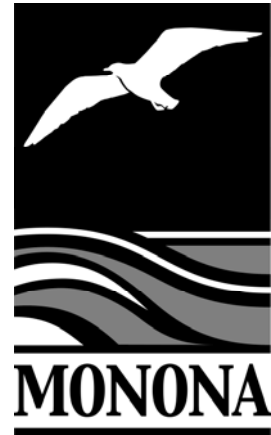


**City of Monona**  
**5211 Schuller Road, Monona, WI 53716**  
**Phone (608) 222-2525**  
**Fax (608) 222-9225**  
**[www.monona.wi.us](http://www.monona.wi.us)**



May 14, 2009

Dear Business Owner:

I am writing to inform you of the new requirements associated with the City of Monona Ordinance 6-08-582, a new law that regulates smoking in public buildings and enclosed workplaces and becomes effective on Monday, June 1, 2009. Our goal is to make the transition to a smoke-free Monona as easy as possible for you. Enclosed in this packet are: the complete ordinance language, a quick reference FAQ, and a sign for your establishment (see signage section on page 2). The following is a brief description of the new law:

No Smoking Areas:

The law prohibits smoking in public places and places of employment. (See ordinance language for exact definitions).

- Enclosed, indoor areas of restaurants and taverns.
- Common areas in apartment buildings or other multi-unit residential facilities.
- Places of employment – includes enclosed areas controlled by the employer in which employees may be expected to be present during the course of employment, including, but not limited to, work areas, private offices, employee lounges and restrooms, conference and classrooms, employee cafeterias, hallways, and vehicles. (Does not include private residences unless used as a childcare facility, adult daycare facility, or healthcare facility).
- No person shall smoke in any public building or within five (5) feet of any primary entrance, operable window, or ventilation system of a public building, in any vehicle that constitutes a place of employment or within five (5) feet of a secondary entrance.

Exemptions:

- Any hotel or motel room rented to a guest and designated as a smoking room. This exemption only applies to rooms with sleeping quarters, not to conference rooms or other facilities available for rent.
- The Tasting Room, qualified exemption as a retail tobacco store, per Section 1(f)(3) and Section 1(f)(4) of ordinance.

Enforcement:

The new law authorizes the Monona Police Department to inspect all workplaces and public places to ensure compliance with the law. In response to verified complaints, Code Compliance will send a letter to the business requesting compliance with the law and stating the penalties associated with noncompliance. If a business continues to be noncompliant, Code Compliance may issue a notice of violation, if appropriate. If a business is having a problem with a patron who refuses to comply with their request to comply with the ordinance, the business should call the Police Department on the non-emergency line at 222-0463.

Signage:

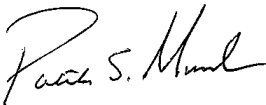
The law requires posting of a "no smoking" sign. It is important for business owners to communicate to customers about smoking prohibitions and exceptions. To inform patrons of the establishment's status, businesses should post a smoking designation sign, visible to the public, stating that smoking is not allowed. One is included in this packet, and is also available for download at the city's website: [www.monona.wi.us](http://www.monona.wi.us).

You are welcome to display a sign of your own making instead, as long as it contains the same information. Use of the international "No Smoking" symbol, a picture of a burning cigarette enclosed in a red circle with a red bar across the cigarette, is acceptable.

In addition to this letter, the City will be initiating additional public information initiatives including news releases and web site updates.

The City of Monona appreciates your cooperation during this process.

Sincerely,

A handwritten signature in black ink that reads "Patrick S. Marsh". The signature is written in a cursive style with a large initial "P" and "M".

Patrick Marsh  
City Administrator