

AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, AUGUST 3, 2020
7:00 P.M.

Remote Teleconference Meeting via ZOOM

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

NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020, and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the end of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from July 20, 2020.
- D. Appearances.
- E. Public Hearing.
- F. Consent Agenda.
- G. Council Action Items.
 - 1. Unfinished Business.
 - a. Consideration of Resolution 20-7-2421 Approval to Submit 2019 Compliance Maintenance Annual Report (CMAR) Review and Recommendation (Public Works Director).
 - b. Consideration of Resolution 20-7-2422 Enforcing Encroachment of Structures at 1224 Birch Haven Circle onto City Property (Parks and Recreation Board).
 - 2. New Business.
 - * a. Consideration of Resolution 20-8-2428 Providing for the Sale of \$4,725,000 Taxable General Obligation Refunding Bonds and Authorizing the Redemption of Taxable

General Obligation Promissory Notes, Dated October 3, 2011 and Taxable Note Anticipation Notes, Series 2017D (Finance Director).

- b. Consideration of Resolution 20-8-2426 Authorizing a Contract with the Nehemiah Center for Community Facilitation Services (City Administrator).
 - c. Consideration of Resolution 20-8-2429 Amending the 2020 Operating Budget to Fund Community Facilitation Services (City Administrator).
 - d. Consideration of Resolution 20-8-2427 Adopting Police Standard Operating Procedure (SOP) 2020-1 Stop Sticks (Public Safety Committee).
 - e. Discussion and Update on Staffing, Budgetary and City Operations Contingency Plans for COVID-19 (City Administrator).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
- 1. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com.
- I. Appointments.
- 1. Anne Brophy – Chief Inspector, effective immediately through December 31, 2021.
 - 2. Susan Fox – Chief Inspector, effective immediately through December 31, 2021.
 - 3. Diane Steele – Chief Inspector, effective immediately through December 31, 2021.
 - 4. Joyce Hornburger – Election Inspector, effective immediately – December 31, 2021.
 - 5. Sara de Felice – Election Inspector, effective immediately – December 31, 2021.
- J. Adjournment.

*Request for immediate action

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/85157816355> 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: 851 5781 6355.

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

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 851 5781 6355, FOLLOWED BY #

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

PUBLIC APPEARANCE BY ZOOM

Persons interested in publicly appearing before the City Council via computer or phone on the Zoom application are asked to submit an [Appearance Before the City Council form](#) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form:

<http://www.mymonona.com/FormCenter/City-Council-Contact-Form-3/Appearance-Before-the-City-Council-Citiz-81>

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 31, 2020 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

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MONONA CITY COUNCIL MINUTES
July 20, 2020

The regular meeting of the Monona City Council, via Zoom, was called to order by Acting Mayor Wood at 7:01 p.m.

Present: Acting Mayor Doug Wood, Alderpersons Kristie Schilling, Jennifer Kuhr, Kathy Thomas, Molly Grupe, and Nancy Moore

Excused: Mayor Mary K. O'Connor

Also Present: City Administrator Bryan Gadow, City Attorney William Cole, Police Chief Walter Ostrenga, Public Works Director Dan Stephany, Project Manager Brad Bruun, Parks & Recreation Director Jake Anderson, Nick and Katie Novak, City Planner Doug Plowman, Sue Riseling from The Riseling Group, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Moore, seconded by Alder Grupe to approve the Minutes of the June 25, 2020 special and July 6, 2020 regular City Council meetings, was carried.

APPEARANCES

Sarah Smith – Dane County Supervisor, District 24 appeared before the Council and provided an update on Dane County's 14-point plan to reduce the jail population and review of the criminal justice system. In particular, mental health first responders will be dispatched instead of a police officer in cases where there is no public threat.

PUBLIC HEARING and CONSENT AGENDA

There was no Public Hearing or Consent Agenda.

UNFINISHED BUSINESS

City Administrator Gadow reported the following Ordinance changes the roll-call vote requirement to \$25,000 which is currently state statute. However, a member can ask for a roll call vote at any time.

A motion by Alder Thomas, seconded by Alder Schilling to approve Ordinance 7-20-733 Amending Section 94-15 of the Code of Ordinances to Increase the Threshold Requiring Roll Call Votes, was carried.

NEW BUSINESS

Public Works Director Stephany provided information on Resolution 20-7-2421 Approval to Submit 2019 Compliance Maintenance Annual Report (CMAR) Review and Recommendation. This is an annual request; Council approval of this sewer report proves to the DNR that it was presented to the Council. The City received a Grade A. No equipment needs attention; annual maintenance is keeping up with

possible issues. 1,355 feet of sewer main is being replaced in the McKenna Road project. Infiltration & Inflow is still being monitored and remediated. Key points in the report were reviewed.

A motion by Alder Moore, seconded by Alder Grupe to suspend the rules and take action on Resolution 20-7-2424 Award of Bid for City Hall and Library HVAC Upgrades, was carried.

Project Manager Bruun reported the bid award came in well below budget. Strand Associates is familiar with this contractor and they and staff verified that the owner was comfortable with their bid. There is a 10-week lead time, which may increase due to COVID-19, to order the unit, the largest of the five units that both heat and cool. This was reviewed by the Facilities Committee twice in 2019 and again this spring; their suggestions were incorporated. Work won't interfere with Library operations. Any damage is covered by the contractor. The bids aren't itemized, so it's hard to explain the pricing gap between them, but it may be that the parent company is familiar with the facility and bid. Acting Mayor Wood and Alder Schilling thank Project Manager Bruun for his work, and savings, on this project.

A motion by Alder Thomas, seconded by Alder Moore to approve Resolution 20-7-2424 Award of Bid for City Hall and Library HVAC Upgrades. On a roll call vote, all members voted in favor of the motion.

Recreation Director Anderson provided information on Resolution 20-7-2422 Enforcing Encroachment of Structures at 1224 Birch Haven Circle onto City Property. The Novaks applied for a variance for a home improvement project and the long-standing encroachment was discovered. 1.2 acres of City property was used and maintained by the previous owner. Two motions failed at the Parks & Recreation Board; the final decision was to rent land for the shed on an annual lease and require removal of the boat launch and pier. City Planner Plowman reported the Zoning Board of Appeals approved the 2-bedroom addition in April. Now this would need City and DNR permits and there's no evidence of that being done in the past.

Alder Grupe reported the Board's deliberations were extensive. There are probably dozens of encroachments throughout the City that will need to be addressed. Approval for the shed was granted because of the small size and the resident's need for storage; they say it is essential, more so than the boat launch. It isn't as described in the original permit but it was allowed. However, the boat launch and pier structure is a public encroachment. Acting Mayor Wood stated he struggles with letting this encroachment happen when there are others.

Mr. Novak stated they have owned the home for 4 years. He didn't know it was City land, but the structures had been there for 20 and 30 years. The shed should be an easement. The boat launch is metal and steel and would rip up the shoreline to remove. They have done cleanup and repair to the structures. Mrs. Novak stated boating is a large part of their lives and it would be a hardship to replace with an approved pier as contractors won't come to that waterway. She asks for reconsideration of the Board's decision. They would stop their work on the area at any time; they don't want to take the land.

Alder Thomas questioned whether sale of 3 feet of land was considered. Recreation Director Anderson replied it wasn't; this is historically not allowed, especially sale of park property. City Attorney Cole responded to Alder Thomas's queries that riparian rights do not apply and claiming ownership by a person maintaining a property doesn't apply to municipal land. Alder Thomas stated she always knew her land abutted a park; owners should research their boundaries before a purchase.

Recreation Director Anderson reported a kayak launch and fishing pier is in the master plan for that area. Acting Mayor Wood requests that plan for the next meeting. Recreation Director Anderson stated encroachments are common on park property and are usually found when surveying for park projects. Alder Schilling reported the Novaks have done extensive cleanup work around the boat launch, which is

appreciated by their neighbors. She doesn't see how the City would want to use that land. City Attorney Cole stated if a sale is considered it is park land and there can be limitations and research would be needed on how it was acquired. Alder Grupe stated the Board is not punitive; they were sympathetic and know this was thrust upon the Novaks when they purchased the home. However, the City must preserve park land for the public and this would set a precedent.

Alder Moore questioned whether the shed could be moved and the ramp kept; the response was the concrete is too extensive. Alder Thomas stated if the Board had turned them down the Novaks wouldn't be here; the Council has to protect the public. Alder Schilling stated hindsight is 20/20; these mistakes were made many years ago. Acting Mayor Wood responded that just because it wasn't caught at the time doesn't mean it should be allowed; it does make it difficult for the Novaks and he does have consideration for them.

Alder Moore questioned whether any other encroachment is this extreme or includes permanent structures. Recreation Director Anderson responded this one is the most severe; the 15 feet of water access is well beyond the usual 3 to 4 feet. Other structures are fences or landscaping, and use of the City land as their own property, etc. Alder Moore questions whether a finding of fact could be done to consider allowing this, though precedent is dangerous. Alder Thomas raised a point of order; the Council is considering the shed only, not the boat launch. Acting Mayor Wood stated the Council is not going to vote on this tonight. He reported he received an email from Dan Jaworski, 5602 Tecumseh Avenue, in support of the Novaks.

A motion by Alder Thomas, seconded by Alder Grupe to suspend the rules and take action on Resolution 20-7-2425 Approving a Proposal from Strand Associates for Engineering Design for Improvements at Stone Bridge Park and at the Monona Community Center Loading Dock, was carried.

Recreation Director Anderson reported the loading dock was an easy, small project added to a larger project for a cost savings. Stormwater at Stone Bridge Park is the largest part. The design will be presented at the August meeting and will include Pagoda restoration site work. This was recommended for approval by the Parks & Recreation Board. Alder Kuhr stated the Landmarks Commission has a concern that the spring is maintained when grading is done around the Pagoda and they want to be invited to the Board meeting and be involved in the project. The Pagoda is a priority for the Commission and will be discussed at the Board through the permitting and design process. City Planner Plowman reported he has worked with Recreation Director Anderson; COVID-19 pushed the planned April joint meeting to August. They want to work together to minimize disruption to the park.

Recreation Director Anderson reported there have been numerous opportunities for public input on the park. Alders Schilling and Moore discussed stormwater management and the planned vault. City Administrator Gadow stated that does provide more opportunities. Recreation Director Anderson stated tonight's action is only for the design work contract and the vault will be worked around. Alder Kuhr stated stormwater isn't driving the park design as much as it was. Alder Grupe reported the August meeting will include a visual display and narrative regarding use of the space for the public.

A motion by Alder Thomas, seconded by Alder Grupe to approve Resolution 20-7-2425 Approving a Proposal from Strand Associates for Engineering Design for Improvements at Stone Bridge Park and at the Monona Community Center Loading Dock. On a roll call vote, all members voted in favor of the motion.

A motion by Alder Thomas, seconded by Alder Grupe to suspend the rules and take action on Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident, was carried.

City Administrator Gadow introduced Ms. Riseling. One of the steps in the June 18 Resolution of Action was to recruit an outside entity to investigate the June 2 incident. Only two firms provided proposals. The contract is not to exceed \$34,000 with an end deliverable of a report of findings. Ms. Riseling stated the situation is clear for the need for review by an outside entity. Alder Thomas reported the Finance & Personnel Committee removed the notation that the person had permission to be on the premises by the owner and in Section 5, "Citizens" should be changed to "Residents". The mover and second agreed to these changes, and Alder Grupe noted the misspelling of the Group in the Resolution title.

Alder Grupe noted this is not a duplication of services with the Nehemiah Center. She received a comment that questioned whether it was an overreaction to spend money on this effort, but this was driven by community requests. She questioned whether any members of the Riseling Group are persons of color. Ms. Riseling responded that one of the three who will work on this is African American. Alder Thomas reported the Public Safety Committee is reviewing policies as well and doesn't want the Council to be put in the middle. Acting Mayor Wood stated he wants to see The Riseling Group's report before it goes to the Council.

Ms. Riseling stated best practices and most promising practices, which are different from standard practices, from around the country and national standards will be included in the review and taken into consideration, with a focus on this incident, not the Department's overall policies. She works with multiple associates but three of them, including herself, will be doing the work. Police Chief Ostrenga reported he knows Ms. Riseling personally and knows she will be brutally honest and fair.

Alder Schilling stated she hopes the City will take a more comprehensive approach, not just this review. Acting Mayor Wood responded the Public Safety Committee is working as well and a commission may be formed to fit in with the Nehemiah Center group. Alder Moore stated that commission would include residents of color and include training for the Police Department, City staff, and City Council. Alder Grupe reported the group's title is the Truth & Reconciliation Commission.

A motion by Alder Thomas, seconded by Alder Moore to approve Resolution 20-7-2423 Authorizing a Contract with the Riseling Group for Investigation Services Related to Police Incident. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow began the Discussion and Update on Staffing, Budgetary and City Operations Contingency Plans for COVID-19. The Policy was amended to include the mask order in public buildings and in the field, and signage in City Hall for visitors. As for enforcement, the City provides information and complainants can call a Dane County hotline and they will investigate violations.

REPORTS

Members announced meeting dates and times and provided the following:

Alder Grupe reported Stone Bridge Park will be discussed at the next Parks & Recreation Board meeting. She congratulates Police Chief Ostrenga on his upcoming retirement.

Alder Moore urged listeners to take advantage of the City's tree donation policy. Ash trees are being replaced one to one. The "Tree Challenge" is on the Sustainability page of the City's website. Funds are matched for a donation of \$100 or more or if a resident plants a native species tree on their own property.

Alder Schilling reported the Landmarks Committee will host the Wednesday, 2:00 p.m. mound marker placing by Public Works staff. The marker looks great! The Pagoda will be worked on. There will be a Community Media presentation to the Council in August.

Alder Kuhr reported rain has increased and she asks residents to remove debris to clean the storm drains. She thanks Homburg Construction for their donation of the mound marker.

City Attorney Cole reported the federal lawsuit challenging the Public Health and Dane County COVID-19 mask order was dismissed. It may be re-filed, but not at this time.

City Clerk Andrusz reported the number of absentee ballots that have been mailed out for the August 11 Partisan Primary is almost at the level of the usual turnout for this election. Safety measures will be in place at the Community Center polling location to protect the health of voters and workers alike. Deputy Clerk Alene Houser has completed the third and final year of training at the UW Green Bay Institute and is well on her way to becoming a Wisconsin Certified Municipal Clerk. She will attend the completion year next year to learn about processes outside of her duties that affect her position. Congratulations, Alene! She urges voters to request and then return their ballots early. The last day to request a mailed ballot is August 6, and it is due back by 8:00 p.m. on Election Day. The Post Office has suggested ballots be mailed by the Wednesday before the election. A drive-up drop box specifically designed for ballots has been ordered using funds from the WEC CARES subgrant and will be installed by the Public Works Department in the City Hall parking lot. It will be emptied several times daily and is double-locked for security. It will be removed between elections.

APPOINTMENTS

There were no Appointments.

ADJOURNMENT

A motion by Alder Kuhr, seconded by Alder Grupe, to adjourn was carried. (8:57 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 20-7-2421
Monona Common Council**

**APPROVAL TO SUBMIT 2019 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 2019; 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 2019 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 2019, and the Director of Public Works is authorized to submit the CMAR for 2019 on behalf of the City of Monona.

Adopted this _____ day of _____, 2020.

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: 7-20-20

Date Approved: _____

Date Disapproved: _____

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

Financial Management

<p>1. Provider of Financial Information Name: <input style="width: 150px;" type="text" value="Marc Houtakker"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="608-222-2525"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="mhoutakker@ci.monona.wi.us"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain: <input style="width: 800px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2019"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>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?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2019"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain: <input style="width: 800px; height: 20px;" type="text"/></p> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: center;"><input style="width: 150px;" type="text" value="25,000.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="25,000.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="9,415.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" 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 style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="25,000.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="9,415.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" 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 style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="25,000.00"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="9,415.00"/>											

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

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

\$ 9,415.00

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.

replace high level float/transducer
replace impellar
repair bearings, sleeve and seal

0

3.3 What amount should be in your Replacement Fund?

\$ 25,000.00

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	McKenna Road Reconstruction: replacing 1,355' of sanitary sewer main, and 1,000' of sanitary lateral from the main to the property line.	228,750	2020
2	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.	100,000	2021
3	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.	175,000	2021

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 City

Last Updated: Reporting For:
6/19/2020 **2019**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	9,193	5
February	8,395	3
March	8,994	4
April	5,229	4
May	5,309	1
June	6,341	9
July	6,740	1
August	8,365	4
September	9,225	3
October	10,174	4
November	9,691	3
December	8,563	6
Total	96,219	47
Average	8,018	4

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 City

Last Updated: Reporting For:
6/19/2020 **2019**

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?

Nothing at this time.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 2019

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:

- > Review safety procedures annually.
- > Educate and update residents of sewer utility issues via city website and twice per year newsletter.
- > Assist building inspector with grease and sand trap inspection.
- > Televising a third of the sanitary sewer collection system each year to determine areas that need to be cleaned or maintained.
- > Complete sump pump discharge inspections as staff completes water meter changes. Enforce modifications for illegal connections as needed.
- > Annually, identify areas of the collection system that need repair, replacement, or improvement.
- > Review operating and capital budgets annually to ensure proper funding for sanitary sewer operations and maintenance.

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
- Rehabilitated sewer and lift station installation, testing and inspection

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

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	2.3	% of system/year
Root removal	2.1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	23	% of system/year
Manhole inspections	6.1	% of system/year

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

Lift station O&M	<input type="text" value="10.5"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="1.4"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services
River or water crossings	<input type="text" value="50"/>	% 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="46.4"/>	Total actual amount of precipitation last year in inches
<input type="text" value="38.01"/>	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="2"/>	Number of basement backup occurrences
<input type="text" value="2"/>	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="0.05"/>	Basement backups (number/sewer mile)
<input type="text" value="0.05"/>	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 (MG)
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.

5. Infiltration / Inflow (I/I)

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

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

- Yes
- No

If Yes, please describe:

Consistent with past few years, the repair of the leaking interceptor at our border with Madison still needs to be fixed. Work has started and will be completed this year. The City continues to look for other sources of I/I and will address issues as required. Annual precipitation amounts have been rising, and ground water levels are rising as well. More groundwater is finding its way into our collection system.

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 has gone up in the past year with more heavy rain events, and ground water levels are higher. Efforts to locate I/I are ongoing.

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

Annual review and studies are completed, and design and construction dollars are dedicated in the five year capital budget.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Monona City

Last Updated: Reporting For:
6/19/2020 **2019**

Grading Summary

WPDES No: 0047341

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

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 City

Last Updated: Reporting For:
6/19/2020 **2019**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

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. 20-7-2422
Monona Common Council**

**ENFORCING ENCROACHMENT OF STRUCTURES AT 1224 BIRCH HAVEN
CIRCLE ONTO CITY PROPERTY**

WHEREAS, the owners of 1224 Birch Haven Circle requested a variance from the Zoning Board of Appeals for a home addition and a survey revealed encroachment of a shed and boat lift on city park property; and.

WHEREAS, encroachment is a violation of section 335-23.A. of the Code of Ordinances; and,

WHEREAS, the Parks & Recreation Board reviewed the variance application and minutes for the April 30, 2020 Zoning Board of Appeals meeting and heard from the property owners and,

WHEREAS, the Parks & Recreation Board, at its July 14, 2020 meeting, recommended the shed be allowed to remain under a year to year license with removal at either time of sale of the property or at request of the city, on the condition that the encroaching boat lift be removed at the owner's expense.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that staff is authorized and directed to grant the property owner a license, in a form approved by the City Attorney, to permit the shed to remain in its current location until such time as either the property is sold or the city requests removal for any reason. The license is conditioned upon, and shall not be granted until, the property owners completely remove the encroaching boat lift, at their sole cost, to the satisfaction of the Parks & Recreation Director, no later than November 1, 2020.

Adopted this _____ day of _____, 2020

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Jake Anderson
Reviewed By: William S. Cole, City Attorney – 7-16-20
Approved As To Form By: William S. Cole, City Attorney – 7-16-20
Approval Recommended By: Parks & Recreation Board – 7-14-20

Council Action:
Date Introduced: 7-20-20
Date Approved: _____
Date Disapproved: _____

Wisconsin Department of Industry, Labor and Human Relations Safety and Buildings Division P. O. Box 7969 Madison, WI 53707 Wisconsin Statutes 101.63, 101.73	WISCONSIN UNIFORM BUILDING PERMIT APPLICATION (See instructions on back of white ply) The information you provide may be used by other government agency programs [Privacy Law, s. 15.04 (1) (m)].	Application No. <u>710</u> Parcel No.
---	---	--

PERMIT REQUESTED <input checked="" type="checkbox"/> Constr <input type="checkbox"/> HVAC <input type="checkbox"/> Elec <input type="checkbox"/> Plbg <input type="checkbox"/> Erosion <input type="checkbox"/> Other:		
Owner's Name <u>Steve Wilke</u>	Mailing Address <u>1224 Birch Haven Cir.</u>	Telephone No. <u>1608222673</u>
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert #	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert #	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert #	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert #	Mailing Address

PROJECT LOCATION		Lot Area	Sq. ft.	1/4, 1/4, Section		T	N, R	E (or) W																					
Building Address <u>1224 Birch Haven Cir.</u>		Subdivision Name		Lot No.	Block No.																								
Zoning District(s) <u>Res.</u>	Zoning Permit No.		Setbacks		Front	Rear	Left	Right																					
				ft.	ft.	ft.	ft.	ft.																					
1. PROJECT		3. OCCUPANCY		6. ELECTRICAL		9. HVAC EQUIPMENT																							
<input checked="" type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input checked="" type="checkbox"/> Other <u>SHED</u>		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other (print):		Entrance Panel Size: _____ amp Service: <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Baseboard or Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Conditioning <input checked="" type="checkbox"/> Other																							
2. AREA INVOLVED		4. CONST. TYPE		7. FOUNDATION		10. PLUMBING																							
Unfinished Basement _____ Sq. ft. Living Area _____ Sq. ft. Garage _____ Sq. ft.		<input type="checkbox"/> Site Constructed <input type="checkbox"/> Manufactured		<input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Other		<input type="checkbox"/> Municipal <input type="checkbox"/> Septic Permit No. _____																							
		5. STORIES		8. USE		11. WATER																							
		<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other		<input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well																							
		<input type="checkbox"/> Plus Basement				12. ENERGY SOURCE																							
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>L. P.</th> <th>Oil</th> <th>Elec *</th> <th>Solid</th> <th>Solar</th> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> * <input type="checkbox"/> Dwelling unit will have 3 kilowatt or more installed electric space heating equip. Infiltration control option is: <input type="checkbox"/> Full sealing of joints. <input type="checkbox"/> Blower door test. <input type="checkbox"/> Exterior air infiltration barrier.			Fuel	Nat Gas	L. P.	Oil	Elec *	Solid	Solar	Space Htg	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>										
Fuel	Nat Gas	L. P.	Oil	Elec *	Solid	Solar																							
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
						13. HEAT LOSS (Calculated)																							
						Envelope _____ BTU/HR Infiltration _____ BTU/HR																							
						14. EST. BUILDING COST																							
						\$ <u>600.00</u>																							

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the Department or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the pink ply.

APPLICANT'S SIGNATURE Steve Wilke **DATE SIGNED** 4-7-97

APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

CONST of A 10'x12' STORAGE SHED
FIRE RETARDANT Plywood / OR TYPE X DRYWALL

ISSUING JURISDICTION	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State of: <u>Marion</u>	Municipality Number of Dwelling Location: _____
FEES:	PERMIT(S) ISSUED	WIS. UNIFORM PERMIT SEAL NO.
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ <u>15.</u>	<input checked="" type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion <input type="checkbox"/> _____	PERMIT ISSUED BY: Name <u>[Signature]</u> Date <u>4-7-97</u> Cert. No. <u>4343</u>

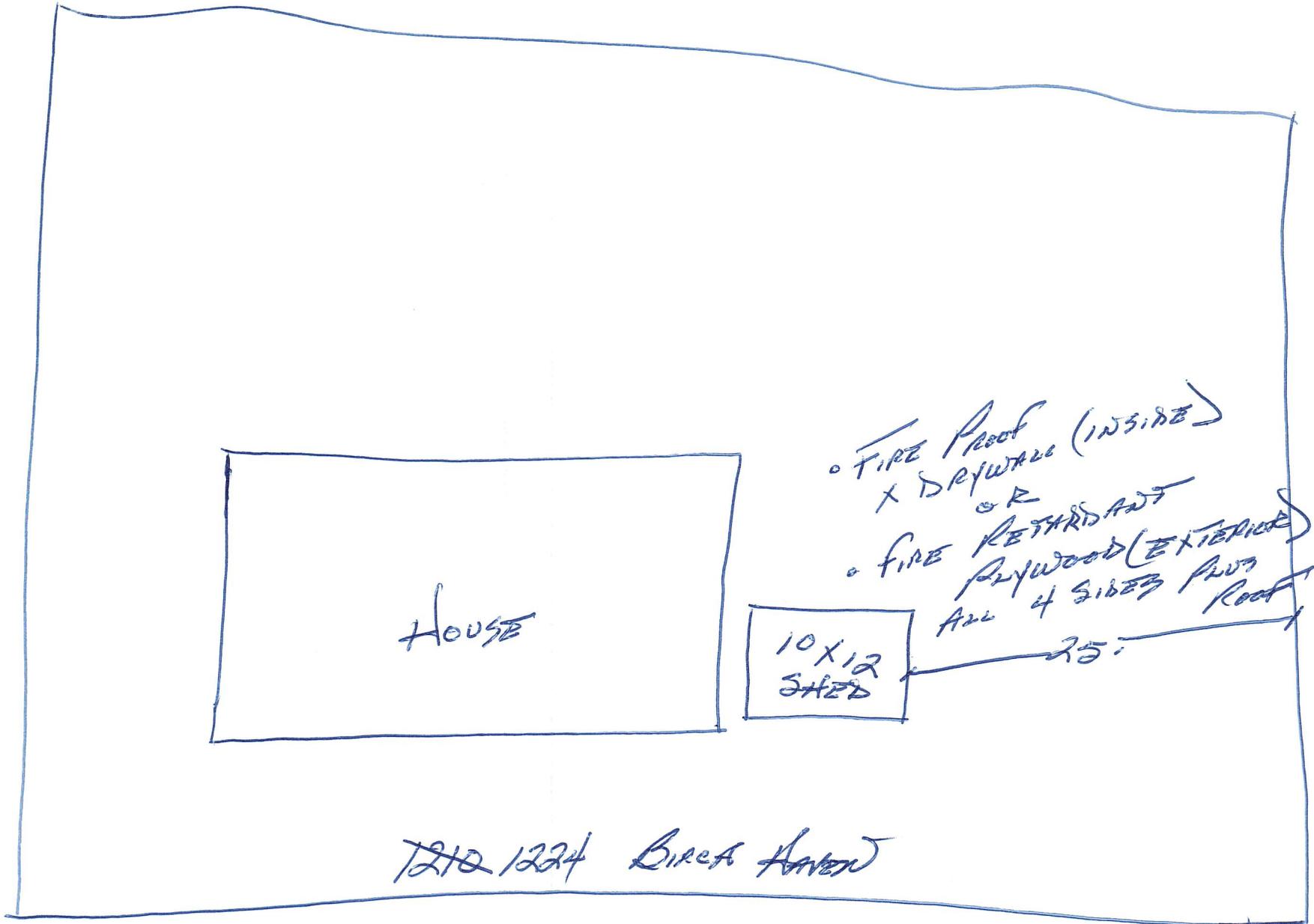


CITY OF MONONA
5211 SCHLUTER ROAD
MONONA, WISCONSIN 53716
(608)222-2525

RECEIVED FROM: Steven G. Wilke
ADDRESS: 1224 Birch Haven Cir - Monona
ACCOUNT NO.: 100-44-4430-100
CASH: _____
CHECK NO.: 4712 CHECK DATE: 4-7-97
DESCRIPTION: Permit # 710
1224 Birch Haven

BLCG PER 15.00
CLERK A TOTL 15.00
488015:55APR.07#01 CHCK 15.00

WATER/LAGOON



1210 1224 BIRCH AVENUE

PARK & RECREATION BOARD (Agenda Item 5A)

Meeting Date: July 14, 2020

AGENDA ITEM:

Winnequah Park Encroachment Discussion/Recommendation – 1224 Birch Haven Circle

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

Mr & Mrs Novak appeared before the Zoning Board of Appeals (ZBA) on April 30th, 2020 with a variance request for an addition of their property at 1224 Birch Haven Circle. During the process of reviewing the application, it was noticed that an existing shed and boatlift were currently situated on city property (park of Winnequah Park on the very south end). The ZBA approved the variance for the addition but referred the encroachment to the Parks & Recreation Board & City Council. Enclosed are the following:

- Application for Variance and minutes from 4.30.20 ZBA Meeting
- Photos of existing site

Mr. & Mrs. Novak have requested an option to be able to keep the existing structures as part of their property and the Parks & Recreation Board shall discuss and make a recommendation to City Council.

The structures have been onsite for many years preceding ownership by Mr. & Mrs. Novak. A storm water drainage channel previously placed in the park delineated the area in question for many years. Previous homeowners and the Novak’s have maintained the city property area as part of their landscaped yard.

STAFF RECOMMENDATION:

Director Anderson recommends the encroaching structures be removed from city property at owner’s expense. Encroachment of park space has increased over the years and an allowance in this instance may set precedent or other properties hoping to add to their property from park space. It is challenging to identify property lines adjacent to parks and that particular area has water access, which is a popular spot for fishing, and canoe/kayak access.

FISCAL IMPACT:

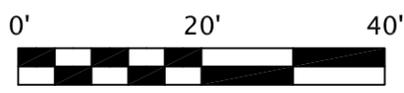
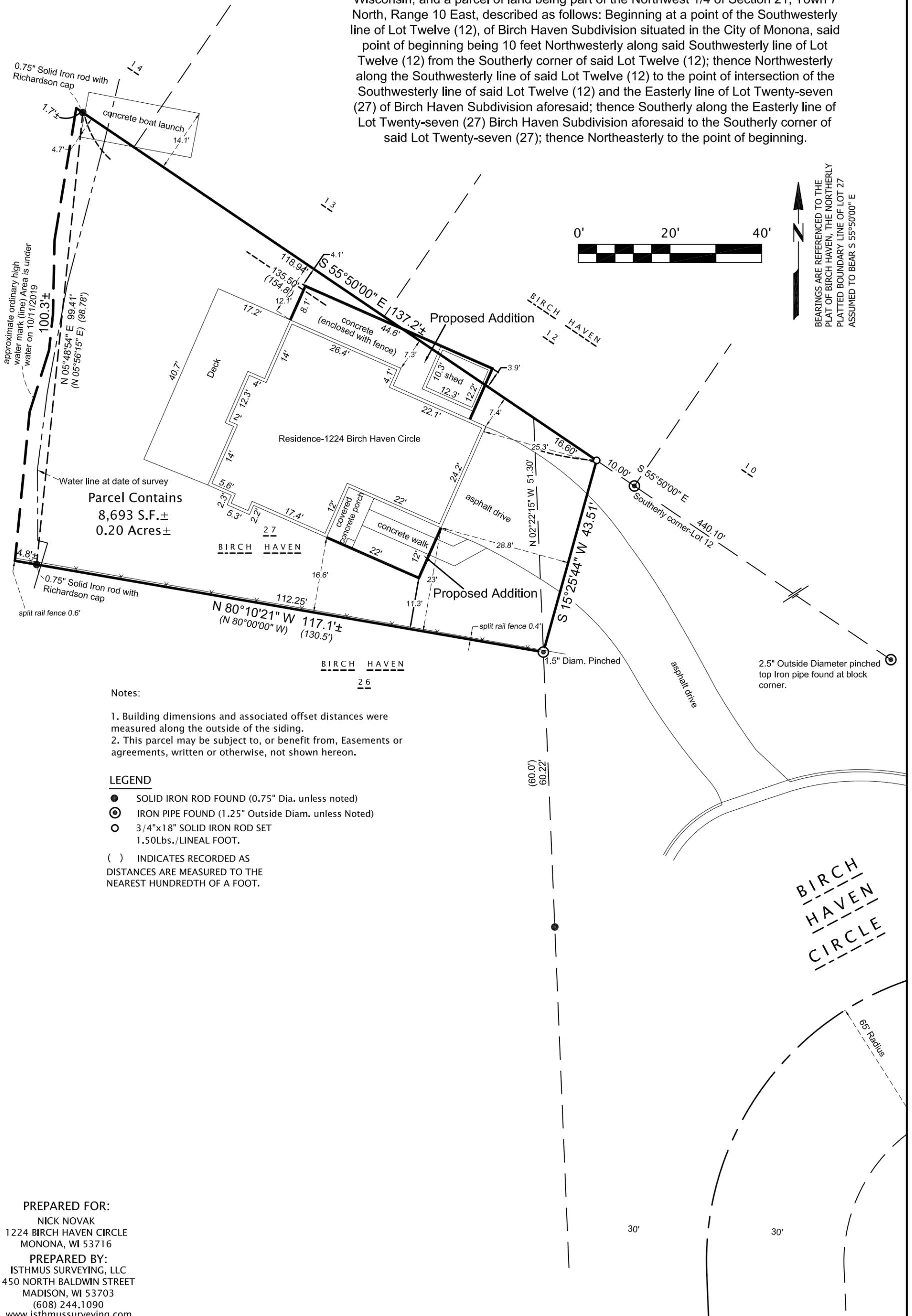
Reviewed By City Administrator
_____ Yes _____ No

Action Taken: _____
Approval: _____
Disapproval: _____
Tabled: _____
Committee Meeting Date: _____

Concept Plan

Legal Description of Record: Document No. 5239044

Lot Twenty-seven (27) Birch Haven Subdivision in the City of Monona, Dane County, Wisconsin, and a parcel of land being part of the Northwest 1/4 of Section 21, Town 7 North, Range 10 East, described as follows: Beginning at a point of the Southwesterly line of Lot Twelve (12), of Birch Haven Subdivision situated in the City of Monona, said point of beginning being 10 feet Northwesterly along said Southwesterly line of Lot Twelve (12) from the Southerly corner of said Lot Twelve (12); thence Northwesterly along the Southwesterly line of said Lot Twelve (12) to the point of intersection of the Southwesterly line of said Lot Twelve (12) and the Easterly line of Lot Twenty-seven (27) of Birch Haven Subdivision aforesaid; thence Southerly along the Easterly line of Lot Twenty-seven (27) Birch Haven Subdivision aforesaid to the Southerly corner of said Lot Twenty-seven (27); thence Northeasterly to the point of beginning.



BEARINGS ARE REFERENCED TO THE PLAT OF BIRCH HAVEN, THE NORTHERLY PLATTED BOUNDARY LINE OF LOT 27 ASSUMED TO BEAR S 55°50'00" E

- Notes:
1. Building dimensions and associated offset distances were measured along the outside of the siding.
 2. This parcel may be subject to, or benefit from, Easements or agreements, written or otherwise, not shown hereon.

- LEGEND
- SOLID IRON ROD FOUND (0.75" Dia. unless noted)
 - ⊙ IRON PIPE FOUND (1.25" Outside Diam. unless Noted)
 - 3/4"x18" SOLID IRON ROD SET 1.50lbs./LINEAL FOOT.
 - () INDICATES RECORDED AS DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

PREPARED FOR:
 NICK NOVAK
 1224 BIRCH HAVEN CIRCLE
 MONONA, WI 53716
 PREPARED BY:
 ISTHMUS SURVEYING, LLC
 450 NORTH BALDWIN STREET
 MADISON, WI 53703
 (608) 244.1090
 www.isthmussurveying.com



CITY OF MONONA: ZONING VARIANCE APPLICATION FORM

This application must be submitted to the Zoning Board of Appeals (ZBA) for approval. Applications must be complete before they are reviewed, and must be submitted to the City Planner at least **four weeks** before the ZBA meeting, due to noticing requirements. It is the responsibility of the applicant to contact the City Planner at (608) 222-2525 or zplowman@ci.monona.wi.us, with any questions.

APPLICANT INFORMATION:	
Name: Nicholas Novak	Home:
Company:	Work:
Email: nick.novak5@gmail.com	Cell: 920-246-6387
Mailing Address: 1224 Birch Haven Circle	

PROPERTY INFORMATION:		
Address of Property: 1224 Birch Haven Circle		
Lot: 27	Block: --	Plat: Birch Haven Subdivision
Present Use of Property: Primary Residence		
Proposed Use of Property: Primaty Residence		
Zoning Classification: --		

OWNER'S INFORMATION (if other than shown above):		<input checked="" type="checkbox"/> N/A
Name:	Company:	
Phone Number:	Email:	
Mailing Address:		

PREVIOUS APPEALS	
Has a previous appeal or application been made with respect to this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes', state nature of previous appeal or application: <i>Possibly from previous owners</i>	

Last Revised 10/2019



Request for Variance Application Checklist

The following materials are required for all variance requests:

- A letter that details the variance requested and the reasons for the variance request. The letter should explain:
 - The variance requested
 - What special conditions exist which will cause practical difficulty or unnecessary hardship if the variance requested is not granted
 - Why variance requested is not contrary to the public interest and will not endanger public safety and welfare;
 - Why variance requested will be in accord with the spirit of the zoning ordinance
 - How the variance, if granted, will cause substantial justice to be done
- A copy of plat or plat of survey with the following information:
 - The location, boundaries, dimension, elevations, and size of property;
 - Accessory structures and utility easements;
 - Streets and other public ways;
 - Driveways and existing highway access restrictions;
 - All abutting properties;
 - Proposed detailed building plans and elevations;
 - Requested change or addition;
 - Must accompany nine (9) sets of blue prints and nine (9) copies of the application.

Additional Information

Property Accessibility for Site Review:

By signing below, the applicant hereby grants the Zoning Board of Appeals members and City Staff access to the property in question, in the event that a site visit is deemed necessary for the variance review process.

Application Fee:

A \$250 non-refundable filing fee is required with each application. The fee can be paid by check, cash or credit card (fees apply) at City Hall.

I swear that all of the above statement and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.


2/16/2020
 (Signature of Applicant) (Date)

Last Revised 10/2019

City of Monona

Zoning Variance Request

Nick and Katie Novak
1224 Birch Haven Circle
Monona, WI 53716
(920)246-6387

Dear Community Development Department,

This proposal letter is to request and substantiate the grant of a variance for the residence at 1224 Birch Haven Circle in Monona. The area variance we are requesting is an additional 3' on the South side yard resulting in a 4' setback versus the current 7' requirement.

The reason for the variance is that our home sits on a very unique triangular lot and the proposed addition represents the only way to expand while keeping the architectural integrity in the least intrusive solution possible. Strict compliance with the ordinance will prevent improvement of the property in a manner which is reasonable, customary, and consistent with other properties in the area. Unbeknownst to us, the original property owners built the shed portion of our home 3' on city property over 22 years ago. We have taken great pride in maintaining our home, as well as city lots 12, 13, and the pathway used by the Birch Haven Circle residents since we have moved in 4 years ago. We will be removing this shed to satisfy the City of Monona's request. In doing so we will be losing crucial square footage and incurring the expense in demolishing. This lot being narrower in the front, the current side yard requirements make designing an addition that functions well for a family and that is in harmony with the neighboring properties very difficult.

The Variance requested is not contrary to the public interest and will not endanger public safety and welfare. The only person directly affected by our proposed addition is our neighbor Bill Arnold, whom we have an attached letter from and is in full support of the variance. We also have a signed petition of surrounding neighbors who have reviewed our plans and are also all in support of our addition.

The Variance requested will be in accord with the spirit of the zoning ordinance and all other zoning requirements will be met with this addition.

Our house is currently a two bedroom, two bathroom with no basement or crawl space and now no shed/storage space. The approval of this variance would allow us to add on two bedrooms, and one full bathroom. We are a growing family of four and truly love our neighborhood, and are active members in the community. We have made many improvements to our home and take great pride in our property. This addition would increase the neighborhood appeal, property value, and allow us to stay and raise our family here in beautiful Monona.

Thank you for your time and consideration.

Respectfully submitted,

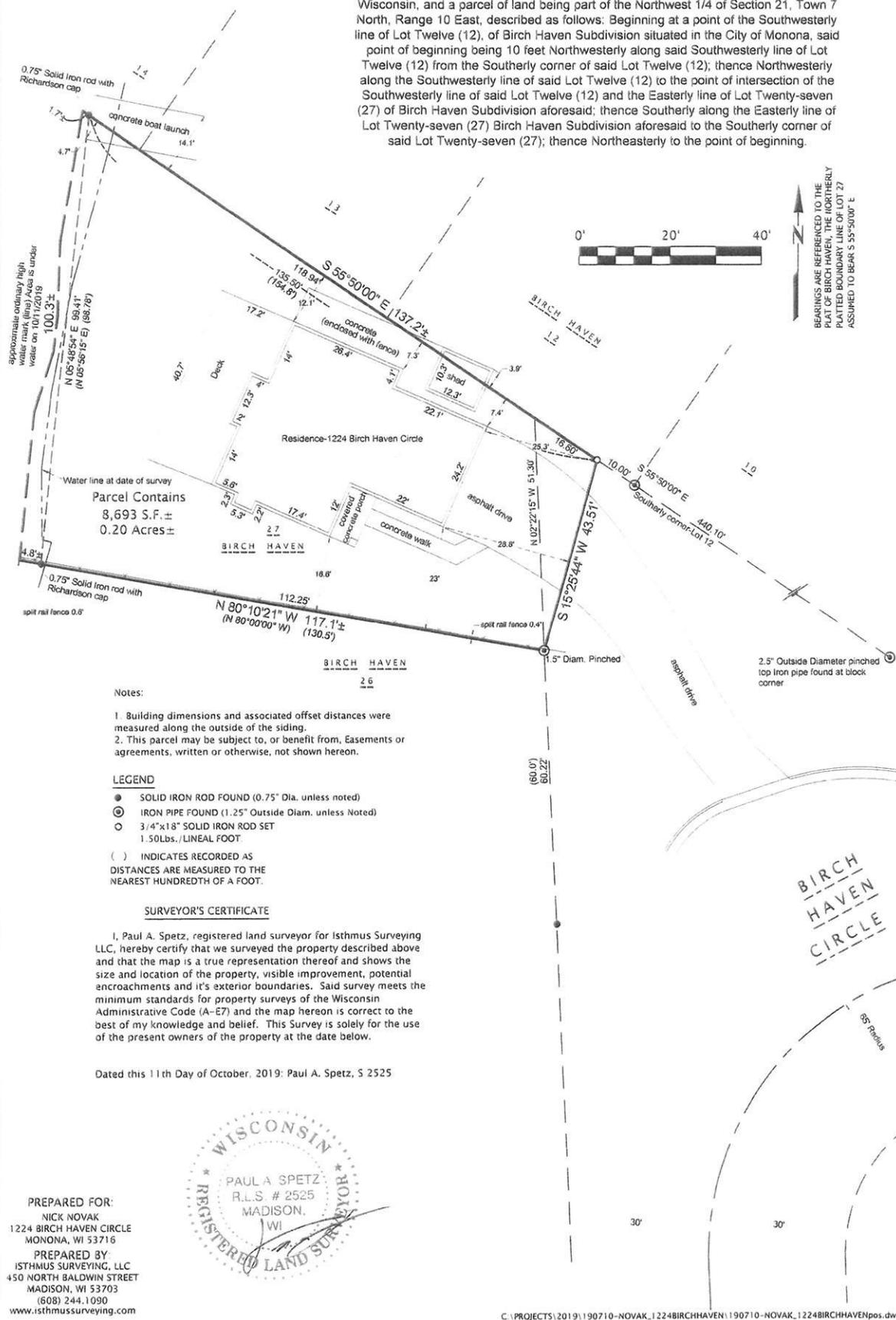


Nicholas G. Novak

Plat of Survey

Legal Description of Record: Document No. 5239044

Lot Twenty-seven (27) Birch Haven Subdivision in the City of Monona, Dane County, Wisconsin, and a parcel of land being part of the Northwest 1/4 of Section 21, Town 7 North, Range 10 East, described as follows: Beginning at a point of the Southwesterly line of Lot Twelve (12), of Birch Haven Subdivision situated in the City of Monona, said point of beginning being 10 feet Northwesterly along said Southwesterly line of Lot Twelve (12) from the Southerly corner of said Lot Twelve (12); thence Northwesterly along the Southwesterly line of said Lot Twelve (12) to the point of intersection of the Southwesterly line of said Lot Twelve (12) and the Easterly line of Lot Twenty-seven (27) of Birch Haven Subdivision aforesaid; thence Southerly along the Easterly line of Lot Twenty-seven (27) Birch Haven Subdivision aforesaid to the Southerly corner of said Lot Twenty-seven (27); thence Northeasterly to the point of beginning.



BEARINGS ARE REFERENCED TO THE PLAT OF BIRCH HAVEN, THE NORTHERLY PLATTED BOUNDARY LINE OF LOT 27 ASSUMED TO BE AN S 35° 30' 00" E

Notes:

1. Building dimensions and associated offset distances were measured along the outside of the siding.
2. This parcel may be subject to, or benefit from, Easements or agreements, written or otherwise, not shown hereon.

LEGEND

- SOLID IRON ROD FOUND (0.75" Dia. unless noted)
- ⊙ IRON PIPE FOUND (1.25" Outside Diam. unless Noted)
- 3/4"x1 1/8" SOLID IRON ROD SET
1 50Lbs./LINEAL FOOT
- () INDICATES RECORDED AS DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

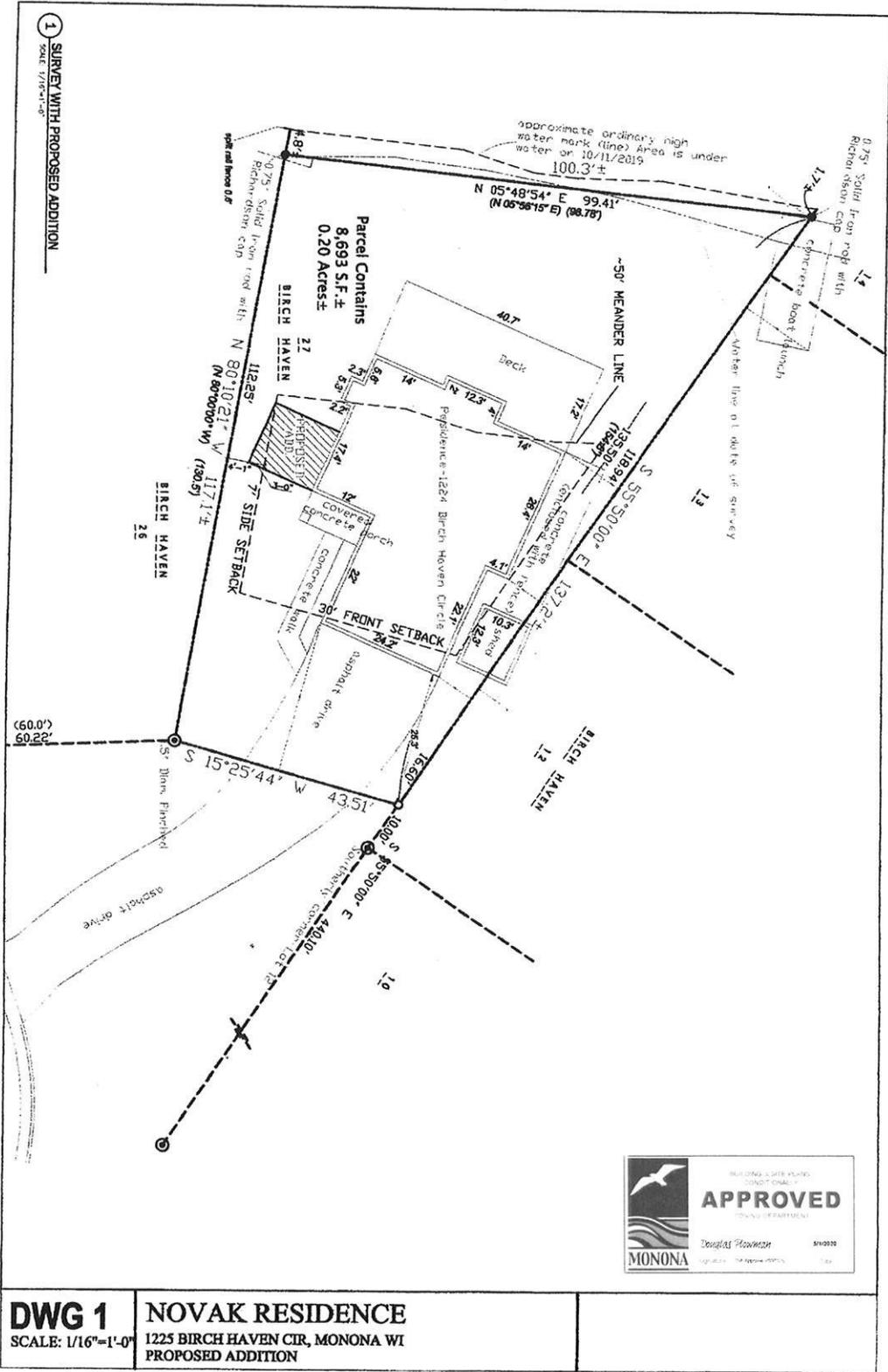
SURVEYOR'S CERTIFICATE

I, Paul A. Spetz, registered land surveyor for Isthmus Surveying LLC, hereby certify that we surveyed the property described above and that the map is a true representation thereof and shows the size and location of the property, visible improvement, potential encroachments and it's exterior boundaries. Said survey meets the minimum standards for property surveys of the Wisconsin Administrative Code (A-E7) and the map hereon is correct to the best of my knowledge and belief. This Survey is solely for the use of the present owners of the property at the date below.

Dated this 11th Day of October, 2019: Paul A. Spetz, S 2525



PREPARED FOR:
NICK NOVAK
1224 BIRCH HAVEN CIRCLE
MONONA, WI 53716
PREPARED BY:
ISTHMUS SURVEYING, LLC
450 NORTH BALDWIN STREET
MADISON, WI 53703
(608) 244.1090
www.isthmussurveying.com



1 SURVEY WITH PROPOSED ADDITION
 SCALE: 1/16"=1'-0"



DWG 1 NOVAK RESIDENCE
 SCALE: 1/16"=1'-0" 1225 BIRCH HAVEN CIR, MONONA WI
 PROPOSED ADDITION



BUILDING & SITE PLANS
CONDITIONALLY

APPROVED

ZONING DEPARTMENT

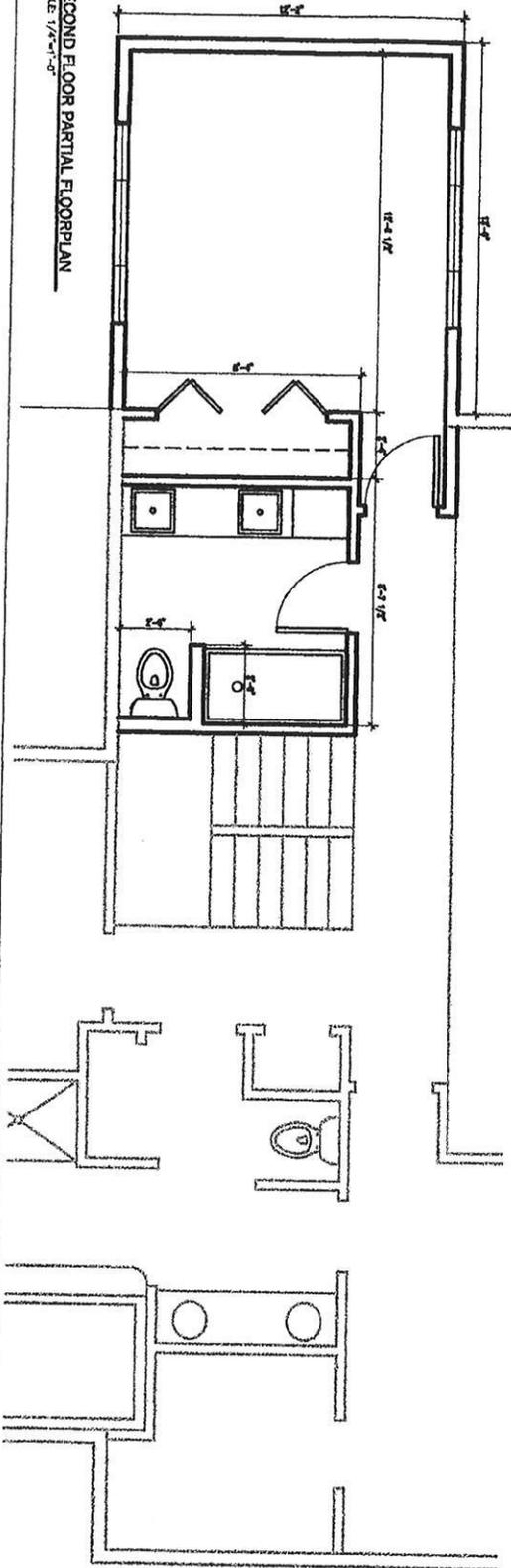
Douglas Flowman

5/11/2020

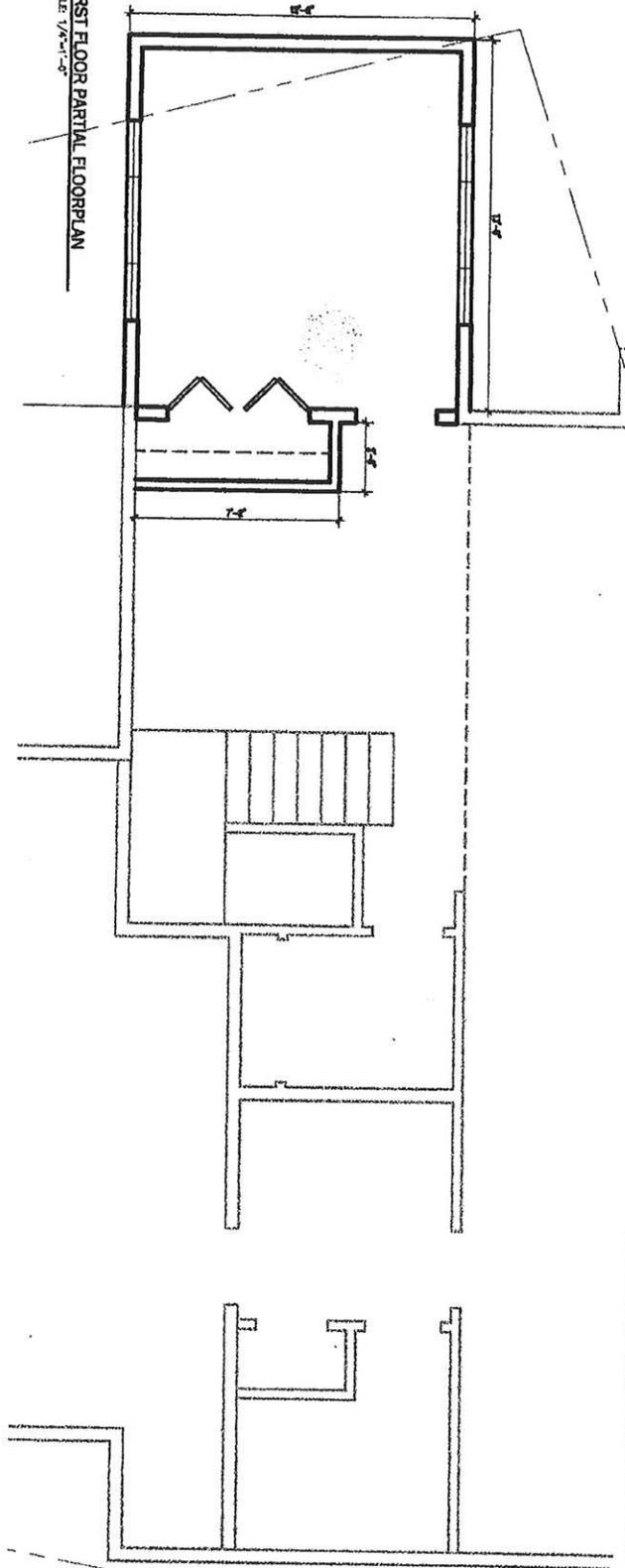
Signature ZBA Approval #452/2020

Date

2 SECOND FLOOR PARTIAL FLOORPLAN
SCALE: 1/4"=1'-0"



1 FIRST FLOOR PARTIAL FLOORPLAN
SCALE: 1/4"=1'-0"



DWG 2

NOVAK RESIDENCE

SCALE: 1/4"=1'-0"

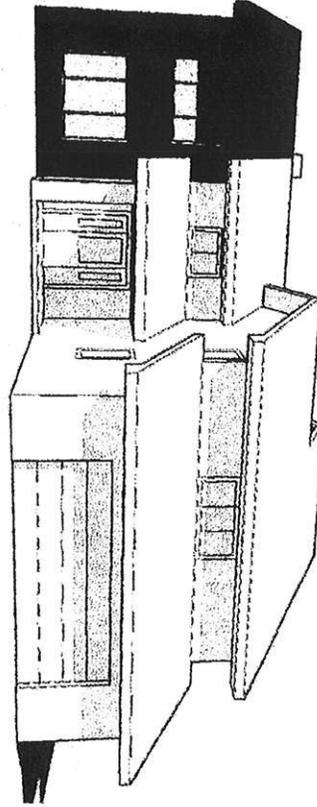
1225 BIRCH HAVEN CIR, MONONA WI
PROPOSED ADDITION



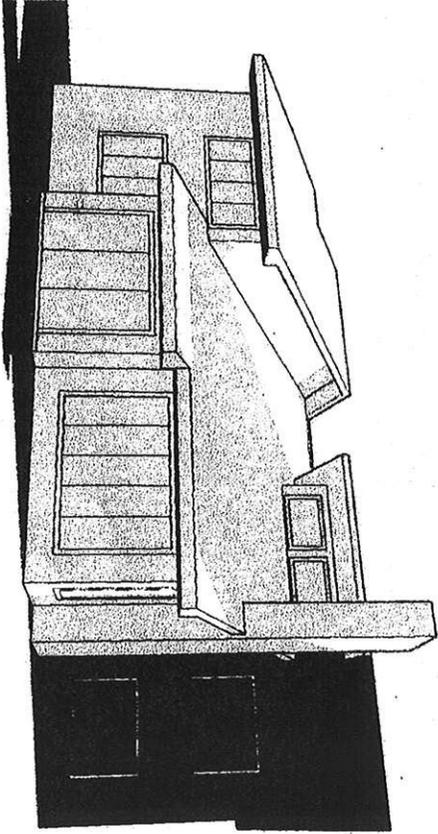
BUILDING & SITE PLANS
CONDITIONALLY
APPROVED
ZONING DEPARTMENT

Douglas Plowman 5/1/2020
Signature TRA A63000A-000002 Date

1 FRONT ELEVATION
SCALE: NTS



2 REAR ELEVATION
SCALE: NTS



DWG 3
SCALE: NTS

NOVAK RESIDENCE
1225 BIRCH HAVEN CIR, MONONA WI
PROPOSED ADDITION

William E. Arnold
1222 Birch Haven Circle
Monona, WI 53716

February 17, 2020

To: Monona Zoning Variance Committee

Re: 1224 Birch Haven Circle – petition to grant a side yard setback variance from 7' (seven Feet) to 4' (four feet)

I own the home next door to Nick and Katie Novak's home at 1224 Birch Haven Circle. I support Monona granting a side yard setback variance so the Novak's can construct a two story addition to their home along our common property line. The Novak'S addition compliments the massing and layout of their existing home. Their addition does not limit the use and enjoyment of my home.

Regards,



William E. Arnold

1224 BIRCH HAVEN CIR ADDITION WITH VARIANCE

In Favor	Not In Favor	Name	Address
✓		John Roberts	1109 Birch Haven Circle
✓		Becca Roberts	1109 Birch Haven Circle
X		JEFF BENNETT	1112 BIRCH HAVEN CIRCLE
X		Clifford Dwy	5502 Winningside Trail
X		Shane Fish	5502 WINNINGSIDE TR
X		Matt Adler	1102 Birch Haven CTR
X		Mark Bearson	1204 Birch Haven Circle
X		Maria Bearson	1202 Birch Haven Circle
X		Michael Bearson	1202 Birch Haven Cir
✓		Dan Jaworski	5602 Tecumseh Ave
✓		Russ Tietman	5604 Tecumseh Ave
✓		Mallory Zink	5606 Tecumseh Ave
✓		Danielle Zink	5720 Tecumseh Ave
✓		BRADY POTTERSON	5720 TECUMSEH AVE
X		Dan Gray	1000 Birch Haven Circle
X		JASON DORN	913 BIRCH HAVEN CIRCLE
X		KELLY DORN	913 BIRCH HAVEN CIRCLE

1224 Birch Haven



esri

60ft

Fly Dane Partnership





From: [Doug Wood](#)
To: [Bryan Gadow](#); [Nancy Moore](#); [Molly Grupe](#); [Kristie Schilling](#); [Kathryn Thomas](#); [Jennifer Kuhr](#)
Cc: [Mary O'Connor](#)
Subject: Fw: Novack Property / Boat Lift/ Shed
Date: Monday, July 20, 2020 9:00:04 PM

This is the email in support of the Novacks that I referenced earlier this evening.

Doug Wood
Council President
Monona Alder
dwood@ci.monona.wi.us

From: Dan - Championship Awards <dan@championshipawards.com>
Sent: Monday, July 20, 2020 1:44 PM
To: Kristie Schilling <kschilling@ci.monona.wi.us>; Kathryn Thomas <ktthomas@ci.monona.wi.us>; Molly Grupe <mgrupe@ci.monona.wi.us>; Jennifer Kuhr <jkuhr@ci.monona.wi.us>; Nancy Moore <nmoore@ci.monona.wi.us>; Doug Wood <dwood@ci.monona.wi.us>; Mary O'Connor <moconnor@ci.monona.wi.us>
Subject: Novack Property / Boat Lift/ Shed

Hello All!

I wanted to weigh in on the Novack families current situation with the City. I hope I am wrong about what I have heard so far. I have lived across the Canal/Sumac Lagoon for 17 years and I know from the previous owner before I lived in the neighbor hood it has been exactly like it is now for over 20 years. A number of us have been contacting City parks about this park constantly with no help from the City on the manner of who uses this particular park. Normal List of complaints are.

- 1) Fisherman could care less about the personal property around the park, to date I have had over \$6000 in damage to Boats/Covers/Windows, yes windows.
 - 2) Garbage and Littering, it has become our job to clean the park, the lagoon, pick up tons of dead fish that get gutted and thrown back in, and untangle fishing line/hooks/lures on a daily basis.
 - 3) General being loud and obnoxious, this is our back yard. Opening their trunks and cranking up the music. Again this is our back yard.
 - 4) Getting into confrontations, almost every neighbor has been in this situation.
 - 5) Traffic is heavy in this little canal, navigating as of late has been an extra hazard with kayakers that have zero knowledge of the waterways. It is not a safe place for a new canoeist or kayaker to learn
- I have watched people bounce off every boat as they try to navigate out. And care less about the damage.
- 6) The Duck Weed that is not controlled in the Lagoon to the North behind the Dream Park spills out through the culvert (that simply needs a 90 degree elbow to stop this) Currently the fish have gone out to the lake and fishing has slowed so we have our neighborhood back to normal. When the problems happen in early Spring we have reached out and received no help in return.

Needless to say the frustration level is extremely high. I feel I and my neighbors have been completely ignored on the Above.

Now I hear that Parks wants this totally benign lift to be removed causing nothing but

problems for the Novack's. They are the ones that keep that area so nice, The City has totally fallen down with the culvert that is currently there because it was done incorrectly and it needs to be fixed. Parks wouldn't be able to do anything there anyway because of the location of that pipe. Which really make the small piece of land useless to the city anyways. We have done our best to make our homes beautiful in this area, working/paying for the dredge, curbs gutters, so on. Anytime we do this things it seems that we are met with a road block, it is so frustrating. Now we have been given no support with the above problems and now I hear this?? We are the type of people that you want in your community making it better. Not scaring us away. Is it true that a kayak launch is being thought about there? If so it should not be even close to the Novack Residents. This traffic should be kept away from private residents. I could discuss this forever and unfortunately I cannot make the zoom meeting tonight but I thought I should be heard, in this case there has to be the exception to the rule on so many levels, it just makes logical sense due to the logistics of the layout of the land and doing whats right.

Thanks, Dan Jaworski

--

**Championship
Awards** 
2813 Royal Avenue Madison, WI 53713
(608) 226-0440 Fax (608) 226-0443
Corporate Awards and Promotion Specialists

**Resolution No. 20-8-2428
Monona Common Council**

**A RESOLUTION PROVIDING FOR THE SALE OF
\$4,725,000 TAXABLE GENERAL OBLIGATION REFUNDING BONDS AND
AUTHORIZING THE REDEMPTION OF TAXABLE GENERAL OBLIGATION
PROMISSORY NOTES, DATED OCTOBER 3, 2011 AND
TAXABLE NOTE ANTICIPATION NOTES, SERIES 2017D**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City") is presently in need of approximately \$4,725,000 for the public purpose of refunding obligations of the City, including interest on them, specifically, the Taxable General Obligation Promissory Notes, dated October 3, 2011, maturing in the year 2021 and the Taxable Note Anticipation Notes, Series 2017D, dated November 1, 2017, maturing in the year 2022 (collectively, the "Refunded Obligations"); and,

WHEREAS, it is desirable to borrow the funds needed for such purpose through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wis. Stats.; and,

WHEREAS, due to the requirements of the Internal Revenue Code of 1986, as amended, it is necessary that such bonds be issued on a taxable, rather than tax-exempt, basis; and,

WHEREAS, the Common Council has determined that it is necessary and desirable to call the Refunded Obligations for redemption on October 1, 2020 with proceeds of the bonds.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City shall issue Taxable General Obligation Refunding Bonds (the "Bonds") in the amount of approximately \$4,725,000 for the public purpose of refunding obligations of the City, including interest on them.
2. The sale of the Bonds shall be negotiated with Huntington Securities, Inc. dba Huntington Capital Markets ("HSI"), and the terms of the Bonds, including the dating, interest rates, maturity schedule and other details with respect to the Bonds, shall be subject to approval by subsequent resolution of the Common Council.
3. The City Clerk shall cause an Official Statement concerning the Bonds to be prepared by HSI. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.
4. The Refunded Obligations are called for prior payment on October 1, 2020 at the price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with HSI to cause timely notice of redemption, in substantially the forms attached hereto as Exhibits A-1 and A-2 and incorporated herein by this reference (the "Notices"), to be provided at the times, to the parties and in the manner set forth on the Notices.

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Marc Houtakker, Finance Director

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

EXHIBIT A-1

NOTICE OF FULL CALL*

Regarding

CITY OF MONONA
DANE COUNTY, WISCONSIN
TAXABLE GENERAL OBLIGATION PROMISSORY NOTES
DATED OCTOBER 3, 2011

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on October 1, 2020 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
10/01/2021	\$675,000	3.10%	610100SD2

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before October 1, 2020.

Said Notes will cease to bear interest on October 1, 2020.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to October 1, 2020 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

EXHIBIT A-2

NOTICE OF FULL CALL*

Regarding

CITY OF MONONA
DANE COUNTY, WISCONSIN
TAXABLE NOTE ANTICIPATION NOTES, SERIES 2017D
DATED NOVEMBER 1, 2017

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on October 1, 2020 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2022	\$3,760,000	3.375%	610100XE4

Upon presentation and surrender of said Notes to Associated Trust Company, National Association, Green Bay, Wisconsin, the registrar and fiscal agent for said Notes, the registered owners thereof will be paid the principal amount of the Notes plus accrued interest to the date of prepayment.

Said Notes will cease to bear interest on October 1, 2020.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided to Associated Trust Company, National Association, Green Bay, Wisconsin at least thirty-five (35) days prior to October 1, 2020. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to October 1, 2020 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>20-8-2428</u>
		Ordinance Amendment No. _____

Title: 2020 Refinancing off TIF Debt

Policy Analysis Statement:

Brief Description Of Proposal:

Staff is recommending refinancing two outstanding debt issuances all related to TIF borrowings.

1. 2017 Taxable Ban (5yr note) with a remaining balance of \$3,750,000. Refinancing into a long term note. TIF #4 share \$700,000 and TIF #9 share \$3,050,000.
2. 2011 Taxable G.O. Promissory Note with a remaining balance of \$975,000. All related to TIF #6. The purpose of this refinancing is to lower the principal and interest payments so TIF#6 can donate more increment to TIF#5. TIF#6 will be a donor district for TIF#5.

Total Borrowing \$3,750,000 + 975,000 = \$4,725,000

Current Policy Or Practice:

Impact Of Adopting Proposal:

This refinancing will allow TIF #6 be all to donate more increment and help TIF #5.

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. <u>20-20</u>				No Budget Amendment Required <u>X</u>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
407	49	491000	000	Proceeds from Debt	0		700,000	700,000
407	58	58100	610	Principal on Debt	400,000	700,000		1,100,000
409	49	49100	000	Proceeds from Debt	0		975,000	975,000
409	58	58100	610	Principal on Debt	460,000	975,000		1,435,000
412	49	491000	000	Proceed from Debt	0		3,050,000	3,050,000
412	58	58100	610	Principal on Debt	79,000	3,050,000		3,129,000

Prepared By:

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

Date July 29, 2020
Date:

**Resolution No. 20-8-2426
Monona Common Council**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE NEHEMIAH
COMMUNITY DEVELOPMENT CORPORATION FOR COMMUNITY
FACILICATION SERVICES**

WHEREAS, on June 18, 2020, the City Council adopted Resolution 20-6-2419 regarding a commitment of action in response to a June 2, 2020 police call; and,

WHEREAS, as part of Resolution 20-6-2419, the City Council committed to five (5) action steps, including: “3. Organize ongoing community conversations, facilitated by professionals, to raise awareness of racial biases that exist within the community, and how we can address them.”; and,

WHEREAS, City Staff received a proposal from the Nehemiah Community Development Corporation from Madison, WI; and,

WHEREAS, after review of the proposal, the Mayor and Staff recommend contracting with the Nehemiah Community Development Corporation for community facilitation and education services on a year-to-year basis at a not-to-exceed fee of \$56,000.00; and,

WHEREAS, the estimated fee of not to exceed \$56,000.00 shall be allocated from Undesignated General Fund Reserves.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, as follows:

1. The proposal submitted by the Nehemiah Community Development Corporation for community facilitation and education services, as attached hereto and incorporated herein by reference as Exhibit “A”, is approved.
2. The City Administrator and City Attorney are hereby authorized to execute a contract for the proposal as described in Exhibit “A”.

Adopted this _____ day of _____ 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O’Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: City Administrator – 8/3/20

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

Exhibit A

NEHEMIAH COMMUNITY DEVELOPMENT CORPORATION (NEHEMIAH) CONTRACT FOR SERVICES

For the City of Monona

OVERVIEW

At the request of the City of Monona, Nehemiah is pleased to offer its services to help Monona enhance its assets, take advantage of its opportunities, and preserve all that is good about the city.

While dealing with a global pandemic, we have been reminded of the resiliency of racism and the structures and systems that support it. With that in mind, Nehemiah staff will facilitate virtual lectures, group discussions, and facilitated small discussion groups for the City of Monona to address the hidden barriers that keep the city from reaching its equity goals.

The Objective

- Create a community-wide movement centered around equity and building an inclusive community.

The Opportunity

- Assess the strengths, weaknesses, and assets of the City of Monona's human capital.
- Empower a group of leaders who share, understand, and work toward a common vision for the City of Monona in the area of equity and inclusion.

The Solution

- Assist in hosting/planning listening events and later helping to interpret the data gathered.
- Provide a plan for police training.
- Create an Advisory Council of influential citizens and businesses.

OUR PROPOSAL

The City of Monona is in its second half century as a city and endeavors to be a thriving city for all; one that balances economic, civic, and environmental needs of the community. To that end, we offer our expertise in creating inclusive relationships and communities through an education-based model that is aligned with the city's strategic goals.

Nehemiah has developed a process that includes discovery, education, personal responsibility, and a bias toward action that invites participants to engage with difficult tasks like racial disparities, bias, and cultural assimilation while maintaining the dignity of the participants and the staff. Our process is designed to go beyond an instructional approach to embark on a learning journey with Nehemiah as the guide. Our approach uses cross-cultural leadership development skills, best practices based on research and practical implementation techniques. The history and science of bias do not change from one group to another, but the art of connecting with other people cannot be rushed or automated. It takes time, and to that end, we submit this proposal to walk alongside the City of Monona as it embarks on a new journey.

Rationale

- Historical Approach: History often provides the light we need to understand our present and predict our future
- Relational Approach: Change happens when we see ourselves fully and understand others.
- Community Approach: Individuals can't sustain movements, but a community can.
- Expertise: Our strategies are grounded in research from multiple fields and have been tested and perfected over the last five years in the Greater Madison area, by a 27-year old non-profit organization.

Execution Strategy

Our execution strategy incorporates proven methodologies, qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project is developed, a proposed timeline of events, and the reasons for why we suggest developing the project as described. Details such as outcomes and objectives are determined after the completion of the assessment and agreed upon by the City of Monona.

Project Approach

Assessment

Focus: Understanding the needs, challenges, opportunities, and strengths of City of Monona
See Assessment Overview on p. 6 for details.

Executive Coaching Sessions

Focus: The Mayor and other city leaders like Dept. Heads, etc.

1-hour sessions where Dr. Gee will infuse cultural engagement experience with transformational leadership expertise

Listening Sessions

Focus: The broader community

Dr. Reece will create a process to listen to the myriad of voices and concerns in the community centered around the equity. The information will be used to adjust or support the assessment findings.

Police Training Plan

Focus: The City of Monona Police Department

A set of recommendations that the city can employ to meet its equity goals and strengthen the trust between the Police Dept. and the community

Creation of a Community Advisory Council

Focus: Interested residents of Monona interested in city governance and equity

Nehemiah will help find, support, and deploy a group of concerned citizens, residents, and business owners to help create a community voice that can help guide and inform the Mayor and the City Council on issues of equity and needs in the community

Cultural Engagement Sessions

Focus: Personal engagement with society's ills surrounding racism and discrimination

1-2 Hour lecture or group discussion style learning paired with small group discussion (virtual)

Possible Topics (final topics will be based on assessment results and city approval)

- African American Experiences in Dane County/ Monona
- How to be an Ally of African Americans
- Social Action: How to Engage

African American Assessment

Focus: A deep dive with a focus group of African American residents that will explore the deeper experience and issues surrounding living and working in Monona

Nehemiah will help recruit and compile data from exploratory conversations with a select group of African American residents

PRICING

Services	Description	Service Cost
Assessment	Dr. Karen Reece will conduct and compile an assessment to guide the equity work	\$6,000
Executive Coaching Sessions	Dr. Gee will coach and advise the Mayor and other City Leaders, Dept. Heads (6 sessions)	\$10,000
Listening Sessions	Listening sessions to obtain community input	\$6,000
Police Training Plan	A plan of action to help the City of Monona develop training goals for equity in policing	\$10,000
Community Advisory Council Creation	A group of influential citizens and or businesses that are convened for	\$10,000
Cultural Engagement Sessions	1-2 Hour (virtual) lecture or group discussion style learning paired with small group discussions (4 sessions)	\$10,000
African American Assessment	A deep dive into the experiences and needs of the African Americans in the City of Monona	\$4,000
Total Service Cost		\$56,000

CONCLUSION

We look forward to working with the City of Monona and supporting your efforts to create a district where all residents are thriving feel they are at home. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering on your promise to the community.

If you have questions on this proposal, feel free to contact Harry at hhawkins@nehemiah.org. We would love to have an opportunity to engage in conversation about how our services can help you achieve your goals in person.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Harry H. Hawkins, III". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Harry H. Hawkins, III
Executive Vice President
Nehemiah Community Development Corporation

NEHEMIAH COMMUNITY DEVELOPMENT CORPORATION (NEHEMIAH) ASSESSMENT OVERVIEW

For the City of Monona

PURPOSE

Dr. Karen Reece, Vice President of Research and Education, will conduct an assessment to determine the current landscape and needs for equity work in the district. This assessment is not meant to be comprehensive; rather, it will serve as an overview that will inform the design of specific modules and training focus for Nehemiah’s services. This assessment will be conducted using one-on-one interviews, focus groups, surveys, and Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. Once the results of the assessment are compiled, Dr. Reece will review the information with the desired key personnel to determine district-specific outcomes related to work with Nehemiah. Dr. Reece will conduct periodic interviews and surveys to determine progress toward outcomes as well as identify unexpected results. Nehemiah will adjust services to be responsive to this evaluation.

Sample timeline (generally 4-6 weeks)

Week 1	<p>Work with the Mayor and staff as appropriate to identify:</p> <ul style="list-style-type: none"> • Key personnel who have been involved with equity work • Key personnel who have not been involved • Schedule dates and send invitations for focus groups and one-on-one interviews • Identify key questions to use for City staff and community surveys
Week 2-3	<ul style="list-style-type: none"> • Distribute City staff and community survey • Meet with staff to learn past, present, and future goals and activities and conduct SWOT analysis • Begin one-on-one interviews with key personnel and/or community members identified in week one.
Week 4	<ul style="list-style-type: none"> • Data analysis and summary
Week 5	<ul style="list-style-type: none"> • Present results to leadership and key staff. • Work with leadership and key staff to set city-specific outcomes for the year

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>20-8-2426 and 20-8-2429</u>
		Ordinance Amendment No. _____

Title: Community Facilitation Services

Policy Analysis Statement:

Brief Description Of Proposal:

The city authorized a contract with Nehemiah Community Development Corporation for Community facilitation services. Cost not to exceed \$56,000. This was not budgeted and will need a budget amendment with funds coming from Fund Balance.

Current Policy Or Practice:

Not Included in the 2020 budget

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	51	51410	395	Outside Services	0	56,000		56,000
100	49	49300	000	Fund Balance	413,311		56,000	469,311
Totals						56,000	56,000	

Prepared By:

Department: Fire

Prepared By:

Reviewed By: Marc Houtakker

Date:

Date: 7/29/2020

**Resolution No. 20-8-2429
Monona Common Council**

**AMENDING THE 2020 OPERATING BUDGET TO FUND
COMMUNITY FACILICATION SERVICES**

WHEREAS, on June 18, 2020, the City Council adopted Resolution 20-6-2419 regarding a commitment of action in response to a June 2, 2020 police call; and,

WHEREAS, as part of Resolution 20-6-2419, the City Council committed to five (5) action steps, including: “3. Organize ongoing community conversations, facilitated by professionals, to raise awareness of racial biases that exist within the community, and how we can address them.”; and,

WHEREAS, City Staff received a proposal from the Nehemiah Community Development Corporation from Madison, WI; and,

WHEREAS, after review of the proposal, the Mayor and Staff recommend contracting with the Nehemiah Community Development Corporation for community facilitation and education services on a year-to-year basis at a not-to-exceed fee of \$56,000.00; and,

WHEREAS, these services were not planned or budgeted in 2020. The estimated fee of not to exceed \$56,000.00 will need to be allocated from Undesignated General Fund Reserves.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2020 Operating Budget is hereby amended to use up to \$56,000 from the General Fund Balance for community facilitation and education services as contracted with the Nehemiah Community Development Corporation.

Adopted this _____ day of _____ 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O’Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: City Administrator – 8/3/20

Council Action:

Date Introduced: 8-3-20

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>20-8-2426 and 20-8-2429</u>
		Ordinance Amendment No. _____

Title: Community Facilitation Services

Policy Analysis Statement:

Brief Description Of Proposal:

The city authorized a contract with Nehemiah Community Development Corporation for Community facilitation services. Cost not to exceed \$56,000. This was not budgeted and will need a budget amendment with funds coming from Fund Balance.

Current Policy Or Practice:

Not Included in the 2020 budget

Impact Of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/> _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	51	51410	395	Outside Services	0	56,000		56,000
100	49	49300	000	Fund Balance	413,311		56,000	469,311
Totals						56,000	56,000	

Prepared By:

Department: Fire Prepared By: Reviewed By: Marc Houtakker	Date: Date: 7/29/2020
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**Resolution No. 20-8-2427
Monona Common Council**

**ADOPTING POLICE STANDARD OPERATING PROCEDURE (SOP)
2020-1 STOP STICKS**

WHEREAS, the Madison Metropolitan area continues to experience an increasing number of vehicles being operated at high speeds and in a reckless manner on our roadways that fail to stop for law enforcement; and,

WHEREAS, a majority of these vehicles are stolen and are involved in other serious criminal activity; and,

WHEREAS, high-speed chases involving these vehicles pose a threat to the community, the law enforcement officers, and the persons operating these vehicles, as they have a high probability of ending in crashes which involve property damage, injuries and death; and,

WHEREAS, funds were provided in the 2020 operations budget for the purchase of stop stick road spikes in order to safely reduce the speed of vehicles involved in high speed pursuits; and,

WHEREAS, the Monona Police Department has developed Standard Operating Procedure 2020-1 to address the training, use and reporting of the deployment of stop stick road spikes; and,

WHEREAS, delays in implementing the stop stick road spikes could result in an increased level of danger to the community, the officers and the operators of the vehicles being improperly operated; and,

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department Standard Operating Procedure 2020-1 Stop Sticks is hereby approved, and the Monona Police Department is authorized to start using stop sticks under the appropriate circumstances to assist in reducing the number of high-speed pursuits.

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Police Chief Walter J. Ostrenga
Approval Recommended By: Public Safety Committee 7/22/20

Council Action:
Date Introduced: 8-3-20
Date Approved: _____
Date Disapproved: _____

STANDARD OPERATING PROCEDURE

MONONA POLICE DEPARTMENT

SUBJECT:	STOP STICKS	NUMBER:	2020-01
		ISSUED:	01/10/2020
SCOPE:	All Department Personnel	EFFECTIVE:	01/20/2020
DISTRIBUTION:	Standard Operating Procedures Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	

PURPOSE:

To outline the procedure for using STOP STICKS, referred to in General Order 6.02 as Road Spikes. STOP STICKS may be used in all incidents that meet the criteria of engaging in a pursuit by Monona Police Officers. This includes pursuits initiated by this agency and pursuits entering this jurisdiction by an outside agency.

PROCEDURE:

Road Spikes

Authorization: This department has made available to officers a road spike system (e.g., STOP STICKS) to help with the apprehension of fleeing vehicles during a pursuit or disabling a vehicle to prevent a pursuit.

STOP STICKS may be used in all incidents that meet the criteria of engaging in a pursuit by Monona Police Officers. This includes pursuits initiated by this agency and pursuits entering this jurisdiction by an outside agency. On a formal mutual aid request, STOP STICKS may be used outside of the Monona City jurisdiction.

The intent in using STOP STICKS is to stop the violator by disabling his/her vehicle. The use of these road spikes is a force option. These spikes may be used if:

- If practical, supervisor’s permission obtained prior to the utilization of the road spike system.
- Other reasonable means of apprehension have been ineffective and/or have been rejected as impractical, such as continued following or additional unit assistance when deadly force is not justified.
- The vehicle being pursued is not a motorcycle or similar two-wheeled vehicle, unless deadly force is justified.
- The vehicle being pursued does not pose an unusual hazard to innocent parties.

Deployment: Deployment locations should provide a good line of sight for the person deploying the road spikes to enable observation of the pursuit and other vehicles as they approach. The officer deploying the spikes should choose a location with a physical barrier such as a roadway overpass, guardrail, tree, or building, behind which the officer will have adequate cover in the event that a fleeing offender should

take evasive action or otherwise deviate his/her vehicle toward the officer. Dispatch and pursuing officers should be informed of the road spike location. Pursuing officers can create distance between their unit(s) and the violator to limit damage to their squad(s) from the road spike system. The road spikes should be removed from the roadway after the violator's vehicle has passed over them.

The primary goal using ROAD SPIKES is to prevent the pursuit from endangering residents and citizens located in the City of Monona. ROAD SPIKES may be used outside the City of Monona, but only when mutual aid is requested by the outside agency.

Prior to deploying ROAD SPIKES Officers must:

1. Be familiar with General Order 6.02 Vehicle Pursuits
2. Reviewed the guidelines for Use of STOP STICK Lesson Plan (by STOP STICK)
3. Reviewed the Use of STOP STICK PowerPoint (by STOP STICK)
4. Received hands on STOP STICK training by a state certified EVOC instructor

Report Requirements

1. Written report to document the incident
2. Use of Force report
3. Vehicle Pursuit Review Form (Only if actively involved in the pursuit)
4. STOP STICK Pursuit Reporting Form (www.stopstick.com)

Notifications

Notify the Chief of Police and the designated EVOC supervisor of the deployment so that the proper measures can be taken to replace and/or repair the used STOP STICK.

Guidelines for Use of STOP STICK

- A. Deployment of STOP STICK
 1. Before Deploying STOP STICK
 - a. Safety Considerations
 - (1) Every Pursuit is different
 - (2) Always plan ahead
 - (3) Find substantial coverImportant Note: Patrol Vehicles are not adequate cover, unless there is a 2nd Patrol Vehicle providing a buffer and safety spotter for the deploying officer.
 2. Deployment Locations
 - a. Avoid deploying STOP STICK
 - (1) in areas with heavy traffic
 - (2) in populated areas or locations with pedestrians nearby
 - (3) near road construction

- (4) near steep embankments, curves, or obstacles that limit the deploying officer's view of traffic and the approaching pursuit.
3. Deployment Actions
 - a. Prior to Deploying STOP STICK, officers shall inform pursuing vehicles of the location of the STOP STICK device to ensure safety of deploying and pursuing officers.
 - (1) pursuing officers should maintain sufficient distance from the pursued vehicle to permit removal of the device upon passage of the suspect vehicle.
 - b. The STOP STICK should be deployed sufficiently in advance of a fleeing vehicle to protect the deploying officer.
 - c. The STOP STICK should be deployed from a position of adequate cover.
4. Post Deployment Actions
 - a. Deploying officers shall remove the STOP STICK from the roadway as soon as it is safe to do so.
 - b. Deploying officers should update pursuing units with information on whether or not the suspect vehicle struck the STOP STICK.
 - c. If another vehicle, other than the pursued vehicle, runs over the device, the officer shall:
 - (1) Obtain assistance for the person to effect repairs if possible.
 - (2) Provide an explanation to the person of the reason for the STOP STICK use.
 - (3) Explain the procedure for filing a claim for damage to their vehicle.
 - (4) Notify a supervisor of the situation and document the damage in the report for the incident.
 - d. When safe to do so, the officer shall check the condition of the STOP STICK after use and take it out of service if necessary.
 - (1) If the STOP STICK is no longer safe to use, it shall be removed from the squad and turned in to a supervisor for replacement.

Guidelines for Use of STOP STICK

Instructor Lesson Plan

To be completed after reviewing the STOP STICK User Training Video

**Issue No. 9
March 2016**



365 Industrial Drive Harrison, OH 45030 USA Phone: 513 202 5500 www.stopstick.com

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

Before reading these guidelines, WATCH the STOP STICK User Training Video and READ your agency's Pursuit Policy.

⚠ WARNING

Deployment of STOP STICKS in the Deployment Sleeve with the retractable Cord Reel attached is the sole recommended method for deployment of STOP STICKS. Any officer authorized to deploy STOP STICKS must be properly trained in this deployment method.

You or others can be killed or seriously injured if you don't follow safety messages.

Your safety and the safety of others is very important. We have provided many safety messages in this lesson plan. A safety message alerts you to potential hazards and instructs you on how to avoid or reduce the hazard. Each safety message is preceded by a safety alert symbol **⚠**. Please carefully read and follow these important messages.

I. INTRODUCTION

STOP STICK is one of a series of law enforcement tools offered by Stop Stick, Ltd., to assist law enforcement agencies in stopping and preventing vehicle pursuits. In the course of this lesson, you will be instructed on methods of deployment for STOP STICK.

II. LEARNING OBJECTIVES

At the conclusion of this training, each participant should be able to:

1. Describe the basic construction of STOP STICK.
2. State, orally or in writing, the recommended surface for successful deployment of STOP STICK.
3. State, orally or in writing, the primary recommended method of deployment.

INSTRUCTIONS

Depending upon student participation, this lesson should take from **30 to 45 minutes** to complete.

The STOP STICK User Training Video should be utilized in coordination with the Lesson Plan.

Be sure to properly address the information contained in each point of the STUDENT LESSON PLAN. The information that is printed on this portion of the INSTRUCTOR'S LESSON PLAN is meant to assist you in instructing your students.

On the STUDENT LESSON PLAN this portion is blank, and is intended for students to list their personal notes.

TRAINING AIDS

For every 3 students participating in your class, you should have **at least one (1) complete Rack of STOP STICKS** – a complete Rack consists of one (1) tray, three (3) STOP STICKS, one (1) cord reel, and one (1) sleeve.

You will also need:

1. A STUDENT LESSON PLAN for each participant of the class.
2. STOP STICK User Training Video.
3. Copies of your department's or agency's pursuit policy – provide one copy for each student.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

4. State, orally or in writing, the safety and tactical considerations when deciding to deploy STOP STICK.
5. State, orally or in writing, the type of vehicles STOP STICKS should NOT be deployed against.
6. State, orally or in writing, the post use replacement/warranty process

III. OVERVIEW and NOMENCLATURE

Each STOP STICK is 3 feet (91cm) in length and weighs 1.1 pounds (.516kg). STOP STICK is comprised of the following components and sub-assemblies:

1. 36 Teflon® coated hardened steel QUILLS; 1 7/8 inches (4.76cm) in length, assembled in three rows of 12.
2. 72 Teflon® coated steel SPIKE TIPS, 3/8 inches (.95cm) in length, inserted into each end of all QUILLS.
 - a. The TIP and QUILL assemblies are 2 5/8 inches (6.67cm) from tip to tip.
3. A collapsible polymer CORE, to orient the QUILL/SPIKE TIP assemblies.
4. The polymer CORE, is encased in a TARTAN tape glass filament FRAME, to contain the QUILL/SPIKE TIP assemblies during impact.
5. A polypropylene HOUSING, to contain the inner subassemblies and to protect the officer from injury while handling the STOP STICK.
6. Molded polymer END CAPS
7. Accessories:
 - a. Reusable nylon SLEEVE.(9ft or 12ft)
 - b. CORD REEL with 80 feet (24m) of 150 pound (68kg) test braided polyester cord.
 - c. MOUNTING TRAY, designed for trunk mounting with reflective STOP STICK sticker.
 - d. Optional: Storage Bag
8. Two WARNING LABELS appear on each STOP STICK. Be sure to READ AND FOLLOW all safety messages on-product and in this lesson! If you haven't seen these warnings before, turn to the last page of this lesson plan to read these important messages.

Instructor's Notes:

TRAINING AIDS (cont'd)

Optional items:

1. Dry erase or chalk board to draw examples of potential deployment circumstances.
2. An automobile for deployment demonstration purposes.
3. TV and DVD player.



Complete STOP STICK Rack Kit



Complete STOP STICK Kit w Storage Bag

As you address points 1 through 8, hold up a STOP STICK for all to see. Depending on the class size, pass around one or more STOP STICKS for the students to handle for themselves.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

IV. DEPLOYMENT OF STOP STICK

⚠ ALWAYS follow the policies and procedures of your Agency when deploying STOP STICK.

STOP STICK training materials are intended to supplement the formal Pursuit Policy of your agency. Stop Stick, Ltd. recommends that these “Guidelines For Use” be incorporated into your agency’s written Standard Operating Procedures (SOP). However, the training, policies, and procedures of your agency – including when and how to deploy STOP STICK – supersede any written or verbal instructions from Stop Stick, Ltd.

A. Before Deploying STOP STICK

Before deciding to deploy STOP STICK, many factors must be considered. The following are some important safety and tactical issues to think about.

Safety Considerations:

The circumstances of each pursuit are very different, but safety is always the most important factor. Suspects can abruptly swerve, stop, or otherwise maneuver their vehicle in an unexpected manner while attempting to avoid STOP STICK.

ALWAYS plan ahead for pursuits in your area, Determine the most suitable, and safest, locations for deployment. Then, when a pursuit is necessary, you can proceed to one of these pre-planned locations or direct other officers to where they can best deploy STOP STICK.

Officers should also be prepared to find substantial cover in the location, such as a large tree, guard rail, or other object or sufficient structure capable of stopping an approaching vehicle. **Patrol vehicles are not adequate cover.**

ALWAYS avoid deploying STOP STICK in locations or situations that limit the ability of the fleeing suspect to safely maneuver their vehicle. These situations can endanger you, other officers, the public, and the suspect.

STOP STICK is designed for a controlled release of air from the target vehicle’s tires, usually within 20-30 seconds. **However, under some circumstances tire deflation can increase the possibility that a driver may lose control of the vehicle and crash, resulting in SERIOUS or FATAL INJURIES.** NEVER deploy STOP STICK if you believe the location or circumstances of your pursuit make it unsafe to do so!

As you review the safety and tactical considerations for deploying STOP STICK, refer to your agency’s pursuit policy. Note any differences and instruct students to ALWAYS follow the policies and procedure of your agency.

Stop Stick Ltd., strongly encourages you to provide each student with a printed copy of your existing pursuit policy, while attending this training session.

Safety Considerations:

This is good time during the training to talk about important safety considerations in using STOP STICK.

Handle STOP STICK with caution.

Always plan ahead.

Avoid deploying STOP STICK:

- in areas with heavy traffic.
- in populated areas or locations with pedestrians nearby.
- near road construction.
- near steep embankments, curves, or obstacles that limit the deploying officer’s view of traffic and the approaching pursuit.

Following these precautions (i.e., limiting TRAFFIC and PEDESTRIANS) can reduce the likelihood of injuries – if a driver were to lose control of the vehicle and crash.

Discuss the types of vehicles that STOP STICK **CANNOT** be used against; specifically, any vehicle with less than four (4) wheels.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

⚠ LIMIT TRAFFIC on the roadway. Heavy or congested traffic increases the chance of an accident, resulting in injury or property damage. Whenever possible, limit or isolate traffic from the pursuit or location where STOP STICK is being deployed.

⚠ RESTRICT PEDESTRIANS. Bystanders, observers and other pedestrians in the surrounding area are especially vulnerable to injury if they are struck by a vehicle. NEVER deploy STOP STICK with pedestrians in the immediate vicinity.

⚠ NEVER use STOP STICK on vehicles with fewer than four wheels. Vehicles such as motorcycles and 3-wheeled ATVs are less stable and persons driving these vehicles are more likely to lose control when their tires deflate.

⚠ To reduce the risk of serious or fatal injuries resulting from a vehicle crash
Use EXTREME CAUTION when:

- Pursuits reach **EXCESSIVE SPEEDS**; suspects have an increased risk of losing control of the vehicle if tires are deflated while driving at above normal highway speeds.
- Fleeing suspects appear to be under the influence of **DRUGS** or **ALCOHOL** or similar impairments which may increase the risk of losing control of the vehicle.

⚠ ONLY deploy STOP STICK when you have a safe location to observe the target vehicle. You could be struck if suspects unexpectedly swerve, stop, or lose control of their vehicle. You must be able to safely observe the target vehicle and other traffic.

Once you are in a safe location, always advise pursuing units when and where STOP STICK is being deployed. Then look for an escape route in case you need to move away from your present position to a safer location.

Tactical Considerations:

1. Remember that planning ahead for the use of STOP STICK includes determining the best locations for deployment and knowing where protection for the deploying officer exists.
2. For best performance, deploy on dry, hard surfaces such as concrete or blacktop. STOP STICK may fail to puncture the tires of a target vehicle on soft, loose materials such as dirt or gravel roads.

Safety Considerations (cont'd)

Consider that the driver may attempt to continue operating the target vehicle after deployment of STOP STICK and the dangers this poses.

As a class, talk about different scenarios and the circumstances of pursuits that make it dangerous or inappropriate to deploy STOP STICK.

- **Speed** – going too fast can increase the chance a driver will lose control of the vehicle when tires deflate.
- **Reckless and erratic behavior** by the fleeing suspect.
- **Wet surfaces, loose pavement and gravel** may increase the risk a driver will lose control of the vehicle.
- **Weather** – rain, fog, snow, ice, etc. can increase the chance of a driver losing control of their vehicle -- and reduce visibility below safe levels.

ASK: Who could be hurt? Why? What are the potential consequences of a suspect losing control of his vehicle?

Be sure to stress choosing a location that allows for **OFFICER SAFETY** and **MANEUVERABILITY** after deploying STOP STICK, as well as the safety of bystanders, pedestrians and other motorists.

Pursuing officers can relay approaching speed and lane positioning to deploying officers for a more effective deployment.

Only deploy STOP STICK when you have a safe location to observe the target vehicle.

Advise pursuing units when STOP STICK is being deployed.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

 **AVOID deploying STOP STICK on wet surfaces, gravel or loose pavement.** These surfaces may increase the risk a person will lose control of the target vehicle when tires deflate.

3. Regardless of the method of deployment, consider deploying STOP STICK so that a suspect has limited ability to avoid striking the device.
 - Try to pull STOP STICK into the roadway at the last possible moment, so that a suspect has limited ability to avoid striking the device by driving the vehicle to either side of the sleeved STOP STICKS.
 - Is it possible to deploy in the middle of a bridge?
 - What types of natural barriers or man-made obstacles would prevent suspects from avoiding STOP STICK?
4. If deploying near an intersection, deploy STOP STICK just before entering the intersection on the road the target vehicle is traveling. Deploy before reaching any driveways or parking lots near the intersection. Deploying just after an intersection, driveway or parking lot allows the target vehicle to turn and avoid STOP STICK.
5. ONLY deploy STOP STICK after you have identified a SAFE LOCATION to observe the pursuit.
 - What makes a good escape route or safe location?
 - What are some safe locations to deploy STOP STICK on your current patrol?

 **ALWAYS move to a SAFE LOCATION after deploying STOP STICK.** The cord reel has 80 ft. (24m) of cord to allow you to move as far as possible from the road so that you can avoid fleeing or pursuing vehicles.

B. Deploying STOP STICK

 **ALWAYS advise pursuing units when and where STOP STICK is being deployed.**

Provide fellow officers with ample warning to avoid striking the device. STOP STICK is an equal opportunity tire deflator, it cannot distinguish police tires from suspect tires.

Tactical Considerations

STRESS THESE KEY POINTS:

- **plan ahead** for best deployment locations
- adequate **line of sight** – for traffic and the approaching pursuit
- “best practices” for deployment near **intersections**
- a **safe location** for the officer – concealment, protection, or escape route if suspect vehicle swerves
- **communication** with other officers – always advise pursuing vehicles when/where STOP STICK is deployed
- pull STOP STICK into roadway at last possible moment so suspect has **limited ability** to avoid the device.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

Pre-Load is the sole recommended method of deployment. Pre-load three/four unconnected STOP STICKS in the supplied nylon sleeve; with the cord reel attached to the end of the sleeve. Then place the loaded sleeve in the mounting tray, or storage bag, until needed.

1. At the time of need, use the red handles to remove the sleeved STOP STICKS from the mounting tray, or storage bag.
2. Unlock the cord reel. When all lanes of traffic are clear, use the red handles to throw the sleeved STOP STICKS to the opposite side of the road (grass, shoulder, median, etc.).
3. **Communicate to the pursuing officers that the STOP STICKS are in position.**
4. Once the sleeved STOP STICKS are on the opposite side of the road, position yourself in a safe location for the impending deployment, while using your peripheral vision to monitor approaching traffic.
 - a. While waiting for the target vehicle to arrive, reel in any slack with the cord reel.
 - b. Keep the cord line flat on the road surface; allowing non-target vehicles to drive over the dispensed cord, without interfering with the impending deployment of the sleeved STOP STICKS.
5. Lock the cord reel and hold it by the handle with both hands while awaiting the target vehicle. Never wrap the cord around your hand or any portion of your body.

 **NEVER wrap the cord around your hand or any portion of your body.**

6. As the target vehicle approaches, carefully step backward with the cord reel in hand, to pull the sleeved STOP STICKS into the path of the target vehicle.
 - a. Before pulling the sleeved STOP STICKS into position, ensure there are no other vehicles between the target vehicle and the point of deployment.

 **NEVER rush a deployment.** Allow enough time to correctly deploy sleeved STOP STICKS. As you pull them into the road, turn to watch where you are going and retreat to a safe location.

7. After the sleeved STOP STICKS have been struck, remove them from the roadway by pulling the cord reel, with both hands, down and away from your body.

Pre-Load is the sole recommended method of deployment because it affords the maximum in **OFFICER SAFETY**, while also containing STOP STICKS after they have been struck. This also allows for **safe, easy and efficient removal** of STOP STICKS from the road by simply pulling them from the road with the attached cord reel.

Remember that on **multi-lane roads**, it may be advisable to have officers deploying from both sides of the roadway.

Allow **all participants** of the class an opportunity to practice "loading" the STOP STICKS into the sleeve; attaching the cord reel to the sleeve; and placing the sleeved STOP STICKS in the tray.

Pull into roadway by walking backwards. DO NOT yank into roadway.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:



ALWAYS use caution when removing STOP STICK from the road. DO NOT enter the roadway if pursuing vehicles have not passed. Handle carefully, STOP STICK may break open exposing sharp spikes after being struck by a vehicle.

8. Always follow the policies and procedures of your agency when deploying STOP STICK. Those policies supersede any written or verbal instructions from Stop Stick, Ltd.

C. After Deploying STOP STICK

If STOP STICK was struck by any vehicle:

- the device is no longer fully functional and should be replaced as soon as possible.
- fill out the "Pursuit Reporting Form" at www.stopstick.com, or fax it to 513 202 0240.
- refer to local warranty instructions for replacements information. If you have any questions about replacement(s), contact Stop Stick, Ltd. at 513 202 5500.

If STOP STICK was not struck by any vehicle:

- inspect the sleeved STOP STICKS for damage.
- if undamaged, return sleeved STOP STICKS to the tray for the next deployment situation.

V. CARE AND MAINTENANCE

With reasonable care, your STOP STICK will be ready to aid you in preventing or terminating a pursuit that creates a hazard to you and the public.

Follow these simple guidelines to ensure your STOP STICK is ready for use:

- Periodically inspect STOP STICK to ensure it is undamaged and ready for deployment. This should be part of your pre-shift routine.
- When STOP STICK is stored in the tray, or storage bag, be sure other items in the trunk are not interfering with STOP STICK. Either STOP STICK could be damaged or the STOP STICK could potentially damage an item it impacts.

DO NOT wrap the cord around **ANY PORTION** of your body.

ASK: What could happen if the cord is wrapped around your hand and it becomes entangled with a vehicle?

ASK: What could happen if you are rushed to deploy STOP STICKS?

- **damage to vehicles.**
- **potential injuries** – ways that deploying officers could be hurt.
- **failure to deflate tires.**

Before **STEPPING BACKWARD**, ensure it is safe – officers won't trip or fall into path of pursuit.

STRESS THESE KEY POINTS:

- When pulling STOP STICKS into the path of the target vehicle, keep in mind that the **suspect may take evasive action** to avoid striking STOP STICKS. With that in mind remember, that STOP STICKS cannot be "pushed" back over ground that they have already been "pulled" over.
- Whenever a cord reel is rewound for reuse, rewind the cord by pulling out approximately five feet of cord and place the cord between two fingers with a small amount of tension when rewinding. This process reduces the opportunity for the line to become bound inside the cord reel as it is rewound.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

VI. CONCLUSION

Installation of STOP STICK in each agency patrol vehicle provides a viable alternative to extended vehicle pursuits that endanger you, the public, and the fleeing suspect.

▲ IMPORTANT SAFETY REMINDERS

The following warnings appear on every STOP STICK:

▲ WARNING

Deflating tires increase the risk a driver may lose control of the vehicle resulting in **SERIOUS** or **FATAL INJURIES**

- **DO NOT** use STOP STICK without proper **TRAINING**
- **NEVER** use STOP STICK on **MOTORCYCLES**

Visit www.stopstick.com or call 513-202-5500 for more information

▲ CAUTION

STOP STICKS contain **SHARP SPIKES**

NEVER bend STOP STICK or push spikes through housing

DO NOT attempt to repair, dismantle or open STOP STICK

Visit www.stopstick.com or call 513-202-5500 for more information
Stop Stick, Ltd. Made in USA
Patent # 5,330,285 5,452,962

Risk Management experts say that the greater risk to our safety and those around us occurs while we are doing the most dangerous tasks we are required to do, and when these tasks are things we do the least often. But with the use of on-going training, pre-planning and frequent practice, you may be able to decrease the heightened dangers of high risk/low frequency activities.

Practice using STOP STICK so you are ready to deploy it properly when you need to end a pursuit.

ASK: Are there any questions?

Take a moment to answer any questions from the class.

After completing the lesson plan, have all participants go to a controlled area (i.e., parking lot, large room, etc.) to demonstrate their proficiency in safely deploying STOP STICK.

Stop Stick, Ltd., strongly encourages you to take this lesson plan along and ask students about the safety and tactical considerations as they practice!

HANDS-ON-ACTIVITY: Give EVERY participant an opportunity practice throwing sleeved STOP STICKS across the road. The student should be able to consistently throw a set of sleeved STOP STICKS a minimum distance of 36 feet (11m), which is equivalent to the width of three standard traffic lanes.

It is important to note that because sleeved STOP STICKS can be thrown 30-40 feet (9-12m), deploying officers can and should stay a safe distance from the roadway.

Guidelines for Use of STOP STICK

Instructor Lesson Plan

To be completed after reviewing the STOP STICK User Training Video

**Issue No. 9
March 2016**



365 Industrial Drive Harrison, OH 45030 USA Phone: 513 202 5500 www.stopstick.com

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

Before reading these guidelines, WATCH the STOP STICK User Training Video and READ your agency's Pursuit Policy.

⚠ WARNING

Deployment of STOP STICKS in the Deployment Sleeve with the retractable Cord Reel attached is the sole recommended method for deployment of STOP STICKS. Any officer authorized to deploy STOP STICKS must be properly trained in this deployment method.

You or others can be killed or seriously injured if you don't follow safety messages.

Your safety and the safety of others is very important. We have provided many safety messages in this lesson plan. A safety message alerts you to potential hazards and instructs you on how to avoid or reduce the hazard. Each safety message is preceded by a safety alert symbol **⚠**. Please carefully read and follow these important messages.

I. INTRODUCTION

STOP STICK is one of a series of law enforcement tools offered by Stop Stick, Ltd., to assist law enforcement agencies in stopping and preventing vehicle pursuits. In the course of this lesson, you will be instructed on methods of deployment for STOP STICK.

II. LEARNING OBJECTIVES

At the conclusion of this training, each participant should be able to:

1. Describe the basic construction of STOP STICK.
2. State, orally or in writing, the recommended surface for successful deployment of STOP STICK.
3. State, orally or in writing, the primary recommended method of deployment.

INSTRUCTIONS

Depending upon student participation, this lesson should take from **30 to 45 minutes** to complete.

The STOP STICK User Training Video should be utilized in coordination with the Lesson Plan.

Be sure to properly address the information contained in each point of the STUDENT LESSON PLAN. The information that is printed on this portion of the INSTRUCTOR'S LESSON PLAN is meant to assist you in instructing your students.

On the STUDENT LESSON PLAN this portion is blank, and is intended for students to list their personal notes.

TRAINING AIDS

For every 3 students participating in your class, you should have **at least one (1) complete Rack of STOP STICKS** – a complete Rack consists of one (1) tray, three (3) STOP STICKS, one (1) cord reel, and one (1) sleeve.

You will also need:

1. A STUDENT LESSON PLAN for each participant of the class.
2. STOP STICK User Training Video.
3. Copies of your department's or agency's pursuit policy – provide one copy for each student.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

4. State, orally or in writing, the safety and tactical considerations when deciding to deploy STOP STICK.
5. State, orally or in writing, the type of vehicles STOP STICKS should NOT be deployed against.
6. State, orally or in writing, the post use replacement/warranty process

III. OVERVIEW and NOMENCLATURE

Each STOP STICK is 3 feet (91cm) in length and weighs 1.1 pounds (.516kg). STOP STICK is comprised of the following components and sub-assemblies:

1. 36 Teflon® coated hardened steel QUILLS; 1 7/8 inches (4.76cm) in length, assembled in three rows of 12.
2. 72 Teflon® coated steel SPIKE TIPS, 3/8 inches (.95cm) in length, inserted into each end of all QUILLS.
 - a. The TIP and QUILL assemblies are 2 5/8 inches (6.67cm) from tip to tip.
3. A collapsible polymer CORE, to orient the QUILL/SPIKE TIP assemblies.
4. The polymer CORE, is encased in a TARTAN tape glass filament FRAME, to contain the QUILL/SPIKE TIP assemblies during impact.
5. A polypropylene HOUSING, to contain the inner subassemblies and to protect the officer from injury while handling the STOP STICK.
6. Molded polymer END CAPS
7. Accessories:
 - a. Reusable nylon SLEEVE.(9ft or 12ft)
 - b. CORD REEL with 80 feet (24m) of 150 pound (68kg) test braided polyester cord.
 - c. MOUNTING TRAY, designed for trunk mounting with reflective STOP STICK sticker.
 - d. Optional: Storage Bag
8. Two WARNING LABELS appear on each STOP STICK. Be sure to READ AND FOLLOW all safety messages on-product and in this lesson! If you haven't seen these warnings before, turn to the last page of this lesson plan to read these important messages.

Instructor's Notes:

TRAINING AIDS (cont'd)

Optional items:

1. Dry erase or chalk board to draw examples of potential deployment circumstances.
2. An automobile for deployment demonstration purposes.
3. TV and DVD player.



Complete STOP STICK Rack Kit



Complete STOP STICK Kit w Storage Bag

As you address points 1 through 8, hold up a STOP STICK for all to see. Depending on the class size, pass around one or more STOP STICKS for the students to handle for themselves.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

IV. DEPLOYMENT OF STOP STICK

⚠ ALWAYS follow the policies and procedures of your Agency when deploying STOP STICK.

STOP STICK training materials are intended to supplement the formal Pursuit Policy of your agency. Stop Stick, Ltd. recommends that these “Guidelines For Use” be incorporated into your agency’s written Standard Operating Procedures (SOP). However, the training, policies, and procedures of your agency – including when and how to deploy STOP STICK – supersede any written or verbal instructions from Stop Stick, Ltd.

A. Before Deploying STOP STICK

Before deciding to deploy STOP STICK, many factors must be considered. The following are some important safety and tactical issues to think about.

Safety Considerations:

The circumstances of each pursuit are very different, but safety is always the most important factor. Suspects can abruptly swerve, stop, or otherwise maneuver their vehicle in an unexpected manner while attempting to avoid STOP STICK.

ALWAYS plan ahead for pursuits in your area, Determine the most suitable, and safest, locations for deployment. Then, when a pursuit is necessary, you can proceed to one of these pre-planned locations or direct other officers to where they can best deploy STOP STICK.

Officers should also be prepared to find substantial cover in the location, such as a large tree, guard rail, or other object or sufficient structure capable of stopping an approaching vehicle. **Patrol vehicles are not adequate cover.**

ALWAYS avoid deploying STOP STICK in locations or situations that limit the ability of the fleeing suspect to safely maneuver their vehicle. These situations can endanger you, other officers, the public, and the suspect.

STOP STICK is designed for a controlled release of air from the target vehicle’s tires, usually within 20-30 seconds. **However, under some circumstances tire deflation can increase the possibility that a driver may lose control of the vehicle and crash, resulting in SERIOUS or FATAL INJURIES.** NEVER deploy STOP STICK if you believe the location or circumstances of your pursuit make it unsafe to do so!

As you review the safety and tactical considerations for deploying STOP STICK, refer to your agency’s pursuit policy. Note any differences and instruct students to ALWAYS follow the policies and procedure of your agency.

Stop Stick Ltd., strongly encourages you to provide each student with a printed copy of your existing pursuit policy, while attending this training session.

Safety Considerations:

This is good time during the training to talk about important safety considerations in using STOP STICK.

Handle STOP STICK with caution.

Always plan ahead.

Avoid deploying STOP STICK:

- in areas with heavy traffic.
- in populated areas or locations with pedestrians nearby.
- near road construction.
- near steep embankments, curves, or obstacles that limit the deploying officer’s view of traffic and the approaching pursuit.

Following these precautions (i.e., limiting TRAFFIC and PEDESTRIANS) can reduce the likelihood of injuries – if a driver were to lose control of the vehicle and crash.

Discuss the types of vehicles that STOP STICK CANNOT be used against; specifically, any vehicle with less than four (4) wheels.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

- ⚠ **LIMIT TRAFFIC on the roadway.** Heavy or congested traffic increases the chance of an accident, resulting in injury or property damage. Whenever possible, limit or isolate traffic from the pursuit or location where STOP STICK is being deployed.
- ⚠ **RESTRICT PEDESTRIANS.** Bystanders, observers and other pedestrians in the surrounding area are especially vulnerable to injury if they are struck by a vehicle. NEVER deploy STOP STICK with pedestrians in the immediate vicinity.
- ⚠ **NEVER use STOP STICK on vehicles with fewer than four wheels.** Vehicles such as motorcycles and 3-wheeled ATVs are less stable and persons driving these vehicles are more likely to lose control when their tires deflate.
- ⚠ **To reduce the risk of serious or fatal injuries resulting from a vehicle crash**
Use EXTREME CAUTION when:
 - Pursuits reach **EXCESSIVE SPEEDS**; suspects have an increased risk of losing control of the vehicle if tires are deflated while driving at above normal highway speeds.
 - Fleeing suspects appear to be under the influence of **DRUGS** or **ALCOHOL** or similar impairments which may increase the risk of losing control of the vehicle.
- ⚠ **ONLY deploy STOP STICK when you have a safe location to observe the target vehicle.** You could be struck if suspects unexpectedly swerve, stop, or lose control of their vehicle. You must be able to safely observe the target vehicle and other traffic.

Once you are in a safe location, always advise pursuing units when and where STOP STICK is being deployed. Then look for an escape route in case you need to move away from your present position to a safer location.

Tactical Considerations:

1. Remember that planning ahead for the use of STOP STICK includes determining the best locations for deployment and knowing where protection for the deploying officer exists.
2. For best performance, deploy on dry, hard surfaces such as concrete or blacktop. STOP STICK may fail to puncture the tires of a target vehicle on soft, loose materials such as dirt or gravel roads.

Safety Considerations (cont'd)

Consider that the driver may attempt to continue operating the target vehicle after deployment of STOP STICK and the dangers this poses.

As a class, talk about different scenarios and the circumstances of pursuits that make it dangerous or inappropriate to deploy STOP STICK.

- **Speed** – going too fast can increase the chance a driver will lose control of the vehicle when tires deflate.
- **Reckless and erratic behavior** by the fleeing suspect.
- **Wet surfaces, loose pavement and gravel** may increase the risk a driver will lose control of the vehicle.
- **Weather** – rain, fog, snow, ice, etc. can increase the chance of a driver losing control of their vehicle -- and reduce visibility below safe levels.

ASK: Who could be hurt? Why? What are the potential consequences of a suspect losing control of his vehicle?

Be sure to stress choosing a location that allows for **OFFICER SAFETY** and **MANEUVERABILITY** after deploying STOP STICK, as well as the safety of bystanders, pedestrians and other motorists.

Pursuing officers can relay approaching speed and lane positioning to deploying officers for a more effective deployment.

Only deploy STOP STICK when you have a safe location to observe the target vehicle.

Advise pursuing units when STOP STICK is being deployed.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

 **AVOID deploying STOP STICK on wet surfaces, gravel or loose pavement.** These surfaces may increase the risk a person will lose control of the target vehicle when tires deflate.

3. Regardless of the method of deployment, consider deploying STOP STICK so that a suspect has limited ability to avoid striking the device.
 - Try to pull STOP STICK into the roadway at the last possible moment, so that a suspect has limited ability to avoid striking the device by driving the vehicle to either side of the sleeved STOP STICKS.
 - Is it possible to deploy in the middle of a bridge?
 - What types of natural barriers or man-made obstacles would prevent suspects from avoiding STOP STICK?
4. If deploying near an intersection, deploy STOP STICK just before entering the intersection on the road the target vehicle is traveling. Deploy before reaching any driveways or parking lots near the intersection. Deploying just after an intersection, driveway or parking lot allows the target vehicle to turn and avoid STOP STICK.
5. ONLY deploy STOP STICK after you have identified a SAFE LOCATION to observe the pursuit.
 - What makes a good escape route or safe location?
 - What are some safe locations to deploy STOP STICK on your current patrol?

 **ALWAYS move to a SAFE LOCATION after deploying STOP STICK.** The cord reel has 80 ft. (24m) of cord to allow you to move as far as possible from the road so that you can avoid fleeing or pursuing vehicles.

B. Deploying STOP STICK

 **ALWAYS advise pursuing units when and where STOP STICK is being deployed.**

Provide fellow officers with ample warning to avoid striking the device. STOP STICK is an equal opportunity tire deflator, it cannot distinguish police tires from suspect tires.

Tactical Considerations

STRESS THESE KEY POINTS:

- **plan ahead** for best deployment locations
- adequate **line of sight** – for traffic and the approaching pursuit
- “best practices” for deployment near **intersections**
- a **safe location** for the officer – concealment, protection, or escape route if suspect vehicle swerves
- **communication** with other officers – always advise pursuing vehicles when/where STOP STICK is deployed
- pull STOP STICK into roadway at last possible moment so suspect has **limited ability** to avoid the device.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

Pre-Load is the sole recommended method of deployment. Pre-load three/four unconnected STOP STICKS in the supplied nylon sleeve; with the cord reel attached to the end of the sleeve. Then place the loaded sleeve in the mounting tray, or storage bag, until needed.

1. At the time of need, use the red handles to remove the sleeved STOP STICKS from the mounting tray, or storage bag.
2. Unlock the cord reel. When all lanes of traffic are clear, use the red handles to throw the sleeved STOP STICKS to the opposite side of the road (grass, shoulder, median, etc.).
3. **Communicate to the pursuing officers that the STOP STICKS are in position.**
4. Once the sleeved STOP STICKS are on the opposite side of the road, position yourself in a safe location for the impending deployment, while using your peripheral vision to monitor approaching traffic.
 - a. While waiting for the target vehicle to arrive, reel in any slack with the cord reel.
 - b. Keep the cord line flat on the road surface; allowing non-target vehicles to drive over the dispensed cord, without interfering with the impending deployment of the sleeved STOP STICKS.
5. Lock the cord reel and hold it by the handle with both hands while awaiting the target vehicle. Never wrap the cord around your hand or any portion of your body.

▲ NEVER wrap the cord around your hand or any portion of your body.
6. As the target vehicle approaches, carefully step backward with the cord reel in hand, to pull the sleeved STOP STICKS into the path of the target vehicle.
 - a. Before pulling the sleeved STOP STICKS into position, ensure there are no other vehicles between the target vehicle and the point of deployment.

▲ NEVER rush a deployment. Allow enough time to correctly deploy sleeved STOP STICKS. As you pull them into the road, turn to watch where you are going and retreat to a safe location.
7. After the sleeved STOP STICKS have been struck, remove them from the roadway by pulling the cord reel, with both hands, down and away from your body.

Pre-Load is the sole recommended method of deployment because it affords the maximum in **OFFICER SAFETY**, while also containing STOP STICKS after they have been struck. This also allows for **safe, easy and efficient removal** of STOP STICKS from the road by simply pulling them from the road with the attached cord reel.

Remember that on **multi-lane roads**, it may be advisable to have officers deploying from both sides of the roadway.

Allow **all participants** of the class an opportunity to practice "loading" the STOP STICKS into the sleeve; attaching the cord reel to the sleeve; and placing the sleeved STOP STICKS in the tray.

Pull into roadway by walking backwards. **DO NOT** yank into roadway.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

- ⚠ ALWAYS use caution when removing STOP STICK from the road.** DO NOT enter the roadway if pursuing vehicles have not passed. Handle carefully, STOP STICK may break open exposing sharp spikes after being struck by a vehicle.

8. Always follow the policies and procedures of your agency when deploying STOP STICK. Those policies supersede any written or verbal instructions from Stop Stick, Ltd.

C. After Deploying STOP STICK

If STOP STICK was struck by any vehicle:

- the device is no longer fully functional and should be replaced as soon as possible.
- fill out the "Pursuit Reporting Form" at www.stopstick.com, or fax it to 513 202 0240.
- refer to local warranty instructions for replacements information. If you have any questions about replacement(s), contact Stop Stick, Ltd. at 513 202 5500.

If STOP STICK was not struck by any vehicle:

- inspect the sleeved STOP STICKS for damage.
- if undamaged, return sleeved STOP STICKS to the tray for the next deployment situation.

V. CARE AND MAINTENANCE

With reasonable care, your STOP STICK will be ready to aid you in preventing or terminating a pursuit that creates a hazard to you and the public.

Follow these simple guidelines to ensure your STOP STICK is ready for use:

- Periodically inspect STOP STICK to ensure it is undamaged and ready for deployment. This should be part of your pre-shift routine.
- When STOP STICK is stored in the tray, or storage bag, be sure other items in the trunk are not interfering with STOP STICK. Either STOP STICK could be damaged or the STOP STICK could potentially damage an item it impacts.

DO NOT wrap the cord around **ANY PORTION** of your body.

ASK: What could happen if the cord is wrapped around your hand and it becomes entangled with a vehicle?

ASK: What could happen if you are rushed to deploy STOP STICKS?

- **damage to vehicles.**
- **potential injuries** – ways that deploying officers could be hurt.
- **failure to deflate tires.**

Before **STEPPING BACKWARD**, ensure it is safe – officers won't trip or fall into path of pursuit.

STRESS THESE KEY POINTS:

- When pulling STOP STICKS into the path of the target vehicle, keep in mind that the **suspect may take evasive action** to avoid striking STOP STICKS. With that in mind remember, that STOP STICKS cannot be "pushed" back over ground that they have already been "pulled" over.
- Whenever a cord reel is rewound for reuse, rewind the cord by pulling out approximately five feet of cord and place the cord between two fingers with a small amount of tension when rewinding. This process reduces the opportunity for the line to become bound inside the cord reel as it is rewound.

Guidelines For Use of STOP STICK

Instructor Lesson Plan

Student Lesson:

Instructor's Notes:

VI. CONCLUSION

Installation of STOP STICK in each agency patrol vehicle provides a viable alternative to extended vehicle pursuits that endanger you, the public, and the fleeing suspect.

▲ IMPORTANT SAFETY REMINDERS

The following warnings appear on every STOP STICK:

▲ WARNING

Deflating tires increase the risk a driver may lose control of the vehicle resulting in **SERIOUS** or **FATAL INJURIES**

- **DO NOT** use STOP STICK without proper **TRAINING**
- **NEVER** use STOP STICK on **MOTORCYCLES**

Visit www.stopstick.com or call 513-202-5500 for more information

▲ CAUTION

STOP STICKS contain **SHARP SPIKES**

NEVER bend STOP STICK or push spikes through housing

DO NOT attempt to repair, dismantle or open STOP STICK

Visit www.stopstick.com or call 513-202-5500 for more information
Stop Stick, Ltd. Made in USA
Patent # 5,330,285 5,452,962

Risk Management experts say that the greater risk to our safety and those around us occurs while we are doing the most dangerous tasks we are required to do, and when these tasks are things we do the least often. But with the use of on-going training, pre-planning and frequent practice, you may be able to decrease the heightened dangers of high risk/low frequency activities.

Practice using STOP STICK so you are ready to deploy it properly when you need to end a pursuit.

ASK: Are there any questions?

Take a moment to answer any questions from the class.

After completing the lesson plan, have all participants go to a controlled area (i.e., parking lot, large room, etc.) to demonstrate their proficiency in safely deploying STOP STICK.

Stop Stick, Ltd., strongly encourages you to take this lesson plan along and ask students about the safety and tactical considerations as they practice!

HANDS-ON-ACTIVITY: Give EVERY participant an opportunity practice throwing sleeved STOP STICKS across the road. The student should be able to consistently throw a set of sleeved STOP STICKS a minimum distance of 36 feet (11m), which is equivalent to the width of three standard traffic lanes.

It is important to note that because sleeved STOP STICKS can be thrown 30-40 feet (9-12m), deploying officers can and should stay a safe distance from the roadway.



STOP STICK Training

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Stop Stick®



This presentation does not replace the accompanying lesson plans, training video, or practical training.



Stop Stick®

WARNING

Deployment of STOP STICKS in the Deployment Sleeve with the retractable Cord Reel attached is the sole recommended method for deployment of STOP STICKS. Any officer authorized to deploy STOP STICKS must be properly trained in this deployment method.

You or others can be killed or seriously injured if you don't follow safety messages.



LEARNING OBJECTIVES

1. Describe the basic construction of STOP STICK.
2. State, orally or in writing, the recommended surface for successful deployment of STOP STICKS.
3. State, orally or in writing, the primary recommended method of deployment.
4. State, orally or in writing, the safety and tactical considerations when deciding to deploy STOP STICKS.
5. State, orally or in writing, the type of vehicles STOP STICKS should NOT be deployed against.
6. State, orally or in writing, the post use replacement/warranty process.

STOP STICK® OVERVIEW

A STOP STICK is 3 feet (91cm) in length and weighs 1.1 pounds (0.516kg). A STOP STICK is comprised of the following components and sub-assemblies:



- 36 Teflon® coated hardened steel QUILLS; 1 7/8 inches (4.76cm) in length, assembled in three rows of 12.
- 72 Teflon® coated steel SPIKE TIPS, 3/8 inches (0.95cm) in length, inserted into each end of all QUILLS.
- A collapsible polymer CORE , to orient the QUILL/SPIKE TIP assemblies.
- The polymer CORE, is encased in a TARTAN tape glass filament FRAME, to contain the QUILL/SPIKE TIP assemblies during impact.

STOP STICK® OVERVIEW (cont.)

- A polypropylene HOUSING, to contain the inner subassemblies and to protect the officer from injury while handling the STOP STICK.
- Accessories:
 - Reusable nylon SLEEVE 9ft (3 sticks) or 12' (4 sticks).
 - CORD REEL with 80 feet (24m) of 150 pound (68kg) test braided polyester cord.
 - MOUNTING TRAY, designed for trunk mounting with reflective STOP STICK sticker.
 - Optional: Zip up carrying bag.
- Two WARNING LABELS appear on each STOP STICK.
 - Be sure to **READ AND FOLLOW** all safety messages on-product and in this lesson!



⚠ WARNING

Deflating tires increase the risk a driver may lose control of the vehicle resulting in **SERIOUS** or **FATAL INJURIES**

- **DO NOT** use STOP STICK without proper **TRAINING**
- **NEVER** use STOP STICK on **MOTORCYCLES**

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Stop Stick, Ltd. Made in USA
Patent # 5,330,285 5,452,962



STOP STICK USE



ALWAYS follow the policies and procedures of your Agency when deploying STOP STICKS.

STOP STICK training materials are intended to supplement the formal Pursuit Policy of your agency. Stop Stick, Ltd. recommends that these “Guidelines For Use” be incorporated into your agency’s written Standard Operating Procedures (SOP). However, the training, policies, and procedures of your agency – including when and how to deploy STOP STICKS – supersede any written or verbal instructions from Stop Stick, Ltd.



BEFORE DEPLOYING STOP STICK

Before deciding to deploy STOP STICKS, many factors must be considered. The following are some important safety and tactical issues to think about. The circumstances of each pursuit are very different, but safety is always the most important factor. Suspects can abruptly swerve, stop, or otherwise maneuver their vehicle in an unexpected manner while attempting to avoid STOP STICKS.

Safety Considerations:

- **ALWAYS** plan ahead for pursuits in your area.
- **Be prepared to find substantial cover in the location.**
 - A large tree, guard rail, or other object or sufficient structure capable of stopping an approaching vehicle.
 - **Patrol vehicles are not adequate cover.**
- **ALWAYS** avoid deploying STOP STICKS in locations or situations that limit the ability of the fleeing suspect to safely maneuver their vehicle.



Under some circumstances, tire deflation can increase the possibility that a driver may lose control of the vehicle and crash, resulting in SERIOUS or FATAL INJURIES.

BEFORE DEPLOYING STOP STICK (cont.)



LIMIT TRAFFIC on the roadway.

Heavy or congested traffic increases the chance of an accident, resulting in injury or property damage. Whenever possible, limit or isolate traffic from the pursuit or location where STOP STICK is being deployed.



RESTRICT PEDESTRIANS.

Bystanders, observers and other pedestrians in the surrounding area are especially vulnerable to injury if they are struck by a vehicle. NEVER deploy STOP STICK with pedestrians in the immediate vicinity.



NEVER use STOP STICKS on vehicles with fewer than four wheels.

Vehicles such as motorcycles and 3-wheeled ATVs are less stable and persons driving these vehicles are more likely to lose control when their tires deflate.



To reduce the risk of serious or fatal injuries resulting from a vehicle crash, use EXTREME CAUTION when:

- Pursuits reach **EXCESSIVE SPEEDS**.
- Fleeing suspects appear to be under the influence of **DRUGS** or **ALCOHOL**.



ONLY deploy STOP STICKS when you have a safe location to observe the target vehicle.

You could be struck if suspects unexpectedly swerve, stop, or lose control of their vehicle. You must be able to safely observe the target vehicle and other traffic.

BEFORE DEPLOYING STOP STICK (cont.)

Tactical Considerations:

- **Remember to plan ahead for the use of STOP STICKS.**
 - Determine the best locations for deployment and know where protection exists.



AVOID deploying STOP STICKS on wet surfaces, gravel or loose pavement.

These surfaces may increase the risk a person will lose control of the target vehicle when tires deflate.

- Consider deploying STOP STICKS so that a suspect has limited ability to avoid striking the device.
- When deploying near an intersection, consider deploying before the intersection to limit the ability of the suspect to avoid STOP STICKS.
- **ONLY** deploy STOP STICKS after you have identified a **SAFE LOCATION** to observe the pursuit.



ALWAYS move to a SAFE LOCATION after deploying STOP STICKS.

- The cord reel has 80 ft. (24m) of cord to allow you to move as far as possible from the road so that you can avoid fleeing or pursuing vehicles.

DEPLOYING STOP STICK

! **ALWAYS** advise pursuing units when and where STOP STICKS are being deployed.

- Provide fellow officers with ample warning to avoid striking the device.

Pre-Load is the sole recommended method of deployment. Pre-load three or four unconnected STOP STICKS in the supplied nylon sleeve; with the cord reel attached to the end of the sleeve. Then place the loaded sleeve in the mounting tray or storage bag until needed.



DEPLOYING STOP STICK

Pre-Load Deployment Method

1. Remove the sleeved STOP STICKS from the mounting tray or storage bag.
2. Unlock the cord reel. When all lanes of traffic are clear, use the red handles to throw the sleeved STOP STICKS to the opposite side of the road.



DEPLOYING STOP STICK

3. Communicate to the pursuing officers that the STOP STICKS are in position and the location.
4. Once the sleeved STOP STICKS are on the opposite side of the road (grass, shoulder, median, etc.), position yourself in a safe location for the impending deployment, while using your peripheral vision to monitor approaching traffic.



DEPLOYING STOP STICK

5. Lock the cord reel and hold it by the handle while awaiting the target vehicle.

! NEVER wrap the cord around your hand or any portion of your body.

6. As the target vehicle approaches, carefully step backward with the cord reel in hand, to pull the sleeved STOP STICKS into the path of the target vehicle.

! NEVER rush a deployment.



DEPLOYING STOP STICK

7. After the sleeved STOP STICKS have been struck, remove them from the roadway by pulling the cord reel.

! **ALWAYS** use caution when removing STOP STICKS from the road. DO NOT enter the roadway if pursuing vehicles have not passed. Handle carefully, STOP STICKS may break open.

Always follow the policies and procedures of your agency when deploying STOP STICKS. Those policies and procedures supersede any written or verbal instructions from Stop Stick, Ltd.



DEPLOYING STOP STICK

Example of Improper Deployment





DEPLOYING STOP STICK

What was wrong?

- NEVER use a vehicle as cover.
- NEVER enter the roadway to deploy STOP STICKS.
- ALWAYS deploy STOP STICKS to the other side of the roadway and pull them into roadway at the last moment.
- ALWAYS move to a SAFE LOCATION after deploying STOP STICKS.

DEPLOYING STOP STICK

Example of Improper Deployment





DEPLOYING STOP STICK

What was right?

- Communication between deploying and pursuing officers that STOP STICKS are in position and the location.

What was wrong?

- NEVER enter the roadway to deploy STOP STICKS.
- NEVER rush a deployment.
- LIMIT TRAFFIC on the roadway.

DEPLOYING STOP STICK

Example of Improper deployment





DEPLOYING STOP STICK

What was right?

- ALWAYS move to a SAFE LOCATION after deploying STOP STICK.

What was wrong?

- PULL STOP STICK into the roadway at the last possible minute.
- NEVER wrap the cord around your hand or any other body part.

AFTER DEPLOYING STOP STICK

- If STOP STICKS **were struck** by any vehicle:
 - The device is no longer fully functional and should be replaced as soon as possible.
 - Go to stopstick.com/home/pursuit-reporting and fill out the “Pursuit Reporting Form”.
 - If you have any questions about replacement(s), contact Stop Stick, Ltd. at 513 202 5500.
- If STOP STICKS **were not struck** by any vehicle:
 - Inspect the sleeved STOP STICKS for damage.
 - If undamaged, return sleeved STOP STICKS to the tray or storage bag, for the next deployment situation.



Pursuit Reporting Form





CARE AND MAINTENANCE

With reasonable care, your STOP STICKS will be ready to aid you in preventing or terminating a pursuit that creates a hazard to you and the public. Follow these simple guidelines to ensure your STOP STICK are ready for use:

- Periodically inspect STOP STICKS to ensure they are undamaged and ready for deployment.
- When STOP STICKS are stored in the tray or storage bag, be sure other items in the trunk are not interfering with STOP STICKS. Either STOP STICKS could be damaged or the STOP STICKS could potentially damage an item it impacts.



CONCLUSION

Installation of STOP STICK in each agency patrol vehicle provides a viable alternative to extended vehicle pursuits that endanger you, the public, and the fleeing suspect.

Risk Management experts say that the greater risk to our safety and those around us occurs while we are doing the most dangerous tasks we are required to do, and when these tasks are things we do the least often. But with the use of on-going training, pre-planning and frequent practice, you may be able to decrease the heightened dangers of high risk/low frequency activities.

Practice using STOP STICK so you are ready to deploy them properly when you need to end a pursuit.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Planning, Zoning, Economic Development

MONTH OF: July 2020

Accomplishments:

- **Plan Commission:** The Commission met twice in July, approving Zoning Permits for new uses, sign permits, and discussing a potential Ordinance revision. Zoning Permits were issued for both Confectionique, a French event-driven retail establishment at 4201 Monona Drive, as well as a new religious use at 5419 Monona Drive. Additionally, the Commission reviewed updated plans for the public parking entrance at the Current II in response to engineering challenges that arose during final design of the original location. The approved entrance is now along Inland Way, and has greater visibility from Grand Crossing Park.

The Commission also discussed a potential Ordinance revision to specifically address the keeping of farm animals in the City. There was a healthy discussion, but the current will of the Commission is for regulations to remain complaint driven. Staff were asked to investigate permits for the animals, and there may ultimately be a larger urban agriculture discussion at a later date. The Plan Commission will meet on August 10 to consider the request from the Immaculate Heart of Mary for a chapel addition to their property on Schofield Road.

- **Landmarks Commission:** An educational event was held for National Register eligible properties on July 22nd in partnership with the Wisconsin Historical Society. There was representation from both residential and commercial/institutional properties. Staff will follow up with eligible properties in advance of an RFP being issued with specific interested properties listed. The Monona Mound marker was placed at 4007 Monona Drive with assistance from DPW staff. The Herald Independent were present for the unveiling, and City Staff have contacted the State Historical Society to update them on the location and to provide photographs. The Commission will be invited to the August Parks Board meeting to discuss latest plans for Stone Bridge Park and specifically how this interacts with the Springhaven Pagoda.
- **Community Development Authority: (1) Riverfront:** Revisions to the parking garage entrance were approved by the Plan Commission at their July 27th meeting. Construction staging is expected to begin in the first week of August. **(2) Renew Monona:** One Renew Monona application for an interior remodel and extension was approved at the July 28th CDA meeting. Additionally, the program criteria are being evaluated to better align with the original intent of the program.
- **Zoning Board of Appeals:** The ZBA met in July and heard two applications seeking side and shore yard setback relief. One application was approved, while the other was tabled with the Board requesting more information from the applicant. This is tentatively scheduled to be heard at the August 20th meeting.
- **Planning Department:** Planning and Sustainability Intern Guerrero is assisting City Staff by researching potential green zoning items for potential Ordinance revisions including bicycle parking and electronic vehicle charging standards. Planner Plowman responded to questions regarding potential redevelopment opportunities along Monona Drive. A Zoning Verification Letter was completed for multiple buildings at the Pier 37 development.

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:

- Completed a Planetizen webinar on signage regulation

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:	Public Works & Utilities	MONTH OF:	June – July, 2020
Accomplishments:			
<ul style="list-style-type: none"> • The crew completed ash tree removals throughout the City. • The crew completed several rounds of pot hole patching. • The crew completed water valve exercising per DNR requirements. • The crew completed annual manhole inspections. • The crew hung a wall of plexi glass in the City Hall admin area, Covid shield. • The crew completed catch basin cleaning. • The crew completed sanitary sewer lift station maintenance on the pumps. • The crew completed storm damage cleanup from several storms that came through Monona. • The crew assisted the Contractor working on McKenna Road reconstruction project. • The crew completed stump grinding throughout the City. • The crew prepared the white water tower for summer use. • Annual RPZ valve testing was completed at City facilities. • The crew completed asphalt patches on Midmoor Rd. • The crew completed three rounds of street sweeping. • The crew completed dead end hydrant flushing. The full system will be flushed this fall. • The crew completed street sign maintenance and installation at various locations in the City. • The crew mowed the vacant City parcel next to Kohls. • The crew repaired Well 3 chemical feed pumps. • The crew added riprap to the storm outfall at the Squaw Bay outfall. • The crew trimmed Monona Drive right of way trees. • The crew completed storm main and catch basin repairs on Starry Avenue dead end. • The crew completed curb stop/water shut off repairs at several locations in the City. 			
Major Projects / Issues:			
<ul style="list-style-type: none"> • The Capital City Bike Trail connection construction is scheduled to be completed by fall of 2020. Our engineer is waiting for plan updates from the Railroad. • Bridge Road is now open. We received our Bridge Aid grant reimbursement for the Yahara River bridge reconstruction work. • The water meter replacement project is expected to begin this fall. Notices will be sent to the paper and residents before HydroCorp starts. • The McKenna Road reconstruction project is on schedule. Curb, gutter and sidewalk has been poured. Construction is expected to be completed by August 14th. 			
In Progress / Routine Duties:			
<ul style="list-style-type: none"> • The utility crew completed meter changes and meter readings for the month. • 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. • The crew cleaned floor drains at the shop, completed inventory of shop items, and completed shop maintenance for the month. • Project coordination continues with our city engineers. • The monthly DNR water pumpage report was completed and sent in per the requirements of the State. • The crew completed diggers hotline utility locates, and inspected private work in the street right of way. 			

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

Upcoming Objectives / Events:
<ul style="list-style-type: none">• Staff is working on coordination and managing 2020 projects.• Staff has started 2021 budget preparations.
Personnel:
<ul style="list-style-type: none">• All positions are filled.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Clerk

MONTH OF: July 2020

Accomplishments:

Completed the minutes of the July 6 and 20 Finance & Personnel Committee and City Council meetings.

Completed the Statement of Assessment for submission to Dane County.

Rescheduled the August License Review Committee meeting due to a conflict with the August 11 election. September will also have to be rescheduled due to the City Council delay because of Labor Day.

Completed required state alcohol licensing reporting.

Election duties: Published 3 required public notices; mailed out the Election Inspector schedule and letter, including a request for availability to help get ballots ready for November; recorded a PSA with election updates for WVMO; recruited 3 new Chief Inspectors and 2 new Election Inspectors; scheduled a Press Release for the Herald-Independent regarding voting at the Community Center which was distributed and posted, including at Ken's Meats & Deli; this was later revised when it was learned that masks cannot be required; posted a website Newsflash with election information; the ballot drop box purchased with WEC CARES subgrant funds was installed outside City Hall by Public Works staff; a note of ballot envelope completion information was added; ordered 5,000 ballot stuffers for November from Insty-Prints; accepted election materials delivery by the Dane County Clerk; picked up the additional EM Stick from the County that was missed in our materials delivery; Deputy Clerk Houser and I continue to process and mail absentee ballots, answer requests for information, and follow up on the mailings sent by special interest groups; prepared to deal with the latest election law changes which stayed the limits in-person absentee voting to 2 weeks, doesn't allow faxed or emailed ballots to anyone other than military or overseas electors, and requires us to initial and write in "28" over the "10" that is on over 6,000 absentee envelopes; reviewed COVID-19 supplies to determine what we need from the County; began to provide in-person absentee voting; began election material preparation.

Major Projects / Issues:

- November election planning will be the focus in the upcoming months. With so much unknown about what the law changes and COVID-19 status will be, it is time-consuming and complicated.
- Complete the Minutes of the June 9 License Review Committee meeting and June 30 Board of Review hearing
- Complete the online Board of Review training
- Pick up special "I Voted Presidential" stickers from the Cambridge Clerk's office.
- Complete alcohol and business license 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; compile building inspection forms for Appraiser; compile documents and payments for mailing to EMS Medical Billing Associates; publish minutes, public notices, and Ordinances as required; counter-sign documents; provide Notary services for City business and staff; prepare City Council Consent Agenda; work with other staff members on licenses, accounts payables, open records requests, claims against the City, etc.

Upcoming Objectives / Events:

- Prepare to begin work on a special project, TBA.
- Train Special Voting Deputies.
- Schedule Library staff training on voter registration.
- Assist with amending the Amplified Device Permit Ordinance final review of the Special Event application packet.

Personnel:

- Possible need to recruit high school students to fill in as Election Inspectors in November to allow us to have 2 polling places.
- Deputy Clerk Houser completed her third and final year of the UW Green Bay Institute.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Administrative Services

MONTH OF: July 2020

Accomplishments:

Major Projects / Issues:

- COVID-19-related policies and procedures.
 - The City's COVID-19 policy has been revised to reflect the Madison & Dane County Public Health Order requiring face masks to be worn indoors.
 - Policies for returning to work after COVID infection or exposure continue to be updated with the latest CDC guidance.
- A lightning strike in mid-July caused damage to some IT equipment, including our main internet router and our firewall server. We are also now finding some issues at the library that we suspect are related to the lightning strike.

In Progress / Routine Duties:

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

Upcoming Objectives / Events:

Notice to begin bargaining has been received from both public safety unions (Firefighters Local 311 and Wisconsin Professional Police Association).

Awaiting health insurance renewal rates for 2021.

Personnel:

Fire Chief

- After a candidate could not be secured after the initial posting, the position was reposted on July 6. Application deadline was July 22.
- 29 applications were received after the second posting.
- Police & Fire Commission is currently reviewing applications and is expected to conduct interviews within the next few weeks.

Media Production Manager

- A total of 44 applications were received, but recruitment was put on hold due to the pandemic.
- Of the original 44 applicants, 14 applicants were recently asked to continue in the process, but only 4 applicants responded.
- We will now repost this position with applications due in mid-August.

Firefighter/Paramedic

- A full-time position is currently open due to a resignation.
- Current part-time LTEs were given the opportunity to apply and interview for the open full-time position.
- Police & Fire Commission interviews were conducted on June 30, and an eligibility list established.
- A conditional offer was made and accepted and a background check completed.
- Tom Nebel will begin on Aug. 12.

COVID Leave:

- A total of 5 employees to date have utilized the Emergency Family Medical Leave Act for COVID-related quarantine or illness.
- 2 employees are currently using the Expanded Family Medical Leave Act to care for children who can't be in childcare due to COVID. As many school districts have now opted to hold virtual-only classes this fall, I expect more employees will need to utilize this leave option which allows eligible employees to take up to 10 weeks of protected leave, paid at 2/3 of their salary, to care for their children who can't be in school or childcare due to COVID-19.