

AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
TUESDAY, JANUARY 2, 2018
7:30 P.M.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from December 4, 2017.
- D. Appearances.
- E. Public Hearing. (None)
- F. Consent Agenda.
 - 1. Approval of Application for a 2017/2018 Operator License:
 - a. Zachary S. Schaefer, Silver Eagle Bar & Grill
 - 2. Approval of Applications for a 2017/2019 Operator Licenses:
 - a. Jessica Ann, Breakwater
 - b. Sydnie L. Murray, Kwik Trip
 - c. Christopher A. Jeske, Mr. Brews Tap House
 - 3. Approval of Application for a 2018 Temporary Operator License:
 - a. Susan M. Carr, Monona Public Library
- G. Council Action Items.
 - 1. Unfinished Business. (None)
 - 2. New Business.
 - * a. Consideration of Resolution 18-1-2230 Requesting Exemption from County Library Tax (Library Director).
 - * b. Consideration of Resolution 18-1-2229 Purchase Approval of One Current Model Year ¾-Ton Pickup Truck with Plow (Public Works Committee).
 - * c. Consideration of Resolution No. 18-1-2231 Amending the 2018 Operating Budget to Expand Funds Available for Merit Payment (Mayor O'Connor).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
 - 1. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com.

*Request for immediate action

I. Appointments.

1. To the Distinguished Service Award Committee, May 1, 2016–April 30, 2019:
 - a. Kathy Thomas
 - b. Paul Kachelmeier
2. To the Distinguished Service Award Committee, May 1, 2017–April 30, 2020:
 - a. Mari Anne Lichtfeld
 - b. Steve Halverson
3. To the Park and Recreation Board, effective immediately–April 30, 2020:
 - a. Tony Gomez-Phillips

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 December 29, 2017 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES

December 4, 2017

The regular meeting of the Monona City Council was called to order by Mayor O'Connor at 7:37 p.m.

Present: Mayor Mary K. O'Connor, Alderpersons Andrew Kitslaar, Nancy Moore, Jennifer Kuhr, Brian Holmquist, Chad Speight, and Doug Wood

Also Present: City Administrator April Little, Public Works Director Dan Stephany, The Yahara Group: Professors/Advisors Greg Harrison and Jim Hanson and students Ciara Lotzer, Mitch Stamp, Cole Hernkil, and Morgan Sanger, CDA Consultant Gary Becker, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Holmquist to approve the Minutes of the November 20, 2017 City Council meeting, was carried.

APPEARANCES

There were no Appearances.

PUBLIC HEARING

There was no Public Hearing.

CONSENT AGENDA

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

1. Applications for 2017/2019 Operator Licenses:
 - a. Candace K. Deck, Speedway – Royal Avenue
 - b. Selina A. Martinez, Speedway – Royal Avenue
2. Renewal Application for 2017/2019 Operator License:
 - a. Matthew C. Abrahamzon, Walmart

UNFINISHED BUSINESS

City Administrator Little reported the following Agreement will clarify Media services sharing and payment division with the School District. All entities involved have approved the Agreement.

A motion by Alder Kitslaar, seconded by Alder Moore to approve Resolution 17-11-2226 Approving a City-School District Video Operations Joint Ownership Agreement, was carried.

NEW BUSINESS

A motion by Alder Kuhr, seconded by Alder Speight to suspend the rules and take action on Resolution 17-12-2227 Authorizing the City of Monona to Apply for a Large-Scale Lake Management Planning Grant from the Wisconsin Department of Natural Resources, was carried.

Public Works Director Stephany reported the DNR requires City Council approval to apply for a \$25,000 grant to do research and engineering on the PCB contamination in the northern end of the Lagoon. The City will pay \$12,500. The application is due December 10. Included in the work is the final design, technical specifications, costs, DNR permits, and bid process assistance. Strand Associates will present a report to the Public Works Committee and the City Council on the work done in the last three years.

A motion by Alder Speight, seconded by Alder Kuhr to approve Resolution 17-12-2227 Authorizing the City of Monona to Apply for a Large-Scale Lake Management Planning Grant from the Wisconsin Department of Natural Resources, was carried.

A motion by Alder Kuhr, seconded by Alder Speight to suspend the rules and take action on Ordinance 12-17-693 Amending Parking Limits on Royal Avenue and Gisholt Drive, was carried.

Public Works Director Stephany reported the Public Works Committee approved this parking change near First Supply and Walmart. Restrictions were originally put in place to limit semi-truck traffic and drivers sleeping overnight. First Supply has now requested this change due to increased sales and staff. Walmart has okayed this request. Parking will be allowed from 6:00 a.m. to 6:00 p.m. Monday through Friday.

A motion by Alder Speight, seconded by Alder Kuhr to approve Ordinance 12-17-693 Amending Parking Limits on Royal Avenue and Gisholt Drive, was carried.

City Administrator Little introduced the Presentation of Preliminary Design Report for Engineering Services for West Broadway Corridor Improvements by The Yahara Group (A UniverCity Project). Students distributed a handout and projected and described a project outline. Considerations included bicycle safety, connections, increased waterfront access, and sustainable designs. Three designs were presented.

1. Least expensive: Similar to current with painted buffer line between bicycles and vehicles.
2. Most expensive: Separate walking and bicycle lanes.
3. Mid-cost, \$9.25 million: Use the existing walkway, add bicycle lanes.

The third option was reviewed in detail: Safety curbs on each side, bicycle lanes increased to 6 feet, red brick crosswalks increased from 4 to 7 with LED/solar flashing beacons at Falcon Circle. The Yahara Commons boardwalk extends down Broadway with a nature viewing feature. Landscaping will filter water from the road. The right-of-way is moved from houses on one side but purchases are not required.

Alder Wood questioned whether designs were compliant with traffic control requirements and the safety of the raised divider at higher speeds. Traffic noise may limit boardwalk use. Alder Speight questioned snow removal and that Dane County would have to weigh in on the design. Students responded; some issues were addressed and some had not been considered. Mayor O'Connor and members were very impressed with the design and thanked the Yahara Group for their work.

Mr. Becker provided a Presentation Regarding Tax Incremental Financing. TIFs help allow redevelopment and elimination of blight. Courts almost always uphold a City Council's opinion on blight but a specific finding must be made. Taxing entities work together for their mutual benefit. Taxes on a new development go into a special account. A developer agreement spells out the City's and developer's obligations. TIF creation takes 3 to 4 months and starts with the Joint Review Board, public hearing, Resolution approval by the City Council, and ends with JRB final approval. Not more than 12% of a municipality's equalized value can be allowed for TIFs. Public versus private benefit must be weighed and risks managed, such as creating a TID without a project in place. This can be done but must be managed.

Tax base and growth, statutory provisions, and eligible project costs were reviewed. Recently the legislature increased the expenditure period to 5 years less than the life of the TIF. Work within a half-mile of a TIF is allowed. A Resolution can be placed to keep a TIF open to fund an affordable housing and rehabilitation program. A summary of the City's 7 TIFs was reviewed. The base value can be reset if portions of a TID underperform. Sharing of funds between TIFs is allowed to help the success of another.

A motion by Alder Kitslaar, seconded by Alder Wood to suspend the rules and take action on Resolution 17-12-2228 Extending the Life of Tax Incremental District No. 2 to Fund the Renew Monona Affordable Housing Improvement Program, was carried.

Mr. Becker reported statutes allow a one-year extension of a TIF to allow rehabilitation of housing stock. The CDA is discussing Renew Monona program changes.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 17-12-2228 Extending the Life of Tax Incremental District No. 2 to Fund the Renew Monona Affordable Housing Improvement Program, was carried.

REPORTS

Members announced upcoming committee meeting dates and times.

Alder Kuhr reported the School District approved the Media agreement.

Alder Kitslaar reported there will be no CDA meeting in December. He verified with City Administrator Little that the mural was repaired and is protected and that citations are in process regarding the Tecumseh Avenue property destroyed by fire.

City Administrator Little distributed notices listing the dates the WVMO "A Christmas Carol" program will be broadcast and Court Clerk Toya Robinson's choir performance dates. Funds were found to allow purchase of a neighborhood electric vehicle for \$500 from the City of Verona for use at parades and for park work. January work will include clean-up of Ordinances including the Council meeting start time. Proposed is 6:00 p.m. for the Finance & Personnel Committee and 7:00 p.m. for the City Council.

Mayor O'Connor expressed condolences to the family of artist and resident Harry Whitehorse at his passing. There will be no meeting on December 18 unless it is needed. She wishes everyone Happy Holidays!

APPOINTMENTS

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

1. Chief Election Inspectors (January 1, 2018–December 31, 2019):

Nathan Harper	Mary Possin	Ilana Strauch
Diane Derry	Kathleen Sticha	Lynn Mansfield
Mary O'Connor	Sharon Goetz	Kay Gage

2. Election Inspectors (January 1, 2018–December 31, 2019):

LaVerne Ahrens	Marylin Barker	Richard Benzine
David Allen	Kathleen Baxter	Richard Bernstein
Kate Allen	Marty Beck	Polly Brandes
Debra Baer	Wendy Beck	Vern Breunig
Stanford Bang	Kathy Bell	Sharon Britt

Christopher Coates
Jean Coates
Alice Copper
Angela Davis
Bob Derry
Karen Dorman
Tom Dorman
Shirley Fassbind
Elizabeth Lemon
Peggy McDonald
Kathy McNally
Kim Miller
Michele Miller
Barb Minor
Dan Minor
Mary Murrell
Martha Nawratil
Meredith Oehlkers

Gwen Feit
Susan Fox
Kathy Gundlach
Camille Haney
Don Hendrikse
Geraldine Hovland
Pat Howell
Dorothy Hujik
Kathleen Pahl
Mary Pringle
Marilyn Rindy
Sandra Rouleau
Judy Runk
Kathryn Schubert
LaVerne Schwengel
Debra Seeliger
Phyllis Seiler
Russell Theel

Bill Imhoff
Yvonne Jackson
Kisiah Johnson
Paul Johnson
Kate Kvale
Ruth Lalley
Darleen Laufenberg
Kristen Lehker
Kathy Thomas
Jean Van Dreel
Richard Van Dreel
Jeanie Verschay
John Whalen
Sara Whalen
Christine Williams
Veronica Willsey

3. Special Voting Deputies (January 1, 2018–December 31, 2019):

Kay Gage
Ilana Strauch
Christine Williams

ADJOURNMENT

A motion by Alder Kitslaar, seconded by Alder Moore to adjourn, was carried. (8:44 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 18-1-2230
Monona Common Council**

A RESOLUTION REQUESTING EXEMPTION FROM COUNTY LIBRARY TAX

WHEREAS, the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes; and,

WHEREAS, the Dane County Library Board has determined that the library serving the City of Monona meets the minimum standards of operation established by County Board Resolution 185, 2011-2012 and later amended by County Board Resolution 98, 2013-2014 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes; and,

WHEREAS, Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year; and,

WHEREAS, the City of Monona will appropriate in 2017 and expend in 2018 an amount in excess of that calculated above in support of its library.

NOW, THEREFORE, BE IT RESOLVED that the City of Monona hereby requests of the Dane County Board of Supervisors that the City of Monona be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the city clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1819 Aberg Av.
Madison, WI 53704

Adopted this _____ day of _____, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Library Director

Council Action:

Date Introduced: 12-2-18

Date Approved: _____

Resolution 18-1-2229
Monona Common Council

PURCHASE APPROVAL OF ONE CURRENT MODEL YEAR
¾-TON PICKUP TRUCK WITH PLOW

WHEREAS, the 2018 Capital Budget includes funding in the amount of \$36,000 for the purchase of a new ¾-ton pickup truck with plow; and,

WHEREAS, the vehicle scheduled to be replaced is a 2005 Chevrolet 2500 pickup truck with plow, which is planned to be sold at auction in 2018; and,

WHEREAS, the equipment scheduled for purchase is a Ford F-250 Super Duty Pickup Truck with an 8½' Western V-Plow; and,

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

WHEREAS, on January 3, 2017, the Public Works Committee reviewed the Wisconsin Department of Administration Bid information and the Ewald Automotive Group proposal and has recommended the approval of the proposal in the amount of \$31,990.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the proposal submitted by Ewald Automotive Group for one (1) Ford F-250 Super Duty Pickup Truck with an 8½' Western V-Plow in the amount of \$31,990 is hereby approved, and staff is authorized to proceed with the purchase.

Adopted this _____ day of _____, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Public Works Committee – 1/3/17

Council Action:
Date Introduced: 1-2-18
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>18-1-2229</u>
		Ordinance Amendment No. _____

Title:

Purchase of one Current Model Year ¾ Ton Pickup Truck with Plow

Policy Analysis Statement:

Brief Description Of Proposal:

As presented in the 2018 Capital Budget, the Public Works Department proposes to purchase one Ford F-250 Super Duty Pickup Truck with plow from Ewald Automotive Group in the amount of \$31,990. This purchase is made utilizing the Wisconsin Department of Administration RFB process and awards program.

Current Policy Or Practice:

This is a replacement for a 2005 Chevrolet 2500 pickup truck with plow, which is scheduled to go to auction in 2018.

Impact Of Adopting Proposal:

Capital budget allocation: \$36,000

- Proposed price: \$31,990

Balance Remaining: \$4,010 (title & licensing, lettering, LED warning lights, cargo box)

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

- Expenditure authorized in budget
 No change to budget required
 Expenditure not authorized in budget
 Budget amendment required

Vote Required:

- Majority
 Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57320	842	Pickup Truck with Plow	\$36,000			\$36,000
				Totals				

Prepared By:

<p>Department: Public Works Prepared By: Daniel Stephany, Director of Public Works Reviewed By: Marc Houtakker, Finance Director</p>	<p>Date: December 12, 2017 Date: December 12, 2017</p>
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Ford F-250 gas	\$31,990
Ford F-250 CNG	\$39,887
Dodge 2500 gas	\$32,085
Dodge 2500 CNG	\$43,330
Chevrolet 2500 gas	\$33,392

2018 pricing with State discount applied.

Ford Gas: \$31,990 (State discount \$12,815)

Ford CNG: \$39,887 (State discount \$13,162)

Difference: \$7,897 (difference \$347)

The State discount is higher for the CNG truck because the overall price tag is higher. The difference between the two here is \$7,897, but the cost of the CNG upfit is \$8,245.

\$8245

\$7,897

\$348 difference

CNG savings calculator

miles traveled per year

3,500

cost of fuel per gallon
vehicle mpg

\$2.25

13

cost per mile

\$0.17 cost of fuel per gallon / estimated miles per gallon

cost of CNG (GGE)
vehicle CNG mpgge

\$2.09

13

cost per mile

\$0.16

cost savings per mile

\$0.01 current cost per mile - CNG cost per mile

annual cost savings

\$43.08 Annual mileage * cost savings per mile

cost of conversion or upcharge

\$8,245

payback time

191.4 cost of conversion / annual cost savings
2296.8

*not included are maintenance, resale value
DEF usage, tax depreciation*

Payback
\$8,245 / \$43 = 191.7 years

CNG vs. Gasoline Savings Calculator

NUMBER OF VEHICLES <input type="text"/>	1 Vehicles
AVERAGE MILES PER YEAR <input type="text"/>	3,472 Miles
AVERAGE MILES PER GALLON <input type="text"/>	13 MPG
GASOLINE OR DIESEL COST <input type="text"/>	\$ 2.26 Per Gallon
NATURAL GAS (CNG) COST <input type="text"/>	\$ 2.10 Per Gasoline Gallon Equivalent (GGE)
CONVERSION COST <input type="text"/>	\$ 8,497 Per Vehicle

Annual Fuel Savings

\$43

Investment Payback

197.60 years

Compressed Natural Gas (CNG) vs. Petroleum (Gasoline and Diesel)

\$ 560 Annual Natural Gas (CNG) Cost / **\$ 603** Annual Gasoline Cost
 CNG fuel costs are based on a Gasoline Gallon Equivalent (GGE)

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

QUOTE WORKSHEET

QUOTE WORKSHEET - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

MSRP	\$35,685.00
Destination Charge	\$1,295.00
Optional Equipment	\$7,825.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$12,815.00)
Total Pre-Tax Adjustments	(\$12,815.00)
Taxable Price	\$31,990.00
TOTAL	\$31,990.00

Customer Signature / Date

Dealer Signature / Date

2018 FORD F250 REGULAR CAB 4WD TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

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

GM AutoBook, Data Version: 520.0, Data updated 12/5/2017
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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

ENTERTAINMENT

- Radio: AM/FM Stereo -inc: digital clock and 4-speakers
- Fixed Antenna
- 1 LCD Monitor In The Front

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STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

EXTERIOR

- Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
- Tires: LT245/75Rx17E BSW A/S (4)
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Manual Side Mirrors w/Manual Folding
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Front License Plate Bracket
- Tailgate Rear Cargo Access
- Manual Tailgate/Rear Door Lock
- Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

INTERIOR

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
- Manual Air Conditioning
- Illuminated Locking Glove Box
- Interior Trim -inc: Chrome Interior Accents
- Full Cloth Headliner
- Urethane Gear Shift Knob
- HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 2 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Underhood And Pickup Cargo Box Lights
- Instrument Panel Bin and Covered Dashboard Storage
- Manual 1st Row Windows
- Systems Monitor
- Trip Computer
- Outside Temp Gauge
- Analog Display

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

- Manual Adjustable Front Head Restraints
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer
- Air Filtration

MECHANICAL

- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel -inc: Flex-Fuel badge on fleet orders only
- Transmission: TorqShift-G 6-Spd Auto w/SelectShift
- 3.73 Axle Ratio
- GVWR: 10,000 lb Payload Package
- 50-State Emissions System
- Transmission w/Oil Cooler
- Electronic Transfer Case
- Part-Time Four-Wheel Drive
- 72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
- Class V Towing w/Harness, Hitch and Trailer Sway Control
- 3830# Maximum Payload
- HD Shock Absorbers
- Front Anti-Roll Bar
- Firm Suspension
- Hydraulic Power-Assist Steering
- 34 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Auto Locking Hubs
- Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

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STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

SAFETY

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
- Safety Canopy System Curtain 1st Row Airbags
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters
- Back-Up Camera

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

GM AutoBook, Data Version: 520.0, Data updated 12/5/2017
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Customer File:

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

Prepared By:
 SCOTT KUSSOW
 EWALD AUTOMOTIVE GROUP, LL
 36833 E. WISCONSIN AVE.
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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
F2B	2018 Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box	\$35,685.00

SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

<u>Code</u>	<u>Description</u>
-	Interior: Medium Earth Gray
-	Exterior 1: Blue Jeans Metallic
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ENGINE		
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 FLEX-FUEL -inc: Flex-Fuel badge on fleet orders only (STD)	\$0.00
TRANSMISSION		
44S	TRANSMISSION: TORQSHIFT-G 6-SPD AUTO W/SELECTSHIFT (STD)	\$0.00
OPTION PACKAGE		
600A	ORDER CODE 600A	\$0.00
AXLE RATIO		
X3E	ELECTRONIC-LOCKING W/3.73 AXLE RATIO	\$390.00
WHEELS		
64A	WHEELS: 17" ARGENT PAINTED STEEL -inc: painted hub covers/center ornaments (STD)	\$0.00
TIRES		
TD8	TIRES: LT245/75RX17E BSW A/S (4) (STD)	\$0.00
PRIMARY PAINT		

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

CATEGORY

Code	Description	MSRP
PRIMARY PAINT		
N1	BLUE JEANS METALLIC	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
REQUIRED OPTION		
67D	EXTRA HEAVY-DUTY 200 AMP ALTERNATOR (Restrictions apply - See Order Guide)	\$0.00
ADDITIONAL EQUIPMENT		
90L	POWER EQUIPMENT GROUP -inc: Deletes passenger-side lock cylinder, upgraded door trim panel, Accessory Delay, Remote Keyless Entry, Manual Telescoping/Folding Trailer Tow Mirrors, power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators, Perimeter Alarm, Power Front Seat Windows, 1-touch up/down driver/passenger window, Power Tailgate Lock, Power Locks	\$915.00
473	SNOW PLOW PREP PACKAGE -inc: computer selected springs for snowplow application, NOTE: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details w/996, REQUIRES Extra Extra Heavy-Duty Alternator (67E) when ordered with Upfitter Switches (66S) and 110V/400W Outlet (43C). w/99T, REQUIRES Dual Alternators (67A) when ordered with Upfitter Switches (66S) and 110V/400W Outlet (43C). (With the selection of X3E, requires 996) (With the selection of X4M, requires 996)	\$185.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED) -inc: Custom accessory	\$140.00
18B	PLATFORM RUNNING BOARDS	\$320.00
85S	TOUGH BED SPRAY-IN BEDLINER -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$540.00

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

CATEGORY

Code	Description	MSRP
ADDITIONAL EQUIPMENT		
525	STEERING WHEEL-MOUNTED CRUISE CONTROL (LPO) w/o 17S,96V, REQUIRES Valid FIN Code.	\$235.00
DEALER INSTALLED / PROCESSING OPTIONS		
<u>.DI-1</u>	FOUR KEYS TOTAL	\$90.00
<u>.DI-2</u>	WESTERN 8 1/2' MVP PLUS PLOW STEEL	\$5,010.00
OPTIONS TOTAL		\$7,825.00

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

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2018 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box

PRICING SUMMARY

PRICING SUMMARY - 2018 Fleet/Non-Retail F2B XL 4WD Reg Cab 8' Box

	<i>MSRP</i>
Base Price	\$35,685.00
Total Options:	\$7,825.00
Vehicle Subtotal	\$43,510.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,295.00
GRAND TOTAL	\$44,805.00

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Customer File:

**Resolution No. 18-1-2231
Monona Common Council**

**AMENDING THE 2018 OPERATING BUDGET TO EXPAND
FUNDS AVAILABLE FOR MERIT PAYMENTS**

WHEREAS, in the past, only the library director was considered eligible for merit payment, but none of the other library staff; and,

WHEREAS, the City Council recognizes that competent and dedicated library employees are critical to providing the services that are expected by Monona residents.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that merit payment guidelines are changed to allow merit payments to library salaried and permanent part-time staff, subject to approval of individual awards by the Library Board.

BE IT FURTHER RESOLVED that the 2018 Operating Budget is hereby amended to increase the budget line item for merit payments (account 100-51-51430-136) by \$3,300, with funds from fund balance.

Adopted this _____ day of _____, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Finance & Personnel Committee –

Council Action:
Date Introduced: 1-2-18
Date Approved: _____
Date Disapproved: _____

**City of Monona
POLICY AND FISCAL NOTE**

Original	Update	Substitute No. _____
		Resolution No. _____
		Ordinance Amendment No. _____

Title:

Policy Analysis Statement:

Brief Description Of Proposal:

Current Policy Or Practice:

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply):

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

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative / Assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required					
Account Number				Account Name		Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object						

Prepared By:

Department: Prepared By: Reviewed By:	Date: Date:
---	----------------

Redline

MERIT PAYMENT GUIDELINES

1. Goal: Reward good workers (and motivate ineffectual ones).
2. Merit means merit; is independent of salary increases or other adjustments.
3. ~~Applies o~~Only to non-represented salaries and permanent part-time employees are eligible for merit payment employees.
4. Library employees: ~~Salaried and permanent part-time staff are eligible for merit payment, subject to Approval of Individual awards are subject to approval by the Library Board which may delegate that responsibility to the Library Director. Participation decision and funding allocation needs to be made by Library Board.~~ However, the Library Director can receive merit pay as a department head. The City Administrator may consult with the Library Board President before determining a merit award for the Director.
5. Merit is ultimately approved by the mayor.
6. Suggested ranges:
 - Clerical / dispatch: \$300-500 maximum
 - Department heads: \$750-1000 maximum
 - Mid-range supervisors: \$500-750 maximum
 - Awards may be pro-rated for part-time employees
7. Award of merit is determined on an annual basis; there is no obligation to award merit to any individual or all employees.
8. Criteria (greatest weight given to first three criterion):
 - Has the employee gone “above and beyond” his/her regular duties in the past year because of staff turnover or absence, or in order to accomplish a special project?
 - Did the employee suggest and/or implement a change that resulted in greater department efficiency, service improvement, or cost savings?
 - Did the employee suggest and/or implement an innovative program or idea?
 - Did the employee contribute to the success and efficiency of the department by being consistent, reliable, and dedicated in the performance of his/her job duties?
 - Did the employee have a work attitude that was consistently positive and reflected positively on the other members of the department?
 - Was the employee seen as a “leader” amongst his/her peers in the department?

REVIEWED BY Finance and Personnel Committee on January 4, 2016.

Clean version

MERIT PAYMENT GUIDELINES

1. Goal: Reward good workers (and motivate ineffectual ones).
2. Merit means merit; is independent of salary increases or other adjustments.
3. Only non-represented salaried and permanent part-time employees are eligible for merit payment.
4. Library employees: Individual awards are subject to approval by the Library Board, which may delegate that responsibility to the Library Director. However, the Library Director can receive merit pay as a department head. The City Administrator may consult with the Library Board President before determining a merit award for the Director.
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*REVIEWED BY Finance and Personnel Committee on January 4, 2016.
REVISIONS APPROVED BY City Council on January 16, 2018.*

**MONONA POLICE DEPARTMENT
MONTHLY REPORT**



NOVEMBER 2017

OPERATIONS DIVISION

In November of 2017, the Operations Division handled 36 vehicle crashes and issued 156 traffic warnings, 189 traffic citations, and 17 parking tickets. Our calls total for November was 1,099 calls for service.

Training

Lt. Wiegel attended a 1 day CVMIC training on Discipline and Wrongful Termination and another 1 day training on Dealing with Injured or Disabled Employees.

Officer Reynolds attended a 1 day CVMIC training on Safety and Health in the Workplace.

Officer Flora attended a 2 day training on De-Escalation.

Det Bomkamp attended a 4 hour update training on Constitutional Law.

Chief Ostrenga and Lt. Deuman attended a 2 hour CVMIC training on Employment Liability.

Chief Ostrenga, Lt. Deuman, and Lt. Wiegel attended a 3.5 hour training on Excel charts and tables.

Speed Trailer

The Speed Trailer was deployed in the 6100 Block of Winnequah Road from November 6th through the 10th and November 15th through the 20th. To request the speed trailer in your neighborhood contact Officer Jim Reiter at: jreiter@ci.monona.wi.us

Security Checks

Officers performed 107 security checks in the month of November. 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 16 retail theft cases in November, down quite a few from the 31 cases in October. Around 40 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 November we had 6 calls to the Tellurian property totaling 3.5 hours of police time.

Use of Force Incidents

On November 5th at 4:01 pm an Officer went to stop a suspicious vehicle and the vehicle fled and entered the beltline. The vehicle reached 95 MPH and ran a red light upon exiting. The Officer terminated the pursuit per policy. There was a delay in getting the plate back, but the vehicle turned out to be stolen.

(MO17-08557)

On November 15th at 12:50 pm the SRO was with an unruly student who was being suspended out of school for disruptive behavior. While waiting for the student's parent, the student stated she was going to go back to her locker. The Dean of Students stated she was not welcome to do that, but he would go get her items if she wished. The student then tried to push past the officer to return into the school hallway. The SRO held the student against a wall where she continued to yell, swear and struggle. The student's parent arrived and removed the student from the school. The student was cited for Disorderly Conduct.

(MO17-08929)

On November 24th at 10:13 pm Officers were dispatched to Wal-Mart for a retail theft in progress. The suspect fled on foot upon seeing the Officer. The male stumbled at one point and our Officer caught up, decentralized him to the ground and handcuffed him. The suspect was arrested for Misdemeanor Theft and Resisting Arrest.

(MO17-09289)

Citizen Complaints

There were no citizen complaints in November.

1st Shift Monthly Report

On November 8th at 7:56 am Officers were dispatched to a 4 car crash on the beltline on a beautiful clear weather morning. One driver was cited for inattentive driving. It only takes a moment of distraction to end in disaster. In this case, the disaster was only financial, but it is a rough way to learn a lesson. Of interest on this day was the fact that there was another 2 car crash on the beltline at 9:10 am, and a 2 car crash on Hwy 51 at Broadway at 9:20 am.

(MO17-08634)



On November 17th at 2:44 pm an Officer was dispatched to take a report of a vehicle stolen from the Wal-Mart parking lot. The victim stated she lost her keys somewhere in the store the night prior, and today discovered her car had been stolen. The vehicle was entered as stolen, and was located by Fitchburg Police at 12:45 am on November 21st driven by a juvenile. Fitchburg PD was handling charges on their end.

Officer Overtime Analysis

2017	NOV Hrs	TOTAL HRS To Date	APPROX COST To Date
TRAINING CONSORTIUM (In-Service)	-	236	\$11,800
TRAINING CONSORTIUM (Instructors for In-Service)	-	93.75	\$4,688
OTHER REQUIRED TRAINING (ECIR/Radar/CPR/K9)	8	86.75	\$4,338
OPTIONAL OFFICER TRAINING	2	112	\$5,600
SICK LEAVE Coverage	16	308	\$15,400
VACATION Coverage	8	314	\$15,700
FLOATING HOLIDAY Coverage	16	52	\$2,600
MILITARY LEAVE Coverage	-	28	\$1,400
COURT	7	165.5	\$8,275
LATE/EARLY CALL or SERIOUS INCIDENT	9	250.5	\$12,525
Special Event (Meeting, Parade, Festival, Drug Work)	11.5	145.25	\$7,263
Mental Health Case	-	56.25	\$2,813
Dispatch Coverage	-	165.75	\$8,288
TRAFFIC GRANT (Reimbursed)	54	844	\$42,200
TASK FORCE (Reimbursed)	-	58.5	\$2,925
TOTAL HRS	131.50	2916.25	
Expense Per Month @ average \$50.00 / HR	\$6,575		\$145,813

Lieutenant Curtis Wiegel is the Operations Commander and 1st shift patrol supervisor. He can be reached at cwiegel@ci.monona.wi.us.

2nd Shift

During the month of November, the second shift conducted 167 traffic stops. We also handled 9 Retail Thefts, 17 crashes and had one OWI arrest.

The following are some of the cases second shift handled this month.

On November 10th Officers were notified by an area hospital that a person was admitted to the ER for a laceration on the bicep. This laceration required several stitches. One Officer responded to the ER to interview the victim. It was determined that a fight had taken place in the 6300 block of Ford Street. Other Officers on duty responded to that area. Once on scene Officers discovered blood, and pieces of hair on and around a vehicle. Also discovered was damage to the vehicle. The victim at the ER was uncooperative and refused to give a statement. Officers did check on the residence and verified that the other occupants were uninjured. They too refused to give statements as to what occurred.

On November 11th Officers responded to the 700 block of Owen Road for a theft of vehicle. The complainant advised that his grandson was visiting. The victim had fallen asleep and when he woke up he noted that his juvenile grandson was gone. The victim then noted that his key and vehicle was missing from the garage. The Officer attempted phone contact with the juvenile who did not answer. The vehicle was entered as stolen. This vehicle was later located unoccupied and locked about two blocks away from the victim's residence. The grandson denied taking the vehicle.

On November 19th Officer Ginther performed a traffic stop on the beltline for a vehicle going 76 mph in a 55 mph zone. After making contact with the driver Officer Ginther detected a strong odor of Marijuana emanating from the vehicle. The lone occupant was removed from the vehicle and it was searched. Officer Ginther located a loaded 9mm Glock handgun with a 30 round magazine under the driver's seat. Also located was two packages of Marijuana. Each package weighed 14 grams. This was found in the center console. The suspect did not have a concealed carry permit. The suspect was arrested for possession of Marijuana and Carrying a concealed weapon. He was also cited for speed.



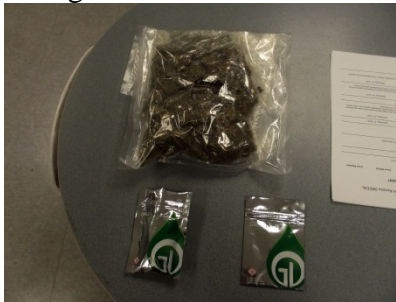
Sergeant Jeremy Winge is the 2nd shift patrol supervisor and can be contacted at:
jwinge@ci.monona.wi.us

3rd Shift

The Monona Police Department third shift officers handled 1 accident investigation, 5 Retail Thefts, 7 Alarms and responded to several disturbance calls during the month of November. Officers made 75 traffic stops resulting in 1 OWI arrest.

On November 3rd, 2017 at 12:11 a.m. officers responded to a Retail Theft and arrested 2 females who stole \$464.97 worth of merchandise. Both females were cited for their actions. One of the females had 3 active arrest warrants and was taken to the Dane County Jail.

On November 6th, 2017 at 2:08 a.m. a vehicle was stopped for speeding, 77 mph in a 55 mph zone. During the investigation the officer noted signs of impairment and requested a K9 respond to his location. The officer also requested the suspect conduct SFST where he refused and was placed under arrest for OWI 3rd offense. A K9 Deployment was conducted where 255.9 grams of marijuana was located. The suspect was booked into Dane County Jail on criminal charges.



On November 9th, 2017 at 1:09 a.m. a vehicle was stopped for speeding, 75 mph in a 55 mph zone. During the investigation the officer detected the odor of marijuana coming from the vehicle. A search of the vehicle was conducted where the officer recovered a 9 mm handgun concealed in the center console along with a small amount of marijuana. The suspect was booked into Dane Co Jail on criminal charges.



Sergeant Adam Nachreiner is 3rd shift patrol supervisor and can be contacted at anachreiner@ci.monona.wi.us

Community Relations Officer

During the month of November, Community Resource Officer Reiter was involved in the following crime prevention and community relations activities:

The citizen's academy has come to an end. The last three classes were vehicle contacts with OWI enforcement, emergency vehicle operations at the new Madison College driving course, and then a graduation ceremony. Students were presented with a certificate with graduating the academy by both Monona and McFarland Police Chief's. Students were asked to briefly explain what they learned in the academy and their experiences. Pictured below is our graduating academy.



I held a coffee with a cop event at the Monona Senior Center. These coffee sessions are a great way to meet people in the community without having any agenda. This event the Monona Fire Department requested to accompany me as they are hoping to get more involved with social events like this.

The department fitness testing was conducted for any officer wanting to participate in the Cooper Fitness Testing.

Shop with a Cop is fast approaching next month. I worked with our school district to obtain names of children who would benefit from this program. With the event fast approaching the committee held two meetings to work out the final details of the event.

Monona Red Robin held a fund raiser for Shop with a Cop called Spirit Night. Red Robin donates 20% of their proceeds towards the program. Customers either had to present a coupon or mention the Spirit Night program to their server.

The speed board was placed out a few times this month. Due to the cold weather approaching the trailer will be stored away for the winter months.

Another DaneCom radio update occurred. I coordinated with the radio programmer to have this completed.

If you would like to involve the Monona Police Department in a community presentation or event, please contact Community Resource Officer James Reiter at 608.222.0463 or jreiter@ci.monona.wi.us

INVESTIGATIVE DIVISION

Detective Unit

During the month of November, 51 cases were reviewed for possible referral to the Investigative Division.

Crime	Number of Cases
Drug Investigation	2
Fraud	9
Retail Theft	16
Sexual Assault	2
Stolen Auto	2
Theft	18
Theft of Auto	2

Members of the Investigative Unit were assigned to, or assisted with, 28 incidents.

Current Investigations

MO17-08427 – ID THEFT

Detectives took a report from a citizen who had \$19,000 fraudulently withdrawn from his bank account in the State of Georgia. Detectives are working with the bank and law-enforcement in Georgia attempting to identify the suspect(s).

MO17-09240 – ID THEFT/HARASSMENT

In 2016, the detective bureau worked a case that resulted in several criminal charges being issued against a suspect in the form of misdemeanor and felony warrants. The suspect fled the state. Detectives received information that the suspect was back in the area for Thanksgiving. Detectives monitored the target address and coordinated with the Dane County Sheriff's Department and both the suspect and his girlfriend were arrested, as she had a warrant as well.

MO17-09390 – SEXUAL ASSAULT/DOMESTIC

Detectives were contacted by a sexual assault victim from a 2016 case claiming that the same suspect may be assaulting his new girlfriend. Detectives conducted multiple interviews and involved probation and parole with this case. At this time, there is no cooperation from the victim.

MO17-09124 – CHILD ABUSE

Detectives investigated this case along with CPS. Detectives executed a search warrant and multiple interviews were conducted. The case is on-going.

MO17-09384 THEFT

Two new snowmobiles on a trailer were stolen from the driveway of a residence in the 100 block of Copps Avenue. A crime alert was sent out to all law enforcement and some businesses in southern WI. One of the two snowmobiles has a custom cover paint job.



MO17-09124 PHYSICAL ABUSE CHILD

A father was reported for disciplining his child with an instrument causing marks. We conducted a search warrant at the father's residence in the 5100 block of Gordon Avenue and recovered some needed evidence for the case. A Safe Harbor interview was conducted which consists of a trained forensic interviewer discussing the details of the incident with the child on tape for court purposes. Charges are now pending on the father.

NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

Detective Sergeant Losby was successfully able to secure a deal with the City of Verona in the purchase of an electric vehicle for our city. This is going to soon be seen around town and will be used by various City of Monona departments when needed. It will soon have City of Monona insignia on it as well.



Other Activities

Property room management
Municipal court officer duties
Liquor License Review Committee

If you have information to provide in these or other incidents, please contact:
Detective Sergeant. Ryan Losby can be contacted at rlosby@ci.monona.wi.us
Detective Matthew Bomkamp can be contacted at mbomkamp@ci.monona.wi.us

School Resource Officer

In the month of November, I handled 15 cases at the Monona Grove High School, 1 case at MG21 and 0 cases at Winnequah Elementary School. I issued a citation for Intentionally Creating a False Alarm, 3 Disorderly Conduct citations, 1 Obstructing an Officer citation, 1 Receiving Stolen Property citation, 1 Habitual Truancy citation, and 1 Parking citation.

I participated in Lunch with Wunsch at Winnequah Elementary School, having lunch with 2nd-3rd graders as well as 4th-5th graders. I also attended Overdose; Stopping the Epidemic symposium.

ALICE (active shooter principles) was taught to MGHS staff and Winnequah Elementary staff. Drills were conducted with Winnequah Staff. I also worked with MGSD IT to make the school cameras visible to administration while off site.

A student was asked to leave class after being disruptive and refused. I was out of the building, so patrol units responded and were able to convince the student to move to the front office. I returned to the building and patrol had left. The student attempted to re-enter the school area after being told they were not welcome. After refusing to follow commands, the student became combative with police and was braced against the wall for handcuffing. The student's parent arrived and removed the student. The student was later cited for Disorderly Conduct.

I received 2 separate sexual assault cases from CPS. One investigation is inactive due to lack of evidence and information. One investigation is still ongoing.

I was informed of a fire alarm being pulled at MGHS after a football game. After reviewing video, I determined a former student intentionally pulled the fire alarm. I contacted the former student and issued a citation for Intentionally Creating a False Alarm.

I received a theft of Beats headphones. I was able to locate the student who was in possession of the headphones and interview him. After numerous interviews with other students, the suspect and a friend lied about how the headphones were obtained. An Obstructing citation and a Receiving Stolen Property citation were issued. The headphones were returned to the rightful owner.

School Resource Officer Luke Wunsch can be contacted at lwunsch@ci.monona.wi.us

Citation and Arrest Statistics

During the month of November, the Monona Police issued numerous traffic citations, municipal ordinance (non-traffic) citations, parking citations and warnings. In addition, there were many referrals for charges. See the detail below.

Traffic Citations	189
Municipal Ordinance Citations	29
Parking Citations	17
Traffic Warnings	156
Adult Arrests & Referrals	13
Juvenile Arrests & Referrals	0

Each of the adult and juvenile arrests and referrals take at least an hour and a half of the dispatchers' time to complete the reports and intake paperwork for the Dane County District Attorney's Office. In addition, Police staff must follow up by going to the DA's office to sign probable cause forms, as well as, review and electronically send and sign complaints to ensure the subjects are held on charges or charges are filed by the DA's Office.

Dispatch

The Monona Communications Center answers 911 and business line calls for Police, Fire, and EMS incidents. Calls for service for Fire and EMS are transferred to the Dane County Communications Center for dispatching of Monona Fire and EMS personnel. The Monona Communications Center advises Police of high priority Fire and EMS calls in the event Officer Response is required. Many of the business line calls include routine phone calls from citizens who are not only seeking police assistance, but also assistance with processing citation payments, requesting police records and general assistance issues. The dispatchers are also responsible for preparing and filing officer reports, citations, accidents, parking, UCR reporting and many other routine daily duties.

During the month of November, Dispatchers handled 1,099 calls for service. These calls were derived from 63 calls, which came in on the 911 lines, with the remaining calls coming in on the non-emergency lines, personal reporting at the Police Department or directly from Monona Officers.

Lieutenant Sara Deuman is the Technical Services Commander in charge of Dispatch, Court Services and Investigations. She can be contacted at sdeuman@ci.monona.wi.us

NOTE:

On September 6th the department went live on the Dane County TriTech CAD system. In the past a lot of our monthly statistics were derived from the Global CAD. We are still trying to get all the bugs worked out after making this transition, so there is no monthly summary report for November.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:	Public Works & Utilities	MONTH OF:	December - 2017
Accomplishments:			
<ul style="list-style-type: none"> • The fall leaf collection program ended on December 8th. Spring leaf collection will start again in April, 2018. • The utility crew completed water main break repairs to a section of main on Mangrove Lane on Christmas Eve. • Staff assisted the demolition contractor with meter removals and service abandonment at the Riverfront Development site. • Staff assisted with a water service abandonment on the WPS campus right of way. • Staff assisted an outside contractor performing a city-wide water leak audit to the water supply system. A leak was found and repaired on Tonyawatha Trail. • Staff completed service lateral inspections at the new Kwik Trip location. • Staff has started the winter tree trimming program. • Staff completed four rounds of anti-icing/salting for recent snow events. • Staff has started the annual repairs to the street sign and barricade inventory. 			
Major Projects / Issues:			
<ul style="list-style-type: none"> • With reports of no heat, staff coordinated three HVAC emergency repairs at City Hall in December. • No major projects are in progress at this time. 			
In Progress / Routine Duties:			
<ul style="list-style-type: none"> • The utility crew completed meter changes and meter readings for the month. • The utility crews completed daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month. • The crew cleaned floor drains at the shop, completed inventory of shop items, and completed shop maintenance for the month. • Project coordination continues with our city engineers. • The monthly DNR water pumpage report was completed and sent in per the requirements of the State. 			
Upcoming Objectives / Events:			
<ul style="list-style-type: none"> • Staff has started working on 2018 equipment and project specifications. 			
Personnel:			
<ul style="list-style-type: none"> • The Buildings & Grounds Facility Maintenance Laborer position has been filled. Matt Ballweg will start his new duties with the city on January 2, 2018. 			

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Clerk

MONTH OF: December 2017

Accomplishments:

Completed the minutes of the December 4 City Council and Finance & Personnel Committee meetings.

Received my annual performance review from City Administrator April Little.

Assisted in stuffing real estate tax bills for mailing.

Issued Weights & Measures license certificates as reports are received.

Invoiced and mailed an open records request for information provided by Building Inspector Marty Pilger.

Began scheduling the Distinguished Service Award Committee meeting.

Recorded WVMO station liners.

Participated in the staff Christmas potluck lunch.

Worked at cleaning up old records and information in my office.

Election duties: Election Inspectors were recertified by the City Council; corrected address information changed based upon a legislative boundary update; assisted candidates with nomination process questions; Deputy Clerk Alene Houser accepted and verified nomination papers; notified candidates of Continuing Campaign Finance reporting.

Major Projects / Issues:

- Planning of the Election Inspector training session outline and materials.
- Schedule the Distinguished Service Award Committee meeting.

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 and Administrator meetings; update voter information in 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; provide Notary services; prepare City Council Consent Agenda; work with other staff members on licenses, accounts payables, open records requests, claims against the City, etc.

Upcoming Objectives / Events:

- Prepare to begin work on a special project, TBA.
- Prepare files for 2018 Accounts Payables, archive 2016 and move 2017 to Finance Director Houtakker's office.
- Prepare 2018 calendars with election and other deadlines.

Personnel:

- Complete performance review of Deputy Clerk Alene Houser with Director of Administrative Services Kimmell.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Senior Center

MONTH OF: November

Accomplishments:

- **December newsletter has been mailed to homes. We are finishing the January newsletter for early submission with the holidays.**
- **Program Evaluation are complete. We are now following up with any suggestions shared.**
- **Bella, our intern has been very helpful with clerical tasks, prepping for special events and offering an extra set of hands when we need them. We are never lacking tasks for her to do and staff have been able to work on tasks that have been on the “when we have time” list.**
- **Thanksgiving Dinner was a huge success with 148 guests registered. All went smooth.**
- **Speakers – Equifax Breach presentation attended by 21, Jessica Michna as Margaret Cummins attended by over 100,**
- **Medicare Part D office hours are running and appointments are filled.**
- **Friends have completed planting bulbs and hostas – that entrance should look very nice next year.**

Major Projects / Issues:

Friends Group – Working on a sponsorship letter for all 2018 events. We are getting ready for Santa’s Workshop at Breakfast with Santa.

Human Services Intern – Bella Roberts is an excellent addition to the Center. She has been so helpful with administrative tasks. She has semester break from Dec. 15th – Jan. 15th

Year End Transition – Dane County Transportation Grant 4th Quarter Report, Create 2018 Budget spreadsheet for tracking spending, update calendars and programming system for the new year.

Community Mah Jong Group – has been seeking a more public place to meet. We have worked with them to find space at the Monona United Methodist Church and card tables will be ordered for them to use.

In Progress / Routine Duties:

Dementia Friendly meeting as well as leader meeting, Staff meeting, programs, speakers, volunteer monthly meeting, Friends Board meeting, etc.

Correspondence, processing memberships and donations, bills, website updates, publicity in the local paper, changes in supporting agency representatives.

Volunteer coverage for travel and illness

Newsletter creation, edits, distribution

Sip & Swipe Conference Call

Weekly meetings with Bella – MATC intern – Special 2nd Semester project.

Upcoming Objectives / Events:

Holiday and 2018 Program Planning – Reminding volunteers and caterer lined up for those events.

Sip and Swipe Café – 1 session will be offered in December due to semester break for Bella

Volunteer Receptionist Holiday Luncheon – planning and scheduled for Dec. 21st

Breakfast with Santa – Santa’s Workshop with the Friends group – almost ready

Personnel:

Working on covering room change-overs and weekend events in Community Center.

Tracking end of year hours of part time employees to keep within budget

Planning ahead for holiday hours, Holiday House Bazaar and other conflicts while getting necessary deadlines accomplished.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Administrative Services

MONTH OF: December 2017

Accomplishments:

Large increase in call volume and counter traffic in December for property tax payments.

Major Projects / Issues:

In Progress / Routine Duties:

All tasks related to bi-monthly payroll and time tracking, personnel files and new-hire onboarding, recruiting, worker's compensation, troubleshooting IT issues as needed and coordinating weekly IT projects with consultants, website content and maintenance.

End-of-year payroll and personnel tasks:

- End-of-year payouts for unused comp time and holiday time, on-call pay, and police education stipends
- Calculation of employee leave time accumulations and carry-over amounts to 2018
- Health insurance open enrollment for 2018
- Flexible spending plan and health savings account enrollments for 2018

Upcoming Objectives / Events:

- Review and updates to operating policies.
- December is a busy month in administration with a large increase in call volume and counter traffic for property tax payments.

Personnel:

Hiring in process:

- Firefighter/Paramedic: hire date April 1, 2018
 - Conditional offer made to top candidate on the current eligibility list
- Administrator Intern
 - Applications due Jan. 3

New Hires:

- Building & Grounds Maintenance Lead Worker:
 - Matt Ballweg was hired and starts on Jan. 2.
- Sustainable Facilities Intern
 - Caitin Hartnett, a UW-Madison senior, hired. She begins in early Jan.
- Planning/GIS Intern
 - Ciara Miller, a UW-Madison graduate student, hired. She begins in mid-January.