

AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, JANUARY 4, 2016
7:30 P.M.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from December 7, 2015.
- D. Appearances.
- E. Public Hearing. (None)
- F. Consent Agenda.
 - 1. Approval of Applications for 2015/2016 Operator Licenses:
 - a. Shawn R. Ezrow, Bourbon Street Grille
 - b. Robert M. Klinzing, Licali's Market & Spirits
 - c. Marcom L. Hall, Speedway – Monona Drive
 - d. Quintella L. Morgan, Speedway – Royal Avenue
 - e. Jacob R. Wemette, Speedway – Royal Avenue
 - f. Angela K. Maurer, Tower Inn
 - g. Kimberly A. Toseff-Melms, Tully's II
 - h. Kevin L. Ploessl, Waypoint Public House
 - i. Mark C. Rehberg, Waypoint Public House
 - j. Kyle M. Roessler, Waypoint Public House
 - 2. Approval of Applications for 2015/2017 Operator Licenses:
 - a. Jessica J. Bartels, PDQ
 - b. Brittany M. Keys, Tully's II
- G. Council Action Items.
 - 1. Unfinished Business. (None)
 - 2. New Business.
 - * a. Consideration of Resolution 16-1-2063 Authorizing the City of Monona to Apply for a Large-Scale Lake Management Planning Grant from the Wisconsin Department of Natural Resources (Public Works Director).
 - b. Consideration of Resolution 16-1-2064 Purchase Approval of One Current Model Year One-Ton Chassis Cab (Public Works Committee).
 - c. Consideration of Resolution 16-1-2065 Purchase Approval of One Current Model Year Plow Truck Equipment Package (Public Works Committee).

*Request for immediate action

- * d. Consideration of Resolution 16-1-2066 Authorizing the Redemption of General Obligation Refunding Bonds, Dated February 15, 2008 (Finance Director).
 - * e. Consideration of Resolution 16-1-2067 Providing for the Sale of \$5,025,000 General Obligation Promissory Notes, Series 2016 (Finance Director).
 - f. Consideration of Resolution 16-1-2069 Ratifying the List of City of Monona Landmark Properties (Landmarks Commission).
 - g. Consideration of Ordinance 1-16-673 Amending Section 13-1-64 of the Code of Ordinances Concerning Historic Conservation (Landmarks Commission).
 - h. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (City Planner Salary Adjustment).
 - i. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
 - j. Consideration of Resolution 16-1-2068 Amending the 2016 Operating Budget to Adjust the Salary for the City Planner (City Administrator).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
- 1. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com.
- I. Appointments.
- 1. Kathy Thomas to the Distinguished Service Award Committee (effective immediately until May 2016).
- J. Adjournment.

*Request for immediate action

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. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

POSTED December 31, 2015 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES
December 7, 2015

The regular meeting of the Monona City Council was called to order by Mayor Miller at 7:31 p.m.

Present: Mayor Robert Miller, Alderpersons Mary O'Connor, Brian Holmquist, Kathy Thomas, Jim Busse, Doug Wood, and Chad Speight

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

ROLL CALL

Mayor Miller introduced City Administrator April Little who provided information regarding her background.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Alder Busse reported that in the first and third motions on Page 5 his name was listed in error and should be recorded as Alder Holmquist. City Clerk Andrusz noted these corrections.

A motion by Alder O'Connor, seconded by Alder Speight to approve the Minutes from the November 16, 2015 City Council meeting as amended, was carried.

APPEARANCES

Financial Consultant Jeff Belongia of Hutchinson, Shockey, Erley & Company appeared before the Council and spoke regarding a tentative financial schedule and the state of the City's finances.

PUBLIC HEARING

There was no Public Hearing.

CONSENT AGENDA

A motion by Alder Wood, seconded by Alder Speight to approve the following, was carried:

1. Applications for 2015/2016 Operator Licenses:
 - a. Dylan J. Foster, Speedway – Monona Drive
 - b. Shaquita M. Comer, Speedway – Royal Avenue
 - c. Charletha J. Hodges, Speedway – Royal Avenue

2. Applications for 2015/2017 Operator License:
 - a. Jenny R. Welch, Walmart

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A motion by Alder Thomas, seconded by Alder Wood to suspend the rules and take action on Resolution 15-12-2061 Adopting a Facility Use Agreement to Sell Christmas Trees at Ahuska Park, was carried.

Recreation Director Anderson reported this is the standard agreement for long-term facility users. Starting in 2012 an RFP went out for a 3-year contract with payments of \$1,000 per year, and the current vendor was the only to respond. This vendor bid higher as he wanted the location. The vendor would now like a long-term commitment for a permanent place in order to grow his business.

Toby Franzen, 711 Pirate Island Road appeared before the Council and spoke regarding his tree farm operation and his efforts to provide quality trees that create less mess for homes and businesses. Sales have increased each year, with the 2,000th tree recently sold, and only one complaint. The higher rent is acceptable as he wants to build the business and garner repeat customers.

Mayor Miller reported he has received no complaints and clean-up is complete each year. Alder Busse expressed concern the 15-year contract is a long commitment with low increases. Recreation Director Anderson reported there is a contingency for the City to terminate the contract with a 30-day notice. The increase is low, \$25 per year after 5 years, because the rent is higher compared to other locations. Funds are used for park maintenance. This rental occurs in the parking lot during a time of low park usage. This vendor has a good history and possibly saves the City clean-up costs that a different vendor could create. Alder Thomas noted Mr. Franzen donated trees to both the gazebo and Community Center.

A motion by Alder O'Connor, seconded by Alder Speight to approve Resolution 15-12-2061 Adopting a Facility Use Agreement to Sell Christmas Trees at Ahuska Park, was carried. Alder Busse voted against the motion.

A motion by Alder Busse, seconded by Alder O'Connor to suspend the rules and take action on Resolution 15-12-2062 Withdrawing from the Local Government Property Insurance Fund, was carried.

Finance Director Houtakker reported the State doubled its building insurance premium rates and this Resolution will start the withdrawal process. The City is an owner of CVMIC, which provides all of the City's coverages, and they provided a quote that maintains the current rate, approximately \$18,000. A quote received from another vendor will also be considered. Policies will be reviewed by the City's Attorney and Administrator.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 15-12-2062 Withdrawing from the Local Government Property Insurance Fund, was carried.

REPORTS

Recreation Director Anderson provided information on Saturday's Breakfast with Santa event, with the 350 tickets sold-out. Volunteers are welcome at 7:00 and 9:00 a.m. The Senior Center is providing crafts for attendees and there will be horse-drawn carriage rides. He thanks Finance Director Houtakker for his work as Interim City Administrator. The Plan Commission was presented with five options for Oneida Park lights, and the chosen quote is \$10,000. Alder Thomas thanks Recreation Director Anderson for the stunning holiday lighting of the Gazebo.

City Clerk Andrusz thanks those who are so willing to serve their neighbors as Election Inspectors.

Mayor Miller reported Toren Young from the Monona Grove High School football team has been selected to play in the Blue-Grey All-American Bowl football game in Jacksonville, Florida. There is a GoFundMe

program to raise the \$3,200 needed and he is at 25% of that goal as of tonight. The City was a bronze category award winner in the Year of the Bike wrap-up. Mari Anne and Richard Lichtfeld's Honor Flight fund raising event last night was very successful and two World War II veterans were in attendance. He is pleased to announce the Food Fight restaurant group has moved their corporate headquarters to the Devenish Associates building on Monona Drive.

APPOINTMENTS

A motion by Alder Speight, seconded by Alder O'Connor to approve the following, was carried:

1. Val Edwards to the Library Board (effective immediately until July 2017).
2. Dave Lombardo to the Community Development Authority (effective immediately until May 2016).

A motion by Alder Holmquist, seconded by Alder Speight to approve the following, was carried:

1. Chief Election Inspectors, January 1, 2016 – December 31, 2017:

Vern Breunig	Lynn Mansfield	Ilana Strauch
Diane Derry	Mary O'Connor	
Nathan Harper	Mary Possin	

2. Election Inspectors, January 1, 2016 – December 31, 2017:

LaVerne Ahrens	Kay Gage	Martha Nawratil
David Allen	Kathy Gundlach	Meredith Oehlkers
Kate Allen	Camille Haney	Mary Pringle
Stanford Bang	Don Hendrikse	Marilyn Rindy
Marilyn Barker	Joyce Hornburger	Sandra Robertson
Kathleen Baxter	Geraldine Hovland	Robinson Teneko
Kathy Bell	Dorothy Hujik	Kathryn Schubert
Richard Benzine	Bill Imhoff	Phyllis Seiler
Richard Bernstein	Yvonne Jackson	Kathleen Sticha
Polly Brandes	Paul Johnson	Rosemary Temple
Sharon Britt	Shannon Kennedy	Russell Theel
Christopher Coates	Ruth Lalley	Kathy Thomas
Jean Coates	Darleen Laufenberg	Jean Van Dreef
Alice Copper	Elizabeth Lemon	Richard Van Dreef
Shirley Dalton	Mari Anne Lichtfeld	Judith Weum
Karen Dorman	Mary Mail	John Whalen
Tom Dorman	Iline Marking	Sara Whalen
Connie Dreger	Peggy McDonald	Christine Williams
Shirley Fassbind	Michele Miller	

3. Special Voting Deputies, January 1, 2016 – December 31, 2017:

Connie Dreger	Ilana Strauch	Christine Williams
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ADJOURNMENT

A motion by Alder Wood, seconded by Alder Holmquist to adjourn, was carried. (8:09 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 16-1-2063
Monona Common Council**

**A RESOLUTION AUTHORIZING THE CITY OF MONONA TO APPLY FOR
A LARGE-SCALE LAKE MANAGEMENT PLANNING GRANT FROM
THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, the City of Monona is interested in acquiring a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of completing a Winnequah Park Lagoon dredging feasibility study; and,

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and,

WHEREAS, a grant agreement is requested to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, has budgeted a sum sufficient to fully and satisfactorily complete the project.

BE IT FURTHER RESOLVED that the Director of Public Works is hereby authorized to sign and submit a grant application; take the necessary action to undertake, direct, and complete the approved project and bind the applicant; submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate; and submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized to enter into a grant agreement with the DNR, and the City will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested by: Public Works Director Dan Stephany

Council Action:

Date Introduced: 1-4-16

Date Approved: _____

Date Disapproved: _____

**Resolution 16-1-2064
Monona Common Council**

**PURCHASE APPROVAL OF ONE CURRENT MODEL YEAR
ONE-TON CHASSIS CAB**

WHEREAS, the 2016 Capital Budget includes funding in the amount of \$37,500 for the purchase of a new one ton dump truck; and,

WHEREAS, the vehicle scheduled to be replaced is a 2005 Chevrolet 2500 pickup truck; and,

WHEREAS, the Parks Department will assume responsibility of the 2005 Chevrolet 2500 pickup truck, which will replace the 1994 Chevrolet 1500 pickup truck that will be sent to auction in 2016; and,

WHEREAS, the equipment scheduled for purchase is a Ford F-350 Super Duty cab chassis; and,

WHEREAS, the City will purchase this vehicle through the Wisconsin Department of Administration RFB cooperative purchasing contract; and,

WHEREAS, on January 6, 2016, the Public Works Committee reviewed the Wisconsin Department of Administration Bid information and the Ewald Automotive Group proposal and has recommended the approval of the proposal in the amount of \$28,362.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the proposal submitted by Ewald Automotive Group for one (1) Ford F-350 Super Duty cab chassis in the amount of \$28,362 is hereby approved and staff is authorized to proceed with the purchase.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Public Works Committee – 1/6/16

Council Action:

Date Introduced: 1-4-16

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>16-1-2064</u>
		Ordinance Amendment No. _____

Title:
 Purchase of one Current Model Year One-Ton Ford F-350 Chassis Cab

Policy Analysis Statement:

Brief Description Of Proposal:
 As presented in the 2016 Capital Budget, the public works and parks departments propose to purchase one Ford F-350 Super Duty Chassis Cab from Ewald Automotive Group for the amount of \$28,362. This purchase is made utilizing the Wisconsin Department of Administration RFB process and awards program.

Current Policy Or Practice:
 This is a replacement for the 2005 Chevrolet 2500 pickup truck. The parks department will assume responsibility of this truck once the new one-ton dump truck arrives. The 2005 Chevrolet 2500 pickup truck will replace a 1994 Chevrolet 1500 pickup truck, which will be sold at auction in 2016. The new one-ton dump truck will be shared equally between the public works and parks departments.

Impact Of Adopting Proposal:
 Capital budget allocation: \$37,500

- Proposed chassis cab price: \$28,362
- Dump body: \$8,985 (not part of this approval, purchased separately)

Balance Remaining: \$153

Fiscal Estimate:

<u>Fiscal Effect (check/circle all that apply)</u> <input checked="" type="checkbox"/> No fiscal effect <input type="checkbox"/> Creates new expenditure account <input type="checkbox"/> Creates new revenue account <input type="checkbox"/> Increases expenditures <input type="checkbox"/> Increases revenues <input type="checkbox"/> Increases/decreases fund balance _____ Fund	<u>Budget Effect:</u> <input checked="" type="checkbox"/> Expenditure authorized in budget <input type="checkbox"/> No change to budget required <input type="checkbox"/> Expenditure not authorized in budget <input type="checkbox"/> Budget amendment required
	<u>Vote Required:</u> <input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57320	853	One Ton Dump Truck	\$37,500			\$37,500
				Totals				

Prepared By:

Department: Public Works Prepared By: Daniel Stephany, Director of Public Works Reviewed By: Marc Houtakker, Finance Director	Date: December 22, 2015 Date: December 28, 2015
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**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY

Division of Enterprise Operations
State Bureau of Procurement
101 East Wilson Street, 6th Floor
Post Office Box 7867
Madison, WI 53707-7867
Voice (608) 266-2605
Fax (608) 267-0600
<http://vendornet.state.wi.us>

Date: November 3, 2015

To: Bidders of Model Year 2016 or Newer Passenger, Law Enforcement Vehicles and Light Duty Trucks

From: Rick House, Procurement Specialist
State Bureau of Procurement

Subject: Notice to Award RFB 28209-RH

Enclosure: RFB 28209-RH Bid Price Sheet Abstracts

The State of Wisconsin, as represented by the Department of Administration, State Bureau of Procurement, intends to award RFB 28209-RH as indicated on the attached Bid Price Sheet Abstracts. In accordance with Section 3.5 of RFB 28209-RH; titled Method of Award, awards are based on the lowest total, responsive, responsible bidder for each vehicle type, by manufacturer. This is a notice to award and it does not constitute a contractual commitment. Purchase orders will be executed by the state agencies and municipalities.

Vendor Contact Information:

Scott Kussow
Ewald Motors of Oconomowoc, LLC
36833 E. Wisconsin Ave.
Oconomowoc, WI 53066
262-567-5555/414-258-5000
skussow@ewaldauto.com

Scott Kussow
Ewald's Hartford Ford, LLC
5788 HWY 60 E.
P.O. Box 270046
Hartford, WI 53027
262-567-5555/414-258-5000
skussow@ewaldauto.com

Scott Kussow
Ewald Chevrolet Buick, LLC
36833 E. Wisconsin Ave
Oconomowoc WI 53066
262-567-5555/414-258-5000
skussow@ewaldauto.com

Tim Askey
Kayser Automotive Group
2303 West Beltline Hwy
Madison, WI 53713
608-276-0253
t.askey@kayseronline.com

Please contact Rick House at 608-266-8024 or Email: reche2.house@wisconsin.gov regarding any questions about this notice.

Prepared For:
 DAN STEPHANY
 CITY OF MONONA
 5211 SCHLUTER RD.
 MONONA, WI 53716
 Phone: (608) 222-2525
 Email: dstephany@ci.monona.wi.us

Prepared By:
 SCOTT KUSSOW
 EWALD AUTOMOTIVE GROUP, LL
 36833 E. WISCONSIN AVE.
 OCONOMOWOC, WI 53066
 Phone: (262) 567-5555
 Fax: (262) 560-1303
 Email: skfleet@ewaldauto.com



2016 Fleet/Non-Retail Ford Super Duty F-350 DRW 4WD Reg Cab 141" WB

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail F3H 4WD Reg Cab 141" WB 60" CA XL

MSRP	\$37,165.00
Destination Charge	\$1,195.00
Optional Equipment	\$1,540.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$11,538.00)
Total Pre-Tax Adjustments	(\$11,538.00)
Taxable Price	\$28,362.00
TOTAL	\$28,362.00

Customer Signature / Date

Dealer Signature / Date

2016 FORD F350 REG CAB 4WD C&C TO YOUR SPECS AS DETAILED, (SAME AS '14 F350 ORDER).
 REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF
 YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 408.0, Data updated 10/13/2015
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Customer File:

**Resolution 16-1-2065
Monona Common Council**

**PURCHASE APPROVAL OF ONE CURRENT MODEL YEAR PLOW TRUCK
EQUIPMENT PACKAGE**

WHEREAS, maintaining a highly operational fleet of snow removal vehicles is critical to the operation of the Public Works Department, as DPW Staff rely on snow removal vehicles as their only means for snow and ice control; and,

WHEREAS, the 2016 Capital Budget includes funding in the amount of \$183,000 for the purchase of a new tandem axle dump truck with snow plow equipment package; and,

WHEREAS, the vehicle scheduled to be replaced is a 1995 International dump truck with snow plow equipment; and,

WHEREAS, the equipment scheduled for purchase is the cab and chassis, dump body, front and wing plow, and dual salt spreader; and,

WHEREAS, the City received proposals on December 11, 2015 from three vendors, Lakeside International, Truck Country, and V&H Inc., for the purchase of one current model year cab and chassis with snow plow equipment package provided by Burke Truck Equipment; and,

WHEREAS, on January 6, 2016, the Public Works Committee reviewed the proposals and has recommended the award for the proposal provided by Lakeside International for the combined price of \$172,719.90.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the proposal submitted by Lakeside International for one (1) current model year cab and chassis with snow plow equipment package in the amount of \$172,719.90 is hereby approved, and staff is authorized to proceed with the purchase.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Public Works Committee – 1/6/16

Council Action:

Date Introduced: 1-4-16

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>16-1-2065</u>
		Ordinance Amendment No. _____

Title:
Purchase of one Current Model Year Tandem Axle Cab & Chassis with Snow Plow Equipment

Policy Analysis Statement:

Brief Description Of Proposal:

As presented in the 2016 Capital Budget, the Public Works Department proposes to purchase one International 7500 tandem axle cab and chassis with the snow plow equipment package provided by Burke Truck Equipment for a combined price of \$172,719.90. The proposal provided by Lakeside International is the highest cost of the three proposals received, with a price difference from the lowest cost proposal of \$4,886.90. The low cost proposal provided by V&H, Inc. did not meet the specifications identified in the RFP, and V&H, Inc. did not provide any explanation of the differences, as required in the RFP. The RFP allowed for an EQUAL specification with minor variation, and with deviation or variation explanation required.

Current Policy Or Practice:

This is a replacement for the 1995 International plow truck, which has a vehicle points system rating of 34, and qualifies for immediate replacement. The 1995 International plow truck will be sold at auction in 2016.

Impact Of Adopting Proposal:

Capital budget allocation: \$183,000

- Proposed cab & chassis price: \$94,710.90
- Burke Truck Equipment Plow Package Price: \$76,214
- Option 2 Dual Spinner: \$1,795
- Total Combined Price: \$172,719.90

Balance Remaining: \$10,280.10

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 <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57320	832	Tandem Axle Dump Truck w/Plow Equipment	\$183,000			\$183,000
Totals					\$183,000			\$183,000

Prepared By:

Department: Public Works Prepared By: Daniel Stephany, Director of Public Works Reviewed By: Marc Houtakker, Finance Director	Date: December 22, 2015 Date: December 28, 2015
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City of Monona – Public Works & Utilities
 5211 Schluter Road
 Monona, Wisconsin 53716
 Phone: 608-222-2525
 Fax: 608-222-9225
 Website: www.mymonona.com

EQUIPMENT PROPOSAL SUMMARY

Advertisement Date:	November 19, 2015
Proposal Opening Date:	December 11, 2015
Proposal Opening Time:	10:00am
Equipment Proposed:	Tandem Axle Cab & Chassis with Burke Truck & Equipment Snow Plow Package

Vendor Name:	Lakeside International International 7500SBA	Truck Country Freightliner 108SD	V & H Inc. Trucks Western Star 4700SB
Affidavit	Yes	Yes	Yes
Delivery Date	120 days	90 days cab/chassis	45 days cab/chassis
Chassis Price	\$94,710.90	\$94,491.00	\$89,824.00
Burke Option 1, left side spinner	\$76,214.00	\$76,214.00	\$76,214.00
Burke Option 2, dual spinner	\$1,795.00	\$1,795.00	\$1,795.00
Burke Option 3, center spinner	\$450.00	\$450.00	\$450.00

From: [Wieland, Hank](#)
To: [Daniel Stephany](#)
Subject: V&H analysis
Date: Friday, December 11, 2015 3:55:40 PM

Engine Torque does not meet spec - \$1000.00 Minimum - Same situation as Truck Country on the Engine

Wheels do not meet spec - Non polished wheels \$200.00

Does not meet Multiplexed Electrical System specified, several features missing- \$5000.00 at least! The International Diamond Logic Fully Multiplexed Electrical System has been Industry Standard since 2001. No other Manufacturer has invested, developed, implemented, produced and supported a system at this level. International invested some \$100,000,000 into this to make it the most capable, diagnosable, lowest downtime and lowest cost of ownership system in the history of Medium and Heavy Duty trucks. Night and Day difference in level of componentry!

No Remote diagnostics \$200.00 – same as Truck Country

Does not meet Frame Mounted Exhaust specified - \$650.00 Allows for full articulation of air ride cab and eliminates sound and vibration from the otherwise Cab Mounted System.

Does not meet Specified Hendrickson HAS Air Ride Rear Suspension \$2000.00 Rear Suspension supplied is not designed for off road durability

Does not meet OnCommand 2 yr. on line parts and service information access specified - \$1000.00

Does not meet Huck Bolted Frame specified - \$285 Best Frame bolt system in the industry standard on International, provides superior clamping of rails and cross members.

**Resolution No. 16-1-2066
Monona Common Council**

**A RESOLUTION AUTHORIZING THE REDEMPTION OF
GENERAL OBLIGATION REFUNDING BONDS, DATED FEBRUARY 15, 2008**

WHEREAS, the City of Monona, Dane County, Wisconsin (the “City”) has outstanding its General Obligation Refunding Bonds, dated February 15, 2008 (the “2008 Bonds”); and,

WHEREAS, the Common Council has determined that it is necessary and desirable to call the 2008 Bonds, which mature on December 1, 2016, for redemption on February 8, 2016 with funds of the City on hand.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2008 Bonds are called for prior payment on February 8, 2016 at the price of par plus accrued interest to the date of redemption. The City hereby directs the City Clerk to work with Hutchinson, Shockey, Erley & Co. to cause timely notice of redemption, in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (the “Notice”), to be provided at the times, to the parties and in the manner set forth on the Notice.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

EXHIBIT A
NOTICE OF FULL CALL*
Regarding
CITY OF MONONA
DANE COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS
DATED FEBRUARY 15, 2008

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on February 8, 2016 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
12/01/2016	\$650,000	3.50%	610100PB9

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before February 8, 2016.

Said Bonds will cease to bear interest on February 8, 2016.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission or electronic transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days prior to February 8, 2016 and to the MSRB. Notice shall also be provided to Financial Security Assurance Inc., or any successor, the bond insurer of the Bonds.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>16-1-2066</u>
		Ordinance Amendment No. _____

Title: Authorizing the Redemption of General Obligation Refunding Bonds, Dated February 15, 2008

Policy Analysis Statement:

Brief Description Of Proposal:

In 2008 the City borrowed a General Obligation Refunding Bonds related to TIF #2. The Bonds are now callable and the City would save approximately \$18,010 in interest cost for 2016 if this resolution is approved. Also there is no fee for early payment. Note : If this resolution is not approved, the loan will be paid in full on 12/1/2016.

Current Policy Or Practice:

Impact Of Adopting Proposal:

Savings on interest expense of approximately \$18,010 for TIF #2. TIF #2 is a donor district which results in more money transfer to the TIF#4.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Decreases 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. <u>16-2</u>				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
301	58	58200	620	Interest Expense	25,277		18,010	7,267
301	59	59000	200	Transfer to TIF #4	329,862	18,010		347,872
Totals								

Prepared By:

Department: Finance Department
Prepared By: Marc Houtakker
Reviewed By:

Date: December 30, 2015

**Resolution No. 16-1-2067
Monona Common Council**

**A RESOLUTION PROVIDING FOR THE SALE OF
\$5,025,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City"), is presently in need of \$5,025,000 for public purposes, including paying the cost of projects included in the City's 2016 Capital Improvement Program and refunding obligations of the City, including interest on them, specifically, the General Obligation Promissory Notes, dated March 15, 2008; and,

WHEREAS, it is desirable to borrow the funds needed for such purposes through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that:

1. The City shall issue General Obligation Promissory Notes, Series 2016 (the "Notes") in an amount not to exceed \$5,025,000 for the purposes described above.
2. The sale of the Notes shall be negotiated with Hutchinson, Shockey, Erley & Co., and the terms of the Notes, including the dating, interest rates, maturity schedule and other details with respect to the Notes, shall be subject to approval by subsequent resolution of the Common Council.
3. The City Clerk shall cause an Official Statement concerning the Notes to be prepared by Hutchinson, Shockey, Erley & Co. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

City of Monona
POLICY AND FISCAL NOTE

_____ Original	_____ <u>X</u> Update	Substitute No. _____
		Resolution No. <u>16-1-2067</u>
		Ordinance Amendment No. _____

Title: 2016 Capital Borrowing and Refunding of 2018 GO Notes

Policy Analysis Statement:

Brief Description Of Proposal:

The approved 2016 capital budget is \$3,261,466. The budget would be paid by the following funding sources:

Other Revenues	335,726
CATV	30,605
Debt Borrowing	<u>2,895,135</u>
Total	\$ 3,261,466

Also, Jeff Belongia recommends refunding the 3,925,000 G.O note. The city has a balloon payment of \$2,125,000 due in 2017 and this payment is now callable.

Total borrowing:

2016 Capital	2,900,000
2008 Refi	<u>2,125,000</u>
Total	\$ 5,025,000

Proposed by Jeff Belongia, the City's financial advisor, to not exceed \$5,025,000 to account for borrowing cost.

Current Policy Or Practice:

Approved 2016 capital budget

Impact Of Adopting Proposal:

Pay for 2016 approved budget and refunding of the 2008 GO note

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	40	49100	000	Proceed from Debt	2,900,000		2,125,000	5,025,000
Totals								

Prepared By:

Department: Finance Department
Prepared By: Marc Houtakker
Reviewed By:

Date December 30, 2015
Date:

**Resolution No. 16-1-2069
Monona Common Council**

**A RESOLUTION RATIFYING THE LIST OF CITY OF MONONA LANDMARK
PROPERTIES**

WHEREAS, Section 2-4-8 of the Code of Ordinances grants the Landmarks Commission the authority to review all potential landmark sites which exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community, or are identified with historic personages or with important events in national, state, or local history; and,

WHEREAS, the last action of the Common Council on record regarding landmark properties in the City of Monona was found in the minutes of the October 25, 1979 meeting; and,

WHEREAS, since 1979, the Landmarks Commission has published two books documenting the significance of these Monona landmarks, including more landmarks than were included in the 1979 Common Council minutes, and has physically marked many of those sites with plaques identifying them as City of Monona landmarks; and,

WHEREAS, the Plan Commission and Common Council have adopted a Comprehensive Plan listing more landmarks than were included in the 1979 Common Council minutes; and,

WHEREAS, the Landmarks Commission reviewed the landmarks list at their meeting on October 7, 2015 and wishes to re-affirm them as City of Monona landmark properties with an official action of the Common Council to make the list a matter of record.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the list of properties in the City of Monona, as listed in the 2011 Landmarks Commission publication and the 2004 Comprehensive Plan, and attached hereto as Exhibit A, are ratified as landmarks and landmark sites.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Landmarks Commission – 10/7/15

Council Action:

Date Introduced: 1-4-16

Date Approved: _____

Date Disapproved: _____

Exhibit A

City of Monona Landmark and Landmark Sites - 2015

Adolph Wagner House	4705 Tonyawatha Trail
Black Bridge - Site	Bridge Road
Blooming Grove Town Hall - Site	Monona Drive and Dean Avenue
Bungalows	5805-5807 Winnequah Road
Charles Fix House	4659 Tonyawatha Trail
Chet Clarke House - Site	5000 Monona Drive
Ernie's Trading Post	4500 Winnequah Road
Frank Allis Home / Novitiate	4123 Monona Drive
Fred Schluter Farm - Site	5310 Schluter Road
George Kalbfleisch, Jr. Farm - Site	706 Dean Avenue
George Nichols Farm - Site	6204 Ridgewood Avenue
Knute Reindahl House - Site	4009 Monona Drive
Lambole Cottage	4529 Winnequah Road
Morningside Sanitarium	300 Femrite Drive
Mound - Outlet	Midwood Avenue and Ridgewood Avenue
Mound - Reindahl/Monona	4009 Monona Drive
Mound - Tompkins-Brindler	5805 Monona Drive, Woodland Park
Nichols School	5301 Monona Drive
Otto Schroeder House	4811 Tonyawatha Trail
Royal Airport - Site	W Broadway and Highway 12/18
Springhaven Pagoda	4227 Winnequah Road
Tonyawatha Springs Hotel - Site	4541 Winnequah Road
Tower of Memories	601 E Broadway
William Schlutz Farm - Site	4611 Winnequah Road

Ordinance No. 1-16-673
Monona Common Council

**AN ORDINANCE AMENDING SECTION 13-1-64 OF THE CODE OF ORDINANCES
CONCERNING HISTORIC CONSERVATION**

WHEREAS, section 13-1-64 of the Code of Ordinances requires the Plan Commission to make certain determinations whenever an application for a zoning or occupancy permit involves a landmark.

WHEREAS, the Landmark Commission is responsible for designating landmarks in the City and possesses expertise which would be of assistance to the Plan Commission in making the determinations required by section 13-1-64.

WHEREAS, the Common Council desires to specify criteria for the designation of landmarks; to provide nonbinding input by the Landmarks Commission to the Plan Commission to assist it in making the determinations required by section 13-1-64; and to additionally require such review when building and demolition permit applications involve landmarks.

NOW, THEREFORE, the Common Council of the City of Monona, Dane County, Wisconsin, do ordain as follows:

SECTION 1. Section 13-1-64 of the Code of Ordinances is hereby amended to read as follows:

Sec. 13-1-64 Historic Conservation.

- (a) **Purpose and Intent.** The protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value are in the public interest. The purpose of historic conservation is to:
- (1) Protect, enhance and perpetuate improvements and districts which represent or reflect elements of the city's cultural, social, economic, political and architectural history;
 - (2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts;
 - (3) Stabilize and improve property values;
 - (4) Foster civic pride in the beauty and noble accomplishments of the past;
 - (5) Protect and enhance the city's attractions to residents, tourist and visitors, and serve as a support and stimulus to business and industry;
 - (6) Strengthen the economy of the city; and
 - (7) Promote the use of historic districts and landmarks for the education, pleasure and welfare of the people of the city.
- (b) **Definitions**
- (1) **Landmark.** Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation, and which has been designated as a landmark pursuant to the provisions of this Chapter.
 - (2) **Landmark Site.** Any parcel of land of historic significance due to a substantial value in tracing the history of aboriginal people, or upon which an historic event has occurred, and which has been designated as a landmark site under this Chapter, or a parcel, or part thereof, on which is situated a landmark.
- (c) **Landmarks and Landmark Sites Designation Criteria.** The Landmarks Commission may designate as a landmark or landmark site any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historical, architectural or cultural significance to the city, such as historic structures or sites which:
- (1) Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community; or

- (2) Are identified with historic personages or with important events in national, state or local history; or
 - (3) Embody distinguishing characteristics or an architectural type specimen inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship; or
 - (4) Are representative of the notable work of a master builder, designer, or architect whose individual genius influenced his or her age; or
 - (5) Represent a unique natural resource or cultural asset to the community that should be preserved.
- (d) **Reports and Recommendations.** The Landmarks Commission shall report to the Common Council any new landmarks and landmark sites it designates and shall recommend procedures for acquisition or preservation of such landmarks and sites.
- (e) **Determination of Effect on Proposed Use or Improvement.** If an application for a zoning, building or demolition permit under this Code involves a landmark or landmark site designated as such by the Landmarks Commission, the Plan Commission shall determine:
- (1) Whether the proposed work would detrimentally change, destroy, or adversely affect any architectural feature of the landmark; and
 - (2) In the case of a new construction, whether the exterior or such construction would be in harmony with the external appearance of other landmarks on the site; and
 - (3) Whether the proposal would significantly alter or destroy the historic characteristics of the landmark or the landmark site.
- (f) **Action on Permit Application.** The permit application shall be first referred to the Landmarks Commission for consideration. The Landmarks Commission shall issue an advisory report to the Plan Commission as to the matters referred to in subsection (e). The Plan Commission shall make a determination as to those matters, after consideration of the Landmarks Commission report, and forward the application with its determination to the appropriate body for action in accordance with section 13-1-182 (Zoning Permits in Single-Family and Two-Family Residence District), 13-1-183 (Zoning Permits in all other Districts), 15-1-23 (Building Permits), and 15-1-83 (Demolition Permits). Notwithstanding the previous sentence, upon the recommendation of the Landmarks Commission, and after consideration of the purpose and intent of this section, if the Plan Commission deems it appropriate, it shall refer the application to the Common Council for consideration of acquisition or preservation of the landmark or landmark site.

SECTION 2. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Landmarks Commission – 10/19/15
Drafted By: William S. Cole, City Attorney – 11/6/15
Approved As To Form By: William S. Cole, City Attorney – 11/6/15

Council Action:
Date Introduced: 1-4-16
Date Approved: _____
Date Disapproved: _____

REDLINE SUMMARY OF AMENDMENTS TO EXISTING SECTIONS

Sec. 13-1-64 Historic Conservation.

- (a) **Purpose and Intent.** The protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value are in the public interest. The purpose of historic conservation is to:
- (1) Protect, enhance and perpetuate improvements and districts which represent or reflect elements of the city's cultural, social, economic, political and architectural history;
 - (2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts;
 - (3) Stabilize and improve property values;
 - (4) Foster civic pride in the beauty and noble accomplishments of the past;
 - (5) Protect and enhance the city's attractions to residents, tourist and visitors, and serve as a support and stimulus to business and industry;
 - (6) Strengthen the economy of the city; and
 - (7) Promote the use of historic districts and landmarks for the education, pleasure and welfare of the people of the city.
- (b) **Definitions**
- (1) **Landmark.** Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation, and which has been designated as a landmark pursuant to the provisions of this Chapter.
 - (2) **Landmark Site.** Any parcel of land of historic significance due to a substantial value in tracing the history of aboriginal people, or upon which an historic event has occurred, and which has been designated as a landmark site under this Chapter, or a parcel, or part thereof, on which is situated a landmark.
- (c) **Landmarks and Landmark Sites Designation Criteria.** The Landmarks Commission may designate as a landmark or landmark site any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historical, architectural or cultural significance to the city, such as historic structures or sites which:
- (1) Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community; or
 - (2) Are identified with historic personages or with important events in national, state or local history; or
 - (3) Embody distinguishing characteristics or an architectural type specimen inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship; or
 - (4) Are representative of the notable work of a master builder, designer, or architect whose individual genius influenced his or her age; or
 - (5) Represent a unique natural resource or cultural asset to the community that should be preserved.
- (d) **Reports and Recommendations.** The Landmarks Commission shall report to the Common Council any new landmarks and landmark sites it designates and shall recommend procedures for acquisition or preservation of such landmarks and sites.
- ~~(e)~~(e) **Determination of Effect on Proposed Use or Improvement.** If an application for a zoning, building or ~~occupancy~~demolition permit under this Code involves a landmark or landmark site designated as such by the Landmarks ~~Board, within thirty (30) days,~~Commission, the Plan Commission shall determine:
- (1) Whether the proposed work would detrimentally change, destroy, or adversely affect any architectural feature of the landmark-; and
 - (2) In the case of a new construction, whether the exterior or such construction would be in harmony with the external appearance of other landmarks on the site or nearby-; and
 - (3) Whether the proposal would significantly alter or destroy the historic characteristics of the landmark or the landmark site.
- ~~(f)~~(f) **Action of Determination- #on Permit Application.** The permit application shall be first referred to the Landmarks Commission for consideration. The Landmarks Commission shall issue an advisory report to the Plan Commission as to the matters referred to in subsection (e). The Plan

Commission shall make a determination as to those matters, after consideration of Subsection (a);
the Landmarks Commission report, and forward the application with its determination to the
appropriate body for action in accordance with section 13-1-182 (Zoning Permits in Single-Family
and Two-Family Residence District), 13-1-183 (Zoning Permits in all other Districts), 15-1-23
(Building Permits), and 15-1-83 (Demolition Permits). Notwithstanding the previous sentence, upon
the recommendation of the Landmarks Commission, and after consideration of the purpose and intent
of this section, if the Plan Commission deems it appropriate, it shall refer the application to the
Common Council to determine, within thirty (30) days, action for for consideration of acquisition or
preservation of ~~such landmarks~~the landmark or ~~sites~~landmark site.

**Resolution No. 16-1-2068
Monona Common Council**

**AMENDING THE 2016 OPERATING BUDGET TO ADJUST
THE SALARY FOR THE CITY PLANNER**

WHEREAS, the Monona City Council established a salary for the City Planner in 2016, with an increase of 2.5% over the previous year consistent with increases for other department heads; and,

WHEREAS, the City Planner's salary is well below the minimum salary of area planners; and,

WHEREAS, the City Planner also has a major role guiding economic development and zoning administration; and,

WHEREAS, the City Planner is lead staff to five city committees and a UniverCity project, and also assists with Sustainability Projects; and,

WHEREAS, the City Planner has earned AICP Professional Certification 2015 (American Institute of Certified Planners), and has undertaken lead on major projects including the in-house update of City of Monona's Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2016 Operating Budget is hereby amended to increase the budget line item for planner salaries (account 100-56-56300-110) by \$10,000, FICA (account 100-56-56300-130) by \$765, and Wisconsin Retirement (account 100-56-56300-131) by \$660 for a total of \$11,425.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By:

Council Action:
Date Introduced: 01-4-16
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>16-1-2068</u>
		Ordinance Amendment No. _____

Title:
2016 Operating Budget Amendment for Planning Director Salary Adjustment

Policy Analysis Statement:

Brief Description Of Proposal:

To increase City Planner salary from \$60,098.83 by \$10,000. This change is needed to be more comparable to other Dane County city planners.

Current Policy Or Practice:

Current salary is \$60,098.83.

Impact Of Adopting Proposal:

Increase to 2016 budget is \$11,425. This amount will come out of general fund balance.

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:

Note: The Planning Director salary is split among three funds: 85% is General Fund; 5% is CDA; and 10% is TIF #8. General Fund share only is affected and shown below.

Expenditure/Revenue Changes:

Budget Amendment No. <u>16-1</u>				No Budget Amendment Required				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	56	56300	110	Admin Salary	51,084.00	10,000.00		61,084.00
100	56	56300	130	FICA	3,907.93	765.00		4,672.93
100	56	56300	131	Wis. Retirement	3,371.54	660.00		4,031.54
100	49	49300	000	Fund Balance	130,000.00		11,425.00	141,425.00
Totals						11,425.00	11,425.00	

Prepared By:

Department: Planning

Prepared By: April Little, City Administrator

Reviewed By: Marc Houtakker, Finance Director

Date: December 30, 2015

Date: December 30, 2015

Sonja's current roles:

- City Planner
- Assistant Economic Development Director
- Zoning Administrator
- Floodplain Zoning Administrator
- Assist with Sustainability Projects – UniverCity Year, Sustain Dane MPower Program

Lead staff to 5 city committees, plus involvement in Chamber activities:

- Plan Commission
- Community Development Authority
- Zoning Board of Appeals
- Landmarks Commission
- Joint Review Board

Other accomplishments:

- Earned AICP Professional Certification 2015 (American Institute of Certified Planners)
- Appointment as Board Member to United States Green Building Council (USGBC) – Wisconsin Chapter, 2015
- In-house update of Comprehensive Plan

Municipality/Salary Year	Person/Title	Years Exp.	Salary	Difference
Monona 2015	Reichertz		\$58,600	
Sheboygan Co. 2014	Aaron Brault - Planning Director	5	\$74,000	\$15,400
Stevens Point 2014	Michael Ostrowski – Planning Director	5	\$81,037	\$22,437
Verona 2014	Adam Sayre – Planning Director	7	\$71,400	\$12,800
Franklin 2014	Joel Dietl – Planning Manager	9	\$77,188	\$18,588
Village of Men. Falls 2014	Matthew Dorner – <i>Assistant</i> CD Director/Econ Dev Specialist	9	\$77,813	\$19,213
Sheboygan 2014	Chad Pelishek – Planning Director	13	\$87,000	\$28,400
City of Hartford 2014	John Drew – City Planner	13	\$83,624	\$25,024
Port Washington 2014	Randy Tetzlaff – Director of Planning & Dev	14	\$81,632	\$23,000
Sun Prairie 2014	Scott Kugler – Planning Director	14	\$94,184	\$35,584
Oconomowoc 2014	Jason Gallo - Planner	15	\$89,358	\$30,758
Stoughton 2014	Rodney Scheel – Planning Director	20+	\$97,157	\$38,557
Fitchburg 2014	Tom Hovel – Planning Director	25+	\$91,652	\$33,052
Middleton 2014	Eileen Kelley – Planning Director	25+	\$87,777	\$29,177

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Administrator April Little

MONTH OF: December 2015

Accomplishments:

- Met with department heads to learn about their programs and see how I could help.
- Discussed UniverCity projects with staff.
- Toured facilities and parks.

Major Projects / Issues:

- Began work on recodification project assignments and schedule; General Code's analysis is due the end of February.
- RFP for assessment services has been sent.

Planning / Development:

- Meetings with several property owners and potential developers: Randy Kessinich (Riverfront), Wired Properties (Riverfront), JJB Commercial Real Estate (6400 Monona Drive)

Upcoming Objectives / Events:

Personnel / Administration:

- WPPA Police Union negotiations held. A grievance has been filed regarding an insurance opt-out memorandum of understanding
- Processed merit pay and wage adjustment requests.
- Created new forms for staff reports and merit pay requests.
- Insurance – finalizing paperwork for changeover to MPIC property insurance. Decided to lower deductible from \$25,000 to \$15,000. The difference was +\$395, and the deductible is per occurrence. Did obtain a second estimate from Hausmann Insurance.

Miscellaneous:

- **Inquiry regarding emergency warning sirens.** Dane County Emergency Management informs us that Monona should be in good shape with its sirens. The older sirens have all been upgraded in recent years, and there is an old siren on Crestview Lane that is being relocated and upgraded. Crestview is in Madison, but the new location may end up being in Monona. Dane County is looking at a spot on Edna Taylor Lane, near the intersection with Femrite Drive. They believe this should provide good overlap and greatly improved coverage in this area.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Police and Emergency Communications

MONTH OF: December 2015

Accomplishments:

The Police Department and Dispatch remodeling projects have been completed.

Major Projects / Issues:

City staff held a 2nd meeting with the police union to discuss the contract, which expires 12/31/15. As of 12/29/15, no new meetings have been scheduled.

In Progress / Routine Duties:

With the snowstorm on 12/28/15, approximately 50 citations were issued for violating the snow ordinance. Officers always try to get vehicles relocated prior to issuing a citation.

Upcoming Objectives / Events:

The next meeting of the Public Safety Commission is January 27, 2016.
The process of procuring bids for 2016 Capital Projects has begun.

Personnel:

Officer Jon Fenrick has given notice that he will be resigning from the MOPD and will be going back to the Wisconsin State Patrol effective January 10, 2016. Jon has been with us since August 1, 2013 and has been an excellent officer. We are currently doing a background investigation on our next eligible candidate and hope to have a replacement hired sometime in February.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Finance

MONTH OF: December

Accomplishments:

Tax Bills, Operating and Capital Budgets, Filed Transit Grant

Major Projects / Issues:

Taxes

In Progress / Routine Duties:

Taxes, year end closing

Upcoming Objectives / Events:

January is a very busy month with year end reports, W-2, 1099, New Health Care reporting and filing WRS year end report

Personnel:

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Clerk

MONTH OF: December 2015

Accomplishments:

Completed the minutes of the December 7 Finance & Personnel Committee and City Council, December 8 License Review Committee, and December 14 Distinguished Service Award Committee meetings.

Compiled, mailed, and posted the DSA packet assisted by Leah Kimmell; facilitated meeting.

Collected Mayoral Award nominations from Department Heads for Mayor Miller's consideration.

Responded to two open records requests regarding wages assisted by Leah Kimmell.

Election duties: Reviewed Municipal Judge nomination papers; attended a GAB webinar regarding WisVote and completed some on-line training; received non-candidacy form from incumbent Alder; began compilation of Inspector training materials; provided candidate information to requesting media; completed a required 2015 election cost report.

Major Projects / Issues:

Finalized with City Attorney Cole the Ordinance amendment and new application for Mobile Food Establishments. Revised the Transient Merchant application to match the new Ordinance language. These will be reviewed by the LRC on January 12.

In Progress / Routine Duties:

Daily deposits; accounts payables; invoice coding and distribution; credit applications; issue Provisional licenses and approved Operator's and other licenses; staff meetings; update SVRS; enter voter registrations and absentee ballot requests as received; file and purge voter registration forms; compile building inspection forms for Appraiser; compile documents and payments for mailing to EMS Medical Billing Associates; publish minutes, public notices, and Ordinances as required; counter-sign documents; perform Notary duties; prepare Council Consent Agenda; work with other staff members on licenses, accounts payables, open records requests, claims against the City, etc.

Upcoming Objectives / Events:

Schedule Election Inspector and Chief Inspector training sessions.

Work on an Ordinance amendment regarding City staff selling beer at City park events.

Receive applications for beer sales at Shopko, new ownership of Licali's Market & Spirits, and Swad Indian Restaurant premise extension for LRC review.

Personnel:

Recruit a new Chief Inspector and provide information on training.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:

**Parks &
Recreation**

MONTH OF: December 2015

Accomplishments:

- Chicago Shopping Trip Full with 54 participants on 12/5
- Breakfast with Santa on 12/12 was FULL all 3 seating times, over 450 people total attended
- Decorated Gazebo with Holiday tree and lights
- Invasive vine and tree removal/pruning on north side of lagoon by Fireman's Park Shelter
- Year end review in photos uploaded to social medial accounts

Major Projects / Issues:

- Coordinating bid package for Schluter Park project with Public Works and consultants. Bid announcement will be in January
- Picked out 14 new trees as part of the 2015 Capital Budget to be planted in Spring
- Coordinating design/placement of new trail signs at Woodland Park
- Bigger events in 2015 with more equipment/supplies/decorations has led to a greater need for storage space. A long term solution is needed for storage of our seasonal equipment.

In Progress / Routine Duties:

- Brainstorming with staff for new programs/special events for 2016
- Developing work plan & identify maintenance projects for parks in 2016

Upcoming Objectives / Events:

- Candlelit Snowshoe Hike on January 16th – Huge event with Aldo Leopold Nature Center & City of Madison Parks
- Youth Basketball & Winter recreation programs start in January
- Accepting applications for seasonal staff starting in January
- Park Shelter reservations start in January for Monona residents, Non-Residents start in February
- Website updates for new fees/policies etc for Outdoor Pool, Recreation, Parks

Personnel:

- Congratulations to Missy Kedzorski who celebrated her 4 year work anniversary with Monona Parks & Recreation!
- Director Jake Anderson was elected to Chair-Elect of Wisconsin Parks & Recreation Association (WPRA) Park Section. Continued professional involvement and development is important to the department

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Public Works & Utilities

MONTH OF: December 2015

Accomplishments:

Street Operations Work Completed:

- Leaf collection for 2015 is now complete. Spring leaf collection is scheduled for the month of April, 2016.
- The yard waste collection site at the DPW facility is closed for the winter.
- The crew continues to work on the Rutabega portion of the boardwalk. The deck is in place, and the railing needs to be installed yet. Remaining work will be completed as weather allows.
- The crew completed one last round of street sweeping in December.
- The crew completed tree trimming at various locations throughout the City.
- The crew completed street sign repair and replacement at various locations throughout the City.

Utility Operations Work Completed:

- The Water Facility Improvement Project is nearly complete, with just a few punch list items remaining.
- Completed Diggers Hotline locates.
- The utility crew completed large water meter replacements in December.
- The utility crew completed residential meter replacements, and completed meter reading in December.
- Staff continued follow up on the private well permit program.

Major Projects / Issues:

Administration Work Completed & Projects Update:

- The tandem axle snow plow truck proposals were received on December 11th. The proposal will be presented to the public works committee and council for approval at the January, 2016 meetings.
- Proposals were received on December 21st for the asphalt hot box trailer. Galva Road Equipment provided the low cost proposal. With options, the price came to \$23,157.
- State contract pricing was received for the One Ton Dump Replacement Truck. Approval of the chassis cab will be requested at the January, 2016 public works committee and council meetings.
- GIS assisted staff with various mapping requests.
- Admin staff continues to assist utility staff on the private well permit program.
- The 2015 Storm Water Project has been completed.

In Progress / Routine Duties:

- Complete fleet and equipment maintenance, and complete maintenance on City facilities.
- Complete daily rounds, which include calculating chemical addition to treat the water, complete water system sampling and testing, calculate daily pumpage, and completing maintenance at all facilities.
- Complete pump maintenance at the wells and lift station.

Upcoming Objectives / Events:

- Prepare road maintenance specifications and manual.
- With assistance from Vierbicher, put the Schluter Park Channel Project out to bid in late January.

Personnel:

- Eddie Haltaufderheide started work in the water & sewer utility on December 1, 2015. Eddie fills the position that has been open since September.

City of Monona – Department of Public Works



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2016 Project Update

To: Public Works Committee

From: Dan Stephany, DPW Director

Date: December 29, 2015

Subject: 2016 Projects Update

Bridge Road Reconstruction: Due to design setbacks and a change in developers with the Riverfront Redevelopment Project, the reconstruction of Bridge Road has been delayed until 2017. We could not complete our design because the street intersections and utility connection points with the development are still unknown at this time.

Schluter Park Channel Improvements Project: This project is scheduled to be put out for bids in late January. The project manual and design have been finalized, and all permits have been applied for. The public works department has secured \$331,226 in grant money for storm water improvements on this project. Construction for the public works portion of the project is estimated to cost \$497,000. In the month of March/April we will be hosting a public information meeting, and a preliminary assessment hearing for this project.

Adaptive Management: (Storm Water MS4 Permit Requirements) The past four Storm Water Utility budget cycles have included money for the City's participation in the Adaptive Management pilot project with the Madison Metropolitan Sewerage District (MMSD). In 2016 the pilot project comes to an end, and the full scale Adaptive Management program begins in 2017. A final Intergovernmental Agreement (IGA) has been created, with input received by the City's attorney and storm water engineer. Attorney Cole is reviewing the final version of the IGA one last time before it is presented City officials for approval. I will be bringing the final version of the agreement to the February public works committee for approval. The agreement will also be presented to the Finance Committee and City Council for approval. Our annual cost to participate in the Adaptive Management Program is expected to be about \$42,000 annually. Our final cost will be determined once the Wisconsin DNR has completed the review of our SLAMM model update.

Bridge Road Bike/Pedestrian Markings: This past year the public works committee spent some time discussing accommodations for bicyclists and pedestrians on Bridge Road near Bridge Park. The final version of the plan approved by the public works committee included establishing bike lanes on both sides of Bridge Road from Winnequah Road to Frost Woods Road, and on Frost Woods from Bridge Road to Monona Drive. The final plan also include the elimination of on-street parking in the south bound lane on Bridge Road from Frost Woods Road to Winnequah Road. The elimination of parking in the southbound lane requires approval from City Council. At the March or April public works committee meeting I am planning to introduce the Resolution for this section of No Parking. Our staff will also notify the residents of Bridge Road of this plan. We can accept input from the residents at a joint public information meeting/public works committee meeting at the March/April meeting. My initial thoughts would be to hold the meeting at the library media room (where City Council meetings are held). We can discuss this in

greater detail at the January public works committee meeting.

2016 Local Road Reconstruction Engineering: DPW staff will soon be starting work on the engineering portion of the 2017 local road reconstruction project. Over the next few meetings I will be seeking approval of the engineering design contract.

If you have questions please feel free to contact me at 222-2525, or by email at dstephany@ci.monona.wi.us.

Thanks.

Dan

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Administrative Services

MONTH OF: December 2015

Accomplishments:

New phone system successfully installed and implemented in 2015.

Major Projects / Issues:

- Update of payroll/accounting system from Caselle to Clarity; training scheduled for early February
- First reporting for Affordable Care Act due January 2016
- Contract negotiations with Wisconsin Professional Police Association
- Arbitration with Wisconsin Professional Police Association concerning opt out grievance expected in January

In Progress / Routine Duties:

Year-end payroll/personnel duties, including:

- Calculation of 2015 year-end leave time balances for all employees
- Update of payroll system for 2016 adjustments to wages, WRS contributions, health/dental/vision insurance premiums, etc.
- Flexible spending plan enrollments for 2016

Upcoming Objectives / Events:

We will undertake a comprehensive investigation of health insurance options for 2017, including the option of self-insuring.

Personnel:

- Currently recruiting for full-time firefighter/paramedic; applications due 1/15/16.
- Recruiting for 2016 seasonal positions to begin in January.
- 15 new full-time or permanent part-time employees were recruited and hired in 2015:
 - 1 full-time city administrator
 - 3 police officers
 - 2 firefighter/paramedics
 - 2 full-time dispatchers
 - 1 full-time parks maintenance worker
 - 2 permanent part-time office assistants (parks & rec)
 - 1 full-time librarian (technical services)
 - 1 permanent part-time librarian (youth services)
 - 1 public works projects coordinator/GIS specialist
 - 1 water utility operator