

FINANCE AND PERSONNEL COMMITTEE MINUTES
January 19, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:34 p.m.

Present: Mayor Robert Miller and Alderpersons Jim Busse

Absent: Alderperson Doug Wood

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Public Works Director Dan Stephany, Fire Chief Scott Sullivan, Assistant Fire Chief Dan Eklof, City Planner Sonja Reichertz, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Busse, seconded by Mayor Miller to approve the Minutes from the January 4, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

Public Works Director Stephany reported the Public Works Committee approved the Lakeside International truck purchase. The second lowest bidder's truck was not heavy duty and did not include the destination charges and EPA certification cost. These additional costs make that the highest bid.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-1-2065 Purchase Approval of One Current Model Year Plow Truck Equipment Package. On a roll call vote, all members voted in favor of the motion.

NEW BUSINESS

Fire Chief Sullivan reported EMS Medical Billing has provided excellent service since 2010. City Attorney Cole reviewed and revised contract language regarding location of lawsuits from Milwaukee County to Dane County.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-1-2070 Approving a Contract Renewal with EMS Medical Billing Associates, LLC, was carried.

Fire Chief Sullivan and Assistant Fire Chief Ekloff provided information on the new fire truck, which is a single source purchase. Updated equipment concepts added costs, but it meets new NFPA standards and will meet the City's needs for many years. Specifications were reviewed including customization to fit into the garage. Finance Director Houtakker reported the early-purchase discount and sale of another vehicle to a smaller community will bring this under budget by \$53,000.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-1-2071 Purchase Approval of a 2016 Pierce Enforcer PUC Triple Combination Pumper Rescue. On a roll call vote, all members voted in favor of the motion.

City Planner Reichertz provided information on the contract for professional planning services for the Waterfront Redevelopment. The work needed varies from month to month but won't exceed the contract limit. Tasks were reviewed. Mayor Miller stated City Planner Reichertz keeps track of work, but he is concerned vendors always seem to meet their contract limits. This will be reviewed by the CDA. Finance Director Houtakker stated this cost could be in the next borrowing but his preference would be an advance from the General Fund to TIF 9 with interest charged.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-1-2072 Approving a One-Year Extension to the Agreement with Vandewalle & Associates, Inc. for Services Related to the Mixed-Use Waterfront Redevelopment Project. On a roll call vote, all members voted in favor of the motion.

City Clerk Andrusz reported the Transient Merchant Ordinance has been revised to current processes and to include the additional requirements of food carts, setting that license fee at \$50. Applications have also been revised to match the new Ordinance language. Alder Busse asks for a report comparing other community's fees for food carts.

A motion by Alder Busse, seconded by Mayor Miller to approve Ordinance 1-16-674 Amending Chapter 7-13 of the Code of Ordinances Concerning Transient Merchants, was carried.

City Administrator Little reported she received two responses to the RFP for assessor services and has worked with both Accurate Appraisal, LLC, the low bidder, and Associated Appraisal Consultants, Inc. Their services are basically the same. Accurate would save the City approximately \$36,000 and doesn't charge for website hosting or for mailing letters to all property owners regardless of assessment change. She contacted the Department of Revenue to obtain factual information on the complaint that was filed in Germantown against Accurate President Jim Danielson.

Finance Director Houtakker reported when he learned of this issue he talked to Mr. Danielson who explained that the contract was set up as maintenance as opposed to a value contract like the City's. Under maintenance the assessment stays the same unless there's a building permit, but sales are not considered in the calculation. Mr. Danielson adjusted assessments to sales price in error and his license was suspended. It may be reinstated by now. Termination language could be added to the contract in the event of any issues. The contract savings could pay for the City Planner salary increase.

Mayor Miller asked City Clerk Andrusz's opinion of Accurate's work. She responded she has a positive relationship with all staff at Accurate. There is quick response to queries and issues, Mr. Danielson and other staff members display professional demeanor and reasoned arguments when responding to disgruntled property owners. There have been no lawsuits filed after Boards of Review.

City Administrator Little stated she is fine with either vendor but is looking for direction. She could gather more information and invite Mr. Danielson to speak. She is concerned because the Department of Revenue is a busy agency and wouldn't take action unless the complaint was valid. In addition, Associated provided a better proposal. Mayor Miller requests both vendors come to the City Council to provide information. A motion for approval was withdrawn.

A motion by Alder Busse, seconded by Mayor Miller to defer to the City Council Resolution 16-1-2073 Approving a Proposal for City Assessment Services, was carried.

Finance Director Houtakker reviewed recent Accounts Receivables and answered members' questions.

A motion by Alder Busse, seconded by Mayor Miller to approve Acceptance of General Fund Accounts Payable Checks Dated December 31, 2015 through January 14, 2016, was carried.

ADJOURNMENT

A motion by Alder Busse, seconded by Mayor Miller to adjourn, was carried. (7:11 p.m.)

Joan Andrusz
City Clerk