

FINANCE AND PERSONNEL COMMITTEE MINUTES
April 15, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:03 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, Project Manager Brad Bruun, Public Works Director Dan Stephany, Director of Administrative Services Leah Kimmell, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the April 1, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Mayor O'Connor stated the following doesn't complete the HVAC project so she amends the word "complete" in the first sentence to "continue". Project Manager Bruun reported Strand Associate's portion will come out of the contingency amount and the project will still be under budget. The balance issue was not as serious as anticipated. This part of the project may not fix everything but there should be significant improvement. Other, larger issues may be found and those would be a separate project. Control work will be done next year.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-4-2346 Award of Bid for City Hall and Library HVAC Upgrades as amended, was carried.

Public Works Director Stephany reported on March 21 two bids were received for the following project, with the low bid chosen. Packet information includes a map of the area.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-4-2341 Award of Bid for 2019 Micro Surfacing Project, was carried.

Public Works Director Stephany reported on March 21 two bids were received for the following project, with the low bid chosen. PCB removal and shoreline restoration north of Nichols Road is included. The landfill contractor wants another test before accepting the materials. If it is trucked out of state, the cost will be greatly increased; reconsideration may be needed then.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-4-2342 Award of Bid for Winnequah Park Lagoon Improvements, was carried.

Public Works Director Stephany reported the following is for administration for the previous dredging project. Strand Associates has already done work with the DNR on this project.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-4-2343 Approval of Observation and Administration Services Proposal from Strand Associates for the North Winnequah Park Lagoon Improvements, was carried.

Public Works Director Stephany reported Homburg Contractors was the low bid on the following project. "Whereas" section number 4 was added with the cost breakdown between the Cities of Madison and Monona as requested by the City Council on April 1. Costs were reviewed including the bridge aid grant. Undergrounding utilities is costlier than estimated; an approval request for that will come later.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-4-2344 Award of Bid for 2019 Bridge Road Improvements Project, was carried.

Public Works Director Stephany reported Strand Associates worked with the City's Pedestrian & Bicycle Committee. They will be looking at the design items listed in the third "Whereas" section; these could change at the Council's request.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-4-2345 Approval of Proposal from Strand Associates for Engineering and Construction Services for South Winnequah Road Improvements, was carried.

Public Works Director Stephany reported the Capital Budget doesn't include TLE services for the following project. The project goes beyond the right-of-way of two parcels on the Monona side. Cost will be \$2,500 for each. After the project is complete the temporary easement expires.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-4-2347 Amending the 2019 Capital Budget to Complete Temporary Limited Easement Acquisition Services for Atwood Avenue Reconstruction, was carried.

Director of Administrative Services Kimmell reported the following is a new benefit for two weeks paid parental leave for a new baby or adoption. A second policy for leave for family members' care is still being drafted. Surrogates, sperm donors, and foster care are not included. The union process was outlined. This runs concurrent with FMLA. The time is taken in up to two blocks and has to be used within 6 months of the birth or adoption. It can be used only once in 12 months; she will clarify that it re-starts on the last day of paid leave.

Alder Wood recommended amendments on Pages 2 and 3 as follows: Under Definitions, "male or female" should be "person" and "partner" should be defined using current domestic partner language. In Item G, the word "within" should be added after "taken". Under Procedure Item A "as soon as practical" should be defined. He doesn't want disagreements based on an employee thinking they gave enough notice. Director of Administrative Services Kimmell responded that with adoptions a set time may not be feasible. City Administrator Gadow stated a live birth may not occur as scheduled either but this language will be looked into.

Director of Administrative Services Kimmell provided information on estimated costs including represented employee's overtime cost to fill shifts. Non-represented employees will have no cost; regular leave would be used. The labor attorney reviewed this benefit and determined full-time and permanent part-time employees would be eligible. Alder Kitslaar reported he reviewed the budget and the estimate

was based on the last 10 years with a high of 10 people at a cost of \$10,000 and a low of 2 people at a cost of \$4,000. The fund will keep accumulating to pay out as needed. Finance Director Houtakker discussed other cost scenarios.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-4-2349 Adopting a Policy to Provide a Paid Parental Leave Benefit for City Employees as amended, was carried.

City Administrator Gadow reported Recreation Director Jake Anderson made an agreement with Monona Bank for 15 years of annual payments in exchange for rights to signage at the Riverfront park ice rink and other Department items. Mayor O'Connor reported she encouraged this and the City Attorney has reviewed the contract. Alder Wood stated this has not been reviewed by the Parks & Recreation Board yet and he will refer to them. This is a significant issue and he wants their input. He asks Finance Director Houtakker for the present value of \$10,000 per year over 15 years. Full page ads, team sports sponsorship, and facility use all have value. He wants to know the actual total funding that would be received and also what the public will be charged to use the ice rink facility. City Administrator Gadow reported it is common to charge for these types of facilities to cover maintenance costs. Finance Director Houtakker will provide the requested information and Recreation Director Anderson will be at the Council meeting to provide information.

A motion by Alder Kitslaar, seconded by Alder Wood to refer Resolution 19-4-2351 Approving an Agreement with Monona Bank for Facility Naming Nights for an Outdoor Ice Rink at the Riverfront Development to the City Council without recommendation, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and he and staff that were present answered member's questions.

A motion by Alder Wood, seconded by Alder Kitslaar to accept the General Fund Accounts Payable Checks Dated March 29 through April 11, 2019, was carried.

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

Joan Andrusz
City Clerk