

## AGENDA

FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, DECEMBER 16, 2019  
**6:15 P.M.**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from December 2, 2019.
4. Appearances.
5. Unfinished Business.
  - A. Review and Discussion of Paid Family Care Policy Options.
6. New Business.
  - A. Consideration of Resolution 19-12-2387 Authorization to Proceed with a Water Rate Increase.
7. Acceptance of General Fund Accounts Payable Checks Dated November 28–December 12, 2019. (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.

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FINANCE AND PERSONNEL COMMITTEE MINUTES  
December 2, 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 Doug Wood and Andrew Kitslaar

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

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the November 18, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

City Administrator Gadow reviewed the changes to the Tree Donation Policy that were made based upon commentary at the last meeting. In paragraph 2 of the Policy Description, a marker or plaque will not be given but the City will host a presentation at the tree location at the donor's request. In paragraph 3, donor preference for location will be considered but not guaranteed. A typical tree costs \$250; donations of less than that amount will be held in a separate account fund. Presentation for these lesser amounts will be on a case by case basis.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-12-2388 Adopting a Tree Donation Policy, was carried.

NEW BUSINESS

Public Works Director Stephany reviewed the Preliminary Assessment Report and documents for the McKenna Road reconstruction project. Notice of the Public Hearing at tonight's City Council meeting was published in the Herald-Independent. Payback starts in 2021 with 8 annual payments allowed. Residents pay 60% of the assessable costs. Sidewalk and parking will be on one side of the road. One tree will be affected, and possibly two more. Information was mailed to affected residents. He distributed a chart comparing past project's cost history with this project. This project will cost more than double in part due to material cost increases.

Alder Wood questioned why the two corner properties on Dean Avenue appear to be assessed differently. One is assessed half the cost and the other the whole cost. Public Works Director Stephany reviewed paragraph two of the Assessment Policy and this appears to be correct, but he will verify that. Alder Kitslaar stated the project is not out to bid yet and questioned whether assessments will be increased if the costs are higher. Public Works Director Stephany responded that if the Council wanted that, the whole assessment process would have to be repeated. However, if costs are lower, assessments will be decreased; no formal process is required for that.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-12-2386 Authorizing Public Work and Levying Special Assessments Against Benefited Properties Regarding Street Improvements to McKenna Road, was carried.

City Administrator Gadow reported the Fee Schedule is updated annually, with Council approval, and reviewed proposed changes. Dane County increased the dog license fee by \$5.00. Erosion control consultant fees are now passed on to the applicant, as are floodplain review fees. A \$5.00 fee is added for Operator license duplicates. Parks & Recreation fee increases are already in next year's Operating Budget. Ordinance citations are corrected in the Subdivision of Land section. A \$25.00 fee is added for the City Planner's work on zoning verification letters. Members questioned whether the fee for an amplified device permit has changed for residents and businesses. City Clerk Andrusz verified it has not; only the fee for use of such devices in parks, which are public spaces, has increased.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Ordinance 12-19-724 Updating the Fees, Fines and Penalties Schedule, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and he and Public Works Director Stephany answered member's questions.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated November 15 through 27, 2019, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to adjourn, was carried. (6:51 p.m.)

Joan Andrusz  
City Clerk

**Paid Family Care Policy Options with Pros and Cons**  
**December 16, 2019**

Original Proposal	Alternate of Original	Increase Sick Leave Cap but not Payout	Increase Sick Leave Cap & Payout	Automatic 2 Weeks	Alternate Automatic 2 Weeks
<p>2 weeks paid leave for a qualifying serious medical condition of employee or family member. This is Alder Kitslaar's original proposal.</p> <p>Pro: Equitable among employees and addresses the policy intent to support employees during a personal or family medical crisis.</p> <p>Con: Defining a "serious medical situation" will be difficult, open for interpretation, and will require someone to decide which events will or won't qualify. This could lead to the unintended consequence of decreasing employee morale when requests are deemed not qualifying under the policy.</p> <p>Con: could be time consuming to administer.</p> <p>Con: this would be a benefit for employees in addition to the 12 days of sick leave per year they already earn.</p>	<p>2 weeks paid leave for the qualifying serious medical condition of family member only. This is the alternate version of the original proposal.</p> <p>Pro: Less expensive for the City than the original option, as the employee will be expected to use their earned sick leave for their own illnesses.</p> <p>Con: Least favorable for newer employees who have less accumulated leave to use for their own illnesses.</p> <p>Con: could be time consuming and difficult to administer.</p> <p>Con: Defining a "serious medical situation" is still an issue with this version as with the original version</p>	<p>Increase sick leave accumulation cap by 480 hours. This would allow employees who are currently at their sick leave cap to accumulate enough leave to retain 12 weeks of leave to use for an FMLA-qualifying medical event while maintaining their full bank for retirement. Leave above the cap would not be paid out at retirement.</p> <p>Pro: Rewards employees who use minimal sick time, lets them forfeit less time when at their cap, and enables them to "protect" their accumulated bank for retirement.</p> <p>Con: Will only be beneficial to longer-term employees who are already at or close to their sick leave cap.</p> <p>Con: Does not address the issue of inequality across employee groups regarding the 85-day vs. 105-day caps.</p> <p>Con: Does not address the original policy intent to support employees during a medical crisis.</p> <p>Con: Will require renegotiation of public safety labor contracts since those contracts already provide an annual payout for unused sick leave for employees at the cap.</p>	<p>Increase the sick leave cap and retirement payout for all employees to 105 days.</p> <p>Pro: Makes the sick leave retirement equal among all groups of employees.</p> <p>Con: Does not address the original intent of the policy.</p> <p>Con: Only benefits employees who are currently at the 85-day cap.</p> <p>Con: Increases the City's cost for retirement payout by 24% for all employees currently at the 85-day cap.</p>	<p>Give all employees a one-time deposit of 2 weeks of extra sick leave with the intent that they reserve this leave for emergency use and carry it over from year to year. New employees receive this at hire or after one year of employment. This leave must be used all at once or in segments of a minimum of 3 consecutive days each.</p> <p>Pro: No administration cost</p> <p>Con: Only fulfills the original intent of the policy if employees use it as intended.</p> <p>Con: Employees may only benefit from this once in their careers unless it's "reset" once it's used.</p>	<p>Allow employees to apply for a supplemental 2-week benefit to be used in the event of a serious medical situation for themselves or a family member. Each application would be reviewed on its merits and awarded by a team comprised of the City Administrator, Director of Administrative Services, and Department Head.</p> <p>Pro: Addresses the policy intent to support employees during a personal or family medical crisis. However, may add more stress for employees by having to apply for the benefit.</p> <p>Con: Will be time consuming in the application, meeting, and approval process.</p> <p>Con: Reduces employee privacy by having to justify their need for the benefit.</p>

**Resolution No. 19-12-2387  
Monona Common Council**

**AUTHORZIATION TO PROCEED WITH A WATER RATE INCREASE**

**WHEREAS**, the Finance Director has requested authorization to proceed with a case for the purpose of providing sufficient revenues for the Water Utility to meet operational and future Capital expenses; to change from quarterly billing to monthly billing; and to change our unit of billing measurement from cubic units to gallons; and,

**WHEREAS**, the Public Works Committee, at their meeting on December 4, 2019, voted to recommend that the City Council authorize a water rate case; and,

**WHEREAS**, staff recommendation will be reviewed by the Public Works and Finance and Personnel Committees before being submitted to the Public Service Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Monona, Dane County, Wisconsin, approves authorization to proceed with a water rate case to the Public Service Commission.

**BE IT FURTHER RESOLVED** that, in preparing its rate case, City staff shall also include a request to change from quarterly billing to monthly billing and to change from cubic units to gallons for billing measurement.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Drafted By: Marc Houtakker, Finance Director

Council Action:  
Date Introduced: 12-16-19  
Date Approved: \_\_\_\_\_  
Date Disapproved: \_\_\_\_\_