

AGENDA
FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, APRIL 1, 2019
6:30 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from March 18, 2019.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. Discussion and Consideration of Paid Family Leave Policy.
7. Acceptance of General Fund Accounts Payable Checks Dated March 14–28, 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.

S:\FINANCE\FINANCE & PERSONNEL COMMITTEE\AGENDAS\AGENDA Finance 4-1-19.doc

FINANCE AND PERSONNEL COMMITTEE MINUTES
March 18, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:02 p.m.

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

Also Present: City Administrator Bryan Gadow, City Attorney William Cole, Finance Director Marc Houtakker, Financial Consultant Jeff Belongia from Hutchinson, Shockey, Erley & Co., Police Chief Walter Ostrenga, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the March 4, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Finance Director Houtakker reported action at the last meeting authorized Financial Consultant Jeff Belongia to negotiate with bond holders for the 2019 Capital Budget borrowing, TIF, and settlement funds. Mr. Belongia reported the City's Standard & Poor's credit rating remains AA+ for this borrowing and underlying debt. This allows the City to compete at the highest levels. Included funds, sales comparison municipal borrowings, and financial trends were reviewed. The \$6 million will be paid off with interest at 2.582% over 9 years.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-3-2336 Authorizing the Issuance and Sale of \$6,000,000 General Obligation Promissory Notes, Series 2019A. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga reported the Department is part of a technology group with area municipalities. The records management system has to be replaced to meet a federal mandate. Research was done to find the best option, which is also the least expensive. The City's portion is just over \$40,000; half will be paid in 2019 and the other half in 2020. If the proposal can be signed and submitted by April 1 the group gets a \$40,000 discount, plus will save paying the current provider. The discount and training are included in the costs. The server is housed in Fitchburg. The system is for field-based usage; errors are caught as entry is done.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-3-2334 Approving a Proposal for Replacement of the Police Records Management System. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga reported two Police vehicles will be replaced with hybrid models in a state bid purchase through Ewald Automotive. Fuel savings were reviewed; when idling the vehicles uses electric, then switches to gas when needed. The Ford Fusion can do short bursts of high speed.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-3-2335 Purchase Approval of Two Police Vehicles. On a roll call vote, all members voted in favor of the motion. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported the CDA is reviewing a potential mixed-use redevelopment. Tonight's action would be the first step to authorize staff to begin the process of TIF creation. Boundaries are not set yet; the map is preliminary. The time line was reviewed.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-3-2339 Initiating Planning for Creation of Tax Increment District #10. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow began Discussion and Update on Riverfront Park and Ice Rink. He, along with Recreation Director Jake Anderson, Finance Director Houtakker, and Mayor O'Connor worked on the rejected DNR grant application. Two senators haven't changed their minds yet. The challenge is there are obligations with contracts in place to start work on the concession stand, which is not TIF eligible. Delay could cause cost increases and possible penalties. 2019 CIP or other funds could be used. Tree replacement, Outlet Mound management plan, pool pump, and other projects that could be held off were listed.

Finance Director Houtakker reported a lot of the Fund Balance is being used this year; he estimated it will be at 22% with what is already planned. There is not a lot of leftover funds from projects; this would have to come from the Fund Balance. The City's credit rating is hurt if the Fund Balance is used for one-time costs. Alder Wood expressed concern about holding off on swimming pool work; the pool is old. Alder Kitslaar stated he needs more information but trusts Recreation Director Anderson to fight for what is needed. The budget was reviewed and ice rink funding discussed. City Attorney Cole stated permanent structures aren't TIF eligible. If the ice rink is removable, it is equipment, not a structure, so would be TIF eligible. Mayor O'Connor reported financing needs to be researched; Finance Director Houtakker stated it could be added to an upcoming developer's agreement.

A motion by Alder Wood, seconded by Alder Kitslaar to Convene in Closed Session under Wisconsin Statute Section 19.85(1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (City Facilities Solar Panels Contract) and section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of City Planner/Assistant Economic Development Director). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-3-2340 Approving an Employment Agreement for the Position of City Planner/Assistant Economic Development Director, 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 March 1 through March 13, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:55 p.m.)

Joan Andrusz
City Clerk

DRAFT

City of Monona
Draft Paid Parental Leave Policy for Finance & Personnel Committee Review
April 1, 2019

- I. **PURPOSE:** The purpose of this policy is to provide paid leave in order for an employee to care for and bond with their newborn or newly adopted child under the age of 18.
- II. **POLICY:** All eligible employees shall be entitled to 2 weeks of leave, paid at 100% of the employee's regular base wage or salary, after the birth or adoption of a child.*

A. Eligible employees

- To be eligible for parental leave under this policy, employees must be classified as full-time or permanent part-time employees and earn paid leave time. Hourly part-time, seasonal, and limited-term employees, interns, and paid-on-call or paid-on-premise firefighters/EMTs are not eligible for this benefit. Leave benefits for represented employees are governed by the terms of the applicable collective bargaining agreement.
- Employees must be employed with the City for at least twelve (12) consecutive months to be eligible for paid parental leave. Paid parental leave shall run concurrent with federal FMLA leave and may, at the employee's option, run concurrent with any portion of leave under the Wisconsin FMLA (WFMLA).
- Permanent part-time employees will have their benefit time prorated according to the percent of full-time hours they work. For example, a full-time employee will receive 2 weeks at 40 hours per week, or 80 total hours of paid parental leave. A permanent part-time employee who works 50% of full-time status will receive 2 weeks at 20 hours per week, or 40 total hours of paid parental leave.
- Employees who receive a child through a surrogate are eligible under this policy. Employees who are acting as surrogates or sperm donors are not eligible for paid parental leave under this policy.
- Employees receiving children through temporary placements such as foster care, kinship care, guardianship, and other child welfare placements are not eligible for paid parental leave under this policy.

B. Definitions:

- "Qualifying event" means the live birth or adoption of a child. (For foreign adoptions, the date the child enters the United States.)
- "Parent" means a male or female who is the birth mother or father of the birth child or the adoptive mother or father of the adopted child. Parent also means the partner of the birth parent or adoptive parent.
- "Paid parental leave" means a period of paid leave of absence that does not reduce the employee's balance of other paid leave provided by the City (vacation, sick leave, holidays) and is used for the purpose of caring for and bonding with a newborn or newly adopted child under 18.
- "FMLA" means the Family Medical Leave Act of 1993, as amended. "WFMLA" means the Wisconsin Family Medical Leave Act, Wis. Stat. § 103.10.

- C. Employees cannot take paid parental leave until after the qualifying event has occurred. Employees must take all paid parental leave within 6 months after the birth or adoption of the child. The leave may be taken intermittently in no more than 2 separate segments of one week each.
- D. Employees on paid parental leave will continue to receive fringe benefits as if they were working.
- E. Paid parental leave is not retroactive for leave taken prior to the adoption and effective date of this policy. Employees may not utilize this benefit more than once in a 12-month period. In the case of a multiple birth or adoption, all children are treated as one qualifying event.
- F. If both parents are eligible employees of the City of Monona, they will each receive two weeks of the paid parental leave benefit.
- G. Any paid parental leave not taken six months after a qualifying event is forfeited.

III. PROCEDURE:

- A. Employees must inform their supervisor as soon as practical of their intent to use paid parental leave and an estimated schedule for their leave so that their job responsibilities can be covered.
- B. Employees intending to use paid parental leave must complete the paid parental leave request form and sign an acknowledgment that they understand the policy and intend to return to work. Employees who also intend to use FMLA and/or WFMLA leave must also complete the appropriate FMLA/WFMLA request form.
- C. Paid parental leave requests must be reviewed and approved by the employee's supervisor, the Director of Administrative Services, and the City Administrator.
- D. Employees must meet with the Director of Administrative Services prior to (if possible) and upon returning from paid parental leave to ensure that all leave days are correctly accounted for from the employee's different paid leave banks.

* *A week will be calculated by taking an employee's annual hours and dividing by 52 weeks.
Two weeks at 2,080 annual hours = 80 hours; 1,950 annual hours = 75 hours;
2,920 annual hours = 112 hours*