

AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, OCTOBER 3, 2016
7:30 P.M.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from September 19, 2016 and September 20, 2016.
- D. Appearances.
- E. Public Hearing. (None)
- F. Consent Agenda.
 - 1. Approval of Applications for 2016/2017 Operator Licenses:
 - a. Phouangnaly Vilaysack, Breakwater
 - b. Julie S. Kurt, Joe's Firestation
 - c. Catherine M. Uphoff, Snick's Sportsmans Bar
 - d. Kimberly M. Wieland, Snick's Sportsmans Bar
 - e. Brianna M. Barbee, Speedway – Monona Drive
 - f. Ashley M. Zunker, Speedway – Royal Avenue
 - 2. Approval of Applications for 2016 Temporary Operator Licenses:
 - a. Maureen M. Blake-Horst, Monona Public Library
- G. Council Action Items.
 - 1. Unfinished Business.
 - a. Consideration of Resolution 16-9-2118 Approving an Intergovernmental Agreement Relating to a Shared Sanitary Sewer Serving the Industrial Drive Area in Madison and Monona (Public Works Committee).
 - b. Consideration of Ordinance 9-16-683 Amending Chapter 3, Section 5 of the Code of Ordinances Regarding Hotel-Motel Room Tax (City Administrator).
 - c. Consideration of Ordinance 9-16-684 Creating Chapter 2, Section 4-27 of the Code of Ordinances Establishing a Tourism Commission (City Administrator).
 - 2. New Business.
 - a. Consideration of Resolution 16-10-2119 Authorizing Dane County To Provide Dispatching of Fire Services (Fire Chief).
 - b. Review of Recodification Sections Regarding Planning, Parks, and Fire/EMS (City Administrator).

- c. Consideration of Resolution 16-10-2123 Authorizing a Contract with GWB Professional Services for Economic Development Support Services to the Community Development Authority (CDA).
 - * d. Consideration of Resolution 16-10-2120 Approving an Agreement between University of Wisconsin-Madison and City of Monona for the UniverCity Program (City Administrator).
 - e. Consideration of Resolution 16-10-2021 Approving a Proposal from First Student for City Transit Services (Mass Transit Commission).
 - f. Consideration of Resolution 16-10-2022 Approving the 2017-2021 Capital Improvements Program and 2017 Capital Borrowing (City Administrator).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
- 1. Strategic Plan Report from Finance Director.
 - 2. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com.
- I. Appointments.
- 1. To the Tourism Commission (effective immediately–April 18, 2017):
 - a. Alder Andrew Kitslaar
 - b. Eric Bunting
 - c. Brett Sackett
 - d. Mike Strigel
 - e. Marc Houtakker
 - 2. Carol Poole to the Parks & Recreation Board (effective immediately–May 2019).
 - 3. John Anderson to the Senior Citizens’ Commission (effective immediately–May 2020).
- J. 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. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. POSTED September 30, 2016 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona’s website mymonona.com.

MONONA CITY COUNCIL MINUTES
September 19, 2016

The regular meeting of the Monona City Council was called to order by Mayor Miller at 7:30 p.m.

Present: Mayor Robert Miller, Alderpersons Mary O'Connor, Andrew Kitslaar, Brian Holmquist, Jim Busse, and Chad Speight

Excused: Alderperson Doug Wood

Also Present: City Administrator April Little, Recreation Director Jake Anderson, Police Chief Walter Ostrenga, Fire Chief Scott Sullivan, City Planner/Economic Development Director Sonja Reichertz, Public Works Director Dan Stephany, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Alder Kitslaar noted a correction on Page 5: "Dane" Ekloff should be corrected to "Dan". Alder Speight noted he was listed twice in the "Present" section.

A motion by Alder Kitslaar, seconded by Alder Holmquist to approve the Minutes of the September 6, 2016 City Council meeting as amended, was carried.

APPEARANCES

Tricia and Tom Gundlach, 5517 Pheasant Hill Road appeared before the Council and presented Police Chief Walter Ostrenga with a plaque recognizing and thanking the Police Department for their support and assistance with the Dairyland Walkers Walk Box program, followed by information about the club.

PUBLIC HEARING

There is no Public Hearing.

CONSENT AGENDA

There was no Consent Agenda.

UNFINISHED BUSINESS

Recreation Director Anderson reported the Park & Recreation Board discussed Alder Wood's recommendations and amended the Dogs in Parks Ordinance, including removal of the sunset provision to make the law permanent. Violations and other issues will be studied for future amendment if needed. The 50 foot restriction was reduced to 20 feet, up from Alder Wood's 10 foot recommendation. Dogs will not be allowed in fenced athletic fields, tennis courts, or designated beaches. Alder Kitslaar reported dogs are allowed off leash when in water at other parks with water access. Alder Speight stated the intent was to create reasonable restrictions that are largely self-enforcing. Police Chief Ostrenga stated that Officers will be educated and if a dog is seen off-leash the law will be enforced as time allows. Mayor Miller stated he wants common sense enforcement.

A motion by Alder Speight, seconded by Alder Kitslaar to approve Ordinance 8-16-681 An Ordinance Permitting Dogs in City Parks, was carried.

Fire Chief Sullivan reported Option 2 of the Dispatch Study was recommended by the Public Safety Commission and the Finance & Personnel Committee. Since the last meeting he has met with City Administrator Little and City Attorney Bill Cole and it was decided not to have an MOU with the Dane County Dispatch Center; no other community has this. City Administrator Little stated not having an MOU allows month to month use with the flexibility to go back to the City's own dispatch. Fire Chief Sullivan stated he is comfortable with Dane County's protocol and any issues would be addressed by the Fire Chiefs Association. He, along with City Administrator Little and Assistant Chief Dan Ekloff will meet with Dane County to discuss the process. Mayor Miller requests he and the Council be informed when the changeover occurs. City Administrator Little stated a Resolution with Option 2 will be brought to the next meeting for consideration; it was delayed because of the late MOU exclusion.

A motion by Alder Busse, seconded by Alder Speight to table Results and Recommendations from Emergency Services Dispatch Study until the next meeting, was carried.

City Administrator Little reported the Landmarks Commission requested an increase in members and the Committee on Sustainability requested a decrease and the addition of ex officio member language "...or their designees..." in the Composition section. City Planner Reichertz reported landmarks review is in the Zoning code.

A motion by Alder Speight, seconded by Alder O'Connor to approve Ordinance 9-16-682 Amending Chapter 2, Section 4 of the Code of Ordinances Regarding Committee Membership, was carried.

City Planner Reichertz reported there is now a Resolution and documentation regarding the following item. A commercial developer approached the City to purchase vacant land near South Towne of unknown actual size, though it's approximately .7 acres, and unclear ownership. The developer wants assurance that if they take the time and cost to research these issues further they get first chance to buy the parcel. This doesn't obligate the City to sell the land or sell it to this developer. The fee is refundable.

A motion by Alder Kitslaar, seconded by Alder O'Connor to approve Resolution 16-9-2117 Approving a Right of First Refusal Agreement with RealtyLink Development. On a roll call vote, all members voted in favor of the motion.

NEW BUSINESS

Public Works Director Stephany provided information on Resolution 16-9-2118 Approving an Intergovernmental Agreement Relating to a Shared Sanitary Sewer Serving the Industrial Drive Area in Madison and Monona. The City had no record of this interceptor main that was built in 1958. The City of Madison joined the line in the 1980's. Typically when two communities share a main, Madison Metropolitan Sewerage District (MMSD) would take it over. Madison will take the lead on repairs, with Monona contributing 70% of the cost, and then the main will be given to MMSD. Madison knows Monona doesn't have the funds for this work until 2017. Repair will be by "pipe bursting"; the existing pipe is burst and filled with new pipe and will then connect to existing hydrants.

City Administrator Little provided information on Ordinance 9-16-683 Amending Chapter 3, Section 5 of the Code of Ordinances Regarding Hotel-Motel Room Tax. This was revised by the City Attorney to follow changes in state law. The City was grandfathered to keep a larger portion of room tax for the General Fund but now it must be used for tourism with the intent to encourage overnight stays. By

January 2017 the City needs a Tourism Commission in place. Payments will start low in 2017 at \$2,000 but will increase yearly to over \$100,000 by 2021. Alder Speight stated that if Air B & Bs are allowed room tax should be collected. They add additional options for visitors and allow potential residents to see what Monona has to offer. City Planner Reichertz stated they would be in the Plan Commission's sphere. Any stay under 30 days is considered transient so they are currently prohibited but could be allowed with the room tax payment. Mayor Miller reported they are legal in Madison with a permit.

City Administrator Little reported Ordinance 9-16-684 Creating Chapter 2, Section 4-27 of the Code of Ordinances Establishing a Tourism Commission mimics the statutes and creates the required Commission. One member has to be from the hotel/motel industry and one may be a Council member. Mayor Miller stated Alder Kitslaar has volunteered and he's waiting to hear from Country Inn & Suites personnel. Other members will be from the Monona East Side Business Alliance (possibly Thyse Printing), the Aldo Leopold Nature Center, and a citizen member. He asks that City Attorney Cole attend the next meeting to clarify usage of the funds and wants to know how Monona benefits from paying these funds. Alder Kitslaar wants to clarify that the hotel/motel staff member is from a Monona business. City Staff members were discussed; Mayor Miller is considering Finance Director Houtakker for the post. Alder Busse suggested, and members agreed, that a Park & Recreation staff member be added.

REPORTS

Public Works Director Stephany provided a Strategic Plan Report. Streamlining the permitting process has been accomplished with contractors accessing materials online. He does a tour and survey to determine needs for the ongoing street maintenance schedule. The gap in street repairs was due to having funding diverted to Monona Drive; this is now used for local roads. Grants are received for many major projects. The public is informed of scheduled work and other issues through the City's newsletter and website. Staff pursues educational opportunities whenever possible.

The City is a member of the Clean Lakes Alliance. Alder Kitslaar stated the Committee on Sustainability may take part in educating residents on leaf clean-up for phosphorous reduction and Alder Busse stated the Committee had a goal for measurable results of education. Alder O'Connor stated grass clippings blown into the street should be included in the education and prohibiting that should be added into the Ordinances. Public Works Director Stephany reported that during meter maintenance work staff talks face to face with property owners. Mayor Miller stated he has noticed the difference in the City now that there's no code enforcement. There are lots of brush piles out much too early.

Public Works Director Stephany reported public trees are constantly monitored, removed, added, and pruned. Property owners with open terrace space are approached and asked if they'd like a tree planted. The Stormwater Plan is a living document that is constantly monitored. The Well #2 reservoir overflow needs modification when road reconstruction is done. Vehicles are rated annually for condition. Alder Speight stated fleet fuel economy be added to the Strategic Plan. He also suggested adding a walk and bike friendly component with a focus on getting kids to school safely. The McKenna Road project should be carefully considered for sidewalks. Alder Busse stated part of the Public Works street process is to look at sidewalk potential at redevelopment time. Public Works Director Stephany stated bikes and bike lanes will be part of Project Coordinator Bruun's report.

Alder Holmquist suggested sustainability should be part of each department's process. Mayor Miller reported Walter Jankowski will track the results of the UniverCity efforts to integrate sustainability in all areas. Alder O'Connor stated sustainability efforts should be part of Department Heads' annual reports. City Administrator Little stated she is meeting with Project Coordinator Bruun to review this.

Mayor Miller reported he has regular contact with Public Works Director Stephany who runs a great department and stays on top of everything. Sidewalks are being maintained. He received an email complaining of overgrowth into the street along Winnequah Road and assures listeners this will be addressed. He asks members to keep an eye out for property condition issues and Public Works Director Stephany asks members to email him about any issues they see. Alder Kitslaar stated while walking on Wallace Avenue he was approached by neighbors thanking the Council for the new parking restrictions. Alder Speight stated his son reported high school students are happy with the changes, too. Alder O'Connor reported the Public Works crew did a great, careful job – even digging by hand – at the Stone Bridge Park excavation.

Members announced upcoming committee meeting dates and times.

Alder O'Connor reported longtime resident Joe Chern passed away on Friday at the age of 93. Mayor Miller reported former resident, Police Officer, and Volunteer Firefighter Bob Parks passed away and was moved by the attendance of Officers at his funeral. Mayor Miller and members express their condolences to the Chern and Parks families.

City Clerk Andrusz reported she and Receptionist Alene Houser mailed out 187 Absentee ballots this morning. In-person Absentee voting will be available in City Hall October 3 through November 4, Monday through Friday excluding holidays, from 8:00 a.m. to 5:00 p.m.

City Administrator Little reported Code Enforcement Officer interviews will take place next week. The UniverCity project is underway after the kick-off event at Aldo Leopold Nature Center. She accompanied Recreation Director Anderson on CVMIC park inspections for ADA compliance and may bring forth a policy. Schluter Park play equipment will be moved onto the grass.

Mayor Miller reported the UniverCity official kick-off included attendance by an impressive number of University of Wisconsin officials. The City is receiving great press and he gets calls from other communities asking about the program. He apologizes for the inadvertent omission of Herald-Independent Editor Kevin Passon (in attendance tonight) from the invitation list. There were two recent ribbon-cuttings: the Air Force recruitment office at Pier 37, which combines many offices, and the wonderful store Reptile Rapture.

APPOINTMENTS

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

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

- a. Kris Lehker
- b. Judy Runk

ADJOURNMENT

A motion by Alder Speight, seconded by Alder Holmquist to adjourn, was carried. (9:00 p.m.)

Joan Andrusz
City Clerk

MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES
REVIEW OF 2017-2021 CAPITAL IMPROVEMENTS PROGRAM AND
2017 CAPITAL BUDGET BORROWING
September 20, 2016

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor Miller at 5:00 p.m.

Present: Mayor Robert Miller and Alderpersons Andrew Kitslaar, Jim Busse, Mary O'Connor, and Chad Speight

Excused: Alderpersons Brian Holmquist and Doug Wood

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Library Director Erick Plumb, Media Coordinator Will Nimmow, Police Chief Walter Ostrenga, Detective Lieutenant Sara Deuman, Operations Lieutenant Curt Wiegel, Fire Chief Scott Sullivan, Public Works Director Dan Stephany, Recreation Director Jacob Anderson, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

Mayor Miller reported he wanted a two-year Capital Budget to have projects in place for the new mayor. The largest cut in the budget was for a new City Hall and Public Safety building. He met with Department Heads for review and thanks them for their work on bringing forth reasonable requests. The Riverfront project affects how much can be spent. Higher cost Public Works items were moved to one or two years in the future to allow latitude to cover needs the City may have. He did add his own last effort for a dog park. If the location isn't good it can be used for another purpose. He is looking into a grant for a weed cutter for the lake and lake property owners may contribute. The Capital Budget is \$1.4 million for 2017 and 2018. The process the Committee follows is review and discussion and then Alders bring forth their own amendments.

Finance Director Houtakker introduced the process of Capital Budget creation. Department Heads met with their committees and then met with Mayor Miller who decided on additions and removals. The debt levy limit is 5% of equalized value. A report of current debt was reviewed. There is \$12,874 million available unused legal debt capacity. The proposed budget is \$2 million with \$10 million held for future debt capacity. There will be \$18 million available in 2018. Debt use was reviewed including Capital projects, TIFs, stormwater, sewer, and water. A report of debt payoff through 2023 was reviewed.

Debt figures are based upon projections on the Riverfront project. Alder Speight questioned whether the project can go forward. Mayor Miller stated that it can if infrastructure work is postponed until a developer is accepted. Costs will be more than offset with revenues. The City has only spent on demolition so far. Alder Busse expressed concern about hitting the debt limit or going over. Finance Director Houtakker stated many high cost projects can be delayed. He based the budget upon a 2% equalized value increase. He agrees with the Mayor's approach which is on the conservative, worst-case scenario side to make sure there is funding available when a developer comes in. Larger projects, items delayed, and future larger items were reviewed.

Library Director Plumb distributed a photocopy of the Library parking lot reconstruction project. CVMIC rated the steep grade lack of drainage hazardous. The final plan includes a sidewalk and the loss of ten parking spaces. He would accept losing the center walking aisle that would still flatten the grade without parking space loss. Alder O'Connor expressed concerns about that loss especially when 19

spaces are proposed to be added at City Hall. Alder Busse stated the Plan Commission holds retail and commercial businesses to a standard of parking stall numbers and this appears to be too few. Alder Kitslaar stated the Library Board wanted the safety of a sidewalk. Alder Speight suggested moving the parking lot further toward the sidewalk on Nichols Road. Mayor Miller suggested further talks with Strand Associates regarding alternative options. The project cost is \$197,500.

Library Director Plumb provided information on a second project to install two vestibules at the lower entrance and on Schluter Road for energy savings and ADA compliance. Mayor Miller stated the lower doorway is little-used but the upstairs is used a lot for Children's Room entry. He requests costs be split out for each entry. Alder O'Connor stated having two doors upstairs would add safety by preventing children from running outside.

Finance Director Houtakker stated the Community Media Committee approved the Municipal Room equipment update project funded with General Obligation funds but Mayor Miller changed the funding to franchise fees. Mayor Miller stated this was always self-funding. Video is not working as well as it did before. He couldn't justify General Obligation funds which were used to fund the radio station. An audio/visual equipment company, AVI, was brought in to assess what is too old or no longer maintained. He didn't want to spend all of those funds for four meetings per month but because the equipment doesn't work he added back \$15,000 in franchise fees. Media Coordinator Nimmow stated he agreed with that. The equipment was tested with AVI; some was kept and some was obsolete. He thinks the upgrades can work with the amount the Mayor allows. He hopes to get audio equipment for \$10,000 and use the \$5,000 for other daily-use equipment. There aren't funds in franchise fees or the Operating Budget but he will work with what he has. Finance Director Houtakker reviewed the fund balance. Alder O'Connor stated franchise fees may be going down because of less cable use. Mayor Miller stated that was the assumption but it hasn't happened and use is actually increasing. The Riverfront project will increase it even more. Finance Director Houtakker stated new apartments create a big jump in use.

Police Chief Ostrenga, Detective Lieutenant Deuman, and Operations Lieutenant Wiegel distributed an equipment replacement guideline report. One police squad with equipment will be purchased late in the year in 2017 and no vehicles will be purchased in 2018. The squad car video with the new HD system is compatible with the body cameras and interview room. Alder Speight questioned whether any new options in hybrids were considered. Police Chief Ostrenga stated CNG was researched but vehicles aren't kept long enough to provide payback. All the required equipment and passenger space doesn't leave enough room in the vehicle for the battery. There are no police interceptor hybrids available. Mayor Miller stated officers are happy with the current vehicles compared to the Chryslers used in the past. Alder Kitslaar questioned maintenance costs and why vehicles are kept only three years. Police Chief Ostrenga stated tires and oil changes are the bulk of the maintenance and he hopes the SUVs will last longer with the stop and start use. Mayor Miller expressed concern about idling vehicles, which he knows is required for the electronics. Police Chief Ostrenga responded an extra battery is installed in the back to keep charged up for an hour after the vehicle is shut down. Dan Eklof is retiring so costs are higher to hire a company for equipment work. Vehicles were traded-in in the past but now Public Works is using them and then they are auctioned with the proceeds going into the General Fund.

The City is the only one of the five municipal group members that does not have a license plate recognition system. It is installed on the light bar and will be very useful in hotel and bar parking lots. Annual Taser replacement includes two with holsters, cameras, and cartridges. Emergency squad car equipment is needed. Department simulation training equipment use was explained; equipment has had to be borrowed in the past.

Computer Aided Dispatch (CAD) replacement and annual maintenance fees were described. The municipal group will pay for some of the equipment and licenses, and may provide funds in 2016. The City contributes the smallest member portion to this group. Mayor Miller stated this will work if a change to Dane County Dispatch happens.

Police staff described replacement of a logging recorder that records incoming and outgoing radio and telephone calls. This is used extensively for attorney open records requests. The Dispatch computer runs 365 days including CAD and needs replacement. Additional video cameras at City Hall and Public Works, as well as five replacements, are needed. 911 replacement in 2018 is in question. Alder Kitslaar stated the Council should start discussion of a new Community Center and Public Safety building with the next mayor.

Finance Director Houtakker reported he moved the Fire Department washer/dryer replacement and beds to the Facility Improvement budget. Fire Chief Sullivan reported Dan Eklof has determined radio firmware needs updating. VHF and 800 MHz are in the vehicles. Firefighter protective equipment – helmets, coats, boots, etc. – have to be replaced every ten years. Equipment is used for volunteers when possible as they move in and out. The ice rescue suit is ten years old and leaks. In 2018 there will be radio and hose replacements and Knox Boxes for vehicles.

EMS radio replacement is required. A defibrillator (not an AED) is used on almost all patients and transmits directly to the hospital. Personnel can interpret the report and bypass the emergency room to go directly to the heart catheter lab. The first line ambulance will be six years old and are usually replaced after four years. The back-up is twelve years old. A new ambulance will be purchased in 2018 and the first line will replace the back-up. Re-sale of the current back-up may be lower because of its involvement in a class action suit. The equipment will have some value.

Public Works Director Stephany provided information on McKenna Road reconstruction which includes a water main. The Public Works Committee didn't approve sidewalks but bike lanes and a parking lane are included. Only 1/3 of petition respondents wanted sidewalks. Alder Speight stated one of the goals of the UniverCity study is to make the City more walkable. McKenna Road is one block from the elementary school and should be targeted for sidewalks; students have to walk in the street. The Council may risk embarrassment if they listen to residents only; this is not a private street. Sidewalks should be considered when curb and gutter is installed. Residents were worried about trees at first, then shoveling, and then maintaining a quiet street became important. The street should be widened and made bike friendly or be made smaller and quieter with sidewalks. Public Works Director Stephany reported adding both takes away a lot of green space.

Public Works Director Stephany stated Bridge Road, Tonyawatha Trail, West Dean Avenue, Schluter Road, and Progressive Lane touch each other so will be all in one project in 2018. Alder Busse requests an email with the cost and other effects of switching these two projects around so UniverCity can study McKenna Road. Public Works Director Stephany explained interceptors and construction impacts of projects done two years in a row. A meandering sidewalk was proposed but residents were against it because of driveway reduction. The Police Department is doing a traffic count on McKenna Road soon. Alder Speight stated that only counts vehicles, not bikes or pedestrians, but UniverCity will count them. The road is 36 feet wide with sidewalk and parking on both sides and 41 feet wide with bike lanes. Mayor Miller stated residents won't have to pay for sidewalk but will pay for the curb, gutter, and street.

Public Works Director Stephany reported Well #2 overflow of reservoir modification has to be done in 2017, includes a DNR-required 12-inch gap, and needs a parking lot. This and the McKenna Road project total \$1,115,000. He has a list to determine which streets need re-surfacing or micro-surfacing,

which has been used for two years. He will use black granite this year as this would be even more durable. Strand Associates continues to work on the PCB engineering in Winnequah Park; a grant will be applied for this long process. Dredging will be done in 2019 based upon DNR information. Studies will be done until then to determine whether to dredge the whole area or just that affected by PCBs. Aquatic life is impacted the most, but further information is unknown at this time. Sediment samples and two reports have been turned in to the DNR. The only location PCBs have been found is immediately north of Nichols Road. The dredged material is disposed of properly.

City Hall's front parking lot has worn out asphalt, cracks, settling, and doesn't meet ADA requirements. There are not enough spaces. The proposal is to pull up the asphalt and re-shape the lot, adding 19 stalls. The normal sidewalk improvement program schedule is followed. "Removal" will be taken out of the right-of-way tree replacement account as this is for new trees only. Homeowners with clear space are asked if they want trees. An electrician will be hired to install the rapid flash crosswalk beacon system which includes three beacons and hardware. Alder Kitslaar questioned whether the school district has reconsidered a cost share. Mayor Miller responded they may contribute land for parking but consider the streets the City's issue so won't help pay for this beacon. They didn't know the recently repaired solar signs even existed.

Public Works Director Stephany reported back-up generator engineering will be done for City Hall and Wells #1 and #3. The Public Works Committee added the Public Works Garage as it would be needed if power at City Hall went down. The current portable unit runs SCADA only. At City Hall IT, Police, and Fire critical functions are powered. There are 60 fire hydrants on the replacement list and five to seven can be done. IT programming will be done to update telemetry and SCADA. All three wells will have a total of six sets of original pump house doors replaced by the Public Works crew. The City of Madison will take the lead on the Industrial Drive shared sewer rehabilitation with Monona paying a portion. Funds are used wisely for annual sewer main lining with work planned around street projects.

The City has to meet its permit's baseline requirements of 40% suspended solids and 25% total phosphorous in the Storm Basin 64 Study. Currently only 16.5% of phosphorous is being removed as measured by the SLAMM study. Results are based on a computer model. Mayor Miller wants to meet with the engineer on this. Storm sewer corrugated metal pipes are wearing out. A large elm tree's root system was wrapped around the pipe on Frost Woods Road. Staff did the work, which is a cost savings, replacing it with corrugated plastic pipe. Manholes and catch basins are included in this budget item.

A Toro snow machine will be replaced with a Ventrac tracker with a heated cab, rear spreader, broom, and blower. It can also be used to cut grass, so that attachment will be requested when the current mower, a Toro the mechanic modified to get through the bridge on Broadway, needs replacement. The shop's current power washer has not performed well and has cost a lot in repairs. It can be traded-in for a replacement. Holiday light replacements are needed; Finance Director Houtakker reported some of these can be paid for with TIF funds. Public Works Director Stephany reported an F350 cab chassis with a utility box on the back will be purchased with the state contract purchasing plan, replacing a pick-up truck. Alder Kitslaar questioned whether an alternate fuel vehicle was considered. Public Works Director Stephany responded CNG costs \$13,000 more and there is only one repair shop licensed to do repairs but they can't or won't do them because they have so much work. Finance Director Houtakker stated a water pipe locator will be paid for in the Operating Budget this year.

Public Works Director Stephany reported a used Vac All vehicle will be purchased to replace the catch basin cleaning truck. It can be parked on the street and a boom can be swung over to do the work. The mechanic is doing a lot of repair work on the current truck. The Council authorizes the City Administrator to approve this purchase because buying used creates a tight timeline; he needs to be able

to commit quickly. Alder Speight questioned whether better cleaning will improve the City's SLAMM rating. Public Works Director Stephany responded that it will, it is more efficient, and saves hiring a contractor for some work.

Finance Director Houtakker reviewed reductions, changes, and increases in the Recreation budget. Recreation Director Anderson thanks the Mayor and Council for their approval of park improvement work. Neighborhood input will be solicited for the Bridge Road playground equipment replacement which includes a pedestrian path, water fountain, and a bike repair stand. Routine maintenance of Ahuska Park tennis courts is scheduled. One wide area mower was out most of the year; the mechanic did a lot of work. They do have to drive on the road which causes more wear and tear but trailering between parks would take too much time. Trade-in funds will be collected. It is more efficient to have two in service, and they can be used with a snow broom. Mayor Miller suggested looking into warranties.

The Ahuska Park Master Plan engineering will be based on UniverCity recommendations from soil science, landscaping, and civil engineering. He has been in classes and the students are very competent and will give a fresh perspective. Water drainage and parking issues will be studied. Alder Busse stated they should be reminded we are their first municipality and they need our positive reference to get others. He would like to bid out for park-specific engineering. Mayor Miller stated they will work on Winnequah Park next with a focus on water conservation. Alder Busse suggested the farmer's market could have a covered structure that could be used for solar panels. With the room tax loss and push for overnight stays funding could be used at the park for events.

Recreation Director Anderson reported Winnequah Park tennis courts need re-construction. Winnequah Road and Tonyawatha Trail boat launch ramps need work. Finance Director Houtakker reported \$25,000 of engineering is paid by boat launch fees. Recreation Director Anderson and Mayor Miller stated John Traver's work on the Woodland Park Management Plan has been immense and incredible. He works full-time at the park and is a volunteer. He will be hard to replace either with a volunteer or a contractor. Recreation Director Anderson would like to do a demonstration of a portable saw mill to reclaim some wood from an oak tree. Park equipment needed includes trash cans, bike racks, benches, etc. Recycling bins do get used. Park tree replacement includes removal, planting, and mulching. Assistant Fire Chief Linsmeyer is a former tree farmer who is willing to move some large trees.

Alder Busse stated the Mayor makes good points about dogs bringing together the community. He loves the idea of a dog park but not the location. Winnequah Park is the center of the City. Mayor Miller stated he is skeptical any Council member would stand up to the public. The location by the Public Works Garage is not the best but it will be successful and prove that a dog park will work at a better location. If not, Recreation Director Anderson will store wood there from a logging exhibit at Woodland Park. Trees removed because of the emerald ash borer can be stored there for woodworking use. The lot will pay for itself either in fees or storage use. There is great support in the community for a dog park.

City Administrator Little stated there were two dog parks in her former neighborhood and there were no problems; they provided a social opportunity. Wherever one is, it will be used. Mayor Miller stated dogs are off-leash all the time and if there is enforcement the dog park will be their legal alternative. If Alder Busse will take on the fight he would support the Winnequah Park location; it will pay for itself. Alder Speight agrees with Alder Busse; Winnequah Park is the perfect place, exactly what is needed, and he will face the public in this effort. Alder Busse stated UniverCity should focus on this. Alder Kitslaar suggested the dog license fee could be increased to offset the cost. Winnequah Park is the best location; most residents won't have to drive there. The Femrite Drive location only serves one side of the City.

Recreation Director Anderson reported the increase in vandalism, graffiti, fires, drug use, etc. at Fireman's Park requires security cameras which will also be installed at Schluter Park. He receives notifications on this cell phone. Alder Busse stated he heard a rumor that Monona Golf Course is for sale. Purchase of that property would provide a lot of options for the City. Recreation Director Anderson reported the Community Center doors don't always stay locked and need replacement. The floor scrubber is used almost daily and needs replacement.

The swimming pool will host the All City Swim Club in 2018 and the All City Dive Club in 2019 and he wants to work towards those events with painting, awnings, diving board, and deck furniture replacement. Alder Busse suggests signs pointing out that the awnings are new. Recreation Director Anderson reported engineering for the concrete wall is needed for the chemical storage room. He may consider a season pass holder entrance for 2018. Finance Director Houtakker reported pool revenues are \$16,000 over budget but higher expenses due to good weather and more staff may offset this. Recreation Director Anderson reported pool use, safety, and program variety have been great.

City Administrator Little distributed a floor plan and described plans for the Administrative offices re-design. The Director of Administrative Services and the Code Enforcement Officer will have offices and the GIS Specialist will move to a new office. Mayor Miller stated Director of Administrative Services Leah Kimmell has never complained about what she does or where she does it, but she has asked for this privacy because she discusses confidential matters with employees. City Administrator Little reported that there will be a "floating" area for interns and other uses. Assessment files have been removed for digitizing. Space Saver shelving was described. The sink in her office will move to the other side of the wall to be part of a new break room in the current vault. There will be an overflow meeting room. Alder Busse questioned whether the Fire Chief had been consulted about sprinklers which may be required if enough changes are made. If they are required, movable partitions may be considered. That review is needed before approval of this project. City Administrator Little reported HVAC has been reviewed. Various projects throughout departments have been moved to the Building Improvement fund and she asks that \$10,000 be added to this budget.

Mayor Miller reminds viewers there will be a public hearing on the Capital Budget.

Finance Director Houtakker reported the first reading will be next Monday, October 3 and the second reading will be October 17. Amendments may be submitted starting now but are due October 12 for packet inclusion. City Administrator Little reported the Committee of the Whole for the Operating Budget will be Tuesday, October 18.

ADJOURNMENT

A motion by Alder Speight, seconded by Alder O'Connor to close the Committee of the Whole, was carried. (8:55 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 16-9-2118
Monona Common Council**

**APPROVING AN INTERGOVERNMENTAL AGREEMENT RELATING TO A
SHARED SANITARY SEWER SERVING THE INDUSTRIAL DRIVE AREA IN
MADISON AND MONONA**

WHEREAS, section 66.0301, Wisconsin Statutes, authorizes Madison, Monona and Madison Metropolitan Sewer District (MMSD) to contract for the joint exercise of their powers and duties, and sharing of expenses arising therefrom; and,

WHEREAS, MMSD alerted Madison and Monona to an existing shared sewer that is in poor condition and in need of repair, with said sewer serving both Madison and Monona from a point on Industrial Drive to the MMSD sewer Interceptor approximately 1,375 feet to the South; and,

WHEREAS, neither Madison nor Monona were assuming ownership of the Facilities or maintaining it; and,

WHEREAS, regardless of ownership or original responsibility, it is clear that both Madison and Monona are reliant on the Facilities to serve properties in their respective municipalities; and,

WHEREAS, given that the Facilities are shared by two separate municipal customers of MMSD, it is logical that MMSD become the responsible owner of the Facilities; and,

WHEREAS, MMSD is agreeable to accepting ownership and future maintenance of the Facilities provided the Facilities are repaired to a “like new” condition by Madison and Monona, prior to transfer to MMSD; and,

WHEREAS, the Public Works Director has included \$227,500 in the 2017 Capital Budget to repair the Facilities to a “like new” position.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the attached intergovernmental agreement to transfer ownership to Madison Metropolitan Sewer District of the sanitary sewer main serving the Industrial Drive area 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: 9-19-16

Date Approved: _____

Date Disapproved: _____

PUBLIC WORKS, WATER & SEWER UTILITIES

	TOTAL	GO BONDS	TIF	OTHER REVENUE	SEWER BONDS	STORM WATER BONDS	WATER BONDS
2017 PROJECTS							
Local Road Reconstruction Project	\$ 1,115,000	\$ 440,000	\$ -	\$ -	\$ 223,000	\$ 114,000	\$ 338,000
Annual Street Repair Program	300,000	300,000	-	-	-	-	-
Winnequah Park PCB Engineering	37,500	-	-	25,000	-	12,500	-
City Hall Parking Lot Redesign & Reconstruction	275,000	275,000	-	-	-	-	-
Annual Sidewalk & Curb Improvements Program	8,000	8,000	-	-	-	-	-
Right of Way Tree Replacement Program	15,000	15,000	-	-	-	-	-
Rapid Flash Beacon Lofty Crosswalk	15,000	15,000	-	-	-	-	-
Engineering, Generators For City Hall, Well 3 and DPW Gara	25,000	12,500	-	-	-	-	12,500
Fire Hydrant Replacement Program, YR 2	50,000	-	-	-	-	-	50,000
Telemetry & SCADA Updates	21,700	-	-	-	-	-	21,700
Well Replacement Door	10,000	-	-	-	-	-	10,000
Industrial Drive Easement Sewer Rehab With Madison	227,500	-	-	-	227,500	-	-
Annual Sewer System Repair	25,000	-	-	-	25,000	-	-
Storm Basin Study & Eng. Maywood & Stone Bridge Park	25,000	-	-	-	-	25,000	-
Annual Storm Sewer Repair Program	30,000	-	-	-	-	30,000	-
Total	\$ 2,179,700	\$ 1,065,500	\$ -	\$ 25,000	\$ 475,500	\$ 181,500	\$ 432,200
2018 PROJECTS							
Bridge Maintenance and Repair	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Atwood Reconstruction- Madison	200,000	200,000	-	-	-	-	-
Annual Street Repair Program	250,000	250,000	-	-	-	-	-
Broadway Street Light Pole Replacement	180,000	-	180,000	-	-	-	-
Broadway Median Landscaping Plan	90,000	-	90,000	-	-	-	-
Street Tree Survey Update	20,000	20,000	-	-	-	-	-
Annual Sidewalk & Curb Improvements Program	8,000	8,000	-	-	-	-	-
Right of Way Tree Replacement Program	15,000	15,000	-	-	-	-	-
Winnequah Park PCB Engineering	37,500	-	-	25,000	-	12,500	-
2018 Street Reconstruction Project	2,104,000	902,000	-	-	367,000	181,000	654,000
Bridge Road Reconstruction Project	1,500,000	1,055,000	-	-	-	110,000	335,000
Bridge Road Reconstruction Project Engineering	72,000	50,000	-	-	-	6,000	16,000
Bridge Road Utility Undergrounding	500,000	-	500,000	-	-	-	-
Engineering: Water Tower Driveway, Fence, Safety Rail	25,000	25,000	-	-	-	-	-
Purchase & Install Generators For City Hall and Well 3	400,000	150,000	-	-	-	-	250,000
Fire Hydrant Replacement Program, YR 3	50,000	-	-	-	-	-	50,000
Water Meter Software Upgrade	50,000	-	-	-	-	-	50,000
Telemetry & SCADA Updates(Storm & Sewer)	30,000	-	-	-	15,000	15,000	-
Annual Sewer System Repair	25,000	-	-	-	25,000	-	-
Sanitary Sewer I/I Study Phase 1	25,000	-	-	-	25,000	-	-
Storm Basin Final Plans and Construction	450,000	-	-	-	-	450,000	-
Annual Storm Sewer Repair Program	30,000	-	-	-	-	30,000	-
Total	\$ 6,161,500	\$ 2,775,000	\$ 770,000	\$ 25,000	\$ 432,000	\$ 804,500	\$ 1,355,000

**INTERGOVERNMENTAL AGREEMENT RELATING TO A SHARED SANITARY
SEWER SERVING THE INDUSTRIAL DRIVE AREA IN MADISON & MONONA**
Between the City of Madison, the City of Monona and the Madison Metropolitan Sewerage
District

THIS AGREEMENT, entered into by and between the City of Madison, a municipal corporation (hereinafter referred to as “Madison”); the City of Monona, a municipal corporation (hereinafter referred to as “Monona”); and the Madison Metropolitan Sewerage District, a metropolitan sewerage district (hereinafter referred to as “MMSD”) is effective as of the date by which the three parties have signed hereunder.

WITNESSETH:

WHEREAS, section 66.0301, Wisconsin Statutes, authorizes Madison, Monona and MMSD (the “Parties”) to contract for the joint exercise of their powers and duties, and sharing of expenses arising therefrom; and,

WHEREAS, MMSD alerted Madison and Monona to an existing shared sewer that is in poor condition and in need of repair, with said sewer serving both Madison and Monona from a point on Industrial Drive to the MMSD sewer Interceptor approximately 1,375 feet to the South as depicted on Exhibit 1 (the “Facilities”); and,

WHEREAS, neither Madison nor Monona were assuming ownership of the Facilities or maintaining it; and,

WHEREAS, regardless of ownership or original responsibility, it is clear that both Madison and Monona are reliant on the Facilities to serve properties in their respective municipalities; and,

WHEREAS, given that the Facilities are shared by 2 separate municipal customers of MMSD, it is logical that MMSD become the responsible owner of the Facilities; and,

WHEREAS, MMSD is agreeable to accepting ownership and future maintenance of the Facilities provided the Facilities are repaired to a “like new” condition by Madison and Monona, prior to transfer to MMSD; and,

WHEREAS, Madison and Monona are agreeable to the repair of the Facilities with costs apportioned as described in this agreement, with no cost apportioned to MMSD.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

1. Purpose. The purpose of this “Intergovernmental Agreement Relating to a Shared Sanitary Sewer serving the Industrial Drive Area in Madison and Monona” (the “Agreement”) is to set forth the conditions upon which Madison and Monona will

- agree to share in the repair cost of the Facilities define the conditions upon which MMSD will accept ownership of the Facilities once the repair work has been completed to the satisfaction of MMSD, with Madison acting as the lead entity for the repair project, working closely with Monona and MMSD, and then billing of proportionate costs to Monona.
2. Past, Present and Future Use of the Facilities. Monona has used the Facilities since approximately 1958. Madison began using the sewer in approximately 1989. Based on past, present and future use of this sewer, the benefit apportionment is approximately 70% Monona and 30% Madison.
 3. Ownership. The Parties acknowledge that both Madison and Monona shall quit claim any and all ownership rights associated with the Facilities, including easements, to MMSD upon successful completion of the sewer repair work. MMSD agrees to accept ownership of the Facilities once the repair work has been completed to their satisfaction as set forth in Section 5 below.
 4. Facilities Repair. Madison shall assume the lead for design, permitting and contracting the needed repair work for the Facilities. Madison shall bid the work as a Public Works Project in accordance with Madison practices. Madison shall provide an opportunity for Monona and MMSD to provide input into the design and construction documents. MMSD may also elect to participate in the construction meetings and / or inspection.
 5. Acceptance of Repairs by MMSD. Following Madison's completion of construction of the repair work, Madison shall notify MMSD and provide MMSD with all relevant data regarding the repairs and the Facilities, including the plans and specifications. MMSD shall have thirty (30) days to inspect the improvements to ensure that all applicable standards have been met in the construction thereof. Upon inspection and confirmation that the repairs were made according to the plans and specifications of the project, the Chief Engineer shall accept the improvements on behalf of MMSD, at which point MMSD shall assume full ownership and all liability associated with operation of these facilities.
 6. Apportionment of Repair Costs and Billing. Madison shall finance the work and bill Monona their share based upon benefit apportionment set forth in Section 2 above. All work invoiced and billed by Madison shall be documented and billed on a quarterly basis. Monona shall have thirty (30) days to make payment to Madison. Monona shall budget for their portion of the costs in 2017 and Madison shall do no billings in 2016 if work is able to start that soon. Monona shall pay 70% of the total project costs which shall include the following: construction costs; engineering, design or related professional costs; survey and inspection costs, and any other miscellaneous costs related to the project. Total project costs are estimated to be **\$325,000** with the Monona share estimated at **\$227,500** and the Madison share estimated at **\$97,500**. These amounts cannot be exceeded without written, mutual consent of Madison and Monona.

7. Service Connections and Sewer Billing. It is understood and agreed that Monona and Madison will retain as sewer customers all properties within their respective jurisdiction, that drain to the Facilities, with the following 2 exceptions: 1) The Madison property located at 2800 / 2811 Industrial Drive in Madison, shall remain a customer of Monona; 2) The Monona properties at 2800 / 2850 Royal Avenue shall remain a customer of Madison. MMSD shall configure their monitoring and measurement of sewerage flow to allocate billing volume for sewerage to the appropriate Municipality.
8. Liability. Each Party shall be responsible for its own acts, errors or omissions and for the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense, arising out of this Agreement or the completion of the Project. In situations involving joint liability, each Party shall only be responsible for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions. It is not the intent of either Party to waive, limit or otherwise modify the protections and limitations of liability found in Wis. Stat. §893.80 or any other protections available to the Parties by law or by insurance coverage, and both Parties hereby preserve any and all said rights to the full extent of the law. This paragraph shall survive the termination or expiration of this Agreement.
9. Nondiscrimination. In the performance of the services under this Agreement, the Parties agree not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. The Parties further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Agreement because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.
10. Notice. Any notice or offer or demand required to be sent hereunder shall be sent by United States mail at the Parties' respective addresses set forth below. Each notice shall be deemed to have been received on the date of postmark, if sent by certified mail, postage prepaid, addressed to:

<u>Name</u>	<u>Address</u>
City of Madison	City Engineer 210 MLK Jr. Blvd., Room 115 Madison, WI 53703
City of Monona	Director of Public Works 5211 Schluter Road Monona, WI 53716

Madison Metropolitan
Sewerage District

Chief Engineer & Director
1610 Moorland Rd.
Madison, WI 53713

11. Construction. The Parties acknowledge that this Agreement is the product of negotiations between the Parties and that, prior to the execution hereof, each Party has had full and adequate opportunity to have this Agreement reviewed by, and to obtain the advice of, its own legal counsel with respect hereto. Nothing in this Agreement shall be construed more strictly for or against, any Party because that Party's attorney drafted this Agreement or any part hereof.
12. Law. This Agreement shall be governed by, construed, interpreted, and enforced in accordance with the laws of the State of Wisconsin.
13. Miscellaneous.
 - a. This Agreement may be executed in one or more counterparts, each or which shall be deemed an original, and all of which taken together shall constitute one and the same Agreement.
 - b. All addenda and exhibits attached to this Agreement shall be considered part of this Agreement and the terms and conditions in such addenda and exhibits shall be binding upon all parties.
 - c. This Agreement is intended to benefit the parties hereto and their respective officials and shall not be construed to create any right or benefit on behalf of any person, firm, corporation or other entity not a party hereto.
 - d. Each person executing this Agreement represents and warrants that he or she is duly authorized to so act and execute this Agreement as represented below.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their proper officers on the day and year first above written.

FOR THE CITY OF MONONA

Robert Miller, Mayor

Date

Joan Andrusz, City Clerk

Date

FOR MADISON METROPOLITAN SEWERAGE DISTRICT

D. Michael Mucha, Chief Engineer & Director

Date

Angela James, Commissioner / Secretary

Date

FOR THE CITY OF MADISON

Paul Soglin, Mayor

Date

Maribeth Witzel-Behl, City Clerk

Date

Countersigned:

Approved as to form:

David P. Schmiedicke, Finance Director

Date

Michael P. May, City Attorney

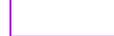
Date

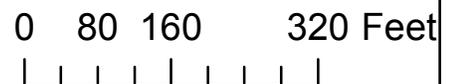
Execution of this Agreement by the City of Madison is authorized by Resolution Enactment No. RES-16-_____, ID No. _____, adopted by the Common Council of the City of Madison on _____.



Exhibit 1:

Shared Sanitary Sewer
Serving the Industrial
Drive Area in
Madison and Monona

-  Madison Sewer
-  Monona Sewer
-  Shared Sewer
-  Sanitary Structures
-  MMSD Mains
-  City of Madison Parcels



**Ordinance No. 9-16-683
Monona Common Council**

**AN ORDINANCE AMENDING CHAPTER 3, SECTION 5 OF THE
CODE OF ORDINANCES REGARDING HOTEL-MOTEL TAX**

WHEREAS, the City of Monona collects Room Tax revenue pursuant to section 66.0615, Wis. Stats.; and,

WHEREAS, it is the intent of the City of Monona Common Council to coordinate tourism promotion and tourism; and,

WHEREAS, 2015 Wisconsin Act 55 adopted changes to the Room Tax laws, for which the City of Monona's Code of Ordinances must be changed accordingly;

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

SECTION 1. Section 3-5 of the Code of Ordinances [*recodification section #chapter 63*] is hereby amended to read as follows:

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

§ 3-5-1. 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.

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.

§ 3-5-2. 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.

§ 3-5-3. 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 the Fee, Forfeiture and Deposit Schedule. The tax imposed by this Chapter shall become delinquent if not paid:
 - (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 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.

§ 3-5-4. 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.

§ 3-5-5. 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.

§ 3-5-6. 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.

§ 3-5-7. 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 City Treasurer no less than annually, in a form and manner determined by the City Treasurer, of all expenditures of at least the minimum as set by 66.0615(4) and the impact of such expenditures on generating paid overnight stays within the City.

§ 3-5-8. Penalties.

Any person who is subject to the tax imposed by this Chapter who violates any 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.

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

Adopted this _____ day of _____, 2016.

BY ORDER OF THE COMMON COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Finance and Personnel Committee – 9/19/16
Approved As To Form By: William S. Cole, City Attorney - 7/22/16

Council Action:

Date Introduced: 9-19-16

Date Approved: _____

Date Disapproved: _____

Ordinance No. 9-16-684
Monona Common Council

**AN ORDINANCE CREATING CHAPTER 2, SECTION 4-27 OF THE CODE OF
ORDINANCES ESTABLISHING A TOURISM COMMISSION**

WHEREAS, the City of Monona collects Room Tax revenue pursuant to section 66.0615, Wis. Stats.; and,

WHEREAS, it is the intent of the City of Monona Common Council to coordinate tourism promotion and tourism; and,

WHEREAS, 2015 Wisconsin Act 55 requires municipalities, beginning January 1, 2017, to forward a portion of room tax revenue to a Tourism Commission for this function; and,

WHEREAS, the City of Monona currently does not have a Tourism Commission.

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

SECTION 1. Section 2-4-27 of the Code of Ordinances is hereby created to read as follows:

Sec. 2-4-27 [recodification section #18-19] Tourism Commission.

- 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.

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

Adopted this _____ day of _____, 2016.

BY ORDER OF THE COMMON COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Finance and Personnel Committee – 9/19/16
Approved As To Form By: William S. Cole, City Attorney - 7/27/16

Council Action:

Date Introduced: 9-19-16

Date Approved: _____

Date Disapproved: _____



State of Wisconsin
2015 - 2016 LEGISLATURE

LRB-4207/1
MES:klm

2015 ASSEMBLY BILL 714

January 13, 2016 - Introduced by Representatives ROHRKASTE, VORPAGEL and ALLEN, cosponsored by Senator ROTH. Referred to Committee on Tourism.

- 1 **AN ACT** *to renumber and amend* 66.0615 (1) (f); *to amend* 66.0615 (1m) (d) 8.;
2 and *to create* 66.0615 (1) (f) 1. and 66.0615 (1) (f) 2. of the statutes; **relating**
3 **to:** changes affecting tourism entities under the room tax.

Analysis by the Legislative Reference Bureau

This bill changes the definition, and membership of the governing body, of a tourism entity under the room tax.

Under the bill, and subject to two exceptions, a tourism entity is defined as a nonprofit organization that came into existence before January 1, 2015, spends at least 51 percent of its revenues on tourism promotion and development, and provides tourism staff and services in a municipality. If no such organization exists, the bill authorizes a municipality to contract with a nonprofit entity that has either of the following sets of attributes:

1. An organization that spends at least 51 percent of its revenues on tourism promotion and development and provides tourism staff and services in a municipality.

2. An organization that was incorporated before January 1, 2015, spends 100 percent of the room tax revenues it receives from a municipality on tourism promotion and development, and provides tourism staff and services in a municipality.

The bill also expands the allowable required membership of the governing body of a tourism entity. Current law requires the membership to include at least one owner or operator of a lodging facility that collects room tax and that is located in the

ASSEMBLY BILL 714

municipality for which the room tax is collected. Under the bill, a tourism entity's membership must include either the current required membership or at least four owners or operators of lodging facilities that are located in the tourism zone for which the room tax is collected. Under current law, a tourism zone is an area made up of two or more municipalities that, those municipalities agree, is a single destination as perceived by the traveling public.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 66.0615 (1) (f) of the statutes, as affected by 2015 Wisconsin Act 55,
2 is renumbered 66.0615 (1) (f) (intro.) and amended to read:

3 66.0615 (1) (f) (intro.) "Tourism entity" means a nonprofit organization that
4 came into existence before January 1, ~~1992~~ 2015, spends at least 51 percent of its
5 revenues on tourism promotion and tourism development, and provides destination
6 marketing staff and services for the tourism industry in a municipality, except that
7 if no such organization exists ~~in a municipality on January 1, 2016~~, a municipality
8 may contract with ~~such an organization if one is created in the municipality. one of~~
9 the following entities:

10 **SECTION 2.** 66.0615 (1) (f) 1. of the statutes is created to read:

11 66.0615 (1) (f) 1. A nonprofit organization that spends at least 51 percent of its
12 revenues on tourism promotion and tourism development, and provides destination
13 marketing staff and services for the tourism industry in a municipality.

14 **SECTION 3.** 66.0615 (1) (f) 2. of the statutes is created to read:

15 66.0615 (1) (f) 2. A nonprofit organization that was incorporated before
16 January 1, 2015, spends 100 percent of the room tax revenue it receives from a
17 municipality on tourism promotion and tourism development, and provides
18 destination marketing staff and services for the tourism industry in a municipality.



ASSEMBLY BILL 714

1 **SECTION 4.** 66.0615 (1m) (d) 8. of the statutes, as created by 2015 Wisconsin Act
2 55, is amended to read:

3 66.0615 **(1m)** (d) 8. The governing body of a tourism entity shall include either
4 at least one owner or operator of a lodging facility that collects the room tax described
5 in this section and that is located in the municipality for which the room tax is
6 collected or at least 4 owners or operators of lodging facilities that collect the room
7 tax described in this section and that are located in the zone for which the room tax
8 is collected. Subdivision 4., as it applies to a commission, applies to a tourism entity.

9

(END)



WISCONSIN LEGISLATIVE COUNCIL INFORMATION MEMORANDUM

2015-17 Biennial Budget Revisions to Municipal Room Tax

A municipality may impose a “room tax” on entities such as hotels, motels, and other establishments that rent short-term lodging. State law controls municipal room tax collection, as well as the use of room tax revenues. 2015 Wisconsin Act 55 (Act 55), the 2015-17 Biennial Budget, modified state law regarding the collection and use of a municipal room tax. This Information Memorandum provides a brief overview of the municipal room tax, including a description of prior law, and summarizes the changes made by Act 55. Gubernatorial partial vetoes that modify the budget language as originally proposed by the Legislature are noted where applicable.

BACKGROUND AND PRIOR LAW

Generally, under Wisconsin law, a municipality may impose a tax on short-term lodging (a “room tax”) on entities such as hotels, motels, and other establishments that rent lodging for periods of less than one month. Additionally, two or more municipalities may impose a room tax in a “zone,” defined as “an area made up of 2 or more municipalities that, those municipalities agree, is a single destination as perceived by the traveling public.” [s. 66.0615 (1) (h), Stats.]

ROOM TAX PURPOSE AND USE

Wisconsin law requires that certain percentages of room tax revenues, as discussed below, must be spent on tourism promotion and tourism development. “Tourism promotion and tourism development” is defined to mean any of the following, if significantly used by transient tourists and reasonably likely to generate paid overnight stays in multiple establishments within a municipality: (1) marketing projects; (2) “transient tourist informational services,” and (3) “tangible municipal development, including a convention center.” The establishments that benefit from the promotional services must be establishments upon which a room tax is imposed, and they must be owned by different people, unless a municipality has only one qualifying establishment. [s. 66.0615 (1) (fm), Stats.] Therefore, a marketing campaign advertising a single hotel in a municipality with multiple hotels, motels, or other short-term lodging establishments would not qualify as tourism promotion or tourism development.

Prior to Act 55, a municipality could directly spend room tax revenues on tourism promotion or tourism development or could forward the room tax revenues to a tourism entity or to a commission to be spent for those purposes.

Prior to Act 55, a tourism entity was defined as “a nonprofit organization that came into existence before January 1, 1992, and that provides staff, development or promotional services for the tourism industry in a municipality.” [s. 66.0615 (1) (f), 2013-14 Stats.] As discussed below, Act

55 modified the definition of a tourism entity. However, tourism entities, as defined under both current and prior law, may receive room tax revenues that they must spend on tourism promotion and tourism development.

A municipality that imposes a room tax may create a commission, defined as an entity "to coordinate tourism promotion and tourism development." [s. 66.0615 (1) (a), Stats.] If two or more municipalities in a zone impose a room tax, they must create a commission. Under current and prior law, a commission must contract with an organization that performs the functions of a tourism entity if a tourism entity does not exist in a municipality or within a zone. Although not explicitly stated, this implies that a commission must work with a tourism entity as it uses room tax revenues to coordinate tourism promotion and tourism development.



Current and prior law both provide that a commission must report annually to each municipality from which it receives room tax revenues the purposes for which it spends the revenues.

ROOM TAX RATES AND EXPENDITURE LEVELS

For municipalities that adopted a room tax after May 13, 1994, the room tax rate may be no higher than 8%, and at least 70% of the room tax collections must be dedicated to expenditures related to tourism promotion and development. Therefore, up to 30% of room tax collections may be directed to general municipal expenditures.

The permitted rates and division of room taxes in municipalities that collected room taxes on or before May 13, 1994 are more complex. Subject to certain exemptions of limited applicability,¹ a municipality that collected a room tax on May 13, 1994, was required to reduce its room tax rate to 8% under 1993 Wisconsin Act 467. However, Act 467 also specified that a municipality that collected a room tax on May 13, 1994, could retain for its general revenues not more than the same percentage of the total room tax revenues collected that it retained on May 13, 1994, as an exception to the 70% threshold for expenditures related to tourism promotion and development (this exception is commonly referred to as the 1994 grandfather clause). If a municipality that collected a room tax on May 1, 1994, increased its room tax after May 1, 1994, the municipality may retain not more than the same percentage of the room tax that it retained

¹ "A municipality that imposes a room tax under par. (a) is not subject to the limit on the maximum amount of tax that may be imposed under that paragraph if any of the following apply:

1. The municipality is located in a county with a population of at least 380,000 and a convention center is being constructed or renovated within that county.
2. The municipality intends to use at least 60% of the revenue collected from its room tax, of any room tax that is greater than 7%, to fund all or part of the construction or renovation of a convention center that is located in a county with a population of at least 380,000.
3. The municipality is located in a county with a population of less than 380,000 and that county is not adjacent to a county with a population of at least 380,000, and the municipality is constructing a convention center or making improvements to an existing convention center.
4. The municipality has any long-term debt outstanding with which it financed any part of the construction or renovation of a convention center." [s. 66.0615 (1m) (am), Stats.]

on May 1, 1994, except that the municipality must spend at least 70% of the increased amount of room tax that it began collecting after May 1, 1994, on tourism promotion and development.²

[s. 66.0615, Stats.]

2015 WISCONSIN ACT 55

2015 Senate Bill 21 (SB 21) was passed by the Legislature, modified by the Governor's partial veto, and enacted as Act 55. Act 55 made several changes to the collection and use of a municipal room tax, each of which is discussed below. Gubernatorial partial vetoes that modify the language passed by the Legislature are noted where applicable. Specifically, Act 55 does all of the following:

EXPENDITURE OF ROOM TAX REVENUE

- Specifies that the required percentage of room tax revenues must be spent on tourism promotion or **tourism** development, not municipal development generally. Under prior law, the revenues had to be spent on "tourism promotion and development."³
- Eliminates a municipality's authority to directly spend the room tax revenues that must be spent on tourism promotion and tourism development. Under Act 55, a municipality must forward those room tax revenues to a commission, if one exists for the municipality, or to a tourism entity. 

RETENTION OF ROOM TAX REVENUE

- Modifies the 1994 grandfather clause, which generally permitted municipalities that had imposed a room tax prior to May 13, 1994, to retain more than 30% of room tax revenues if they had been doing so as of that date. Beginning with the room taxes collected on January 1, 2017, Act 55 creates a cap on the amount of room tax revenues that a municipality subject to the 1994 grandfather clause may retain for purposes other than tourism promotion and tourism development. The cap will be gradually reduced over a period of five years, such that, by fiscal year 2021, an affected municipality will be able to retain only the same dollar amount of the room tax that it retained in fiscal year 2010 or 30% of its current year room tax revenues, whichever is greater.

² Although the grandfather clause is commonly understood to permit a municipality to retain more than 30% of collected room tax revenues for purposes other than tourism promotion and tourism development if it was doing so as of May 13, 1994, the clause also requires a municipality to continue to retain less than 30% of collected room tax revenues if it was doing so as of May 13, 1994.

³ Act 55 did not, however, modify the required aspects of tourism promotion and tourism development. See, for example, the continued allowance for "tangible municipal development, including a convention center" in both current and prior law. [s. 66.0615 (1) (fm), Stats.; s. 66.0615 (1) (fm), 2013-14 Stats.] It appears that under both current and prior law, tangible municipal development may qualify as tourism promotion or tourism development if it meets the definition's requirement that it is significantly used by transient tourists and is reasonably likely to generate overnight stays in multiple establishments within a municipality that are subject to a room tax and are owned by different people. However, municipal development that does not satisfy these qualifications would not be considered tourism promotion or tourism development with regard to expenditure of room tax revenues.

Governor's Veto

Under SB 21, as enrolled, a municipality that would otherwise be subject to the room tax retention reduction schedule, could have delayed implementation of the reduction schedule if the municipality had entered into a contract before January 1, 2016, that depended upon room tax revenues to satisfy its terms. The Governor vetoed this provision. Therefore, under Act 55, all municipalities that had imposed a room tax as of May 13, 1994, and had retained more than 30% of room tax revenues, pursuant to the 1994 grandfather clause, will be subject to the room tax revenue retention reduction schedule beginning with the room tax collected on January 1, 2017.

TOURISM ENTITIES

- Specifies that a tourism entity's governing body must include at least one owner or operator of a lodging facility that collects the room tax and is located within the municipality for which the room tax is collected. Prior law did not address the composition of a tourism entity's governing body.
- Modifies the definition of "tourism entity." Under Act 55, a tourism entity is an organization that: (1) is a nonprofit organization; (2) existed before January 1, 1992; (3) spends at least 51% of its revenues on tourism promotion and tourism development; and (4) provides destination marketing staff and services for the tourism industry in a municipality. Under prior law, a tourism entity was a nonprofit organization that existed before January 1, 1992, and provided staff, development, or promotional services for the tourism industry in a municipality.
- Permits a municipality to contract with an organization that did not exist prior to January 1, 1992, under certain circumstances. If on January 1, 2016, no organization within a municipality qualifies as a tourism entity, as described above, the municipality may contract with an organization that: (1) is a nonprofit organization; (2) was created within the municipality; (3) spends at least 51% of its revenues on tourism promotion and tourism development; and (4) provides destination marketing staff and services for the tourism industry in the municipality. Prior law did not allow for the creation of a tourism entity after January 1, 1992, although, if no tourism entity existed in a municipality, a tourism commission was required to contract with another organization to perform the functions of a tourism entity.

Governor's Veto

Among other changes to the definition of "tourism entity," SB 21 changed the date by which a nonprofit organization must have existed in order to be recognized as a tourism entity from January 1, 1992, to January 1, 2016. The Governor vetoed the date modification, restoring the provision under prior law that a nonprofit organization must have existed prior to January 1, 1992, to be recognized as a tourism entity. The Governor did not veto the modified provision permitting a municipality to contract with an alternative organization created within the municipality, if no fully qualified organization exists within the municipality on January 1, 2016.

REPORTING REQUIREMENTS

- Specifies that a tourism entity must annually report to each municipality from which it receives room tax revenues the purposes for which the revenues were spent. Under prior law, this reporting requirement applied only to tourism commissions.⁴
- Creates a new reporting requirement applicable to municipalities. Beginning in 2017, all municipalities that impose a room tax must submit an annual report to the Department of Revenue, on or before May 1 of each year. Among other information, the reports must include the amount of room tax revenue collected and the rate imposed the previous year; an accounting of the amounts forwarded to tourism entities or commissions in the previous year; and a list of the members of the commission or governing body of the tourism entity to which revenue was forwarded in the previous year.

This memorandum is not a policy statement of the Joint Legislative Council or its staff.

This memorandum was prepared by Scott Grosz, Principal Attorney, and Rachel E. Snyder, Staff Attorney on August 12, 2015.

WISCONSIN LEGISLATIVE COUNCIL

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<http://www.legis.wisconsin.gov/lc>

⁴ As discussed above, if no tourism entity exists within a municipality as of January 1, 2016, a municipality may contract with an organization that meets the definition of a tourism entity except that it did not exist prior to January 1, 1992. Although not explicitly stated, it appears logical that such an organization would also be considered a tourism entity and would, therefore, be subject to the reporting requirements.

**Resolution 16-10-2119
Monona Common Council**

**AUTHORIZING DANE COUNTY
TO PROVIDE DISPATCHING OF FIRE SERVICES**

WHEREAS, Dane County Public Safety Communications provides emergency dispatch services; and,

WHEREAS, Dane County Public Safety Communications provides fire emergency call taking and dispatch services to municipalities in Dane County; and,

WHEREAS, a study group of Monona staff and residents thoroughly examined Monona's existing police, 911 and fire dispatch services; and,

WHEREAS, the study group found that allowing Dane County Public Safety Communications to accept incoming Monona fire emergency calls and dispatch Monona's fire emergency services would provide consistent service across Dane County municipalities, enhance effectiveness with dedicated fire dispatching, increase efficiency of Monona's dispatch of police calls, and have no effect on the City's tax levy; and,

WHEREAS, Dane County Public Safety Communications is willing and capable of taking and dispatching Monona's fire emergency calls for service.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that Dane County Public Safety Communications is authorized to provide fire emergency dispatch services on an indefinite basis.

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 Requested By: Fire Chief Scott Sullivan

Council Action:

Date Introduced: 10-3-16

Date Approved: _____

Date Disapproved: _____



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
1FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: City Council
FROM: Sonja Reichertz, City Planner & Economic Development Director
DATE: September 29, 2016
RE: Short-Term Rental Request for Information

The City Council recently requested information on regulation of short-term rentals in the City of Monona. The information below was reviewed by the Plan Commission in August. After review, the Plan Commission accepted the interpretation described below and had no further discussion.

SHORT-TERM RENTAL (VACATION RENTAL BY OWNER, AIRBNB)

At the Monona City Council meeting on 8/1/16, the City Council asked how the city currently addresses short-term rentals such as AirBnB. Regulation of this type of use is a zoning issue. My interpretation of the single-family residential zoning district standards is that a short-term rental is *not* consistent with the characteristics of the district, and is therefore prohibited. Conditional uses in the SF district may be permitted after review, and can include churches, libraries, public or private schools, municipal facilities, or uses similar in character to uses specified as permitted in this district. Prohibited uses include any other use which is neither a permitted use nor an authorized conditional use. There are likely some short term rentals operating in Monona, but the Council and/or Plan Commission have not provided specific direction to research or regulate occurrence of this use, which can consume a lot of staff time. Enforcement activities are usually complaint driven. I am not aware of any complaints about properties operating as short-term rentals.

The City does not have regulations on whether a single-family home must be owner-occupied or renter-occupied. An owner is free to lease the entire house or a room to renters, but still must comply with occupancy requirements that limit the number of unrelated individuals that can live together, and the use must still meet the characteristics of the district. The issue with vacation rentals is not that they are rentals, but that they are typically **short-term** rentals. The SF district is characterized by “low-density development of one (1) family dwellings and accessory buildings.” A **dwelling** is where someone lives, a place of abode, a residence or a house for use by one or more persons, excluding hotels or motels. Per Wisconsin Statutes, and also adopted into the city’s Room Tax ordinance, **transient** is defined as a person residing for a continuous period of less than 30 consecutive days in a hotel, motel, or other furnished accommodations available to the public.

Possible Zoning Issues with Short-Term Rentals (STRs):

- Overcrowding, parking concerns, garbage and refuse disposal concerns, noise, trespassing, and potential to overload waste systems are all concerns associated with short term rentals.
- STRs can lead to unaffordable housing by displacing permanent residents; transient renters/vacationers are willing to pay more for a shorter term while they are on vacation or splitting the fee with a larger number of people.
- STRs promote transient use of single-family neighborhoods. In a traditional single-family neighborhood, your neighbors are constant for relatively permanent periods of time. With a short-term rental, you may have new neighbors every week or month, which carries uncertainty as to how the short term occupants will treat the property, how many cars they will park, how trash will be handled, if there will be more noise, or a general public nuisance etc.
- Zoning protects a property by limiting what can happen on a neighboring property. A buyer can purchase a single-family home in a SF zoning district with confidence knowing that they will not be living next to a hotel or commercial business.
- STRs may circumvent hotel tax, which hotels, motels, and bed & breakfasts must pay.
- STRs may be exceeding occupancy limits when multiple guests are sharing the residence for a weekend, week or month, which raises concerns with whether there are appropriate public safety measures such as fire exists, sprinklers, etc.
- STRs encourage absentee landlords which may cause problems for long-term property maintenance.

Chapter 321

PARKS AND RECREATION AREAS

- | | |
|--|---|
| § 321-1. Park regulations. | § 321-6. Community center rules. |
| § 321-2. Turf protection on public property. | § 321-7. Public waters. |
| § 321-3. Park hours. | § 321-8. Slow-no-wake areas of Yahara River designated; enforcement provided. |
| § 321-4. Reservation of park space or shelters. | § 321-9. Feeding Canada geese in parks prohibited. |
| § 321-5. Consumption of alcoholic beverages in city parks. | |

[HISTORY: Adopted by the Common Council of the City of Monona as Title 12, Ch. 1, of the 1994 Code. Amendments noted where applicable.]

§ 321-1. Park regulations.

A. Purpose and definition.

- (1) In order to protect the parks, parkways, recreational facilities and conservancy areas within the City of Monona from injury, damage or desecration, these regulations are enacted.
- (2) As used in this chapter, the following terms shall have the meanings indicated:

PARK — Includes all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park, parkway, recreation facility, play ground, swimming pool or conservancy area in the City.

B. Specific regulations.

- (1) Littering prohibited. No person shall litter, dump or deposit any rubbish, refuse, earth or other material in any park.
- (2) Use of amplification equipment.
 - (a) No person shall use large amplification equipment in a City park or parking lot located within, contiguous, or adjacent to any City park except upon permit granted by the Community Recreation Director. The Community Recreation Director may impose such restrictions on the use of amplification equipment as will prevent disturbance of others using the parks or owners of property adjacent to the City parks. If the event is open to the general public, permission to use large amplification devices must be secured from the Park and Recreation Board.
 - (b) The use of personal amplification devices is permitted in City parks between 7:00 a.m. and 8:00 p.m.

Summary of Comments on Microsoft Word - MO3595-TOC.docx

Page: 1

 Number: 1 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:19:34 AM
All References to Community Recreation Director be changed to Parks & Recreation Director.

 Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 7:41:14 AM

 Number: 3 Author: janderson Subject: Highlight Date: 9/29/2016 7:18:37 AM

- (3) Bill Posting. No person shall post, paste, fasten, paint or attach any placard, bill, notice, sign or advertising matter upon any structure, tree or other natural object in any park, except park regulations and other signs authorized by the Community Recreation Director, or designated committee thereof.
- (4) Throwing stones and missiles prohibited. No person shall throw stones or other missiles in or into any park, except as authorized in advance by the Community Recreation Director.
- (5) Removal of Park equipment prohibited. No person shall remove benches, bleachers, seats, tables or other park equipment from any park, except that such items may be moved from park to park if authorized by the Community Recreation Director.
- (6) Trapping. "Trapping" when used in this section includes the taking, or the attempting to take, of any wild animal by means of setting or operating any device, mechanism or contraption that is designated, built or made to close upon, hold fast or otherwise capture a wild animal or animals; live traps on a person's property are excluded. The trapping of wild animals is hereby prohibited in City parks, unless authorized by the Common Council, upon the recommendation of the Park and Recreation Board. This Subsection does not prohibit fishing.
- (7) Making of fires. No person shall start, tend or maintain a fire except in personal grills or designated fireplaces, except as authorized in advance by the Fire Marshall. Unburned fuel and ashes shall be disposed of in such a manner as to prevent fire or damage to any park property.
- (8) Protection of park property.
- (a) No person shall kill, injure or disturb or attempt to injure or disturb waterfowl, birds or animals, wild or domestic, within any park, except as permitted by this chapter. No person shall remove flowers or fruit, wild or cultivated, or break, cut down, trample upon, remove or in any manner injure, deface, write upon or ill use any tree, shrub, flower, flower bed, turf, soil, sand, fountain, ornament, building, structure, apparatus, bench, table, official notice, sign, fence, or other property within any park.
- (b) No person shall deface, by throwing stones, pebbles or other debris in any of the toilets, bubblers or other sanitary facilities located in any City park; or deface by drawing with crayon, chalk, paint, or anything else on any of the buildings or equipment at any City park; or deface the equipment by means of a sharp instrument.
- (9) Motorized vehicles. Except for authorized maintenance vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have authorization from the Community Recreation Director



Page: 2

-  Number: 1 Author: janderson Subject: Highlight Date: 9/29/2016 7:41:02 AM

-  Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 7:40:56 AM

-  Number: 3 Author: janderson Subject: Highlight Date: 9/29/2016 7:40:50 AM

-  Number: 4 Author: janderson Subject: Highlight Date: 9/29/2016 7:29:44 AM

-  Number: 5 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:30:10 AM
See Attached for updated sections for turf damage, protection of park property.

for shows, rides or exhibits and then only for the purpose of loading and unloading.

- (10) Snowmobiles. No person shall operate a snowmobile in a City park except in designated areas.
- (11) ²Swimming pool. The provisions of Chapters HS 171 and 172, Wis. Adm. Code, pertaining to public swimming pools, as amended, as adopted and incorporated herein by reference. ¹
- (12) Parking in parks. No person shall park any motor vehicle in any park in the City except in a designated parking area.
- (13) Horse and carriages. No person shall ride a horse or drive a horse-driven vehicle in any park, except on roads or designated bridle paths, except when approval of the ³Community Recreation Director is first obtained. It shall be unlawful for any person to ride a horse or drive a horse-driven vehicle in a careless, negligent or reckless manner which may endanger the safety and well-being of others. ~~Horseback riding shall be allowed only during the daylight hours. No person shall ride a horse which cannot be held under such control that it may be easily turned or stopped.~~ ⁵
- (14) Golfing and sporting activities. No golfing or practicing golf in City parks or recreation areas shall be allowed.
- (15) ⁶Arrows. No person shall use or shoot any bow and arrow in any City park, except in authorized areas. ⁷
- (16) Fees and charges. The Common Council, upon the recommendation of the Park and Recreation Board, shall have the authority to establish such fees as deemed necessary for use of any park facility, shelter or land area. It shall be unlawful to use such areas without payment of such fee or charge when required.
- (17) ⁸Pets. Pets, including animals of any species, shall not be permitted in any City parks, unless being used by a visually impaired person or authorized in advance by the Community Recreation Director. ⁹
- (18) Firearms; hunting. Possessing or discharging of any air gun, sling shot, explosive, firearm or weapon of any kind is prohibited in all City parks.
- (19) ¹⁰Fish cleaning. Cleaning of fish in shelters, toilet facilities or picnic areas is prohibited in all City parks. ¹¹
- (20) Vendors restricted. No person shall sell, vend or give away in any City park any article of merchandise whatever, without written permission from the ¹²Park and Recreation Board. ¹³
- (21) ¹⁴Smoking. No person shall smoke or hold a lighted cigarette, cigar or pipe within any park where notices prohibiting smoking are posted. ¹⁵
- (22) ¹⁶Camping. No camping shall be permitted in any park, unless authorized by the ¹⁶Community Recreation Director.

Page: 3

 Number: 1	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:32:56 AM
Remove Chapter HS 171 (Doesn't exist anymore)			
 Number: 2	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:30:27 AM
 Number: 3	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:40:31 AM
 Number: 4	Author: janderson	Subject: Cross-Out	Date: 9/29/2016 7:34:47 AM
 Number: 5	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:35:38 AM
Remove exception to allow horseback riding during daylight hours to only allow as permitted by Parks & Recreation Director for Special Events.			
 Number: 6	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:36:40 AM
 Number: 7	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:36:38 AM
Add "As Permitted by Parks & Recreation Director"			
 Number: 8	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:36:59 AM
 Number: 9	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:37:29 AM
See approved ordinance allowing Dogs in Parks under certain circumstances.			
 Number: 10	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:37:40 AM
 Number: 11	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:38:13 AM
Add language "Except in designated Fish Cleaning Areas" I.E. Lottes Park			
 Number: 12	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:39:26 AM
 Number: 13	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:39:54 AM
Change to Parks & Recreation Director instead of Parks and Recreation Board			
 Number: 14	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:38:32 AM
 Number: 15	Author: janderson	Subject: Sticky Note	Date: 9/29/2016 7:39:13 AM
Parks & Recreation Board Recommend to ban smoking in parks at the August Meeting. See Attached Ordinance Recommendation			
 Number: 16	Author: janderson	Subject: Highlight	Date: 9/29/2016 7:40:20 AM

- (23) Interference with permittee. No person shall, in any manner, harass, disturb or interfere with persons holding written permits granted by the Common Council, Park and Recreation Board or Community Recreation Director for the use of parks, shelter areas or park facilities.
- (24) Sparklers prohibited. Except as permitted by Chapter 238, Fireworks, of the Code of the City of Monona, no person shall ignite a sparkler in any City park.
- (25) Public tennis courts. The operation of bicycles, skateboards, and in-line skates is hereby prohibited on the surface of any public tennis court located within the City of Monona.

26. Public Skateboard Park. Incorporate Rules into this line item? 2

3 § 321-2. Turf protection on public property. 4

Except as authorized by the Community Recreation Director, no person shall dig into the turf of any City-owned park or recreational property for any purposes whatsoever or remove any trees or flowers. Absent authorization by the Community Recreation Director, the use of metal detectors and digging for buried objects on City parks or recreational property is prohibited.

5 § 321-3. Park hours.

- A. Park closing hours. All City parks shall be closed from 10:00 p.m. to ~~7:00 a.m.~~ 6 except for public functions approved by the Park and Recreation Board. The Park and Recreation Board may approve of the conduct of functions within the parks beyond 10:00 p.m. by private organizations or individuals if satisfactory evidence is presented to the Board that the function will be carried on so as not to disturb the public peace and good order of the City. In granting such approval, the Park and Recreation Board shall designate the area in which the function shall be carried on and shall indicate the person responsible for the conduct of such function. No person shall be in any City park between 10:00 p.m. to ~~6:00 a.m.~~ except in compliance with this Subsection.
- B. Exceptions. The regular closing hours of the City parks do not apply to persons having a permit from the Chief of Police and Community Recreation Director to be present in the City parks during closed hours on specific days and for specific purposes.
- C. Emergency park closing and opening. The Chief of Police, 10 Community Recreation Director, or Common Council will have full authority to open and close any park, facility or area because of weather conditions, physical condition, construction or when, in the interest of public safety, it is deemed necessary.

11 § 321-4. Reservation of park space or shelters. 12

- A. Policy on reservation. City-owned park and park facilities and shelter areas are primarily for the nonexclusive use of the residents and visitors of the City. However, under proper circumstances, exclusive use of the same or parts thereof may be permitted. This section is intended to regulate exclusive use of municipally-owned parks, park facilities, park shelters or parts thereof.

Page: 4

 Number: 1 Author: janderson Subject: Highlight Date: 9/29/2016 7:40:16 AM

 Number: 2 Author: janderson Subject: Text Box Date: 9/29/2016 7:45:18 AM
26. Public Skateboard Park. Incorporate Rules into this line item?

 Number: 3 Author: janderson Subject: Highlight Date: 9/29/2016 7:42:22 AM

 Number: 4 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:43:08 AM
Remove this section as part of an updated 321-B(8) & 321-B(9)

 Number: 5 Author: janderson Subject: Highlight Date: 9/29/2016 7:46:02 AM

 Number: 6 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:46:02 AM
Parks & Recreation Board Recommends changing 7:00 am to sunrise.

 Number: 7 Author: janderson Subject: Cross-Out Date: 9/29/2016 7:45:34 AM

 Number: 8 Author: janderson Subject: Cross-Out Date: 9/29/2016 7:46:44 AM

 Number: 9 Author: janderson Subject: Highlight Date: 9/29/2016 7:46:58 AM

 Number: 10 Author: janderson Subject: Highlight Date: 9/29/2016 7:47:04 AM

 Number: 11 Author: janderson Subject: Highlight Date: 9/29/2016 7:47:41 AM

 Number: 12 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:54:07 AM
The Parks & Recreation Board would like to see this section simplified to only pertain to Exclusive Use of Park Reservation.

- B. Reservation of park space. A responsible person, age 18 or over, or group, firm organization, partnership or corporation may reserve the use of a park facility or a park shelter by written application filed with the Community Recreation Director for a permit for exclusive use of the same. The Community Recreation Director shall issue permits for exclusive use of a portion of a park or park shelter, while the Park and Recreation Board shall issue permits for the exclusive use of an entire City park. ~~All reservations shall be made on application forms in the office of the Community Recreation Director and shall be on a first-come, first-served basis.~~ Reservation of a designated area shall give the party to whom reserved the right to use such area to the exclusion of others for and during the period of reservation. Areas not reserved shall be open to use by all. 4
- C. Application. Applications shall be filed with the Community Recreation Director at least 30 days prior to the date on which the exclusive use of the entire park is requested, ~~or at least two business days prior to the date on which a park shelter or a portion of a park is to be used, and shall set forth the following information regarding the proposed exclusive use:~~ 7
- ~~(1) The name, address and telephone number of the applicant.~~
 - ~~(2) If the exclusive use is proposed for a group, firm, organization, partnership or corporation, the name, address and telephone number of the headquarters of the same and the responsible and authorized heads or partners of the same.~~
 - ~~(3) The name, address and telephone number of the person who will be responsible for the use of the said park, area or facility.~~
 - ~~(4) The date when the exclusive use is requested and the hours of the proposed exclusive date.~~
 - ~~(5) The anticipated number of persons to use the said park, area or facility.~~
 - ~~(6) Any additional information which the Community Recreation Director or Park and Recreation Board finds reasonably necessary to a fair determination as to whether a permit should be issued.~~
- D. Action on application. The Community Recreation Director or Park and Recreation Board shall act promptly on all applications for permits for exclusive park use.
- E. Reasons for denial. Applicants under this section may be denied for any of the following reasons:
- (1) If it is for a use which would involve a violation of Federal or State law or any provision of this Code.
 - (2) If the granting of the permit would conflict with another permit already granted or for which application is already pending.
 - (3) If the application does not contain the information required by Subsection C above.
 - (4) The application is made less than the required days in advance of the scheduled exclusive use.

Page: 5

 Number: 1 Author: janderson Subject: Highlight Date: 9/29/2016 7:54:25 AM

 Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 7:54:34 AM

 Number: 3 Author: janderson Subject: Cross-Out Date: 9/29/2016 7:54:49 AM

 Number: 4 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:56:06 AM

Monona Residents are able to reserve in January of new year for shelter reservations, Non-Residents can reserve starting in February. We offer Online Reservation Requests along with Over the Phone, In-Person reservation requests.

 Number: 5 Author: janderson Subject: Highlight Date: 9/29/2016 7:55:02 AM

 Number: 6 Author: janderson Subject: Cross-Out Date: 9/29/2016 7:56:38 AM

 Number: 7 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:57:25 AM

Remove language regarding specifics on the application form for Exclusive Use of Park.

 Number: 8 Author: janderson Subject: Highlight Date: 9/29/2016 7:57:28 AM

- (5) If it is for a use of the park or park facility at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the park or park facility is expected and would be seriously adversely affected.
 - (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the park, park facility or shelter area involved or of the rest of the City.
 - (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
 - (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- F. Indemnification. Prior to granting any permit for exclusive use of the park, the City may require the permittee to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, running to the City and such other third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the exclusive use sufficient to indemnify the City and such third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.
- G. Permit not required for city activity. A permit is not required for exclusive use of the park or a park facility sponsored by the City of Monona.
- H. Permit revocation. The ~~Community Recreation Director~~ or Chief of Police may revoke a permit already issued if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace or by a major change in the conditions forming the basis of the issuance of the permit.
- I. Form of permit. Each permit shall be in a form prescribed by the ~~Community Recreation Director~~ and shall designate the park, park facility or shelter area involved, date, hours of the exclusive use, purpose of the exclusive use and the name of the person, group, firm, organization, partnership or corporation to which the permit is issued.
- J. Class B fermented malt beverage licenses. When fermented malt beverages are sold at any event authorized by this section, a valid Fermented Malt Beverage license shall be obtained and the provisions of § 272-12 and Chapter 272, Intoxicating Liquor and Fermented Malt Beverages, Article II, Offenses, shall be fully complied with. Said license must be held by the person who filed the original license and shall be presented to any law enforcement officer upon request.
- K. Care of facilities. Persons reserving City facilities shall be completely responsible for cleaning up the facilities after the event to the satisfaction of City officials. All reserved areas shall be left in a clean condition, with refuse placed in containers provided for such purpose. Any organization or corporation reserving any area in a City park shall agree to assume full responsibility for all damage to City property by any invitee of said organization or corporation and shall make full payment therefore upon billing by the

 Number: 1 Author: janderson Subject: Highlight Date: 9/29/2016 7:58:12 AM

 Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 7:58:27 AM

¹
² City Treasurer failure to do so shall deny future use of park facilities until such payment be made, in addition to any other remedy which the City may have.

L. Reservation of. City park shelter facilities may be reserved on a daily basis only from the hours of ~~9:00 a.m.~~ to 10:00 p.m. ⁴

M. Fees.

- (1) Fees established. Fees for uses under this section shall be established by the Common Council, upon the recommendation of the Park and Recreation Board.
- (2) Exemption from fee requirement. Where the Park and Recreation Board is satisfied that the proposed use is by a group or organization for civic, education, religious or charitable purposes, and the Park and Recreation Board is satisfied that imposition of the daily reservation fee would constitute a hardship on the group or organization, the Park and Recreation Board may exempt such group or organization from the daily reservation fee.

§ 321-5. Consumption of alcoholic beverages in city parks.

A. Consumption of alcoholic beverages in city parks.

- (1) Restrictions. No person shall possess, serve, or consume an alcoholic beverage in a City park between the hours of 10:00 p.m. and 7:00 a.m. except by permit issued by the City Administrator or his designee.
- (2) Permits.
 - (a) All requests for a permit to possess, serve, or consume alcoholic beverages under this section shall contain the name and address of the individual responsible for the conduct of the persons represented by the permit, the number of persons to be included in the permit, the type/types of alcoholic beverages to be possessed, served, or consumed, and other information which may be required in the opinion of the City Administrator or his designee or the Park and Recreation Board.
 - (b) All permits shall be made available to the appropriate agencies by the applicant, upon request. Failure to show proof of a permit shall be sufficient grounds for revocation of the permit, confiscation of alcoholic beverages, and subject the offender to arrest.
 - (c) The following statement shall appear on all permits:

"The individual whose name appears above is responsible for the conduct of all persons covered by this permit, as well as all the condition of the permit as noted above. Violation of this section of the City Code may result in confiscation of alcoholic beverages revocation of this permit, and may subject the offender to arrest."

Page: 7

 Number: 1 Author: janderson Subject: Sticky Note Date: 9/29/2016 7:59:14 AM
City Administrator or his/her designee.

 Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 7:58:50 AM

 Number: 3 Author: janderson Subject: Cross-Out Date: 9/29/2016 7:59:20 AM

 Number: 4 Author: janderson Subject: Sticky Note Date: 9/29/2016 8:00:34 AM
Parks Board Recommendation to change start time to 10:00 am with an earlier start time approved by Parks & Recreation Director (More time is needed to clean/prepare all the shelters we have)

- (d) The Board may waive the requirements of this section, upon proper justification, for major public events, or other events of benefit to the general public. The grant or denial of permits by the City Administrator or his designee are appealable to the Board.
- B. Consumption prohibited in parking lots and ~~adjacent areas~~. No person shall, at any time, serve or consume an alcoholic beverage in a parking lot of a City park.

§ 321-6. Community center rules.

- A. Authority to establish rules relating to catering of parties. The Park and Recreation Board is empowered to establish rules relating to the catering of food and beverages at the Monona Community Center. The Board may designate exclusive caterers, charge fees for the privilege of providing catering services within the Community Center, and establish regulations relating to the use of Community Center facilities by such caterers. Nothing contained herein shall authorize the Board to prohibit or establish a fee (other than rental fee for use of the Community Center) to any individual who desires to provide their own food for a party at the Community Center.
- B. Council to approve rules. The rules of the Park and Recreation Board relating to catering shall not be effective until approved by the Common Council. The Park and Recreation Board shall review such rules on at least an annual basis and report any recommendations for change therein to the Council for approval.

§ 321-7. Public waters. [Amended 12-7-2009 by Ord. No. 11-09-609]

- A. Adoption of state statutes on regulation of boating. Secs. 30.50 through 30.80, Wis. Stats., as amended, exclusive of any provisions therein relating to the penalties to be imposed or the punishment for violation of said statutes, are hereby adopted and by reference made a part of this section as if fully set forth herein. Any acts required to be performed or prohibited by the said statute incorporated herein by reference is required or prohibited by this section.
- B. Swimming in lakes and rivers. Any swimmer using a public swimming beach shall remain within the buoy line established by the City.
- C. Fishing, swimming or loitering on bridges structures prohibited.
 - (1) No person shall fish, swim from or loiter on any bridge structure in any City park.
 - (2) No person shall fish or swim from any bridge structure or the adjacent dedicated right-of-way or the approach thereto if:
 - (a) Said bridge structure, adjacent dedicated right-of-way, or approach is maintained by the City.
 - (b) The City has determined that fishing from the bridge structure, adjacent dedicated right-of-way, or approach would constitute an undue traffic hazard.

 Number: 1 Author: janderson Subject: Cross-Out Date: 9/29/2016 8:07:46 AM

 Number: 2 Author: janderson Subject: Highlight Date: 9/29/2016 8:09:01 AM

- (3) Following such a determination the City may erect signs prohibiting fishing or swimming off of such bridge structures, adjacent dedicated right-of-way, or approach.

D. Launching boats.

- (1) No person shall launch a motorboat, sailboat, iceboat, canoe, kayak, or all-terrain vehicle at Lottes Park, Tonyawatha and Winnequah Trail boat landings in the City of Monona without first obtaining a lake access permit and paying the fee for same. The fee shall be established by the Common Council upon recommendation from the Park and Recreation Board. Said permit shall be displayed in or on the launcher's accompanying motor vehicle in such location as designated by the Park and Recreation Board.
- (2) It shall be unlawful for any person to park, stop or leave standing any vehicle, whether attended or unattended, in any area in a public park in the City of Monona that has been designated by order of the Common Council as a lake access parking lot unless said vehicle properly displays the permit required in Subsection D(1) above.
- (3) Storage and mooring of boats. No person shall store or moor any boat or float device on or attached to any City property or public pier between 10:00 p.m. and ~~12:00 a.m.~~ except under permit issued by the Park and Recreation Board. Renters that pay the fee to store a canoe or kayak at the Lottes Park Canoe/Kayak rack will also receive a lake access permit at no additional charge.
- (4) Hours. No person shall launch or dock a boat or float device in any park in the City between 10:00 p.m. and sunrise except for Lottes Park ~~which can be launched one hour before sunrise.~~ ⁴

- E. No person shall be allowed to fish at River Place from either the constructed portion of the Yahara Cove Boardwalk, and/or public/private property abutting the Boardwalk/lands dedicated for that purpose, except at authorized sites so designated by signage.

§ 321-8. Slow-no-wake areas of Yahara River designated; enforcement provided.

- A. Slow-no-wake zones designated. In the interest of protection of the health, safety and welfare of persons within the City, the following designated portions of the waters of Lake Monona and the Yahara River are declared to be slow-no-wake zones in which no person shall operate a boat at a speed faster than the slowest possible speed so as to maintain steerage:
 - (1) That portion of the Yahara River from the outlet of Lake Monona downstream to the entrance of the Yahara River into Upper Mud Lake, such slow-no-wake area to include that portion of the Yahara River known as the "Widespread."
 - (2) All of the channels passing from that portion of Lake Monona known as Squaw Bay to Lake Monona proper, to include both channels which intersect with Tecumseh Avenue, and the channel located immediately east of and running parallel to Tecumseh Avenue.

Page: 9

 Number: 1 Author: janderson Subject: Cross-Out Date: 9/29/2016 8:09:58 AM

 Number: 2 Author: janderson Subject: Sticky Note Date: 9/29/2016 8:10:14 AM
Sunrise

 Number: 3 Author: janderson Subject: Cross-Out Date: 9/29/2016 8:10:52 AM

 Number: 4 Author: janderson Subject: Sticky Note Date: 9/29/2016 8:11:31 AM
Discussion to allow Lottes Park to have no time period of when to launch.

- B. Regulatory markers and buoys to be erected. When requested by law enforcement officials of Dane County and approved by the Wisconsin Department of Natural Resources, and when all costs of acquisition and erection of regulatory markers and buoys will be borne by Dane County or the State of Wisconsin, the Chief of Police may authorize the installation of regulatory markers and buoys in the waters of the Yahara River and Lake Monona within the jurisdiction of the City, designating and marking areas described in Subsection A as slow-no-wake areas.
- C. Enforcement. When regulatory markers and buoys are installed as provided in Subsection B, the provisions of this section shall be enforced under Sec. 30.66(3), Wis. Stats., and any complaints of violation filed with the Monona Police Department or by a Monona Police Officer shall be forwarded to the Dane County Sheriff's Department for arrest and prosecution.

§ 321-9. Feeding Canada geese in parks prohibited.

- A. Feeding Canada geese in parks prohibited. No person may feed anything whatsoever to any Canada Geese in or adjacent to ¹Vinneauh-Park. ²
- B. Enforcement. The penalty for the first offense in a six-month period shall be a warning. The penalty for the second offense shall be \$30.

general violation language.

Number: 1 Author: janderson Subject: Cross-Out Date: 9/29/2016 8:12:28 AM

Number: 2 Author: janderson Subject: Sticky Note Date: 9/29/2016 8:13:21 AM
any city park. Should this section be moved to 321-1(B) Specific Regulations?

Re: Turf Damage (8) & (9)

(8) **Protection of Park Property.**

- a. No person shall kill, injure or disturb or attempt to injure or disturb waterfowl, birds or animals, wild or domestic, within any park, except as permitted by this Chapter. No person shall remove flowers or fruit, wild or cultivated, or break, cut down, trample upon, remove or in any manner injure, deface, write upon or ill use any tree, shrub, flower, flower bed, turf, soil, sand, fountain, ornament, building, structure, apparatus, bench, table, official notice, sign, fence, or other property within any park.
- b. No person shall deface, by throwing stones, pebbles or other debris in any of the toilets, bubblers or other sanitary facilities located in any City park; or deface by drawing with crayon, chalk, paint, or anything else on any of the buildings or equipment at any City park; or deface the equipment by means of a sharp instrument.
- c. Except as authorized by the Community Recreation Director, no person shall dig into the turf of any City-owned park or recreational property for any purposes whatsoever or remove any trees or flowers.
- d. Except as authorized by the Community Recreation Director, the use of metal detectors and digging for buried objects on City-owned parks or recreational property is prohibited.

- (9) **Motorized Vehicles.** No person shall operate a motorized vehicle, whether licensed or unlicensed, in a City park outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted; except vehicles authorized by the Community Recreation Director which are at the time of operation either performing work on behalf of the City, or participating in permitted events at the Park. No person shall operate a motorized vehicle within a City park for the purpose of accessing any private property adjacent to the park.

DELETE 12-1-2 AND MOVE TO 12-1-1(8)(c) & (d)

NEED TO CHANGE SECTION REFERENCES IN FEE SCHEDULE

Deleted: Except for authorized maintenance vehicles, no

Deleted: n

Deleted: unlicensed or licensed

Comment [AL1]: Added after discussion with attorney. Implies we have sanctioned the event with some sort of permit or reservation (maybe someday a special events permit). Therefore, parks director can approve vehicles only if it is work for the city or some sort of city-authorized event.

Deleted: Motor vehicles

Deleted: are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have authorization from the Community Recreation Director for shows, rides or exhibits and then only for the purpose of loading and unloading.¶

Chapter 70 Fire Department

70-1	Department Recognized
70-2	Department Composition
70-3	Department Funding and Compensation
70-3	Department Organization
70-5	Appointment, Powers and Duties of the Chief.
70-6	Records and Reports
70-7	Authority of Department at fires, emergency incidents and emergencies.
70-8	Apparatus and Equipment
70-9	Fire Inspector
70-10	False Building Alarms Prohibited

70-1 Fire Department Recognized.

- (a) Pursuant to § 62.13(8)(a), Wis. Stats., the City of Monona Fire Department is officially recognized as the provider of the essential services of fire protection and emergency medical care to the people that live, work or travel through the City of Monona. The Department also provides service to those communities that reciprocally provide mutual aid to Monona. The contemporary duties expected of a Fire Department include but may not be limited to paramedic-level emergency care and transportation, fire prevention inspections, public fire and safety education, fire suppression, first responder first aid and defibrillation, transportation accidents, construction accidents, and industrial accidents, and assistance to law enforcement, as well as operations at natural and man-made disasters. The duties of the Fire Department need to stay current with the needs of a dynamic community.
- (b) The Fire Department shall be in charge of firefighting and emergency care where fires, emergency medical incidents, accidents or disasters threaten life and/or property and those duties related to the performance of this service within the City.
- (c) Unless the context requires otherwise, all references in this Code to the "Fire Department" or "Department" shall mean the Fire Department and include the provision of emergency medical care and other rescue services where life(s) is threatened.

70-2 Department Composition .

The Department is comprised of a combination of full-time, part-time and paid-on-call personnel. The Department shall have a Fire Chief as well as other officers and personnel as indicated in the Department organizational chart determined by the Common Council, which shall be appointed by the Fire Chief subject to approval by the Police and Fire Commission, and subject to the day to day command authority of the Fire Chief.

70-3 Department Funding and Compensation.

The Department shall receive the funding necessary to provide service as determined by the Commonity Council. The Commonity Council shall also establish the level of compensation for all personnel assigned to the Department.

70-4 Department Organization.

The organization and internal regulation of the Department shall be governed by the provisions of this chapter and by such rules, regulations, standard operating procedures and guidelines as adopted by the Department and approved by the Police and Fire Commission. ~~At no time shall t~~The Department shall consist of no less than twenty-two (22) active members, unless otherwise determined by the Common Council.

- (a) Any person desiring to be a member of the Fire Department may file with the Fire Chief an application in such form as the Department may require.
- (b) All resignations from the Department shall take the same course as applications for and appointments to membership.

70-5 Appointment, Powers and Duties of the Chief.

- (a) Appointment. The ~~Board of Police and Fire Commissioners~~ shall appoint the Fire Chief, who shall hold his or her office subject to suspension or removal by the Board for cause. The Fire Chief shall have command of the Fire Department in accordance with state statutes and report to the ~~City~~ Mayor. The Fire Chief shall see that all City ordinances and all state laws relating to fire protection in the City are enforced and that the required inspections are made. The Fire Chief shall be responsible for the efficiency of the Fire Department and all members working under his/her direction.
- (b) (1) A vacancy in the office of Fire Chief shall be filled by the Police and Fire Commission. Other officers shall be chosen in the manner provided by the Department Administrative Standard Operating Guidelines (SOG). Upon creation of a vacancy in the office of Fire Chief, the ranking officer shall perform the duties of the Fire Chief until such vacancy has been filled.

(2) Upon appointment, the Fire Chief shall immediately assume office and shall hold office until his or her successor is appointed. The Fire Chief shall reside within 15 miles of the City.
- (c) General Supervision. The Fire Chief shall have the responsibility of overall supervision of the Department and personnel assigned to the Department, which shall be subject to and not to conflict with this chapter. The Fire Chief shall be responsible for all activities within the Department, as well as the personnel, Department budget and general efficiency of the Department. The Fire Chief shall perform such other duties as are usually incumbent upon the commanding officer of a Fire Department and as are detailed in the job description for this position.
- (d) Presiding Officer. The Fire Chief or a designee shall preside at all meetings of the Department, call special meetings, preserve order, decide all points of order that may arise and enforce a rigid observance of this Section and.

Comment [WSC1]: I assume this is an acronym but do not know to what this refers. It should be spelled out in the Code.

- (e) **Command Responsibility.** The Fire Chief shall have ~~complete~~ command of and entire responsibility for all fire fighting operations, shall plan the control of the same, direct the action of the Department when at a fire, shall grant leaves and/or release personnel and equipment from the scene of an emergency when appropriate. In the absence of the Fire Chief, the next highest ranking officer or, in the absence of an officer, the most senior member of the Department shall be in charge and shall have the same authority and responsibility at incidents as the Fire Chief.
- (f) **Department Report.** The Fire Chief shall submit a written report to the Council each month relating to the condition of the various pieces of apparatus and appurtenances, the number of fires occurring since the previous report, the date of same and loss occasioned thereby, the total number of active members in the Department and resignations and expulsions from the Department. The Fire Chief shall also report upon the drill and training program of the Department, together with other pertinent information including recommendations of such improvements as he/she deems proper and necessary for the operation of the Department.
- (g) **Enforcement of Fire Prevention Laws.** The Fire Chief or his/her designee ~~He~~ shall enforce all fire prevention ordinances of this City and state laws and regulations pertaining to fire prevention and shall keep citizens informed of fire prevention methods and of the activities of the Department.
- (h) **Additional Duties.** The Fire Chief shall perform such other duties as are incumbent on the commanding officer of the Fire Department.

Comment [WSC2]: Is this currently done? If not, I suggest modifying the section to conform with the current practice or desire of the council.

Comment [SS3]: Yes this is currently done as time permits, it does get missed occasionally.

70-6 Records and reports.

- (a) **Legal custodian.** The Fire Chief is the legal custodian of the reports, records and property within the Department.
- (b) **Fire reports.** Per § 101.141, Wis. Stats., the Department shall maintain a record of all fires. The Department shall participate in the Wisconsin Fire Reporting System, supplying data collected to the Department of Safety and Professional Services. Fire reports shall be maintained a minimum of seven years.

70-7 Authority of Department at fires, emergency incidents and emergencies.

- (a) Pursuant to § 213.095, Wis. Stats., the Fire Chief or other officer acting as the incident commander at the scene of a fire, emergency medical call or other emergency where the Department has been called to perform service to persons or property shall have the authority to do the following:
 - (1) Suppress any disorder and order all individuals or companies to leave the neighborhood of any fire, emergency medical incident or other emergency.
 - (2) Command from the inhabitants of the City all necessary assistance for the suppression of fires and the preservation of property exposed to fire and the necessary assistance for rendering aid during an emergency medical incident or other emergencies.
 - (3) Enter any property or premises to do whatever may be reasonably necessary in the performance of the officer's duties while engaged in the work of extinguishing any fire or performing any duties incidental thereto and/or while engaged in the work of aiding persons or minimizing the loss to property at an emergency medical incident or other emergency.

- (b) The incident commander conducting operations in connection with the extinguishment and control of any fire, explosion or other emergency shall have the authority to direct all operations of fire extinguishment or control and to take the necessary precautions to save life, protect property, and prevent further injury or damage. During such operation, including the investigation of the cause of such emergency, the incident commander shall be permitted to control or prohibit the approach to the scene of such emergency by any vehicle, vessel or person.
- (c) No person shall obstruct the operations of the Department in connection with extinguishing or control of any fire, or actions relative to other emergencies, or disobey any lawful command of the incident commander in charge of the emergency, or any part thereof, or any lawful order of a police officer assisting the Department.
- (d) The incident commander in charge of an emergency scene shall have the authority to establish barriers to control access in the vicinity of such emergency and to place, or cause to be placed, ropes, guards, barricades, or other obstructions across any street or alley to delineate such emergency scene barrier. No person, except as authorized by the incident commander in charge of the emergency or his or her designee, shall be permitted to cross such barriers.
- (e) The incident commander in charge of an emergency scene shall have the authority to have property damaged by fire or other emergency barricaded or otherwise protected from persons or the elements. The expense of such preventative action shall be borne by the property owner.

70-8 Apparatus and Equipment.

- (a) The Fire Chief shall have control of all apparatus used by the Department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the Fire Chief.
- (b) No person shall willfully damage or injure in any manner, or interfere with the operation of, any hose, hydrant, or fire apparatus belonging to the City, and no vehicle shall be driven over any unprotected hose of the Fire Department when laid down on any street, private driveway or other place, to be used at any fire or alarm of fire, without the consent of the Fire Department official in command.

70-9 Fire Inspector

Fire Chief to be a Deputy of the Department of Safety and Professional Services. Pursuant to § 101.14, Wis. Stats., adopted herein, the Fire Chief is a Deputy of the Department of Safety and Professional Services. The Fire Chief is responsible for the enforcement of the state codes adopted within this chapter.

- (a) The Fire Chief shall hold the office of Fire Inspector, with power to appoint one or more Deputy Fire Inspectors, who shall perform the same duties and have the same powers as the Fire Inspector.
- (b) The Fire Inspector shall inspect, or cause to be inspected, semi-annually all buildings, including their premises, designed for occupancy by more than ~~one (1) or two (2)~~ families, and all buildings, premises and public thoroughfares open to the public within the City limits for the purpose of noting and causing to be corrected any conditions liable to cause fire. The Inspector shall also investigate the storage and handling of explosives and flammable liquids within the City.
- (c) Whenever in the City any inspection of the Fire Inspector Chief or his/her deputies reveals a fire hazard, the Fire Inspector Chief or his/her deputies shall serve a notice in writing upon the owner of the property to correct the hazard ~~as soon as possible within a reasonable period of time, a re-inspection shall be conducted within a reasonable time frame.~~ If the fire hazard is not removed

within the time allowed, it shall ~~constitute~~ be a nuisance. The Fire ~~Inspector~~Chief or ~~his~~ deputy may have the same removed and the cost of such removal may be recovered in an action against the owner of the property, and shall be a lien against such property. Such owner shall in addition be subject to forfeiture under Section 1-4 for each fire hazard ~~4-7~~.

- (d) The ~~Fire Inspector~~Chief shall keep a written record on each property inspected which shall conform to the requirements of the Department of Safety and Professional Services, and shall make the report of inspections required by the Department.
- (e) No person shall deny the ~~Fire Inspector~~Chief or ~~any~~his deputies free access to any property within the City at any reasonable time for the purpose of making fire inspections (one and two family dwellings are exempt). No person shall hinder or obstruct the ~~Fire Inspector~~ or ~~any~~his deputies in the performance of their duties or refuse to observe any lawful direction given by them.
- (f) Special inspection warrant. If consent for entry to personal or real properties which are not public buildings or to portions of public buildings which are not open to the public has been denied, the ~~Chief Fire Inspector~~ shall obtain a special inspection warrant under § 66.0119, Wis. Stats.
- (g) Correction of hazards. At such time as the Fire Inspector identifies a violation or fire hazard, the Fire Inspector shall serve notice in writing upon the owner of the property, giving such owner a reasonable time in which to remove the hazard. However, where an extreme or hazardous condition exists which, for the protection of the public, must be corrected or removed immediately, the ~~Fire Inspector~~Chief shall have the authority to take such steps as may be necessary to protect the public and property, including closing and the vacating of a building, structure or premises. If the owner fails to comply with the order to correct the hazard within the time allowed, it shall be ~~deemed~~constitute a nuisance. The ~~Fire Inspector~~Fire Chief shall also have the authority to take such steps as may be necessary, including obtaining appropriate court orders, to enforce any order of the ~~Fire Inspector~~Chief correcting a hazardous or potential fire condition. The ~~Fire Inspector~~Fire Chief may also have a hazard corrected or removed by the City. The cost of such ~~correction or~~ removal shall be recovered in an action by the City against the property owner and may be entered in the tax roll as a special charge against the property.
- (h) Compliance. No building or structure, or any part of a building or structure, land, water, or air space within the City shall be used or occupied, and no building or structure within the City shall be constructed, placed, moved, extended, reconstructed, structurally altered or repaired or converted to a new use, and no site development work shall be conducted in the City, except in full compliance with this chapter, Chapter 232, all other applicable City ordinances and codes, all applicable decisions, orders, permits and other approvals made or issued pursuant thereto, and all other applicable federal, state, or local laws, statutes, ordinances, rules or regulations.

70-10 False Building Alarms Prohibited.

- (a) ~~Prohibited.~~ No person shall permit an intrusion, fire, holdup alarm or any other alarm system to repeatedly emit false signals.
- (b) ~~Definitions.~~
 - (1) ~~False Signal.~~ A signal which is emitted by an intrusion, fire, holdup robbery or other alarm system which is not the result of an intrusion by persons, a fire, or a holdup robbery. A signal is emitted for the purpose of this Section when it is directly transmitted to the Police or Fire

Department or transmitted to any person who subsequently reports such signal to the Police or Fire Departments.

~~(2) Owner. The person or legal entity that owns the property from which the false signal is emitted, except that if the premises are leased or rented, the lessee or occupant of the property or part thereof from which the false signal is emitted shall be deemed the "owner."~~

~~(c) Responsibility for Operation of Alarm Systems.~~

~~(1) Upon a finding that a signal from an alarm system is a false signal, the Police or Fire Department shall notify the building owner of the false signal. It shall then be the responsibility of the owner to secure the building and prevent additional false signals. A second or subsequent false alarm within a twelve (12) hour period shall constitute a violation of this Section and the building owner shall be liable for such violation.~~

~~(2) No building owner shall permit an alarm system to emit more than three (3) false signals during any three hundred sixty (360) day period. A fourth (4th) false signal during a three hundred sixty (360) day period shall constitute a violation of this Section and the building owner shall be liable for such violation.~~

~~(d) Penalty. Except as otherwise specifically stated in this Chapter or applicable state statute, any person or entity violating any provision of this Chapter shall be subject to the penalty set forth in section 1-4 for each violation.~~

April Little

From: William S. Cole - Work <wcole@execpc.com>
Sent: Thursday, September 01, 2016 11:57 AM
To: Scott Sullivan; April Little
Subject: RE: Ch. 70 revisions

Hi Scott,

I understand your concern and did not intend to restrain your control over the personnel. My intent was to provide that the council authorizes the number of personnel positions, which you then fill per sec. 62.13(4)(a), Stats., and control per your command authority under sec. 7-5(c), MCO. In that way the council would authorize the maximum number of positions because dept size has budgetary implications. However, whether you fill them all or leave some vacant from time to time would be up to you and Police & Fire. You would not need to go back to the council unless you wanted to exceed the maximum number. I just modified sec. 70-2 to clarify that better. Let me know if the new language does not work for you and we'll work through it.

B

William S. Cole

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From: Scott Sullivan [<mailto:ssullivan@ci.monona.wi.us>]
Sent: Thursday, September 01, 2016 10:44 AM
To: William S. Cole; April Little
Subject: Ch. 70 revisions

Bill,

Most of the revisions looked good, I do have one concern when it comes to Chapter 70-2 Department Composition.

It reads as follows:

The Department is comprised of a combination of full-time, part-time and paid-on-call personnel. The Department shall have a Fire Chief as well as other officers and personnel as indicated in the Department organizational chart determined by the Common Council

The issue I have is because the department is a "combination department" the size and make-up change on a regular basis. Volunteer/POC members come and go all the time, the ability to manage them will be determined by the number of members there are. I would like the ability to determine the size of the command/officer staff based on the number of firefighters. The department can fluctuate

between 22 and 50 members and the need for flexibility in the number of management positions also needs to stay flexible.

In a full paid department I can understand the council wanting to have control over the size but career departments don't fluctuate the number of members they have on a monthly basis. Being required to go to council every time I want to increase or decrease the number of officers the department has is added work and time for both the chief and the council. Funding determines the number of career personnel on the department, this would not change, the council has control over the funding provided.

Is there a way we can word this so that I do not need to go back to the council if I want to add or reduce the number of officers needed based on the number of members we have?

Scott

Scott F Sullivan, Fire Chief
Monona Fire Department
5211 Schluter Road
Monona, WI 53716
608-222-2528



Chapter 152

AMBULANCE TRANSPORTATION

152-1 Fee for ambulance transportation.

[History: Adopted by the Common Council of the City of Monona as Title 5 Ch. 4, of the 1994 Code. Amendments noted where applicable.]

- A. Individuals receiving transportation or services from the Monona Fire Department shall be charged fees as follows:
 - 1) A base resident transportation fee, a base non-resident transportation fee. A non-transportation (care provided) & a non-transportation (no care provided) fee established and reviewed at a minimum of once annually by the Common Council:
and
 - 2) Charges for mileage, medications, supplies and all other consumable goods provided in an amount reviewed and established at a minimum of once annually by the Public Safety Commission.
- B. If the ambulance fee is not covered by insurance, or partially covered, and the person is of low or moderate income, he or she may request a waiver of the balance due.
- C. An active member of the Monona Fire Department or the active member's immediate family living in the same household, shall not be charged ambulance transportation fees if transported within the City limits, except for advance life support services.

Chapter 232

FIRES AND FIRE PREVENTION

232-1	Definitions
232-2	General Provisions
232-3	Authority to Designate Fire Lanes
232-4	Regulation of Fire Alarm Systems, False Alarms
232-5	Adoption of State Codes
232-6	Automatic Fire Sprinkler Systems Required
232-7	Installation and Inspection of Automatic Fire Sprinklers
232-8	Alarm Systems (Fire and Smoke Detection)
232-9	Existing Buildings
232-10	Fire Hydrants Required
232-11	Maintenance of Equipment
232-12	Access in Construction Area
232-13	Setting of Fires and Blasting
232-14	Appeals
232-15	High Rise Buildings
232-16	Lock Box Requirements
232-17	Penalty

232-1. Definitions

(a) The following definitions shall be applicable in this chapter:

- 1) **Approved.** When applied to any material, device, or mode of construction, means approval by the Fire Chief or other person charged with the enforcement of this Chapter. When applied to all suppression and detection system devices, approval means approval by a recognized testing laboratory.
- 2) **Approved Water Hydrant.** A water hydrant approved by the Fire Chief as conforming to City specifications, connected to a municipal water main, with one (1) four and one-half (4 ½) inch hose connection and two (2) two and one-half (2½) inch connections.
- 3) **Area.** The space on any one floor or story, stated in terms of square feet, within the exterior walls of a building or structure between approved firewalls and within a building or structure.
- 4) **Authority Having Jurisdiction.** The City of Monona (AHL)
- 5) **Automatic Fire Sprinkler System.** An integrated system of underground and overhead piping designed in accordance with fire-protection and engineering standards. The system includes a suitable water supply, such as a gravity tank, fire pump, reservoir or pressure tank or connection beginning at the supply side of an approved gate valve located at or near the property line where the pipe or piping system provides water used exclusively for fire protection and related appurtenances and to standpipes connected to automatic sprinkler systems. The portion of the sprinkler system above the ground is a network of specially sized or hydraulically designed piping installed in a building, structure or area, generally overhead, and to which sprinklers are connected in a systematic pattern. The system includes a controlling valve and a device for actuating an alarm when the system is in

operation. The system is usually activated by heat from a fire and discharges water over the fire area.

- 6) **Automatic Fire-Suppression System.** A mechanical system designed and equipped to detect a fire, actuate an alarm and suppress or control a fire using water, water spray, foam, carbon dioxide, or other approved suppression agent.
- 7) **Basement.** Any story where less than half the height between floor and ceiling is above the average level of street, sidewalk, or finished grade.
- 8) **Chief.** The Chief of the Monona Fire Department.
- 9) **Department.** The City of Monona Fire Department.
- 10) **Dwelling.** Any building that contains one or two dwelling units.
- 11) **Dwelling Structure.** Any structure containing one or more rooms providing sleeping and sanitary facilities, but not including a hotel, hospital, nursing home, dormitory, fraternity or sorority house.
- 12) **Dwelling Unit.** A structure or that part of a structure which is designed, intended to be used, or is used as a home, residence or sleeping place by one (1) person or by two (2) or more persons maintaining a common household to the exclusion of others.
- 13) **Elevator.** Shall-As defined within Department of Safety and Professional Services, Ch. SPS 318, Elevator Code, Wis. Adm. Code.
- 14) **False Alarm.** The reporting of an emergency and/or the activation of an alarm box and/or reporting an emergency to any public official with the intent to deceive the Department, when no emergency exists.
- 15) **Fire Department.** The Monona Fire Department and its associated Emergency Medical Services.
- 16) **Fire Department Connection (FDC).** A connection through which the Fire Department can pump an auxiliary supply of water into the sprinkler system for the purpose of maintaining sufficient volume and pressure.
- 17) **Firefighter/Paramedic/EMT.** Any member of the Monona Fire Department or its associated Emergency Medical Services.
- 18) **Fire Inspector.** The Chief shall hold the office of Fire Inspector and shall appoint one or more inspectors from within the Department who shall perform the same duties and have the same powers as the Fire Inspector. The Fire Inspector(s) is responsible for the enforcement of the state codes adopted within this chapter, as well as the enforcement of this chapter.
- 19) **Fire Prevention Inspection.** An examination of public buildings and places of employment for the purpose of ascertaining and causing to be corrected any conditions reasonably likely to cause fire, or any violation of any law or ordinance relating to fire hazards or the prevention of fire. Fire inspections shall be conducted at least once in each non-overlapping six-month period per calendar year, at the time that occupancy of a building or tenant space is requested or upon special request.
- 20) **Fire Resistive Construction.** That type of construction in which the structural members of the building, including walls, partitions, columns, floor and roof consist of non-combustible materials.
- 21) **Fire Wall.** A wall that has a fire resistance rating of not less than one (1) hour and which divides or separates a building or buildings and restricts the spread of fire. The term includes a three (3) foot parapet wall.
- 22) **Fireworks.** Anything manufactured, possessed or packaged for exploding, emitting sparks or combustion which does not have another common use, including but not limited to any of the following:
 - (1) Any device designed to produce an audible sound, whether or not it explodes, sparks, moves or emits an external flame.
 - (2) Any device that emits smoke, whether or not it emits an external flame and whether or not it leaves the ground.

- (3) Any cylindrical fountain which emits sparks or smoke.
- (4) Any cone fountain which emits sparks or smoke.
- (5) Toy snakes, whether or not they contain mercury.
- (6) Such other devices which are defined as fireworks under § 167.10, Wis. Stats., as amended from time to time.

The definition of "fireworks" in this section does not include any of the following:

- (1) Fuel or a lubricant.
 - (2) Firearm cartridge or shotgun shell.
 - (3) A flare used, possessed or sold for use as a signal in an emergency or in the operations of a railway, aircraft, watercraft or motor vehicle.
 - (4) A match, cigarette lighter, stove, furnace, candle, lantern or space heater.
- 23) **Hazardous Material(s).** A substance (solid, liquid or gas) capable of posing an unreasonable risk to health, safety, the environment or property.
 - 24) **High-hazard Occupancy.** Any building which by reason of its construction or highly combustible occupancy involves a severe life hazard to its occupants, as classified by the Department of Safety and Professional Services.
 - 25) **Incident Commander.** The Chief or other officer or other member of the Department who is in charge of a fire, emergency medical or other emergency scene to which the services of the Department have been requested.
 - 26) **Key Box.** A secure box placed upon a building that contains the keys to said building. The Fire Department is able to access that box using standard operating procedures.
 - 27) **MABAS.** The Mutual Aid Box Alarm System which is an organized method of providing mutual aid between departments located in both of the states of Wisconsin and Illinois.
 - 28) **Multifamily Dwelling.** An apartment building, row house, townhouse, condominium or manufactured building that does not exceed 60 feet in height or six stories and that consists of three or more attached living units, or two or more living units with a business occupancy attached, the initial construction of which is begun on or after January 1, 1993. "Multifamily dwelling" does not include a facility licensed under State of Wisconsin Ch. Comm 50, Wis. Adm. Code. For the Commercial Building Code, see Chs. SPS 361 to 366.
 - 29) **Mutual Aid.** The providing of and receiving fire or emergency medical services to and from other municipalities within the States of Wisconsin and Illinois with which the City has signed agreements.
 - 30) **National Fire Protection Association (NFPA).** An organization that facilitates the development and distribution of fire safety codes and standards.
 - 31) **Occupancy Inspection.** An inspection performed after the initial construction of a building or tenant space and prior to occupancy of same, or an inspection performed within an existing building or tenant space after a change in owner or occupant or after any modification or renovation.
 - 32) **Open Burning.** The act of starting a fire by means of igniting combustible materials by a match, torch, or accelerant.
 - 33) **Outdoor Cooking.** Any cooking activity which occurs in a grill or barbecue kettle or cooker designed expressly for cooking meals outside.
 - 34) **Public Building.** Any structure, including exterior parts of such building, such as a porch, exterior platform or steps providing means of ingress or egress, used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or used by the public or by three (3) or more tenants.
 - 35) **Public Residential Building.** Any public building which is used for sleeping or lodging purposes including any apartment house, rooming house, hotel, children's home, community based residential facility or dormitory, but does not include a hospital or nursing home.
 - 36) **Re-inspection.** The need to perform one or more additional inspections after the initial fire prevention inspection was performed.

- 37) **Remodel.** To change any building or structure which affects the structural strength, fire hazard, internal circulation, or exits of the existing building or structure. This definition does not apply to reroofing, or alterations to the heating and ventilating or electrical systems.
- 38) **Sleeping Area.** The area of the unit in which the bedrooms or sleeping rooms are located. Bedrooms or sleeping rooms separated by another use area such as a kitchen or living room are separated sleeping areas but bedrooms or sleeping rooms separated by a bathroom are not separate sleeping areas.
- 39) **Smoke Detector.** A device that detects the visible or invisible products of combustion.
- 40) **Special Inspection.** An inspection performed at the request of an owner, occupant, another Village-City department or court order.
- 41) **SPS.** The Wisconsin Department of Safety and Professional Services formerly known as the Wisconsin Department of Commerce (COMM), the fire code writing agency of the state, and prior to COMM formerly known as DILHR, the Department of Industry, Labor and Human Relations.
- 42) **Standpipe.** An arrangement of piping, valves, hose connections, and allied equipment installed in a building or structure with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached fire hose and nozzles for the purpose of extinguishing a fire and so protecting a building or structure and its contents in addition to protecting the occupants. This is accomplished by connections to water supply systems or by pumps, tanks, and other equipment necessary to provide an adequate supply of water to the hose connections.
- 43) **Story.** That part of a building situated between a floor and a floor or roof above.
- 44) **Unit.** A residential building or that part of a residential building which is intended to be used as a home, residence, or sleeping place by one (1) person or by two (2) or more persons maintaining a common household, to the exclusion of all others.
- 45) **Water Flow Alarm.** A device that is listed for the service and so constructed and installed that any flow of water from a sprinkler system equal to or greater than that from a single automatic sprinkler of the smallest orifice size installed on the system will result in an audible, visual alarm and send such notification to a central station within one minute after such flow begins.

232-2. General Provisions.

- (a) **Intent of Code.** It is the intent of this Fire Prevention Code ("Code" or "Chapter") to prescribe regulations consistent with nationally recognized good practice for the safe-guarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials, and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises. Compliance with standards of the American Insurance Association or the National Fire Protection Association, or other approved nationally recognized safety standards, as later referred to and as listed in Section ~~232-56~~ shall be deemed to be prima facie evidence of compliance with this intent.
- (b) **Application of Code.**
 - (1) The provisions of this Chapter apply equally to new and existing conditions except that existing conditions not in strict compliance with the terms of this Chapter shall be permitted to continue where the exceptions do not constitute a distinct hazard to life or property in the opinion of the Chief
 - (2) Nothing contained in this Fire Prevention Code shall be construed as applying to the transportation of any article or thing shipped under the jurisdiction of and in compliance with the regulations prescribed by the U. S. Department of Transportation, nor as applying to the military forces of the United States.

Comment [WSC1]: Please confirm reference

Comment [SS2]: These references are direct from the State and the NFPA and cover any codes that are not specifically addressed in our code. We have some codes that are more strict than state and national codes.

(3) The Chief may delegate any or all of his authority under this Chapter to such subordinates in the Fire Department as the Chief may designate, and the actions of such authorized subordinates shall be construed as valid actions of the Chief.

(c) Authority to Enter Premises.

- (1) The Chief may, at reasonable hours, request permission of the owner or occupant to enter any building or premises for the purpose of making an inspection or investigation, which, under the provisions of this Chapter, the Chief may deem necessary to be made. No person shall deny the Chief free access to any property within the City at any reasonable time for the purpose of making fire inspections. No person shall hinder or obstruct the Fire Inspectors in the performance of their duties or refuse to observe any lawful direction given by them.
- (2) The Chief may obtain a ~~search~~ special inspection warrant under Section 66.122 and 66.123~~0119~~, Wis. Stats., when necessary for the purpose of making an inspection or investigation of any building or premises where the owner or occupant has refused admission.
- (3) No person, having been advised of the existence of a ~~search~~ special inspection warrant to ~~inspect~~ search the premises owned or occupied by him or her, shall refuse to permit such ~~inspection~~ search to be made. Each day, or part thereof, during which such refusal continues, shall be deemed a separate violation.

(d) Inspection of Buildings and Premises. It is the duty of the Chief to inspect all buildings and premises except the interiors of dwelling units, as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, endanger life from fire, or any violations of the provisions or intent of this Chapter and any other ordinance affecting a fire hazard.

(e) Order to Eliminate Dangerous or Hazardous Condition. Whenever the Chief shall find in any building or upon any premises dangerous or hazardous conditions or materials as follows, the Chief shall order such dangerous conditions or materials to be removed or remedied:

- (1) Dangerous or unlawful amounts of combustible or explosive or otherwise dangerous materials.
- (2) Hazardous conditions arising from defective or improperly installed equipment for handling or using combustible or explosive or otherwise hazardous materials.
- (3) Dangerous accumulations of rubbish, waste paper, boxes, shavings or other highly combustible materials.
- (4) Accumulations of dust or waste material in air conditioning or ventilating systems or of grease in kitchen or other exhaust ducts or inadequate clearances to unprotected combustible materials from hoods, grease extractors and ducts.
- (5) Obstructions to or on fire escapes, designated access openings in exterior walls for Fire Department use, stairs, passageways, doors or windows liable to interfere with the operations of the Fire Department or egress of occupants in case of fire.
- (6) Any building or other structure which for want of repairs, lack of adequate exit facilities, automatic or other fire alarm apparatus, or fire extinguishing equipment, or by reason of age or dilapidated condition, or from any other cause, creates a hazardous situation.

(f) Issuance of Orders.

- (1) Order Requiring Replacement of Fire Prevention, Detection or Suppression System Due to Recurring Violations. Whenever the Chief shall find in any building or upon any premises during any three (3) inspections or reinspections a fire prevention, detection or suppression system which is defective, inoperative, improperly maintained or improperly operated, the Chief may order the following remedies:
 - a. If the system includes one or more exit light(s) which have not been illuminated during inspections the Chief may order that all of the exit lights in such premises be equipped with self-illuminating lights or lights equipped with light emitting diodes (LED).

- b. If the system includes one or more self-closing fire door(s) any of which have been found to have been held open with non-approved hold open devices during inspections the Chief may order that all of the fire doors in such premises be equipped with a door holder/release device.
 - c. If the system includes emergency exit doors which, during hours of occupancy, have been found to be secured or locked with bolts, bars, chains, padlocks or locking devices other than the primary door lock the Chief may order that all emergency exit doors within the premises be equipped with panic door release hardware.
 - d. This subsection shall not be construed as a limitation upon the powers of the Chief to issue orders for corrections of violations under this Code nor shall this subsection be construed as a limitation upon any of the powers of the Chief under any other applicable provision of the Monona Code of City Ordinances, Wisconsin Administrative Codes or Wisconsin State Statutes.
- (2) **Corrective Action.** Whenever the Chief may find a violation of this Code, Wisconsin State Statutes, or Wisconsin Administrative Codes, the Chief may order corrective action to cause the violation to be eliminated.
- (3) **Fees for Reinspections.**
- 1. Any person who shall fail to comply with any lawful order of the Chief issued pursuant to the provisions of this Chapter may be assessed seventy-five dollars (\$75.00) per inspection for compliance inspections in excess of one.
 - 2. The Chief shall keep an accurate account of all unpaid inspection fees incurred for reinspection services rendered and report the same to the Finance Director, who shall annually prepare a statement of these special charges at each lot or parcel of land and report the same to the City Clerk, and the amount therein charged to each lot or parcel of land shall be by said Clerk entered on the tax roll as a special charge against said lot or parcel of land, and the same shall be collected in all respects like other special charges upon real estate as provided in Wis. Stat. § 66.0627703.
- (4) **Authority to Abate Hazard.** The Chief shall have the authority to order the immediate abatement of any hazard deemed by the Chief to be an imminent hazard to the life, safety and well-being of any individual. Whenever the owner shall refuse or neglect to abate said hazard, the Chief may cause the same to be abated and the City shall recover the expenses incurred thereby from the owner. The Chief shall keep an accurate account of all unpaid expenses incurred by the City for hazard abatement rendered and report the same to the Finance Director, who shall annually prepare a statement of these special charges at each lot or parcel of land and report the same to the City Clerk, and the amount therein charged to each lot or parcel of land shall be collected in all respects like other special charges upon real estate as provided in Wis. Stat. § 66.0627703.
- (5) **Authority to Vacate.** The Chief shall have the authority to issue an order to vacate any property deemed by the Chief to be necessary due to an imminent hazard to the life safety and well-being of the occupants.
- (g) **Service of Orders.**
- (1) The service of written orders for the correction of violations of this Chapter shall be made upon the owner, occupant, or other person responsible for the conditions, either by delivering a copy of same to any person in charge of the premises, or by mailing such orders to the owner or

other responsible person. This subsection shall in no way preclude the Chief from issuing oral orders in such manner as deemed appropriate under the circumstances.

- (2) If buildings or other premises are owned by one (1) person and occupied by another the orders issued in connection with the enforcing of this Chapter shall apply to the occupant thereof as well as the owner, except where the rules or orders require the making of additions to or changes in the premises themselves, such as would immediately become fixtures upon real estate or real estate and be the property of the owner of the premises. In such case, the orders shall affect the owner, and not the occupant.
- (3) Receipt of such orders by the owner or occupant is sufficient notice to effect compliance with the order.
- (h) **Fire Drills in Educational and Institutional Occupancies.** Fire drills shall be held at least once a month in educational and institutional occupancies where such occupancies constitute the major occupancy of a building. During severe weather, fire drills may be postponed. A record of all fire drills shall be kept and persons in charge of such occupancies shall file written reports annually with the Chief giving the time and date of each such drill held.

232-3 Authority to Designate Fire Lanes.

(a) **Authority.** The Fire Chief may designate certain areas of public or private property as fire lanes in order to ensure proper access to buildings in the event of a fire or other emergency situation.

(b) **Fire Lanes.** Fire lanes shall be provided on public or private property devoted to public use for all buildings used for human habitation or occupancy which are set back more than one hundred (100) feet from a public road or exceed thirty (30) feet in height and are set back more than fifty (50) feet from a public road. Fire lanes may also be designated on those private roadways where it is found by the Fire Chief that such access is necessary for fire apparatus.

(c) **Width.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

(d) **Dead-End Roads.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

(e) **Designation, Marking and Maintenance of Fire Lanes.**

(1) The designation, marking and maintenance of fire lanes shall be accomplished as specified by the Fire Chief. Marking (Fire Lanes). Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING – FIRE LANE – TOW AWAY ZONE shall be provided for fire apparatus access roads (fire lanes) to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility. The current Wisconsin Department of Transportation standards for highway marking shall be used as guidelines in designating and marking any fire lanes.

(2) Designated fire lanes shall be marked with signs within five (5) feet of the beginning and within five (5) feet of the end of the fire lane, with spacing between signs not to exceed seventy-five (75) feet. Each sign shall face in the direction of oncoming traffic. The curb shall be painted the full length of the fire lane. Fire lane sign shall be affixed to a stationary pole or object. Sign shall be plainly visible.

(3) It shall be unlawful for any person(s) or firm(s) to post a fire lane sign without the approval of the Fire Department.

(f) **Obstruction of Fire Apparatus Access Roads.** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 232-3 (c) shall be maintained at all times.

(g) **Traffic Calming Devices.** Traffic calming devices shall be prohibited unless *approved by the fire code official.*

232-4 REGULATION OF FIRE ALARM SYSTEMS, FALSE ALARMS.

(1) **Definitions.** For the purpose of this ordinance, the following definitions shall apply:

“Alarm” means any sound, signal or message generated by an alarm system, alarm user or other person, to which fire personnel are expected to respond.

“Alarm user” means the person, partnership, corporation or other entity of any kind in control of any building, structure or facility or portion thereof, wherein an alarm system is in operation.

“Alarm System” means any system, device, or mechanism which, when activated, transmits a telephonic, wireless, electronic, video or other form of message to an alarm system monitoring company or some other number or emits an audible or visible signal that can be heard or seen by persons outside the protected premises or transmits a signal beyond the premises in some other fashion, except a medical alert alarm. An alarm system or alarm device may consist of one or more components all reporting to a central alarm station.

“Automatic dial device” means any device that automatically sends over regular telephone lines, by direct connection, a prerecorded voice message or coded signal indicating the existence of some type of emergency to which fire personnel are expected to respond.

“Central alarm station” means a facility having the receiving, recording and transmitting equipment to which remote alarm devices and electrical protection circuits are connected and where operators supervise an alarm panel and upon receipt of emergency signals indicating fires may relay a message to the fire department and may notify an alarm agent for the purpose of responding to the alarm signal.

“Control” means the power or authority to manage, superintend, direct or oversee a building, structure or facility or portion thereof.

“Department” means the City of Monona Fire Department and its personnel and includes other fire agencies assisting the Monona Fire Department.

“False Alarm” means the reporting of or activation of any monitored or non-monitored alarm system where the Department arrives at the premises and determines that there is no evidence of a fire or emergency on the premises that would warrant a call for fire assistance or investigation. An alarm shall be presumed to be false if the responding Department does not locate evidence of a fire or emergency on the premises that might have caused the alarm to sound. False alarm includes an alarm caused by a power outage but shall not include alarms activated by unusually severe weather conditions or other causes which are identified by the Chief to be beyond the control of the Alarm User.

“Fire” means the City of Monona Fire Department and its personnel and includes other fire agencies assisting the Monona Fire Department.

(2) **Alarm Requirements.**

(a) Alarm system user responsibility. It shall be the duty of the alarm user to properly use the alarm system, ensure that all alarm users are instructed in the proper use of the alarm system and are aware of the provisions of this chapter and to maintain the alarm system in proper working order. The alarm user shall maintain at each alarm site a complete set of written operating instructions for each alarm system. Any special codes, combinations, or

Comment [WSC3]: This section appears redundant with sec. 70-10.

Comment [SS4]: I will move parts of 70-10 into this portion of the code and remove sec 70-10.

passwords must not be included in these instructions but must be maintained on site.

(3) Alarm Companies and Private Responders.

- (a) Every alarm company shall provide its alarm customers with a complete set of written operating instructions for the alarm system, written information on the applicable law relating to false alarms, including the forfeiture amounts, and written guidelines on how to prevent false alarms.
- (b) Every alarm company shall provide training to its alarm customers in the proper use of the alarm system, including instructions on how to prevent false alarms.

(4) Misuse of Alarm System. Use of an alarm system in the absence of an actual emergency situation, which results in the response of fire personnel; or use of an alarm system rather than a telephone to summon fire personnel in any situation where such telephone use would not create an immediate threat to the safety of the caller or other persons and misuse of the alarm system. Misuse of an alarm system is unlawful.

(5) False Alarm. Alarm users shall not have, permit or allow false alarms to occur at any building, structure, facility or portion thereof under their control and where an alarm system is in operation. Inspections, testing, maintenance, alteration and repair activities for fire protection systems shall not result in the transmission of a false alarm.

Responsibility for Operation of Alarm Systems.

(1) Upon a finding that a signal from an alarm system is a false signal, it shall then be the responsibility of the owner to secure the building and prevent additional false signals. A second or subsequent false alarm within a twelve (12) hour period shall constitute a violation of this Section and the building owner shall be liable for such violation.

(2) No building owner/occupant shall permit an alarm system to emit more than three (3) false signals during any twelve (12) month period. A fourth (4th) false signal during a twelve (12) month period shall constitute a violation of this Section and the building owner shall be liable for such violation.

(6) Orders. The Chief shall have the authority to order the installation of double action pull stations or pull covers with horn when the department has responded to three (3) or more intentional false alarms at a premise.

(7) Exceptions. None of the provisions of this ordinance shall apply to any official governmental body or subdivision thereof, which owns, operates and maintains its own alarm equipment.

(8) Penalty. An alarm company, a private responder, an alarm user or a person in control of an alarm system commits an offense if they violate any provision of this section by either commission of an act that is forbidden or omission of a duty or responsibility imposed upon them by this ordinance and is subject to a penalty as provided in § 1-46f not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1000) for each offense. Prosecution action will be commenced if there is a malfunction of the alarm system or an unintentional false alarm if there are two (2) violations within one month or three violations within twelve (12) months. Prosecution action will be commenced if the false alarm occurs in the course of inspection, testing

Comment [WSC5]: Sec. 70-10 proscribes the general penalty (\$50-\$500 for first offense). These two sections appear redundant but with conflicting penalties. Recommend deletion of one of the sections.

Comment [SS6]: As above, I will consolidate both codes into this portion of the code and have only one penalty.

or maintenance of the alarm system. Prosecution action and penalties imposed will vary depending on whether the false alarm is a result of an intentional act, a malfunction of the alarm system, an unintentional act or a result of inspection, testing or maintenance of the alarms system.

232-5. Adoption of State Codes.

- (a) Except as otherwise specifically provided in this Chapter, the following orders, rules and regulations of the Department of Safety & Professional Services Chapter SPS 314, as set forth in the Wisconsin Administrative Code, are adopted by reference and made a part of this Fire Prevention Code as if fully set forth herein. Any act required to be performed or prohibited by SPS 314 or a statute incorporated herein by reference is required or prohibited by this Fire Prevention Code. Any future amendments, revisions or modifications of the Wisconsin Administrative Code are intended to be made a part of this Chapter and are hereby incorporated herein as if fully set forth.
- (b) ~~Except as otherwise specifically provided, those portions of the National Fire Codes published by the~~ NFPA, Boston, Massachusetts, and other codes and standards, as listed in the following pages, are hereby incorporated by reference and adopted as a part of this Fire Prevention Code. Any future amendments, revisions, or modifications of the NFPA Codes adopted herein are intended to be made part of this Chapter and are hereby incorporated as if fully set forth herein.
- (c) In the event that any of the foregoing Orders, Rules and Regulations of the Department of Safety & Professional Services or National Fire Code conflict with any provisions of this Chapter or with one another, the most strict shall apply.
- (d) A copy of the foregoing provisions shall be kept on file at the office of the Chief and shall be made available to the public subject to the provisions of Chapter 128 (Records), of the Monona Municipal Code.

232-6. Fire Protection Systems Required.

Approved automatic fire sprinkler systems shall be installed and maintained as follows:

(a) Nursing, Convalescent, Senior Citizen housing~~Old Age~~, Prison, Group Care and Other Institutional Facilities. Throughout all nursing, convalescent, ~~old age~~senior citizen housing, prison, and other group care or inscriptional facilities.

(b) High Hazard Occupancies. Throughout any building which by reasons of its construction, use or high combustible occupancy, involves a severe life hazard to its occupants, or which in the judgment of the Chief constitutes a fire hazard, including, but not limited to:

- (1) Aircraft hangers.
- (2) Dry cleaning establishments using or storing gasoline or other volatile flammable liquids.
- (3) Enameling or japanning operations.
- (4) Mills, including sugar, starch, cereal, feed, flour and grist.
- (5) Paint and varnish, including manufacturing, storing, handling, spraying and other related operations.
- (6) Pyrozylin products, manufacture and storage.
- (7) Repair garages.
- (8) Smokehouses.

- (9) Storage of explosive gases under pressure [fifteen (15) p.s.i. and over five thousand four hundred (5,400) cubic feet] such as acetylene, hydrogen, natural gas, etc.
- (10) Storage of materials with a flash point under two hundred degrees Fahrenheit (200°F) such as celluloid products, kerosene, fuel oil, etc.
- (11) Woodworking establishments.
- (12) Chemical works.
- (13) Explosives and pyrotechnics manufacturing.
- (14) Oil refineries.
- (15) Any other occupancies involving processing, mixing, storage and dispensing of volatile liquids.

(c) Exceptions. Automatic fire sprinkler systems shall not be required in:

- (1) Certain Manufacturing Areas. Rooms or building used for the manufacturer or storage of aluminum powder, calcium carbide, calcium, metallic sodium or potassium, quick lime, magnesium powder, sodium peroxide or like materials where the application of water may cause or increase combustion.
- (2) Where Water Would Increase Hazard. Any location where, in the sole discretion of the Chief, the use of water as a fire extinguishing agent would increase hazards or unduly expose equipment, machinery, or other chattel to damage or destruction provided, however, that an automatic fire suppression system using an extinguishing location is connected to an approved Central Station Monitoring service.

232-7 Installation and Inspection of Automatic Fire Sprinklers.

(a) Installation Standards.

- (1) Approved automatic fire sprinkler equipment shall be installed in accordance with the current editions of Pamphlet No. 13, "Standards for the Installation of Sprinkler Systems", and other applicable standards of the National Fire Protection Association.

(b) Plans. No automatic sprinkler equipment shall be installed or altered in any building until plans have been submitted to and approved by the State of Wisconsin DSPS City Engineer and the Fire Chief. Two

copies of the plans and specifications shall be submitted for review. Approved plans ~~will be one~~ copy-kept on file in the Fire Department offices. Calculations shall be submitted with all plans. In the event a pipe schedule is used, a written report with verified pressure information shall be submitted. The Engineer completing such calculations shall stamp and sign the report. The installer shall give advance notice to the Fire Chief or his designee for any test to be conducted.

(c) Specific System Requirements.

- (1) System Drain. The building automatic sprinkler system shall have a drain piped to the outside of the building or to a drain suitable to handle the required flows.
- (2) Inspector's Test Valve. The building automatic sprinkler system shall have an inspector's test valve piped so as to discharge to the outside of the building. The

Comment [WSC7]: Does Dan Stephany, Marty Pilger or a consulting engineer review these. If Dan or Marty, recommend changing to Director of Public Works or Building Inspector.

Comment [SS8]: Act 270 removed all of our sprinkler code so I will change this to read State of Wisconsin.

inspector's test valve shall be mounted at the most hydraulically remote location of the system. An orifice equal to the discharge of one (1) sprinkler alarm shall be tied into the building alarm system.

(3) Alarm Bell. Alarm bells shall be installed on all alarm systems. One (1) bell shall be installed on the outside of the building. The sprinkler alarm shall be tied into the building alarm system.

(d) Inspections. Every standpipe system or sprinkler system required by this chapter or by the Wisconsin Administrative Code shall be inspected by a certified sprinkler installer once every 12 months.

232-8 Alarm Systems (Fire and Smoke Detection).

(a) Where Required. Smoke and heat detection systems shall be installed in all spaces in all buildings regardless of size or construction except for one (1) and two (2) family dwellings. The detection systems shall be in all spaces, including but not limited to hidden spaces (e.g., attics, crawlspaces, truss constructed areas), basements, storerooms, closets, occupied and unoccupied areas. One (1) and two (2) family dwellings shall have smoke detection systems as required by the Wisconsin Administrative Code.

(b) Monitoring. All detection systems shall be monitored by an approved central station monitoring service, except for one (1) and two (2) family dwellings.

(c) Installation.

(1) All components of a fire or smoke detector system shall be listed by Underwriters Laboratories (UL) or the Factory Mutual System (FM). The entire installation shall conform to applicable provisions of NFPA Standards 72, the National Electrical Code Article 760, and the Wisconsin Electrical Code.

(2) A remote annunciator shall be provided at the main entrance of the building to indicate each of the designated alarm initiating zones via red LED's which flash when in alarm and lock in upon acknowledging the alarm. The remote annunciator shall be electrically supervised from the main fire alarm control panel. Space shall be provided on the remote annunciator for custom zone labels. The zone labels shall plainly describe the location of the zones. Different occupancies in one (1) building shall be zoned separately.

(3) External devices:

a. The system shall utilize UL or FM listed fire alarm initiating devices (pull stations, smoke detectors, heat detectors, water flow switches, duct detectors, etc.) and UL and FM listed fire alarm indicating devices (horns, bells, visual lights, etc.). Smoke detectors shall possess a Light Emitting Diode (LED) lamp to indicate either "ready" or "alarm" status.

b. Smoke detectors (photoelectric, ionization) shall be installed approximately thirty (30) feet on center, located on the ceiling or wall of the protected area. Smoke detection shall be provided but not limited to the following areas: basements, common hallways, stairwells, sleeping rooms and all other rooms over fifty (50) square feet in size.

c. Heat detectors shall be installed approximately thirty (30) feet on center, located on the ceiling of the protected area. Heat detection shall be provided but not limited to the following areas: furnace rooms, engine rooms, garages, hidden

spaces and kitchens and all other rooms over fifty (50) square feet in area. Heat detectors shall also be installed as a substitute for smoke detectors in locations determined by the Fire Chief to be unsuitable for smoke detector installation.

d. Horns/Bells:

1. Alarm System Horns: Horns used as the audible alarm indicating appliance shall be ~~twenty-four (24) volt direct current (DC)~~ horns of metal construction with a minimum sound pressure output of eighty-seven (87) db at ten (10) feet. Fire alarm horns shall be UL or FM listed for fire alarm use. Horns shall be adaptable for surface or semi-flush mounting and be suitable for use within combination audio-visual systems.

Comment [WSC9]: Is this still the current technical standard?

Comment [SS10]: I will need to research this further and make changes as appropriate to the correct standard.

2. Alarm System Bells: Bells used as the audible alarm indicating appliance shall be ~~twenty-four (24) volt DC~~ bells of the vibrating or single stroke type with a minimum sound pressure output of ninety (90) db at ten (10) feet. Bells shall be suitable for surface or semi-flush mounting and be suitable for use within combination audio-visual systems.

Comment [WSC11]: Is this still the current technical standard?

3. Visual Flashing Lamps: Visual indicating appliances shall be comprised of a strobe-type flash tube and be entirely solid state. These devices shall be UL or ~~FM~~ listed and be capable of either ceiling or wall mounting. Visual units shall incorporate a built-in reflector to improve lighting characteristics. Visual units shall be incorporated as part of the horn or bell assembly.

Comment [WSC12]: Should this be "FM"?

Comment [SS13]: Yes this is a typo and should be FM.

4. Horns, bells, or visual flashing lamps shall be installed in each unit, living space or tenant space in the building.

(e) System Operation.

(1) Alarm initiating devices shall be grouped in zones identified by zone LED's on the control panel and at the remote annunciator.

(2) Actuation of an alarm initiating device shall:

- a. Cause the respective red zone alarm LED on the control panel to flash until the "acknowledge" switch is actuated at the control panel. Once acknowledged, the zone LED shall be constantly illuminated until the actuating device is restored to normal and the system is reset or equivalent operation.
- b. The audible alarm indicating appliance shall sound throughout the entire facility until the system alarm acknowledge/silence switch is operated.
- c. Visual indicating appliances shall flash until the acknowledge/silence switch is operated.
- d. After the acknowledge switch is operated, subsequent activation of an initiating appliance shall cause the alarm bells or horns to resound, and the visual indicating appliances to flash.

(3) Each alarm initiating circuit and indicating appliance circuit shall be electrically supervised. Any disarrangement of system wiring such as opens and grounds shall activate the audible and visual trouble indicators at the control panel. Actuation of the trouble silence switch shall silence the audible trouble indicator but the trouble LED

shall remain lit. The trouble LED shall be noncanceling, except by an actual clearing of the trouble condition and restoring the trouble silence switch to normal.

- (4) The alarm system shall provide for the selection of:
- a. Desire type of signal operation; alarm signal tempos, area selective codes, zone codes, general alarm codes and alarm silence inhibit.
 - b. UL or FM approved alarm verification operation.
 - c. Water flow/sprinkler supervisory operation on a distinct zone of the system.

(5) Upon actuation of a smoke detector, the LED on the smoke detector shall remain constantly illuminated until the system is reset.

(f) Conditional approval for installation of fire and smoke detection systems. No fire and smoke detection system shall be installed or altered in any building until plans have been submitted to and conditionally approved by the Fire Department. Two copies of the plans shall be submitted. The plans shall contain drawings showing locations of detectors, pull stations and horns. The plans shall contain a brief description of connections within the system. Conditionally approved plans shall be stamped with the date of approval. One copy shall be returned to the owner.

(g) Acceptance test required.

(1) The acceptance test of a fire and smoke detection system shall be conducted in the presence of the Fire Chief or his designee and the City of Monona Electrical Inspector prior to being placed in service. All testing shall be conducted by the installer.

(2) The installer shall give three working days advanced notice to the Fire Department prior to the conduction of any test.

(h) Failure to comply. Failure to comply with the items listed in this Section 232-8 may result in enforcement action against the installer.

(i) System service support.

The system installer must be a licensed electrician or a certified installer.

(j) Alarm systems; test requirements; owner's responsibility to maintain alarm system.

(1) Maintenance. Fire detection and fire alarm systems shall be tested for efficient service as specified by NFPA requirements.

(2) A current test/maintenance record shall be posted at the system control panel.

232-9 Existing Buildings.

(a) Except as hereinafter provided, automatic fire sprinklers, smoke detectors and standpipes need not be installed in buildings which existed or were under construction before this Chapter became effective unless such installation was required by a previous ordinance, administrative regulation, or state statute.

(b) Where a building is expanded or remodeled and the building as remodeled or expanded is of a size, is of a type, or is for a use which, were the building then to be constructed, would be subject to the provisions of Sections 232-6 and 232-8:-

(1) The entire building (existing, new and remodeled areas) shall be made to conform to the requirements of Sections 232-6 and 232-8 if more than fifty percent (50%) of the

gross interior area of the building is remodeled or added to the building.

(2) In determining the foregoing percentages successive additions, expansions, or remodeling, if made within a five (5) year period shall be aggregated and treated as a single expansion or addition.

(c) Regardless of any percentage test set forth in Subsection (b) above, if the additional expanded or remodeled area is of a size, is of a type, or is for a use which is subject to the provisions of Section 232-6 and 232-8 the additional, expanded, or remodeled area must conform to the requirements of such Sections.

(d) Where at the time of its construction a building or any part thereof is exempt from the requirements of Section 232-6 by reason of its proposed or intended use and subsequent to construction the use of such building or part thereof is changed in such a way that the reason for the exemption no longer exists, the entire building or area as the case may be shall be made to conform to the requirements of Section 232-6

(e) If the use of an existing building or structure is changed and the requirements for the new use are more stringent than those for the previous use, the building or structure shall be made to comply with the requirements for the new use as provided in this Chapter.

232-10 Fire Hydrants Required.

Where municipal fire hydrants are available and any portion of a commercial or industrial building is a distance of more than 300 feet from the municipal fire hydrant, the owner shall install at his or her expense approved water hydrants. Hydrants shall be freestanding and shall be installed not more than 50 feet nor less than 25 feet from the building. One hydrant shall be provided around the perimeter of the building so that no hydrant is more than 400 feet from any other approved hydrant measured by normal access routes. The connecting water line between the municipal water main and the approved water hydrant shall be not less than six(6) inches. All water hydrants shall be approved by the Chief and shall be installed in compliance with the standards of the City Water Utility. All water hydrants shall be installed in such a manner and location so as to be accessible at all times to the Fire Department. All private water hydrants shall be kept in good operating condition and the owner with the City Water Utility shall file a maintenance report monthly with the City Water Utility.

232-11 Maintenance of Equipment.

Any sprinkler system, standpipe system, fire alarm system, smoke detection system, and other fire protective or extinguishing system or appliance which has been installed pursuant to this chapter or in compliance with any other statute, ordinance, or regulation, shall be maintained in operative condition at all times. It shall be unlawful for any owner or occupant to reduce the effectiveness of the protection so required; provided, however, that the owner or occupant may temporarily reduce or discontinue the protection where necessary to make tests, repairs, alterations or additions to the system or appliance. The Chief shall be notified before any system is reduced or discontinued for repair, alteration, or addition and shall be notified again when the system has been restored to service.

232-12 Access in a Construction Area.

During the course of erection, any major alteration, or demolition of any building, the following provisions shall be complied with:

- a. Access to equipment. Access for use of heavy firefighting equipment shall be provided to the immediate job site at the start of construction and maintained until all construction is completed.
- b. Access to fire hydrants. Free access from the street to fire hydrants, and to outside connections for standpipes, sprinklers, or other fire extinguishing equipment, whether permanent or temporary, shall be provided and maintained at all times. Protective pedestrian walkways shall not be so constructed as to impede ready access to hydrants. No material or construction shall be placed within 10 feet of such hydrants or connections, nor between them and the center line of the street.
- c. Access to first aid and fire equipment. During building operations, free access to permanent, temporary or portable first aid and fire equipment shall be maintained at all times.
- d. Stairways. In all buildings over 50 feet in height, at least one stairway shall be provided in usable condition at all times. The stairway shall be extended upward as each floor is installed in new construction.
- e. Firefighter's access to premises. Arrangements shall be made so that firefighters will have immediate access to the premises when called.

232-13 Setting of Outside Fires and Blasting.

a. General prohibition. All setting of fires or blasting on any land in the City is prohibited, except as provided in Subsection ~~bB~~ or ~~cC~~. This shall include burning or causing to be burned any leaves, brush, grass, wood, rubbish or other combustible materials on any street, alley, sidewalk within the City at any time.

b. Exceptions. Setting of fires shall be allowed in any of the following situations, provided applicable state regulations are followed:

- (1) Any non-recyclable paper products not covered by the City's recycling regulations in Chapter 381, Solid Waste, of the Code of the City of Monona may be burned in an indoor or outdoor incinerator or covered container.
- (2) The burning of standing or razed buildings, or fires which have been set under the control and supervision of the Fire Chief are permitted if approved in writing by the Fire Chief or his/her designee.
- (3) Fires set for the sole purpose of cooking food are permitted. This shall include but not be limited to the burning of charcoal or similar substances outdoors in vessels designed for cooking purposes only, when such burning does not constitute a fire hazard.

~~(4) Outside burning of wood (not building materials) is permitted subject to the following restrictions:~~

- ~~(a) The perimeter of the fire must be at least 15 feet from any lot line, building, utility pole, overhead wires or any other combustible material.~~

Comment [WSC14]: What about indoor wood burning fireplaces? They would violate the distance from building requirement and I see no exemption.

Comment [SS15]: This should pertain to outside fires. I will change to read "Outside burning of wood."

- (b) No burning will take place in City streets, curbsides, in roadside ditches, or so close to surface waters as to allow for ash runoff into the surface waters.
- (c) No burning will take place between the hours of 12:00 a.m. and 7:00 a.m.
- (d) Persons utilizing and maintaining outdoor fires shall be responsible for monitoring atmospheric conditions, and shall be responsible for any liability resulting from damage caused by the fire.
- (e) All outdoor fires will be attended at all times.

(5) Prescribed/controlled burns for environmental purposes are allowed if approved in writing by the Fire Chief or his/her designee.

c. **Blasting.** Blasting is allowed if all applicable State regulations are followed and a written permit has been obtained from the Fire Chief or his designee.

d. **Fire emergency.** Whenever the ~~Fire Chief~~ ~~Common Council~~ deems it imprudent to set fires upon

any land within the City, ~~he/she~~ shall issue a notice forbidding the setting of fires in the area designated as a fire emergency area. No person may set any fire in the area so designated, unless a permit has been received-obtained from the Fire Chief or his/her designee.

e. **Enforcement.** Enforcement of this section shall be provided under § 1-4.

No class 1

Comment [WSC16]: Why not empower the mayor to declare instead of the council? As written would require a meeting of the council.

Comment [SS17]: I would agree this should be changed to read "Mayor". Do we want to include the Emergency Management Director? Or should/could this read the Fire Chief as the Fire Chief would be the one ultimately advising on when this should be put in place?

Comment [SS18]: I spoke with April and we both agree that we should remove the requirement for a Class 1 Notice and just have a requirement to issue a notice.

Comment [WSC19]: Sec. 232-17 covers violations of the entire chapter.

Comment [SS20]: I will most likely remove the penalties from the sections above.

232-14 Appeals.

a. The following decisions of the Chief or Building Inspector may be appealed to the Public Safety Committee:

- (1) The rejection of any application for a required permit or certificate for approval.
- (2) The revocation of any permit or certificate previously issued.
- (3) Conditioning the issuance of any required permit, certificate or approval upon compliance with any requirement other than those established by this chapter, or any other applicable state, federal, county or local ordinance, statute or administrative regulation.

b. A written notice of appeal must be filed with the Chief within 14 days of the date when notice of the action appealed from is received. Notice of any action of the Chief is received when it is personally served or is mailed by first class mail.

c. The notice of appeal shall state the action appealed from, shall specify the reasons given for such action, and shall specify the reasons why the person believes said action was unlawful, unjust, or inappropriate.

d. The Chief shall file the notice of appeal with the Public Safety Committee for consideration by the Committee. The appeal shall be processed as provided by the rules of the Public Safety Committee.

e. Within 30 days of the appeal hearing, the Public Safety Committee shall affirm, modify, or reverse the action of the Chief or Building Inspector.

f. The provisions of Chapter 68, Wis. Stats., shall not be applicable to any determination made pursuant to the provisions of this chapter.

232-15 High Rise Buildings.

(a) **Applicability.** This section shall apply to all buildings, each having floors located more than

sixty (60) feet above the lowest interior level or exceeding five (5) stories.

(b) Stairway Doors and Telephones. Doors from stairways to floors may be locked only if provided with a remote release system from the building control station. Stairways shall have a telephone or intercom to the building control station at least every five (5) floors, if kept located. Locks must release on power failure, with doors remaining unlocked.

(c) Automatic Sprinkler and Standpipe Systems.

- (1) An automatic sprinkler system shall be installed in accordance with NFPA 13.
- (2) A standpipe system shall be installed in accordance with NFPA 14.
- (3) Shut-off valves and water flow detection devices for the standpipe and sprinkler systems shall be provided for each floor.
- (4) Standpipe and sprinkler valves shall be supervised by a continuously manned station or central station.

(d) Smoke/Heat Detection Systems.

- (1) At least one (1) approved smoke detector, suitable for the intended use shall be installed:
 - a. Within every mechanical equipment, electrical transformer or control telephone equipment, elevator machine, or similar room.
 - b. Within the main return and exhaust air plenum of each air conditioning system and located in a serviceable area down-stream of the last duct inlet.
- (2) These detectors shall activate an alarm or signaling system and shut down the ventilation system except where automatic smoke control is incorporated in the system.
- (3) Approved heat detection equipment shall be installed in boiler rooms and furnace rooms in lieu of smoke detection equipment.
- (4) Alarm systems installed within such buildings shall conform to the Wisconsin State Electrical Code and the following standards: NFPA 72.
- (5) Detectors shall conform to the Standards for Automatic Fire Detectors NFPA 72. Alarm and Communications Systems.
- (6) The alarm and communications systems shall be designed and installed so that damage to any terminal unit or speaker will not render more than one (1) zone of the system inoperative.

(e) Voice Alarm System.

- (1) The operation of any smoke detector, water flow device or manual fire alarm station shall automatically sound an alarm signal to the desired areas, followed by voice direction to the occupant. The voice alarm and public address system may be a combined system. When approved, the Fire Department communications system may be combined with the voice alarm system and the public address system.
- (2) The central control station shall contain controls for the voice alarm system so that a selective or general voice alarm may be manually initiated.
- (3) The system shall be supervised to cause the activation of an audible trouble signal in the central control station upon interruption or failure of the audio path including amplifiers, speaker wiring, switches and electrical contacts and shall detect opens, shorts

and grounds which might impair the function of the system.

(4) The alarm shall be designed to be heard clearly by all occupants within the building or designated portions thereof as is required for the public address system.

(f) **Public Address System.** A public address communications system designed to be clearly heard by all occupants of the building shall operate from the central control station. It shall be capable of directing messages selectively or on a general basis to the following terminal areas:

- (1) Elevators.
- (2) Elevator lobbies.
- (3) Corridors.
- (4) Exit stairways.
- (5) Rooms and tenant spaces exceeding one thousand (1,000) square feet in area.
- (6) Dwelling units.
- (7) Hotel guest rooms and/or suites.

(g) **Fire Department Communications System.** A central control station for Fire Department operations shall be provided in a location approved by the Fire Department. This station shall contain:

- (1) Voice alarm and public address system control panels.
- (2) Two (2) way communications between the control stations and all elevators, elevator lobbies, exit access and stairways at each floor. The type of equipment proposed for this function shall be approved by the Fire Department.
- (3) Fire detection and alarm system annunciator panels.
- (4) Annunciator visually indication of the location and status of each elevator.
- (5) Status indicators and controls for air-handling systems.
- (6) Controls for unlocking all stairway doors simultaneously.
- (7) Sprinkler valve and water flow detector display panels.
- (8) Standby power controls and status indicators.
- (9) A telephone for Fire Department use with controlled access to the public telephone system.
- (10) Manual override control for all elevators.
- (11) Small scale layout plan of the building showing all permanent partitions, identifying permanent areas and doorways, exterior wall openings suitable for use in smoke ventilation, elevator locations and stair locations.
- (12) Diagrams to indicate the location of the main shutoff for sprinkler or standpipe systems, electrical, water, gas and steam systems with an indication of the area(s) served by each of these main shutoffs.
- (13) A list of names indicating all key building operating personnel and a phone number where they may be reached.
- (14) An emergency plan of action for the building with personnel responsibilities defined.

(h) **Standby Power and Lighting.**

(1) An approved, permanently installed standby power generating system shall be provided. The system shall be equipped with suitable means for automatically starting the

generator set upon failure of the normal electrical service and for automatic transfer and operations of the required electrical functions at full power within sixty (60) seconds of such normal service failure. System supervision with manual start and transfer features shall be provided at the central control station.

(2) An on-premise natural gas fuel supply, or other fuel approved by the Department, sufficient for not less than twelve (12) hours full demand operation of the system shall be provided.

(3) The power requirement shall be determined so as to provide service to, but not limited to:

- a. Fire alarm system.
- b. Exit and other emergency lighting.
- c. Fire protection equipment.
- d. Mechanical ventilation equipment.
- e. Elevators.
- f. Communications systems.

~~(3m)g~~-Maintenance: All communications, fire protection, detection and suppression systems required under this Section, shall be tested and maintained in an operable condition. All installed equipment required under this Section shall be maintained pursuant to the current standards of the National Fire Protection Association (NFPA).
Floor level identification.

(4) All stairways shall have each floor level or story identified on both sides of the door leading to the stairway as to its name or number with a permanent sign having letters or characters at least two (2) inches in height.

(5) All elevators shall have each floor level or story identified on both sides of the door leading to the elevator shaft as to its name or number with a permanent sign having letters or characters at least two (2) inches in height.

232-16 Lockbox Requirements.

a. Purpose and policy. The purpose of this section is to provide for effective fire protection by providing a method for rapid response entry into and throughout locked buildings in emergency situations where time may be of the essence. A lockbox system shall be mandatory for specified buildings as of a March 1, 2013. Owners of buildings not required to participate by this section are still encouraged to participate in the emergency entry lockbox system.

b. Scope. The owner of any building, for which a building permit is issued for: 1) any new construction or 2) any alteration, enlargement or repair to any existing building; shall install and maintain an emergency entry lockbox system meeting the requirements of this section. Any building that undergoes a change in ownership, use or occupancy shall be required to purchase and install and maintain an emergency entry lockbox system meeting the requirements of this section.

c. Exceptions. This section shall not apply to the following:

- (1) Single-family dwellings and two-family dwellings.

(2) Multiple-family dwellings; provided, however, that this exception shall only apply if every entrance into each dwelling unit shall have direct access to the exterior of the building, i.e., no entry or exit into a common corridor or hallway before entering or exiting the building.

(3) Buildings that are staffed 24 hours per day, seven days per week and 365 days per year by a front desk person, caretaker or security person, provided that the Fire Chief has issued a written variance approval therefor.

d. Selection of vendor and system. To facilitate access by the fire department without confusion or delay, the only city approved emergency entry lockbox system permitted to be installed and the only approved vendor(s) therefor shall be the emergency entry lockbox system and vendor(s) approved in writing by the fire department.

e. Location of lockbox. The lockbox shall be installed within five feet of the main entry door on the addressed side of the building. The lockbox shall be located no lower than four feet above grade nor higher than six feet above grade. However, alternative locations may be approved by the Fire Chief or his designee.

f. Contents. The lockbox shall contain the building master keys to all of the following:

(1) All locked points of ingress and egress, whether located at the exterior or in the interior of the building. This shall include keys for all locked exterior doors and keys for all locked principal ingress and egress doors to individual businesses and offices, but shall not be mandatorily required for any residential dwelling unit located within the building.

(2) All locked mechanical equipment rooms.

(3) All locked electrical rooms.

(4) All locked elevator controls.

(5) All locked elevator rooms.

(6) All locked fire alarm panels.

(7) All locked fire suppression systems.

(8) All other areas ~~deemed~~ determined necessary by the Fire Chief.

g. Access to lockbox. Only fire department personnel shall have access to the lockbox or possess the master key to the lockbox.

h. Lockbox use. Lockboxes shall be utilized only to gain entry into properties in the event of an emergency situation. Lockboxes shall not be utilized in nonemergency situations such as lockouts. Fire department personnel, for the purpose of gaining emergency access during an ongoing police emergency situation, can utilize lockboxes during police incidents. Safety of fire department personnel is of the utmost importance and if the company officer deems the situation unsafe, other means shall be used to gain entry into the building/complex. At no time shall the lockbox master key or building master keys located in the lockbox be turned over to law enforcement personnel. Lockboxes shall not be used for the purpose of gaining entry to gather evidence or process court ordered search warrants.

i. Owner's responsibilities. Building owners:

(1) Shall provide to the ~~F~~fire ~~D~~epartment, on an annual basis and on a form provided by the ~~F~~fire ~~D~~epartment, a list of emergency contacts for use in the event of an emergency.

(2) Shall purchase the lockbox directly from the vendor referenced in Subsection d of this section at owner's expense.

(3) Shall supply the fire department with the building master keys referenced in Subsection f of this section, said keys being properly labeled with respect to their identity and function, with the building master keys being placed in the lockbox by fire department personnel.

(4) Shall provide to the fire department, when a change of locks occurs, properly labeled replacement keys for installation by the fire department in the lockbox.

(5) Shall not have possession of a lockbox master key.

(6) Shall keep the immediate area of the lockbox free and clear of any obstructions.

(7) Shall not tamper with or remove any lockbox, or direct or permit another person to so do, without permission of the fire department.

j. Certificate of occupancy. No certificate of occupancy shall be issued until there is compliance with the requirements of this section.

k. Standard operating guideline. The fire department shall adopt a standard operating guideline to implement the requirements of this section.

232-17 Violations and Penalties.

Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in § 1-4.

Chapter 238

Regulation and Licensing of Fireworks

238-1 Regulation of Fireworks.

- (a) **Fireworks Prohibited.** No person may possess, use, sell or possess with intent to sell fireworks except as allowed herein.
- (b) **Definitions.**
- (1) "Fireworks" means anything manufactured, processed or packaged for exploding, flying, hopping, jumping and/or emitting sparks or combustion which does not have another common use.
 - (2) Any portion of current Chapter 167 of the Wisconsin Statutes or as hereafter amended not otherwise set forth herein is hereby adopted by reference.
- (c) **Exclusions.** The general prohibition against fireworks shall not apply to or include any of the following:
- (1) A cap containing not more than one-quarter grain of explosive mixture, if the cap is used or possessed or sold for use in a device which prevents direct bodily contact with a cap when it is in place for explosion.
 - (2) A toy snake which contains no mercury.
 - (3) A sparkler on a wire or wood stick not exceeding 36 inches in length or 0.25 inches in outside diameter which does not contain magnesium, chlorate or perchlorate.
 - (4) A device designed to spray out paper confetti or streamers and which contains less than one-quarter grain of explosive mixture.
 - (5) A device designed to produce an audible sound but not explode, spark, move or emit an external flame after ignition and which does not exceed 3 grams in total weight.
 - (6) A fuseless device that is designed to produce audible or visible effects or audible and visible effects, and that contains less than one-quarter grain of explosive mixture.
 - (7) A device that is designed primarily to burn pyrotechnic smoke-producing mixtures, at a controlled rate, and that produces audible or visible effects.
 - (8) A cylindrical fountain that consists of one or more tubes and this is classified by the federal department of transportation as a Division 1.4 explosive, as defined in 49 CFR 173.50.
 - (9) A cone fountain that is classified by the federal department of transportation as a Division 1.4 explosive, as defined in 49 CFR 173.50.
 - (10) Fuel or a lubricant.
 - (11) A firearm cartridge, shotgun shell, explosives, ammunition and/or blasting agents handled or utilized as provided by law.
 - (12) A flare used or possessed or sold for use as a signal in an emergency or in the operation of a railway, aircraft, watercraft or motor vehicle.
 - (13) A match, cigarette lighter, stove, furnace, candle, lantern or space heater.
 - (14) Tobacco and a tobacco product.
 - (15) The use or sale of blank cartridges for circus or theatrical purposes, or signed purposes in athletic contest or sporting events, or use by militia, police or military organizations.
- (d) **Pyrotechnic Display Permits.**
- (1) This section shall not prohibit the use of fireworks for pyrotechnic displays given by public authorities, fair associations, amusement parks, park boards, civic organizations or groups of individuals that have been granted a permit for such display by the City. No permits shall be issued to minors.

- (2) Application for permits shall be made in writing at least thirty (30) days in advance of the date of the display, unless good cause is shown for the need for a shorter time period, and shall specify: the name and address of the permit holder; the kind and quantity of fireworks which will be displayed; and the date and location of permitted use. In addition, applicants must submit a site plan and pay a fee of fifty dollars (\$50.00) at the time of application. After such permit has been issued, sale, possession, use and distribution of fireworks for such display shall be lawful for the purpose only. No permit granted hereunder shall be transferable.
 - (3) Every such display shall be handled by a competent adult operator and shall be of such composition, character, and so located, discharged or fired as in the opinion of the Chief of Police, Fire Chief and/or his or her designee shall not be hazardous to property or endanger any person or persons.
 - (4) Every permittee shall have and maintain adequate liability insurance with minimum limits of \$1,000,000.00 (One Million Dollars) bodily injury and property damage, combined single limit, naming the City, its officers, employees and agents as additional insureds. Said insurance shall indemnify and defend the City, its officers, employees and agents against all claims, liability, loss, damages or expenses, whether caused by or contributed to by the negligence of the City, its officers, employees or agents. Said insurance shall provide that the City receive written notice thirty (30) days prior to any cancellation, non-renewal or material changes in the policy. Proof of said insurance shall be submitted to the City.
- (e) **Permits For Allowable Devices.** In the City of Monona it shall only be legal to sell or offer to sell the devices listed in Paragraph (c)(1) through (9) (hereafter generally referred to as the ALLOWABLE DEVICES) subject to the following:
- (1) No retail sales or offices to sell ALLOWABLE DEVICES from a permanent location shall occur without first obtaining a permit from the City. No permits shall be issued to minors.
 - (2) Application for such permit shall be made annually in writing at least thirty (30) days in advance of the sale or offer to sell, and shall specify: the name and address of the permit holder; the date on and after which sales or offers to sell shall be made; and the kind, quantity, and location of each device to be offered for sale. In addition, applicants shall pay a fee of twenty-five dollars (\$25.00) at the time of application. No permit granted hereunder shall be transferable.
 - (3) Any permits granted, shall be publicly displayed.
- (f) **Allowable Devices – Sale From Temporary Stands.**
- (1) No sales or offers to sell ALLOWABLE DEVICES from a temporary stand or location should occur without first obtaining a ten day (10) permit from the City Clerk.
 - (2) All applications shall be submitted 30 days prior to commencing the prescribed activities.
 - (3) A separate application and fee shall be required for each ten (10) day permit.
 - (4) A permit and application is not transferable, and any change in equipment, ownership, or location shall require a new application.
 - (5) Application for such permit shall include satisfactory completion of any required forms and the payment of fees as prescribed by Section 7-15-1. The City shall make an investigation of the applicant to determine whether the applicant possesses the qualifications necessary for issuance of a permit under this Section. These investigating officials shall have four (4) business days from the time of application in which to report to the City Clerk their findings and recommendations.
 - (6) To be granted a permit, the following requirements shall be met:
 - a. Sales may only be permitted from properties zoned commercial under the City's zoning code; sales are prohibited from properties in other zoning classifications or from public properties or right-of-ways.
 - b. Applicants shall have written permission from the property owner to engage in such sales activity.
 - (7) Any permit granted, shall be publicly displayed.

- (8) All signs associated with the sales activities shall comply with the City's sign regulations; such signs are prohibited from being attached to any traffic control device or utility pole and shall not be located in a public right-of-way or encroach on the vision clearance triangle of any intersection.

Instructions:

Submit a complete list of product names and the type of fireworks as listed in 1.

General Requirements:

- 1) Conditions of License include:
 - a) Post "NO SMOKING" signs in fireworks and sales and storage areas.
 - b) Storage shall be at least 10 feet from all sources of ignition and open flames.
 - c) Only sparklers, snakes, caps, and/or party poppers can be offered for sale.
 - 2) At least one portable fire extinguisher shall be within 50 feet of fireworks sales and/or storage area.
 - 3) Fireworks prohibited in Chapter 238 will not be offered for sale.
 - 4) Call 222-2528 with any questions.
- (g) **Out-Of-State.** This section does not prohibit a residence wholesaler, dealer or jobber from selling fireworks at wholesale, if that wholesaler, dealer or jobber ships or delivers the fireworks outside of this state in sealed opaque containers by, as defined in Sec. 194.01(1), (2) and (11), Wis. Stats., common motor carrier, contract motor carrier or private motor carrier engaged in the business of shipping or delivering property, or to a person or group granted a permit under this section.
- (1) No wholesaler, dealer or jobber may store or handle fireworks in premises unless the premises are equipped with fire extinguishers approved by the City.
 - (2) No person may smoke where fireworks are stored or handled.
 - (3) A person who stores or handles fireworks shall immediately notify the City of the location, description and quantity of the fireworks.
 - (4) No wholesaler, dealer or jobber may store fireworks within fifty (50) feet of a dwelling.
 - (5) No person may store fireworks within fifty (50) feet of a public assemblage or place where gasoline or volatile liquid is sold in quantities exceeding one gallon.
- (h) **Seizure.** The Chief shall seize, at the expense of the owner, all fireworks stored, handled, sold, possessed or used by any person who violates this section.
- (i) NFPA 1123 and NFPA 1126 are hereby adopted and incorporated by reference.

**Resolution No. 16-10-2123
Monona Common Council**

A RESOLUTION AUTHORIZING A CONTRACT WITH GWB PROFESSIONAL SERVICES FOR ECONOMIC DEVELOPMENT SUPPORT SERVICES TO THE COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS, the Community Development Authority (CDA) requested proposals from GWB Professional Services to provide professional urban planning, tax incremental finance planning/analysis, and economic development services to the Monona CDA on an as-needed basis; and,

WHEREAS, the term of the agreement is for one year terminating on December 31st of each year, which shall automatically renew for an additional one year unless either party provides notice as detailed in the terms of the agreement; and,

WHEREAS, the CDA recommended approval of the agreement at the September 27, 2016 CDA meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the terms and conditions of the independent contractor agreement for professional services with GWB Professional Services are 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

5% of the estimate until 50% of the work has been completed. At 50% completion, further partial payments shall be made in full to the CONTRACTOR and no additional amounts shall be retained unless the work is not proceeding to the satisfaction of the CITY, but amounts previously retained shall not be paid to the CONTRACTOR. At 50% completion or any time after 50% completion when the progress of the work is not satisfactory, additional amounts may be retained but the total retainage may not be more than 20% of the value of the work completed. Upon substantial completion of the work, as determined by the CITY, the amounts retained shall be paid to the CONTRACTOR. When the work has been substantially completed except for work which cannot be completed because of weather conditions, lack of materials or other reasons which in the judgment of the CITY are valid reasons for noncompletion, the CITY shall retain an amount equal to 150% of the estimated cost of the work still to be completed, as determined by the CITY, or, at the option of the CITY, it may pay out the entire amount retained and receive from the CONTRACTOR guarantees in the form of a bond or other collateral sufficient to ensure completion of the job. For the purposes of this section, estimates may include any fabricated or manufactured materials and components specified, previously paid for by the CONTRACTOR and delivered to the work site or properly stored and suitable for incorporation in the work embraced in this AGREEMENT.

X TIME AND MATERIALS BASIS. The above services shall be provided on a time and materials basis. The CONTRACTOR shall be compensated for the hours of professional service, materials and expenses necessary and expended to complete the above services. The hourly billing rates for the Contractor are set forth in Exhibit B. Any billing rates other than those listed above shall be effective only upon written notice to, and approval by, the CITY prior to the performance of work by the unlisted individual. Necessary materials and expenses incurred shall be billed at the CONTRACTOR's actual cost. Only those expenses listed on Exhibit B may be billed to the City under this AGREEMENT.

_____ TIME AND MATERIALS UP TO A NOT TO EXCEED AMOUNT BASIS. The above services shall be provided on a time and basis as provided above, however, the total compensation to be paid to the CONTRACTOR shall not exceed the total sum of \$ _____.

_____ OTHER BASIS.

The CITY will not provide any fringe benefits. The CONTRACTOR agrees to provide monthly billings in a form acceptable to the CITY. Payment shall be due 30 days after the date of invoice. The CITY shall withhold the final 20% of compensation due to the CONTRACTOR as retainage until the work has been fully completed to the satisfaction of the CITY.

3. TERM/TERMINATION. The term of this AGREEMENT shall commence on the effective date and terminate on the following 31st day of December. Each year, this AGREEMENT shall automatically renew for an additional one year term unless either party provides 30 days notice of nonrenewal to the other. The CITY reserves the right to terminate this AGREEMENT at any time for the convenience of the CITY upon 30 days written notice to the CONTRACTOR. In the event of termination, the CITY will pay the CONTRACTOR for all satisfactorily completed services prior to termination of this AGREEMENT.

4. REPRESENTATIVES.

A. CONTRACTOR'S REPRESENTATIVE: The CONTRACTOR agrees that all services and

activities performed pursuant to this AGREEMENT will be coordinated and directed by the CONTRACTOR'S REPRESENTATIVE. In the event the CONTRACTOR'S REPRESENTATIVE is unable to serve in the above-described capacity, the CITY may accept another CONTRACTOR'S REPRESENTATIVE or terminate this AGREEMENT, at its option.

B. CITY'S REPRESENTATIVE: All dealings between the CITY and the CONTRACTOR with respect to the subject matter of this AGREEMENT shall be with the CITY ADMINISTRATOR unless otherwise indicated here: _____.

5. INDEPENDENT CONTRACTOR STATUS. The parties agree that the relationship of the CONTRACTOR to the CITY created by this AGREEMENT shall at all times be that of an independent contractor. The CITY expressly relies upon the professional judgment of the CONTRACTOR in determining the means by which its obligations under this AGREEMENT shall be performed. The CONTRACTOR shall not be deemed an employee for any purpose (including Federal or State tax purposes) nor be entitled to participate in any plans, arrangements or distributions made by the CITY pertaining to or in connection with any bonus, health or other insurance plan or pension or profit sharing plan maintained by the CITY for the benefit of its employees. Any persons whom the CONTRACTOR provides for service under this AGREEMENT are employees and/or the responsibility of the CONTRACTOR and are not employees or the responsibility of the CITY. The CONTRACTOR shall not, at any time, represent itself to be anything other than an independent contractor with regard to the CITY. The CONTRACTOR shall be solely responsible for all federal and state obligations resulting from all payments received including, but not limited to, State and Federal income taxes and social security taxes.

Neither party shall be considered the agent of the other and absent further written authorization, neither party has general authority to enter into contracts, assume any obligation or make any warranties or representations on behalf of the other.

The CONTRACTOR hereby agrees to furnish the CITY with its taxpayer identification number (or social security number) prior to commencement of work under this AGREEMENT. Failure or delay in furnishing social security numbers or taxpayer identification numbers may result in the withholding of amounts due to the CONTRACTOR from the CITY.

6. INDEMNITY. The CONTRACTOR agrees to indemnify, hold harmless and defend the CITY, its elected and appointed officials, officers, employees and agents from any and all claims, suits, damages, losses, and expenses, including but not limited to reasonable attorneys fees, arising out of or resulting from the CONTRACTOR's performance of, or failure to perform, the work provided under this AGREEMENT, but only to the extent caused in whole or in part by the negligent acts or omissions of the CONTRACTOR, or anyone acting under its direction or control, or on its behalf. This indemnity provision shall survive the termination or expiration of this AGREEMENT. The CONTRACTOR shall reimburse the CITY, its elected and appointed officials, officers, employees and agents for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

7. INSURANCE. Unless otherwise specified in this AGREEMENT, the CONTRACTOR shall, at its sole expense, maintain in effect at all times during the performance of the work under this AGREEMENT insurance coverage as set forth in Exhibit A attached hereto.

8. PROJECT DOCUMENTS AND REPORTS. All documents and reports, estimates, and graphics generated pursuant to this AGREEMENT, completed or partially completed, shall become the property of the CITY upon completion or termination of this AGREEMENT. It is understood, however, that the CONTRACTOR reserves the right to use said materials for its private use. In the event the CITY fails to approve any of these materials, the use by the CONTRACTOR shall be accompanied by an appropriate disclaimer of such nonapproval by the CITY.

Following termination of this AGREEMENT for any reason, it is mutually agreed all documents and reports, estimates, and graphics may be used by the CITY as it sees fit, or by another consultant retained by the CITY for the purpose of proceeding with the project without further or additional obligation or compensation to the CONTRACTOR. The CONTRACTOR is not responsible for the re-use of any documents or appraisal services pertaining to this AGREEMENT, which shall be at the CITY'S sole risk, except as to any errors or omissions for which the CONTRACTOR would be liable without regard to the secondary use of the documents.

Subject to the provisions of Wisconsin's Open Records Law, the CITY shall at all times reserve the right to release all information concerning the project, as well as the time, form and content of the information. Within 10 days of request by the CITY, the CONTRACTOR shall provide to the CITY, any and all documents in the CONTRACTOR'S possession or control pertaining to the work performed pursuant to this AGREEMENT, which are subject to release under Wisconsin's Open Records Law. The CONTRACTOR agrees to indemnify the CITY and pay any and all costs, expenses (including reasonable attorney fees), fees, and damages incurred by, or assessed against, the CITY which arise or result from a failure by the CONTRACTOR to timely provide all such documents to the CITY. This reservation and indemnity shall survive the expiration or termination of this AGREEMENT.

9. MISCELLANEOUS PROVISIONS.

A. ENTIRE AGREEMENT: This AGREEMENT supersedes any and all agreements previously made between the parties relating to the subject matter of this AGREEMENT and there are no understandings or agreements other than those incorporated in this AGREEMENT. This AGREEMENT may not be modified except by an instrument in writing duly executed by all the parties.

B. PARTIES BOUND: This AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood the CONTRACTOR may not assign any rights or obligations under this AGREEMENT without the prior written consent of the CITY.

C. GOVERNING LAW AND VENUE: This AGREEMENT shall be governed by, construed and interpreted in accordance with the law of the State of Wisconsin. Any legal action arising out of this AGREEMENT shall be venued in Dane County, Wisconsin.

D. HEADINGS AND REFERENCES: The headings used in this AGREEMENT are for convenience only and shall not constitute a part of this AGREEMENT. Unless the context clearly requires otherwise, all references to subdivisions are to subdivisions of this AGREEMENT.

E. SEVERABILITY: If any provision of this AGREEMENT shall under any circumstances be deemed invalid or inoperative, this AGREEMENT shall be construed with the valid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

F. NOTICE: Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid. Notices to the CITY shall be addressed to the CITY'S REPRESENTATIVE identified in paragraph 4.B., City of Monona, 5211 Schluter Road, Monona, WI 53716. Notices to the CONTRACTOR shall be addressed to the CONTRACTOR'S REPRESENTATIVE at the address identified on page 1.

G. SAFETY AND SECURITY: The CONTRACTOR shall execute and maintain its work so as to avoid injury or damage to any person or property. The CONTRACTOR shall implement all reasonable safety measures applicable to the work contracted herein. In carrying out its work, the CONTRACTOR shall at all times exercise all necessary precautions for the safety of its employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local legal requirements.

H. DELAYS AND WAIVER: The failure of any party to insist in any one or more instances upon the performance of any of the terms, covenants or conditions of this AGREEMENT shall not be construed as a waiver or relinquishment of the future performance of any other term, covenant or condition, but the defaulting party's obligation with respect to future performance of any other terms shall continue in full force and effect. The failure of any party to take any action permitted by this AGREEMENT to be taken by it shall not be construed as a waiver or relinquishment of its right thereafter to take such action.

I. NEUTRAL CONSTRUCTION: The parties acknowledge that this AGREEMENT is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have it reviewed by, and to obtain the advice of, its own legal counsel. Nothing in this AGREEMENT shall be construed more strictly for or against either party because that party's attorney drafted this AGREEMENT or any part hereof.

J. FORCE MAJEURE. Neither party shall be liable for any failure or delay in performance under this AGREEMENT to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, provided that, as a condition to the claim of nonliability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

SIGNATURE PAGE TO FOLLOW.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT effective as of the last date of signature below.

CITY OF MONONA

By: _____
Robert Miller, Mayor

Date

By: _____
Joan Andrusz, City Clerk

Date

APPROVED AS TO SUFFICIENCY OF FUNDS

April Little, Comptroller

Date

CONTRACTOR

By: Gary Becker

August 1, 2016

Date

Gary W. Becker, sole-proprietor

(Name & Title)

By: _____

Date

(Name & Title)

**Resolution No. 16-10-2120
Monona Common Council**

**APPROVING AN AGREEMENT BETWEEN UNIVERSITY OF WISCONSIN-
MADISON AND CITY OF MONONA FOR THE UNIVERCITY PROGRAM**

WHEREAS, through the UniverCity Year Collaboration, the City of Monona and the University of Wisconsin-Madison will collaborate on a variety of programs; and,

WHEREAS, the collaboration between the parties may give rise to specific projects in which the University may be able to assist the City with an issue, concern, or problem; and,

WHEREAS, the attached Agreement serves to outline the general parameters of the collaboration; and

WHEREAS, the City and the University will enter into a separate Scope of Work for each project-course match.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the attached agreement between the City of Monona and the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Madison for the UniverCity Year Collaboration is hereby approved.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

Joan Andrusz
City Clerk

Council Action:

Date Introduced: 10-3-16
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>16-10-2120</u>
		Ordinance Amendment No. _____

Title: University Project

Policy Analysis Statement:

Brief Description Of Proposal:

The agreement with UW-Madison is for \$50,000. The City budgeted \$50,000 in 2016 for this project.

Current Policy Or Practice:

No change

Impact Of Adopting Proposal:

The proposal was included in the 2016 budget

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- decreases fund balance

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					
				Totals				

Prepared By:

Department: Finance Prepared By: Reviewed By: Marc Houtakker	Date: Date: 9/29/16
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**Agreement
Between
University of Wisconsin-Madison
and
The City of Monona**

This -Research Agreement (“Agreement”) is entered into on _____ between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Madison (“University”), a public educational institution of the State of Wisconsin, and City of Monona, a municipal corporation (the “City”).

Through the UniverCity Year Collaboration, the City and the University desire to continue their relationship in which the University and the City collaborate on a variety of programs; and

WHEREAS, the collaboration between the parties may give rise to specific projects in which the University may be able to assist the City with an issue, concern, or problem; and

WHEREAS, the purpose of this Agreement is to outline the general parameters of the collaboration; and

WHEREAS, the City and the University will enter into a separate Scope of Work for each project-course match;

NOW THEREFORE, the City and the University agree as follows:

1. Agreement. The City and the University shall enter into this agreement, through which the UW UniverCity Alliance and its staff will coordinate several UW Courses to work on city-defined projects during the Academic Year (fall 2016 – spring 2017). The City has identified 4 project areas to which coursework will be matched. The project period will be 1 September 2016 through 31 August 2017.
2. General Responsibilities of the City. The City shall:
 - A. Work with the University to develop potential projects;
 - B. Provide information in support of each project including, but not limited to, reports, designs, plans, and data sets;
 - C. Assist the University with identifying stakeholders, public engagement activities, and community contacts in support of each project, as applicable; and
 - D. Host student field trips to help establish the context for projects, as applicable.

3. General Responsibilities of the University. The University shall:
- A. Assign qualified students to work on each specific project;
 - B. Assign qualified faculty member(s) to supervise the performance of the student(s) on the specific projects;
 - C. Assist with the development of a scope of work for each project;

4. Compensation And Payment. The total cost for all work described as the partnership shall be \$50,000. Payment shall be in two installments with the first due prior to the commencement of the work (fall 2016). These payments are the only financial responsibility of the City. The City shall not be responsible for any other expenses related to the performance of the services pursuant to this Agreement.

Checks shall be made payable to the Board of Regents of The University of Wisconsin System (ID #39-6006492) and sent to:

UW-Madison GAR Account
Research and Sponsored Programs
Drawer 538
Milwaukee, WI 53278-0538

For identification purposes, each payment shall include the invoice number and award number as referenced on the invoice

5. Project Coordination And Supervision. Sonja Reichertz is designated as the Project Coordinator for the City and will monitor the progress and execution of this Agreement. The University shall assign a single Project Coordinator to provide supervision and have overall responsibility for the progress and execution of this Agreement for the University. Jason Vargo is designated as the Project Coordinator (i.e., Principal Investigator) for the University.
6. Control. Neither the City nor its officers, agents, or employees shall have any control over the conduct of the University or any of the University's employees, students, or volunteers, except as herein set forth, and the University or the University's agents, servants, employees, students, or volunteers are not in any manner agents, servants, or employees of the City, it being understood that the University, its agents, servants, employees, students, and volunteers are as to the City wholly independent contractors, and that the University's obligations to the City are solely such as are prescribed by this Agreement. Similarly neither the University nor its officers, agents, employees,

students or volunteers shall have any control over the conduct of the City or any of the City's officers, agents, employees, or volunteers, except as herein set forth

7. Termination. If either party wishes to terminate this Agreement due to non-performance or failure to meet expectations, the terminating party will consult with the other party to seek resolution. Notwithstanding the above, this Agreement may be terminated with or without cause by the either party upon 30 days written notice to the other party. In the event of termination, all finished or unfinished Reports, Data, Methods, Analysis, Recommendations, and other documents prepared by the University, whether paper or electronic, shall immediately be delivered to the City. - The University shall be entitled to receive just and equitable compensation for any work satisfactorily completed in accordance with the terms of this Agreement and generally accepted professional and academic standards on such documents and other materials up to the effective date of the Notice of Termination, not to exceed the amounts payable pursuant to this Agreement, and less any damages caused the City by the University, if any.

- 8. Intellectual Property. Ownership of inventions conceived and reduced to practice in the performance of -this Agreement will follow inventorship which will be determined according to U.S. patent laws. University will disclose such inventions to –the City which – will hold in confidence so as to not affect the patentability of such inventions.
–

- 9. Publication. Both parties and its employees have the right, at their discretion, to release information or to publish any data, writings, or material resulting from -this Agreement or to use such in any way for its educational, governmental, and research purposes. The publishing party shall furnish the –the other party with a copy of any proposed publication in advance of the proposed publication date and grant the party thirty (30) days for review and comment. Such delay shall not, however, be imposed on the filing of any student thesis or dissertation.

10. Deliverables. At the conclusion of this project the University shall deliver a final report as to the accomplishments and conclusions of each project performed under this Agreement. The City shall retain ownership of such report(s) and shall have the right to copy, create derivative works and allow others to use the reports. The University shall retain ownership of any intellectual incorporated into the report(s) that was previously developed and utilized for the project(s) or developed by the University during the term of this Agreement.

11. Publicity. The parties will mutually agree on any press releases or other publicity relating to -this Agreement.
12. Reports. The University shall furnish to the -City periodic letter reports during the term of this Agreement summarizing the research being conducted. A final report setting forth the accomplishments, significant -project findings, and recommendations shall be prepared by the University and submitted to the -City within ninety (90) days after the expiration of this Agreement.
13. Proprietary Data. The parties will exercise reasonable effort to maintain in confidence proprietary or trade-secret information disclosed or submitted to the other party that is designated in writing as confidential information at the time of disclosure (“Confidential Information”). Confidential Information does not include information which:
 - is available in the public domain or becomes available to the public through no act of the receiving party; or
 - is independently known prior to receipt thereof or is discovered independently by an employee of the receiving party who had no access to the information supplied by the disclosing party under this Agreement; or
 - is made available to the receiving party as a matter of lawful right by a third party; or
 - is required to be disclosed by applicable law.

The University retains the right to refuse to accept Confidential Information that is not considered to be essential to the completion of -the projects under this Agreement. The obligations under this paragraph shall survive and continue for one (1) year after this Agreement ends.

14. Liability. Each party agrees to hold the other party and its officers, employees, or agents, harmless from any loss, claim, damage, or liability of any kind involving an officer, employee, or agent of the indemnifying party arising out of or in connection with this Agreement, except to the extent that such loss, claim, damage, or liability is founded upon or grows out of the acts or omissions of any of the officers, employees, or agents of the party to be indemnified to the extent allowed by Wisconsin law.
15. Warranties. THE UNIVERSITY MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE RESEARCH PROJECT OR ANY INVENTION(S) OR PRODUCT(S), WHETHER TANGIBLE OR INTANGIBLE, CONCEIVED, DISCOVERED, OR DEVELOPED UNDER THIS AGREEMENT;

OR THE OWNERSHIP, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE RESEARCH PROJECT OR ANY SUCH INVENTION OR PRODUCT. To the University's knowledge, the University is not aware that we are infringing any third party's rights or incorporating any third party's materials in the project materials without their permission.

16. Equipment. Equipment, supplies, and materials purchased or produced under this Agreement shall be owned by the University, except that which is paid for by the City.
17. Assignment. Neither party may assign this Agreement to another without the prior written consent of the other party; however, the -City may assign this Agreement to a successor in ownership of all or substantially all its business assets, provided that such successor expressly assumes in writing the obligation to perform in accordance with the terms and conditions of this Agreement. Any other purported assignment shall be void.
18. Independent Inquiry. Nothing in this Agreement shall be construed to limit the freedom of researchers who are participants in this Agreement, whether paid under this Agreement or not, from engaging in similar research inquiries made independently under other grants, contracts or agreements with parties other than the - City.
19. Independent Contractor. In the performances of all services under this Agreement:
 - each party and its personnel shall be deemed to be and shall be an independent contractor and, as such, shall not be entitled to any benefits applicable to employees of the other party; and
 - neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither party shall be bound by the acts or conduct of the other.
20. Insurance. The University warrants and represents that it has adequate liability coverage applicable to officers, employees, and agents while acting within the scope of their employment by the University. The University has no liability insurance policy that can extend protection to any other person.
21. Notices. Notices and communications are deemed made if sent to the party to receive such notice or communication at the address given below, or such other addresses as may be designated by notice in writing.

If to the City:

April Little
City Administrator
City of Monona
5211 Schluter Road
Monona, WI 53716

If to the University:

For technical matters -

Jason Vargo
University of Wisconsin-Madison
1070 Medical Sciences Center
1300 University Ave.
Madison, WI 53706

For administrative matters -

Research and Sponsored Programs
21 N Park Street, Suite 6401
Madison, WI 53715
preaward@rsp.wisc.edu
(608) 262-3822

22. Governing Law. This Agreement shall be governed by the laws of the State of Wisconsin.
23. Counterparts and Facsimile. This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, but which together shall constitute but one instrument. This Agreement shall be considered accepted once it has been executed by both parties. A signature delivered by facsimile or electronic means will be considered binding for each party.
24. Entire Agreement. This Agreement embodies the entire understanding between the University and the Sponsor for this Research Project, and any prior or contemporaneous representations, either oral or written, are superseded. No amendments or changes to this Agreement, including without limitation, changes in the statement of work, total estimated cost, and period of performance, shall be effective unless made in writing and signed by authorized representatives of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement by proper persons duly authorized.

City of Monona

**Board of Regents of the
University of Wisconsin System**

By: _____

By: Michael Morris

Name: _____

Name: Michael Morris

Title: _____

Title: Contracts Coordinator

Date: _____

Date: 9/20/16

Schedule of Work (subject to change).



#UniverCityOfMonona | Draft Schedule of Courses

Project Areas	spring/ summer 2016	fall 2016	spring 2017	summer 2017
<p>Parks</p> <p>provide details to the master plans of Ahuska and Winnequah Parks for future improvement</p>		<p>Landscape Architecture capstone course - working on Park Master Plan for Ahuska and Winnequah Parks</p> <p>Civil and Environmental Engineering 578 capstone course - working on Parking and storm water for Ahuska Park</p> <p>Soil Sciences/ Horticulture 332 - nutrient management plan for Ahuska Park</p>	<p>Landscape Architecture 451: Open Space Planning and Design - working on Park user perceptions and walking trail plans</p> <p>Civil and Environmental Engineering 578 capstone course - working on Parking and storm water for Ahuska Park</p> <p>Geography or Nelson capstone course - Inventorying cultural assets of Monona Public Lands</p>	<p>Envr Studies 972 - Conservation Mgmt Plan</p>
<p>Housing</p> <p>Inform housing and redevelopment goals of the City by providing analysis of different types of housing occupancy characteristics</p>	<p>URPL 590 workshop 5-week prep course</p>	<p>Urban & Regional Planning 590 workshop team - working on renter/owner housing mix report</p> <p>Real Estate 611 capstone course - generate alternative development proposals for priority sites</p> <p>Real Estate Res. & Comm. Healthcare course - consult on healthcare properties, include consults from SoHE Design Studies (interiors)</p>	<p>Urban & Regional Planning Housing Policy and Analysis Course - working future needs assessment report</p> <p>Real Estate 651 Green and Sustainable Development - generate alternative development proposals for priority sites</p>	
<p>Community Media</p> <p>assess our current connectivity and WiFi technology infrastructure, give comparables</p>		<p>Agriculture & Applied Econ 323 Cooperatives - Case study of cooperatively managed Fiber Optic Infrastructures</p> <p>SLIS 751 Relational DB Design & Mgmt - design and construct database (TBD) for the city</p> <p>Information Studies Digital Information - conduct accessibility assessment and search optimization a for City Website</p>	<p>Life Science Communications Radio Course - produce news shorts on UniverCity Year work to air on Monona's WVMO</p> <p>Computer Science - develop app and install routers for new connected public services</p> <p>Public Affairs 881 Cost Benefit Analysis - assess the prospect of city-wide publicly owned wireless services</p>	
<p>Sustainable Transportation</p> <p>better understand multi-modal connections and networks through Monona</p>	<p>URPL 590 Bicycle & Pedestrian Planning</p> <p>Morgridge Student Award Community Outreach</p>	<p>Urban & Regional Planning 590 workshop team - working on draft bike/ped Plan</p>	<p>Environmental Studies 772 Transportation, Policy & Mgmt Practicum - assessing transit options for Monona</p> <p>Life Sciences Communication Capstone Social marketing - design campaign to increase biking/walking to school</p> <p>Population Health 740 Health Impact Assessment - measure the health benefits of potential transportation changes</p>	

Overall Project Budget (specific line items subject to change).

Category	Detail (1) <i>Project Area</i>	(Detail 2) <i>Course Title</i>	\$
Courses	Transportation	URPL Workshop	\$1,000
Courses	Transportation	LSC Capstone	\$1,000
Courses	Transportation	TMP Practicum	\$1,000
Courses	Housing	URPL Workshop	\$1,000
Courses	Housing	URPL Housing Policy	\$1,000
Courses	Housing	RE capstone	\$1,000
Courses	Housing	RE Green Dev.	\$1,000
Courses	Housing	Health Care settings	\$1,000
Courses	Parks	CEE Capstone Fall	\$1,500
Courses	Parks	CEE Capstone Spr	\$1,500
Courses	Parks	LA Open Space	\$1,000
Courses	Parks	Turf Grass Nutrient Mgmt	\$1,000
Courses	Parks	Nelson Capstone	\$1,000
Courses	Parks	ENVS Conserve Mgmt	\$1,000
Courses	Media	iSchool DB	\$1,000
Courses	Media	iSchool Online Optimization	\$1,000
Courses	Media	LSC Radio	\$1,000
Courses	Media	AEE Cooperatives	\$1,000
Courses	Media	LaFollette Workshop	\$1,000
Courses (subtotal)			\$20,000
PR/COMM	video		\$2,000
PR/COMM	Sep, 2016	Kick Off Event at ALNC	\$2,000
PR/COMM	May, 2017	Wrap up on Campus	\$3,000
PR/COMM (subtotal)			\$7,000
Deliverables	Printing		\$500
Deliverables	Posters		\$500
Deliverables (subtotal)			\$1,000
Personnel	Student hourly	editing/communications/design	\$5,000
Personnel	Program Manager		\$10,478
Personnel (subtotal)			\$15,478
Subtotal			\$43,478
Overhead	15% of Total Direct Costs		\$6,522
Total			\$50,000

See sample course specific budget next two pages. Program manager and student hourly personnel cost includes fringe benefits as a percentage of salary cost (3.3% student hourly; 39.7% academic staff).

Draft budget of expected expenses per course.

Course materials

flip carts, clipboards, etc.	\$100
printing reports, handouts, posters	\$150

Events

Food for semester end presentation	\$350
Mid- Semester Charrette (cost share with other course)	\$200

Travel

estimated 2 round trip per student (16) carpooling	\$480
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TOTAL	\$1,280
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**Resolution No. 16-10-2121
Monona Common Council**

**APPROVING A PROPOSAL FROM FIRST STUDENT FOR
CITY TRANSIT SERVICES**

WHEREAS, the contract with First Student for City transit services expires on December 31, 2016; and,

WHEREAS, the Mass Transit Commission solicited, received, and reviewed three (3) proposals for transit services and recommends that a new, five-year contract be awarded to First Student.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that First Student be awarded a five-year contract to provide transit services in the City of Monona.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

Joan Andrusz
City Clerk

Approval Recommended By: Transit Commission – 8/23/16

Council Action:

Date Introduced: 10-3-16

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>16-10-2121</u> Ordinance Amendment No. _____
--	---------------------------------	---

Title: Transit Service

Policy Analysis Statement:

Brief Description Of Proposal:

The Transit Commission received three proposals and recommends accepting the proposal from First Student. First Student (current provider) was lowest at \$1,200,509 over five years. The next closest bid was \$1,370,835. The Transit Commission included bike rack, website and smart phone app for an additional \$41,441. See the attached bid spreadsheet.

Current Policy Or Practice:

No change

Impact Of Adopting Proposal:

The proposal will be included in the 2017 budget.

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

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					
				Totals				

Prepared By:

Department: Finance
 Prepared By: Reviewed By: Marc Houtakker

Date:
 Date: 9/29/16

City of Monona
Mass Transit Proposal

Badger	Cost					Total	Rates				
	2017	2018	2019	2020	2021		2017	2018	2019	2020	2021
New Bus	283,956.40	283,959.30	283,959.30	283,959.30	283,959.30	1,419,794	58.00	58.00	58.00	58.00	58.00
Used Bus	274,164.80	274,167.60	274,167.60	274,167.60	274,167.60	1,370,835	56.00	56.00	56.00	56.00	56.00
Bike Rack	4,895.80	4,895.85	4,895.85	4,895.85	4,895.85	24,479	1.00	1.00	1.00	1.00	1.00
Smart Phone	4,895.80	4,895.85	4,895.85	4,895.85	4,895.85	24,479	1.00	1.00	1.00	1.00	1.00
Website	No charge if smart phone is picked										
Kobussen											
	2017	2018	2019	2020	2021	Total	2017	2018	2019	2020	2021
New Bus	277,102.28	277,105.11	277,105.11	277,105.11	277,105.11	1,385,523	56.60	56.60	56.60	56.60	56.60
Used Bus	Did not include a bid						N/A	N/A	N/A	N/A	N/A
Bike Rack	Included in New bus price						N/A	N/A	N/A	N/A	N/A
Smart Phone	3,084.35	3,084.39	3,084.39	3,084.39	3,084.39	15,422	0.63	0.63	0.63	0.63	0.63
Website	Cost to be determined later										
First Student											
	2017	2018	2019	2020	2021	Total	2017	2018	2019	2020	2021
New Bus	Did not include a bid										
Used Bus	228,389.07	234,119.55	239,945.61	245,967.50	252,087.32	1,200,509	46.65	47.82	49.01	50.24	51.49
Bike Rake	4,553.09	4,651.06	4,797.93	4,895.85	5,042.73	23,941	0.93	0.95	0.98	1.00	1.03
Smart Phone	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	8,750					
Website	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	8,750					
Hours per Day	18.83										
Per week	94.15										
Per year	4,895.80										

Monona Transit System Study – 2016

MISSION OF THE CURRENT SERVICE / INTRODUCTION

Public transit provides efficient commuter transportation to downtown, and some regional transportation. Transit is an economic development tool to attract new residents. Sustainability is also important but its benefits are difficult to quantify, such as reducing pollution, traffic, and parking pressures.

CURRENT SERVICE OVERVIEW

A.M. Route

The morning route begins on Cops Avenue at Shato Lane and makes 15 stops through Monona before heading to downtown Madison via Atwood Avenue / Williamson Street. The bus makes two stops on the Capitol Square before heading down State Street to the Memorial Union, UW Hospital, VA Hospital, Meriter Hospital, and St. Mary's Hospital. There are four loops of this route; the first loop begins at 5:50 a.m.; the last loop begins at 8 a.m. Each loop of the route takes just under one hour to complete. The total average number of riders on the morning loops is 21 per day.

P.M. Route

The afternoon route begins with three stops in Monona (Roselawn and Femrite, Shato and Asher, and Shato and Cops) before heading west on Broadway to Highway 12/18 and John Nolen Drive. The route then makes stops at St. Mary's Hospital, Meriter Hospital, VA Hospital, UW Hospital, Memorial Union, and the Capitol Square before heading back to Monona via Atwood Avenue / Williamson Street. There are four loops of this route; the first loop begins at 3:20 p.m.; the last loop begins at 5:35 p.m. Each loop of the route takes approximately 80 minutes to complete. The total average number of riders on the evening loops is 18 per day.

GOALS OF THE STUDY

1. **Focus on obtaining new riders.** Each new weekly round trip rider could translate to \$2,340 regular fare or \$1,755 with punch card. Monona's fare box revenue as a percent of expenses is 17.7 percent, which is **lower** when compared with the Tier B average of 21.8 percent.

2. Negotiate new contract with operator. (*Contract expires December 31*). Contract items considered:

Three proposals for service were received in July. The lowest bidder, First Student, had proposed a cost of \$46.65 per hour, or \$228,389 per year at 4,895.80 hours (or 18.83 hours per weekday). This price is an increase of 7 percent from the 2016 rate of \$43.60 per hour (+ \$14,932 for the year).

We looked at possible service improvements, such as adding bike racks and Wi-Fi.

- 3. Examine alternative transit options.** These may include rideshares, van pools, bicycles, vouchers, etc.). This is a larger-scale project that may be best suited to a UniverCity project.
- 4. Examine regional cooperation,** such as a regional transportation authority or intergovernmental agreement.

- Dane County (Dane County Supervisor Robin Schmidt) – Attended regional meeting hosted by Supervisor Schmidt in spring 2016
- Madison Metro. Held meeting May 2016.
- Metropolitan Planning Organization (MPO) – Two meetings held, May 2016.

In spring 2016, Dane County Supervisor Robin Schmidt led an effort to develop a \$1.5 million Transit Linking Communities (TLC) capital funding grant program. This new grant program was intended to assist local governments within Dane County with funding the capital investment portion of new or improved public transportation projects that will link the communities in our region with new and enhanced public transportation service. Projects were intended to link multiple communities and connect with Metro Transit where possible, but intra-municipal projects will also be considered.

However, Supervisor Schmidt reported that unless the County forms a joint transit commission, the law is being interpreted that Dane County cannot provide capital funds to any municipalities. There are options for private transit companies but the funding would go to them and not the municipality. She is pursuing more conversations on this subject. But she says that state law needs to change and those in leadership positions are simply not interested in pursuing transportation or transit in our state.

The group met with representatives from Madison Metro. Under the City's current agreement with Madison Metro, our cost is only \$1 for them to provide services outside of Madison's borders. They have about five stops in Monona now. They are willing to look into possibilities for cooperative projects, in particular joint stop improvements and the addition of Monona routes on their bus stop signs.

About 2½ percent of Madison Metro riders are from Monona. They provide paratransit service to Monona, where riders can pick up Monona Lift service. It is expected that service

demand will increase in the future. They have no additional peak-time buses currently. Madison Metro is currently considering addition of “transit impact fees.”

It was hoped that the new Dane County capital grant could fund bicycle racks, stop improvements and automated swipe cards, but the grant appears to be a dead issue for now. Such improvements would need to be incorporated into the budget process.

5. **Examine opportunities provided by new technology and current technology**

Examples could be automated swipe cards; Wi-Fi service (may be a federal grant for this); scheduling apps; customized service. Madison Metro has learned that Wi-Fi is most useful on longer routes only. They are looking at chip-inserted transit cards (and possibly include them in student IDs). Other questions: Is current web site and app updated, easy to find and functional? This will be examined this semester by a UniverCity project class.

6. **Review effectiveness of marketing plans**

This would be best suited to a UniverCity project class. However, we can make some general statements about ridership trends in 2016, with the caveat that trends can be impacted by uncontrollable factors such as gasoline prices, the economy and weather. In general, it appears that ridership is stable from the previous year (September 2015 through August 2016), but up slightly from 2013-14.

A marketing effort was done near the end of 2015, with some of these achievements:

- a. New brochure sent with tax bills; updated web site, logo and signs; new phone app.
- b. Market to employers and apartment/condo complexes (as opposed to general marketing)

7. **Examine (improve?) routes / stops / times**

Routes changed a few years ago; changes can be difficult for current users.

COLLECT DATA TO UNDERSTAND THE CURRENT SITUATION

1. Contact Potential Sources of Assistance:

- a. **UniverCity.** As part of the spring 2017 semester, a UW Class – Transportation, Management, & Policy (Civil Engineering students) will be looking at transportation improvements in Monona.
- b. **Madison Metro** – They are willing to explore possibilities for more regional cooperation, including coordinating development of Google Transit route information with Monona.

c. **MPO -**

i. Types of Assistance:

1. Survey assistance and tools – They have helped put a survey together
2. MPO has extensive data on area rider and demographic patterns.

d. **City Staff:** Brad Bruun is creating a (first ever) transportation plan and is overseeing the UniverCity project and fellow.

2. **Collect / review / Data on Current Service**

A survey had been conducted in summer 2016 with the help of UW Fellow Maria Castillo. See attached. A survey of riders only is currently being conducted.

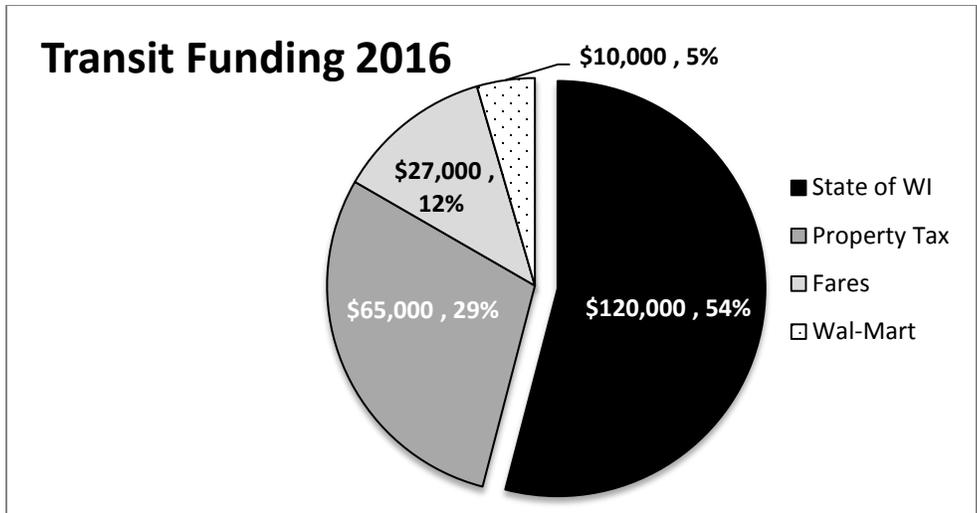
FINANCIAL OVERVIEW OF CURRENT SYSTEM

a. REVENUES

As noted earlier, according to the 2016 Wisconsin Small Urban Transit Systems (Tier B) Funding Distribution, Monona's revenue from rider fares as a percent of program expenses is 17.2 percent, as compared with an average 21.8 percent in our class. However, it is important to note that many major employers subsidize fares for Madison Metro service, which causes Monona's service to look expensive in comparison. Also, Madison Metro's base fare is \$1 less than Monona's. Therefore, it is **not recommended** to increase fare revenue by increasing fare cost.

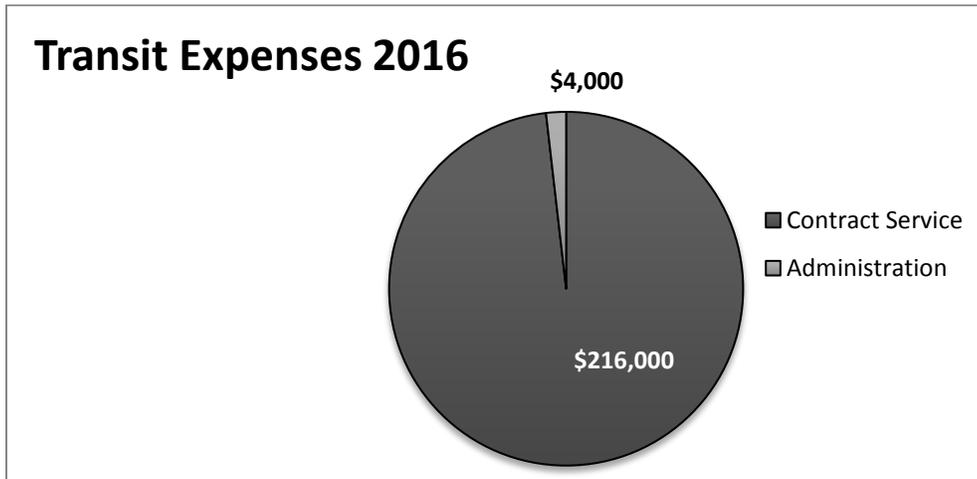
Local funding (as compared with state and federal) as a percent of expenses is 27.2 percent, compared with an average of 23.1 percent in our class. The City of Monona and other Madison suburbs do not receive federal aid.

Monona Express Fares	
Regular rider cash fare	\$3.00 per ride
Regular rider ticket with 20 rides	\$2.25 per ride
Senior / Disabled rider	\$1.50 per ride
Student rider	\$1.50 per ride
Transfer rider	\$0.50 per ride
Annual Pass	\$745



b. EXPENSES

Most of the expenses are for the service contract of the provider, which is First Student through 2016. First Student provides the buses, drivers, training and other services to the program. The cost of the program (2016) is approximately \$18 per tax bill per year, or \$8 per capita.



POTENTIAL PROGRAM IMPROVEMENTS

Some suggestions for route refinement improvements mentioned by MPO are as follows. The Commission will continue to monitor these and consider changes after obtaining rider survey results, and into the future.

1. Create a map showing regional service - Use Google Transit; MPO has a data file for Monona and has assisted with its creation. The draft has been uploaded to Google for final edits before launch.
2. Need system map to show stops that is printable
3. Reduce headways (minutes between buses) from 45 minutes to 30 – add buses or shorten route.
4. Start at Wal-Mart or Treysta? (Starts at Shato)
5. UW-Hospital – adds 15 minutes
6. Stops are spaced fairly well.
7. Perhaps use Johnson instead of State Street, or Mills
8. Perhaps add stop on Isthmus because of population growth and on Broadway?
9. Madison Metro well serves Wal-Mart and WPS
10. Are they getting through Monona too quickly? Drivers stopping too early = missed riders. Suggest following or driving the route.
11. Possibly compress time to start the 4:51 PM earlier. Peak time seems more to be 3-6 PM; we run 4-7 PM; doesn't go much beyond 5:30 PM.
12. Lift service provides mid-day service; Madison Metro is heavily used then.
13. Better signage at stops. Madison Metro is willing to consider looking into the addition of Monona routes on their bus stop signs.

Other probable issues with some suggested improvements:

Problem: Just don't know about Monona Transit (general public and employers)

Solution(s): Create Google Transit Map, integrated with Madison Metro (MPO and Madison Metro can assist city staff)

Problem: Fear of using system

Solution(s): Bus buddy; Google Transit map; Better stop maps; how-to-use video short

Problem: Unwelcoming stops, i.e. Stops not plowed out in winter

Solution(s): It was hoped to improve stop using Dane County grant, possibly in cooperation with Madison Metro, but this would most likely need to be a budget item.

Problem: Perception service is only for elderly and disabled

Solution(s): Better marketing of Express service

...And others that are more difficult to solve:

- a. Retiring employees = lost riders
- b. Transferring to a Madison Metro bus costs extra
- c. Badger Bus – competition?
- d. Limited hours

EXHIBITS

- Monona Transit Service Schedule
- Data: 2016 Wisconsin Small Urban Transit Systems (Tier B) Funding Distribution
- Madison Metro Plus Service Area Boundaries
- Madison Metro – Bus Stops in Monona
- MPO Survey: 2015 Metro On Board Survey – Trips to Monona
- Monona Active Transportation Survey (2016) Questionnaire & Results

MONONA EXPRESS ROUTE SCHEDULE

Morning Route

Loop 1	Loop 2	Loop 3	Loop 4	
5:50 AM	6:35 AM	7:15 AM	8:00 AM	Copps Ave. @ Shato La.
5:51 AM	6:36 AM	7:16 AM	8:01 AM	Shato La. @ Asher Cir.
5:53 AM	6:38 AM	7:18 AM	8:03 AM	Femrite Dr. @ Roselawn Ave.
5:55 AM	6:40 AM	7:20 AM	8:05 AM	Frost Woods Rd. @ Bridge Rd.
5:57 AM	6:42 AM	7:22 AM	8:07 AM	Bridge Rd. @ Winnequah Rd.
5:59 AM	6:44 AM	7:24 AM	8:09 AM	Owen Rd. @ Pheasant Hill Rd.
6:01 AM	6:46 AM	7:26 AM	8:11 AM	Nichols Rd. @ Maywood Rd.
6:02 AM	6:47 AM	7:27 AM	8:12 AM	Schluter Rd. @ Winnequah Rd.
6:03 AM	6:48 AM	7:28 AM	8:13 AM	Winnequah Rd. @ Baskerville Ave.
6:04 AM	6:49 AM	7:29 AM	8:14 AM	Winnequah Rd. @ Wyldhaven Ave.
6:05 AM	6:50 AM	7:30 AM	8:15 AM	Winnequah Rd. @ Dean Ave.
6:06 AM	6:51 AM	7:31 AM	8:16 AM	Dean Ave. @ Midmoor Rd.
6:07 AM	6:52 AM	7:32 AM	8:17 AM	Dean Ave. @ Gordon Ave.
6:09 AM	6:54 AM	7:34 AM	8:19 AM	Monona Dr. @ MG High School
6:10 AM	6:55 AM	7:35 AM	8:20 AM	Monona Dr. @ Cottage Grove Rd.
6:11 AM	6:56 AM	7:36 AM	8:21 AM	Atwood Ave. @ Walter St.
6:15 AM	7:00 AM	7:40 AM	8:25 AM	Atwood Ave. @ First St.
6:21 AM	7:06 AM	7:46 AM	8:31 AM	Main St. @ King St.
6:25 AM	7:10 AM	7:50 AM	8:35 AM	State St. @ Dayton St.
6:26 AM	7:11 AM	7:51 AM	8:36 AM	State St. @ Lake St.
6:28 AM	7:13 AM	7:53 AM	8:38 AM	Observatory Dr. @ Charter St.
6:29 AM	7:14 AM	7:54 AM	8:39 AM	Observatory Dr. @ Babcock Dr.
6:32 AM	7:17 AM	7:57 AM	8:42 AM	UW Hospital (Observatory @ Highland)
6:33 AM	7:18 AM	7:58 AM	8:43 AM	VA Hospital (on Highland Ave.)
6:39 AM	7:24 AM	8:04 AM	8:49 AM	Mills St. @ Johnson St.
6:42 AM	7:27 AM	8:07 AM	8:52 AM	Meriter Hospital (Brooks @ Mound)
6:45 AM	7:30 AM	8:10 AM	8:55 AM	St. Mary's Hospital (Main Entrance)
6:48 AM	7:33 AM	8:13 AM	8:58 AM	Olin Ave. @ Park St.

Afternoon Route

Loop 1	Loop 2	Loop 3	Loop 4	
3:20 PM	4:05 PM	4:50 PM	5:35 PM	Femrite Dr. @ Roselawn Ave.
3:22 PM	4:07 PM	4:52 PM	5:37 PM	Shato La. @ Asher Cir.
3:23 PM	4:08 PM	4:53 PM	5:38 PM	Shato La. @ Copps Ave.
3:34 PM	4:19 PM	5:04 PM	5:49 PM	Olin Ave. @ Park St.
3:37 PM	4:22 PM	5:07 PM	5:52 PM	St. Mary's Hospital (Main Entrance)
3:40 PM	4:25 PM	5:10 PM	5:55 PM	Meriter Hospital (Brooks @ Mound)
3:43 PM	4:28 PM	5:13 PM	5:58 PM	Mills St. @ Johnson St.
3:49 PM	4:34 PM	5:19 PM	6:04 PM	VA Hospital (on Highland Ave.)
3:50 PM	4:35 PM	5:20 PM	6:05 PM	UW Hospital (Observatory @ Highland)
3:52 PM	4:37 PM	5:22 PM	6:07 PM	Observatory Dr. @ Babcock Dr.
3:53 PM	4:38 AM	5:23 PM	6:08 PM	Observatory Dr. @ Charter St.
3:58 PM	4:43 PM	5:28 PM	6:13 PM	Lake St. @ State St.
4:01 PM	4:46 PM	5:31 PM	6:16 PM	State St. @ Fairchild St.
4:06 PM	4:51 PM	5:36 PM	6:21 PM	Main St. @ King St.
4:12 PM	4:57 PM	5:42 PM	6:27 PM	Eastwood Dr. @ First St.
4:16 PM	5:01 PM	5:46 PM	6:31 PM	Atwood Ave. @ Walter St.
4:17 PM	5:02 PM	5:47 PM	6:32 PM	Monona Dr. @ Cottage Grove Rd.
4:18 PM	5:03 PM	5:48 PM	6:33 PM	Monona Dr. @ MG High School
4:20 PM	5:05 PM	5:50 PM	6:35 PM	Dean Ave. @ Gordon Ave.
4:21 PM	5:06 PM	5:51 PM	6:36 PM	Dean Ave. @ Midmoor Rd.
4:22 PM	5:07 PM	5:52 PM	6:37 PM	Winnequah Rd. @ Dean Ave.
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4:25 PM	5:10 PM	5:55 PM	6:40 PM	Schluter Rd. @ Winnequah Rd.
4:26 PM	5:11 PM	5:56 PM	6:41 PM	Nichols Rd. @ Maywood Rd.
4:28 PM	5:13 PM	5:58 PM	6:43 PM	Owen Rd. @ Pheasant Hill Rd.
4:30 PM	5:15 PM	6:00 PM	6:45 PM	Bridge Rd. @ Winnequah Rd.
4:32 PM	5:17 PM	6:02 PM	6:47 PM	Frost Woods Rd. @ Bridge Rd.

2016 Wisconsin Small Urban Transit Systems (Tier B) Funding Distribution -- FINAL APRIL 22, 2016

	OPERATING EXPENSES	FAREBOX REVENUES	FAREBOX AS PCT OF EXPENSES	NET OPERATING DEFICIT	Final Federal Share	Federal as Pct of Expenses	Final State Share	State as Pct of Expenses	Final Local Share	Local as Pct of Expenses	Final Share Pct
City of Appleton	\$8,813,594	\$1,728,228	19.6%	\$7,085,366	\$2,456,157	27.9%	\$2,400,168	27.2%	\$2,229,041	25.3%	55.10%
City of Beloit	\$2,038,171	\$296,130	14.5%	\$1,742,041	\$633,552	31.1%	\$489,488	24.0%	\$619,001	30.4%	55.10%
City of Chip Falls	\$499,178	\$173,907	34.8%	\$325,271	\$155,166	31.1%	\$119,883	24.0%	\$50,222	10.1%	55.10%
City of Eau Claire	\$5,469,477	\$1,210,200	22.1%	\$4,259,277	\$1,700,152	31.1%	\$1,313,552	24.0%	\$1,245,574	22.8%	55.10%
City of Fond du Lac	\$1,822,684	\$267,330	14.7%	\$1,555,354	\$566,570	31.1%	\$437,736	24.0%	\$551,048	30.2%	55.10%
City of Green Bay	\$8,591,422	\$1,736,650	20.2%	\$6,854,772	\$2,117,996	24.7%	\$2,615,911	30.4%	\$2,120,865	24.7%	55.10%
City of Hartford	\$227,184	\$85,376	37.6%	\$141,808	\$70,619	31.1%	\$54,561	24.0%	\$16,629	7.3%	55.10%
City of Janesville	\$3,532,979	\$654,218	18.5%	\$2,878,761	\$1,098,204	31.1%	\$848,482	24.0%	\$932,075	26.4%	55.10%
City of Kenosha	\$6,775,681	\$1,766,674	26.1%	\$5,009,007	\$2,106,177	31.1%	\$1,627,250	24.0%	\$1,275,580	18.8%	55.10%
City of La Crosse	\$6,449,883	\$1,635,368	25.4%	\$4,814,515	\$2,004,905	31.1%	\$1,549,006	24.0%	\$1,260,604	19.5%	55.10%
City of Monona	\$214,689	\$37,025	17.2%	\$177,664	\$0	0.0%	\$118,294	55.1%	\$59,370	27.7%	55.10%
City of Onalaska	\$825,152	\$234,000	28.4%	\$591,152	\$256,493	31.1%	\$198,169	24.0%	\$136,490	16.5%	55.10%
City of Oshkosh	\$4,701,430	\$998,500	21.2%	\$3,702,930	\$1,461,409	31.1%	\$1,129,097	24.0%	\$1,112,424	23.7%	55.10%
City of Racine	\$8,548,343	\$2,172,454	25.4%	\$6,375,889	\$2,657,197	31.1%	\$2,052,973	24.0%	\$1,665,718	19.5%	55.10%
City of Sheboygan	\$3,957,099	\$876,615	22.2%	\$3,080,484	\$1,230,039	31.1%	\$950,338	24.0%	\$900,107	22.7%	55.10%
City of Stoughton	\$261,725	\$115,000	43.9%	\$146,725	\$0	0.0%	\$144,212	55.1%	\$2,513	1.0%	55.10%
City of Sun Prairie	\$810,105	\$210,000	25.9%	\$600,105	\$0	0.0%	\$446,371	55.1%	\$153,734	19.0%	55.10%
City of Superior	\$1,481,878	\$125,864	8.5%	\$1,356,014	\$460,632	31.1%	\$355,888	24.0%	\$539,493	36.4%	55.10%
City of Verona	\$516,879	\$169,884	32.9%	\$346,995	\$0	0.0%	\$284,802	55.1%	\$62,193	12.0%	55.10%
City of Waukesha	\$9,325,075	\$1,751,332	18.8%	\$7,573,743	\$935,450	10.0%	\$4,202,703	45.1%	\$2,435,590	26.1%	55.10%
City of Wausau	\$3,132,801	\$499,450	15.9%	\$2,633,351	\$973,811	31.1%	\$752,375	24.0%	\$907,165	29.0%	55.10%
City of West Bend	\$1,094,408	\$452,340	41.3%	\$642,068	\$321,034	29.3%	\$281,989	25.8%	\$39,045	3.6%	55.10%
Cnty of Ozaukee	\$3,110,185	\$750,600	24.1%	\$2,359,585	\$610,792	19.6%	\$1,102,932	35.5%	\$645,861	20.8%	55.10%
Cnty of Washington	\$3,627,126	\$756,158	20.8%	\$2,870,968	\$988,040	27.2%	\$1,010,520	27.9%	\$872,407	24.1%	55.10%
Total Tier B:	\$85,827,148	\$18,703,303	21.8%	\$67,123,845	\$22,804,395	26.6%	\$24,486,701	28.5%	\$19,832,749	23.1%	55.10%

Local share estimated based on application budget; actual costs and revenues may increase or decrease final share. Listed Final Share Pct not guaranteed.

The City of Waukesha, Ozaukee County, and part of Washington County's federal share comes from Milwaukee UZA funds.

Monona, Stoughton, Sun Prairie, and Verona do not receive 5307 funds from the Madison UZA.

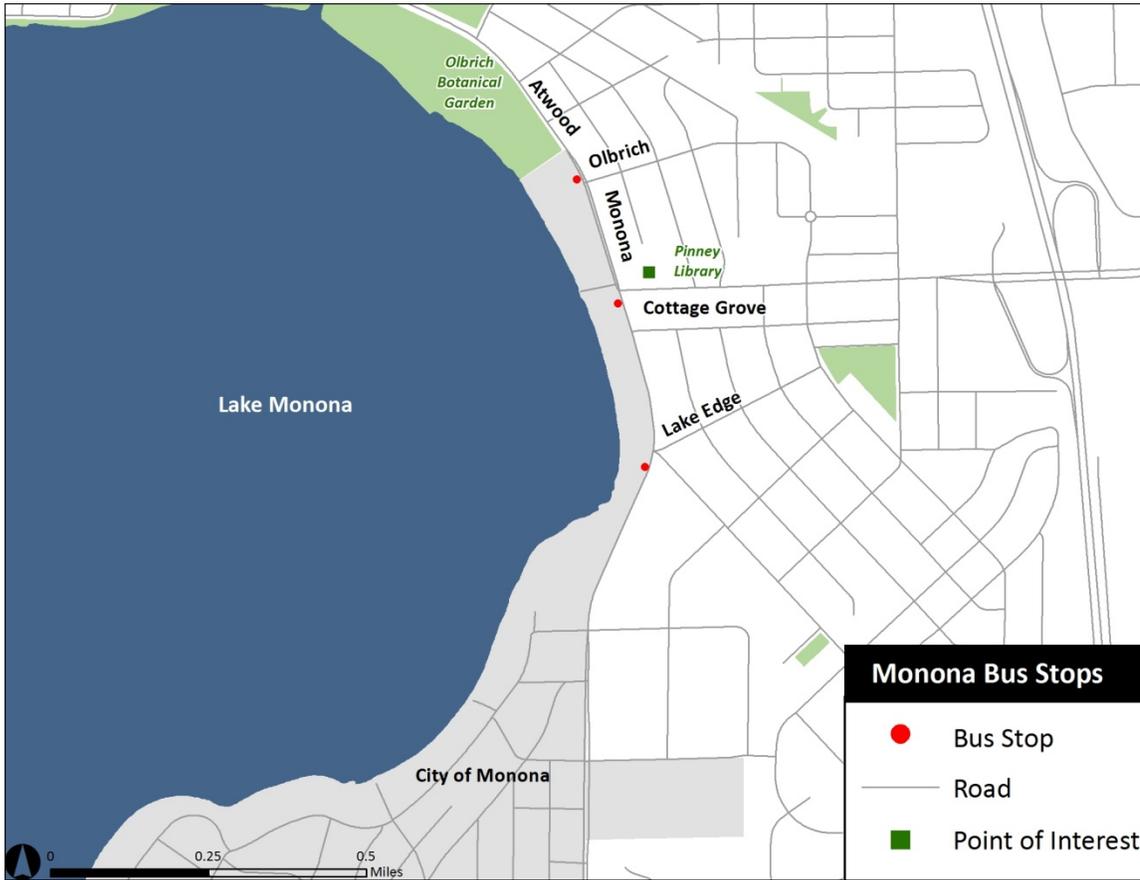
2016 Wisconsin Rural Transit Systems (Tier C) Funding Distribution -- FINAL APRIL 22, 2016

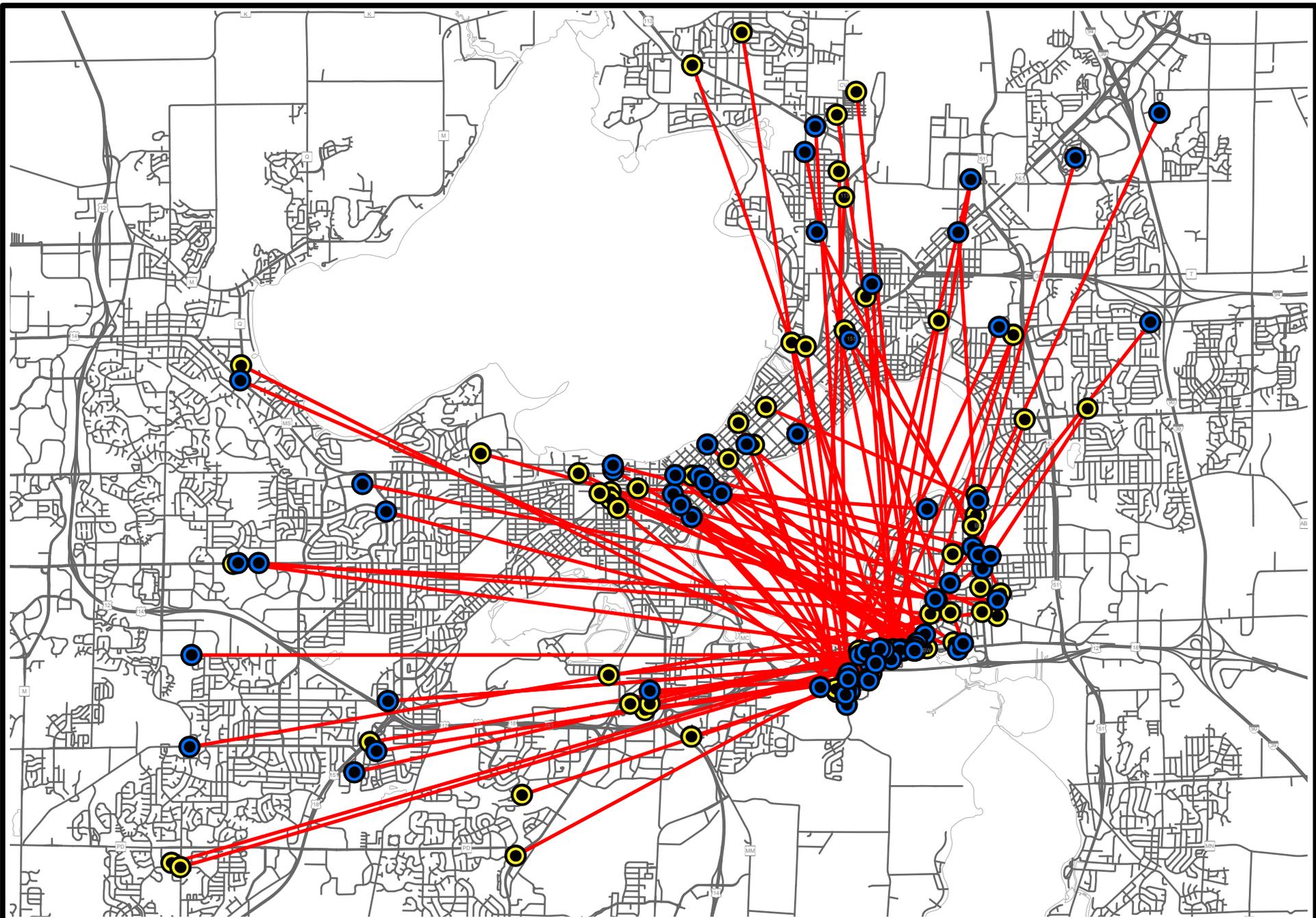
	BUDGETED OPERATING EXPENSES	BUDGETED FAREBOX REVENUES	FAREBOX AS PCT OF EXPENSES	NET OPERATING DEFICIT	Final Federal Share	Federal as Pct of Expenses	Final State Share	State as Pct of Expenses	Final Local Share	Local as Pct of Expenses	Final Share Pct
TIER C BUS											
Bay Area Rural Transit Commission	\$1,653,369	\$182,150	11.0%	\$1,471,219	\$735,610	44.5%	\$211,537	12.8%	\$524,073	31.7%	57.29%
City of Manitowoc	\$2,143,617	\$183,100	8.5%	\$1,960,517	\$980,259	45.7%	\$247,730	11.6%	\$732,528	34.2%	57.29%
City of Merrill	\$607,811	\$91,800	15.1%	\$516,011	\$258,006	42.4%	\$90,184	14.8%	\$167,822	27.6%	57.29%
City of Stevens Point	\$1,793,716	\$345,820	19.3%	\$1,447,896	\$723,948	40.4%	\$303,597	16.9%	\$420,351	23.4%	57.29%
County of Kenosha	\$514,900	\$25,300	4.9%	\$489,600	\$244,800	47.5%	\$50,165	9.7%	\$194,635	37.8%	57.29%
County of Rusk	\$1,049,748	\$132,500	12.6%	\$917,248	\$458,624	43.7%	\$142,733	13.6%	\$315,891	30.1%	57.29%
County of Sawyer	\$1,849,317	\$270,000	14.6%	\$1,579,317	\$789,659	42.7%	\$269,738	14.6%	\$519,920	28.1%	57.29%
Dunn County Transit Commission	\$577,098	\$67,570	11.7%	\$509,528	\$254,764	44.1%	\$75,831	13.1%	\$178,933	31.0%	57.29%
Oneida-Vilas Transit Comm	\$445,300	\$57,000	12.8%	\$388,300	\$194,150	43.6%	\$60,944	13.7%	\$133,206	29.9%	57.29%
Menominee Tribe	\$5,727,524	\$144,604	2.5%	\$5,582,920	\$2,791,460	48.7%	\$489,600	8.5%	\$2,301,860	40.2%	57.29%
TIER C TAXI											
City of Baraboo***	\$481,142	\$248,000	51.5%	\$233,142	\$153,965	32.0%	\$79,177	16.5%	\$0	0.0%	48.46%
City of Beaver Dam***	\$1,003,863	\$376,000	37.5%	\$627,863	\$321,236	32.0%	\$253,835	25.3%	\$52,792	5.3%	57.29%
City of Berlin	\$246,649	\$81,758	33.1%	\$164,891	\$82,446	33.4%	\$58,849	23.9%	\$23,596	9.6%	57.29%
City of Black River Falls	\$282,000	\$95,000	33.7%	\$187,000	\$93,500	33.2%	\$68,046	24.1%	\$25,454	9.0%	57.29%
City of Edgerton	\$74,790	\$17,300	23.1%	\$57,490	\$28,745	38.4%	\$14,099	18.9%	\$14,646	19.6%	57.29%
City of Fort Atkinson***	\$390,213	\$168,500	43.2%	\$221,713	\$124,868	32.0%	\$96,845	24.8%	\$0	0.0%	56.82%
City of Jefferson***	\$195,303	\$67,000	34.3%	\$128,303	\$78,121	40.0%	\$33,760	17.3%	\$16,422	8.4%	57.29%
City of Lake Mills	\$91,608	\$28,325	30.9%	\$63,283	\$31,642	34.5%	\$20,837	22.7%	\$10,805	11.8%	57.29%
City of Marinette***	\$463,066	\$124,926	27.0%	\$338,140	\$185,226	40.0%	\$80,045	17.3%	\$72,869	15.7%	57.29%
City of Marshfield***	\$708,356	\$327,000	46.2%	\$381,356	\$226,674	32.0%	\$154,682	21.8%	\$0	0.0%	53.84%
City of Mauston***	\$210,623	\$83,000	39.4%	\$127,623	\$67,399	32.0%	\$53,258	25.3%	\$6,966	3.3%	57.29%
City of Medford***	\$155,825	\$49,500	31.8%	\$106,325	\$62,330	40.0%	\$26,936	17.3%	\$17,059	10.9%	57.29%
City of Monroe***	\$454,029	\$174,500	38.4%	\$279,529	\$145,289	32.0%	\$114,805	25.3%	\$19,435	4.3%	57.29%
City of Neillsville/Clark County	\$291,781	\$49,931	17.1%	\$241,850	\$120,925	41.4%	\$46,224	15.8%	\$74,701	25.6%	57.29%
City of New Richmond***	\$184,941	\$84,000	45.4%	\$100,941	\$59,181	32.0%	\$41,760	22.6%	\$0	0.0%	54.58%
City of Platteville	\$629,714	\$88,000	14.0%	\$541,714	\$270,857	43.0%	\$89,880	14.3%	\$180,977	28.7%	57.29%
City of Portage***	\$1,279,500	\$520,000	40.6%	\$759,500	\$409,440	32.0%	\$323,532	25.3%	\$26,528	2.1%	57.29%
City of Prairie du Chien	\$674,333	\$157,000	23.3%	\$517,333	\$258,667	38.4%	\$127,631	18.9%	\$131,036	19.4%	57.29%
City of Reedsburg***	\$315,142	\$137,100	43.5%	\$178,042	\$100,845	32.0%	\$77,197	24.5%	\$0	0.0%	56.50%
City of Rhinelander***	\$662,422	\$333,360	50.3%	\$329,062	\$211,975	32.0%	\$117,087	17.7%	\$0	0.0%	49.68%
City of Rice Lake	\$134,842	\$22,533	16.7%	\$112,309	\$56,155	41.6%	\$21,091	15.6%	\$35,064	26.0%	57.29%
City of Richland Center***	\$225,309	\$103,000	45.7%	\$122,309	\$90,124	40.0%	\$32,185	14.3%	\$0	0.0%	54.29%
City of Ripon***	\$277,296	\$117,900	42.5%	\$159,396	\$88,735	32.0%	\$68,925	24.9%	\$1,736	0.6%	56.86%
City of River Falls	\$269,359	\$84,000	31.2%	\$185,359	\$92,680	34.4%	\$61,625	22.9%	\$31,054	11.5%	57.29%
City of Shawano	\$285,412	\$98,000	34.3%	\$187,412	\$93,706	32.8%	\$69,795	24.5%	\$23,911	8.4%	57.29%
City of Tomah	\$302,115	\$107,063	35.4%	\$195,052	\$97,526	32.3%	\$75,543	25.0%	\$21,983	7.3%	57.29%
City of Viroqua	\$469,638	\$129,000	27.5%	\$340,638	\$170,319	36.3%	\$98,717	21.0%	\$71,602	15.2%	57.29%
City of Watertown***	\$775,008	\$295,592	38.1%	\$479,416	\$248,003	32.0%	\$195,967	25.3%	\$35,446	4.6%	57.29%
City of Waupaca***	\$465,680	\$181,000	38.9%	\$284,680	\$149,018	32.0%	\$117,751	25.3%	\$17,911	3.8%	57.29%
City of Waupun	\$109,217	\$34,900	32.0%	\$74,317	\$37,159	34.0%	\$25,407	23.3%	\$11,751	10.8%	57.29%
City of Whitewater***	\$231,888	\$85,000	36.7%	\$146,888	\$74,204	32.0%	\$58,635	25.3%	\$14,049	6.1%	57.29%
City of Wisconsin Rapids***	\$869,835	\$360,000	41.4%	\$509,835	\$278,347	32.0%	\$219,945	25.3%	\$11,543	1.3%	57.29%
Clintonville Transit Commission	\$116,497	\$29,000	24.9%	\$87,497	\$43,749	37.6%	\$22,988	19.7%	\$20,761	17.8%	57.29%
County of Door	\$1,142,796	\$251,097	22.0%	\$891,699	\$445,850	39.0%	\$208,811	18.3%	\$237,039	20.7%	57.29%
County of Grant	\$75,834	\$11,100	14.6%	\$64,734	\$32,367	42.7%	\$11,075	14.6%	\$21,292	28.1%	57.29%
County of Walworth	\$40,000	\$0	0.0%	\$40,000	\$20,000	50.0%	\$2,914	7.3%	\$17,086	42.7%	57.29%
Village of Plover	\$232,655	\$72,500	31.2%	\$160,155	\$80,078	34.4%	\$53,201	22.9%	\$26,877	11.6%	57.29%
Village of Prairie du Sac***	\$137,584	\$49,700	36.1%	\$87,884	\$55,034	40.0%	\$23,783	17.3%	\$9,068	6.6%	57.29%
Total Tier C:	\$31,318,665	\$6,741,429	21.5%	\$24,577,236	\$12,617,660	40.3%	\$5,188,900	16.6%	\$6,770,677	21.6%	56.86%

***Capital Cost of Contracting utilized to maximize leverage of federal funds.

Local share estimated based on application budget; actual costs and revenues may increase or decrease final share. Listed Final Share Pct not guaranteed.

Oneida Tribe to receive \$574,157 in Federal (Section 5311) funds, which is 50% of their expected net deficit. They do not receive state (85.20) assistance.

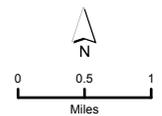




2015 Metro On Board Survey
Trips to or From Monona

- Origin
- Destination

Prepared by staff to the:
Madison Area
T · P · B
Transportation Planning Board
A Metropolitan Planning Organization (MPO)
Date Revised: 5/27/2016

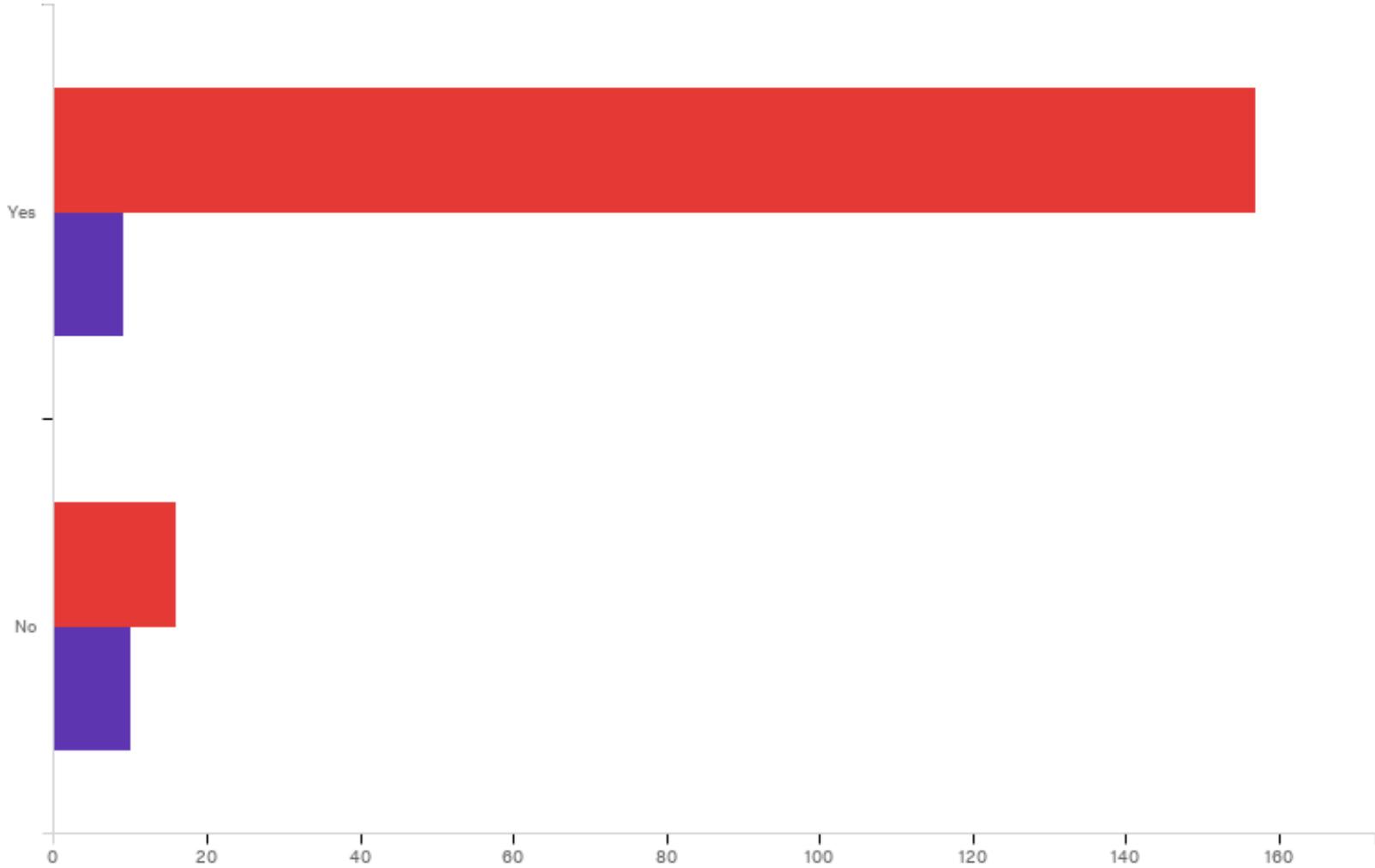


Transit Report

Monona Active Transportation Survey

August 18th 2016, 2:13 pm MDT

Q9 - Did you know that Monona has its own bus service, the Monona Express?



Q9 - Did you know that Monona has its own bus service, the Monona Express?

Question	Yes		No		Total
Yes	90.75%	157	9.25%	16	173

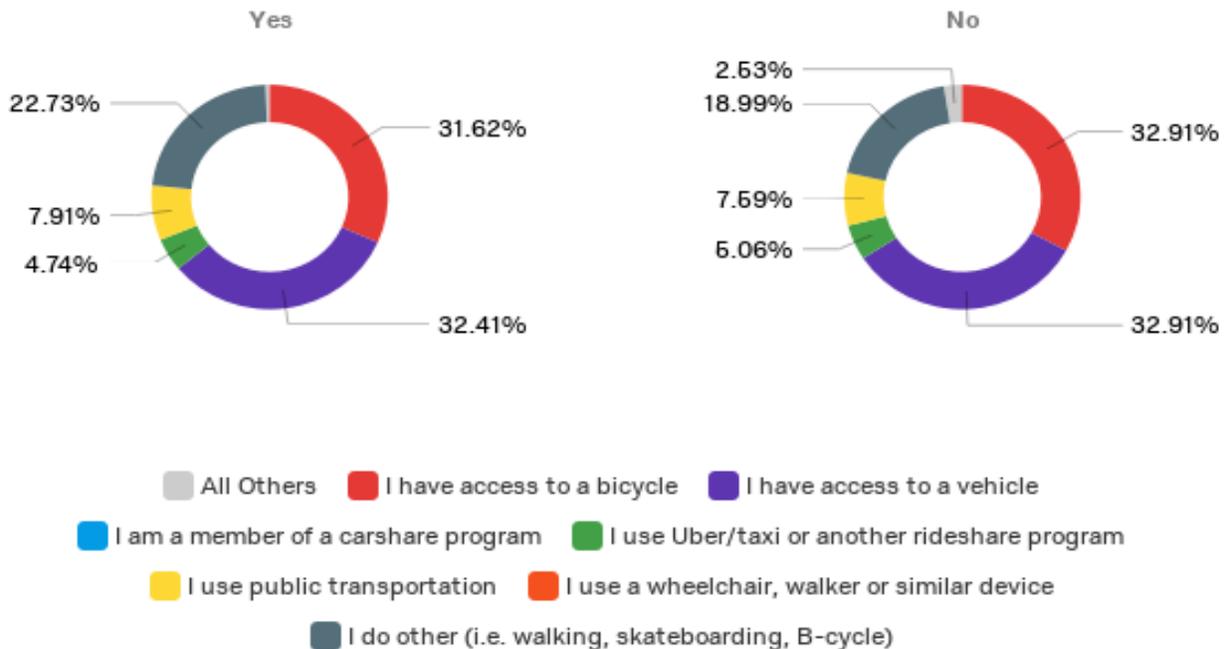
Default Report

Monona Active Transportation Survey

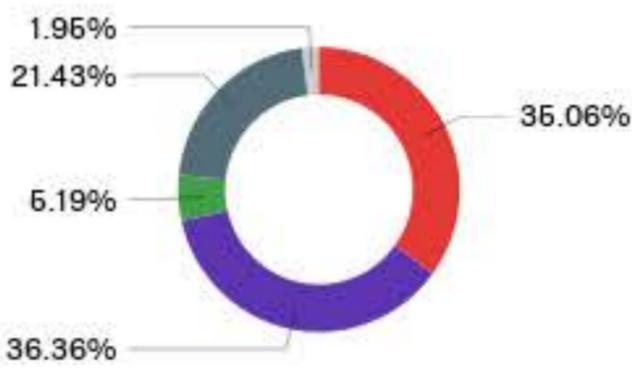
August 19th 2016, 10:34 am MDT

Q1 - Which of these applies to you? (Please check all that apply)

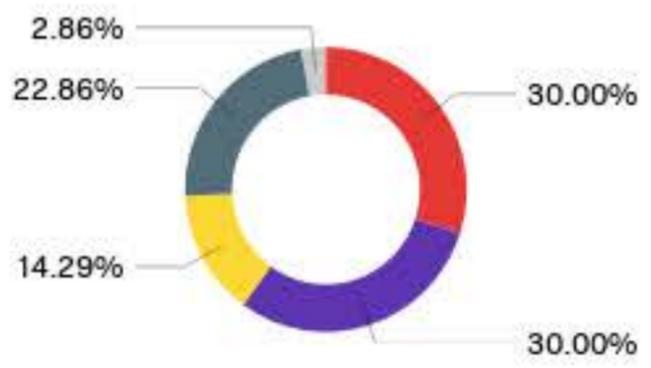
Question	Yes		No		Total
I have access to a vehicle	86.32%	164	13.68%	26	190
I have access to a bicycle	86.02%	160	13.98%	26	186
I do other (i.e. walking, skateboarding, B-cycle)	88.46%	115	11.54%	15	130
I use public transportation	86.96%	40	13.04%	6	46
I use Uber/taxi or another rideshare program	85.71%	24	14.29%	4	28
I am a member of a carshare program	60.00%	3	40.00%	2	5
I use a wheelchair, walker or similar device	0.00%	0	0.00%	0	0



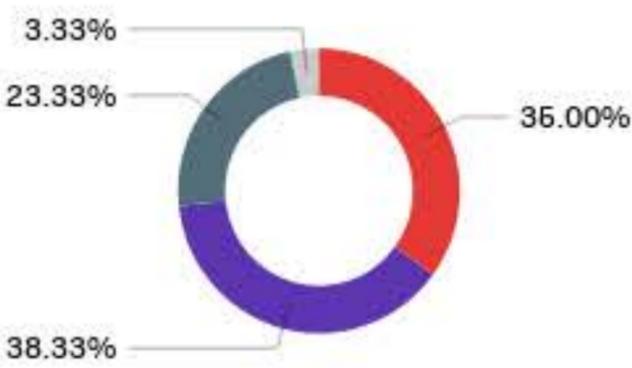
I would rather drive



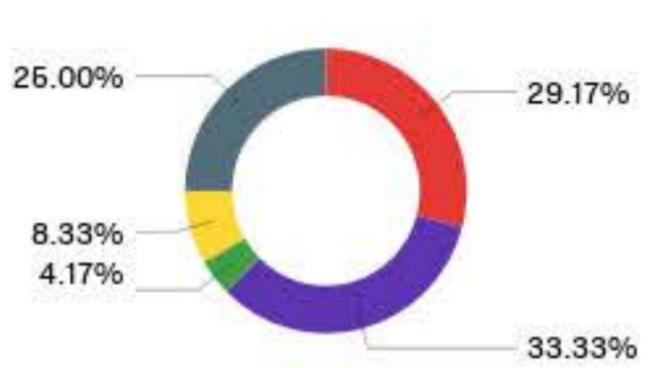
It is too expensive



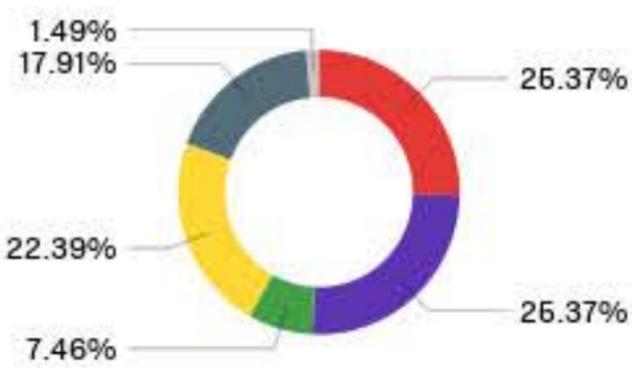
Buses take too long



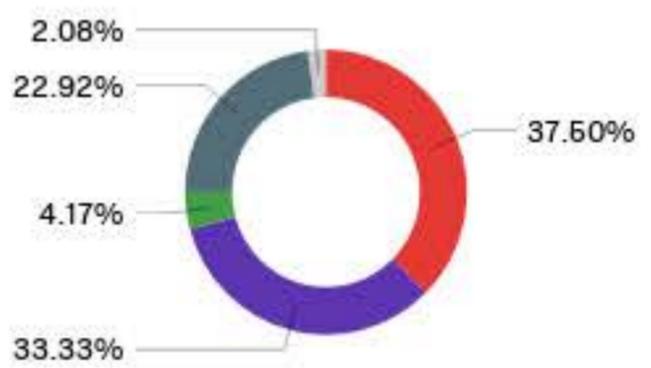
It is not reliable enough



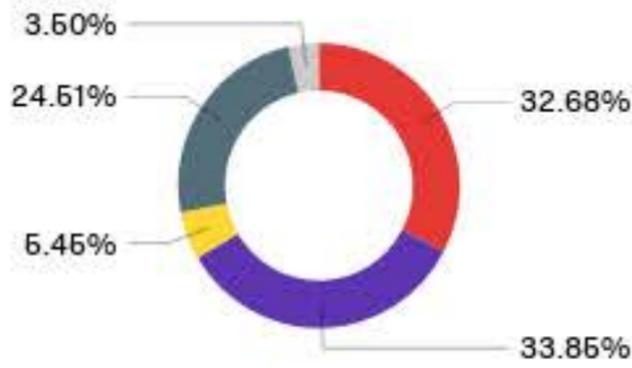
I use Madison Metro instead



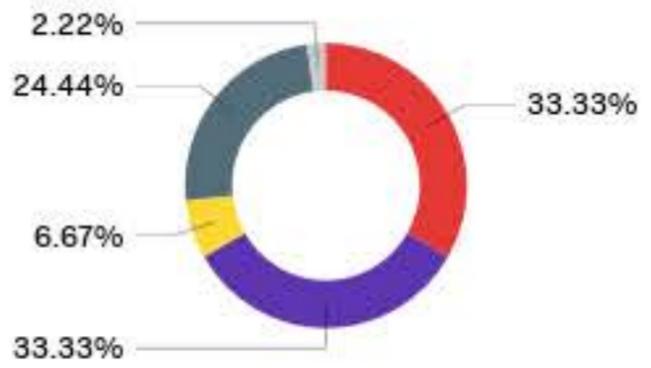
I just do not like taking a bus



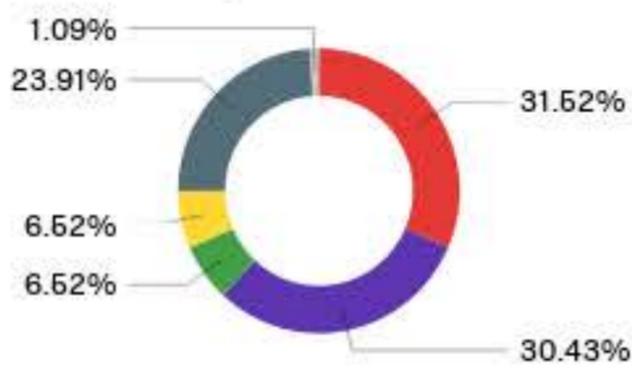
Buses don't run where I need to go



Stops to get on the bus are not convenient



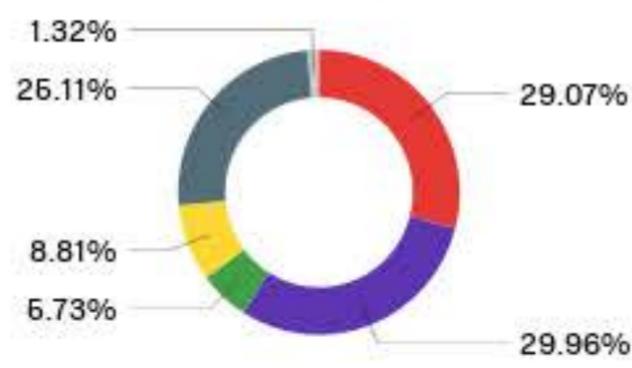
I don't know enough about how to use the service



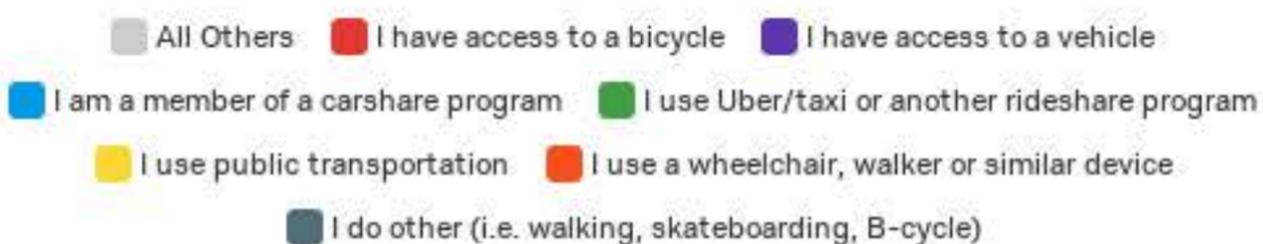
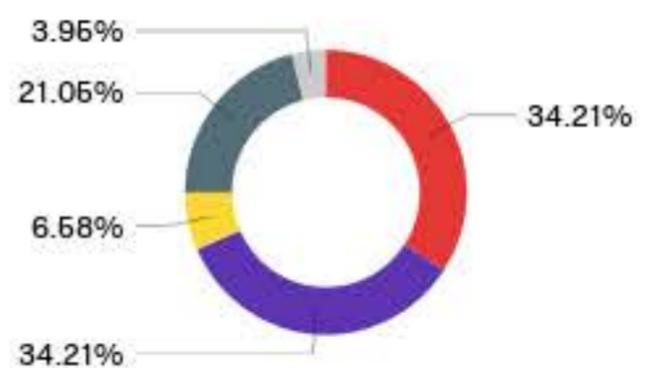
I had a bad experience with Monona's bus in the past



Buses don't run when I need to go (i.e. run too early, run too late, do not run on weekends)



Other



Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Question	Yes		No		Total
I would rather drive	85.96%	49	14.04%	8	57
It is too expensive	100.00%	21	0.00%	0	21
Buses take too long	86.67%	39	13.33%	6	45
It is not reliable enough	87.50%	7	12.50%	1	8
I use Madison Metro instead	58.82%	10	41.18%	7	17
I just do not like taking a bus	77.78%	14	22.22%	4	18
Buses don't run where I need to go	87.50%	77	12.50%	11	88

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Question	Yes		No		Total
Stops to get on the bus are not convenient	81.25%	13	18.75%	3	16
I don't know enough about how to use the service	82.76%	24	17.24%	5	29
I had a bad experience with Monona's bus in the past	100.00%	3	0.00%	0	3
Buses don't run when I need to go	89.86%	62	10.14%	7	69

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Question	Yes		No		Total
Other	88.46%	23	11.54%	3	26

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Other

We mostly bike or walk to work. Grocery shopping I need a car.

I don't know much about it.

It would take well over 1 hour to get from my home to work on this bus (with substantial walking in Madison), whereas my driving commute is only 15 minutes.

The bus is a great option when I can't ride my bike. Hours could be better, but I am not an active rider.

Madison is very car friendly. If parking were more expensive I might consider taking the bus but as it stands there is no incentive to do so.

I use it

I did use it when I had shoulder surgery

I did not know we had a bus service. I only knew of Madison metro.

I bike.

Monona MUST drop its own service and use Madison Metro just like Middleton does. I can buy an annual bus pass through work for \$24 but I must drive to park and ride to catch a Madison Metro bus. It would cost me over \$700 a year to ride the Monona Transit.

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Other

hauling children around to specific activities/appointments.

I work out of town & Dane county

I work from home and therefore don't commute.

Have used when car was in shop. Convenient, fast, good experience!

Older buses can be very uncomfortable and sometimes dangerous

I need a car for work, but when possible I bike. Bus transpiration is easy for me to use, but it does not work for me in my current life situation.

I rode the bus before we bought a 2nd car. It was SO SO EARLY! Could not continue because my work schedule was later in the day.

I was getting sick using the old bus, diesel fumes got to me. I like to bike to work better but not always practical in winter.

Inconsistent work hours

don't have consistant hours or locations

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Other

Haven't looked into schedules and such.

I bike

Q10 - If you do NOT use Monona's bus service, why not? (Check all that apply)

Other

What about Monona lift??

convenients

I can usually go by bike faster and on my own schedule.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

I drive

I am not very familiar with the bus route near Femrite drive.

The bus takes too long and I don't want to be beholden to a bus schedule.

I'm retired and have no need for public transportation.

Only bus in summer if having car trouble

I don't generally use public transit at all.

Should use transit but would have to walk about a mile

I've never considered using public transportation in Monona. I'm not even sure about the availability of it.

Don't use public transportation

I never need public transportation

Convenience

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

i dont need public transportation

Have a car

The transit isn't practical in monona because I would still be walking a lot. There are far more bus stops on the east side of Madison, I used to take the bus when I lived there and it was a nice option.

bus stops and times not convenient to my location

Used public transportation last year for school.

same as above - no bus on the weekends either

Transit doesn't go to the locations I need to go to, at least not conveniently. Lack of sidewalks makes walking feel less safe.

I don't have need of the transit system...I just walk or drive to wherever I need to go.

Access to other modes of transportation negate the need to use public transit.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

Because I have a car, bike and can walk I never use transit services within Monona.

I pay for a car!

Bus not convenient

drive car

Retired

I just don't need to use public transportation. I have a car and a bike and legs.

Not aware of close stop and seems like more work than worth it

Because I have small children.

Don't need to

The bus doesn't go where I want it to and runs infrequently.

Don't like biking

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

am not aware of intra-city transit

We didn't have a need at that time.

If it's nice I bike or get a ride.

Same reasons as for Q2.a.i.

Same answer as Q2.a.i.

Dont ride bike much because of physical issues. Transit hours dont work in my schedule.

not a bus rider

Really nothing in walking distance I utilize

Too fast apart

Inconvenient

Same at Q2b.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

I don't use the Monona bus service.

same as above

No convenient access to transit.

I don't use public transportation because it's easier for me to drive.

Same as the answers above. If there were more trails, wider lanes, sidewalks, I would get in the car much less.

Riding a bike is a more appealing option.

Same as last reason

I only use transit in the worst winter conditions. I bike year round.

I don't understand what transit entails (I am assuming public transportation, so I selected never).

Other options are more convenient than transit.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

I'm not even sure what the transit system is here.

I have not used public transportation in years, the biggest issue for me is having access to a vehicle for work. When I don't need a car a bike. Public transpiration is very very rare.

Public transportation isn't convenient

Same as above

Not convenient for my needs

Destinations are usually close enough for walking/biking or out of the range/direction of public transit options.

I used the bus for a full winter, I enjoyed the folks on the bus but found I was getting naucious.

Not aware of routes

Transit does not go where I need it to go when I need it to go there

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

Don't use

No need

We can bike, walk and drive.

use other means of transportation

Haven't looked into it as an option yet; hasn't really been a need.

haven't considered transit

no need for transit, use car or bike

same as above

Never use Transit in 44 years. Have car and have legs.

My week day transport takes me 22 miles from Monona. For closer trips, I would choose to bike or walk

Transit is not convenient for me

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

I do not use public transportation

I use transit like uber to travel outside of monona at times

Not overly accessible and don't have a need.

Same as above

Not convenient for daycare/work

I use the other modes of transportation indicated

access to private vehicle

Not as convenient

See above

Transit is not available to go around Monona and takes a very long time to go elsewhere.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

Just quicker. If I bike, it's for pleasure

don't use

Transit not available from Mcfarland to Monona, too far to walk

Same as above

Bus is usually a last resort

I don't want to

Inefficient

No convenient busses. Have my car.

Do not need to use public transport

I don't own a bike and I do not have a bus pass

I do not take public transit, as I have my own car, and I belong to a car pool to get to work.

Q2.b.i - If you chose 'Never' to any of the options above, please explain why

If you chose No to any of the options above, please explain why

Have a car

The bus from my house (near Olbrich) doesn't go to the pool, library, dream park, etc.

I simply like biking more. The bus transit options are either hard to understand or lack time/locations I need

Not familiar with routes

There isn't convenient public transport from Madison.

Monona doesn't connect well to Madison Metro

Resolution No. 16-10-2122
Monona Common Council

**APPROVING THE 2017-2021 CAPITAL IMPROVEMENTS PROGRAM AND
2017 CAPITAL BORROWING**

WHEREAS, the City Council has considered a Capital Improvements Program Budget for 2017-2021 as prepared by the Mayor and City Administrator in cooperation with Department Managers and in consideration of recommendations by the various Boards, Committees, and Commissions; and,

WHEREAS, the City Council held a Public Hearing on said budget on October 17, 2016.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2017-2021 Capital Improvements Program Budget and the 2017 Capital Borrowing are hereby adopted.

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: 10-3-16

Date Approved: _____

Date Disapproved: _____

2017 CAPITAL BUDGET AMENDMENT

No. 17-01

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj		CHANGE			
2017				Street Project -General	\$ 440,000	\$ 462,000	\$ -	\$ 902,000
2017				Street Project -Storm	114,000	67,000	-	181,000
2017				Street Project -Water	338,000	371,000	-	709,000
2017				Street Project -Sewer	223,000	144,000	-	367,000
2018				Street Project -General	902,000	-	462,000	440,000
2018				Street Project -Storm	181,000	-	67,000	114,000
2018				Street Project -Water	709,000	-	371,000	338,000
2018				Street Project -Sewer	367,000	-	144,000	223,000
Total Amendment						<u>\$ 1,044,000</u>	<u>\$ 1,044,000</u>	

Description

To delay McKenna road until 2018 and move the 2018 street project to 2017.
Proposed to wait for the UniverCity project recommendations as related to sidewalks.

Sponsored by:

Alders Speight and Busse

City of Monona
Summary

Capital -2017

	General	Other	Media	TIF	Water	Sewer	Stormwater	Total
Starting	2,280,363	65,000	15,000	-	453,450	493,250	354,250	3,661,313
17-1	462,000	-	-	-	371,000	144,000	67,000	1,044,000
17-2	-	-	-	-	-	-	-	-
17-3	-	-	-	-	-	-	-	-
17-4	-	-	-	-	-	-	-	-
17-5	-	-	-	-	-	-	-	-
Total	<u>2,742,363</u>	<u>65,000</u>	<u>15,000</u>	<u>-</u>	<u>824,450</u>	<u>637,250</u>	<u>421,250</u>	<u>4,705,313</u>

Summary	Beg	Adjustments	Ending
GO Note	2,280,363	462,000	2,742,363
TIF	-	-	-
Stormwater	354,250	67,000	421,250
Water	453,450	371,000	824,450
Sewer	493,250	144,000	637,250
Other	65,000	-	65,000
Cable	15,000	-	15,000
	<u>3,661,313</u>	<u>1,044,000</u>	<u>4,705,313</u>

Total Amount To Borrow

GO Note	2,742,363
TIF	-
Stormwater	421,250
Water	824,450
Sewer	637,250
	<u>4,625,313</u>

MONONA STRATEGIC PLAN UPDATE – 2016

DEPARTMENT: Finance		STAFF: Marc Houtakker
SECTION	STRATEGY / TACTIC ACCOMPLISHED:	
2D	1. Review Current Transit Plan and Identify Transit Needs for Public and Seniors – <i>Done; marketing firm hired and study completed</i>	
2D	2. Promote Increased Ridership – <i>Done</i>	
2D	3. Decrease Transit Cost per User – <i>Ridership has increased, so cost per user has decreased</i>	
6H	4. Investigate New Payroll System – <i>Completed; Caselle Clarity installed in 2015</i>	
SECTION	IN PROGRESS:	DEADLINE / STATUS
4B	1. Investigate Electronic Billing System for All City Bills	<i>Done</i>
5E	2. Implement Electronic Bill Paying - All City Issues Bills	Training for online billing is scheduled for this October
2D	3. Discuss Viability of Collaboration with Existing Transit	Had a meeting with Madison Metro but didn't result in anything. Price is still a factor.
4D	4. Continue Financing Sustainability Committee Educational Efforts	<i>Ongoing</i>
1C	5. Fund Renew Monona Program	No applications expected in 2016. Consider budgeting \$15,000 in 2017 budget (operational).
3A	6. Continue to Fund Renew Monona Program	UniverCity is looking at this program. The City will have approximately \$1,300,000 available in 2018 or 2019, depending on when we close TIF #2
SECTION	NOT STARTED:	REASON / ITEM NEEDED TO PROGRESS
SECTION	NEW PRIORITIES 2017 - 2019	DEADLINE

Monona Police Department 2015 Annual Report



Wally Ostrenga
Chief of Police



Sara Deuman
Detective Lieutenant



Curtis Wiegel
Operations Lieutenant

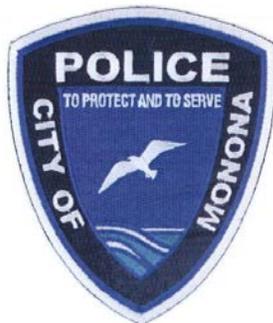




TABLE OF CONTENTS

2015 Monona City Council	3
Mission, Values, and Ethics	4
Employee Roster	6
2015 Police Budget Information	10
Investigation Division	11
Clerk of Court	11
Dispatch	12
Technology	12
School Liaison	13
Business Watch	13
Selected Traffic Statistics	14
Selected Crime Statistics	15
Bicycle Patrol Officers	16
Traffic Enforcement Grant	17
Monona Police K-9	18
Police Retirements	20
New Officers	21
Promotions	21
COMMUNITY PROGRAMS	
Health and Fitness Fair	22
Bicycle Rodeo	23
Safe Communities Slow Down Campaign	25
Memorial Day Parade	26
July 4 th Festival	27
Community Resource Officer	29
Citizen Academy	30
Monona PD on Facebook	32
Drug take back Initiative	33
National Dispatcher Week	34
Neighborhood Watch	35
National Night Out	36
National Walk to School Day	39
Nuestro Mundo Police Dept Tour	40
Winnequah School Halloween Parade	41
Neighborhood Turkey	42
Shop With A Cop	43
2015 Use of Force Review	44
2015 Officer Training	50
Officer Health and Wellness	51
In Memoriam	52
Dane County Chiefs of Police Association	53



2015 Monona Mayor



Bob Miller
Mayor
bobmiller@tds.net

2015 Monona Council Members



Kathy Thomas
Aldersperson
kthomas@ci.monona.wi.us



James Busse
Aldersperson
jbusse@ci.monona.wi.us



Chad Speight
Aldersperson
cspeight@ci.monona.wi.us



Doug Wood
Aldersperson
dwood@ci.monona.wi.us



Brian Holmquist
Aldersperson
bholmquist@ci.monona.wi.us



Mary O'Connor
Aldersperson
moconnor@ci.monona.wi.us



The mission of the Monona Police Department is to work as a partner with the community to help provide a safe environment and a high quality of life

VALUES AND ETHICS

To help accomplish our mission, the Monona Police Department is committed to the following values and ethics, which guide our work and decisions:

Openness and Accessibility: The department will strive to conduct affairs publicly, be accessible to the public and have open lines of communication. We recognize and support the public's right to know the public's business, and will assist citizens in dealing with government.

Sensitivity: We will strive to be sensitive and fair in all of our actions, unselfishly practicing compassion, tolerance, empathy and caring for victims, complainants, employees and all other persons that we come in contact with. We oppose all forms of discrimination and harassment.

Accountability: We are responsible for our conduct and performance, both to ourselves and to the community. We will establish procedures that promote ethical behavior and hold individuals accountable for their conduct.

Organizational Efficiency: We are committed to providing police services as efficiently as possible. We will wisely manage public funds practicing fiscal common sense, conserving those funds, which support police functions.

Community Orientation and Involvement: We will strive to always do what is in the best interest of the community, being responsive to its needs. We believe in serving the public interest, beyond serving ourselves.

Problem Solving: We are most effective when we help identify and solve community problems, working together to solve problems of mutual concern.

Integrity: We believe that honesty is the basis for personal and public trust. We will demonstrate the highest standards in all activities in order to inspire public confidence and trust in public service.



Democratic Principles: We will protect the constitutional rights and personal freedoms of all citizens. We promote constitutional principles of equality, fairness, responsiveness, and due process in protecting all citizens' rights.

Teamwork: We recognize the importance of each employee as an individual and team member. We believe that good internal communications is a priority. We will subordinate personal loyalties to the good of the department and will subordinate department loyalties to the public good.

Work Ethic: In order for us to fulfill our mission, we recognize that we have a strong sense of discipline, duty and obligation toward our work. We accept as a personal duty the responsibility to keep informed on emerging issues and maintain our performance within current legal training standards.



2015 Memorial Day Parade Photo



2015 Monona Sworn Personnel

Administration

Chief of Police Walter Ostrenga (United States Army Veteran)

1975 – 1977 United States Army Military Police

1977 – 2004 Village of Northbrook Illinois Police Department

2004 – Present City of Monona Police Department Chief of Police

Detective Lieutenant Sara Deuman

1996 –1997 Village of Spring Green Police Department

1997 – Present City of Monona Police Department

Patrol Lieutenant Curtis G. Wiegel

2000 - 2000 Villages of Barneveld & Ridgeway Police Departments

2000 - 2003 City of Baraboo Police Department

2003 - Present City of Monona Police Department

Detective Division

Detective Sergeant Ryan J. Losby

1998 – 2004 Evansville Police Department

2004 – Present City of Monona Police Department

Detective Matt Bomkamp

2004 – 2006 Iowa County Sheriff's Department

2006 – Present City of Monona Police Department

School Resource Officer Shawn Fogeltanz

1992 – 1996 Village of Maple Bluff Police Department

1996 – 1997 Town of Madison Police Department

1997 – Present City of Monona Police Department



Patrol Division

2nd Shift Patrol Sergeant Jeremy L. Winge

1999 – 2002 Green County Sheriff's Department
2002 – Present City of Monona Police Department

3rd Shift Patrol Sergeant Adam Nachreiner & K-9 Miya

2003 – 2004 WI Dells Police Department
2004 – 2006 Spring Green Police Department
2006 – Present City of Monona Police Department

1st Shift

Officer Vicki Peterson (United States Army Veteran)

1988 – 1992 United States Army Military Police
1995 – 1997 City of Janesville Police Department
1997 – Present City of Monona Police Department

Officer Kevin A. Schneider

2003 – Present City of Monona Police Department

2nd Shift

Officer Jared Wedig (United States Army Veteran)

2009 – Present City Monona Police Department

Officer Jacob Ostrowski

2014 – Present City of Monona Police Department

Officer Jon Fenrick (United States Army Veteran)

2007-2013 WI State Patrol
2013-Present City of Monona Police Department

3rd Shift

Officer Nathan Reynolds

2006 – 2008 Dispatcher for Monona Police Department
2008 – Present City of Monona Police Department

Officer Luke Wunsch

2006 – 2007 Reedsburg Police Department
2007 – Present City of Monona Police Department



Relief Shift

Officer Landon Flora

2014-Present City of Monona Police Department

Officer Ryan Hickmann

2014-Present City of Monona Police Department

Officer Kenneth Ginther (Active United States Army Reserve)

2015-Present City of Monona Police Department

Officer Taylor Pederson

2015-Present City of Monona Police Department

Community Resource Officer

Officer James Reiter

2004 – 2008 Dane County Sheriff's Department

2006 – 2008 Part Time Monona Police Dispatcher

2008 – Present City of Monona Police Department

Retirements:

March 6, 2015

Officer Michael Elliott

1985 – 1989 Village of McFarland Police Department

1989 – 2015 City of Monona Police Department



Monona Non-Sworn Personnel

Court Clerk Carol Hermsdorf

1995 – Present City of Monona Police Department

Dispatcher Gail Elliott

1990 – Present City of Monona Police Department

Dispatcher Melissa Randall

2006 – Present City of Monona Police Department

Dispatcher Marcie Kuehl

2007 – Present City of Monona Police Department

Dispatcher Jennifer Beier

2010 – Present City of Monona Police Department

Monona Non-Sworn Personnel Part Time

Part-Time Dispatcher Robert McNow

1997 – Present City of Monona Police Department

Part-Time Dispatcher Ashley Sweeney

2007 – Present City of Monona Police Department

Part-Time Dispatcher Nicole Orange

2013 – Present City of Monona Police Department

Part-Time Dispatcher Lindsey Blanke

2014 – Present City of Monona Police Department

School Crossing Guard Roy Armbrrecht

1998 – 2015

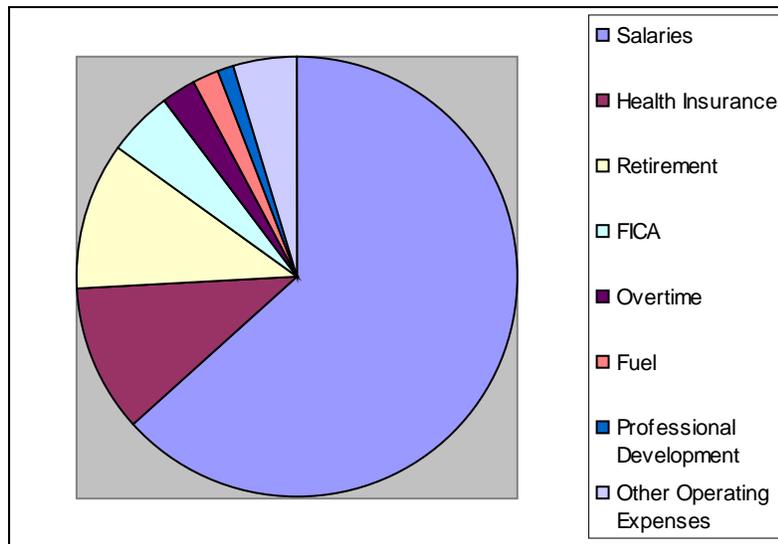
School Crossing Guard John Anderson

2012 -- Present



2015 BUDGET INFORMATION

The Law Enforcement Operating Budget for 2015 was \$2,086,833. The 2015 Dispatch operating budget was \$354,203. The majority of the operating costs were wages and other related expenses such as FICA, Insurance, Retirement, and Overtime. The chart below represents a breakdown of fund allocations.





INVESTIGATIVE UNIT

During 2015, 947 incidents were reviewed for possible referral to the Investigative Division. Of these incidents, 228 were assigned to members of the Investigative Unit to assist with the incident or conduct follow up investigation.

- 5 - Battery
- 13 - Burglary
- 3 - Child Abuse
- 12 - Robbery
- 65 - Drug Inv./Overdose
- 108 - Fraud/Forgery
- 15 - Death Investigation
- 7 - Stolen Vehicle
- 14 - Sex Offense
- 705 - Theft/Retail Theft



CLERK OF COURTS

During 2015 there were a total of 3,343 traffic, municipal ordinance and parking citations and 2,203 traffic warnings issued. There were also 218 adults and 10 juveniles referred to the Dane County District Attorney's Office for criminal charges.



DISPATCH

Dispatchers handled 18,335 calls for service during 2015. Many of those calls for service are converted into incidents. Each incident, on average, consumes about 1.5 hours of the Dispatcher's time. The Monona Communications Center received 1,453 "911" calls during the year. This is in addition to answering routine phone calls, processing citation payments, filing and numerous other duties they handle each day.



TECHNOLOGY UPDATE

In 2015 we purchased the final set of officer portable radios. We also replaced two mobile radios used in the dispatch center for radio transmissions.

The PD kitchen remodel was completed in 2015 which included installing an oven and a sink with a garbage disposal, along with some cupboards and countertops. There are plans to remodel the Police Department entryway to provide added security in the Dispatch Center.



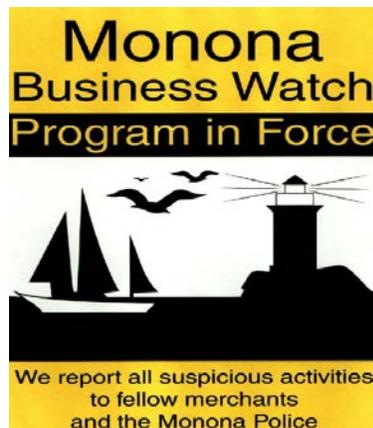
SCHOOL RESOURCE OFFICER

The School Resource Officer continues to be an extremely effective law enforcement tool. Officer Shawn Fogeltanz has been serving as the School Resource Officer since January 2009 and has been with the Monona Police Department since 1997.

Officer Fogeltanz spends the majority of his time at the Monona Grove High School and is scheduled for two half days each week at Glacial Drumlin Middle School in Cottage Grove. He also responds to the Middle School as issues arise outside of this schedule. Officer Fogeltanz also responds to Winnequah School in Monona and Cottage Grove Elementary on occasion to assist with student concerns.

Officer Fogeltanz handled 94 incidents during 2015 at Monona schools. This does not include the incidents at Cottage Grove schools nor the numerous student contacts made by the School Resource Officer which do not require a case number or call number to be created. These incidents along with self-initiated contacts resulted in multiple arrests. Many adults and juveniles were arrested on a variety of charges including Battery, Disorderly Conduct, Weapons Violations, Drug Possession and Theft.

Officer Fogeltanz has made the decision to return to the patrol division after the 2015 – 2016 school year. Officer Wunsch has been selected as the new School Resource Officer beginning September, 2016.



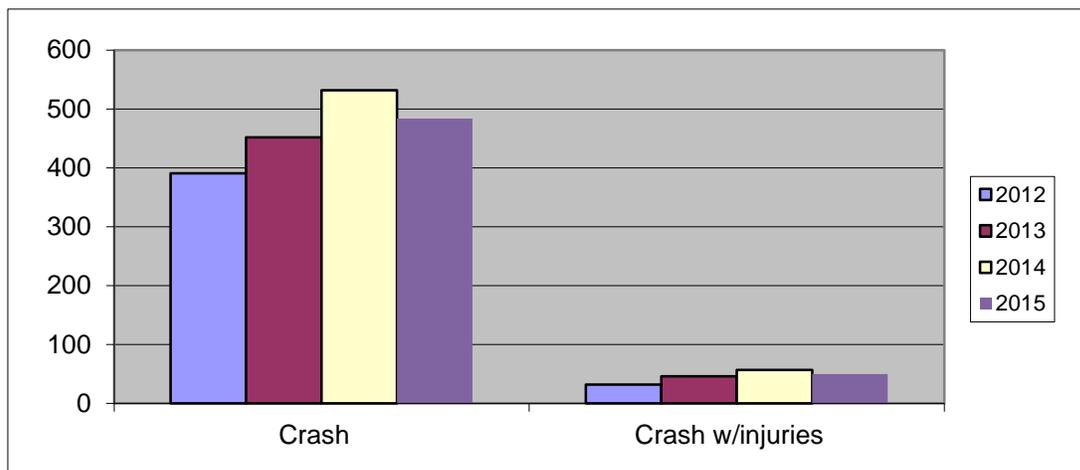
The Monona Business Watch Partnership continued in 2015. The Business Watch Partnership works in conjunction with the Citizen Observer to achieve fast notification of crime alerts to members. Citizen Observer allows for notifications to be made by fax, email, pager and cell phone.



TRAFFIC ENFORCEMENT STATISTICS

2010		2011		2012	
TOTAL CITATIONS	2444	TOTAL CITATIONS	1573	TOTAL CITATIONS	2652
TOTAL WARNINGS	873	TOTAL WARNINGS	1285	TOTAL WARNINGS	665
TOTAL OWI ARRESTS	95	TOTAL OWI ARRESTS	75	TOTAL OWI ARRESTS	64
2013		2014		2015	
TOTAL CITATIONS	3288	TOTAL CITATIONS	2563	TOTAL CITATIONS	3343
TOTAL WARNINGS	897	TOTAL WARNINGS	1134	TOTAL WARNINGS	2203
TOTAL OWI ARRESTS	76	TOTAL OWI ARRESTS	61	TOTAL OWI ARRESTS	101

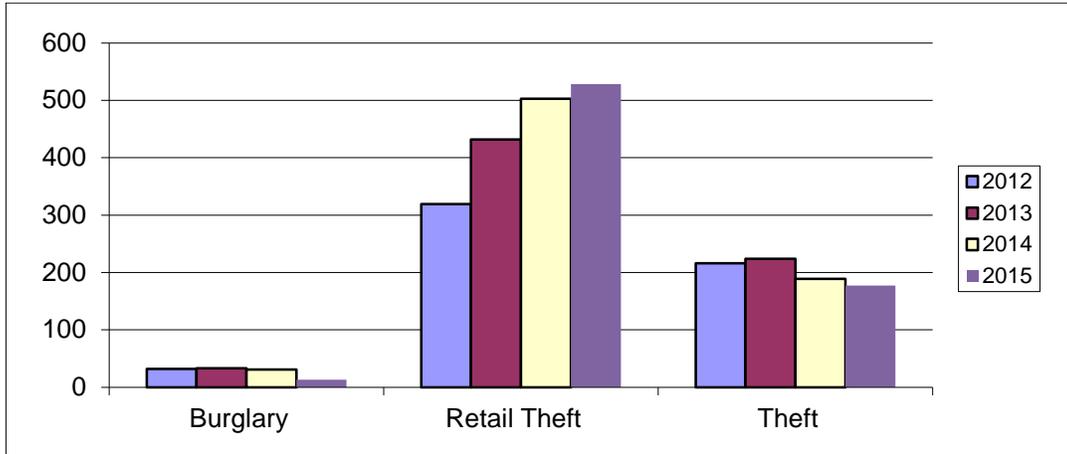
TRAFFIC CRASHES



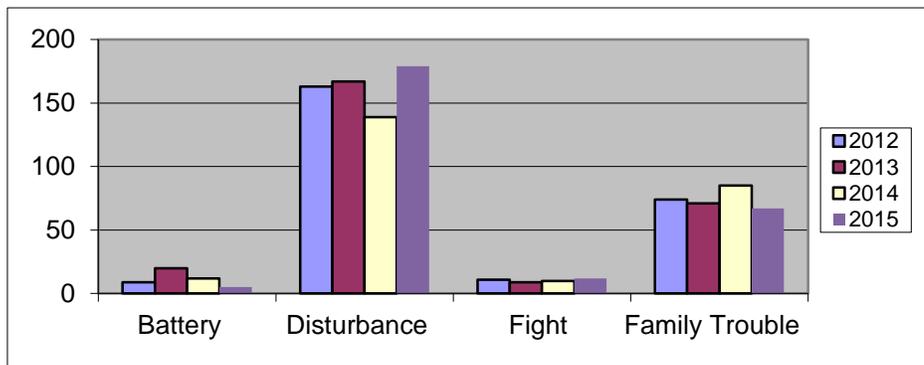
Year	Traffic Crashes	Injury Crashes	Total Crashes
2012	391	32	423
2013	452	46	498
2014	532	57	589
2015	484	50	534



SELECTED CRIME STATS



Year	Burglary	Retail Theft	Theft
2012	32	319	184
2013	33	432	216
2014	31	503	189
2015	13	528	177



Year	Battery	Disturbance	Fight	Family Trouble
2012	9	163	11	74
2013	20	167	9	71
2014	12	167	10	85
2015	5	179	12	67



BICYCLE PATROL OFFICERS

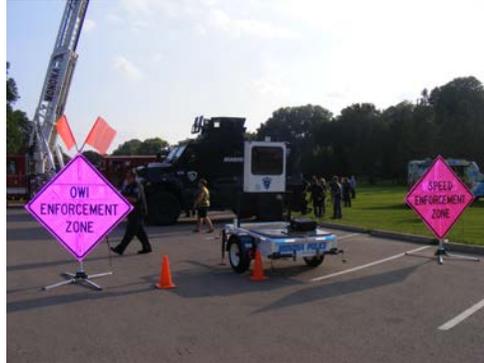


Six police officers of the Monona Police Department were members of our 2015 bicycle patrol team. Those members include Lt. Wiegel, Officer Wunsch, Officer Reynolds, Officer Reiter, Officer Wedig, and Officer Fenrick.

When staffing levels allow, these officers perform routine patrol in residential and business districts to get a more direct view of what is going on in a given area. By being out of a squad, officers can use more of their senses to help fight crime, and are more approachable by citizens passing by. These officers are also deployed during special events. Being on a bicycle makes travel through a crowd easier and the officers can maneuver into places a squad cannot.



TRAFFIC ENFORCEMENT GRANT



From 2015 The Monona Police Department received two traffic enforcement grants from the WI Department of Transportation Bureau of Transportation Safety. A \$13,000 grant was allocated to cover wages for additional enforcement efforts focusing on seatbelt enforcement along with the Town of Madison PD.

Also a \$5,000 grant was allocated to cover wages for additional enforcement efforts focusing on OWI enforcement with the Capitol Area OWI Task Force





MONONA POLICE K-9 “MIYA”



Our police K9 is named Miya, and she is a female Black Labrador mix, just over five years old. Sergeant Adam Nachreiner was selected to be our K-9 handler and the pair have completed extensive training and have been working together since mid-October 2010. Miya is primarily used in Monona, but she can also assist other agencies if we have adequate staffing to allow them to leave our city limits.



Miya is trained for drug detection and tracking. She is not trained for aggressive bites and suspect control. She is able to detect marijuana, cocaine, heroin and



methamphetamine. Sergeant Nachreiner and Miya primarily worked the 4pm to 3am shift in 2015. They work an 11 hour shift and frequently handle all the same calls a uniform patrol unit does, but they also flex their hours to attend training and for special presentations. For instance, because Miya is extremely friendly, she is a magnet for children's attention and is used to present special programs to children. Miya offers a great opportunity for children to meet a police officer in a positive educational environment.

Our goal in order to start this program was to raise a minimum of \$20,000. Through generous donations from area residents and businesses, the department was able to raise enough money to purchase, train and equip our police dog. We conducted fundraising at the Memorial Day Parade and also worked with the Park and Recreation Department at last summer's golf outing. There are too many citizens and businesses to mention in this short article, but rest assured that we are very grateful to all of them. Donations ranged from pocket change up to \$5,000, and all were much appreciated. Fundraising is ongoing in order to meet maintenance and equipment needs for the unit. For example, we needed to modify the interior of the K-9 squad car in order to meet the needs of transporting a working dog. A special platform and caging was installed in place of the rear seat. The squad also needs to have a continuous controlled environment for the health and safety of the dog.

The K-9 unit has been a very positive and effective addition to the Monona Police Department, and we thank you for your support.



Miya on duty driving around



POLICE DEPARTMENT RETIREMENTS

In March of 2015 we honored the retirement of Officer Michael Elliott. Officer Elliott served the citizens of Monona for 26 years and served in law enforcement for 30 years. Mike started his career in 1985 in the Village of McFarland where he served for 4 year before joining the Monona Police Department for 20 more years.



Also in 2015 Officer Brian Voltz left the Monona Police Department for an opportunity at the Baraboo Police Department. Brian served in Monona from Sept 2007 to April 2015.





2015 NEW PATROL OFFICERS

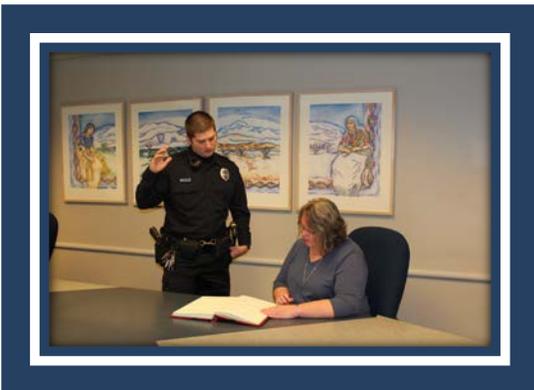


Officer Kenneth Ginther
Hired July 16, 2015



Officer Taylor Pederson
Hired October 1, 2015

2015 NEW PATROL SERGEANT



Officer Adam Nachreiner was promoted to the position of Patrol Sergeant on January 1st, 2015. Sgt. Nachreiner started working for the City of Monona February 1st, 2006.



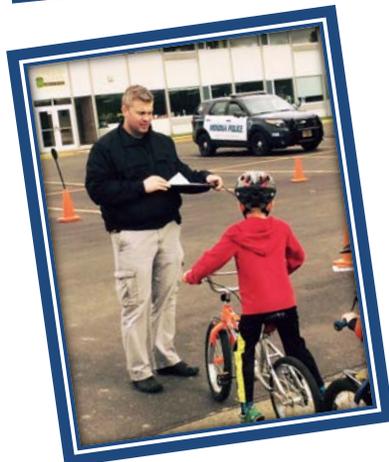
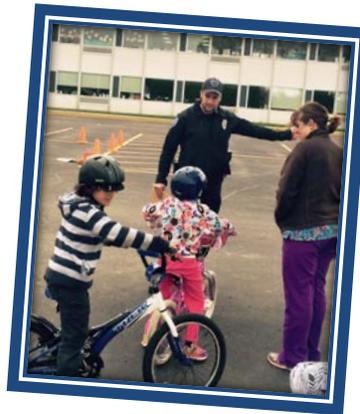
HEALTH & FITNESS FAIR **Hawthorne Elementary School** **March 25, 2015**



Lt. Wiegel volunteered to attend the afterschool MSCR Health and Fitness Fair hosted at Hawthorne Elementary School in Madison on March 25, 2015. Different organizations from the area set up information tables with information on healthy eating, asthma treatment, and fitness. A variety of health food was offered as well, including salads, fruit and yogurt.



BICYCLE SAFETY RODEO **Winnequah School May 12, 2015**





BICYCLE SAFETY RODEO **Winnequah School May 12, 2015**



2015 Bike Rodeo Crew

(minus Park and Rec Director Jake Anderson who was accidentally cut off in the photo. Sorry Jake!)



Winnequah Elementary School student Carleyon
Winner of the 2015 bike rodeo new bicycle drawing!



SLOW DOWN FOR KIDS CAMPAIGN

May 13, 2015



Lt. Wiegel attended the 2015 “Slow Down for Kids” campaign at the Marshall Elementary School. Safe Communities of Madison has partnered with American Family Insurance to provide **Slow Down Watch For Kids** yard signs which are available at participating police departments. You can pick up a sign at the Monona Police Dispatch window inside City Hall.



2015 MEMORIAL DAY PARADE





MONONA COMMUNITY FESTIVAL

JULY 3rd and 4th 2015





MONONA COMMUNITY FESTIVAL

JULY 3rd and 4th 2015



Monona Officer Jon Fenrick taking part in the Wife Carry Race. Officer Fenrick won this event in 2014 and came in second in 2015. Awesome effort Officer Fenrick!





COMMUNITY RESOURCE OFFICER

Officer James Reiter was selected to be the Community Resource Officer starting in 2014. His function is to reach out to community residents and businesses and attend community events to be a point of contact for quality of life issues to better serve our community.



In 2015 Monona Police Officers worked and volunteered at many community events including the Winnequah School bike rodeo, National Night Out, A CSI camp at the library, Shop with a Cop, The Citizens Police Academy, and much more.



2015 CITIZEN POLICE ACADEMY



Chief Ostrenga and Community Officer James Reiter with the 2015 Citizen Academy Class

In 2015 the Monona Police Department held a citizen police academy. The class met one Wednesday a week during October and November of 2015. Any Monona resident or employee of a Monona business could apply to participate in the academy. The class was given various classroom and hands on demonstrations about police work and also got an opportunity to do a ride along with an on duty officer for an evening.



Jack Fadness receiving his traffic cone award for his EVOC driving



2015 CITIZEN POLICE ACADEMY CONTINUED





MONONA POLICE DEPARTMENT FACEBOOK PAGE



The department uses several social media tools to “get the word out”, these include Facebook, Twitter and Nextdoor. Many of our criminal investigations are aided by these tools, but we’ve also been able to publicize City events and reunite lost dogs with their owners.



DRUG TAKEBACK CAMPAIGN

May 16th & October 17th 2015



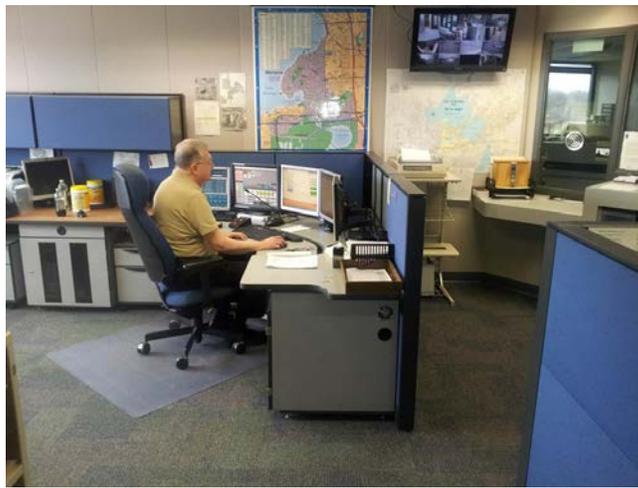
Eric Hewitt, Owner The Medicine Shoppe with Lt. Curtis Wiegel

Sgt. Winge and Lt. Wiegel were at the Medicine Shoppe Pharmacy to collect used, expired and unwanted prescription drugs on May 16th and again on October 17th as part of a State Wide drug drop off campaign. The national drug drop off campaigns are done twice per year, but citizens can also take their unwanted medications to permanent drop box locations. The two closest to Monona are located in the McFarland City Hall next to the Community Center entry, and one at the East Madison Police Precinct.





National Dispatchers Week



April 12-18, 2015 was national Public Safety Telecommunicators Week. For the past several years, Public Safety Agencies nationwide have recognized the pivotal role played by telecommunicators, dispatchers, communications operators, radio control personnel, all those people, by whatever job title, who utilize telephones, radios, computers and technical skill to provide support to Law Enforcement, Fire Services, Emergency Medical Services and other governmental field personnel.

Each year, the second week of April is dedicated to the men and women who serve as public safety telecommunicators. In 1991, Congress proclaimed it as a nationally recognized week of recognition.



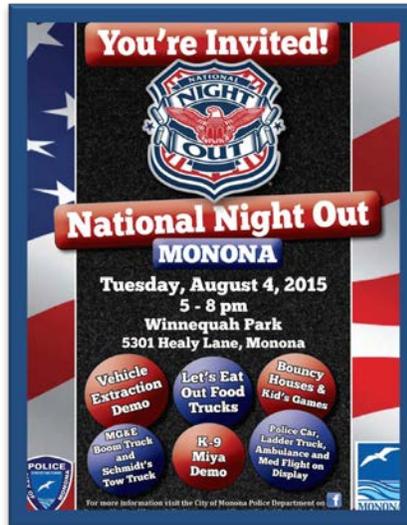
NEIGHBORHOOD WATCH PROGRAM

The neighborhood watch program was restarted in 2014 under the direction of Chief Ostrenga and the assistance of Officer Nathan Reynolds. Citizen groups meet quarterly to discuss neighborhood issues and crime trends specific to Monona. Officer Nate Reynolds headed the Neighborhood Watch Program and one of his major achievements was obtaining funding for the watch signs to be posted around their neighborhoods.





2015 NATIONAL NIGHT OUT



Aug 4th 2015 from 5pm-8pm the Monona Police Department participated in the National Night Out program. Citizens were invited to join the Monona Police Department, along with the Monona Park and Rec Department and Monona Fire Department for some community fellowship in Winnequah Park. There were food carts, games, a bounce house, and a visit by Med Flight was scheduled, but due to a last minute call, they had to cancel.





2015 NATIONAL NIGHT OUT continued



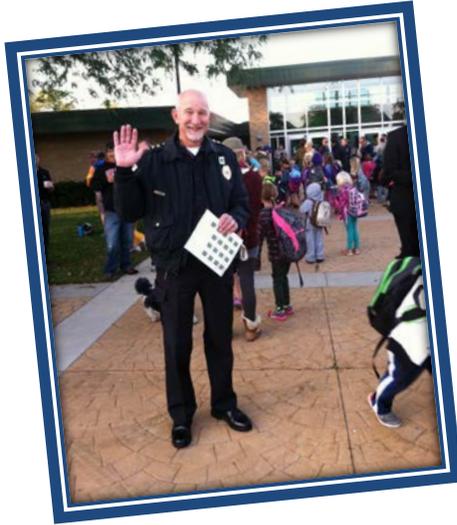


2015 NATIONAL NIGHT OUT continued





NATIONAL WALK TO SCHOOL DAY October 7th 2015 Winnequah School



October 7th was National Walk to School Day. The Monona Police joined Winnequah Elementary School Staff in a morning celebration of healthy choices.



NUESTRO MUNDO **POLICE DEPARTMENT TOUR** **October 7th 2015**



On October 7th three first grade classes took a tour of the Police Department as part of a community awareness lesson. One class wanted a photo with Officer Flora.



WINNEQUAH SCHOOL HALLOWEEN PARADE October 28th 2015



Future Monona Police Officers



2015 NEIGHBORHOOD TURKEY

2015 found a new addition to the neighborhood on the north end of the City.



The turkey developed no fear of people.



Madison Police sent two mounted officers over to Monona to see if they could scare off the turkey which had caused a few car crashes.



.....it didn't work.





2015 SHOP WITH A COP



Chief Ostrenga



Officer Wunsch



Officer Wedig

In 2015 Officer Reiter continued to organize the Monona Police Department “Shop with a Cop” fundraising for underprivileged youth campaign. This year’s Shop with a Cop event was held on December 6, 2015. Monona Officers sought donations in order to take children to the East Madison Target Store where they got \$150 to spend on their family for Christmas and select one gift for themselves. Wrapping paper and pizza were also donated.



USE OF FORCE REVIEW

JANUARY 2015

On January 8th a male attempted to flee on foot from a Wal-Mart retail theft. The suspect was cornered by two officers and got in a fighting stance. When warned if he did not comply, that a Taser would be used, the male got down on his knees. When the officer attempted to apply handcuffs, the suspect stiffened his arms out and tried pulling away. Two officers grabbed ahold of the suspect, and once one cuff was applied to his left wrist, the suspect then relaxed his arms so that they could complete securing his right arm. The subject was arrested for retail theft, resisting arrest and was held on a parole violation hold.

----- (Case#MO15-00115)

On Jan 18th officers were dispatched to 300 Femrite Dr. in reference to an emotionally disturbed person, known to be combative and resistive with police. The suspect was contacted and asked to get out of the vehicle he was in, and with an open fist and fingers pointed, he swung at the officer in what appeared to be the suspect trying to hit or poke the officer in the eyes with his fingers. The officer grabbed the suspect by his right wrist and pulled him out of the car then escorted the suspect onto his stomach and attempted to handcuff him. The suspect would not put his left arm behind his back. Verbal commands were given to the suspect to put his left arm behind his back, but he tensed up his arm and refused to comply. The officer warned a Taser would be used and the male finally complied. The suspect had some cuts to his arm from the struggle and was treated at the hospital.

----- (Case#MO15-00275)

On Jan 21st a suspect ran from Walmart LP. The suspect ran across USH 12 jumping both fences and ended up behind Shopko. An officer observed the suspect behind the buildings and turned on his emergency lights and exited his squad. The suspect again fled and was tackled by that officer. While on the ground the suspect struggled a bit until being told a Taser would be used if he continued to fight, at which time he complied.

----- (Case#MO15-00320)

FEBRUARY 2015

On February 6th a male committed a retail theft of alcohol and fled. When officers located the suspect, he was found to be operating a motor vehicle while intoxicated. After being asked to turn around and place his hands behind his back, the suspect used some resistive tension in his arms before allowing himself to be handcuffed. As officers led him towards a squad, the suspect began resisting by trying to twist away and drag his feet on the ground. Once near the squad, the suspect began using his legs to brace against the door frame. Officers had to forcefully move the suspect's legs to get him into the squad. Once inside the squad, the suspect began kicking the driver's side rear inner door panel, causing damage to the door panel. The male was arrested for OWI and held on a probation violation.

----- (Case#MO15-00583)



On February 13th Monona units, were dispatched to the Tobacco Outlet reference a robbery. The initial suspect description was a black male who got into a silver Chrysler with temporary registration. While traveling SB on Hwy 51 just south of Pflaum Rd., the officer saw a silver Chrysler PT Cruiser traveling NB on Hwy 51 and upon getting behind the vehicle, could see a temporary registration plate attached to the rear of the vehicle. The officer notified dispatch and had Madison PD assist with a high-risk traffic stop. A high-risk stop was made with approximately 10 other Madison PD units. While making the stop, the officer had his firearm pointed towards the subjects as they exited the vehicle, until they were put into handcuffs.

----- (Case#MO15-00691)

MARCH 2015

On March 13 at 5:05am, Officers were dispatched to check on the welfare of an adult female reported by her friend to have overdosed on pills. Upon checking on the female, officers found her to be alone and incapacitated by alcohol. When told she had to go to detox, the female became combative and threw a phone at the wall, shattering the phone and damaging the wall. The female resisted being handcuffed and was decentralized to the ground where officers had to control her kicking and thrashing about. The female was handcuffed and escorted out to a squad where she slammed her own head against the squad cage several times. Due to the physical struggle with the officers, she was taken to the Dane County Jail to sober up there, as she was too out of control to be accepted into detox.

----- (Case#MO15-01124)

On March 13 at 11:58pm Officers were performing a walk through at Tully's Bar when they observed a man wanted by the Madison Police. This male is well known to all officers, as he has a lengthy criminal record, frequently fights with police, and this same day we were notified the male had comments on his Facebook page regarding killing police officers. Our officers called Madison, who sent over two officers to arrest this wanted male. The male was calm with Monona Officers until Madison arrived, and then he must have realized he was going to jail, and he began to resist arrest with the Madison offices and they used Tasers on the male. Monona Officers assisted by restraining the male on the ground until he could be secured in handcuffs and leg restraints by the Madison Officers. Madison arrested the male on multiple charges. Monona had no additional charges to file against this male.

----- (Case#MO15-01132)

On March 17th at 1:19am Dane County Deputies stopped a vehicle on USH 12 Westbound by WPS. A subject from that vehicle tossed a firearm out the window as deputies approached. Deputies requested emergency backup. Monona Officers responded and drew their firearms to cover the deputies as they ordered out the car occupants. Two suspects were removed from the vehicle and taken into custody by the deputies. The vehicle was cleared without incident.

----- (Case#MO15-01206)



On March 20th at 10:07pm Officers were dispatched to a residence for a mother reporting her adult son was having manic outbursts, was out of control, not on his medications, and he was just released from Mendota Mental Health two days ago. The responding officer found the male was locked in his bathroom and his adult brother was also present and also displayed signs of mental illness. The mother advised the male's son had come over to try to calm him down, but he ended up pushing his son, and he left. The male was clearly in a mental health crisis and was not making any sense with his ranting. The male did open the bathroom door but then got into a boxing stance with clenched fists. The male then slammed the bathroom door shut. Two backup officers were called to the scene. The male did open the door again, and was grabbed and decentralized to the ground and handcuffed. While this was happening, the third officer had to control the other mentally ill brother, who was freaking out about the police having to go hands on with his brother. The first male tensed up several times on the way to the squad car and grabbed at the officers crotch, but was manageable due to being in handcuffs. After being medically cleared at the hospital, the male was transported to Winnebago Mental Health for an emergency detention.

----- (Case#MO15-01258)

On March 27th at 12:40am an officer observed two suspicious males in dark clothing dart into a yard on Bridge Rd. Due to recent thefts from cars, the officer checked the area further to try to locate the suspects. After driving around and using his spotlight, the officer checked the area on foot. The officer located one male sitting on a deck in a back yard. Due to the suspicious nature of the call, and the fact the officer could not see the suspect's hands, he pointed his firearm at the individual while yelling commands to the male. The male immediately complied and the firearm was re-holstered and the male was handcuffed without incident. The male did not live in Monona, and could not explain what he was doing in the yard, but no evidence of a crime was present, and no charges were made.

----- (Case#MO15-01342)

APRIL 2015

On April 3rd at 2:59am, an officer attempted to make a traffic stop on a vehicle traveling 80 MPH in a 45 MPH zone on US HWY 51 near Broadway. The driver did not pull over for the emergency lights and siren on our fully marked police car. The driver accelerated to speeds over 111 MPH on the beltline and our officer stopped the pursuit per policy. Our officer called out the description of the suspect vehicle and license plate, and down the road a Madison Officer observed the suspect vehicle and the driver fled again from that officer. The suspect car was then located by Fitchburg Police at an apartment complex. Officers attempted to make contact and the suspect refused to come to the door. The officers made it appear they were leaving, but stayed in the area, and the suspect attempted to leave on foot. While our officer was attempting to handcuff the male, he resisted by not putting his hands behind his back and trying to push free of the officer. Additional officers ran over and assisted in securing this suspect into handcuffs. The male was charged with Felony Eluding, Resisting Arrest, cited for Operating while revoked, and speeding, and was placed on a



parole hold for these violations. The suspect was also arrested on an active arrest warrant for non-payment of child support.

----- (Case#MO15-01481)

MAY 2015

May 26th at 12:57am an officer made traffic stop on the beltline for speeding. As the officer approached, the driver abruptly exited the car and the trunk lock popped open making the trunk ajar. As these actions could represent an ambush or weapons threat to the officer, the officer unholstered his firearm and ordered the male to stop and put his hands up, and then return to a seated position in the vehicle. The male complied without incident.

----- (Case#MO15-02565)

JUNE 2015

No use of force reported

JULY 2015

On July 4th at 1:32 am the Town of Madison Police aired information on a white Chevy Silverado that had just fired shots at another vehicle on the beltline near Zimbrick. Town of Madison advised that the victim vehicle in the road rage incident had been struck by the bullet that was fired by the operator and they advised the vehicle was last seen traveling eastbound on HWY 12. A Monona Detective advised that he observed a white Chevy Silverado traveling w/b on W. Broadway Ave from Bridge Rd at speeds greater than 80 mph and no headlamps. A patrol Sergeant then observed the suspect vehicle traveling South on South Towne Dr at the Beltline. The vehicle was traveling at a high rate of speed and still didn't have the headlights on. The Sgt. activated his emergency lights and siren and pursued the vehicle due to being involved in a serious violent felony. The pursuit lasted just under 4 miles prior to the suspect parking the truck and fleeing on foot. The suspect was located hiding in a brush/wooded area within 20 yards from the vehicle and the suspect was arrested and charged with numerous felonies.

----- (Case#MO15-03200)

On July 10th at 12:43am Monona PD was dispatched to a large group in front of Tully's that was about to fight. Officers on scene learned a black male subject displayed a handgun in his waistband, and ran towards AmericInn. As officers approached, a group was arguing and then they heard a single gunshot. Our officer drew his duty weapon from his holster and pointed it in the direction of the crowd. A male who later turned out to be a victim, ran towards the officer who then pointed his duty weapon at him, and commanded him to lay on the ground. The victim refused and continued to approach the officer. The victim eventually laid down on the ground, but then got up and fled the scene in a vehicle. The suspect who discharged the firearm fled the area and was not immediately located. The victim had sustained a gunshot wound to his right hand and right thigh and was treated at St. Mary's Hospital after being dropped off by a friend. The handgun was later located near the hotel and two people were taken into custody.



----- (Case#MO15-03673)

AUGUST 2015

On August 20th at 3:31pm an officer was dispatched to Wal-Mart for a solicitor who refused to leave after management asked him to. Upon the arrival of a Monona Officer, the male continued to refuse to leave, citing he had a right to be on public property. The male could not comprehend that he was in fact on private property and the people left in charge of that private property, as well as the police, were asking and then telling him to leave. The officer was left with no choice but to call for backup. After at least 12 minutes of attempting to persuade the male to leave free of charges, an arrest had to be made per the male's refusal. Officers had to grab the male and lower him to the ground to be handcuffed and arrested. The male struggled against the arresting officers both on the ground and again once brought to his feet, and refused to fully get into the squad and had to be pushed into the backseat. The male obtained cuts to his knees due to resisting arrest while on pavement.

----- (Case#MO15-04575)

On August 23rd at 2:02am an officer doing traffic enforcement ran a license plate on a vehicle which came back as stolen. A traffic stop was made on the vehicle and the driver was asked to step outside the vehicle since she had no ID. Once outside the car, the female attempted to make a phone call and refused to hang up her phone when ordered to. As the woman was being placed in handcuffs, she resisted by trying to pull away and tensing up her arms. The officer held the driver against her truck until backup could arrive to assist. Once backup arrived the female continued to pull away and a compliance hold was used until she stopped resisting. The female was cited for operating while suspended, resisting arrest, and possession of stolen property. The stolen plates were removed from the vehicle and placed into evidence per the instructions of the reporting agency.

----- (Case#MO15-04634)

On August 29th at 2:32am officers were dispatched to a domestic disturbance where an adult male had gotten into a physical altercation with his mother. The male had anger management issues, and was very upset when the officers arrived. The male would not listen to commands from the officers, and when he learned he was going to jail, he tried to flee to his closet. Officers grabbed the male and lowered him to the ground. During the struggle, the male continued to reach for his pants pocket, where it was later discovered he had a folding pocket knife. The officers got one handcuff on, but the male continued to struggle and would not give up his other arm. An officer had to deliver a knee strike to the back of the male's leg to cause a distraction for them to be able to complete handcuffing the male. An officer also presented a Taser and pointed it at the male, warning that if he did not stop resisting, the Taser would be used. The male then complied and was transported to jail without further issue.

----- (Case#MO15-04766)



SEPTEMBER 2015

On September 1st at 10:04pm and officer attempted to make a traffic stop on a vehicle for speeding 20 MPH over the limit on US HWY 12. The vehicle driver ran a red light and accelerated after the officer turned on his emergency lights. A short 1.25 mile pursuit occurred and the vehicle pulled over down the road. A high risk stop was performed which included pointing firearms at the vehicle driver. The driver was taken into custody without further issue. The driver turned out to be 20 years old and intoxicated. The driver refused testing and therefore his license will be revoked. The driver was cited for Absolute Sobriety \$313, Speeding \$174.40, Operating after Suspension \$124, Non-Registration of Auto \$98.80, Violating a Red Traffic Signal \$98.80, and Recklessly Endangering Safety \$313.
----- (Case#MO15-04844)

On September 29th at 9:44pm Officers were dispatched to the Monona Wal-Mart for a suspect attempting to steal a large amount of clothing. The suspect was approached by an Officer and Loss Prevention in the store vestibule. The suspect fled on foot and in the underground parking garage the suspect stopped and turned towards the officer, squared off, and took an aggressive stance. The Officer drew his baton and ordered the suspect to the ground. The suspect fled again pursued by a second officer. The suspect climbed over a stone wall which had dumpsters in it. The second Officer drew his firearm while opening the door to the dumpster enclosure that the suspect was in. The suspect climbed over the back side wall and fled yet again. The Officer re-holstered his weapon. Once the suspect got to the chain link fence and saw a third Officer on the other side and the first two closing in, he went down to the ground and was handcuffed without further issue. The suspect was arrested and charged with Misdemeanor Retail Theft and Resisting an Officer.
----- (Case#MO15-05508)

OCTOBER 2015

No use of force reported

NOVEMBER 2015

No use of force reported

DECEMBER 2015

No use of force reported



2015 OFFICER TRAINING



Photoed above is the 2015 Rapid Deployment training which simulated a response to a school shooter.

The State of Wisconsin requires a minimum of 24 hours of training annually for a police officer to keep his or her certification. Law enforcement continues to become more complicated and the best way to keep officers proficient is with training.

The Monona Police Department participates in a training consortium with 4 other Dane County Police Agencies. These agencies are the McFarland PD, Stoughton PD, Oregon PD, and Verona PD. This consortium trains officers for 40 hours per year.

Additionally as budgets permit, officers are sent to additional training on topics of interest or technical skill.

The Monona Police Department has State certified instructors who oversee and instruct in the following disciplines: firearms, defense and arrest tactics, emergency vehicle operations, vehicle contacts, and professional communications. Included in this training are role play and scenario based training for de-escalation techniques and mental health training, as well as legal updates.





2015 OFFICER WELLNESS

The Monona Police Department has a health and wellness program which tests officers twice per year against the physical fitness test used during our initial hiring process for new officers. This includes:

- A vertical jump of at least 15.5 inches
- A 300 meter dash in under 68 seconds.
- 25 sit-ups in 1 minute.
- 1 bench press of 68% of the officer's body weight or 25 push-ups.
- A 1.5 mile run in under 15 minutes 54 seconds.

Officers who complete this test twice per year obtain a monetary bonus of at least \$100. Monona's Health Insurance plan also pays up to \$100 for a single coverage plan or \$200 in a family plan for good health programs and this can be used towards health and wellness programs such as a health club membership, weight watchers, membership in a Farm Shares produce program, or other related health classes and programs.

Monona also participates in an Employee Assistance Program (EAP) to assist employees in finding professional resources and support groups within the community. This program is open to all regular employees, Fire and EMS volunteers and any immediate family members living in the same household. There is also a Top Cops bible study offered once a month through the Town of Madison Police Department's Chaplin.





IN MEMORIAM



Roy E. "Bud" Armbrecht, age 82, died peacefully, surrounded by his family on, Saturday, April 18, 2015, at St. Mary's Hospital. He was born on Oct. 11, 1932, in Madison, the son of Roy E. and Helen (Kemmer) Armbrecht.

Roy served as the sole school crossing guard for the City of Monona for 17 years serving this community right up until a few days of his passing.



2015 DANE COUNTY CHIEFS OF POLICE ASSOCIATION



The 2015 group photo of the Dane County WI Chiefs of Police Association.



**MONONA POLICE DEPARTMENT
MONTHLY REPORT**



AUGUST 2016

OPERATIONS DIVISION

In August of 2016, the Operations Division handled 57 vehicle crashes, down slightly from the 60 crashes last month. Vehicle crashes are a significant part of a Police Officer's day. For traffic enforcement, there were 203 traffic warnings, 298 traffic citations and 4 parking tickets issued. Our call total for August was 1,663 calls for service.

Training

Officer Wunsch attended a 40 hour training on becoming a School Resource Officer.

Officer Reiter and Sgt. Nachreiner attended a 4 hour training on the new DOT crash forms.

Chief Ostrenga attended the WI Chiefs of Police Association Summer Conference.

Speed Trailer

The Speed Trailer was placed in the 500 block Femrite Drive from August 2nd-12th, and in the 4900 Block of McKenna Rd August 17th-29th. To request the speed trailer in your neighborhood contact Officer Jim Reiter at: jreiter@ci.monona.wi.us

Security Checks

Officers performed 163 security checks in the month of August. A security check is when an Officer goes into a business and walks around to meet with staff to discuss any problems that the businesses are aware of. This also serves as a deterrent for theft. For the overnight shift, this entails checking the perimeter of the business and pulling on doors to make sure the businesses are secure.

Retail Thefts

There were 34 retail theft cases in August, down 1 from 35 cases in July. Around 50 cases are typical in a month. These cases can be time consuming if the suspect flees and follow-up outside the City is necessary.

Tellurian Treatment Center

In August we had 11 calls to the Tellurian property totaling 21 hours of police time.

Use of Force Incidents

On August 25th at 8:53pm an Officer made a traffic stop on a vehicle for speeding, 14 MPH over the limit. The driver did not stop immediately but was not fleeing. Upon stopping, the driver exited the vehicle and attempted to walk away stating he was home. The driver was known to the officer as having had a recent safety alert put out, indicating the male has violent tendencies and may carry a handgun. The officer instructed the driver to keep his hands out of his pockets and the male refused and stated he was going to go inside. To complicate the matter, the male's mother arrived having been out for a walk with her two dogs. The male was going to be detained for the citation and a struggle ensued. The male had to be carried into the squad by multiple officers due to refusing to cooperate, and he head-butted one of the officers while they attempted to secure him. Once in the backseat, the male started to bang his head into the squad cage, and he cut a two inch gash on his own forehead. The male was also not cooperative with EMS who were called to tend to the open wound. This male then had to have a medical clearance at a local hospital before going to jail. The male was cited for speeding and arrested for resisting. The officer chose not to charge the male for striking him with his head. (MO16-05176)

On August 28th at 8:29pm an Officer attempted to stop a vehicle on the Beltline for speeding 16 MPH over the limit. The driver exited onto Monona Drive but then turned back onto the beltline and accelerated rapidly. The fleeing vehicle reached 90+ MPH and was weaving through traffic. The pursuit was then terminated. Officers followed up with the registered owner who stated her baby's father had the vehicle, and he may have a warrant for his arrest. Charges for Eluding an Officer were forwarded to the DA's office. (MO16-05296)

Citizen Complaints

There were no citizen complaints in August.

1st Shift Monthly Report

On August 18th at 2:32pm Officers were dispatched to Tellurian for an out of control client who was throwing things around the day room and had shoved a staff member to the floor. The male was so upset and out of control that the staff locked themselves in an office. Upon police arrival the male fully cooperated with being handcuffed and stated could not stay at the treatment facility as staff was hurting his mother and keeping him drugged up. The male stated if he stayed he would kill someone. The investigation discovered the male was having a mental disconnect and he was transported to Merriter Hospital for a medical clearance and then transported to Winnebago Mental Health. A charge of disorderly conduct is being referred to the DA's office. (MO16-04989)

On August 20th at 8:10am a resident on Winnequah Rd called to report he had two bicycles stolen from his garage sometime between August 13th and 20th. One bike was a 2007 Trek Madone SL5.2 carbon blue and black in color, and the other was a 2012 Trek Hybrid 7.3, silver in color. These bicycles are quite expensive. There was no forced entry to the garage.
(MO16-05032)



Example of a 2007 Trek Madone SL 5.2



Example of a 2012 Trek Hybrid 7.3

Officer Overtime Analysis

2016	JUNE Hrs	JULY Hrs	AUG Hrs	TOTAL HRS To Date	APPROX COST To Date
TRAINING CONSORTIUM (In-Service)	-	56	-	193	\$9,650
OTHER REQUIRED TRAINING (ECIR/Radar/CPR/K9)	12	3	-	112	\$5,600
OPTIONAL OFFICER TRAINING	-	-	-	3	\$150
SICK LEAVE Coverage					
SICK LEAVE Coverage	24	-	8	168	\$8,400
VACATION Coverage					
VACATION Coverage	68	16	4	311	\$15,550
FLOATING HOLIDAY Coverage					
FLOATING HOLIDAY Coverage	-	-	4	48	\$2,400
MILITARY LEAVE Coverage					
MILITARY LEAVE Coverage	36	2	16	54	\$2,700
COURT					
COURT	9.5	13	12.5	123.5	\$6,175
LATE/EARLY CALL or SERIOUS INCIDENT					
LATE/EARLY CALL or SERIOUS INCIDENT	9	27.75	21.5	171.75	\$8,588
Special Event (Meeting, Parade, Festival, Drug Work)					
Special Event (Meeting, Parade, Festival, Drug Work)	-	59	1.5	177.75	\$8,888
Mental Health Case					
Mental Health Case	-	-	4	25.75	\$1,288
Dispatch Coverage					
Dispatch Coverage	-	4	-	4	\$200
TRAFFIC GRANT (Reimbursed)					
TRAFFIC GRANT (Reimbursed)	78.5	77	76.5	437	\$21,850
TOTAL HRS					
TOTAL HRS	237.00	257.75	148.00	1829	
Expense Per Month @ average \$50.00 / HR					
Expense Per Month @ average \$50.00 / HR	\$11,850	\$12,888	\$7,400		\$91,438

Lieutenant Curtis Wiegel is the Operations Commander and 1st shift patrol supervisor. He can be reached at cwiegel@ci.monona.wi.us.

2nd Shift

Officers on second shift conducted 293 traffic stops. During second shift we had some traffic grants that were worked by several different officers, which were extra on the shift. We handled 17 Retail Thefts, 27 crashes and 3 Drunk Drivers. We also made several warrant arrests. The warrant arrests were the result of traffic stops.

On Sunday August 21st around 7pm Officers responded to a fight in progress by Planet Fitness. Upon arrival Officers found a female in her 20s who had been physically assaulted. It was learned that the victim went into Planet Fitness and worked out for about an hour. When she exited two other females were waiting for her. They then jumped her in the parking lot and battered her. The victim received multiple abrasions to her face, neck, and torso area. The victim also broke seven of her nails. She declined medical attention. The suspects were known to the victim. One of the suspects was quickly located on the south side of Madison and arrested. She went to jail on Battery charges. This altercation occurred because the victim was talking to the suspect's ex-boyfriend.

Second shift took two reports of burglaries to homes this month. These two burglaries probably occurred during the day when the residents were gone. Both of these occurred on the northern part of Monona Drive. These burglaries are similar in nature and are currently being investigated by the Detective Division.

Sergeant Jeremy Winge is the 2nd shift patrol supervisor and can be contacted at: jwinge@ci.monona.wi.us

3rd Shift

The Monona Police Department third shift officers handled 4 vehicle crashes, 5 retail thefts, and responded to several disturbance calls during the month of August. Officers made 112 traffic stops resulting in 5 OWI arrest. Officers also arrested 3 individuals who had active arrest warrants out for them.

On August 5th, at around 12:30 a.m. an officer went to refuel his squad at 925 E. Broadway, at which time he grabbed the gas pump. The pump was covered with fecal matter. When checking the other gas pumps they also had fecal matter spread on it. Officers cleaned up the pumps and notified the gas company. No investigatory leads are present at this time.

On August 5th, at 4:37 a.m. an officer responded to Walmart for a retail theft. During the investigation the officer also located crack cocaine and paraphernalia on the suspect. The suspect was arrested and faces charges on possession of crack cocaine and Retail Theft.

On August 13th, at 1:56 a.m. a vehicle was stopped for speeding, 48 MPH in a 30 MPH zone on Monona Dr and Panther Trl. The operator was arrested for OWI 1st offense, with

a B.A.C. of .19. The passenger who was incoherent and highly intoxicated was taken to detox as he was not able to care for himself or find a responsible party.

On August 20th, at 1:54 a.m. officers responded to Wal-Mart, for a retail theft. The suspect was arrested for the retail theft and also an active arrest warrant. During a search of the suspect heroin was located. The suspect was booked into the Dane Co Jail on possession of heroin and the active arrest warrant.

Sergeant Adam Nachreiner is 3rd shift patrol supervisor and can be contacted at anachreiner@ci.monona.wi.us

INVESTIGATIVE DIVISION

Detective Unit

During the month of August, 75 cases were reviewed for possible referral to the Investigative Division.

Crime	Number of Cases
Battery	2
Burglary	3
Child Abuse/Neglect	1
Drug Investigation	4
Fraud	13
Overdose	1
Retail Theft	34
Sex Offense	2
Theft	15

Members of the Investigative Unit were assigned to, or assisted with, 11 incidents.

Current Investigations

MO16-04648 – SEXUAL ASSAULT

An adult female reported being sexually assaulted multiple times by a known suspect.

MO16-04624 – THEFT/ID THEFT

A man left his credit card behind at a local drive-through. His card was later used without his permission.

MO16-04657 – THEFT/ID THEFT

A couple was caught using someone else's checkbook at a local store. Detectives found the owner of the checkbook had been a victim of a purse theft from her car in another jurisdiction. Charges are expected.

MO16-04046 – CHECK FRAUD

This was a ring out of Georgia who targets business mailboxes looking for checks. They then print new checks and have someone else cash them for money. Part of this ring has been identified by our department and the ring leader has been arrested. To date, he is being charged with nine felonies relating to his financial crimes.

MO16-04420 - BURGLARY

This was a daytime residential burglary with forced entry on East Broadway. We did a search warrant on the identified suspect's residence and it was served by Madison SWAT. The suspect was taken in custody and charged for the burglary.

If you have information to provide in these or other incidents, please contact:
Det. Matthew Bomkamp at mbomkamp@ci.monona.wi.us or Det. Sgt. Ryan Losby at rlosby@ci.monona.wi.us.

Other Activities

Property room management
Municipal court officer duties
Liquor License Review Committee

School Resource Officer

Check back in September for the next SRO report. SRO Luke Wunsch can be contacted at lwunsch@ci.monona.wi.us

Clerk of Courts

During the month of August, 356 traffic, municipal ordinance and parking citations were issued. In addition there were 213 warnings issued for various traffic offenses. Sixteen adults were also referred to the Dane County District Attorney's Office for criminal charges.

Dispatch

The Monona Communications Center dispatches Police, Fire, and EMS, answers routine phone calls from citizens seeking information or wanting police assistance, processes citation payments, prepares and submits accident reports to the State of Wisconsin, files law enforcement related paperwork, and performs many other routine daily duties.

During the month of August, Dispatchers handled 1,663 calls for service. Of these calls for service, 131 calls came in on the 911 lines. Many of the calls for service are

converted into incidents which require a report and additional paperwork. On average, each incident, consumes about 1.5 hours of the Dispatcher's time.

Lieutenant Sara Deuman is the Technical Services Commander in charge of Dispatch and Investigations. She can be contacted at sdeuman@ci.monona.wi.us



Calls for Service Summary Past 14 Days

Reported from: 8/28/2016 - 9/26/2016



Call Type

	Total
911	88
On View	775
Phone	613
Total	1,476

District and Sector

	Total
North	656
South	618
Others	202

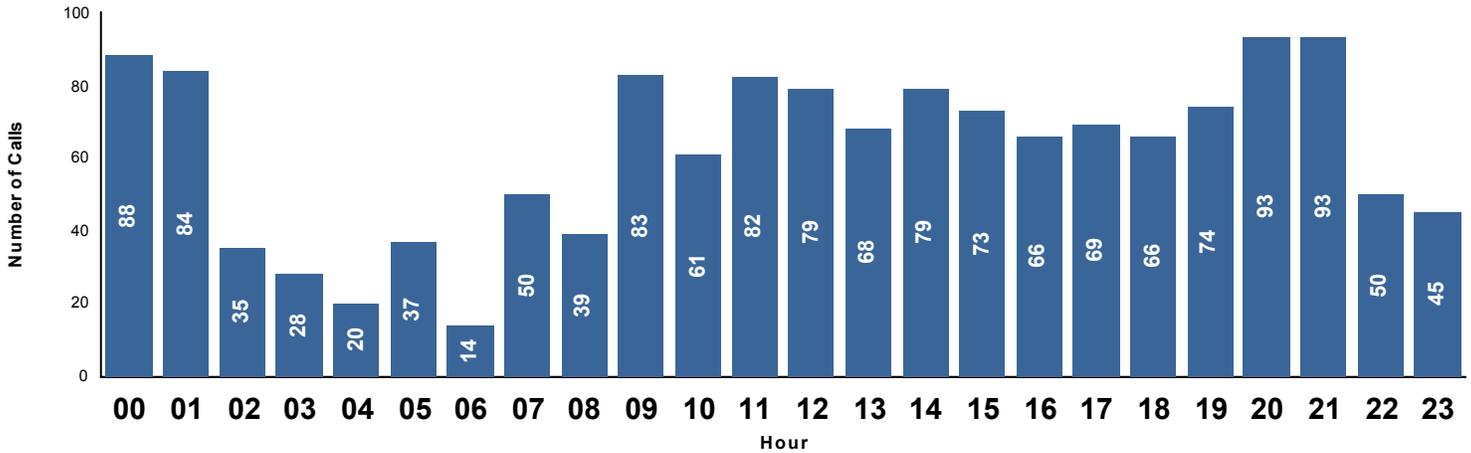
Priority Type

	Total
1	252
2	619
3	605

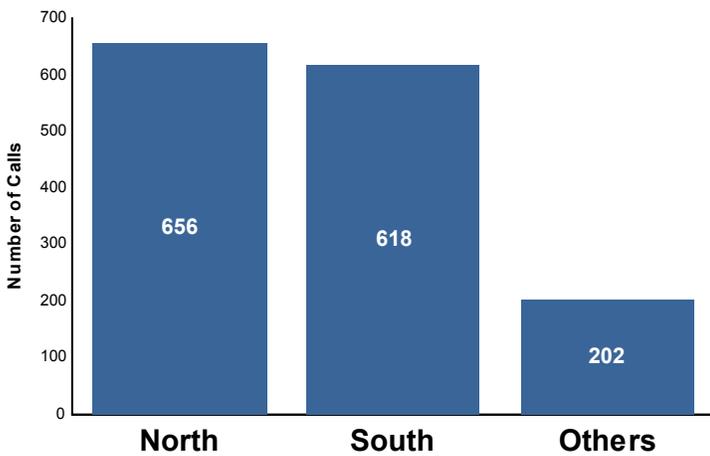
Shift

	Total
1	541
2	584
3	351

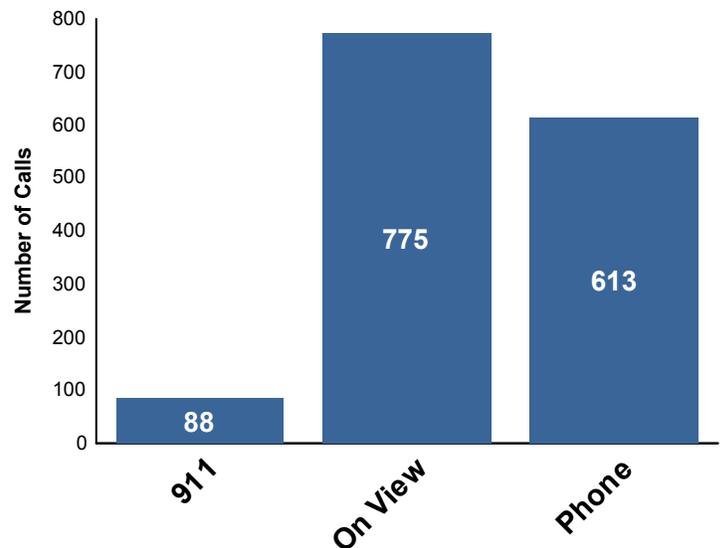
Calls by Time of Day



Calls by Sector



Call Type





Calls for Service Summary

Past 14 Days

Reported from: 8/28/2016 - 9/26/2016



Top 25 Addresses	Total
2151 Royal Avenue, Monona, 53713	71
W Beltline Highway & South Towne Drive, Monona,	56
W Beltline Highway & S Stoughton Road,	53
W Beltline Highway & Monona Drive, Monona, 5371	45
4400 Monona Dr, Madison, 53716	31
W Beltline Highway & W Broadway, Monona, 53713	30
Monona Drive & Winnequah Road, Monona, 53716	23
300 Femrite Drive, Monona, 53716	16
400 W Broadway	16
4400 Monona Dr, 53716	16
6200 Monona Dr, Madison, 53716	16
Monona Drive & Buckeye Road,	15
2500 Royal Ave	14
Monona Drive & E Winnequah Road, Madison, 5371	14
W Broadway & South Towne Drive, Monona, 53713	14
2151 Royal Avenue	13
W Broadway & Monona Drive, Monona, 53716	13
111 Owen Road, Monona, 53716	12
300 Broadway Dr, 53590	12
5900 Monona Drive, Monona, 53716	12
W Broadway, Monona, 53716	12
6401 Capps Ave	11
204 Saint Teresa Ter	10
3735 Monona Dr, 53714	10
6200 Monona Dr, 53716	10

Top 25 Natures	Total
TRAFFIC STOP	417
SECURITY/TAVERN CHECK	151
AMBULANCE CALL	83
911 CELL DISCONNECT	58
REPORT WRITING	55
CHECK PERSON	51
CHECK AREA	50
INFORMATION	47
TRAFFIC ARREST	41
ASSIST CITIZEN	40
ASSIST OTHER AGENCY	39
FOLLOW UP	36
PARKING ON STREET	34
RETAIL THEFT	31
THEFT	27
ACCIDENT NON-INJURY	26
ALARM	23
TRAFFIC ENFORCEMENT	22
ANIMAL COMPLAINT	21
911 OPEN LINE	19
FIRE ALARM	16
PARKING PRIVATE	16
911 DISCONNECT	14
DISTURBANCE	13
ACCIDENT INJURY	8



Calls for Service Summary Past 14 Days

Reported from: 8/28/2016 - 9/26/2016



Top 10 Addresses of Citizen Generated Calls for Service		Total
2151 Royal Avenue, Monona, 53713	Total	60
	RETAIL THEFT	21
	THEFT	6
	ASSIST CITIZEN	4
	LOST PROPERTY	4
	AMBULANCE CALL	3
	INFORMATION	3
	911 CELL DISCONNECT	2
	911 DISCONNECT	2
	911 OPEN LINE	2
	CHECK PERSON	2
	WARRANT SERVICE/P&P	2
	CIVIL DISPUTE	1
	DISTURBANCE	1
	FIRE ALARM	1
	FIRE CALL	1
	FOLLOW UP	1
	FORGERY	1
	PRESERVE THE PEACE	1
SEX OFFENSE	1	
TRESPASSING COMPLAINT	1	
4400 Monona Dr, Madison, 53716	Total	27
	THEFT	6
	PARKING PRIVATE	5
	DISTURBANCE	4
	INFORMATION	4
	911 CELL DISCONNECT	3
	AMBULANCE CALL	2



Calls for Service Summary

Past 14 Days

Reported from: 8/28/2016 - 9/26/2016



		Total
4400 Monona Dr, Madison, 53716	911 OPEN LINE	1
	JUVENILE COMPLAINT	1
	SPECIAL EVENT/PROJECT	1
W Beltline Highway & Monona Drive, Monona, 53716	Total	17
	ASSIST CITIZEN	4
	CHECK AREA	4
	ACCIDENT NON-INJURY	3
	ACCIDENT HIT AND RUN	1
	ANIMAL COMPLAINT	1
	ASSIST OTHER AGENCY	1
	INFORMATION	1
	TRAFFIC DRIVING COMPLAINT	1
	TRAFFIC/SAFETY HAZARD	1
300 Femrite Drive, Monona, 53716	Total	15
	911 DISCONNECT	8
	AMBULANCE CALL	5
	911 CELL DISCONNECT	1
	CHECK PERSON	1
111 Owen Road, Monona, 53716	Total	12
	AMBULANCE CALL	9
	THEFT	2
	PARKING PRIVATE	1
5900 Monona Drive, Monona, 53716	Total	12
	911 CELL DISCONNECT	10
	911 OPEN LINE	1
	FIRE ALARM	1
W Broadway, Monona, 53716	Total	11
	RETAIL THEFT	4



Calls for Service Summary Past 14 Days

Reported from: 8/28/2016 - 9/26/2016



		Total
W Broadway, Monona, 53716	AMBULANCE CALL	2
	INFORMATION	2
	911 OPEN LINE	1
	ACCIDENT NON-INJURY	1
	ALARM TESTING	1
204 Saint Teresa Ter	Total	10
	ANIMAL COMPLAINT	3
	CHECK PERSON	3
	ASSIST OTHER AGENCY	1
	FOLLOW UP	1
	INFORMATION	1
	PRESERVE THE PEACE	1
250 Femrite Dr, 53716	Total	9
	AMBULANCE CALL	3
	911 OPEN LINE	1
	CHECK AREA	1
	DOMESTIC/FAMILY TROUBLE	1
	FIRE STRUCTURE	1
	INFORMATION	1
	TRAFFIC/SAFETY HAZARD	1
W Beltline Highway & W Beltline Highway, Monona, 53713	Total	9
	ASSIST CITIZEN	3
	ACCIDENT NON-INJURY	2
	911 CELL DISCONNECT	1
	ACCIDENT HIT AND RUN	1
	ACCIDENT INJURY	1
	ASSIST OTHER AGENCY	1

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Public Works & Utilities

MONTH OF: September 2016

Accomplishments:

- The crew installed new holiday light brackets on Monona Drive light poles.
- The crew completed all needed mowing on Monona Drive and Broadway.
- The crew completed sidewalk repairs at various locations throughout the City.
- The crew assisted the planning department with delicate excavations at Stone Bridge Park.
- The crew completed digital speed sign repairs on Monona Drive at the high school.
- The crew completed pot hole patching for the month.
- New street trees were received for fall planting.
- Crews completed tree trimming at various locations throughout the City.
- Crews completed another round of stump grinding throughout the City.

Major Projects / Issues:

- Johnson Tree Care will be completing the gypsy moth colony count, and turning the needed paper work into Dane County later this fall. We should find out in November if we qualify for spraying in 2017.
- The Schluter Park project is nearing completion. Major items that remain include: park grading and landscaping, minor electrical finishes to the structure, final paving of utility connection patch, shoreline grading, and relocation of the park play equipment. The project's substantial completion date is October 9th.
- Strand Associates continues work on design for the 2017 road reconstruction project.
- All road work has been completed for the year.
- The solid waste and recycling collection contract expires at the end of the year. RFP's were sent to four companies, with three proposals returned. The low cost proposal was provided by Advanced Disposal.

In Progress / Routine Duties:

- Completed meter changes and meter reading for the month.
- Completed daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month.
- Clean floor drains at the shop, complete inventory of shop items, and complete shop maintenance for the month.
- Coordinate City projects with our engineers.
- Continuing with research and review of specifications for vehicles scheduled to be replaced in 2017.

Upcoming Objectives / Events:

- The 2017 Operating Budget and Capital Budget have been presented to the public works committee. Both budgets have been submitted to the finance director for presentation to Council.
- The annual streets classification report is due to the Wisconsin DOT by October 10th.

2017 Road Reconstruction Project Update/Schedule:

Bridge Rd; Broadway to Winnequah, 1,003' (tentative for 2017)

Tonyawatha; Winnequah to Progressive, 2,376'
Schultz; Tonyawatha to Winnequah, 381'
Dean, Winnequah to Tonyawatha, 634'
Progressive, Tonyawatha to Winnequah, 264'
McKenna, Dean to Greenway, 1,267'
Total Length; 4,922'

- 50% design completed

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

- Public Information Meeting 1 – July 19, 2016
- Public Information Meeting 2 – July 21, 2016
- 90% design – early October
- Assessment meetings – October and November 2016
- Public Information Meeting 3 – November 10, 2016
- Final plans and specifications – end of November
- Bid advertisement – early December
- Bid award meetings – January 2017
- Construction begins – April 2017
- Construction ends – September 2017

Personnel:

- All staff positions are filled.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Clerk

MONTH OF: September 2016

Accomplishments:

Completed the minutes of the August 30 and September 13 License Review Committee, September 6 and 19 City Council and Finance & Personnel Committee, and September 20 Committee of the Whole meetings.

Mailed agenda to a business, prepared and mailed packets, and facilitated the September 13 License Review Committee meeting.

Attended the UniverCity kick-off event at Aldo Leopold Nature Center.

Completed a Winter 2016/Spring 2017 newsletter article with election and Board of Review information.

Completed the Clerk and Election Operating Budget request and narrative.

Published a public notice for a business changing its ownership and name. Operations remain the same.

Prepared and mailed 20 Weights & Measures license applications.

Election duties: Completed the required election statistics and cost reports in WisVote; created an absentee ballot stuffer highlighting the changes in voting laws about the witness address requirement and return of ballots by Election Day; picked up in-office absentee ballot envelopes ordered from the Dane County Clerk; "hired" senior volunteer help in preparing absentee envelopes; "attended" a WEC webinar on the ERIC voter registration postcard effort; processed and mailed 187 absentee ballots assisted by Receptionist Alene Houser; continued to process numerous requests, registrations, and inquiries assisted by Alene; published a required public notice; prepared materials for a Capital Budget request for new ADA voting equipment.

Major Projects / Issues:

- Complete the minutes for the June 2 Board of Review hearing.
- Modify a list of offenses that would trigger a review by the License Review Committee for Operator application inclusion.
- Meet with Chief Inspectors prior to the General Election to review new laws.
- Schedule enough workers to handle voter registrations and Absentee voters the week before the General Election.
- Schedule workers for pre-processing Absentee ballots the Saturday before the General Election.
- Purge files and file new alcohol and business license applications.

In Progress / Routine Duties:

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

Upcoming Objectives / Events:

- Work on an Ordinance amendment regarding City staff selling beer at City park events.
- File over 500 voter registration forms from the April 5 election and those received since then.

Personnel:

Field numerous calls from Election Inspectors wanting to be scheduled to work at the November election.