

## AGENDA

FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, SEPTEMBER 21, 2020  
6:45 P.M.

Remote Teleconference Meeting via ZOOM

This meeting may be viewed LIVE at <https://www.youtube.com/MononaTV>

### NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020 and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from September 8, 2020.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
  - A. Resolution 20-9-2443 Amending the 2020 Capital Budget to Fund Earnest Money for the Purchase of the San Damiano Property.
  - B. Acceptance of General Fund Accounts Payable Checks Dated September 4–17, 2020. (Documentation of invoices paid is available in the City Clerk's office.)
7. Adjournment.

### DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/85823584791> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 858 2358 4791.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 858 2358 4791, FOLLOWED BY #

Please mute your phone when not speaking to ensure best possible audio quality.

## PUBLIC APPEARANCE BY ZOOM

Persons interested in publicly appearing before the Finance & Personnel Committee via computer or phone on the Zoom application are asked to submit an [Appearance Before a City Committee form](https://www.mymonona.com/FormCenter/Committee-Application-11/Appearance-Before-a-Committee-Citizen-Co-82) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form: <https://www.mymonona.com/FormCenter/Committee-Application-11/Appearance-Before-a-Committee-Citizen-Co-82>

## WRITTEN COMMENTS

You can send written comments on agenda items by utilizing the City Council Contact Form found at: <http://mymonona.com/FormCenter/City-Council-Contact-Form-3/City-Council-Contact-Form-64>

**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. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

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FINANCE AND PERSONNEL COMMITTEE MINUTES  
September 8, 2020

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

Present: Mayor Mary K. O'Connor and Alderpersons Kathy Thomas and Doug Wood

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Public Works Director Dan Stephany, Incoming Fire Chief Jeremy McMullen, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Thomas, seconded by Alder Wood to approve the Minutes of the August 17, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Agenda items were re-ordered to accommodate Financial Consultant Jim Miller's arrival.

City Administrator Gadow reported the CDA has reviewed and approved all of the three following actions. The Joint Review Board had one meeting and will have a second after City Council approval. The following will remove 7 under-performing properties from TIF 5 (Garden Circle).

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-9-2434 Amending the Boundary of Tax Increment District No. 5, was carried.

City Administrator Gadow reported the following will use excess increment funds from TIF 6 (Health Clinics) to allocate funds to TIFs 4, 5, and 9.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-9-2435 Approving an Allocation Amendment of Tax Increment District No. 6, was carried.

City Administrator Gadow reported the following is for TIF 8 (Treysta) to donate to TIFs 4, 5, and 9.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-9-2436 Approving an Allocation Amendment of Tax Increment District No. 8, was carried.

Public Works Director Stephany reported the Public Works Committee approved the low bid of the two received for the following project. He is asking for one reading by the Council tonight. The timeline for the project is to finish by December 31, but asphalt plants close in late October or early November.

Alder Thomas briefly lost connection to the meeting.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-9-2432 Award of Bid for the Capital City Bike Trail Connection Project. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reviewed the Fire Chief hiring process. Mr. McMullen will begin on October 1 contingent upon review of a City of Madison background check. Mr. McMullen introduced himself. He lives in Deerfield and has been a Paramedic/EMT with Madison since 2006. After 18 years there, he saw a good opportunity in Monona. Mayor O'Connor stated Mr. McMullen does know Acting Fire Chief Dan Eklof and others in the Department. Alder Wood welcomed Mr. McMullen.

A motion by Alder Wood, seconded by Mayor O'Connor to approve Resolution 20-9-2433 Approving an Employment Agreement for the Position of Fire Chief/EMS Director, was carried.

Finance Director Houtakker reported the Financial Consultant will be at tonight's Council meeting. The following is a taxable refinancing for the TIF amendments. TIF 6 will pay off TIF 5 and portions of TIFs 4 and 9. The incredible interest rate of approximately 1.6% will save a lot of costs.

A motion by Alder Wood, seconded by Mayor O'Connor to approve Resolution 20-9-2431 Authorizing the Issuance and Sale of \$4,725,000 Taxable General Obligation Refunding Bonds, Series 2020C. On a roll call vote, all members voted in favor of the motion.

Alder Thomas rejoined the meeting.

Finance Director Houtakker provided the Financial Report through July 31, 2020, reviewing components of the \$150,000 projected shortfall. Building permits help make up for some COVID-19 related revenue losses. Boat launch revenue is up. The School Resource Officer contract expired June 30; the School Board will meet tomorrow to make a decision. Recreation Department, swimming pool, Community Center, and Senior Center revenue losses were reviewed. EMS collections are of concern because most calls are for lower-paying Medicare and Medicaid patients. There are savings in a Firefighter's salary because he is being paid by the National Guard. Air BNB revenues are up but hotel tax is down. City Administrator Gadow explained the Air BNB entity collects funds and gives the City a gross amount but no detail is provided on how many there are. Finance Director Houtakker stated the CARES Act does reimburse some lost revenues and the Fund Balance will cover the rest of the losses.

Finance Director Houtakker reviewed recent Accounts Payables and he and Public Works Director Stephany answered member's questions.

A motion by Alder Thomas, seconded by Alder Wood to Accept General Fund Accounts Payable Checks Dated August 14, 2020 through September 3, 2020, was carried.

A motion by Alder Thomas, seconded by Alder Wood to adjourn, was carried. (6:42 p.m.)

Joan Andrusz  
City Clerk

**Resolution No. 20-9-2443  
Monona Common Council**

**AMENDING THE 2020 CAPITAL BUDGET TO FUND EARNEST MONEY  
FOR THE PURCHASE OF THE SAN DAMIANO PROPERTY**

**WHEREAS**, on September 8, 2020, the City Council approved an agreement with St. Norbert Abbey to purchase the historic San Damiano property at 4123 Monona Drive; and,

**WHEREAS**, the City’s purchase offer, which was accepted by St. Norbert Abbey, included \$100,000 in earnest money; and,

**WHEREAS**, because the purchase opportunity for the San Damiano property was unexpected, it was not budgeted in 2020; and,

**WHEREAS**, the McKenna Road Reconstruction Project is projected to see a savings of \$150,000 over the budgeted amount, and staff recommends using this savings to fund the earnest money.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2020 Capital Budget is hereby amended to transfer \$100,000 from the McKenna Road Reconstruction project allocation to fund earnest money for the purchase of the San Damiano property.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O’Connor  
Mayor

ATTEST:

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

Requested By: City Administrator Bryan Gadow

Approval Recommended By: Finance & Personnel Committee

Council Action:

Date Introduced: 9-21-20

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>20-9-2443</u> Ordinance Amendment No. _____
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**Title: Earnest Money**

**Policy Analysis Statement:**

**Brief Description Of Proposal:**

The City offered to purchase the property owned by San Damiano and included \$100,000 in earnest money in the City's offer to purchase. The offer was accepted by San Damiano. The City has a saving of \$150,000 on the McKenna Road Reconstruction project. Staff proposes using \$100,000 from the savings.

**Current Policy Or Practice:**

Not Included in the 2020 budget

**Impact Of Adopting Proposal:**

Meet the purchase to offer agreement

**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. <u>20-24</u>				Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57330	863	McKenna Road	1,686,300		100,000	1,586,300
400	57	57700	846	Property Purchase	0	100,000		100,000
				<b>Totals</b>				

**Prepared By:**

Department: Fire Prepared By: Reviewed By: Marc Houtakker	Date: Date: 9/17/20
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