

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES
REVIEW OF 2020-2024 CAPITAL IMPROVEMENTS PROGRAM AND
2020 CAPITAL BUDGET BORROWING
September 25, 2019

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor O'Connor at 5:49 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Jennifer Kuhr, Molly Grupe, Doug Wood, and Andrew Kitslaar

Excused: Alderperson Nancy Moore

Absent: Alderperson Kathy Thomas

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Media Director Will Nimmow, Police Chief Wally Ostrenga, Lt. Sara Deuman, Lt. Curt Wiegel, Library Director Ryan Claringbole, Public Works Director Dan Stephany, Project Manager/GIS Specialist Brad Bruun, and Director of Administrative Services Leah Kimmell

Finance Director Houtakker presented an overview of the capital borrowing. He explained that the goal of this year's plan was to limit borrowing to \$2 million–\$2.5 million in order to keep costs down for a possible new public safety facility, as well as for any future TIF projects, future capital projects, or emergency spending. Director Houtakker also reviewed the projects which were removed or moved from the 2020 budget. Two projects were added: an anti-idling pilot for a police cruiser and a pedestrian flash beacon for the Schluter Beach area.

Media Director Will Nimmow reviewed his capital requests:

- \$4,500 for a new production computer for video editing
- \$2,000 for updates to the audio production computer equipment
- \$1,000 for various studio equipment like cables, microphone stands, and clips
- \$3,000 for a video switcher in order to replace it before it fails.
- \$5,000 for a replacement field camera. The current cameras are all 6 years old and showing wear. (He highlighted the duct tape patching on the camera in the room.) Director Nimmow will be rotating replacements into the next several budgets in order to get them onto a replacement schedule. Director Nimmow added that the school district also contributes to some new equipment purchases.

Police Chief Wally Ostrenga presented his capital requests. Lt. Deuman and Lt. Wiegel were also in attendance to answer questions.

- \$55,000 for the purchase of one new police cruiser, plus equipment for the new squad: \$6,250 for squad video, \$13,750 for 3 radios (2 for the new squad and one for an administrative vehicle), \$6,250 for a squad laptop and components, and \$3,000 for a squad radar unit. Chief Ostrenga stated that the standard life span of a patrol car is 4–5 years and 100,000 miles. The new squad will be a hybrid vehicle and will take six months from its order date before its ready for service.
- \$5,700 for the replacement of two (2) TASERs. This is a standard replacement; the department replaces TASERs on a continuous cycle with each TASER replaced after 7–10 years.
- \$21,662 for the replacement of three (3) portable radios plus a fourth for a spare.

For the dispatch center, the department requests:

- \$20,000 to upgrade the records management system. This system is used by the MPSIS multijurisdictional group of Monona, Fitchburg, Middleton, Sun Prairie, and Verona and must be

replaced by 2021 in order to comply with the FBI's mandate that all agencies must switch to incident-based crime reporting.

- \$105,000 to upgrade the VHF radio system used primarily by the fire and public works departments. This system hasn't been updated in 25 years. Funds which were budgeted in 2019 to upgrade the phone line wire connections from copper to microwave haven't yet been spent until a commitment for this project to replace the entire system is received. The project is currently being planned to be completed over 3 years, but doing the project all in one year would result in a \$22,000 savings.
- \$16,000 to replace some of the older analog cameras throughout the city. The city currently has over 50 cameras at various locations, and 14 of those cameras are analog versions which must be phased out over the next few years. Each camera costs \$1,500-\$1,900 to replace.

Library Director Ryan Claringbole presented his capital budget requests:

- \$19,115 to replace three (3) self-check machines. Tech support is no longer available for the current machines. A new vendor, Envisionware, will be used for the new machines.
- \$3,500 to make three (3) restrooms gender-neutral. Director Claringbole stated this is in response to safety concerns (locks were recently added to address safety), as well as the library's desire to remain on top of current trends where we are seeing gender-neutral restrooms more commonly. New countertops and another baby-changing station will also be added.
- \$12,224 to replace furniture. Director Claringbole stated that he is looking to replace 18 chairs which are original to the library's addition (which is now 17 years old). A survey of patrons was solicited for the Library's strategic planning process and revealed that the number one response to how to improve the facility was to replace the old seating.

Alder Wood clarified, and Director Houtakker confirmed, that the restrooms and furniture replacement projects will be funded from the Library's fund balance. This will leave \$115,000 in the Library's fund balance after these purchases. The Library's policy is to have 10% of its operating budget in fund balance at all times.

Public Works Director Dan Stephany presented his capital budget requests:

- \$434,000 for the reconstruction of Monona Drive, from Broadway to the Beltline. This project is a 50/50 cost share with Dane County, and the \$434,000 is the City's share. The reconstruction will include the Monona Drive / Broadway intersection.
- \$733,000 for the replacement of the Pirate Island bridge. \$679,000 of the total cost of this project is eligible for grant funding.
- \$1,746,300 for the reconstruction of McKenna Road from Dean Avenue to just south of the 5-way intersection at Greenway Road. This project has been on hold since 2016. A public information meeting is scheduled for October 22, and notices of this meeting have been sent to the affected residents.
- \$20,000 for South Winnequah Road engineering. This project is being pushed back one year, but this funding is being requested to research the suggestion of making South Winnequah Road a one-way street, as well as for meetings and communication with the engineers and possible changes to the project design.
- \$58,000 for street maintenance and repair. Director Stephany stated that, due to budget constraints this year, he has requested far less for 2020 road repair than his usual \$300,000 request, but will return to a \$300,000 request for 2021.
- \$75,000 for the removal of ash trees in the street right-of-ways. Director Stephany stated that ash trees were hit hard this year by the Emerald Ash Borer. There are currently 147 ash trees that are ready for removal right now, and we'll see more next year. Director Stephany estimates we can remove 75-100 trees for this amount; cost per tree is based on the size of the tree. A similar funding request will come in 2021 as the ash trees continue to die.

- \$25,000 for the replacement of right-of-way trees. Director Stephany stated that he's keeping this budget line item at \$25,000 for now, but we won't be able to keep up with replacing the ash trees that we remove with this amount of funding. He believes we should see what our landscape looks like in 2021 and 2022 and then have the Council decide how they want to proceed with funding the replacement of ash trees. The cost of a single right-of-way tree is \$250–\$850, depending on the species, size, and quantity purchased, as well as whether the planting is contracted or completed by our staff. The Mayor and City Administrator are working on a policy to allow donations for the purchase of new trees. Alder Kitslaar also discussed the possibility of saving money by purchasing and planting very small trees in park spaces like Ahuska, Three Meadows, Waterman, etc. to grow bigger until they're replanted in right-of-ways.
- \$14,000 for a rapid-flash beacon on Winnequah Road at Schluter Beach. Director Stephany explained this equipment will be solar-powered and operate like the one in front of City Hall. Alder Grupe asked how it is determined where these will be placed. Director Stephany explained that it's determined by hazard. Alder Kitslaar asked about a parking restriction in this area, on the curve of Winnequah Road near Monona Motors. Director Stephany stated that the Public Works Committee has looked at this exact area several times and has not recommended a stop sign or parking restrictions, but this area would be a good place for a speed table. Speed tables, however, are expensive at \$30,000–\$40,000 for the construction of one.
- \$50,000 for the painting of the white water tower. Director Stephany said that it's critical to do this project now because waiting any longer will result in needing to sandblast the tower before painting. The inside of the tower was painted a few years ago and paid for by the cell phone companies whose equipment caused damage to the tower.
- \$311,000 for upgrading half of the City's water meters in 2020 (the other half in 2021) to a smart meter system in which residents can monitor their water usage and detect leaks in real time. This upgrade will result in an annual increase to the operating budget of \$10,192. However, Director Stephany believes this expense will be offset by the ability to catch leaks much sooner and the elimination of staff time needed to read the meters.
- \$139,100 for contracted meter installation and cross connection survey. The installation of the new meters would be contracted. The last time the City upgraded its meters, staff did the installations and the project took 8 years to complete. The DNR requires that a survey for cross connections be done every 10 years, so this survey would be done at the same time as the new meter installations.
- \$130,000 for final engineering to Gateway Green storm main improvements. The storm main in this area on Gateway Green is too small for the amount of storm water flowing to this area, resulting in street flooding, as well as flooding on private property. This project would upsize and replace the main that runs between Gateway Green and Sylvan Lane, then use the existing curb and gutter on Sylvan Lane to move the water out to Pirate Island. Construction of this project would occur in 2021.
- \$100,000 for Reach 64 engineering. This is phase 1 of the Reach 64 improvements which focuses on Stonebridge Park and engineering systems to treat stormwater before it goes into the lake.
- \$9,000 for Reach 64 grant application assistance. Alder Kitslaar suggested that the Public Works Committee consider a joint meeting with the Parks and Recreation Board to help them understand Reach 64 and the potential impacts it will have on our parks. Alder Kuhr requested that the Landmarks Commission also be included in any future meetings.
- \$30,000 for annual storm main repairs. This money is used for repairing or replacing corrugated metal pipes, catch basins, and manholes.
- \$588,500 for replacement of sanitary sewer interceptor on Industrial Drive. Madison is leading this project, but Monona is responsible for 70% of the cost of replacement since we use 70% of the pipe's capacity. Replacement is necessary because the pipe is in poor shape with a lot of I/I. The project was bid in 2018 and came in significantly over budget, so Madison will rebid the project for 2020. Once replaced, MMSD will take over the pipe.

- \$18,000 for the replacement of switch controllers on six (6) generators. This is a proactive project to replace these switches due to industry failures of that controller. Director Stephany suggests it's better to proactively replace the controllers rather than wait for them to fail with the risk of fire.
- \$50,000 for sewer main improvements. A study to identify areas of I/I in our sewer mains was previously conducted. This project will fund engineering to target repairs or replacements to the first areas of mains which are in the worst condition based on the findings of the study.
- \$25,000 for sanitary sewer repairs. This is an annual project to fund emergency repairs.
- \$51,200 for the replacement of a John Deere tractor. Our current 2007 model is undersized for what we need and can't handle heavy loads. Staff would like to replace it with a mini loader which can better navigate smaller spaces and better handle heavier loads. The main use of this equipment will be for snow removal at the new riverfront development, since the angled parking spaces have no snow storage capacity. Alder Wood asked if Director Stephany has budgeted too tightly, based on the trade-in value of the current 2007 model. Director Stephany said the trade-in value is a hard number, and he added 3% to the quoted price for budget purchases. Alder Kitslaar asked if there are any hybrid vehicles available. Director Stephany replied that they are not yet seeing hybrid alternatives in this class of vehicles.
- \$6,500 for the purchase of a sewer camera. Right now, the crew rents a camera when they need to use one, 6-8 times per year. Director Stephany said the rental cost is \$100-\$150 plus travel time for each rental. At this rate, the cost of the camera purchase would be recouped in 2-3 years.

Project Manager Brad Bruun presented the capital budget requests for building improvements:

- \$282,000 to complete phase 2 of HVAC improvements at the Library, City Hall, and Community Center. This includes software replacement for the HVAC system controls at all 3 buildings. The new software will bring all 3 buildings onto the same software interface and allow changes to the system to be made remotely. Phase 2 will also include the replacement of a rooftop unit at the Library which is currently operating at only 71% of its capacity. Two other necessary projects include duct cleaning and the addition of a commercial-sized hot water heater. Budgets will be reviewed after final invoices are received for this year's projects to determine whether these two projects can be done this year with unspent 2019 funds.
- \$35,000 to replace the fluorescent lighting at the Public Works Garage with LED lights. The garage is the last of the City buildings to receive a lighting upgrade to LED.

Administrative Services Director Leah Kimmell presented the capital budget request for IT equipment (included in the Administration budget):

- Upgrades or replacements for all computers currently running Windows 7, since Windows 7 will no longer be supported beginning in January 2020.
- Upgrades to 6 public computers at the Library. All of the Library's public computers will now be included on the City's master computer replacement schedule to ensure that those replacements are happening regularly.
- A new printer/copier/scanner for the Library.
- Several additional phones for the Parks and Recreation department in order to handle the increased summer call volume.
- A projector for the City Hall conference room.
- A new switch for the Municipal Room.
- The total for all of these requests is \$31,610 for 2020.

Also in the Administration budget, City Administrator Bryan Gadow presented a request for \$5,000 for a pilot program to retrofit one police cruiser with an anti-idle management system.

Mayor O'Connor asked if there were any additional questions or comments from the Council. Alder Grupe stated that the Senior Center is very pressed for space since Main Hall at the Community Center has limited availability for programming in order to accommodate afterschool care and summer camps for children. The Senior Center is looking for accessible community spaces in which to hold classes and she requests that anyone with available community spaces contact the Senior Center. She also requests that future conversations regarding reallocation of spaces be more global in nature and include all affected departments.

Alder Wood noted that office furniture for the police department was removed from the capital budget in anticipation of a new public safety building in the future. He suggested that the City check SWAP for furniture that can be used in the interim.

Finance Director Houtakker requested that any budget amendments be forwarded to him by Oct. 2 for inclusion in the Oct. 7 meeting packet.

A motion by Alder Wood, seconded by Alder Kitslaar to close the Committee of the Whole, was carried. (8:15 p.m.)

Leah Kimmell
Director of Administrative Services