

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, AUGUST 15, 2016
6:30 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from August 1, 2016.
4. Appearances.
5. Unfinished Business.
 - A. Discussion of Hiring for Code Inspector Position.
6. New Business.
 - A. Discussion of Proposed Budget for 2017 / 2016 Expenditures for City Facilities.
 - B. Consideration of Resolution 16-8-2111 Approving the Purchase of Police Body Cameras.
 - C. Consideration of Resolution 16-8-2112 Amending the 2016 Capital Budget to Purchase Police Body Cameras.
 - D. Consideration of Resolution 16-8-2113 Accepting a Donation for and Approving the Purchase and Installation of Playground Equipment at Schluter Park.
 - E. 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 (Claim of Karolyn Dalton) and section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Wisconsin Professional Police Association contract negotiations).
 - F. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).
 - G. Consideration of Claim of Karolyn Dalton.
7. Acceptance of General Fund Accounts Payable Checks Dated July 29–August 11, 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.

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FINANCE AND PERSONNEL COMMITTEE MINUTES

August 1, 2016

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Council President Speight at 6:32 p.m.

Present: Council President Chad Speight and Alderpersons Doug Wood and Jim Busse

Excused: Mayor Robert Miller

Also Present: City Administrator April Little, Finance Director Marc Houtakker, City Planner/Economic Development Director Sonja Reichertz, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Busse to approve the Minutes of the July 18, 2016 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

Finance Director Houtakker reported that last year the Council approved a water rate case. The PSC did an analysis to make sure debt was covered by each category of user and other criteria were met. Two options were offered to achieve a 15% rate increase. One uses the same rate structure as is currently used and the second uses a conservation rate for commercial properties and includes large multi-family complexes. Reports of the effect of both options were reviewed. Once the increase and an option are approved the PSC will plan a public hearing and the rates will be effective 90 days after that. Members questioned the fairness of the options and were concerned the Public Works Committee hasn't reviewed this yet. Council President Speight stated it is a timing issue; if a decision isn't made until September, the review process has to start over.

A motion by Alder Wood, seconded by Alder Busse to approve Resolution 16-7-2109 Accepting a Public Service Commission Water Rate Increase using the PSC's first option, was carried.

City Administrator Little began Discussion of Recodification Section Proposals. The Public Safety and Senior Citizen Commissions will now be titled as committees. Changes in the numbers of committee members were recommended and terms begin on the third Tuesday of April. Comptroller is part of the Administrator's position per Charter Ordinance so will remain.

Finance Director Houtakker reviewed the room tax law change. In each of the next few years the City can keep what was earned in 2004 to 2010, one of the earnings amounts per year. Spending of any additional funds will be decided by a new Tourism Committee, one member of which has to be from the hotel/motel industry. The Department of Revenue needs documentation of any spending by the Committee that exceeds \$1,000. There has to be a separate fund but it doesn't have to be spent in the same year.

City Administrator Little stated City promotion has been done by the Chamber of Commerce in the past, so it might be qualified to be a tourism entity under the new law. The City gives the Chamber \$10,000 and the Chamber spends \$15,000 on a brochure that could qualify as tourism promotion and development.

The goal is basically to generate overnight stays in the City. Spending will be low next year but will increase. The Council has to make a decision to approve the Ordinance, form the Committee and the number of members, and whether one has to be a Council member.

Council President Speight stated minutes of the Family Attraction & Retention Committee's previous work with the Chamber could clearly show the Chamber qualifies. Alder Busse stated the law is to promote overnight stays not permanent residents. Council President Speight stated he understands the distinction but encouraging visitors was part of the work.

NEW BUSINESS

City Planner/Economic Development Director Reichertz the following action authorizes participation in a DNR grant that would help with investigation of a contaminated site in the Riverfront Development from the dry cleaner. The amount available is between \$15,000 and \$30,000, but the funds will be gone in August. There is no match or administration cost. The DNR would supply the contractor and invoices.

A motion by Alder Busse, seconded by Alder Wood to approve Resolution 16-7-2110 Approval of Participation in a Wisconsin Department of Natural Resources Granted Titled "Wisconsin Assessment Money (WAM) – Contractor Services Award, was carried.

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

A motion by Alder Busse, seconded by Alder Wood to approve Acceptance of General Fund Accounts Payable Checks Dated July 15 through July 28, 2016, was carried.

ADJOURNMENT

A motion by Alder Wood, seconded by Alder Busse to adjourn, was carried. (7:23 p.m.)

Joan Andrusz
City Clerk



To: Finance and Personnel Committee
From: April Little, City Administrator
Date: August 15, 2016
Subject: Code Inspector Hiring Process

At the June Finance and Personnel meeting, the committee directed that it wished to maintain the current proactive level of service upon code enforcement after Code Inspector Jeremy Small's resignation. Since then, we have had discussions with McFarland, which of course shares our building inspector. Our proposal is summarized here:

- McFarland plans to propose adding hours of ^{his} ~~their~~ own (up to 8) for separate code inspection services. Additional hours (a total of ~~7~~ ²⁴ hours) should be more attractive for candidates.
- Madison College has agreed to post this as an internship class in their real estate program (see attached). Although it is not obvious from this description, they have many career changers who are interested in property-management type fields and many who are also looking for something part-time to turn into a permanent position. We could probably get someone on board relatively quickly.
- Both communities post the job internally. Perhaps a part-time firefighter would be interested (as was the case the last hire).

Best case scenario: we obtain an intern we can groom into a full time building and/or code inspector. Worst case: we are out hiring again. And given the hours, pay, and nature of the job, turnover would not be surprising regardless.

Please see job advertisement with highlighted suggested changes. We could offer some flexibility in hours, which would be very appealing as well. Frankly, it would help to keep citizens who find compliance difficult "on their toes" as they watch the inspector's schedule.

SALARY RANGE

\$13.00 - \$15.00 Hourly

DESCRIPTION AND TERMS OF EMPLOYMENT:

The Code Enforcement Officer is a non-sworn position reporting to the Monona City Administrator and responsible for promptly and effectively carrying out routine building and zoning code enforcement. This is a **permanent part-time position** working 16 hours per week for the City of Monona, and an additional 8 hours per week for the Village of McFarland. Some flexibility in schedule.

DUTIES AND RESPONSIBILITIES:

Investigates the following types of complaints and enforces City ordinances through phone calls, warning notices, and issuance of citations when required:

1. The City's erosion control requirements
2. Property maintenance complaints
3. Weed control complaints
4. Mowing complaints
5. Snow removal complaints

*after @
1 yr*

This position will also provide support for the building inspector, with the opportunity to learn more about this position. There may be opportunity for advancement to full-time building code inspector, depending on candidate and obtainment of state certifications.

Performs other related job duties as required.

QUALIFICATIONS:

1. High school diploma or equivalent plus 5 years of work experience
2. Ability to operate a motor vehicle and possession of, or ability to obtain and maintain a Wisconsin Motor Vehicle Operator's License

KNOWLEDGE AND ABILITIES:

- Ability to pass a police background check and drug screening
- General knowledge of locations and streets in the City of Monona
- General knowledge of City of Monona ordinances and codes
- Ability to organize and complete a variety of work assignments and understand department procedures and regulations, as well as controlling laws
- Must be able to establish and maintain effective working relationships with other employees and the public; must execute duties firmly, tactfully, courteously, and impartially
- Must have the ability to stand, walk, or sit for extended periods of time and to push/pull objects (road debris, etc.)
- Must have the ability to work outdoors in all weather conditions, including extreme heat and cold
- Working skills in the use of a two-way radio, iPhone, and computer is preferred



1701 Wright Street
 Madison, Wisconsin 53704
 (608) 246-6100 or (800) 322-6282
 Deaf/hh: use 711 (relay)

CONTACT

School of Business and
 Applied Arts

TRUAX D3631
 1701 Wright Street
 Madison WI 53704

CALL: (608) 246-6003 ext. 8
 FAX: (608) 243-4754
 businessandappliedarts
 @madisoncollege.edu

NOTES

REAL ESTATE SALES

Certificate

Program number: 901942CERT

OVERVIEW

The Real Estate Sales Certificate from Madison College is designed for those learners who want more than just a license – or two. You will learn to sell and manage real estate, practical selling skills, and social media training. Most importantly, this program includes prelicensing education for the Real Estate Salesperson and Real Estate Broker licenses. A crucial part of your learning will involve completing an internship that will help you develop real-world job skills and valuable industry connections.

Program Details

Students in the Real Estate Sales Certificate program can attend full or part time.

Real Estate Sales Certificate classes may be offered at these Madison College campuses:

- Madison - Truax

This program is also offered completely online.

ADMISSION

To Apply

View the admission requirements ([/admission-requirements-open-access-certificates](#)) for application deadlines, materials and requirements. There is also an online and/or accelerated version of this program with additional admission requirements ([/admission-requirements-online-accelerated-programs](#)).

- Review the admission checklist ([/apply](#)) to learn how to apply to a program or certificate at Madison College.

- Attend a New Student Information Session (/new-student-information-session) to get started in the admission process.
- Visit MATC (/visit) to learn more about the Madison College experience including campus tours and program open houses.

After Acceptance

Once you are admitted into your program, review the Start of Semester Checklist (/start-semester) to prepare for your first day of classes at MATC.

Questions?

Contact the Enrollment Center at Email or (608) 246-6210.

CURRICULUM

The courses listed below outline the requirements for completion for students officially admitted in the 2016-2017 academic year. Requirements for completion may vary depending on the semester in which a student is admitted or may be completed by other equivalent courses. Current/continuing students should consult their Academic Requirements report available through their student account for specific requirements and equivalent courses.

First Semester

10-103-133	Excel - Beginning	1 credits
10-194-182	Real Estate Law	4 credits
10-194-185	Real Estate Brokerage	4 credits

Second Semester

10-104-102	Marketing Principles	3 credits
10-104-104	Selling Principles	3 credits
10-104-114	Social Media Principles	3 credits

Third Semester

10-194-195	Real Estate Internship	3 credits
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OUTCOMES

After completing the Real Estate Sales Certificate program at Madison Area Technical College, you will be able to:

- Qualify for the Wisconsin Real Estate Salesperson license and Real Estate Broker Management license.

- Adapt sales and marketing strategies to the real estate market.
- Apply Wisconsin laws to real estate documents and transactions.

Associate degree graduates are ready for a range of professional positions in the field of Real Estate Sales including

- Assessor/Home Inspector
- Loan Officer
- Property Manager
- Real Estate Broker
- Real Estate Salesperson
- Rental Agent

Resources

- Estimated program cost

Related Programs

- Social Media Certificate

Real Estate Licensing

There are two levels of real estate licensing in Wisconsin, the Real Estate Salesperson License and the Real Estate Broker License. Both licenses involve certification of prelicensing education and passing the licensing test administered by the Department of Safety and Professional Services.

Taking Real Estate Law at Madison College qualifies you for the Real Estate Sales and Brokers Examination. When you pass your examination, you can apply for your Real Estate Sales License.

All Real Estate Sales and Brokers Examination requirements must be met to obtain your Real Estate Broker License. Madison College's Real Estate Brokerage class fulfills the broker experience requirement.

Capital Budget Worksheet 2016 17

	<u>2016</u>	<u>2017</u>
<u>Budget - Facilities Rehabilitation</u>	\$50,000	\$ 79,450
<u>Actual</u>		
Repairs	\$486	
Oneida Lights	\$9,653	
<u>Approved - Est.</u>		
Fireman's - Lights	\$ 9,653	
Subtotal	\$ 30,208	
<u>Proposed - In 2016 Budget (Est.)</u>		
Restroom Repair - City Hall	\$ 13,221	
Stairwell Repair - City Hall	\$ 2,418	
Other Miscellaneous Repairs	\$ 8,000	
Shelving (8 units)	\$ 3,609	
<u>Proposed - In 2017 Budget (Est.)</u>		
Construct 3 offices, City Hall & Construct break and records rooms		\$ 54,450
Miscellaneous Repairs		\$ 25,000
Unexpended	\$ 2,960	\$ -
<u>Budget - Riverfront Streetscape</u>	\$ 25,000	\$ -
<i>Carry over to 2017</i>		
GRAND TOTAL FACILITIES	\$75,000	\$ 79,450

**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** City Hall – Administrative Offices Renovation
2. **Year Proposed:** 2017 **Rank:** 1
3. **Requested By:** April Little, City Administrator
4. **Prepared By:** April Little, City Administrator
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The project will include the following:

- Creating three new offices, one for the GIS/Public Works Project Manager, one for the Administrative Services Director, and a “floating office” for the Code Enforcement Officer and interns.
- Converting the windowless corner GIS/Public Works Project Manager to records storage
- Converting the existing records storage room to an employee breakroom.
- Some open workspace for overflow or small meetings.

The configurations will allow maximization of window space for offices and existing utility locations (for break room). The renovations will increase the efficiency of the space used for added staff and records storage.

- The Administrative Services Director’s office does not have any walls; therefore it does not allow privacy for conversations involving employee inquiries or personnel issues.
- The Code Enforcement officer is a more recent position, and the office space is very cramped, with no walls.
- At times, we have had as many as three interns working here who have had to share office space with permanent staff.
- A conference room was lost when the WVMO station was built.
- The “break room” consists of partition walls, a small table and one chair for all staff to use.
- Records storage can be more efficiently compacted to take advantage of height. The current system consists of a hodge-podge of cabinets purchased used, many of which are inefficiently designed for our use and waste space.

6. **Total Project Cost:** 56,000

	TOTAL	GO BONDS	TIF	SEWER BONDS	OTHER REVENUES	STORM WATER RESERVES	WATER BONDS
2016 PROJECTS							
Facilities Rehabilitation	50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Riverfront Streetscape*	25,000	25,000	-	-	-	-	-
	-	-	-	-	-	-	-
<i>*carry over to 2017 / BUILD grant</i>	-	-	-	-	-	-	-
Total	<u>75,000</u>	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2017 PROJECTS							
Facilities Rehabilitation - Admin Ofc	56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building Improvements	25,000	25,000	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	<u>81,000</u>	<u>81,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2018 PROJECTS							
Facilities Rehabilitation	25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building Improvements	25,000	25,000	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2019 PROJECTS							
Facilities Rehabilitation	25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building Improvements	25,000	25,000	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2020 PROJECTS							
Facilities Rehabilitation	25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

Building Improvements

25,000

25,000

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Total

50,000

50,000

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W. E. Davies & Sons Remodeling Inc.

4809 Midmoor Rd. Monona, WI 53716

222-6609 / Fax: 222-9669

City of Monona
5211 Schluter Rd.
Monona, WI 53716
222-2525

Proposal Date : June 20, 2016

Bathroom Flooring & Plumbing Contractor Breakdown

Waste Container Fees	120
Plumbing - Replace Womens Sink & Faucet & Men's (2) Sinks & Faucets) (Allowance of \$2,900 for all sinks & faucets)	4,410
Painting - Patching & Painting of Both Bathrooms Walls (Allowance)	1,620
Flooring - Installation of Mosaic Tile to Mens & Womens Bathrooms (Allowance of \$12 sf. for Tile Selection) Option: Installation of Larger Tile To Floor - Add \$1,020	7,071
0	
0	
0	
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0	
0	
0	
Total Page 1	13,221

Acceptance of draft:

Client Signature _____

Date _____

This proposal is void if not accepted in writing within 15 days after this date.

This Proposal Authorized by _____
W. E. Davies & Sons Remodeling Inc.

Date 6-20-16

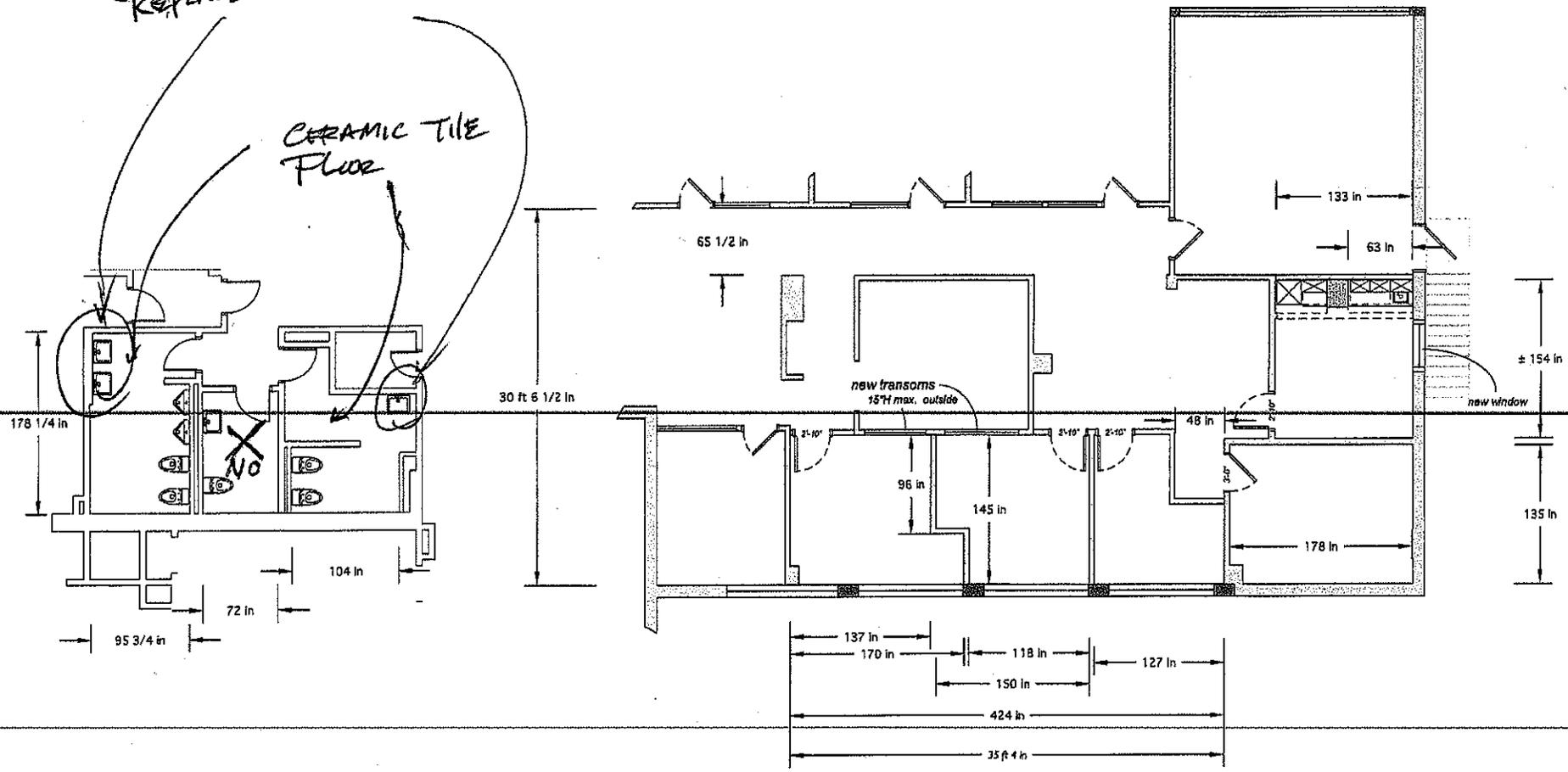
Existing wall
 New wall

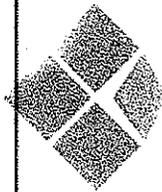
PRELIMINARY
 NOT FOR CONSTRUCTION

Verify Dimensions

REPLACE SINKS & FAUCETS

CERAMIC TILE FLOOR





Distinction Tile

Contact: Gavin McIntee
Address: 6368 Viaduct Rd
Dane, WI 53529
Phone number: 715.572.6659

Date: 6/14/16

Invoice number: Estimate

Date work was performed: TBD

Customer name: City Hall

Small mosaic tile

Remove existing tile and ceramic base from concrete floor

Grind down all original thinset to bare concrete

Install 119sqft (mens) and 115sqft (womens) mosaic tile directly to slab

Install ceramic base on top of ceramic tile with transition strip at doorway

Grout and silicone

This is just an estimate for installing small mosaic tile. If installing anything larger than what's existing a self-leveler will be needed. If the concrete is full of cracks we will install Ditra over the top before tile. Everything but tile, grout, silicone and transition strip is included. If an epoxy grout is preferred it will affect price. Not responsible for removing any toilets or stall fixtures.

Continued on next page....

If installing larger tile

Remove existing tile and ceramic base from concrete floor

Grind down all original thinset to bare concrete

*Pour self-leveler in bathrooms – if there is a drain with a little slope in the floor we will block that off and custom float around the drain the next day.

Install 119sqft (mens) and 115sqft (womens) tile directly to self levler

Install transition strip

Install ceramic base on top of ceramic tile

Grout and silicone

*If there is a drain in the bathroom floor we will most likely have to have the plumber adjust it to the new fished height before I install tile or install an adjustable floor drain so I can get it flush. The finished height could not be determined until the tile is removed and we can see what shape the floor is in.

Not responsible for removing any toilets or stall fixtures.

I figured only a couple bags per bathroom. The tile will be higher than previous at the doorway.

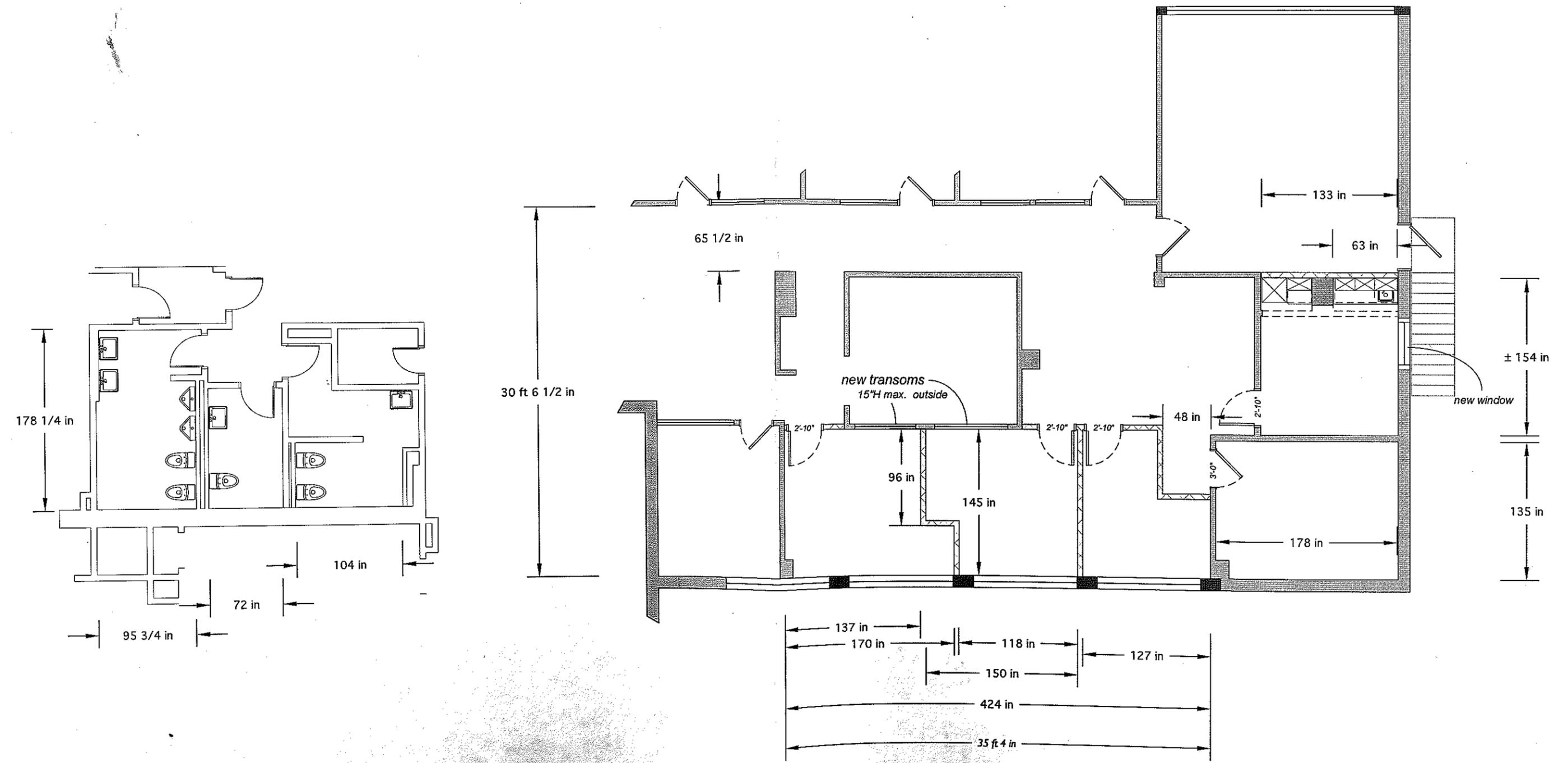
Everything but tile, grout, silicone and transition strip is included.

Existing wall
 New wall

Exist.
 New

**PRELIMINARY
 NOT FOR CONSTRUCTION**

Verify Dimensions



W. E. Davies & Sons Remodeling Inc.

4809 Midmoor Rd. Monona, WI 53716

222-6609 / Fax: 222-9669

City of Monona
5211 Schluter Rd.
Monona, WI 53716
222-2525

Proposal Date : June 14, 2016

Administrative Offices & Misc. Work Contractor Breakdown

2017

Waste Container Fees	120
Carpentry Labor, Materials & Project Management	18,561
HVAC - Misc. Ducting	930
Electrical	9,120
Drywall - Hang, Tape & Texture	2,520
Painting - Painting of doors, jambs, and walls (Allowance)	3,060
Suspended Ceiling - Any Adjustments to Existing Ceiling Grid (this to be an allowance based on what electrical work needed to ceilings)	875
Flooring - Installation of Vinyl Cove Base to All Rooms	567
Option: Install Data Cables to all rooms (total of 4 cables)	400
New Breakroom & Admin Rm. (Cabinets from admin office), & Related Work	18,308

2016

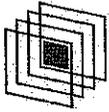
— Fire Dept. Stairwell Patching, Painting, Ceiling Tile & Cove Base	2,418
Total Page 1	56,878

Acceptance of draft:

Client Signature _____ Date _____

This proposal is void if not accepted in writing within 15 days after this date.

This Proposal Authorized by  _____ Date 6-14-16
W. E. Davies & Sons Remodeling Inc.



STORAGE SYSTEMS

MIDWEST, INC.

May 2, 2016

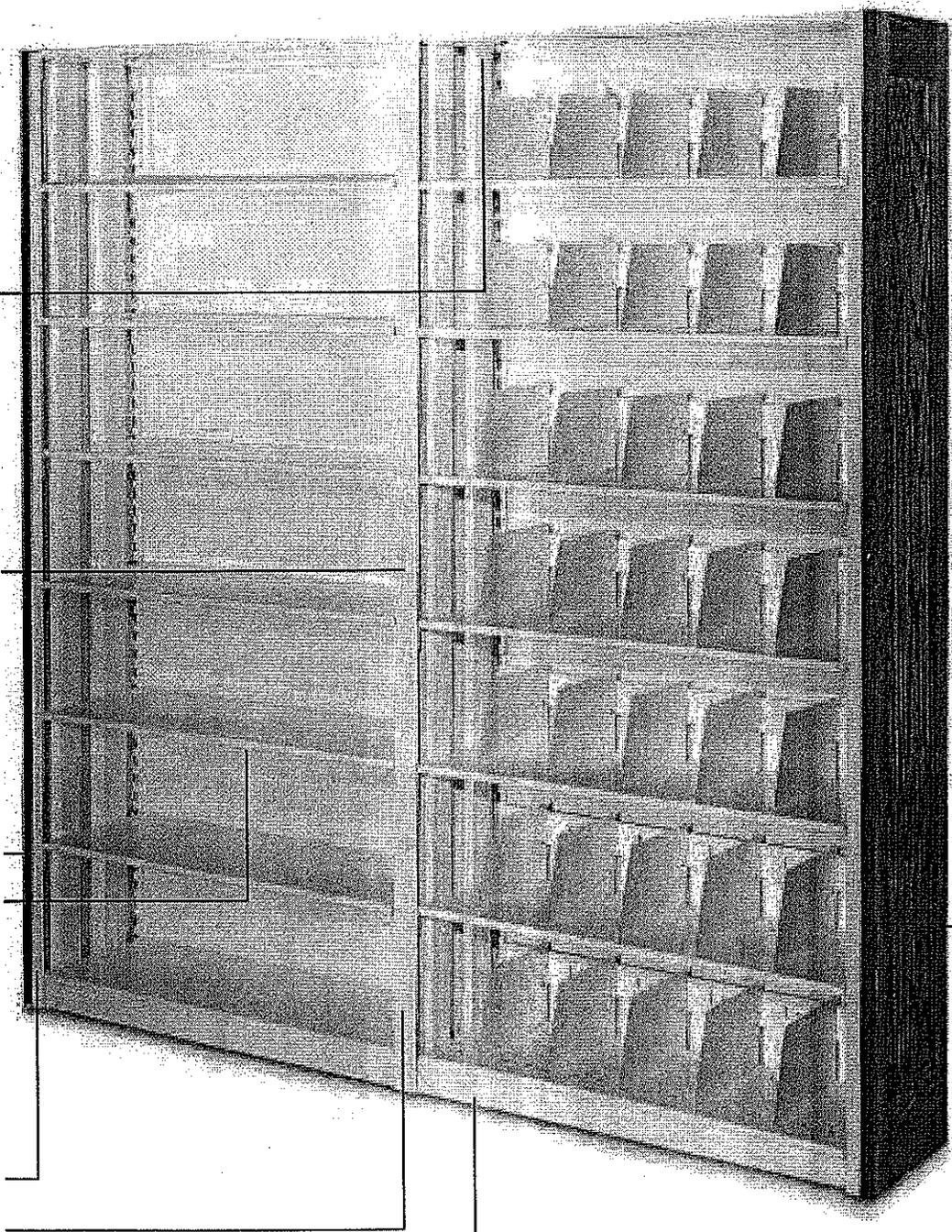
Proposal Number: 163984

City of Monona
Attention: April Little
5211 Schluter Rd
Monona, WI 53716

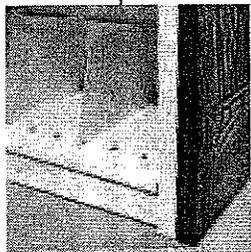
Dear April,

We would like to thank you for giving Storage Systems Midwest, Inc. the opportunity to provide City of Monona this proposal.

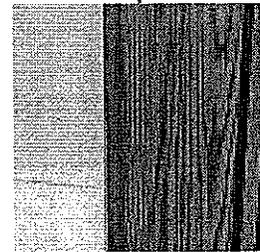
Product Description	Product Cost
Storage Systems Midwest, Inc. is pleased to provide a quote for: (13) 4-post shelving units. (6) levels high. (3) File Dividers per opening. Closed angles and open T's. Color:TBD **Priced using the UW State Contract.	
Freight for all material delivered to: City of Monona.	
Installation for: (13) 4-Post shelving units, during daytime hours of 7:00am-5:00pm Monday-Friday. **There will be some noise during material handling and installation.	
TOTAL PURCHASE PRICE –Priced using STATE CONTRACT	\$5,864.60



Front Bases Optional front bases provide an attractive, finished look.



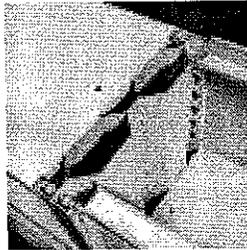
Aesthetic Flexibility Optional end-panels are available in laminates, wood veneers and metal finishes to create a designer look.



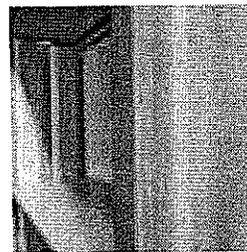
CASE-TYPE SHELVING SYSTEMS

Design Features

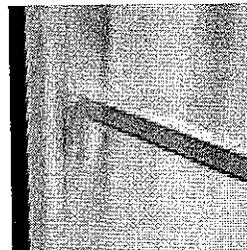
Double-Wall Construction Unit-welded, double-wall uprights extend into the shelf area, preventing stored materials from slipping behind the upright post.



Rounded-Post Vertical Uprights Wrap-around design eliminates exposed metal edges to protect users and stored media.



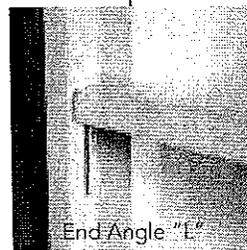
Keyholes/Interlocking Rivets Shelf support rivets lock into upright keyholes on 1-1/2" (38 mm) centers for added strength and easy height adjustment. Simple, self-locking design for easy assembly.



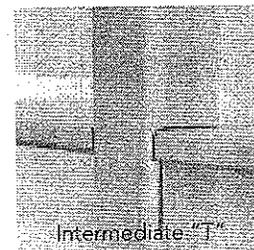
Shelves Patented universal and plain 22-gauge (.75 mm) steel. Smooth edges to protect users and stored media.



Unit-Welded "L" & "T" Uprights 18-gauge (1.2 mm) steel uprights offered as a 1" (25 mm) wide "L"-shaped end post or a 2" (51 mm) wide "T"-shaped common post.



End Angle "L"



Intermediate "T"

**Resolution No. 16-8-2111
Monona Common Council**

APPROVING THE PURCHASE OF POLICE BODY CAMERAS

WHEREAS, the 2016 Capital Budget includes \$20,100 to purchase body cameras for the Monona Police Department; and,

WHEREAS, the department has been waiting for Panasonic to release their Arbitrator model body camera for almost two years; and

WHEREAS, the body cameras are now available, but pricing exceeds the budgeted amount, and additional funds have been provided through a Capital Budget amendment; and

WHEREAS, providing body cameras for all sworn police personnel will increase transparency and accountability of officers, provide valuable evidence for investigations and court proceedings; and

WHEREAS, the Public Safety Committee discussed this topic at its August 10, 2016 meeting and is recommending the purchase of the necessary body camera equipment.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department is authorized to order and purchase twenty (20) Panasonic Arbitrator Body Cameras from Baycom, 2040 Radisson Street, Green Bay Wisconsin, under the State Bid for \$28,500.

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 Safety Committee – 8/10/16

Council Action:

Date Introduced: 8-15-16

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>16-8-2111 & 16-8-2112</u>
		Ordinance Amendment No. _____

Title: POLICE BODY CAMERA SYSTEM

Policy Analysis Statement:

Brief Description Of Proposal:

The Public Safety Commission recommends the purchase of twenty (20) body cameras under the state bid for \$28,500. The City approved twenty (20) body cameras in the capital budget but only allocated \$20,100. The 2016 Capital Budget includes \$25,000 for security glass in the police department. The actually cost was \$14,317.60. Staff recommends the transfer of \$8,400 from this budget to cover the purchase.

Current Policy Or Practice:

In the approved 2016 capital budget.

Impact Of Adopting Proposal:

Purchase of 20 body cameras.

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	57210	856	Body Cameras	20,100	8,400		28,500
400	57	57260	840	Security Glass	25,000		8,400	16,600
				Totals		8,400	8,400	

Prepared By:

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

Date 8/12/16
Date:

**Resolution No. 16-8-2112
Monona Common Council**

**A RESOLUTION AMENDING THE 2016 CAPITAL BUDGET TO PURCHASE
POLICE BODY CAMERAS**

WHEREAS, the 2016 Capital Budget includes \$20,100 to purchase body cameras for the Monona Police Department; and,

WHEREAS, the department has been waiting for Panasonic to release their Arbitrator model body camera for almost two years; and

WHEREAS, the body cameras are now available, but pricing exceeds the amount allocated in the current budget; and

WHEREAS, the 2016 Capital Budget includes \$25,000 to provide Security Glass updates to the dispatch center, and the cost to complete this work totals \$14,317.60; and,

WHEREAS, the Chief of Police is requesting the 2016 Capital Budget be amended to reallocate \$8,400 from the Dispatch Security Glass account to the Law Enforcement Portable Body Camera account to allow the purchase of all the necessary body camera equipment; and,

WHEREAS, the Public Safety Committee discussed this topic at its August 10, 2016 meeting and is recommending the 2016 Capital Budget be amended to reallocate \$8,400 to allow the purchase of all the necessary body camera equipment.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Monona, Dane County, Wisconsin, hereby authorizes amending the 2016 Capital Budget to reallocate \$8,400 to the 2016 Law Enforcement Body Camera account to complete the purchase of body cameras.

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 Safety Committee – 8/10/16

Council Action:

Date Introduced: 8-15-16

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>16-8-2111 & 16-8-2112</u>
		Ordinance Amendment No. _____

Title: POLICE BODY CAMERA SYSTEM

Policy Analysis Statement:

Brief Description Of Proposal:

The Public Safety Commission recommends the purchase of twenty (20) body cameras under the state bid for \$28,500. The City approved twenty (20) body cameras in the capital budget but only allocated \$20,100. The 2016 Capital Budget includes \$25,000 for security glass in the police department. The actually cost was \$14,317.60. Staff recommends the transfer of \$8,400 from this budget to cover the purchase.

Current Policy Or Practice:

In the approved 2016 capital budget.

Impact Of Adopting Proposal:

Purchase of 20 body cameras.

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	57210	856	Body Cameras	20,100	8,400		28,500
400	57	57260	840	Security Glass	25,000		8,400	16,600
				Totals		8,400	8,400	

Prepared By:

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

Date 8/12/16
Date:

**Resolution No. 16-8-2113
Monona Common Council**

**ACCEPTING A DONATION FOR AND APPROVING THE PURCHASE AND
INSTALLATION OF PLAYGROUND EQUIPMENT AT SCHLUTER PARK**

WHEREAS, the 2016 Capital Budget includes \$20,000 to replace playground equipment and make improvements to Schluter Park; and,

WHEREAS, Monona resident Anne Wellman has requested to make a matching donation of \$20,000 to for a total of \$40,000 of playground equipment; and,

WHEREAS, Lee Recreation provided a playground plan that was favored by Ms. Wellman and city staff; and,

WHEREAS, the Parks & Recreation Board reviewed the proposals and discussed options at their August 9, 2016 meeting and has recommended that the award for installation of equipment and surfacing go to Lee Recreation.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that a \$20,000 donation from Anne Wellman for Schluter Park playground equipment is hereby accepted, and Lee Recreation is hereby awarded the bid for the purchase and installation of said playground equipment in an amount not to exceed \$40,000.

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: Parks & Recreation Board – 8/9/16

Council Action:

Date Introduced: 8-15-16

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>16-8-2113</u>
		Ordinance Amendment No. _____

Title: 2016 Schluter Park Playground Replacement

Policy Analysis Statement:

Brief Description Of Proposal:

The City of Monona issued an RFP for playground equipment, installation, and supply and installation of protective fall surfacing and border timbers not to exceed \$30,000. Four (4) proposals were received. Monona resident Anne Wellman has agreed to match the \$20,000 allocated to Schluter Park Playground Equipment as long as \$40,000 is spent on equipment that most closely match the design efforts from Lee Recreation. After staff and donor input, the Parks & Recreation Board recommended the proposal from Lee Recreation not to exceed \$40,000.

Parks & Recreation Director Jake Anderson notes that playgrounds at Arrowhead, Oneida, and Maywood Parks are from Lee Recreation. Lee Recreation is a qualified and reputable dealer of playground equipment, and their proposal most closely matched the requirements in the RFP and provided the best play value.

Current Policy Or Practice:

\$20,000 was in the capital budget for this project. The additional \$20,000 would be in the form of a financial donation from Anne Wellman.

Impact Of Adopting Proposal:

Playground installation would be scheduled for the end of September.

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	57	57620	849	Schluter Park	578,900	20,000		598,900
400	48	48500	000	Donations	0		20,000	20,000
Totals								

Prepared By:

Department: Parks & Recreation
 Prepared By: Jake Anderson, Parks & Recreation Director
 Reviewed By: Marc Houtakker

Date: 8/10/16
 Date: 8/12/16



809 Bluebird Pass
Cambridge, WI 53523
Phone: 800-775-8937
Fax: 608-423-7655
Email: lane@leerecreation.com

QUOTATION

DATE: Aug. 10, 2016
TO: Jake Anderson
City of Monona Parks
1011 Nichols Rd.
Monona, WI 53716
FROM: Lana Lee
RE: Schluter Beach Park – Playground Proposal

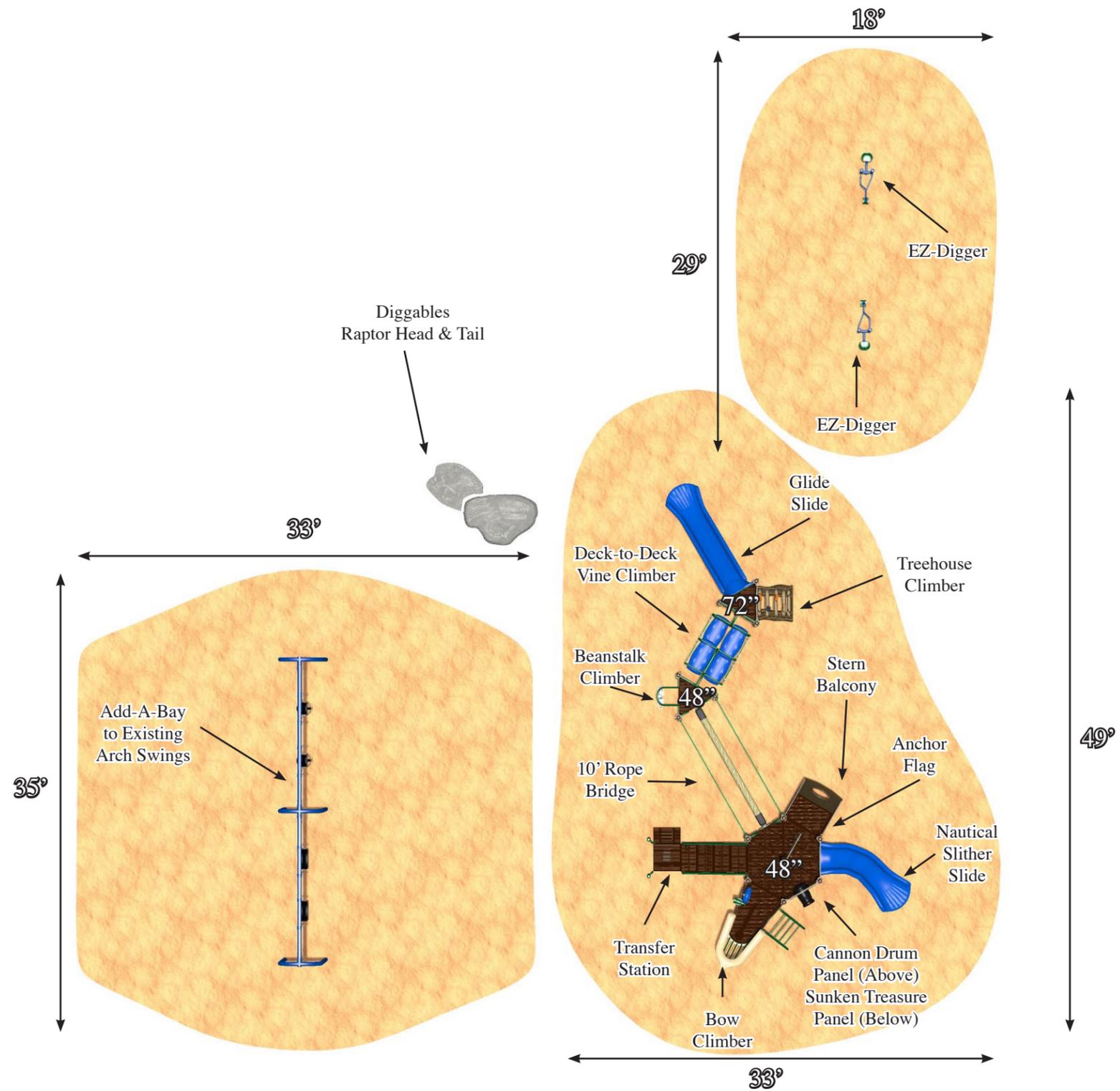
1-#PW080916	Challengers™ Modular Playstructure	\$27,730.00
	Structure Includes:	
	DECKS: 2-Triangle, 2 – ½ Hex	
	SLIDES: Glide Slide @ 72" Ht., Slither Slide @ 48" Ht.	
	CLIMBERS: Transfer Station, Tree House Climber, Deck-to-Deck Vine Climber, Beanstalk Climber, Nautical Bow with Steel Climber	
	ACTIVITY PANELS: Cannon Panel, Sunken Treasure Hunt, Nautical Stern Balcony	
	BRIDGE: 10' Rope Bridge	
	ROOFS/ARCHES: Nautical Anchor Flag	
1-#ZZXX0059	Raptor Rock Head	\$ 646.00
1-#ZZXX0060	Raptor Rock Tail	\$ 646.00
1-#ARCHSW	2-Bay Arched Swing Unit Includes 2 swing bays with 2 Belt Seats, 2 Tot Seats	\$ 1,065.00
2-#ZZXX0416	EZ Sand Diggers	\$ 1,330.00
	Subtotal Equipment	\$31,417.00
	Assembly/Installation	\$ 5,800.00
	TOTAL	\$37,217.00

Quote accepted by: _____ Date: _____

-
- TERMS: Net 30
 - Site Preparation, Resilient Surfacing is the responsibility of the Monona Parks Dept.
 - Lead-Time: 4 – 5 Weeks Upon Receipt of Order
 - Quote effective: Until 12-30-16

SCHLUTER BEACH PARK

MONONA, WI



(800) 775-8937 Main
 (608) 423-7655 Fax
 809 Bluebird Pass
 Cambridge, WI 53523
 info@leerecreation.com
 www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

Complies With:

- ASTM F1487-01
- ASTM F1487-98
- CPSC #325
- ADA-ADAAG

Design Number: PW080916

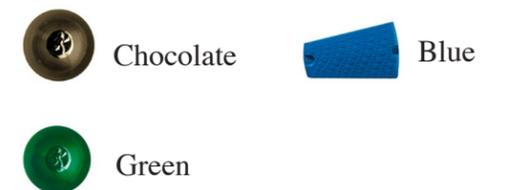
Use Zone:

of Users: 59

of Active Play Events: 21

Age Range: 2 to 5 and 5 to 12

Colors Shown:



SCHLUTER BEACH PARK

MONONA, WI

LR
LEE
RECREATION, LLC
(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com
PROVIDING FUN ACROSS WISCONSIN SINCE 1995

