

FINANCE AND PERSONNEL COMMITTEE MINUTES  
September 25, 2023

The special meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 1:35 p.m.

Present: Mayor Mary K. O'Connor, Alder Patrick DePula, Alder Doug Wood (via Zoom)

Also Present: City Administrator Neil Stechschulte, Finance Director Marc Houtakker, Library Director Ryan Claringbole, Parks & Recreation Assistant Director Missy Miller, Media Director Will Nimmow, Police Chief Brian Chaney, Planning and Community Development Director Doug Plowman, Fire Chief Jerry McMullen, Administrative Services Director Leah Kimmell

Appearances

There were no Appearances.

Department Requests for Future Staff Positions

1. Finance Director Houtakker presented a summary of department requests for future staff positions. The summary showed \$810,341 in non-public safety staff positions and \$1,152,278 in public safety staff positions.
2. Library Director Claringbole said that his biggest staffing challenges are adequate staffing on the weekends and staffing the library's lower level in some capacity. He presented his request as follows:
  - 0.70 FTE Tween/Teen Librarian. This position would allow the Youth Services Coordinator, who currently also does tween/teen programming, to spend more of her time on higher-level analysis of the department. A Tween/Teen Librarian would provide more programming for this age level, especially on the weekends and after school, as well as help to staff the youth services desk during open hours.
  - 0.50 FTE Reference Assistant. Currently, library assistants (LAs) assist patrons. However, LAs don't have the time for the professional development to allow them to effectively answer the wide range of questions presented at the reference desk. A Reference Assistant could dedicate their time to patron requests and questions and also assist with adult programming.
  - An increase in hours for the current Youth Services Library Assistant position from 12 to 20 hours per week to assist with early childhood programs, desk staffing, and purchasing.
3. Assistant Parks & Recreation Director Missy Miller presented her request as follows:
  - 2.0 FTE Parks Laborers. These positions would allow the Director to spend more time in the office (as opposed to working in the field), as well as provide more maintenance time for San Damiano and Grand Crossing Parks, along with more staff to complete tasks that full-time staff now currently do, like field lining and ice making.
  - 1.0 FTE Office Assistant/Marketing Manager. Office coverage is challenging now, as full-time staff must rotate office time with the need to be on site at programs. Moving the afterschool and camp programs to Maywood School will increase this challenge, as those staff will be in a different building and unable to also staff the office. This position could also handle the publicity of programs and events to help alleviate the workloads of other full-time staff.

4. Media Director Will Nimmow presented his request as follows:

- 1.0 FTE Radio Programming and Volunteer Manager. While volunteers create the shows for WVMO, an hourly part-time staff member is needed to service and coordinate those volunteers, as well as do the daily programming of the station. This position would dedicate a full-time staff member to WVMO and allow that person to also take over the radio software tasks that only the Director can currently do. With the addition of this position, office space at City Hall will be needed for the Media Director, as most of his work at City Hall is now done from the radio station.
- Part-time Community Support Specialist 15 hours/week. This position would assist with the recording of City events, allowing the Multimedia Content Producer to be more productive in his role if he doesn't have to spend so many hours operating cameras.

5. Police Chief Brian Chaney presented his request as follows:

- 1.0 FTE Traffic Officer. This position would spend 75% on traffic enforcement and 25% on crime prevention and be an additional option for coverage when needed due to FMLA or military deployments. A dedicated traffic officer would be able to see trends, make contacts with people, and direct where traffic initiatives should take place.
- Reclassification of one patrol position to a supervisory position. Patrol officers often need assistance with complex calls, and that assistance is currently provided by pulling the Chief, Assistant Chief, or Lieutenant from their duties. This position would provide a dedicated resource for patrol officers.
- Reclassification of one Telecommunicator position to Telecommunicator Lead. This position would have added duties which are now done by the Assistant Chief, including scheduling, training, and assigning access to systems.

6. Planning and Community Development Director Doug Plowman and Administrative Services Director Leah Kimmell presented their requests:

- Increase in hours for the current Assistant Planner position (0.63 FTE) or creation of an additional part-time planning position. The planning department continues to be extremely busy, and extra staff hours are needed to process the volume of routine requests which are currently being processed by the Director. While the current Assistant Planner has sustainability responsibilities, the additional hours or staff person would have no sustainability responsibilities, as the workload in the planning department is so high.
- Code Compliance. With the addition of the Short-Term Rental Ordinance, the workload for this hourly part-time position is expected to increase, perhaps significantly. Staff is looking for direction from elected officials on how much and what kind of code enforcement they would like to see. Additional responsibilities such as the ability to write parking tickets, for instance, can be explored if desired.
- Building Maintenance Worker. If a new building is constructed, another building maintenance position will need to be added, as the current position is at its max capacity workload right now.
- An Administrative Assistant position could be needed in the administration offices if Parks & Rec staff were to move here with the construction of a new building, as that department has a significant call volume and the need for clerical support.

- A Communication Specialist position has been discussed, but City Administrator Stechschulte would like to try doing communications in house with existing staff before making a recommendation to add this position.
- Merit Pay Program. In discussion regarding refunding the Merit Pay Program, Mayor O'Connor doesn't want to bring back the program as it was because it was too problematic to implement.

7. Fire Chief Jerry McMullen presented his requests:

- 4.0 FTE Firefighter/Paramedics. Four new positions would allow the Chief to add one firefighter/paramedic to each shift rotation and would add an extra firefighter/paramedic for resiliency to cover days off. Chief McMullen explained that while he currently staffs 2 personnel on the ambulance and one on the fire engine, a single firefighter cannot currently enter a fire without backup.
- FTE Assistant Chief. This position will be needed in June 2026 when current Assistant Chief Eklof retires, as there are no other volunteers who are able to replace him. This would be an exempt position salaried at 48 hours per week.
- Creation of Firefighter/Paramedic 2 and Lieutenant positions is necessary, as it's increasingly difficult to find volunteers who are willing and able to put in the time necessary to achieve these certifications. And for employee retention, these positions are necessary to build a career ladder.
- Six Interns. The creation of an intern program for 6 students who would receive \$8/hour plus \$4/hour into a 457 retirement plan and only paid out if the intern completes the full 36-month program.
- Update of the current POP/POC program. This includes increasing the stipend for POP members from \$30-\$45 per 12-hour shift to \$100-\$110 per 12-hour shift in order to be more competitive with other agencies. This would also replace the current POC pay of \$15 per call with a sliding scale based on the length of the call.

7a. Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Local 311 bargaining).

Motion by Alder DePula, seconded by Alder Wood, to convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Local 311 bargaining). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in open session:

ADJOURNMENT

Motion by Alder DePula, seconded by Alder Wood, to adjourn. Motion carried. (4:38 pm)

Leah Kimmell  
Administrative Services Director