

## AGENDA

FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM  
1000 NICHOLS ROAD

TUESDAY, SEPTEMBER 6, 2016

7:00 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from August 15, 2016.
4. Appearances.
5. Unfinished Business.
  - A. Convene in Closed Session under Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Update on Status of Wisconsin Professional Police Association Contract Negotiations)
  - B. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
6. New Business.
  - A. Consideration of Resolution 16-9-2114 Approving a Capital Budget Amendment for the Upgrade of the Fire Department Communications System.
  - B. Consideration of Resolution 16-9-2115 Purchase Approval of Fire Department Communication System Upgrade to Incorporate Frequency on the DaneCom System.
7. Acceptance of General Fund Accounts Payable Checks Dated August 12–September 1, 2016. (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  
August 15, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Council President Speight at 6:32 p.m.

Present: Council President Chad Speight and Alderpersons Doug Wood and Jim Busse

Excused: Mayor Robert Miller

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Detective Lieutenant Sara Deuman, Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Busse, seconded by Alder Wood to approve the Minutes of the August 1, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

City Administrator Little began Discussion of Hiring for Code Inspector Position with review of the Village of McFarland's proposal to add up to eight hours for separate code inspection services and the MATC real estate program Internship. She wants to post the position as soon as possible so incoming students can see it. This could become a full-time position split with McFarland. Some students are retirees and they would already have skills. Council President Speight stated a skilled person would be paid more.

NEW BUSINESS

City Administrator Little began Discussion of Proposed Budget for 2017 / 2016 Expenditures for City Facilities. 2016 City Hall renovations include restroom, stairwell, and miscellaneous repairs and ordering shelving for early 2017 installation. 2017 plans are for building new offices for the Director of Administrative Services, Code Enforcement Officer, and Interns. The vault would be an employee break room and the GIS Specialist's office would be secure storage.

The Riverfront Development streetscape estimates came in \$25,000 higher than anticipated so that will have to be re-evaluated. Finance Director Houtakker reported this was for the boardwalk from Treysta to the Riverfront. Alder Busse suggested flexibility for changing needs be considered using work stations rather than hard walls. City Administrator Little responded that the area outside the Director of Administrative Services current desk could be considered for that and reported the Assessor file cabinets have been emptied and the files will be digitized.

Finance Director Houtakker reported the Capital Budget has \$21,000 funded for body cameras for all Police Officers. The cost is higher than budgeted so \$8,400 in excess funds from the security glass installation project could be moved. \$10,000 is budgeted for the required server. Detective Lieutenant Deuman reported Officers are under much more scrutiny now and each Officer needs a body camera for

evidence and for documenting Officer procedures. Cameras are now compatible with the in-squad video system.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-8-2111 Approving the Purchase of Police Body Cameras, was carried.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-8-2112 Amending the 2016 Capital Budget to Purchase Police Body Cameras, was carried.

Recreation Director Anderson reported the Schluter Beach renovation project is near completion. \$20,000 was budgeted for playground equipment and an individual came forward with matching funds of \$20,000 for more and better equipment. The Park & Recreation Board approved accepting this donation and the equipment planned. Installation will be at the end of September.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-8-2113 Accepting a Donation for and Approving the Purchase and Installation of Playground Equipment at Schluter Park, was carried.

A motion by Alder Wood, seconded by Alder Busse to Convene in Closed Session under Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Claim of Karolyn Dalton) and 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 (Wisconsin Professional Police Association contract negotiations). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder Busse, seconded by Alder Wood to deny the Claim of Karolyn Dalton, was carried.

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

A motion by Alder Busse, seconded by Alder Wood to approve Acceptance of General Fund Accounts Payable Checks Dated July 29 through August 11, 2016, was carried.

#### ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:23 p.m.)

Joan Andrusz  
City Clerk

**Resolution 16-9-2114  
Monona Common Council**

**APPROVING A CAPITAL BUDGET AMENDMENT FOR THE UPGRADE  
OF THE FIRE DEPARTMENT COMMUNICATIONS SYSTEM**

**WHEREAS**, maintaining a highly operational communication system is critical to the operation and safety of the Fire Department; and,

**WHEREAS**, the 2014 Capital Budget included funding in the amount of \$6,500 for the purchase of a port on the Fitchburg gateway equipment to connect the Monona Fire Frequency to the DaneCom system; and,

**WHEREAS**, the actual cost of the gateway port will be \$8,205.38 (determined by equally dividing the total cost by the number of ports), and the cost to purchase and install the control station will be \$7,115, for a total project cost of \$15,320.38; and,

**WHEREAS**, the Gateway connection is essential for interoperability of communications to all surrounding county fire departments; and,

**WHEREAS**, on July 27, 2016, the Public Safety Committee recommended the purchase of a port on the Fitchburg Gateway and the purchase of the control station from General Communications for the combined price of \$15,320.38; and,

**WHEREAS**, this project is not funded in 2016, but the Schluter Beach project is expected to be under budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby authorizes the reallocation of \$16,000 from the Schluter Beach Improvement Project account 400-57-57620-849 to fund the gateway port and equipment to connect the Monona fire frequency to the DaneCom system.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Robert E. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Approval Requested By: Fire Chief Scott Sullivan

Council Action:

Date Introduced: 9-6-16

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>16-9-2114 &amp; 16-9-2115</u>
		Ordinance Amendment No. _____

**Title:** Fire Department Communication System Upgrade

**Policy Analysis Statement:**

**Brief Description Of Proposal:**

Public Safety Committee recommended purchase of a port on the Fitchburg Gateway and the purchase of the control station from General Communications for the combined price of \$15,320.

The city did not budget for this. The Schluter beach projects come in under budget. Staff recommends using the savings for this project.

**Current Policy Or Practice:**

Not approved in the 2016 capital budget.

**Impact Of Adopting Proposal:**

Part of Gateway

**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:**

<b>Budget Amendment No. _____</b>				<b>No Budget Amendment Required <input checked="" type="checkbox"/></b>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57220	834	Gateway and Control Station	0	16,000		16,000
400	57	57620	849	Schluter Beach Improvement	598,900		16,000	582,900
Totals						16,000	16,000	

**Prepared By:**

<b>Department:</b> Finance Department	<b>Date:</b> 9/1/16
<b>Prepared By:</b> Marc Houtakker	
<b>Reviewed By:</b>	

**Resolution 16-9-2115  
Monona Common Council**

**PURCHASE APPROVAL OF FIRE DEPARTMENT COMMUNICATION SYSTEM  
UPGRADE TO INCORPORATE FREQUENCY ON THE DANECOM SYSTEM**

**WHEREAS**, maintaining a highly operational communication system is critical to the operation and safety of the Fire Department; and,

**WHEREAS**, the 2014 Capital Budget included funding in the amount of \$6,500 for the purchase of a port on the Fitchburg gateway equipment to connect the Monona Fire Frequency to the DaneCom system; and,

**WHEREAS**, the actual cost of the gateway port will be \$8,205.38, determined by equally dividing the total cost by the number of ports; and,

**WHEREAS**, the Gateway connection is essential for interoperability of communications to all surrounding county fire departments; and,

**WHEREAS**, the Gateway port scheduled for purchase was only part of the equipment and does not include the control station equipment that will need to be purchased; and,

**WHEREAS**, the City received a proposal on February 24, 2016 from General Communications for the purchase of the control station and installation in the amount of \$7,115.00; and,

**WHEREAS**, on July 27, 2016, the Public Safety Committee reviewed the proposals and has recommended the purchase of a port on the Fitchburg Gateway and the purchase of the control station from General Communications for the combined price of \$15,320.38.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the proposal submitted by the City of Fitchburg and General Communications for stated communications equipment in the amount of \$15,320.38 is hereby approved, and staff is authorized to proceed with the purchase.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Robert E. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Approval Recommended By: Public Safety Committee – 6/20/16

Council Action:

Date Introduced: 9-6-16

Date Approved: \_\_\_\_\_

Date Disapproved: \_\_\_\_\_

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
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**Prepared By:**

<b>Department:</b> Finance Department	<b>Date:</b> 9/1/16
<b>Prepared By:</b> Marc Houtakker	
<b>Reviewed By:</b>	