AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, NOVEMBER 21, 2016
7:30 P.M.

A. Call to Order.

B. Roll Call and Pledge of Allegiance.

C. Approval of Minutes from October 26, November 2, and November 7, 2016.

D. Appearances.

E. Public Hearing.

1. To Receive Public Input Regarding the Proposed 2017 Operating Budget.

F. Consent Agenda.

1. Approval of Application for 2016/2017 Operator License:
   a. Sharon A. Curry, Ken's Meats & Deli

G. Council Action Items.

1. Unfinished 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).
2. New Business.
   a. Consideration of Resolution 16-11-2133 Library Parking Lot Design Approval (Library Board).
   b. Consideration of Resolution 16-11-2134 Amending the 2017 Capital Budget for Reconstruction of the Library Parking Lot (Library Board).

H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.

1. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com.

I. Appointments.

J. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number) Fax: (608) 222-9225 or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. POSTED November 17, 2016 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

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MONONA CITY COUNCIL COMMITTEE OF THE WHOLE MINUTES
REVIEW OF 2017 OPERATING BUDGET
October 26, 2016

The meeting of the Monona City Council Committee of the Whole was called to order by Mayor Miller at 5:10 p.m.

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

Excused: Alderperson Chad Speight

Also Present: City Administrator April Little, Finance Director Marc Houtakker, Director of Administrative Services Leah Kimmell, Director of Community Media Will Nimmow, Police Chief Walter Ostrenga, Detective Lieutenant Sara Deuman, Recreation Director Jacob Anderson, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

COUNCIL REVIEW OF 2017 OPERATING BUDGET

Mayor Miller reviewed the budget process. The impact of moving $130,000 from the fund balance to the Operating Budget created a deficit for 2017 and it began with a $34 per home property taxes increase. The fund balance isn't at the 15% to 20% limit but is near the top. The goal was a 0% increase. This wasn't reached but costs were kept down. He thanks City Administrator Little, Finance Director Houtakker, and Director of Administrative Services Kimmell for their work to achieve a substantial reduction in health insurance premiums.

Mayor Miller reported a large quantity of information goes out to residents but not a lot comes back in. Polco Services is offering the City survey software at half-price – $6,000 per year – as a beta customer. He is also working on a community art project through Dane County Arts jointly with the school district for a mural on the pump station at Broadway and the Beltline. Paint will be donated by Hallman Lindsay Paints. DAMA Director Sharon Kilfoy will lead the project. There is no budget impact; a one-time charge will be explained at the next meeting.

Alder Wood stated the general fund balance has been used numerous times and when the balance went above the guidelines it was given back to taxpayers. Finance Director Houtakker reported the fund had been designated for certain things like debt service or refinancing, but last year was not attached to anything specific. Alder Wood replied the fund being unapplied makes no difference.

Finance Director Houtakker reported Department Head recommendations were reviewed by committees and again during meetings with the Mayor. The total increase of 5.56% is under the levy limit. A 2017 budget summary, revenues, expenses, undesignated funds, and wage increases were reviewed. Current services will be maintained. Health insurance rates decreased 4.5%. Part-time wages will increase for the new parks maintenance staff. Mayor Miller reported the Fire Department Paid-On-Call program is working extremely well in that twice as many are responding to calls but at $70,000 it is way over the $35,000 budget. Rules will be refined to limit over-use.

Finance Director Houtakker reported hotel tax has increased $18,000. Transportation aid has decreased $85,000, the maximum amount allowed, now that Monona Drive is complete. This will happen again in

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2018, will go up again with the Riverfront project, and then will stabilize in 2019. Interest revenue and computer aid was explained. Court fines have increased and building permits and leases have decreased. The Fire Chief proposed using $35,000 of the EMS fund balance for Paid-On-Premise staff. The City doesn't qualify for the expenditure restraint program. Utility rates will increase; water with conservation rates on January 1, 2017, sewer 8%, and stormwater 6%. Mayor Miller reported MMSD made a mistake in the City's favor; they did a survey and the flow was increased.

Alder Busse questioned taking $335,000 from savings. Finance Director Houtakker stated it will reduce debt service. The City gets 30% of the $1.6 million in TIF 2 increment. He will calculate the effect on the mil rate. Alder Holmquist stated the effect is the same whether funds are assigned or not; using savings to reduce debt service is acceptable. Finance Director Houtakker reported that when TIF 2 is closed in 2019 or 2020 it affects the Renew Monona program which gets the leftover funds after all the tax districts are paid. Alder Wood requested the percentage increase in the Fire Department budget over the last 2 to 3 years with two positions added.

Director of Administrative Services Kimmell reported on Information Technology and Personnel. There will be a new service contract for online polling software. Mayor Miller reported Polco is a new start-up oriented to government polling that includes filtering cross-checks for multiple responders. Other communities use them but he negotiated the City to be a beta site at $250 per month for 6 months and the then full amount of $5,000 per year. This will be important for the McKenna Road sidewalk decision and other issues. Director of Administrative Services Kimmell reported Police body cameras increased service contract funding. Alder Busse questioned the increase in this fund and is concerned about budgeting for things that might not happen. Alder Holmquist stated ample funds should be available to maintain sophisticated equipment. Finance Director Houtakker responded it depends on service events each year and some are bigger than others. Mayor Miller thanks Director of Administrative Services Kimmell for her work at reducing health insurance costs.

Members agree to move the Closed Session to the end of the meeting to accommodate those present.

Director of Community Media Nimmow reported on Community Media. Franchise fees are received from AT&T and Charter. He wants to add part-time wages for 4 to 6 hours per week to pay a student to help in production and increase the Media Coordinator salary to $15 per hour for 32 hours per week. He wants to keep $5,000 of funds transferred to the general fund to cover radio station operating expenses. Finance Director Houtakker stated the fund balance is $62,000. Not getting the funds transferred does affect the general fund and the City does charge for some services. Alder O'Connor reported there are equipment needs coming up. Alder Holmquist stated use of the fund balance for a new purchase is discouraged. Finance Director Houtakker stated each department is different; the radio is a separate entity like the library. Mayor Miller reported Director of Community Media Nimmow and the Community Media Committee are in discussion with the school district on who pays for what. Use of the Municipal Room was discussed. Director of Community Media Nimmow reported upgrades are needed. $15,000 will only provide the audio portion. All equipment is covered by ABI and they don't share programming. The Committee will review the equipment. He would like all users involved in the discussion of upgrades.

Detective Lieutenant Deuman distributed a budget report. Police Chief Ostrenga reported on Police and Dispatch. De-escalation training and other on-going training including a focus on alternatives to the use of guns was reviewed. Body cameras were received. They use the same software as the interview room and squads. A policy on use was completed last week which officers have to read online and sign off when completed. Mayor Miller reported residents didn't want them used but officers were in favor of them. Police Chief Ostrenga reported on personnel cost increases. There are 6 union and 14 non-union

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staff. Final salary costs are unknown until the contract settles. Alder O'Connor stated the School Crossing Guard should be 2.5% of $4,800. Overtime is actual cost. Finance Director Houtakker reported he wants an overtime budget amendment to separate and track it for grant reporting. Fuel use is tracked. Some health insurance changes are due to marriages and other factors. Police Chief Ostrenga reported the Judge reviewed the Court Clerk duties and removed some things like supply ordering and signing complaints downtown. Staff now have to cover some of these duties.

Police Chief Ostrenga reported the Fire Department dispatch has moved to Dane County. The dispatch study group will reconvene before 2018 to review whether 911 calls will also go to Dane County. Until then dispatch will operate as is. Global CAD has changed to TriTech CAD. Radio equipment is ready for DaneCom to go live on November 1.

Recreation Director Anderson reported on Parks, Recreation, Pool, and Community Center. Parks are well-utilized and staff is required for maintenance and for shoreline maintenance. Storage of equipment and event materials is an issue; the Public Works garage is being used. Boat launch fees will increase. The $5 dog license fee increase will be used to maintain the dog park. Rentals have increased. Community Center rentals have increased. The bar was remodeled to create storage for round tables and new legislation may allow City staff to provide bartender services. Service contracts have increased.

Competition with private programs affects City sports programs, which have decreased. He wants to align with the Public Health Department and act as a public health agency. Middle school yoga has been successful. Pickle Ball is offered for the "boomer" population. There are mixed opinions on Lottes Park concessions but having staff on duty was positive. The poor ice skating season hurt the budget. Park field rentals have increased. Adult softball registration was done online with field rental fees collected and the balance paid to the Softball Association. Lake weed spraying is not being done so has been removed from the budget. An organic product is being reviewed for Maywood Park weed spraying twice per year. The other option is to let the path grow over.

Recreation Supervisor/Aquatic Director Missy Kedzorski deserves a lot of credit for operation of the swimming pool. Participation is substantially increased. The Parks & Recreation Board and Council support of the changes in hours made a difference. There is competition with Madison and Dane County for staff recruitment and retention as they pay higher wages. Providing life guard classes at no cost did help. The pool is nearing 30 years of age and future renovations should be considered, such as zero-depth entry. Night swim lesson enrollment decreased.

Fire Chief Sullivan reported on Fire and EMS. Year-to-date there have been 431 fire calls, up 28%. At this time last year there were 337 and the year totaled 406. EMS calls year-to-date are 1,075, up 20% from last year's 898 with a total of 1,085 for the year. He is looking into a fire grant and a regional grant for self-contained breathing apparatus which provides cost and safety benefits. Tanks are $60,000; a 10% match will be in the $45,000 to $50,000 range. Radios are programmed and ready for when DaneCom goes live November 1. Public education includes a joint presence with the Police Department. The Department is working on smoke detector installation in elderly housing in each bedroom on each floor. EMS and Fire staffing continues to be a nationwide issue. Responders have improved to an average of 9 on each call. The Committee budget included one additional full-time staff member in 2017 and 2018 but they were cut from the Mayor's budget. The Paid-On-Call program worked much better than expected and was budgeted at half of what was needed. Paid-On-Premise is being tried but he's not sure of the outcome. $52,000 is needed to fully fund it but he can't fill all the shifts so reduced it to $35,000.

Alder O'Connor questioned the Paid-On-Call payments of $15 each call and drill with no limit on how many show up. Fire Chief Sullivan responded he wants personnel to be there for whatever the call entails

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as it is unknown what's needed until they get there. He doesn't know if 4 or 24 will show up. If extra staff is there they can go on a second call if one comes in. They can see on the page who's responding to the call. If it's a structure fire a second page goes out to get everyone there. He will work on management of the number of responders. It is unknown why call volume is up; some were due to vandalism. The average call takes an hour. Alder Busse questions how to sustain paying for staff which cost an additional $35,000 over budget which will affect the fund balance. With the success of recruitment and retention he questions why these additional staff are funded. Fire Chief Sullivan responded the ambulance is not staffed 50% of the time which causes a response delay while waiting for personnel to arrive. In addition, coverage for sick leave, vacations, etc. is not available. Not leaving the station with a fully staffed engine means he has to rely on Paid-On-Call staff to answer the call. Alder Holmquist asked whether the interns can cover some needs. Fire Chief Sullivan responded they are rookies and go to training the first year. They are added to the crew to gain knowledge and hands-on experience. They are assigned with senior personnel to monitor their use so they aren't overwhelmed. Duties are limited to their level of training. In the Ordinance re-codification three false alarms are allowed in a 12-month period without charge. EMS revenues increased $30,062. Finance Director Houtakker reported the $35,000 for Paid-On-Premise can be taken out of the EMS fund balance which will be $143,000 at the end of 2016.

A motion by Alder Kitslaar, seconded by Alder Holmquist to Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Salary and Title Adjustments). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

ADJOURNMENT

A motion by Alder Busse, seconded by Alder Kitslaar to close the Committee of the Whole, was carried. (8:38 p.m.)

Joan Andrusz
City Clerk

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MONONA CITY COUNCIL MINUTES
NOVMEBER 7, 2016

A. Call to Order.

The regular meeting of the Monona City Council was called to order by Mayor Miller at 7:30 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, Police Chief Walter Ostrenga, Sally Buffat and Matt Heindel, Library, Fire Chief Scott Sullivan, Brenden Kornell, Brian Zwettler, Senior Center Director Diane Mikelbank, Peter McKeever and Paul Noeldner.

B. Roll Call and Pledge of Allegiance.

C. Approval of Minutes from October 17, 2016. Alder Kitslaar noted one correction on page 3. Alder Speight made a motion to approve the corrected minutes; Seconded by Alder O'Connor. Motion carried.

D. Appearances.

Paul Noeldner and Peter McKeever: Asked the City Council to approve a budget amendment for Bird City expenses. There are 99 Wisconsin cities that have joined the program; Monona could be 100th. The program supports bird education and conservation for awareness. An amendment request will be put forward by Alder Wood, to add $500 to the budget for the program. They would like to come back later with a resolution to apply for the program after gauging City committee support. They would also partner with other groups like Aldo Leopold. McKeever and Noeldner offered support for actually putting together the application.

Brendon Kornell: He has been a Monona firefighter for four years. He wanted to provide City Council with information on department staffing and data. The department has increased volunteers, but has occasional shortfalls. He feels strongly that we need to focus on getting the engine fully staffed. Ambulance calls have increased greatly in 2016. The department needs a daily staff minimum of two, but it actually staffs three people only 40 percent of the time, leading to a lot of uncovered time. Calls outside of business hours have equaled about 13 days where the station is uncovered. Kornell says they want to focus on a staffing goal of four. Response times are also negatively impacted by inadequate staffing.

Alder Speight: have things gotten better since adding two staff members? Kornell: Two out of three days will have three people on; minimum is two per day if people have vacation or are off. Alder Busse: how long does it take for volunteers to get there? Kornell: It is a range – national standards call for four people, four minutes to be on route. There are many variables. Some people will be on scene waiting for the engine. It can sometimes hit the 12-minute mark to arrive at the scene.

E. Public Hearing - to Receive Public Input Regarding the Proposed 2017 Operating Budget. [See above].

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

Alder Wood made a motion to approve the consent agenda; Seconded by Alder Speight. Motion carried.

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). Dan Stephany: Public Works Committee recommended Advance Disposal for a seven year contract. No new information since previous presentation.

      Alder Speight made a motion to approve Resolution 16-10-2127; Seconded by Alder Holmquist. Motion passed unanimously on a roll call vote.

2. New Business.

   a. Consideration of Resolution 16-11-2130 Approval to Fund a High Deductible Health Plan (HDHP) Option (Director of Administrative Services). Leah Kimmel: Hausmann Johnson helped the city get a negative renewal with Physicians Plus for health insurance in 2017 (-4 ½ percent). The city currently offers a point of service (POS) and HMO plan. The HMO has no deductible and a $10 copay. POS allows service outside the network for a higher premium. With a high-deductible plan, which would be offered through Physicians Plus, premiums would be less and could save the City and employees money.

      Kimmel offered illustrations of how the two current plans compare with a high deductible plan. How much would be actually saved by an employee will vary with usage. The plan is offered with a health savings account; unspent funds can be carried over. Finance and Personnel Committee tabled action; they wanted the resolution to clarify that the city's contribution toward a deductible would be reviewed annually. The 2017 budget draft is presented without anyone opting for the HDHP plan; any participants would bring down health insurance costs.

b. Consideration of Resolution 16-11-2131 Adopting the 2017 Operating Budget and Establishing a Tax Levy (Mayor Miller). Two amendments requests have been received. As the City did not receive approval from the state for gypsy moth spraying, the $10,000 payment would be removed. The second request is for a $500 placeholder amount to participate in Bird City. Alder Kitslaar – need to correct gypsy moth budget line removal to $11,000. Houtakker: final budget amendment requests are due the following Wednesday by 5 PM so they can be included in the City Council packet.

c. Consideration of Resolution 16-11-2132 Approving a Five-Year Contract with First Student, Inc. for City Transit Services (Finance Director). Approved at Finance and Personnel, with one correction. Houtakker: service proposal was approved at a previous City Council meeting; this item is for a contract. Transit Commission wanted to add three things to the contract: 1) dispatch customer service must remain open until 6 PM (language correction is needed in the final draft); 2) Vehicles to be used are specifically identified in Exhibit B, as they were detailed in the proposal; i.e. what is proposed is what is being used; and 3) all vehicles must be equipped with bicycle racks.

Alder Busse made a motion to suspend and take out of order; Seconded by Alder O'Connor. Motion passed unanimously on a roll call vote.

Alder Busse made a motion to approve the contract with corrections as noted; Seconded by Alder Holmquist. Motion passed unanimously on a roll call vote.

H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.

Upcoming committee meetings were cancelled: Media, Transit, Parks and Plan Commission. Landmark Commission will be held the following week. Mayor Miller reminded everyone to vote. Little provided an update of election statistics to date.

I. Appointments - Judy Runk, Election Inspector, January 1, 2016–December 31, 2017. Alder O'Connor made a motion to approve the appointment; Seconded by Alder Speight. Motion carried.

J. Adjournment. A motion by Alder Wood, seconded by Alder Speight to adjourn, was carried. (8:07 p.m.)

By April Little, City Administrator

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 for the 2017 calendar year. The deductible will be paid in two annual installments, half in January, 2017 and half in July, 2017.

BE IT FURTHER RESOLVED that funding of the deductible in future years will be reevaluated and subject to City Council approval on an annual basis.

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: _____

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: _____

City of Monona
Effect on 2017 Operating Budget Amendment On Property Taxes

Operating

	Amount Added to Tax Levy
	6,529,675
17-01	(11,000)
17-02	500
17-03	-
17-04	(26,353)
Total	6,492,822

2017 OPERATING BUDGET AMENDMENT

No. 17-01

ACCOUNT NUMBER					BUDGET PRIOR TO			AMENDED
FUND	CC	Acct#	Obj	ACCOUNT NAME	CHANGE	DEBIT	CREDIT	BUDGET
100	56	56110	355	Gypsy Moth Spray Program	$ 11,000	$ -	$ 11,000	$ -
100	41	411110	000	Property Taxes	2,589,871	11,000	-	2,578,871
				Total Amendment		$ 11,000	$ 11,000	

Description To eliminate $11,000 from the Gypsy Moth Spray Program because the city did not qualify for the program.

Sponsored by Correction amendment

2017 OPERATING BUDGET AMENDMENT

No. 17-02

ACCOUNT NUMBER					BUDGET PRIOR TO			AMENDED
FUND	CC	Acct#	Obj	ACCOUNT NAME	CHANGE	DEBIT	CREDIT	BUDGET
100	51	51410	400	Bird City Program	$ -	$ 500	$ -	$ 500
100	46	41111	000	Property Taxes	2,589,871	-	500	2,590,371
				Total Amendment		$ 500	$ 500	

Description To propose an amendment for up to $500 to cover the cost of the city's participation in the Bird City program.

Sponsored by Alderman Wood

2017 OPERATING BUDGET AMENDMENT

No. 17-03

ACCOUNT NUMBER					BUDGET PRIOR TO			AMENDED
FUND	CC	Acct#	Obj	ACCOUNT NAME	CHANGE	DEBIT	CREDIT	BUDGET
601	62	62000	290	Property Taxes	$ 712,800	$ -	$ 17,800	$ 695,000
				Total Amendment		$ -	$ 17,800	

Description To reduce Sewer Utility Disposal Service -MMSD charges based on final numbers from MMSD.
This will result in a rate increase of 5% instead of 8%.

Sponsored by Correction amendment

2017 OPERATING BUDGET AMENDMENT

No. 17-04

ACCOUNT NUMBER					BUDGET PRIOR TO			AMENDED
FUND	CC	Acct#	Obj	ACCOUNT NAME	CHANGE	DEBIT	CREDIT	BUDGET
100	51	51200	110	Judical Salaries	$ 40,519	$ -	$ 156	$ 40,363
100	51	51200	130	Judical FiCA	3,100	-	12	3,088
100	51	51200	131	Judical WRS	2,175	-	11	2,164
100	51	51410	110	Executive Office	86,393	-	380	86,013
100	51	51410	130	Executive Office -FICA	6,609	-	29	6,580
100	51	51410	131	Executive Office -WRS	5,875	-	26	5,849
100	51	51421	110	Finance Salaries	60,030	-	261	59,769
100	51	51421	130	Finance FICA	4,592	-	20	4,572
100	51	51421	131	Finance WRS	4,082	-	18	4,064
100	51	51420	110	Clerk Salaries	44,147	-	222	43,925
100	51	51420	130	Clerk FICA	3,377	-	17	3,360
100	51	51420	131	Clerk WRS	3,002	-	15	2,987
100	51	51600	110	Building Salaries	43,066	-	215	42,851
100	51	51600	130	Building FICA	3,450	-	16	3,434
100	51	51600	131	Building WRS	3,067	-	15	3,052
100	52	52100	110	Police Salaries	1,457,868	-	7,632	1,450,236
100	52	52100	130	Police FICA	124,746	-	584	124,162
100	52	52100	131	Police WRS	189,585	-	824	188,761
100	52	52200	110	Fire Salaries	289,668	-	3,865	285,803
100	52	52200	130	Fire FICA	24,455	-	296	24,159
100	52	52200	131	Fire WRS	34,146	-	417	33,729
100	52	52600	110	Dispatch Salaries	176,311	-	860	175,451
100	52	52600	130	Dispatch FICA	16,900	-	66	16,834
100	52	52600	131	Dispatch WRS	13,458	-	58	13,400
100	53	53100	111	Working Foreman Salary	46,093	-	235	45,858
100	53	53100	130	Working Foreman FICA	3,526	-	18	3,508
100	53	53100	131	Working Foreman WRS	3,134	-	16	3,118
100	53	53200	110	Mechanic Salary	55,635		278	55,357
100	53	53200	111	Shop Salary	29,753		143	29,610
100	53	53200	130	Mechanic and Shop FICA	6,547		32	6,515
100	53	53200	131	Mechanic and Shop WRS	5,820		29	5,791
100	53	53210	110	Engineer/ Director salary	27,887	-	136	27,751
100	53	53210	130	Engineer/ Director FICA	2,133	-	10	2,123
100	53	53210	131	Engineer/ Director WRS	1,896	-	9	1,887
100	53	53300	110	Street Salaries	29,770	-	142	29,628
100	53	53300	111	Snow & Ice Salaries	24,307	-	117	24,190

100	53	53300	115	Row Maintenance Salaries	14,878	-	72	14,806
100	53	53300	118	Leave Wages	36,874	-	177	36,697
100	53	53300	130	Street FICA	10,965	-	39	10,926
100	53	53300	131	Street WRS	9,746	-	35	9,711
100	56	56110	110	Forestry Salaries	11,599	-	58	11,541
100	56	56110	130	Forestry FICA	926	-	4	922
100	56	56110	131	Forestry WRS	823	-	4	819
100	55	55200	110	Park Salaries	51,000	-	255	50,745
100	55	55200	130	Park FICA	7,918	-	20	7,898
100	55	55200	131	Park WRS	3,672	-	17	3,655
100	56	56300	110	Planning Salaries	61,074	-	298	60,776
100	56	56300	130	Planning FICA	5,468	-	23	5,445
100	56	56300	131	Planning WRS	4,153	-	20	4,133
100	41	56700	000	Property Taxes	2,589,871	18,202	-	2,571,669
201	56	56700	110	CDA Admin Salaries	8,583	-	42	8,541
201	56	56700	130	CDA FICA	657	-	3	654
201	56	56700	131	CDA WRS	584	-	3	581
201	49	49240	400	Transfer From TIF	43,690	48	-	43,642
202	55	55110	110	Library Salaries	333,398	-	1,667	331,731
202	55	55110	130	Library FICA	33,122	-	128	32,994
202	55	55100	131	Library WRS	22,671	-	113	22,558
202	46	41110	000	Library General Property Tax	537,480	1,908	-	535,572
204	55	55140	110	Community Center Salaries	90,704	-	442	90,262
204	55	55140	130	Community Center FICA	7,321	-	34	7,287
204	55	55140	131	Community Center WRS	6,508	-	30	6,478
204	46	41110	000	Community Center Property Tax	143,786	506	-	143,280
204	55	55300	110	Rec Salaries	49,385	-	241	49,144
204	55	55300	130	Rec FICA	8,291	-	18	8,273
204	55	55300	131	Rec WRS	3,358	-	16	3,342
204	46	41110	000	Rec Property Tax	54,301	276	-	54,025
204	55	55310	110	Senior Center Salary	70,664	-	345	70,319
204	55	55310	119	Wages Part Time	29,629	-	148	29,481
204	55	55310	130	Senior Center FICA	7,672	-	38	7,634
204	55	55310	131	Senior Center WRS	6,820	-	34	6,786
204	46	41110	000	Senior Center Property Taxes	179,333	564	-	178,769
204	55	55420	110	Pool Salaries	56,024	-	273	55,751
204	55	55420	130	Pool FICA	13,848	-	21	13,827
204	55	55420	131	Pool WRS	3,878	-	19	3,859
204	46	41110	000	Pool Property Tax	91,807	312	-	91,495
205	52	52300	110	EMS Salaries	299,426	-	3,865	295,561

205	52	52300	130	EMS FICA	25,278	-	296	24,982
205	52	52300	131	EMS WRS	35,686	-	417	35,269
205	41	41110	000	EMS Property Tax	157,483	4,578	-	152,905
603	53	53440	110	Storm Salaries	130,063	-	351	129,712
603	53	53440	118	Storm Leave	9,908	-	47	9,861
603	53	53440	130	Storm FICA	10,738	-	30	10,708
603	53	53440	131	Storm WRS	9,538	-	27	9,511
603	46	46324	000	Stormwater Revenues	580,342	456	-	579,886
600	62	62000	110	Pumping Labor	29,870	-	148	29,722
600	63	63000	110	Water Treatment Labor	4,530	-	22	4,508
600	65	65000	110	Reservoir & Tower Salary	4,371	-	22	4,349
600	65	65100	110	Main Salary	16,039	-	79	15,960
600	65	65200	110	Service Salary	28,694	-	142	28,552
600	65	65300	110	Meter Salary	12,847	-	64	12,783
600	65	65400	110	Hydrants Salary	6,180	-	30	6,150
600	65	65500	110	Telemetry	2,723	-	14	2,709
600	90	90200	110	Accounting and Collection Labor	11,819	-	59	11,760
600	92	92000	110	Admin & General Labor	97,514	-	488	97,026
600	92	92600	118	Leave Wages	12,428	-	61	12,367
600	99	40800	541	Water FICA	17,343	-	86	17,257
600	92	92600	131	Water WRS	16,226	-	77	16,149
601	64	64000	110	Sewer Lift Station Salary	9,902	-	49	9,853
601	65	65100	110	Sewer Main Salary	2,564	-	13	2,551
601	65	65110	110	Manholes Salary	2,824	-	14	2,810
601	65	65300	110	Sewer Meters	12,847	-	64	12,783
601	90	90200	110	Accounting and Collection Labor	11,819	-	59	11,760
601	92	92000	110	Admin & General Labor	70,074	-	350	69,724
601	92	92600	118	Leave Wages	3,110	-	15	3,095
601	99	40800	541	Sewer Taxes	8,939	-	43	8,896
601	92	92600	131	Sewer WRS	7,734	-	38	7,696
602	53	53520	110	Transit Salary	2,837	-	14	2,823
602	53	53520	130	Transit FICA	217	-	1	216
602	53	59210	131	Transit WRS	187	-	1	186
602	46	41110	000	Property Taxes	70,613	6	-	70,607
602	46	46530	000	Transit State Aid	131,721	10		
				Total Amendment		$ 26,857	$ 28,804	

Description To reduce the proposed salary increase from 2.5% to 2%

Saving to the Property Tax Levy	$	26,353
Saving to the Utilities and CDA	$	2,441
	$	28,795

Sponsored by Alderman O'Connor

Resolution No. 16-11-2133
Monona Common Council

LIBRARY PARKING LOT DESIGN APPROVAL

WHEREAS, Strand Associates prepared designs for the reconstruction of the library parking lot to change the grade and drainage of the lot in order to make it safer to traverse, especially in the winter months; and,

WHEREAS, the City Council asked the Library Board to pursue further designs which would include a safe walkway while minimizing the loss of parking; and,

WHEREAS, the Library Board has recommended the approval of Alternative Option #2 which includes a safe pedestrian walkway and a total of 34 parking stalls, six less stalls than the lot's current capacity; and,

WHEREAS, the original construction budget for the project is $197,500. Alternative Option #2 will increase the total construction cost of the project by $58,480, which includes $7,000 for wall design and geographic study and $51,480 for additional construction costs.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that Alternative Option #2 for the design of the library parking lot, at an additional construction cost of $58,480, 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

Approval Recommended By: Library Board – 11/15/16

Council Action:
Date Introduced: 11-21-16
Date Approved: _____
Date Disapproved: _____

City of Monona **POLICY AND FISCAL NOTE**	___X___ Original _____ Update	Substitute No. _____ Resolution No. 16-11-2133 & 16-11-2134 Ordinance Amendment No. _____

Title: LIBRARY PARKING LOT

Policy Analysis Statement:

Brief Description Of Proposal:

The City Council approved the 2017 capital budget that included $197,500 for the Library Parking lot. The City Council also wanted the library staff to come back with the final plan.

The Library board approved a library parking lot plan. The approved plan is $255,980. This is $58,480 over the approved capital budget.

Since the City has not borrowed for the 2017 project yet, this would increase the capital budget and the amount to borrow.

Current Policy Or Practice:

Approved in the 2017 Capital Budget for $197,500

Impact Of Adopting Proposal:

Increase budget and borrowing by $58,480

Fiscal Estimate:

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

Expenditure/Revenue Changes:

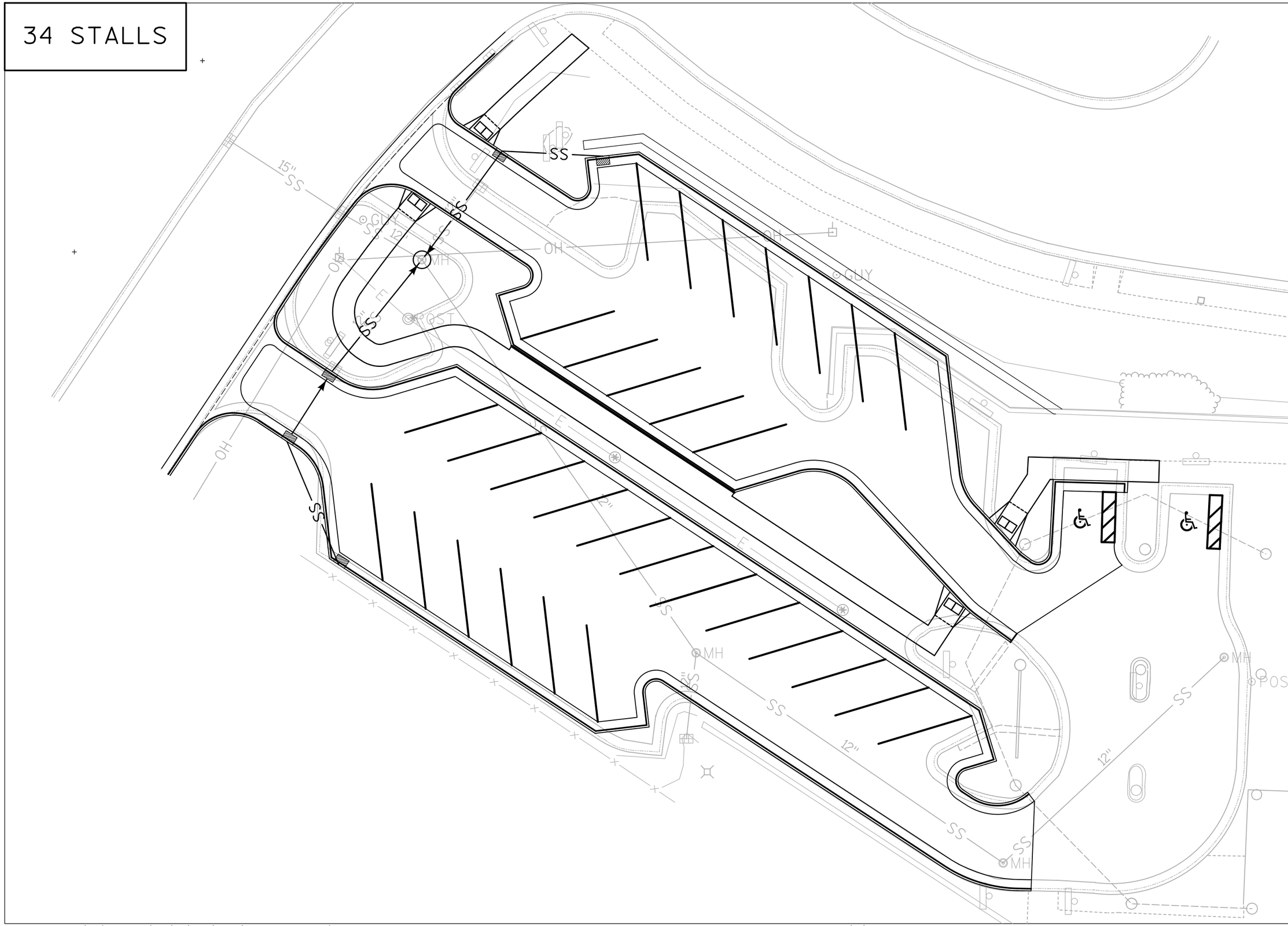
Budget Amendment No. _____ **No Budget Amendment Required __X _____**

Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	**CC**	**Account**	**Object**					
400	57	57600	831	Library Parking Lot	197,500	58,480		255,980
400	40	41000	810	Proceed from Borrowing	4,718,313		58,480	4,776,793
				Totals		58,480	58,480	

Prepared By:

Department: Finance Department **Prepared By:** Marc Houtakker **Reviewed By:**	**Date 11/17/2016** **Date:**

34 STALLS



PARKING LAYOUT - ALTERNATIVE 2

LIBRARY PARKING AREA WITH SIDEWALK

CITY OF MONONA
DANE COUNTY, WISCONSIN

STRAND ASSOCIATES®

FIGURE 3
1093.054

City of Monona
Library Parking Area Drainage Review
Opinion of Probable Construction Cost
11/7/16

Alternative 2

Number	Item	Quantity	Unit	Unit Price	Total
1	Restoration/plantings	1	LS	$ 4,000.00	$ 4,000.00
2	Erosion Control	1	LS	$ 4,000.00	$ 4,000.00
3	Common Excavation	1000	CY	$ 15.00	$ 15,000.00
4	Install CIP Retaining Wall with Brick Veneer	130	LF	$ 360.00	$ 46,800.00
5	Crushed Aggregate Base Course	1100	T	$ 20.00	$ 22,000.00
6	Asphaltic Concrete Pavement	300	T	$ 90.00	$ 27,000.00
7	Mill and Relay Asphaltic Pavement	325	SY	$ 12.00	$ 3,900.00
8	Seed Restoration with Erosion Mat	750	SY	$ 6.00	$ 4,500.00
9	Concrete Curb and Gutter, 30- IN	975	LF	$ 15.00	$ 14,625.00
10	Concrete Valley Gutter	420	SF	$ 10.00	$ 4,200.00
11	Concrete Sidewalk, 5-IN	1,575	SF	$ 6.00	$ 9,450.00
12	Tree removal	4	EA	$ 500.00	$ 2,000.00
13	Remove Retaining Wall	100	VSF	$ 40.00	$ 4,000.00
14	RCP Storm Sewer, 15-IN	90	LF	$ 50.00	$ 4,500.00
15	Connect to existing storm sewer	2	EA	$ 500.00	$ 1,000.00
16	Precast Concrete Inlet Box, 2-FT by 3-FT, W/Casting and Grate	4	EA	$ 2,500.00	$ 10,000.00
17	Precast Concrete Storm MH,4- FT DIA,W/Casti ng and Lid	1	EA	$ 3,000.00	$ 3,000.00
18	Replace existing Storm Casting	4	EA	$ 500.00	$ 2,000.00
19	Pavement Markings	1	LS	$ 4,000.00	$ 4,000.00
20	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT	12	EA	$ 155.00	$ 1,860.00

Subtotal	$	187,800.00
10% Construction Contingency	$	18,780.00
Technical Services	$	42,400.00
Total	$	248,980.00
Wall design and geographic study		*7,000.00*
		$255,980.00

Resolution No. 16-11-2134
Monona Common Council

AMENDING THE 2017 CAPITAL BUDGET FOR RECONSTRUCTION OF THE LIBRARY PARKING LOT

WHEREAS, the 2017 Capital Budget includes $197,500 for the reconstruction of the library parking lot; and,

WHEREAS, the City Council asked the Library Board to pursue designs which would include a safe walkway while minimizing the loss of parking; and,

WHEREAS, the Library Board recommended, and the City Council approved, Alternative Option #2 which includes a safe walkway and a total of 34 parking stalls; and,

WHEREAS, Alternative Option #2 will increase the construction cost of the project by $58,480 – $51,480 in additional construction costs plus $7,000 for wall design and geographic study.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that the 2017 Capital Budget is hereby amended to increase the Library Parking Lot Reconstruction Project from $197,500 to $255,980.

Adopted this _____ day of _____, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Robert E. Miller
Mayor

_____
Joan Andrusz
City Clerk

Approval Recommended By: Library Board – 11/15/16

Council Action:
Date Introduced: 11-21-16
Date Approved: _____
Date Disapproved: _____

City of Monona **POLICY AND FISCAL NOTE**	___X___ Original _____ Update	Substitute No. _____ Resolution No. 16-11-2133 & 16-11-2134 Ordinance Amendment No. _____

Title: LIBRARY PARKING LOT

Policy Analysis Statement:

Brief Description Of Proposal:

The City Council approved the 2017 capital budget that included $197,500 for the Library Parking lot. The City Council also wanted the library staff to come back with the final plan.

The Library board approved a library parking lot plan. The approved plan is $255,980. This is $58,480 over the approved capital budget.

Since the City has not borrowed for the 2017 project yet, this would increase the capital budget and the amount to borrow.

Current Policy Or Practice:

Approved in the 2017 Capital Budget for $197,500

Impact Of Adopting Proposal:

Increase budget and borrowing by $58,480

Fiscal Estimate:

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

Expenditure/Revenue Changes:

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

Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	**CC**	**Account**	**Object**					
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400	40	41000	810	Proceed from Borrowing	4,718,313		58,480	4,776,793
				Totals		58,480	58,480	

Prepared By:

Department: Finance Department **Prepared By:** Marc Houtakker **Reviewed By:**	**Date 11/17/2016** **Date:**

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

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

Accomplishments:

- **Plan Commission**: Approved Façade Grant Improvements to 6328 Monona Drive (currently dance studio) for substantial exterior alterations including new pitched roof, dormers, new siding, windows and doors. The Cozy Home, a furniture resale and consignment store currently located in the Lake Edge Shopping Center, will move into the building when the project is completed. Taco Bell would like to make architectural updates to their building to be more consistent with their new prototypes (flat parapet walls with purple and metal architectural elements). They will be back at Plan in January requesting final approval. Next meeting: December 12th (Joint meeting with CDA to hear UCY Housing Projects). Next project: Sign Code Re-Write.

- **Code**: All major Code sections have been completed by Plan Commission. I intend to bring a minor detail back to Plan in December about clarifying whether overhangs should be included in setback requirements and also cleaning up language in the zoning code regarding public hearings. I will present land use sections of the code at the first Council meeting in December, December 5, 2016.

- **Landmarks Commission:** The Landmarks Commission completed a historic preservation plan supplemented with information from a professional historic architectural preservationist and accepted the plan's recommended treatment for the Pagoda – which is to replace the roof among other rehabilitation. A landmarks nomination form and guidance sheet have been drafted and approved, as well as new procedures for nominating a landmark written into the ordinance. We have one vacant position on the Commission due to increase in membership through recodification. Next meeting January 18, 2017.

- **Community Development Authority:** Reviewed progress on Riverfront development and conversations with developers interested in a LIHTC (low income housing tax credits) mixed-use project and market-rate mixed-use. Next meetings: November 22 and December 12 (Joint meeting with Plan Commission to hear UCY Housing Projects)

- **Zoning Board of Appeals:** Variances approved for an addition at 5623 Winnequah Road and for an in-ground pool at 5025 Tonyawatha. Next meeting January 19, 2017.

- **Tourism Commission:** First meeting set for November 22, 2016 at City Hall Conference Room.

- **UniverCity Year: Final fall presentation scheduled established. See memo provided to Council for 11/21/2016** packets detailing project details, time, and location. Monona will present (via teleconference) with a panel of city contacts at the EPIC-N conference in Chicago on 11/18/16. EPIC-N is the national network of programs similar to UCY. Staff are working on courses for Spring. See webpage at **www.mymonona.com/UCY**
-

In Progress / Routine Duties:

- Recruiting developer(s) for Riverfront Project**;** Code revisions**;** Coordinating city staff and UW contacts on UniverCity Alliance project; Regular minutes and agendas for committee meetings (Plan, CDA, Landmarks, ZBA, Tourism)**;** Reviewing recently completed projects for occupancy permits and zoning code compliance.

Upcoming Objectives / Events:

- Plan Commission December 12
- Landmarks Commission January 18
- ZBA January 19
- CDA November 22, December 12
- Tourism November 22
- Chicago Tele-conference EPIC-N Nov 18

5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
1FAX (608) 222-9225
http://www.mymonona.com

MEMO

TO: City Council
FROM: Sonja Reichertz, City Planner & Economic Development Director
DATE: 11/16/2016
RE: Fall UniverCity Year Presentation Schedule

Presentations from fall semester courses will be presented at their respective city committee meetings at the times listed below. City Council members and the public are invited and encouraged to attend any of these public presentations. A similar format will be used for the spring semester courses. At the end of our full UniverCity Year (May 2017), a full poster-session will be held on campus showcasing projects from the entire year in one place.

Connected Monona – December 8th 6:00 PM City Hall Conference Room **Staff Lead: Will Nimmow, Community Media Director**	
Course	Project
Agricultural and Applied Economics 323 Cooperatives Instructor Anne Reynolds	This project results in a *white paper on municipal city-wide Wi-Fi networks* throughout the U.S. with a focus on Wisconsin. It will include examples of successful and failed initiatives, along with trends in municipal Wi-Fi /broadband technology. The project also provides a preliminary market and needs analysis, including the competitive environment, existing assets, and potential users. The project reviews governance models (such as cooperatives).
Public Affairs 881 Cost-Benefit Analysis Instructor Dave Weimer	Local internet provider 5NINES has provided a citywide Wi-Fi infrastructure proposal to Monona that makes use of the MUFN fiber running along Monona Drive and Nichols Road. The team will *conduct a cost-benefit analysis of the 5NINES proposal* taking account of feasibility, serviceability, legality, and governance. The analysis will involve an assessment of current internet service coverage to establish the status quo as a basis for predicting incremental costs and benefits. Particular attention will be paid to assessing the distribution of costs and benefits across demographic and income groups.
Library and Information Studies 351 Instructor Dorothea Salo	This undergraduate course is reviewing the city website for usability among different audiences, accessibility, and search-engine optimization. **A presentation by this date is tentative.**
Library and Information Studies 751 Instructor Kristen Eschenfelder	This course is developing a framework through software such as Microsoft Access to create a database for indexing of municipal property records data. **Final results of this course are to be determined.**

Housing & Economic Development – December 12th 7:00 PM Library Muni Room Staff Lead: Sonja Reichertz, Planner & Economic Development Director	
Course	Project
Urban and Regional Planning 912: Graduate Workshop Instructor Kurt Paulsen	This graduate student workshop class devoted the semester to preparing an *Update to the 2007 Strategic Housing Plan.* The report includes an examination of the *existing landscape* (housing stock, renter vs. owner occupied housing, demographic analysis, housing maintenance, affordability data, review of current programs in place, senior housing, and housing needs), and provides *recommendations* (programs and marketing strategies, review of Renew Monona and other similar programs, small-lot subdivisions, mixed use development, short term rentals, and streamlining permitting processes).
Real Estate 611: Residential Property Development Instructor Tom Landgraf	Students in this course prepared detailed development concepts wearing their "real estate developer hats" for portions of the City's Redevelopment Area #7, specifically the two blocks on Monona Drive between Dean and Lofty. There were 8 groups in the class who each developed different concepts.

Parks & Rec – December 13th 6:00 PM Library Municipal Room Staff Lead: Jake Anderson, Parks & Recreation Director	
Course	Project
Civil Engineering 587 Capstone Instructor Greg Harrington	The Civil Engineering capstone course produced a report titled, *Engineering and Landscape Design Services for Infrastructure and Site Improvements at Ahuska Park.* The report reviews the existing site conditions and constraints, and develops three design alternatives to achieve the following objectives: Improved stormwater management and site drainage around the fields; additional parking to accommodate the Sunday Farmers' Market and athletic events; ADA accessible paths connecting the park features; a boardwalk system connecting the park to the neighboring wetland and future development; and a complementary landscape design. The report includes the environmental, geological, hydrologic, and structural analyses for our Local, Holistic and Hybrid Designs, along with an evaluation of the social, environmental and economic sustainability of each, used to arrive at our recommendation of the optimal design. An opinion of probable cost and a proposed project schedule are also included for this recommended alternative.
Soil Science 332 Turf Management Instructor Doug Soldat	This soil science course produced a nutrient management plan for Ahuska Park which includes soil maps, soil nutrient analyses, and recommendations for fertilization (including timing, rate, and fertilizer sources).
Landscape Architecture 610 Capstone Instructor Eric Schuchardt	The landscape architecture course produced a tree planting plan for Ahuska Park.

Active Transportation – December 15th 5:30 PM City Hall Conference Room **Staff Lead: Brad Bruun, Public Works Project Coordinator**	
Course	Project
Urban and Regional Planning 912: Graduate Workshop Instructor Kurt Paulsen	This graduate student workshop class focused on transportation issues in Monona, collecting data through bicycle counts and safe routes to school audits at key intersections throughout the city, and by surveying parents of students in the school district regarding their mode of transportation to school. The inventory and analysis of this data will be presented in a *Safe Routes to School Report* including recommendations for improvements. Schools included in the study include Monona Grove High School, MG21, Nuestro Mundo Elementary, Winnequah Elementary and Immaculate Heart of Mary.

MONONA POLICE DEPARTMENT
MONTHLY REPORT

OCTOBER 2016

OPERATIONS DIVISION

In October of 2016, the Operations Division handled 51 vehicle crashes, up slightly from the 47 crashes last month. Vehicle crashes are a significant part of a Police Officer's day. For traffic enforcement, there were 177 traffic warnings, 115 traffic citations, and 22 parking tickets issued. Our calls total for October was 1,482 calls for service.

Training

All Officers attended an 8 hour Firearms In-Service Training.

Detective Bomkamp attended a 40 hour training on Internet Crimes against Children.

Officer Mielke attended a 2 hour Autism training for Law Enforcement.

Officer Reynolds attended a 7 hour CVMIC training on Understanding the Role of the Supervisor.

Speed Trailer

The Speed Trailer was placed in the 4800 block of Shore Acres Rd Oct 13th-19th. To request the speed trailer, in your neighborhood, contact Officer Jim Reiter at: jreiter@ci.monona.wi.us

Security Checks

Officers performed 170 security checks in the month of October. 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 48 retail theft cases in October, up from 36 cases in September. 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 October we had 9 calls to the Tellurian property totaling 9 hours of police time.

Use of Force Incidents

On October 7th at 3:17 am an officer was dispatched to the top of the HWY 12 exit ramp to South Towne Drive for a report of a vehicle parked in the middle of the traffic lane. Upon arrival the officer found a male passed out inside the locked vehicle. The officer knocked and shook the car and the driver did not regain consciousness. Concerned for the health of the driver, the officer forced entry through a car door window to check on the male. The male finally woke after the officer reached in and shook him. The male then swore at the officer and drove away. The officer pursued the car with lights and siren and the male stopped a few blocks down the road. The male refused to exit his vehicle and had to be pulled out. While being handcuffed, the resistive male threatened to shoot the officers. The male was cited for Operating after Revocation, Deviation from Designated Lane and arrested for 2nd offense OWI and Eluding.
(MO16-06264)

Citizen Complaints

There was one citizen complaint against an Officer in October. A 55 year old male had gone to a local business to pay his phone bill, and two employees stated the male became angry, was threatening, and initially refused to leave. Upon arrival the officer took the report, and learned the victims did not want enforcement action taken, just to have the man notified he was going to be banned from the store via a letter from their corporate office. The officer made phone contact and relayed the employee notification. Two and a half months later, this male filed a written complaint alleging the officer used racial bias in this investigation by believing what the store employees said to him. The allegation was investigated and the complaint was unfounded.

1st Shift Monthly Report

On October 11th at 10:07am an officer was dispatched to a residence for a damage to property complaint. The victim's tress were toilet papered and feces were left on his driveway. The victim believes one or more teenagers were responsible.

On October 14th at 11:33am, Officers were dispatched to Tellurian for a disruptive client. Upon arrival the officers found the male to be manic and agitated. The male repeatedly interrupted staff by swearing at them as they spoke. The male was handcuffed due to his unpredictable behavior. As the male was a voluntary client, the treatment center was revoking his admission. An Officer transpoted the male to a homeless shelter in Madison wihtout further incident.

Officer Overtime Analysis

2016	JUL Hrs	AUG Hrs	SEPT Hrs	OCT Hrs	TOTAL HRS To Date	APPROX COST To Date
TRAINING CONSORTIUM (In-Service)	56	-	74.25	79	346.25	$17,313
OTHER REQUIRED TRAINING (ECIR/Radar/CPR/K9)	3	-	8	-	120	$6,000
OPTIONAL OFFICER TRAINING	-	-	-	8	11	$550
SICK LEAVE Coverage	-	8	13	16	197	$9,850
VACATION Coverage	16	4	12	16	339	$16,950
FLOATING HOLIDAY Coverage	-	4	-	4	52	$2,600
MILITARY LEAVE Coverage	2	16	-	-	54	$2,700
COURT	13	12.5	11	13.5	148	$7,400
LATE/EARLY CALL or SERIOUS INCIDENT	27.75	21.5	17	26.25	215	$10,750
Special Event (Meeting, Parade, Festival, Drug Work)	59	1.5	7.5	2.5	187.75	$9,388
Mental Health Case	-	4	10.5	0.75	37	$1,850
Dispatch Coverage	4	-	-	-	4	$200
TRAFFIC GRANT (Reimbursed)	77	76.5	95	-	532	$26,600
TOTAL HRS	257.75	148.00	248.25	166.00	2243	
Expense Per Month @ average $50.00 / HR	$12,888	$7,400	$12,413	$8,300		$112,150

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

2nd Shift

Officers on second shift conducted 117 traffic stops. We handled 20 Retail Thefts, 21 crashes, and 2 Drunk Drivers. We also made 6 warrant arrests. The majority of the warrants were through Probation and Parole.

On October 13th around 7:50pm Officers responded to a domestic disturbance at a residence in the 300 block of Femrite. Dispatch advised that the two roommates were in a verbal argument. Officers arrived on scene to discover that the argument was over one person wanting the window open while the other wanting the window closed. Officers assisted in a compromise.

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

3rd Shift

The Monona Police Department third shift officers handled 4 vehicle crashes, 6 retail thefts, and responded to several disturbance calls during the month of October. Officers made 108 traffic stops resulting in 4 OWI arrest. Officers also arrested 3 individuals who had active arrest warrants.

On October 1st, 2016 at 4:31 a.m. officers responded to Wal-Mart, for a Retail Theft. Loss Prevention detained 1 adult female who was also in possession of crack cocaine. The female advised she was 8 months pregnant and after several hours of sitting at the hospital for a medical clearance, officers were told the female was not pregnant and it was her attempt not to go to jail. The female was transported to the Dane Co Jail and booked in on cocaine charges.

On October 7th, 2016 at 3:17 a.m. an officer responded to the off-ramp of HWY 12 and Broadway Ave, for a disabled vehicle in traffic. When the officer arrived he found a male, unconscious inside the vehicle. The officer attempted to wake the male, but had to knock out the window to get inside the vehicle. The suspect woke up and fled from the officer. He was later arrested for OWI 2nd, resisting an officer, and eluding.

On October 7th, 2016 officers investigated a series of car windows being shot out by a bb gun. The case was forwarded to the detectives where the suspects in the case were apprehended.

On October 8th, 2016 at 2:28 a.m. a vehicle was stopped for speeding on Monona Dr. The vehicle pulled into the Jade Monkey, where both the driver and passenger fled on foot. The officer pursued the driver and arrested him after a short foot pursuit. K9 Miya performed a track to see if any evidence would be located where the suspect had fled. While walking back in the area where the passenger had run Miya, located a 9mm handgun in the southeast corner of the Jade Monkey parking lot. The firearm was on fire with a full magazine and bullet in the chamber. The driver was arrested for OWI 2nd and

blood results showed he had a B.A.C. of .15. The gun was sent to the crime lab for processing.

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

Community Resource Officer

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

Our Police Citizens Academy is in full swing right now. Some of the topics taking place are vehicle pursuits, Madison TI simulator, K9 Demo, and Evidence Processing.

The annual Monona Pink day took place in the City of Monona. This year the High School staff and students also participated.

The second "Coffee with a Cop" took place at the Monona Farmers Market. Mayor Bob was also present and conducted a live interview on WVMO.

I instructed at several in-services training sessions for the training consortium. The last sessions were firearms training at the Dane County Range.

I took part in decorating a room for the annual Country Inn and Suites Fall fest for children with special needs. This year a new employee was involved and a few planning meetings took place prior to the event.

DaneCom radio programing took place for all of our Squads. I worked with Sergeant Winge to organize the radio channel configurations.

Covered patrol on a few days to assist with road coverage.

The speed trailer was placed at several locations. The "traffic gizmo" (traffic and speed counter) was also deployed to a few locations to gather data.

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

INVESTIGATIVE DIVISION

Detective Unit

During the month of October, 119 cases were reviewed for possible referral to the Investigative Division.

Crime	Number of Cases
Burglary	2
Drug Investigation	2
Fraud	11
Property Damage	27
Retail Theft	48
Sex Offense	2
Theft	27

Members of the Investigative Unit were assigned to, or assisted with, 31 incidents.

Current Investigations

MO16-0XXXX – SEXAUL ASSAULT
A sexual assault between two minors was reported to Monona PD by Department of Human Services (DHS). Charges have been forwarded to the Dane County District Attorney.

MO16-0XXXX – SEXUAL ASSAULT
This is an ongoing repeated sexual assault of a child case.

MO16-0XXXX – SEXAUL ASSAULT
An adult woman reported being sexually assaulted multiple times by a known suspect. Charges were forwarded and filed against the suspect.

MO16-06641/6474/6430/6468 – HARRASSMENT/ID THEFT/THEFT
A friendship/roommate situation soured resulting in one party stealing from and harassing the other online. The investigation is continuing and charges are expected.

MO16-06295 – DAMAGE TO VEHICLES
Our department is working on a case where a group of kids drove around Dane County shooting out the windows of parked vehicles with bb and pellet guns. Our department is taking on the cases also reported to Madison, Sun Prairie, and Cottage Grove. We have developed suspects and do intend on charging them when the investigation is complete. Thus far we have been contacted by approximately 50 victims.

MO15-00236 – SEXUAL ASSAULT OF A CHILD
Update – Our department just went to trial on a case where a 23 year old manager of a local business sexually assaulted a 17 year old co-worker. The suspect was convicted of Child Enticement and is awaiting sentencing.

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

Other Activities
Property room management
Municipal court officer duties
Liquor License Review Committee

School Resource Officer

In the month of October, I handled 24 cases between Monona Grove High School, Glacial Drumlin Middle School, and Winnequah Elementary School. I issued 6 Disorderly Conduct citations, 1 Battery citation, and 2 Parking citations.

Chief Ostrenga and I assisted with the Halloween parade at Winnequah Elementary School.

I gave a presentation to MGHS students in a current events class regarding the pros and cons of police wearing body cameras.

There was a physical fight between two female students after 4th hour in the hallway. The suspect was cited for Disorderly Conduct and Battery.

There was a physical fight between two male students in the gym locker room. One student was punched multiple times and the other was stabbed with a pencil. Both subjects refused to press charges, but were cited for Disorderly Conduct for their actions.

There was a physical fight between two male students in class. The students threw punches, pulled each other's hair, and wrestled on the ground. Students needed to be separated by a teacher. Both refused to press charges, but were cited for Disorderly Conduct for their actions.

I received a tip about a MGHS student damaging some vehicles in Madison. Similar incidents were reported in Monona and Sun Prairie over Homecoming weekend. Ofc. Schneider and I interviewed numerous students at MGHS and were able to obtain confessions to the damaged property cases in all jurisdictions. Det. Sgt. Losby and I have linked almost 50 cases of property damage to the MGHS students. Monona PD has taken the lead on the investigations for all jurisdictions involved. This investigation is ongoing.

I took a report of a female student being accused of sexually assaulting numerous students on the bus and in class. Interviews were conducted with many students to determine if the accusations were supported. 5 counts of 4th degree Sexual Assault are being forwarded to the DA's office for their review.

SRO Luke Wunsch can be contacted at lwunsch@ci.monona.wi.us

Clerk of Courts

During the month of October 201 traffic, municipal ordinance and parking citations were issued. In addition there were 178 warnings issued for various traffic offenses. Twenty-two adults and one juvenile 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 October, Dispatchers handled 1,482 calls for service. Of these calls for service, 117 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

Calls for Service Summary
Past 30 Days
Reported from: 10/16/2016 - 11/14/2016

Call Type

	Total
911	97
On View	600
Phone	551
Total	1,248

District and Sector

	Total
North	639
South	478
Others	131

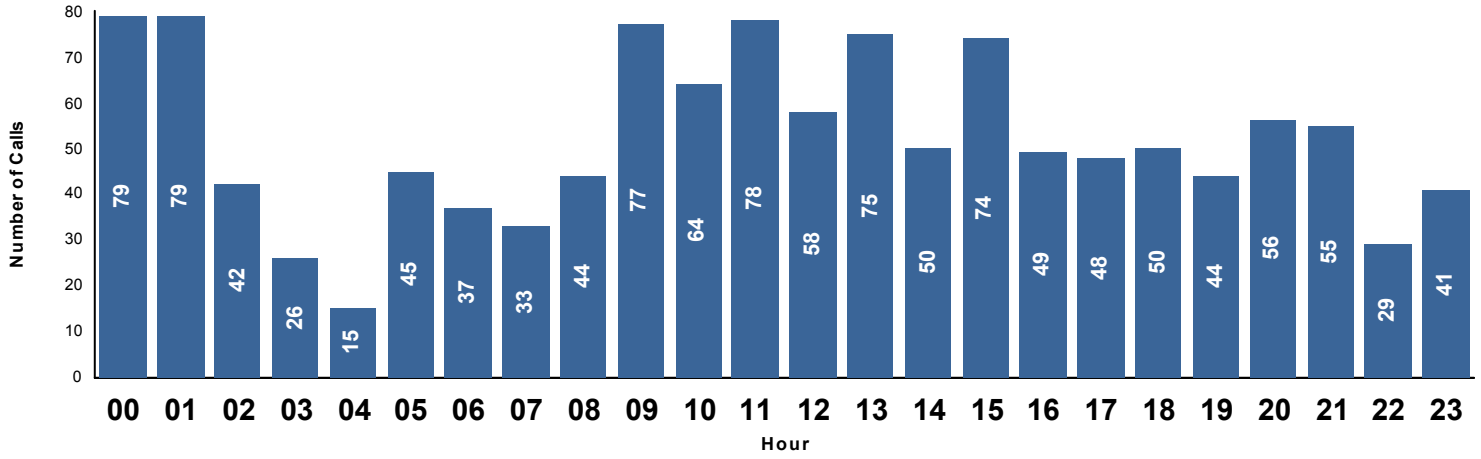
Priority Type

	Total
1	201
2	415
3	632

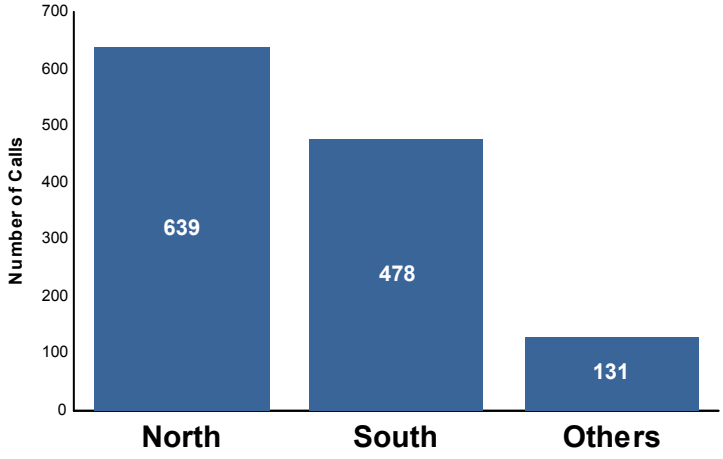
Shift

	Total
1	479
2	405
3	364

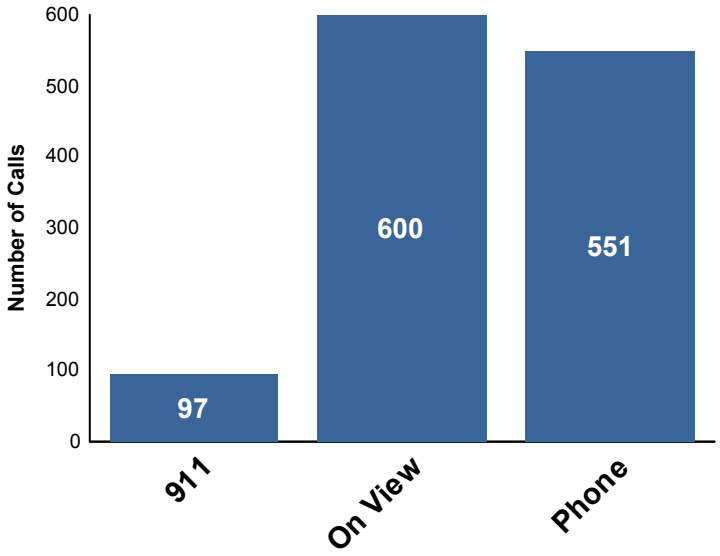
Calls by Time of Day



Calls by Sector



Call Type



This report excludes cancelled, duplicated, calls to 5211 Schluter Rd, and address with no GPS location.

Calls for Service Summary
Past 30 Days
Reported from: 10/16/2016 - 11/14/2016

Top 25 Addresses	Total
2151 Royal Avenue, Monona, 53713	88
W Beltline Highway & Monona Drive, Monona, 5371	29
W Beltline Highway & South Towne Drive, Monona,	28
3735 Monona Dr, 53714	19
2500 Royal Ave	18
4400 Monona Dr, 53716	18
250 Femrite Dr, 53716	15
4400 Monona Dr, Madison, 53716	15
S Stoughton Road & E Broadway, Monona, 53716	15
400 W Broadway	14
Monona Drive & Winnequah Road, Monona, 53716	14
W Beltline Highway & S Stoughton Road,	14
6401 Copps Ave	13
W Broadway, Monona, 53716	13
2151 Royal Avenue	12
3799 Monona Drive, Madison, 53716	11
6540 Monona Dr	11
2501 W Broadway	10
2500 Royal Avenue, Monona, 53713	9
Monona Drive & Femrite Drive, Monona, 53716	9
204 Saint Teresa Ter	8
300 Femrite Drive, Monona, 53716	8
5900 Monona Drive, Monona, 53716	8
Monona Drive & Frost Woods Road, Monona, 53716	8
Monona Drive & Nichols Road,	8

Top 25 Natures	Total
TRAFFIC STOP	219
SECURITY/TAVERN CHECK	199
AMBULANCE CALL	77
RETAIL THEFT	56
CHECK PERSON	52
FOLLOW UP	52
CHECK AREA	47
911 CELL DISCONNECT	46
REPORT WRITING	43
ASSIST CITIZEN	38
INFORMATION	34
PARKING ON STREET	34
ASSIST OTHER AGENCY	33
ACCIDENT NON-INJURY	32
ALARM	28
TRAFFIC ENFORCEMENT	19
THEFT	15
ANIMAL COMPLAINT	14
FRAUD	12
SPECIAL EVENT/PROJECT	12
911 OPEN LINE	11
DISTURBANCE	11
PROPERTY DAMAGE	11
FIRE ALARM	10
NOISE COMPLAINT	9

This report excludes cancelled, duplicated, calls to 5211 Schluter Rd, and address with no GPS location.

Calls for Service Summary
Past 30 Days
Reported from: 10/16/2016 - 11/14/2016

Top 10 Addresses of Citizen Generated Calls for Service		Total
2151 Royal Avenue, Monona, 53713	**Total**	80
	RETAIL THEFT	43
	911 CELL DISCONNECT	6
	FRAUD	5
	911 OPEN LINE	2
	AMBULANCE CALL	2
	ASSIST CITIZEN	2
	CHECK AREA	2
	CHECK PERSON	2
	LOST PROPERTY	2
	TRESPASSING COMPLAINT	2
	WARRANT SERVICE/P&P	2
	911 DISCONNECT	1
	ACCIDENT PRIVATE PROPERTY	1
	ASSIST OTHER AGENCY	1
	DISTURBANCE	1
	FIRE ALARM	1
	FIRE VEHICLE	1
	INFORMATION	1
	PARKING PRIVATE	1
	THEFT	1
	TRAFFIC DRIVING COMPLAINT	1
W Beltline Highway & Monona Drive, Monona, 53716	**Total**	20
	ASSIST CITIZEN	9
	ACCIDENT INJURY	2
	ACCIDENT NON-INJURY	2
	CHECK AREA	2
	CHECK PERSON	1

This report excludes cancelled, duplicated, calls to 5211 Schluter Rd, and address with no GPS location.

Calls for Service Summary
Past 30 Days
Reported from: 10/16/2016 - 11/14/2016

		Total
W Beltline Highway & Monona Drive, Monona, 53716	INFORMATION	1
	PROPERTY DAMAGE	1
	TRAFFIC DRIVING COMPLAINT	1
	TRAFFIC/SAFETY HAZARD	1
250 Femrite Dr, 53716	**Total**	13
	AMBULANCE CALL	5
	CHECK PERSON	4
	911 DISCONNECT	1
	CHECK AREA	1
	DISTURBANCE	1
	INFORMATION	1
W Broadway, Monona, 53716	**Total**	12
	RETAIL THEFT	6
	911 CELL DISCONNECT	1
	911 OPEN LINE	1
	ACCIDENT NON-INJURY	1
	ALARM	1
	ALARM TESTING	1
	FRAUD	1
W Beltline Highway & S Stoughton Road,	**Total**	10
	CHECK AREA	5
	ACCIDENT NON-INJURY	4
	ASSIST CITIZEN	1
2500 Royal Avenue, Monona, 53713	**Total**	9
	CHECK PERSON	3
	911 CELL DISCONNECT	2
	CHECK AREA	1
	DISTURBANCE	1

This report excludes cancelled, duplicated, calls to 5211 Schluter Rd, and address with no GPS location.

Calls for Service Summary
Past 30 Days
Reported from: 10/16/2016 - 11/14/2016

		Total
2500 Royal Avenue, Monona, 53713	FRAUD	1
	RETAIL THEFT	1
6401 Copps Ave	**Total**	9
	RETAIL THEFT	3
	AMBULANCE CALL	2
	911 CELL DISCONNECT	1
	INFORMATION	1
	PARKING PRIVATE	1
	SUSPICIOUS ACTIVITY	1
W Beltline Highway & South Towne Drive, Monona, 53713	**Total**	9
	ACCIDENT NON-INJURY	2
	ASSIST CITIZEN	2
	CHECK AREA	2
	ACCIDENT HIT AND RUN	1
	ASSIST OTHER AGENCY	1
	TRAFFIC/SAFETY HAZARD	1
204 Saint Teresa Ter	**Total**	8
	CHECK PERSON	4
	ASSIST OTHER AGENCY	2
	INFORMATION	1
	THEFT	1
300 Femrite Drive, Monona, 53716	**Total**	8
	CHECK PERSON	3
	AMBULANCE CALL	2
	911 CELL DISCONNECT	1
	FOLLOW UP	1
	INFORMATION	1

This report excludes cancelled, duplicated, calls to 5211 Schluter Rd, and address with no GPS location.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

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

Accomplishments:

- **After nearly two years of delays, on October 26th we had our Panasonic Body Cameras delivered, programmed and put in use. There have already been several incidents where the video has proven to be beneficial.**
- **Personnel participated in the Winnequah School Halloween parade on October 31st.**
- **Chief Ostrenga and Lieutenant Wiegel attended Implicit Bias training at the Madison Police Academy on November 3rd.**
- **Personnel assisted with a school lock down drill at Winnequah School on November 4th. A similar drill was conducted at Nuestro Mundo earlier this year.**

Major Projects / Issues:

- **The only capital project left for 2016 is the replacement of one of the dispatch computers. The hardware has been purchased and we are working with the IT staff to program and install the new unit.**
- **The arbitration between the City and the WPPA Police Union is still in a holding mode while awaiting a ruling by the WERC.**

In Progress / Routine Duties:

- **Following the recommendation of the dispatch study group and approval of the City Council, the Monona FD is scheduled to start being dispatched by the Dane County Communications Center. The FD is waiting until after DaneCom goes live to accomplish this change. Police will continue to be dispatched by the Monona Emergency Communications Center. The issue of transferring 911 calls to the county will be examined again prior to the 2018 budget process.**
- **DaneCom was scheduled to go live on 11/1/16. Due to the Presidential campaign visits to the area it was delayed until 11/9/16. From early reports, the system is functioning. DaneCom has more of an impact on the FD than the PD, as the PD operates primarily on the 800 MHz system.**
- **The case involving the windows being shot out in early October, has evolved into a major incident that is being coordinated by our investigations unit. There were a total of 45 victims with the costs over $16,000 in damages. Events occurred in Cottage Grove, Sun Prairie, Madison and Monona.**

Upcoming Objectives / Events:

- **The citizen police academy started on Thursday, September 22nd and had its final meeting on November 10th.**
- **On December 3rd Officers will be participating in the "Shop with a Cop" program.**

Personnel:

- **The Police Department is currently fully staffed and there are no vacancies in the near future.**
- **Dispatch is fully staffed, but is lacking part time help for the 3rd shift (11 pm – 7 am).**

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Fire/EMS **MONTH OF:** October 2016

Accomplishments:

Call Volume:

	Month	YTD	2015YTD
EMS	102	1091	909
Fire	41	438	341

Major Incidents: MOFD responded to a vehicle vs. garage in the 600 block of West Broadway, crews arrived on scene and found minor damage to the structure; the driver of the vehicle was uninjured.

Major Projects / Issues:

The truck committee has chosen a vendor for both the hydraulic and the battery operated tools, Genesis tools were selected for both. We have taken delivery on the battery operated tool and it is currently in service on Engine 4. The Hydraulic tools will be sent directly to the truck manufacturer so they can be mounted on the new truck and delivered with the truck in Mid-January.

Adequate staffing for the fire department is still the major issue facing the department, funding for the Paid-on-Premises program and the additional career FF/Paramedic position in 2017 will need to be topics of conversation at both the Public Safety Committee and Council levels. These positions are essential in providing a timely response to all emergency incidents.

In Progress / Routine Duties:

October was fire prevention month, crews had 13 public education events scheduled and provided fire prevention education to over 750 students.

Bi-annual fire inspection are in full swing, each multi-family and commercial structure is required to be inspected twice a year for compliance with City, State and Federal fire codes. Each year over 900 fire inspections are conducted in Monona.

Standard Operating Procedures/Guidelines (SOP/SOG's) continue to be developed and implemented, this is a living document that is updated and changed as new techniques are introduced and perfected.

Recodification of the City Ordinance is a major undertaking for the FD as all parts of the code need to be updated/deleted or changed completely. All portions of the Fire Department ordinances have been completed and approved by the council.

Upcoming Objectives / Events:

MOFD is continuing to work with WisSAFE – Wisconsin Smoke Alarm and Fire Education and the Red Cross to install smoke detectors in low income and elderly single family homes. The Department will be installing smoke detectors and giving a short fire education talk to members of the community that qualify. This project will continue as long as there is funding.
Council members are invited and encouraged to attend any FD training, contact Chief Sullivan if you have questions.

Personnel:

Firefighter/Paramedic Tamara Dinkel has resigned from the department to take a FF/Paramedic position with the Madison FD, Alex Wichmann has taken her place and started October 17. Alex was a FF/Paramedic in Rhinelander WI, we feel he will make an excellent addition to the department.

Staffing levels:

- Career- 1 Chief, 8 FF/Paramedics
- Paid-on-call/volunteer – 32
- Interns – 2
- LTE – 1 FF/Paramedic

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Senior Center **MONTH OF:** October

Accomplishments:

- **Working on December newsletter**
- **Dementia Friendly – trained Senior Center volunteers, more letters to businesses have been sent gauging interest in their dementia friendly training**
- **Filled the Thanksgiving Dinner, Nov. 10th with 150 people in attendance**
- **Intergenerational Events – Winnequah Halloween Parade went through Senior Center this year and class rooms of children are joining the adult coloring group**
- **Made progress scheduling 2017 events in Senior Center and Community Center spaces**
- **Veterans Wall of Honor has been completed by Project Assistant**

Major Projects / Issues:

Dementia Friendly Coalition – Letters are going out to businesses in the hopes of securing at least two businesses each month to train their staff on dementia friendly techniques.
Holiday Programs – Details are complete, now, registration, payment and facilitation of volunteers for events occurs.
Operating Budget – Proposed budget has been explained to Committee of the Whole
UniverCity Project – Working out connections with UniverCity students as communication challenges have occurred.
Madison College Student – Started working with a Human Services student from Madison College

In Progress / Routine Duties:

Volunteer monthly meeting/training, Dementia Friendly meeting, Staff meeting, December newsletter is almost complete. Correspondence, processing donations and recognition, bills, website updates, publicity in the local paper, changes in sponsorship representatives

Upcoming Objectives / Events:

Thanksgiving Dinner – Always our biggest event of the year – we are busy processing reservations and payments.
Santa's Workshop – Friends of Monona Senior Center coordinates a craft making station on conjunction with the Breakfast with Santa event. Supplies have been ordered and plans being made for this event.
Holiday Party – Close to 100 registered already.
Intergenerational Activities – Continue to work with Winnequah School to offer opportunities to both generations to connect and interact.

Personnel:

We are challenged with keeping our part-time staff within their designated hours – there is much to do and they both try to stay to get things done. We are making efforts to decrease the number of hours they work so we are not over budget. I appreciate the consideration of some extra hours for these positions in the 2017 budget so we can spend less time trying to keep our staffing on budget and more time getting things done.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:
Parks & Recreation

MONTH OF: **Oct-Nov 2016**

Accomplishments:

- Coordinated Flag Football Tournament with 20 Teams at Ahuska Park on 10/22. Great Job Missy Kedzorski for organizing. This is a multi-agency event with teams from Fitchburg & Cross Plains
- Coordinated another successful Halloween Spooktacular on Friday 10/28. Thanks to Complete Family Dentistry for sponsoring the event. Over 300 kids attended
- Coordinated city Winter/Spring newsletter, is at printer now, residents should see in mailboxes by early December.

Major Projects / Issues:

- Schluter Park Playground Equipment installed week of November 14th. Restroom building is completed and winterized for season, several site amenities need to be installed but project is 99% complete
- Dog Park Fencing to be completed in November along with several new trees and site amenities. Staff is working on informational brochure to be included at the park
- Scheduled UniverCity Presentations for December 13th starting at 6:00 PM at the Library

In Progress / Routine Duties:

- **Parks** – Dream Park Shelter at Winnequah Park is last shelter to be winterized. Working on installing Dogs on Leah signs, seaweed removal from Schluter Park, Tree Trimming, still mowing, aerating athletic fields, installing Holiday Lights at the Gazebo/Winnequah Park
- **Recreation** – Youth Basketball starts in December, most Winter programs start in January
- **Pool** – Planning for 2017 starts now
- **Special Events** – Finalizing 2017 Sponsorship Guide. Thank you to Presenting Sponsors Chad's Design & Lauer Realty Group for their support of the department.

Upcoming Objectives / Events:

- Chicago Holiday Shopping Trip – Sat December 3rd. Spots are still available for this trip
- Breakfast with Santa – Sat December 10th, tickets are selling fast
- Candlelit Snowshoe Hike – Saturday January 21st
- Christmas Tree Sales at Ahuska Park start on Friday 11/25

Personnel:

- Director Jake Anderson is serving as the Chair of the Parks Section of the Wisconsin Parks & Recreation Association (WPRA) and is also serving on the 2017 WPRA Conference Committee. Aquatics Director Missy Kedzorski is Chair-Elect of the Aquatics Section of the WPRA. Both Anderson & Kedzorski are committed to professional development within the state organization.

New Tree Planted at the Monona Dog Park
(Femrite Dr/Edna Taylor Parkway)

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

Playground Equipment Installed at Schluter Park 11.15.16 (Surfacing to be installed 11/16-11/18)

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

New Dogs On-Leah Signs being installed. First wave is over existing signs. Next round of signs installed will be new posts in entrance locations of all parks.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Library **MONTH OF:** November 2016

Accomplishments:

Programs were well-attended in October with babysitter training for youth and Gallery Night for adults standing out in particular.

Library staff helped Debbie Haack celebrate her 20+ work anniversary this month with a card and a cake; Debbie was hired on November 1, 1993.

Major Projects / Issues:

The Library Board approved Parking Layout Alternative 2 Library Parking Area with Sidewalk, 34 parking stalls, with an associated Opinion of Probably Construction Cost of $248,980. This design will be presented to City Council for consideration and will require a capital budget amendment to cover the additional expenses.

The roof leak that presented in May has not been resolved. The ceiling tiles outside the Quiet Reading Room were dripping again this month. Public Works is working with Southern Wisconsin Roofing Co, Inc. who gave a time and materials estimate in the $700-$800 range to 1) pull back the roof membrane and seal the roof drain, and 2) repair corroded seals on several support pillars.

The Library will subscribe to Evanced: *Spaces*, which is used for managing meeting room reservations, and *SignUp*, which is used for creating library event listings and maintaining patron registration.

In Progress / Routine Duties:

Kilgust was on site this month to investigate a recurring low water level boiler alarm. A low water circuit board and a low water sensor were replaced.

Upcoming Objectives / Events:

Loud in the Library: *Mardi Gras!*
This fundraiser will take place within the Library on Saturday, January 28, from 7-10 p.m., with live music provided by The Dixie Sizzlers and food donated by New Orleans Take Out. Entertainment will also include a roving magician, a tarot card reader, a photo booth, a 50/50 raffle, and a cash bar. Tickets go on sale on December 1. Volunteers still needed!

Personnel:

Erick Plumb's last day as Library Director was November 4. Sally Buffat and Matt Heindel have been temporarily promoted to Co-Interim Library Directors. The Library Director position is posted and we have received several qualified applications. The Library Board approved hiring subcommittees for screening applicants and for conducting phone interviews.

The Library Board approved proceeding now (vs. waiting until a new Library Director is hired) to review candidates and interview for the Youth Services part-time librarian.