

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, FEBRUARY 17, 2020
6:40 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from February 3, 2020.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. Consideration of Resolution 20-2-2392 Authorizing the Issuance and Sale of \$5,490,000 General Obligation Promissory Notes, Series 2020A.
 - B. Consideration of Resolution 20-2-2393 Adopting a Policy to Provide a Paid Family Care Leave Benefit for City Employees.
 - C. Consideration of Ordinance 2-20-726 Amending Section 395 of the Code of Ordinances Relating to Neighborhood Block Parties; And Creating a Penalty.
7. Acceptance of General Fund Accounts Payable Checks Dated January 31–February 13, 2020. (Documentation of invoices paid is available in the City Clerk’s office.)
8. 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. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES
February 3, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:15 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Andrew Kitslaar and Doug Wood

Also Present: City Administrator Bryan Gadow (arrived late), Finance Director Marc Houtakker, Police Chief Walter Ostrenga, Director of Administrative Services Leah Kimmell, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the January 6, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Police Chief Ostrenga reported the following purchase is the Department's second hybrid vehicle. The state bid price has not gone up since the 2019 purchase. The two cars damaged by car theft suspects' escape attempts are functional; repair plans were discussed.

A motion by Alder Kitslaar, seconded by Alder Wood 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 reported state statutes now require all massage providers to have a state license. The following updates the Ordinances and includes the fine maximum in the Fee Schedule.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Ordinance 2-20-725 Amending Chapter 296 of the Code of Ordinances Relating to Massage and Bodywork Therapy, was carried.

Finance Director Houtakker reported the following authorizes Financial Consultant Jeff Belongia to start negotiations for borrowing; he will be at the next meeting with rates. This includes the 2020 Capital Budget and refinancing a lump sum payment for a 2012 10-year note.

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

Mayor O'Connor provided information on a Renew Monona program application that was submitted for window improvements. The home's value and increased energy efficiency are within the scope of the program. This was approved by the CDA.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Funds for a Renew Monona Home Loan for Peter Johnson, 1404 Baskerville Avenue. On a roll call vote, all members voted in favor of the motion.

Director of Administrative Services Kimmell began Review and Discussion of Draft Family Care Paid Leave Policy. The current draft version, as requested by the Committee, has employees apply to an advisory group for 2 weeks of leave for family members only. It is available for complications of a family member's pregnancy but not for a normal pregnancy. Leave can be taken in full 1-day increments. It is renewable effective 1 year from when the first day of leave is taken, not yearly. Approval is granted by a majority of the 3-member advisory group. City Administrator Gadow arrived during this discussion and stated the final version will be on the next agenda for approval.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Alder Wood to Accept General Fund Accounts Payable Checks Dated January 3, 2020 through January 30, 2020, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (6:40 p.m.)

Joan Andrusz
City Clerk

**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

Original Update

Substitute No. _____
Resolution No. 20-2-2391 & 20-2-2392
Ordinance Amendment No. _____

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> |
|---|--|

**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: