

FINANCE AND PERSONNEL COMMITTEE MINUTES
April 20, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona, via Zoom, was called to order by Mayor O'Connor at 6:31 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Andrew Kitslaar

Also Present: City Administrator Bryan Gadow, City Attorney William Cole, Finance Director Marc Houtakker, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the April 6, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported that last November the Landmarks Commission asked City Planner Doug Plowman to apply for a grant to do an inventory of historic structures. The City was awarded up to \$25,000 but may not need it all. Mayor O'Connor asked City Attorney Cole to review the Agreement for tonight's City Council meeting.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 20-4-2403 Approving a Memorandum of Agreement Between the Wisconsin Historical Society and the City of Monona for the Completion of a Historic Preservation Project, was carried.

City Administrator Gadow began Discussion and Update on Staffing, Budgetary and City Operations Contingency Plans for COVID-19. There may be a need to use the Fund Balance, which is well-funded, but he will come before the Committee before that decision is made. There is a hiring freeze in place now through the end of the year except for Public Safety positions. 2021 is being studied as well. He will have staff bring information to committees for consideration. Salaries will be paid in full from May 5 through May 26 and will be reviewed at the next meeting. He will provide the City Council with a re-start plan; in particular Library curbside service after April 24. Parks and Recreation programming depends on the state and the Parks Association for park re-opening. Mayor O'Connor stated staff coming back to work is okay, but programs are at issue.

Finance Director Houtakker reported operations and staff salaries are funded by property taxes for the rest of this year. Next year's Fund Balance is based on next year's budget. There are 5 areas of concern:

1. Interest income loss is projected to be \$50,000 to \$100,000.
2. Court fines are down \$60,000 due to fewer tickets being issued.
3. Hotel/motel tax has an unknown loss; payments are due at month-end and none have been received. The maximum the City can keep is \$202,000; there would be no funds for tourism.
4. Boat launch is budgeted at \$21,000, the possible loss is \$11,000.
5. EMS revenues may be a loss of \$75,000 due to lower payments from Medicare and Medicaid.

If the pool closes down, the City would break even. The Afterschool program covered the expenses of the extra events the Recreation Department was doing. On the positive side, gas prices and court costs, in attorney's fees, are down. Building permit revenue is still up. The total projected revenue loss in 2020 is \$200,000. The 2021 budget is impacted if interest stays low. In addition, there will be no more Walmart payments after 2020.

Alder Kitslaar questioned whether paying employees is putting the City in the red. City Administrator Gadow and Finance Director Houtakker responded that it was programs, not salaries. Alder Kitslaar questioned whether any employees are on leave due to COVID-19. City Administrator Gadow responded that none are at this time. Alder Wood questioned the dollar amount of bringing the 30% Fund Balance down to the policy level of 20%. Finance Director Houtakker responded that would be \$600,000. TIF 2 closing and careful spending have created a healthy Fund Balance.

Finance Director Houtakker reviewed the Financial Report through March 31, 2020 and answered member's questions. No room tax can be collected from the Country Inn & Suites while they are providing homeless housing. Airbnb has provided \$5,000 so far. Funds are collected by the corporation, which has \$70,000 in revenue. In the Fire budget, the Paid on Premise program is again way over budget. This needs to be looked at before the new Chief is onboard. Acting Fire Chief Eklof wants funds transferred from the Paid on Call program account.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Alder Wood to Accept General Fund Accounts Payable Checks Dated April 3, 2020 through April 16, 2020, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:58 p.m.)

Joan Andrusz
City Clerk