

AGENDA  
FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, MAY 21, 2018  
**6:40 P.M.**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from May 7, 2018.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
  - A. Consideration of Resolution 18-5-2265 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: 2018 SPEED Task Force Grant.
  - B. Financial Report.
7. Acceptance of General Fund Accounts Payable Checks Dated May 4–17, 2018. (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  
May 7, 2018

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:30 p.m.

Present: Mayor Mary K. O'Connor and Alderperson Doug Wood

Excused: Alderperson Andrew Kitslaar

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Public Works Director Dan Stephany, Library Director Ryan Claringbole, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Mayor O'Connor to approve the Minutes of the April 16, 2018 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Public Works Director Stephany reported the following Resolution is for the 2018 annual mill and overlay street resurfacing. Work will be done on Shore Acres Road, Roigan Terrace, Kristi Circle, and Greenwood Street. Wolf Paving was the low bid. The bid includes base work and an alternate bid; the balance leftover will be used for other projects. Mill and overlay will be done at two different depths. Full depth removes the asphalt to the base with roadbed repair. Alder Wood requested a report of total mileage to be repaired; Public Works Director Stephany responded he will provide that information at the City Council meeting tonight.

A motion by Alder Wood, seconded by Mayor O'Connor to approve Resolution 18-5-2263 Award of Bid for 2018 Street Resurfacing Project, was carried.

Finance Director Houtakker explained that the low bid for the Library vestibule project came in \$16,900 over budget. The Library Board approved the use of the Library's Fund Balance for this overage. Library Director Claringbole explained filling in the "vault" downstairs that used to house the transformer, repair of the vestibule piers downstairs, which includes replacement of the storefront, crack repairs, and support beam repairs, and the Schluter Road door repairs weren't accounted for in the bid. In addition, brick that matches the original on the building will be used and is more expensive.

A motion by Alder Wood, seconded by Mayor O'Connor to approve Resolution 18-5-2264 Award of Contract for the Library Vestibule Project, was carried.

Mayor O'Connor stated the following Resolution allows spending of Library Fund Balance funds for the project just discussed and questioned the size of the Fund Balance and policy. Library Director Claringbole explained there needs to be at least 10% of the Operating Budget but there is well above that amount in the account at this time. The Board will work on the policy and will look at use of the excess funds on another project after this current project is complete.

A motion by Alder Wood, seconded by Mayor O'Connor to approve Resolution 18-5-2265 Amending the 2018 Capital Budget for the Library Vestibule Project. On a roll call vote, all members voted in favor of the motion.

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

A motion by Alder Wood, seconded by Mayor O'Connor to accept General Fund Accounts Payable Checks Dated April 13 through May 3, 2018, was carried.

A motion by Alder Wood, seconded by Mayor O'Connor to adjourn, was carried. (6:48 p.m.)

Joan Andrusz  
City Clerk

**Resolution No. 18-5-2265  
Monona Common Council**

**APPROVAL OF PARTICIPATION IN A WISCONSIN BUREAU OF  
TRANSPORTATION SAFETY GRANT TITLED: 2018 SPEED TASK FORCE GRANT**

**WHEREAS**, in Wisconsin during 2016, speed-related crashes were listed as a contributing factor in 15.1% of all crashes, and almost 30.7% of all fatal crashes. A total of 186 people died in these crashes. Excessive speed is often associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include following too closely and failure to wear seat belts; and,

**WHEREAS**, the Common Council is committed to making the highways and city streets of Monona as safe for citizens as possible; and

**WHEREAS**, the project grant titled “2018 SPEED Task Force Grant” has been offered to the City of Monona; and,

**WHEREAS**, the Wisconsin Bureau of Transportation Safety will provide the City of Monona up to \$5,000 for wage benefits to participate in a traffic grant designed to decrease the severity of crashes and property damage related to speeding and alcohol abuse within the City of Monona and in greater Dane County; and,

**WHEREAS**, this is a cost-sharing grant; the City of Monona is responsible for matching benefit expenses estimated at \$1,250.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department is authorized to participate in the WIBOTS project 2018 SPEED Task Force Grant designated to decrease the severity of crashes and property damage related to speeding and alcohol abuse within the City of Monona and in greater Dane County. By participating in this project, the City of Monona is eligible for reimbursement up to \$5,000 in grant funds and is responsible for a 25% match estimated at \$1,250.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O’Connor  
Mayor

ATTEST:

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

Requested By: Police Chief Walter J. Ostrenga

Council Action:

Date Introduced: 5-21-18

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>18-5-2265</u> |
|  |                                 | Ordinance Amendment No. _____   |

**Title: 2018 SPEED Task Force Grant**

**Policy Analysis Statement:**

**Brief Description Of Proposal:** The Wisconsin Bureau of Transportation Safety (WIBOTS) has offered a grant to the City of Monona. The grant, titled: **2018 SPEED Task Force Grant**, runs from June 1, 2018 through August 31, 2018 and is in conjunction with several area wide enforcement dates, in partnership with Dane County police departments in: Deforest, McFarland, Monona, Oregon, Stoughton, Town of Madison, Verona.

The primarily objective of the grant is decrease the severity of crash injuries and property damage due to speeding and alcohol abuse within the City of Monona.

This is a multi-agency traffic grant working High Visibility Enforcement (HVE), which yields the benefits of public awareness and education to the problem of injuries and deaths related to the lack of restraint use.

Up to \$5,000 was allocated to the City of Monona. The \$5,000 in grant funds will be for overtime wages. Our cost sharing of 25% is \$1,250 and can be covered by on-duty personnel assigned to traffic efforts as well as mileage and fringe benefits.

No budget amendment needed. The City budgets for public safety grants.

**Current Policy Or Practice:**

The City of Monona is included in this grant due to our accident volume along with willingness to participate and past successful participation in WIBOTS traffic grants.

**Impact Of Adopting Proposal:**

If we are authorized to participate in the grant it will allow additional overtime funding for extra traffic enforcement. A requirement of the grant is to work the grant with multiple officers on several specific dates for preplanned campaigns such as the national "Drunk Driving Over the Limit, Under Arrest" campaign in August.

**Fiscal Estimate:**

**Fiscal Effect (check/circle all that apply)**

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues through fines collected
- Increases/decreases fund balance 2018 Operational 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:**

This is a matching grant. Costs associated with employee's wages and benefits at 25% of the grant total are required to be paid by the participating agency. Estimated costs for the City would be approximately \$1,250.

**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 |  |                        |       |        |                |
|                            |    |         |        |  |                        |       |        |                |
|                            |    |         |        |  |                        |       |        |                |
|                            |    |         |        |  |                        |       |        |                |
|                            |    |         |        | <b>Totals</b>  |                        |       |        |                |

**Prepared By:**

|  |                                  |
|--|----------------------------------|
| Department: POLICE<br>Prepared By: Chief Walter J. Ostrenga<br>Reviewed By: Marc Houtakker | Date: 05/21/18<br>Date: 05/21/18 |
|--|----------------------------------|