

## AGENDA

FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, JANUARY 4, 2016  
**6:00 P.M.**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from December 7, 2015.
4. Appearances.
5. Unfinished Business. (None)
6. 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.
  - B. Consideration of Resolution 16-1-2064 Purchase Approval of One Current Model Year One-Ton Chassis Cab.
  - C. Consideration of Resolution 16-1-2065 Purchase Approval of One Current Model Year Plow Truck Equipment Package.
  - D. Consideration of Resolution 16-1-2066 Authorizing the Redemption of General Obligation Refunding Bonds, Dated February 15, 2008.
  - E. Consideration of Resolution 16-1-2067 Providing for the Sale of \$5,025,000 General Obligation Promissory Notes, Series 2016.
  - F. 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).
  - G. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
  - H. Consideration of Resolution 16-1-2068 Amending the 2016 Operating Budget to Adjust the Salary for the City Planner.
  - I. Discussion and Possible Action on Merit Payment Guidelines.
7. Acceptance of General Fund Accounts Payable Checks Dated December 3–30, 2015. (Documentation of invoices paid is available in the City Clerk's office.)
8. Adjournment.

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

FINANCE AND PERSONNEL COMMITTEE MINUTES  
December 7, 2015

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 7:02 p.m.

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

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

Mayor Miller welcomes City Administrator Little.

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Busse to approve the Minutes from the November 16, 2015 Finance & Personnel Committee meeting, 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.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Recreation Director Anderson provided information on Toby Franzen's rental of the Ahuska Park parking lot for Christmas tree sales which began in 2011. In fairness to other possible vendors an RFP went out in 2012 for a 3-year contract with a \$1,000 payment each year. Mr. Franzen was the only respondent. He is now looking for location security before he invests in the expansion of this tree farm business. He is a good steward of the property and the park is virtually unused this time of year. The revenue is used for park maintenance. The 15-year agreement under consideration was reviewed by the City Attorney.

Mayor Miller reported he has received no complaints about this vendor and has had positive experience there himself. Alder Busse expressed concern that 15 years is a long time period to be tied to non-use of this parking lot and the yearly increase is too low. Other users may come forward. He would consider a 5-year contract. Recreation Director Anderson stated the contract includes a stipulation that the City has the option to terminate the contract with a 30-day notice. The rental rate is higher than area vendors so the increases are lower.

A motion by Alder Wood, seconded by Alder Busse for discussion purposes only, to approve Resolution 15-12-2061 Adopting a Facility Use Agreement to Sell Christmas Trees at Ahuska Park. Alder Busse voted against the motion. Mayor Miller voted in favor to break the tie. The motion carries.

Finance Director Houtakker reported the State doubled the state fund building insurance premium to get members to withdraw. CVMIC provided a quote for \$10,000 less, which is in the budget, and a local vendor will also provide a quote.

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

Finance Director Houtakker reviewed recent Accounts Receivables, answered members' questions, and reported to Mayor Miller that the search for a new assessor will begin next week.

A motion by Alder Busse, seconded by Alder Wood to approve Acceptance of General Fund  
Accounts Payable Checks Dated November 13 through December 2, 2015, was carried.

#### ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:24 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:**

**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	853	One Ton Dump Truck	\$37,500			\$37,500
				<b>Totals</b>				

**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



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

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

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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

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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](mailto: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](mailto: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](mailto:skussow@ewaldauto.com)

Tim Askey  
Kayser Automotive Group  
2303 West Beltline Hwy  
Madison, WI 53713  
608-276-0253  
[t.askey@kayseronline.com](mailto:t.askey@kayseronline.com)

Please contact Rick House at 608-266-8024 or Email: [reche2.house@wisconsin.gov](mailto: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  
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

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
<b>Totals</b>					\$183,000			\$183,000

**Prepared By:**

<p>Department: Public Works Prepared By: Daniel Stephany, Director of Public Works Reviewed By: Marc Houtakker, Finance Director</p>	<p>Date: December 22, 2015 Date: December 28, 2015</p>
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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](http://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	<b>\$94,710.90</b>	<b>\$94,491.00</b>	<b>\$89,824.00</b>
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

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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.

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**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 \_\_\_\_\_

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\* 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](http://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
<b>Totals</b>								

**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**

<input type="checkbox"/> Original <input checked="" type="checkbox"/> Update	Substitute No. _____ Resolution No. <u>16-1-2067</u> Ordinance Amendment No. _____
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**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
<b>Totals</b>								

**Prepared By:**

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

**Date** December 30, 2015  
**Date:**

**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
<b>Totals</b>						11,425.00	11,425.00	

**Prepared By:**

<b>Department: Planning</b> <b>Prepared By: April Little, City Administrator</b> <b>Reviewed By: Marc Houtakker, Finance Director</b>	<b>Date: December 30, 2015</b> <b>Date: December 30, 2015</b>
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**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	<b>\$15,400</b>
Stevens Point 2014	Michael Ostrowski – Planning Director	5	\$81,037	<b>\$22,437</b>
Verona 2014	Adam Sayre – Planning Director	7	\$71,400	<b>\$12,800</b>
Franklin 2014	Joel Dietl – Planning Manager	9	\$77,188	<b>\$18,588</b>
Village of Men. Falls 2014	Matthew Dorner – <i>Assistant</i> CD Director/Econ Dev Specialist	9	\$77,813	<b>\$19,213</b>
Sheboygan 2014	Chad Pelishek – Planning Director	13	\$87,000	<b>\$28,400</b>
City of Hartford 2014	John Drew – City Planner	13	\$83,624	<b>\$25,024</b>
Port Washington 2014	Randy Tetzlaff – Director of Planning & Dev	14	\$81,632	<b>\$23,000</b>
Sun Prairie 2014	Scott Kugler – Planning Director	14	\$94,184	<b>\$35,584</b>
Oconomowoc 2014	Jason Gallo - Planner	15	\$89,358	<b>\$30,758</b>
Stoughton 2014	Rodney Scheel – Planning Director	20+	\$97,157	<b>\$38,557</b>
Fitchburg 2014	Tom Hovel – Planning Director	25+	\$91,652	<b>\$33,052</b>
Middleton 2014	Eileen Kelley – Planning Director	25+	\$87,777	<b>\$29,177</b>

## Merit Payment

### PROPOSED GUIDELINES:

1. Merit means merit; is independent of salary increases or other adjustments
2. Applies only to non-represented employees
3. Goal: Reward good workers (and discourage unproductive ones)
4. Library employees: Participation decision and funding allocation needs to be made by Library Board. However, Library Director can receive merit pay as a department head.
5. Merit is ultimately approved by the mayor
6. Ranges:
  1. Clerical / dispatch: \$300-500
  2. Department heads: \$750-1000
  3. Mid-range supervisors: \$500-750
7. Criteria (greatest weight given to first three items):
  - Has the employee gone “above and beyond” his/her regular duties in the past year because of staff turnover or absence, or in order to accomplish a special project?
  - Did the employee suggest and/or implement a change that resulted in greater department efficiency, service improvement, or cost savings?
  - Did the employee suggest and/or implement an innovative program or idea?
  - Did the employee contribute to the success and efficiency of the department by being consistent, reliable, and dedicated in the performance of his/her job duties?
  - Did the employee have a work attitude that was consistently positive and reflected positively on the other members of the department?
  - Was the employee seen as a “leader” amongst his/her peers in the department?

**Merit Pay Recommendation for Non-Represented Employees**



Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Things to consider in your merit recommendation are listed below.

Has the employee gone "above and beyond" his/her regular duties in the past year because of staff turnover or absence, or in order to accomplish a special project?

Did the employee suggest and/or implement a change that resulted in greater department efficiency, service improvement, or cost savings?

Did the employee suggest and/or implement an innovative program or idea?

Did the employee contribute to the success and efficiency of the department by being consistent, reliable, and dedicated in the performance of his/her job duties?

Did the employee have a work attitude that was consistently positive and reflected positively on the other members of the department?

Was the employee seen as a "leader" amongst his/her peers in the department?

Supervisor Recommended Amount of Merit (up to \$500): \_\_\_\_\_

Explanation of your recommendation:

Merit Amount Awarded: \_\_\_\_\_

Notes:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date