

AGENDA

CITY COUNCIL
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, FEBRUARY 17, 2020
7:00 P.M.

- A. Call to Order.
- B. Roll Call and Pledge of Allegiance.
- C. Approval of Minutes from February 3, 2020.
- D. Appearances.
- E. Public Hearing. (None)
- F. Consent Agenda.
 - 1. Approval of Application for 2019/2020 Operator License:
 - a. Demitria J. Robb, Speedway – Monona Drive
- G. Council Action Items.
 - 1. Unfinished Business.
 - a. Consideration of Ordinance 2-20-725 Amending Chapter 296 of the Code of Ordinances Relating to Massage and Bodywork Therapy (Police Chief).
 - b. Consideration of Ordinance 2-20-727 Authorizing Meeting Attendance by Audio Visual Technology (City Attorney/City Administrator).
 - 2. New Business.
 - * a. Consideration of Resolution 20-2-2392 Authorizing the Issuance and Sale of \$5,490,000 General Obligation Promissory Notes, Series 2020A (Finance Director).
 - b. Consideration of Resolution 20-2-2393 Adopting a Policy to Provide a Paid Family Care Leave Benefit for City Employees (Finance and Personnel Committee).
 - c. Consideration of Ordinance 2-20-726 Amending Section 395 of the Code of Ordinances Relating to Neighborhood Block Parties; And Creating a Penalty (City Administrator).
- 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.

*Request for immediate action

I. Appointments.

1. Steve Andrusz – Election Inspector, effective January 1, 2020–December 31, 2021.

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 February 14, 2020 on the City Hall, Library, and Community Center bulletin boards and on the City of Monona's website mymonona.com.

MONONA CITY COUNCIL MINUTES
February 3, 2020

The regular meeting of the Monona City Council was called to order by Mayor O'Connor at 7:00 p.m.

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

Also Present: City Administrator Bryan Gadow, City Attorney William Cole, Finance Director Marc Houtakker, Police Chief Walter Ostrenga, Project Manager/GIS Specialist Brad Bruun, and City Clerk Joan Andrusz

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the January 6, 2020 City Council meeting, was carried.

APPEARANCES AND PUBLIC HEARING

There were no Appearances or Public Hearing.

CONSENT AGENDA

A motion by Alder Grupe, seconded by Alder Kitslaar to approve the following, was carried:

1. Approval of Applications for 2019/2020 Operator Licenses:
 - a. Ashon M. Briggs, Speedway – Monona Drive
 - b. Zachery C. Nesmith, Red Robin
2. Approval of Applications for 2019/2021 Operator Licenses:
 - a. Alexis N. Kokenzie, Breakwater
 - b. Karlee E. Siebery, Breakwater
 - c. Kyle J. Sasnowski, Walmart

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A motion by Alder Thomas, seconded by Alder Kitslaar to suspend the rules and take action on Resolution 20-2-2390 Purchase Approval of One (1) Police Vehicle, was carried.

Police Chief Ostrenga reported this is the second hybrid patrol vehicle. The state bid is the same price as the car purchased in 2019. It needs to be ordered as soon as possible because of how long it take to receive.

A motion by Alder Thomas, seconded by Alder Kuhr to approve Resolution 20-2-2390 Purchase Approval of One (1) Police Vehicle. On a roll call vote, all members voted in favor of the motion.

Police Chief Ostrenga provided information on Ordinance 2-20-725 Amending Chapter 296 of the Code of Ordinances Relating to Massage and Bodywork Therapy, which he worked on with City Attorney Cole. There was a statute change that workers at establishments have to be state licensed. The maximum fine is \$1,000 which gives the judge leeway. City Clerk Andrusz reported establishments would get information on this change at license renewal time.

A motion by Alder Kitslaar, seconded by Alder Moore to suspend the rules and take action on Resolution 20-2-2391 Providing for the Sale of \$5,730,000 General Obligation Promissory Notes, Series 2020A, was carried.

Finance Director Houtakker reported this authorizes Financial Consultant Jeff Belongia to begin negotiations with bond holders; he will attend the next meeting with results. This is for the 2020 Capital Budget and for refinancing a balloon payment from a 2012 10-year borrowing which will result in cost savings.

A motion by Alder Grupe, seconded by Alder Kuhr to approve Resolution 20-2-2391 Providing for the Sale of \$5,730,000 General Obligation Promissory Notes, Series 2020A, was carried.

City Administrator Gadow provided information on Ordinance 2-20-727 Authorizing Meeting Attendance by Telephone. This codifies existing practice for out-of-town members to participate. Alder Moore stated the requirement is that participants using this option be able to hear and that can't be done with the current equipment. She questions whether a program, such as "Go To Meeting", should be considered. Alder Thomas stated she's had similar experience when calling in. City Attorney Cole agreed that this is legally required. He could expand the Ordinance's language to encompass more options than just telephone. City Administrator Gadow will research other technology.

On a roll call vote, all members agreed to Convene in Closed Session under Wisconsin Statute Section 19.85(1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (City Public Safety Facility Siting).

Upon reconvening in Open Session:

REPORTS

Alder Moore reported April 22 is the 50th anniversary of Earth Day, which was started by Wisconsin Governor Gaylord Nelson. She attended a meeting at the Aldo Leopold Nature Center to plan weeklong events showcasing "Sustainability Monona", focusing on the City's efforts including a "Recycling Extravaganza".

Alder Kuhr reported the "Loud in the Library" fundraiser was a great celebration of Monona, with over 200 attendees, and raised \$10,000. The Norbertines are removing their demolition request for the historic building on the San Damiano property so it won't be discussed at the February 12 Landmarks Commission meeting.

City Clerk Andrusz reported In-Person Absentee voting is available in City Hall during normal business hours through February 14. She urges everyone to register to vote as soon as possible before the February 18 Spring Primary.

City Administrator Gadow reported there is PFAS in the firefighting foam and the Fire Department is working proactively, getting quotes to remove it from trucks, clean the trucks, and disposal. The estimate is approximately \$8,000. A different foam product will replace the PFAS.

Mayor O'Connor reported she and City Administrator Gadow attended an emergency management meeting at Dane County. Members should ask her if they have any questions about the committee appointment process. She thanks members and staff for their participation in the Administrator review.

APPOINTMENTS

There were no Appointments.

ADJOURNMENT

A motion by Alder Kitslaar, seconded by Alder Wood, to adjourn was carried. (8:28 p.m.)

Joan Andrusz
City Clerk

Ordinance No. 2-20-725
Monona Common Council

**AN ORDINANCE AMENDING CHAPTER 296 OF THE CODE OF ORDINANCES
RELATING TO MASSAGE AND BODYWORK THERAPY**

WHEREAS, the Legislature recently amended the Wisconsin Statutes regarding municipal regulation of massage and bodywork therapy in 2019 Wisconsin Act 41. This ordinance revises the Code of Ordinances to incorporate such changes.

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

SECTION 1. Section 296-1 of the Code of Ordinances is hereby amended to read as follows:

§ 296-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

MESSAGE ESTABLISHMENT

Any place of business where private massage therapy or bodywork therapy is practiced, used or made available as a principal use of the premises.

MESSAGE THERAPIST

A person who practices, administers or uses or offers to practice, administer or use massage therapy or bodywork therapy for compensation.

MESSAGE THERAPY or BODYWORK THERAPY

As defined in section 460.01(4) of the Wisconsin Statutes, as it may be amended from time to time.

SECTION 2. Section 296-2 of the Code of Ordinances is hereby amended to read as follows:

§ 296-2 **License required.**

- A. Establishment. No person, corporation or other legal entity shall cause or permit the operation of a massage establishment within the City without first having obtained a license. A separate license shall be required for each such establishment.
- B. Massage. No person shall administer massage therapy or bodywork therapy within the City without holding a valid certification as a massage therapist or bodywork therapist from the State of Wisconsin pursuant to section 460.02 of the Wisconsin Statutes, as it may be amended from time to time, which is hereby adopted and incorporated as though fully set forth herein.
- C. Applicants for a massage establishment license must be 18 years of age or over.
- D. No license shall be granted for any establishment that is part of, or internally accessible to, a residence, whether by common hallway or otherwise, nor for any room or rooms in any hotel or motel.
- E. Employment. No person, corporation or other legal entity shall employ or contract for the services of an individual to provide massage therapy or bodywork therapy who is required to be licensed under section 460.02 of the Wisconsin Statutes, unless the individual is licensed under Chapter 460 of the Wisconsin Statutes.

SECTION 3. Any person violating any provision of Chapter 296 of the Code of Ordinances may be fined not more than \$1,000 for each violation. The Fees, Fines and Penalties Schedule shall be amended in accordance herewith. The Section 296-9 of the Code of Ordinances is hereby created to read as follows:

§ 296-9 Penalty.

Any person violating any provision of this Chapter may be fined not more than \$1,000 for each violation.

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: Walter Ostrenga, Police Chief – 12/3/19
Drafted By: William S. Cole, City Attorney – 12/6/19
Approved As To Form By: William S. Cole, City Attorney – 12/6/19

REDLINE OF PROPOSED AMENDMENTS

§ 296-1 **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

MESSAGE ESTABLISHMENT

Any place of business where private massage therapy or bodywork therapy is practiced, used or made available as a principal use of the premises.

MESSAGE THERAPIST

A person who practices, administers or uses or offers to practice, administer or use massage therapy or bodywork therapy for compensation.

MESSAGE THERAPY or BODYWORK THERAPY

~~The science and healing art that uses manual actions and adjunctive therapies to palpate and manipulate the soft tissue of the human body in order to improve circulation, reduce tension, relieve soft tissue pain, or increase flexibility. "Massage therapy" or "bodywork therapy" includes determining whether manual actions and adjunctive therapies are appropriate or contraindicated, or whether a referral to another health care practitioner is appropriate. "Massage therapy" or "bodywork therapy" does not include making a medical, physical therapy, or chiropractic diagnosis. As defined in section 460.01(4) of the Wisconsin Statutes, as it may be amended from time to time.~~

§ 296-2 **License required.**

A. Establishment. No person, corporation or other legal entity shall cause or permit the operation of a massage establishment within the City without first having obtained a license. A separate license shall be required for each such establishment.

B. Massage. No person shall administer massage therapy or bodywork therapy within the City without holding a valid certification as a massage therapist or bodywork therapist from the State of Wisconsin pursuant to section 460.02 of the Wisconsin Statutes, as it may be amended from time to time, which is hereby adopted and incorporated as though fully set forth herein.

C. Applicants for a massage establishment license must be 18 years of age or over.

D. No license shall be granted for any establishment that is part of, or internally accessible to, a residence, whether by common hallway or otherwise, nor for any room or rooms in any hotel or motel.

E. Employment. No person, corporation or other legal entity shall employ or contract for the services of an individual to provide massage therapy or bodywork therapy who is required to be licensed under section 460.02 of the Wisconsin Statutes, unless the individual is licensed under Chapter 460 of the Wisconsin Statutes.

§ 296-9 **Penalty.**

Any person violating any provision of this Chapter may be fined not more than \$1,000 for each violation.

**CITY OF MONONA CODE OF ORDINANCES
FEES, FINES, AND PENALTIES SCHEDULE**

Note: Every law enforcement penalty is the General Penalty base amount plus court costs (except parking violations).

*Any violation for which there is no specific fine provided is the General Penalty. Deposit amount = 1st violation: \$50 plus court costs; 2nd violation: \$100 plus court costs.

**Equipment use shall be charged at the most current rates set by the Wis. DOT Highway Maintenance Manual Classified Equipment Rates, Non-Standard Rates, and Composit Rates.

Ord. Section	Description	Dollar Amount	WI State Statute
CHAPTER 281: JUVENILES			
	<u>Curfew:</u>		
	Youths 15 & Under:		
281-1 A.	Sunday through Thursday 10 p.m. – 5 a.m. and Friday & Saturday 11 p.m. - 5 a.m.		
	Youths 16 & 17:		
281-1 A.	Sunday through Thursday 11 p.m. - 5 a.m. and Friday & Saturday Midnight - 5 a.m.		
281-1 A.	Any public area or place open to the public. Exceptions: with parent or guardian, going to or leaving from school or work, or running an errand with the permission of parent		
281-1 C.	Parental responsibility – Unlawful for any parent, guardian, or person having care of any person who has violated the curfew section and who has been warned of this section	1st violation 50.00; 2nd and subsequent violations 100.00	
281-1 D. (2)	Parent in violation of this Section after warning received	1st violation 50.00; 2nd and subsequent violations 100.00	
281-1 D. (2)	Parent unable to comply with this Section due to child's conduct	Child referred to court	Ch. 48 or 938
281-1 D. (2)	Minor in violation of this Section {Curfew}	1st violation (after warning issued) 1.00 to 25.00 plus costs of prosecution; 2nd and subsequent violations 1.00 to 50.00	
	<u>Possession of controlled substances by juveniles:</u>		
281-2 B.	Possession of drug paraphernalia	1st violation 50.00; 2nd and subsequent violations 100.00	961.573(1) Juvenile use sub (2)
281-2 C.	Manufacture/delivery of paraphernalia	1st violation 50.00; 2nd and subsequent violations 100.00	961.574(1) Juvenile use sub (2)
281-2 D.	Violation of this Section	In accordance with WI State Statutes	938.344 (2e)
	<u>City jurisdiction over persons 12 through 17 years of age:</u>		
281-3 E.	Own, possess, ingest, buy, sell, trade, use as a beverage, give away or otherwise control any intoxicating liquor or fermented malt beverage	Same as adult penalties exclusive of County Jail commitment	
	<u>Unlawful sheltering of juveniles:</u>		
281-4 A. (1)	No person shall intentionally shelter or conceal a runaway child	100.00	
281-4 A. (2)	No person shall intentionally shelter or conceal a child that may be taken into custody under 48.19 WI Stats	100.00	48.19
	<u>Enforcement and Penalties:</u>		
281-5 B.	Violations of Sections 281-2 through 281-4	In accordance with WI State Statutes	48.17 (2), 48.343, 48.344, 48.345
	<u>Truancy and school dropouts:</u>		
281-7 E. (1)(a)	Habitual truancy – No person under 18 shall miss part or all of five or more unexcused days of school in a school semester	Driver License suspension and/or work permit suspension	340.01 (40)
281-7 E. (1)(b)	Habitual truant ordered into counseling or supervised work program	Minor or parent's expense	
281-7 E. (1)(c)	Order habitual truant to stay at home except for school and worship attendance		
281-7 E. (1)(d)	Order habitual truant to attend educational program		938.37 (7d)
281-7 E. (1)(e)	Revocation of work permit		102.72
281-7 E. (1)(f)	Order habitual truant to be placed in teen court		
281-7 E. (1)(g)	Order habitual truant to attend school		
281-7 E. (1)(h)	Forfeiture for habitual truancy	Up to 500.00 plus costs	938.37
281-7 E. (1)(i)	Other conditions consistent with WI State Statutes		118.163
281-7 E. (1)(j)	Place habitual truant under formal or informal supervision for up to 1 year		938.34 (2)
281-7 E. (1)(k)	Order parent to attend counseling and/or school with habitual truant	Counseling at parent's expense	
281-7 E. (2)	Dropout – 16 and 17 year olds are not allowed to drop out of school	Driver License suspension until age 18	340.01 (40)
281-7 E. (3)	Truancy – No person under 18 shall miss all or part of a school day unexcused	Order truant to attend school; 1st violation 50.00 plus costs; 2nd & subsequent violations within 1 year 100.00 plus costs up to 500.00 total per semester assessed to truant, parent, or both	938.37
	<u>Contributing to truancy:</u>		
281-8	Knowingly encouraging or contributing to truancy	500.00	118.16 (1) (c)
281-9 C.	Sexting prohibited	General penalty applies	
CHAPTER 296: MESSAGE ESTABLISHMENTS			
296-2 296-9	Message establishments or technicians operating without a license. Any violations of any provisions of Chapter 296	100 up to 1,000.00 per violation	
296-3 G.	Message establishment license fee	100.00 annually	
CHAPTER 303: MOBILE HOMES			
303	Monthly parking fee	Calculated according to Wis. Stats. 66.0435(3)c	66.0435 (3)c
303	Owner license transfer fee	Calculated according to Wis. Stats. 66.0435(3)	66.0435 (3)
303	Application fee	Calculated according to Wis. Stats. 66.0435	66.0435
303	Inspections - Failure to correct violations within 10 days of order	Calculated according to Wis. Stats. 66.60 (16)	66.60 (16)

**CITY OF MONONA
APPLICATION
MESSAGE ESTABLISHMENT**

FEE: \$100.00

License # _____

LICENSE PERIOD: JULY 1, 20_____ through JUNE 30, 20_____

The undersigned hereby makes application for a Massage Establishment license, as defined in Chapter 296 of the Monona Municipal Code, to engage in said business at the premises described below, in the City of Monona, Wisconsin, for the dates prescribed above, subject to the limitations imposed by law, and hereby agrees to comply with all laws, resolutions, ordinances, and regulations and grants permission to the Monona Building Inspector and Monona Police Department and all members thereof to inspect and search the premises described below provided a license be granted to the undersigned. I(We) further understand that this license is not transferable.

Business:

Name: _____ Telephone: _____

Address with Zip Code: _____

Mailing Address (if different): _____

Applicant (If partnership, please attach a list):

Full Name with Middle Initial: _____ Date of Birth: _____

Residence Address with Zip Code: _____

If Corporation: State Incorporated: _____

Agent (must be a Monona resident):

Full Name with Middle Initial: _____ Date of Birth: _____

Residence Address with Zip Code: _____

For each **Officer, Director, and Shareholder**, please attach a list with the following information:

Full Name with Middle Initial: _____ Date of Birth: _____

Residence Address with Zip Code: _____

Extent of ownership _____

I, the undersigned, do _____ do not _____ hold office or stock in another corporation conducting a similar business in the State of Wisconsin. Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge.

Signature

Has a similar license been revoked or suspended? No _____ Yes _____

If yes, reason for revocation/suspension? _____

If yes, location of revocation/suspension? _____

Have you been convicted within the preceding five (5) years of any crime or municipal ordinance violation other than traffic offenses? No _____ Yes _____

If yes, list the crime/ordinance violation(s) and location(s):

List all Massage Therapists or Bodywork Therapists (must be licensed by the State of Wisconsin Department of Safety and Professional Services) employed by the Applicant, including the Applicant if applicable. If more space is needed, please attach a list:

First Name: _____ M.I. ____ **Last Name:** _____ **Birthdate:** _____

Home Address: _____ **Zip Code:** _____

Credential # _____ **Expiration Date:** _____

First Name: _____ M.I. ____ **Last Name:** _____ **Birthdate:** _____

Home Address: _____ **Zip Code:** _____

Credential # _____ **Expiration Date:** _____

First Name: _____ M.I. ____ **Last Name:** _____ **Birthdate:** _____

Home Address: _____ **Zip Code:** _____

Credential # _____ **Expiration Date:** _____

First Name: _____ M.I. ____ **Last Name:** _____ **Birthdate:** _____

Home Address: _____ **Zip Code:** _____

Credential # _____ **Expiration Date:** _____

=====

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge.

Applicant/Agent Signature **Date**

=====

Police Department Approval: Recommended: _____ Not Recommended: _____

Reason for denial: _____

Police Chief Signature **Date**

Building Inspector Approval: Recommended: _____ Not Recommended: _____

Reason for denial: _____

Building Inspector Signature **Date**

City Clerk Signature **Date Issued** **License Number**

Ordinance No. 2-20-727
Monona Common Council

AN ORDINANCE AUTHORIZING MEETING ATTENDANCE BY
TELEPHONEAUDIO-VISUAL TECHNOLOGY

WHEREAS, the Common Council finds it to be in the public interest to facilitate attendance by members of the various City governmental bodies to promote full debate by a diversity of viewpoints on matters that come before such bodies; and

WHEREAS, private and professional obligations of the members of such bodies often prevent them from being physically present during meetings; and

WHEREAS, the Common Council desires to facilitate participation in meetings by the members in the fullest possible manner consistent with full and transparent openness to members of the public and consistent with the Wisconsin Open Meetings Law.

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

SECTION 1. Section 18-24 of the Code of Ordinances is hereby created as follows:

§ 18-24. Meeting attendance by telephoneaudio-visual technology.

Unless otherwise prohibited by state or federal law, any member of any City committee, board, commission or authority may attend any meeting of such body by telephoneaudio-visual technology (including, but not limited to telephone). A member so participating shall count toward the quorum of the body. Appropriate equipment shall be used so that the attending public of the meeting can readily hear such person's participation in the meeting. No person shall be allowed to participate in any meeting where such equipment is unavailable or inoperable at the time of the meeting. The member shall notify the chairperson and staff member of their intent to appear by phone-such technology in sufficient time to permit the use of such equipment.

SECTION 2. Section 94-4 of the Code of Ordinances is hereby amended to add subsection C. as follows:

§ 94-4. Meetings.

C. Meeting attendance by telephoneaudio-visual technology. Unless otherwise prohibited by state or federal law, the mayor and any member of the Common Council may attend any meeting of such body by telephoneaudio-visual technology (including, but not limited to telephone). A member so participating shall count toward the quorum of the body. Appropriate equipment shall be used so that the attending public of the meeting can readily hear such person's participation in the meeting. No person shall be allowed to participate in any meeting where such equipment is unavailable or inoperable at the time of the meeting. The member shall notify the mayor and city clerk of their intent to appear by phone-such technology in sufficient time to permit the use of such equipment.

SECTION 3. All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

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

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Bryan Gadow, City Administrator – 12/09/19

Drafted By: William S. Cole, City Attorney – 12/09/19

Approved As To Form By: William S. Cole, City Attorney – 12/09/19

1st Reading by City Council – 2/3/20, Amended by City Council – 2/3/20

2nd Reading by City Council – 2/17/20

**Resolution No. 20-2-2392
Monona Common Council**

**A RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF \$5,490,000 GENERAL OBLIGATION
PROMISSORY NOTES, SERIES 2020A**

WHEREAS, on February 3, 2020, the Common Council of the City of Monona, Dane County, Wisconsin (the "City") adopted a resolution providing for the sale of general obligation promissory notes (the "Notes") for public purposes, including paying the cost of projects included in the City's 2020 Capital Improvement Program (the "Project") and refunding obligations of the City, including interest on them, specifically, the General Obligation Promissory Notes, dated April 16, 2012 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of achieving debt service savings and restructuring the City's debt service payments;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes and to refinance its outstanding obligations; and

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to sell such Notes to Hutchinson, Shockey, Erley & Co. (the "Purchaser"), pursuant to the terms and conditions of its note purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes. For the purpose of paying the cost of the Project and the Refunding, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FIVE MILLION FOUR HUNDRED NINETY THOUSAND DOLLARS (\$5,490,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, the Notes aggregating the principal amount of FIVE MILLION FOUR HUNDRED NINETY THOUSAND DOLLARS (\$5,490,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020A"; shall be issued in the aggregate principal amount of \$5,490,000; shall be dated March 3, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on October 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on October 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on October 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2020 through 2028 for the payments due in the years 2021 through 2029 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes

until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Notes or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings

authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes

on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on April 1, 2020 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit D and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any

reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner 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

EXHIBIT A

Note Purchase Proposal

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT B-1

Pricing Summary

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT C

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
DANE COUNTY
NO. R-___ CITY OF MONONA \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2020A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
October 1, _____ March 3, 2020 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, the City of Monona, Dane County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$5,490,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of projects included in the City's 2020 Capital Improvement Program and refunding obligations of the City, including interest on them, specifically, the General Obligation Promissory Notes, dated April 16, 2012 as authorized by a resolution adopted on February 17, 2020. Said resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on October 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on October 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Monona, Dane County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF MONONA
DANE COUNTY, WISCONSIN

By: _____
Mary K. O'Connor
Mayor

(SEAL)

By: _____
Joan Andrusz
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the City of Monona, Dane County, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT D

NOTICE OF FULL CALL*

Regarding

CITY OF MONONA
DANE COUNTY, WISCONSIN
GENERAL OBLIGATION PROMISSORY NOTES, DATED APRIL 16, 2012

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on April 1, 2020 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
10/01/2020	\$1,250,000	2.25 %	610100SM2
10/01/2021	1,500,000	2.375	610100SN0

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before April 1, 2020.

Said Notes will cease to bear interest on April 1, 2020.

By Order of the
Common Council
City of Monona
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2020 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____ Resolution No. <u>20-2-2391 & 20-2-2392</u> Ordinance Amendment No. _____
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Title: 2020 GO Note

Policy Analysis Statement:

Brief Description Of Proposal:

The 2020 borrowing is a combination of borrowing for 2020 capital items and refinancing of the 2012 GO Note. The 2012 GO note has two balloon payments due in 2020 and 2021 for \$2,750,000. See breakdown below.

General \$2,500,000 per 2020 Capital Budget
 Storm 480,000 per 2020 Capital Budget
 \$2,980,000

Refinance 2012 GO NOTE (\$4,950,000 GO Note)
 \$2,060,000 General
 \$ 650,000 Stormwater
\$ 40,000 Sewer
 \$ \$ 2,750,000

Total \$5,730,000

Current Policy Or Practice:

Approved 2020 capital budget

Impact Of Adopting Proposal:

Pay for 2020 approved budget

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

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

Budget Effect:

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

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

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					
400	40	491000	000	General Proceeds	2,500,000			2,500,000
				Storm	480,000			480,000

Prepared By:

<p>Department: Finance Department Prepared By: Marc Houtakker Reviewed By:</p>	<p>Date January 30, 2020 Date:</p>
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**Resolution No. 20-2-2393
Monona Common Council**

**ADOPTING A POLICY TO PROVIDE A PAID FAMILY CARE LEAVE BENEFIT
FOR CITY EMPLOYEES**

WHEREAS, the City Council has prioritized the well-being of City employees and finds that it is in their best interest to be able to take time to care for a close family member with an acute or unexpected serious medical condition without causing undue financial hardship; and,

WHEREAS, current City policy, per the Federal Family Medical Leave Act and the Wisconsin Family Medical Leave Act, allows eligible employees to take unpaid leave for the qualifying serious medical condition of themselves or a qualifying family member. Most employees choose to substitute accumulated vacation and/or sick leave for the unpaid leave which leaves them with depleted balances upon returning to work; and,

WHEREAS, the City Council, as part of the 2019 Operating Budget, voted to fund a paid family care leave benefit which would give eligible employees up to two weeks of leave paid at 100% of their salary to care for a family member during a serious medical situation; and,

WHEREAS, the attached policy, which outlines the use of this benefit, was approved by the Finance and Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the attached Paid Family Care Leave Policy is hereby approved.

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Approval Recommended By: Finance & Personnel Committee – 2/17/20

Council Action:

Date Introduced: 2-17-20

Date Approved: _____

Date Disapproved: _____

DRAFT

**City of Monona
Family Care Paid Leave Policy
DRAFT #4: January 29, 2020**



- I. **PURPOSE:** The intent of this policy is to give employees time to deal with a close family member's acute or unexpected serious medical situation without the financial hardship of taking unpaid time off from work or exhausting all of their leave balances. Employees earn 12 sick days per year, and may accumulate sick leave up to 85 or 105 days (depending on their labor contract or their hire date) to use for their own illnesses or medical situations, to attend medical appointments, and to care for family members during routine illnesses.

- II. **POLICY:** All eligible employees shall have the ability to request a supplemental benefit of up to 2 weeks* of leave in a 12-month period, paid at 100% of the employee's regular base wage or salary, to care for a close family member during a serious medical situation. If granted, this time off will not be deducted from the employee's other earned leave balances.
 - A. **Eligible employees**
 1. To be eligible for family care paid leave under this policy, employees must be classified as full-time or permanent part-time employees and earn paid leave time. Hourly part-time, seasonal, and limited-term employees, interns, and paid-on-call or paid-on-premise firefighters/EMTs are not eligible for this benefit. Leave benefits for represented employees are governed by the terms of the applicable collective bargaining agreement.
 2. Employees must be employed with the City for at least twelve (12) consecutive months to be eligible for family care paid leave.
 3. Family care paid leave shall run concurrent with federal FMLA leave if applicable and may, at the employee's option, run concurrent with any portion of leave under the Wisconsin FMLA (WFMLA) if applicable. It is possible that leave may qualify under one policy and not the other, and leave requests will be evaluated separately under each policy.
 4. Permanent part-time employees will have any granted benefit time prorated according to the percent of full-time hours they work. For example, a permanent part-time employee who works 50% of full-time status and is granted 2 weeks of family care leave will be paid at 20 hours per week for two weeks.
 - B. **Definitions:**
 1. "Serious medical situation" means an acute and/or life-threatening medical condition which involves at least one of the following:
 - a. In-patient care in a hospital, hospice, or other medical facility
 - b. A period of mental or physical incapacity which is caused by a major medical event, illness, or major surgery; or by the treatment for a major illness (for example, chemotherapy).
 - c. Examples of a serious medical situation include: cancer and cancer treatment; stroke, heart attack or other unexpected and sudden medical condition; serious injury from an accident; serious complications resulting from a chronic disease such as diabetes; mental health emergency.
 - d. Examples which would not be considered "serious medical situations" under this policy include colds, flu, ear infections, common gastrointestinal illnesses, cosmetic and elective surgical procedures, routine colonoscopy, and outpatient surgery.
 2. For purposes of this policy, "family member" includes: spouse or domestic partner; child, stepchild, or foster child; grandchild or step grandchild; parent, parent in-law or domestic partner's parent; grandparent; sibling.
 - a. "Domestic partnership" means two adults who satisfy the following requirements:
 - 1) They are in a relationship of mutual support, caring and commitment and intend to remain in such a

DRAFT

relationship in the immediate future; and,

- 2) They are not married (unless married to each other) or legally separated and, if either party has been a party to an action or proceeding for divorce or annulment, at least six (6) months have elapsed since the date of the judgment terminating the marriage; and,
- 3) Neither domestic partner is currently registered in a domestic partnership with a different domestic partner and, if either partner has previously been registered as a domestic partner in a domestic partnership, at least six (6) months have elapsed since the effective date of the termination of that registration; and,
- 4) Both are 18 years of age or older; and,
- 5) Both are competent to contract; and,
- 6) They are occupying the same dwelling unit as a single, nonprofit housekeeping unit, whose relationship is of permanent and distinct domestic character; and,
- 7) They are not in a relationship that is merely temporary, social, political, commercial or economic in nature.

5. "FMLA" means the Family Medical Leave Act of 1993, as amended. "WFMLA" means the Wisconsin Family Medical Leave Act, Wis. Stat. § 103.10.

- C. Eligible employees, when requesting this leave, may request an amount of time up to two weeks to be used all at once or in smaller segments of at least one full day each as needed to accommodate their situation.
- D. The maximum amount of time granted will be two weeks over a one-year period time. The one-year period will begin on the first day leave is taken. Any leave not taken after the one-year period will be forfeited.
- E. Leave may be requested for no more than two different serious medical situations in a one-year period of time. Even if approved for different medical situations, the maximum amount of leave that can be used is a total of two weeks in a one-year period.
- F. Employees on family care paid leave will continue to receive fringe benefits as if they were working.
- G. Family care paid leave is not retroactive for leave taken prior to the adoption and effective date of this policy.
- H. Employees are not paid for any unused family care paid leave at termination of employment.
- I. Employees may receive both a family care paid leave benefit and paid parental leave benefit in the same year if circumstances so dictate. However, the birth or adoption of a healthy child, or the care for a spouse or partner during or after a normal pregnancy and birth does not qualify for benefits under this policy.
- J. Employees can request this benefit as many times as needed during the course of their employment as long as they are eligible. Each request will be evaluated on its own merits and approved or denied based on the parameters of the policy.

III. PROCEDURE:

- A. Employees requesting family care paid leave must complete the required request form. So as to keep the employee's personal matters private and confidential, employees will not be asked to provide more information related to the situation than necessary to make a decision regarding the approval or denial of the leave request. Any medical information provided will be maintained in a confidential medical file. Employees who intend to use FMLA and/or WFMLA leave must also complete the appropriate FMLA/WFMLA request form. Medical certifications may be required for FMLA/WFMLA leave as per the City's FMLA policy.
- B. The employee's request will be reviewed by an approval group consisting of the City Administrator, Director of

DRAFT

Administrative Services, and the Department Head. If there are questions regarding the employee's request, the employee may be asked to meet with one or more members of the approval group; however, the employee will not be required to answer additional questions. If the employee prefers not to answer additional questions, the decision on granting or denying the request will then be based solely on the information provided on the employee's written request form.

- C. A decision regarding approval or denial of the leave will be made by the approval group without undue delay. In the event that a member of the approval group is unavailable to discuss the leave request for an extended period of time, the remaining members of the approval group will be authorized to make the decision.
- D. Approval of family care paid leave will include the amount of time approved and any parameters for use of the time that may be required in order to limit disruption to the City as much as possible. Department Heads will make every effort to adjust staffing as needed in order to grant an employee's request for leave. The City cannot, however, guarantee that every leave request will be granted as requested if the request would severely impact the department's ability to conduct business.
- E. If the approval group concurs, based on the information provided by the employee, that the requested leave does not qualify for benefits under this policy, the leave will be denied. The decision of the approval group will be final. Denial of benefits under this policy does not preclude the employee from using his/her other accumulated paid leave time for the event.
- F. The City of Monona values its employees, and the intent of this policy is to provide employees with a tool to help them balance work and a stressful life situation. As such, this policy should be considered a benefit, not an entitlement, and employees are expected to respect the policy's intent and use it appropriately. Employees who are found to have falsified information and/or deliberately used this leave inappropriately will be subject to disciplinary action, up to and including termination.

* *A week will be calculated by taking an employee's annual hours of record and dividing by 52 weeks.
Two weeks at 2,080 annual hours = 80 hours; 1,950 annual hours = 75 hours; 2,920 annual
hours = 112 hours*

Ordinance No. 20-2-726
Monona Common Council

**AN ORDINANCE AMENDING SECTION 395 OF THE CODE OF ORDINANCES
RELATING TO NEIGHBORHOOD BLOCK PARTIES; AND CREATING A PENALTY**

WHEREAS, the Common Council finds it in the public interest to clarify regulations regarding neighborhood block parties held on city streets.

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

SECTION 1. Section 395 Article II of the Code of Ordinances is hereby amended to read as follows (additions in *italics*):

Article II. Street Use Permits *and Neighborhood Block Parties*.

SECTION 2. Section 395 of the Code of Ordinances is hereby amended to create subsection 22 to read as follows:

§395-22. Permits for Neighborhood Block Parties.

A. Definitions.

- (1) NEIGHBORHOOD BLOCK PARTY means an event that requires closure of a residential street and is open only to invitees from the area within 1,000 feet of the portion of the residential street for which the permit is requested.
- (2) RESIDENTIAL STREET means a street with a 25 mph speed limit that abuts single-family homes but is not controlled with an automatic traffic control device within 1,000 feet of the portion for which the permit is requested. This definition excludes both Connector and Municipal Arterial streets within the City, as defined by the Wisconsin Department of Transportation Certified Mileage List.

B. Permit Required.

A person may not temporarily close any portion of a residential street to conduct, start, participate, or assist in a neighborhood block party, unless the person obtains:

- (1) A permit required by this Subsection; and
- (2) Any other permit required by this Code.
- (3) No permit shall be issued to close any portion of a Connector or Municipal Arterial street for purposes of a neighborhood block party.

C. Application Required.

- (1) A person must submit a block party application in a form prescribed by the City Administrator for a neighborhood block party to the City Clerk.

- (2) A neighborhood may apply for up to two (2) neighborhood block party permits per year.
- (3) The application shall be accompanied by a fee prescribed in the City's Fees, Fines & Penalties Schedule.
- (4) The application shall include written documentation signed by at least seventy five percent (75%) of the residents/owners over the age of eighteen (18) years, residing in every residential lot which adjoins the portion of the residential street for which the permit is requested consenting to the issuance of the permit.
- (5) The application must be submitted at least seven (7) business days before the block party.
- (6) The City Administrator shall approve a block party permit if the City Administrator determines the application complies all provisions of this Subsection and the neighborhood block party poses no reasonable risk to public safety.

D. Barricades.

The applicant shall obtain, place, and remove traffic control devices and barricades to close a street for the proposed block party event in a manner and at locations approved by the Public Works Department and Police Department. The cost of such devices and barricades shall be the responsibility of the applicant, and shall be paid at least 24 hours prior to the commencement of the neighborhood block party. The applicant shall remove all devices and barricades within 30 minutes of the end of the permitted period of the neighborhood block party and, if owned by the City, promptly thereafter return them to the appropriate City facility. The applicant shall be responsible for the full cost of all damaged, lost, and destroyed devices and barricades.

E. Insurance and Indemnification.

The applicant shall comply with the same insurance and indemnification requirements as listed in §395-19 of the Code of Ordinances.

F. Intersections.

A neighborhood block party cannot include the closure of an intersection.

G. Hours.

All neighborhood block parties shall be limited to the hours of 8:00am to 10:00pm, unless a special exception is granted by the City Administrator.

H. Clean Up.

The applicant shall be responsible for removal of all garbage and debris, and restoration of the residential street to its condition prior to the neighborhood block party, no later than 30 minutes of the end of the permitted period of the neighborhood block party. Violations of this subsection are subject forfeiture pursuant to section J below. Upon failure of the applicant to comply with this subsection, the City may take all reasonable action to do so and all costs incurred by the City in doing so shall be charged against the real property of the applicant as a special charge pursuant to section 66.0627 of the Wisconsin Statutes.

I. Termination of Neighborhood Block Party Permit.

A neighborhood block party permit may be terminated under the same guidelines as listed in §395-20 of the Code of Ordinances.

J. Violations and penalties.

Any person who violates any provision of this Subsection is subject to the same penalties as listed in §395-21 of the Code of Ordinances.

SECTION 3. 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: Bryan Gadow, City Administrator – 12/4/19
Drafted By: Bryan Gadow, City Administrator – 12/4/19
Approved As To Form By: William S. Cole, City Attorney – 12/24/19

Council Action:

Date Introduced: 2-17-20
Date Approved: _____
Date Disapproved: _____

**CITY OF MONONA CODE OF ORDINANCES
FEES, FINES, AND PENALTIES SCHEDULE**

Note: Every law enforcement penalty is the General Penalty base amount plus court costs (except parking violations).

*Any violation for which there is no specific fine provided is the General Penalty. Deposit amount = 1st violation: \$50 plus court costs; 2nd violation: \$100 plus court costs.

**Equipment use shall be charged at the most current rates set by the Wis. DOT Highway Maintenance Manual Classified Equipment Rates, Non-Standard Rates, and Composite Rates.

Ord. Section	Description	Dollar Amount	WI State Statute
CHAPTER 395: STREETS AND SIDEWALKS			
Article I: General Regulations			
395-1 C.	Altering grades of street, alley, sidewalk, or public ground prohibited	General penalty applies	
395-2	Permit fees for excavation in a City street, alley, sidewalk, or right of way:		
	Right of way permit for driveway	40.00	
	Right of way permit for parcels less than 95' of linear frontage	75.00	
	Right of way permit for parcels greater than 95' of frontage	0.80 per linear foot	
	Asphalt and concrete core hole	100.00	
	<i>(all fees cover staff time for field inspection, plan review, and staff materials/equipment)</i>		
395-2	Excavation of street, alley, or sidewalk without a permit	General penalty applies	
395-3	Obstruction within vision triangle of intersection without Common Council permit	General penalty applies	
395-4 D.	Construction of sidewalk without Common Council approval	General penalty applies	
395-4 E.	Sidewalk construction on private property	In full by property owner	
395-4 E.	Crosswalk construction	In full by City	
395-4 E.	Sidewalk replacement	See WI Stat. 66.0907	66.0907
395-4 H.	Initial construction of standard street	40% City, 60% property owner	
395-4 H.	Reconstruction of standard street	In full by City	
395-4 H. (1)	Reconstruction of non-standard street	Cost divided by assessable front footage	
395-4 H. (2)	Corner lot	Narrow front footage assessed in full, longer side footage assessed at 50%	
395-4 H. (3)(a)	Lot on two streets, not divisible into two buildable lots	Front footage assessed in full, rear footage assessed at 50%	
395-4 H. (3)(b)	Lot on two streets divisible into two buildable lots	Both frontages assessed in full	
395-4 H. (4)	Non-divisible lot on dead-end street or cul-de-sac with less than 60 feet frontage	Assessed at 60 feet	
395-4 H. (5)	Interior, pie-shaped lot	Assessed at 50% of frontage, but not less than 60 feet	
395-4 H. (6)	Minimum assessment	60 feet of frontage	
395-4 H. (7)	Reconstructed streets	40% City, 60% property owner	
395-5 A.	Width of driveway	General penalty applies	
395-5 B.	Concrete aprons	General penalty applies	
395-5 C.	Radius of driveway approach - filling stations, public garages, and public parking areas	General penalty applies	
395-5 D.	Distance of driveway from sidewalk - filling stations, public garages, and public parking areas	General penalty applies	
395-5 E.	Engineer may determine width of "unbroken" driveway	General penalty applies	
395-5 F.	Pump island location	General penalty applies	
395-6	Deposit in street of brine, salt, grass, leaves, dirt, gravel, snow, ice, other rubbish, or any articles liable to injure a person or vehicle wheels/tires	General penalty applies	
395-7 A.	Unnecessary obstruction of traffic on street, alley, crosswalk, or sidewalk	General penalty applies	
395-7 B.	Failure to notify Police/Fire Chief of necessary street blockage duration	General penalty applies	
395-8 A.	Failure to remove snow and ice 24 hours after accumulation ceases	Cost of damage plus section 395-8 C. penalties	
395-8 B.	Snow required to be moved by Public Works Department	Cost of equipment and labor	
395-8 C.	Deposit of snow on another property without owner's consent	General penalty applies	
395-8 D.	Failure to remove snow and ice 24 hours after accumulation ceases	1st violation 25.00 ; 2nd violation 50.00; 3rd violation 75.00; 4th violation 100.00; subsequent violations 100.00 plus 25.00 for each	
395-9	Building eaves allow water to run onto a public sidewalk	General penalty applies	
395-10	Damage to public pavement, sidewalk, crosswalk, sodded or graveled shoulder	General penalty applies	
395-11 A. (3)	Failure to attach numbers to building within 10 days of Building Inspector notice	General penalty applies	
Article II: Street Use Permits and Neighborhood Block Parties			
395-17	Street use permit fee	10.00 per event	
395-22 C. (3)	Neighborhood block party permit fee	10.00 per event	
395-22 D.	Barricades required to close a street for a block party event	\$25.00 deposit to be refunded upon return of barricades in good condition within 48 hours from date of event; full replacement cost charged for damaged, lost, or destroyed barricades.	
CHAPTER 404: TRANSIENT MERCHANTS			
404-1	Transient merchants (do not have a business in Monona) selling without a license except school-related or charitable and religious organizations	50.00	
404-4 C.	Transient Merchant License fee	15.00 per calendar year	
404-10	Penalty	10.00 to 1,000.00 per day for each violation plus court costs	
404-7 D.	Mobile Food Establishment License fee	50.00 per calendar year	
CHAPTER 411: TREES			
411-2 C.	Failure to remove obstructing plants as ordered by the Director of Public Works	Cost of removal by Public Works staff - labor and equipment	
411-2 D.	Failure to obey the written notice of the Director of Public Works	General penalty applies	
411-3 A.	Tree, shrub, or plant maintenance performed by Public Works Department	Cost	
411-7	Interference with an appointed City Forester is prohibited	100.00	
411-8 C.	Abatement by City Forester due to failure to abate as directed	Follows procedure under Ch. 312	
411-9 G.	Unauthorized trees, plants, or shrubs planted within any terrace or planting easement	Cost of removal assessed to owner	
411-11 A.	Damage to any City tree without City permission or private tree without owner consent is prohibited	50.00	
CHAPTER 420: VEHICLES, ABANDONED			
420-1 A.	Abandoned/junked vehicles (72-hour guideline) (includes trailers)	30.00	175.25
420-2	Removal and impoundment of vehicles per Chapter 420	30.00	
420-3 B.	Removal, storage, and notice of abandoned vehicles	30.00	
420-3 C.	Abandoned vehicle with value less than \$100 or towing and storage costs	Junked or sold to salvage dealer	



5211 SCHLUTER ROAD ■ MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

January 29, 2020

To: Public Safety Committee

From: Bryan Gadow, City Administrator

RE: Special Event Policy – Draft Neighborhood Block Party Ordinance and Permit Application

Thank you for your review and comments on the draft Neighborhood Block Party Ordinance and Permit form.

Per your comments from January 22th, I have incorporated the following revisions to these redlined versions of the ordinance and permit form:

1. Added language to the Residential Street definition to note that it excludes Collector and Municipal Arterial streets, as defined by the WI DOT Certified Mileage List, which mirrors similar language in other parts of the City Ordinances.
2. Added a new B(3) section to clarify that no permit shall be issued for street closures on Collectors or Municipal Arterials for neighborhood block parties.
3. Added a new C(2) to clarify that neighborhoods may apply for up to two (2) neighborhood block party permits per year. I am open to the Committee's thoughts and feedback on the appropriate number of allowed permits per year.
4. Modified C(4) to clarify that only 75% of residents adjacent to the block party area need to sign the form providing consent for the issuance of the permit. This mirrors language in the existing Street Use Permit ordinance.
5. Added a review and signature box on the draft permit form for Police, Public Works, Fire, and City Clerk officials to sign once they have reviewed and approved the permit.

Staff recommends Commission review, comment, and approval of this revised draft Ordinance and Permit Application Form.

We welcome any additional feedback or revisions that you may have on the two attached documents.

POLICE DEPARTMENT
5211 Schluter Road
222-0463

COMMUNITY CENTER
1011 Nichols Road
222-4167

MONONA SENIOR CENTER
1011 Nichols Road
222-3415

FIRE DEPARTMENT
5211 Schluter Road
222-2528



5211 SCHLUTER ROAD ■ MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

January 14, 2020

To: Public Safety Committee

From: Bryan Gadow, City Administrator

RE: Special Event Policy – Draft Neighborhood Block Party Ordinance and Permit Application

In late 2018 and 2019, the Committee discussed potential changes and clarifications to the City's Special Event Policy to make it easier to implement and understand. Staff continues work on developing a draft of the revised Special Event Policy for the Committee's review. However, as a first step, we determined it was necessary to clarify in the Ordinances that neighborhood block parties would be considered separate from special events (such as races, walks, etc.), as they are typically less involved from a review standpoint.

To this end, attached is a draft ordinance which provide a separate application and review process for neighborhood block parties. This will allow staff to review and approve these events on a quicker timeline than standard special events. Also attached is a draft application form for a neighborhood block party permit. The purpose of these documents is to streamline the approval process for this special subset of events. A more comprehensive revision to the Special Events Policy will be on a forthcoming Committee agenda for your review.

Staff recommends Commission review, comment, and approval of this draft Ordinance and Permit Application Form.

We welcome any feedback or revisions that you may have on the two attached documents.

POLICE DEPARTMENT
5211 Schluter Road
222-0463

COMMUNITY CENTER
1011 Nichols Road
222-4167

MONONA SENIOR CENTER
1011 Nichols Road
222-3415

FIRE DEPARTMENT
5211 Schluter Road
222-2528

Ordinance No. 12-19-724
Monona Common Council

**AN ORDINANCE AMENDING SECTION 395 OF THE CODE OF ORDINANCES
RELATING TO NEIGHBORHOOD BLOCK PARTIES; AND CREATING A PENALTY**

WHEREAS, the Common Council finds it in the public interest to clarify regulations regarding neighborhood block parties held on city streets; and

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

SECTION 1. Section 395 Article II of the Code of Ordinances is hereby amended to read as follows (additions in *italics*):

Article II. Street Use Permits *and Neighborhood Block Parties.*

SECTION 2. Section 395 of the Code of Ordinances is hereby amended to create subsection 22 to read as follows:

§395-22. Permits for Neighborhood Block Parties.

A. Definitions.

- (1) NEIGHBORHOOD BLOCK PARTY means an event that requires closure of a residential street and is open only to invitees from the area within 1,000 feet of the portion of the residential street for which the permit is requested.
- (2) RESIDENTIAL STREET means a street with a 25 mph speed limit that abuts single-family homes but is not controlled with an automatic traffic control device within 1,000 feet of the portion for which the permit is requested. This definition excludes both Connector and Municipal Arterial streets within the City, as defined by the Wisconsin Department of Transportation Certified Mileage List.

B. Permit Required.

A person may not temporarily close any portion of a residential street to conduct, start, participate, or assist in a neighborhood block party, unless the person obtains:

- (1) A permit required by this Subsection; and

~~(2)~~ Any other permit required by this Code.

~~(2)(3)~~ No permit shall be issued to close any portion of a Connector or Municipal Arterial street for purposes of a neighborhood block party.

C. Application Required.

- (1) A person must submit a block party application in a form prescribed by the City Administrator for a neighborhood block party to the City Clerk.

(2) A neighborhood may apply for up to two (2) neighborhood block party permits per year.

~~(2)~~(3) The application shall be accompanied by a fee prescribed in the City's Fees, Fines & Penalties Schedule.

~~(3)~~(4) The application shall include written documentation signed by at least seventy five percent (75%) of the residents owners over the age of eighteen (18) -years, residing in every residential lot which adjoins the portion of the residential street for which the permit is requested consenting to the issuance of the permit.

~~(4)~~(5) The application must be submitted at least seven (7) business days before the block party.

~~(5)~~(6) The City Administrator shall approve a block party permit if the City Administrator determines the application complies all provisions of this Subsection and the neighborhood block party poses no reasonable risk to public safety.

D. Barricades.

The applicant shall obtain, place, and remove traffic control devices and barricades to close a street for the proposed block party event in a manner and at locations approved by the Public Works Department and Police Department. The cost of such devices and barricades shall be the responsibility of the applicant, and shall be paid at least 24 hours prior to the commencement of the neighborhood block party. The applicant shall remove all devices and barricades within 30 minutes of the end of the permitted period of the neighborhood block party and, if owned by the City, promptly thereafter return them to the appropriate City facility. The applicant shall be responsible for the full cost of all damaged, lost, and destroyed devices and barricades.

E. Insurance and Indemnification.

The applicant shall comply with the same insurance and indemnification requirements as listed in §395-19 of the Code of Ordinances.

F. Intersections.

A neighborhood block party cannot include the closure of an intersection.

G. Hours.

All neighborhood block parties shall be limited to the hours of 8:00am to 10:00pm, unless a special exception is granted by the City Administrator.

H. Clean Up.

The applicant shall be responsible for removal of all garbage and debris, and restoration of the residential street to its condition prior to the neighborhood block party, no later than 30 minutes of the end of the permitted period of the neighborhood block party. Violations of this subsection are subject forfeiture pursuant to section J below. Upon failure of the applicant to comply with this subsection, the City may take all reasonable action to do so and all costs incurred by the City in doing so shall be charged against the real property of the applicant as a special charge pursuant to section 66.0627 of the Wisconsin Statutes.

I. Termination of Neighborhood Block Party Permit.

A neighborhood block party permit may be terminated under the same guidelines as listed in §395-20 of the Code of Ordinances.

J. Violations and penalties.

Any person who violates any provision of this Subsection is subject to the same penalties as listed in §395-21 of the Code of Ordinances

SECTION 3. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ___ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Bryan Gadow, City Administrator – 12/4/19

Drafted By: Bryan Gadow, City Administrator – 12/4/19

Approved As To Form By: William S. Cole, City Attorney – 12-24-19

Application for Neighborhood Block Party Permit



Application Date:

Applicant Name:

Address:

Phone:

Date of Block Party:

Hours of Block Party*:

**Loud Noise Restriction after 10:00 PM*

Closed Street Location:

Applications for Neighborhood Block Party Permits are regulated under Section 395-22 of the Monona Code of Ordinances. Upon approval by the City, the following items must be taken care of by the applicant:

1. Inform the following of the date and time of the party and the street(s) being closed:
Monona Police Department: 608-222-0463
Monona Public Works Department: 608-222-2525
2. The street(s) need to be barricaded. Barricades may be obtained from Public Works between the hours of 8:00 AM – 3:00pm, Monday through Friday. A \$25.00 deposit is required. The deposit will be refunded upon return of all barricades in good condition within 48 hours from the date of the event. Public Works – 608-222-2525.
3. The street(s) must remain accessible to emergency vehicles at all times.
4. Additionally:
 - a. No stakes or penetration may be made in or through the asphalt.
 - b. No penetration by stakes, poles, posts in or behind the street terrace without first checking with Diggers Hotline. 800-242-8511.
 - c. All garbage and debris must be disposed of properly.
 - d. No disposal of anything in the storm sewers.
 - e. Any marking on the street must be done in chalk or washable material. No paint or permanent markings may be used.

The Applicant is informed and acknowledges they are responsible for the full costs of all damaged, lost, and/or destroyed traffic control devices and barricades, and also responsible for removal of all garbage and debris, and restoration of the residential street to its condition prior to the neighborhood block party, no later than 30 minutes of the end of the permitted period of the neighborhood block party.

THE APPLICANT HEREBY CONSENTS THAT UPON FAILURE OF THE APPLICANT TO COMPLY WITH THESE CONDITIONS, ALL RESULTING COSTS INCURRED BY THE CITY MAY BE CHARGED AGAINST THE REAL PROPERTY OF THE APPLICANT AS A SPECIAL CHARGE PURSUANT TO SECTION 66.0627 OF THE WISCONSIN STATUTES.

Applicant Signature:

Office Use Only:

Approval Signature:

Approval Date:

Department Review and Approval:

Police Department:

Public Works Department:

Fire Department:

City Clerk:

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Senior Center

MONTH OF: Jan 2020

Accomplishments:

- Feb newsletter created and distributed.
- Bunko Tournament with MGHS Girls Basketball Team was a successful, engaging intergenerational event attended by 26
- Travel Preview event was a success with 40 in attendance – there is a lot of energy toward travel this year and Senior Center staff have put together some nice offerings for our retirees
- Recruited students for the Stepping On Falls Prevention Course – this evidence based course has been proven to decrease one’s potential for injury due to falls. 14 students are enrolled.
- Men’s Breakfast Group has larger than usual attendance with about 45.
- Many new faces are being seen at the Center so we are spending time with each new guest explaining what we have to offer and how they can get involved.
- Working with Leah on developing job duties for a new intern starting in February
- Started the process of putting together scholarship requests to local businesses for 2020 major events
- Toured The Lower Deck to think of how the Senior Center can use this space for programming.
- 240 Tax Clinic Appointments are full and AARP volunteers are helping seniors with this process.

Major Projects / Issues:

State Re-Accreditation – develop committee and set schedule to meetings and goals

Evjue Foundation Grant – Due end of February to fund speaker stipends for Scholarly Scoop.

Dementia Friendly – mapping out how to accomplish 2020 goals.

BE! Brain Enrichment Program – Project Assistant, Lori Chapman is studying materials and getting ready to teach this program to interested in seniors. We look forward to rolling this new offering out thanks to a generous donation to cover the cost of the teaching materials.

Volunteer Appreciation Event: With no Madison College intern this year, we are needing to plan and facilitate this event on our own this year.

In Progress / Routine Duties:

Meetings: Staff meeting, Friends Board meeting, regular staff team meetings, met with WPS representatives on Medicare and support to the Senior Center, met with Jim Kreuger from NewBridge to finalize 2020 contract with NewBridge

Correspondence, processing donations and bills, website updates, publicity in the local paper and social media, changes in supporting agency representatives, thanking business sponsors for their support.

Upcoming Objectives / Events:

February brings presentations on **Cookies and Cognition** on Feb. 7th, 10 a.m., a UW research project that helps seniors learn tools to help remember things. A representative from the DMV will do a presentation on **Real ID** on Feb. 20th at 10 am, a very hot topic among seniors who travel especially. We will **SnowShoe** with the Parks and Rec. Dept on Feb. 19th at 10:00 a.m. and a presentation on **Covered Bridges** will take place on Feb. 27th at 10 am

Personnel:

Personnel – Diane will be out of the office Feb 11 – 13 for a procedure, Lori on vacation Feb. 20 – March 2nd, Lisa has a procedure to be scheduled soon.

Library Activity Report	2018 December	2018 YTD December	2019 December	2019 YTD December
Physical Item Checkouts	20,898	230,253	12,472	225,536
E-Book Checkouts	1,979	21,408	2,032	25,106
Total item Checkouts	22,877	251,661	14,504	250,642
Meeting Room Bookings	25	416	20	585
Study Room Bookings	160	1,422	43	1,302
Book a Librarian sessions	1	28	-	
Exams Proctored	-	-		2
Online Database Usage	67	1,249	60	1,268
Wireless Network Sessions	12,717	132473*	11,382	190,772
Library Visits	20,446	212,486	13,726	231,854
Adult Programs	4	66	3	62
# attended	188	1,867	636	2,144
Children's Programs	19	268	14	256
# Attended	436	7,047	307	9,033
Teen/Tween Programs	3	33	5	41
# Attended	23	240	33	463
Drop-In Activities	2	13		14
# Attended	71	329		736
YS Outreach	0	3		
# Attended	0	163		
Family Programs				
# Attended				

*missing
July and
August

MONONA PUBLIC LIBRARY
ADMINISTRATIVE REPORT FOR LIBRARY BOARD MEETING
January 21, 2019
Ryan Claringbole, Library Director

New Library Assistant I Hired

I am pleased to share that we offered the Library Assistant I position to Michaela and she accepted! Michaela was a shelver for approximately four years. We are very excited that she has accepted, and she will begin training January 17th.

Patron Banned

On Friday, December 20th I sent a letter to a patron informing them he is banned from the library until April 1st, 2020. The patron was asked to leave the library on Wednesday, December 18th after they threw a glass bottle at a shelf and appeared to be intoxicated, which is against our Code of Conduct. The police were called because the patron did not leave immediately. On Friday, December 20th the patron returned to the library and shouted obscenities at staff at the desk, and then proceeded to go into the back workroom and shout obscenities at the staff back there. On the way out the patron threw one of the signs placed on the lower level. Police were called, however they had vacated the building by the time they arrived. The patron was informed in his letter that they can appeal the decision at the January Board meeting.

Bibliovation

We have been working with Bibliovation, the new integrated library system (ILS) that most of the South Central Library System (SCLS) libraries use. There are still numerous bugs that need to be fixed, and SCLS has been working with LibLime, the vendor, on prioritizing and scheduling these fixes.

SCLS will update the library staff as these problems are resolved. In the meantime, staff have formed some workarounds - some with SCLS' help, some we have come up with on our - to deal with as many of these problems as we can.

Winter Now Summer Later

The Winter Now, Summer Later expo was a great success! The sponsors and partners included Rutabaga, Lussier Family Heritage & Dane County Parks, Friend of Monona Library, Naturing in Madison, Olbrich Botanical Gardens, REI, Wisconsin Disc Sports Association, City of Madison Parks Division, DNR/Wisconsin State Parks, Aldo Leopold Nature Center, Devils Lake Climbing Guides, and Ice Age Trail Alliance. These businesses/organizations had tables set up

throughout the upper level of the library with information and activities for participants. We also had short instructional sessions on various topics that were held in the Forum Room. We estimate that over 600 people attended the expo, and the comments from both participants and partners/sponsors were overwhelmingly positive. Jenna, Karen, and Tiffany are evaluating the event as a whole and looking to see what we want to change for next year.

Paint

After consulting with Deb Haeffner, the interior design consultant at SCLS, and getting staff feedback, we are painting the wall behind the service desk to better go with the new carpet. The color chosen is a green that will match the green in the carpet. We also plan to paint two offices, and to paint the three sections of wall in the Quiet Reading Room. This will be paid for out of the few remaining 2019 funds.

Bathroom Tile/Renovation

After conferring with Coyle and Daniels Construction, we have these linked projects to happen in the first half of February. Daniels Construction will be removing the stalls in each of the four lower level restrooms, replacing the counter in one of the restrooms, replacing the mirrors, sink and faucet, and adding a baby changing station. Coyle will be replacing the floor tile in the four restrooms and wall tiles in two of the restrooms. There was a delay with the projects as we needed to have testing done to determine if there is any concern of asbestos being released during the projects. The results of the test were negative. Once reported, we were able to coordinate when we can have both companies come here to coordinate and complete the projects together.

Gallup StrengthsFinder

The leadership staff have all taken the Gallup StrengthsFinder assessment. I met with Mary to discuss next steps, which includes creating questions and small group activities to help the staff explore each other's strengths, as well as look at the library as a whole and see what areas we are currently missing someone that has that area as a core strength.

Wisconsin Libraries Transforming Communities

The Department of Public Instruction is offering a state-wide community engagement training opportunity called Wisconsin Libraries Transforming Communities. This project will be led by Thriving Libraries, library consultants who are well respected across the nation. 20 two-person teams will be selected across the state. These teams consist of one library staff member and one community member (cannot be a library trustee) to understand current community-based planning strategies, develop strategies for deeper relationships in the communities, and create a project that will help the library address a community need.

Power Lab

Matt, Jenna, and I are set up to receive notifications from the email address powerlab@moonalibrary.org for patrons who want to set up an appointment to convert VHS tapes to digital and use the photo/document scanner. Desk staff have been trained on how to use the equipment, but after talking with some staff and the Bibliovation migration, it was determined that having three staff designated as the leads for patrons would be best. We also worked through best practices for room reservations, and what equipment we still need to purchase (ex. Projector slides converter. We are working with UW-Wisconsin's RADD lab for best equipment for this). We have had a handful of public who have used the equipment as testers, and had success with it. We have a sign made for the door, as well as a web slider we will have up that along with a web page for the service.

Holiday Closings

I am proposing that we close for the following Holidays:

Easter Holiday

Memorial Day

4th of July

Labor Day

Thanksgiving

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Day (2021)

Everbright

The Everbright is a large-scale interactive wall with illuminated dials. It would allow people of all ages to create visuals that appeal to them in that moment, as well as input specific designs that will stay there similar to a hanging art picture until someone wants to interact with it. There are two big challenges with this item. One is price. It is designed for use in a public space such as a school, library, or museum, and is built to last. The second is space. The Eventbright is eight (8) feet by four (4) feet and costs approximately \$12,000. Museums and libraries have it in their buildings as an interactive art display, and this type of interaction has been linked to benefit early childhood literacy (see attached article). Since the building consists of so many windows and angles, there are few options on where it could fit. One option is to have it in the lower level as part of the lower level redesign.

Merit Pay Bonus

I submitted to the Mayor my recommendations for pay based on merit. I followed the City's recommendations regarding pay scale based on position/responsibilities. I would like to revisit

the possibility of talking with the City of supplementing these funds with library fund balance funds.

Collection Agency

The Monona Public Library uses the collection agency Unique Management Service (UMS) to notify and collect monies owed to the library once the fines have a balance of \$50.00 or more and is entered into a 31 day grace period. If there is no payment towards this amount after 31 days, UMS will move forward with collecting and a \$10.00 Account Management fee is applied to the patron's account.

Recently there was a patron who came in that was very upset that the library was using a collection agency. While they were upset that they had the fees applied and their name was in the collection agency's database, they were more upset about the principle of it; that there are people who may not be able to afford collection agency fees, and there was concern about what it does to someone's credit. I had a discussion at the most recent Dane County Library Director meeting about other libraries who use collection agencies, what they thought, and why those libraries who don't use them continue to do so. It was a very good conversation about the pros and cons of a public library using a collection agency to pursue debts. One piece of information that did come out of the conversation is that there is a state law that these debts are not counted towards someone's credit. This is tied to Chapter 43, and I am waiting confirmation on this from the state.

I would like the Board to think about our continued use of UMS, or if it is something we should talk to the City about moving away from. In the packet is an invoice from UMS that shows the cumulative total we have collected through their service.

Library Activity Report	2019 Jan	2019 YTD Jan	2019 Jan	2019 YTD Jan
Physical Item Checkouts	20,889	20,889	18,314	18,314
E-Book Checkouts	2,330	2,330	2,295	2,295
Total item Checkouts	23,219	23,219	20,609	20,609
Meeting Room Bookings	50	50	57	57
Study Room Bookings	100	100	126	126
Book a Librarian sessions	3	3	-	-
Technology Sessions (Volunteer Dan)	7	7	-	-
Exams Proctored	-	-	-	-
Online Database Usage	110*	110*	260	260
Wireless Network Sessions	13,260	13,260	16,481	16,481
Library Visits	18,566	18,566	19,683	19,683
Adult Programs	5	5	6	6
# attended	87	87	239	239
Children's Programs	20	20	20	20
# Attended	580	580	641	641
Teen/Tween Programs	1	1	2	2
# Attended	16	16	5	5

MONONA PUBLIC LIBRARY
ADMINISTRATIVE REPORT FOR LIBRARY BOARD MEETING

February 18, 2020

Ryan Claringbole, Library Director

Friends of Monona Library

The Friends of the Monona Library met on Tuesday, February 11 to discuss the results of Loud in the Library and the future of Friends events. The Friends voted and approved sunsetting the Friends of the Library Book + Bake sale, and will focus on the Friends Book Store, Loud in the Library, and occasional bake sales that are tied to larger programs.

Loud in the Library was again very successful, raising approximately \$12,000-14,000 (still finalizing expenses and receiving checks) for the library's lower level project. I mentioned to the Friends that we are looking at the lower level, and that one of the suggestions was moving the bookstore near the entrance and moving the vending machines back where the bookstore is. The Friends overall seemed open to the idea, and are excited by the image of the bookstore getting more exposure to those entering the library. They also suggested that not all of the cafe tables and chairs be moved, to leave some by the bookstore.

The Friends released \$2,661 to the library. \$2,000 will go towards the Library Foundation, and \$661 towards a third computer in the Teen/Tween area. I am working with Tiffany on finding a good computer desk that will accommodate more than two stations, and we will go back to the Friends for funding for that furniture. I informed the Friends of this so they are aware.

New Printer/Scanner/Copier

The City budgeted for the library a new printer/scanner/copier in its 2020 capital budget and informed me to go ahead with researching and picking out one. Sally and I are meeting with Gordon Flesch, Corporate Business Systems, and Rhyme to go over options. The goal is to purchase a printer/copier/scanner machine that will allow there to be one unit that does these three tasks for patrons, instead of the current system that has two pieces of equipment, one that is out of date and another that is not meant to do our volume of printing, to serve the public.

Bibliovation

SCLS and LibLime continue to work on the problem items related to the Bibliovation migration. There have been improvements, including the Holds Queue process, the window when filling a hold now automatically closes. They continue to work through the list, testing, and update the libraries when ready.

Wing It

The Wing It event on February 7 was a lot of fun, continuing our focus on providing the community opportunities to share their story. In the spirit of the One Community, Many Voices project, as well as the two Story Jams, the Wing It event had any of the 20+ people attending come up and share a story about themselves. Some people came prepared, others were inspired by the openness of their community members and came up to provide impromptu stories, truly embracing the “winging it” theme.

Paint

We had the wall behind the service desk painted, as well as the wall in the Director’s office. We plan to paint the walls in the Quiet Reading Room, a wall in the Youth Services Office, a wall in the back workroom, and a wall in the glass office. Before we begin I am looking to get consultation with the Ho-Chunk nation on thoughts regarding the mural in the Quiet Reading Room.

We will also look at painting the Board Room and Forum Room. The Board Room walls are more noticeable since the LED project, and one of the walls has two different colors. The Forum Room walls show a lot of chipping.

Projector in Forum Room

I am working with Will Nimmow and Full Compass with getting the right projector and screen in the Forum Room. The goal is to have a new projector, screen that is either manual pulldown or by switch, and a sound system. This can be used for future presentations and programs that utilizes videos and/or movies.

Bathroom Tile/Renovation

The lower level restrooms project was slated to start Monday, February 17 and go for two weeks. Coyle, the tiling vendor, had reduced crew due to illness and asked to push the project back a week. The new start date is February 24, and is still slated to go two weeks.

Wisconsin Libraries Transforming Communities

Jenna’s application was picked as one of 12 libraries that is participating in the statewide Wisconsin Libraries Transforming Communities initiative. This initiative has the library working with a member of the community to develop a project over the next 18 months that will address community need.

Ryan’s application was also accepted to be one of the coaches that will help the teams with challenges and facilitate their conversations during the in-person sessions and during

teleconference/video meetings.

Power Lab

We have had a couple patrons use the Power Lab services, one for the VHS conversion and one using the new document/photo scanner. Both were positive experiences, giving the patrons what they needed while also providing some feedback for the library on how we can change our instructions.

The group email that was created for the Power Lab is not working after multiple attempts to fix. We are creating its own email account that will be linked to Ryan's, Jenna's, and Matt's emails for now, and pushing for patrons to sign up via email submission. We need to change the posters that has the nonworking emails. In the meantime we are using word of mouth and looking at what workshops we can use the Power Lab for, much like our recent workshop using Ancestry.com.

Annual Report

Ryan put the finishing touches on the annual report to submit to the South Central Library System per DPI's required standards. Every library in the state is required to submit an annual report, which is collected, formatted, and then made available to the public. If a library does not comply with this it affects the regional library system's funding, as well as the regional library system services to that library.

Everbright

The Everbright is a large-scale interactive wall with illuminated dials. It would allow people of all ages to create visuals that appeal to them in that moment, as well as input specific designs that will stay there similar to a hanging art picture until someone wants to interact with it. There are two big challenges with this item. One is price. It is designed for use in a public space such as a school, library, or museum, and is built to last. The second is space. The Eventbright is eight (8) feet by four (4) feet and costs approximately \$12,000. Museums and libraries have it in their buildings as an interactive art display, and this type of interaction has been linked to benefit early childhood literacy (see attached article). Since the building consists of so many windows and angles, there are few options on where it could fit. One option is to have it in the lower level as part of the lower level redesign.

Collection Agency

In the packet is a breakdown of patrons who have repeatedly been flagged in Unique Management Services system. It is a relatively low number. The total amount of monies the library has received since being a UMS customer is \$21,605.57. The total value of materials returned is \$5,741.18. The total amount waived by the library is \$20,054.30.