

FINANCE AND PERSONNEL COMMITTEE MINUTES  
January 4, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:00 p.m.

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

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

APPROVAL OF MINUTES

A motion by Alder Busse, seconded by Alder Wood to approve the Minutes from the December 7, 2015 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 approval for a DNR grant application that was due on December 10 and submitted on December 9. This will cover some of the cost of engineering Strand Associates will do on DNR-required PCB sampling in the Lagoon. The City's portion is \$12,313. It is unknown what the DNR will require in terms of remediation, if any, based upon the report results. Contamination was found north and just south of Nichols Road and testing is required further on either side.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-1-2063 Authorizing the City of Monona to Apply for a Large-Scale Lake Management Planning Grant from the Wisconsin Department of Natural Resources, was carried.

Public Works Director Stephany reported the following Resolution is for a truck purchased through the state contract that replaces a 2015 model that will go to the Parks Department and the Parks vehicle will go to auction. This will be reviewed by the Public Works Committee on Wednesday. It is under budget but equipment will be purchased with the excess funds. Finance Director Houtakker reported the state discount is \$11,000.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-1-2064 Purchase Approval of One Current Model Year One-Ton Chassis Cab, was carried.

Public Works Director Stephany reported proposals for the following purchase were received on December 11. The chosen bid was highest but the low bid didn't meet engine specifications or explain deviations. The model chosen is the same as five other trucks so the mechanic and operators are familiar with its set-up. It replaces a 1995 International plow truck that will go to auction. This will be reviewed

by the Public Works Committee on Wednesday. Alder Busse expressed concern that the second bid was lower but was not being chosen and this may cause vendors not to enter low bids. He would like the Public Works Committee's recommendation on this purchase.

A motion by Alder Busse, seconded by Alder Wood to table until the next meeting Resolution 16-1-2065 Purchase Approval of One Current Model Year Plow Truck Equipment Package, was carried.

Finance Director Houtakker reported the following Resolution is for a 2008 note for TIF 2 that is due December 1, 2016 but is callable now. It can be paid off early without penalties which saves \$18,000 in interest cost. It is budgeted in TIF 2 and the increment will pay for this.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-1-2066 Authorizing the Redemption of General Obligation Refunding Bonds, Dated February 15, 2008. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reported the following Resolution combines Capital Budget borrowing, done early this year to gain savings on a fire truck purchase, and a general obligation note balloon payment that is callable. This was Financial Consultant Jeff Belongia's recommendation; a larger loan amount will gain a better interest rate. The re-payment schedule won't re-finance the re-financed amount. This will save \$30,000 in interest and would add \$2 million to the tax levy if not re-financed. Mayor Miller questioned whether there were Capital Budget funds available for the \$10,000 needed for Oneida Park lighting. Finance Director Houtakker reported this will be paid for with leftover building funds.

A motion by Alder wood, seconded by Alder Busse to approve Resolution 16-1-2067 Providing for the Sale of \$5,025,000 General Obligation Promissory Notes, Series 2016. On a roll call vote, all members voted in favor of the motion.

A motion by Alder Busse, seconded by Alder Wood to Convene in Closed Session under Wisconsin Statute 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 (City Planner Salary Adjustment). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

Alder Busse reported the findings of fact regarding the City Planner Salary Adjustment were that the functions and responsibilities of the City Planner and Economic Development Director were combined, resulting in a promotion. This decision was delayed until after the arrival of the new City Administrator.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-1-2068 Amending the 2016 Operating Budget to Adjust the Salary for the City Planner, was carried.

Mayor Miller began the Discussion and Possible Action on Merit Payment Guidelines. Historically funds have been set aside for merit payments as rewards for non-represented staff. He had thought there was more staff input in the decision. He has now asked City Administrator Little and Finance Director Houtakker to develop a more open and encompassing policy. He is very proud of the administrative staff. This one-time payment is not part of the employment package. It is based upon merit, rewards the individual, and isn't the same amount for all recipients. Staff followed his directive but there aren't

enough funds to cover all requests. The rules are now clearer and not arbitrary and he hopes it helps morale.

Alder Wood stated Library employees should be considered for this award with Library Board input. City Administrator Little reported she spoke with the Library Director about this. Merit pay is now based upon a "special" year with extra duties and projects, and staff that are reliable, consistent, and function as part of the team are now recognized. Supervisors will report recommendations to her going forward.

City Administrator Little reviewed the policy and drafted guidelines to make the process clearer. Mayor Miller appreciates the thought that was given this project. Alder Busse suggested adding language that makes clear this is not a given, that not every staff member gets this payment and suggested removal of the low end of the payment range. Alder Wood suggested lowering the low end to create a broader range.

Finance Director Houtakker reviewed recent Accounts Receivables and answered members' questions. Public Works Director Stephany explained the sewer maintenance process and the savings that have been gained with the new vendor. One third of the City's sewer lines are videotaped each year and are used to determine the work to be scheduled. Slip lining is working well and more will be done.

A motion by Alder Wood, seconded by Alder Busse to approve Acceptance of General Fund Accounts Payable Checks Dated December 3 through December 31, 2015, was carried.

#### ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:06 p.m.)

Joan Andrusz  
City Clerk