

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, MARCH 20, 2017
6:45 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from March 6, 2017.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. 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 contract negotiations) and section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Claim of Kris Kesselhon).
 - B. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
 - C. Consideration of Claim of Kris Kesselhon.
 - D. Consideration of Resolution 17-3-2163 Exercising an Option to Purchase Real Estate Located at 6414 Bridge Road.
 - E. Consideration of Resolution 17-3-2162 Award of Bid for Winnequah Park Pool Netting Project.
7. Acceptance of General Fund Accounts Payable Checks Dated March 3–16, 2017.
(Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES
March 6, 2017

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Acting Mayor Wood at 6:30 p.m.

Present: Acting Mayor Doug Wood and Alderperson Jim Busse

Excused: Mayor Robert Miller

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Parks & Recreation Director Jake Anderson, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Busse, seconded by Acting Mayor Wood to approve the Minutes of the February 20, 2017 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Recreation Director Anderson reported the following is a Capital Budget purchase replacing a mower that required frequent maintenance. The new mower is a Tier 4 product with energy efficiencies and a cab so it can be used year-round for snow removal as well as mowing.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2152 Purchase Approval of One Wide-Area Riding Mower, was carried.

Recreation Director Anderson reported five projects required engineering so he wanted to ease the process by using the same firm for all. The low bidder was chosen of three RFPs received, all of whom had park experience. Acting Mayor Wood noted the firm name's spelling should be corrected to "Ayres".

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2156 Award of Bid for 2017 Parks Engineering Services, was carried.

Recreation Director Anderson reported the following is a 15-year Agreement for use of Haukereid Field in Ahuska Park. The City doesn't have to do as much maintenance for this group; they do their own field lining. The price compares with area municipality's. It was set based upon historical use and that it is used exclusively by Monona residents. Payment is based upon the per-game fee. A 30-day termination policy is included.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2157 Approving a Facility Use Agreement with Monona Grove Youth Football, was carried.

Recreation Director Anderson reported the following Agreement includes more direct cost by the Department for field maintenance. The group didn't pay fees in the past but now do. The Agreement is for 1 year; they are on a year-to-year plan.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2158 Approving a Facility Use Agreement with Monona Softball Association, was carried.

Recreation Director Anderson reported the following Agreement is for 5 years and updates the previous 5-year Agreement. The group installs and takes out the pier at Stone Bridge Park and stores it off park property.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2159 Approving a Facility Use Agreement with Lake Monona Sailing Club, was carried.

Recreation Director Anderson reported the tennis courts near the swimming pool and skate park are 20 years old and complete reconstruction was included in the Capital Budget. Six bids were received. This has not been reviewed by the Parks & Recreation Board yet. Finance Director Houtakker reviewed the fiscal note. Leftover funds from completed projects that came in under-budget will be used for the excess cost of this project.

Alder Busse questioned expansion plans for the swimming pool. Recreation Director Anderson responded that in 10 years pool renovation will be examined. The tennis courts will get used until then. The cracks can't be patched anymore. The courts are used for lessons and use has increased with the popularity of pickle ball.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2160 Award of Bid for Reconstruction of Winnequah Park Tennis Courts. On a roll call vote, all members voted in favor of the motion.

City Administrator Little reported the following is a Capital Budget project to remodel City Hall. The low bid results in leftover funds that will be used for shelves and furniture for interns and the Code Enforcement Officer. The current file cabinets have been emptied and will be re-used or removed. There will be two new offices and a small open space. Materials in the vault will be moved to a lockable records room. The vault will become a break room with the sink from her office rotated into that space.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-2-2153 Award of Bid for City Hall Administration Offices Remodeling. On a roll call vote, all members voted in favor of the motion.

City Administrator Little reported the following is a clean-up of the current contract sharing building inspection services with the Village of McFarland. Each municipality will pay for this or the next action's staff member's cell phone; there will no longer be cost-sharing of this expense. Finance Director Houtakker reported the cost of employee benefits is shared.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2154 Approving an Intergovernmental Agreement with the Village of McFarland for Building Inspection Services, was carried.

City Administrator Little reported that the Village of McFarland wants to share code enforcement staff the same way building inspection is shared now. Because the position is part-time it has been set up

differently but hours are shared. Alder Busse questioned whether sharing costs could be viewed as trying to get out of paying for benefits. City Administrator Little responded the only costs that are shared is certification and training.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Resolution 17-3-2155 Approving an Intergovernmental Agreement with the Village of McFarland for Property Maintenance Enforcement Services, was carried.

City Administrator Little reported the City wants to be able to deny building permits for a person or business if other fees, taxes, or municipal fines are owed to the City. Acting Mayor Wood questioned whether a business can be issued a permit if the business owner or manager owes the City. City Administrator Little responded she will clarify that with the City Attorney.

A motion by Alder Busse, seconded by Acting Mayor Wood to refer to the City Council without recommendation Proposed Recodification Amendment Regarding Payment of Claims as a Condition of Licenses or Permits / Appeals, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Busse, seconded by Acting Mayor Wood to approve Acceptance of General Fund Accounts Payable Checks Dated February 17, 2017 through March 2, 2017, was carried.

ADJOURNMENT

A motion by Alder Busse, seconded by Acting Mayor Wood to adjourn, was carried. (7:04 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 17-3-2163
Monona Common Council**

**A RESOLUTION TO EXERCISE AN OPTION TO PURCHASE REAL ESTATE
LOCATED AT 6414 BRIDGE ROAD**

WHEREAS, a parcel of real estate and improvements located at 6414 Bridge Road (“The Property”) is located within an area designated for redevelopment pursuant to the Redevelopment Plan for Redevelopment District #9; and,

WHEREAS, the Property is also located within Tax Incremental District #9 and the Project Plan for said TIF district authorizes acquisition of real estate within the TIF district, including the Property, as a project cost pursuant to sec. 66.1105(2)(f), Wis. Stats; and,

WHEREAS, Monona Drive Properties LLC (“MDP”) is a limited liability company controlled by the City for the purpose of acquiring real estate as necessary in the public interest; and,

WHEREAS, MDP holds an option to purchase the Property pursuant to an Option Agreement dated April 1, 2014, which originally included an option term by which MDP must exercise the option by May 31, 2016; and,

WHEREAS, The City of Monona and Community Development Authority authorized an extension to said option agreement, entered into on April 8, 2016, for one additional year to May 31, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby exercises the option to purchase real estate located at 6414 Bridge Road at the cost of \$650,000.

Adopted this _____ day of _____, 2017.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Council Action:

Date Introduced: 3-20-17

Date Approved: _____

Date Disapproved: _____

**Resolution No. 17-3-2162
Monona Common Council**

AWARD OF BID FOR WINNEQUAH PARK POOL NETTING PROJECT

WHEREAS, a net system currently exists around the outdoor pool, but it's not high enough to prevent softballs from the adjacent fields from entering the pool; and,

WHEREAS, the 2017 Capital Budget includes \$40,000 for a netting system that would extend 40' above ground to protect the pool; and,

WHEREAS, three bids were received as part of the Request for Proposals, with the low bid submitted at \$43,000.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Winnequah Park Pool Netting project is hereby awarded to Keeper Goals in an amount not to exceed **\$43,000** with additional funding for the project taken from savings in other 2017 parks, pool, and community center projects.

Adopted this _____ day of _____, 2017.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Jake Anderson, Director of Parks & Recreation

Council Action:

Date Introduced: 3-20-17

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>17-3-2162</u>
		Ordinance Amendment No. _____

Title: 2017 Winnequah Park Pool Netting Fence

Policy Analysis Statement:

Brief Description Of Proposal:

Project to supply and install pole and netting system behind the outdoor pool to protect the diving well from softballs from the Gundersen diamond. Three bids were received in response to the RFP. Keeper Goals was the low bid at \$43,000. Parks & Recreation Board recommended awarding the bid to Keeper Goals at the March 14 Parks & Recreation Board meeting. The bid tab is as follows:

City of Monona
 Project: Winnequah Park Pool Netting Project
 Date: March 9, 2017

Vendor Followed RFP Requirements

Keeper Goals	Yes	\$43,000.00	**Apparent low bidder**
Century Fence	Yes	\$45,550.00	
Jo Daniels	Yes	\$51,143.00	

The budget for the project was \$40,000. Director Anderson is recommending transferring \$3,000 from the Woodland Park Management Plan to cover the additional costs for this project.

Current Policy Or Practice:

Impact Of Adopting Proposal:

An additional \$3,000 would be transferred from the 2017 Woodland Park Management

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57620	846	Woodland Park Management Plan	10,000		3,000	7,000
400	57	57630	846	Protective Netting	40,000	3,000		43,000
				Totals				

Prepared By:

Department: Parks & Recreation
 Prepared By: Jake Anderson, Parks & Recreation Director
 Reviewed By: Marc Houtakker

Date: 3/15/17
 Date: 3/17/17



2017 Monona Community Pool Netting Project RFP



1. Introduction

The City of Monona is seeking proposals from qualified contractors to submit a proposal for supply and installation of a custom barrier net system on the north side of the Monona Outdoor Pool & tennis courts.

A contractor will be selected for this project based on criteria stated in Section 4. Only firms submitting proposals by the deadline date will be considered. The proposals are due by March 9th by noon to:

Parks & Recreation Director – Jake Anderson
1011 Nichols Rd, Monona WI 53716
608.222.4167 (phone) 608.223.2311 (fax)
janderson@ci.monona.wi.us

Pre-Proposal: The conditions can be viewed by contacting Parks & Recreation Director Jake Anderson and setting up a time to view the site, or visiting on your own.

A. RFP Process

It is expected that one (1) firm will be recommended to City Council as a result of the RFP on Tuesday March 14th at the Parks & Recreation Board Meeting. City Council should

make final approval on Monday April 3rd. Start of work will be decided on mutual agreement between the City and Contractor but after April 3rd with completion by June 8th.

2. Background

- A. Currently, the north fence has been extended to 18' to protect swimmers from balls hit at the softball diamond. This project would be to have a 40' above grade net system. It would include the ability to raise and lower netting.

3. Scope of Services

This RFP is to solicit bids for the supply and installation of a custom barrier net system with the following specifications:

Approximate coverage area:	40' high x 100' long 90 mph wind load, with stamped engineering plans
Netting material:	#24 black twisted knotted nylon 1-3/4" square
Edging:	sewn hems with grommets on all sides
System shall include:	four (4) 40' tall baseplate-mounted steel poles with welded hardware connections and black painted finish all hardware to raise, lower, and tension netting from the ground.
Posts:	Post shall be powder coated and painted black.

Acceptable Systems shall be furnished by Keeper Goals, or Beacon Athletics. All other suppliers must be pre-approved by Parks & Recreation Director.

The City of Monona will provide a survey of the park, mark utilities, and provide soil boring data from the general area of where the netting system will be installed on request.

4. Proposal Submission and Evaluation

A. Proposal Submission

Proposals should be word processed in clear, concise, 8 1/2" by 11" format. Proposals should not include an unnecessary promotional material. The following information is required from each firm submitting a proposal. **Vendors may only submit 1 proposal for this project.**

- a. Cover letter of transmittal
- b. Legal name of the business, address, phone, fax and email address, year the business was established.
- c. Qualifications, related experience and at least (3) references

- d. Proposed scope of work and plan to accomplish the work.
- e. Schedule or timeline for project.
- f. Fee schedule and proposed fee to accomplish the work

One (1) original proposal is to be submitted to:

Parks & Recreation Director – Jake Anderson
 1011 Nichols Rd, Monona WI 53716
 608.222.4167 (phone) 608.223.2311 (fax)
 janderson@ci.monona.wi.us

Proposals must be received no later than 12:00 p.m. March 9, 2017
 Proposals received after that date will not be accepted.

B. Evaluation of Proposals

The following tentative schedule for evaluation of the proposals is planned.

Proposals Received	March 9
Parks & Recreation Board Review & Selection	March 14
City Council/Selection	April 3
Firms Notified of Results	April 4
Contract Signed	April 18
Work Begins	After April 4
Work Completed By	June 15

A selection committee of qualified people will be assembled to review and evaluate the submitted proposals. The selection committee will rank proposals based on the criteria stated below.

- a. Experience and expertise of the proposer(s)
- b. Relevancy of similar work experience
- c. Cost for the work to be completed
- d. Availability of business to complete project on time

The City of Monona reserves the right to reject any and all proposals received as a result of this RFP. The City of Monona is under no obligation to award a contract as a result of this RFP.

5. Terms and Conditions

See Attached Independent Contractor Form

6. Appendices

A. Independent Contractor Form

B. Map of layout of Net system

March 8, 2017

To: City of Monona
Parks & Recreation Director
Jake Anderson
1011 Nichols Rd
Monona, WI 53716
608-222-4167
janderson@ci.monona.wi.us

Attached is our quote for the supply and installation of the custom barrier net system per specifications for the Monona Community Pool net system.

Sincerely,

John Moynihan
President, Keeper Goals
johnmoynihan@keepergoals.com
800-594-5126

B. Legal name of business, address, phone, fax, email, year established:

Demand and Precision Parts Co. of Milwaukee Inc.
Keeper Goals is a division of Demand and Precision
12400 W Silver Spring Rd., Butler, WI 53007
Phone No.: 262-781-7800
Fax: 262-781-9230
Email: info@keepergoals.com
Fed. ID. No.: 391201987
DUNS# 066891789
Incorporated in 1974

C. Qualifications, related experience and at least (3) references:

Keeper Goals, a family owned and operated business, has been manufacturing and distributing athletic facility equipment for over 42 years. We design and manufacturer net systems as well as other sporting goods equipment. We work with subcontractors who install our net systems throughout the United States.

Reference list and contact information:

<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>	<u>Email</u>	<u>Phone</u>
Greg	Choinski	Wauwatosa School District	choinsgr@wauwatosa.k12.wi.us	(414)773-1053
Aaron	Baker	Marquette University	aaron.baker@marquette.edu	414-708-9308
Kriss	Schulz	Marquette University High School	schulz@muhs.edu	414-933-7220, Ext. 3064
Rob	Harrington	MSOE & Tosa Kickers	robharri@sbcglobal.net	414-803-4769
Chris	Lay	Redden Soccer Park	chrislay@tds.net	608-630-3532
Eric	Fritz	Keva Sport Center	efritz@kevasports.com	608-213-4202
Alvaro	Garcia Velez	Milwaukee Kicker	AlvaroGV@mksc.org	414-358-2678

Others available upon request.

<u>Organization</u>		<u>Classification</u>	<u>City</u>
City of Wauwatosa	Nets, goals bleachers	Park District/School	Wauwatosa, WI
Marquette University	Nets, goals bleachers	UNIV	Milwaukee, WI
Marquette University High School	Nets, goals bleachers	HS	Milwaukee, WI
MSOE	Nets, goals bleachers	UNIV	Milwaukee, WI
Redden Soccer Park	Nets, goals, bleachers, press box	PR	Madison, WI
Keva Sport Center	Goals, nets, bleachers, benches	PR	Middleton, WI
Milwaukee Kickers	Goals, nets, shelters, bleachers, benches	Facility	Milwaukee, WI

D. Proposed scope of work and plans to accomplish the work:
Design and install 40' x 100' hoistable net system per specifications.

E. Schedule and Timing:

1. Once contract is awarded we will submit drawings for approval within 1 week.
2. Once drawings are approved we will send to an independent structural engineer who will review. This takes approximates two weeks.
3. Once stamped drawings are approved we will manufacture the system. This will take 2 to 4 weeks.
4. Installer will schedule the installation which generally takes 1 week for footings, then he waits 1 to 2 weeks for footings to cure before hanging the net.

City of Monona will need to coordinate access with our installer and what equipment will be allowed on site. Any plywood or bucketing concrete will result in additional charges.

If we know we are the awarded the contract by April 18 a June 8 completion should not be an issue as long as the weather cooperates. Any delays in being awarded the contract could result in a delay to complete the project.

F. Fee schedule and proposed fee to accomplish the work:

Total is on summary sheet. See more information on next page.

Total Material and Installation = \$43000.00

Estimates are subject to final engineering approval if required.

Terms -

30% due upon delivery = \$12,900.00

70% due upon completion = \$30,100.00

Cost Specifics:

**Bid #J1716 Custom Barrier Net System For North Side of the Monona Outdoor Pool
1 Set Back-up net system for baseball 100' x 40' high post spacing, steel design, 90 mph – STAMPED**

4 ea 40' above ground posts with hoistable tensioning system. (All intermediate posts to have double cable pulley)

Nets to be tensioned via large winch

1 3/4 " black mesh #24 knotted and hardware 40' x 100', with tape binding and grommets on all sides
#230lb break strength net

All posts are powder coated black

Freight to Monona, WI

Cost of Materials = \$20,500

Cost of Installation including rebar cages = \$22,500

Total Material and Installation cost = \$43,000

Shop drawing to be approved prior to posts being made.

Estimates are subject to final engineering approval if required.

Terms:

30% due upon delivery = \$12,900

70% due upon completion = \$30,100

Deduct for painted post = (\$950)

Deduct for Budget hardware and tension (available but not recommended) = (\$480)

Price is valid for 30 days.

SALES TAX IS NOT INCLUDED – ADD TAX IS NOT TAX EXEMPT

Conditions on installation:

We do not do survey.

Assume area is marked for utilities

Assume area is clearly marked for post location and grade height

Installation cost is an estimate based on decent soils and access.

Installation cost assumes we do not need to remove dirt from the location

Remove spills will add cost.