

FINANCE AND PERSONNEL COMMITTEE MINUTES
February 15, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:31 p.m.

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

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Police Chief Walter Ostrenga, 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 February 1, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

A motion by Alder Wood, seconded by Alder Busse to Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Wisconsin Professional Police Association Contract). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder Busse, seconded by Alder Wood to remove from the table Consideration of Resolution 16-2-2077 Approving the Terms of Contract with Wisconsin Professional Police Association/Law Enforcement Employee Relations Division, was carried.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-2-2077 Approving the Terms of Contract with Wisconsin Professional Police Association/Law Enforcement Employee Relations Division but not including the attached Memorandums of Understanding. On a roll call vote, all members voted in favor of the motion as amended.

NEW BUSINESS

Police Chief Ostrenga reported the Mechanic agreed it was time to replace two vehicles as their maintenance costs were 37% to 38% of their value. The replacement purchase will be a state bid from Ewald Automotive. One will be marked, one un-marked. One will require a trailer hitch to tow the speed trailer. An additional \$10,000 will be needed to equip each vehicle. The two old vehicles will go to auction as the Public Works Department doesn't need them. The cut-off date is March 11.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-2-2078 Purchase Approval of Two Police Vehicles. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga reported the Department's towing contract with Schmidt's Auto expired December 31, 2015 and an extension has been granted. Two proposals were received with Schmidt's substantially lower in cost. Their service has been very good throughout the years.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-2-2081 Approving a Contract with Schmidt's Auto, Inc. to Provide Towing and Impound Services. On a roll call vote, all members voted in favor of the motion.

Public Works Director Stephany reported the Public Works Committee voted to recommend the City pay the full cost for new sidewalks. The intent is to consider sidewalks when re-construction is done. This Ordinance was reviewed by the City Attorney. Mayor Miller questioned whether a property owner could request a sidewalk in front of their property which could lead to a random placement of sidewalks throughout the City. Alder Wood stated City approval is needed. City Administrator Little stated she has seen municipalities with random sidewalks and they haven't created problems.

Alder Busse questioned how commercial property is addressed in this Ordinance. Public Works Director Stephany reported this wasn't discussed and needs clarification; the focus was on residential properties. City Administrator Little stated the City Attorney said a sidewalk requirement could be part of a Developers Agreement and discussed costs of new construction versus retrofitting. Alder Wood stated most construction is redevelopment and the developer wants TIF funds from the City, so sidewalks could be added. Alder Busse questioned why this is being done and why residents are not being required to pay a share. Public Works Director Stephany reported Alder Thomas wanted this action and it was held until winter for discussion. Other municipalities charge the property owner 100% of the cost. The City currently pays 50% of replacements and the resident pays 100% of new. Alder Wood stated the intent was to counteract the resistance to sidewalks. He would like the City Attorney to attend the next meeting.

A motion by Alder Wood, seconded by Alder Busse to approve Ordinance 2-16-675 Amending Section 6-1-4 of the Code of Ordinances Regarding Sidewalk Assessments was withdrawn.

A motion by Alder Wood, seconded by Alder Busse to table Ordinance 2-16-675 Amending Section 6-1-4 of the Code of Ordinances Regarding Sidewalk Assessments until the City Council has more information for review. On a roll call vote, all members voted in favor of the motion.

Public Works Director Stephany reported the Public Works Committee approved the following 2016 Capital Budget amendment which allocates funds for design and construction related services. Streets impacted were listed and sidewalks were discussed for McKenna Road. This project is added to the existing Bridge Road plan for continuity and cost savings.

A motion by Alder Wood, seconded by Alder Busse to approve Consideration of Resolution 16-2-2079 Amending the Contract with Strand Associates for Bridge Road Reconstruction Design and Construction Administration Services. On a roll call vote, all members voted in favor of the motion.

City Administrator Little reported that at the last Council meeting, Jim Danielson from Accurate Appraisal provided information and the Council approved his proposal. The following Resolution approves the 4-year contract. The Department of Revenue, City Attorney, and Finance Director reviewed the contract. No additional compensation will be paid for court testimony, website maintenance, or assessment letters to all residents. There is a 30-day written notice to terminate clause. Annual maintenance will be done with updates to records from building permits. One quarter of the City will be walked-through in each of the four years.

Mayor Miller complimented Mr. Danielson on his report at the Council meeting. Alder Wood questioned the City's protection if Mr. Danielson's suspension is extended. Finance Director Houtakker stated the company's other principal can step in. City Administrator Little stated this language is in the contract. Finance Director Houtakker stated Council approval is sought tonight so all deadlines can be met.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-2-2080 Approving a Contractor Agreement with Accurate Appraisal, LLC for Assessment and Revaluation Services. On a roll call vote, all members voted in favor of the motion.

City Administrator Little reported she found the Staff Organizational Chart while going through the Policy Manual. She added various job titles, committees, and committee staffing assisted by Director of Administrative Services Leah Kimmell. She has further additions to make. Mayor Miller thanks City Administrator Little and Director of Administrative Services Kimmell for their work on this.

A motion by Alder Busse, seconded by Alder Wood to table until the next meeting Approving Proposed Corrections to Staff Organizational Chart, was carried.

Finance Director Houtakker reviewed recent Accounts Receivables and answered members' questions. Public Works Director Stephany explained a large set of barely-used tools with a life-time warranty were purchased at half-price. They will be used across nine different Public Works divisions.

A motion by Alder Wood, seconded by Alder Busse to approve Acceptance of General Fund Accounts Payable Checks Dated January 29 through February 11, 2016, was carried.

ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:24 p.m.)

Joan Andrusz
City Clerk