AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, APRIL 4, 2016
7:30 P.M.

A. Call to Order.

B. Roll Call and Pledge of Allegiance.

C. Approval of Minutes from March 21, 2016.

D. Appearances.

1. Proclamation Recognizing the Monona Grove Boys' Swim and Dive Team on Winning the WIAA Division 2 State Championship.

2. Proclamation Declaring April 29, 2016 as "Arbor Day" in the City of Monona.

E. Public Hearing. (None)

F. Consent Agenda.

1. Approval of Applications for 2015/2016 Operator Licenses:
   a. Benjamin D. Johnson, PDQ
   b. Yolanda Bell, Speedway – Monona Drive
   c. Deshunda L. Johnson, Speedway – Monona Drive
   d. Kaitlyn B. Persack, Speedway – Monona Drive
   e. Anthony L. Cosby, Speedway – Royal Avenue

2. Approval of Applications for 2015/2017 Operator Licenses:
   a. LaToria R. Douglas, PDQ
   b. Lisa M. Hessler, Walmart

3. Approval of Renewal Applications for 2016/2017 Operator Licenses:
   a. Edward K.A. Cynric, Tobacco Outlet Plus
   b. Kristine L. Krebs, Tobacco Outlet Plus
   c. Josiah A. LeCleir, Tobacco Outlet Plus

4. Approval of Renewal Applications for 2016/2018 Operator Licenses:
   a. Mitra L. Poudel, Swad Indian Restaurant

G. Council Action Items.

1. <u>Unfinished Business</u>.

   a. Consideration of Ordinance 3-16-677 Amending the Comprehensive Plan (Plan Commission).

   b. Consideration of Resolution 16-3-2089 Approval of Task Order #16-01 for Library Parking Lot Design and Construction-Related Services with Strand Associates, Inc. (Library Board).

c. Consideration of Resolution 16-3-2085 Establishing a Special Assessment Schedule for Dredging of the Schluter Beach Channel (Public Works Committee).

d. Consideration of Ordinance 2-16-675 Amending Section 6-1-4 of the Code of Ordinances Regarding Sidewalk Assessments (Public Works Committee).

2. New Business.

* a. Consideration of Resolution 16-4-2091 Providing for the Sale of $2,890,000 Water System and Sewer System Revenue Refunding Bonds, Series 2016B (Finance Director).

* b. Consideration of Resolution 16-4-2093 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled "2016 Speed Grant" (Police Chief).

c. Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Option to purchase real estate at 6414 Bridge Road).

d. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).

e. Consideration of Resolution 16-4-2094 A Resolution to Extend an Option to Purchase Real Estate Located at 6414 Bridge Road (CDA).

f. Consideration of Resolution 16-4-2092 Approving an Amendment to the Lease Agreement with Madison Cellular Telephone Company for Installation of Equipment (City Administrator).

* g. Consideration of Resolution 16-3-2090 Adopting a Memorandum of Understanding with Fire/EMT Employees International Association of Fire Fighters (IAFF) Local 311 Regarding Section 17.1 Work Week Schedules (Finance & Personnel Committee, Public Safety Commission).

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.

J. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number) Fax: (608) 222-9225 or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. POSTED April 1, 2016 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES
March 21, 2016

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

Present: Acting Mayor Kathy Thomas, Alderpersons Mary O'Connor, Brian Holmquist, Jim Busse, Doug Wood, and Chad Speight

Excused: Mayor Robert Miller

Also Present: City Administrator April Little, Finance Director Marc Houtakker, City Planner/Economic Development Director Sonja Reichertz, Public Works Director Dan Stephany, Recreation Director Jake Anderson, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder O'Connor to approve the Minutes of the March 7, 2016 City Council meeting, was carried.

APPEARANCES

Jerrud Rossing, Monona Grove School District Director of Business Services, appeared before the Council Speaking on the District Facilities Plan and Referendum, and distributed information.

PUBLIC HEARING

Acting Mayor Thomas declared open the Public Hearing To Receive Public Input Regarding the Amendment of the City's Comprehensive Plan.

City Planner Reichertz provided a Power Point presentation summarizing the final draft. No comments have been received from the public. Four highlights include a Future Land Use Map; sustainability is incorporated throughout the Plan; a Housing Policy will identify issues; and the Implementation Element provides an action plan to follow.

Demographics were reviewed, including that the age of the City's population – 12 years over the average – makes it the "oldest" in Dane County and that the City has the smallest household size at 1.9 per dwelling. Owner occupied housing is declining. Plans based upon projected needs for housing, transportation, utilities, community facilities, and parks were reviewed.

The Plan takes into consideration that City may gain jurisdiction over County Highways BB (Monona Drive) and BW (Broadway) if the County population exceeds 500,000. The Trade Area – the number of customers coming into the City from the surrounding area – was reviewed. TIF plans, land use, and future land use, along with implementation goals for each section, were reviewed. Future Comprehensive Plan updates won't require a full rewrite as this Plan will provide a detailed starting point.

Alder O'Connor thanks City Planner Reichertz for her extensive work on this two-year project. As there were no citizens present for comment, Acting Mayor Thomas declared the Public Hearing closed.

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CONSENT AGENDA

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

1. Applications for 2015/2016 Operator Licenses:
   a. Nancy J. Ness, Ken's Meats & Deli
   b. Michele R. Freitag, Speedway – Monona Drive
   c. Dez'Monae D. McCreary, Speedway – Monona Drive
   d. Marjorie A.M. Moldrem, Speedway – Royal Avenue
   e. Emerald F. Zalud, Speedway – Royal Avenue

2. Applications for 2015/2017 Operator Licenses:
   a. Dustin G. Harris, Shopko #32

UNFINISHED BUSINESS

Public Works Director Stephany reported "No Parking" signs will be installed from Frost Woods Road to Winnequah Road and on a small area of Bridge Road. Letters were sent to 46 property owners. Responses received were 6 in favor and 2 against.

A motion by Alder Speight, seconded by Alder Holmquist to approve Ordinance 3-16-676 Amending the Official Traffic Map of the City of Monona for the Establishment of "No Parking This Side" and "No Parking Between Arrows" on Bridge Road, was carried.

A motion by Alder Speight, seconded by Alder Holmquist to Convene in Closed Session under Wisconsin Statute section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Metropolitan Lane real estate purchase) and section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Recreation/Aquatic Supervisor). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

A motion by Alder O'Connor, seconded by Alder Speight to approve Resolution 16-3-2086 A Resolution to Exercise an Option to Purchase Real Estate Located at 6320 & 6321 Metropolitan Lane. On a roll call vote, all members voted in favor of the motion.

Alder Busse requested amendment of the following motion to adopt the salary amount and findings of fact as adopted by the Finance & Personnel Committee. The mover and second agreed.

A motion by Alder Speight, seconded by Alder O'Connor to approve Resolution 16-3-2084 Revising the Title and Salary for the Recreation/ Aquatic Supervisor to $47,945 effective on April 1, 2016 based upon the City Administrator's salary comparison findings of fact, was carried.

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NEW BUSINESS

A motion by Alder Wood, seconded by Alder Speight to suspend the rules and take action on the 2016 Temporary Class "B" Fermented Malt Beverage License Application for Verona Wildcats Youth Hockey Association, Incorporated, President Janie Ritter, 451 East Verona Ave, Verona, Wisconsin 53593, for the Period of May 7, 2016, was carried.

A motion by Alder Wood, seconded by Alder Speight to approve the 2016 Temporary Class "B" Fermented Malt Beverage License Application for Verona Wildcats Youth Hockey Association, Incorporated, President Janie Ritter, 451 East Verona Ave, Verona, Wisconsin 53593, for the Period of May 7, 2016, was carried.

There was no discussion or action on Ordinance 3-16-677 Amending the Comprehensive Plan.

A motion by Alder Speight, seconded by Alder O'Connor to suspend the rules and take action on Resolution 16-3-2087 Amending the 2016 Capital Budget for the Replacement of Lights at Oneida Park, was carried.

Recreation Director Anderson reported the citizen complaint about light glare from the park shelter was reviewed by the Plan Commission and the lights were found to be in violation of the City's Ordinance. Five lighting examples were reviewed. The cost of the version chosen to replace eight lights is $10,000. City Administrator Little reported this situation occurred because there is no standard in the Ordinance, which will be remedied in the recodification. Alder Speight stated LED lighting is new technology and requires experience to determine its best use.

A motion by Alder Speight, seconded by Alder O'Connor to approve Resolution 16-3-2087 Amending the 2016 Capital Budget for the Replacement of Lights at Oneida Park, was carried.

Alder Busse recuses himself from the following discussion due to professional conflicts.

A motion by Alder Wood, seconded by Alder Speight to suspend the rules and take action on Resolution 16-3-2088 Approval of an Amendment to the Contract for Schluter Park Engineering, was carried.

Recreation Director Anderson provided information on the project's design history. Adding the park shelter, site plan changes, wetlands involvement, and other revisions extended the work and time on the project and additional services were performed.

A motion by Alder Speight, seconded by Alder O'Connor to approve Resolution 16-3-2088 Approval of an Amendment to the Contract for Schluter Park Engineering, was carried.

City Administrator Little provided information on Resolution 16-3-2089 Approval of Task Order #16-01 for Library Parking Lot Design and Construction-Related Services with Strand Associates, Inc. This is in the budget and needs Council approval to authorize the work. Planning will be done in 2016 with construction in 2017. Members discussed the fiscal note and that borrowing has been done.

REPORTS

Recreation Director Anderson displayed the Summer/Fall City Newsletter that was mailed to 5,000 households last week. The Easter Egg Hunt and breakfast with the Easter Bunny is this Saturday;

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volunteers are welcome. Plastic eggs will be filled this Wednesday from 10:00 a.m. to 3:00 p.m. with lunch provided to volunteers.

Alder Holmquist reported the Public Safety Commission will discuss use of force guidelines.

City Clerk Andrusz reported one-quarter of property owners have received postcards from the City's Assessor requesting scheduling of walk-throughs of property. This will be done in each of the next four years to ensure assessments are correct and cooperation is requested. In-person absentee voting began in City Hall today and ends on April 1. Residents are reminded that Voter ID must be shown. Requests for an Absentee Ballot by mail must include a copy of Voter ID and Voter ID must be shown at the polls.

City Administrator Little reported Ordinance code books were received today and will be distributed for Department Head review.

APPOINTMENTS

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

1. Election Inspectors, January 1, 2016 – December 31, 2017:
    a. Debra Baer
    b. Bill Bright
    c. Gwen Feit
    d. Jeannie Verschay
    e. Kim Miller
    f. Mary Jo Naglus

ADJOURNMENT

A motion by Alder Speight, seconded by Alder Holmquist to adjourn, was carried. (9:07 p.m.)

Joan Andrusz
City Clerk

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Ordinance No. 3-16-677
Monona Common Council

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN

WHEREAS, pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the City of Monona, is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and,

WHEREAS, the Common Council adopted a Comprehensive Plan in 2004, entitled "Comprehensive Plan: Looking to the Future 2004-2024 of the City of Monona," and said plan has since been in effect; and,

WHEREAS, Section 66.1001(4), Wisconsin Statutes establishes the required procedure for a local government to update a Comprehensive Plan once it has been initially adopted; and,

WHEREAS, in 2014, the City staff prepared an updated comprehensive plan based on a public process to update its comprehensive plan, guided by a public participation strategy and procedures adopted by the Common Council on January 21, 2014 via Resolution 14-1-1952; and,

WHEREAS, on January 25, 2016 the Plan Commission of the City of Monona, held a public hearing on the updated plan and by a majority vote of the entire commission recorded in its official minutes, adopted a resolution recommending to the Common Council the adoption of the document entitled "City of Monona Comprehensive Plan, 2016-2036," containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes; and,

WHEREAS, the Common Council held its own public hearing on the updated plan on March 21, 2016, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes, considered the public input made and the recommendations of the Plan Commission.

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

SECTION 1. The Common Council of the City of Monona, Wisconsin, does hereby adopt the document entitled, "City of Monona Comprehensive Plan, 2016-2036," as the comprehensive plan of the City of Monona, replacing the City's 2004 Comprehensive Plan, pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

SECTION 2. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Common Council and publication as required by law.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: Plan Commission – 1/25/16
Drafted By: Sonja Reichertz, City Planner – 12/22/15
Approved As To Form By: William S. Cole, City Attorney – 12/23/15

Council Action:
Date Introduced: 3-21-16
Date Approved: _____
Date Disapproved: _____

Resolution No. 16-3-2089
Monona Common Council

APPROVAL OF TASK ORDER #16-01 FOR LIBRARY PARKING LOT DESIGN AND CONSTRUCTION-RELATED SERVICES WITH STRAND ASSOCIATES, INC.

WHEREAS, the 2016 Capital Budget includes funding for the Monona Public Library Parking Lot Reconstruction Project design; and,

WHEREAS, the Stand Associates has provided a Scope of Services (Task Order No. 16-01) in the amount of $42,400; and,

WHEREAS, this Scope of Services comprises $26,200 for Library Parking Lot reconstruction design and bidding document preparation services in 2016, and $16,200 for bidding and construction administration and observation services, tentatively planned for 2017; and,

WHEREAS, the Library Board reviewed Strand Associates Task Order No. 16-01 at its February 16, 2016 meeting and has recommended its approval.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that Task Order No. 16-01 with Strand Associates Inc. for design and bidding document preparation services for the reconstruction of Library Parking Lot.

BE IT FURTHER RESOLVED that Strand Associates is hereby authorized to complete bidding, administration and observation services for the reconstruction of Library Parking Lot in 2017, conditioned on approval of the associated budget item in the 2017 City of Monona Capital Budget.

Adopted this _____ day of _____ 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Approval Recommended By Library Board – 2/16/16

Council Action:
Date Introduced: 3-21-16
Date Approved: _____
Date Disapproved: _____

S:|RESOLUTIONS|16-3-2089 Library Park Lot Task Order.doc.docx

City of Monona **POLICY AND FISCAL NOTE**	___X____ Original _____ Update	Substitute No. _____ Resolution No. 16-3-2089 Ordinance Amendment No. _____

Title: Library Parking Lot

Policy Analysis Statement:

Brief Description Of Proposal:

The Library Board recommends using Strand Associated to design the Library Parking lot improvements. Strand anticipated the design service to cost $26,200 (note: not a fixed contract). The city budgeted $52,000 in 2016 for parking lot improvement design. The estimated savings in 2016 is $26,800.

The Library Board also recommends using Strand Associates to perform construction-related services for $16,200 in 2017. Staff recommends using the savings of $26,800 in 2016 and applying it to the 2017 parking lot improvement construction engineering budget.

Current Policy Or Practice:

In the approved 2016 capital budget.

Impact Of Adopting Proposal:

The City would save an estimated $24,800 in 2016 and reduce 2017's capital borrowing by $26,800.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)	**Budget Effect:**
___ No fiscal effect ___ Creates new expenditure account ___ Creates new revenue account _X_Increases expenditures ___ Increases revenues ___ Increases/decreases fund balance _____ Fund	_X_Expenditure authorized in budget ___ No change to budget required ___ Expenditure not authorized in budget ___ Budget amendment required **Vote Required:** _X_Majority ___ Two-Thirds
Narrative/assumptions About Long Range Fiscal Effect:	

Expenditure/Revenue Changes:

Budget Amendment No. _____ **No Budget Amendment Required __X _____**

Account Number				**Account Name**	**Budget Prior to Change**	**Debit**	**Credit**	**Amended Budget**
Fund	**CC**	**Account**	**Object**					
400	57	57140	826	Parking Lot Improvement	52,000			52,000
				Totals				

Prepared By:

Department: Finance Department **Prepared By:** Marc Houtakker **Reviewed By:**	**Date: 1/14/16** **Date:**

Task Order No. 16-01
City of Monona, Wisconsin (CITY)
and Strand Associates, Inc.® (CONTRACTOR)
Pursuant to INDEPENDENT CONTRACT AGREEMENT
for Municipal Engineering Services dated April 13, 2012

Project Information

Project Name: Library Parking Lot Reconstruction

Services Description: Provide engineering services for the reconstruction of the City of Monona public library parking area located at the intersection of Nichols Road and Healy Lane.

Scope of Services

CONTRACTOR will provide the following services to CITY.

Design Services

1. Conduct a topographic survey for the project area.

2. Prepare storm sewer reconfiguration and lighting relocation drawings.

3. Prepare plan and profile drawings and cross sections for parking lot and sidewalk reconstruction.

4. Prepare an erosion control plan and miscellaneous details.

5. Submit final drawings, specifications, and related forms to the Wisconsin Department of Natural Resources (WDNR) for an anticipated WDNR Notice of Intent Permit Coverage. [To be included with 2017 public works contract(s).]

6. Prepare an opinion of probable construction cost for the project.

7. Attend two design meetings with CITY and one library board meeting.

8. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition, technical specifications, and engineering drawings. [To be included with 2017 public works contract(s).]

Construction-Related Services

1. Provide construction-related services, attend the preconstruction conference, prepare bid tab, prepare Contract Documents for signature, review contractor's shop drawing submittals, interpret and clarify Contract Documents, conduct periodic site visits, and participate in project closeout.

2. Provide up to 80 hours of full-time Resident Project Representative services. In furnishing observation services, CONTRACTOR's efforts will be directed toward determining for CITY that the completed project will, in general, conform to the Contract Documents; but CONTRACTOR will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

3. Perform construction staking for the general location, alignment, elevation, and grade of the work.

4. Provide record drawings in computer-aided design, a portable document, and hard copy formats from information compiled from contractor's records.

Compensation

CITY shall compensate CONTRACTOR for Design Services under this Task Order on an hourly rate basis plus expenses an estimated fee of $26,200.

CITY shall compensate CONTRACTOR for Construction-Related Services under this Task Order on an hourly rate basis plus expenses an estimated fee of $16,200.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on March 21, 2016. Authorization for Construction-Related Services is anticipated following the approval of the 2017 CITY budget in the fall of 2016. All services are scheduled for completion on November 30, 2017.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

CONTRACTOR:		CITY:	
STRAND ASSOCIATES, INC.®		CITY OF MONONA	
Matthew S. Richards Corporate Secretary	Date	April Little City Administrator	Date

Resolution No. 16-3-2085
Monona Common Council

A RESOLUTION ESTABLISHING A SPECIAL ASSESSMENT SCHEDULE FOR DREDGING OF THE SCHLUTER BEACH CHANNEL

WHEREAS, Ordinance 4-11-623, adopted May 2, 2011, established the assessment and cleaning work policy for lagoons, rivers and channels; and,

WHEREAS, per the above ordinance, Section 6-1-12 (b) (8) of the Code of Ordinances was created as follows:

(8) **Assessment and Cleaning Work Policy – Lagoons, Rivers and Channels**

a. Following review and approval of the project's final design plan, the cost of the proposed cleaning work shall be specially assessed pursuant to the following schedule:
b. Seventy Percent (70%) Abutting Property Owners and Thirty Percent (30%) City.
c. The assessment methodology shall utilize the shoreline for calculation of frontage method. This assessment schedule shall not apply to shoreline stabilization. The City shall pay no costs for shoreline stabilization except pursuant to Subsection (b)(8)d below.
d. Notwithstanding the above, the City may elect to follow a different special assessment schedule when in the judgment of the Common Council, after review by the Public Works Committee, it would be inappropriate and unfair to apply the schedule set forth above.
e. City cost sharing for cleaning work associated with the Belle Isle channels shall occur no more often than once every 25 years.
f. City cost sharing for cleaning work associated with the Cove Circle channel and Schluter Beach channel shall occur no more often than once every 15 years.

WHEREAS, in accordance with Section 6-1-12(b)(8)d above, the Public Works Committee is recommending that an alternate special assessment schedule be followed for the Schluter Beach Channel Dredging Project as follows:

The City of Monona will pay 90% of assessable costs, and the four residential parcel owners will pay the remaining 10% of assessable costs. The 10% assessable costs to the four parcel owners will be based on the shoreline for calculation of frontage method. The Schluter Park parcel is excluded from the 10% assessment cost share.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Monona, Dane County, Wisconsin, hereby approves the alternate special assessment schedule as defined above for the Schluter Beach Channel Dredging Project.

Adopted this _____day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Approval Recommended By: Public Works Committee – 3/31/16

Council Action:
Date Introduced: 3-7-16
Date Approved: _____

City of Monona - Department of Public Works
2016 Schluter Beach Improvement Project - Dredging
Preliminary Special Assessment Role
Assessable Costs, Dollars Per Foot - $46.17

No.	Parcel Number	Property Owner	Address	Shoreline Frontage	Assessed Frontage	Preliminary Assessment
1	71017152847	John Vanarsdale	4507 Winnequah Rd.	76.5	76.5	$3,532.01
2	71017152730	Nancy Moore	4505 Winnequah Rd.	20	20	$923.40
3	71017153006	Marjorie Kravitz	4400 Outlook St.	41.5	41.5	$1,916.06
4	71017153088	Robert Kalejta	4402 Outlook St.	179	179	$8,264.43
				317	317	$14,635.90

Assessable Costs:	
Design	$20,445
O&A	$3,220
Permit Reporting	$450
Dredging	$122,250
	$146,365

PWC Recommendation:
City of Monona Expense 90% Cost Requirement = $131,728.50
Resident Parcel Expense 10% Balance = $14,636.50

Shoreline Frontage Method
Shoreline Frontage: 317' (four residential parcels)
Assessable Cost Per Foot: $46.17 (14,636.50/317 = 46.17)

Prepared and Presented By:
Rob Kalejta
4402 Outlook Street
Monona, WI 53716

Regarding the special assessment schedule for dredging of the Schluter Beach channel, I ask you to consider three issues:

1. **What is the source of the material to be dredged from the Schluter Beach channel?**

2. **Who benefits the most from this dredging?**

3. **Can individual assessment schedules be logically and effectively defended?**

I will address each point briefly, and in turn.

1. What is the source of the material to be dredged from the Schluter Beach channel?

Previously I presented to the Public Works Committee photographic and testimonial evidence that the majority of material to be dredged from the Schluter Beach channel was material eroded from the shoreline of Schluter Beach Park, not from silt introduced by storm water runoff. I argued that because the majority of the material in the channel eroded from the park, that the city should be responsible for the majority of the cost of its removal. The Public Works Committee was sympathetic to my point, but was unwilling to recommend a deviation from the established assessment protocol because I was unable to provide them with quantitative measurements of how much of the material to be dredged from the channel was actually from the eroded shoreline of the park. Basically, I couldn't prove to you how much of the material in the channel eroded from the park. Now I can.

I acquired the Sediment Sample Laboratory Results for the Schluter Beach channel, as well as for the Belle Isle Lagoons, which were dredged a few years ago. On page 27 of the Schluter report (page 386 of the Project Manual for the project) data are presented that silt represents 9.5% of the material in the channel, whereas gravel, clay and sand represent the other 90.5% of the material. On page 211 of the Bid Package for the Belle Isle dredging project, it is reported that the material present in the lagoons of Belle Isle was 50% silt.

The other point to consider is that, of the properties that line the Schluter channel, only the city park has an unprotected shoreline. The adjacent properties owned by

city residents all have shoreline erosion mitigation protections. The city park does not.

This data generated by the city-hired engineers provides the quantitative data requested by the Public Works Committee and demonstrates that the overwhelming majority (>90%) of the material to be dredged from the channel is not silt, but was deposited by erosion from the park, not by storm water runoff.

This information was presented to the Finance Committee and City Council on 07 March 2016. They found it compelling, and have sent the issue back to you for re-consideration based upon this new information.

In summary, the city park is definitively the source of 90% of the material to be removed from the channel.

2. Who benefits most from this dredging?

During the debates over the Belle Isle dredging assessment schedule, city attorney William Cole was quoted in the Herald-Independent (the Monona – Cottage Grove local newspaper) on March 8th 2012 as saying "everyone benefiting from dredging would be assessed".

How will adjacent property owners benefit from dredging Schluter Beach channel? Our access to the lake will increase 0% as we already have access (I also have non-channel access to the main lake from my property). The channel does not accommodate boatlifts or piers (different from Belle Isle). So the benefits derived by the adjacent property owners will be minimal. However, the benefit to the park will be enormous. Dredging the channel allows for renovation of the west shoreline that will increase access to the lake by 113% (more than doubling it).

The adjacent properties have 5 residents. In a recent survey, 99.4 % of residents that responded said they visited a park in Monona within the last year. Monona had 7,745 residents in 2013. So 7698 people visited at least one of the 18 parks, so on average, Schluter Park will get 428 different visitors each year. Therefore, residents not living adjacent to the park but benefiting from the dredging will make up 98.9% of those deriving benefit.

During the discussions of the renovation project by the Parks and Recreation Board, a constant theme has been their desire to increase park usage and specifically, to increase lake access. I spoke at a few of their meetings to give input into the renovation plans, and it was made very clear to me that the parks belong to all citizens of Monona, not just to the owners of the adjacent properties.

3. Can individual assessment schedules be logically and effectively defended?

Dan has given you three new scenarios to consider, so that you can make an informed choice. There are data-driven reasons to defend a 90/10 split for the dredging costs (scenario 3 page 27). For example, 90% of the material to be removed originated from the park, not from the other residential properties or from storm water runoff. Furthermore, more than 90% of the people that will derive benefit from the dredging project are Monona residents other than the adjacent property owners.

I can't come up with a single reason that could effectively defend an 80/20 or 70/30 split as depicted in scenario 4 (page 28) or scenario 5 (page 29) of your packet. Selecting either of these would apply a qualitative and arbitrary metric to address a quantitative and definitive condition.

Conclusion:

The original assessment schedule approved by this committee and sent to the Finance Committee (scenario 2 page 26) called for using a modified assessed frontage method to calculate the preliminary assessment (as detailed on page 3 of today's packet). That Public Works Committee approved method is not reflected in scenarios 3, 4, or 5. Therefore, to reflect the previous desires of the Public Works Committee, I respectfully submit an alternate to scenario 3 (that I call Scenario 3A) that follows both the logical and defensible 90/10 split as well as the modified frontage calculation previously approved by the Public Works Committee. <u>Scenario 3A uses established assessment schedules for adjacent property owner contributions to the costs of removing storm water runoff from Monona waterways while holding the city responsible for removing the eroded material from Schluter Park</u>.

Scenario 3A:

City is charged 90% of the project because 90% of the material is soil eroded from the park.
Removal of silt (10%) is assessed as recommended by the Public Works Committee.

Assessable costs for dredging:	$146,365
City (soil) 90%	$131,728.50
Adjacent Properties (silt) 10%	$14,636.50

Cost Share Ordinance for silt removal based on $14,636.50:

City	30%	$4,390.95
Property Owner	70%	$10,245.55

Adjusted Shoreline Frontage 518.5 is feet.
$10,245.55/518.5 feet = $19.76 / ft.

No.	Address	Adjusted Frontage	Assessment
1.	4511 Winnequah (Park)	242	$4781.91
2.	4507 Winnequah	76.5	$1511.64
3.	4505 Winnequah	50	$988.00
4.	4400 Outlook	50	$988.00
5.	4402 Outlook	100	$1976.00

Notes:

In the previously approved plan, the city was responsible for $98,688.08. In this plan the city would be responsible for $140,901.36. The difference is $42,213.28. There is a $108,000 surplus in the Parks Department budget for the project. Thus, if this assessment schedule were followed, the project would still be more than $65,000 under budget.

The average cost per adjacent property owner would be $2,049.11. This represents 54% of what the average Belle Isle resident paid ($3,767.31), but the amount of silt to be removed is only 20% of that removed from Belle Isle. So, for the amount of silt to be removed, with this assessment schedule the average Schluter property owner would be paying 34% more than the average Belle Isle property owner.

Ordinance No. 2-16-675
Monona Common Council

AN ORDINANCE AMENDING SECTION 6-1-4 OF THE CODE OF ORDINANCES REGARDING SIDEWALK ASSESSMENTS

WHEREAS, 6-1-4 (e) (1) of the Code of Ordinances currently states the full cost of the construction of all sidewalks abutting on privately owned property shall be paid by the abutting property owner; and,

WHEREAS, the Public Works Committee discussed the Sidewalk Assessment and Repair Policy at its September 2, 2015 meeting and recommends the City should pay the full cost of construction to encourage sidewalk installation in the City because sidewalks are a public good, and because it is dangerous in certain areas for pedestrians to be walking in City streets; and,

WHEREAS, the city attorney recommends retaining flexibility to assess all or a portion of the cost to abutting property owners consistent with section 66.0907 of the Wisconsin Statutes in case of situations when budgetary considerations require such.

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

SECTION 1. Section 6-1-4(a) is hereby created as follows:

(a) **Intent**. The intention of the Common Council is to ensure the streets and sidewalks of the City are maintained on a regular and ongoing schedule as necessary to ensure public safety and welfare. As such, whenever possible consistent with prudent budgetary considerations the cost for the initial construction of sidewalks in residential areas should be paid by the City. Whenever budgetary considerations require a portion of the initial construction of sidewalks to be paid by abutting property owners, the property owner share should be as minimal as possible and apportioned in a fair and equitable manner.

SECTION 2. Section 6-1-4 (e) (1) of the Code of Ordinances is hereby deleted.

SECTION 3. All other subsections of Section 6-1-4 shall be renumbered consistent with the above changes.

SECTION 4. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Approval Recommended By: Public Works Committee – 3/31/16
Drafted By: Daniel J. Stephany, Director of Public Works
Approved As To Form By: William S. Cole, City Attorney – 3/10/16

Council Action:
Date Introduced: 2-15-16
Date Approved: _____
Date Disapproved: _____

These 2 sentences drafted by Atty. Cole but deleted by Public Works Committee 3/31/16.

REDLINE SUMMARY OF AMENDMENTS TO EXISTING SECTIONS

Sec. 6-1-4 Construction of Sidewalks and Streets.

(This section amended per Ordinance 2-10-612, adopted Feb. 15, 2010.)

(a) **Intent**. The intention of the Common Council is to ensure the streets and sidewalks of the City are maintained on a regular and ongoing schedule as necessary to ensure public safety and welfare. ~~The construction and utilization of sidewalks shall be given high priority in all areas of the City where pedestrian traffic is likely. Pedestrian use is to be highly encouraged.~~ As such, whenever possible consistent with prudent budgetary considerations the cost for the initial construction of sidewalks in residential areas should be paid by the City. Whenever budgetary considerations require a portion of the initial construction of sidewalks to be paid by abutting property owners, the property owner share should be as minimal as possible and apportioned in a fair and equitable manner.

(b) **City Engineer to Establish**. New and reconstructed sidewalks shall be of concrete, and constructed in substantial accordance with the specifications prescribed by the City Engineer.

(c~~b~~) **Driveway Approaches**. Driveway approaches must be established for each lot in advance of the sidewalk construction and shall be clearly marked on the plans.

(d~~c~~) **Grade for Sidewalks; Locations**.

(1) Whenever the Council shall order construction of a sidewalk, the City Engineer shall immediately survey and stake out the location and grade of the same if a grade has been established; and where no grade has been established as ascertained by the records, the Engineer shall prepare and report a grade for the approval of the Council, and when the same shall be established shall stake out the sidewalk as ordered by the Council. No sidewalk shall be laid under this Section until a grade therefore has been established by the Council. No person shall construct any sidewalk except in accordance with such approved location and established grade, except with the permission of the Council.

(e~~d~~) **Construction and Repair of Sidewalks**. The provisions of Sec. 66.0907, Wis. Stats., relating to the construction and repair of City sidewalks so far as applicable to the City, are adopted by reference.

~~(e) **Assessment and Repair Policy - Sidewalks**.~~

~~(1) The full cost of the construction of all sidewalks abutting on privately owned property shall be paid by the abutting property owner and this policy shall apply to both front and side frontages on all corner lots in the City as well as to interior lots. The costs of all crosswalks shall be paid in full by the City. All sidewalks shall be kept in repair by and at the expense of the City, except as provided in Subsection (e)(2).~~

~~(2) When an existing sidewalk in areas zoned other than for one (1) or two (2) family dwellings falls into disrepair to the extent that replacement of the sidewalk becomes necessary, the full cost of such replacement shall be assessed to the abutting property owner.~~

~~(3) Notwithstanding any other provision of this Code of Ordinances to the contrary, payment for the cost of sidewalk construction may be, at the option of the Common Council, extended over a period of time not to exceed five (5) years.~~

(f) **Assessment and Repair Policy - Streets**

(1) a. The following principles underlie this portion of the ordinance:

1. The first time a street is "improved" to a "standard" street, the City and the owner will share in the cost as outlined herein.
2. The defining characteristics of an improved street is a concrete curb and gutter. Once concrete curb and gutter has been installed, subsequent reconstruction of the standard street will be paid for entirely by the City.
3. Any requests for the construction of non-standard street shall be subject to review and recommendation by the Public Works Committee to the City Council. The total cost of a non-standard street is to be paid by the abutting property owners, unless otherwise determined by the City Council.

b. Definitions.

1. **Collector Street** shall be defined as set forth in the State of Wisconsin Department of Transportation Certified Mileage List.

2. **Concrete Curb and Gutter** include any design recommended by the Wisconsin Department of Transportation (WISDOT or by the American Association of State Highway and Transportation Officials (AASHTO).
3. **Municipal Arterials** shall be defined as set forth in the State of Wisconsin Department of Transportation Certified Mileage List.
4. **Non-Standard Street** shall be defined as a street without curb and gutter.
5. **Standard Street** a standard local street is an improved street with a 28 foot bituminous concrete surface with concrete curb and gutter. The total width back to back of curb shall be thirty-three (33) feet. The Public Works Committee may approve a greater of lesser width on a case by case basis.

(2) **Improvement of Streets.** All local residential streets shall be improved as funds permit and as authorized in any calendar year by the Council, by constructing a standard street as defined in Paragraph 6-1-4(f)(1).

(3) Municipal arterials and collector streets shall be improved as funds permit according to standards and specifications approved by the Common Council.

(4) **Reconstruction as a Non-Standard Street**. The Public Works Committee may approve the reconstruction of a local street with a non-standard design, if the Committee finds that such design is not contrary to public health, safety and welfare.

(g) **Specifications as to Materials Used in Construction**. The depth, width, type, gradation strength requirements, etc., of all materials shall be as recommended by the City Engineer and approved by the Public Works Committee.

(h) **Costs**. In streets reconstructed the City shall assume forty percent (40%) of the cost of improvement, and the abutting property owner shall assume the sixty percent (60%) balance of such cost, according to the following formula: The cost for the initial construction of a “standard street” shall be apportioned 40% to the City and 60% to abutting property owners. The cost for subsequent reconstruction of a standard street shall be paid by the City. The cost for reconstruction of a non-standard street shall be paid by the abutting property owners, unless the Council determines to apportion the cost otherwise. Costs shall be assessed according to the following formula:

(1) The cost per assessable front foot of property involved is the total cost as outlined in Subsection (h)(7) below of the improvement divided by the total assessable footage.

(2) On corner lots, the front footage (i.e., the width or narrow side) shall be assessed in full; the side footage (i.e., the depth or length of the lot) shall be assessed at fifty percent (50%) of the length of the "long side at the street".

(3) A lot fronting on two (2) streets shall be assessed in the following manner:

a. If such is not divisible into another (or more) buildable lots, the front frontage shall be assessed in full and the rear frontage shall be assessed at fifty percent (50%) of its rear frontage.

b. If such lot is divisible into another or more buildable lots, both front and rear frontages shall be assessed in full.

(4) Non-divisible lots fronting on a dead-end street, or lots on cul-de-sacs, with less than sixty (60) feet of frontage shall be given a benefit assessment of sixty (60) feet.

(5) An interior "pie-shaped" lot shall be assessed at fifty percent (50%) of its frontage, but in no case shall the assessment be for less than sixty (60) feet. A "pie-shaped" lot is defined as a lot having only three (3) sides. An interior lot is defined as any lot not being on a corner of two (2) streets.

(6) Any time a lot is assessed for special assessments, there shall be a minimum assessment based on sixty (60) feet of frontage, regardless of any other provision of this Code of Ordinances.

(7) In streets reconstructed in the City, the abutting property owner shall assume sixty percent (60%) of the cost of street improvements based on a standard section shown on the diagram marked Exhibit B [the twenty-eight (28) foot local street width or its twenty-eight (28) foot equivalent in other streets]. The costs shall be computed on the basis of the average actual unit quantity bid prices for street projects let by the City in the year of construction. Notwithstanding the provisions of this Section, no person shall pay an assessment which, when added to any state or federal funding for such project, causes the revenues to exceed the cost of the project. If possible, the unit quantities for the specific project being assessed shall be used. The costs include, but are

not limited to, up to twenty percent (20%) added on for City engineering, contingency and administrative costs. The City shall assume all remaining project costs beyond the abutting property owners' sixty percent (60%) share of the typical street cross section.

Resolution No. 16-4-2091
Monona Common Council

A RESOLUTION PROVIDING FOR THE SALE OF $2,890,000 WATER SYSTEM AND SEWER SYSTEM REVENUE REFUNDING BONDS, SERIES 2016B

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City"), is presently in need of $2,890,000 for the public purpose of refunding obligations of the City issued to finance improvements to the Water System and Sewer System, specifically, the Water System Revenue Bonds, dated May 1, 2006, and the Water System and Sewer System Revenue Bond Anticipation Notes, dated April 1, 2013 (collectively, the "Refunded Obligations"); and,

WHEREAS, it is desirable to borrow the funds needed for such purpose through the issuance of water system and sewer system revenue bonds pursuant to Section 66.0621, Wis. Stats.

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

1. The City shall issue Water System and Sewer System Revenue Refunding Bonds, Series 2016B ("Bonds") in an amount not to exceed $2,890,000 for the public purpose of refunding the Refunded Obligations.
2. The sale of the Bonds shall be negotiated with Hutchinson, Shockey, Erley & Co., 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 Hutchinson, Shockey, Erley & Co. 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.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Council Action:
Date Introduced: 4-4-16
Date Approved: _____
Date Disapproved: _____

City of Monona **POLICY AND FISCAL NOTE**	__X____ Original _____ Update	Substitute No. _____ Resolution No. 16-4-2091 Ordinance Amendment No. _____

Title: Refunding of 2006 Water Bond and 2013 Water and Sewer Revenue Ban

Policy Analysis Statement:

Brief Description Of Proposal:

In 2006, the City issued $2,460,000 Water Revenue Bonds payable over 20 years. The City also issued a $1,435,000 Water and Sewer Revenue Ban in 2013. The Bonds and Ban are now callable and the City would save approximately $193,142 in interest cost over the remaining years. Saving is related to 2017-2026. The City is still responsible for 2016 payment under the current bond and ban.

The current coupons are between 4.125%–5.00%. Finance Advisor Jeff Belongia projects the coupons to between 2%–3%.

No budget amendment is needed because the saving will be effective 2017-2026.

Current Policy Or Practice:

Impact Of Adopting Proposal:

Saving on interest expense of approximately $193,143 over 10 years.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)	**Budget Effect:**
___ No fiscal effect ___ Creates new expenditure account ___ Creates new revenue account _X_Decreases expenditures ___ Increases revenues ___ Increases/decreases fund balance _____ Fund	_X_Expenditure authorized in budget ___ No change to budget required ___ Expenditure not authorized in budget ___ Budget amendment required **Vote Required:** _X_Majority ___ Two-Thirds
Narrative/assumptions About Long Range Fiscal Effect:	

Expenditure/Revenue Changes:

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

Prepared By:

Department: Finance Department **Prepared By:** Marc Houtakker **Reviewed By:**	**Date March 31, 2016**

Resolution No. 16-4-2093
Monona Common Council

APPROVAL OF PARTICIPATION IN A WISCONSIN BUREAU OF TRANSPORTATION SAFETY GRANT TITLED: 2016 SPEED GRANT

WHEREAS, the Wisconsin Bureau of Transportation Safety (WIBOTS) has determined from traffic crash data that there are a high number of traffic crashes in the City of Monona and all of Dane County, and excessive speed is often associated with high-risk behaviors that increase the likelihood of a crash and of significant injury or death; and,

WHEREAS, the Common Council is committed to making the highways and city streets of Monona as safe for citizens as possible; and,

WHEREAS, the project grant titled "2016 Speed Grant" has been offered to the City of Monona, in conjunction with various other Dane County agencies; and,

WHEREAS, the Wisconsin Bureau of Transportation Safety will provide the City of Monona up to $13,500 for wages, fringe payroll benefits, and equipment to participate in this traffic grant designed to encourage compliance with the speed laws, seatbelt use laws and decrease alcohol related crashes; and,

WHEREAS, this is a cost-sharing grant; the City of Monona is responsible for matching payroll and benefit expenses estimated at $3,375.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department is authorized to participate in the WI BOTS project 2016 Speed Grant designated to increase safety belt usage and decrease the severity of crash injuries due to speed and impaired driving within the City of Monona. By participating in this project, the City of Monona is eligible for reimbursement up to $13,500 in grant funds and is responsible for benefit and costs estimated at $3,375.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Kathryn A. Thomas
Acting Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: Police Chief Walter J. Ostrenga

Council Action:
Date Introduced: 4-4-16
Date Approved: _____
Date Disapproved: _____

City of Monona **POLICY AND FISCAL NOTE**	___X___Original _____ Update	Substitute No. _____ Resolution No. 16-4-2093 Ordinance Amendment No. _____

Title: 2016 Speed Grant

Policy Analysis Statement:

Brief Description Of Proposal: The Wisconsin Bureau of Transportation Safety (WI BOTS) has offered a grant to the City of Monona. The grant, titled "**2016 Speed Grant,"** runs from May 1 through September 30, 2016 and is in conjunction with deployments in several area departments.

The primary objective of the grant is to decrease the percentage of vehicle crashes related to speed, impaired driving, and lack of occupant safety belt use within the City of Monona.

Up to $13,500 was allocated to the City of Monona. Up to $8,500 in grant funds will be for overtime wages and payroll benefits of Social Security and Retirement at 21.25%. Up to $5,000 can be used for speed enforcement related equipment. Our cost sharing is in the amount of $3,375, but on-duty personnel assigned to the grant can offset this amount.

No budget amendment needed. The city budgeted for overtime related to various police grants.

Current Policy Or Practice:
The City of Monona is included in this grant due to our accident volume along with willingness to participate and past successful participation in WIBOTS traffic grants.

Impact Of Adopting Proposal:
If we are authorized to participate in the grant, it will allow additional overtime funding for extra traffic enforcement. A requirement of the grant is to work the grant with multiple officers on several specific dates for pre-planned campaigns such as the national "Click It or Ticket" campaign.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)	**Budget Effect:**
___ No fiscal effect ___ Creates new expenditure account ___ Creates new revenue account ___ Increases expenditures _X_Increases revenues **through fines collected** _X_ **Increases**/decreases fund balance 2016 Operational Fund	___ Expenditure authorized in budget ___ No change to budget required _X_Expenditure not authorized in budget ___ Budget amendment required **Vote Required:** _X_Majority ___ Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:
This is a matching grant. Costs associated with employee's wages and benefits at 25% of the grant total are required to be paid by the participating agency. Estimated costs for the City would be approximately $3,375.

Expenditure/Revenue Changes:

Budget Amendment No. _____ **No Budget Amendment Required __X_____**

Account Number				**Account Name**	**Budget Prior to Change**	**Debit**	**Credit**	**Amended Budget**
Fund	**CC**	**Account**	**Object**					
100	**52**	**52100**	**121**	**Police Overtime Grant**	**20,000**			**20,000**
				Totals				

Prepared By:

Department: POLICE **Prepared By: Chief Walter J. Ostrenga** **Reviewed By: Marc Houtakker**	**Date: 03/25/16** **Date: 03/28/16**

Resolution No. 16-4-2092
Monona Common Council

APPROVING AN AMENDMENT TO THE LEASE AGREEMENT WITH MADISON CELLULAR TELEPHONE COMPANY FOR INSTALLATION OF EQUIPMENT

WHEREAS, a Facilities Space Lease Agreement between Madison Cellular Telephone Company (originally known as U.S. Cellular) and the city of Monona dated August 16, 2004, has been entered into; and,

WHEREAS, Madison Cellular Telephone Company has requested a first amendment to this lease agreement for the purpose of installing additional equipment at 5211 Schluter Road, Monona WI (City Hall); and,

WHEREAS, the amendment has been approved by both Madison Cellular Telephone Company and Monona's City Attorney; and,

WHEREAS, the amendment will provide a financial benefit to the City of Monona by increasing lease revenue.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the attached First Amendment to the Facilities Space Lease Agreement between Madison Cellular Telephone Company and the City of Monona is hereby approved.

Adopted this _____ of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: City Administrator, April Little

Council Action:
Date Introduced: 04-04-2016
Date Approved:

City of Monona
POLICY AND FISCAL NOTE

☑ Original ☐ Update

Substitute No. _____
Resolution No. 16-4-2092
Ordinance Amendment No. _____

Title: First Amendment to Facilities Space Lease Agreement (City Hall)

Policy Analysis Statement:

Brief Description Of Proposal:

A Facilities Space Lease Agreement between Madison Cellular Telephone Company (originally known as U.S. Cellular) and the city of Monona dated August 16, 2004, has been entered into. Madison Cellular Telephone Company ("Madison Cellular") has requested a first amendment to this lease agreement for the purpose of installing additional equipment.

Current Policy Or Practice:

Impact Of Adopting Proposal:

Approval of the first amendment will increase the monthly revenue received from Madison Cellular by $300 per month, or $3,600 annually.

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:

Over 10 years (as long as the lease is in place), the additional revenue could total $36,000.

Expenditure/Revenue Changes:

Budget Amendment No. _____ **No Budget Amendment Required** ☑

Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	48	48900	100	Miscellaneous Revenues	267,139		3,600	270,739

Prepared By:

Department: City Administrator
Prepared By: April Little **Date:** March 29, 2016
Reviewed By: Marc Houtakker **Date:** March 30,2016

Clear Print

FIRST AMENDMENT TO FACILITIES SPACE LEASE AGREEMENT

Between the City of Monona and Madison Cellular Telephone Company

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THIS FIRST AMENDMENT ("Amendment") is entered into as of the last date of signature below, by and between the City of Monona, a Wisconsin municipal corporation (hereinafter referred to as "Monona") and Madison Cellular Telephone Company, a Wisconsin general partnership, Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631 (originally known as "U.S. Cellular"®, now hereinafter referred to as "Tenant").

WHEREAS, Monona owns certain real estate located at 5211 Schluter Road, Monona, Wisconsin upon which city hall with an attached fire hose tower is located (hereinafter, "the City Hall");

WHEREAS, Tenant leases space ("Premises") at the City Hall pursuant to a Facilities Space Lease Agreement between Monona and Tenant dated August 16, 2004 (hereinafter, "the Agreement") to emplace and operate certain facilities, as defined and specifically described in the Agreement.

WHEREAS, Tenant desires to amend the Agreement in order to install additional equipment on the Premises. Monona is agreeable to amending the Agreement to allow Tenant to do so on the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by all parties, the parties agree as follows:

1. A new exhibit to the Agreement, Exhibit B, also attached to this Amendment as Exhibit B, is hereby added and incorporated into the Agreement. Exhibit B contains the Tenant's equipment installation on the Premises. This Amendment contains no Exhibit A.

2. Monona hereby consents to Tenant updating and modifying ("Modifications") the facilities in accordance with the plans and specifications attached hereto as Exhibit B, subject to the following conditions:

   a. All facilities, including those added or replaced pursuant to this Amendment shall be painted and maintained so as to be of uniform color.
   b. All facilities, including those added or replaced pursuant to this Amendment shall comply with all applicable laws and regulations.
   c. The conduit shown on Exhibit B to be located through the west end balcony area shall be located as approved by the Fire Chief to ensure it does not interfere with the use or operation of the City Hall by the City.
   d. The conduit shown on Exhibit B shall be located within the interior wall on all floor levels of the City Hall, unless otherwise approved in writing by the Fire Chief.

3. The Rent as set forth in the Agreement shall be increased by three hundred dollars a month ($300.00) effective the first full month after the Tenant starts the Modifications.

4. All other terms, conditions and obligations of the Agreement shall remain as stated therein, except as specifically amended in this Amendment.

5. The provisions of this Amendment shall be neutrally interpreted and not construed more strictly for or against any party because that party's attorney drafted this Amendment or any part hereof.

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

CITY OF MONONA

By: _____ _____
Robert Miller, Mayor Date

By: _____ _____
Joan Andrusz, City Clerk Date

MADISON CELLULAR TELEPHONE COMPANY
By: United States Cellular Operating Company LLC
Being one of its General Partners

By: Thomas S. Weber 3/15/16
THOMAS S. WEBER Date

STATE OF WISCONSIN)
)
COUNTY OF DANE)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that Robert Miller and Joan Andrusz, known to me to be the same persons whose name is subscribed to the foregoing First Amendment to Facilities Space Lease Agreement, appeared before me this day in person and acknowledged that he/she signed the said Amendment as his/her free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20___.

_____

Notary Public

My commission expires _____

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that Thomas S Weber, Vice President, known to me to be the same person whose name is subscribed to the foregoing First Amendment to Facilities Space Lease Agreement, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Amendment as his free and voluntary act on behalf of the named company, for the uses and purposes therein stated.

Given under my hand and seal this 15 day of March, 2016.

Kelly Schmitz

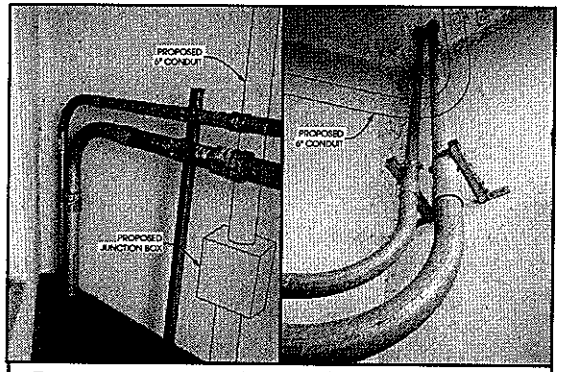
Notary Public

KELLY J. SCHMITZ
Notary Public
State of Wisconsin

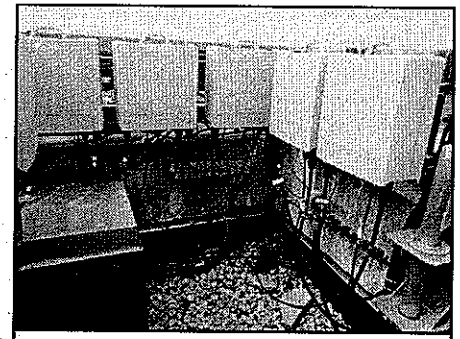
My commission expires 12/20/16

EXHIBIT B

TENANT'S EQUIPMENT

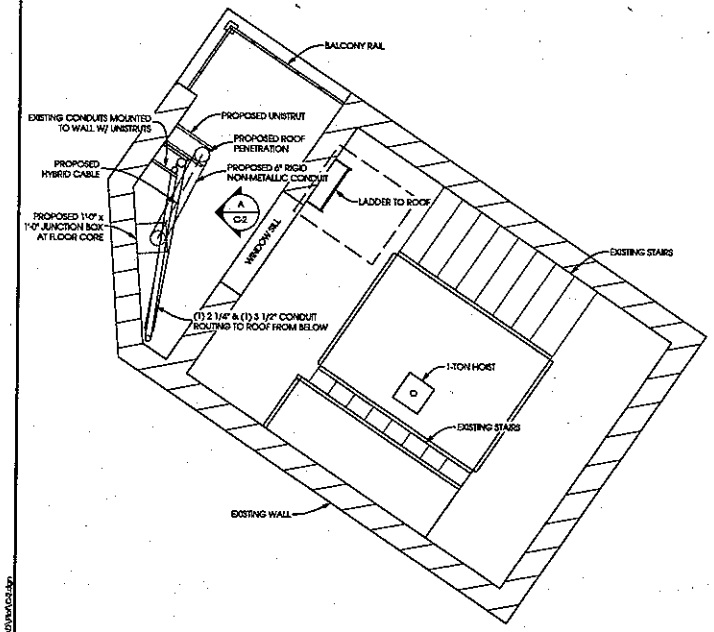


A **EXISTING & PROPOSED CONDUIT @ BALCONY LEVEL**



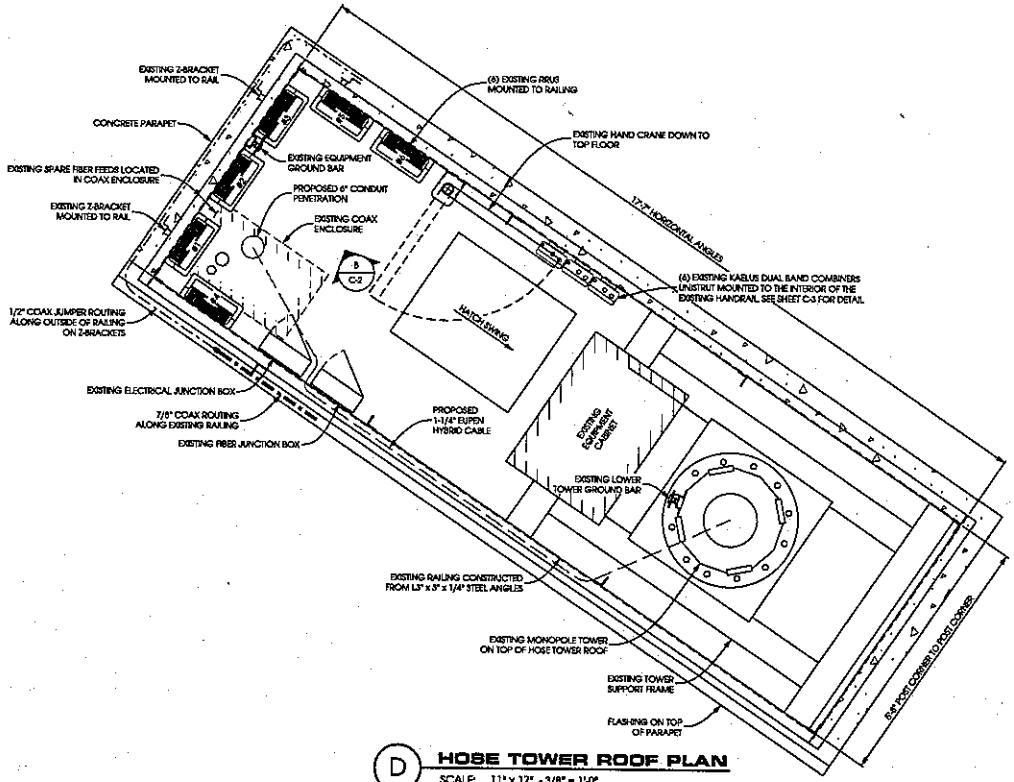
B **ROOF PLAN OVERVIEW [LOOKING NORTHWEST]**

NORTH



C **STAIRWELL & BALCONY PLAN**

SCALE: 11" x 17" - 1/4" = 1'-0"
22" x 34" - 1/2" = 1'-0"



D **HOSE TOWER ROOF PLAN**

SCALE: 11" x 17" - 3/8" = 1'-0"
22" x 34" - 3/4" = 1'-0"

Edge
Consulting Engineers, Inc.
624 Water Street
Prairie du Sac, WI 53578
608.644.1449 p
608.644.1549 fax
www.edgeconsult.com

EQUIPMENT LOCATION

MONONA DRIVE [#782407]

MONONA, WISCONSIN

SHEET TITLE

ISSUE DATE	BY
FINALS - 10/30/2015	LMK

REVISIONS

CHECKED BY: DCL
PLOT DATE: 10/30/2015
PROJECT #: 13062
FILE NAME: C2.dgn

SHEET NUMBER: C-2

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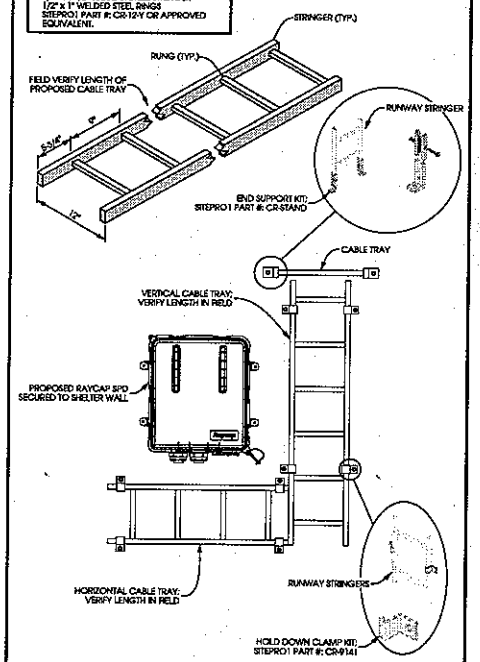
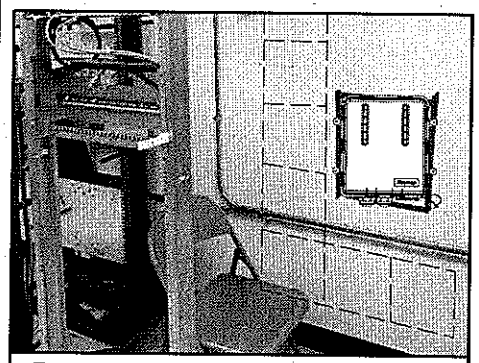
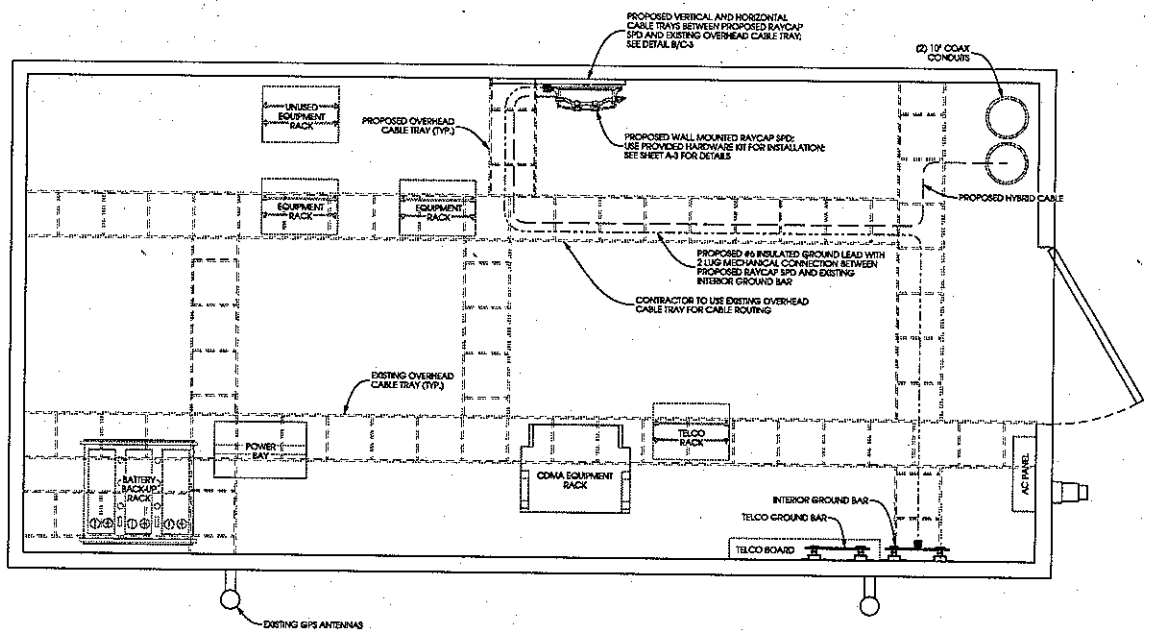
NOTE:
3/8" x 1-1/2" TUBULAR STEEL STRINGER
1/2" x 1" WELDED STEEL RINGS
SITEPRO1 PART #: CR-12-Y OR APPROVED EQUIVALENT.



B **CABLE TRAY DETAIL (TYP.)**
SCALE: NTS



C **LOCATION OF PROPOSED RAYCAP SPD**



NOTE:
CONTRACTOR TO VERTICALLY SPACE PROPOSED RAYCAP SPD UNITS AS TO ALLOW FOR FUTURE EXPANSION OF (3) UNITS

A **INTERIOR SHELTER LAYOUT**
SCALE: 11" x 17" - 3/8" = 1'-0"
22" x 34" - 3/4" = 1'-0"

Edge Consulting Engineers, Inc.
624 Water Street
Prairie du Sac, WI 53578
608.643.4860 Voice
608.643.4883 Fax
www.edgeconsult.com

SHEET TITLE:
INTERIOR SHELTER LAYOUT
MONONA DRIVE [#782407]
MONONA, WISCONSIN

ISSUE DATE	INT.
FINALS - 10/30/2015	LMK

REVISIONS:

CHECKED BY: DCL
PLOT DATE: 10/30/2015
PROJECT #: 13082
FILE NAME: C-3.dgn
SHEET NUMBER: C-3

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NOTE:

CONTRACTOR TO VERIFY HEIGHT AND DIRECTION OF ANTENNAS WITH PROJECT MANAGER.

ALL ANTENNA AZIMUTHS TO BE FROM TRUE NORTH.

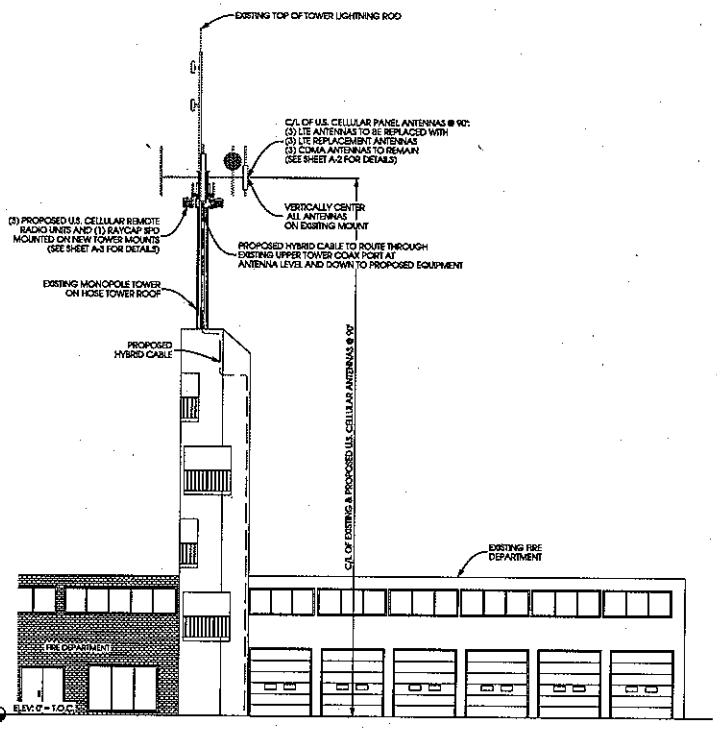
REFER TO STRUCTURAL ANALYSIS AS IDENTIFIED ON PAGE T-1. CONTRACTOR TO THOROUGHLY REVIEW THE STRUCTURAL ANALYSIS FOR INFORMATION PERTAINING TO UPGRADES, MOUNTING TYPES, ANTENNA HEIGHTS, AND COAX/HYBRID ROUTING. ANY DISCREPANCIES BETWEEN THE DRAWINGS, STRUCTURAL ANALYSIS, AND STRUCTURE PLANS SHOULD BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER PRIOR TO BIDDING AND INSTALLATION.

SUPER HYBRID CABLE LENGTH	
QUANTITY FROM EQUIPMENT ROOM RAYCAP SPD	1
LENGTH FROM EQUIPMENT ROOM RAYCAP SPD TO CONDUIT PENETRATION	28 FT
LENGTH FROM CONDUIT PENETRATION IN EQUIPMENT ROOM TO CONDUIT PENETRATION IN STAIRWELL	143 FT
LENGTH FROM T.O.C. TO TOWER TOP RAYCAP SPD	116 FT
TOTAL LENGTH OF HYBRID CABLE	287 FT
ROUNDED LENGTH **	300 FT

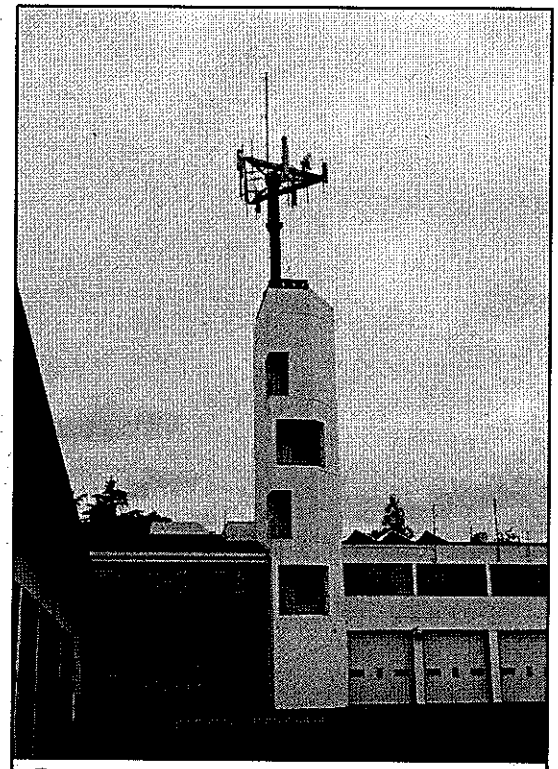
HYBRID JUMPER CABLE INFO	RAYCAP TO RRU	
ALPHA SECTOR	16 FT	4.877 m
BETA SECTOR	16 FT	4.877 m
GAMMA SECTOR	16 FT	4.877 m

* PREFERRED JUMPER LENGTH OF 16'
* MAXIMUM JUMPER LENGTH OF 20'
* JUMPER LENGTH UP TO 60' WITH U.S.C.C. APPROVAL

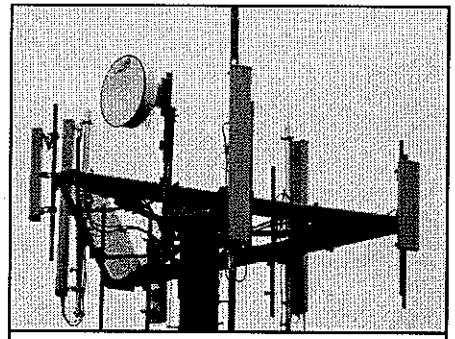
COAX JUMPER CABLE INFO	RRU TO PROPOSED ANTENNA
ALPHA SECTOR	10 FT
BETA SECTOR	10 FT
GAMMA SECTOR	10 FT
COAX JUMPERS TO BE ROUNDED TO 5' INCREMENTS	



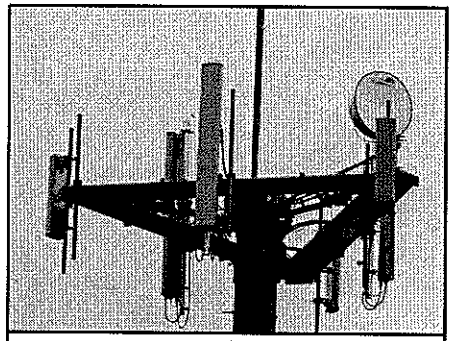
(A) **TOWER PROFILE (NORTHWEST ELEVATION)**
SCALE: 11" x 17" - 1" = 20'-0"
22" x 34" - 1" = 10'-0"



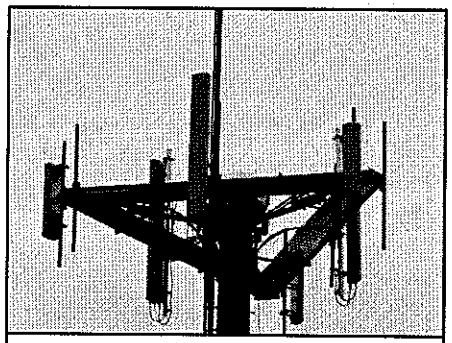
(B) **TOWER ELEVATION**



(C) **U.S. CELLULAR ALPHA SECTOR PANEL ANTENNAS**



(D) **U.S. CELLULAR BETA SECTOR PANEL ANTENNAS**



(E) **U.S. CELLULAR GAMMA SECTOR PANEL ANTENNAS**

Edge
Consulting Engineers, Inc.
524 Water Street
Prairie du Sac, WI 53578
608.643.4100 voice
608.643.5811 fax
www.edgeconsult.com

SITE ELEVATION
MONONA DRIVE [#782407]
MONONA, WISCONSIN

SHEET TITLE:

ISSUE DATE:	INIT:
FINAL - 10/30/2015	LMK

REVISIONS:

CHECKED BY: DCL
PLOT DATE: 10/30/2015
PROJECT #: 13092
FILE NAME: A-1.dgn
SHEET NUMBER: A-1

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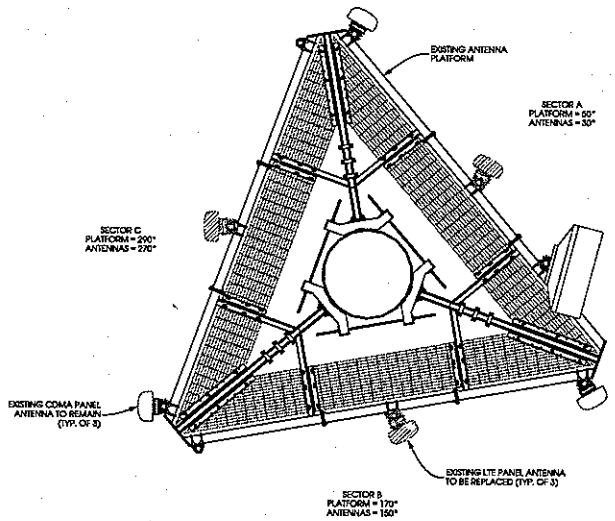
ANTENNA LEGEND:

- EXISTING LTE PANEL ANTENNA TO BE REMOVED
- EXISTING CDMA ANTENNA TO REMAIN
- EXISTING BIAS-T TO REMAIN

NOTE:

ALL ANTENNA AZIMUTHS TO BE FROM TRUE NORTH

NORTH



Current Loading

Sector	Ant ID	Antenna Model	Ant Qty	Rad Ctr	Azim	Mech Tilt	"MET" Tilt	Hardware Notes	Tech	Band	Cable Type	Cable Size	Cable Qty	Cable Length	Top Mounted Equipment: Diplexer	TMA	RRU	Raycap Box	Other	Notes on Other Tower Top Equipment
Alpha	1	RFS-700633-4CF-EDIN-5	1	91	30	0		Dedicated	CDMA	B5	Coax	1-5/8"	2							
Alpha	1	AMI-X-CW-16-65-00T-RET	1	91	30	0		Dedicated	LTE	B5/B12	Coax	1-5/8"	2		1					
Alpha																				
Alpha																				
Alpha																				
Alpha																				
Beta		RFS-700633-4CF-EDIN-5	1	91	150	0		Dedicated	CDMA	B5	Coax	1-5/8"	2		1					
Beta		AMI-X-CW-16-65-00T-RET	1	91	150	0		Dedicated	LTE	B5/B12	Coax	1-5/8"	2							
Beta																				
Beta																				
Beta																				
Gamma	1	RFS-700633-4CF-EDIN-5	1	91	270	0		Dedicated	CDMA	B5	Coax	1-5/8"	2							
Gamma	1	AMI-X-CW-16-65-00T-RET	1	91	270	0		Dedicated	LTE	B5/B12	Coax	1-5/8"	2		1					
Gamma																				
Gamma																				
Gamma																				
		Total	6									Total	12					Total	0	

PER U.S. CELLULAR eSIP DATED 06/02/2015 PROVIDED BY OTHERS

(A) EXISTING ANTENNA ASSIGNMENT

SCALE: 11" x 17" - 1/4" = 1'-0"
22" x 34" - 1/2" = 1'-0"

SEE A-4 FOR COLOR CODING

ANTENNA LEGEND:

- PROPOSED ANTENNA TO BE INSTALLED
- PROPOSED RRU TO BE INSTALLED
- PROPOSED RAYCAP SPD TO BE INSTALLED
- EXISTING CDMA ANTENNA TO REMAIN
- EXISTING BIAS-T UNIT TO REMAIN

NOTE:

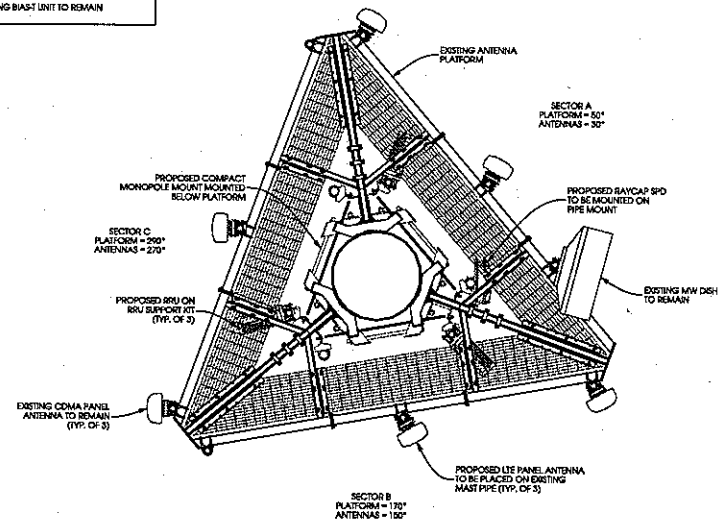
ALL ANTENNA AZIMUTHS TO BE FROM TRUE NORTH

RRU SUPPORT KIT TO BE PROVIDED BY U.S. CELLULAR

COMPACT TOWER MOUNT TO BE PROVIDED BY CONTRACTOR

REPLACEMENT OF EXISTING BIAS-T UNIT MAY BE REQUIRED. CONTRACTOR TO VERIFY BIAS-T SCOPE WITH FINAL RF ORDER.

NORTH



Proposed Loading

Sector	Ant ID	Antenna Model	Ant Qty	Rad Ctr	Azim	Mech Tilt	"MET" Tilt	Hardware Notes	Tech	Band	Cable Type	Cable Size	Cable Qty	Cable Length	Top Mounted Equipment: Diplexer	TMA	RRU	Raycap Box	Other	Notes on Other Tower Top Equipment
Alpha		RFS-700633-4CF-EDIN-5	1	91	30	0		Dedicated	CDMA	B5	Coax	1-5/8"	2							
Alpha		800 10766v03	1	91	30	0		Shared	LTE	B5/B12	Coax	1-5/8"	2		1					
Alpha								Shared	LTE	B2	Hybrid Fiber	Hybrid Fiber	1				1			
Alpha																				
Alpha																				
Beta		RFS-700633-4CF-EDIN-5	1	91	150	0		Dedicated	CDMA	B5	Coax	1-5/8"	2							
Beta		800 10766v03	1	91	150	0		Shared	LTE	B5/B12	Coax	1-5/8"	2		1					
Beta								Shared	LTE	B2							1			
Beta																				
Beta																				
Gamma		RFS-700633-4CF-EDIN-5	1	91	270	0		Dedicated	CDMA	B5	Coax	1-5/8"	2							
Gamma		800 10766v03	1	91	270	0		Shared	LTE	B5/B12	Coax	1-5/8"	2		1					
Gamma								Shared	LTE	B2							1			
Gamma																				
Gamma																				
		Total	6									Total	13				Total	3		

PER U.S. CELLULAR eSIP DATED 06/02/2015 PROVIDED BY OTHERS

(B) PROPOSED ANTENNA ASSIGNMENT

SCALE: 11" x 17" - 1/4" = 1'-0"
22" x 34" - 1/2" = 1'-0"

SEE A-4 FOR COLOR CODING

Edge Consulting Engineers, Inc.
624 West Street
Prairie du Sac, WI 53578
608.644.1549 voice
608.644.1549 fax
www.edgeconsult.com

ANTENNA ASSIGNMENT

MONONA DRIVE [#782407]

MONONA, WISCONSIN

SHEET TITLE:

ISSUE DATE:	BY:
FINAL - 10/30/2015	EMK

REVISIONS:

CHECKED BY: DCL

PLOT DATE: 10/30/2015

PROJECT #: 13082

FILE NAME: A-2.dgn

SHEET NUMBER: A-2

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Resolution No. 16-3-2088
Monona Common Council

ADOPTING A MEMORANDUM OF UNDERSTANDING WITH FIRE/EMT EMPLOYEES INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) LOCAL 311 REGARDING SECTION 17.1 WORK WEEK SCHEDULES

WHEREAS, the City of Monona and IAFF Local 311 have signed an Agreement for the term of January 1, 2015 through December 31, 2016, with respect to wages, hours, and conditions of employment for certain Fire Department employees; and,

WHEREAS, the City of Monona and IAFF Local 311 are not currently negotiating an agreement; and,

WHEREAS, an additional full-time employee has been hired since the beginning of the contract term; and,

WHEREAS, offering an alternative work week schedule to maximize the number of hours of firefighters on duty at any given time is of benefit to the employees and the City of Monona; and

WHEREAS, the current agreement, section 17.1, offers only one scheduled work week method.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Memorandum of Understanding regarding Article 17 – Hours of Work, Overtime and Report Pay, to offer an alternative work week schedule is hereby adopted.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: April Little, City Administrator
Approval Recommended By: Finance & Personnel Committee – 3/21/16; Public Safety Commission – 3/23/16

Council Action:
Date Introduced: 4/4/2016
Date Approved: _____
Date Disapproved: _____

MOU between the City of Monona and Local 311

In reference to Article 17 in the CBA, hours of work section 17.1, in addition to the current language a second schedule may be created for employees anytime the Fire Department has more than six full time employees and may be implemented by the Fire Chief at his/her discretion. The scheduled work day shall be twenty-four (24) hours and will start at 7am and end at 7am the next day. The Scheduled work week shall be one (1) day on, two (2) days off (1-2, 1-2, 1-2) and so on, on a 27 day rotating basis, each full time employee working nine (9) work days every 27 day period. If the second schedule is implemented a minimum of six (6) must remain on the original schedule. Employees will be able to decide by seniority which schedule they would like to work. Employees wanting to change schedules must notify the Fire Chief in writing prior to December 1st of the upcoming year. The Fire Chief will still decide crew assignments. This MOU will terminate on December 31, 2016.

_____ _____

Malon Mitchell, L311 President April Little, Administrator City of Monona

_____

Brenden Kornell L311 Monona Rep.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Administrator April Little **MONTH OF:** March 2016

Major Projects / Issues:

- **Strategic Plan**: I am finishing up an update schedule for staff. Met with Walter Jankowski to discuss and plan for a 2017-2019 update.
- **Recodification:** Editorial/Legal Analysis and draft manuscript have been received and distributed to staff along with a schedule. Department heads will make the recommendations to their committees. During this time we can also add changes or delete sections without approving sections individually.
- **City administrative offices reorganization**: Waiting for Spacesaver proposal rep. regarding reorganizing filing systems. This might impact final office design.
- **Dispatch Study** – We have had two staff planning meetings regarding the process; we are finalizing a meeting with Dane County.
- **Transit Study** – Have had two staff planning meetings regarding the process; will be setting up a meeting soon with Madison Metro (various issues) and MPO.
- **Capital Budget** – Next priority to get going.
- **Assessments / Board of Review**: Physical property inspections are underway.

Planning / Development:

- **Riverfront Project:** Work group and developer meetings (3) held**.** Met with DNR and Strand regarding Phase 2 environmental work, which is now scheduled for April 11-13. This work will also include nearby sections of Bridge Road.
    - **Bourbon Street** liquor license has been surrendered and equipment auctioned.
- **Sign** at the corner of Monona Drive / East Broadway: I talked to Dave Vieth at DOT. He said we must move the sign or confirm ownership. It is possible that DOT transferred the jurisdiction to Dane County. DOT cannot issue a sign permit for something in the ROW. That being said, DOT has little interest in policing signs in ROW (although such a sign could be challenged as a state statute violation). There is a possibility we will need to work with PDQ or Dane County instead of DOT, so this must be confirmed before any transfer or permit paperwork can be done. Other sign at Bridge Road is now functioning.
- **Code Enforcement:** Routine commercial inspections are underway; some properties have received enforcement letters.

Meetings Attended (Miscellaneous) / Presentations

- **Presentations / Hosted:** March 9 – Smart Growth presentation
- **Miscellaneous Committee Meetings**: Read Across America at Winnequa School
- **Training**: WCMA Conference

Personnel / Administration:

- **WPPA Police Union** – Two grievances have been filed regarding an insurance opt-out memorandum of understanding. Hearing date with WERC is April 19.
    - Contract – not accepted by WPPA. They are refusing to meet for further discussion.
- **Fire Union IAFF Grievance** – Hearing date with WERC was March 29. Process for review could take up to an additional 90 days from the hearing.

Upcoming Objectives / Events:

- **Monona East Side Business Alliance Meetings**: Booth at Business Expo, April 9
- Vacation Week: April 25-29 – Moving to Monona!

MONONA POLICE DEPARTMENT
MONTHLY REPORT

FEBRUARY 2016

OPERATIONS DIVISION

In February of 2016, the Operations Division handled 29 vehicle crashes, which is down quite a few from the 45 crashes last month. Vehicle crashes are a significant part of a Police Officer's day. There were 303 traffic warnings, 169 traffic citations, and 25 parking tickets issued. There were a total of 1,443 calls for service in February.

Training

Chief Ostrenga and Sergeants Losby and Nachreiner attended the 3-day 2016 Wisconsin Chiefs of Police Conference in Wisconsin Dells.

Officers Ginther and Pederson attended the 19 hour Intoximeter EC/IR II Operator Certification training.

All Officers attended CPR/CCR/AED recertification training.

Four Officers attended an 8-hour In-Service on Firearms, DAAT and Civil Process.

Speed Trailer

To request the speed trailer, in your neighborhood, contact Officer Jim Reiter at: jreiter@ci.monona.wi.us

Security Checks

Officers performed 172 security checks in the month of February. A security check is when an Officer goes into a business and walks around to meet with staff to discuss any problems that the businesses are aware of. This also serves as a deterrent for theft. For the overnight shift, this entails checking the perimeter of the business and pulling on doors to make sure the businesses are secure.

Retail Thefts

There were 56 retail theft cases in February, up one from 53 cases in January. Around 50 cases are typical in a month. These cases can be time consuming if the suspect flees and follow-up outside the City is necessary.

Tellurian Treatment Center

In February we had 9 calls to the Tellurian property totaling 2 hours of police time.

Use of Force Incidents

There were no Use of Force reports in February.

1st Shift Monthly Report

On February 13th a night shift officer was dispatched to the AmericInn hotel for a noise complaint. The caller from neighboring Eastgate Road was calling due to a large truck idling in the lot for about 6 hours. The Officer checked with the hotel but they stated they could not determine who the owner was. A day shift officer checked with the manager the next day to see if the hotel would be willing to post a sign to encourage vehicle owners to not idle their vehicles in the lot, as it disturbes the neighbors. The manager stated he would not assist by putting up any signs and the police should just ticket the vehicles.

The month was filled with many civil issues, accidents, and retail thefts but none of the incidents are all that interesting to talk about. With the warmth approaching, March will be a much more interesting month.

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

2nd Shift

During the month of February, second shift officers handled 14 crashes, 29 retail thefts, 201 traffic stops were made, several warrant arrests, one OWI arrest and they responded to numerous other calls for service. During the month of February the calls were pretty routine and nothing really stands out.

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

3rd Shift

The Monona Police Department third shift officers handled 1 vehicle crash, 5 retail thefts, and responded to several disturbance calls. Officers made 140 traffic stops resulting in 1 OWI arrest. Officers were also busy with several domestic and civil disputes.

On February 6th, 2016 at 2:51 a.m. an officer made a traffic stop and arrested the operator for OWI 3rd offense. A search warrant was obtained for a legal blood draw which later showed the operator had a blood alcohol content of .222.

On February 15th, 2016 at 2:14 a.m. officers responded to Wal-Mart for a retail theft. The uncooperative suspect fled from loss prevention in a vehicle, however an officer located the vehicle and made a traffic stop. The suspect was arrested on misdemeanor bail jumping and Retail Theft. She was transported to the Dane Co Jail.

In the early morning hours of February 26th, 2016 officers responded to a couple of theft from vehicles complaints on the 4900 block of Gordon Avenue. Multiple citizens reported their vehicles (which had been unlocked) were entered and money/debit cards were stolen. A suspect was later arrested for the violations.

If you have any questions, concerns, or if you have further information on any crimes, please contact the Monona Police Department at 222-0463. Sergeant Adam Nachreiner is 3rd shift patrol supervisor and can be contacted at anachreiner@ci.monona.wi.us

Community Resource Officer

For a majority of the month of February, Community Resource Officer Reiter was assigned to patrol as a field training officer and working road minimums.

On February 10th, a tour of the WPS building was conducted, along with Madison Police, Dane County Sheriff's Office and other Monona Police Department officers.
On February 12th, there was a Shop with a Cop meeting to discuss ideas of additional fundraising ideas throughout the year.
On February 15th-18th Officer Reiter instructed CPR to all officers. Training took place at the fire department.
On February 25th, instructed Officer Mielke with a one on one firearms course to qualify with her firearm.

The rest of the month the CRO was working on updating the Monona Police Department business contact lists. With the help of Leah Kimmell we were able to get our contact form on-line and on our social media sites. Officer Reiter has also been working with our senior residential facilities to get more police presentations scheduled in the next month or two. He has also been working with Winnequah School for the annual bike rodeo.

If you would like to involve the Monona Police Department in a community presentation or event, please contact Community Resource Officer James Reiter at 222-0463 or jreiter@ci.monona.wi.us

INVESTIGATIVE DIVISION

Detective Unit

During the month of February, 71 cases were reviewed for possible referral to the Investigative Division.

Crime	Number of Cases
Death Investigation	2
Drug Investigation	2
Fraud	3
Overdose	1
Retail Theft	56
Theft	7

Members of the Investigative Unit were assigned to, or assisted with, 17 incidents.

Current Investigations

MO16-437 and MO16-438 FORGERY
Fake US Currency was attempted to be negotiated at a local business. There have been many of these cases around Dane County and there are now several suspects identified.

MO16-741 – STOLEN PROPERTY
Patrol came across a large amount of tobacco products and pipes in a residence. The detective division is working with WI Dept. of Revenue and other agencies attempting to learn more.

MO16-820 – FELONY RETAIL THEFT
A $1,000 TV was stolen from a local store. Patrol developed suspect information. Detectives followed up with an interview and requested a warrant for the primary suspect.

MO16-00983 – CREDIT CARD FRAUD
Two credit card skimming devices were put on gas pumps at a gas station in Monona. Card information was transferred to new cards using stolen customer information. It is believed the suspects are part of an organized crime group.

MO15-7017&7018 – ARMED ROBBERIES - Update
The suspect responsible for the armed robbery at Walgreens and the attempted armed robbery at the World Buffet, as well as many other robberies in neighboring jurisdictions, has now been charged with 10 counts of armed robbery and 1 count of reckless endangerment.

If you have any information to provide in any of the above listed incidents:
Det. Matthew Bomkamp can be contacted at mbomkamp@ci.monona.wi.us
Det. Sgt. Ryan Losby can be contacted at rlosby@ci.monona.wi.us

Other Activities
Property room management
Municipal court officer duties

School Resource Officer

Graffiti was found in multiple boys' restrooms over the course of several weeks at the Monona Grove High School. Words and symbols were being written on stall doors and walls in the bathrooms. Staff identified the suspect, who is a student, through what was being written. I issued the student a citation for criminal damage to property.

I received a call from a parent of a Glacial Drumlin School student who stated her son was refusing to go to school. I stopped by their residence and spoke with the mother and student. We identified several issues the son was having. I notified the school of these issues so they could work with the parent and student to address them.

MGHS staff and I met with a student and parent about the student's attendance. School staff helped make a plan for the student's attendance. The student was informed that any further truancy may result in a citation being issued. The student was truant several more times after the meeting. I issued the student a citation for habitual truancy.

I was called to MG21 Charter School for a student that was possibly under the influence of intoxicants. Upon contacting the student it was quite obvious the student had been drinking. I administered a PBT to the student. The PBT confirmed the student had been drinking quite a bit. I issued the student a citation for underage drinking. The student's parent came and picked up the student from school.

I helped plan and prepare for a presentation sponsored by the Monona Cares and Cottage Grove Cares Coalitions. The presentation was titled: "Heroin: The Reality in Cottage Grove and Monona", and featured five guest speakers. There were approximately 100 citizens in attendance the night of the presentation.

In February I met with a company that was preparing a bid to upgrade and install cameras in the schools in the school district; I attended in service training at the Madison Police Department Training Center; and I attended CPR recertification training at the Monona Fire Department.

SRO Shawn Fogeltanz can be contacted at sfogeltanz@ci.monona.wi.us

Clerk of Courts

During the month of February, 255 traffic, municipal ordinance and parking citations were issued. In addition there were 303 warnings issued for various traffic offenses. Twenty-two adults were also referred to the Dane County District Attorney's Office for criminal charges.

Dispatch

The Monona Communications Center dispatches Police, Fire, and EMS, answers routine phone calls from citizens seeking information or wanting police assistance, processes citation payments, prepares and submits accident reports to the State of Wisconsin, files law enforcement related paperwork, and performs many other routine daily duties.

During the month of February, Dispatchers handled 1,443 calls for service. Of these calls for service, 129 calls came in on the 911 lines. Many of the calls for service are converted into incidents which require a report and additional paperwork. On average, each incident, consumes about 1.5 hours of the Dispatcher's time.

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

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Police and Emergency Communications **MONTH OF:** March 2016

Accomplishments:

During the last month we had two cases successfully cleared by issuing press releases through social media. The first case involved a daytime burglary suspect with a photo of him trying to use a stolen ATM card. Through tips and investigation he was ultimately apprehended in Tennessee with another fugitive from Wisconsin. In the second case a stolen auto from Walmart was recovered on the south side of Monona. That case is still under investigation.

The towing contract was approved with Schmidt's Auto. We are now set with a 2 year contract with two 1year extensions.

Using drug forfeiture funds the department was able to purchase ballistic helmets and vests. There will be one set in each of the squad cars.

Major Projects / Issues:

We continue to be plagued with theft from unlocked vehicles. This seems to be a seasonal trend once the weather turns warmer. Information has been circulated to the community, but reminding people to lock their cars and residences is a reoccurring theme.

DOT recently released the Jan-Sept 2015 traffic crash data. For the 9 month period, Monona recorded a total of 169 crashes; compared to a total of 148 for the 3 communities of Cottage Grove: 43; McFarland: 54; and Oregon: 51. We continue to be allocated funding from DOT for extra traffic enforcement, but the high volume of traffic on the beltline is a continuous challenge.

In Progress / Routine Duties:

Two meetings have been held with the City Administrator, Fire Chief and Lt. Deuman to review current dispatch operations prior to the 2017 budget. A 3rd meeting is scheduled for Friday, April 1st.

Upcoming Objectives / Events:

The process of procuring bids for 2016 Capital Projects has begun. The security glass and door for the entrance to the PD has been ordered.

A few future events:

- The next DEA/DOJ sponsored drug drop at the Monona Medicine Shoppe is on Saturday, April 30, 2016 from 9:30 – 1 pm.
- The Memorial Day Parade is on Monday, May 30, 2016.
- The Annual Festival is on July 3-4, 2016.
- The National Night Out event is scheduled for August 16, 2016.

Personnel:

Officer Hickmann has completed his 18 month probationary period.

Two of our newer Officers, Ginther and Pederson, completed Intoximeter school in February and radar certification training in March. Due to manpower issues a considerable amount of overtime was expended on these mandatory requirements, each with 3 days of class.

With Officer Mielke in her 2nd month of field training, we are currently 3 officers down due to one officer on light duty and another officer off on workman's compensation due to an on duty injury that required surgery.

The department is starting the 2nd quarter of in-service training with our training group. This session includes the mandatory state firearms qualification to maintain police officer certification.

Our MPSIS group (Middleton, Fitchburg, Sun Prairie, Verona and Monona) have made a job offer for the MPSIS Crime Analyst position. A background check is underway and we are all looking forward to having this new resource.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Planning, Zoning, Economic Development **MONTH OF:** March 2016

Accomplishments:

- **Plan Commission**: Signage permits and UCY Review at March 28th meeting. Annual report for 2015 completed and posted on Planning Department webpage. Will review minor revision to Floodplain Ordinance in April per WDNR requirements.
- **Comprehensive Plan**: No new public comments submitted. Public hearing and first read held on 3/21. Action on 4/4.
- **Landmarks Commission:** No March meeting. April agenda will include discussion of Pagoda restoration and possible crack filling to prevent further damage. Other projects including updating Architectural History Inventory and researching national/state designations for archaeological effigy mounds in the City.
- **Community Development Authority:**
  - Meeting held March 29th. See Riverfront details below.
  - Reviewed TIF request for Meineke at 1000 E Broadway in closed session. Authorized Attorney and Staff to negotiate based on discussion in closed session.
- **Riverfront**:
  - Staff provided update on recent developer contacts. Many contacts have been made, and there are a few developers that are showing strong interest. Hope to move forward with their site plans in the next few weeks.
  - CDA voted to extend the option to purchase the Noltner property for one year at an additional non-creditable option fee of $7,500. Recommendation forwarded to Council also pending results of a Phase II investigation on the property.
- **UniverCity Year:**
  - Plan Commission and CDA provided input and discussed scopes of work with UW Faculty Kurt Paulsen on housing topics.
  - Working with UW Program Director Jason Vargo on contracts and project management tools for the UCY program.
- **Variance Applications:** Boathouse height variance request, 4537 Winnequah Road.

Major Projects / Issues:

- Riverfront, UniverCity Year, Sign Code, Recodification Assignments

In Progress / Routine Duties:

- Recruiting developer(s) for Riverfront Project.
- Drafting Sign Code updates per Plan Commission request to be reviewed by Attorney Cole.
- Coordinating city staff and UW contacts on UniverCity Alliance project.
- Regular minutes and agendas for March/April committee meetings.
- Reviewing recently completed projects for occupancy permits and zoning code compliance.

Upcoming Objectives / Events:

- MESBA Expotential April 7th.
- Landmarks Commission April 20th.
- Plan Commission April 11th and 25th.
- CDA April 26th.
- Council April 4th – first read on option to purchase of Noltner property; Comprehensive Plan adoption.
- Council April 18th – referral from Plan Commission regarding WVMO sign.
- Researching potential ROW acquisition for Community Message Board sign at Broadway/Monona Drive.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Public Works & Utilities **MONTH OF:** March 2016

Accomplishments:

- Completed sediment box cleaning at Graham Park, Cove Circle, Maywood Road, Bartels Street, and cleaned the Interlake storm basin.
- Completed delivery of new recycle replacement carts.
- The yard waste site opened for the season on March 21st.
- Completed storm inlet repair in the City Hall parking lot.
- Completed maintenance to the salt brine tank system.
- Cleaned up plow trucks for the season, and completed general clean up at the DPW yard.
- Completed tree limb cleanup throughout the City from the recent wind storm.
- Completed spring manhole inspections.
- Completed water valve repair at various locations.
- Updated MSDS sheets at the three well houses.
- Annual winter water-drip locations were stopped for the year.

Major Projects / Issues:

- Received the new water/sewer utility van on March 11th.
- Strand Associates has started the water system fire flow analysis and hydraulic modeling.

In Progress / Routine Duties:

- Completed meter changes and meter reading for the month.
- Completed daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month.
- Clean floor drains at the shop, complete inventory of shop items, and complete shop maintenance for the month.
- Complete street sign repair for the month.
- Completed salting operations for the March 24th snow/ice storm.
- Coordinate City projects with our engineers.
- Continuing with research and review of specifications for vehicles scheduled to be replaced in 2017.

Upcoming Objectives / Events:

- The public information meeting for the Schluter Park Improvement Project is scheduled for 6:00pm on April 13, 2016.
- 2016 Micro Surfacing bid opening is April 8, 2016.
- 2016 Street Resurfacing Project will be advertised for bids the first week of April.

Personnel:

- The department is at full staff.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:
Parks & Recreation

MONTH OF: **March 2016**

Accomplishments:

- Summer/Fall Guide was mailed out the week of March 14th
- Dream Park Shelter Opened for the season on March 25
- Successful Easter Egg Hunt with over 1,000 kids on March 26, and Breakfast before the Hunt for over 200 people
- Drained/Cleaned out Outdoor Pool, startup operations start in late April

Major Projects / Issues:

- Pier Improvement at Schluter Park will happen in April.
- Pool Shade Structure RFP will be out for bid in early April
- Pool Netting RFP will be out for bid in early April

In Progress / Routine Duties:

- **Parks** – Tree Trimming at various parks, piers installed at boat launch locations, Playground inspections, awning installation at Frost Woods Park, Tennis Net installation at Ahuska, getting shelters ready to turn water on.
- **Recreation** – Spring programs start the week of April 4-11, summer program registration now available, finishing hiring instructors
- **Pool** – Conducting interviews for seasonal pool staff, purchasing supplies for operations
- **Special Events** – Still looking for sponsorship at our Summer Events

Upcoming Objectives / Events:

- Arbor Day Celebration Tree Planting on Friday April 29
- Parks Pride Cleanup Day on Saturday April 30
- Shelters/Restrooms will be starting up the first two weeks in April
- April is incredibly busy month for the department with getting parks, programs, and facilities ready to go!

Personnel:

- Jake, Missy, & Pat attend WPRA Spring Workshop on March 10-11. Professional Development continues with ongoing training through our state association and CVMIC
- Jake & Missy spent some time getting announcements on WVMO for summer events. Thanks to Will Nimmow for helping out!

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Senior Center **MONTH OF:** March

Accomplishments:

Monona Area Dementia Friendly Community Coalition held their Kick-off community event March 30th with 30 people in attendance – successful start. Nearing completion of our State re-accreditation manual – Peer Review date is scheduled for Thursday, May 19th. Planned a Senior Center staff retreat for Friday, April 1st during the Li'l Badger Consignment sale because we cannot hold programs in the building. Retreat will include visiting Nutrition Site, riding Monona Lift, touring EMMCA and discussing topics as an entire staff as our two project assistants never work at the same time.
Dan Ekloff, Jr. volunteered to help the Senior Center to update software on the computer lab computers. This had not been done for over a year and it needed to be completed.

Major Projects / Issues:

State Re-Accreditation Progress continues – only the facility section remains for completion

Dementia Friendly Coalition – Library ribbon cutting, Community Kick-off, City Dept. head Dementia Friendly training has been completed. Area businesses will soon be going through training starting with Walgreens.

Volunteer Appreciation Event – We celebrate our volunteers on April 14th. Sponsors to fund the event have been secured. Next invites go out and final preparations are to be completed.

In Progress / Routine Duties:

I have been meeting with representatives from various senior related agencies lately including Golden Care Senior In-Home Care and Oak Park Place. Volunteer monthly meeting, Dementia Friendly meeting, Staff meeting, April newsletter is in homes and the May newsletter is being developed.

Upcoming Objectives / Events:

Volunteer Appreciation Event – Thursday, May 14th from 1 – 3 in Main Hall of Community Center. Come help us thank the many volunteers who dedicated over 3,000 hours to serving the Senior Center and its participants in 2015.

May 19th – State re-accreditation Review which involves 2-3 professionals visiting our site, reviewing our manual and making recommendations for best practices. Upon review, they will determine approval of re-accreditation for another 5 years. Wish us luck. A small committee of volunteers and I have been working on this for months.

I have been preparing to present information on Wednesday, April 27th for a webinar put on by the Wisconsin Council of the Blind and Visually Impaired on Establishing and Managing a Low Vision Support Group. I will be sharing how we maintain successful attendance at our group and attract new participants. It is a great honor to be asked to speak on the success of our long-standing support group.

Personnel:

Diane will be out of office April 11th and 22nd.
Lori Chapman celebrated her 5 year anniversary as Project Assistant with the Senior Center in March.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: City Clerk **MONTH OF:** March 2016

Accomplishments:

Completed the minutes of the March 7 and 21 Finance & Personnel Committee and City Council, and February 9 License Review Committee meetings.

Compiled, mailed, and posted the March 8 License Review Committee meeting packet.

Prepared and mailed out 39 alcohol, 6 Secondhand Dealer, and 8 Massage Establishment license renewal packets; sent a memo to Departments Heads regarding required inspections.

Finalized dates for Open Book and Board of Review meetings.

Attended training on the new Accounts Payables and Cash Receipting systems.

Attended Dementia Friendly Community training with Department Heads and staff.

Swore in new Firefighter/Paramedic Adam Newville.

Read to my grandson's 1st grade class at Winnequah School for the "Read Across America" event.

Election duties: Filed a required election statistics report; completed data entry of February election results and archived materials; re-organized polling place supply bins; met with two Chief Inspectors to review procedures; met with technician for service on DS200 voter machines; contacted and provided the training DVD to several new Election Inspectors and to current Election Inspectors who were unable to attend the session in person; recorded a second PSA regarding Voter ID; published three public notices; created a test deck and performed the public test of voter equipment; posted the notice and prepared materials for Special Voting Deputy visits to Heritage Monona where 55 residents voted; processed and mailed 159 absentee ballots, emailed 2, and continued to process hundreds of absentee ballots, both in-person and mailed, and several new registrations, assisted by Alene; scheduled workers, mailed schedule, and ordered meals; made name tags for new Election Inspectors; prepared and inserted new information into the poll books; prepared notices and materials for polling place set-up; split the poll books into five sections based upon numbers of voters with new signage made by Brad Bruun; prepared notices and materials for the polling places.

Major Projects / Issues:

- The April 5 Presidential Preference and Spring Election will be very busy. We are prepared with ample forms and workers to avoid long lines as best we can.
- Bourbon Street Grille has surrendered their liquor license. We now have two "Class B" licenses available. These are for hard liquor service and sales in a bar and are subject to the State-imposed quota.

In Progress / Routine Duties:

Daily deposits; accounts payables; invoice coding and distribution; credit applications; issue Provisional licenses and approved Operator's and other licenses; staff meetings; update WisVote; enter voter registrations and absentee ballot requests as received; file and purge voter registration forms; compile building inspection forms for Appraiser; compile documents and payments for mailing to EMS Medical Billing Associates; publish minutes, public notices, and Ordinances as required; counter-sign documents; perform Notary duties; prepare Council Consent Agenda; work with other staff members on licenses, accounts payables, open records requests, claims against the City, etc.

Upcoming Objectives / Events:

- Complete the minutes of the March 8 License Review Committee meeting, taken by April Little in my absence.
- File the new backlog of Accounts Payable invoices.
- Work on an Ordinance amendment regarding City staff selling beer at City park events.
- Work on Ordinance review for the re-codification project.

Personnel:

Continue to get Election Inspectors trained. Got the word out that new Election Inspectors are needed and will follow up with those candidates after the April election.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Administrative Services **MONTH OF:** March 2016

Accomplishments:

- Completed training for and switched payroll processing to new Clarity system.

Major Projects / Issues:

- Grievances:
  - Grievance filed by International Association of Firefighters concerning opt out: arbitration hearing completed on March 29; final briefs due in April; decision expected sometime this summer.
  - Grievance**s** filed by Wisconsin Professional Police Association concerning opt out and opt out MOU: arbitration hearing with WERC scheduled for April 19

In Progress / Routine Duties:

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:

Personnel:

Currently recruiting for:

- Part-time Youth Services Librarian:
  - Job posting for this position has been extended to April 10.
- Civil Tech/GIS Intern:
  - Applications being accepted until April 20.
- 2016 seasonal positions:
  - Application period for most positions will close on March 31.

Recent hires:

- Full-time Firefighter/Paramedic Adam Newville was hired and began work on March 14.