

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, AUGUST 1, 2016
6:30 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from July 18, 2016.
4. Appearances.
5. Unfinished Business.
 - A. Consideration of Resolution 16-7-2109 Accepting a Public Service Commission Water Rate Increase.
 - B. Discussion of Recodification Section Proposals from Finance Director and City Administrator.
6. New Business.
 - A. Consideration of Resolution 16-7-2110 Approval of Participation in a Wisconsin Department of Natural Resources Granted Titled “Wisconsin Assessment Money (WAM) – Contractor Services Award.
7. Acceptance of General Fund Accounts Payable Checks Dated July 15-28, 2016. (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

July 18, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Council President Speight at 7:00 p.m.

Present: Council President Chad Speight and Alderperson Doug Wood

Excused: Mayor Robert Miller and Alderperson Jim Busse

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

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Council President Speight to approve the Minutes of the June 20, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

City Administrator Little began Discussion of Hiring for Code Enforcement Officer Position stating there is no action item tonight due to numerous staff vacations. It was decided that a separate staff person at 16 hours per week was preferred. She, Director of Administrative Services Leah Kimmell, and Building Inspector Marty Pilger met with staff at the Village of McFarland. They will be checking their EMS and Fire personnel as no Monona staff member is interested in the position. Building Inspector Pilger has stated careers in the building inspection field are not being pursued. Other options discussed were an MATC intern or segueing the Code Enforcement position into Building Inspector.

NEW BUSINESS

Finance Director Houtakker presented Power Point slides regarding Resolution 16-7-2109 Accepting a Public Service Commission Water Rate Increase. This was talked about last year. Three reasons for an increase is the debt coverage requirement, the largest user was lost, and \$4 million has been spent on infrastructure replacement. A conservation rate for commercial users was considered. Currently they have a declining rate where more use costs less. The PSC has determined an inclining rate is discriminatory against smaller users. The City is the only one that uses a formula of the assessed value of improvements times \$1,000 to calculate a mil rate, like property taxes but without land values. Residential conservation rates are structured so less use costs less.

The PSC provided proposals for a 15% increase overall, the highest increase that can be requested, which is 3% per year (the last increase was in 2011). One is the current structure and the other is charging the same rate for each category of commercial, industrial, and large multi-family properties. The effect of changes for commercial and residential users was reviewed along with 2015 data and a report of meters used throughout the City. Alder Wood asked Finance Director Houtakker for his opinion on the options. He responded he recommends the second option but both would work. The PSC needs a decision before September, after a public hearing, or the report will have to be re-done using more current data.

City Administrator Little provided an Update on Status of Fire Union, International Association of Firefighters Local 311 Health Insurance Opt-Out Grievance, stating the City lost the arbitration and there will be a meeting at the end of July to strategize how the City will go forward.

It was determined it was not necessary to Convene in Closed Session under Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Update on Status of Wisconsin Professional Police Association Health Insurance Opt-Out Grievance).

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Wood, seconded by Council President Speight to approve Acceptance of General Fund Accounts Payable Checks Dated June 17 through July 14, 2016, was carried.

ADJOURNMENT

A motion by Alder Wood, seconded by Council President Speight to adjourn, was carried. (7:31 p.m.)

Joan Andrusz
City Clerk

Resolution No. 16-7-2109
Monona Common Council

ACCEPTING A PUBLIC SERVICE COMMISSION WATER RATE INCREASE

WHEREAS, as directed by the Council, the Finance Director has researched and prepared a Water Rate Case for submittal to the Public Service Commission (PSC) for the purpose of providing sufficient revenues for the Water Utility to meet operational and future Capital expenses; and,

WHEREAS, the PSC reviewed the proposal and has recommended a fifteen percent (15%) increase in water rates; and,

WHEREAS, the PSC proposed two rate structures to implement the fifteen percent (15%) increase in water rates; and,

WHEREAS, the Common Council selected rate option (describe option selected).

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, that the PSC Water Rate Case recommendation which would increase water rates by fifteen (15%) is hereby approved.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Council Action:

Date Introduced: 7-18-16

Date Approved: _____

Date Disapproved: _____

why we needed a full increase

**City of Monona
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____ Resolution No. _____ Ordinance Amendment No. _____
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Title: Water Rate Increase

Policy Analysis Statement:

Brief Description Of Proposal:

Staff is requesting the authorization to submit a water rate case to the Public Service Commission. The PSC regulates the rates and the last time rates were increased was 2011. The PSC will review the water rate case and the PSC will recommend a percentage increase to our rates to Monona Water Utility.

Reason for the rate increase:

1. To meet debt coverage requirements
2. Water Utility lost its largest water user in 2014.
3. Since the last water rate increase the City has spent \$3,535,000 in replacing infrastructure and other capital items
4. Water Utility is planning to borrow another \$500,000 for 2016 projects

One major changes to water rates structure.

1. Established an inclining block rate for Commercial, Public Authority and Industrial customers or conservation rates. Currently residential customers only have conservation rates.

Current Policy Or Practice:

Currently rates are based on the 2011 water rate case.

Impact Of Adopting Proposal:

Fiscal Estimate:

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

Prepared By:

Department: Public Works Prepared By: Marc Houtakker Reviewed By:	Date: Date:
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City of Monona
Water Rates- Usage

Current Rates

Usage	Residential	Non-Residential	Multi-Family
10 units (first 1,000 cubic ft.)	\$2.40 per 100 cubic ft.		
15 units (next 1,500 cubic ft.)	\$2.85 per 100 cubic ft.		
25 units (over 2,500 cubic ft.)	\$3.75 per 100 cubic ft.		
70 units (first 7,000 cubic ft.)		\$2.55 per 100 cubic ft.	\$2.55 per 100 cubic ft.
430 units (next 43,000 cubic ft.)		\$2.40 per 100 cubic ft.	\$2.40 per 100 cubic ft.
500 units (over 50,000 cubic ft.)		\$1.85 per 100 cubic ft.	\$1.85 per 100 cubic ft.

PSC Option #1 (Same rate structure that is currently in place)

Usage	Residential	Non-Residential	Multi-Family
10 units (first 1,000 cubic ft.)	\$2.97 per 100 cubic ft.		
15 units (next 1,500 cubic ft.)	\$3.50 per 100 cubic ft.		
25 units (over 2,500 cubic ft.)	\$4.50 per 100 cubic ft.		
70 units (first 7,000 cubic ft.)		\$3.00 per 100 cubic ft.	\$3.00 per 100 cubic ft.
430 units (next 43,000 cubic ft.)		\$2.80 per 100 cubic ft.	\$2.80 per 100 cubic ft.
500 units (over 50,000 cubic ft.)		\$2.25 per 100 cubic ft.	\$2.25 per 100 cubic ft.

PSC Option #2 (PSC conservation rates for multifamily and Nonresidential)

Usage	Residential
10 units (first 1,000 cubic ft.)	\$2.97 per 100 cubic ft.
15 units (next 1,500 cubic ft.)	\$3.50 per 100 cubic ft.
25 units (over 2,500 cubic ft.)	\$4.50 per 100 cubic ft.

Multifamily Residential Class Customers

All water used quarterly - \$3.10 per 100 cubic feet

Nonresidential Class Customers

All water used quarterly - \$2.70 per 100 cubic feet

City of Monona
 Comparison of Revenue at Present Rates, Cost of Service and Proposed Rates

PSC Option #1 (Same rate structure that is currently in place)

	Cost of Service			Proposed Rates		
	Revenues at Present Rate	Revenue Required	Increase over Present Rates	Revenues	Increase over Present Rates	Percent of Cost of Service
Residential	\$ 616,718	\$ 767,852	25%	\$ 770,400	25%	100%
Multifamily Residents	\$ 98,920	\$ 127,243	29%	\$ 116,362	18%	91%
Commerical	\$ 259,108	\$ 300,346	16%	\$ 308,330	19%	103%
Industrial	\$ 1,958	\$ 2,075	6%	\$ 2,412	23%	116%
Public Authority	\$ 18,645	\$ 21,919	18%	\$ 22,322	20%	102%
Public Fire Protection	\$ 472,298	\$ 472,419	0%	\$ 472,298	0%	100%
	<u>1,467,647</u>	<u>1,691,854</u>	<u>15%</u>	<u>1,692,124</u>	<u>15%</u>	<u>100%</u>

PSC Option #2 (PSC conservation rates for multifamily and Nonresidential)

	Cost of Service			Proposed Rates		
	Revenues at Present Rate	Revenue Required	Increase over Present Rates	Revenues	Increase over Present Rates	Percent of Cost of Service
Residential	\$ 616,718	\$ 767,852	25%	\$ 770,400	25%	100%
Multifamily Residents	\$ 98,920	\$ 127,243	29%	\$ 127,412	29%	100%
Commerical	\$ 259,108	\$ 300,346	16%	\$ 299,400	16%	100%
Industrial	\$ 1,958	\$ 2,075	6%	\$ 2,292	17%	110%
Public Authority	\$ 18,645	\$ 21,919	18%	\$ 21,852	17%	100%
Public Fire Protection	\$ 472,298	\$ 472,419	0%	\$ 472,298	0%	100%
	<u>1,467,647</u>	<u>1,691,854</u>	<u>15%</u>	<u>1,693,654</u>	<u>15%</u>	<u>100%</u>



CITY OF MONONA WATER AND SEWER RATES

CURRENT RATES

Quarterly Service Charges

Meter Size	Water Service Charge	Sewer Service Charge
5/8"	\$21.00	\$38.53
3/4"	\$21.00	\$38.53
1"	\$35.10	\$56.19
1 ¼"	\$51.00	
1 ½"	\$72.00	\$86.70
2"	\$94.00	\$120.47
3"	\$193.50	\$218.39
4"	\$229.50	\$314.67
6"	\$342.00	
8"	\$463.50	
10"	\$652.50	
12"	\$846.00	

Quarterly Water Volume Charges

Usage	Residential	Non-Residential
10 units (first 1,000 cubic ft.)	\$2.40 per 100 cubic ft.	
15 units (next 1,500 cubic ft.)	\$2.85 per 100 cubic ft.	
25 units (over 2,500 cubic ft.)	\$3.75 per 100 cubic ft.	
70 units (first 7,000 cubic ft.)		\$2.55 per 100 cubic ft.
430 units (next 43,000 cubic ft.)		\$2.40 per 100 cubic ft.
500 units (over 50,000 cubic ft.)		\$1.85 per 100 cubic ft.

(100 cubic feet = 748 gallons, 1,000 cubic feet = 7,480 gallons)

Sewer Volume Charge

\$2.55 per 100 cubic feet

Quarterly Public Fire Protection Charge

\$0.174 per \$1,000 of assessed valuation of improvements
 (for example, \$200,000 home: \$ 0.174 x 200 = \$34.80)

Other Water Charges

Bulk Water Charge	\$30 per hook-up, plus volume charges
Water Hook-Up or Meter Reconnection Charge	\$30 during normal business hours \$45 after normal business hours

Rates updated January 1, 2015

PSC Proposal #1

MONONA WATER UTILITY
Comparison of Revenue
 at
Present Rates, Cost of Service and Proposed Rates

Customer Class	Revenue at Present Rates	Cost of Service		Proposed Rates		
		Revenue Required	Increase over Present Rates	Revenue	Increase over Present Rates	Percent of Cost of Service
Residential	\$616,718	\$767,852	25%	\$770,400	25%	100%
Multifamily Residential	\$98,920	\$127,243	29%	\$116,362	18%	91%
Commercial	\$259,108	\$300,346	16%	\$308,330	19%	103%
Industrial	\$1,958	\$2,075	6%	\$2,412	23%	116%
Public Authority	\$18,645	\$21,919	18%	\$22,322	20%	102%
Public Fire Protection	<u>\$472,298</u>	<u>\$472,419</u>	0%	<u>\$472,298</u>	0%	100%
Total	<u><u>\$1,467,647</u></u>	<u><u>\$1,691,855</u></u>	<u><u>15%</u></u>	<u><u>\$1,692,124</u></u>	<u><u>15%</u></u>	<u><u>100%</u></u>



MONONA WATER UTILITY

Proposed Water Rates and Rules

Public Fire Protection Service - - - F-1

Public fire protection service includes the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

Under Wis. Stat. § 196.03(3)(b), the municipality has chosen to have the utility bill the retail general service customers for public fire protection service.

Quarterly Public Fire Protection Service Charges:

\$0.174 per thousand dollars of assessed valuation of improvements.

This rate is based on total assessed valuation of improvements of \$678,590,254 and a total annual public fire protection charge of \$472,298. The total assessed valuation includes both taxable and tax- exempt parcels.

Customers who are provided service under Schedules Mg-1, Ug-1, or Sg-1 shall be subject to the charges in this schedule.

Billing: Same as Schedule Mg-1.

Private Fire Protection Service - Unmetered - - - Upf-1

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

Quarterly Private Fire Protection Service Demand Charges:

2 - inch or smaller connection - \$	33.00
3 - inch connection - \$	60.00
4 - inch connection - \$	99.00
6 - inch connection - \$	198.00
8 - inch connection - \$	315.00
10 - inch connection - \$	471.00
12 - inch connection - \$	627.00



PSC Proposal #1

Docket 3800-WR-109

Schedule 13

Page 2 of 6

14 - inch connection - \$	750.00
16 - inch connection - \$	897.00

Billing: Same as Schedule Mg-1.

General Service - Metered - - - Mg-1

Quarterly Service Charges (All Customer Classes):

5/8 -inch meter - \$	27.00	3 -inch meter - \$	195.00
3/4 -inch meter - \$	27.00	4 -inch meter - \$	285.00
1 -inch meter - \$	48.00	6 -inch meter - \$	480.00
1 1/4 -inch meter - \$	66.00	8 -inch meter - \$	720.00
1 1/2 -inch meter - \$	84.00	10 -inch meter - \$	999.00
2 -inch meter - \$	120.00	12 -inch meter - \$	1,305.00

Plus Volume Charges:

Residential Class Customers:

First	1,000	cubic feet used quarterly - \$2.97 per 100 cubic feet
Next	1,500	cubic feet used quarterly - \$3.50 per 100 cubic feet
Over	2,500	cubic feet used quarterly - \$4.50 per 100 cubic feet

Multifamily Residential Class and Nonresidential Class Customers:

First	7,000	cubic feet used quarterly - \$3.00 per 100 cubic feet
Next	43,000	cubic feet used quarterly - \$2.80 per 100 cubic feet
Over	50,000	cubic feet used quarterly - \$2.25 per 100 cubic feet

Residential Class Customers includes include single-family home, duplexes, and individually-metered condominiums, apartment buildings, and mobile home parks.

Multifamily Residential Class Customers includes master-metered multi-family dwelling units such as condominiums, apartment buildings, and mobile home parks.

Nonresidential Class Customers includes commercial, industrial, and public authority customers. Commercial customers include business entities and institutions, except governmental entities, that provide goods or services. Churches and parochial schools are not governmental and are classified as commercial. Industrial customers include customers who are engaged in the manufacture or production of goods. Public Authority customers include any department, agency, or entity of local, state, or federal government, including public schools, colleges, and universities.



Proposal #1

MONONA WATER UTILITY

Customer Water Bill Comparison at Present and Proposed Rates

Quarterly

Customer Type	Meter Size	Volume (100 Cubic Feet)	Bills at Old Rates	Bills at New Rates	Percent Change
Small Residential	3/4"	8	\$ 40.20	\$ 50.76	26%
Average Residential	3/4"	15	\$ 59.25	\$ 74.20	25%
Large Residential	3/4"	75	\$ 275.25	\$ 334.20	21%
Large Residential	3/4"	110	\$ 406.50	\$ 491.70	21%
Large Residential	3/4"	150	\$ 556.50	\$ 671.70	21%
Multifamily Residential	2"	500	\$ 1,305.00	\$ 1,534.00	18%
Multifamily Residential	2"	750	\$ 1,767.50	\$ 2,096.50	19%
Multifamily Residential	2"	1,000	\$ 2,230.00	\$ 2,659.00	19%
Multifamily Residential	3"	550	\$ 1,496.50	\$ 1,721.50	15%
Commercial	2"	750	\$ 1,767.50	\$ 2,096.50	19%
Commercial	2"	1,000	\$ 2,230.00	\$ 2,659.00	19%
Commercial	2"	1,250	\$ 2,692.50	\$ 3,221.50	20%
Commercial	4"	1,500	\$ 3,290.00	\$ 3,949.00	20%
Industrial	3/4"	25	\$ 84.75	\$ 102.00	20%
Industrial	3/4"	50	\$ 148.50	\$ 177.00	19%
Industrial	3/4"	75	\$ 211.50	\$ 251.00	19%
Industrial	1"	100	\$ 285.60	\$ 342.00	20%
Public Authority	1 1/2"	100	\$ 322.50	\$ 378.00	17%
Public Authority	2"	150	\$ 465.00	\$ 554.00	19%
Public Authority	2"	250	\$ 705.00	\$ 834.00	18%
Public Authority	2"	1,400	\$ 2,970.00	\$ 3,559.00	20%



MONONA WATER UTILITY
Comparison of Revenue
 at
Present Rates, Cost of Service and Proposed Rates

<u>Customer Class</u>	<u>Revenue at Present Rates</u>	<u>Cost of Service</u>		<u>Proposed Rates</u>		
		<u>Revenue Required</u>	<u>Increase over Present Rates</u>	<u>Revenue</u>	<u>Increase over Present Rates</u>	<u>Percent of Cost of Service</u>
Residential	\$616,718	\$767,852	25%	\$770,400	25%	100%
Multifamily Residential	\$98,920	\$127,243	29%	\$127,412	29%	100%
Commercial	\$259,108	\$300,346	16%	\$299,400	16%	100%
Industrial	\$1,958	\$2,075	6%	\$2,292	17%	110%
Public Authority	\$18,645	\$21,919	18%	\$21,852	17%	100%
Public Fire Protection	\$472,298	\$472,419	0%	\$472,298	0%	100%
Total	<u>\$1,467,647</u>	<u>\$1,691,855</u>	<u>15%</u>	<u>\$1,693,654</u>	<u>15%</u>	<u>100%</u>



MONONA WATER UTILITY

Proposed Water Rates and Rules

Public Fire Protection Service - - - F-1

Public fire protection service includes the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

Under Wis. Stat. § 196.03(3)(b), the municipality has chosen to have the utility bill the retail general service customers for public fire protection service.

Quarterly Public Fire Protection Service Charges:

\$0.174 per thousand dollars of assessed valuation of improvements.

This rate is based on total assessed valuation of improvements of \$678,590,254 and a total annual public fire protection charge of \$472,298. The total assessed valuation includes both taxable and tax- exempt parcels.

Customers who are provided service under Schedules Mg-1, Ug-1, or Sg-1 shall be subject to the charges in this schedule.

Billing: Same as Schedule Mg-1.

Private Fire Protection Service - Unmetered - - - Upf-1

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

Quarterly Private Fire Protection Service Demand Charges:

2 - inch or smaller connection - \$	33.00
3 - inch connection - \$	60.00
4 - inch connection - \$	99.00
6 - inch connection - \$	198.00
8 - inch connection - \$	315.00
10 - inch connection - \$	471.00
12 - inch connection - \$	627.00



14 - inch connection - \$	750.00
16 - inch connection - \$	897.00

Billing: Same as Schedule Mg-1.

General Service - Metered - - - Mg-1

Quarterly Service Charges (All Customer Classes):

5/8 -inch meter - \$	27.00	3 -inch meter - \$	195.00
3/4 -inch meter - \$	27.00	4 -inch meter - \$	285.00
1 -inch meter - \$	48.00	6 -inch meter - \$	480.00
1 1/4 -inch meter - \$	66.00	8 -inch meter - \$	720.00
1 1/2 -inch meter - \$	84.00	10 -inch meter - \$	999.00
2 -inch meter - \$	120.00	12 -inch meter - \$	1,305.00

Plus Volume Charges:

Residential Class Customers:

First	1,000	cubic feet used quarterly - \$2.97 per 100 cubic feet
Next	1,500	cubic feet used quarterly - \$3.50 per 100 cubic feet
Over	2,500	cubic feet used quarterly - \$4.50 per 100 cubic feet

Multifamily Residential Class Customers:

All water used quarterly - \$3.10 per 100 cubic feet

Nonresidential Class Customers:

All water used quarterly - \$2.70 per 100 cubic feet

Residential Class Customers includes include single-family home, duplexes, and individually-metered condominiums, apartment buildings, and mobile home parks.

Multifamily Residential Class Customers includes master-metered multi-family dwelling units such as condominiums, apartment buildings, and mobile home parks.

Nonresidential Class Customers includes commercial, industrial, and public authority customers. Commercial customers include business entities and institutions, except governmental entities, that provide goods or services. Churches and parochial schools are not governmental and are classified as commercial. Industrial customers include customers who are engaged in the manufacture or production of goods. Public Authority customers include any department, agency, or entity of local, state, or federal government, including public schools, colleges, and universities.



#2
~~PSC~~
 PSC Proposal

MONONA WATER UTILITY

Customer Water Bill Comparison at Present and Proposed Rates

Quarterly

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Large Residential	3/4"	110	\$ 406.50	\$ 491.70	21%
Large Residential	3/4"	150	\$ 556.50	\$ 671.70	21%
Multifamily Residential	2"	500	\$ 1,305.00	\$ 1,670.00	28%
Multifamily Residential	2"	750	\$ 1,767.50	\$ 2,445.00	38%
Multifamily Residential	2"	1,000	\$ 2,230.00	\$ 3,220.00	44%
Multifamily Residential	3"	550	\$ 1,496.50	\$ 1,900.00	27%
Commercial	2"	750	\$ 1,767.50	\$ 2,145.00	21%
Commercial	2"	1,000	\$ 2,230.00	\$ 2,820.00	26%
Commercial	2"	1,250	\$ 2,692.50	\$ 3,495.00	30%
Commercial	4"	1,500	\$ 3,290.00	\$ 4,335.00	32%
Industrial	3/4"	25	\$ 84.75	\$ 94.50	12%
Industrial	3/4"	50	\$ 148.50	\$ 162.00	9%
Industrial	3/4"	75	\$ 211.50	\$ 229.50	9%
Industrial	1"	100	\$ 285.60	\$ 318.00	11%
Public Authority	1 1/2"	100	\$ 322.50	\$ 354.00	10%
Public Authority	2"	150	\$ 465.00	\$ 525.00	13%
Public Authority	2"	250	\$ 705.00	\$ 795.00	13%
Public Authority	2"	1,400	\$ 2,970.00	\$ 3,900.00	31%

X

Monona Water Utility
Residential Increase

Small User(1 or 2 household)

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge		21.00	27.00	27.00
Usage	8 CF	<u>19.20</u>	<u>23.76</u>	<u>23.76</u>
Total	8 CF	<u><u>40.20</u></u>	<u><u>50.76</u></u>	<u><u>50.76</u></u>

Average User(4 household or more)

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge		21.00	27.00	27.00
Usage	10 cf	24.00	29.70	29.70
Usage	8 CF	<u>22.80</u>	<u>28.00</u>	<u>28.00</u>
Total	18 CF	<u><u>67.80</u></u>	<u><u>84.70</u></u>	<u><u>84.70</u></u>

Large User(Usually Pools, summer water and leaks)

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge		21.00	27.00	27.00
Usage	10 cf	24.00	29.70	29.70
Usage	15 cf	42.75	52.50	52.50
Usage	10 Cf	<u>37.50</u>	<u>45.00</u>	<u>45.00</u>
Total	35 CF	<u><u>87.75</u></u>	<u><u>109.20</u></u>	<u><u>109.20</u></u>



Monona Water Utility
 Nonresidential and excluding Multifamily

Commercial Small Users

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	3/4	21.00	27.00	27.00
Usage	12 CF	30.60	36.00	32.40
Total	12 CF	<u>51.60</u>	<u>63.00</u>	<u>59.40</u>

Commercial User- Restaurants

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	1"	35.10	48.00	48.00
Usage	70 cf	178.50	210.00	-
Usage	35 cf	84.00	98.00	-
		-	-	283.50
Total	105 cf	<u>297.60</u>	<u>356.00</u>	<u>331.50</u>

Commercial User- Large Retail

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	2"	94.00	120.00	120.00
Usage	70 CF	178.50	210.00	-
Usage	430 CF	1,032.00	1,204.00	-
Usage	35 CF	64.75	78.75	-
		-	-	1,444.50
Total	535 CF	<u>1,369.25</u>	<u>1,612.75</u>	<u>1,564.50</u>

Commercial User- Largest Users

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	3"	193.50	195.00	195.00
Usage	70 CF	178.50	210.00	-
Usage	430 CF	1,032.00	1,204.00	-
Usage	494 CF	913.90	1,111.50	-
		-	-	2,683.80
Total	535 CF	<u>2,317.90</u>	<u>2,720.50</u>	<u>2,878.80</u>



Monona Water Utility
Multifamily

Multifamily Large Apts(5-8 unites)

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	1"	35.10	48.00	48.00
Usage	50 CF	127.50	150.00	155.00
Total	50 CF	<u>162.60</u>	<u>198.00</u>	<u>203.00</u>

Multifamily Large Apts

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	3"	193.50	195.00	195.00
Usage	70 CF	178.50	210.00	-
Usage	50 CF	120.00	140.00	-
		-	-	372.00
Total	120 CF	<u>492.00</u>	<u>545.00</u>	<u>567.00</u>

Multifamily Large Complexs

		Current Rate	Proposed Option #1	Proposed Option #2
Meter Charge	3"	94.00	120.00	120.00
Usage	70 CF	178.50	210.00	-
Usage	430 CF	1,032.00	1,204.00	-
Usage	15 CF	27.75	33.75	-
		-	-	1,596.50
Total	515 CF	<u>1,332.25</u>	<u>1,567.75</u>	<u>1,716.50</u>



MONONA WATER UTILITY

VOLUME SALES

2015 Water Usage DATA

Billing Periods per Year: Actual Latest 12 Months Ending:

Does the utility have class-based volume rates?
 Class-based rates are separate rate schedules for residential, commercial, or other special classes

Which rate schedules do you have?
 Non-Residential Multifamily Irrigation/Other

Volume Block	Residential	Non-Residential	Multifamily Residential
First 1,000	\$2.40		
Next 1,500	\$2.85		
Over 2,500	\$3.75		
First 7,000		\$2.55	
Next 43,000		\$2.40	
Over 50,000		\$1.85	

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation/Other Units	Total
First 1,000	88,224	0	0	0	0	0	88,224
Next 1,500	49,279	0	0	0	0	0	49,279
Over 2,500	11,338	0	0	0	0	0	11,338
First 7,000	0	10,962	35,013	0	2,364	0	48,339
Next 43,000	0	18,644	44,002	0	1,947	0	64,593
Over 50,000	0	5,261	12,981	0	1,058	0	19,300
Total Units	148,841	34,867	91,996	0	5,369	0	281,073
Unit Revenues	394,700.25	82,431.55	218,902.80	0.00	12,658.30	0.00	708,692.90



Current Meters - 2015 DATA

SERVICE CHARGES

Billing Periods per Year: Actual Latest 12 Months Ending:

Meter Size	Charge	Residential		Multifamily Residential		Commercial		Industrial		Public Authority		Irrigation		Totals
		Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	
5/8"	\$21.00	78	0	5	0	0	0	0	0	0	0	0	0	83
3/4"	\$21.00	2,408	9	112	0	0	0	0	0	6	0	0	0	2,535
1"	\$35.10	11	20	67	0	0	0	0	0	3	0	0	0	101
1 1/4"	\$51.00	0	0	0	0	0	0	0	0	0	0	0	0	0
1 1/2"	\$72.00	0	10	37	0	0	0	0	0	8	0	0	0	55
2"	\$94.50	0	11	28	0	0	0	0	0	7	0	0	0	46
2 1/2"	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
3"	\$193.50	0	7	1	0	0	0	0	0	0	0	0	0	8
4"	\$229.50	0	0	1	0	0	0	0	0	0	0	0	0	1
6"	\$342.00	0	0	0	0	0	0	0	0	0	0	0	0	0
8"	\$463.50	0	0	0	0	0	0	0	0	0	0	0	0	0
10"	\$652.50	0	0	0	0	0	0	0	0	0	0	0	0	0
12"	\$846.00	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Meters	2,497	57	251	0	24	0	0	0	0	24	0	0	0	2,829
Fixed Revenues	\$ 210,368	\$ 16,020	\$ 42,167	\$ -	\$ 5,875	\$ -	\$ -	\$ -	\$ -	\$ 5,875	\$ -	\$ -	\$ -	\$ 274,430

Total Volume Revenue	\$ 394,700.25	\$ 82,431.55	\$ 218,902.80	\$ -	\$ 12,658.30	\$ -	\$ -	\$ -	\$ -	\$ 12,658.30	\$ -	\$ -	\$ -	\$ 708,693
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Surcharges, etc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Total Revenues Per Analysis	\$605,069	\$98,452	\$261,070	\$0	\$18,534	\$0	\$0	\$0	\$0	\$18,534	\$0	\$0	\$0	\$983,123
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Total Actual Billed Revenues	\$615,680	\$101,214	\$253,258	\$0	\$18,534	\$0	\$0	\$0	\$0	\$18,534	\$0	\$0	\$0	\$988,686
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Dollar Variance	(\$10,611)	(\$2,762)	\$7,812	\$0	(\$1)	\$0	\$0	\$0	\$0	(\$1)	\$0	\$0	\$0	(\$5,563)
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Percent Variance (B)	-1.75%	-2.81%	2.99%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-0.57%
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(A) The annual revenues from meter charges are based upon the number of bills issued annually.
 (B) If the percent variance is greater than 3%, the variance must be explained in detail in the Notes, Attachment 19.



Chapter 18

BOARDS, COMMISSIONS AND COMMITTEES

ARTICLE I Boards and Commissions

- § 18-1. Plan Commission.
- § 18-2. Zoning Board of Appeals.
- § 18-3. Board of Review.
- § 18-4. Transit Commission.
- § 18-5. Senior Citizens Commission.
- § 18-6. Library Board.
- § 18-7. Public Safety ~~Commission~~.
- § 18-8. Landmarks Commission.
- § 18-9. Police and Fire Commission.
- § 18-10. Community Media Committee.
- § 18-11. Community Development Authority.
- § 18-12. Park and Recreation Board.

- § 18-14. Finance and Personnel Committee.
- § 18-15. Public Works Committee.
- § 18-16. Distinguished Service Award Committee.
- § 18-17. Committee on Sustainability.
- § 18-18. Facilities Committee.



Change to
Committee
in all
sections

ARTICLE III Rules for Boards, Commissions and Committees

- § 18-19. Classification of Boards, Commissions and Committees.
- § 18-20. Meetings.
- § 18-21. Appointment of alternate members.
- § 18-22. Attendance standard.

ARTICLE II Committees

- § 18-13. License Review Committee.

[HISTORY: Adopted by the Common Council of the City of Monona as Title 2, Ch. 4, of the 1994 Code. Amendments noted where applicable.]

ARTICLE I Boards and Commissions

§ 18-1. Plan Commission.

- A. Composition. The Commission shall consist of two Common Council members, one of whom, at the discretion of the Mayor, shall chair the Commission, and six citizens, all of whom may vote. The Mayor may appoint himself or herself as one of the Common Council members, without being subject to confirmation by the Council. The Mayor, if not appointed as a full member, and City Administrator and/or their designees shall be ex officio non-voting members of the Commission. Commission members shall elect a vice-chair who shall act as chair of the meetings in the absence of the chair. If both the chair and vice-chair are absent, the members in attendance shall elect a chair to act just for that meeting. The chairperson shall not vote except in the case of a tie.

SUMMARY OF COMMITTEE / COMMISSION / BOARD MEMBERSHIP

Committee	Current Total #	City Council Members*	Proposed # (if Changes)	Chair votes?	Other Changes / Notes	Effective Date	department heads ok / comments
✓ Plan Commission	8	2; 1 must be chair		NO	Wis. Stats. Requires 7 members		OK
✓ Zoning Board of Appeals.	5	1; must be chair		YES	Must appoint two alternates; Wis. Stats.		OK
✓ Board of Review	5	1 may be appointed		NO	Must appoint two alternates; May appoint one employee. Wis. Stats.		OK GA
Transit Commission	7	2 + Mayor /designee		YES	City Council member must share chairmanship		OK - mlr
Senior Citizens Commission.	7	1 may be appointed		YES			OK DM
Library Board	7	1 may be appointed		YES	1 member must represent School District		
Public Safety Commission <i>Committee</i>	9	2; 1 must be chair		YES	Must include 1 member of Police and Fire Commission		OK
✓ Landmarks Commission.	5	1 may be appointed	6 or 7	YES			increase during codification
Police and Fire Commission	<i>currently / expired - sent e-mail to mayor & LARA</i>						
Community Media Committee	10	1; must be chair		DOES NOT SAY	1 member must represent School District		WN
✓ Community Development Authority	7	2		DOES NOT SAY	As stated in Wis. Stats. 66.1335(2). All must be residents.		OK
Park and Recreation Board	9	2; 1 must be chair	NONE	DOES NOT SAY			OK GA
✓ License Review Committee	5	1 must be chair		YES			OK GA
Finance and Personnel Committee	3	3; Mayor is chair		YES			
Public Works Committee	9	2	7	NO	<i>As members leave</i>		OK
✓ Distinguished Service Award	5	0		YES	Includes most recent former Mayor who is willing to serve		OK GA
Committee on Sustainability	12	2; 1 must be chair	10	DOES NOT SAY	Recommendation confirmed		OK OK
Facilities Committee	8 <i>(?)</i>	1; must be chair		NO	Includes one staff member and six members with industry experience.		OK

* Included in the total

Appt people - my. Busse.

ASAP

*- Solar, Inare + Bray Studios
- site - short term
- Bldgs - long term*

SUMMARY OF COMMITTEE / COMMISSION / BOARD MEMBERSHIP

Committee	Current Total #	City Council Members*	Proposed # (if Changes)	Chair votes?	Other Changes / Notes
Plan Commission	8	2; 1 must be chair		NO	Wis. Stats. Requires 7 members
Zoning Board of Appeals.	5	1; must be chair		YES	Must appoint two alternates; Wis. Stats.
Board of Review	5	1 may be appointed		NO	Must appoint two alternates; May appoint one employee. Wis. Stats.
Transit Commission	7	2 + Mayor /designee		YES	City Council member must share chairmanship
Senior Citizens Commission.	7	1 may be appointed		YES	
Library Board	7	1 may be appointed		YES	1 member must represent School District
Public Safety Commission	9	2; 1 must be chair		YES	Change to <u>Committee</u> to avoid confusion with Police and Fire Commission. Must include 1 member of Police and Fire Commission
Landmarks Commission.	5	1 may be appointed	7	YES	Increase during codification
Police and Fire Commission					
Community Media Committee	10	1; must be chair		DOES NOT SAY	1 member must represent School District
Community Development Authority	7	2		DOES NOT SAY	As stated in Wis. Stats. 66.1335(2). All must be residents.
Park and Recreation Board	9	2; 1 must be chair		DOES NOT SAY	
License Review Committee	5	1		YES	City Council member must be chair
Finance and Personnel Committee	3	3; Mayor is chair		YES	

SUMMARY OF COMMITTEE / COMMISSION / BOARD MEMBERSHIP

Committee	Current Total #	City Council Members*	Proposed # (if Changes)	Chair votes?	Other Changes / Notes
Public Works Committee	9	2	7	NO	As members leave
Distinguished Service Award	5	0		YES	Includes most recent former Mayor who is willing to serve
Committee on Sustainability	12	2; 1 must be chair	10	DOES NOT SAY	Decrease ASAP; quorum issues.
Facilities Committee	8	1; must be chair		NO	Includes one staff member and six members with industry experience.
<i>* Included in the total</i>					

→ changed in all sections

B. Appointment; term of office.

- (1) Council members. The Common Council members shall be appointed by the Mayor, subject to confirmation by the Council, during April for the duration of his current term of office on the Common Council. The term of office on the Commission shall begin ~~May 1.~~ ← on the third Tuesday of April.
- (2) Citizen members. The six citizen ~~members~~ shall be appointed by the Mayor, subject to confirmation ~~by the Council~~, during April for terms of three years beginning ~~May 1.~~ The terms of the citizen members shall be staggered so that not more than two such regular appointments are made annually.

C. Powers. The Council may employ experts and a staff, and pay for their services, and such other expenses as may be necessary and proper, not exceeding, in all, the appropriation that may be made for the Commission by the Council, or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the Council. The Commission shall have the powers and perform the functions enumerated in Sec. 62.23, Wis. Stats., and as prescribed by the Common Council.

D. Master Plan. Subject to the approval of the Common Council, the Commission shall make and adopt a master plan for the physical development of the City including any areas outside of its boundaries which, in the Commission's judgment, bear relation to the development of the City. The Commission shall keep such master plan current as required by this Code of Ordinances and the master plan.

E. Zoning permits. Under the City's Zoning Code, the Commission shall hear applications for zoning permits for all districts except the single-family residence district and the two-family residence district. The Commission shall grant or deny such applications, and shall direct the Zoning Administrator to issue or refuse to issue zoning permits under the City's Zoning Code.

F. Occupancy permits. This Subsection shall apply only to those uses, structures and buildings for which the Commission has granted a zoning permit. The authority to issue an occupancy permit for a use, structure or building for which a zoning permit has already been granted shall vest in the Commission, but the Commission may delegate this authority to the Zoning Administrator. Appeals of decisions of the Zoning Administrator to issue or refuse to issue occupancy permits shall be made to the Commission.

G. Advisory Economic Development Committee. The Common Council may create an Advisory Economic Development Committee to the Plan Commission. This Advisory Committee shall consist of five members nominated by the Mayor, subject to confirmation by the Council for three years, except that of those first appointed, one shall serve for one year, two shall serve for two years and two for three years. Vacancies shall be filled for an unexpired term of members whose terms become vacant. The Committee shall:

- (1) Evaluate needs and opportunities for various types of future economic growth (industrial, office and commercial) that would be most directly beneficial to the

§ 18-7

MONONA CODE

§ 18-9

- (4) The Commission shall not possess the functions or the powers prescribed for a Police and Fire Commission in Secs. 62.13(3), (4)(a), (5) and (7), Wis. Stats., including but not limited to hiring, firing, disciplining, or promotion of personnel; nor shall the Commission conduct any hearing or other quasi-judicial proceeding. None of the functions and powers in this Subsection shall be construed to include the functions and powers of the Police and Fire Commission. Add: Prevention
- (5) The Commission shall hear appeals pursuant to the City's Fire Code. The Commission may adopt written notes outlining the procedure for processing such appeals.
- (6) The Commission shall establish and modify all fees and charges of the Emergency Medical Services other than the base transport fee at a minimum of once annually. Said fees shall approximate the cost incurred by the city to obtain, administer, and provide such goods and services.

§ 18-8. Landmarks Commission.

- A. Composition. The Commission shall consist of five citizens, one of whom may be a Council member, all of whom may vote. The Mayor and City Administrator or their designees shall be ex-officio non-voting members of the Commission.
- B. Appointment; term of office.
 - (1) Council member. If the Mayor chooses to appoint a Council member, the Mayor shall appoint the Council member for a one-year term commencing May 1. The appointment of the Council member shall be subject to confirmation by the Council.
 - (2) Citizen members. The Commission members shall be appointed by the Mayor, subject to confirmation by the Council. The terms shall be three years beginning May 1 and shall be staggered so that not more than two such regular appointments are made annually.
- C. Functions and powers. The Commission shall review all potential landmark sites which:
 - (1) Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community.
 - (2) Are identified with historic personages or with important events in national, state or local history.

Delete #1 and #2 and replace with the following: 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, after following the criteria listed in Sec. 480-20.

§ 18-9. Police and Fire Commission.

See § 112-1 of the Code of the City of Monona.

Move sec. 112-1.A. to sec. 18-9, but leave the rest of Chapter 112 as is.

appointed by the Mayor with Council confirmation. When the Ad Hoc committee has fulfilled the charge given to it by the Mayor, the committee shall be disbanded.

C. Classification of existing committees, commissions and boards. The existing committees, commissions and boards of the Council are classified as follows:

(1) Standing committees, commissions and boards.

- (a) Plan Commission.
- (b) Finance and personnel committee. *Capitalize*
- (c) License Review Committee.
- (d) Public Works Committee.
- (e) Public Safety ~~Commission.~~ *Committee*
- (f) Parks and Recreation Board.
- (g) Sustainability Committee.
- (h) Facilities Committee.

(2) Non-standing committees, commissions and boards.

- (a) Senior Citizens ~~Commission.~~ *Committee???*
- (b) Landmarks ~~Commission.~~ *It is Commission - see 62.23(em)*
- (c) ~~Broadband Telecommunications Citizens Commission.~~
- (d) Distinguished Service Committee.
- ~~(e) Parks Gifts Committee.~~

Probably Committee; no harm in leaving as is

Add: Community Media Committee

Delete

(3) Special boards and commissions.

- (a) Board of Review.
- (b) Police and Fire Commission.
- (c) Zoning Board of Appeals.
- (d) Library Board.
- (e) Transit ~~Commission.~~ *Commission - yes per 66.1021*
- (f) Community Development Authority.

§ 18-20. Meetings.

A. Standing committees, commissions and boards. All standing committees, commissions and boards shall meet at least monthly at regularly scheduled days and times. Meetings

construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such property.

- C. Powers to finance city government. The Common Council may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally manage City finances.
- D. Construction of powers. All powers given herein shall be liberally construed in favor of the rights, powers and privileges of the City of Monona to promote the general welfare, peace, good order and prosperity of the City and the inhabitants thereof.
- E. Emergency powers. All powers enumerated in § 323.14, Wis. Stats., shall be reserved and exercised by the Common Council or the Mayor, as provided in § 323.14, Wis. Stats. The Mayor may designate temporary and permanent emergency routes, and may designate or suspend traffic control restrictions along such routes.
- F. Statutes and constitution. Sec. 62.11(5), Wis. Stats., and Article XI, Section 2, Wisconsin Constitution, shall apply to the governance of the City.

(from Wis. Stats. 62.11(2)): Following a regular city election, the new council shall first meet on the 3rd Tuesday of April.

- A. Time, date and notice. Regular meetings of the Common Council shall be held on the first and third Monday evening of each calendar month at 7:30 p.m. If the date of any regular meeting falls on a legal holiday, such meeting shall be held on the next following secular day, at the same place and at the same hour, unless canceled or rescheduled to another date or time by order of the Common Council. All meetings of the Common Council, including special meetings authorized under Subsection B, shall be held in compliance with Subchapter V of Chapter 19, Wis. Stats., the Wisconsin Open Meeting Law.
- B. Special meetings.
 - (1) Who may call. Special meetings of the Council may be called by any two members of the Council who file a written request with the City Clerk at least 24 hours prior to the time the meeting is to be called, stating the purpose and time of the meeting. The Mayor may also call a special meeting.
 - (2) Notice of special meeting. Immediately after the receipt of a request for a special meeting, the City Clerk shall notify each member of the Common Council by telephone or by delivering a written notice of the time and purpose of such meeting. If the Council member can not be found, a copy of the notice shall be left at the member's residence, at least six hours prior to the meeting.
 - (3) Special meetings held without notice. A special meeting can be held without notice being given when all of the members of the Council are present, or consent in writing. If all the members consent in writing each member shall file a written consent with the Clerk prior to the beginning of the meeting. This section does not, however, relieve the Council from the obligation of complying with the Wisconsin Open Meeting Law.

Finance Director

- A. Appointment. The Finance Director shall be appointed by the Mayor, ~~upon recommendation of the City Administrator, subject to confirmation by the Common Council. Approval of the employment contract for the Finance Director shall constitute confirmation by the Common Council.~~
- B. Duties and responsibilities. The Finance Director shall have all of the following duties and responsibilities:
 - (1) Perform the duties of Treasurer as prescribed in Sec. 62.09(9), Wis. Stats., and such other duties as prescribed by State Statute or the Common Council.
 - (2) Develop, evaluate and oversee the day-to-day and year-end financial functions of the City.
 - (3) Submit annually to the Mayor and Council and make available to the public, complete reports on the financial affairs of the City.
 - (4) Keep the Mayor and Common Council fully advised as to the financial condition and future financial needs of the City.
 - (5) Perform all duties as set forth in the job description of the Finance Director.
 - (6) Fulfill such other duties as may be directed by the Mayor or City Administrator.
- C. Responsible to the City Administrator. The Finance Director shall be responsible to the City Administrator, ~~subject to the policy direction of the Mayor and Council.~~
- D. Removal. The Finance Director may be removed for cause as provided in section 2-3-42 of the Code of Ordinances, or as otherwise provided in the contract of employment between the Finance Director and the City.

Comment [WSC1]: The language could be interpreted as prohibiting the appointment of an individual not recommended by the administrat

103-18

Comment [WSC2]: Note, this language slight differs for other officers listed in the code. Recommend the equivalent sections for all office be amended during the recodification so that they are all consistent.

Comment [WSC3]: Need to change referent new section number as recodified.

Director of Administrative Services

- A. Appointment. The Director of Administrative Services shall be appointed by the Mayor, ~~upon recommendation of the City Administrator, subject to confirmation by the Common Council. Approval of the employment contract shall constitute confirmation by the Common Council.~~
- B. Duties and responsibilities. The Director of Administrative Services shall have all of the following duties and responsibilities:
 - (1) Direct the administrative support functions for the City Administrator, Department Heads, Mayor, and City Council.
 - (2) Perform all human resource functions for the City.
 - (3) Perform all duties as set forth in the job description of the Director of Administrative Services.
 - (4) Fulfill such other duties as may be directed by the Mayor or City Administrator.
- C. Responsible to the City Administrator. The Director of Administrative Services shall be responsible to the City Administrator, subject to the policy direction of the Mayor and Council.
- D. Removal. The Director of Administrative Services may be removed by the Mayor for cause as provided in section 2-3-42 of the Code of Ordinances, or as otherwise provided in the contract of employment between the Finance Director and the City, ~~upon recommendation of the City Administrator subject to confirmation by the Common Council, after compliance with review~~

Comment [WSC4]: For consistency with the equivalent language for the Finance Director. Recommend the equivalent sections for all office be amended during the recodification so that they are all consistent.

Comment [WSC5]: For consistency with the equivalent language for the Finance Director. Recommend the equivalent sections for all office be amended during the recodification so that they are all consistent.

~~procedures established by the Common Council or as otherwise provided in the contract of employment, if any, between the Director of Administrative Services and the City.~~

Community Media Director

- A. Appointment. The Community Media Director shall be appointed by the Mayor, ~~subject to confirmation by the Common Council. Approval of the employment contract shall constitute confirmation by the Common Council upon recommendation of the City Administrator, subject to confirmation by the Common Council.~~
- B. Duties and responsibilities. The Community Media Director shall have all of the following duties and responsibilities:
 - (1) Direct the programming, joint operations and promotion of the City of Monona's/Monona Grove School District's PEG access channel and LPFM radio station.
 - (2) Serve as Monona Grove High School's audiovisual coordinator and student advisor.
 - (3) Perform all duties as set forth in the job description of the Community Media Director.
 - (4) Fulfill such other duties as may be directed by the Mayor or City Administrator.
- C. Responsible to the City Administrator. The Community Media Director shall be responsible to the City Administrator, subject to the policy direction of the Mayor and Council.
- D. Removal. The Community Media Director may be removed by the Mayor, ~~Mayor for cause as provided in section 2-3-42 of the Code of Ordinances, or as otherwise provided in the contract of employment between the Finance Director and the City upon recommendation of the City Administrator subject to confirmation by the Common Council, after compliance with review procedures established by the Common Council or as otherwise provided in the contract of employment, if any, between the Community Media Director and the City.~~

Comment [WSC6]: For consistency with the equivalent language for the Finance Director, recommend the equivalent sections for all offices be amended during the recodification so that they are all consistent.

Comment [WSC7]: For consistency with the equivalent language for the Finance Director, recommend the equivalent sections for all offices be amended during the recodification so that they are all consistent.

From League of Wisconsin Municipalities:

The list of statutory officers for cities is somewhat longer than for villages. For example, fire chief and police chief are listed as city officers in Wis. Stat. ch. 62. but they are not listed as village officers in ch. 61. Compare sec. 62.09(1)(b) with sec. 61.19 - 61.29. However, both cities and villages are authorized to create additional offices not listed in the statutes and eliminate offices listed in the statutes. Other statutory city officers that are not mentioned as village officers in Wis. Stat. ch. 61 include comptroller, attorney, engineer, local health officer or local board of health, street commissioner and board of public works. Except for the offices of city attorney and health commissioner, these offices may be eliminated and their duties transferred as provided under sec. 62.09(1)(b).

NOTES:

- Position descriptions are set by Charter Ordinance #8-16-545, adopted August 2004. As such, I believe they would need to be changed by charter ordinance, which is a more stringent process.
- The City Administrator is designated the comptroller in the charter ordinance (see section (c)(13)).
- Recommend changing 103-1 to conform to the Charter Ordinance.
- Also recommend designating deputy treasurer, deputy clerk, and deputy comptroller in position descriptions to handle any unanticipated absences or vacancies, especially during crucial times like tax roll preparations and elections.

§ 29-5 *who may issue Citations:* MONONA CODE

§ 29-8

- (1) Any law enforcement officer;
- (2) Fire Chief or Fire Inspector; *ask Scott about this*
- (3) Building Inspector; Plumbing Inspector; Electrical Inspector; HVAC Inspector.
- (4) Weed Commissioner.
- (5) City Administrator.
- (6) ~~City Engineer~~ Director of Public Works.
- (7) Emergency ~~Government~~ Director.
- (8) ~~Planning/Community Development Coordinator.~~
City Planner / Director of Economic Development

Stet

§ 29-6. Procedure.

Add - Code Inspector and/or Parks Director?

Section 66.0113(3), Wis. Stats., relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

§ 29-7. Nonexclusivity.

- A. Other ordinance. Adoption of this chapter does not preclude the Common Council from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter.
- B. Other remedies. The issuance of a citation hereunder shall not preclude the City or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.

§ 29-8. Court costs. [Amended 1-5-2009 by Ord. No. 12-08-590]

The court costs for municipal court shall be assessed in the amount established by state statute. If the applicable statute establishes a range of court costs, the costs shall be the maximum amount allowed by the statute.

§ 54-3

MONONA CODE

→ Called Emergency Management Coordinator in Emergency Operations Plan. Change the plan to conform to Ordinance. § 54-5

§ 54-3. Emergency Government Director.

A. Appointment. The Emergency Government Director shall be appointed by the Mayor, subject to confirmation by the City Council, and shall receive such salary as may be authorized by the Common Council. The Emergency Government Director shall be appointed in odd-numbered years for a two-year term of office, commencing on May 1st of the year of appointment.

B. Duties and authority of the emergency government director.

- (1) The Director shall have direct responsibility for the organization, administration and operation of the Emergency Government Organization, subject to the control of the Mayor and the Common Council.
- (2) The Director shall coordinate all activities for emergency government within the City and shall maintain liaison and cooperate with emergency government agencies of other political subdivisions and of the County.
- (3) The Director shall participate in County and State emergency government activities upon request of the Mayor.
- (4) The Director shall maintain a comprehensive disaster plan for the City of Monona and shall present such plan to the City Council for its approval. All municipal agencies and emergency forces of the City shall perform the duties and functions assigned by the disaster plan.
- (5) The Director shall have such additional authority, duties and responsibilities as are authorized in this chapter, and as may from time to time be required by the Common Council.

§ 54-4. Utilization of existing services and facilities.

In preparing and executing the Disaster Plan the Director, with the full cooperation of all City officers and personnel, shall utilize the services, equipment, supplies and facilities of the existing departments and agencies of the City to the maximum extent practicable.

§ 54-5. Emergency regulations.

Whenever necessary to meet a civil emergency for which adequate regulations have not been adopted by the Common Council; the Mayor (and in his absence, in order, the Council President or the senior member of the Common Council available) may by proclamation promulgate and enforce such orders, rules and regulations relating to the conduct of persons and the use of property as shall be necessary to protect the public peace, health and safety, and preserve lives and property, and to ensure the cooperation necessary in civil emergency activities. Such proclamations shall be posted in a public place and may be rescinded by the Common Council by resolution at any time.

MANUSCRIPT

Chapter 54**EMERGENCY MANAGEMENT**

- | | |
|--|-------------------------------------|
| § 54-1. Policy and purpose. | § 54-5. Emergency regulations. |
| § 54-2. Emergency Planning Committee. | § 54-6. Mutual aid agreements. |
| § 54-3. Emergency Government Director. | § 54-7. Declaration of emergencies. |
| § 54-4. Utilization of existing services and facilities. | |

[HISTORY: Adopted by the Common Council of the City of Monona as Title 5, Ch. 3, of the 1994 Code. Amendments noted where applicable.]

§ 54-1. Policy and purpose.

- A. To ensure that the City of Monona will be prepared to cope with emergencies resulting from man-made or natural disasters, an Emergency Government Organization consisting of the Public Safety Committee and Emergency Government Director is created to carry out all emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage resulting from fire, tornado, or other natural or man-made causes.
- B. To ensure that all civil emergency functions of the City are to be coordinated to the maximum extent practicable with existing services and facilities of the City and with comparable functions of the Federal, State, County and other political subdivisions, and of various private agencies to the end that the most effective preparation and use may be made of manpower, resources and facilities for dealing with any disaster that may occur.
- C. Chapter 323, Wis. Stats., is herein incorporated in this chapter by reference.

§ 54-2. Emergency Planning Committee.

- A. Composition. The Emergency Planning Committee shall consist of the Mayor and the Council's Public Safety Committee.
- B. Appointment. The Committee members shall be appointed by the Mayor, subject to confirmation by the Common Council.
- C. Duties of the emergency planning committee. The Emergency Planning Committee shall be an advisory and planning group and shall advise the Mayor, Emergency Government Director, and the Common Council on all matters pertaining to emergency government. The Emergency Planning Committee shall meet upon the call of the Chairman.

ARTICLE III
Hotel-Motel Room Tax
[Adopted as Title 3, Ch. 5, of the 1994 Code]

§ 63-22. Definitions.

In this Chapter, the following definitions shall apply:

BED AND BREAKFAST ESTABLISHMENT. Any place of temporary lodging that provides four (4) or fewer rooms for rent, which is open for rental more than ten (10) nights in a twelve (12) month period, is the owner's personal residence and is occupied by the owner at the time of rental, and in which the only meal served is breakfast.

GROSS RECEIPTS. Total revenue received from the retail furnishing of rooms, lodging, or similar accommodations by a hotel or motel as defined herein. Formatted: Highlight
~~Has the meaning as defined in Sec. 77.51(4)(a), (b) and (c), Wis. Stats., insofar as applicable.~~

HOTEL OR MOTEL. A building or group of buildings in which the public may obtain accommodations for a consideration, including, without limitation, such establishments as inns, motels, tourist homes, tourist houses or courts, bed and breakfast establishments, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other building or group of buildings in which accommodations are available to the public, except accommodations rented for a continuous period of more than one (1) month and accommodations furnished by any hospital, sanitariums or nursing homes or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes provided that no part of the net earnings of such corporations and associations inures to the benefit of any private shareholder or individual.

TRANSIENT. Any person residing for a continuous period of less than one (1) month in a hotel, motel or other furnished accommodations available to the public.

§ 63-23. Imposition of tax.

Pursuant to Sec. 66.0615, Wis. Stats., a tax is hereby imposed on the privilege and service of furnishing, at retail, of rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations. Such tax shall be at the rate of eight percent (8%) of the gross receipts from such retail furnishing of rooms or lodgings. Such tax shall not be subject to the selective sales tax imposed by Sec. 77.52(2)(a)1, Wis. Stats. ~~Effective January 1, 1998, thirty percent (30%) or a maximum of Thirty Five Thousand Dollars (\$35,000.00) of such tax shall be appropriated to the Monona Community Development Authority for purposes of promoting economic developments~~

Comment [WSC1]: Recommend deletion until the fiscal impact of the statutory changes can be determined. The Council retains discretion to appropriate any amount of the room tax retained by the City to the CDA in its discretion.

§ 63-24. Collection of tax.

- A. Administration by City Treasurer. This tax shall be administered by the City Treasurer who shall, at City expense, provide the necessary application and reporting forms at no cost to the taxpayer.
- B. Reporting Periods. The tax imposed for the months of January, February and March, and for each calendar quarter thereafter is due and payable on the last day of the month next succeeding the calendar quarter for which imposed. A return shall be filed with the City Treasurer, by those

furnishing at retail such rooms and lodging, on or before the same date on which such tax is due and payable. Such return shall show the gross receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of taxes imposed for such period, and such other information as the City Treasurer deems necessary. Every person required to file such quarterly return shall, with his first return, elect to file an annual calendar year or fiscal year return. Such annual return shall be filed within ninety (90) days of the close of each such calendar or fiscal year. The annual return shall summarize the quarterly returns, reconcile and adjust for errors in the quarterly returns, and shall contain certain such additional information as the City Treasurer requires. Such annual returns shall be made on forms as prescribed by the City Treasurer. All such returns shall be signed by the person required to file a return or duly authorized agent, but need not be verified by oath. The City Treasurer may, for good cause, extend the time for filing any return, but in no event longer than one (1) month from the filing date.

- C. Sale or Conveyance of Business. If any person liable for any amount of tax under this Chapter sells out his business or stock of goods or quits the business, his successors or assigns shall withhold sufficient portion of the purchase price to cover such amount until the former owner produces a receipt from the City Treasurer that it has been paid or a certificate stating that no amount is due. If a person subject to the tax imposed by this Chapter fails to withhold such amount of tax from the purchase price as required, he shall become personally liable for payment of the amount required to be withheld by him to the extent of the price of the accommodations valued in money.
- D. Determination of Tax by Audit.
- (1) The City Treasurer may, by office audit, determine the tax required to be paid to the City or the refund due to any person under this Chapter. This determination may be made upon the basis of the facts contained in the return being audited or on the basis of any other information within the City Treasurer's possession. One or more such office audit determination may be made of the amount due for anyone or for more than one period.
 - (2) The City Treasurer may, by field audit, determine the tax required to be paid to the City or the refund due to any person under this Chapter. The determination may be made upon the basis of the facts contained in the return being audited or upon any other information within the City Treasurer's possession. The City Treasurer is authorized to examine and inspect the books, record, memoranda, and property of any person in order to verify the tax liability of that person or of another person. Nothing herein shall prevent the City Treasurer from making a determination of tax at any time.
- E. Failure to File Return. If any person fails to file a return as required by this Chapter, the City Treasurer shall make an estimate of the amount of the gross receipts under Subsections (b) and (c). Such estimate shall be made for the period for which such person failed to make a return and shall be based upon any information which is in the City Treasurer's possession or may come into the Treasurer's possession. On the basis of this estimate, the City Treasurer shall compute and determine the amount required to be paid to the City, adding to the sum thus arrived at a penalty equal to ten percent (10%) thereof. One or more such determinations may be made for one or more than one period.
- F. Interest on Unpaid Taxes. All unpaid taxes under this Chapter shall bear interest at the rate of eighteen percent (18%) per year from the due date of the return until the first day of the month following the month in which the tax is paid or deposited with the City Treasurer. An extension of time within which to file a return shall not operate to extend the due date of the return for purposes of interest computations. If the City Treasurer determines that any overpayment of tax

has been made intentionally or by reason of carelessness or neglect, or if the tax which was overpaid was not accompanied by a complete return, he shall not allow any interest thereon.

G. Delinquent Returns; Late Fee; Penalty.

(1) Delinquent tax returns shall be subject to a late filing fee, as prescribed in Section 7-15.1 the Fee, Forfeiture and Deposit Schedule. The tax imposed by this Chapter shall become delinquent if not paid:

Comment [WSC2]: Include in the fee schedule
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(a) In the case of a timely filed return, within thirty (30) days after the due date of the return, or within thirty (30) days after the expiration of an extension period if one is granted.

(b) In the case of no return filed or a return filed late, by the due date of the return.

(2) If due to negligence no return is filed, or a return is filed late, or an incorrect return is filed, the entire tax finally determined shall be subject to a penalty of twenty-five percent (25%) of the tax, exclusive of interest or other penalties. If a person fails to file a return when due or files a false or fraudulent return with the intent in either case to defeat or evade the tax imposed by this Chapter, a penalty of fifty percent (50%) of the tax shall be added to the tax required to be paid, exclusive of interest and other penalties.

§ 63-25. Security required.

In order to protect the revenue of the City, the City Treasurer may require any person liable for the tax imposed by this Chapter to place with him before or after a permit is issued such security not in excess of One Hundred Dollars (\$100.00) as the City Treasurer shall determine. If any taxpayer fails or refuses to place security, the City Treasurer may revoke or refuse to issue such permit. If any taxpayer is delinquent in the payment of the taxes imposed by this Section, the City Treasurer may, upon ten (10) days' notice, recover the taxes, interest and penalties from the security placed with the said Treasurer by such taxpayer. No interest shall be paid or allowed by the City to any persons for the deposit of such security.

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Comment [WSC3]: May want to consider amending the amount
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Comment [AL4]: Delete this section and return \$100 deposits. This is amount is far too low to be any deterrent.

§ 63-26. Records to be maintained.

Every person liable for the tax imposed by this Section shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as the City Treasurer and this Chapter shall require. Such records shall be retained and made available for a period of five (5) years from the due date of a filing period.

Comment [AL5]: This amount of time is a DOR requirement, leave as is (city default is 7 years).

§ 63-27. Confidentiality maintained.

A. All tax returns, schedules, exhibits, writings or audit reports relating to such returns on file with the City Treasurer are deemed to be confidential, except the City Treasurer may divulge their contents to the following and no others:

- (1) The person who filed the return.
- (2) Officers, agents or employees of the Federal Internal Revenue Service or the State Department of Revenue.

- (3) Officers, employees or agents of the City Auditors.
- (4) Such other public officials of the City of Monona when deemed necessary.

B. No person having an administrative duty under this Section shall make known in any manner the business affairs, operations or information obtained by an investigation of records of any person on whom a tax is imposed by this Section or the amount or source of income, profits, losses, expenditures or any particulars thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by any person, except as provided above.

§ 63-28. Distribution of Room Tax Collected.

Upon receipt of the room taxes, the City shall retain for any public purpose determined by the Common Council the greater of either 30% or the maximum amount provided in section 66.0615(1m)(dm), Wis. Stats., and distribute the remainder to the Tourism Commission for tourism promotion and tourism development as defined in section 66.0615(1)(fm), Wis. Stats.

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§ 63-29. Tracking and Reporting of Room Tax Expenditures.

The Tourism Commission shall account for, and maintain records of, the room tax revenue expenditures. The Tourism Commission shall provide a written report to the Finance Director/City Treasurer no less than annually, in a form and manner determined by the City Treasurer/Finance Director, of all expenditures of at least the minimum as set by 66.0615(4) \$1,000 and the impact of such expenditures on generating paid overnight stays within the City.

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Comment [AL6]: Maintaining consistency of titles with other sections.

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§ 63-28. Penalties.

Any person who is subject to the tax imposed by this Chapter who fails to obtain a permit as required in Section 3-5-4(b) or (c) or who fails or refuses to permit the inspection of his records by the City Treasurer after such inspection has been duly requested by such Treasurer, or who fails to file a return as provided in this Chapter, or who violates any other provision of this Chapter, shall be subject to a forfeiture pursuant to § 1-4 . Each day, or portion thereof, that such violation continues is hereby deemed to constitute a separate offense.

Create 18-19 Tourism Commission. [to read as follows]:

- A. Composition. The Tourism Commission shall consist of five members, one of whom may be a Council member, and one of whom shall represent the Wisconsin hotel and motel industry. Members shall be as appointed under Section B. The Mayor and City Administrator or their designees shall be ex-officio non-voting members of the Commission.
- B. Appointment; term of office.
- (1) Members of the Commission shall be appointed by the Mayor, and shall be confirmed by a majority vote of the members of the Common Council who are present when the vote is taken.
 - (2) Commissioners shall serve for one-year terms beginning the third Tuesday in April, and may be reappointed.
 - (3) The Commission shall meet regularly, and, from among its members, it shall elect a chairperson, vice chairperson and secretary.
- C. Functions and powers.
- (1) The Commission shall coordinate tourism promotion and tourism development for the City as set forth in section 66.0615, Wis. Stats.
 - (2) The Commission shall monitor the collection of room taxes in the City, receive room tax revenue from the City and use it for tourism promotion and tourism development in the City. The Commission shall not use any of the room tax revenue to construct or develop a lodging facility.
 - (3) The Commission shall review and recommend ordinances, expenditures of room taxes, and policies relating to the promotion of tourism in Monona to visitors and tourism development.
 - (4) The Commission shall report annually to the City Treasurer the purposes and amounts for which room taxes revenues were spent.
 - (5) The Commission shall report any room tax delinquencies or inaccurate reporting to the municipality.
 - (6) The Commission shall contract with a qualified organization under 66.0615, Wis. Stats., to perform the functions of a tourism entity.

**Resolution No. 16-7-2110
Monona Common Council**

**APPROVAL OF PARTICIPATION IN A WISCONSIN DEPARTMENT OF NATURAL
RESOURCES GRANT TITLED “WISCONSIN ASSESSMENT MONEY (WAM) –
CONTRACTOR SERVICES AWARD”**

WHEREAS, this resolution authorizes the submittal of an award application for the property at 802 and 900 West Broadway, and 6320 and 6321 Metropolitan Lane, and 6416 Bridge Road by the City Planner and Economic Development Director for WAM Contractor Services; and,

WHEREAS, the City of Monona recognizes that the environmental assessment of brownfields is an important part of protecting Wisconsin’s resources; and

WHEREAS, the City of Monona will allow employees from the Department of Natural Resources access to inspect the award site or facility and award records; and,

WHEREAS, the City of Monona requests services and assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and will comply with state and federal rules for the program.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Wisconsin, that the City Planner and Economic Development Director is hereby authorized to act on the behalf of the City of Monona to submit an application to the State of Wisconsin for contractor services under the WAM program, sign documents, and take necessary action to comply with approved award activities.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Council Action:

Date Introduced: 8-1-16

Date Approved: _____

Date Disapproved: _____

Site Access Agreement for WAM Contractor Services Awards

I hereby give my permission to the Wisconsin Department of Natural Resources and its employees, duly authorized representatives, agents and contractors, to enter upon and have access at reasonable times to the property [indicated on the attached map] that is owned by the City of Monona in the SE 1/4 of SW 1/4 Section 20, T07N, R10E, Dane County, Wisconsin more commonly known as 802 and 900 W Broadway, 6320 and 6321 Metropolitan Lane, and 6416 Bridge Road Monona, WI for the following purposes, so that the Department of Natural Resources may:

- (1) Conduct a site visit to complete a Phase II Environmental Site Assessment;*
- (2) Install and maintain permanent or temporary groundwater monitoring wells and soil gas probes;*
- (3) Collect soil gas samples and water samples; and*
- (4) Characterize geology to help evaluate soil vapor migration; and*
- (5) Properly abandon the groundwater monitoring wells installed by the WDNR when the wells are no longer needed.*
- (6) Priority parcels for investigation shall be 900 W Broadway, 6321 Metropolitan Lane and 6416 Bridge Road. The property at 802 W Broadway and 6320 Metropolitan Lane shall be included as funding allows.*

The permission that is granted herein shall remain in effect until December 1, 2016, when the investigation is expected to be completed. After December 1, 2016, if the property owner wishes to withdraw permission for continued access, the property owner shall notify the Department of Natural Resources of that fact. The Department shall, within 90 days after receiving such notice, either abandon any wells installed by the WDNR that remain on the property or obtain a court order to allow continued access.

When soil or water samples are collected on the property described above, split samples will be provided to the property owner, if the property owner requests split samples and provides sample bottles before the samples are collected.

The property owner agrees not to damage or interfere with the use of any monitoring well that is installed as permitted herein and agrees to notify third parties who plan to conduct any activity on the property described above that monitoring wells have been installed on the property.

IN WITNESS WHEREOF:



Signature of Property Owner

7-25-16

Date

5211 Schluter Road, Monona, WI 53716

Mailing Address of Owner

608-222-2525

Area Code and Telephone Number

Site Access Agreement for WAM Contractor Services Awards

sreichertz@ci.monona.wi.us
Email Address

Contact information for occupant (if different than owner) – 6320 and 6321 Metropolitan Lane:

Karen Kessenich
Name of Occupant

608-512-9803
Area Code and Telephone Number

Karen@inlandboatworks.com
Email Address



Project Area

Waterfront Redevelopment Project
Monona, Wisconsin

WAM Application Attachment
City of Monona
7-25-2016 Created
2014 Aerial Photograph

Property Under the Control
of the City of Monona

Parcel 3: 6416 Bridge Road
Owner: Noltner Bridge
Properties, LLC

Parcel 2: 6321 Metropolitan Lane
Owner: City of Monona

Parcel 5: 6320 Metropolitan Lane
Owner: City of Monona

Parcel 1: 900 W Broadway
Owner: City of Monona

Parcel 4: 802 W Broadway
Owner: City of Monona



WISCONSIN ASSESSMENT MONIES (WAM)

RR-863

Since 2010, the US Environmental Protection Agency has awarded the Wisconsin Brownfields Coalition (comprised of the Wisconsin DNR and Wisconsin Regional Planning Commissions) \$2.1 million in Brownfield Assessment Grant monies. The DNR's Remediation & Redevelopment (RR) Program administers this grant. Currently, funds are being used through Contractor Services Awards to aid local governments and other eligible applicants in investigating environmental contamination at closed or closing industrial or manufacturing plants and other similar sites throughout the state.

Contractor Services Awards

Contractor Services awards are given to businesses or local governments for no-cost Phase I and Phase II Environmental Site Assessments and/or limited NR 716 Site Investigations. The Department contracts with previously selected consultants directly to complete this work under DNR's guidance. Applicants must ensure that the current owner of the site has signed a legal access agreement authorizing the Department and its contractors access to the site to perform the requested services.

Total Available Funds	<p>Value of award is up to \$30,000 in contractor services</p> <p>Total funding is dependent on EPA grants awarded to the DNR</p> <p>Grants awarded to date include \$1 million (2009), \$500,000 (2012), \$600,000 (2013) (80% Hazardous Substances funds, 20% Petroleum funds)</p>
Services Available	Phase I/II Environmental Site Assessments, Limited NR 716 Site Investigations (Phase I will be completed to All Appropriate Inquiry Standards)
Award Type	DNR-provided Contractor Services at no-cost to applicant
Eligible Applicants	Local government entities, private prospective purchasers, private/public property owners
Eligible Sites	<p>Closed or closing manufacturing and industrial sites, such as foundries, electroplaters, assembly lines, and other industrial facilities.</p> <p>Gas stations, agricultural cooperatives and commercial/residential facilities are not eligible. See the website for more information on eligibility.</p>
Selection Factors	<p>Factors that may be considered in project selection might include:</p> <ul style="list-style-type: none"> • Sites that are impediments to large-scale redevelopment projects • Date of plant closings or notice to close • Known or potential environmental challenges • Community economic profile (e.g. unemployment or poverty rate, other closed facilities, protected demographics) • Benefit of service to the community (e.g. economic, health, livability, etc.) • Inability of owner to contribute financially to the project or willingness of responsible party • Participation in the Wisconsin Plant Recovery Initiative program

For more information on the program, visit the Remediation and Redevelopment program website at dnr.wi.gov/topic/Brownfields/wam.html.



Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "Brownfields"

