

FINANCE AND PERSONNEL COMMITTEE MINUTES
May 18, 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 5:47 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Kathy Thomas and Doug Wood

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Financial Consultant Jeff Belongia, Director of Administrative Services Leah Kimmell, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Thomas, seconded by Alder Wood to approve the Minutes of the May 4, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Mayor O'Connor reordered Agenda items to accommodate Mr. Belongia's arrival.

City Administrator Gadow reported the following allows staff apply for a cost sharing grant for a project in a Reach 64 area. A Resolution is required to make the application; the amount is unknown at this time. Alder Wood reported the Park & Recreation Board discussed and approved this so both stormwater work and the larger park project could be done at the same time.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-4-2406 Approval to Apply for a Wisconsin Department of Natural Resources Runoff Management Grant for Stonebridge Park, was carried.

City Administrator Gadow reported the following mirrors the Dane County Resolution and language to waive second-installment property tax interest and penalties. Mayor O'Connor reported that to be able to use the program the City needs its own Resolution. Finance Director Houtakker reported the School District has been notified and because they haven't responded it is assumed they agree. There is a one-month delay in funds. Because the County is taking on the risk, they collect any interest and penalties.

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-5-2407 A Resolution Waiving Interest and Penalties on Certain Delinquent Property Tax Installment Payments Due in 2020, was carried.

Mr. Belongia arrived and reported the City's bond rating of A+ is different than its Operating rating a AA, which common. In working with Finance Director Houtakker, they looked at insuring these revenue bonds to raise the rating to AA to attract buyers. An unusually favorable price was obtained and the City came out ahead in the long run in terms of cost; it was well-received and the amount was reduced to \$2,890,000. The total interest rate for the 13-year amortization is 2.190%. Finance Director Houtakker stated this is taxable and is a very good rate.

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-5-2410 Authorizing the Issuance and Sale of \$2,890,000 Water System and Sewer System Revenue Bonds, Series 2020B, of the City of Monona, Dane County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reported that per Ordinance, a Resolution has to be passed in order to waive water disconnections for delinquent accounts.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution No. 20-5-2409 Suspending Water Disconnections During the Coronavirus Health Emergency, was carried.

Finance Director Houtakker reviewed the Financial Report through April 30, 2020. Room tax is usually low in the first quarter but event cancellations and providing homeless housing is having an effect; this account could be \$100,000 short; there won't be enough collected to give to the Tourism Commission. Court costs and other losses were reviewed. Savings in legal, fuel, part-time wages, and service contracts were reviewed. The EMS Fund Balance is strong and will cover losses. There is a small loss in transportation but more state aid was received than expected. COVID-19 wages are being tracked internally. City Administrator Gadow reported the City can't get FEMA reimbursement for wages for programs that were cancelled; it is only for PPE, cleaning supplies, and EMS overtime; these costs are being tracked but there won't be a lot to apply for reimbursement. The City has to pay at least \$3,000 in COVID-19-related costs. Then federal pays 75% and the state and City each pay 12.5%.

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

A motion by Alder Thomas, seconded by Alder Wood to Accept General Fund Accounts Payable Checks Dated May 1, 2020 through May 14, 2020, was carried.

A motion by Alder Thomas, seconded by Alder Wood to Convene in Closed Session under Wisconsin Statute Section 19.85(1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Yahara Commons Phase 3 Third Amendment to Development Agreement; Acquisition of Schluter Road Property; Seasonal Employee Personnel Matter). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

Members agreed that due to timing, Discussion and Update on Staffing, Budgetary, Communication, and City Operations Contingency Plans for COVID-19 will be deferred to the City Council.

A motion by Alder Wood, seconded by Mayor O'Connor to adjourn, was carried. (7:01 p.m.)

Joan Andrusz
City Clerk