

## AGENDA

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

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from October 17, 2016.
- D. Appearances.
- E. Public Hearing.
  - 1. To Receive Public Input Regarding the Proposed 2017 Operating Budget.
- F. Consent Agenda.
  - 1. Approval of Applications for 2016/2017 Operator Licenses:
    - a. Elizabeth M. Spiker, Speedway – Monona Drive
  - 2. Approval of Applications for 2016/2018 Operator Licenses:
    - a. Patricia M. O’Brien Beck, Independent
    - b. Stephen R. Burke, Jr., Tully’s II
    - c. Heather R. Gonwa, Walmart
    - d. Corey J. Jacobson, Walmart
- G. Council Action Items.
  - 1. Unfinished Business.
    - a. Consideration of Resolution 16-10-2127 Approval of 7-Year Agreement with Advanced Disposal for Automated Curbside Solid Waste and Recycle Collection (Public Works Committee).
  - 2. New Business.
    - a. Consideration of Resolution 16-11-2130 Approval to Fund a High Deductible Health Plan Option (Director of Administrative Services).
    - b. Consideration of Resolution 16-11-2131 Adopting the 2017 Operating Budget and Establishing a Tax Levy (Mayor Miller).
    - c. Consideration of Resolution 16-11-2132 Approving a Five-Year Contract with First Student, Inc. for City Transit Services (Finance Director).
- 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](http://www.mymonona.com).

I. Appointments.

1. Judy Runk, Election Inspector, January 1, 2016–December 31, 2017.

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 November 3, 2016 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

S:\City Council\AGENDAS\AGENDA Council 11-7-16.doc

MONONA CITY COUNCIL MINUTES  
October 17, 2016

The regular meeting of the Monona City Council was called to order by Mayor Miller at 7:31 p.m.

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

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Public Works Director Dan Stephany, Parks & Recreation Director Jake Anderson, Director of Administrative Services Leah Kimmell, Library Director Erick Plumb, Operations Lieutenant Curt Wiegel, City Planner/Economic Development Director Sonja Reichertz, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Speight, seconded by Alder Kitslaar to approve the Minutes of the October 3, 2016 City Council meeting, was carried.

APPEARANCES

There were no Appearances.

PUBLIC HEARING

There is no Public Hearing.

CONSENT AGENDA

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

1. Applications for 2016/2017 Operator Licenses:
  - a. Shantya T. Dean, Speedway – Royal Avenue
  - b. Rebecca L. Minor, Tobacco Outlet Plus
  
2. Applications for 2016/2018 Operator Licenses:
  - a. Avery B. Acker, PDQ #123
  - b. Ciera N. Ingram, PDQ #123

UNFINISHED BUSINESS

Finance Director Houtakker distributed revised Capital Budget amendment packets.

Amendment 17-01 to delay the McKenna Road project until 2018 and move the multi-road 2018 project to 2017. Alder Speight stated the UniverCity study creates an opportunity to provide a safe walk to Winnequah Elementary School. Public Works Director Stephany he has no concern about this switch.

He and Finance Director Houtakker reviewed costs and stated that the most costly project is being done first. Design costs won't be wasted or increased by a substantial amount but the design would need revision for sidewalk inclusion. Mayor Miller stated this still allows flexibility for the Riverfront project. Residents have expressed support for UniverCity and this project.

A motion by Alder Speight, seconded by Alder Busse to amend the 2017 Capital Budget by \$1,044,000 to delay the McKenna Road project to 2018 and move the 2018 road project to 2017 to allow time for a UniverCity sidewalk study of McKenna Road. On a roll call vote, all members voted in favor of the motion.

Amendment 17-02 to remove the dog park and/or make the funding contingent upon adding funding for staff in the Operating Budget for maintenance of the dog park. Alder Speight reported that at the end of the Parks & Recreation Board meeting members agreed they want a dog park but want it to be part of the Winnequah Park design and expansion. The Board is against a dog park that requires people to drive to it. It would serve the citizens in Public Works garage area. He agrees that not all services should be in the City center.

Mayor Miller stated citizens would fight against having it in Winnequah Park. The Public Works land is vacant and large enough. People have to drive to current parks. The Public Works Committee supports relinquishing the land but doesn't want to maintain the park. The Parks Department will. Funds are not just for dog park maintenance but include Schluter Park water maintenance and mowing. He is committed to this location and knows that dogs and strollers get people outside. It should be cost-neutral with a \$5 dog license fee increase (to \$18) for this purpose. A payment tube would be available on the honor system for non-residents for \$1 or \$20 for a season pass. A central location could be proposed in the future once the success of this one is seen.

Recreation Director Anderson stated staff is needed for the new facilities; the Lottes Park shoreline, Schluter Park, and a dog park need May to October staffing. The dog park lot is just under an acre and is open all season with periodic maintenance closures. A decision against a dog park won't be due to a lack of maintenance. Waste bags will be provided and waste pick-up will be done five times per week. He is supportive of the park if maintenance staff is available. Alder O'Connor agrees. Finance Director Houtakker stated the tax levy increase will be \$4,500, reduced from \$6,000 with the dog license fee increase. Residents still have to pay the County fee to use other dog parks. Recreation Director Anderson stated this one is too small to qualify for County addition.

Alder Busse stated he is in favor of a dog park but does not support this location. He still thinks Winnequah Park is the correct location; driving and parking is an issue at the Public Works location. Mayor Miller stated there are 44 spaces on the street and at Edna Taylor Park. The City of Madison has approved this use. Alder Busse stated it is hypocritical of the City to require businesses to adhere to parking regulations when it doesn't require that of itself. The land will be gone once it becomes a park. Mayor Miller disagrees; if the lack of parking becomes an issue it means the park is too successful. That would support an effort for a second dog park to be located in Winnequah Park. This Public Works land is not used and hasn't been used. Residents of this part of the City deserve services, too, not just those in the City center. Alder Busse stated the Parks & Recreation Committee doesn't support this and there will never be two dog parks. Alder Speight said there is support because maintenance is being provided. The "dogs in parks" Ordinance is a step forward. He agrees with Alder Busse and doesn't like the Public Works location but supports the Committee's decision.

Mayor Miller stated Alders won't take on the effort to get approval for Winnequah Park but he wants a decision on the Public Works location or against a dog park. The only argument against it is it's not

centrally located. Alder Wood agrees with Alder Busse and if he has to drive he will go elsewhere. He will fight for one in Winnequah Park. Alder Speight stated he will join that effort.

Alder Holmquist supports this in the budget and the Public Works location and agrees there will be too much opposition to any structures in Winnequah Park. Mayor Miller stated a “no” vote takes it out. Alder Kitslaar is concerned about water quality issues in Winnequah Park. Parking and driving is an issue but he will use the Public Works location. It is unfair that all good things need to happen in Winnequah Park. If the Public Works location proves successful it is a good template for future locations. It can be used for other purposes if it fails. He is in favor of the Operating Budget component and license fee increase.

Mayor Miller stated it is still Public Works land but it will be used as a park. Alder Holmquist stated City departments don't take land from each other. Alder Speight stated it is a powerful action to bequeath Public Works land to Parks & Recreation and is not done lightly. It is not prime real estate but needs to be stipulated it will be temporarily used as a park. It can be taken back if Public Works needs it. Mayor Miller stated Public Works will set up the park but doesn't want to do maintenance. He apologizes for his heatedness and the time spent on this issue.

A motion by Alder Speight, seconded by Alder Kitslaar to amend the 2017 Capital Budget by \$20,000 to remove the dog park. On a roll call vote, Alders Wood and Busse voted aye, Alders Speight, O'Connor, Kitslaar, and Holmquist voted nay. The motion does not carry.

A motion by Alder Speight, seconded by Alder Kitslaar that the \$20,000 investment previously approved is contingent upon Operating Budget funding to add staff for maintenance and upkeep, with funding and expenditure review, and the City Council hereby proclaims this remains Public Works land made available to meet the needs of the City, was carried.

Amendment 17-03 to add \$10,000 for Building Improvements. Alder Kitslaar reported in Capital Budget meetings City Administrator Little stated there was usually \$25,000 in this fund but it was reduced even though more is used every year. City Administrator Little reported emergency funds needed to be used for the hose tower leak and mold testing in the Fire Department. There are always needs, either in furniture or construction. She is meeting with Wynn Davies tomorrow on restroom replacements and stairwell repairs. Finance Director Houtakker reported \$50,000 was used on Oneida and Fireman's Park shelter lighting replacement. Past remodeling projects included windows, painting, etc.

A motion by Alder Kitslaar, seconded by Alder Speight to amend the 2017 Capital Budget by \$10,000 to increase the Building Improvement fund, was carried.

Amendment 17-04 to increase the IT Upgrades by \$3,400 for a copier/scanner. Alder Kitslaar stated Director of Administrative Services Kimmell reported the estimate was lower than the cost. Alder O'Connor questioned whether leasing was explored. Director of Administrative Services Leah Kimmell reported the second bid for Sharp equipment was much lower than that received for Cannon equipment, so this increase isn't needed. Maintenance is \$150 per month. Mayor Miller stated the lease includes maintenance and the copier can be leased until it is owned after a few years and can then be used by other departments. Leasing is an Operating Budget expense. Finance Director Houtakker stated this takes it out of the Capital Budget. Alder Speight expressed concern about toner expense. Director of Administrative Services Leah Kimmell stated the lease includes toner and maintenance is calculated based upon the number of copies that are actually made. There is currently only one color printer and it costs four times more to use; this machine will replace that one also. Alder Holmquist stated moving the purchase cost to the Operating Budget takes away from funds paying for staff. Finance Director stated

that if the Council decides this should be moved to the Operating Budget he recommends the Capital Budget be amended before borrowing to take it out at that time.

A motion by Alder Kitslaar, seconded by Alder Speight to amend the 2017 Capital Budget by \$3,400 to increase IT Upgrades for a copier/scanner. All members voted against the motion.

Amendment 17-05 to increase funds for a used Vac All to the actual bid price. Finance Director Houtakker stated the final bid price was higher than the original. Public Works Director Stephany reported he talked to a vendor right here in Wisconsin that has quality equipment for sale. Otherwise he would have to go out of state to search for one, which he will do if this one is not approved.

A motion by Alder Speight, seconded by Alder Holmquist to amend the 2017 Capital Budget by \$3,000 to the actual bid price for a used Vac All, was approved.

Amendment 17-06 to increase funding for the Library Parking Lot Renovation. Alder Kitslaar reported this request came from the Library Board. The plan includes a sidewalk up the middle and the loss of 10 spaces. Two alternate designs were presented. One has a pathway and 39 spaces and the other has a sidewalk and 37 spaces. The Board wants a pedestrian walkway for safety reasons. Library Director Plumb reported this pushes the lot closer to Nichols Road with a loss of greenery. He wants a flatter lot that keeps or adds as many spaces as possible. The slope is addressed in both designs. The narrow pathway with curbs is not as pedestrian-friendly. Alder Kitslaar stated it doesn't look like curbs are part of the narrow path and thinks one or two stalls could be added to the design. Alder Speight stated cars will be hanging over the path or sidewalk, narrowing them further.

Mayor Miller stated the Fire Department has determined the pitch at the entrance of the lot will not impede emergency vehicles. Alder Holmquist stated those parking in the outer stalls will still have to walk up the driveway. Alder Kitslaar stated the Board hopes people will go toward the center walkway. Costs of the options were compared to the original design and members expressed concern about the large cost increase. Library Director Plumb reported infill along the side and a retaining wall increased the cost but the figure isn't firm until a final design is set.

Members questioned snow removal issues. Public Works Director Stephany reported this will be difficult to maintain in the winter as there is no snow storage in the center. It would take two passes to clear; the walkway first, then the lot. He suggested a painted walkway. Tire bumpers would interfere with equipment. Alder Speight suggested walkways on the sides with parking in the center. Alder Wood suggested this go back to the Library Board and request Strand Associates bring in designs with cost estimates to put in a placeholder amount to be amended later. Finance Director Houtakker stated it is needed by early February. Alder O'Connor requests more specific information on whether there are bumpers and how the slope is addressed. Public Works Director Stephany stated early road projects are bid in early January and these could be added for bid in February.

A motion by Alder Kitslaar, seconded by Alder O'Connor to amend the 2017 Capital Budget by \$50,000 to increase the Library Parking Lot Renovation for an alternative design. All members voted against the motion.

The net effect of the amendments is a \$1,057,000 increase in the 2017 Capital Budget.

A motion by Alder O'Connor, seconded by Alder Kitslaar to approve Resolution 16-10-2122 Approving the 2017-2021 Capital Improvements Program and 2017 Capital Borrowing as amended. On a roll call vote, all members voted in favor of the motion.

A motion by Alder Speight, seconded by Alder Holmquist to remove from the table Resolution 16-9-2118 Approving an Intergovernmental Agreement Relating to a Shared Sanitary Sewer Serving the Industrial Drive Area in Madison and Monona, was carried.

Public Works Director Stephany reported this was tabled until Capital Budget approval of the City's portion of the project.

A motion by Alder Speight, seconded by Alder Holmquist to approve Resolution 16-9-2118 Approving an Intergovernmental Agreement Relating to a Shared Sanitary Sewer Serving the Industrial Drive Area in Madison and Monona. On a roll call vote, all members voted in favor of the motion.

Finance Director Houtakker reported that First Student was the lowest of the three transit service bids received. The buses will be labeled within 2 to 3 weeks.

A motion by Alder O'Connor, seconded by Alder Speight to approve Resolution 16-10-2121 Approving a Proposal from First Student for City Transit Services. On a roll call vote, all members voted in favor of the motion.

#### NEW BUSINESS

A motion by Alder Wood, seconded by Alder Speight to suspend the rules and take action on 2016/2017 Class "A" Fermented Malt Beverage License Application For La Rosita Mexican Store LLC, d/b/a La Rosita, 6005 Monona Drive, Monona, Wisconsin, 53716, was carried.

City Clerk Andrusz reported this is an ownership change only in that staff of the business bought out the previous owner and created a new entity. No changes in operation have occurred.

A motion by Alder Wood, seconded by Alder Speight to approve 2016/2017 Class "A" Fermented Malt Beverage License Application For La Rosita Mexican Store LLC, d/b/a La Rosita, 6005 Monona Drive, Monona, Wisconsin, 53716, was carried.

A motion by Alder O'Connor, seconded by Alder Holmquist to suspend the rules and take action on Resolution 16-10-2124 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: 2017 Capitol Area OWI Task Force, was carried.

Operations Lieutenant Wiegel reported this is a \$10,000 enforcement grant running December 1 through September 2017 in partnership with area municipalities. The work is done in Monona by Monona officers. The 25% match will be met with payroll, fuel use, and on-duty activity.

A motion by Alder Holmquist, seconded by Alder Wood to suspend the rules and take action on Resolution 16-10-2124 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: 2017 Capitol Area OWI Task Force, was carried.

A motion by Alder Speight, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 16-10-2125 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: Dane Suburban Seatbelt Task Force, was carried.

Operations Lieutenant Wiegel reported this is a \$15,000 community-wide grant running November 1 through September, 2017 with a 25% cost share. An officer will stand at locations, watch, and call in violators. Mayor Miller thanks Operations Lieutenant Wiegel for his extensive work on grants.

A motion by Alder O'Connor, seconded by Alder Speight to approve Resolution 16-10-2125 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: Dane Suburban Seatbelt Task Force, was carried.

A motion by Alder Holmquist, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 16-10-2126 Authorization for Administrator Purchase Approval of Used Catch Basin Cleaning Truck, was carried.

Public Works Director Stephany reported this provides the City Administrator approval authority so a used equipment purchase can be made quickly when one is available. The purchase would then be reported to the Finance & Personnel Committee, City Council, and Public Works Committee. The maker and second of the motion approve an amendment to \$158,000.

A motion by Alder Holmquist, seconded by Alder Speight to approve Resolution 16-10-2126 Authorization for Administrator Purchase Approval of Used Catch Basin Cleaning Truck as amended. On a roll call vote, all members voted in favor of the motion.

The following item was moved forward in the agenda to accommodate those present.

A motion by Alder O'Connor, seconded by Alder Speight to suspend the rules and take action on Resolution 16-10-2129 Requesting Exemption from County Library Tax, was carried.

Library Director Plumb reported this is an annual request that saves Monona residents from paying this tax. The Library meets all the County regulations.

A motion by Alder Speight, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 16-10-2129 Requesting Exemption from County Library Tax, was carried.

Public Works Director Stephany provided information on Resolution 16-10-2127 Approval of 7-Year Agreement with Advanced Disposal for Automated Curbside Solid Waste and Recycle Collection. The current 5-year contract expires December 31. There is a cost savings for a 7-year contract but the savings decreases with additional years beyond that. It takes the City back to 2013 costs. A list of their other clients, who are mostly townships, was read. Mayor Miller reported service issues have been addressed. Public Works Director Stephany is the only client who asks for a recycling rebate. Public Works Director Stephany reported an additional second and fourth Fridays are being added with the Tuesday/Thursday pick-ups remaining. Costs were reviewed; there is no fuel surcharge for the life of the contract. Notices will be posted for school area pick-up and this needs an Ordinance change.

A motion by Alder Busse, seconded by Alder Holmquist to suspend the rules and take action on Resolution 16-10-2128 Amendment of the Monona Floodplain Zoning Map According to the FEMA Letter of Map Revision (LOMR) Submitted by the Owners of the Property at 1000 East Broadway, the Madison Metropolitan Sewerage District Pump Station 18, was carried.

City Planner Reichertz reported this is required by Ordinance for map changes needed to match FEMA revisions.

A motion by Alder Busse, seconded by Alder Kitslaar to approve Resolution 16-10-2128 Amendment of the Monona Floodplain Zoning Map According to the FEMA Letter of Map Revision (LOMR) Submitted by the Owners of the Property at 1000 East Broadway, the Madison Metropolitan Sewerage District Pump Station 18, was carried.

## REPORTS

Project Manager Brad Bruun provided Strategic/Sustainability Plan Updates. Accomplishments were reviewed. LED lighting is installed in City Hall and will be in the Fire and Police Department garage bays including motion sensors. The Public Works Garage needs more lighting because of potentially dangerous work done there. Alder Speight stated harsh shadow lines are created by LED lights and may not be good for work lights. Project Manager Brad Bruun reported a study will be done that measure lighting needs per angle. The intern interviewed Department Heads regarding Sustainable purchases; work is ongoing to change copying habits. City Administrator Little stated the building remodel will allow a reduction of property files; they are digitized and staff will be trained on paper record reduction. Mayor Miller requests the new copier be programmed to default to narrow margins and black and white to save costs. City Administrator Little reported paper use has decreased. Project Manager Brad Bruun stated the draft review of solar savings was just received and he will report on that soon. Energy use has been reduced but rates have increased so costs haven't gone down. Fuel usage per vehicle is tracked.

Community outreach to residents on sustainable practices includes information on rain gardens, non-paved patios, etc., and he has PSAs drafted that he or Sustainability Committee members will read on the radio. Mayor Miller suggested these be done like the current announcements about keeping leaves out of the lake. Project Manager Brad Bruun stated the UniverCity will study sustainable transportation, walk and bike routes, transit options, and safe school routes. Stormwater catch basins are cleaned twice per year. Mayor Miller would like leaf clean-up after storms.

Alder Busse stated measurable goals were part of the Strategic Plan. Only three have been completed. Though the ideas are great, he asks for focus on a few existing goals to complete. Project Manager Brad Bruun responded some on ongoing so may not ever be complete. Alder Busse stated some can be, such as the PSAs and Department Head meetings reported on tonight. Project Manager Brad Bruun reported the annual sustainability report is all metrics so members will be able to see the effect of efforts. Mayor Miller complimented Project Manager Brad Bruun's work and outreach efforts.

Project Manager Brad Bruun distributed a UniverCity report on progress on sustainable transportation. It is listed by project and semester and summarizes what projects were done and staff time spent on each. Efforts will be made for the City to qualify for application for a silver Bike Friendly Community award. He thinks local Sustainability Committee members should re-do the UniverCity student's pedestrian report to compare responses. Mayor Miller questioned whether there were actionable items in the report. Project Manager Brad Bruun responded there were. The report is very well done and contains good ideas. The transportation survey was done along with education and community outreach this summer. 60 Monona bicycle tee shirts have been sold. A "safe routes to school" study and audit will be done to measure students' and drivers' actions. The results will gauge whether education is needed for students and/or drivers. In the spring there will be a formal draft of the bike/pedestrian report.

Members announced upcoming committee meeting dates and times.

Alder Kitslaar reported the Library Board will meet at 7:00 p.m. tomorrow regarding the Library Director search.

City Clerk Andrusz reported in-person absentee voting continues in City Hall and will be available through November 4, Monday through Friday excluding holidays, from 8:00 a.m. to 5:00 p.m. She urges those who request a ballot via email to make sure the directions for return are carefully followed.

City Administrator Little reported Committee of the Whole Operating Budget meetings will be held in the Library Municipal Room on Wednesdays, October 26 and November 2 at 5:00 p.m. She will be at the League of Wisconsin Municipalities conference Wednesday through Friday and will have her laptop in case she needs to be reached.

Mayor Miller reported the Fall Festival was so successful they ran out of concessions and tickets. There were a record 290 entrants in the Hoot Hoot Hustle. Alder O'Connor reported the Library book sale was also the best ever. The response to his radio "Office Hour" has been great. The new Farmer's Market Manager is former City Administrator Pat Marsh's daughter Kourtni Barnes. He cautions members the Operating Budget will be difficult; he has tried to get it as lean as possible.

#### APPOINTMENTS

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

1. Tom Stolper to the Police and Fire Commission (effective immediately–May 2021).
2. C. Anne Wellman to the Landmarks Commission (effective immediately–May 2019).

#### ADJOURNMENT

A motion by Alder Speight, seconded by Alder Wood to adjourn, was carried. (10:25 p.m.)

Joan Andrusz  
City Clerk

**Resolution No. 16-10-2127  
Monona Common Council**

**APPROVAL OF 7-YEAR AGREEMENT WITH ADVANCED DISPOSAL  
FOR AUTOMATED CURBSIDE SOLID WASTE AND RECYCLE COLLECTION**

**WHEREAS**, the City’s current contract with Advanced Disposal to provide automated solid waste and recyclables collection will expire on December 31, 2016; and,

**WHEREAS**, staff coordinated a Request for Proposals process that was structured to maintain the City’s current process of automated solid waste and recyclables collection; and,

**WHEREAS**, proposals were received from Advanced Disposal, Waste Management, and Pellitteri Waste Systems and opened on September 21, 2016; and,

**WHEREAS**, the Public Works Committee, at its October 5, 2016 meeting, reviewed the proposals and recommended awarding a seven-year contract to Advanced Disposal to provide automated curbside solid waste and recyclables collection, a resident request fee based bulk waste collection program, and Option A recycling rebate program based on current pricing from the Yellow Sheet Chicago Region High Side report, as required in the RFP request.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the solid waste and recyclables collection contract commencing January 1, 2017 through December 31, 2023 is hereby awarded to Advanced Disposal pursuant to their proposal dated September 21, 2016.

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 – 10/5/16

Council Action:

Date Introduced: 10/17/16

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

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

**ADVANCED DISPOSAL - 5 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.00	45.92	2.00	50.00	1.90	n/a
2018	4.08	46.84	2.04	51.00	1.95	"
2019	4.16	47.78	2.08	52.00	2.00	"
2020	4.24	48.73	2.12	53.00	2.05	"
2021	4.33	49.71	2.16	54.00	2.10	"

**ADVANCED DISPOSAL - 7 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.00	45.92	2.00	50.00	1.90	n/a
2018	4.05	46.84	2.04	51.00	1.95	"
2019	4.10	47.78	2.07	52.00	2.00	"
2020	4.15	48.73	2.10	53.00	2.05	"
2021	4.25	49.71	2.13	54.00	2.10	"
2022	4.32	50.70	2.16	55.00	2.15	"
2023	4.40	51.71	2.19	56.00	2.20	"

**ADVANCED DISPOSAL - 10 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.00	45.92	2.00	50.00	1.90	n/a
2018	4.05	46.84	2.03	51.00	1.95	"
2019	4.10	47.78	2.06	52.00	2.00	"
2020	4.15	48.73	2.09	53.00	2.05	"
2021	4.20	49.71	2.12	54.00	2.10	"
2022	4.25	50.70	2.15	55.00	2.15	"
2023	4.30	51.71	2.18	56.00	2.15	"
2024	4.35	52.75	2.21	57.00	2.18	"
2025	4.40	53.80	2.24	58.00	2.21	"
2026	4.45	54.88	2.27	59.00	2.24	"

**PELLITTERI - 5 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.00	44.00	2.25	85.00	2.75	n/a
2018	4.15	44.88	2.35	87.13	2.85	"
2019	4.30	45.77	2.45	89.30	2.95	"
2020	4.45	46.69	2.55	91.54	3.05	"
2021	4.60	47.62	2.65	93.82	3.15	"

**PELLITTERI - 7 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	3.95	44.00	2.25	85.00	2.75	n/a
2018	4.05	44.00	2.35	87.13	2.85	"
2019	4.15	44.88	2.45	89.30	2.95	"
2020	4.25	45.77	2.55	91.54	3.05	"
2021	4.35	46.69	2.65	93.82	3.15	"
2022	4.45	47.62	2.75	96.17	3.25	"
2023	4.55	48.57	2.85	98.57	3.35	"

**PELLITTERI - 10 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	3.95	44.00	2.25	85.00	2.75	n/a
2018	4.05	44.00	2.32	87.13	2.82	"
2019	4.15	44.88	2.39	89.30	2.89	"
2020	4.25	45.77	2.46	91.54	2.96	"
2021	4.35	46.69	2.53	93.82	3.03	"
2022	4.45	47.62	2.60	96.17	3.10	"
2023	4.55	48.57	2.67	98.57	3.17	"
2024	4.65	49.54	2.74	101.03	3.24	"
2025	4.75	50.53	2.81	103.56	3.31	"
2026	4.85	51.54	2.88	106.15	3.38	"

**WASTE MANAGEMENT - 5 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.11	50.00	2.90	56.00	2.16	n/a
2018	4.23	51.50	2.99	57.68	2.23	"
2019	4.36	53.04	3.08	59.41	2.30	"
2020	4.49	54.63	3.18	61.19	2.37	"
2021	4.62	56.27	3.28	63.03	2.44	"

**WASTE MANAGEMENT - 7 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.11	50.00	2.90	56.00	2.16	n/a
2018	4.19	51.00	2.96	57.12	2.20	"
2019	4.32	52.53	3.05	58.83	2.27	"
2020	4.45	54.11	3.15	60.59	2.34	"
2021	4.58	55.73	3.25	62.41	2.41	"
2022	4.72	57.40	3.35	64.28	2.48	"
2023	4.86	59.12	3.46	66.21	2.55	"

**WASTE MANAGEMENT - 10 YEAR**

	Monthly	Tipping	Monthly	Processing	Monthly	Collection
	Cost/Stop	Fee	Cost/Stop	Fee	Cost/Stop	Fee
	Trash	Per Ton	Recycle	Per Ton	Recycle	Per Ton
2017	4.11	50.00	2.90	56.00	2.16	n/a
2018	4.15	50.50	2.93	56.56	2.18	"
2019	4.19	51.51	2.99	57.69	2.22	"
2020	4.32	53.06	3.08	59.42	2.29	"
2021	4.45	54.65	3.18	61.20	2.36	"
2022	4.58	56.29	3.28	63.04	2.43	"
2023	4.72	57.98	3.38	64.93	2.50	"
2024	4.86	59.72	3.49	66.88	2.58	"
2025	5.01	61.51	3.60	68.89	2.66	"
2026	5.16	63.36	3.71	70.96	2.74	"

	Advanced Disposal			Pellitteri			Waste Management		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Appliance without Freon	35.00	35.00	37.00	31.00	32.00	33.00	65.00	67.00	69.00
Appliance with Freon	35.00	35.00	37.00	46.00	47.00	48.00	50.00	52.50	55.00
Electronics, price each	30.00	30.00	32.00	36.00	37.00	38.00	50.00	52.50	55.00
Tires on rim, each	20.00	20.00	25.00	21.00	22.00	23.00	20.00	21.00	22.00
Tires off rim, each	10.00	10.00	12.00	16.00	17.00	18.00	15.00	16.00	17.00
Automobile batteries each	25.00	25.00	30.00	0.00	0.00	0.00	20.00	21.00	22.00
General refuse, per cubic yard	20.00	20.00	23.00	23.00	24.00	25.00	35.00	36.00	37.00

Collection Days of the Week	Tuesday and Wednesday	Tuesday, Wednesday, Thursday	Tuesday and Wednesday
Fuel Policy	No fuel surcharge life of contract	Starts at \$2.51/gallon	Included

	5 Year Average
Units	2708
Trash Tonnage (before residue)	1824
Recycle Residue Tonnage (dirty recycle)	26
Total Trash Tonnage (plus residue)	1850
Recycle Tonnage (minus residue)	836
Paper, Tons	410
Cardboard, Tons	101
Aluminum, Tons	12
Tin, Tons	22
Glass, Tons	198
Plastic, Tons	68
Scrap Metal, Tons	26
Bulk Item, Tons	18
Rebate Value,	\$60,000

ADVANCED DISPOSAL - 7 YEAR																			
	TRASH					RECYCLE OPTION A - Includes Rebate Program							RECYCLE OPTION B - No Rebate Program				Option A & B Est. Difference		
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse Annual	Tipping Fee Per Ton	Tipping Fee Total Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle Annual	Processing Fee Per Ton	Processing Fee Total Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle Annual		Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 4.00	\$ 10,832	\$ 129,984	\$ 45.92	\$ 84,952	\$ 2.00	\$ 5,416	\$ 64,992	\$ 50.00	\$ 41,800	\$ 321,728	\$ 60,000	\$ 261,728	\$ 1.90	\$ 5,145	\$ 61,742	n/a	\$ 276,678	\$14,950
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 46.84	\$ 86,654	\$ 2.04	\$ 5,524	\$ 66,292	\$ 51.00	\$ 42,636	\$ 327,191	\$ 60,000	\$ 267,191	\$ 1.95	\$ 5,281	\$ 63,367	"	\$ 281,630	\$ 14,439
2019	\$ 4.10	\$ 11,103	\$ 133,234	\$ 47.78	\$ 88,393	\$ 2.07	\$ 5,606	\$ 67,267	\$ 52.00	\$ 43,472	\$ 332,365	\$ 60,000	\$ 272,365	\$ 2.00	\$ 5,416	\$ 64,992	"	\$ 286,619	\$ 14,254
2020	\$ 4.15	\$ 11,238	\$ 134,858	\$ 48.73	\$ 90,151	\$ 2.10	\$ 5,687	\$ 68,242	\$ 53.00	\$ 44,308	\$ 337,559	\$ 60,000	\$ 277,559	\$ 2.05	\$ 5,551	\$ 66,617	"	\$ 291,626	\$ 14,067
2021	\$ 4.25	\$ 11,509	\$ 138,108	\$ 49.71	\$ 91,964	\$ 2.13	\$ 5,768	\$ 69,216	\$ 54.00	\$ 45,144	\$ 344,432	\$ 60,000	\$ 284,432	\$ 2.10	\$ 5,687	\$ 68,242	"	\$ 298,313	\$ 13,881
2022	\$ 4.32	\$ 11,699	\$ 140,383	\$ 50.70	\$ 93,795	\$ 2.16	\$ 5,849	\$ 70,191	\$ 55.00	\$ 45,980	\$ 350,349	\$ 60,000	\$ 290,349	\$ 2.15	\$ 5,822	\$ 69,866	"	\$ 304,044	\$ 13,695
2023	\$ 4.40	\$ 11,915	\$ 142,982	\$ 51.71	\$ 95,664	\$ 2.19	\$ 5,931	\$ 71,166	\$ 56.00	\$ 46,816	\$ 356,628	\$ 60,000	\$ 296,628	\$ 2.20	\$ 5,958	\$ 71,491	"	\$ 310,137	\$ 13,509
				\$ 631,572					\$ 310,156	\$ 2,370,252		\$ 1,950,252					\$ 2,049,047	\$ 98,795	

PELLITTERI - 7 YEAR																			
	TRASH					RECYCLE OPTION A - Includes Rebate Program							RECYCLE OPTION B - No Rebate Program				Option A & B Est. Difference		
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse Annual	Tipping Fee Per Ton	Tipping Fee Total Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle Annual	Processing Fee Per Ton	Processing Fee Total Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle Annual		Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 3.95	\$ 10,697	\$ 128,359	\$ 44.00	\$ 81,400	\$ 2.25	\$ 6,093	\$ 73,116	\$ 85.00	\$ 71,060	\$ 353,935	\$ 60,000	\$ 293,935	\$ 2.75	\$ 7,447	\$ 89,364	n/a	\$ 299,123	
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 44.00	\$ 81,400	\$ 2.35	\$ 6,364	\$ 76,366	\$ 87.13	\$ 72,841	\$ 362,215	\$ 60,000	\$ 302,215	\$ 2.85	\$ 7,718	\$ 92,614	"	\$ 305,622	
2019	\$ 4.15	\$ 11,238	\$ 134,858	\$ 44.88	\$ 83,028	\$ 2.45	\$ 6,635	\$ 79,615	\$ 89.30	\$ 74,655	\$ 372,156	\$ 60,000	\$ 312,156	\$ 2.95	\$ 7,989	\$ 95,863	"	\$ 313,750	
2020	\$ 4.25	\$ 11,509	\$ 138,108	\$ 45.77	\$ 84,675	\$ 2.55	\$ 6,905	\$ 82,865	\$ 91.54	\$ 76,527	\$ 382,175	\$ 60,000	\$ 322,175	\$ 3.05	\$ 8,259	\$ 99,113	"	\$ 321,895	
2021	\$ 4.35	\$ 11,780	\$ 141,358	\$ 46.69	\$ 86,377	\$ 2.65	\$ 7,176	\$ 86,114	\$ 93.82	\$ 78,434	\$ 392,282	\$ 60,000	\$ 332,282	\$ 3.15	\$ 8,530	\$ 102,362	"	\$ 330,097	
2022	\$ 4.45	\$ 12,051	\$ 144,607	\$ 47.62	\$ 88,097	\$ 2.75	\$ 7,447	\$ 89,364	\$ 96.17	\$ 80,398	\$ 402,466	\$ 60,000	\$ 342,466	\$ 3.25	\$ 8,801	\$ 105,612	"	\$ 338,316	
2023	\$ 4.55	\$ 12,321	\$ 147,857	\$ 48.57	\$ 89,855	\$ 2.85	\$ 7,718	\$ 92,614	\$ 98.57	\$ 82,405	\$ 412,729	\$ 60,000	\$ 352,729	\$ 3.35	\$ 9,072	\$ 108,862	"	\$ 346,573	
				\$ 594,831					\$ 536,319	\$ 2,677,959		\$ 2,257,959					\$ 2,255,376		

**ADVANCED DISPOSAL - 10 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program								RECYCLE OPTION B - No Rebate Program				
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 4.00	\$ 10,832	\$ 129,984	\$ 45.92	\$ 84,952	\$ 2.00	\$ 5,416	\$ 64,992	\$ 50.00	\$ 41,800	\$ 321,728	\$ 60,000	\$ 261,728	\$ 1.90	\$ 5,145	\$ 61,742	n/a	\$ 276,678
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 46.84	\$ 86,654	\$ 2.03	\$ 5,497	\$ 65,967	\$ 51.00	\$ 42,636	\$ 326,866	\$ 60,000	\$ 266,866	\$ 1.95	\$ 5,281	\$ 63,367	"	\$ 281,630
2019	\$ 4.10	\$ 11,103	\$ 133,234	\$ 47.78	\$ 88,393	\$ 2.06	\$ 5,578	\$ 66,942	\$ 52.00	\$ 43,472	\$ 332,040	\$ 60,000	\$ 272,040	\$ 2.00	\$ 5,416	\$ 64,992	"	\$ 286,619
2020	\$ 4.15	\$ 11,238	\$ 134,858	\$ 48.73	\$ 90,151	\$ 2.09	\$ 5,660	\$ 67,917	\$ 53.00	\$ 44,308	\$ 337,234	\$ 60,000	\$ 277,234	\$ 2.05	\$ 5,551	\$ 66,617	"	\$ 291,626
2021	\$ 4.20	\$ 11,374	\$ 136,483	\$ 49.71	\$ 91,964	\$ 2.12	\$ 5,741	\$ 68,892	\$ 54.00	\$ 45,144	\$ 342,482	\$ 60,000	\$ 282,482	\$ 2.10	\$ 5,687	\$ 68,242	"	\$ 296,688
2022	\$ 4.25	\$ 11,509	\$ 138,108	\$ 50.70	\$ 93,795	\$ 2.15	\$ 5,822	\$ 69,866	\$ 55.00	\$ 45,980	\$ 347,749	\$ 60,000	\$ 287,749	\$ 2.15	\$ 5,822	\$ 69,866	"	\$ 301,769
2023	\$ 4.30	\$ 11,644	\$ 139,733	\$ 51.71	\$ 95,664	\$ 2.18	\$ 5,903	\$ 70,841	\$ 56.00	\$ 46,816	\$ 353,054	\$ 60,000	\$ 293,054	\$ 2.15	\$ 5,822	\$ 69,866	"	\$ 305,263
2024	\$ 4.35	\$ 11,780	\$ 141,358	\$ 52.75	\$ 97,588	\$ 2.21	\$ 5,985	\$ 71,816	\$ 57.00	\$ 47,652	\$ 358,413	\$ 60,000	\$ 298,413	\$ 2.18	\$ 5,903	\$ 70,841	"	\$ 309,786
2025	\$ 4.40	\$ 11,915	\$ 142,982	\$ 53.80	\$ 99,530	\$ 2.24	\$ 6,066	\$ 72,791	\$ 58.00	\$ 48,488	\$ 363,791	\$ 60,000	\$ 303,791	\$ 2.21	\$ 5,985	\$ 71,816	"	\$ 314,329
2026	\$ 4.45	\$ 12,051	\$ 144,607	\$ 54.88	\$ 101,528	\$ 2.27	\$ 6,147	\$ 73,766	\$ 59.00	\$ 49,324	\$ 369,225	\$ 60,000	\$ 309,225	\$ 2.24	\$ 6,066	\$ 72,791	"	\$ 318,926
													\$ 2,852,583					\$ 2,983,314

**PELLITTERI - 10 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program								RECYCLE OPTION B - No Rebate Program				
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 3.95	\$ 10,697	\$ 128,359	\$ 44.00	\$ 81,400	\$ 2.25	\$ 6,093	\$ 73,116	\$ 85.00	\$ 71,060	\$ 353,935	\$ 60,000	\$ 293,935	\$ 2.75	\$ 7,447	\$ 89,364	n/a	\$ 299,123
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 44.00	\$ 81,400	\$ 2.32	\$ 6,283	\$ 75,391	\$ 87.13	\$ 72,841	\$ 361,240	\$ 60,000	\$ 301,240	\$ 2.82	\$ 7,637	\$ 91,639	"	\$ 304,648
2019	\$ 4.15	\$ 11,238	\$ 134,858	\$ 44.88	\$ 83,028	\$ 2.39	\$ 6,472	\$ 77,665	\$ 89.30	\$ 74,655	\$ 370,207	\$ 60,000	\$ 310,207	\$ 2.89	\$ 7,826	\$ 93,913	"	\$ 311,800
2020	\$ 4.25	\$ 11,509	\$ 138,108	\$ 45.77	\$ 84,675	\$ 2.46	\$ 6,662	\$ 79,940	\$ 91.54	\$ 76,527	\$ 379,250	\$ 60,000	\$ 319,250	\$ 2.96	\$ 8,016	\$ 96,188	"	\$ 318,971
2021	\$ 4.35	\$ 11,780	\$ 141,358	\$ 46.69	\$ 86,377	\$ 2.53	\$ 6,851	\$ 82,215	\$ 93.82	\$ 78,434	\$ 388,383	\$ 60,000	\$ 328,383	\$ 3.03	\$ 8,205	\$ 98,463	"	\$ 326,197
2022	\$ 4.45	\$ 12,051	\$ 144,607	\$ 47.62	\$ 88,097	\$ 2.60	\$ 7,041	\$ 84,490	\$ 96.17	\$ 80,398	\$ 397,592	\$ 60,000	\$ 337,592	\$ 3.10	\$ 8,395	\$ 100,738	"	\$ 333,442
2023	\$ 4.55	\$ 12,321	\$ 147,857	\$ 48.57	\$ 89,855	\$ 2.67	\$ 7,230	\$ 86,764	\$ 98.57	\$ 82,405	\$ 406,880	\$ 60,000	\$ 346,880	\$ 3.17	\$ 8,584	\$ 103,012	"	\$ 340,724
2024	\$ 4.65	\$ 12,592	\$ 151,106	\$ 49.54	\$ 91,649	\$ 2.74	\$ 7,420	\$ 89,039	\$ 101.03	\$ 84,461	\$ 416,256	\$ 60,000	\$ 356,256	\$ 3.24	\$ 8,774	\$ 105,287	"	\$ 348,042
2025	\$ 4.75	\$ 12,863	\$ 154,356	\$ 50.53	\$ 93,481	\$ 2.81	\$ 7,609	\$ 91,314	\$ 103.56	\$ 86,576	\$ 425,726	\$ 60,000	\$ 365,726	\$ 3.31	\$ 8,963	\$ 107,562	"	\$ 355,398
2026	\$ 4.85	\$ 13,134	\$ 157,606	\$ 51.54	\$ 95,349	\$ 2.88	\$ 7,799	\$ 93,588	\$ 106.15	\$ 88,741	\$ 435,284	\$ 60,000	\$ 375,284	\$ 3.38	\$ 9,153	\$ 109,836	"	\$ 362,791
													\$ 3,334,753					\$ 3,301,135

**ADVANCED DISPOSAL - 7 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program								RECYCLE OPTION B - No Rebate Program				
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 4.00	\$ 10,832	\$ 129,984	\$ 45.92	\$ 84,952	\$ 2.00	\$ 5,416	\$ 64,992	\$ 50.00	\$ 41,800	\$ 321,728	\$ 60,000	\$ 261,728	\$ 1.90	\$ 5,145	\$ 61,742	n/a	\$ 276,678.40
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 46.84	\$ 86,654	\$ 2.04	\$ 5,524	\$ 66,292	\$ 51.00	\$ 42,636	\$ 327,191	\$ 60,000	\$ 267,191	\$ 1.95	\$ 5,281	\$ 63,367	"	\$ 281,630.00
2019	\$ 4.10	\$ 11,103	\$ 133,234	\$ 47.78	\$ 88,393	\$ 2.07	\$ 5,606	\$ 67,267	\$ 52.00	\$ 43,472	\$ 332,365	\$ 60,000	\$ 272,365	\$ 2.00	\$ 5,416	\$ 64,992	"	\$ 286,618.60
2020	\$ 4.15	\$ 11,238	\$ 134,858	\$ 48.73	\$ 90,151	\$ 2.10	\$ 5,687	\$ 68,242	\$ 53.00	\$ 44,308	\$ 337,559	\$ 60,000	\$ 277,559	\$ 2.05	\$ 5,551	\$ 66,617	"	\$ 291,625.70
2021	\$ 4.25	\$ 11,509	\$ 138,108	\$ 49.71	\$ 91,964	\$ 2.13	\$ 5,768	\$ 69,216	\$ 54.00	\$ 45,144	\$ 344,432	\$ 60,000	\$ 284,432	\$ 2.10	\$ 5,687	\$ 68,242	"	\$ 298,313.10
2022	\$ 4.32	\$ 11,699	\$ 140,383	\$ 50.70	\$ 93,795	\$ 2.16	\$ 5,849	\$ 70,191	\$ 55.00	\$ 45,980	\$ 350,349	\$ 60,000	\$ 290,349	\$ 2.15	\$ 5,822	\$ 69,866	"	\$ 304,044.12
2023	\$ 4.40	\$ 11,915	\$ 142,982	\$ 51.71	\$ 95,664	\$ 2.19	\$ 5,931	\$ 71,166	\$ 56.00	\$ 46,816	\$ 356,628	\$ 60,000	\$ 296,628	\$ 2.20	\$ 5,958	\$ 71,491	"	\$ 310,137.10
													\$ 1,950,252					\$ 2,049,047

**PELLITTERI - 7 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program								RECYCLE OPTION B - No Rebate Program				
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 3.95	\$ 10,697	\$ 128,359	\$ 44.00	\$ 81,400	\$ 2.25	\$ 6,093	\$ 73,116	\$ 85.00	\$ 71,060	\$ 353,935	\$ 60,000	\$ 293,935	\$ 2.75	\$ 7,447	\$ 89,364	n/a	\$ 299,123
2018	\$ 4.05	\$ 10,967	\$ 131,609	\$ 44.00	\$ 81,400	\$ 2.35	\$ 6,364	\$ 76,366	\$ 87.13	\$ 72,841	\$ 362,215	\$ 60,000	\$ 302,215	\$ 2.85	\$ 7,718	\$ 92,614	"	\$ 305,622
2019	\$ 4.15	\$ 11,238	\$ 134,858	\$ 44.88	\$ 83,028	\$ 2.45	\$ 6,635	\$ 79,615	\$ 89.30	\$ 74,655	\$ 372,156	\$ 60,000	\$ 312,156	\$ 2.95	\$ 7,989	\$ 95,863	"	\$ 313,750
2020	\$ 4.25	\$ 11,509	\$ 138,108	\$ 45.77	\$ 84,675	\$ 2.55	\$ 6,905	\$ 82,865	\$ 91.54	\$ 76,527	\$ 382,175	\$ 60,000	\$ 322,175	\$ 3.05	\$ 8,259	\$ 99,113	"	\$ 321,895
2021	\$ 4.35	\$ 11,780	\$ 141,358	\$ 46.69	\$ 86,377	\$ 2.65	\$ 7,176	\$ 86,114	\$ 93.82	\$ 78,434	\$ 392,282	\$ 60,000	\$ 332,282	\$ 3.15	\$ 8,530	\$ 102,362	"	\$ 330,097
2022	\$ 4.45	\$ 12,051	\$ 144,607	\$ 47.62	\$ 88,097	\$ 2.75	\$ 7,447	\$ 89,364	\$ 96.17	\$ 80,398	\$ 402,466	\$ 60,000	\$ 342,466	\$ 3.25	\$ 8,801	\$ 105,612	"	\$ 338,316
2023	\$ 4.55	\$ 12,321	\$ 147,857	\$ 48.57	\$ 89,855	\$ 2.85	\$ 7,718	\$ 92,614	\$ 98.57	\$ 82,405	\$ 412,729	\$ 60,000	\$ 352,729	\$ 3.35	\$ 9,072	\$ 108,862	"	\$ 346,573
													\$ 2,257,959					\$ 2,255,376

**ADVANCED DISPOSAL - 5 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program							RECYCLE OPTION B - No Rebate Program					
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 4.00	\$ 10,832	\$ 129,984	\$ 45.92	\$ 84,952	\$ 2.00	\$ 5,416	\$ 64,992	\$ 50.00	\$ 41,800	\$ 321,728	\$ 60,000	\$ 261,728	\$ 1.90	\$ 5,145	\$ 61,742	n/a	\$ 276,678
2018	\$ 4.08	\$ 11,049	\$ 132,584	\$ 46.84	\$ 86,654	\$ 2.04	\$ 5,524	\$ 66,292	\$ 51.00	\$ 42,636	\$ 328,166	\$ 60,000	\$ 268,166	\$ 1.95	\$ 5,281	\$ 63,367	"	\$ 282,605
2019	\$ 4.16	\$ 11,265	\$ 135,183	\$ 47.78	\$ 88,393	\$ 2.08	\$ 5,633	\$ 67,592	\$ 52.00	\$ 43,472	\$ 334,640	\$ 60,000	\$ 274,640	\$ 2.00	\$ 5,416	\$ 64,992	"	\$ 288,568
2020	\$ 4.24	\$ 11,482	\$ 137,783	\$ 48.73	\$ 90,151	\$ 2.12	\$ 5,741	\$ 68,892	\$ 53.00	\$ 44,308	\$ 341,133	\$ 60,000	\$ 281,133	\$ 2.05	\$ 5,551	\$ 66,617	"	\$ 294,550
2021	\$ 4.33	\$ 11,726	\$ 140,708	\$ 49.71	\$ 91,964	\$ 2.16	\$ 5,849	\$ 70,191	\$ 54.00	\$ 45,144	\$ 348,007	\$ 60,000	\$ 288,007	\$ 2.10	\$ 5,687	\$ 68,242	"	\$ 300,913
													\$ 1,373,673					\$ 1,443,315

**PELLITTERI - 5 YEAR**

	TRASH					RECYCLE OPTION A - Includes Rebate Program							RECYCLE OPTION B - No Rebate Program					
	Monthly Cost/Stop Trash	Units 2708	Collection Cost - Refuse 12 months	Tipping Fee Per Ton	Tipping Fee Total Annual Est. 1850	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Processing Fee Per Ton	Processing Fee Total Annual Est. 836	Est. Annual Expense Before Rebate Deduction	Rebate Value Ave.	Est. Annual Expense Refuse & Recycle After Rebate Deduction	Monthly Cost/Stop Recycle	Units 2708	Collection Cost - Recycle 12 months	Collection Fee Per Ton	Est. Annual Expense Refuse & Recycle
2017	\$ 4.00	\$ 10,832	\$ 129,984	\$ 44.00	\$ 81,400	\$ 2.25	\$ 6,093	\$ 73,116	\$ 85.00	\$ 71,060	\$ 355,560	\$ 60,000	\$ 295,560	\$ 2.75	\$ 7,447	\$ 89,364	n/a	\$ 300,748
2018	\$ 4.15	\$ 11,238	\$ 134,858	\$ 44.88	\$ 83,028	\$ 2.35	\$ 6,364	\$ 76,366	\$ 87.13	\$ 72,841	\$ 367,093	\$ 60,000	\$ 307,093	\$ 2.85	\$ 7,718	\$ 92,614	"	\$ 310,500
2019	\$ 4.30	\$ 11,644	\$ 139,733	\$ 45.77	\$ 84,675	\$ 2.45	\$ 6,635	\$ 79,615	\$ 89.30	\$ 74,655	\$ 378,677	\$ 60,000	\$ 318,677	\$ 2.95	\$ 7,989	\$ 95,863	"	\$ 320,271
2020	\$ 4.45	\$ 12,051	\$ 144,607	\$ 46.69	\$ 86,377	\$ 2.55	\$ 6,905	\$ 82,865	\$ 91.54	\$ 76,527	\$ 390,376	\$ 60,000	\$ 330,376	\$ 3.05	\$ 8,259	\$ 99,113	"	\$ 330,097
2021	\$ 4.60	\$ 12,457	\$ 149,482	\$ 47.62	\$ 88,097	\$ 2.65	\$ 7,176	\$ 86,114	\$ 93.82	\$ 78,434	\$ 402,127	\$ 60,000	\$ 342,127	\$ 3.15	\$ 8,530	\$ 102,362	"	\$ 339,941
													\$ 1,593,832					\$ 1,601,556

**Resolution No. 16-11-2130  
Monona Common Council**

**APPROVAL TO FUND A HIGH DEDUCTIBLE HEALTH PLAN OPTION**

**WHEREAS**, the City currently contracts with Physicians Plus Insurance Corporation for employee group health insurance; and,

**WHEREAS**, City employees can currently choose between a health maintenance organization (HMO) option which charges a lower premium and requires participants to use in-network providers or a point-of-service (POS) option with a higher premium which allows participants to use providers outside of the Physicians Plus network; and,

**WHEREAS**, staff is recommending adding a third option — a high deductible health plan (HDHP) option with a \$1,500 single / \$3,000 family deductible —with the City funding 75% of each enrolled employee’s single or family deductible in a Health Savings Plan (HSA); and,

**WHEREAS**, even when funding 75% of the employee deductible, the City will see a cost savings of 4–8% in premiums over the HMO option, thereby decreasing the City’s operating budget for each employee who enrolls; and,

**WHEREAS**, despite paying a portion of the deductible, employees may still save money on their annual health care costs with the HDHP, especially those who currently pay a lot in office visit and prescription drug copays; and,

**WHEREAS**, a high deductible health plan option will give the City more options in designing future health plan options in the currently unpredictable healthcare marketplace.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby authorizes the funding of 75% of the single or family deductible for employees who enroll in the Physicians Plus \$1500/\$3000 high deductible health plan. The deductible will be paid in two annual installments, half in January and half in July of the calendar year.

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: Finance & Personnel Committee \_\_\_\_\_

Council Action:

Date Introduced: 11/7/16

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

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

## City Costs 2017 Health Insurance Premiums

FAMILY COVERAGE			
	Annual premium per employee	Annual premium per employee with deductible funded at 75%	
HMO Copay	15,709.79	15,709.79	n/a
POS Copay	18,013.86	18,013.86	n/a
HDHP \$1500/ <b>\$3000</b>	12,254.76	<b>14,504.76</b>	← recommended option
HDHP \$2600/ <b>\$5200</b>	10,784.12	14,684.12	

SINGLE COVERAGE			
	Annual premium per employee	Annual premium per employee with deductible funded at 75%	
HMO Copay	6,136.13	6,136.13	n/a
POS Copay	7,036.74	7,036.74	n/a
HDHP <b>\$1500</b> /\$3000	4,786.67	<b>5,911.67</b>	← recommended option
HDHP <b>\$2600</b> /\$5200	4,212.22	6,162.22	

\*City cost = 90% of total premium

Employee with Family Coverage  
 Example of Annual Health Care Expenses

EMPLOYEE COST		
	HMO	HDHP \$3000
8 clinic visits @ \$185 each	\$80.00 (\$10 office visit copay x 8)	\$1,480.00 (\$185 x 8 visits) -- paid up to deductible
2 generic drugs per month; retail price \$40 each	\$240.00 (\$10 copay x 2 x 12 months)	\$960.00 (\$40 x 2 x 12 months) -- paid up to deductible
1 brand-name drug per month; retail price \$200	\$600.00 (\$50 copay x 12 months)	\$2,400.00 (\$200 x 12 months) -- paid up to deductible
Premium share	\$1,745.53 (10% of annual premium @ \$1,454.61/month)	\$1,361.64 (10% of annual premium @ \$1,134.70/month)
Deductible	\$0.00 (no deductible with this plan)	\$750.00 (25% share of \$3,000 deductible)
	<b>\$2,665.53</b>	<b>\$2,111.64</b>

↓  
 \$553.89 savings over HMO

CITY COST		
	HMO	HDHP \$3000
Premium share	90% of annual premium @ \$1,454.61/month	90% of annual premium @ \$1,134.70/month
Deductible	No deductible	75% of \$3,000 annual deductible
	<b>\$15,709.79</b>	<b>\$14,504.76</b>

↓  
 \$1,205.03 savings over HMO

**Resolution 16-11-2131  
Monona Common Council**

**A RESOLUTION ADOPTING THE 2017 OPERATING BUDGET  
AND ESTABLISHING A TAX LEVY**

The City Council of the City of Monona, Dane County, Wisconsin, hereby resolves as follows:

**WHEREAS**, Wisconsin State Statute 65.90 requires an annual budget appropriating monies to finance activities and programs of the City for the ensuing fiscal year be adopted by the City Council; and,

**WHEREAS**, the City Council has considered an executive budget for 2017 submitted by the Mayor and prepared by the City Administrator in cooperation with Department Managers and in consideration of recommendations by the various Boards, Committees, and Commissions; and,

**WHEREAS**, the City Council held public hearings on the 2017 Budget, as required, on November 7, 2016 and November 21, 2016; and,

**WHEREAS**, the 2017 Budget requires a tax levy to finance in part the appropriations.

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

1. Budgeted revenue estimates and expenditure appropriations for the year 2017 for the City of Monona are hereby adopted per the attached summary and as set forth in the budget document.
2. The property tax levy required to finance the 2017 Budget is \$\_\_\_\_\_ and the tax rate to be established at \$\_\_\_\_\_ per thousand dollars of assessed property value.

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: 11-7-16

Public Hearings: 11-7-16; 11-21-16

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

**Resolution No. 16-11-2132  
Monona Common Council**

**APPROVING A FIVE-YEAR CONTRACT WITH FIRST STUDENT, INC. FOR  
CITY TRANSIT SERVICES**

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

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

**WHEREAS**, the City Council, at its meeting on October 17, 2016 accepted the proposal from First Student, Inc. and authorized that a five-year contract be prepared.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin that the attached contract with First Student, Inc. for transit services in the City of Monona is hereby approved.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Robert E. Miller  
Mayor

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

Council Action:

Date Introduced: 11-7-16

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

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

## TRANSIT AGREEMENT

Between the City of Monona and First Student, Inc.  
2017 - 2021

---

THIS AGREEMENT (hereinafter referred to as the “AGREEMENT”) is entered into as of the last date of signature below, by and between the City of Monona, a municipal corporation, whose principal address is 5211 Schluter Road, Monona, Wisconsin 53716 (hereinafter referred to as the “CITY”) and First Student, Inc., a Delaware corporation, whose local place of business is located at 4605 Pflaum Road, Madison, WI 53718 (hereinafter referred to as “FIRST STUDENT”).

WHEREAS, the CITY is in need of a contractor to provide transit services upon expiration of its current transit agreement with FIRST STUDENT on December 31, 2016, and has tendered a request for proposals to provide said services.

WHEREAS, FIRST STUDENT desires to continue to provide said transit services to the CITY after December 31, 2016, responded to the request for proposals and has been determined by the CITY to have submitted the proposal which best serves the interests of the CITY.

WHEREAS, the CITY and FIRST STUDENT desire to enter into this AGREEMENT memorializing the terms of the parties’ agreement for FIRST STUDENT to provide such transit services to the CITY.

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

### 1. SERVICES.

1.1. SCOPE OF SERVICE. The CITY hereby retains FIRST STUDENT, and FIRST STUDENT hereby accepts such engagement, to provide transit services consisting of (1) the “Monona Express” which provides public transportation service during weekday peak hours, between the CITY and downtown and University areas of the City of Madison, Wisconsin, and (2) the “Monona Lift” which provides a scheduled route equipped with a handicapped accessible vehicle designed to meet the needs of the elderly, disabled, and general public. In addition, elderly/disabled passengers with special needs may pre-arrange individualized rides to and from specific locations by making a reservation in advance.

FIRST STUDENT shall also create and maintain at all times this AGREEMENT is in effect a smart phone application whereby members of the public may utilize ordinary smart cell phones (i.e. Blackberry, iPhone, Droid, etc.) to access a web based system which will provide ridership information, including in real time the approximate location of the vehicles in service at that time in accordance with this AGREEMENT.

FIRST STUDENT shall also create and maintain at all times this AGREEMENT is in effect a website whereby members of the public may access a web based system which will provide ridership information, including in real time the approximate location of the vehicles in service at that time in accordance with this AGREEMENT.

1.2. LEVEL OF SERVICE. FIRST STUDENT shall provide service five days per week, Monday through Friday, except legal holidays, for a total of 255 days each year. For each such service day, FIRST STUDENT shall provide the following revenue hours of services, as defined in section 5.1, below:

Bus 1 - Monona Express only	7.58
Bus 2 - Monona Express and Lift	11.25

The CITY reserves the right to order an increase or decrease in the level of service provided, with thirty (30) days written notice to FIRST STUDENT. Any increase or decrease in additional service required by the CITY will be provided at the revenue hourly rate specified in section 5.1 of this AGREEMENT.

During all days that service is provided FIRST STUDENT shall maintain a telephone number publicized to the public and service customers manned by a FIRST STUDENT employee capable of receiving and responding to service related inquiries and problems until at least 5:00pm.

1.3. SERVICE DESCRIPTION AND REQUIREMENTS. FIRST STUDENT will be responsible for (1) providing buses, insurance, back-up buses, communication equipment, drivers, and road supervision during all hours of service, (2) maintaining the vehicles and support equipment, (3) collecting fares, (4) collecting ridership data, and (5) ensuring service and vehicle compliance with all applicable federal, state and local laws and regulations, including but not limited to, the Americans with Disabilities Act and the Clean Air Act Amendment of 1990. FIRST STUDENT shall promptly report to the City Administrator any perceived violations of any law or regulation, and the procedures planned to correct said violations.

1.4. CHANGES. FIRST STUDENT must confer with the City Administrator or designee before making changes/modifications in vehicles, routing, scheduling, cost of operations, data collection, and other matters which affect the route service. The CITY and FIRST STUDENT shall jointly agree to any changes made to the service before those changes are implemented.

1.5. STATE ASSISTANCE. This AGREEMENT is subject to the applicable terms and conditions of the CITY's financial assistance agreements with the Wisconsin Department of Transportation. FIRST STUDENT shall not knowingly take any action, or fail to take any action, which would jeopardize the CITY's financial assistance under these agreements.

1.6. FORCE MAJEURE. If any default or delay occurs which prevents or materially impairs a party's performance of this AGREEMENT and is due to a cause beyond the party's reasonable control, including but not limited to any act of any god, flood, fire, explosion, earthquake, casualty, accident, war, revolution, civil commotion, blockade or embargo, labor dispute, supply interruption, injunction, law, proclamation, order, regulation or governmental demand, the affected party shall promptly notify the other party in writing of such cause and shall exercise diligent efforts to resume performance under this AGREEMENT as soon as possible. Neither party shall be liable to the other party for any loss or damage due to such cause. Neither party may terminate this AGREEMENT because of such default or delay.

1.7. NOTIFICATON OF DELAY. FIRST STUDENT shall notify the City Administrator or designee as soon as FIRST STUDENT has, or should have, knowledge that an event has occurred which will delay the initiation of service or timely continuation of the service.

1.8. LIQUIDATED DAMAGES. In the event of delay in the initiation of the services beyond the dates determined between commencement date of this AGREEMENT, or timely continuation of said service throughout the term of this AGREEMENT, which was not subject to the unavoidable delay clause in Section 1.6, the CITY shall assess as liquidated damages \$125.00 per calendar day. These damages shall be deducted from any monies due, or which may thereafter become due to FIRST STUDENT under this AGREEMENT. Vendor delays in the delivery of new vehicles, or DriveCam equipment beyond the control of FIRST STUDENT, if the service is otherwise operated, will not be deemed to constitute a delay in the initiation or continuation of the service.

1.9. OMISSIONS. Notwithstanding the provision of drawings, technical specifications, or other data by the CITY, FIRST STUDENT shall have the responsibility to supply all services and details required to provide the services contemplated in Section 1.1 even though such details may not be specifically mentioned in the drawings, specifications, or other data.

1.10. PERFORMANCE STANDARDS. FIRST STUDENT shall meet or exceed the following performance standards:

Schedule adherence	95% on time
Maintenance quality	4,500 miles/road call
Level of service	5% missed trips
Passenger comfort	100% operative heat/ventilation
Safety	Zero accidents involving the fault of FIRST STUDENT's driver

Failure to attain these standards in any given month will result in a penalty of a 2% reduction in the monthly compensation for each standard not met. Failure to attain one standard for four (4) months in a row or failure to meet all five (5) standards in any one month will be considered a material default by FIRST STUDENT. A "Performance Indicator Datasheet" for each bus will be submitted to the City Administrator at the end of each month.

## 2.0. VEHICLES.

2.1. GENERAL. FIRST STUDENT shall continue in service the route vehicles identified in Exhibit B, attached hereto. FIRST STUDENT shall also maintain at all times this AGREEMENT is in effect at least one spare vehicle equivalent or better to the route vehicles in service. All vehicles shall be equipped with bike racks and the DriveCam System with capabilities at least as those in such system operated by the vehicles under the predecessor agreement to this AGREEMENT.

If FIRST STUDENT acquires any vehicles after the execution of this AGREEMENT for use in providing the services required herein, those vehicles shall be of new manufacture of equal or greater capacity and quality, equipped with the DriveCam System and accessible to persons with disabilities, including those persons in wheelchairs, as defined by the Americans With Disabilities Act of 1990. All such vehicles shall have a capacity for at least nineteen (19) ambulatory passengers and two (2) wheelchair passengers (i.e. have at least two (2) forward-facing wheelchair tie-downs).

FIRST STUDENT shall provide an adequate number of back-up vehicles of similar capacity and good quality to ensure service interruptions do not exceed 20 minutes during revenue hours of operation. If a bus must be taken out of service because of an inoperable lift, the replacement procedure must follow the guidelines stated in the ADA in Part VI Department of Transportation, 47 CFR Parts 27, 37, and 38.

2.2. COMMUNICATIONS EQUIPMENT. Every vehicle shall have 100% operative radio or telephone communications with a base dispatch center capable of relaying passenger and schedule information, as well as emergency and road condition information.

2.3. HEATING AND AIR-CONDITIONING. Every vehicle shall have a 100% operative heating and air conditioning system and window ventilation.

2.4. FARES AND FAREBOXES. Every bus must have some device for fare collection and recording. FIRST STUDENT will charge fares for this service in accordance with the fare schedule adopted by the CITY, and will accept all forms of payment (cash, tokens, tickets, passes, and transfers) as determined by the CITY. Revenue collected by FIRST STUDENT will be credited against the reimbursements/payments due FIRST STUDENT from the CITY. Revenue collections will be subject to audit by the CITY at such times as the CITY deems appropriate.

FIRST STUDENT will monthly send to the CITY Finance Director a report of the revenue collected, including any farebox readings, cash counts and their reconciliation to the farebox readings, and copies of the bank receipts for the deposits of the passenger revenue collected. This report shall accompany the invoice from FIRST STUDENT to the CITY for services under this AGREEMENT.

2.5. EXCLUSIVE USE OF VEHICLES. Buses used for transportation services under this AGREEMENT will be used exclusively for the transportation services described in this AGREEMENT during contracted revenue hours and days. Notwithstanding Section 2.1, the buses identified in the vehicle inventory as being assigned to the CITY service cannot be substituted with another vehicle, except on a temporary basis not to exceed 20 days, without prior approval from the CITY Administrator or designee.

2.6. VEHICLES AND EQUIPMENT MAINTENANCE AND STORAGE. FIRST STUDENT is responsible for all vehicles and equipment (i.e. radios and lifts), maintenance and storage for all vehicles assigned to provide the transportation service described in this AGREEMENT, and any back-up vehicles and/or equipment. Any long-term vehicle or equipment substitution or maintenance schedule modification required to ensure continuation of the service under this AGREEMENT must be approved by the City Administrator.

3. MARKETING. FIRST STUDENT shall expend \$5,000 each year of this AGREEMENT toward direct marketing of the Monona transit system and the services provided under this AGREEMENT. Said marketing shall be consistent with the marketing performed under the predecessor agreement to this AGREEMENT. FIRST STUDENT's minimum marketing effort shall include at least 500 brochures quarterly, a quarter-page advertisement in the local newspaper each month and 20 posters to improve rider ship each year. All marketing efforts undertaken by FIRST STUDENT, or subsequent changes in those marketing efforts, shall be first approved by the CITY Administrator, or designee, in writing.

4. DRIVER TRAINING AND SUPERVISION.

FIRST STUDENT shall recruit, hire, train, and supervise the drivers who are to operate the service described in this AGREEMENT. Drivers shall be trained in proper and safe vehicle operation (including lifts/ramps if applicable), emergency procedures, techniques for handling persons with disabilities if applicable, and fare collection procedures. Drivers will be required to possess a valid chauffeur’s license or Commercial Driver’s License (CDL) for the Wisconsin Department of Transportation.

The CITY may refuse to permit any driver to operate a bus in the provision of the service described in this AGREEMENT if it determines that the driver is unacceptable for reasons including but not limited to the following:

- A. Being charged with or conviction of a criminal offense.
- B. Operating a bus under the influence or use of alcohol or a controlled substance, either while on or off-duty.
- C. Theft or embezzlement.
- D. Permitting an unauthorized person to perform operating duties.
- E. Conviction of more than two moving violations within 3 years, either while on or off-duty.
- F. Involvement in more than two at fault accidents in any twelve month period.

FIRST STUDENT shall provide to the CITY a listing of all drivers’ names including driver’s license number prior to the commencement date of this AGREEMENT. FIRST STUDENT shall amend such listing promptly upon any anticipated change in drivers. FIRST STUDENT shall notify the CITY of any new drivers to be used in regular service. It is understood that Section 4 of this Agreement grants the CITY the right to refuse any driver assigned to the service.

FIRST STUDENT shall provide driver supervision, including road supervision, during all hours of operation as described in this AGREEMENT. FIRST STUDENT’s representative or designee shall be available for immediate communication with the CITY during all normal business and operating hours in case of emergency.

5. CONSIDERATION.

5.1 COMPENSATION. In consideration of satisfactorily providing the services outlined in SECTION 1 of this AGREEMENT, FIRST STUDENT shall be compensated for the aforementioned services as follows:

<u>YEAR</u>	<u>REVENUE HOUR RATE</u>	<u>SMART PHONE APPLICATION</u>	<u>WEBSITE</u>
2017	\$47.58 per revenue hour	\$1,750 per year	\$1,750 per year
2018	\$48.77 per revenue hour	\$1,750 per year	\$1,750 per year
2019	\$49.99 per revenue hour	\$1,750 per year	\$1,750 per year
2020	\$51.24 per revenue hour	\$1,750 per year	\$1,750 per year
2021	\$52.52 per revenue hour	\$1,750 per year	\$1,750 per year

REVENUE HOUR RATE shall be the amount paid to FIRST STUDENT by the CITY for each REVENUE HOUR of service. A REVENUE HOUR shall be defined as the number of hours, to the

nearest one hundredth of an hour, of transit service provided by FIRST STUDENT under this AGREEMENT, commencing when the vehicle leaves the lot and ending when the vehicle returns to the lot at the end of the day, less any period of time out of service. The hours of service billed shall be the hours of service bid under Section 1.2 (Level of Service). Additional revenue hours performed with the prior authorization of the CITY shall be billed at the above rate for the corresponding year the additional hours are provided.

The hourly rate extended to the MONONA SENIOR CENTER will be the same as the applicable REVENUE HOUR RATE for a given year as set forth above. Service for Monona Senior Center may not be scheduled at a time that would conflict with Express Service operating hours, and is subject to a three hour minimum service period.

5.2. METHOD OF PAYMENT. Payment shall be made monthly equal to the actual hourly charges as noted in section 5.1, less any passenger revenue collected, and less any penalties assessed as provided under this AGREEMENT. Payment will be made only upon submission of an acceptable, dated, written invoice provided by FIRST STUDENT to the City Administrator or her/his designee. The invoice shall include the actual number of hours for each service type and the corresponding rate of pay, and shall identify any other charges and their basis under this AGREEMENT.

5.3. TAX EXEMPTION. The CITY is exempt from the payment of Federal, State, and local taxes. Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the use of material or services delivered as a result of this AGREEMENT and which, by terms of the tax law, may be passed directly to the CITY, will be paid by the CITY.

## 6. ADMINISTRATION AND COMMUNICATIONS.

6.1. GENERAL. The City Administrator or designee will be responsible for the administration of the contract. The CITY Finance Director will be responsible for submitting all and any reports required by the State Department of Transportation relating to the services provided for under this contract.

FIRST STUDENT will make recommendations to the City Administrator and work with the Mass Transit Commission with respect to rate and fare structures, route and service planning, service policies, marketing, and other matters which may result in the improvement of transportation service to the community.

The City Administrator or her/his designee will receive all complaints on the service performed under this AGREEMENT. These complaints will be forwarded to FIRST STUDENT for prompt resolution. FIRST STUDENT will, on a monthly basis, forward to the CITY Administrator a copy and/or report of all complaints which it may have directly received concerning this service and subsequent resolutions.

The CITY will design and produce all maps, signs, schedules and surveys pertaining to the service performed under this contract. FIRST STUDENT shall be responsible for ensuring the schedules are available on all buses at all times. The CITY will be responsible for all promotions and final decisions on service planning. The CITY will also be responsible for budgeting overall transportation services, grant applications, administration, and reporting. FIRST STUDENT will be

responsible for administering all labor matters pertaining to its employees. FIRST STUDENT will be responsible for obtaining licenses as required by the CITY, the State of Wisconsin, and any other licensing jurisdiction over the service to be provided.

6.2. DATA COLLECTION. FIRST STUDENT shall supply quarterly operating and financial reports to the City Administrator or Finance Director as may be required, but at least by the fifteenth of the month following the end of each calendar quarter. These reports will include (1) daily passenger counts by fare and accessibility (if applicable), (2) daily revenue reports, (3) daily revenue hours per bus, (4) daily revenue miles per bus, (5) accident and breakdown reports, (6) driver activities, (7) operations performance, and (8) marketing efforts. FIRST STUDENT will supply the above information in formats acceptable to the CITY. FIRST STUDENT will assist the CITY in conducting passenger surveys as necessary.

6.3. AUDIT AND INSPECTION OF RECORDS. FIRST STUDENT shall permit the authorized representatives of the Wisconsin Department of Transportation (when State funds are used) and the CITY to inspect and audit, during regular business hours and upon reasonable notice, all data and records of FIRST STUDENT relating to FIRST STUDENT performance and subcontracts under this AGREEMENT from the commencement date of this AGREEMENT through and until the expiration of three years after termination.

7. TERM/TERMINATION. The term of this AGREEMENT shall commence on January 1, 2017 and terminate on December 31, 2021. Either party may terminate this AGREEMENT at any time for convenience upon 180 days written notice. In the event of such termination, the CITY will pay FIRST STUDENT for all satisfactorily completed services prior to termination of this AGREEMENT. Except for the reasons contemplated by Section 1.6, the CITY may also, by written notice of default to FIRST STUDENT, terminate the whole or any part of this AGREEMENT if FIRST STUDENT fails to perform the services specified herein and does not cure such failure within a period of ten (10) consecutive days (or such longer period as the City Administrator may authorize in writing) after FIRST STUDENT's receipt of notice from the City Administrator specifying such failure.

If, after notice of termination of this AGREEMENT under the provisions of this clause, it is determined for any reason that FIRST STUDENT was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for the convenience of the CITY.

The rights and remedies of the CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

8. REPRESENTATIVES.

8.1. FIRST STUDENT'S REPRESENTATIVE: FIRST STUDENT agrees that all services and activities performed pursuant to this AGREEMENT will be coordinated and directed by Emily Curtis (hereinafter, "FIRST STUDENT'S REPRESENTATIVE"). In the event FIRST STUDENT'S REPRESENTATIVE is unable to serve in the above-described capacity, the CITY may accept another FIRST STUDENT REPRESENTATIVE.

8.2. CITY'S REPRESENTATIVE: All dealings between the CITY and FIRST STUDENT

with respect to the subject matter of this AGREEMENT shall coordinated through the City Administrator.

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

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

FIRST STUDENT hereby agrees to furnish the CITY with its taxpayer identification number prior to commencement of work under this AGREEMENT. Failure or delay in furnishing the taxpayer identification numbers may result in the withholding of amounts due to FIRST STUDENT from the CITY.

10. INDEMNITY. To the fullest extent allowable by law, FIRST STUDENT hereby indemnifies and shall defend and hold harmless the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of FIRST STUDENT or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this AGREEMENT regardless if liability without fault is sought to be imposed on the CITY. FIRST STUDENT'S aforesaid indemnity and hold harmless agreement shall not be applicable to the extent any liability is caused by the fault, negligence, or willful misconduct of the CITY, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this AGREEMENT.

In any and all claims against the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of FIRST STUDENT, any sub-contractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for FIRST STUDENT or any sub-contractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this indemnification clause shall give rise to any duties not otherwise provided for by this AGREEMENT or by operation of law. No provision of this indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any contract. This clause is to be read in conjunction with all other indemnity provisions contained in this AGREEMENT. Any conflict or ambiguity arising between any indemnity provisions in this AGREEMENT shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

FIRST STUDENT'S obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers, and shall survive termination of this AGREEMENT.

11. INSURANCE. FIRST STUDENT shall, at its sole expense, maintain in effect at all times during the performance of the work under this AGREEMENT insurance coverage as set forth in Exhibit A attached hereto.

12. SUBCONTRACTING. FIRST STUDENT may not subcontract for the provision of any transportation services set forth in this AGREEMENT. Subcontracting for support functions for the provision of transportation services, such as driver training or vehicle maintenance, is permitted if approved of the CITY.

13. ASSIGNABILITY. FIRST STUDENT shall not assign or transfer any interest in this AGREEMENT without the prior written consent of the CITY. Claims for money due or to become due to FIRST STUDENT from the CITY under this AGREEMENT may only be assigned to a bank, trust company, or other financial institution, collaterally with approval from the CITY. Notice of any such assignment or transfer shall be furnished promptly to the CITY Administrator.

14. PROHIBITED INTEREST. FIRST STUDENT shall not provide any member, officer, or employee of the CITY during her/his tenure, or for a period one year thereafter, any interest, direct or indirect, in this AGREEMENT or the proceeds thereof.

15. DISPUTES. Any dispute concerning a question of fact arising under this AGREEMENT shall be decided mutually, within thirty (30) days, between FIRST STUDENT and the CITY. The agreed upon decision will be recorded in writing and signed and dated by both FIRST STUDENT and the mayor, or his or her designee, and a copy of the signed agreement will be retained by both parties.

If the issue is not mutually and satisfactorily resolved by discussion with both parties, the following procedure will take effect:

1. A formal complaint is filed with the City of Monona Mayor. The mayor must reply within fifteen (15) days with a decision, which decision shall be final.
2. When the Mayor, or his or her designee, indicates that the complaint is not under her/his jurisdiction, the complaint will be referred to the Monona Transit Commission for decision. This will be done at the request of either party. Appeals from the Monona Transit Commission decision can be taken to the Monona City Council for final action.

This clause does not preclude consideration questions of law in connection with decisions provided for in this section, provided that nothing in this AGREEMENT shall be construed as making final the decision of any administrative official, representative, or board on the question of law.

16. **PROJECT DOCUMENTS AND REPORTS.** All documents and reports, estimates, and graphics generated pursuant to this AGREEMENT, completed or partially completed, shall become the property of the CITY upon completion or termination of this AGREEMENT.

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

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

17. **MISCELLANEOUS PROVISIONS.**

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

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

17.3. **GOVERNING LAW AND VENUE:** This AGREEMENT shall be governed by, construed and interpreted in accordance with the laws of the State of Wisconsin. Any legal action arising out of this AGREEMENT shall be venued in the circuit court for Dane County, Wisconsin or the U.S. District Court for the Western District of Wisconsin.

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

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

17.6. NOTICE: Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid. Notices to the CITY shall be addressed to the CITY'S REPRESENTATIVE, City of Monona, 5211 Schluter Road, Monona, WI 53716. Notices to FIRST STUDENT shall be addressed to FIRST STUDENT'S REPRESENTATIVE, with a copies sent to the address identified on page 1 and FIRST STUDENT's General Counsel, 55 Shuman Blvd., Suite 400, Naperville, IL 60563.

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

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

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

CITY OF MONONA

By: \_\_\_\_\_  
Robert E. Miller, Mayor

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Joan Andrusz, City Clerk

\_\_\_\_\_  
Date

APPROVED AS TO SUFFICIENCY OF FUNDS

\_\_\_\_\_  
April Little, Comptroller

\_\_\_\_\_  
Date

FIRST STUDENT

By: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name & Title)

By: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name & Title)

EXHIBIT A  
INSURANCE REQUIREMENTS

Unless otherwise specified in this AGREEMENT, FIRST STUDENT shall, at its sole expense, maintain in effect at all times during the performance of the work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employer's Liability Insurance—FIRST STUDENT shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of its employees in accordance with the laws in the State of Wisconsin. FIRST STUDENT shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease (policy limit), and \$1,000,000 disease (each employee).

Commercial General Liability and Automobile Liability Insurance—FIRST STUDENT shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage—Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle)

Limits—FIRST STUDENT shall maintain limits no less than the following:

1. General Liability—One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the CITY) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability—One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the AGREEMENT.

Required Provisions—The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of FIRST STUDENT; products and completed operations of FIRST STUDENT; premises occupied or used by FIRST STUDENT; and vehicles owned, leased, hired or borrowed by FIRST STUDENT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

2. For any claims arising out of this project, FIRST STUDENT'S insurance shall be primary insurance as respects the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
4. FIRST STUDENT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this AGREEMENT shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or FIRST STUDENT, except after sixty (60) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the CITY.
6. Such liability insurance shall indemnify the CITY against loss from liability imposed by law upon, or assumed under contract by, FIRST STUDENT for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment and blanket contractual liability. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and through companies satisfactory to the CITY, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions—Any deductible or self-insured retention must be declared to and approved by the CITY. At the option of the CITY, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance—Prior to FIRST STUDENT'S commencement of work under the AGREEMENT, FIRST STUDENT shall file with the CITY a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this AGREEMENT. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-7.

FIRST STUDENT shall, upon demand of the CITY, deliver to the CITY such policy or policies of insurance and the receipts for payment of premiums thereon.

Sub-Contractors—In the event that FIRST STUDENT employs other contractors (sub-contractors) as part of the work covered by this AGREEMENT, it shall be FIRST STUDENT'S responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

**EXHIBIT B  
VEHICLE INVENTORY**



Name	Monona Transit # 702
VIN #	1GBG65RL8C1167946
Vehicle Year /Manuf / Model	2012 CHEVROLET 3500
Vehicle Actual Mileage	121,116 MILES
Vehicle Seating Capacity (Ambulatory/Wheelchair)	CAPACITY 18 / 1
Vehicle Communication Equipment	2 Way Radio
Notation of Vehicle Lift or Ramp	Vehicle has lift

Name	Monona Transit # 703
VIN #	1GBG65BL9C1174128
Vehicle Year /Manuf / Model	2012 CHEVROLET 3500
Vehicle Actual Mileage	132,560 MILES
Vehicle Seating Capacity (Ambulatory/Wheelchair)	CAPACITY 18 / 1
Vehicle Communication Equipment	2 Way Radio
Notation of Vehicle Lift or Ramp	Vehicle has lift

Name	Monona Transit # 592
VIN #	1FD0FE4FSXGDC12592
Vehicle Year /Manuf / Model	2016 FORD E-450
Vehicle Actual Mileage	20,107 MILES
Vehicle Seating Capacity (Ambulatory/Wheelchair)	CAPACITY 12 P / 3 W
Vehicle Communication Equipment	2 Way Radio
Notation of Vehicle Lift or Ramp	Vehicle has lift

**Major Projects / Issues:**

- Miscellaneous Projects in Progress or Wrapping Up:
  - Fire Dispatch service transfer to Dane County. Implementation discussions on hold until after DaneCom implementation complete (anticipated November 9).
  - Recodification – last sections should be ready to review before year-end
  - Strategic plan updates – document with all updates is coming
  - Transit service study – review surveys and create action list for service improvements in 2017 at the next committee meeting

**Planning / Development:**

- **Riverfront Project:** Meeting again with interested master developer on November 4.

**Personnel / Administration:**

- **Year-End** – Working with all staff on performance evaluations, goal setting for 2017, and merit pay. (To be done by January 1.)
- **Fire Union** – The City’s bargaining team does not believe that discussions about the opt-out could lawfully take place with the union beyond agreeing that the provision/proposal is a prohibited subject of bargaining. The City has filed a Petition for Declaratory Ruling with the Wisconsin Employment Relations Commission (WERC) accordingly. There will be neither further briefing nor hearing on the petition. There is no set timetable for issuance of a decision, but it could happen by the middle to the end of November.
- **WPPA Police Union** – A telephone scheduling conference with Dane County Circuit Court will be held on WPPA’s Declaratory Ruling petition November 11th. Typically such conferences are used to set deadlines for various stages of the litigation, e.g., dispositive motions, trial date, etc. It is possible WERC may rule on the case before the 11<sup>th</sup>.
- **Library** – Leah Kimmell and I are assisting the board chair with recruitment process for a new library director upon the resignation of Erick Plumb. The position is posted on our web site (and others) and closes December 1.

**Meetings / Training Attended:**

- League of Wisconsin Municipalities Conference (October 19-21)
- Toured Phoenix Nuclear Labs with MESBA
- Social media training (MESBA)
- Several meetings regarding riverfront development, budget development, and WCMA board

**Upcoming**

- Tourism Commission: First meeting set for November 22 at 5:30 PM.
- Good Morning Monona – BID Districts with Susan Schmitz (Downtown Madison, Inc.)
- EDGER (November 9)

**MONONA POLICE DEPARTMENT  
MONTHLY REPORT**



**SEPTEMBER 2016**

## **OPERATIONS DIVISION**

In September of 2016, the Operations Division handled 47 vehicle crashes, down slightly from the 57 crashes last month. Vehicle crashes are a significant part of a Police Officer's day. For traffic enforcement, there were 220 traffic warnings, 319 traffic citations, and 33 parking tickets issued. Our calls total for September was 1,683 calls for service.

### **Training**

All Officers attended a 4 hour online and 8 hour behind the wheel, Emergency Vehicle Operation Training.

Lt. Deuman attended a 16 hour CAST training.

Lt. Wiegel and Sgt. Winge attended a 4 hour training on the new DOT crash forms.

Lt. Wiegel and Sgt. Nachreiner attended a 12 hour Taser Instructor recertification training.

### **Speed Trailer**

The Speed Trailer was placed in 5000 block of Maywood Sept 12<sup>th</sup>-19<sup>th</sup>, and in the 4800 Block of Schofield Sept 20<sup>th</sup>-27<sup>th</sup>. To request the speed trailer, in your neighborhood, contact Officer Jim Reiter at: [jreiter@ci.monona.wi.us](mailto:jreiter@ci.monona.wi.us)

### **Security Checks**

Officers performed 169 security checks in the month of September. 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 36 retail theft cases in September, up 2 from 34 cases in August. 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 September we had 17 calls to the Tellurian property totaling 2 hours of police time.

## **Use of Force Incidents**

On September 4<sup>th</sup> at 12:59 am an officer observed a vehicle speeding, 71 MPH in a 55 MPH zone. The driver did not stop immediately and when the driver finally did stop, he fled on foot. A foot chase ensued until the suspect tripped and fell down. The pursuing officer gave orders to the male at gunpoint and ordered the suspect to roll onto his stomach for handcuffing. Once the male complied, the firearm was reholstered and the male was handcuffed without further incident. The suspect was cited for speeding, operating after revocation, open intoxicants, failure to stop, and arrested for resisting arrest as well as two warrants. (MO16-05490)

On September 5<sup>th</sup> at 5:50 pm an officer attempted to stop a car for speeding on Monona Drive. The driver excellerated and fled reaching speeds of over 70 MPH in a 25 MPH zone. The Sergeant monitoring the incident had the officer terminate the pursuit pursuant to policy. (MO16-05536)

## **Citizen Complaints**

There were no citizen complaints in September

## **1<sup>st</sup> Shift Monthly Report**

On September 8<sup>th</sup> at 9:38 am an officer was dispatched to the area of Pier 37 for a report of a suspected intoxicated customer leaving in a vehicle. The driver was arrested for OWI and had a blood alcohol level of .19.

In the early morning hours of September 24<sup>th</sup>, a drunk driver struck a tree along the curblin in front of the Silver Eagle Bar. The driver was arrested and had a breath alcohol concentration of .23. The driver was fortunate in that she could have easily struck someone on the sidewalk had the tree not been in place.



## Officer Overtime Analysis

<b>2016</b>	JUN Hrs	JUL Hrs	AUG Hrs	SEPT Hrs	TOTAL HRS To Date	APPROX COST To Date
TRAINING CONSORTIUM (In-Service)	-	56	-	74.25	267.25	\$13,363
OTHER REQUIRED TRAINING (ECIR/Radar/CPR/K9)	12	3	-	8	120	\$6,000
OPTIONAL OFFICER TRAINING	-	-	-	-	3	\$150
SICK LEAVE Coverage	24	-	8	13	181	\$9,050
VACATION Coverage	68	16	4	12	323	\$16,150
FLOATING HOLIDAY Coverage	-	-	4	-	48	\$2,400
MILITARY LEAVE Coverage	36	2	16	-	54	\$2,700
COURT	9.5	13	12.5	11	134.5	\$6,725
LATE/EARLY CALL or SERIOUS INCIDENT	9	27.75	21.5	17	188.75	\$9,438
Special Event (Meeting, Parade, Festival, Drug Work)	-	59	1.5	7.5	185.25	\$9,263
Mental Health Case	-	-	4	10.5	36.25	\$1,813
Dispatch Coverage	-	4	-	-	4	\$200
TRAFFIC GRANT (Reimbursed)	78.5	77	76.5	95	532	\$26,600
TOTAL HRS	237.00	257.75	148.00	248.25	2077	
Expense Per Month @ average \$50.00 / HR	\$11,850	\$12,888	\$7,400	\$12,413		\$103,850

Lieutenant Curtis Wiegel is the Operations Commander and 1<sup>st</sup> shift patrol supervisor. He can be reached at [cwiegel@ci.monona.wi.us](mailto:cwiegel@ci.monona.wi.us).

### 2<sup>nd</sup> Shift

Officers on second shift conducted 192 traffic stops. We handled 18 Retail Thefts, 22 crashes, and 5 Drunk Drivers. We also made several warrant arrests.

On Thursday September 15<sup>th</sup> around 10:17pm Officers responded to a domestic disturbance at a residence in the 400 block of Falcon Cir. Dispatch advised that the caller's ex-boyfriend was at the residence kicking the door down. Upon arrival Officers found garbage cans knocked over and in the street. They also observed several flower pots broken and knocked over on the front porch. It was learned that the victim recently texted her boyfriend stating that it was over and she wanted nothing to do with him. The boyfriend became upset and said he was coming over to pick up their son. He also stated

that he was going to beat her then kill her. When he arrived and began kicking the door down she called 911. The suspect fled prior to police arrival. The victim then became uncooperative with police, stating that she did not want him to get in trouble and lied about where he was currently living. Domestic charges were filed with the District Attorney's office.

Sergeant Jeremy Winge is the 2<sup>nd</sup> shift patrol supervisor and can be contacted at: [jwinge@ci.monona.wi.us](mailto:jwinge@ci.monona.wi.us)

### **3rd Shift**

The Monona Police Department third shift officers handled 2 vehicle crashes, 8 retail thefts, and responded to several disturbance calls during the month of September. Officers made 154 traffic stops resulting in 2 OWI arrests. Officers also arrested 3 individuals who had active arrest warrants out for them.

On September 3<sup>rd</sup>, 2016 at 12:59 a.m., officers attempted to stop a vehicle for speeding 71 mph in a 55 mph zone on HWY 12 at Broadway Avenue. The operator failed to stop, and continued traveling westbound on HWY 12, eventually pulling over in the Sheraton parking lot. After stopping the car, the operator ran from police but was apprehended after a short foot pursuit. The operator was arrested and booked into the Dane Co Jail on resisting arrest and 2 active arrest warrants.

On September 11<sup>th</sup>, 2016 at 1:14 a.m., a vehicle was stopped for speeding, 102 mph in a 55 mph zone on HWY 12 at Broadway Avenue. The operator was arrested for 1<sup>st</sup> offense, OWI with a B.A.C. of .16 g/210L.

On September 12<sup>th</sup>, 2016 at 1:47 a.m., a vehicle was stopped for speeding, 43 mph in a 30 mph zone on Monona Drive. The operator was arrested for 2<sup>nd</sup> offense, OWI with a B.A.C. of .22 g/210L.

On September 15<sup>th</sup>, 2016 at 1 a.m., an officer located a vehicle that was entered as stolen through the City of Fitchburg. The officer attempted to make a traffic stop on the vehicle but it fled from the officer. The officer terminated the vehicle pursuit but later located the vehicle a short distance away abandoned. The vehicle was turned over to Fitchburg Police for processing.

On September 19<sup>th</sup>, 2016 at 12:21 am, a male residing in an apartment complex in the 4400 block of Monona Drive had his door kicked in. Two men entered his apartment and started to physically assault the resident. The suspects also destroyed several items of the resident's property. A neighbor heard the dispute and rendered aid at which point the suspects fled. The case was forwarded to the detective division for follow up.

Sergeant Adam Nachreiner is 3<sup>rd</sup> shift patrol supervisor and can be contacted at [anachreiner@ci.monona.wi.us](mailto:anachreiner@ci.monona.wi.us)

## **Community Resource Officer**

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

During the beginning days of September I assisted the detective division with a bank robbery task force.

Several days in September the department had emergency vehicle operations and vehicle contacts training in Fennimore, Wisconsin, with our in-service training consortium. As an EVO and vehicle contacts instructor I helped instruct other officers with these two disciplines.

Two tours were given to citizens/children at our police department.

Retired Police Officer Bob Parks passed away. The family requested our presence at the funeral. I and other officers stood guard during the funeral as requested by the family.

Chief Ostrenga and I met with the Winnequah School Principal. Two main topics of discussion included participation with a "Lunch with a Cop" program and the second about doing a lock down drill. These two topics are still in the works, but should be completed by the end of the year.

This month is the start of the Police Citizens Academy. We currently have five citizens signed up to participate in the program. The first day is an orientation day with information about our budget, the department and a tour of the building and squad cars

Firearms instructors meet at Oregon Police Department to discuss the last in-service of the year taking place at Dane County Range.

I helped cover patrol shifts on the road and also helped dispatch on a few days this month.

While not assigned to other tasks I was working on preparing the topics and events for the citizens' academy, Monona Pink day, social media posts, "coffee with a cop", DaneCom radio reprogramming set up, and the Country Inn and Suites Pumpkin Fall Fest.

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

## INVESTIGATIVE DIVISION

### Detective Unit

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

Crime	Number of Cases
Battery	1
Drug Investigation	2
Forgery	1
Fraud	4
Overdose	1
Retail Theft	36
Sex Offense	2
Theft	24

Members of the Investigative Unit were assigned to, or assisted with, 26 incidents.

### Current Investigations

#### **MO16-0XXXX – SEXAUL ASSAULT**

An adult woman reported being sexually assaulted multiple times by a known suspect.

#### **MO16-04657 – THEFT/ID THEFT**

A couple was caught using someone else's checkbook at a local store. Detectives found the owner of the checkbook had been a victim of a purse theft from her car in another jurisdiction. Charges are expected.

#### **MO16-0XXXX – SEXAUL ASSAULT**

A sexual assault between two minors was reported to Monona PD by DHS.

#### **MO16-0XXXX – SEXUAL ASSAULT**

This is an ongoing repeated sexual assault of a child case.

#### **MO16-05869 - DRUG STOP**

Detectives pulled over a known drug transporter after leaving a known drug supplier's home. A K-9 unit was called in to assist with the traffic stop. The suspect was only found to possess a small amount of marijuana so he was cited and released.

## **MO16-05897 - CHILD ENDANGERMENT**

Detectives were called in to investigate a case where a young mother and her 1 year old baby girl were struck by a vehicle driven by the intoxicated father in their own driveway on Schultz Place. The father was processed and taken to jail for his actions.

If you have information to provide in these or other incidents, please contact:

Det. Matthew Bomkamp at [mbomkamp@ci.monona.wi.us](mailto:mbomkamp@ci.monona.wi.us) or Det. Sgt. Ryan Losby at [rlosby@ci.monona.wi.us](mailto:rlosby@ci.monona.wi.us).

### **Other Activities**

Property room management

Municipal court officer duties

Liquor License Review Committee

Instructed pursuit training for multiple area agencies

Reviewed bank security measures with Monona banks due to the increased number of bank robberies in the area

### **School Resource Officer**

School started back up September 1, 2016. This school year has been abnormally busier than previous years. Instagram, Finsta, Facebook, and Snapchat (social media) have been used to cause a lot of problems among students thus far. I have issued 3 disorderly conduct citations, 1 truancy citation, 1 battery citation, 1 theft citation, and 4 parking citations.

I was a guest speaker in 2 health classes at Glacial Drumlin Middle School. The topics were Internet Safety and Safety in the Community.

After repeated harassment and threats, I worked in conjunction with the Cottage Grove Police Department to arrest a high school student for stalking. The student was transported to the Dane County Jail.

I took a complaint of a middle school student giving away prescription medications. After consulting with the on-call DA, I referred charges to the DA's Office for Dispensing Prescription Medications.

Numerous thefts from the girl's locker room were reported. I developed a suspect, located several stolen articles in her school locker and obtained a confession. This student was cited for theft.

Two students caused a disruption in Spanish class and were sent to the hallway. One of the students punched the other student in the face, while waiting for the teacher to come out. Students were separated by another teacher. The suspect was cited for Disorderly Conduct and Battery.

SRO Luke Wunsch can be contacted at [lwunsch@ci.monona.wi.us](mailto:lwunsch@ci.monona.wi.us)

## **Clerk of Courts**

During the month of September, 399 traffic, municipal ordinance and parking citations were issued. In addition there were 220 warnings issued for various traffic offenses. Twenty-four 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 September, Dispatchers handled 1,683 calls for service. Of these calls for service, 141 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](mailto:sdeuman@ci.monona.wi.us)

## 2016-2016 Capital Area OWI Task Force Annual Report

Core Agencies: DeForest, McFarland, Verona, Stoughton, Oregon, City of Madison, Town of Madison, Monona, Shorewood Hills, Sun Prairie, Cottage Grove, Maple Bluff, UWPD, Capitol Police and State Patrol

Assisting Agencies: Blue Mounds, Marshall and Belleville.

Number of Deployments: 20

Total Traffic Contacts: **1958**

**OWI Arrests: 56**

<b>Violation</b>	<b>Citations</b>	<b>Warnings</b>
Seatbelt	25	12
Child Restraint	4	0
Speeding	204	400
OAR/OAS	211	0
Open Intoxicants	19	0
Vehicle Registration	77	206
Equipment	31	717
All Other	176	382

### **Criminal**

Drug Offenses: 64  
 Felony Arrests: 6  
 Misdemeanor Arrests: 17  
 Warrant Arrests: 16

### **Notes**

DREs and ARIDE officers, K9 alerts requests, several 3<sup>rd</sup> offenses, 1 recovered stolen vehicle, OAR 17<sup>th</sup>.

1637 reported patrol miles

\$33.55 average hourly wage.

1579 Reimbursed Overtime hours

432 Straight Time Hours

Total Grant: \$84,480  
 Total Funds Reimbursed \$74,734  
 Excess Funds \$ 9,746

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** Public Works & Utilities

**MONTH OF:** October 2016

## Accomplishments:

- The crew finished installing new holiday light brackets on Monona Drive light poles.
- The crew completed all needed mowing on Monona Drive and Broadway.
- The crew completed curb repairs at various locations throughout the City.
- The crew completed pot hole patching for the month.
- Street sweeping was completed for the month.
- Leaf collection started the week of October 17<sup>th</sup>. All three trucks are participating daily, and will continue throughout November. Collection will stop once we have measurable snow or snow that stays on the ground.
- The crew completed fall cleanup at the DPW yard.
- The crew completed the hydrant replacement program for the year.
- Fall water system flushing has been completed.
- Large water meters and well meters have been tested per State regulation.
- The crew completed another round of water disconnections.

## Major Projects / Issues:

- Johnson Tree Care has reviewed at least 40 areas throughout the City for gypsy moth colonies. The City does not qualify for aerial spraying in 2017. The City of Madison was the only community in Dane County to qualify for aerial spraying in 2017, with three City blocks qualifying.
- The public works portion of the Schluter Park project has been completed. Work items for the parks portion include park equipment installation, and associated landscaping. Unfinished landscaping will be completed next spring.
- Strand Associates continues work on design for the 2017 road reconstruction project.
- Public works staff and engineer will be holding the final public information meeting for the 2017 Road Reconstruction Project on Thursday, November 10<sup>th</sup>, starting at 6:00pm at the Monona Community Center. All affected residents have been notified.

## In Progress / Routine Duties:

- Completed meter changes and meter reading for the month.
- Completed daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month.
- Clean floor drains at the shop, complete inventory of shop items, and complete shop maintenance for the month.
- Coordinate City projects with our engineers.
- Continuing with research and review of specifications for vehicles scheduled to be replaced in 2017.

## Upcoming Objectives / Events:

- Begin preparing specifications for 2017 capital equipment purchases, and complete road review for 2017 street maintenance projects.

## 2017 Road Reconstruction Project Update/Schedule:

Tonyawatha; Winnequah to Progressive, 2,376'  
Schultz; Tonyawatha to Winnequah, 381'  
Dean, Winnequah to Tonyawatha, 634'  
Progressive, Tonyawatha to Winnequah, 264'  
Total Length; 3,655'

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

## Schedule:

- 90% design completed
- Public Information Meeting 1 – July 19, 2016
- Public Information Meeting 2 – July 21, 2016
- Public Information Meeting 3 – November 10, 2016
- Final plans and specifications – end of November
- Bid advertisement – early January
- Bid award meetings – February 2017
- Construction begins – April 2017
- Construction ends – September 2017

(Tentative for 2018)

Bridge Rd; Broadway to Winnequah, 1,003'  
McKenna Road, Dean to Greenway, 1,267'

## **Personnel:**

- All staff positions are filled.

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** City Clerk

**MONTH OF:** October 2016

## Accomplishments:

Completed the minutes of the October 11 License Review Committee, October 3 and 17 City Council and Finance & Personnel Committee, and October 3 Committee of the Whole meetings.

Mailed agenda to a business, prepared and mailed packets, and facilitated the October 11 License Review Committee meeting.

Revised the Operator license application assisted by the City Attorney to include parameters that would trigger a review.

Distributed final population estimate from Wisconsin Department of Administration to City Council and staff.

Swore in new Firefighter/Paramedic Alex Wichmann.

Participated in the Pink Day commemoration and attended the Fall Festival.

Met with Mayor Miller regarding the Clerk and Elections Operating Budgets.

Prepared and mailed Weights & Measures license certificates as applications are received.

Election duties: Completed the required August registration postcard report; contacted Heritage Monona staff and scheduled, posted notice, and facilitated in-person voting for residents by Special Voting Deputies; met with the St. Stephen's janitor regarding directional sign placement and ordered signs through Public Works Director Stephany; prepared and mailed the Election Inspector schedule including additional workers to staff City Hall the week before the election and workers to pre-process absentees the Saturday before the election; accepted election supply delivery from the Dane County Clerk; "attended" a WEC webinar on General Election processes; continued to mail absentee ballots as requests are received; Receptionist Alene Houser handled the bulk of in-person absentee requests, registrations, and inquiries including data entry; continually organized absentee ballots and responding to requests for information; published two required public notices; met with Chief Inspectors to review new laws and procedures; prepared election materials and postings.

## Major Projects / Issues:

- Complete the minutes for the June 2 Board of Review hearing.
- Complete the minutes of the October 26 and November 2 Committee of the Whole Operating Budget meetings.
- Purge files and file new alcohol and business license applications.

## In Progress / Routine Duties:

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

## Upcoming Objectives / Events:

- Work on an Ordinance amendment regarding City staff selling beer at City park events.
- File over 500 voter registration forms from the April 5 election and those received since then.
- Complete data entry of General Election results and reports.

## Personnel:

None at this time.

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** Administrative Services

**MONTH OF:** Nov. 2016

## Accomplishments:

Office staff has done an excellent job of handling the huge influx of absentee voters at the front counter and the extra phone calls requesting voting information. Special kudos to Alene Houser for her hard work.

## Major Projects / Issues:

Health Insurance for 2017:

- A resolution is on the Nov. 7 Finance/Personnel and City Council agendas requesting funding to offer a high deductible health plan (HDHP) choice to employees in 2017. This plan option could save some employees on their annual out-of-pocket healthcare expenses, and it will save the City money as the premium is lower than the HMO and POS options. If approved by the City Council, employee meetings will be scheduled in November to explain the details, and enrollment will proceed in December.

## 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:

- Work on the public restrooms at City Hall is scheduled to begin in December.

## Personnel:

Currently Recruiting:

1. Half-time Youth Services Librarian
  - This is the third round of recruiting for this position this year
  - Recruiting will continue until the position is hired
2. Library Director
  - Position was posted Oct. 20
  - The Library Board will begin reviewing applications on Dec. 1