

FINANCE AND PERSONNEL COMMITTEE MINUTES  
August 19, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:16 p.m.

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

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Dave Maccoux from Clifton Larson Allen, LLP, Parks & Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the August 5, 2019 Finance & Personnel Committee meeting, was carried.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Recreation Director Anderson reported 4 RFPs were received for the Riverfront Park ice rink; all were in line with the estimate. The low bid was very helpful in planning the project and had all positive references. The chiller will sit on a concrete pad by the bicycle rack behind louvers. Finance Director Houtakker reported he will talk to the City Attorney about whether the permanent parts will be TIF eligible; those that were part of the plan can be. \$900,000 was borrowed for direct costs, including the concessions area, and those will be allocated.

Recreation Director Anderson reported installation and training will occur in November, with a grand opening planned before Thanksgiving. The rink will be up until February; it can be operated in an air temperature of up to 50 degrees. Equipment needs to be ordered to be open in time. Best practices for turf condition will be helped by UW information. Plantings, mulch, and sod will go in this week and park lighting by the end of the month. Rink installation can start next month. They install, take down, and store it the first year, training staff for the future. The water source is in the storage room and the ice grooming machine has a water tank. There are mats over the concrete areas used for equipment storage and for patrons in ice skates.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-8-2368 Approving a Bid for the Purchase and Installation of a Refrigerated Outdoor Ice Rink System at Riverfront Park. On a roll call vote, all members voted in favor of the motion.

Recreation Director Anderson reported the ice grooming machine will be used 2 to 3 times per day to keep the ice flat and fresh. It is smaller than a Zamboni; not many companies make a smaller version. It can be branded; he will pursue sponsorship. There is a lengthy lead time to order so he seeks approval tonight.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-8-2369 Approving the Purchase of an Ice Resurfacing Machine. On a roll call vote, all members voted in favor of the motion.

APPEARANCES (Moved in the Agenda to accommodate those present.)

Mr. Maccoux distributed reports and provided a Presentation of the 2018 Financial Audit Report: Schenck, S.C. The expressed opinion, with changes in accounting practices regarding employee benefits, concluded the City complied with all required practices. There were no issues with the City's internal control structure. The General Fund increased, revenues were over budget, and expenses were under budget. The audit went very well. Finance Director Houtakker pointed out that the report shows the Fund Balance is where it should be.

NEW BUSINESS

Finance Director Houtakker provided the Monthly Financial Report, through July, 2019. Revenues are up and Fund Balance use will be paid back. Building Maintenance is an issue and will be over budget at City Hall and the Community Center; the Library is in good shape. The Recycling Rebate continues to go down. Permit revenues are up, mostly related to TDS undergrounding work. Interest income is up; Legal Retainer expense is down. Most General Fund expenses are where they should be year-to-date. Library wages were corrected to the proper accounts. Resident water and sewer utility usage has reduced with conservation efforts.

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

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated August 2 through August 15, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:54 p.m.)

Joan Andrusz  
City Clerk