

FINANCE AND PERSONNEL COMMITTEE MINUTES
June 1, 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 6:03 p.m.

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

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Acting Fire Chief Dan Eklof, Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Thomas, seconded by Alder Wood to approve the Minutes of the May 18, 2020 Finance & Personnel Committee and May 22 Special Finance & Personnel Committee meetings, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported staff, and on May 26 the CDA, approved \$6,672 for the roof installation of solar panels.

A motion by Alder Thomas, seconded by Alder Wood for Approval of Funds for Renew Monona Home Loan for Rick Bernstein, 4913 McKenna Road, was carried.

City Administrator Gadow reported staff, on May 26 the CDA, approved \$50,000 for a kitchen remodel, bathroom addition, room addition, garage, and driveway.

A motion by Alder Wood, seconded by Alder Thomas for Approval of Funds for Renew Monona Home Loan for Joe and Valorie Nyenhuis, 1304 Baskerville Avenue, was carried.

City Administrator Gadow reported staff, on May 26 the CDA, approved \$75,000 for drains and raising up the house.

A motion by Alder Thomas, seconded by Alder Wood for Approval of Funds for Renew Monona Home Loan for Thomas and Fran Pfefferkorn, 618 Clear Spring Court, was carried.

Finance Director Houtakker reported there is still a \$53,000 balance in the Renew Monona Loan Program.

Finance Director Houtakker reported he is monitoring all budgets. The Paid on Premise is \$30,000 and it is \$30,000 over budget. The Public Safety Committee approved using the EMS Fund Balance, but savings may be found as well. Acting Chief Eklof is working less so salary and benefits are less. He will do a year-end budget amendment. Acting Chief Eklof reported he wanted to avoid having to come back and ask for more funding so is asking for the maximum amount based on his calculation; he expects the expenditure to be less. Officer in Charge (OIC) shifts are being taken by staff. Full-time staff are

working from home and are more available. The Paid On Call program was suspended to a maximum of three with pay based on the duties. The new Chief is a working Chief and will take shifts. The program is a great morale booster and reduces fatigue. Alder Thomas reviewed plans that are needed in the future. Alder Wood was concerned about the budget increase since the program was instituted. Acting Chief Eklof responded when all return to work, 24-hour coverage will be reduced. He doesn't want to run out of funds again.

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-6-2415 Amending the 2020 Operating Budget to Fund Fire Department Paid-On-Premise Stipends, was carried.

Recreation Director Anderson reported the following eliminates private rentals of the Community Center for the year 2020. Social distancing is a challenge. Use of the building by large groups exposes Senior Center and Recreation program participants and 8 staff members to COVID-19. He will revisit this in the 2021 budget.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-6-2416 Cancelling 2020 Permitted Events at the Community Center Due to the COVID-19 Pandemic, was carried.

Recreation Director Anderson reported he waited to decide on swimming pool opening until he saw the Badger Bounce Back and Dane County plans. He is losing a third of the season and would need a \$40,000 expense subsidy. On May 28 the Parks & Recreation Board discussed social distancing and cleanliness. The Wisconsin Department of Health Services (DHS) recommended not opening, but Dane County said to open with social distancing. The plan Aquatics Supervisor Missy Kedzorski drafted is in the packet. The Board recommended the 4:00 to 7:00 time, Option 1. He is neutral on the issue.

Mayor O'Connor reported she received 10 emails opposing opening. Alder Thomas reported the pool is a luxury the City can't afford and a risk that shouldn't be taken, especially for staff. Finance Director Houtakker reported overall losses will be \$275,000 with \$40,000 for the pool and \$15,000 to \$20,000 for the Community Center. Alder Wood reported the Board voted 5 to 3 in favor of opening the pool. This is a great plan by staff to make it safe but there is a lot of uncertainty. The survey was 70% in favor of opening. Mayor O'Connor stated one-quarter of the responses were from Madison residents. She is concerned for residents as well. It is a good plan but relies on everyone following it and now people can be asymptomatic. Recreation Director Anderson stated that across the state one-third are open with modified schedules, one-third are closed, and one-third are uncertain. Madison's Goodman Pool hasn't made an announcement yet. The riots have probably interfered with that decision making.

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-6-2417 Opening the Community Pool with Fee and Operating Changes Due to the COVID-19 Pandemic, was not carried.

Recreation Director Anderson stated he wanted to make sure the City Council was on board for the risk of additional expenditures if the pool was opened; he asked for \$40,000 out of the Fund Balance. Finance Director Houtakker reported there is approximately \$700,000 in the Fund Balance and this and other losses don't take the City under the policy amount. Alder Wood stated if the pool opened the Council needed to know a reasonable amount to budget; he thinks this is conservative.

A motion by Alder Wood, seconded by Alder Thomas to approve Resolution 20-6-2418 Amending the 2020 Operating Budget for Outdoor Pool Operations. On a roll call vote, the motion does not carry.

City Administrator Gadow began Discussion and Update on Staffing, Budgetary and City Operations Contingency Plans for COVID-19. The Plan is in effect with a slow roll-out, signage in the lobby, and markings on the floor. The conference room can host a maximum of 10 people with the tables and chairs wiped down after use. Staff wear masks to go out in the lobby. The public is requested to wear masks, but they can't be required to. All staff is back. There is no extension of the payment plan. The Library is not open but will continue under the payment plan. Finance Director Houtakker reported the Library is 95% funded by property tax and state funding so should be covered. Mayor O'Connor reported staff are working to process orders and take in and quarantine books.

Recreation Director Anderson reported the Community Center will open to the public on June 15 with a staggered start and Summer Camp would start then, too. Less summer staff is resulting in \$15,000 in savings. Lots of maintenance-based projects will be finished up; stump grinding, tree planting, and other fixes of the flooded areas, and Stone Bridge Park. Events are under construction. There are 7 full-time staff and 2 will be out for a length of time. Staff can cover for them but it's not ideal.

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. (Yahara Riverfront Third Amendment to Development Agreement). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder Thomas, seconded by Alder Wood to approve Resolution 20-6-2414 Approving Amendment #3 to the Development Agreement for the Yahara Riverfront Development. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions. An account has been set aside for COVID-19 supplies. The portion of the funding available for Monona is approximately \$120,000 and is based on population. He is researching what the funds can be used for; election supplies are included.

A motion by Alder Thomas, seconded by Alder Wood to Accept General Fund Accounts Payable Checks Dated May 15, 2020 through May 29, 2020, was carried.

A motion by Alder Wood, seconded by Alder Thomas to adjourn, was carried. (6:57 p.m.)

Joan Andrusz
City Clerk