

FINANCE AND PERSONNEL COMMITTEE MINUTES  
September 7, 2021

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Council President Thomas at 6:00 p.m.

Present: Council President Kathy Thomas and Alderperson Doug Wood

Excused: Mayor Mary K. O'Connor

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Police Chief Brian Chaney Austin, City Planner Doug Plowman, Parks & Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Council President Thomas to approve the Minutes of the August 2, 2021 Finance & Personnel Committee meeting, was carried.

APPEARANCES and UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

City Administrator Gadow reported the following was approved by the School District and Cottage Grove Village Board. Police Chief Chaney Austen reported he and the Cottage Grove Chief did extensive work on the SRO program. He also spent time communicating with multiple individuals and entities, including the School Board, committee members, and members of the public. He fully supports the MOU. Council President Thomas questioned whether the duties were modified to meet today's needs. Police Chief Chaney Austen responded they were; the role of the SRO as a resource is highlighted well over enforcement.

Alder Wood stated he is glad the disciplinary role is reduced but questioned the exception if requested by the District. Police Chief Chaney Austen responded he didn't want to limit the resources the Officer may provide; they may have more information that could help with a situation. Most cases will be handled by the school but the Department will be a partner. Alder Wood stated citations were written for all offences in the past. Police Chief Chaney Austen responded all contacts are not to result in a law enforcement consequence and all will involve school staff. He wants to limit the amount of enforcement; a new policy was written.

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2507 Approval of a Three-Year Police School Resource Officer Agreement Between the City of Monona, the Monona Grove School District, and the Village of Cottage Grove. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported that as the contractor got further into the Stone Bridge Park reconstruction, it was discovered that the Pagoda was in worse shape than previously known. The Pagoda reconstruction part of the contract should be removed. The current structure should be removed and a plan made for future reconstruction. City Planner Plowman agrees; the engineer's opinion was that roof

removal will destroy the whole structure. Repair would be only patching that wouldn't be structurally or aesthetically sound. Alder Wood questioned whether damage was caused by park construction. City Planner Plowman responded it wasn't; the closer look that construction allowed exposed the challenges. Alder Wood stated it's not surprising that a 120-year-old structure is at the end of its life.

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2508 Terminating Contract for Springhaven Pagoda Roof Replacement, was carried.

Finance Director Houtakker reported the Mass Transit Commission received two bids for bus service; three were received in the previous search. First Student came in almost \$800,000 less over a 5-year contract. The Commission approved it but wanted an explanation of their DEI training for the meeting on September 15; they will then officially approve the contract. The buses will be used vehicles, with one new one rotated in. The Commission is satisfied with First Student's performance overall; past issues have been resolved.

Alder Wood stated Madison Metro is overhauling their system by 2023; the City should consider reaching out now for services like transfers and stops. Finance Director Houtakker reported he met with them two years ago and the quote for Monona Drive stops was \$120,000 more than the transit levy. He and City Administrator Gadow will meet with the new director. Madison would stop on Broadway and Monona Drive and have lift services as well; they would get Monona's state aid portion and fares. Council President Thomas stated a 22% contract increase seems high. Finance Director Houtakker agrees it is higher than usual. The \$20,000 to \$25,000 increase this year will be partially covered by state transportation aid. COVID-19 has reduced riders from 25 to 30 per day to the current 8 to 10 per day.

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2510 Awarding a Five-Year Contract for City Transit Services to First Student, Inc. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reported the Utility Billing Clerk's last day is Thursday and he wants to increase the position to full-time. It was originally full-time, was reduced to 25 hours per week, then increased over the years as duties increased. Now there is monthly billing along with a need for back-up for the front counter and increased election work. This position is paid by utilities so doesn't increase the levy. Front counter staff helps with the utility so the funding balances out. He had already planned to request this change at budget time for next year.

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2511 Authorizing Increasing the Water Utility Billing Clerk Position to Full-Time. On a roll call vote, all members voted in favor of the motion.

Recreation Director Anderson reported asphalt is needed on the existing path that is gravel because of the Lagoon dredging. Finance Director Houtakker reported funds will be used from two other completed projects. Alder Wood questioned whether the rest of the path would be done in the future. Recreation Director Anderson responded it would; perhaps as part of the Public Safety building plan.

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2512 Amending the Capital Budget for Winnequah Park Paved Path. On a roll call vote, all members voted in favor of the motion.

A motion by Alder Wood, seconded by Council President Thomas to Convene in Closed Session under Wisconsin Statute 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 (Full-Time Parks and Recreation Position). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder Wood, seconded by Council President Thomas to approve Resolution 21-9-2509 Authorizing a Full-Time Parks and Recreation Position. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed the Financial Report through July 31, 2021, including COVID-19's effects and savings. There is a small loss in the General Fund. Revenue from alcohol licenses, including Operators, has decreased; there are four liquor licenses available. Revenue from permits has increased but court penalties have decreased due to fewer tickets issued. Fire Protection and Interest Income is down. There have been savings in Elections, with only two this year, IT, and in Police and Fire Department wages. Building Maintenance and Repair expenses have increased. Recreation revenue is covering expenses. Swimming Pool revenues will be finalized in August; it has been one of the best years on record. The Ambulance Fund is of concern. There have been fewer runs so a shortfall is projected. In Hotel Tax the Airbnb revenues have increased and are higher than hotels.

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

A motion by Alder Wood, seconded by Council President Thomas to Accept General Fund Accounts Payable Checks Dated July 30 through September 2, 2021, was carried.

A motion by Alder Wood, seconded by Council President Thomas to adjourn, was carried. (6:56 p.m.)

Joan Andrusz  
City Clerk