

FINANCE AND PERSONNEL COMMITTEE MINUTES
JULY 20, 2009

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Alderman Thomas at 6:05 p.m.

Present: Aldermen Kathryn Thomas and Douglas Wood

Excused: Mayor Robb Kahl

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, Police Chief Walter Ostrenga, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Wood, seconded by Alderman Thomas, to approve the minutes of June 1, 2009, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

A motion by Alderman Wood, seconded by Alderman 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 (Terms of Employment for Senior Center Director), was carried.

Upon reconvening in Open Session:

A motion by Alderman Wood, seconded by Alderman Thomas to approve Resolution 09-07-1640 Terms of Employment for Senior Center Director. On a roll call vote, all members voted in favor of the motion.

Alderman Wood reported the Public Safety Commission approved a three year contract for the School Liaison Officer, which is the same as the current one year contract.

A motion by Alderman Wood, seconded by Alderman Thomas to approve Resolution 09-07-1637 Approval Of Contract with the Monona Grove School District for the Police School Liaison Officer. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga reported that Sergeant Losby and City Attorney Cole examined the current penalty schedule. The revisions give the Municipal Judge a range of penalties to choose from, and increased fines to be in line with area municipalities. Alderman Wood reported the Public Safety Commission approved the changes in May.

A motion by Alderman Wood, seconded by Alderman Thomas to approve Ordinance 07-09-596 Amending Section 1-1-7 of the Code of Ordinances to Increase the Penalty Range for Violations of the Code of Ordinances and to Set a New Master Law Enforcement Deposit Schedule, was carried.

City Administrator Marsh provided information on undergrounding power lines on Monona Drive, stating the proposed Agreement includes a 20% cost contingency and breaks the project into two sections (Femrite Drive to Panther Trail and Panther Trail to Nichols Road) and allows examination of costs before proceeding with the second section.

A motion by Alderman Wood, seconded by Alderman Thomas to approve Resolution 09-07-1639 Electric Distribution Facilities Relocation Agreement between MG&E and City of Monona for the Undergrounding of Overhead Lines on Monona Drive, amended to include language from section 2.g. of page 2 of the Agreement. On a roll call vote, all members voted in favor of the motion.

A motion by Alderman Wood, seconded by Alderman Thomas to accept General Fund Accounts Payable Checks Dated May 29; June 1, 2, 4, 11, 15, 18, 25, and 30; and July 2, 9, and 16, 2009, was carried.

MISCELLANEOUS BUSINESS

Finance Director Houtakker provided a 2009 Budget Update. A \$75,000 shortfall resulted from the large decrease in interest income and decreased Recreation Department and building permit revenues. To counteract this shortfall, a hiring freeze is imposed (a Dispatcher won't be replaced). The Public Works crew will be working on the water utility, there is an overtime and travel freeze, the Planning Intern won't be re-instated for the last three months of this year, and Public Works and Recreation Department seasonal worker's positions will end early.

City Administrator Marsh referenced his memo regarding a furlough day set for September 4 for all departments except Fire, with Police staff each taking staggered shifts off to maintain coverage. Buildings will be shut down for energy savings. He will reassign some of the City Planner's work. Staff salaries may be charged to the Monona Drive TIF due to the large number of hours devoted to the project. This situation will be reexamined periodically, and additional furlough days may be considered. Every effort is being made to avoid service cuts to residents. After discussion, Alderman Wood asks that the City Council be informed of progress and any further actions.

Finance Director Houtakker provided a 2010 Budget Update, stating Mayor Kahl requested four budgets: 0%, 1%, 2%, and 3%. Police and Fire will have no cuts due the "maintenance of effort" requirements. The overall levy increase will be \$438,000 and a 3% levy limit is \$157,000.

Finance Director Houtakker provided information on the Monthly Financial Report as of June 30, 2009, discussing revenues of several departments.

A motion by Alderman Wood, seconded by Alderman Thomas to accept the Monthly Financial Report, was carried.

City Administrator Marsh discussed the Update of Personnel Policy Manual, reporting he has received no comments from committee members. CVMIC is updating the harassment policy to take into account a new State law that includes contracted employees and volunteers. The goal is to complete this document this fiscal year.

Finance Director Houtakker reported the committee input into the Capital Budget is complete, and he will receive health insurance cost estimates for a contract renewal from WPS by early September.

ADJOURNMENT

A motion by Alderman Wood, seconded by Alderman Thomas to adjourn, was carried. (6:55 p.m.)

Joan Andrusz
City Clerk