

FINANCE AND PERSONNEL COMMITTEE MINUTES
July 20, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona, via Zoom, was called to order by Acting Mayor Wood at 6:17 p.m.

Present: Acting Mayor Doug Wood and Alderperson Kathy Thomas

Excused: Mayor Mary K. O'Connor

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Project Manager Brad Bruun, Parks & Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve the Minutes of the July 6, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Project Manager Bruun reported the contractor for the following HVAC project was investigated by staff and Strand Associates and all are comfortable with the parent company who verified their much lower bid. One reading is being requested at the City Council tonight because of the long lead time needed for the special order HVAC unit. The Facilities Committee reviewed this twice in 2019 and once more recently.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2424 Award of Bid for City Hall and Library HVAC Upgrades, was carried.

Recreation Director Anderson reported the following action is for design work for two different projects combined for cost savings. This was approved by the Parks & Recreation Board on July 14. Site work around the Pagoda in Stone Bridge Park is included. City Administrator Gadow reported design work will be a 2021 Capital Budget project. Alder Thomas reported a Landmarks Commission member had questions about the hill behind the Pagoda that people use to jump onto the roof, and also some stone work. Recreation Director Anderson stated stormwater is the focus of this action but other plans will soon get into motion. Alder Thomas questioned the section that states Strand Associates will "assist the City" with the layout. Recreation Director Anderson responded they understand the need for a path and layout. Alder Thomas stated the contract is "not to exceed" \$50,000 but the estimate is \$50,000, and questioned what happens if the project goes over budget. Recreation Director Anderson responded it may go under budget but there will be more cost if the Council wants changes. Alder Thomas stated the completion date is December, then bids go out in January or February, which doesn't leave much time. Recreation Director Anderson responded bids wouldn't go out before that anyway.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2425 Approving a Proposal from Strand Associates for Engineering Design for Improvements at Stone Bridge Park and at the Monona Community Center Loading Dock. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported that he, Police Chief Ostrenga, and staff worked the last several weeks to gather proposals for outside review of the June 2 incident and only two were received. Mayor O'Connor and staff proposed the The Riseling Group. Sue Riseling will be at tonight's Council meeting. Alder Thomas stated there is a conflict in the information about whether the subject was or wasn't allowed in the premise.

A motion by Alder Thomas, seconded by Acting Mayor Wood to strike the following from Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident: In Section 1., "It was determined the individual did have permission to be on the premises.", was carried.

Alder Thomas noted that not all citizens are residents and requests that word be changed.

A motion by Alder Thomas, seconded by Acting Mayor Wood to amend the following from Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident: In Section 5. D., "Citizens" should be replaced with "Residents", was carried.

City Administrator Gadow reported this will be review of the June 2 incident only. Policies and procedures will be reviewed by the Public Safety Committee. Alder Thomas stated she doesn't want the Committee to come out in conflict with results of this report. They will be looking at policies on Wednesday night. City Administrator Gadow responded once the report, due by the end of October, is received any suggestions would be shared with the Committee. Alder Thomas questioned whether the Committee should wait to make decisions and the Council should wait to act on the Committee's decisions until this report is received. Members agree this will be the course of action.

A motion by Alder Thomas, seconded by Acting Mayor Wood to approve Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident as amended. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed the Financial Report through June 30, 2020. Revenue losses and gains were reviewed, including an increase in permits and boat launch fees. The School Resource Officer agreement is being reviewed by the School Board. If it is not renewed there will be a revenue loss as 75% of that salary is paid by the District. Alder Thomas reported the Board still isn't sure what they'll do but they have received many comments in support of the position. Members discussed possible school year plans that would affect this position, including remote learning or partial in-person days.

Finance Director Houtakker reported COVID-19 expenditures are being tracked for reimbursement from various CARES Act sources. Expenses are on target or under budget. COVID-19 Public Works wages were budgeted, so funding is there. He is trying to be on the safe side with his projections. Acting Mayor Wood reported it is unknown what Congress is going to do with the last COVID-19 relief bill and whether the City will receive any relief.

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

A motion by Alder Thomas, seconded by Acting Mayor Wood to Accept General Fund Accounts Payable Checks Dated July 4, 2020 through July 16, 2020, was carried.

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

Joan Andrusz
City Clerk