

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES
REVIEW OF 2017-2021 CAPITAL IMPROVEMENTS PROGRAM AND
2017 CAPITAL BUDGET BORROWING
September 20, 2016

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor Miller at 5:00 p.m.

Present: Mayor Robert Miller and Alderpersons Andrew Kitslaar, Jim Busse, Mary O'Connor, and Chad Speight

Excused: Alderpersons Brian Holmquist and Doug Wood

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Library Director Erick Plumb, Media Coordinator Will Nimmow, Police Chief Walter Ostrenga, Detective Lieutenant Sara Deuman, Operations Lieutenant Curt Wiegel, Fire Chief Scott Sullivan, Public Works Director Dan Stephany, Recreation Director Jacob Anderson, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

Mayor Miller reported he wanted a two-year Capital Budget to have projects in place for the new mayor. The largest cut in the budget was for a new City Hall and Public Safety building. He met with Department Heads for review and thanks them for their work on bringing forth reasonable requests. The Riverfront project affects how much can be spent. Higher cost Public Works items were moved to one or two years in the future to allow latitude to cover needs the City may have. He did add his own last effort for a dog park. If the location isn't good it can be used for another purpose. He is looking into a grant for a weed cutter for the lake and lake property owners may contribute. The Capital Budget is \$1.4 million for 2017 and 2018. The process the Committee follows is review and discussion and then Alders bring forth their own amendments.

Finance Director Houtakker introduced the process of Capital Budget creation. Department Heads met with their committees and then met with Mayor Miller who decided on additions and removals. The debt levy limit is 5% of equalized value. A report of current debt was reviewed. There is \$12,874 million available unused legal debt capacity. The proposed budget is \$2 million with \$10 million held for future debt capacity. There will be \$18 million available in 2018. Debt use was reviewed including Capital projects, TIFs, stormwater, sewer, and water. A report of debt payoff through 2023 was reviewed.

Debt figures are based upon projections on the Riverfront project. Alder Speight questioned whether the project can go forward. Mayor Miller stated that it can if infrastructure work is postponed until a developer is accepted. Costs will be more than offset with revenues. The City has only spent on demolition so far. Alder Busse expressed concern about hitting the debt limit or going over. Finance Director Houtakker stated many high cost projects can be delayed. He based the budget upon a 2% equalized value increase. He agrees with the Mayor's approach which is on the conservative, worst-case scenario side to make sure there is funding available when a developer comes in. Larger projects, items delayed, and future larger items were reviewed.

Library Director Plumb distributed a photocopy of the Library parking lot reconstruction project. CVMIC rated the steep grade lack of drainage hazardous. The final plan includes a sidewalk and the loss of ten parking spaces. He would accept losing the center walking aisle that would still flatten the grade without parking space loss. Alder O'Connor expressed concerns about that loss especially when 19

spaces are proposed to be added at City Hall. Alder Busse stated the Plan Commission holds retail and commercial businesses to a standard of parking stall numbers and this appears to be too few. Alder Kitslaar stated the Library Board wanted the safety of a sidewalk. Alder Speight suggested moving the parking lot further toward the sidewalk on Nichols Road. Mayor Miller suggested further talks with Strand Associates regarding alternative options. The project cost is \$197,500.

Library Director Plumb provided information on a second project to install two vestibules at the lower entrance and on Schluter Road for energy savings and ADA compliance. Mayor Miller stated the lower doorway is little-used but the upstairs is used a lot for Children's Room entry. He requests costs be split out for each entry. Alder O'Connor stated having two doors upstairs would add safety by preventing children from running outside.

Finance Director Houtakker stated the Community Media Committee approved the Municipal Room equipment update project funded with General Obligation funds but Mayor Miller changed the funding to franchise fees. Mayor Miller stated this was always self-funding. Video is not working as well as it did before. He couldn't justify General Obligation funds which were used to fund the radio station. An audio/visual equipment company, AVI, was brought in to assess what is too old or no longer maintained. He didn't want to spend all of those funds for four meetings per month but because the equipment doesn't work he added back \$15,000 in franchise fees. Media Coordinator Nimmow stated he agreed with that. The equipment was tested with AVI; some was kept and some was obsolete. He thinks the upgrades can work with the amount the Mayor allows. He hopes to get audio equipment for \$10,000 and use the \$5,000 for other daily-use equipment. There aren't funds in franchise fees or the Operating Budget but he will work with what he has. Finance Director Houtakker reviewed the fund balance. Alder O'Connor stated franchise fees may be going down because of less cable use. Mayor Miller stated that was the assumption but it hasn't happened and use is actually increasing. The Riverfront project will increase it even more. Finance Director Houtakker stated new apartments create a big jump in use.

Police Chief Ostrenga, Detective Lieutenant Deuman, and Operations Lieutenant Wiegel distributed an equipment replacement guideline report. One police squad with equipment will be purchased late in the year in 2017 and no vehicles will be purchased in 2018. The squad car video with the new HD system is compatible with the body cameras and interview room. Alder Speight questioned whether any new options in hybrids were considered. Police Chief Ostrenga stated CNG was researched but vehicles aren't kept long enough to provide payback. All the required equipment and passenger space doesn't leave enough room in the vehicle for the battery. There are no police interceptor hybrids available. Mayor Miller stated officers are happy with the current vehicles compared to the Chryslers used in the past. Alder Kitslaar questioned maintenance costs and why vehicles are kept only three years. Police Chief Ostrenga stated tires and oil changes are the bulk of the maintenance and he hopes the SUVs will last longer with the stop and start use. Mayor Miller expressed concern about idling vehicles, which he knows is required for the electronics. Police Chief Ostrenga responded an extra battery is installed in the back to keep charged up for an hour after the vehicle is shut down. Dan Eklof is retiring so costs are higher to hire a company for equipment work. Vehicles were traded-in in the past but now Public Works is using them and then they are auctioned with the proceeds going into the General Fund.

The City is the only one of the five municipal group members that does not have a license plate recognition system. It is installed on the light bar and will be very useful in hotel and bar parking lots. Annual Taser replacement includes two with holsters, cameras, and cartridges. Emergency squad car equipment is needed. Department simulation training equipment use was explained; equipment has had to be borrowed in the past.

Computer Aided Dispatch (CAD) replacement and annual maintenance fees were described. The municipal group will pay for some of the equipment and licenses, and may provide funds in 2016. The City contributes the smallest member portion to this group. Mayor Miller stated this will work if a change to Dane County Dispatch happens.

Police staff described replacement of a logging recorder that records incoming and outgoing radio and telephone calls. This is used extensively for attorney open records requests. The Dispatch computer runs 365 days including CAD and needs replacement. Additional video cameras at City Hall and Public Works, as well as five replacements, are needed. 911 replacement in 2018 is in question. Alder Kitslaar stated the Council should start discussion of a new Community Center and Public Safety building with the next mayor.

Finance Director Houtakker reported he moved the Fire Department washer/dryer replacement and beds to the Facility Improvement budget. Fire Chief Sullivan reported Dan Eklof has determined radio firmware needs updating. VHF and 800 MHz are in the vehicles. Firefighter protective equipment – helmets, coats, boots, etc. – have to be replaced every ten years. Equipment is used for volunteers when possible as they move in and out. The ice rescue suit is ten years old and leaks. In 2018 there will be radio and hose replacements and Knox Boxes for vehicles.

EMS radio replacement is required. A defibrillator (not an AED) is used on almost all patients and transmits directly to the hospital. Personnel can interpret the report and bypass the emergency room to go directly to the heart catheter lab. The first line ambulance will be six years old and are usually replaced after four years. The back-up is twelve years old. A new ambulance will be purchased in 2018 and the first line will replace the back-up. Re-sale of the current back-up may be lower because of its involvement in a class action suit. The equipment will have some value.

Public Works Director Stephany provided information on McKenna Road reconstruction which includes a water main. The Public Works Committee didn't approve sidewalks but bike lanes and a parking lane are included. Only 1/3 of petition respondents wanted sidewalks. Alder Speight stated one of the goals of the UniverCity study is to make the City more walkable. McKenna Road is one block from the elementary school and should be targeted for sidewalks; students have to walk in the street. The Council may risk embarrassment if they listen to residents only; this is not a private street. Sidewalks should be considered when curb and gutter is installed. Residents were worried about trees at first, then shoveling, and then maintaining a quiet street became important. The street should be widened and made bike friendly or be made smaller and quieter with sidewalks. Public Works Director Stephany reported adding both takes away a lot of green space.

Public Works Director Stephany stated Bridge Road, Tonyawatha Trail, West Dean Avenue, Schluter Road, and Progressive Lane touch each other so will be all in one project in 2018. Alder Busse requests an email with the cost and other effects of switching these two projects around so UniverCity can study McKenna Road. Public Works Director Stephany explained interceptors and construction impacts of projects done two years in a row. A meandering sidewalk was proposed but residents were against it because of driveway reduction. The Police Department is doing a traffic count on McKenna Road soon. Alder Speight stated that only counts vehicles, not bikes or pedestrians, but UniverCity will count them. The road is 36 feet wide with sidewalk and parking on both sides and 41 feet wide with bike lanes. Mayor Miller stated residents won't have to pay for sidewalk but will pay for the curb, gutter, and street.

Public Works Director Stephany reported Well #2 overflow of reservoir modification has to be done in 2017, includes a DNR-required 12-inch gap, and needs a parking lot. This and the McKenna Road project total \$1,115,000. He has a list to determine which streets need re-surfacing or micro-surfacing,

which has been used for two years. He will use black granite this year as this would be even more durable. Strand Associates continues to work on the PCB engineering in Winnequah Park; a grant will be applied for this long process. Dredging will be done in 2019 based upon DNR information. Studies will be done until then to determine whether to dredge the whole area or just that affected by PCBs. Aquatic life is impacted the most, but further information is unknown at this time. Sediment samples and two reports have been turned in to the DNR. The only location PCBs have been found is immediately north of Nichols Road. The dredged material is disposed of properly.

City Hall's front parking lot has worn out asphalt, cracks, settling, and doesn't meet ADA requirements. There are not enough spaces. The proposal is to pull up the asphalt and re-shape the lot, adding 19 stalls. The normal sidewalk improvement program schedule is followed. "Removal" will be taken out of the right-of-way tree replacement account as this is for new trees only. Homeowners with clear space are asked if they want trees. An electrician will be hired to install the rapid flash crosswalk beacon system which includes three beacons and hardware. Alder Kitslaar questioned whether the school district has reconsidered a cost share. Mayor Miller responded they may contribute land for parking but consider the streets the City's issue so won't help pay for this beacon. They didn't know the recently repaired solar signs even existed.

Public Works Director Stephany reported back-up generator engineering will be done for City Hall and Wells #1 and #3. The Public Works Committee added the Public Works Garage as it would be needed if power at City Hall went down. The current portable unit runs SCADA only. At City Hall IT, Police, and Fire critical functions are powered. There are 60 fire hydrants on the replacement list and five to seven can be done. IT programming will be done to update telemetry and SCADA. All three wells will have a total of six sets of original pump house doors replaced by the Public Works crew. The City of Madison will take the lead on the Industrial Drive shared sewer rehabilitation with Monona paying a portion. Funds are used wisely for annual sewer main lining with work planned around street projects.

The City has to meet its permit's baseline requirements of 40% suspended solids and 25% total phosphorous in the Storm Basin 64 Study. Currently only 16.5% of phosphorous is being removed as measured by the SLAMM study. Results are based on a computer model. Mayor Miller wants to meet with the engineer on this. Storm sewer corrugated metal pipes are wearing out. A large elm tree's root system was wrapped around the pipe on Frost Woods Road. Staff did the work, which is a cost savings, replacing it with corrugated plastic pipe. Manholes and catch basins are included in this budget item.

A Toro snow machine will be replaced with a Ventrac tracker with a heated cab, rear spreader, broom, and blower. It can also be used to cut grass, so that attachment will be requested when the current mower, a Toro the mechanic modified to get through the bridge on Broadway, needs replacement. The shop's current power washer has not performed well and has cost a lot in repairs. It can be traded-in for a replacement. Holiday light replacements are needed; Finance Director Houtakker reported some of these can be paid for with TIF funds. Public Works Director Stephany reported an F350 cab chassis with a utility box on the back will be purchased with the state contract purchasing plan, replacing a pick-up truck. Alder Kitslaar questioned whether an alternate fuel vehicle was considered. Public Works Director Stephany responded CNG costs \$13,000 more and there is only one repair shop licensed to do repairs but they can't or won't do them because they have so much work. Finance Director Houtakker stated a water pipe locator will be paid for in the Operating Budget this year.

Public Works Director Stephany reported a used Vac All vehicle will be purchased to replace the catch basin cleaning truck. It can be parked on the street and a boom can be swung over to do the work. The mechanic is doing a lot of repair work on the current truck. The Council authorizes the City Administrator to approve this purchase because buying used creates a tight timeline; he needs to be able

to commit quickly. Alder Speight questioned whether better cleaning will improve the City's SLAMM rating. Public Works Director Stephany responded that it will, it is more efficient, and saves hiring a contractor for some work.

Finance Director Houtakker reviewed reductions, changes, and increases in the Recreation budget. Recreation Director Anderson thanks the Mayor and Council for their approval of park improvement work. Neighborhood input will be solicited for the Bridge Road playground equipment replacement which includes a pedestrian path, water fountain, and a bike repair stand. Routine maintenance of Ahuska Park tennis courts is scheduled. One wide area mower was out most of the year; the mechanic did a lot of work. They do have to drive on the road which causes more wear and tear but trailering between parks would take too much time. Trade-in funds will be collected. It is more efficient to have two in service, and they can be used with a snow broom. Mayor Miller suggested looking into warranties.

The Ahuska Park Master Plan engineering will be based on UniverCity recommendations from soil science, landscaping, and civil engineering. He has been in classes and the students are very competent and will give a fresh perspective. Water drainage and parking issues will be studied. Alder Busse stated they should be reminded we are their first municipality and they need our positive reference to get others. He would like to bid out for park-specific engineering. Mayor Miller stated they will work on Winnequah Park next with a focus on water conservation. Alder Busse suggested the farmer's market could have a covered structure that could be used for solar panels. With the room tax loss and push for overnight stays funding could be used at the park for events.

Recreation Director Anderson reported Winnequah Park tennis courts need re-construction. Winnequah Road and Tonyawatha Trail boat launch ramps need work. Finance Director Houtakker reported \$25,000 of engineering is paid by boat launch fees. Recreation Director Anderson and Mayor Miller stated John Traver's work on the Woodland Park Management Plan has been immense and incredible. He works full-time at the park and is a volunteer. He will be hard to replace either with a volunteer or a contractor. Recreation Director Anderson would like to do a demonstration of a portable saw mill to reclaim some wood from an oak tree. Park equipment needed includes trash cans, bike racks, benches, etc. Recycling bins do get used. Park tree replacement includes removal, planting, and mulching. Assistant Fire Chief Linsmeyer is a former tree farmer who is willing to move some large trees.

Alder Busse stated the Mayor makes good points about dogs bringing together the community. He loves the idea of a dog park but not the location. Winnequah Park is the center of the City. Mayor Miller stated he is skeptical any Council member would stand up to the public. The location by the Public Works Garage is not the best but it will be successful and prove that a dog park will work at a better location. If not, Recreation Director Anderson will store wood there from a logging exhibit at Woodland Park. Trees removed because of the emerald ash borer can be stored there for woodworking use. The lot will pay for itself either in fees or storage use. There is great support in the community for a dog park.

City Administrator Little stated there were two dog parks in her former neighborhood and there were no problems; they provided a social opportunity. Wherever one is, it will be used. Mayor Miller stated dogs are off-leash all the time and if there is enforcement the dog park will be their legal alternative. If Alder Busse will take on the fight he would support the Winnequah Park location; it will pay for itself. Alder Speight agrees with Alder Busse; Winnequah Park is the perfect place, exactly what is needed, and he will face the public in this effort. Alder Busse stated UniverCity should focus on this. Alder Kitslaar suggested the dog license fee could be increased to offset the cost. Winnequah Park is the best location; most residents won't have to drive there. The Femrite Drive location only serves one side of the City.

Recreation Director Anderson reported the increase in vandalism, graffiti, fires, drug use, etc. at Fireman's Park requires security cameras which will also be installed at Schluter Park. He receives notifications on this cell phone. Alder Busse stated he heard a rumor that Monona Golf Course is for sale. Purchase of that property would provide a lot of options for the City. Recreation Director Anderson reported the Community Center doors don't always stay locked and need replacement. The floor scrubber is used almost daily and needs replacement.

The swimming pool will host the All City Swim Club in 2018 and the All City Dive Club in 2019 and he wants to work towards those events with painting, awnings, diving board, and deck furniture replacement. Alder Busse suggests signs pointing out that the awnings are new. Recreation Director Anderson reported engineering for the concrete wall is needed for the chemical storage room. He may consider a season pass holder entrance for 2018. Finance Director Houtakker reported pool revenues are \$16,000 over budget but higher expenses due to good weather and more staff may offset this. Recreation Director Anderson reported pool use, safety, and program variety have been great.

City Administrator Little distributed a floor plan and described plans for the Administrative offices re-design. The Director of Administrative Services and the Code Enforcement Officer will have offices and the GIS Specialist will move to a new office. Mayor Miller stated Director of Administrative Services Leah Kimmell has never complained about what she does or where she does it, but she has asked for this privacy because she discusses confidential matters with employees. City Administrator Little reported that there will be a "floating" area for interns and other uses. Assessment files have been removed for digitizing. Space Saver shelving was described. The sink in her office will move to the other side of the wall to be part of a new break room in the current vault. There will be an overflow meeting room. Alder Busse questioned whether the Fire Chief had been consulted about sprinklers which may be required if enough changes are made. If they are required, movable partitions may be considered. That review is needed before approval of this project. City Administrator Little reported HVAC has been reviewed. Various projects throughout departments have been moved to the Building Improvement fund and she asks that \$10,000 be added to this budget.

Mayor Miller reminds viewers there will be a public hearing on the Capital Budget.

Finance Director Houtakker reported the first reading will be next Monday, October 3 and the second reading will be October 17. Amendments may be submitted starting now but are due October 12 for packet inclusion. City Administrator Little reported the Committee of the Whole for the Operating Budget will be Tuesday, October 18.

ADJOURNMENT

A motion by Alder Speight, seconded by Alder O'Connor to close the Committee of the Whole, was carried. (8:55 p.m.)

Joan Andrusz
City Clerk