

# AGENDA

CITY COUNCIL  
MONONA PUBLIC LIBRARY MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, AUGUST 2, 2021  
7:00 P.M.

This meeting may be viewed LIVE at <https://www.youtube.com/MononaTV>

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from July 19, 2021.
- D. Appearances.
- E. Public Hearing. (None)
- F. Consent Agenda.
- G. Council Action Items.
  - 1. Unfinished Business.
    - a. Consideration of Resolution 21-7-2503 Approval of a Memorandum of Understanding Between the City of Monona and the DNR for Mutual Aid and Fire Suppression Services (Public Safety Committee).
  - 2. New Business.
    - \* a. Consideration of Resolution 21-8-2404 Approval to Submit 2020 Compliance Maintenance Annual Report (CMAR) Review and Recommendations (Public Works Director).
    - b. Consideration of Resolution 21-8-2405 Award of Contract for Sanitary Sewer Main Lining Project (Public Works Committee).
    - c. Consideration of Ordinance 8-21-742 Amending Chapter 395-2 of the Code of Ordinances to Require an Affidavit for Right-of-Way Work (Public Works Committee).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
  - 1. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts.
  - 2. Committee Reports.

[Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – [www.mymonona.com](http://www.mymonona.com)]

I. Appointments.

1. Dan Kramarz to the License Review Committee (effective immediately–April 2023).

J. Adjournment.

### **DIRECTIONS TO ATTEND MEETING ELECTRONICALLY**

You may attend via videoconference at <https://us02web.zoom.us/j/84009557663> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 840 0955 7663.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 840 0955 7663, FOLLOWED BY #

Please mute your phone when not speaking to ensure best possible audio quality.

### **WRITTEN COMMENTS**

You can send written comments on agenda items by utilizing the [City Council Contact Form](#). Link to form: <http://mymonona.com/FormCenter/City-Council-Contact-Form-3/City-Council-Contact-Form-64>

**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 July 30, 2021 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES  
July 19, 2021

The regular meeting of the Monona City Council was called to order by Mayor O'Connor at 7:00 p.m.

Present: Mayor Mary K. O'Connor, Alderpersons, Kristie Goforth, Doug Wood, Jennifer Kuhr, and Kathy Thomas

Excused: Alderpersons Nancy Moore and Molly Grupe

Also Present: City Administrator Bryan Gadow, City Attorney Bill Cole, Police Chief Brian Chaney Austin, City Planner Doug Plowman, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Goforth to approve the Minutes of the June 21, 2021 City Council meeting, was carried.

APPEARANCES, PUBLIC HEARING and CONSENT AGENDA

There was no Appearances, Public Hearing, or Consent Agenda.

UNFINISHED BUSINESS

City Planner Plowman reported the following was requested by WPS to assist in the sale of a lot by allowing access. Conditions 3 and 4 address this; also included is Condition 2, the revised CSM that addresses the edits from the Vierbicher Associates letter. Alder Wood questioned whether the Plan Commission discussed traffic issues in separating the sites; the only way out is Bridge Road. City Planner Plowman responded that the area was reviewed for WPS with a traffic impact analysis, including the potential Monona Garden redevelopment and the completion of the Riverfront, and there was no significant impact on intersections, particularly at Bridge Road and Broadway. Cueing and student pick-up and drop-off were accommodated. Emergency access will be part of further discussion and design with input from the Police and Fire Departments.

Alder Wood stated he is skeptical; the access will work fine now, but he is concerned if it will when other redevelopment in the area is complete. City Attorney Cole reported emergency access will be issued via a recordable document. He has that document but hasn't be able to review it yet; approval should be conditional. The mover and second agree to amend the motion to state that condition. Alder Goforth reported the Plan Commission agrees the reduction in the WPS workforce balances out the increased traffic. Cueing, staging, and staggered start times at One City Schools will help.

A motion by Alder Goforth, seconded by Alder Thomas to approve Resolution 21-6-2501 Approving a Certified Survey Map (CSM) for Lots 1 and 2 of CSM 15671 and Lot 3 of CSM 10267 at 1707 W. Broadway on condition of the City Attorney's approval of the emergency access document, was carried.

## NEW BUSINESS

City Administrator Gadow provided information on Resolution 21-7-2503 Approval of a Memorandum of Understanding Between the City of Monona and the DNR for Mutual Aid and Fire Suppression Services. This will allow the City to work collectively to address forest fires.

Mayor O'Connor began Discussion and Update on Planning for New Public Safety Facility. A plan to work within the City site will be pursued; the City has contracted with UWM for tentative drawings. City Administrator Gadow reported work is needed to determine if the facility can be located at the Fire Department parking lot, and the cost for more high-level detail. 5 Bugles architectural firm, who focuses on public safety buildings, did a walk-through to determine if this is possible to do. An RFP for a feasibility study is needed and will cost \$8,000 to \$10,000. Then an RFP will be done for formal design services, which will cost about \$800,000. He will request the Council break that cost into two budget years with construction in 2024. He asked the Council's opinion on doing the site analysis for feasibility.

City Administrator Gadow explained funding, including possible loans to reduce the tax impact. The plan is for design by 2023, bids for the project in 2024, with construction finished in 2025. The Bray Architects study stated to expect the project to take two years. The focus will be just on the public safety portion, but keeping in mind future City campus changes. Parking will be emphasized in the design. Mayor O'Connor stated the new Community Center and swimming pool would be on the Community Center site. There will need to be talks with Winnequah School on the drop-off and pick-up of students as they use the roadway in front of the Community Center.

Alder Thomas thanks Mayor O'Connor and City Administrator Gadow for this effort, and the Police and Fire Departments for doing what they do in the conditions they're in. Alder Goforth agrees and noted that construction costs are going down. City Administrator Gadow stated the Departments will still be combined and Police will be moved down to the new area. McFarland and other area municipalities are currently doing this and will help the City's process. He discussed building and facility demolitions and remodeling. Mayor O'Connor stated a City Hall remodel will be done in the future.

A motion by Alder Thomas, seconded by Alder Kuhr to suspend the rules and take action on Resolution 21-7-2502 Resolution Rescinding Local State of Emergency (COVID-19), was carried.

City Administrator Gadow reported this is a housekeeping item to not maintain the City's Emergency Order now that Dane County has rescinded theirs. A new State of Emergency could be called if needed.

A motion by Alder Kuhr, seconded by Alder Wood to approve Resolution 21-7-2502 Resolution Rescinding Local State of Emergency (COVID-19), was carried.

## REPORTS

Alder Goforth began Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts, reporting that the Landmarks Commission's Pagoda sign language evolved to include Ho Chunk language acknowledging the area was an encampment; this language was reviewed by members of the Nation. It will be turned over to the Parks & Recreation Board. A member of the public came to offer to purchase park signs for numerous park sites with this type of historic language. Alder Thomas reported the Senior Foundation provides welcome bags for new residents of senior housing and she will seek advice on what and whether something should be included in those. Eventually, she'd like to see that program expand to non-seniors as well. Alder Wood attended a "Justified Anger" history class orientation session at the Nehemiah Center; Alder Grupe did as well.

Members announced meeting dates, times, and cancellations, and that committees are beginning work on the 2022 Capital Budget.

Alder Kuhr reported there is a public information meeting on south Winnequah Road improvements on Thursday at 6:00 p.m. at the Senior Center. She thanks the Police and Fire Departments for their service during the Festival.

Alder Goforth reported on work by the Landmarks Commission. The applications for National Historic Registry for the Otto Schroeder House, also known as the Bohrod Mansion, has been submitted and the Kohls Grocery Store will be very soon. This process will take a year so because of the backlog of applications. An extension was granted for late submission so there may be some additional applicants. The Commission is getting ideas for use of leftover grant funds, possibly for plaques and signs.

Alder Thomas reported Mark Croft will perform at tomorrow's Concert in Winnequah Park at 6:30 p.m.

Mayor O'Connor read Alder Grupe's report: She is very excited about the formation of the Ad Hoc Workgroup on Diversity and Equity Issues! She urges those members and other members of the community to consider committee memberships for 2022 to make sure diverse voices continue to be heard. Renew Wisconsin and the City are co-hosting a MadiSun "Introduction to Solar" webinar on July 28 at 7:00 p.m. Information is on the Sustainable Monona, City, and Renew Wisconsin websites. She reminds everyone to take the transit survey.

City Administrator Gadow reported the construction project on north Winnequah Road, for the two speed humps near Schluter Park, begins on June 27.

Mayor O'Connor thanks the Festival Committee for a great job this year! Staff will receive Operating Budget instructions this week. She thanks Police Chief Chaney Austin for his PSAs focusing on traffic.

Police Chief Chaney Austin reported the Department is focusing inward on hazardous driving on residential streets. He is having ongoing conversations with the School District on the School Resource Officer (SRO), which he supports 100%. They will make a decision next month. If the SRO continues, there will be changes to how the SRO engages with students, with safety and feeling safe emphasized. He has begun deep review of policies, standard operations, and general orders. He will work with the Public Safety Committee to make changes, arrange them, and make them more organized and user-friendly. He is meeting with various trainers to see what is available for cultural competency, implicit bias, and other instruction for the Department. National Night Out is August 10 at 5:30 p.m. The Festival was a joint effort across departments, including Public Works and Parks, as well as community organizers. He looks forward to future collaborations. Alder Thomas asked about the prevalence of car thefts. Police Chief Chaney Austin responded they trend up and down. He hosted a successful multi-agency "Stolen Auto Initiative" event in Monona. A steady decline was seen; the same individual may be committing thefts throughout the area. Alder Goforth thanks Chief Chaney Austin for the Juneteenth event and especially Court Clerk Toya Harrell for her singing. She questioned whether the SRO will work with student parking on residential streets prior to school starting. Police Chief Chaney Austin responded he will form a traffic safety plan with input from parents, teachers, staff, community members, and the Police and Fire Departments which will include parking. He hopes to convince school administration to have a plan at each school.

APPOINTMENTS

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

1. To Ad Hoc Workgroup on Diversity and Equity Issues (effective immediately):
  - a. Jayson Chung, Chair
  - b. Jerry Chapa
  - c. Raquel Diaz
  - d. Jade Fea
  - e. Kristie Goforth
  - f. Alicia Hazen
  - g. Catherine Orr
  - h. Mary Anne Reed
  - i. Oscar Young

2. Mary Anderson to Library Board (effective immediately–June 2024)

ADJOURNMENT

A motion by Alder Wood, seconded by Alder Kuhr, to adjourn was carried. (7:39 p.m.)

Joan Andrusz  
City Clerk

**Resolution No. 21-7-2503  
Monona Common Council**

**APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF MONONA AND THE DNR FOR MUTUAL AID  
AND FIRE SUPPRESSION SERVICES**

**WHEREAS**, s 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities, and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies; and,

**WHEREAS**, the DNR and the Monona Fire Department, pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Fire Chief is hereby authorized to enter into the attached agreement with the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Council Action:

Date Introduced: 7/19/21

Date Approved: \_\_\_\_\_

**Notice:** Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name			Check one
<b>City of Monona Fire Department</b>			<input type="checkbox"/> In DNR Fire Protection Area
			<input checked="" type="checkbox"/> In Cooperative Area
Address			Phone Number (include area code)
5211 Schluter Rd			(608) 216-7442
City	State	ZIP Code	Tax ID #
Monona	WI	53716	396006323
Agreement			

THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

**1. DEFINITIONS**

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
  - i. Burning activity that does not spread from predetermined limits
  - ii. Fires that cannot be located
  - iii. False alarms
  - iv. Structural fires
  - v. Vehicular or equipment fires
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR
- i. "Reportable Fires" are all fires not listed in section. 1.g.
- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. Vehicles cannot meet the federal motor vehicle safety standards.

**Fire Department / DNR Memorandum  
of Understanding for Mutual Aid and  
Fire Suppression Services**

Form 4300-061 (R 02/21)

Page 2 of 5

**2. RESPECTIVE RESPONSIBILITIES**

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm.Code and s. 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

**3. REPORTING FIRES**

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

**4. COMMAND AT FIRES**

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

**5. OUTSIDE ASSISTANCE**

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

**6. EQUIPMENT AND PERSONNEL REQUIREMENTS**

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."
- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **INTRODUCTION TO WILDLAND FIRE SUPPRESSION FOR WI FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

**Fire Department / DNR Memorandum  
of Understanding for Mutual Aid and  
Fire Suppression Services**

Form 4300-061 (R 02/21)

Page 3 of 5

**7. FIRE SUPPRESSION SERVICES AND COMPENSATION**

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation for invited assistance for prescribed burning on DNR managed lands.

**8. COMPENSATION**

The Fire Department must choose one compensation option from each of the following response categories below.

**Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR:

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services (choose one).

**Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.

**Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression on an incident where services exceed one hour (choose one).

**Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.

**Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

c. PRESCRIBED BURNING:

Compensation for assistance with DNR for prescribed burning activities (choose one).

**Option 1.** No payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.

**Option 2.** Receive payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.

**9. BILLING PROCEDURE**

- a. Fire Dept, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.
- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.
  - i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
    - Burning activity covered by a legal burning permit.
    - Burning activity not covered by a legal burning permit but has not escaped control.
    - Cannot be located.
    - False alarms.
    - Structural fires.
    - Vehicle fires.
    - Cooking or warming fires.

- ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

#### **10. RECOMMENDED STAFFING**

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
  - 1 4x4 brush rig (ICS Type 5-7 Engine);
  - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
  - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

#### **11. STAFFING FOR STRUCTURAL PROTECTION**

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

#### **12. PAYMENT**

- a. SCHEDULE - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
  - (i) Engines that pumped for active forest fire suppression or prescribed burning **\$100/hour.**
  - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning **\$50/hour.**
  - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning **\$12.25/hour.**
- b. CALCULATION OF PAYMENT - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

#### **13. LIABILITY**

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims Board and approved in accordance with statutes.

#### **14. COORDINATION**

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

#### **15. TERMINATION**

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

#### **16. NONDISCRIMINATION**

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

**17. ASSIGNMENT**

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

**18. PARTIES**

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

**19. AMENDMENT**

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

**20. AUTHORIZATION**

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL  
RESOURCES for the Secretary

Signature of DNR Area Forestry Leader	Date Signed
Signature of Fire Chief	<div style="display: flex; justify-content: space-between;"> <span>Fire Department</span> <span>Date Signed</span> </div> <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 5px;">City of Monona Fire</div>
Signature of Other Authorized Representative	Date Signed

**Resolution No. 21-8-2404  
Monona Common Council**

**APPROVAL TO SUBMIT 2020 COMPLIANCE MAINTENANCE ANNUAL REPORT  
(CMAR) REVIEW AND RECOMMENDATIONS**

**WHEREAS**, it is the requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources for the City of Monona to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR208; and,

**WHEREAS**, said CMAR is an assessment of the City's sanitary sewer collection system both in its physical operation and maintenance capabilities and performance as well as its financial ability to adequately support necessary operation and maintenance activities to sufficiently provide reliable and satisfactory service; and,

**WHEREAS**, it is necessary to acknowledge that the Common Council of the City of Monona has reviewed the CMAR for 2020; and,

**WHEREAS**, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average less than 3.0; and,

**WHEREAS**, for 2020 the sanitary sewer collection system section was graded an "A" and the financial management section was graded an "A" resulting in an overall grade point average of 4.0.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that no recommendations or actions are necessary to be taken to address or correct problems/deficiencies of the wastewater collection system as none were identified in the CMAR for 2020, and the Director of Public Works is authorized to submit the CMAR for 2020 on behalf of the City of Monona.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Requested by: Daniel Stephany, Director of Public Works

Council Action:

Date Introduced: 8-2-21

Date Approved: \_\_\_\_\_

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

## Financial Management

1. Provider of Financial Information Name: <input type="text" value="Marc Houtakker"/> Telephone: <input type="text" value="608-222-2525"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="mhoutakker@ci.monona.wi.us"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2020"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		<b>0</b>
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2020"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$ <input type="text" value="25,000.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="25,000.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="0.00"/>	
	+	

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 25,000.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

No needed repairs or replacement needed in 2020. Balance and funding remains at \$25,000.

3.3 What amount should be in your Replacement Fund? \$ 25,000.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Removal of a lift station due to recent interceptor work that will now allow for all local flow to flow by gravity, thus, eliminating the need for the lift station. Project was bid in 2021 with bids coming in significantly higher than funding approved.	155,000	2024
2	Sewer main repair project. This includes lining and repairing areas of damaged main. The city has been reviewing sewer main sections with our engineer to determine repair areas. This will be an ongoing effort. The first repair project is planned for 2021.	175000	2021
3	Continuing sewer main repair, lining, of poor areas to address inflow and infiltration	175,000	2022
4	Complete the study and draft plan for replacing old mechanical suction pump lift stations to submersible lift stations.	150,000	2023
5	Continuing sewer main repair, lining, of poor areas to address inflow and infiltration	175,000	2025

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	8,098	2
February	6,571	4
March	4,839	4
April	5,126	4
May	5,640	2
June	7,290	4
July	6,876	4
August	6,881	14
September	9,607	3
October	8,755	4
November	8,817	4
December	9,942	3
<b>Total</b>	<b>88,442</b>	<b>52</b>
<b>Average</b>	<b>7,370</b>	<b>4</b>

## 6.1.2 Comments:

7 sanitary sewer lift stations, 1 grinder station

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

## 6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

At this time we are completing a lift station upgrade study with plans for design in the near future. Conversion to submersible pump stations is desired.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 2020

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

- \* Televis 1/3 of the sanitary sewer system annually to determine areas that need to be cleaned.
- \* Annually, identify areas of the collection system that need repair, replacement, or improvement.
- \* Assist the building inspector with grease and sand trap enforcement and follow with issues as needed.
- \* Review safety procedures annually, receive required safety training annually from CVMIC.
- \* Review operating and capital budgets annually to ensure proper funding for sanitary sewer operations and maintenance.
- \* Update sewer utility customers of important issues twice a year through the City's newsletter, and post important news items on the City's website: [www.mymonona.com](http://www.mymonona.com).

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Monona Code of Ordinances

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-10-16

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

Rehabilitated sewer and lift station installation, testing and inspection  
 Sewage flows satellite system and large private users are monitored and controlled, as necessary  
 Fat, oil and grease control  
 Enforcement procedures for sewer use non-compliance  
 Operation and Maintenance [NR 210.23 (4) (d)]  
 Does your operation and maintenance program and equipment include the following:  
 Equipment and replacement part inventories  
 Up-to-date sewer system map  
 A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation  
 A description of routine operation and maintenance activities (see question 2 below)  
 Capacity assessment program  
 Basement back assessment and correction  
 Regular O&M training  
 Design and Performance Provisions [NR 210.23 (4) (e)]    
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?  
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements  
 Construction, Inspection, and Testing  
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]    
 Does your emergency response capability include:  
 Responsible personnel communication procedures  
 Response order, timing and clean-up  
 Public notification protocols  
 Training  
 Emergency operation protocols and implementation procedures  
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]    
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="7"/>	% of system/year
Root removal	<input type="text" value="3"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="36"/>	% of system/year

Manhole inspections

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

Lift station O&M	<input type="text" value="44"/>	% of system/year
	<input type="text" value="10"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".2"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".2"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value=".06"/>	% of private services
River or water crossings	<input type="text" value=".22"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="38.92"/>	Total actual amount of precipitation last year in inches
<input type="text" value="38.06"/>	Annual average precipitation (for your location)
<input type="text" value="39.2"/>	Miles of sanitary sewer
<input type="text" value="8"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

## 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

The repairs to the interceptor sewer Monona shares with Madison has been completed. It appears the repair has impacted flows, however, inflow reduction could have been impacted by Covid in 2020 as well as less precipitation than previous years. The City continues to look at areas with I/I and plans to reduce inflow through sewer main lining. Lining work is planned for in 2021.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

I/I seems to have reduced from previous years. Possibly due to limited business operations and Covid in 2020 and less precipitation in the Monona area.

5.4 What is being done to address infiltration/inflow in your collection system?

Annual review by staff and engineer, and planned annual projects to eliminate sources. Lining is planned for 2021 and proposed for 2022. Further review will continue.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

## Grading Summary

WPDES No: 0047341

<b>SECTIONS</b>	<b>LETTER GRADE</b>	<b>GRADE POINTS</b>	<b>WEIGHTING FACTORS</b>	<b>SECTION POINTS</b>
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Monona Sewage Collection System

Last Updated: Reporting For:  
7/26/2021 **2020**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

City of Monona

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

**Resolution No. 21-8-2405  
Monona Common Council**

**AWARD OF CONTRACT FOR SANITARY SEWER MAIN LINING PROJECT**

**WHEREAS**, the City of Monona operates and maintains a sanitary sewer collection system for the benefit of residents, citizens and visitors; and,

**WHEREAS**, the City has developed a comprehensive plan for maintaining the sanitary sewer mains to extend the life of the existing infrastructure; and,

**WHEREAS**, the 2021 Capital Improvements Plan includes funding for a sewer main improvement project which involves lining various sections of sanitary sewer main at different locations throughout the City; and,

**WHEREAS**, the public works director received three bids for this project which were opened on July 22, 2021, with Visu Sewer providing the low bid in the amount of \$135,132.90; and,

**WHEREAS**, the Public Works Committee reviewed the bid tabulation at the August 4, 2021 meeting and has recommended the award of contract for the Sanitary Sewer Main Lining Project to Visu Sewer in the amount of \$135,132.90.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the contract to perform the work as described in the contract documents and recommended by the Public Works Committee for the Sanitary Sewer Main Lining Project be awarded to Visu Sewer in the amount of \$135,132.90, and the Director of Public Works is authorized to execute of a contract for the project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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 –

Council Action:

Date Introduced: 8-2-21

Date Approved: \_\_\_\_\_

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <b>21-8-2405</b>
		Ordinance Amendment No. _____

**Title:**  
Sanitary Sewer Lining Project

**Policy Analysis Statement:**

**Brief Description Of Proposal:**

Award of Bid for the Sanitary Sewer Main Lining Project to Visu Sewer in the amount of \$135,132.90.

Sewer main lining will be completed at various locations throughout the City where video has shown groundwater inflow and infiltration, cracked sewer main, or areas where sewer main has degraded.

**Current Policy Or Practice:**

Funding for this work was approved in the 2021 Capital Budget.

**Impact Of Adopting Proposal:**

Budget includes Design, Construction, Observation: \$188,000

Design & Observation: \$13,000

Construction: \$135,132.90

Contingency/Carryover: \$39,867.10

MSA provided design and specifications, and will complete project administration.

**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	57330	806	Sewer Main Rehab	\$188,000			\$188,000

**Prepared By:**

Department: Public Works  
Prepared By: Daniel Stephany, Dir Public Works  
Reviewed By: Marc Houtakker, Finance Director

Date: July 27, 2021  
Date: July 27, 2021

**Ordinance No. 8-21-742**  
**Monona Common Council**

**AN ORDINANCE AMENDING CHAPTER 395-2 OF THE CODE OF ORDINANCES TO  
REQUIRE AN AFFIDAVIT FOR RIGHT-OF-WAY WORK**

**WHEREAS**, Chapter 395-2 of the Code of Ordinances requires that any person, contractor, or utility performing work or excavation, in, over or under any right-of-way, street, alley or sidewalk obtain a right-of-way permit from the Public Works Director; and,

**WHEREAS**, as seen in an incident in Sun Prairie where a deadly explosion resulted when a subcontractor hit an underground gas main while boring, contractors who excavate or bore into City streets or right-of-way have the potential to cause catastrophic damage; and,

**WHEREAS**, the City finds it to be prudent to require that contractors and subcontractors who apply for a right-of-way permit to perform this type of work provide an affidavit which certifies they are qualified and in compliance with all local, state and federal regulations before being allowed to excavate within, or place any facilities within, over or on, any municipal property or municipal-controlled right-of-way.

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

**SECTION 1:** Chapter 395-2 of the Code of Ordinances is hereby amended to read as follows:

**§ 395-2 Excavations in streets.**

**[Amended 10-16-2017 by Ord. No. 9-17-689; 6-17-2019 by Ord. No. 6-19-718]**

- A. Permit required. No person, utility, entity, contractor or subcontractor shall perform any work, nor make or cause to be made any excavation on property owned or controlled by the City of Monona or, in, over or under any right-of-way, street, alley or sidewalk in the City without first obtaining from the Public Works Director a written permit therefor. The permit fees shall be as set forth in the Fees, Fines and Penalties Schedule. The permit fees shall double for all work commenced prior to issuance of all required permits. The Public Works Director and the Street (Right-of-Way) Permit Program Manager may order all work commenced prior to issuance of all required permits to immediately cease.
- B. Minimum standards and affidavit of compliance. Before a permit may be issued to perform any work on or use municipal property or a municipal-controlled public right of way, all contractors and subcontractors performing work under the permit must file an affidavit providing the following:
- (1) proof of authorization or registration to transact business in the state by the Department of Financial Institutions in compliance with chs. 178, 179, 180, 181, or 183;
  - (2) a representation and warranty that the entity is not, at the time of submission of the permit application, debarred by any federal or state agency;
  - (3) a representation and warranty that the entity is familiar with, and agrees to follow, Wisconsin's one call requirements, Wis. Stat. § 182.0175, for the project, maintains a safety program, has not been in OSHA's severe violator enforcement program in the previous two years, and whatever additional information the department may require to ensure that the entity will safely perform the work; and
  - (4) a copy of the written plan meeting the requirements of Wis. Stat. § 103.503(3) and a representation and warranty that the entity is in compliance with the testing requirements set forth in Wis. Stat. § 103.503(3)(a)2.

A contractor or subcontractor failing to provide the required affidavit, or failing to meet the affidavit criteria, shall not be allowed to excavate within, or place any facilities within, over or on, any municipal property or municipal-controlled right-of-way.

- C. Excavator to save City harmless. The application for the permit shall state the purpose for which the permit is desired and the location of the proposed excavation, which shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused by the applicant, the applicant's agents, employees or servants in the doing of the work for which the permit is granted, and that the applicant will save the City free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted. Any applicant may be required as a condition to the granting of a permit, in the discretion of the Council, to file an undertaking in such amount as the Council shall determine to leave the street, sidewalk or alley in as good condition as the same was in when the work was commenced; to at all times keep the place where the excavation is made properly guarded by day and lighted by night; and to save the City harmless from any and all damages, costs and charges that may accrue from the applicant's use of such street, alley or sidewalk by reason of such excavation.
- D. Permit does not grant occupancy privilege. No permit for an excavation granted under this section shall convey or grant any privilege to occupy the space within or below any street or sidewalk or any utility, vault, pipe, drain or any other thing.
- E. Size and closing of excavations. When excavations are made under the provisions of this section, the excavation shall not be larger and shall not be left open longer than the necessities of the work demand.
- F. Materials from excavation not to interfere with public. In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and, together with the excavated material from the trenches, shall be placed where the least practicable inconvenience to the public will be caused and admit free passage of water along the gutters.
- G. Openings to have protection. All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers, which shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.
- H. Materials to be replaced. In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the City Engineer and any remainder removed at once, leaving the street or sidewalk in perfect repair, and shall be so maintained for a period of one year thereafter. In addition, all gas, water and electric lines or conduits must be protected from injury or settling in a manner satisfactory to the City Engineer. In refilling the excavation, all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.
- I. Paved streets. When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hardpan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six-inch layers. The excavation requirements set forth in § SPS 332.38, Wis. Adm. Code, and 29 CFR 1926.651, as may be amended from time to time, are hereby incorporated by reference and shall govern such construction.
- J. No excavation when ground frozen. No excavation in the streets, alleys or other public ways shall be permitted when the ground is frozen, except as approved by the City Engineer.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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  
Approved As To Form By:

Council Action:

Date Introduced: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Disapproved: \_\_\_\_\_



12. The undersigned has personal knowledge of the above information and is authorized on behalf of the Affiant to execute this affidavit **and acknowledges any false representation made in this affidavit may subject the Affiant and the undersigned to the penalties set forth in section 946.32 of the Wisconsin Statutes.**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My Commission:\_\_\_\_\_

REDLINE MARKUP

**§ 395-2 Excavations in streets.**

**[Amended 10-16-2017 by Ord. No. 9-17-689; 6-17-2019 by Ord. No. 6-19-718]**

A. Permit required. No person, ~~or utility,~~ entity, contractor or subcontractor shall perform any work, nor make or cause to be made any excavation on property owned or controlled by the City of Monona or, in, over or under any right-of-way, street, alley or sidewalk in the City without first obtaining from the Public Works Director a written permit therefor. The permit fees shall be as set forth in the Fees, Fines and Penalties Schedule. The permit fees shall double for all work commenced prior to issuance of all required permits. The Public Works Director and the Street (Right-of-Way) Permit Program Manager may order all work commenced prior to issuance of all required permits to immediately cease.

B. Minimum standards and affidavit of compliance\*. Before a permit may be issued to perform any work on or use municipal property or a municipal-controlled public right of way, all contractors and subcontractors performing work under the permit must file an affidavit providing the following:

(1) proof of authorization or registration to transact business in the state by the Department of Financial Institutions in compliance with chs. 178, 179, 180, 181, or 183;

(2) a representation and warranty that the entity is not, at the time of submission of the permit application, debarred by any federal or state agency;

(3) a representation and warranty that the entity is familiar with, and agrees to follow, Wisconsin's one call requirements, Wis. Stat. § 182.0175, for the project, maintains a safety program, has not been in OSHA's severe violator enforcement program in the previous two years, and whatever additional information the department may require to ensure that the entity will safely perform the work; and

(4) a copy of the written plan meeting the requirements of Wis. Stat. § 103.503(3) and a representation and warranty that the entity is in compliance with the testing requirements set forth in Wis. Stat. § 103.503(3)(a)2.

A contractor or subcontractor failing to provide the required affidavit, or failing to meet the affidavit criteria, shall not be allowed to excavate within, or place any facilities within, over or on, any municipal property or municipal-controlled right-of-way.

BC. Excavator to save City harmless. The application for the permit shall state the purpose for which the permit is desired and the location of the proposed excavation, which shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused by the applicant, the applicant's agents, employees or servants in the doing of the work for which the permit is granted, and that the applicant will save the City free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted. Any applicant may be required as a condition to the granting of a permit, in the discretion of the Council, to file an undertaking in such amount as the Council shall determine to leave the street, sidewalk or alley in as good condition as the same was in when the work was commenced; to at all times keep the place where the excavation is made properly guarded by day and lighted by night; and to save the City harmless from any and all damages, costs and charges that may accrue from the applicant's use of such street, alley or sidewalk by reason of such excavation.

**ED.** Permit does not grant occupancy privilege. No permit for an excavation granted under this section shall convey or grant any privilege to occupy the space within or below any street or sidewalk or any utility, vault, pipe, drain or any other thing.

**DE.** Size and closing of excavations. When excavations are made under the provisions of this section, the excavation shall not be larger and shall not be left open longer than the necessities of the work demand.

**EF.** Materials from excavation not to interfere with public. In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and, together with the excavated material from the trenches, shall be placed where the least practicable inconvenience to the public will be caused and admit free passage of water along the gutters.

**FG.** Openings to have protection. All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers, which shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.

**GH.** Materials to be replaced. In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the City Engineer and any remainder removed at once, leaving the street or sidewalk in perfect repair, and shall be so maintained for a period of one year thereafter. In addition, all gas, water and electric lines or conduits must be protected from injury or settling in a manner satisfactory to the City Engineer. In refilling the excavation, all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.

**HI.** Paved streets. When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hardpan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six-inch layers. The excavation requirements set forth in § SPS 332.38, Wis. Adm. Code, and 29 CFR 1926.651, as may be amended from time to time, are hereby incorporated by reference and shall govern such construction.

**IJ.** No excavation when ground frozen. No excavation in the streets, alleys or other public ways shall be permitted when the ground is frozen, except as approved by the City Engineer.



12. The undersigned has personal knowledge of the above information and is authorized on behalf of the Affiant to execute this affidavit **and acknowledges any false representation made in this affidavit may subject the Affiant and the undersigned to the penalties set forth in section 946.32 of the Wisconsin Statutes.**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My Commission:\_\_\_\_\_

### Major Projects / Issues

- **2022 Budget:** Department Heads continue to work on their respective Capital Budget proposals for committee review in the coming months. Operational Budget will begin in August.
- **DEI Updates:** The first Ad Hoc DEI Workgroup meeting to be held on July 29<sup>th</sup>.
- **San Damiano:** Soliciting for cost estimates from area firms for both a structural evaluation of the existing house and an archeological survey of the property.

### Meetings / Training Attended – July 2021

- July 1<sup>st</sup> – Meeting with Dr. Gee of Nehemiah Center.
- July 7<sup>th</sup> – 2022 Operational Budget Discussion
- July 8<sup>th</sup> – Meeting with Legacy Solar Co-op regarding contract assignment
- July 9<sup>th</sup> – Winnequah Road Bridge Replacement Project Preconstruction Meeting
- July 14<sup>th</sup> – MadREP Economic Development Professionals Meeting; DCCVA Meeting
- July 16<sup>th</sup> – CVMIC Annual Meeting
- July 21<sup>st</sup> – Dane County Emergency Management Check-in meeting; CDA Meeting
- July 22<sup>nd</sup> – South Winnequah Road Project Public Informational Meeting
- July 29<sup>th</sup> – Dane County Emergency Management Meeting; Ad Hoc Workgroup on Diversity and Equity Issues

### Upcoming Meetings / Training – August 2021 (Tentative)

- August 1<sup>st</sup> – Green Tiers Legacy Communities Member Meeting
- August 4<sup>th</sup> – WCMA Region 5 Meeting
- August 11<sup>th</sup> and 12<sup>th</sup> – CDFA Advanced Tax Credit Seminar
- August 18<sup>th</sup> – MESBA EDGER meeting
- August 19<sup>th</sup> – CARPC Seminar on Future Environmental Corridors

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** Planning, Zoning, Economic Development

**MONTH OF:** July 2021

## Accomplishments:

- **Plan Commission:** The Commission formally approved the One City Schools Zoning Permit application at their July 12<sup>th</sup> meeting. The permit includes a number of conditions that allow for initial occupancy, but require additional Plan Commission review at a later date. This will include review of the site circulation, pick-up and drop-off, as well as a future outdoor playground space. The buildout will occur in phases, with the first students expected to occupy the space in the fall of 2021.

Zoning Permits for two other proposals were approved at the July 26<sup>th</sup> meeting. This includes a canopy addition at Menards on Cops Avenue to better facilitate their online order pickup service. The plans enclose a portion on the back of the building, allowing for an efficient pickup and aesthetic improvements over the current conditions. Madison Mobile Pressure Washing at 925 E. Broadway received approvals to sell up to 5 used cars at their business. They plan to use their primary business to prepare the vehicles for sale, with marketing taking place through their existing website. The Commission will meet on August 9<sup>th</sup> where they will hold a prehearing for a new 2-lot CSM at 6501 Monona Drive. Additionally, they will host a presentation from the Capital Area Regional Planning Commission on their Regional Development Framework. City Council members are welcome to attend. More information on the framework is available at: <https://www.capitalarearpc.org/community-regional-development/regional-development-plan-update/>.

- **Landmarks Commission:** The Commission reviewed the final nomination materials for the Otto Schroeder House at their July meeting. Both this application and the ReStore property have been submitted to the State and will begin the review process. City Staff are working with the State Historic Preservation Office to utilize the remaining CLG grant funding, and received a 12-month extension through September 2022. This will allow for additional outreach to occur to those properties identified as being eligible.
- **Community Development Authority: (1) Riverfront:** Construction continues to progress, with interior finishes underway. **(2) Renew Monona:** No applications were received for the July CDA meeting.
- **Zoning Board of Appeals:** The ZBA met in July and reviewed two requests, with one application approved that received a variance from the shore yard setbacks. The Board is expecting at least two more applications at their meeting on August 19<sup>th</sup>.
- **Economic Development:** City Planner Plowman attended an online orientation with the WEDC as part of the Connect Communities Program. The stated objective of the program is to support downtown community development in the State. City Staff met with the developer working on the Monona Garden project and expect this will return to both the Plan Commission and CDA in late summer/early fall.
- **Planning Department:** City Planner Plowman has been working with Planning and Sustainability Intern Guerrero to produce educational materials for the City's website. This will include flyers for frequent projects such as fences and decks that will outline requirements and they are expected to improve code compliance.

## Routine Tasks

- All tasks related to Riverfront Project; Regular minutes and agendas for committee meetings (Plan, Landmarks, ZBA); Reviewing recently completed projects for occupancy permits and zoning code compliance; Responding to citizen enquiries regarding the zoning code, signage and potential development projects.

## Upcoming Objectives / Events / Other:

- Attended webinars on ADU's, Healthy Neighborhoods and Missing Middle Housing
- Completed a Zoning Verification Letter for 1707 W. Broadway

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

<b>DEPARTMENT:</b>	Public Works & Utilities	<b>MONTH OF:</b>	July, 2021
<b>Accomplishments:</b>			
<ul style="list-style-type: none"> <li>• The crew assisted the parks department with the Festival cleanup.</li> <li>• The crew completed several water shut off valve repairs in July.</li> <li>• The crew finished epoxy painting the floor at Well 1.</li> <li>• The crew finished pavement marking throughout the City for the year.</li> <li>• The crew completed storm inlet and basin cleaning.</li> <li>• The crew repaired a water main break on McKenna.</li> <li>• The crew trimmed terrace trees throughout the City.</li> <li>• The crew completed stump grinding at several locations throughout the City.</li> <li>• The crew assisted with water meter change out notification and changes in July.</li> <li>• The crew completed repairs to two storm inlets on Winnequah Road.</li> <li>• The crew completed sidewalk panel replacement on Monona Drive</li> <li>• The crew completed storm inlet repair on Nichols.</li> <li>• The crew completed ash tree removal throughout the City in July.</li> </ul>			
<b>Major Projects / Issues:</b>			
<ul style="list-style-type: none"> <li>• The Monona street chip sealing project has been completed. Punch-list items remain.</li> <li>• The North Winnequah speed hump installation project has started and should be completed by Labor Day weekend.</li> <li>• Payne &amp; Dolan will begin the mill and overlay project the week of August 2<sup>nd</sup> or 9<sup>th</sup>.</li> <li>• The Gateway Green storm water project is underway and on schedule.</li> <li>• The last phase of Monona Drive reconstruction is finished.</li> <li>• The Stonebridge Park storm water project has started and is on schedule.</li> <li>• Pirate Island Bridge Replacement Project is scheduled to begin the week of August 9<sup>th</sup>. MG&amp;E is currently undergrounding their power lines to make way for the bridge construction.</li> <li>• The water tower painting project has started and should be completed by mid-August.</li> </ul>			
<b>In Progress / Routine Duties:</b>			
<ul style="list-style-type: none"> <li>• The utility crew assisted with meter changes and meter readings for the month.</li> <li>• The utility crew completed the daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month.</li> <li>• The crew cleaned floor drains at the shop, completed inventory of shop items, and completed shop maintenance for the month.</li> <li>• Project coordination continues with our city engineers.</li> <li>• The monthly DNR water pumpage report was completed and sent in per the requirements of the State.</li> <li>• The crew completed diggers hotline utility locates, and inspected private work in the street right of way.</li> </ul>			
<b>Upcoming Objectives / Events:</b>			
<ul style="list-style-type: none"> <li>• Staff has started preparing the 2022 operating budgets.</li> </ul>			
<b>Personnel:</b>			
<ul style="list-style-type: none"> <li>• The department is at full staff with all positions filled.</li> <li>• The three part-time summer landscape maintenance workers have started and will be with us through August.</li> </ul>			

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** Senior Center

**MONTH OF:** June 2021

## Accomplishments:

- July newsletter completed and sent out to those on mail list, dropped off at senior housing facilities.
- Continued progress on state re-accreditation materials
- Finished facilitating Aging Mastery Program – attended by 16 for 5 weeks
- Coordinated details of summer concerts with Friends Group Committee.
- Planned for bringing back card games to the center as well as volunteers at the reception desk.
- Held an Ice Cream Social and Brat Fest on June 17<sup>th</sup> at Fireman’s Park Shelter attended by over 80 seniors
- Held first day trip since the pandemic to Lavender Fields in Baraboo area
- Held Outdoor Games at Grand Crossing Park introducing seniors to the area and its attractions.
- Monona FD presented Safety and Security at Fireman’s Park shelter
- Pontoon Boat Ride coordinated for seniors through MSCR – filled with wait list
- Bird and Nature Adventures – Guided walking Tour at Aldo Leopold Nature Center was attended by 15.
- Held First Volunteer Meeting for Reception Desk Volunteer – preparing for their return in July.

## Major Projects / Issues:

- Capital Budget Work – obtain quotes, plan for the future, plan meeting
- Re-Accreditation – meet with the committee, finish standards, etc.
- Summer Concert Series – June 20<sup>th</sup>, and 27 and Aug. 3<sup>rd</sup> and 10<sup>th</sup> – Coordinated by Friends of the Monona Senior Center.
- Looking at “Back to Normal” Routine starting in September
- Working on Room Set ups as we get busier and have more participants attending programs.
- Looking at planning outdoor events on San Damiano. For example: meditation, etc.

## In Progress / Routine Duties:

**Meetings:** City staff meetings, Tech Meeting Group in collaboration with Madison Senior Center, Goodman Community Center and NewBridge (bi-weekly), Senior Center team meetings weekly

Correspondence, processing donations and bills, website updates, publicity in the local paper and social media Newsletter production

## Upcoming Objectives / Events:

Ice Cream Social at Fireman’s Park – August 11<sup>st</sup> 1:00 p.m.  
Veterans Group Tour Olbrich – August 11<sup>th</sup> 12:00 noon  
Age At Home Presentation with Agrace Hospice Aug. 24<sup>th</sup> at 10:00 a.m.

## Personnel:

**Personnel** – Balancing program set-ups and volunteers getting reacquainted to routines while allowing for staff vacation and time off.

**Volunteers:** This has been a challenging transition as some of our volunteers have chosen not to return due to a decline in their health over the pandemic. We are working on recruiting new volunteers and training those who have approached us for volunteer opportunities.

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** City Clerk

**MONTH OF:** July 2021

## **Accomplishments:**

Completed the minutes of the June 8 Board of Review hearing, the June 21 City Council, and July 19 Finance & Personnel and City Council meetings.

Responded to an open records request regarding the Board of Review, assisted by City Attorney Cole.

Prepared 45 alcohol and business licenses for mailing. Organized and updated current license holder folders, purging outdated materials.

Attended the Concert in Winnequah Park on July 20<sup>th</sup>.

Met with Mayor O'Connor, City Administrator Gadow, and Assessor Jim Danielson (via Zoom) regarding this year's assessment process.

Completed the Statement of Assessment online for Department of Revenue filing. Organized and archived Board of Review materials and archives.

Attended a CVMIC webinar titled "Mental Health Matters".

Began purge of Clerk's office of outdated manuals and materials.

Completed clean-up of miscellaneous license and permit files, and records requests.

Met with City Attorney Cole and Fire Chief McMullen (via Zoom) regarding ambulance bill write-offs.

Election duties: Deputy Clerk Houser continued to work on the WEC postcard process of verifying registrations of voters who haven't voted in the last four years as well as the ERIC "Movers" WEC postcard mailing, responding by mail to postcards returned by the Post Office; fulfilled two open records requests, one regarding the CTCL election grant electronically, the other regarding the November 3, 2020 General Election which involved extensive copy work and UPS shipping which was prepaid; emailed a Campaign Finance report reminder to affected candidate, took in reports as they were filed; attended a WEC webinar regarding WisVote updates.

## **Major Projects / Issues:**

- Complete purge of Clerk's office of outdated manuals and materials.
- Complete work on the WEC "Movers" postcard responses and update voter registration files.

## **In Progress / Routine Duties:**

Daily deposits; accounts payables; mail distribution; invoice coding and distribution; credit applications; issue Provisional licenses and approved Operator's and other licenses; staff meetings; enter voter registrations and absentee ballot requests into WisVote as received; file and purge voter registration forms; mail monthly building permit forms to Appraiser; compile documents and payments for mailing to Lifequest ambulance billing; publish minutes, public notices, and Ordinances as required; counter-sign documents; provide Notary services for City business and staff; work with other staff members on licenses, accounts payables, open records requests, claims against the City, etc.

## **Upcoming Objectives / Events:**

- Train Special Voting Deputies.
- Schedule Library staff training on voter registration.

## **Personnel:**

- Nothing at this time.

June

Municipality No.: 13-258		City of Monona				
GEC Job No.: I13-258		2021 Building Permit Applications				
Date	Permit #	Address	Owner/Contractor	Est.Cost	Description	Fee
6/2/2021	21-274-13-258	506 Owen Rd.	Peter Eisch	\$16,600.00	RE-ROOF	\$50.00
6/2/2021	21-275-13-258	210 Shato Lane	Cindy Hoppe	\$20,000.00	REPLACE WINDOWS	\$50.00
6/2/2021	21-276-13-258	6206 Sylvan Lane	Barbara Aeschlimann	\$17,000.00	RE-ROOF	\$50.00
6/2/2021	21-277-13-258	115 E. Broadway #204	Margaret Phillips	\$3,802.00	REPLACE A/C	\$45.00
6/2/2021	21-278-13-258	4605 Wallace Ave	Jimmer Yunek	\$1,499.00	SOFTENER INSTALL	\$45.00
6/2/2021	21-279-13-258	5102 Winnequah Rd.	Jason & Kay Cram	\$10,000.00	DECK & DOOR	\$237.00
6/2/2021	21-280-13-258	1306 Pocahontas Drive	Judy Wilson	\$3,600.00	REPLACE TWO DECKS	\$213.00
6/2/2021	21-281-13-258	506 River Place	DSI Real Estate Group Veridian	\$2,000.00	LOW VOLTAGE WIRING	\$165.00
6/4/2021	21-282-13-258	5106 Mesa Rd.	Bart Cianciolo	\$5,560.00	WINDOW REPLACEMENT	\$50.00
6/4/2021	21-283-13-258	5503 Winnequah Rd.	Eric Ostlund	\$3,194.00	200A SERVICE UPGRADE	\$124.00
6/4/2021	21-284-13-258	1102 Birch Haven Cir.	Matt Adler	\$1,200.00	EV CHARGER INSTALL	\$124.00
6/4/2021	21-285-13-258	5012 Midmoor Rd.	Karl Cinlar	\$14,665.00	FENCE	\$100.00
6/4/2021	21-286-13-258	4908 Midmoor Rd.	Jesse Pagel Tina Rettler	\$5,000.00	SHED	\$100.00
6/7/2021	21-287-13-258	6110 Midwood Ave.	Michael Wildrick	\$35,000.00	RE-ROOF / SIDING	\$50.00
6/7/2021	21-288-13-258	1122 Pocahontas Dr.	Paul & Angie Scott	\$40,000.00	BATHROOM REMODEL	\$400.00
6/7/2021	21-289-13-258	5805 Anthony Place	John Etzler	\$8,803.00	REPLACE FURNACE & AC	\$45.00
6/7/2021	21-290-13-258	1007 Birch Haven Cir.	Tyler Foos Stacia Janes	\$2,775.00	REPLACE AC	\$45.00
6/9/2021	21-291-13-258	1011 Birch Haven Circle	Aaron Dalbec	\$12,152.00	WINDOW REPLACEMENT	\$50.00
6/9/2021	21-292-13-258	404 Midland Lane	Adam Gundlach	\$14,127.00	ROOFTOP SOLAR	\$124.00
6/9/2021	21-293-13-258	2301-A Kilgust Rd.	American Tower Tom Scirotto	\$15,000.00	GENERATOR INSTALLATION	\$165.00
6/9/2021	21-294-13-258	5502 Pheasant Hill	Ben Jones	\$9,200.00	FURNACE REPLACEMENT	\$45.00
6/9/2021	21-295-13-258	6202 Bridge Rd.	Greg Topoleski	\$12,000.00	RE-ROOF	\$50.00
6/9/2021	21-296-13-258	4514 Midmoor Rd.	Andrew Kitslaar	\$24,000.00	BASEMENT REMODEL	\$240.00
6/9/2021	21-297-13-258	4606 Shore Acres Rd.	John Surdyk Kari Dickinson	\$20,000.00	KITCHEN REMODEL	\$200.00
6/9/2021	21-298-13-258	6406 Bridge Rd.	Doran Current 2	\$5,000.00	PLACE FIBER IN BUILDING	\$50.00
6/11/2021	21-299-13-258	410 Nichols Rd.	Stephan Esser	\$5,860.00	EGRESS WINDOW	\$100.00
6/11/2021	21-300-13-258	4601 Midmoor Rd.	Peggy Carroll	\$4,400.00	BASEMENT FINISH	\$174.00
6/11/2021	21-301-13-258	4908 Tonyawatha Tr.	Chuck Curtis	\$26,948.00	WINDOW REPLACEMENT	\$50.00
6/11/2021	21-302-13-258	406 Sethe Ct.	Alexander Kendziorski	\$5,000.00	PATIO DOOR REPLACEMENT	\$50.00
6/11/2021	21-303-13-258	800 Greenway Rd.	Monona Grove School District	\$0.00	WINNEQUAH ELEM. RENO. #2	\$1,900.00
6/14/2021	21-304-13-258	2101 W. Broadway Ave.	Floor & Decor	\$0.00	PLAN REVIEW - NEW STORE	\$5,400.00
6/14/2021	21-305-13-258	107 Nichols Rd.	Kenneth Sorge	\$1,500.00	ELECTRICAL SERVICE REPAIR	\$124.00
6/16/2021	21-306-13-258	5714 Tecumseh Ave.	Brent Bunker	\$30,000.00	DOCK / DECK REPLACEMENT	\$498.00
6/16/2021	21-307-13-258	5504 Flamingo Rd.	Kyle Hamm	\$2,500.00	ELECTRIC SERVICE UPGRADE	\$124.00
6/16/2021	21-308-13-258	5100 Midmoor Rd.	Kurt Waldmer	\$3,000.00	INSTALL GAS FIRE PIT	\$124.00
6/16/2021	21-309-13-258	5709 Pheasant Hill Rd.	Maureen Muldoon	\$7,900.00	REMODEL	\$174.00

6/16/2021	21-310-13-258	505 Greenway Rd.	Jay Robaidek	\$7,200.00	REPLACE FURNACE & AC	\$110.00
6/16/2021	21-311-13-258	6220 Roselawn Ave.	Mark McCarthy	\$10,000.00	BATHROOM RENOVATION	\$160.00
6/16/2021	21-312-13-258	5311 Tonywatha Tr.	Joan Phillip David Boyer	\$16,000.00	BOATHOUSE RENOVATIONS	\$294.00
6/16/2021	21-313-13-258	6204 West Gate Rd.	Jeanne Leep	\$12,182.00	RE-ROOF	\$50.00
6/18/2021	21-314-13-258	5100 McKenna Rd.	Emory & Andrea Nelson	\$40,000.00	KITCHEN REMODEL	\$400.00
6/18/2021	21-315-13-258	4707 Winnequah Rd.	Terry Doyle	\$1,500.00	REPLACE WATER HEATER	\$45.00
6/18/2021	21-316-13-258	6211 Bridge Rd.	Georgian Springen	\$1,895.00	INSTALL WATER SOFTENER	\$45.00
6/18/2021	21-317-13-258	4536 Winnequah Rd.	Matt Hirsch	\$1,895.00	INSTALL WATER SOFTENER	\$45.00
6/18/2021	21-318-13-258	6303 East Gate Rd.	Joan Maier	\$11,357.00	RE-ROOF	\$50.00
6/23/2021	21-319-13-258	6101 Bridge Rd.	Karen Dorman	\$2,300.00	ELECTRIC SERVICE UPGRADE	\$124.00
6/23/2021	21-320-13-258	5707 Midmoor Rd.	Dan Nordskog	\$3,700.00	INSTALL AC	\$155.00
6/23/2021	21-321-13-258	6409 Westgate Rd.	Joanne Nichols	\$3,700.00	INSTALL AC	\$110.00
6/23/2021	21-322-13-258	314 Owen Rd.	Alan Burling	\$8,800.00	REPLACE SHOWER	\$110.00
6/23/2021	21-323-13-258	5508 Goucher Ln.	Stacy Lashan Bishop	\$1,600.00	DECK WIRING	\$124.00
6/23/2021	21-324-13-258	4502 Midmoor Rd.	Chris Hoffman	\$3,000.00	ELECTRIC SERVICE UPGRADE	\$125.00
6/23/2021	21-325-13-258	5108 McKenna Rd.	Micheal Stickney	\$2,000.00	POOL CIRCUIT / GROUNDING	\$124.00
6/23/2021	21-326-13-258	5512 Tonyawatha Tr.	Deborah Sullivan	\$20,000.00	RE-ROOF	\$50.00
6/25/2021	21-327-13-258	4419 Shore Acres Rd.	Cory & Nicole Schmidt	\$49,000.00	BATH RENOVATION - RE SIDE	\$490.00
6/25/2021	21-328-13-258	5600 Tecumseh Ave.	Amanda Meyer	\$10,000.00	REPLACE AIR HANDLER	\$45.00
6/25/2021	21-329-13-258	5405 Admiral Dr.	Sam Scamardo	\$4,000.00	REPLACE WINDOWS	\$50.00
6/25/2021	21-330-13-258	5114 Winnequah Rd.	Steve Wisell	\$9,900.00	REPLACE FURNACE & AC	\$110.00
6/25/2021	21-331-13-258	1303 Pocohontas Dr.	Nick Anders	\$9,955.00	REPLACE EXT. TRIM & SCREENS	\$50.00
6/25/2021	21-332-13-258	1102 Nishishin Tr. NE	Patrick Arthurs	\$29,784.00	ROOF TOP PV SOLAR	\$124.00
6/25/2021	21-333-13-258	5712 Tonyawatha Tr.	George & Janine Wilson	\$6,500.00	GAS FIREPLACE INSTALL	\$284.00
6/25/2021	21-334-13-258	405 Stone Terrace	Andre Fisher	\$7,355.00	REPLACE GAS FIRPLACE & AC	\$110.00
6/25/2021	21-335-13-258	5505 Healy Lane	Eric Redding City of Monona	\$0.00	TEMP. ELECTRIC	\$0.00
6/25/2021	21-336-13-258	4905 Shore Acres Rd.	Emilie Tourdot	\$8,950.00	DRAIN TILE & BRACEWALL	\$110.00
6/28/2021	21-337-13-258	408 Sethne Ct.	Jennifer Solomon	\$40,000.00	2 DECKS & SCREEN PORCH	\$318.00
6/28/2021	21-338-13-258	5707 Winnequah Rd.	Kacey Kronenfeld	\$7,157.00	GAS FIREPLACE	\$110.00
6/29/2021	21-339-13-258	4313 Winnequah Rd.	Colleen Conway	\$14,500.00	DECK	\$166.00
6/29/2021	21-340-13-258	211 Owen Rd. #106	Heritage Senior Living	\$8,231.00	REPLACE SHOWER	\$110.00
6/29/2021	21-341-13-258	4510 Waterman Way	Kevin Litwicki	\$6,300.00	SHED	\$100.00
6/29/2021	21-342-13-258	4905 Shore Acres Rd.	Emilie & Ben Tuordot	\$2,250.00	FENCE	\$100.00
6/29/2021	21-343-13-258	4908 Tonyawatha Tr.	Charles & Sue Curtis	\$11,370.00	REPLACE FURNACE & AC	\$110.00
6/30/2021	21-344-13-258	1405 Baskerville Ave.	David & Christina Ergun	\$5,980.00	FENCE	\$100.00
6/30/2021	21-345-13-258	508 W. Dean Ave.	Andrew Burch	\$2,142.00	PV SOLAR INSTALL TO EXSISTING	\$124.00
6/30/2021	21-346-13-258	6950 Gisholt	Restaurant Depot	\$134,837.31	COMMERCIAL INT. DEMO	\$350.00
					Total Month Permit Fees June	\$16,617.00
Total Permit Fees YTD						\$86,137.80