

FINANCE AND PERSONNEL COMMITTEE MINUTES
October 7, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:31 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Andrew Kitslaar and Doug Wood

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the September 16, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES & UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Alder Wood stated the large decrease in the 2020 Capital Borrowing for Street Maintenance can be tolerated for one year, but beyond that allows issues to accumulate. There isn't funding for one-for-one right-of-way tree replacement but it could be discussed. Mayor O'Connor stated new trees also require staff time for maintenance. Alder Wood responded that process for right-of-way trees is easier; a City water truck can be driven up to the curb to reach them.

A motion by Alder Kitslaar, seconded by Alder Wood to forward Resolution 19-10-2374 Approving the 2020-2024 Capital Improvements Program and 2020 Capital Borrowing to the City Council without recommendation, was carried.

City Administrator Gadow began Review of Proposals and Discussion Regarding Assessment Services Contract. At the Committee's direction he will draft a Resolution for the City Council. Five firms were contacted for RFPs, with 2 responding. They don't provide the same services, so comparison is difficult. Associated Appraisal Consultants, Inc. did not provide pricing for one-quarter full value review. Mayor O'Connor reported an option to consider is four years of full value maintenance to maintain properties at 100% market value, followed by walk-throughs of one-quarter of the City in each of the next four years for a full revaluation. Accurate Appraisal LLC just completed this process for the City.

Finance Director Houtakker reported values in the non-walk-through years are based upon sales with walk-throughs only of properties that had building permits. Each year the entire City, both residential and commercial, is assessed based upon these findings and the results of each of the one-quarter walk-throughs. The Walmart case, where the value was left at the original assessment of the new building, was discussed. Finance Director Houtakker reported there are very few commercial sales for comparison so this was missed; it was an isolated incident. Public access to the assessment roll and differing valuation programs were discussed. City Clerk Andrusz was asked for comment on working with Accurate Appraisal LLC. She reported it has been a positive experience with responsive staff and very few property owner cases at Board of Review hearings. City Administrator Gadow will invite Accurate Appraisal to the next Committee meeting to discuss processes and concerns.

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Alder Wood excused himself from the remainder of the meeting. Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Mayor O'Connor to Accept General Fund Accounts Payable Checks Dated September 13 through October 3, 2019, was carried.

A motion by Alder Kitslaar, seconded by Mayor O'Connor to adjourn, was carried. (6:59 p.m.)

Joan Andrusz
City Clerk