

AGENDA

CITY OF MONONA PUBLIC WORKS COMMITTEE

Zoom and City Hall Conference Room

5211 Schluter Road
Wednesday, February 1, 2023
6:30 P.M.

NOTICE OF ELECTRONIC MEETING

An electronic videoconferencing/teleconferencing option is available for this meeting. As such, it is possible that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may attend in person at the location stated in this agenda, and the public is also able to attend via electronic means. Directions to do so are listed at the end of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact City Clerk Alene Houser at 608-222-2525.

1. Call To Order.
2. Roll Call.
3. Approval of Minutes: December 7, 2022
4. Appearances.
5. Unfinished Business.
6. New Business.
 - A. Discussion and consideration of amending the 2023 Capital Budget to increase funding for the replacement of the 2003 Chevrolet 1500 facilities work truck.
 - B. Discussion and consideration of amending the 2023 Capital Budget to increase funding for the replacement of the 2003 Chevrolet 3500 dump truck.
 - C. Discussion and consideration of amending the 2023 Capital Budget to increase funding for the City of Monona's cost allocation for the Atwood Avenue Reconstruction Project.
7. Public Works & Utility Operations Report.
8. Next Scheduled Meetings: March 1, 2023
9. Adjournment.

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/81335322128> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 813 3532 2128. You may attend via telephone conference by calling the following phone number: PHONE NUMBER: 1-312-626-6799 / MEETING ID: 813 3532 2128, FOLLOWED BY #. Please mute your phone when not speaking to ensure best possible audio quality.

WRITTEN COMMENTS

You can send written comments on agenda items to Dan Stephany at Monona City Hall, 5211 Schluter Rd., Monona, WI 53716 or dstephany@ci.monona.wi.us.

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.

PUBLIC WORKS COMMITTEE

Minutes – December 7, 2022

Committee Chair, Brian Holmquist, called the regular monthly meeting of the Monona Public Works Committee to order at 6:31 pm.

Members Present: Alder Holmquist, Ms. Piliouras, Mr. Speight, Ms. Busse, Mr. Boyer, Mr. Turino

Members Absent: Alder DePula

Also Present: DPW Director Stephany

APPROVAL OF MINUTES

A motion made by Ms. Busse and seconded by Mr. Boyer to approve the Minutes of the November 2, 2022 Public Works Committee meeting was carried.

APPEARANCES

UNFINISHED BUSINESS

Discussion and consideration of changes to street parking on Edna Taylor Parkway.

Director Stephany presented the dog park parking survey and comments that were received since the November meeting. Staff created a survey and QR code that was placed at the entry to the dog park for users to complete. A copy of the survey was included in the packet and responses were verbally discussed at the meeting. Thirty-eight of the 42 responses received would like to switch parking as requested due to safety concerns with crossing the street. There were four responses opposing any parking changes.

A comment received stated a concern about traffic entering Edna Taylor from Femrite that is cutting their turn short and crossing into oncoming traffic approaching the stop sign. The respondent asked if a centerline could be added to show the proper lane for turning into. Director Stephany he would review the MUTCD and would install an appropriate marking in the future.

A motion made by Mr. Turino and seconded by Mr. Speight to approve switching the parking to the east side of the street as presented was carried.

NEW BUSINESS

Discussion and consideration of requested changes to the residential Certified Survey Map (CSM) at 5405 and 5407 Tonyawatha Trail.

There was no discussion or action on this item. The owner did not appear and is not prepared to seek approval at this time.

ADJOURNMENT

A motion made by Mr. Boyer and seconded by Ms. Piliouras to adjourn was carried (6:43pm).

Daniel Stephany
Director of Public Works

**CITY OF MONONA
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** 2003 Chevrolet half ton pickup truck replacement
2. **Year Proposed:** 2022
3. **Rank:** 3
4. **Requested By:** Public Works Committee
5. **Prepared By:** Dan Stephany, Director of Public Works
6. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Staff is seeking approval to replace the 2003 Chevrolet half ton pickup truck currently used by the campus facility maintenance technician. The new replacement truck will be used for street and utility operations and the Ford Transit will be transitioned to facility maintenance.

According to APWA fleet replacement standards, and the PWC approved points model system, this truck has a rating of 35. A point total of 35 indicates the truck should be replaced.

State pricing was obtained by Ewald Ford. The replacement vehicle would be a Super Duty F350 XL chassis, 4WD, flex fuel. An up-fit utility box for tools and material storage would be purchased separately.

Price Quote:

~~\$35,000~~ **\$50,390** – chassis only, gas engine
\$2,000 – freight/delivery
~~\$13,350~~ **\$14,140** – utility box for tools and supply
~~\$350~~ **\$500** – title, registration, fees

7. **Total Project Cost:** ~~\$48,700~~ **\$67,030** (\$18,330 increase)



**Resolution No. 23-2-2609
Monona Common Council**

**AMENDING THE 2023 CAPITAL BUDGET
TO INCREASE FUNDING FOR TRUCK REPLACEMENT PURCHASE**

WHEREAS, the 2022 Capital Budget included \$48,700 to fund the complete replacement of the 2003 Chevrolet 1500 truck; and,

WHEREAS, using the State of Wisconsin cooperative purchasing contract, the cab chassis order was placed with Ewald Automotive in November of 2021 for the price of \$33,613; and,

WHEREAS, repeated inquiries on the status of the truck order with Ewald throughout 2022 revealed the truck was not scheduled for build due to production and supply chain issues experienced throughout the year and on December 19, 2022 staff was notified that Ford Motor Company cancelled the order; and,

WHEREAS, staff immediately began searching throughout the United States for an available cab chassis that would meet the required specifications; and,

WHEREAS, staff was able to locate an available cab chassis from a dealership in the state of Maine for the cost of \$50,390. After discussions with the Interim City Administrator, staff placed an order for the available cab chassis; and,

WHEREAS, the approved \$48,700 which was already borrowed in 2022 will be carried over in order to make the purchase in 2023, but an additional \$18,330 will be needed for increases in the cost of the cab chassis, freight costs for delivery, utility box upfit, and remaining fees.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2023 Capital Budget is hereby amended to add \$18,330 in additional funding for the purchase of a Chevrolet 1500 truck replacement.

Adopted this day of February, 2023.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Alene Houser
City Clerk

Recommended By: Public Works Committee

Council Action:

Date Introduced:

Date Approved:

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. 23-2-2609
		Ordinance Amendment No. _____

Title:
Capital Budget Amendment – 2003 Chevrolet 1500 Replacement

Policy Analysis Statement:

Brief Description Of Proposal:

Staff is seeking an amendment to the 2022 approved funding for the replacement of the 2003 Chevrolet 1500 truck. The order was placed in November 2021 and cancelled by Ford in December 2022. In 2022 the auto industry experienced significant material shortages and unpredictable schedules in manufacturing. Staff was able to locate the desired cab chassis on the market from a supplier in Maine for a cost that exceeded funding. Purchase authorization was received and the order was placed. A funding increase of \$18,330 is requested to complete the purchase of the truck.

The funding for this project is split General (25%), Water (25%), Sewer (25%), and Storm (25%)
Increase needed

General	\$4,582.50
Water	\$4,582.50
Sewer	\$4,582.50
<u>Storm</u>	<u>\$4,582.50</u>
Total	\$18,330.00

The had saving from various 2022 capital projects of \$25,000(General (Broadway Dane Co) \$20,000(Sewer – Annual Repairs) \$18,000(storm – Annual repairs) \$9,000(water – 5 projects)

Staff recommends using saving from those projects to cover the overage.

Current Policy Or Practice:

Impact Of Adopting Proposal:

The 2023 Capital Budget funding to cover the expense of purchasing this truck increases to \$67,030.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No.				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57320	879	Chevrolet 1500 Truck Replacement	\$48,700		18,330	\$67,030
400	49	49000	000	Fund Balance	0	18,330		18,330

Prepared By:

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

Date: January 23, 2023
Date: January 25, 2023

Capital Budget Year 2022 – F350 Cab Chassis Order Issue

- Order placed November 11, 2021 via Signed Quote/PO as listed in the State of Wisconsin Cooperative Purchasing Contract at Vendornet
- Quoted price through State contract - \$33,613, cab chassis only
- Ewald order acknowledged and placed on November 12, 2021
- May 27, 2022, inquired about the two trucks on order. The F150 was being built and in shipping. The F350 not scheduled for build.
- July 8, 2022, another request for F350 status. Informed it wasn't scheduled yet.
- October 25, 2022, notified that the F350 still has not been scheduled for build.
- November 28, 2022, notified again that the F350 is not scheduled for build.
- December 19, 2022, received word from Ewald that Ford has cancelled our order and that the truck is not going to be built. We were told that we could order a 2023 truck and be given priority by Ford, but the price is not protected and could go up and that production will not be guaranteed.
- We were given a quote of \$46,794, with no guarantees, and not sure when or if the truck will be built or received. Meanwhile, we still need a truck.
- December 19, 2022, staff began discussing our options, how we find a truck, cab chassis, because of various types of delays with manufacturing. Discussed options with interim administrator Houtakker and Jeff Johnson.
- Jeff Johnson began reaching out to providers across the country for inventory already built and ready for sale.
- December 21, 2022, received word from a seller on the upper east coast that a cab chassis will be ready for sale in early January. Sale price is \$50,390. This is the only truck we could find that was not committed for a current sale.
- December 22, 2022, discussed with interim administrator to place the order and to do a capital budget amendment retroactively, so as not to lose the order.
- 2022 approved budget: \$35,000 for the cab chassis portion of the truck; \$13,350 for the upfit box, total approved allocation \$48,700
- Total now needed: \$50,390 for the truck, \$2,000 freight, \$14,140; title and registration \$500 - \$67,030

Daniel Stephany

Subject: RE: [External] F350 Order

From: skussow@ewaldauto.com <skussow@ewaldauto.com>
Sent: Monday, December 19, 2022 4:54 PM
To: Daniel Stephany <dstephany@ci.monona.wi.us>
Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: RE: [External] F350 Order

Dan;

We just received confirmation from Ford that the 2022 truck we had on order for the City of Monona will not be built.

I have attached a quote for a 2023 truck as similar to the 2022 order as possible. Ford will give you priority on the order so it does not count against allocation, but they will not price protect the vehicle, and they will not guarantee production.

If you would like us to re-order this truck for you as a 2023 model at the price quoted I will need to know no later than 1/13/23.

Scott Kussow - Director of Fleet Sales
Ewald Automotive Group
N48 W36833 E. Wisconsin Ave.
Oconomowoc, WI. 53066
Ph: 262-567-5555 Cell: 414-429-5933 Fax: 262-560-1303
www.ewaldauto.com



WE MAKE IT
Easy!



From: Daniel Stephany <dstephany@ci.monona.wi.us>
Sent: Tuesday, October 25, 2022 9:40 AM
To: skussow@ewaldauto.com
Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: [External] F350 Order

Hi Scott,

Just checking in for an update on the F350 order that is still out there with Ewald. Any update is appreciated. Also, I have approval for another truck for 2023. I'll write you soon with the details. I'd be seeking a current price and placing an order.

Thanks.

Dan

Daniel Stephany

Subject: FW: [External] FW: [External] F350 Order

From: skussow@ewaldauto.com <skussow@ewaldauto.com>
Sent: Thursday, January 12, 2023 9:23 AM
To: Daniel Stephany <dstephany@ci.monona.wi.us>
Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>; Marc Houtakker <MHoutakker@ci.monona.wi.us>
Subject: RE: [External] FW: [External] F350 Order

Dan;

No I can't confirm that, it would most likely be delivered in 2023. Production of the 2023 models only goes until August of 2023.

Scott Kussow - Director of Fleet Sales
Ewald Automotive Group
N48 W36833 E. Wisconsin Ave.
Oconomowoc, WI. 53066
Ph: 262-567-5555 Cell: 414-429-5933 Fax: 262-560-1303
www.ewaldauto.com



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From: Daniel Stephany <dstephany@ci.monona.wi.us>
Sent: Thursday, January 12, 2023 8:52 AM
To: skussow@ewaldauto.com
Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>; Marc Houtakker <MHoutakker@ci.monona.wi.us>
Subject: [External] FW: [External] F350 Order

Hi Scott,

Can you confirm that if ordered, this truck would most likely be delivered in 2024?

Thanks
Dan

From: skussow@ewaldauto.com <skussow@ewaldauto.com>
Sent: Thursday, January 12, 2023 8:15 AM
To: Daniel Stephany <dstephany@ci.monona.wi.us>
Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: RE: [External] F350 Order

Dan;

Just a reminder, tomorrow is the final order date if you intend to order this truck from us.

Scott Kussow - Director of Fleet Sales
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Dan;

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I have attached a quote for a 2023 truck as similar to the 2022 order as possible. Ford will give you priority on the order so it does not count against allocation, but they will not price protect the vehicle, and they will not guarantee production.

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From: Daniel Stephany <dstephany@ci.monona.wi.us>

Sent: Tuesday, October 25, 2022 9:40 AM

To: skussow@ewaldauto.com

Cc: Jeff Johnson <jjohnson@ci.monona.wi.us>

Subject: [External] F350 Order

Hi Scott,

Just checking in for an update on the F350 order that is still out there with Ewald. Any update is appreciated. Also, I have approval for another truck for 2023. I'll write you soon with the details. I'd be seeking a current price and placing an order.

Thanks.

From: [Jeff Johnson](#)
To: [Daniel Stephany](#)
Subject: FW: F-350 chassis
Date: Wednesday, December 21, 2022 12:58:27 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Scanned from a Lexmark Multifunction Product12-21-2022-175639.pdf](#)

Dan, this truck was built yesterday. It is scheduled for delivery to the dealership in about 4 weeks. Is it in our price range based on not buying a replacement for #42?

From: Bob Berwick <bob@cascobayford.com>
Sent: Wednesday, December 21, 2022 12:54 PM
To: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: F-350 chassis

Hi Jeff,

Thank you for taking time to talk today, I have attached the window sticker for the truck I described.

Your cost is \$50,390.00 (reflects the gov price discount)

This must be sold to the Town to receive this pricing.

Please feel free to call or email with any questions.

My direct office number is 207-295-7238

My Cell number is 207-837-0628

Sincerely,

Bob Berwick
Commercial Sales Manager

E: bob@cascobayford.com
P: (207) 846-5577
F: (207) 846-0518
A: [1213 US Rt-1, Yarmouth, ME, 04096](#)



CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from

From: [Jeff Johnson](#)
To: [Daniel Stephany](#)
Subject: RE: utility box cost
Date: Thursday, December 22, 2022 12:44:35 PM

Dan, the total cost installed is \$14,140. A couple weeks ago we paid for the box \$8,828.00. Leaving a balance due of \$5,312.00 upon installation.

Jeff

From: Daniel Stephany <dstephany@ci.monona.wi.us>
Sent: Thursday, December 22, 2022 11:56 AM
To: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: utility box cost

Jeff, what is the cost of the utility box for the F350?

Dan

Daniel Stephany
Director of Public Works & Utilities
City of Monona
5211 Schluter Road
Monona, WI 53716
608-222-2525

Daniel Stephany

Subject: FW: F350 from Maine

From: Jeff Johnson <jjohnson@ci.monona.wi.us>
Sent: Tuesday, January 17, 2023 8:41 AM
To: Daniel Stephany <dstephany@ci.monona.wi.us>
Subject: RE: F350 from Maine

Dan, we received word from Ewald on December 19th that Ford had cancelled our order. I started a basic internet search using Car Gurus to search for an F350 chassis. From there I tried to narrow down the search parameters to fit our specs. I was finding some of the advertised trucks were longer wheel base which would not fit our already purchased service body. At this point I started sending emails and making calls to dealerships that showed inventory of what we needed. This is where the biggest challenge came. Many that showed stock online, did not in fact have it. After crossing off about two dozen dealerships I made contact with Casco Bay Ford. I was told by their commercial sale manager that they had a truck coming from Ford. This truck met all our necessary specs. They had just received news it was finished and shipping out to them. The price quoted was higher than our originally quoted price on our truck order, but in no way out of line of what they are going for with the extremely limited supply I was finding.

Jeff

From: Daniel Stephany <dstephany@ci.monona.wi.us>
Sent: Tuesday, January 17, 2023 8:08 AM
To: Jeff Johnson <jjohnson@ci.monona.wi.us>
Subject: F350 from Maine

Hi Jeff,

Can you reply back to this email with a brief summary of how you made your way to purchase the F350 chassis from a dealer in Maine? What you found available on line, number of vendors contacted, limited supply of this size chassis in the US, etc... I want to detail this information in my amendment.

Dan

Daniel Stephany
Director of Public Works & Utilities
City of Monona
5211 Schluter Road
Monona, WI 53716
608-222-2525

**CITY OF MONONA
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Chevrolet 3500 One-Ton Dump Truck Replacement
2. **Year Proposed:** 2023 **Rank:** 2
3. **Requested By:** Public Works Committee
4. **Prepared By:** Dan Stephany, Director of Public Works
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Staff is requesting funding to replace the 2003 Chevrolet one-ton dump truck.

This vehicle has a Point System Rating of 36, which qualifies for immediate replacement.

The replacement cab chassis would be purchased using the State of Wisconsin joint purchasing contract system. The dump body upfit would be purchased locally in Madison.

The DPW mechanic has completed the point rating evaluation and summary comments for this vehicle using the Monona approved vehicle and equipment replacement model.

Due to delays in the market we expect the truck to be delivered in ~~2024~~ 2023.

6. **Total Project Cost:** ~~\$55,000~~ \$63,550 (\$8,550 increase)

Chassis Estimate: \$ ~~35,000~~ \$46,794

Dump Body Est.: \$ ~~17,000~~ \$13,756

Added equipment: \$ 3,000 \$3,000 (includes registration/fees)



**Resolution No. 23-2-2610
Monona Common Council**

**AMENDING THE 2023 CAPITAL BUDGET
TO INCREASE FUNDING FOR DUMP TRUCK PURCHASE**

WHEREAS, the 2023 Capital Budget includes \$55,000 to fund the complete replacement of a 2003 Chevrolet 3500 dump truck; and,

WHEREAS, using available pricing listed in State of Wisconsin cooperative purchasing contract for 2023, the listed cab chassis cost was approximately \$35,000 for 2023; and,

WHEREAS, staff was informed on November 14, 2022 by the Procurement Specialist who manages the State contracts, as well as the vendors listed as holding the State contracts, that manufacturers have cut off orders for 2023 based on manufacturing and material issues and that State prices were no longer valid for the current contracts; and,

WHEREAS, Ewald Automotive provided an updated price quote in the amount of \$46,794 for a 2023 cab chassis with commitment from Ford that our order would have priority for being built, but still with no guarantees on production or price protection; and,

WHEREAS, if the City accepted the price quote, the order had to be placed by January 13, 2023 in order to maintain production priority; and,

WHEREAS, after discussion with the Interim City Administrator, staff provided a commitment to place the order for the purchase of a 2023 cab chassis; and,

WHEREAS, because of the increase in cost of the cab chassis, the total funding now needed to cover the entire cost of the dump truck purchase is \$63,550, an increase of \$8,550.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2023 Capital Budget is hereby amended to increase funding for the purchase of a replacement dump truck by \$8,550 for a total cost of \$63,550.

Adopted this day of February, 2023.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Alene Houser
City Clerk

Recommended By: Public Works Committee

Council Action:
Date Introduced:
Date Approved:

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. 23-2-2610
		Ordinance Amendment No. _____

Title:
 Capital Budget Amendment – 2003 Chevrolet 3500 Dump Truck Replacement

Policy Analysis Statement:

Brief Description Of Proposal:

Staff is seeking an amendment to the 2023 approved funding for the replacement of the 2003 Chevrolet Dump Truck. Capital Budget prices were based off existing State contract pricing in June of 2022. Later in 2022 State pricing and contracts were no longer valid. Manufacturers could not honor orders that were placed due to parts and material shortages and shipping delays. Some orders were eventually cancelled. Current pricing is based on what the Vendor submitted to the State for updated 2023 contracts. A funding increase of \$8,550 is requested to complete the purchase of this truck.

The City saved \$25,000 on the Dane County Broadway 2022 capital project. The savings from the project is currently in the Capital Fund Balance. Staff recommends using \$8,550 of fund balance

Current Policy Or Practice:

Impact Of Adopting Proposal:

Total funding of \$55,000 was approved for the replacement truck. An additional \$8,550 is requested. Overall funding total would be \$63,550.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No.				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57320	853	Chevrolet 3500 Dump Truck Replacement	\$55,000			\$63,550
400	49	49000	000	Capital Fund Balance	0	8,550		8,550

Prepared By:

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

Date: January 23, 2023
Date: January 25, 2023

CITY OF MONONA
CAPITAL IMPROVEMENTS REQUEST FORM
Budget Amendment 1/2023

1. **Project Name:** Atwood Avenue Reconstruction (Cottage Grove Road to City Limit)
2. **Year Proposed:** 2023
3. **Rank:** 2
4. **Requested By:** Public Works Committee
5. **Prepared By:** Dan Stephany, Director of Public Works
6. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Atwood reconstruction design started in early 2018, with Monona approving the design for the 665' portion of the project in February 2019. Construction was expected to start in 2021 but was delayed until 2023 due to a lack of federal funding approval by the MPO. Due to additional BIL funding, the MPO has approved the Atwood project for 2023 construction. The construction will likely occur in two phases, starting at Fair Oaks Rd. and moving SE toward Monona.

The City of Madison will be leading this project, which will be bid in December of 2022 with construction beginning in 2023. Approximately 1,000' of Atwood in Monona's jurisdiction will be reconstructed with this project, beginning at the north side of the East Side Club and proceeding south, ending at the construction limits of the Monona Drive reconstruction in 2013 (~675' from Monona Drive/Cottage Grove Rd. intersection). An additional 675' to Ferchland Place will receive new pavement markings.

Monona's portion will include sanitary sewer lining, replacement of storm sewer manholes, catch basins, and mains, minor replacement to sidewalks, as well as complete street reconstruction north of the Monona Drive phase 2 limits with replacement of existing concrete pavement with asphalt. New curb and gutter will be installed along with driveway aprons and terraces from the City's limits to the limits of Monona Drive. Phase 2. The project also includes installation of new LED streetlighting throughout the corridor.

This project will receive up to 60% federal funding and the remaining 40% is cost shared by local municipalities. The price below consists of the total cost and cost after federal grant funding.

7. **Total Project Cost:** ~~\$340,000~~ - **\$351,500**
(After Federal Funding – Updated, based on bids received)

Cost Breakdown:

~~\$56,000~~ – **Bid Cost- \$59,000** - Approximate sanitary sewer expense
~~\$47,000~~ – **Bid Cost - \$48,500** - Approximate storm sewer expense
~~\$199,000~~ – **Bid Cost - \$200,000** - Approximate street reconstruction expense
~~\$28,000~~ – **Bid Cost - \$36,000** - Approximate street lighting upgrades
~~\$10,000~~ – **Bid Cost - \$8,000** - Construction Observation and Administration Services

Approximate Total Cost (Before Federal Funding of 60% of Eligible Costs): \$651,000

**Resolution No. 23-2-2611
Monona Common Council**

**A RESOLUTION AMENDING THE 2023 CAPITAL BUDGET
FOR ATWOOD AVENUE IMPROVEMENTS**

WHEREAS, the City of Monona has committed to a cost share for reconstruction and improvements to the portion of Atwood Avenue that is within the City of Monona corporate limits, and the 2023 Capital Budget includes \$340,000 for this project; and,

WHEREAS, the Atwood Avenue Improvements project is being led by the City of Madison and the low bid was received by RG Huston on December 13, 2022; and,

WHEREAS, based on the low bid, Monona's allocation of the project bid cost is \$351,500 which exceeds the 2023 capital budget allocation for construction and associated contingency costs by \$11,500; and,

WHEREAS, the Public Works Committee discussed and considered the request for additional funding at the February 1, 2023 meeting and has recommended approval.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2023 Capital Budget is hereby amended to increase funding for the Atwood Avenue Improvements Project by \$11,500 for a project total of \$351,500.

Adopted this day of February, 2023.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Alene Houser
City Clerk

Recommended By: Public Works Committee

Council Action:

Date Introduced:

Date Approved:

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original <input type="checkbox"/> Update	Substitute No. _____ Resolution No. 23-2-2611 Ordinance Amendment No. _____
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Title:
Capital Budget Amendment Atwood Avenue Improvements

Policy Analysis Statement:

Brief Description Of Proposal:

The 2023 Capital Budget includes \$340,000 to fund the City of Monona’s portion of the Atwood Avenue reconstruction project. Based on bid results it is determined that an additional \$11,500 is needed to cover the City’s expense for this project. Here is a breakdown:

2022 Approved Budget	2023 Budget Amendment	2023 Budget Amendment Difference
Sanitary - \$56,000	Sanitary - \$59,000	\$3,000
Storm - \$47,000	Storm - \$48,500	\$1,500
Street Reconstruct - \$199,000	Street Reconstruct - \$200,000	\$1,000
Street Lights - \$28,000	Street Lights - \$36,000	\$12,000
O&A - \$10,000	O&A - \$8,000	(\$2,000)
TOTAL: \$340,000	TOTAL: \$351,500	TOTAL Difference: \$11,500

Staff is recommends using utility Funds balance for the Sanitary (\$3,000) and Storm (\$1,500) increase and capital fund balance for the general increase (\$11,000).

Current Policy Or Practice:

Impact Of Adopting Proposal:

The 2023 Capital Budget funding increases to \$351,500.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57330	817	Atwood Avenue Improvements	340,000		11,500	351,500
400	49	49000	000	Capital Fund Balance	0	11,500		11,500

Prepared By:

Department: Public Works Prepared By: Daniel Stephany, Dir Public Works Reviewed By: Marc Houtakker, Finance Director	Date: January 24, 2023 Date: January 25, 2023
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MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT:	Public Works & Utilities	MONTH OF:	January - 2023
Accomplishments:			
<ul style="list-style-type: none"> • The crew completed repairs to the salt shed back wall. A few wall studs had to be repaired due to the salt mounding the past twenty years. • The crew completed pothole patching for the month. • The crew completed repairs to the Winnequah Road lift station pumps. • The crew completed street sign replacements and repairs at locations throughout the City. • The crew completed annual maintenance to the trailer used for concrete work. • The crew is repainting the Monona sign that sits outside the DPW garage facility. • The crew completed Monona Drive tree trimming, and will continue to trim terrace trees throughout winter. • The crew completed stump grinding at various locations this month. • The crew completed work on a water service and main demonstration that will be used at National Night Out. • The crew completed commercial follow-ups on commercial services that need proper backflow protection. • The crew removed the holiday light decorations from Monna Drive. 			
Major Projects / Issues:			
<ul style="list-style-type: none"> • South Winnequah Road Project – reminder letters were sent to property owners for clearing snow from sidewalks. Utility contractors continue their work with undergrounding cables. Minor work continues at the retaining wall locations. • Lagoon Du Nord Bridge Replacement Project – staff has started working on the RFP for engineering services. Communication continues with WisDOT on final draft review. The RFP is expected to be posted the first week in February. • 2022 Sewer Main Lining Project – all lining has been completed. Service lateral connections will receive a grout lining this winter and spring, 2023. 			
In Progress / Routine Duties:			
<ul style="list-style-type: none"> • The utility crew assisted with meter changes and meter readings for the month. • The utility crew completed the daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month. • The crew cleaned floor drains at the shop, completed inventory of shop items, and completed shop maintenance for the month. • Project coordination continues with our city engineers. • The monthly DNR water pumpage report was completed and sent in per the requirements of the State. • The crew completed diggers hotline utility locates, and inspected private work in the street right of way. 			
Upcoming Objectives / Events:			
<ul style="list-style-type: none"> • Staff is preparing RFP's for various 2023 projects. In addition, staff is obtaining prices from engineers for other project work starting in 2023. 			
Personnel:			
<ul style="list-style-type: none"> • One of our utility staff members has decided to go back to college. He will work in a part time capacity through the month of August. The open full time position is currently advertised for receiving applications. 			