

FINANCE AND PERSONNEL COMMITTEE MINUTES  
June 20, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:32 p.m.

Present: Mayor Robert Miller and Alderperson Jim Busse

Excused: Alderperson Doug Wood

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Busse, seconded by Mayor Miller to approve the Minutes of the June 6, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

Finance Director Houtakker began Discussion of Recodification Section Proposals from Finance Director and City Administrator. His position title was added and replaced various references to the City Clerk and Administrator. The utility audit was added and the Administrator purchase amount was updated to the current \$25,000.

City Administrator Little reviewed a report on committee sizes and whether the Chair votes which varies from committee to committee. Titles of "committee" versus "commission" will be updated. A master Ordinance will be presented to the Committee and Council for approval. The Police & Fire Commission won't have a separate section. The start date of committee and commission member's terms will change to match the Alderperson start date: the third Tuesday in April after a regular election. Removal for cause for the Clerk, Finance Director, and Administrator will not change. Emergency Management Director, Comptroller, and the Deputy Clerk designation were reviewed. Job title changes were made.

NEW BUSINESS

Finance Director Houtakker reported the closing is on Thursday for the purchase of the Inland Boats property. The 3-year taxable revenue bond with Monona State Bank has a favorable 3.11% interest rate, higher because it is taxable. It will mature in October, 2018. Inland Boats will pay rent through the end of the year to cover property taxes and will be responsible for the property's maintenance.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-6-2108 Authorizing the Issuance of a \$1,796,850 Taxable Tax Increment Project Revenue Bond (TID No. 9). On a roll call vote, all members voted in favor of the motion.

Fire Chief Sullivan reported the following is a partial purchase of Capital Budgeted equipment for the new truck which is currently under construction. The Truck Committee evaluated equipment from the three bids received for cutting ability, weight, and ergonomics. This is for the hydraulic portion only; battery-operated equipment will be evaluated next.

A motion by Alder Busse, seconded by Mayor Miller to approve Resolution 16-6-2107 Approving the Purchase of Fire Department Extrication Equipment, was carried.

City Administrator Little began Discussion of Hiring for Code Enforcement Officer Position. Options were reviewed. It is difficult to fill at the current 16 hours. The Building Inspector will be retiring in a few years and this should be considered now in terms of this position. Costs are too high for the Building Inspector to do this work. Cottage Grove may also be in the same situation in a few years. There is no clerical support for the Building Inspector now, which is an issue, so those duties could be added to this position. She needs to meet with McFarland once their administrator is on board. They currently have the Building Inspector do code enforcement on a reactive approach; only complaints are investigated.

Mayor Miller stated he wants this work to continue and is open to ideas. Alder Busse stated code enforcement is a thankless job. He suggests either filling this position or replacing it with clerical support. It doesn't make sense to hire someone if the position will be restructured in a few months.

Finance Director Houtakker began Review of Financial Statement, January – May, 2016. Most accounts are on target for the year so far. Building permit revenue is down as there are no big commercial projects underway. Of concern is that legal costs are over budget and it may save costs to have that position change to in-house. Mayor Miller will talk with the City Attorney. Finance Director Houtakker stated Police overtime is also a concern. If it is on target, compensatory time should be used. Mayor Miller stated the City Administrator should meet on this with the Police Chief who should be monitoring it.

Finance Director Houtakker reported positive news is the substantial cost savings from the solar panels. The budget is already \$4,000 ahead of last year and the City could look at doing more. Mayor Miller reported the GIS Coordinator will provide a presentation in August. Finance Director Houtakker reported fuel costs are way down. The Receptionist tracks this so use can be closely followed. Some costs may be offset by overtime. Court fines are on target and Operating While Intoxicated cases do offset some legal costs. The Building Inspector shared contract has kept those costs low. The Public Works Director does a good job monitoring overtime; there was no snow overtime needed this winter. Mayor Miller reported the Police Department does a great job patrolling Lottes Park and the meters work; substantial funds are now collected which have been lost in previous years.

Finance Director Houtakker concluded the General Fund will be close if legal and overtime costs can be contained. Otherwise it will be \$20,000 to \$30,000 over budget.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions. Mayor Miller reported the results are not final but the report on the Winnequah Lagoon contamination is less negative than anticipated. The DNR is now reviewing the results.

A motion by Alder Busse, seconded by Mayor Miller to approve Acceptance of General Fund Accounts Payable Checks Dated June 3 through 16, 2016, was carried.

#### ADJOURNMENT

A motion by Alder Busse, seconded by Mayor Miller to adjourn, was carried. (7:30 p.m.)

Joan Andrusz  
City Clerk