion by Alder DePula, seconded by Alder Wood, to adjourn. Motion carried. (6:27 pm)

Alene Houser  
City Clerk