

FINANCE AND PERSONNEL COMMITTEE MINUTES  
February 6, 2017

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

Present: Mayor Robert Miller and Alderpersons Doug Wood and Jim Busse

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Public Works Director Dan Stephany, Police Chief Walter Ostrenga, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Busse to approve the Minutes of the January 17, 2017 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Finance Director Houtakker distributed three fiscal notes that are based upon a budget amendment to be discussed tonight. Members agreed to move that item forward in the agenda. Public Works Director Stephany reported bids were reviewed for road reconstruction and the Public Works Committee chose the low bidder, Homburg Contractors. Strand Associates also recommended approval. Mayor Miller explained the bid is \$7,000 over the estimate. The Capital Budget was approved using material cost figures from July which have been refined three times since to current prices. Finance Director Houtakker reviewed a report of a breakdown of the account allocations and contingency. Water utility rates will be affected the most. Members ask for a breakdown of the project cost increase.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 17-2-2140 Award of Bid for 2017 Road Reconstruction Project. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed the fiscal note breakdown of water and sewer borrowing. The following action will authorize Financial Advisor Jeff Belongia to negotiate for rates from bond holders. Alder Busse questioned whether water reserve funds could be used. Finance Director Houtakker responded he will get the actual amount but knows there is not much above the required balance. City Administrator Little questioned the budget for unforeseen water main breaks. Finance Director Houtakker and Public Works Director Stephany responded these are budgeted.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 17-2-2145 Authorizing the Issuance and Sale of \$1,640,000 Water System and Sewer System Revenue Bond Anticipation Notes, Series 2017C. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reviewed what is included in Resolution 17-2-2146 Authorizing the Issuance and Sale of \$3,200,000 General Obligation Promissory Notes, Series 2017A and reported the amount was reduced.

A motion by Alder Wood, seconded by Alder Busse to amend Resolution 17-2-2146 Authorizing the Issuance and Sale of \$3,200,000 General Obligation Promissory Notes, Series 2017A to \$3,050,000, was carried.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 17-2-2146 Authorizing the Issuance and Sale of \$3,050,000 General Obligation Promissory Notes, Series 2017A. On a roll call vote, all members voted in favor of the motion.

[Please note: This preliminary figure was later corrected to \$3,080,000.]

Finance Director Houtakker reviewed delays were caused by personnel changes at Hutchinson Shockey so Quarles & Brady is handling the borrowing. Financial Advisor Jeff Belongia has determined that now is the time to refinance TIF 4, Monona Drive, as the market is unsettled. There will be a savings of more than \$300,000. The figure in Resolution No. 17-2-2147 Authorizing the Issuance and Sale of \$3,665,000 General Obligation Refunding Bonds, Series 2017B should be revised to \$3,440,000.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution No. 17-2-2147 Authorizing the Issuance and Sale of \$3,440,000 General Obligation Refunding Bonds, Series 2017B. On a roll call vote, all members voted in favor of the motion.

Public Works Director Stephany reported additional funds are needed to cover the contingency for unplanned issues in the road reconstruction project. The usual amount for a project like this is 5% to 7% and is not always used. Strand Associates is confident in the accuracy of the estimates. The DNR requires water mains to be buried 6 feet but the City's are at 3 feet. Mayor Miller reported the contractor lives on the affected street. Public Works Director Stephany reported the higher cost is mostly materials but he will calculate the differences for the next meeting. Alder Busse questioned whether there were Capital reserve funds that could be used. Finance Director Houtakker responded there aren't but next year's borrowing will be reduced if any are unused. Public Works Director Stephany reported Well #2 work will be bid with the parking lot work. The DNR now requires a daylight gap and overflow monitoring. Design issues were described.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 17-2-2141 Amending the 2017 Capital Budget for the 2017 Road Reconstruction Project. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga reported Dispatch uses Global CAD which is being discontinued. The area community technology group chose Dane County's CAD. The City will purchase and be reimbursed \$22,000. This will result in an easier transition if the City goes with Dane County 911 in the future. Net costs were explained.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 17-2-2142 Approval to Enter into an Agreement with TRITECH CAD for Emergency Communications, was carried.

Police Chief Ostrenga explained the equipment cost in computers and other expenses. Finance Director Houtakker reported there is no account available for covering this expense.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 17-2-2143 Amending the 2017 Capital Budget for the Purchase of TRITECH CAD for Emergency Communications, was carried.

City Administrator Little reported the following is an agreement between Monona and other cities for a group purchase through a federal grant. It is a long process and work is starting now for a 2018 expense at the earliest. Alder Busse questioned whether there was an exit strategy if the purchase is not approved by a future Council. City Administrator Little responded that if the City is applying for the grant it needs to commit to the funds. Members agree they want to have Fire Chief Sullivan report on this. A motion by Alder Wood, seconded by Alder Busse to approve Resolution 17-2-2144 Approving a Memorandum of Understanding for Participation in an Assistance to Firefighters Grant for the Group Purchase of Self-Contained Breathing Apparatus was withdrawn.

A motion by Alder Busse, seconded by Alder Wood to defer to the City Council approval of Resolution 17-2-2144 Approving a Memorandum of Understanding for Participation in an Assistance to Firefighters Grant for the Group Purchase of Self-Contained Breathing Apparatus, was carried.

City Clerk Andrusz provided information for Discussion of Policy Recommendation for Employee Length of Service Recognition. Her goal, along with City Administrator Little and Director of Administrative Services Kimmell, was to draft a clear and detailed policy to follow that lays out the program for the future. Mayor Miller thanks the group for their efforts, which the Committee approved.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions. Mayor Miller asks City Administrator Little to research Tom Teuber's salary payment while he was not working due to a health issue and announced the good news that Mr. Teuber is doing well and will be back soon.

A motion by Alder Busse, seconded by Alder Wood to approve Acceptance of General Fund Accounts Payable Checks Dated January 13, 2017 through February 3, 2017, was carried.

#### ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:13 p.m.)

Joan Andrusz  
City Clerk