

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, NOVEMBER 21, 2016
7:00 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from November 7, 2016.
4. Appearances.
5. Unfinished Business.
 - A. Consideration of Resolution 16-11-2130 Approval to Fund a High Deductible Health Plan Option. (Tabled 11/7/16)
6. New Business.
 - A. Consideration of Resolution 16-11-2133 Library Parking Lot Design Approval.
 - B. Consideration of Resolution 16-11-2134 Amending the 2017 Capital Budget for Reconstruction of the Library Parking Lot.
7. Acceptance of General Fund Accounts Payable Checks Dated November 3–17, 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.

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FINANCE AND PERSONNEL COMMITTEE MINUTES
November 7, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 7:00 p.m.

Present: Mayor Robert Miller and Alderpersons Doug Wood and Jim Busse

Also Present: City Administrator April Little, Finance Director Marc Houtakker, and Administrative Services Director Leah Kimmel.

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Busse to approve the Minutes of the October 17, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

6A – Alder Wood made a motion to approve the high deductible health plan option; Seconded by Alder Busse.

Leah Kimmel explained a proposal for a high-deductible health insurance plan through the City's current provider Physician's Plus. Currently an HMO and a Point of Service (POS) plan are offered. The 2017 rates for those plans are dropping 4 ½ percent. She provided a comparison of how the different plans would impact different employees. Not every employee will want this plan, but it may save some employees money. The plan would allow participating employees to save unspent funds for out of pocket medical expenses and unused funds can be carried over (unlike flexible benefit funds). This would be a third option added to the existing options under Physicians Plus. Premiums are also lower. Offering this plan can help offer cost-effective health insurance options in the future. Kimmel proposed funding the deductible contribution in two annual installments.

The proposal is that the City could contribute 75 percent of the deductible. Alder Busse suggested this be tied to the contract year.

Alder Busse made a motion to table; Seconded by Alder Wood. Motion carried.

6B – Alder Wood made a motion to approve; Seconded by Alder Busse.

Marc Houtakker: This is a draft transit service contract with First Student. A few changes: Section 2.1 includes language requiring bike racks. Dispatch must be there until 6 PM (not 5 PM). A description of the buses was also included in the contract language as Exhibit B. It was clarified that the dispatch time change was a typo and should be changed to 6 PM as part of the motion.

Motion passed unanimously on a roll call vote.

6C – 2017 Operating Budget / Levy: Alder Busse made a motion to refer to City Council; Seconded by Alder Wood. Motion carried.

7. Houtakker highlighted significant expenditures under Accounts Payable checks.

Alder Wood made a motion to approve accounts payable checks October 14 – November 3, 2016; Seconded by Alder Busse. Motion carried.

8. Alder Busse made a motion to adjourn; Seconded by Alder Wood. Motion carried. Adjourned 7:32 PM.

By City Administrator April Little

**Resolution No. 16-11-2130
Monona Common Council**

APPROVAL TO FUND A HIGH DEDUCTIBLE HEALTH PLAN OPTION

WHEREAS, the City currently contracts with Physicians Plus Insurance Corporation for employee group health insurance; and,

WHEREAS, City employees can currently choose between a health maintenance organization (HMO) option which charges a lower premium and requires participants to use in-network providers or a point-of-service (POS) option with a higher premium which allows participants to use providers outside of the Physicians Plus network; and,

WHEREAS, staff is recommending adding a third option — a high deductible health plan (HDHP) option with a \$1,500 single / \$3,000 family deductible —with the City funding 75% of each enrolled employee's single or family deductible in a Health Savings Plan (HSA); and,

WHEREAS, even when funding 75% of the employee deductible, the City will see a cost savings of 4–8% in premiums over the HMO option, thereby decreasing the City's operating budget for each employee who enrolls; and,

WHEREAS, despite paying a portion of the deductible, employees may still save money on their annual health care costs with the HDHP, especially those who currently pay a lot in office visit and prescription drug copays; and,

WHEREAS, a high deductible health plan option will give the City more options in designing future health plan options in the currently unpredictable healthcare marketplace.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby authorizes the funding of 75% of the single or family deductible for employees who enroll in the Physicians Plus \$1500/\$3000 high deductible health plan for the 2017 calendar year. The deductible will be paid in two annual installments, half in January, 2017 and half in July, 2017.

BE IT FURTHER RESOLVED that funding of the deductible in future years will be reevaluated and subject to City Council approval on an annual basis.

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: Finance & Personnel Committee _____

Council Action:

Date Introduced: 11/7/16

Date Approved: _____

Date Disapproved: _____

**Resolution No. 16-11-2133
Monona Common Council**

LIBRARY PARKING LOT DESIGN APPROVAL

WHEREAS, Strand Associates prepared designs for the reconstruction of the library parking lot to change the grade and drainage of the lot in order to make it safer to traverse, especially in the winter months; and,

WHEREAS, the City Council asked the Library Board to pursue further designs which would include a safe walkway while minimizing the loss of parking; and,

WHEREAS, the Library Board has recommended the approval of Alternative Option #2 which includes a safe pedestrian walkway and a total of 34 parking stalls, six less stalls than the lot's current capacity; and,

WHEREAS, the original construction budget for the project is \$197,500. Alternative Option #2 will increase the total construction cost of the project by \$58,480, which includes \$7,000 for wall design and geographic study and \$51,480 for additional construction costs.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that Alternative Option #2 for the design of the library parking lot, at an additional construction cost of \$58,480, is hereby approved.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

Joan Andrusz
City Clerk

Approval Recommended By: Library Board – 11/15/16

Council Action:

Date Introduced: 11-21-16

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>16-11-2133 & 16-11-2134</u>
		Ordinance Amendment No. _____

Title: LIBRARY PARKING LOT

Policy Analysis Statement:

Brief Description Of Proposal:

The City Council approved the 2017 capital budget that included \$197,500 for the Library Parking lot. The City Council also wanted the library staff to come back with the final plan.

The Library board approved a library parking lot plan. The approved plan is \$255,980. This is \$58,480 over the approved capital budget.

Since the City has not borrowed for the 2017 project yet, this would increase the capital budget and the amount to borrow.

Current Policy Or Practice:

Approved in the 2017 Capital Budget for \$197,500

Impact Of Adopting Proposal:

Increase budget and borrowing by \$58,480

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:

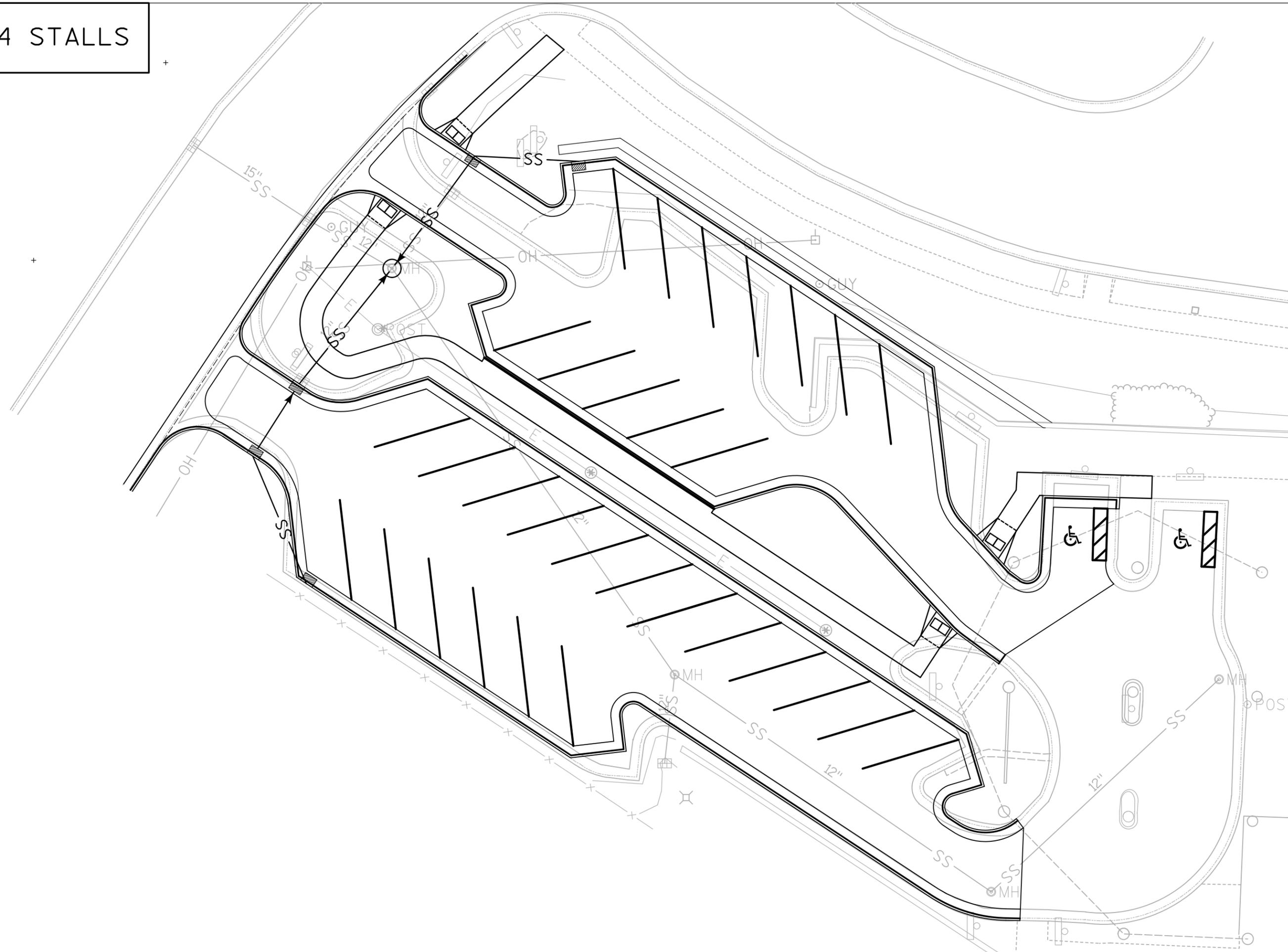
Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/> _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57600	831	Library Parking Lot	197,500	58,480		255,980
400	40	41000	810	Proceed from Borrowing	4,718,313		58,480	4,776,793
Totals						58,480	58,480	

Prepared By:

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

Date 11/17/2016
Date:

34 STALLS



PARKING LAYOUT - ALTERNATIVE 2

LIBRARY PARKING AREA WITH SIDEWALK

**CITY OF MONONA
DANE COUNTY, WISCONSIN**



FIGURE 3
1093.054

City of Monona
Library Parking Area Drainage Review
Opinion of Probable Construction Cost
11/7/16

Alternative 2

Number	Item	Quantity	Unit	Unit Price	Total
1	Restoration/plantings	1	LS	\$ 4,000.00	\$ 4,000.00
2	Erosion Control	1	LS	\$ 4,000.00	\$ 4,000.00
3	Common Excavation	1000	CY	\$ 15.00	\$ 15,000.00
4	Install CIP Retaining Wall with Brick Veneer	130	LF	\$ 360.00	\$ 46,800.00
5	Crushed Aggregate Base Course	1100	T	\$ 20.00	\$ 22,000.00
6	Asphaltic Concrete Pavement	300	T	\$ 90.00	\$ 27,000.00
7	Mill and Relay Asphaltic Pavement	325	SY	\$ 12.00	\$ 3,900.00
8	Seed Restoration with Erosion Mat	750	SY	\$ 6.00	\$ 4,500.00
9	Concrete Curb and Gutter, 30- IN	975	LF	\$ 15.00	\$ 14,625.00
10	Concrete Valley Gutter	420	SF	\$ 10.00	\$ 4,200.00
11	Concrete Sidewalk, 5-IN	1,575	SF	\$ 6.00	\$ 9,450.00
12	Tree removal	4	EA	\$ 500.00	\$ 2,000.00
13	Remove Retaining Wall	100	VSF	\$ 40.00	\$ 4,000.00
14	RCP Storm Sewer, 15-IN	90	LF	\$ 50.00	\$ 4,500.00
15	Connect to existing storm sewer	2	EA	\$ 500.00	\$ 1,000.00
16	Precast Concrete Inlet Box, 2-FT by 3-FT, W/Casting and Grate	4	EA	\$ 2,500.00	\$ 10,000.00
17	Precast Concrete Storm MH,4- FT DIA,W/Casting and Lid	1	EA	\$ 3,000.00	\$ 3,000.00
18	Replace existing Storm Casting	4	EA	\$ 500.00	\$ 2,000.00
19	Pavement Markings	1	LS	\$ 4,000.00	\$ 4,000.00
20	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT	12	EA	\$ 155.00	\$ 1,860.00

Subtotal	\$	187,800.00
10% Construction Contingency	\$	18,780.00
Technical Services	\$	42,400.00
Total	\$	248,980.00
<i>Wall design and geographic study</i>	<i>7,000.00</i>	
		\$255,980.00

**Resolution No. 16-11-2134
Monona Common Council**

**AMENDING THE 2017 CAPITAL BUDGET FOR RECONSTRUCTION OF THE
LIBRARY PARKING LOT**

WHEREAS, the 2017 Capital Budget includes \$197,500 for the reconstruction of the library parking lot; and,

WHEREAS, the City Council asked the Library Board to pursue designs which would include a safe walkway while minimizing the loss of parking; and,

WHEREAS, the Library Board recommended, and the City Council approved, Alternative Option #2 which includes a safe walkway and a total of 34 parking stalls; and,

WHEREAS, Alternative Option #2 will increase the construction cost of the project by \$58,480 – \$51,480 in additional construction costs plus \$7,000 for wall design and geographic study.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that the 2017 Capital Budget is hereby amended to increase the Library Parking Lot Reconstruction Project from \$197,500 to \$255,980.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

Joan Andrusz
City Clerk

Approval Recommended By: Library Board – 11/15/16

Council Action:

Date Introduced: 11-21-16

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

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

Date 11/17/2016
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