

MONONA COMMITTEE OF THE WHOLE MINUTES  
Review of 2013 Capital Budget  
September 12, 2012

The special Committee of the Whole meeting of the Monona City Council was called to order by Mayor Miller at 6:06 p.m.

Present: Mayor Robert Miller, Alderpersons Mary O'Connor, Brian Holmquist, Kathryn Thomas, Jim Busse, Doug Wood, and Chad Speight

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Cable Coordinator Andrew Hagen, Library Director Erick Plumb, Police Chief Walter Ostrenga, Fire Chief Scott Sullivan, Project Manager Janine Glaeser, Recreation Director Jake Anderson, Public Works Director Dan Stephany, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLIGENCE

COUNCIL REVIEW AND DISCUSSION OF 2013 CAPITAL BUDGET

Mayor Miller provided information on the Committee of the Whole process, a schedule for presentations, and that additional background information on projects has been distributed to members. Staff was directed to reduce this budget by at least \$1 million, with line by line justification. He was proud of staff's willingness and flexibility. City Administrator Marsh reported the TIF information meeting with Jeff Belongia and Gary Becker will be at 6:00 p.m. on October 15 prior to the Finance & Personnel Committee meeting. Food will be provided.

Finance Director Houtakker reviewed budget booklet information along with a slide presentation, including the City's debt limit, current debt, payments over the next 7 years, and potential borrowing for 1 year of Capital borrowing, a large portion of which is Monona Drive. Major items were listed. Water utility needs were reviewed, including rate increases and the loss of a major customer in 2014. Mayor Miller wants commercial increases investigated because residential customers took most of the 2011 increase. The balance of public fire revenues between residential and commercial was changed. Sewer utility losses were reviewed, also the result of losing the largest customer. Stormwater projects were reviewed.

Mayor Miller's changes to the Capital budget, resulting in \$1.5 million in savings, approved by committees, were reviewed. The TIF repayment schedule was discussed along with the suggestion of going to a longer repayment schedule to reduce borrowing. City Administrator Marsh stated the City is allowed to expand the number of years TIF's are paid out so users of the projects can take part in payment.

Finance Director Houtakker answered member's questions. 25% to 35% of the entire budget is used for debt service and the City normally pays off what's been borrowed. Monona Drive added \$1 million to \$2 million. A 1% increase in the tax levy equals \$50,000 per year. Higher water bills may increase conservation, and along with the end of draught conditions will affect revenue. Jeff Belongia may be able to predict interest rate increases, and the resulting costs. Debt payoff includes TIF. Water increases are due to Monona Drive and other infrastructure, including 1.2 miles of road improvements yearly and replacing cast iron piping. Members request a balance sheet showing past debt, what has been spent and not spent in the past, and how the funds were used.

The larger debt payment increases between 2016 and 2017 are due to large TIF payments coming due. Build America Bonds for TIF 4 Monona Drive funding are in 2017-2019 with borrowing from TIF 2 in 2017 and 2018. Members request a breakdown of General Funds, debt, and TIF, as well as a report of retired debt. City Administrator Marsh reported this cycle of street maintenance will last 30 to 40 years and when completed in 10 to 11 years will leave room to pay down debt. Members request an estimate of this calculation and copies of Finance Director Houtakker's presentation.

Cable Coordinator Hagen reported on a remote switcher to change between cameras that will be transported to locations for use. A new field camera is bigger, gives better picture quality, and downloads to a memory disk, reducing processing time. Studio and field monitors were cut from this request. Mayor Miller explained that funding is subsidized through cable fees and is not borrowed for, but should be part of this discussion.

Library Director Plumb reported on the second phase of the 2-phase auto-check-in and sorting equipment, which would go live in the spring of 2013. Dane County pays the bulk of the cost.

Police Chief Ostrenga reported the need to replace 20 10-year-old portable radios, 5 at a time. Parts are no longer made for the current equipment. One squad laptop and one Taser are requested. \$70,000 in equipment, along with dispatch chairs and a canopy to protect cars was removed from this budget and will be requested in future years. No squad replacement is requested.

Emergency Communications is requesting a LaserJet printer to replace one from 2004 and a fax machine. A dispatch computer, filing cabinets, chairs, and a copy machine were removed and funds were saved on consoles.

Mayor Miller stated he is convinced of the need for a fire command vehicle, but a compromise was reached by waiting for the final equalized values. It will be in the budget but on hold until August 15, 2013.

Fire Chief Sullivan reported on the need for a dashboard video recorder camera like those used in police squad cars. This will record what happened at the scene, may help identify an arson suspect, and be used for training. The cost may be reduced from the requested amount. A command vehicle will provide space for fire suppression equipment for use in parking garages and marsh fires, as well as additional radios, equipment, and a board to hold the second of two name tags all personnel carry to a scene. Of the two vehicles in current use, one is too old for emergency use and the other too small for fire suppression equipment. They will remain in use for training travel and other needs.

Members discussed the possible use of TIF funds for the command vehicle for use in underground parking facilities. City Administrator Marsh will ask the financial consultant. A list of current fire department vehicles was requested. Re-purposing a truck for this costs \$10,000. A fund raiser or help from businesses may be considered for funding. Use of compressed natural gas was discussed.

Fire Chief Sullivan reported on EMS Department furniture replacement in the radio room and offices.

Project Coordinator Glaeser reviewed items CVMIC recommended because of safety issues and building maintenance, including shelving, paint, and furniture. Grants for LED lighting retrofitting as well as savings realized will be researched. City Administrator Marsh reported \$50,000 in building rehabilitation was cut to phase in LED lighting. The Library door entry upgrades are a continuation from last year.

City Administrator Marsh discussed Fire Department stairway and weight room facility issues. Mayor Miller questioned whether the numerous area health clubs with \$10 per month memberships might be

more cost effective. Fire Chief Sullivan stated having fitness equipment in-house means an engine won't have to be parked at a health club. Volunteers use these facilities as well as the outdoor patio, which is used often and year-round. Having 5 staff in-house has increased this use.

Recreation Director Anderson reported he cut \$158,000 from his budget and the Mayor cut an additional \$95,000. Fireman's Park shelter funds were taken from Oneida Park. \$435,000 is for the total cost including parking and the access road. The Plan Commission move of the restroom and shelter added \$20,000 to the cost for moving water and sewer laterals. Changing the roof saved some funds. The shelter, improvements, and the parking lot were discussed. Building this shelter at the same time as Oneida may result in cost savings and draw larger construction firms.

Finance Director Houtakker discussed fund shifting due to higher costs and the need to use funds for Monona Drive right-of-way purchases.

Alder Speight stated the continued unrealistic cost cutting of projects is keeping bidders away.

Alder Wood provided additional information on the Woodland Park Management Plan which will be followed for 10 years. Diseased tree removals, invasive plant control, and prescribed burns will continue. Use of volunteers will be included in the grant for this restoration and saves thousands of dollars per year. There is a cap of \$25,000 for volunteer labor and \$22,000 for materials. The focus was on the front of the park, now work is moving to the back. A candlelight event was popular but parking was problematic. Work had begun on an agreement with David's Jamaican Restaurant, but access has been found from Bjelde Lane. Parking lots are not eligible for TIF funds, but an agreement may be reached with the contractor. Permeable surface was discussed, but it is very costly to dig down far enough to drainable soil. Impact fees can only be used for bricks and mortar.

Recreation Director Anderson reported the DNR denied the request for rip rap to deal with erosion control along the lagoon. Residents are upset at the lack of action. Now the request is for bio-engineered shoreline stabilization.

Recreation Director Anderson stated he will pursue updates to the Community Center in future budgets, as rentals have declined, and asks for Council direction for future plans. Mayor Miller would like this discussed in the future. Alder Wood requests the facilities study be brought to the Council for review.

The swimming pool requires a new pump, painting after 5 seasons, and more furniture. A lane line was removed from the request; the reels were repaired and funds will be requested from the swim team. Revenues were discussed as well as staff coverage for mechanical issues.

Public Works Director Stephany reported cast iron water main and curb and gutter replacement that is planned for the next 3 years will be held until 2015 when Monona Drive is complete. Then replacements would be caught up. Lining has been done where possible to save substantial costs. Budget cuts were reviewed including demolition of fuel tanks, reduced tree replacements, bike path at South Towne, parking lot maintenance, Public Works cold storage, dump truck, mower, boom truck, pick-up truck, and other projects. Cost savings if cold storage is built was discussed.

Public Works Director Stephany reviewed his requests line by line. Costs of Monona Drive and the engineer supervision were discussed. The Focus on Energy grant will return some of the costs of the Well #2. Cops Avenue costs were shifted from street maintenance. Finance Director Houtakker will change the budget to reflect this, as it is in TIF 6. It has been 25 years since Well #1 was last up-graded and 40 feet will be added. Phase II of the Scada system will be completed from the current Phase I. A

demonstration will be given to the Council to show what this equipment will do. It reduces overtime, as work can be done or started from home.

Cove Circle channel design is complete and includes replacement of a corroded main. This needs to be done before it erodes completely. Grant paperwork is in process. Royal Avenue asphalt marking needs correction. Water meter replacements to remote readers are in year 6 of a 7-year program, with 75% changed out. These could go to smart meters in the future, with enhanced leak detection that can be done from the office, and allow for advanced warnings to residents of usage spikes. Well #2 expansion was recommended in the 2005 water audit. Chemical room engineering will give preliminary estimates of the cost to move chemicals out of the pump room where fumes are corroding equipment. Annual parking lot maintenance has not been kept up and is a new item. This includes the City campus and parks. Lining of culvert-type mains needs to be done, and grant funds are available. The Wyldhaven Park hand-constructed stormwater catch basin needs rebuilding as the road has sunk around it. Public Works staff can fix this temporarily, but this must be repaired. City Administrator Marsh stated washouts to the lake continue and are a possible liability.

Sidewalk maintenance has been cut but is still needed annually as are right-of-way tree replacements. The tree inventory shows 162 ash trees which are susceptible to the emerald ash borer; removal would be covered in this budget within annual maintenance.

Mayor Miller reported draught affected trees in Monona Drive Phase I are under warranty. City Administrator Marsh reported the City of Madison will not be replacing trees in the Bridge Road/Broadway medians.

Public Works Director Stephany discussed and distributed a new budget request for cast iron water main replacement on Broadway, which was revealed in a water main break. Doing this at the same time as a Madison Metropolitan Sewerage District project in the area saves almost \$400,000. Engineering and construction of Phase I, which is 200 feet from the UW Clinic driveway, is requested. Phase II would be west of that. This will be reviewed by the Public Works Committee in October.

City Administrator Marsh reported the City would replace the curb and gutter on the north side only and the rest would be backfilled up to the roadbed. MMSD has to re-do the road. Other projects would be pushed back to fund this. It would be TIF 6 and 8 eligible. A map will be available for the next meeting. Mayor Miller stated this is a very thick roadbed with multiple breaks, the area needs repair, and this would be an opportunity for cost savings. The area includes the Bridge Road/Broadway intersection. Finance Director Houtakker reported Belle Isle and Pheasant Hill Road projects cost approximately \$2 million and showed costs of past street projects.

Public Works Director Stephany reported the cost of a boom truck used for tree trimming, Christmas décor, and banners will be reduced by purchasing a used vehicle. Trade-in of the current vehicle, which frequently breaks down, could be \$8,000 to \$12,000. City Administrator Marsh stated an amount could be approved “not to exceed” a dollar limit, and then the trade-in funds could be used for other items. Members discussed allocating the higher amount now, or changing the amounts by plus or minus \$3,000, or adding footnotes that the trade-in amounts are “other revenues” and City Administrator Marsh could approve their use.

Public Works Director Stephany reported a computer program is used to keep track of equipment repairs. Mayor Miller requests a report from this software for Council review. A Ford Taurus will be replaced with a pick-up truck to ease travel through construction zones. There is only enough in the budget to purchase an older, high mileage vehicle. \$15,000 is desired to get a better option. A mower is priced using a trade-in, and a smaller mower was eliminated.

City Administrator Marsh reported on the Senior Center Capital Budget because Senior Center Director Diane Mikelbank was unable to attend. Drinking fountain funds will be shifted to building funds. A copy machine is requested.

City Administrator Marsh reported the Administration budget will be adjusted if funds for hardware and software upgrades throughout all departments in are not all spent.

City Administrator Marsh reported that due to the requirement of a certain number of days between readings prior to approval of TID 8, the next Finance & Personnel Committee meeting will be at 6:30 p.m. on Tuesday, September 25, followed by the City Council meeting at 7:30 p.m. The next Council meeting would be only 5 days later, so that will be cancelled and only one meeting will be held in October. Staff will be meeting with Mayor Miller in time to set the dates for Committee of the Whole meeting(s) on the Operating Budget in October.

#### ADJOURNMENT

A motion by Alder Speight, seconded by Alder Holmquist to adjourn, was carried. (9:26 p.m.)

Joan Andrusz  
City Clerk