

## AGENDA

CITY COUNCIL  
MONONA PUBLIC LIBRARY MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, NOVEMBER 18, 2019  
7:00 P.M.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from November 4, 2019.
- D. Appearances.
- E. Public Hearing.
  - 1. To Receive Public Input Regarding the Proposed 2020 Operating Budget.
- F. Consent Agenda.
  - 1. Approval of Application for 2019/2020 Temporary Operator License:
    - a. Susan M. Carr, Monona Public Library
- G. Council Action Items.
  - 1. Unfinished Business.
    - a. Consideration of Resolution 19-11-2380 Adopting the 2020 Operating Budget and Establishing a Tax Levy (Mayor O'Connor).
    - b. Consideration of Ordinance 11-19-723 Adopting a Records Retention Schedule (City Clerk).
  - 2. New Business.
    - \* a. Consideration of Resolution 19-11-2385 Authorizing a Petition to the Office of the Commission of Railroads to Construct an At-Grade Bike Trail Crossing on South Towne Drive (Public Works Director).
    - \* b. Consideration of Resolution 19-11-2383 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: 2020 Capitol Area OWI Task Force (Police Chief).
    - \* c. Consideration of Resolution 19-11-2384 Approval of Participation in a Wisconsin Bureau of Transportation Safety Grant Titled: 2020 Dane Suburban Seat Belt Task Force (Police Chief).
- H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, and Department Managers.
  - 1. Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – [www.mymonona.com](http://www.mymonona.com).

I. Appointments.

1. Rebecca Bernstein, Second Alternate to the Zoning Board of Appeals (effective immediately–April 2022).

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 14, 2019 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES  
November 4, 2019

The regular meeting of the Monona City Council was called to order by Mayor O'Connor at 7:02 p.m.

Present: Mayor Mary K. O'Connor, Alderpersons Nancy Moore, Andrew Kitslaar, Doug Wood, Jennifer Kuhr, Kathy Thomas via telephone, and Molly Grupe

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Recreation Director Jake Anderson, Library Director Ryan Claringbole, Public Works Director Dan Stephany, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Alder Grupe notes a typographical error in the October 16, 2019 Committee of the Whole minutes. In the first paragraph, the figure \$149.00 should be \$149,000.

A motion by Alder Wood, seconded by Alder Grupe to approve the Minutes of the October 16, 2019 Committee of the Whole meeting as amended, was carried.

A motion by Alder Wood, seconded by Alder Moore to approve the Minutes of the October 21, 2019 City Council meeting, was carried.

A motion by Alder Kitslaar, seconded by Alder Moore to approve the Minutes of the October 23, 2019 Committee of the Whole meeting, was carried.

APPEARANCES and PUBLIC HEARING

There were no Appearances or Public Hearing.

CONSENT AGENDA

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

1. Approval of Application for 2019/2020 Operator License:
  - a. Donald D. Dean II, Ken's Meats & Deli
2. Approval of Renewal Application for 2019/2020 Operator License:
  - a. Alissa C. Fiscus, Immaculate Heart of Mary Church
3. Approval of Application for 2019/2021 Operator License:
  - a. Anthony R. Benner, Speedway – Monona Drive

UNFINISHED BUSINESS

Recreation Director Anderson reported he has received no further public input about the Riverfront park name since the last meeting. "Grand Crossing" was chosen unanimously by the Parks & Recreation Board. The sign style will be the same as other parks and include the words, "A City of Monona Park".

Alder Moore stated it should be known as “Grand Crossing Park” to be consistent with other City parks, shelters, and beaches which include those words in their names. This would be the only such facility not so named. There is extensive business signage at the location and it may not be clear that it’s a public park. Alder Grupe reported this was a comment made at the start of the naming process. Alder Wood stated this was discussed by the Parks & Recreation Board and Alder Kitslaar agreed the decision was made but there was not a strong preference either way. It is a more modern choice that fits in with the facilities in the area. It seems like people call it Grand Crossing Park anyway.

A motion by Alder Moore, seconded by Alder Grupe to amend “Grand Crossing” to “Grand Crossing Park” as the Name of the City Park at 6320 Inland Way, was carried.

Alder Moore pointed out the book title in the last “Whereas” section is incorrect and should be “Monona in the Making”. In addition, in the interest of sensitivity to Native Americans that information recorded by Caucasians is not always correct, she brings forth the following: A motion by Alder Moore, seconded by Alder Kuhr to amend the last “Whereas” section to, “...according to the book, “Monona in the Making”, the name Grand Crossing appears to be an historical reference used by Native Americans to describe that area of the Yahara River upon which the park is located.” Alder Wood reported that, according to the Dane County Place Names book he referenced, the term “grand crossing” was not used by Native Americans, but was a name given to a confluence of several Native American trails at that location and is probably of French origin. Alder Grupe proposed an amendment that the maker and second agreed upon.

A motion by Alder Moore, seconded by Alder Kuhr to amend the last “Whereas” section of Resolution 19-10-2377 as follows: “Whereas, the name Grand Crossing is an historical reference used to describe that area of the Yahara River as outlined in the book “Monona in the Making.”, was carried.

A motion by Alder Grupe, seconded by Alder Wood to approve Resolution 19-10-2377, as amended, Approving “Grand Crossing Park” as the Name of the City Park at 6320 Inland Way, was carried.

City Administrator Gadow reported there are no changes to the Assessor agreement since the last meeting. At that time the Finance & Personnel Committee met with an Accurate Appraisal, LLC representative who then stayed for the City Council meeting. Approved will be the full value program for the 4 years of the contract.

A motion by Alder Wood, seconded by Alder Moore to approve Resolution 19-10-2376 Approving a Proposal from Accurate Appraisal, LLC for Services Related to the Assessment of Properties. On a roll call vote, all members voted in favor of the motion.

## NEW BUSINESS

Review of amendments to Resolution 19-11-2380 Adopting the 2020 Operating Budget and Establishing a Tax Levy:

Amendment 20-01: To increase the 2020 Operating Budget by \$1,902 to increase a Public Works crew employee wage. Alder Kitslaar reported this reduces the 4-year plan to increase this employee’s wage, as discussed in Closed Session, to a 3-year plan. It is unknown what could happen in 4 years. Public Works Director Stephany expressed appreciation; this is a valuable employee and this brings him up to the proper level quicker.

Amendment 20-02: To decrease the 2020 Operating Budget by \$2,000 in Traffic Control Maintenance. Alder Kitslaar stated this will pay for the previous budget amendment. If insurance doesn't pay for light pole or traffic signal damage there is enough left in the account based upon history, or Fund Balance can be used.

Amendment 20-03: To increase the 2020 Operating Budget by \$1,784 to increase the Media Coordinator salary and increase Media Other Revenue by \$1,920 to include the School District share of recording School Board meetings. Alder Kuhr reported there was a miscalculation of the amount the School District is providing. The Media Coordinator will primarily be at the high school. These increases are as discussed by Director of Community Media Will Nimmow at the Committee of the Whole.

Members described additional amendments they plan to put forward. Alder Kuhr proposes an additional \$1,000 increase for the Library Youth Services Coordinator, paid for by reducing both Building and Equipment Maintenance budget lines by \$250 each and reducing Newsletter costs by \$500. Reducing the newsletter printing cost has been discussed, including reduced size and email distribution. Finance Director Houtakker will research those costs. Alder Wood stated he will propose some portion of the Fund Balance be used to pay off debt to get that account closer to the 20% policy threshold. Mayor O'Connor asks members to get amendments in as soon as possible so they can be included in the next meeting packet.

A motion by Alder Wood, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 19-11-2379 Requesting Exemption From County Library Tax, was carried.

Library Director Claringbole reported this is an annual requirement to recognize that the enough funds have been appropriated past an amount calculated on equalized values and the prior year's county tax rate so Monona won't be taxed by Dane County to help support the Dane County Library.

A motion by Alder Kitslaar, seconded by Alder Moore to approve Resolution 19-11-2379 Requesting Exemption From County Library Tax, was carried.

A motion by Alder Grupe, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 19-11-2378 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers Under Section 66.0703, Wisconsin Statutes for Street Improvements to McKenna Road, was carried.

Public Works Director Stephany described the work planned and the assessment district. The assessable portion is the curb and gutter and road width. The total assessed won't exceed 60% of the City's cost, and can be paid in installments over 8 years. This will be determined at a public hearing and is contingent upon Public Works Committee approval. Alder Moore stated there was discussion about extending work all the way to the school. Public Works Director Stephany responded it was extended but not on Maywood Road; that is out of the scope of work. Sidewalk on Greenway Road won't be assessed.

A motion by Alder Kuhr, seconded by Alder Grupe to approve Resolution 19-11-2378 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers Under Section 66.0703, Wisconsin Statutes for Street Improvements to McKenna Road, was carried.

A motion by Alder Grupe, seconded by Alder Moore to suspend the rules and take action on Resolution 19-11-2381 Purchase Approval for the Replacement of Self-Contained-Breathing Apparatus (SCBA) Bottles, was carried.

Fire Chief Sullivan reported this will replace the bottles carried on Firefighter's backs. The bottle's lifespan is 15 years; the current stock has exceeded this and need immediate replacement. He held off on replacement because he applied for a grant. The grant wasn't awarded; there were more applications than funds available. City Administrator Gadow reported there is funding in the Capital Budget by reducing the HVAC Repairs account and increasing borrowing in 2020.

A motion by Alder Grupe, seconded by Alder Moore to approve Resolution 19-11-2381 Purchase Approval for the Replacement of Self-Contained-Breathing Apparatus (SCBA) Bottles. On a roll call vote, all members voted in favor of the motion.

A motion by Alder Grupe, seconded by Alder Moore to suspend the rules and take action on Resolution 19-11-2382 Amending the 2019 and 2020 Capital Budgets for the Purchase of Self-Contained Breathing Apparatus (SCBA) Bottles, was carried.

Fire Chief Sullivan reported this action will fund the previous Resolution.

A motion by Alder Grupe, seconded by Alder Moore to approve Resolution 19-11-2382 Amending the 2019 and 2020 Capital Budgets for the Purchase of Self-Contained Breathing Apparatus (SCBA) Bottles, was carried.

City Clerk Andrusz provided information on Ordinance 11-19-723 Adopting a Records Retention Schedule. The City is required to adopt, in full, a Records Retention and Destruction Schedule as approved by the Wisconsin Public Records Board. The Board approved the Wisconsin Municipal Records Schedule in August, 2018, updated from the 1980 version. Because the Schedule lists specific records and destroy dates, redundancies in the Ordinance were eliminated.

## REPORTS

Alder Kitslaar reported the Tourism Commission met 2 weeks ago and awarded almost \$45,000 to various organizations with the goal of increasing hotel room stays in the City. Contracts for projects will be received soon.

Mayor O'Connor reported she was notified by developer Steve Doran that The Commons will receive a Gold Award from the Associated Builders and Contractors of Wisconsin for Projects of Distinction and Excellence in Construction in a February ceremony, and extends her congratulations. She thanks those who attended the Education Foundation event for their support.

## APPOINTMENTS

A motion by Alder Grupe, seconded by Alder Kitslaar to approve Kristie Schilling to the Transit Commission (effective immediately – April 2020), was carried.

## ADJOURNMENT

A motion by Alder Grupe, seconded by Alder Kitslaar, to adjourn was carried. (7:41 p.m.)

Joan Andrusz  
City Clerk

**Resolution 19-11-2380  
Monona Common Council**

**A RESOLUTION ADOPTING THE 2020 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 2020 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 a public hearing on the 2020 Budget, as required, on November 18, 2019; and,

**WHEREAS**, the 2020 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 2020 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 2020 Budget is \$\_\_\_\_\_, and the tax rate to be established at \$\_\_\_\_\_ per thousand dollars of assessed property value.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

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

Council Action:

Date Introduced: 11-4-19

Public Hearing: 11-18-19

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

City of Monona  
Changes to 2020 Operating Budget Amendment On Property Taxes

Operating	Amount Added to Tax Levy
	<u>8,217,589</u>
20-01	1,902
20-02	(2,000)
20-03	-
20-04	-
	<u><u>8,217,491</u></u>

# 2020 OPERATING BUDGET AMENDMENT

## No. 20-01

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET	DEBIT	CREDIT	AMENDED
FUND	CC	Acct#	Obj		PRIOR TO			
100	53	53300	110	Street Salaries	\$ 31,759	\$ 1,664	\$ -	\$ 33,423
100	53	53300	130	Street FICA	11,288	126	-	11,414
100	53	53300	131	Street WRS	9,960	112	-	10,072
100	41	41110	000	Property Tax	3,086,074	-	1,902	3,087,976
603	53	53440	110	Storm Salaries	136,841	416	-	137,257
603	53	53440	130	Storm FICA	11,321	32	-	11,353
603	53	53440	131	Storm WRS	9,983	28	-	9,983
Total Amendment						<u>\$ 2,378</u>	<u>\$ 1,902</u>	

Description                      To increase a public works crew employee wage from \$23.75 to 24.75. 80% of the salary is allocated to general fund and 20% to stormwater.

The funding source is budget amendment 20-02

	General	Storm	Total
Salary	1,664	416	2,080
FICA	126	32	158
WRS	112	28	140
Total	<u>1,902</u>	<u>476</u>	<u>2,378</u>

Sponsored by:                      Alders Kitslaar and Kuhr

# 2020 OPERATING BUDGET AMENDMENT

## No. 20-02

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	DEBIT	CREDIT	AMENDED BUDGET
FUND	CC	Acct#	Obj					
100	53	53420	233	Traffic Control Maint	\$ 15,500	\$ -	\$ 2,000	\$ 13,500
100	41	41110	000	Property Tax	3,086,074	2,000	-	3,084,074
Total Amendment						<u>\$ -</u>	<u>\$ 2,000</u>	

Description                      To reduce the traffic control maintenance by \$2,000 to account for the salary increase amendment. My belief is that if a large number of light poles go down for one reason or another, we can take it out of fund balance (and that it's an appropriate use of the city's fund balance). Even with the decrease, our funding of this line item is still above the four-year average.

Sponsored by:                      Alders Kitslaar and Kuhr

# 2020 OPERATING BUDGET AMENDMENT

## No. 20-03

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	DEBIT	CREDIT	AMENDED BUDGET
FUND	CC	Acct#	Obj					
203	55	55370	110	Media Wages	\$ 76,961	\$ 1,560	\$ -	\$ 78,521
203	55	55370	130	FICA	6,806	119	-	6,925
203	55	55370	131	WRS	5,156	105	-	5,261
203	46	46700	000	Other Revenue	58,703	-	1,920	60,623
Total Amendment					<u>\$ 1,784</u>	<u>\$ 1,920</u>		

Description                    To increase the Media Coordinator position from \$17.50 to \$18.25 per hour and to increase the other revenues by \$1,920 for the school share of recording school board meeting per the City/School Partnership board meetings. This was initially missed in the budget.

Sponsored by:                    Alder Kuhr

# 2020 OPERATING BUDGET AMENDMENT

## No. 20-04

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET	DEBIT	CREDIT	AMENDED
FUND	CC	Acct#	Obj		PRIOR TO			
202	55	55110	110	Library Salaries	367,012	1,000	-	368,012
202	55	55110	130	Library FICA	36,553	77	-	36,630
202	55	55110	131	Library WRS	24,773	68	-	24,841
202	55	55110	350	Library Equip Maint	10,250	-	395	9,855
202	55	55110	351	Library Building Maint	10,250	-	250	10,000
100	51	51410	393	Sustainability Initiatives	6,500	-	500	6,000
Total Amendment						<u>\$ 1,145</u>	<u>\$ 1,145</u>	

Description                      To increase the Youth Services Coordinator salary by \$1,000. The total increase with FICA and retirement is \$1,145.

To fund the amendment by reducing \$395 from Library Equipment Maintenance, \$250 from Library Building Maintenance, and \$500 from MadiSUN marketing (not needed now in 2020.)

Salary	1,000
FICA	77
WRS	68
Total	<u><u>1,145</u></u>

Sponsored by:                      Alder Kuhr

**Ordinance No. 11-19-723**  
**Monona Common Council**

**AN ORDINANCE ADOPTING A RECORDS RETENTION SCHEDULE**

**WHEREAS**, the Common Council finds it to be in the public interest to ensure city records are retained in accordance with legal standards.

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

**SECTION 1.** Section 128-7 of the Code of Ordinances is hereby repealed and replaced as follows:

**Section 128-7. Retention and Destruction of Records.**

A. Adoption of Record Retention Schedule. The City of Monona, in accordance with Wis. Stat. §§ 19.21(4)(b) and 16.61(3)(e), hereby adopts, by reference, the following record retention schedule:

- (1) Wisconsin Municipal Records Schedule approved by the State of Wisconsin Public Records Board on August 27, 2018.

A copy of the record retention schedule listed above shall be kept on file in the City Clerk's office located at 5211 Schluter Road, Monona, WI 53716 and made available for public viewing during normal office hours.

- B. Other Records. In the event the City creates a record not contemplated by the record retention schedule listed in subsection A, the City may, subject to prior approval of the Wisconsin State Public Records Board, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- C. Repeal. All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the records retention schedule listed in subsection A are hereby repealed. Any approved City retention schedule, or portion thereof, for any record not contemplated by the records retention schedule listed in subsection A shall remain in full force and effect.
- D. Destruction of Records. City officers may destroy records of which they are the legal custodians and which are considered obsolete, but not until the applicable period of time under the record retention schedule listed in subsection A has elapsed. Notwithstanding the prior sentence, record custodians may not destroy any record where any contract, grant, funding conditions, state or federal statute require that such records be maintained for a longer period of time. Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any records as provided by Wis. Stats. § 19.21(4)(a).
- E. Electronic Formatting or Other Reproduction of Records. Any City officer, may retain and preserve public records in his/her possession by means of microfilm, or another reproduction method, optical imaging or electronic formatting. Such records shall meet the standards for reproduction set forth in the Wisconsin Statutes and Administrative Code. Such records shall be considered original records for all purposes. Such records shall be preserved along with other files of the City and shall be open to public inspection and copying according to the provisions of Wisconsin law and section 128-4. This ordinance does not require that past copies of a record be converted to the new format(s). However, when the decision is made to convert old records to the new format, the original hardcopy of any document or record which has been converted to the new format may be destroyed once the disposition for that records classification has been approved by the Wisconsin State Public Records Board.

**SECTION 2.** Section 128-8 of the Code of Ordinances is hereby repealed and superseded by section 128-7.E.

**SECTION 3.** All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the records retention schedule listed in section 1 of this ordinance are hereby repealed. Any approved retention schedule, or portion thereof, for any record not contemplated by the records retention schedule listed in section 1 of this ordinance shall remain in full force and effect.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

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

Requested By: Joan Andrusz, City Clerk – 10/22/19  
Drafted By: William S. Cole, City Attorney – 10/22/19  
Approved As To Form By: William S. Cole, City Attorney – 10/22/19

Council Action:

Date Introduced: 11-4-19  
Date Approved: \_\_\_\_\_  
Date Disapproved: \_\_\_\_\_

**PREVIOUS VERSION**  
**This version will be replaced in its entirety.**

**§ 128-7 Destruction of records.**

- A. City officers may destroy the following nonutility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such shorter period:
- (1) Bank statements, deposit books, slips and stubs.
  - (2) Bonds and coupons after maturity.
  - (3) Canceled checks, duplicates and check stubs.
  - (4) License and permit applications, stubs and duplicates.
  - (5) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
  - (6) Receipt forms.
  - (7) Special assessment records.
  - (8) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.  
*{1} Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- B. City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to State Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed not less than two years after payment or receipt of the sum involved or the effective date of said record.
- (1) Contracts and papers relating thereto.
  - (2) Excavation permits.
  - (3) Inspection records.  
*{2} Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- C. City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period:
- (1) Contracts and papers relating thereto.
  - (2) Correspondence and communications.
  - (3) Financial reports other than annual financial reports.
  - (4) Justice dockets.
  - (5) Oaths of office.
  - (6) Reports of boards, commissions, committees and officials duplicated in the Common Council proceedings.
  - (7) Election notices and proofs of publication.
  - (8) Canceled voter registration cards.
  - (9) Official bonds.
  - (10) Police records other than investigative records.
  - (11) Resolutions and petitions, providing the text of the same appears in the official City minutes.

- D. Notwithstanding the above provisions appearing in this section, it is intended hereby that election materials may be destroyed according to lesser time schedules as made and provided in § 7.23, Wis. Stats.
- E. Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided by § 19.21(4)(a), Wis. Stats.
- F. Any tape recordings of a governmental meeting of the City may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

**§ 128-8 Preservation through microfilm.**

Any City officer or the director of any department or division of City government may, subject to the approval of the City Clerk, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in § 16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of §§ **128-4** through **128-6** of this chapter.

**Resolution No. 19-11-2385  
Monona Common Council**

**AUTHORIZING A PETITION TO THE OFFICE OF THE COMMISSION OF  
RAILROADS TO CONSTRUCT AN AT-GRADE BIKE TRAIL CROSSING  
ON SOUTH TOWNE DRIVE**

**WHEREAS**, existing City of Monona sidewalk needs a connection to The Capital City Bike Trail by crossing tracks of the Railroad at-grade in the City of Monona, Dane County; and,

**WHEREAS**, Section 195.285 Wisconsin State Statutes authorizes the Office of the Commissioner of Railroads to determine whether it would be in the public interest to construct such at-grade crossing; and,

**WHEREAS**, the crossing would be in the public interest, particularly to connect the existing pedestrian and bike trails and allow a safe crossing without entering the adjacent busy roadway.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby directs the Director of Public Works to take all necessary steps to petition the Office of the Commissioner of Railroads to construct the at-grade crossing of the pedestrian and bike trail with the Railroad tracks in the City of Monona, Dane County.

**BE IT FURTHER RESOLVED** that the Director of Public Works shall provide a copy of this Resolution and petition to the Railroad, and any other interested party.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

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

Requested by: Daniel Stephany, Director of Public Works

Council Action:

Date Introduced: 11-18-19

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

**SUBSTITUTE Resolution No. 19-11-2385  
Monona Common Council**

**AUTHORIZING A PETITION TO THE OFFICE OF THE COMMISSIONER OF  
RAILROADS FOR THE ALTERATION OF THE AT-GRADE CROSSING OF THE  
WISCONSIN & SOUTHERN RAILROAD LLC WITH SOUTH TOWNE DRIVE IN THE  
CITY OF MONONA, DANE COUNTY WISCONSIN**

**WHEREAS**, the City of Monona proposes to alter the existing crossing of the tracks of the Wisconsin & Southern Railroad LLC (WSOR) at-grade with South Towne Drive (crossing no. 391 709V / Milepost 136.00), a public street; and,

**WHEREAS**, a sidewalk along the east side of South Towne Drive currently terminates approximately 75 feet north of the WSOR tracks; and,

**WHEREAS**, the Capital City Trail, a multiuse state trail, is located about 100 feet south of the tracks; and,

**WHEREAS**, the City of Monona proposes to construct a crossing extending south from its current terminus, crossing the WSOR tracks within the existing road right of way and connecting with the Capital City Trail; and,

**WHEREAS**, the alteration of the crossing is necessary to promote public safety and convenience; and,

**WHEREAS**, Section 86.13 Wisconsin Statutes authorizes the Office of the Commissioner of Railroads to order the railroad to improve its crossing when a municipality proposes to improve its roadway; and,

**WHEREAS**, Sections 195.28 and 195.29 Wisconsin Statutes authorizes the Office of the Commissioner of Railroads to determine whether the alteration of the crossing is necessary to promote public safety and convenience, to determine the necessary warning devices for the altered crossing, and to apportion all costs for the alteration of the crossing, and,

**WHEREAS**, the City of Monona proposes to pay all costs necessary to safely alter the crossing.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby directs the City staff to take all necessary steps to petition the Office of the Commissioner of Railroads for an investigation and order to approve the alteration of the crossing, to determine the necessary warning devices, and to apportion the costs for the alteration the crossing of South Towne Drive with the tracks of the Wisconsin & Southern Railroad LLC in the City of Monona, Dane County.

**BE IT FURTHER RESOLVED** that the City staff shall comply with Chapter 195, Wisconsin Statutes and RR 1.025, Wisconsin Administrative Code in the filing of the petition.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

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

Requested by: Daniel Stephany, Director of Public Works

Council Action:

Date Introduced: 11-18-19

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

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

**Resolution No. 19-11-2383  
Monona Common Council**

**APPROVAL OF PARTICIPATION IN A WISCONSIN  
BUREAU OF TRANSPORTATION SAFETY GRANT TITLED:  
2020 CAPITOL AREA OWI TASK FORCE**

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

**WHEREAS**, in Wisconsin during 2018, alcohol was listed as a contributing factor in 4.3% of all crashes. In addition, 27.3% of all fatal vehicle crashes in 2018 were alcohol-related, resulting in 159 deaths. Alcohol-impaired driving is associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include speeding, and failure to wear seat belts; and,

**WHEREAS**, the project grant titled “**2020 Capitol Area OWI Task Force**” has been offered to the City of Monona, in partnership with area Dane County police departments; and,

**WHEREAS**, the Wisconsin Bureau of Transportation Safety will provide the City of Monona up to \$10,000 for overtime wages in a traffic grant designed to decrease the severity of crash injuries due to impaired driving within the City of Monona; and,

**WHEREAS**, this is a cost-sharing grant; the City of Monona responsible for matching benefit expenses estimated at \$2,500.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department is hereby authorized to participate in the Wisconsin Bureau of Transportation Safety project “2020 Capitol Area OWI Task Force,” designated to deter impaired driving and decrease the severity of crash injuries due to impaired driving within the City of Monona. By participating in this project, the City of Monona is eligible for reimbursement up to \$10,000 in grant funds and is responsible for benefit costs estimated at \$2,500.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O’Connor  
Mayor

ATTEST:

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

Requested By: Police Chief Walter Ostrenga

Council Action:

Date Introduced: 11-18-19

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

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

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>19-11-2383</u>
		Ordinance Amendment No. _____

**Title: 2020 Capitol Area OWI Task Force**

**Policy Analysis Statement:**

**Brief Description Of Proposal:** The Wisconsin Bureau of Transportation Safety (WIBOTS) has offered a grant to the City of Monona. The grant, titled: **2020 Capitol Area OWI Task Force**, runs from November 20, 2019 through September 30, 2020 and is in conjunction with several area wide enforcement dates, in partnership with our grant partner communities of: Cottage Grove, Deforest, McFarland, Oregon, Stoughton, Town of Madison, and Verona.

The primary objective of the grant is to discourage and decrease incidents of impaired driving within the City of Monona.

This is a multi-agency traffic grant working High Visibility Enforcement (HVE), which yields the benefits of public awareness and education to the problem of injuries and deaths related to OWI and drugged driving.

Up to \$10,000 was allocated to the City of Monona. The \$10,000 in grant funds will be for overtime and fringe benefits wages. Our cost sharing of 25% is \$2,500.00 and can be covered by on-duty personnel assigned to traffic efforts. \$10,000 yields approximately six 4-hour deployments each month of the grant.

No budget amendment needed. The city budgets for grants in the 2020 budget.

**Current Policy Or Practice:**

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

**Impact Of Adopting Proposal:**

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

**Fiscal Estimate:**

<p><b>Fiscal Effect (check/circle all that apply)</b></p> <input type="checkbox"/> No fiscal effect <input type="checkbox"/> Creates new expenditure account <input type="checkbox"/> Creates new revenue account <input type="checkbox"/> Increases expenditures <input checked="" type="checkbox"/> Increases revenues <b>through fines collected</b> <input checked="" type="checkbox"/> <b>Increases</b> /decreases fund balance <u>2020 Operational Fund</u>	<p><b>Budget Effect:</b></p> <input type="checkbox"/> Expenditure authorized in budget <input type="checkbox"/> No change to budget required <input checked="" type="checkbox"/> Expenditure not authorized in budget <input type="checkbox"/> Budget amendment required
	<p><b>Vote Required:</b></p> <input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-Thirds

**Narrative/assumptions About Long Range Fiscal Effect:**

This is a matching grant. Costs associated with employee's wages and benefits at 25% of the grant total are required to be paid by the participating agency. Estimated costs for the City would be approximately \$2,500.

**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					
				<b>Totals</b>				

**Prepared By:**

<p><b>Department:</b> POLICE  <b>Prepared By:</b> Chief Walter J. Ostrenga  <b>Reviewed By:</b> Marc Houtakker</p>	<p><b>Date:</b> 11/18/19  <b>Date:</b> 11/18/19</p>
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**Resolution No. 19-11-2384  
Monona Common Council**

**APPROVAL OF PARTICIPATION IN A WISCONSIN  
BUREAU OF TRANSPORTATION SAFETY GRANT TITLED:  
2020 DANE SUBURBAN SEAT BELT TASK FORCE**

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

**WHEREAS**, in 2018, 36.7% of persons killed and 21.7% of persons sustaining incapacitating injuries in Wisconsin crashes were NOT wearing seat belts. Statewide seat belt use was 89.3% in 2018; however, Wisconsin seat belt use still remains about three tenths of one percent lower than the national average; and,

**WHEREAS**, the project grant titled “2020 Dane Suburban Seat Belt Task Force” has been offered to the City of Monona, in partnership with area Dane County police departments; and,

**WHEREAS**, the Wisconsin Bureau of Transportation Safety will provide the City of Monona up to \$16,000 for overtime wages in a traffic grant designed to increase safety belt usage and decrease the severity of crash injuries due to a lack of safety belt use within the City of Monona; and,

**WHEREAS**, this is a cost-sharing grant with the City of Monona responsible for matching benefit expenses estimated at \$4,000.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Police Department is authorized to participate in the Wisconsin Bureau of Transportation Safety project “2020 Dane Suburban Seat Belt Task Force,” designated to increase safety belt usage and decrease the severity of crash injuries due to a lack of safety belt use within the City of Monona. By participating in this project, the City of Monona is eligible for reimbursement up to \$16,000 in grant funds and is responsible for benefit costs estimated at \$4,000.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O’Connor  
Mayor

ATTEST:

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

Requested By: Police Chief Walter Ostrenga

Council Action:

Date Introduced: 11-18-19

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

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

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>19-11-2384</u>
		Ordinance Amendment No. _____

**Title: 2020 Dane Suburban Seatbelt Task Force**

**Policy Analysis Statement:**

**Brief Description Of Proposal:** The Wisconsin Bureau of Transportation Safety (WIBOTS) has offered a grant to the City of Monona. The grant, titled: **2020 Dane Suburban Seatbelt Task Force**, runs from November 20, 2019 through September 30, 2020 and is in conjunction with several area wide enforcement dates, in partnership with Dane County police departments in: Belleville, Blue Mounds, Brooklyn, Cottage Grove, Deforest, Fitchburg, Marshall, McFarland, Middleton, Monona, Oregon, Shorewood Hills, Stoughton, Town of Madison, and Verona.

The primary objective of the grant is increase safety belt usage, and decrease the severity of crash injuries due to a lack of safety belt use within the City of Monona.

This is a multi-agency traffic grant working High Visibility Enforcement (HVE), which yields the benefits of public awareness and education to the problem of injuries and deaths related to the lack of restraint use.

Up to \$16,000.00 was allocated to the City of Monona. The \$16,000 in grant funds will be for overtime and fringe benefits wages. Our cost sharing of 25% is \$4,000 and can be covered by on-duty personnel assigned to traffic efforts. \$16,000 yields approximately eight, 4-hour deployments each month of the grant.

No budget amendment needed. The city budgets for the grants in the budget.

**Current Policy Or Practice:**

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

**Impact Of Adopting Proposal:**

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

**Fiscal Estimate:**

**Fiscal Effect (check/circle all that apply)**

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues **through fines collected**
- Increases/decreases** fund balance 2020 Operational 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:**

This is a matching grant. Costs associated with employee's wages and benefits at 25% of the grant total are required to be paid by the participating agency. Estimated costs for the City would be approximately \$4,000.

**Expenditure/Revenue Changes:**

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
				<b>Totals</b>				

**Prepared By:**

Department: POLICE  
Prepared By: Chief Walter J. Ostrenga  
Reviewed By: Marc Houtakker

Date: 11/18/19  
Date: 11/18/19

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

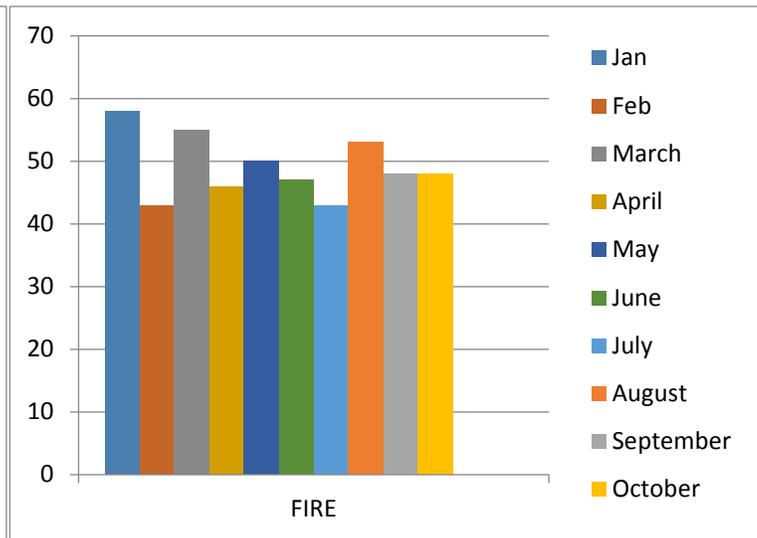
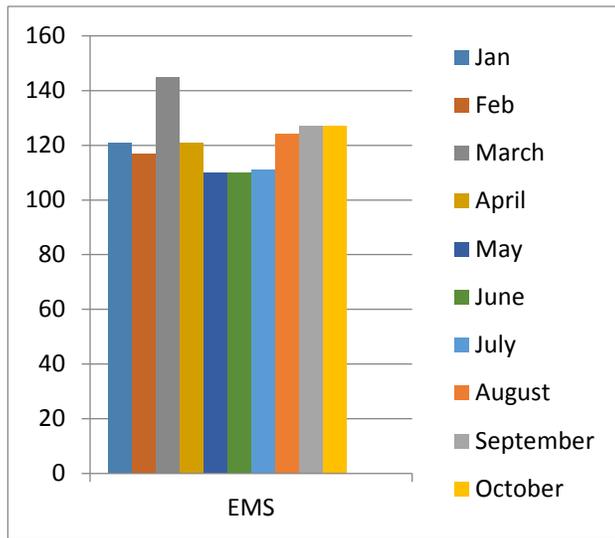


**DEPARTMENT:** Fire/EMS

**MONTH OF:** Oct 2019

## Calls for Service:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>EMS</b>	121	117	145	121	110	110	111	124	127	127			
<b>FIRE</b>	58	43	55	46	50	47	43	53	48	48			
<b>Average turnout/incident</b>	5.52	4.86	5.40	5.70	5.48	5.72	4.58	4.72	5.52	5.46			



Call Volume: Month YTD 2018YTD  
 EMS 127 1212 1111  
 Fire 48 490 451  
 EMS Mutual-aid received 7  
 EMS Mutual-aid given 7  
 Fire Mutual-aid received 1  
 Fire mutual-aid given 2

**Major Incidents:**

- 10/5 Crews responded into Cottage Grove Mutual-aid for a structure fire, crews assisted with extinguishment of the fire.
- 10/7 Crews responded for a motor vehicle accident with injuries at Monona Dr. and Frost Woods, 2 patients were transported for evaluation.
- 10/16 Crews responded to Taco Bell for a possible structure fire, crews found food packaging materials on fire in the kitchen and were able to extinguish it with a water fire extinguisher.
- 10/18 Crews responded for a motor vehicle accident with injuries at E. Broadway and Roselawn.

## Major Projects / Issues:

Captain Bob Miller has been promoted to the position of Assistant Chief, Bob started his career with the Monona Fire Department in Sept of 198 as a firefighter and Emergency Medical Technician. Bob has rose through the ranks of the department and is an excellent choice to help lead the department.

FF Andre Fisher has retired from the department after 10 years of dedicated service as a paid-on-call firefighter.

Occupancy, alarm and suppression system inspections continue throughout the city but we are particularly busy at the Riverfront development.

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL



## In Progress / Routine Duties:

Annual pump testing and hose testing has wrapped up for the year, crews continue to complete their annual and bi-annual fire inspections. During October we try to train outside as much as possible while the weather is still nice, winter months tend to have more classroom training.

## Upcoming Objectives / Events / Pub-Ed:

**OBJECTIVES:** The Capital budget was approved by the City Council and the Operating budget has been presented to both the Mayor and City Council.

**EVENTS:** The annual FD open house was moved to the first Tuesday night of October to see if we could draw in a larger crowd, attendance at this year's event seemed to increase compared to past years. The committee will continue to work on ways to attract more families to the event and have decided to keep the open house on the first Tuesday in October.

**PUBLIC EDUCATION:** Crews provided over 20 public education talks and demonstrations throughout the city including schools, daycares, parks, senior living facilities and businesses. While October is our busiest month for public education crews provide these vital sessions throughout the year.

## Personnel:

### Staffing levels:

Career- 1 Chief, 9 FF/Paramedics  
Paid-on-call/volunteer – 32 fire/ems  
LTE – 1

POP: Oct 57 shifts

	Budgeted	YTD
Paid on call	\$50,000	\$36,225
POP	\$17,000	\$28,625
EMS Stipend	\$ 1,500	\$1,725

## Incident Type Report (Summary) w/o Loss

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>		
111 - Building fire	1	2.08%
113 - Cooking fire, confined to container	1	2.08%
	<b>Total: 2</b>	<b>Total: 4.17%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>		
300 - Rescue, EMS incident, other	1	2.08%
311 - Medical assist, assist EMS crew	13	27.08%
320 - Emergency medical service, other	2	4.17%
322 - Motor vehicle accident with injuries	3	6.25%
324 - Motor vehicle accident with no injuries.	1	2.08%
	<b>Total: 20</b>	<b>Total: 41.67%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>		
412 - Gas leak (natural gas or LPG)	3	6.25%
440 - Electrical wiring/equipment problem, other	1	2.08%
	<b>Total: 4</b>	<b>Total: 8.33%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>		
555 - Defective elevator, no occupants	1	2.08%
	<b>Total: 1</b>	<b>Total: 2.08%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>		
600 - Good intent call, other	1	2.08%
611 - Dispatched and cancelled en route	1	2.08%
	<b>Total: 2</b>	<b>Total: 4.17%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>		
700 - False alarm or false call, other	10	20.83%
730 - System malfunction, other	1	2.08%
740 - Unintentional transmission of alarm, other	1	2.08%
743 - Smoke detector activation, no fire - unintentional	1	2.08%
745 - Alarm system activation, no fire - unintentional	6	12.50%
	<b>Total: 19</b>	<b>Total: 39.58%</b>
	<b>Total: 48</b>	<b>Total: 100.00%</b>

# MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

**DEPARTMENT:** Planning, Zoning, Economic Development

**MONTH OF:** October 2019

## Accomplishments:

- **Plan Commission:** Both Plan Commission meetings in October were cancelled as there were no agenda items. City Planner Plowman and Planning and Sustainability Intern Guerrero have updated the Zoning Permit application form. This has numerous functionality improvements, as well as clearer submission requirements for the applicant. The form also includes acknowledgment and permission for Plan Commission members and City Staff to access the property before the meeting to conduct a site visit (when necessary). The Commission is expected to meet in November to review at least one Zoning Permit application.
- **Landmarks Commission:** The Commission voted unanimously to apply for the maximum grant funding from the Wisconsin Historical Society to begin to implement the recommendations of the Intensive Survey. This will focus on individually eligible properties that could be added to the National Register. The potential Historic District in Frost Woods will not be pursued at this time. Plans for improvements to Stone Bridge Park will be discussed by the Commission at their November meeting, specifically focusing on how the Springhaven Pagoda is integrated into the design. It is likely that a future meeting between the Landmarks Commission and the Parks and Recreation Board will be scheduled to continue the discussion. Planner Plowman met with representatives from the Historic Blooming Grove Historical Society and toured the Historic Dean House on Monona Drive.
- **Community Development Authority: (1) Riverfront:** Plans are progressing for the final phase, with the expectation that they will present to both the CDA and Plan Commission before the end of 2019. Discussions continue regarding both public and private parking across the site, and how this phase will address this. **(2) Renew Monona:** A second application for Renew Monona funding was received and is expected to be on the November agenda for review.
- **Zoning Board of Appeals:** There was not a ZBA meeting held in October as no applications were received. The Variance application form has been updated and uploaded to the City website. Improvements include visual consistency with other similar City forms, PDF compatibility, as well as the same site visit acknowledgment present in the Zoning Permit application. It also includes a redesigned required document checklist to help alleviate the problem of incomplete applications.
- **Planning Department:** The new fence permit application form is complete and ready for use. This new form will replace a standard building permit application, and requests greater detail to inform administrative approvals. City Planner Plowman also completed two zoning verification requests and a certificate of nonconformity.

## Routine Tasks

- All tasks related to Riverfront Project; Regular minutes and agendas for committee meetings (Plan, Landmarks, ZBA); Reviewing recently completed projects for occupancy permits and zoning code compliance; Responding to citizen enquiries regarding the zoning code, signage and potential development projects.

## Upcoming Objectives / Events / Other:

- Attended both the APA Upper Midwest Planning Conference and the Dane County Annual Housing Summit.
- Participated in the Missing Middle Housing Webinar hosted by the Design Coalition.
- Finalizing the Wisconsin State Historical Society grant application – Deadline November 8<sup>th</sup>