

FINANCE AND PERSONNEL COMMITTEE MINUTES
May 6, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:01 p.m.

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

Also Present: City Administrator Bryan Gadow, 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 15, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported the following is a housekeeping item to restore a provision that was inadvertently removed in the 2017 recodification. It is still in the Fire Department's section and fee schedule but left out of the Police Department's. The Public Safety Committee has reviewed and approved this.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Ordinance 5-19-716 Amending the Code of Ordinances Regarding False Building Alarms, was carried.

City Administrator Gadow reported the following is for approval to go forward with work on an item that was contemplated in 2012. After the utilities are undergrounded, maintenance, including the associated costs, will be covered by MG&E.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-5-2353 Approval of Electric Distribution Facilities Relocation Agreement for Bridge Road Reconstruction Project, was carried.

City Administrator Gadow reported the following is the budget amendment for the above action with overall undergrounding along Bridge Road. Costs came in slightly higher than estimated.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-5-2354 Amending the 2019 Capital Budget to Complete Private Utility Undergrounding on Bridge Road, was carried.

Finance Director Houtakker reviewed the first quarter Financial Report. Licenses and Permit revenues

are over budget. Interest and Dividend income is high because of tax revenues. Many accounts are low now because it's early in the year. Repair and Maintenance expense is already high and is anticipated to be over budget. City Administrator Gadow reviewed the Assessor recruitment plan; an RFP will go out and the new contract will be ready for a January start. Alder Wood suggested Board of Review members may have an opinion on Assessor recruitment.

Finance Director Houtakker reported the Fire Department Paid On Premise account will be over budget; the Chief now requires a certain number of hours. Alder Wood stated the Chief needs to amend the budget if it is going over. Finance Director Houtakker reviewed Building Inspection services; once large projects are done this can be covered but next year needs review. Snow and Ice Salaries will be corrected as they were charged to the wrong account. It was a bad winter. Recreation funds are projected to be under budget; program fees need to be corrected as they are in the wrong account. Community Center rental fees are low and will be under budget. Some of these will be balanced out with other revenues. Ambulance fees will be at budget by year end. Solid waste disposal rebates will be substantially reduced. Zero dollars are received for newspaper. The current Fund Balance is still at 25%. There are some savings due to employee openings in the Parks Department and the Planner position.

A motion by Alder Wood, seconded by Alder Kitslaar to accept the Financial Report, was carried.

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

A motion by Alder Kitslaar, seconded by Alder Wood to accept the General Fund Accounts Payable Checks Dated April 12 through May 2, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:30 p.m.)

Joan Andrusz
City Clerk