

Agenda

**City Council
Monona Public Library
1000 Nichols Road
Monday, November 3, 2025
7:00 PM**

This meeting may be viewed LIVE on [YouTube](#).

Notice of Electronic Meeting Option

An electronic videoconferencing/teleconferencing option is available for this meeting. As such, it is possible that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. The public may attend in person at the location stated above or via Zoom at <https://us02web.zoom.us/j/85976189947>. To attend via telephone conference, call 1-312-626-6799 and enter Meeting ID: 859 7618 9947. Please mute your phone/microphone when not speaking to ensure the best possible audio quality.

A. Call to Order

B. Roll Call and Pledge of Allegiance

C. Approval of Minutes

1. October 20, 2025

D. Appearances

E. Public Hearing

F. Consent Agenda

G. Council Action Items

1. Unfinished Business
 - a. Consideration of Resolution 25-10-2837 Approving Exterior Revisions to the Existing Precise Implementation Plan for the Bloom (Director of Planning).
 - b. Consideration of Ordinance 10-25-798 Amending Section 103-3 of the Monona Code of Ordinances to Remove Health Inspector Duties from the Building Inspector (City Administrator).
 - c. Consideration of Resolution 25-10-2836 Approving the 2026-2030 Capital Improvements Program and 2026 Capital Borrowing (Mayor Moore).
 - d. Consideration of Resolution 25-10-2834 Approving an Agreement with Vandewalle & Associates for Comprehensive Planning and Corridor Planning Services (City Administrator).
2. New Business
 - a. Consideration of Resolution 25-11-2842 Amending the 2025 Operating Budget for Comprehensive Planning Consultant Services. (City Administrator) **Immediate Action Requested.*

- b. Consideration of Resolution 25-11-2838 Amending the 2025 Capital Budget for a Wisconsin Emergency Management State and Local Cybersecurity Grant (Director of Administrative Services). **Immediate action requested*
- c. Consideration of Resolution 25-11-2839 Providing for the Sale of \$3,900,000 General Obligation Refunding Bonds, Series 2025B (Finance Director). **Immediate action requested*
- d. Consideration of Resolution 25-11-2840 Providing for the Sale of \$1,550,000 Taxable General Obligation Refunding Bonds, Series 2025C (Finance Director) **Immediate action requested*
- e. Consideration of Resolution 25-11-2841 Providing for the Sale of \$2,950,000 Water System and Sewer System Revenue Refunding Bonds, Series 2025D (Finance Director) **Immediate action requested*
- f. Consideration of Resolution 25-11-2843 Adopting Future Compensation Increases for the Mayor and City Council Members of the City of Monona (City Administrator).
- g. Consideration of Ordinance 11-25-799 Amending Section 18-16 of the Monona Code of Ordinances to Rename the Distinguished Service Award Committee and Revise its Function. (Mayor)

H. Reports of Committees, Commissions, Boards, Mayor, City Administrator, City Attorney, Department Managers, Sustainability Efforts, and Diversity, Equity, and Inclusion (DEI) Efforts.

[Agendas, Supporting Documents, and Minutes are Available on the Monona Web Page – www.mymonona.com]

- 1. Senior Center Report, Q3 2025
- 2. Community Media Report, Oct. 2025

I. Appointments

- 1. Mayor Nancy Moore, Renew the Blue Council Delegate
- 2. Alder Teresa Radermacher, Renew the Blue Council Delegate

J. Adjournment

Agenda Posted 10/31/25

MONONA CITY COUNCIL MINUTES
October 20, 2025

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

Present: Mayor Nancy W. Moore, Alderpersons Brian Holmquist, Doug Wood, Patrick DePula, Rachel Kugle, Rick Bernstein, and Teresa Radermacher

Also Present: Administrator Neil Stechschulte, Director of Planning and Community Development Doug Plowman, Police Chief Brian Chaney, Public Works Director Dan Stephany, Public Works Project Manager Brad Bruun, Fire Chief Jerry McMullen, Finance Director Marc Houtakker, Library Director Ryan Claringbole, and City Clerk Alene Houser

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Motion by Alder Radermacher, seconded by Alder DePula, to approve the minutes of the August 18, 2025, and October 6, 2025, City Council meetings. Motion carried.

APPEARANCES

Monona Grove School District Superintendent Dr. Tanya Fredrich and School Resource Officer Luke Wunsch provided an update on the School Resource Officer Program.

PUBLIC HEARING, CONSENT AGENDA

There were no Public Hearings or Consent Agenda.

UNFINISHED BUSINESS

G.1.a Consideration of Ordinance 10-25-796 Requiring a Four-Way-Stop-Controlled Intersection at Panther Trail and Midmoor Road.

Motion by Alder Holmquist, seconded by Alder Radermacher, to approve Ordinance 10-25-796. On a roll call vote, all members voted in favor of the motion.

G.1.b Consideration of Ordinance 10-25-797 Establishing No Parking Areas on West Broadway Service Road.

Motion by Alder Holmquist, seconded by Alder Radermacher, to approve Ordinance 10-25-797. On a roll call vote, all members voted in favor of the motion.

G.1.c Consideration of Resolution 25-10-2835 Consenting to the Public Finance Authority Issuance of Taxable Revenue Bonds for Pier 37 Monona, LLC Project.

Motion by Alder Wood, seconded by Alder DePula, to approve Resolution 25-10-2835. Motion carried.

G.1.d Consideration of Resolution 25-8-2823 Approving the Plan Commission Recommendation for the Broadway Senior PIP by Northpointe Development Corporation.

Director Plowman explained that this is the second read for the Broadway Senior PIP by Northpointe Development Corporation. The development is for 55 units of age restricted multi-family housing utilizing WHEDA tax credits. The main change which is highlighted on the resolution is an additional condition that the applicant shall address floodplain concerns for the site.

Motion by Alder Wood, seconded by Alder Holmquist, to approve Resolution 25-8-2823. Motion carried.

NEW BUSINESS

G.2.a Consideration of Resolution 25-10-2836 Approving the 2026-2030 Capital Improvements Program and 2026 Capital Borrowing.

Mayor Moore explained that this is the first read of the Capital Borrowing. Director Houtakker explained that if all amendments are approved, the total general obligation borrowing would be 3.7 million.

Amendment 26-01: An amendment to reinstate \$143,750 for Nichols Road street design. The proposed budget had used the \$100,000 savings from Nichols Road to reduce the Capital Budget, so this will need to be added back in. Other Revenue for Tonyawatha construction will decrease by \$100,000 and increase GO note by \$100,000. Alder Wood explained that the city is paying for the design costs but once we get into construction, we get 65% from the MPO. Nichols Road from Maywood to Winnequah is more pedestrian centric with large crowds at Winnequah park. This project address safety issues at the Schluter/Nichols intersection. The MPO project funding is through 2029; design could be pushed to 2027 and still be able to complete the project within the approval window.

Amendment 26-02: An amendment to reinstate \$1,105,000 for construction of Oneida Park Sanitary sewer lift station. The funding source would be a revenue bond, which will require a 15% increase to the Sewer Rates effective 1/1/2026. Director Stephany explained that this project consists of replacing the cast iron force main that goes on the bottom of Sumac Lagoon and eliminating the 24' deep dry can entry system with a modern submersible pumping system where nearly all work can be completed from above ground.

Amendment 26-03: Amendment to add \$130,000 for South Towne Concrete/Reconstruction Engineering. Director Houtakker explained that TIF funding might be an option if the project is moved back a year. There is currently no money in TIF 15 and 16. Director Stephany is also working with WisDOT to determine jurisdictions and who is responsible for this project.

Amendment 26-04: Amendment to add \$530,000 for a Plow Truck & Leaf Vac Replacement Multipurpose Truck. Alder Holmquist explained that this proposal is the first phase of a longer vision, which replaces 3 vehicles into 2 and goes toward his overall goal of reducing city vehicles. Different attachments will be purchased to be able to use the chassis year round.

Amendment 26-05: Amendment to increase the Bridge and Street Maintenance budget from \$200,000 to \$300,000. Alder Wood explained that this is preventive maintenance for the streets and maintaining the street is one of the main functions of local government.

Amendment 26-06: Amendment to add \$39,000 to replace the Public Works 2012 Chevy Colorado.

Amendment 26-07: Amendment to add \$270,000 to replace the 2007 John Deere loader.

Amendment 26-08: Amendment to change the funding for Park Trees from Other Revenue to GO Debt. This also removes \$5,000 for removal tree costs, which should be an operating expense.

Amendment 26-09: Amendment to reduce the Library office lighting by \$9,000. After the budget was proposed, staff was made aware that part of the project will be completed in 2025 with 2025 budget money.

G.2.b Consideration of Ordinance 10-25-798 Amending Section 103-3 of the Monona Code of Ordinances to Remove Health Inspector Duties for the Building Inspector.

Administrator Stechschulte explained that this is an administrative correction. Public Health Madison & Dane County serves as the local health department for the city. The ordinance currently reads that the Building Inspector shall serve as the Health Officer, which needs to be removed because the city does not operate its own health department.

G.2.c Consideration of Resolution 25-10-2837 Approving Exterior Revisions to the Existing Precise Implementation Plan for the Bloom

Director Plowman explained that Noel Development, LLC are requesting a modification to the existing PIP for exterior materials from chestnut to honeysuckle. The project deviated from the approved PIP as exterior siding materials that matched the approvals were not available. The Plan Commission reviewed the request on October 13 and unanimously voted to forward the request to council for review and consideration. The motion stated that there were enough Plan Commission concerns that the City Council should review options including repainting, replacing or leaving in place. It was determined that the installed materials were a substantial deviation from the approved PIP.

Matt Murtos with Noel Development, LLC and Leah Teske with JLA Architects explained that they are requesting a modification to the PIP and approval of the modification would be their preference. However, if the modification is not approved, alternative options include painting the siding which would not provide the worn wood look that is provided in the approved PIP or removing the siding and replacing with a different product. Because the approved material is no longer available, replacement of the existing siding will still vary in color and texture to the approved material.

Motion by Alder Holmquist, seconded by Alder Radermacher, to suspend the rules and take action on Resolution 25-10-2837. Alder Wood voted against the motion; motion carried.

Motion by Alder Holmquist, seconded by Alder Wood to table Resolution 25-10-2837. Motion carried.

REPORTS

Alders, staff, and Mayor Moore provided various Reports.

APPOINTMENTS

There were no Appointments.

ADJOURNMENT

Motion by Alder DePula, seconded by Alder Holmquist, to adjourn. Motion carried (9:55 p.m.).

Alene Houser
City Clerk

DRAFT

Resolution 25-10-2837
Monona Common Council

**APPROVING EXTERIOR REVISIONS TO THE EXISTING PRECISE
IMPLEMENTATION PLAN FOR THE BLOOM**

WHEREAS, Noel Development (the “Applicant”) proposed the development of properties at 4601–4613 Monona Drive and followed the procedures for approval listed in the Monona Municipal Code of Ordinances for a Planned Community Development; and,

WHEREAS, the Planned Community Development is implemented by a General Development Plan (GDP), followed by Precise Implementation Plans (PIP) for all or part of the GDP; and,

WHEREAS, the GDP was approved on December 5, 2022, and the PIP was approved on November 20, 2023; and,

WHEREAS, during construction, exterior revisions to the siding were made that were deemed substantive against the approved plans; and,

WHEREAS, the Plan Commission reviewed the request on October 13, 2025 and unanimously voted to forward the request to City Council for review and consideration. The motion stated that there were enough Plan Commission concerns that the City Council should review options including repainting, replacing or leaving in place. It was determined that the installed materials were a substantial deviation from the approved PIP; and,

WHEREAS, in accordance with Article VI of the Monona Municipal Code of Ordinances, a GDP and PIP also require Common Council action to: 1) approve the recommendation; 2) approve the recommendation with modifications; 3) disapprove the recommendation; or 4) refer the matter back to the Plan Commission for further consideration.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, having reviewed the materials and options to remedy hereby approves the exterior revisions to the existing Bloom PIP.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Requested by: Director of Planning and Economic Development Douglas Plowman

Approval Recommended by: Plan Commission – 10/13/25 *No approval given, motion to forward to City Council for consideration.*

Council Action:

Date Introduced: 10-20-25

Date Approved: _____

OPTION	DESCRIPTION	WARRANTY	AESTHETIC IMPACT	SUSTAINABILITY IMPACT	TIMELINE IMPACT	OTHER NOTES
1	Approve James Hardie 'Honeysuckle' color as installed.	15 yr finish warranty	Material does <u>not</u> have the worn wood look and in certain light is brighter than the image provided in the approved PIP material image; but is consistent with building elevations provided in the approved PIP, is a wood grain texture, and compliments approved mural.	No additional impact. Material is considered sustainable w/ low maintenance and high durability.	No impact.	None.
2	Paint existing material in place (color TBD)	Voids finish warranty / Substrate warranty remains	Material does <u>not</u> have the worn wood look that is provided in the approved PIP material image; however may provide a different color finish.	In addition to embedded energy to prepare and refinish existing material, non-factory-finished material may require more frequent reapplication and maintenance.	Weather dependent. Paint application likely to be delayed until Spring 2026	Post-installation application of a paint product to the factory-finished material will require additional surface & substrate preparation. Work may have negative impact on finish landscaping due to heavy equipment.
3	Demo 'Honeysuckle' and install different James Hardie color (color TBD)	15 yr finish warranty	Material does <u>not</u> have the worn wood look that is provided in the approved PIP material image and may not have a better color match; however may provide a different color finish.	Material itself is considered sustainable; however the embedded energy to remove the existing material (approximately 6,500lbs), ship it, dispose of it, as well as create the new material, ship it, and install it greatly decreases the overall sustainability.	Dependent upon weather, lead times (4-6 weeks), labor availability. Likely to be delayed until Spring 2026.	Work may have negative impact on finish landscaping due to heavy equipment.
4	Demo 'Honeysuckle' and install James Hardie w/ third party finish Woodtone Rustic Series Cedar Lap Siding (color TBD)	20 yr finish warranty	Material has the worn wood look that is provided in the approved PIP material image; however may not have a better color match.	Material itself is considered sustainable; however the embedded energy to remove the existing material (approximately 6,500lbs), ship it, dispose of it, as well as create the new material, ship it, and install it greatly decreases the overall sustainability.	Dependent upon weather, lead times (6-8 weeks), labor availability. Likely to be delayed until Spring 2026.	Work may have negative impact on finish landscaping due to heavy equipment.
5	Approve James Hardie 'Honeysuckle' color as installed, but at end of warranty install Woodtone Rustic Series Cedar Lap Siding (or equivalent) as a replacement.	15 yr, then 20 yr finish warranty	No immediate impact; however replacement material will meet approved PIP materials.	No immediate impact.	No impact.	None.



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

October 16, 2025

To: Monona City Council

From: Douglas Plowman, Director of Planning and Economic Development

RE: Request for Approval of Exterior Revisions to the Existing Precise Implementation Plan

Noel Development, LLC are requesting a modification to the existing Precise Implementation Plan (PIP) for exterior revisions to the Bloom development at 4601–4613 Monona Drive. The project deviated from the approved PIP and building plans as exterior siding materials that matched the approvals were not available. The PIP included a wood grain siding, and the deviation is because a “Honeysuckle” option was used instead, which the Applicant determined to be the closest available alternative. The request was not made to the City, and was installed and determined to be a substantive change requiring approval.

The City’s Plan Commission reviewed the request and had concerns with the aesthetic and impact on the project. There was also consideration of the environmental impact and waste associated with removing the newly installed siding. They asked that the Applicant consider remedies including painting the siding.

A motion was made by the Commission that there was enough Plan Commission concern about the request that the City Council should review options to remedy including repainting, replacement, or for the siding to remain in place. It was added that the Commission sees this as a substantial deviation that should be reviewed further. The motion carried unanimously.

Representatives for the Applicant, and City Staff will attend the Council meetings to discuss the request and answer any questions that may arise.

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



September 29, 2025

City of Monona
Douglas Plowman, AICP, Director of Planning & Community Development
5211 Schluter Road
Monona, Wisconsin 53716

Re: **The Bloom (JLA Project W23-1027), 4601 Monona Drive**
Request for Modification to approved Project Implementation Plan

Dear Mr. Plowman,

This is a request to modify the Project Implementation Plan (PIP) for The Bloom, approved in November 2024. The Bloom is a four story mixed-use development with 98 multi-family residential units currently under construction. It is located at 4601 Monona Drive on a consolidated parcel rezoned for Community Design District (Case No. 2-022-2022).

Requested Modification:

- Fiber Cement Siding (Board and Batten) – adjust color from “Lake Huron” to “Iron Gray”
- Fiber Cement Siding (Lap) – adjust color from “Chestnut” to “Honeysuckle”

In the approved PIP, both colored elevation views and representative exterior materials were presented. During construction, the accent siding material identified as Fiber Cement Lap Siding in the color “Chestnut” was noted as discontinued or unavailable. The project development team selected a replacement that closely aligned with the material represented in the elevation views – “Honeysuckle” from the James Hardie Dream Collection. As this product has been installed and has a manufacturer's warranty, a site-applied application of a different color would not hold the same quality as a factory-finished material and does not carry a manufacturer warranty. This project is on track for completion before the end of 2025 and replacing this accent siding with a new material would cause significant delays. For these reasons, we request the approval of this slight color modification.

Thank you for your consideration.

Sincerely,

Leah Teske
Vice President | Madison Office Director
Joseph Lee & Associates, LLC

Enclosed: Zoning Permit Application, (5) 12x18 copies (half size)

THE BLOOM MIXED-USE

4601-4613 MONONA DRIVE
MONONA, WI 53716



SHEET INDEX PIP	
SHEET DISCIPLINE AND NUMBER	
GENERAL	
G000-PIP	COVER
ARCHITECTURAL	
A101-PIP	FIRST FLOOR PLAN - OVERALL
A200-PIP	EXTERIOR ELEVATIONS
A201-PIP	EXTERIOR ELEVATIONS
A202-PIP	EXTERIOR ELEVATIONS
A203-PIP	EXTERIOR ELEVATIONS
A204-PIP	EXTERIOR ELEVATIONS
A205-PIP	EXTERIOR MATERIALS
A206-PIP	RENDERINGS & PHOTOS
Grand total: 9	



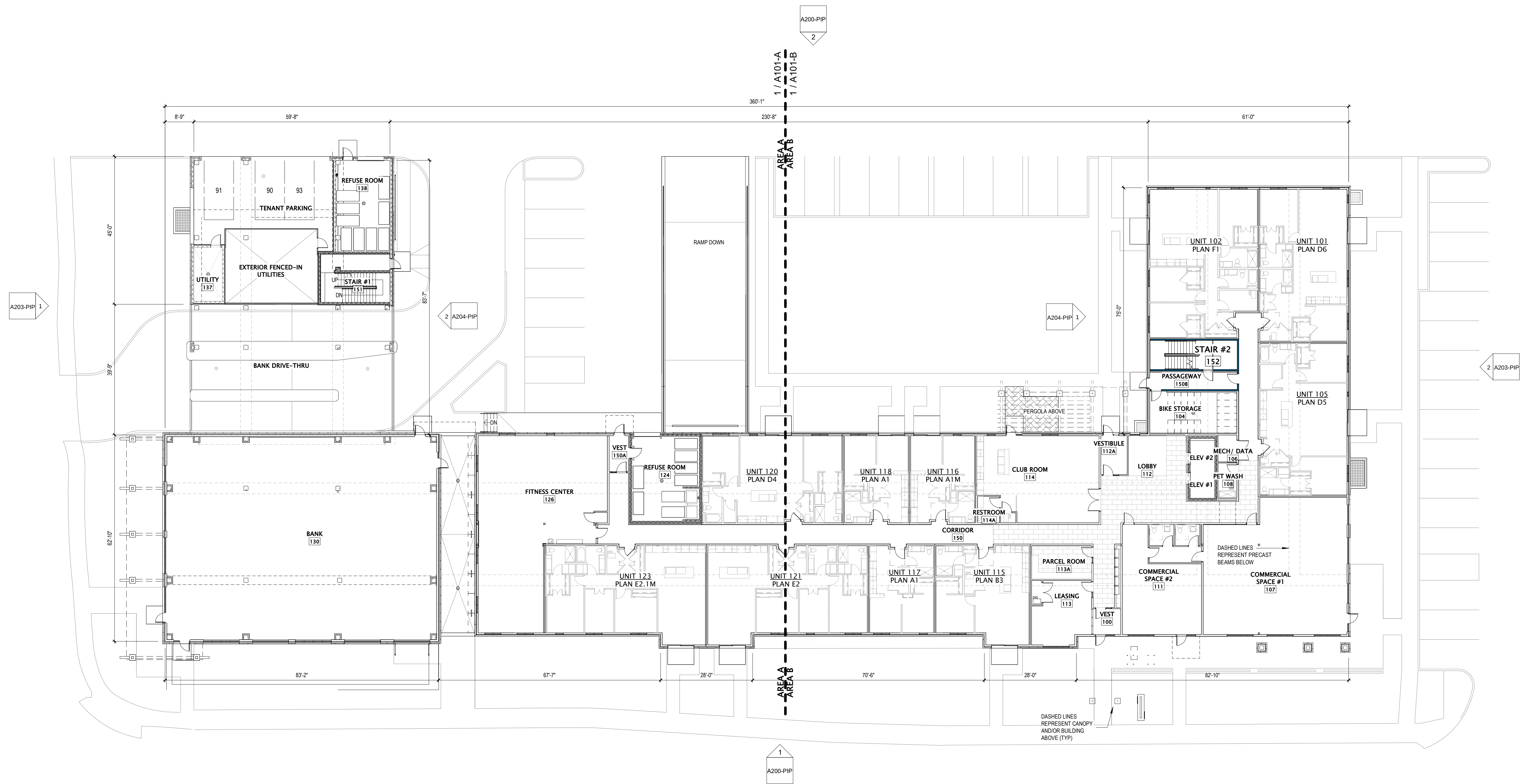
CITY OF MONONA PIP REQUEST FOR MODIFICATION

SEPTEMBER 29, 2025

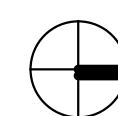


JLA
ARCHITECTS

JLA PROJECT NUMBER: W23-1027



① OVERALL FLOOR PLAN - GROUND & FIRST FLOOR PIP
1/16" = 1'-0"

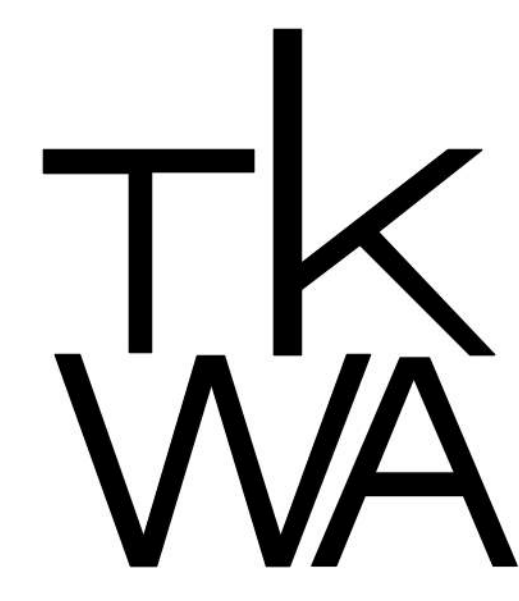




1
A4.0
EAST ELEVATION
SCALE: 1/16" = 1'-0"



2
A4.0
WEST ELEVATION
SCALE: 1/16" = 1'-0"



THE KUBALA WASHATKO ARCHITECTS, INC.
W61 N617 MEQUON AVENUE
CEDARBURG, WI 53012
P: 262.377.6039 | F: 262.377.2954

PROJECT
THE BLOOM
MIXED-USE
4611-4601 MONONA DRIVE
MONONA, WI 53716

DEVELOPER
COMPASS PROPERTIES
44 E. MIFFLIN STREET
SUITE 304
MADISON, WI 53703

CONSTRUCTION MANAGER
MCGANN CONSTRUCTION
3622 LEXINGTON AVENUE
MADISON, WI 53714

CIVIL ENGINEER
JT ENGINEERING
281 W NETHERWOOD ROAD
SUITE 1
OREGON, WI 53575

STRUCTURAL ENGINEER

LANDSCAPE DESIGN
OLSON TOON LANDSCAPING
3570 PIONEER RD
VERONA, WI 53593

**PRELIMINARY
NOT FOR
CONSTRUCTION**

REVISIONS		
01	CITY SUBMITTAL	10.09.2023

DATE
OCTOBER 9, 2023
PROJECT NUMBER
248422.01

SHEET TITLE
**OVERALL
EXTERIOR
ELEVATIONS**

SHEET NUMBER
A4.0

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APPROVED PIP



PROPOSED REVISION



1
A4.1 **PARTIAL EAST ELEVATION**
SCALE: 1/8" = 1'-0"



2
A4.1 **PARTIAL EAST ELEVATION**
SCALE: 1/8" = 1'-0"

APPROVED PIP



2 EAST ELEVATION - AREA A PIP
1/8" = 1'-0"



1 EAST ELEVATION - AREA B PIP
1/8" = 1'-0"

PROPOSED
REVISION



THE BLOOM MIXED-USE EXTERIOR ELEVATIONS

JLA PROJECT No: W23-1027

A201-PIP

SEPTEMBER 29, 2025



1 PARTIAL WEST ELEVATION
SCALE: 1/8" = 1'-0"



2 PARTIAL WEST ELEVATION
SCALE: 1/8" = 1'-0"



1 WEST ELEVATION - AREA B PIP
1/8" = 1'-0"



2 WEST ELEVATION - AREA A PIP
1/8" = 1'-0"

PROPOSED
REVISION



THE BLOOM MIXED-USE EXTERIOR ELEVATIONS

JLA PROJECT No: W23-1027

A202-PIP

SEPTEMBER 29, 2025



1
A4.3 **SOUTH ELEVATION**
SCALE: 1/8" = 1'-0"



2
A4.3 **NORTH ELEVATION**
SCALE: 1/8" = 1'-0"



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CEDARBURG, WI 53012
P: 262.377.6039 | F: 262.377.2954

PROJECT
THE BLOOM
MIXED-USE
4611-4601 MONONA DRIVE
MONONA, WI 53716

DEVELOPER
COMPASS PROPERTIES
44 E. MIFFLIN STREET
SUITE 304
MADISON, WI 53703

CONSTRUCTION MANAGER
MCGANN CONSTRUCTION
3622 LEXINGTON AVENUE
MADISON, WI 53714

CIVIL ENGINEER
JT ENGINEERING
281 W. NETHERWOOD ROAD
SUITE 1
OREGON, WI 53575

STRUCTURAL ENGINEER

LANDSCAPE DESIGN
OLSON TOON LANDSCAPING
3570 PIONEER RD
VERONA, WI 53593

**PRELIMINARY
NOT FOR
CONSTRUCTION**

REVISIONS
01 CITY SUBMITTAL 10.09.2023

DATE
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SHEET TITLE

**EXTERIOR
ELEVATIONS**

SHEET NUMBER

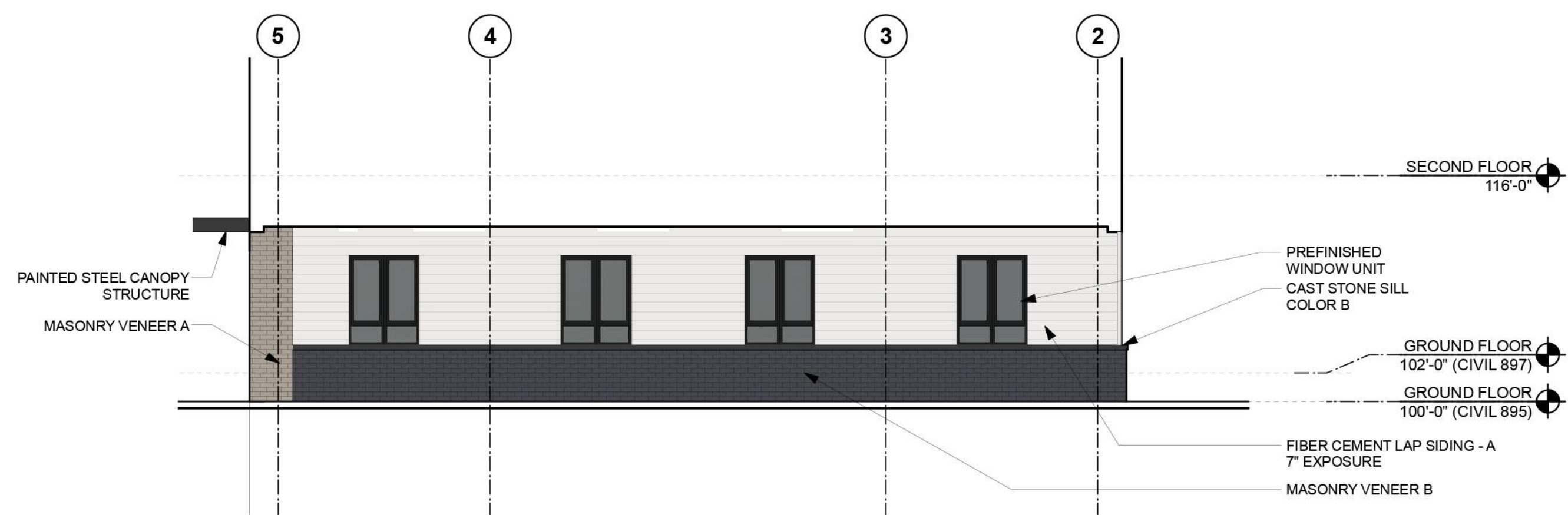
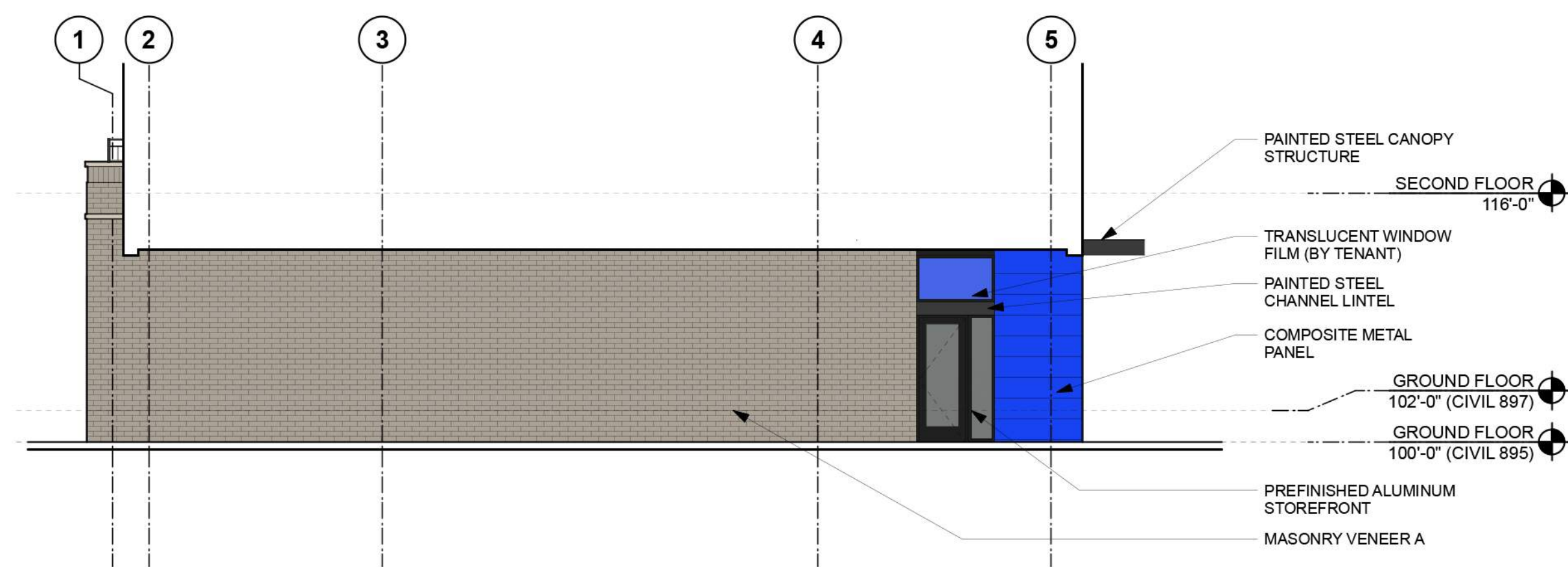
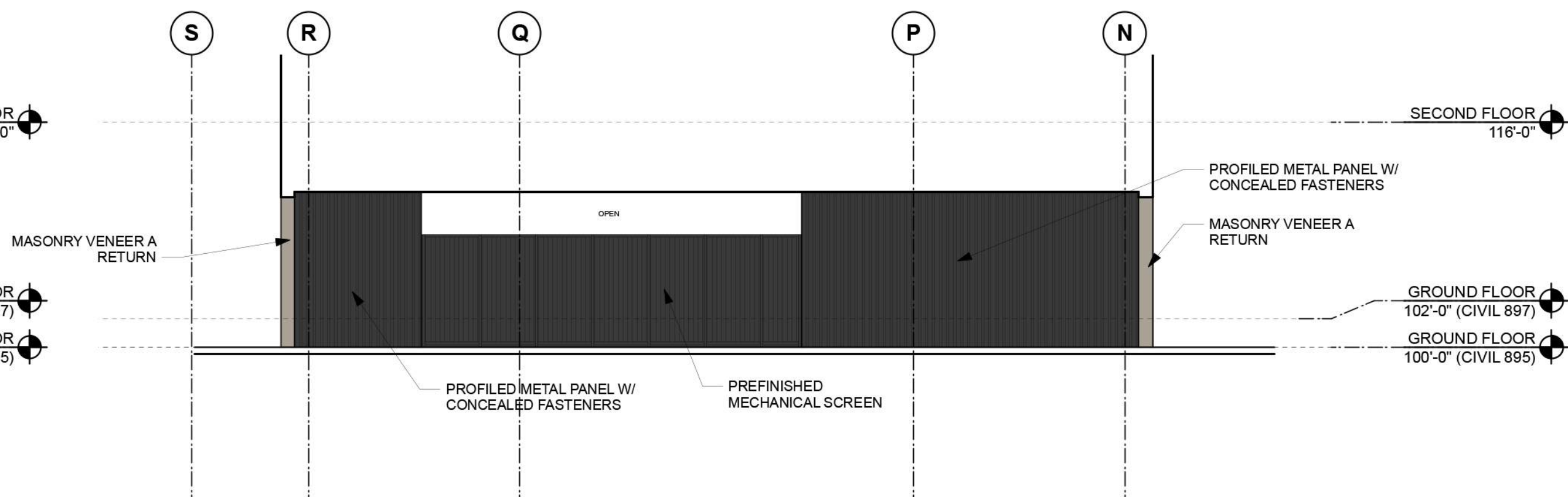
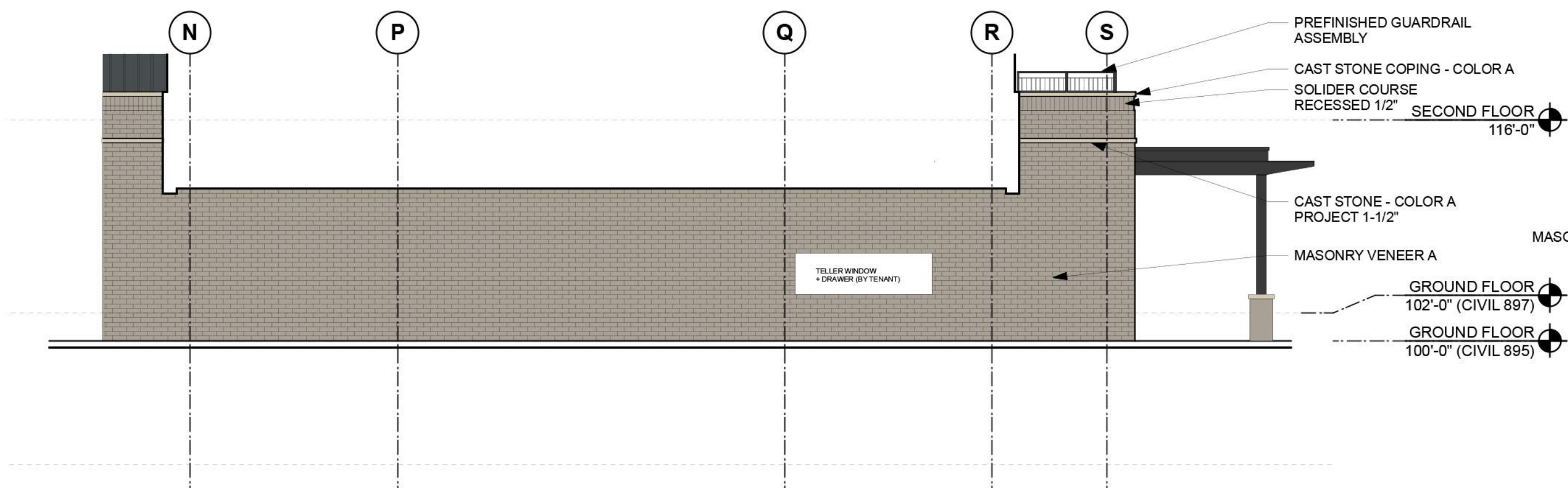
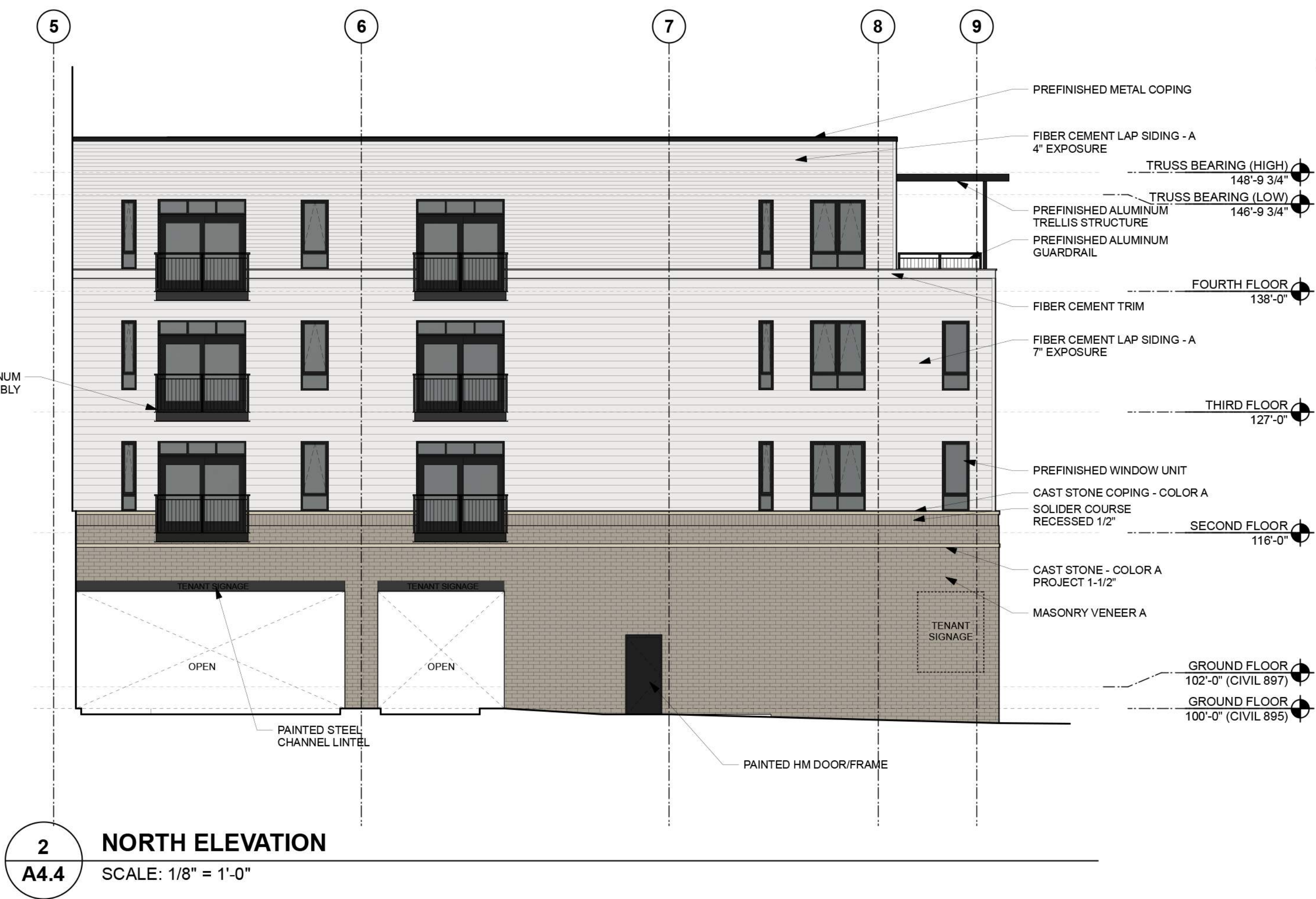
A4.3

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APPROVED PIP



PROPOSED
REVISION



THE KUBALA WASHATKO ARCHITECTS, INC.
W61 N617 MEQUON AVENUE
CEDARBURG, WI 53012
P: 262.377.6039 | F: 262.377.2954

PROJECT
THE BLOOM
MIXED-USE
4611-4601 MONONA DRIVE
MONONA, WI 53716

DEVELOPER
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44 E. MIFFLIN STREET
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MADISON, WI 53703

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STRUCTURAL ENGINEER

LANDSCAPE DESIGN
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3570 PIONEER RD
VERONA, WI 53593

**PRELIMINARY
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CONSTRUCTION**

REVISIONS		
01	CITY SUBMITTAL	10.09.2023

DATE
OCTOBER 9, 2023
PROJECT NUMBER
248422.01

SHEET TITLE

**EXTERIOR
ELEVATIONS**

SHEET NUMBER

A4.4

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APPROVED PIP



1 SOUTH ELEVATION - AREA B PIP
1/8" = 1'-0"



2 NORTH ELEVATION - AREA A PIP
1/8" = 1'-0"

KEY NOTE SCHEDULE - EXTERIOR ELEVATIONS	
MARK	NOTE
1	MASONRY EXPANSION JOINT
2	GAS METER LOCATION. COORDINATE WITH DESIGN-BUILD HVAC CONTRACTOR AND LOCAL UTILITY COMPANY.
3	TENANT PATIO PRIVACY SCREEN - REFER TO ENLARGED ROOF PLANS FOR ADDITIONAL INFORMATION.

EXTERIOR MATERIALS SCHEDULE						
MARK	DESCRIPTION	MANUFACTURER	TYPE / STYLE	DIMENSIONS	COLOR	NOTES
1	METAL ROOF EDGE/FASCIA	ROLLEX - OR EQUAL	PREFINISHED ALUMINUM	SEE PLANS & WALL SECTIONS	MATCH BOARD AND BATTEN SIDING COLOR	
2	COMPOSITE WINDOWS	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	
3	COMPOSITE WINDOW (FIXED)	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	
4	COMPOSITE PATIO DOOR	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	SEE WINDOW SCHEDULE	
5	PRECAST CONCRETE SILL - PROFILE #1	STONE CAST OR EQUAL	PRECAST CONCRETE - SMOOTH FACE	SEE PRECAST PROFILES	MATCH ADJACENT VENEER	MORTAR TO MATCH PRECAST
6	PRECAST CONCRETE COLUMN CAP - PROFILE #2	STONE CAST OR EQUAL	PRECAST CONCRETE - SMOOTH FACE	SEE PRECAST PROFILES	MATCH ADJACENT VENEER	MORTAR TO MATCH PRECAST
7	PRECAST CONCRETE BAND - PROFILE #3	STONE CAST OR EQUAL	PRECAST CONCRETE - SMOOTH FACE	SEE PRECAST PROFILES	MATCH ADJACENT VENEER	MORTAR TO MATCH PRECAST
9	PRECAST CONCRETE CAP - PROFILE #5	STONE CAST OR EQUAL	PRECAST CONCRETE - SMOOTH FACE	SEE PRECAST PROFILES	MATCH ADJACENT VENEER	MORTAR TO MATCH PRECAST
10	1/2" RECESSED BRICK SOLDIER COURSE	MATCH ADJACENT BRICK	MATCH ADJACENT BRICK	UTILITY	MATCH ADJACENT BRICK	COLORED MORTAR TO MATCH BRICK
11	MASONRY - 1 (BRICK)	INTERSTATE BRICK	CLAY MASONRY VENEER	UTILITY	ASH	COLORED MORTAR TO MATCH BRICK
12	MASONRY - 2 (BRICK)	INTERSTATE BRICK	CLAY MASONRY VENEER	UTILITY	COAL	COLORED MORTAR TO MATCH BRICK
13	FIBER CEMENT 1	JAMES HARDIE	LAP RUSTIC GRAIN	8"	ARCTIC WHITE	
14	FIBER CEMENT 2	JAMES HARDIE	LAP RUSTIC GRAIN	4"	ARCTIC WHITE	
15	FIBER CEMENT 3	JAMES HARDIE	LAP RUSTIC GRAIN	8"	HONEYSUCKLE	
16	LINEAL TRIM	JAMES HARDIE	RUSTIC GRAIN	1x10	MATCH ADJACENT SIDING	
17	FIBER CEMENT BOARD AND BATTEN	JAMES HARDIE	BOARD AND BATTEN	SEE ELEVATIONS	IRON GRAY	
18	FIBER CEMENT BOARD AND BATTEN	JAMES HARDIE	BOARD AND BATTEN	SEE ELEVATIONS	PANT TO MATCH BOARD AND BATTEN COLOR	
20	METAL WALL CAP	ROLLEX - OR EQUAL	PREFINISHED ALUMINUM	SEE PLANS & WALL SECTIONS	MATCH ADJACENT COLOR	
21	ALUMINUM BALCONY FASCIA	FABRICATED	EXTRUDED ALUMINUM	SEE SECTIONS	PAINT TO MATCH ADJACENT MATERIALS	
22	BALCONY RAILING	WILLIAMS, INC.	TBD	SEE PLAN	TBD	
23	BALCONY / DECK	TIMBERTECH OR EQUAL	COMPOSITE	5/4x6	TBD	
24	ALUMINUM STOREFRONT	KAVNEER - OR EQUAL	PREFINISHED ALUMINUM	SEE STOREFRONT ELEVATIONS	BLACK	
25	METAL WALL PANEL 1	TBD	TBD (FLAT PANELS)	SEE PLANS & ELEVATIONS	MATCH ADJACENT WINDOW FRAME COLOR	
26	METAL WALL PANEL 2	TBD	TBD (FLAT PANELS)	SEE PLANS & ELEVATIONS	COORDINATE WITH BMO TENANT	
27	OVERHEAD GARAGE DOOR	RYTEC LH SERIES OR EQUAL	LH SERIES: INSULATED	SEE DOOR SCHEDULE	MATCH BOARD AND BATTEN COLOR	
28	ALUMINUM ENTRANCE DOOR(S)	KAVNEER - OR EQUAL	PREFINISHED ALUMINUM	SEE DOOR SCHEDULE	BLACK	
29	ENTRY CANOPY	FABRICATED	STEEL FRAMED	SEE STRUCTURAL FOR SIZING REQUIREMENTS	PAINT TO MATCH BOARD AND BATTEN COLOR	
30	STEEL SUPPORT POST / BRACKET	FABRICATED	STEEL FRAMED	SEE STRUCTURAL FOR SIZING REQUIREMENTS	PAINT TO MATCH BOARD AND BATTEN COLOR	
31	PERGOLA STRUCTURE	FABRICATED		SEE PLAN	MATCH HONEYSUCKLE SIDING	
32	STEEL ENTRY DOOR	THERMA-TRU - OR EQUAL	INSULATED	SEE DOOR SCHEDULE	PAINT TO MATCH ADJACENT MATERIALS	
33	METAL WALL PANEL 3	TBD	VERTICAL RIBBED PANELS	SEE PLANS & SECTIONS	MATCH BOARD AND BATTEN SIDING COLOR	
34	WINDOW & LINEAL TRIM	JAMES HARDIE	RUSTIC GRAIN	1x3	MATCH SIDING COLOR	
35	WINDOW & LINEAL TRIM	JAMES HARDIE	RUSTIC GRAIN	1x4	MATCH SIDING COLOR	
36	1/2" RECESSED MASONRY VENEER	INTERSTATE BRICK	CLAY FACEBRICK	UTILITY	TBD	COLORED MORTAR TO MATCH BRICK- ITEM 36 DESCRIBES 1/2" RECESSED MASONRY 1
37	SURFACE MOUNTED RAPID ACCESS KEY LOCK-BOX	THE KNOX COMPANY	KNOXBOX 3200	5"W x 4"H x 3"D	BLACK	

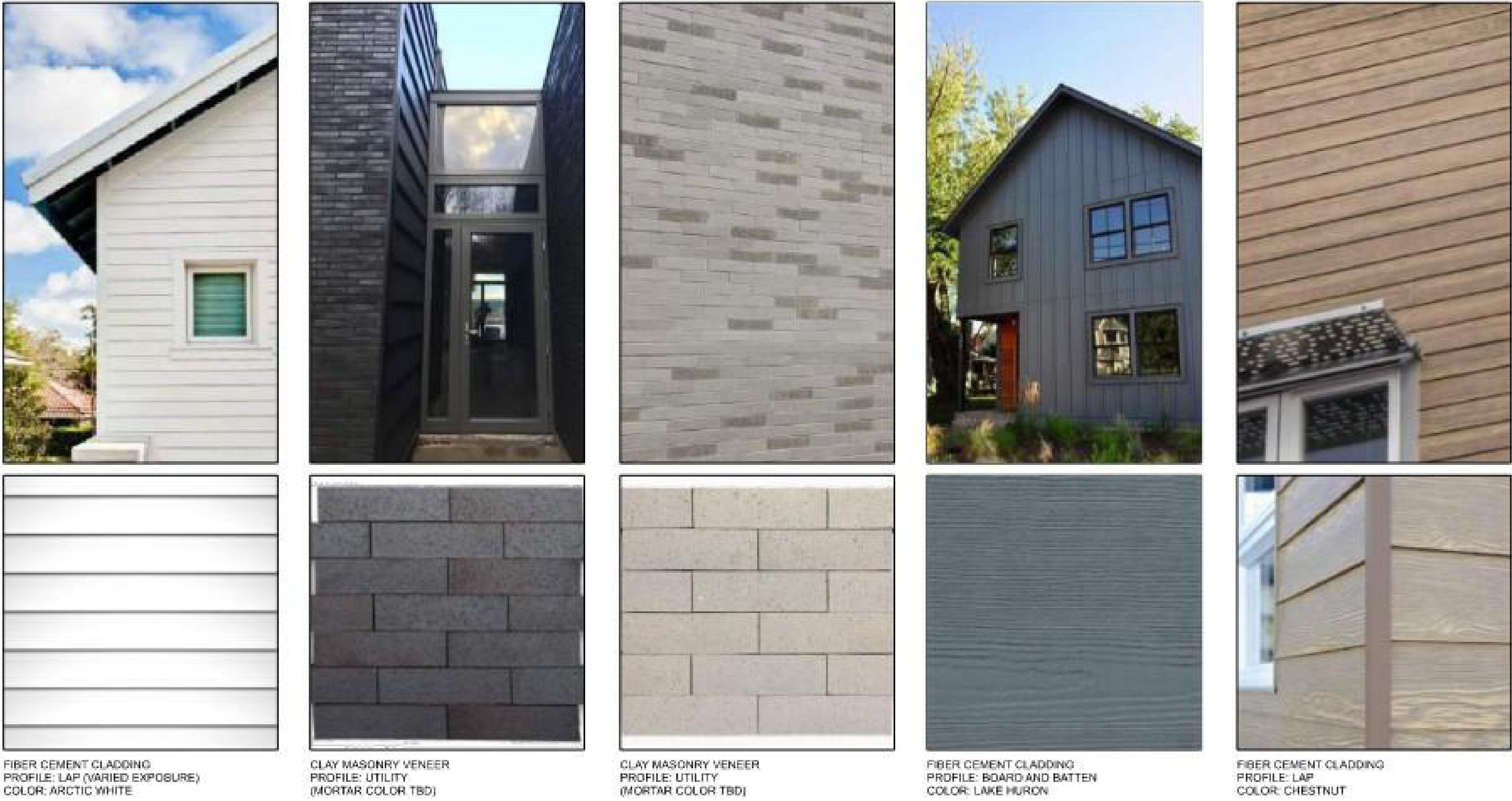
PROPOSED REVISION



THE BLOOM MIXED-USE
EXTERIOR ELEVATIONS

A204-PIP

APPROVED PIP



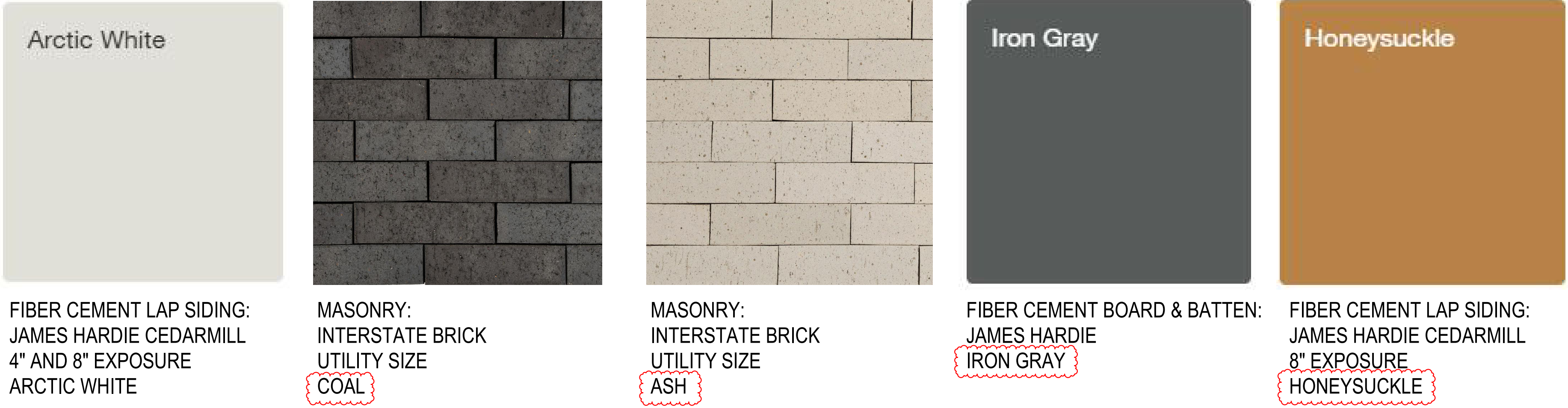
TKWA
The Kubala Washatko Architects, Inc.
W61 N617 Mequon Avenue
Cedarburg, WI 53012
p: 262.377.6039 | f: 262.377.2954

Monona Drive - Mixed-Use
SCALE: NTS

248422.01
OCTOBER 9, 2023

Exterior Materials

PROPOSED
REVISION





VIEW AT DEAN AVENUE & MONONA DRIVE



VIEW AT SPRINGHAVE AVENUE & MONONA DRIVE



VIEW AT DEAN AVENUE & MONONA DRIVE - PIP RENDERING



VIEW AT SPRINGHAVE AVENUE & MONONA DRIVE - PIP RENDERING

Ordinance No. 10-25-798
Monona Common Council

**AMENDING SECTION 103-3 OF THE MONONA CODE OF ORDINANCES TO
REMOVE HEALTH INSPECTOR DUTIES FROM THE BUILDING INSPECTOR**

WHEREAS, Monona does not operate its own health department and, per State Statute, cities are prohibited from establishing a city health department after January 1, 1994; and,

WHEREAS, Public Health Madison & Dane County serves as the local health department for the City of Monona; and,

WHEREAS, Monona Code of Ordinances section 103-3 currently reads that the Building Inspector shall serve as the Health Officer, and this creates confusion for residents with health-related concerns; and,

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

SECTION 1: Section 103-3 B. shall be amended as indicated on attachment A.

SECTION 2. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Requested By: City Administrator Neil Stechschulte

Council Action:
Date Introduced: 10-20-25
Date Approved: _____

§ 103-3. City Building Inspector.

- A. Appointment. The City Building Inspector shall be appointed by the Mayor, subject to confirmation by the Council. Approval of the contract for the employment of the City Building Inspector shall constitute approval of the appointment.¹
- B. Duties and responsibilities.
 - (1) As Building Inspector. The duties of the Building Inspector shall be to enforce the Building, Electrical, Plumbing and Heating, Ventilating and Air Conditioning Codes of the City, and perform any other duties prescribed by the Common Council.
 - ~~(2) Health Officer. The Building Inspector shall serve as Health Officer as defined in § 250.01(5), Wis. Stats.²~~
 - ~~(3)~~(2) Other. To perform any other duties prescribed by state statute or as may be lawfully ordered by the Mayor or Council, and to submit an annual report and such other periodic reports as requested by the Mayor, Council and/or City Administrator.
- C. Responsible to City Administrator. The City Building Inspector shall be responsible directly to the City Administrator, subject to the policy direction of the Mayor and the Common Council.³
- D. Removal. The Building Inspector may be removed by the Mayor upon recommendation of the City Administrator subject to confirmation by the Common Council, after compliance with review procedures established by the Common Council or as otherwise provided in the contract of employment between the Building Inspector and the City.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).
2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).
3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

Staff Memorandum

To: Mayor Nancy Moore
Monona City Council

From: Neil Stechschulfte, City Administrator

CC: Bill Cole, City Attorney
Doug Plowman, Director of Planning and Economic Development
Dave Martinson, Building Inspector (GEC)

RE: Removal of Heath Inspection Reference From Building Inspection Ordinance

Date: October 17, 2025

In consultation with the City Attorney, staff has reviewed the following in relation to sec. 103-3 of the City of Monona Code of Ordinances:

- 1) The City of Monona does not operate its own local health department.
 - Per sec. 250.01(5), Stats., the “local health officer” is the individual in charge of the local health department.
 - Per sec. 251.02(1), Stats., cities are prohibited from establishing a city health department after January 1, 1994.
 - Accordingly, Monona is prohibited from creating a health department and thus has no need for, or requirement to have, a local health officer.
- 2) Per sec. 251.02(1), Stats., the city-county health department serves all areas of the county not served by a city health department. As such, Public Health Madison & Dane County serves as the local health department for the City of Monona.
- 3) The City may employ a health officer if we desire, however, their duties would be redundant with Public Health Madison & Dane County. Additionally, the individual would need to meet the professional qualifications required under sec. DHS 139 of the Wisconsin Admin Code. Our contracted building inspector does not meet these qualifications.
- 4) The current reference in subsection B.(2) from sec. 103-3 has created confusion for residents as to who the proper entity for health-related concerns should be addressed to.

Based on this review and upon recommendation of the City Attorney, staff recommends deleting subsection B.(2) from sec. 103-3 for purposes of general clarity and being consistent with Wisconsin State Statutes.

Resolution No. 25-10-2836
Monona Common Council

**APPROVING THE 2026-2030 CAPITAL IMPROVEMENTS PROGRAM AND
2026 CAPITAL BORROWING**

WHEREAS, the City Council has considered a Capital Improvements Program Budget for 2026–2030 as prepared by the Mayor and City Administrator in cooperation with Department Managers and in consideration of recommendations by the various Boards, Committees, and Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2026–2030 Capital Improvements Program Budget and the 2026 Capital Borrowing are hereby adopted.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:
Date Introduced: 10-6-25
Date Approved: _____

City of Monona
Summary

Capital -2026

	General	Other	Fund Balance	TIF	Water	Sewer	Stormwater	Total
Starting	2,500,700	394,500	676,500	178,000	1,651,325	83,500	232,000	5,716,525
26-1	143,750	-	-	-	-	-	-	143,750
26-2	-	-	-	-	-	1,105,000	-	1,105,000
26-3	130,000	-	-	-	-	-	-	130,000
26-4	530,000	-	-	-	-	-	-	530,000
26-5	100,000	-	-	-	-	-	-	100,000
26-6	39,000	-	-	-	-	-	-	39,000
26-7	270,000	-	-	-	-	-	-	270,000
26-8	10,000	(15,000)	-	-	-	-	-	(5,000)
26-9	(9,000)	-	-	-	-	-	-	(9,000)
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	<u>3,714,450</u>	<u>379,500</u>	<u>676,500</u>	<u>178,000</u>	<u>1,651,325</u>	<u>1,188,500</u>	<u>232,000</u>	<u>8,020,275</u>

Summary	Beg	Adjustments	Ending
GO Note	2,500,700	1,222,750	3,723,450
Fund Balance	676,500	-	676,500
TIF	178,000	-	178,000
Stormwater	232,000	-	232,000
Water	1,651,325	-	1,651,325
Sewer	83,500	1,105,000	1,188,500
Others	394,500	(15,000)	379,500
	<u>5,716,525</u>	<u>2,312,750</u>	<u>8,029,275</u>

Total Amount To Borrow

GO Note	3,723,450
TIF	178,000
Stormwater	232,000
Water	1,651,325
Sewer	1,188,500
	<u>6,973,275</u>

2026 CAPITAL BUDGET AMENDMENT

No. 26-01

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				Nichols Road Design	\$ -	\$ 143,750	\$ -	\$ 143,750
2026				Tonyawatha Road Construction -GO	1,535,000	100,000	-	1,635,000
2026				Tonyawatha Road Construction -Other	200,000		100,000	100,000
Total Amendment						<u>\$ 243,750</u>	<u>\$ 100,000</u>	

Description

An amendment to reinstate \$143,750 for Nichols Road street design.
Also, the proposed budget had used the \$100,000 savings from Nichols Road to reduce the Capital Budget, so this will need to be added back in. Other Revenue for Tonyawatha Construction will decrease by \$100,000 and increase GO Note by \$100,000.

Design Cost

Design Cost- Strand	270,000	
Design Cost- DOT	46,250	
Geotech Services -Needed for Design	<u>7,500</u>	
Total Design Cost	323,750	
Amount Borrowed in 2024 and 2025	<u>(180,000)</u>	
Total Needed for Design	<u>143,750</u>	GO Note

Current Nichols Road Cost

Borrowed Amount	180,000	
Design Cost spent thru 9-30-2025	<u>(70,440)</u>	
Unspent as of 9-30-25	109,560	
Reallocated to Tonyawatha Const - 2026	<u>(100,000)</u>	
Remaining	<u>9,560</u>	

Sponsored by:

Alder Wood

2026 CAPITAL BUDGET AMENDMENT

No. 26-02

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				Construction Oneida Park Sewer Lift S	\$ -	\$ 1,105,000	\$ -	\$ 1,105,000
				Total Amendment		<u>\$ 1,105,000</u>	<u>\$ -</u>	

Description An amendment to reinstate \$1,105,000 for construction of Oneida Park sanitary sewer lift station.
 Funding Source: Revenue Bond. This will require a 15% increase to the Sewer Rates effective 1/1/2026.

Funding Source
 Sewer Revenue Bond \$ 1,105,000

Sponsored by: Alder Holmquist

2026 CAPITAL BUDGET AMENDMENT

No. 26-03

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				South Towne Engineering	\$ -	\$ 130,000	\$ -	\$ 130,000
				Total Amendment		<u>\$ 130,000</u>	<u>\$ -</u>	

Description Amendment to add \$130,000 for South Towne Concrete/Reconstuction Engineering.

Funding Source
GO Bonds

130,000

Sponsored by: Alder Holmquist

2026 CAPITAL BUDGET AMENDMENT

No. 26-04

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2025				Plow Truck & Leaf Vac Replacement	\$ -	\$ 530,000	\$ -	\$ -
				Total Amendment		<u>\$ 530,000</u>	<u>\$ -</u>	

Description Amendment to add \$530,000 for a Plow Truck & Leaf Vac Replacement Multipurpose Truck.

Funding Source
GO Bonds

530,000

Sponsored by: Alder Holmquist

2026 CAPITAL BUDGET AMENDMENT

No. 26-05

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				Bridge and Street Maintenance	\$ 200,000	\$ 100,000	\$ -	\$ 300,000
Total Amendment						<u>\$ 100,000</u>	<u>\$ -</u>	

Description Amendment to increase the Bridge and Street Maintance budget from \$200,000 to \$300,000.
Total Amendment \$100,000.

Funding Source
GO Bonds

100,000

Sponsored by: Alder Wood

2026 CAPITAL BUDGET AMENDMENT

No. 26-06

ACCOUNT NUMBER					ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj	CHANGE					
2026				Chevy Colorado	\$ -	\$ 39,000	\$ -	\$ 39,000	
Total Amendment						\$ 39,000	\$ -		

Description Amendment to add \$39,000 to replace the Public Works 2012 Chevy Colorado.

Funding Source
GO Bonds

39,000

Sponsored by: Alder Wood

2026 CAPITAL BUDGET AMENDMENT

No. 26-07

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				Public Works Loader	\$ -	\$ 270,000	\$ -	\$ 270,000
Total Amendment						<u>\$ 270,000</u>	<u>\$ -</u>	

Description Amendment to add \$270,000 to replace the 2007 John Deere loader.

Funding Source
GO Bonds

270,000

Sponsored by: Alder Wood

2026 CAPITAL BUDGET AMENDMENT

No. 26-08

ACCOUNT NUMBER					ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED
FUND	CC	Acct#	Obj	BUDGET					
2026				Park Trees	\$ 15,000	\$ -	\$ 5,000	\$ 10,000	
Total Amendment						\$ -	\$ 5,000		

Description Amendment to change the funding for Park Trees from Other Revenue to GO Debt. Also remove \$5,000 for removal tree cost -- should be an operating expense.

Sponsored by: Alder Wood

2026 CAPITAL BUDGET AMENDMENT

No. 26-09

ACCOUNT NUMBER				ACCOUNT NAME	BUDGET PRIOR TO CHANGE	INCREASE	DECREASE	AMENDED BUDGET
FUND	CC	Acct#	Obj					
2026				Library Office Lighting	\$ 29,000	\$ -	\$ 9,000	\$ 20,000
Total Amendment						<u>\$ -</u>	<u>\$ 9,000</u>	

Description Amendment to reduce the Library office lighting by \$9,000. After the budget was proposed, staff was made aware that part of the project will be completed in 2025 with 2025 budget money.

Sponsored by: Mayor Moore

Resolution 25-10-2834
Monona Common Council

**APPROVING AN AGREEMENT WITH VANDEWALLE & ASSOCIATES FOR
COMPREHENSIVE PLANNING AND CORRIDOR PLANNING SERVICES**

WHEREAS, the City is required to maintain and update a Comprehensive Plan to guide the physical, social, and economic development per Wis. Stat. § 66.1001; and,

WHEREAS, the Comprehensive Plan was most recently adopted in 2016, and the Broadway Corridor adopted in 1989; and,

WHEREAS, the Comprehensive Plan must be updated no less than once every ten years per Wis. Stat. § 66.1001; and,

WHEREAS, the City issued a request for proposals for Comprehensive Planning Services dated June 23, 2025 and received 12 responses; and,

WHEREAS, City Staff, two City Alders and the Mayor reviewed the submitted proposals and interviewed the finalists. There was consensus among the interview panel to recommend Vandewalle & Associates as the preferred consultant; and,

WHEREAS, on September 2, 2025, the Common Council authorized City Staff to begin negotiations with Vandewalle & Associates regarding project scope and services.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Monona, Dane County, Wisconsin, hereby approves the attached Independent Contractor Agreement and attachments between the City of Monona and Vandewalle & Associates for City of Monona Comprehensive Planning Services and Corridor Planning Services.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Requested by: City Administrator

Council Action:

Date Introduced: 10-06-25

Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-10-2834 Approving an Agreement with Vandewalle & Associates for Comprehensive Planning and Corridor Planning Services (City Administrator).

Policy Analysis Statement:

Brief Description of Proposal: Contracting of professional services to facilitate the update of the City of Monona Comprehensive Plan, and creation of sub-area (corridor) plans for Monona Drive and Broadway. A detailed scope of work is included in the attached contract documents.

Current Policy or Practice: The Comprehensive Plan and associated corridor plans are critical policy documents that are used to analyze and evaluate development proposals in the City, establish land use and objectives, and the basis for zoning decisions. The plan is required to address 9 standard elements as defined by Wisconsin State Statutes.

Impact of Adopting Proposal: An update of this planning document is required by Wisconsin State Statutes every 10 years. 2026 would be year 10 for the current plan document. The updated plan will provide updated guidance on new development and redevelopment projects being evaluated by the Mayor and City Council, Planning Commission and CDA.

Fiscal Estimate:

Fiscal Effect ("x" 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: _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					

Prepared By: _____

Department: Administration

Approved by: Marc Houtakker, Finance Director

Date:

payments shall be made in full to the CONTRACTOR and no additional amounts shall be retained unless the work is not proceeding to the satisfaction of the CITY, but amounts previously retained shall not be paid to the CONTRACTOR. At 50% completion or any time after 50% completion when the progress of the work is not satisfactory, additional amounts may be retained but the total retainage may not be more than 20% of the value of the work completed. Upon substantial completion of the work, as determined by the CITY, the amounts retained shall be paid to the CONTRACTOR. When the work has been substantially completed except for work which cannot be completed because of weather conditions, lack of materials or other reasons which in the judgment of the CITY are valid reasons for noncompletion, the CITY shall retain an amount equal to 150% of the estimated cost of the work still to be completed, as determined by the CITY, or, at the option of the CITY, it may pay out the entire amount retained and receive from the CONTRACTOR guarantees in the form of a bond or other collateral sufficient to ensure completion of the job. For the purposes of this section, estimates may include any fabricated or manufactured materials and components specified, previously paid for by the CONTRACTOR and delivered to the work site or properly stored and suitable for incorporation in the work embraced in this AGREEMENT.

_____ TIME AND MATERIALS BASIS. The above services shall be provided on a time and materials basis. The CONTRACTOR shall be compensated for the hours of professional service, materials and expenses necessary and expended to complete the above services. The hourly billing rates for the Contractor are set forth in Exhibit B. Any billing rates other than those listed above shall be effective only upon written notice to, and approval by, the CITY prior to the performance of work by the unlisted individual. Necessary materials and expenses incurred shall be billed at the CONTRACTOR's actual cost. Only those expenses listed on Exhibit B may be billed to the City under this AGREEMENT.

 X TIME AND MATERIALS UP TO A NOT TO EXCEED AMOUNT BASIS. The above services shall be provided on a time and basis as provided above, however, the total compensation to be paid to the CONTRACTOR shall not exceed the total sum of \$ 109,670.

_____ OTHER BASIS.

The CITY will not provide any fringe benefits. The CONTRACTOR agrees to provide monthly billings in a form acceptable to the CITY. Payment shall be due 30 days after the date of invoice.

3. TERM/TERMINATION.

The term of this AGREEMENT shall commence on the effective date and terminate on the following 31st day of December. Each year, this AGREEMENT shall automatically renew for an additional one year term unless either party provides 30 days notice of nonrenewal to the other. The CITY reserves the right to terminate this AGREEMENT at any time for the convenience of the CITY upon 30 days written notice to the CONTRACTOR. In the event of termination, the CITY will pay the CONTRACTOR for all satisfactorily completed services prior to termination of this AGREEMENT.

4. REPRESENTATIVES.

A. CONTRACTOR'S REPRESENTATIVE: The CONTRACTOR agrees that all services and activities performed pursuant to this AGREEMENT will be coordinated and directed by the CONTRACTOR'S

REPRESENTATIVE. In the event the CONTRACTOR'S REPRESENTATIVE is unable to serve in the above-described capacity, the CITY may accept another CONTRACTOR'S REPRESENTATIVE or terminate this AGREEMENT, at its option.

B. CITY'S REPRESENTATIVE: All dealings between the CITY and the CONTRACTOR with respect to the subject matter of this AGREEMENT shall be with the CITY ADMINISTRATOR unless otherwise indicated here:_____.

5. INDEPENDENT CONTRACTOR STATUS. The parties agree that the relationship of the CONTRACTOR to the CITY created by this AGREEMENT shall at all times be that of an independent contractor. The CITY expressly relies upon the professional judgment of the CONTRACTOR in determining the means by which its obligations under this AGREEMENT shall be performed. The CONTRACTOR shall not be deemed an employee for any purpose (including Federal or State tax purposes) nor be entitled to participate in any plans, arrangements or distributions made by the CITY pertaining to or in connection with any bonus, health or other insurance plan or pension or profit sharing plan maintained by the CITY for the benefit of its employees. Any persons whom the CONTRACTOR provides for service under this AGREEMENT are employees and/or the responsibility of the CONTRACTOR and are not employees or the responsibility of the CITY. The CONTRACTOR shall not, at any time, represent itself to be anything other than an independent contractor with regard to the CITY. The CONTRACTOR shall be solely responsible for all federal and state obligations resulting from all payments received including, but not limited to, State and Federal income taxes and social security taxes.

Neither party shall be considered the agent of the other and absent further written authorization, neither party has general authority to enter into contracts, assume any obligation or make any warranties or representations on behalf of the other.

The CONTRACTOR hereby agrees to furnish the CITY with its taxpayer identification number (or social security number) prior to commencement of work under this AGREEMENT. Failure or delay in furnishing social security numbers or taxpayer identification numbers may result in the withholding of amounts due to the CONTRACTOR from the CITY.

6. INSURANCE. Unless otherwise specified in this AGREEMENT, the CONTRACTOR shall, at its sole expense, maintain in effect at all times during the performance of the work under this AGREEMENT insurance coverage as set forth in Exhibit A attached hereto.

7. PROJECT DOCUMENTS AND REPORTS. All documents and reports, estimates, and graphics generated pursuant to this AGREEMENT, completed or partially completed, shall become the property of the CITY upon completion or termination of this AGREEMENT. It is understood, however, that the CONTRACTOR reserves the right to use said materials for its private use. In the event the CITY fails to approve any of these materials, the use by the CONTRACTOR shall be accompanied by an appropriate disclaimer of such nonapproval by the CITY.

Following termination of this AGREEMENT for any reason, it is mutually agreed all documents and reports, estimates, and graphics may be used by the CITY as it sees fit, or by another consultant retained by the CITY for the purpose of proceeding with the project without further or additional obligation or compensation to the CONTRACTOR. The CONTRACTOR is not responsible for the re-use of any documents or appraisal services pertaining to this AGREEMENT, which shall be at the CITY'S sole risk, except as to any errors or omissions for which the CONTRACTOR would be liable without regard to the secondary use of the documents.

Subject to the provisions of Wisconsin's Open Records Law, the CITY shall at all times reserve the right to release all information concerning the project, as well as the time, form and content of the information. Within 10 days of request by the CITY, the CONTRACTOR shall provide to the CITY, any and all documents in the CONTRACTOR'S possession or control pertaining to the work performed pursuant to this AGREEMENT, which are subject to release under Wisconsin's Open Records Law. The CONTRACTOR agrees to indemnify the CITY and pay any and all costs, expenses (including reasonable attorney fees), fees, and damages incurred by, or assessed against, the CITY which arise or result from a failure by the CONTRACTOR to timely provide all such documents to the CITY. This reservation and indemnity shall survive the expiration or termination of this AGREEMENT.

8. MISCELLANEOUS PROVISIONS.

A. ENTIRE AGREEMENT: This AGREEMENT supersedes any and all agreements previously made between the parties relating to the subject matter of this AGREEMENT and there are no understandings or agreements other than those incorporated in this AGREEMENT. This AGREEMENT may not be modified except by an instrument in writing duly executed by all the parties.

B. PARTIES BOUND: This AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood the CONTRACTOR may not assign any rights or obligations under this AGREEMENT without the prior written consent of the CITY.

C. GOVERNING LAW AND VENUE: This AGREEMENT shall be governed by, construed and interpreted in accordance with the law of the State of Wisconsin. Any legal action arising out of this AGREEMENT shall be venued in Dane County, Wisconsin.

D. HEADINGS AND REFERENCES: The headings used in this AGREEMENT are for convenience only and shall not constitute a part of this AGREEMENT. Unless the context clearly requires otherwise, all references to subdivisions are to subdivisions of this AGREEMENT.

E. SEVERABILITY: If any provision of this AGREEMENT shall under any circumstances be deemed invalid or inoperative, this AGREEMENT shall be construed with the valid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

F. NOTICE: Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid. Notices to the CITY shall be addressed to the CITY'S REPRESENTATIVE identified in paragraph 4.B., City of Monona, 5211 Schluter Road, Monona, WI 53716. Notices to the CONTRACTOR shall be addressed to the CONTRACTOR'S REPRESENTATIVE at the address identified on page 1.

G. SAFETY AND SECURITY: The CONTRACTOR shall execute and maintain its work so as to avoid injury or damage to any person or property. The CONTRACTOR shall implement all reasonable safety measures applicable to the work contracted herein. In carrying out its work, the CONTRACTOR shall at all times exercise all necessary precautions for the safety of its employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local legal requirements.

H. DELAYS AND WAIVER: The failure of any party to insist in any one or more instances upon the performance of any of the terms, covenants or conditions of this AGREEMENT shall not be construed as a waiver or relinquishment of the future performance of any other term, covenant or condition, but the defaulting party's obligation with respect to future performance of any other terms shall continue in full force and effect. The failure of any party to take any action permitted by this AGREEMENT to be taken by it shall not be construed as a waiver or relinquishment of its right thereafter to take such action.

I. NEUTRAL CONSTRUCTION: The parties acknowledge that this AGREEMENT is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have it reviewed by, and to obtain the advice of, its own legal counsel. Nothing in this AGREEMENT shall be construed more strictly for or against either party because that party's attorney drafted this AGREEMENT or any part hereof.

J. FORCE MAJEURE. Neither party shall be liable for any failure or delay in performance under this AGREEMENT to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, provided that, as a condition to the claim of nonliability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

SIGNATURE PAGE TO FOLLOW.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT effective as of the last date of signature below.

CITY OF MONONA

By: _____
Nancy W. Moore, Mayor

Date

By: _____
Alene Houser, City Clerk

Date

APPROVED AS TO SUFFICIENCY OF FUNDS

Neil Stechschulte, City Administrator

Date

CONTRACTOR (VANDEWALLE & ASSOCIATES, INC.)

By: Nonna Anderson

Nonna Anderson, Business Manager

10/27/25

Date

Date

EXHIBIT A INSURANCE REQUIREMENTS

Unless otherwise specified in this AGREEMENT, the CONTRACTOR shall, at its sole expense, maintain in effect at all times during the performance of the work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Professional Liability Insurance. The Contractor and its consultants retained under the terms of this Contract, shall procure and maintain professional liability insurance providing for payment of the insured's liability for errors, omissions or negligent acts arising out of the performance of the professional services required under this Contract. The Contractor shall provide up-to-date, accurate professional liability information to the City, including amount of insurance, deductible, carrier and expiration date of coverage. Upon request by the City, the Contractor shall furnish the City with a Certificate of Insurance showing the type, amount, deductible, effective date and date of expiration of such policy. Such certificate shall also contain substantially the following statement: "The insurance covered by this certificate shall not be canceled, the coverage changed or reduced by endorsement, by the insurance company, except after 30 calendar days written notice has been received by the City of Monona." The Contractor shall not cancel or materially alter this coverage without prior written approval by the City. The Contractor shall be responsible for consultants maintaining professional liability insurance during the life of their Agreement. The Contractor shall maintain coverage limits of no less than \$1,000,000 of combined indemnity and defense cost coverage per claim.

Worker's Compensation and Employer's Liability Insurance—The CONTRACTOR shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of its employees in accordance with the laws in the State of Wisconsin. The CONTRACTOR shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease (policy limit), and \$1,000,000 disease (each employee).

Commercial General Liability and Automobile Liability Insurance—The CONTRACTOR shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage—Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle)

Limits—The CONTRACTOR shall maintain limits no less than the following:

1. General Liability—One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the CITY) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability—One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the AGREEMENT.

Required Provisions—The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the CONTRACTOR; products and completed operations of the CONTRACTOR; premises occupied or used by the CONTRACTOR; and vehicles owned, leased, hired or borrowed by the CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
2. For any claims related to this project, the CONTRACTOR'S insurance shall be primary insurance as respects the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
4. The CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this AGREEMENT shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the CONTRACTOR, except after sixty (60) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the CITY.
6. Such liability insurance shall indemnify the CITY against loss from liability imposed by law upon, or assumed under contract by, the CONTRACTOR for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment and blanket contractual liability. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and through companies satisfactory to the CITY, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions—Any deductible or self-insured retention must be declared to and approved by the CITY. At the option of the CITY, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance—Prior to the CONTRACTOR'S commencement of work under the AGREEMENT, the CONTRACTOR shall file with the CITY a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this AGREEMENT. Such evidence **shall include** an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-7.

The CONTRACTOR shall, upon demand of the CITY, deliver to the CITY such policy or policies of insurance and the receipts for payment of premiums thereon.

Sub-Contractors—In the event that the CONTRACTOR employs other contractors (sub-contractors) as part of the work covered by this AGREEMENT, it shall be the CONTRACTOR'S responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

EXHIBIT B
FEE SCHEDULE

	<u>Hourly Rates</u>
Company President	\$250 <i>to</i> \$350
Principal	\$235 <i>to</i> \$300
Associate	\$135 <i>to</i> \$175
Assistant	\$110 <i>to</i> \$130
GIS Analyst/Cartographer	\$125 <i>to</i> \$135
Communications Specialist	\$75 <i>to</i> \$125
Project Assistant	\$55 <i>to</i> \$85

**Resolution No. 25-11-2842
Monona Common Council**

**AMENDING THE 2025 OPERATING BUDGET
FOR COMPREHENSIVE PLANNING CONSULTANT SERVICES**

WHEREAS, the City of Monona is responsible to updating its comprehensive plan every 10 years to remain consistent with Wisconsin State Statutes; and,

WHEREAS, the City of Monona issued an RFP for consulting services to facilitate an update to its comprehensive plan and selected Vandewalle and Associates as the recommended proposal for services in the amount of \$109,675; and,

WHEREAS, the City of Monona has available funds in the general fund balance and several TIF Districts that can be used to cover the cost of this project which are broken out as follows:

Allocated from the General Fund:	\$52,105
Allocated from TIF #6-17	\$57,570

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin that the 2025 Operating Budget is hereby amended to allocate \$52,105 from the general fund balance and \$ 57,570 from TIF Districts 6-17.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Requested By: City Administrator Neil Stechschulte

Council Action:

Date Introduced: 11-3-25

Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-11-2842 Amending the 2025 Operating Budget for Comprehensive Planning Consultant Services. (City Administrator) **Immediate Action Requested.*

Policy Analysis Statement:

Brief Description of Proposal: In the 2024 Budget, \$50,000 was allocated for a strategic plan, and \$60,000 was allocated to include a housing element in the City's comprehensive plan update, for a total of \$110,000. The approved funds were received through the American Rescue Plan Act (ARPA). The ARPA spending period closed at the end of 2024, and the funding was transferred to the general fund balance. The contract with Vandewalle and Associates will include a comprehensive plan update, as well as the Broadway Corridor and Monona Drive Plans. Total cost is \$109,675.

Total Breakdown of the Cost

Broadway Corridor and Monona Drive Plan	\$57,570
Comp Plan	<u>\$52,105</u>
Total	\$109,675

The Broadway and Monona Drive plan is located in the TIF district (TIF #6-17) and is an allowable expense. Staff recommends allocating \$5,234 from each of TIF's #6-17, or \$57,570 total from these TIF districts.

The Comprehensive Plan update on its own is not an allowable TIF expense. Staff recommends using a General Fund Balance of \$52,105 for the Comprehensive Plan portion of the project.

Most of the cost will happen in 2026.

Current Policy or Practice:

Impact of Adopting Proposal: Updating current plans

Fiscal Estimate:

Fiscal Effect ("x" all that apply) ☐ No fiscal effect ☒ Creates new expenditure account ☐ Creates new revenue account ☒ Increases expenditures ☐ Increases Revenues ☒ Decreases fund balance TIFs and General 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. __25-19 _____				No Budget Amendment Required: _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
100	49	49300	000	Fund Balance Applied	600,000		52,150	652,105
100	56	56300	719	Planning Outside Services	0	52,105		52,105
409-420	49	49300	000	Various TIFs Fund Balance	0		57,570	57,570
409-420	56	56300	719	TIFs Outside Services	0	57,570		57,570

Prepared By:

Department: Administration

Approved by: Marc Houtakker, Finance Director

Date: 10/31/2025

Resolution No. 25-11-2838
Monona Common Council

**AMENDING THE 2025 CAPITAL BUDGET FOR A WISCONSIN EMERGENCY
MANAGEMENT STATE AND LOCAL CYBERSECURITY GRANT**

WHEREAS, the City has been awarded a grant in the amount of \$29,150 from the State and Local Cybersecurity Grant Program (SLCGP); and,

WHEREAS, the purpose of the State and Local Cybersecurity Grant Program is to assist state, local, and territorial governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables the Department of Homeland Security to make targeted cybersecurity investments in state, local, and territorial government agencies, thus improving the security of critical infrastructure and improving the resilience of the services these governments provide their community; and,

WHEREAS, the grant application was written and submitted by the City's IT service consultant, Lantech Services, for the purchase of a five-year authenticator software license and hardware tokens to use with our existing firewall in order to install multi-factor authentication for access to our internal networks; and,

WHEREAS, staff requests a budget amendment to borrow from the City's Capital Fund Balance and replenish when grant reimbursement is received. Once the project is reimbursed, the project will be budget neutral.

WHEREAS, the City's IT consultants plan to implement the new cybersecurity measures immediately.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the 2025 Operating Budget is hereby amended to spend \$29,150 for the addition of authenticator software and hardware tokens to our existing firewall equipment until reimbursed with grant funds from the State and Local Cybersecurity Grant Program .

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:

Date Introduced: 11-3-25

Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-11-2838 Amending the 2025 Capital Budget for a Wisconsin Emergency Management State and Local Cybersecurity Grant (Director of Administrative Services). **Immediate action requested*

Policy Analysis Statement:

Brief Description of Proposal: The City received the Wisconsin Emergency Management State and Local Cybersecurity Grant. See resolution for description. The City must pay for the cybersecurity equipment up front and will receive 100% reimbursement once completed. The City is recommending paying for the investment out of the Capital Budget Fund Balance.

Current Policy or Practice: New

Impact of Adopting Proposal: Better Cybersecurity

Fiscal Estimate:

Fiscal Effect ("x" 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
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Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _15-17_____				No Budget Amendment Required: _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	40	49300	000	Capital Fund Balance	50,000		29,150	79,150
400	57	57140	840	Cybersecurity Expenditure		29,150		29,150
400	42	44000	100	State Grants			29,150	29,150

Prepared By:

Department: Administration

Approved by: Marc Houtakker, Finance Director

Date: 10/30/2025



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS

DIVISION OF EMERGENCY MANAGEMENT

Phone: 608-242-3000
P.O. Box 7865 · Madison, WI 53707-7865



September 30, 2025

Leah Kimmell, Director of Administrative Services / IT Director
City of Monona
5211 Schluter Road
Monona, WI 53716-2533

RE: State & Local Cybersecurity Grant Program/2-Factor Authentication
WEM Grant Number: 2023-SLCGP-01-14324

To Whom It May Concern:

Congratulations! Wisconsin Emergency Management has approved a grant award pursuant to the State and Local Cybersecurity Grant Program (SLCGP) to City of Monona in the amount of **\$29,150.00**. These funds represent the Federal share of project costs. WEM administers the funds on behalf of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA).

As Project Director, you will be responsible for seeing that funds are administered according to the approved application materials in Egrants; all requirements, including reporting, outlined in the Funding Announcement; Terms and Conditions; and enclosed Grant Agreement. To accept this award, have the Authorized Official review and sign the award agreement and the federal assurances, Exhibit F of this packet. **Once signed, return one copy to WEM via email to marc.couturier@widma.gov and keep a copy for your records.**

Please reach out to the WEM Grant Manager, Marc Couturier, with any questions regarding your grant and responsibilities. We look forward to a collaborative working relationship with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Engle".

Greg Engle, Administrator
Wisconsin Emergency Management

State & Local Cybersecurity Grant Program (SLCGP): Cycle 2 Funding
State & Local Cybersecurity Grant Program/2-Factor Authentication
2023-SLCGP-01-14324

This subaward grant agreement (Agreement) is made between the Wisconsin Department of Military Affairs, Division of Emergency Management (WEM) and **City of Monona** (the Grantee). The Agreement sets forth the terms and conditions of the award to Grantee of grant funds (Grant Funds) for the project described in Exhibit A.

NOW THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows.

1. The Grantee agrees to execute the project consistent with the purposes and conditions of the objectives that it has agreed to attain within the grant period set forth in Exhibit A, as submitted in an application approved by WEM and referred to in Exhibit A.
2. The Grantee shall comply with the applicable rules, regulations, limitations, terms and conditions set forth in Exhibits A – F of this Agreement, which are incorporated by reference into this Agreement. All references to "Agreement" in any of the Exhibits refer to this one-page document.
 - a. *Exhibit A, Approved Award*
 - b. *Exhibit B, WEM Standard Terms and Conditions*
 - c. *Exhibit C, Special Conditions and Additional Monitoring*
 - d. *Exhibit D, Acknowledgement Notice*
 - e. *Exhibit E, Federal Terms and Conditions*
 - f. *Exhibit F, Federal Assurances*
3. WEM has no obligation to pay any portion of the federal government's share of project costs or expenses should the federal government not pay some or all of that portion. If the federal government does not reimburse WEM for funds paid to the Grantee under this Agreement, the Grantee shall repay WEM all such funds and WEM shall have no further obligation to pay any amount to the Grantee under this Agreement.
4. The provisions of the Agreement document and its exhibits, and any documents attached to or referenced in any of them, constitute the entire Agreement between the Parties and supersede any prior agreement between them related to the subject matter of this Agreement.
5. The individuals executing this Agreement represent that they have the authority to sign it on behalf of and bind their respective Parties.

THE PARTIES EXECUTE THIS AGREEMENT BY THEIR SIGNATURES BELOW.

State of Wisconsin

Grantee

Wisconsin Department of Military Affairs,
Division of Emergency Management (WEM)

City of Monona

Authorized Representative

Authorized Representative

Name: Greg Engle

Name: Neil Stechschulte

Title: WEM Administrator

Title: Administrator

Signature: _____



Signature: _____

Date: 10/01/2025

Date: _____

WEM Grant Agreement 2023-SLCGP-01-14324

Exhibit A – Approved Award

Funding Authorization Information

Funding authorization: **Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)**

Assistance Listing Number (ALN) or State Identification Number: **97.137**

Federal Award Identification Number (FAIN): **EMW-2023-CY-00052**

Federal Award Date: **12/1/2023**

Funding Award Description: The purpose of the Fiscal Year 2023 State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community.

Notice of Funding Opportunity: **State & Local Cybersecurity Grant Program (SLCGP): Cycle 2 Funding**

Approved Award Information

Award date: September 30, 2025

Grantee: City of Monona

UEI: LE5ELT168LG1

Project Title: State & Local Cybersecurity Grant Program/2-Factor Authentication

Grant Period: From October 1, 2025 To July 30, 2027

Grant Number: 2023-SLCGP-01-14324 Award Amount: \$29,150.00

Project Director: Leah Kimmell, Director of Administrative Services / IT Director; City of Monona

Project Summary: We are looking to at a unified product to be able to use for Multi-Factor Authentication. We have existing Fortinet Equipment and to bolster our Security Fabric we are looking to use the FortiAuthenticator and Tokens, both software and hardware tokens.

Approved Award Budget

<u>Budget Cost Category</u>	<u>Local Match</u>	<u>Award</u>
Personnel		
Fringe Benefits		
Travel (Including Training)		
Equipment		\$23,150.00
Supplies & Operating Expenses		
Consultants/Contractual		\$6,000.00
Other		
Indirect		
Sum		\$29,150.00
TOTAL APPROVED BUDGET		\$29,150.00

WEM Grant Agreement 2023-SLCGP-01-14324 Exhibit B – WEM Standard Terms and Conditions

Article I. Conditions of the Parties' Obligations

The Agreement is contingent upon authority granted under the laws of the State of Wisconsin and the United States of America, and any material amendment or repeal of the same affecting relevant funding or authority of WEM shall serve to revise or terminate the Agreement, except as further agreed to by the parties. WEM and the grant recipient (Grantee) understand and agree that no clause, term, or condition of the Agreement shall be construed to supersede the lawful powers or duties of either party.

Article II. Applicable Rules and Regulations

The Grantee assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the approved application; the laws, rules, regulations, and State executive orders governing grants and cooperative agreements; the Standard Terms and Conditions, and the Agreement, including responsibility for complying with any provisions included in the award. Instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference into the Agreement. The Grantee must comply with all requirements set forth in the program NOFO.

Article III. Adherence to Original Project Objectives and Budget Estimates

The Grantee is responsible for any commitment or expenditure it incurs in excess of the funds provided by the award. Pre-award costs are those incurred prior to the date of the award directly pursuant to the negotiation and in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowed if incurred after the date of the award, and only with the written approval of the authorized official or delegate.

Article IV. Allowable Activities and Costs

Only activities and expenses that are included in the approved award application are allowable for reimbursement by grant funds. All costs must be allowable, allocable, necessary, and reasonable. Costs must match the grant's approved application, must be incurred and obligated (purchase order issued, class scheduled) within the performance period, and payment made within 30 days of the grant period end date.

Article V. Duplication of Benefits

Any cost allocable to a particular financial assistance award may not be charged to other financial assistance awards. This may include, but is not limited to, shifting costs to overcome fund deficiencies; to avoid restrictions imposed by statutes, regulations, or financial assistance award terms and conditions. However, these prohibitions would not preclude grantees from shifting costs that are allowable under two or more awards in accordance with existing statutes, regulations, or the financial assistance award terms and conditions.

Article VI. Acceptance of Post-Award Changes

In the event WEM determines that changes are necessary to the Agreement its execution, including changes to the period of performance, the Agreement or any exhibits or other attached documents, grantees will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate grantee acceptance of the changes to the award. Failure to agree to a renegotiated Agreement under these circumstances is cause for WEM to terminate this Agreement.

WEM Grant Agreement 2023-SLCGP-01-14324 Exhibit B – WEM Standard Terms and Conditions
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Article VII. Prior Approval and Modifications

All activity and the corresponding expenses must be approved prior to conducting the activity and/or incurring the expense unless otherwise stated in the Notice of Funding Opportunity. The following require WEM's advance written approval:

- (a) Changes to key personnel.
- (b) Changes to the grant period (submitted prior to the approved end date of the grant).
- (c) Changes to the scope, objectives, performance measures, or intent of the approved award.
- (d) Changes to the budget do not fall within a change to the scope or objective but exceed the approved budget categories by ten percent (10%) of the total award.

WEM will notify the Grantee in writing within thirty calendar days after receipt of the request for revision or adjustment whether the request is approved. Upon approval, WEM will issue a signed Grant Adjustment Notification (GAN). All changes are not officially approved until the GAN is received by the Grantee.

Article VIII. Project Income

All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose of and under the conditions applicable to the award. Program income should be reported as earned and accounted for in your reimbursement request.

Article IX. Procurement

Grantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards.

Article X. Payments and Closeout

Grant funds will be paid on a reimbursement basis only and disbursed by WEM upon completion of and approval of all monitoring requirements as well as verification to the best of WEM's ability that all terms, conditions, and requirements have been met. If WEM determines that payment to the Grantee was not proper after the payment has been made, WEM will notify the Grantee of recoupment in writing after which the Grantee has 30 days to repay WEM or appeal the decision.

Article XI. Monitoring

Grantees must complete all required reporting and comply with additional monitoring requirements as stated in the Notice of Funding Opportunity and Award Agreement. WEM may impose additional reporting requirements throughout the grant performance period as needed. Grantees must submit timely, complete, and accurate reports to the appropriate WEM contacts and retain backup documentation to support the reports for the applicable records retention period. Grantees must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit B – WEM Standard Terms and Conditions

Article XII. Maintaining, Retaining, and Access to Records

All grantees, recipients, subrecipients, subgrantees, successors, transferees, and assignees must comply with applicable provisions governing access to records, accounts, documents, information, facilities, and staff.

- (a) Grantee must maintain official records of grant related activity, adherence to grant requirements, and grant-funded costs. This includes rationale and justification to support any split allocation of costs, and any other records that support the allowability of expenditures of grant funds.
- (b) Grantee must cooperate with any compliance reviews or compliance investigations conducted by the State of Wisconsin, WEM, and/or other funding agencies including access to examine and copy records, accounts, and other documents and sources of information related to the financial assistance award and permit access to facilities and personnel.

Article XIII. Best Practices for Collection and Use of Personally Identifiable Information

Grantees who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. Wis. Stats. § 19.62 (5) Personally Identifiable Information (PII) means information that can be associated with a particular individual through one or more identifiers or other information or circumstances. This includes, but is not limited to, driver's license numbers, Social Security numbers, addresses, telephone numbers, credit card information, and/or bank account information.

Article XIV. Establishment of Safeguards

The grantee shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wis. Stats. §§ 946.10 and 946.13.

Article XV. Nondiscrimination

In connection with the performance of work under the Agreement the Grantee agrees not to discriminate against any employee or grantee for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in Wis. Stats. § 51.01(5); arrest or conviction record, or sexual orientation, as defined in Wis. Stats. § 111.32(13m); or national origin, ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Apart from sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The grantee agrees to post in conspicuous places available for employees and candidates for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit B – WEM Standard Terms and Conditions

Article XVI. Liability

The State of Wisconsin, the Department of Military Affairs, Wisconsin Emergency Management, its agents, and employees shall not be liable to the Grantee, or to any individuals or entities with whom the Grantee contracts for any direct, indirect, incidental, consequential, or other damages sustained or incurred because of activities, actions, or inactions on the part of the Grantee for services rendered pursuant to the Award Agreement. The grantee agrees to indemnify and save and hold the Department of Military Affairs, Wisconsin Emergency Management, its agents, and employees harmless from all claims or causes of action arising from the performance of this award by the Grantee or grantee's agent or employees.

Article XVII. Severability

The invalidity, illegality, or unenforceability of any provision of the Agreement or the occurrence of any event rendering any portion or provision of the Agreement void shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. The parties further agree to amend the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

Article XVIII. Noncompliance and Remedial Measures

Submission of an application constitutes the Grantee's designated project director's agreement to comply with and spend funds consistent with all the terms and conditions of this award. If required statistical data, reports, and other required information are not submitted when due, WEM may withhold all payments that otherwise would be paid to the Grantee under the Agreement until such time as the reports and information are submitted. The Grantee shall provide written notice to WEM of all instances of noncompliance with the terms of the Agreement by the Grantee or any of its Subgrantees or Subcontractors, including noncompliance with allowable cost provisions. Notice shall be given as soon as practicable but in no case later than thirty (30) days after the Grantee became aware of the noncompliance. The written notice shall include information on the reason for and effect of the noncompliance and a plan to correct the noncompliance.

Failure to comply with any part of the Agreement may be considered cause for revision, suspension, or termination of the Agreement. If WEM determines that noncompliance with the Agreement has occurred or continues to occur, it shall demand immediate correction of continuing noncompliance and seek remedial measures it deems necessary to protect the interests of the State up to and including the following:

- (i) Temporarily withhold cash payments pending correction of the deficiency by the Grantee.
- (ii) Impose additional conditions including additional monitoring and reporting requirements.
- (iii) Disallow all, or part of, the cost of the activity or action not in compliance.
- (iv) Wholly or partly suspend or terminate the Agreement.
- (v) Temporarily having others perform and receive reimbursement for the services to be provided under the Agreement.
- (vi) Withhold or require enhanced monitoring of future awards given to the Grantee.
- (vii) Take other remedies necessary to protect the interests of the State.

WEM Grant Agreement 2023-SLCGP-01-14324 Exhibit B – WEM Standard Terms and Conditions
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Article XIX. Dispute Resolution and Appeal

For any disputes between WEM and the Grantee under the Agreement, the following process will be the exclusive administrative review:

- (a) *Informal review:* The WEM Grant Program Manager and the Grantee will attempt to resolve the dispute. If a dispute is not resolved at this stage, then a written statement of the adverse determination will be provided to the Grantee.
- (b) *Appeal review:* The Grantee may appeal the adverse determination by submitting a request to appeal within thirty (30) days following the receipt of the adverse determination. The WEM Bureau Director will review the request and issue a written determination within 30 days after receiving the request. The Grantee's request to appeal must include the following:
 - (i) Detail the nature of the disagreement.
 - (ii) Provide justification.
 - (iii) Provide additional documentation to support their justification.
- (c) *Final review:* The Grantee may advance a failed appeal by submitting a request to the Bureau Director within 30 days of receiving their appeal determination. The Bureau Director will escalate the appeal request to the WEM Administrator for review and final determination.

Article XX. Repayment to WEM

Notwithstanding any other provision in Exhibit B, WEM has no obligation to pay any portion of the federal government's share of project costs or expenses should the federal government not pay some or all of that portion. If the federal government does not reimburse WEM for funds paid to the Grantee under the Agreement, the Grantee shall repay WEM all such funds and WEM shall have no further obligation to pay any amount to the Grantee under the Agreement.

WEM shall be entitled to a refund for goods or services paid for, if the goods or services were not received, implemented, or are affected by termination of the Agreement. The refund shall be paid or appealed within thirty (30) days of a written notice of recoupment to the Grantee.

Article XXI. Order of Precedence

Any inconsistency or conflict in the Agreement, the Notice of Funding Opportunity, the WEM Standard Terms and Conditions, and special conditions, including any Federal Notice of Funding Opportunity or Federal terms and conditions, will be resolved in accordance with the term or condition that is the stricter of the two.

If the provisions of the one-page document referred to as the Agreement and any of its exhibit or other attached documents conflict, provisions required by law or federal requirements will take precedence. Otherwise, the order of precedence of provisions, from first to last, is as follows:

- (i) Exhibit D, Federal terms and conditions, if applicable,
- (ii) The Agreement
- (iii) Exhibit B, WEM Standard Terms and Conditions, to the Agreement
- (iv) Exhibit A, Approved Award and application.
- (v) Exhibit C to the Agreement, Special Conditions and Additional Monitoring, if applicable.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit B – WEM Standard Terms and Conditions

Article XXII. Termination of Agreement

- (a) *General.* Upon the termination of this Agreement for any reason, or upon Agreement expiration, each party shall be released from all obligations to the other party arising after the date of termination or expiration, except for those that by their terms survive such termination or expiration. Except as provided in Article XXI, Repayment to WEM, the Grantee shall be entitled to receive compensation for any payments owed under the Agreement only for deliverables that have been approved and accepted by WEM and are not subject to termination of the Agreement. Compensation for partially completed services, when available, shall at the sole discretion of WEM, be no more than the percentage of completion of the services requested, at the sole discretion of WEM, multiplied by the corresponding payment for completion of such services as set forth in the Agreement. Alternatively, at the sole discretion of WEM, the Grantee may be compensated for the actual service hours provided.
- (b) *Basis.* The Agreement may be terminated in whole or in part on the following basis:
- (i) *Termination for Non-appropriation:* WEM reserves the right to cancel the Agreement at will in whole or in part without penalty effective upon delivery of written notice to the Grantee, under any of the following conditions:
- 1) If the Wisconsin Legislature, United States Congress, or any other direct funding entity contributing to the financial support of this contract fails to appropriate funds, rescinds appropriated funds, reduces funds to levels no longer sufficient to allow for goods or services to meet program objectives, revokes WEM's authority to obligate or receive funds necessary to complete the agreement, or deobligates funds in whole or in part.
 - 2) If federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under the or are no longer eligible for the funding proposed for payments by this grant.
- (ii) *Termination for Cause.* WEM may terminate this Agreement after providing the Grantee with thirty (30) calendar days written notice of the Grantee's right to cure a failure of the Grantee to perform under the terms of this Agreement, if the Grantee fails to so cure or commence to cure within that 30-day period.
- (iii) *Termination or Convenience:* The Grantee may terminate this Agreement for convenience at any time by providing WEM a written notice at least 30 days prior to the desired date of termination. During this notification period, the Grantee will continue providing services in accordance with the Agreement requirements.
- (iv) *Cancellation:* WEM reserves the right to immediately cancel this Agreement, in whole or in part, without penalty and without an opportunity for Grantee to remedy if the Grantee:
- 1) Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity.
 - 2) Allow any final judgment not to be satisfied or a lien not to be disputed after a legally imposed, thirty (30)-day notice or make an assignment for the benefit of creditors;
 - 3) Fails to follow the sales and use tax certification requirements of Wis. Stat. § 77.66;
 - 4) Incurs a delinquent Wisconsin tax liability;
 - 5) Fails to follow state or federal laws applicable to the Grantee.
 - 6) Becomes a federally debarred Grantee or excluded from federal procurement and non-procurement Agreements;
 - 7) Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Agreement; or
 - 8) Grantee performance threatens the health or safety of a state employee or state customer.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit C – Special Conditions and Additional Monitoring

Grantee:	City of Monona	Award Date: September 30, 2025
Project Title:	State & Local Cybersecurity Grant Program/2-Factor Authentication	
Grant No.:	2023-SLCGP-01-14324	

1. Nationwide Cybersecurity Review (NCSR)

Grant recipients must complete the Nationwide Cybersecurity Review (NCSR) prior to grant close Year 1 and then annually for each year funding is approved. The NCSR It is available each year from October through February at <https://www.cisecurity.org/ms-isac/services/ncsr>.

2. Cyber Hygiene Services

Grant recipients must sign up for free cyber hygiene services through CISA: <https://www.cisa.gov/cyber-hygiene-services>.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit D – Acknowledgement Notice

ACKNOWLEDGEMENT NOTICE

Recipient: **City of Monona** Date: **September 30, 2025**
Grant No. **2023-SLCGP-01-14324**
Project Title: **State & Local Cybersecurity Grant Program/2-Factor Authentication**

The following regulations and obligations (referenced below) apply to your grant award.

☒ **PROGRESS REPORTS** must be submitted on a scheduled basis into the Egrants system. Narrative reports on the status of your project are due on:

2/12/2026	8/12/2026	2/12/2027	8/29/2027 Final
_____	_____	_____	_____
_____	_____	_____	_____

PROGRESS REPORTS NOTE: Quarterly Reports due 04/12 include January, February and March program activity.
Quarterly Reports due 07/12 include April, May and June program activity.
Quarterly Reports due 10/12 include July, August and September program activity.
Quarterly Reports due 01/12 include October, November and December program activity

Reimbursements and grant modifications will be held if there are late program reports.

☒ **FINANCIAL REPORTS** must be submitted on a scheduled basis into the Egrants system. The Egrants job aid “Submitting a Fiscal Report” may be found at <https://dma.wi.gov/DMA/wem/grants/admin-tools>. Financial reports on the status of your project are due in Egrants on:

2/12/2026	8/12/2026	2/12/2027	8/29/2027 Final
_____	_____	_____	_____
_____	_____	_____	_____

☒ **INVENTORY REPORT** should reflect final inventory in your records. All equipment purchases must be received, paid for, installed, and deployed before submitting report. Report is due in Egrants on or before:

Final	_____	_____	_____
_____	_____	_____	_____

☐ Complete and return a W-9 *Taxpayer Identification Number Verification Form* (enclosed).

☐ OTHER: _____

ACKNOWLEDGEMENT

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

_____, Project Director

Date

Exhibit D – Acknowledgement Notice

WEM Grant Agreement 2023-SLCGP-01-14324

Exhibit E – DHS Terms and Conditions

Article I - Summary Description of Award

The purpose of the Fiscal Year 2023 State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community. This SLCGP award provides funding in the amount of \$7,666,939 for the state of Wisconsin. Of this amount, up to \$383,347 can be retained by the State Administrative Agency (SAA) for management and administrative expenses, and a total of \$1,916,735 is the required cost share.

The terms of the approved Investment Justification(s) and Project Worksheet(s) submitted by the recipient are incorporated into the terms of this Federal award, subject to the additional description and limitations stated in this Agreement Article and the limitations stated in subsequent reviews by FEMA and CISA of the award budget. Post-award documents uploaded into ND Grants for this award are also incorporated into the terms and conditions of this award, subject to any limitations stated in subsequent approvals by FEMA and CISA of changes to the award. Investments not listed in this Agreement Article are not approved for funding under this award.

Article II - SLCGP Performance Goal

In addition to the Performance Progress Report (PPR) submission requirements due January 30, outlined in NOFO Appendix A-11, recipients must demonstrate how the grant-funded projects address the capability gaps identified in their Cybersecurity Plan or other relevant documentation or sustains existing capabilities per the CISA-approved Investment Justification. The capability gap reduction or capability sustainment must be addressed in the PPR, Section 10. Performance Narrative.

Article III - DHS Standard Terms and Conditions Generally

The Fiscal Year (FY) 2023 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2023. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2023 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

Article IV - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances Non-Construction Programs, or OMB Standard Form 424D Assurances Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article V - General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate

Exhibit E – DHS Terms and Conditions

backup documentation to support the reports.

IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article VI - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article VII - Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article VIII - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article IX - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article X - Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XI - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

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Exhibit E – DHS Terms and Conditions

Article XII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XIII - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIV - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XV - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XVI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

Article XVII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XVIII - E.O. 14074 - Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

Article XIX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as

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Exhibit E – DHS Terms and Conditions

amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XX - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

Article XXIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXIV - Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

Article XXV - John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article XXVI - Limited English Proficiency (Civil Rights Act of 1964 - Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of

Exhibit E – DHS Terms and Conditions

Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXIX - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXX - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXI - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXII - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXIV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXV - Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding

Exhibit E – DHS Terms and Conditions

agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVI - Reporting Subawards and Executive Compensation

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients must comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States-this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States-this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States-this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

- (a) When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

Exhibit E – DHS Terms and Conditions

The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the Build America, Buy America provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

Article XXXVIII - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXIX - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XL - Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons:

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XLI - Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XLII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLIII - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLIV - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLV - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website. Specific applicant

Exhibit E – DHS Terms and Conditions

guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLVI - Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article XLVII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov if you have any questions.

Article XLVIII - Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

Article XLIX - Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article L - Indirect Cost Rate

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit F - Federal Assurances for Non-Construction Programs

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), which prohibits discrimination on the basis of sex;	(c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
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WEM Grant Agreement 2023-SLCGP-01-14324
Exhibit F - Federal Assurances for Non-Construction Programs

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements. 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more. 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).	12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system. 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.). 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance. 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures. 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Administrator
APPLICANT ORGANIZATION City of Monona	DATE SUBMITTED

**Resolution No. 25-11-2839
Monona Common Council**

**PROVIDING FOR THE SALE OF \$3,900,000
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2025B**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City") is presently in need of approximately \$3,900,000 for the public purpose of refunding a portion of the 2026 maturity of the Note Anticipation Notes, Series 2021B, dated May 18, 2021; and,

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Chapter 67, Wisconsin Statutes.

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

Section 1. Issuance of the Bonds. The City shall issue its General Obligation Refunding Bonds, Series 2025B (the "Bonds") in an amount of approximately \$3,900,000 for the purpose above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Bonds to Huntington Securities, Inc. dba Huntington Capital Markets ("HSI"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by HSI. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:
Date Introduced: 11-3-25
Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-11-2839 Providing for the Sale of \$3,900,000 General Obligation Refunding Bonds, Series 2025B (Finance Director). **Immediate action requested*

Policy Analysis Statement:

Brief Description of Proposal: In May 2021, the city borrowed \$8,500,000 to purchase the San Damiano property. Due to the timing of the purchase, the City needed a short-term note to complete the purchase. The City now needs to refinance the remaining debt service into a long-term note. The current balance outstanding is \$5,900,000. The City received a grant from Dane County for \$2,000,000 in prior years related to the San Damiano property. The City will use the \$2,000,000 to reduce the loan balance to \$3,900,000. The note will be for 20 years and will include a call date in 2034. The call date allows the City to refinance at a lower interest rate if available.

Current Policy or Practice: The short-term borrowing for the original purchase of the property needs to be refinanced.

Impact of Adopting Proposal: The current yearly P&I is \$324,000, the estimated P&I is around \$324,000 per year with the new borrowing.

Fiscal Estimate:

Fiscal Effect ("x" all that apply) ☐ No fiscal effect ☒ Creates new expenditure account ☒ Creates new revenue account ☒ Increases expenditures ☐ Increases Revenues ☒ Decreases fund balance Debt Service 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
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Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. 25-15				No Budget Amendment Required:				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
300	42	49100	000	Proceeds From Debt	0		3,900,000	3,900,000
300	42	49300	000	Fund Balance Applied	599,383		2,000,000	2,599,383

300	58	58100	610	Principal Redemption	4,037,000	5,900,000		9,937,000
				Total		5,900,000	5,900,000	

Prepared By:

Department: Administration

Approved by: Marc Houtakker, Finance Director

Date: 10/30/2025

**Resolution No. 25-11-2840
Monona Common Council**

**PROVIDING FOR THE SALE OF \$1,550,000
TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2025C**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City") is presently in need of approximately \$1,550,000 for the public purpose of refunding the Taxable General Obligation Refunding Bonds, dated September 18, 2018; and,

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Chapter 67, Wisconsin Statutes; and,

WHEREAS, due to certain requirements of the Internal Revenue Code of 1986, as amended, it is necessary that such bonds be issued on a taxable, rather than tax-exempt basis.

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

Section 1. Issuance of the Bonds. The City shall issue its Taxable General Obligation Refunding Bonds, Series 2025C in the amount of approximately \$1,550,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Bonds to Huntington Securities, Inc. dba Huntington Capital Markets ("HSI"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by HSI. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:
Date Introduced: 11-3-25
Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-11-2840 Providing for the Sale of \$1,550,000 Taxable General Obligation Refunding Bonds, Series 2025C (Finance Director) **Immediate action requested*

Policy Analysis Statement:

Brief Description of Proposal: The City borrowed a \$3,000,000 taxable general obligation refunding bond in September 2018 for TIF #8 (Treysta). The current balance outstanding is \$1,500,000. The current note is scheduled to be paid off in 2029. TIF #8 is currently a donor district to TIF #9 (The Current). TIF #8 has 4 years left after 2025 to be a donor district. Based on the current repayment schedule, the total estimated amount to be donated is \$215,000 over the next four years. Staff is recommending refinancing this loan and adding four years to the loan and it being paid off in 2033. This will allow the district to donate \$1,500,000 over the next four years. TIF#8 could be closed in 2033 after the new loan is paid off. However, if TIF #8 stays open to the maximum year (2039), the TIF is estimated to generate over \$3,700,000 in increment. This could be used to pay for the Broadway street construction or Interlake stormwater project (\$1,000,000) if moved back to 2030.

Current Policy or Practice: Current 2018 Borrowing

Impact of Adopting Proposal: Increase in fund to TIF #9. Adds four years to the repayment schedule.

Fiscal Estimate:

Fiscal Effect ("x" 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. <u>25-16</u>				No Budget Amendment Required: _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
411	49	491000	000	Proceed from Debt	0		1,550,000	1,550,000
411	58	58100	610	Principal Payment	410,000	1,500,000		1,910,000

Prepared By:

Department: Administration

Approved by: Marc Houtakker, Finance Director

Date: 10/30/2025

Resolution No. 25-11-2841
Monona Common Council

**PROVIDING FOR THE SALE OF \$2,950,000 WATER SYSTEM AND SEWER SYSTEM
REVENUE REFUNDING BONDS, SERIES 2025D**

WHEREAS, the City of Monona, Dane County, Wisconsin (the "City") is presently in need of approximately \$2,950,000 for the public purpose of refunding certain outstanding obligations of the City, specifically, the Water System and Sewer System Revenue Bond Anticipation Notes, Series 2021C and the Water System and Sewer System Revenue Bond Anticipation Notes, Series 2024B; and,

WHEREAS it is desirable to borrow said funds through the issuance of revenue bonds pursuant to Chapter 66, Wisconsin Statutes.

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

Section 1. Issuance of the Bonds. The City shall issue its Water System and Sewer System Revenue Refunding Bonds, Series 2025D (the "Bonds") in an amount of approximately \$2,950,000 for the purpose above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Bonds to Huntington Securities, Inc. dba Huntington Capital Markets ("HSI"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by HSI. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:

Date Introduced: 11-3-25

Date Approved: _____

**City of Monona
Policy and Fiscal Note**

Original or Update: **Original**

Title:

Consideration of Resolution 25-11-2841 Providing for the Sale of \$2,950,000 Water System and Sewer System Revenue Refunding Bonds, Series 2025D (Finance Director) **Immediate action requested*

Policy Analysis Statement:

Brief Description of Proposal: In 2021 and 2024, the Water and Sewer Utility took out a Water System and Sewer System Revenue Bond Anticipation Note (BAN). Both the 2021 and 2024 BANs need to be refinanced by February 1, 2026. The total amount of the original loans were \$1,550,000 in 2021 and \$1,650,000 in 2024 or \$3,200,000 total.

The current amount to be refinanced is as follows

Water	\$1,385,000	
Sewer	\$1,415,000	
Bond Requirements	<u>150,000</u>	Subject to change
Total	\$2,950,000	

However, this amount will increase based on 2025 borrowing.

This borrowing is balance only; it has no impact on the water or sewer income statement.

Current Policy or Practice: Current Bans come due 2/1/2026

Impact of Adopting Proposal:

Fiscal Estimate:

Fiscal Effect ("x" 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. <u>25-</u> <u>20</u>	No Budget Amendment Required: _____				
Account Number	Account Name	Budget Prior to Change	Debit	Credit	Amended Budget

Fund	CC	Account	Object					

Prepared By:

Department: Administration	
Approved by: Marc Houtakker, Finance Director	Date: 10/31/2025

Resolution No. 25-11-2843
Monona Common Council

**ADOPTING FUTURE COMPENSATION INCREASES FOR THE MAYOR AND
CITY COUNCIL MEMBERS OF THE CITY OF MONONA**

WHEREAS, the compensation for the Mayor of the City of Monona and members of the Common Council (Alders) has not been increased since 2015; and,

WHEREAS, the Consumer Price Index has risen more than 34% since 2015; and,

WHEREAS, the current compensation for the Monona Mayor is \$7,800 per year, while the average compensation for part-time Mayors is \$11,683 in cities in Dane County with part-time Mayors, and,

WHEREAS, the current compensation for Monona Alders is \$4,800 per year, while the average for part-time Alders is \$6,512 in cities in Dane County with part-time Alders; and,

WHEREAS, pursuant to Wis. Stat. § 62.09, compensation may not be increased after December 1 for elective city offices elected in the spring election and may not be increased during the current term of office, and under this resolution, compensation will not be increased until after the next election for each office holder.

- For the Mayor, the change in compensation is effective on April 20, 2027.
- For the three Alders elected in the 2026 spring election, the change in compensation is effective on April 21, 2026.
- For the three Alders elected in the 2027 spring election, the change in compensation is effective on April 20, 2027.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the compensation for the Mayor of the City of Monona shall be increased to \$11,000 per year, provided that this increase shall not become effective during the Mayor's current term of office.

BE IT FURTHER RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that the compensation for the members of the Common Council of the City of Monona shall be increased to \$6,000 per year, provided that this increase shall not become effective during a Council member's current term of office.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Council Action:

Date Introduced: 11-6-25

Date Approved: _____

SALARY INFORMATION - 2025

Jurisdiction	Mayor	Council President	Council Member/Alder	Municipal Judge	Other
City of Edgerton	\$2,520/year	\$2,220/year	\$2,220/year	\$5,411/year	
City of Fitchburg	\$10,000/year	\$5,500/year	\$5,000/year	\$15,000/year	
City of Madison	\$167,549/year	\$19,248/year	\$15,952/year	\$125,763/year	
City of Middleton	\$14,400/year (increasing to \$18,300/year after the spring election in 2026)	\$7,300/year	\$7,300/year	\$18,300/year	
City of Monona	\$650/month	\$400/month	\$400/month	\$790.44/month	
City of Stoughton	\$80,496/year	\$3,600/year	\$3,600/year	\$13,000/year	
City of Sun Prairie	\$21,989/year	\$11,752/year	\$7,381/year	\$34,953/year	
City of Verona	\$9,488/year	\$5,839/year	\$5,839/year	\$11,814/year	

	Village President	Village Trustees	Municipal Judge	Other
Village of Belleville	\$4,000/year	\$2,000/year	\$6,000/year	\$25/meeting
Village of Black Earth	\$3,000/year, plus \$40 per Village board meeting, \$35 for committee meetings	\$40 per Village board meeting, \$35 for committee meetings	\$7,000/year (serves Mazo & Black Earth)	
Village of Blue Mounds	\$150 per Village board meeting, \$25 for committee meetings	\$125 per Village board meeting, \$25 for committee meetings	\$250/month	
Village of Brooklyn	\$500/month	\$50/board meeting (twice per month), \$25/committee meeting (\$40 if chair)	N/A	
Village of Cambridge	\$309/month, plus \$40 per Village board meeting, \$20 for committee meetings	\$40 per Village board meeting, \$20 for committee meetings	\$350 per month	
Village of Cottage Grove	\$12,443/year	\$2,400/year	\$3,000/year	
Village of Cross Plains	\$350/month	\$200/month	\$325/month	
Village of Dane	\$3,600/year	\$2,400/year	(about) \$5,000/year	
Village of Deerfield	\$210.17/month	\$20/per meeting	\$7,431/year	
Village of DeForest	\$8,000/year, plus \$50/meeting	\$5,000/year, plus \$50/meeting	\$15,000/year	
Village of Maple Bluff	\$0	\$0	\$3,600/year	
Village of Marshall	\$475/month, plus \$50 per meeting attended	\$50 per meeting attended	\$360 per month	
Village of Mazomanie	\$2,000/year	\$1,200/year	\$3,500/year from each (serves Mazo & Black Earth)	
Village of McFarland	\$8,500/year	\$4,250/year	\$12,000/year	
Village of Mount Horeb	\$4,000/year	\$3,000/year	\$6,600/year	
Village of Oregon	\$4,500/year	\$3,000/year	\$10,000/year	
Village of Rockdale	\$1,600/year	\$500/year	N/A	
Village of Shorewood Hills	0	0	\$300/month	
Village of Waunakee	\$4,250/year	\$4,250/year	\$10,000/year	
Village of Windsor	\$1,500/month, plus \$50 per special meeting or \$75 if the President is chairing	\$750/month, plus \$50 per special meeting or \$75 if they chair the meeting		President \$300/month for service on DCCVA; committee members \$50/meeting

Ordinance No. 11-25-799
Monona Common Council

**AMENDING SECTION 18-16 OF THE MONONA CODE OF ORDINANCES TO
RENAME THE DISTINGUISHED SERVICE AWARD COMMITTEE
AND REVISE ITS FUNCTION**

WHEREAS, the Mayor wishes to rename the current Distinguished Service Award Committee to the “Community Service Appreciation Committee,” and update its functions and powers to ensure that citizens who voluntarily serve Monona, primarily through service on its Boards, Commissions, and Committees, are recognized and celebrated.

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

SECTION 1: Section 18-16 shall be amended as indicated on Attachment A.

SECTION 2. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Nancy W. Moore
Mayor

ATTEST:

Alene Houser
City Clerk

Requested By: Mayor Nancy Moore

Council Action:

Date Introduced: 11-3-25

Date Approved: _____

Attachment A

§ 18-16. Distinguished Service Award Community Service Appreciation Committee

[Added 2-1-2010 by Ord. No. 1-10-610; amended 1-21-2014 by Ord. No. 1-14-655; 4-8-2014 by Ord. No. 3-15-670]

A. Composition. The Committee shall consist of the ~~most recent former Mayor who is willing and able to serve~~ and four citizens, all of whom may vote. The Director of Administrative Services City Clerk or his/her designee shall be a ~~n ex-officio~~ nonvoting member of the Committee.

B. Appointment; term of office.

(1) Citizen members. The citizen members shall be appointed by the Mayor, subject to confirmation by the Council, for terms of three years. ~~beginning the third Tuesday of April.~~ The terms of the citizen members ~~may be shall be~~ staggered to facilitate Committee continuity and operations. ~~so that not more than two such appointments are made annually. Initial members may be appointed to one-year terms if necessary to accomplish the staggered terms.~~

[Amended 10-16-2017 by Ord. No. 9-17-689]

C. Functions and powers. The Committee has the responsibility to create an annual volunteer appreciation event to recognize and celebrate citizens who voluntarily serve the community, primarily through its Committees, Commissions and Boards. The Committee may choose to create awards to present to citizens whose review citizen volunteer length and breadth of service, or impact on the community, has been particularly exceptional. of service to the community. ~~Awards are considered for all citizen volunteers with at least 10 years of cumulative service. Recommendations for the award for three individuals are considered at an annual meeting to be held no later than 60 days prior to the award event. Distinguished service awards are presented at the City's annual Appreciation Event and consists of a lapel pin specially designed for this purpose and a certificate of appreciation. The Committee also makes recommendations for the Mayoral Award.~~



Monona Senior Center Report

July 1st to September 30th, 2025

The mission of the Monona Senior Center is to provide those fifty and over with educational, social, recreational, health, and fitness programs and volunteer opportunities. We strive to enhance dignity, support independence, and enrich the lives of and advocate for older adults.

It was a hot, hot third quarter at the Monona Senior Center - both in weather and in activity! We are thrilled to report an 11% increase in attendance compared to the second quarter of 2025. Our growing participation reflects the energy and engagement of our community.

Monona Area Dementia Friendly Initiative Update:

This small group is dedicated to helping reduce the stigma of dementia, increase inclusion and accessibility and create a community where people living with memory loss and cognitive issues feel accepted and understood. This quarter, we held Dementia Friendly Training for Monona Senior Center volunteers as well as Ascent Patient Advocates. We got the word out about what we do at National Night Out, planned and facilitated monthly Memory Cafés and hosted monthly dementia caregiver support groups.



3rd Quarter 2025 Statistics:	July	August	September
Attendance	2167	1435	1761
Total Participants	484	493	554
Days Open	22	21	21
Average Daily Attendance	61	60	75
Programs Offered	138	149	156
New to the Center	14	22	31
Drop-In Attendance	28	24	33
Volunteer Hours	356	290	434

Technology and Computer Classes Introduced in September

We introduced four new classes into the fall schedule. Monona Senior Center has teamed up with **RSVP Dane County** to offer free in-person classes such as Intro to Computer Privacy and How to Choose a New Computer with the Senior Planet curriculum. **DANenet** is another agency that provides through their Digital literacy program free computer classes like Switching to Windows 11 and iPhone & Android Basics.

Programs & Participation

The Nutrition Site program saw a decrease of 12% in attendance. Third quarter 2024 was 355 compared to 318 in the 3rd quarter of 2025.



Fitness /Exercise classes grew in attendance by 28% over the 2024 3rd quarter. Senior Shape-Up held on Mondays and Thursdays alone grew in attendance of 77% over 2024.



Bus Buddies

Madison Metro information session informed 24 potential riders. Bus Buddies took us on a trip downtown to learn the route and was attended by 17 people.



Friends of Monona Senior Center

Summer Concerts once again brought diverse music from local artists to our community. Local bands included Waunakee Big Band, The Mascot Theory, Son del Atlantico and Carl Davick & Friends! Fully funded by sponsors, **this community event has been a draw for 15 years.**



The Friends Naturalists Group toured Olbrich Botanical Gardens and the Allen Centennial Gardens, taking advantage of the summer weather.



Adaptabilities and Madison College Join Our Volunteer Team

In September we welcomed Melissa Anderson to our volunteer team. Melissa is a Madison College student in the Human Services Department, learning about our programs and services as she develops skills. She is with us 12 hours each week this semester and will be with us until Spring 2026. Charles and Miriam have also joined our volunteer team. They are with Adaptabilities and help with greeting card organization. Volunteer hours this quarter are 23% higher than this same quarter last year, thanks in part to these additional volunteers.



New programs, increased volunteer hours and rising attendance gave third quarter 2025 strong momentum heading into the fourth quarter.

Monona Senior Center

July

August

September

Newsworthy

Craft Sale was a success
with nearly \$500 in sales

Welcomed two new
volunteers from
Adaptabilities and
an intern from
Madison College

Three new technology
classes attract
55 guests

Programs

37 Fitness Classes offered
Attended by 245

Card Groups numbers
on the rise; Bridge
increases attendance
by 54%

Senior Center month wraps up
with an Open House offering
games, fitness demonstrations
and health screenings

Community

Friends of the Monona
Senior Center Summer
Concerts attended by
approximately 500

Two full boats for
pontoon boat ride
30 people

Monona Senior Center
wishlist received over
\$535 dollars worth of
items this quarter

Highlights

Neighboring
professionals observe
our Memory Café and
Low Vision Groups

Ice Cream Social
attended by 55

Private Investigator
speaker draws 26

Six Seniors travel to Canyon
Country through the Center and
Collette Travel



City Council Report **August 2025**

Projects & Initiatives

- **“Let’s Be Civil” on WVMO**
WVMO continues to produce its *Let’s Be Civil* segments and is always looking for interview participants on the topic of civil service (city staff, committee members, school district representatives, etc.).
► If interested, please contact Joe Martin at 98.7WVMO@gmail.com.
- **MESBA Media Assets**
Business profile videos and other media projects for MESBA continue to be produced.

Community Media & MG School District Partnership

- The AV Club is producing monthly talk shows (*The Silver Edition*) and assisting with production of Shelene Zarate’s *Conectados – A Bilingual Experience*.
- The 2025–26 school year is underway, with frequent recordings and ongoing AV support requests from administration.

WVMO Report

- Studio programming and production computers have been upgraded to Windows 11–compatible systems, replacing the original units that were over 10 years old. In addition, thanks to a generous \$9,000 contribution from the Friends of WVMO, the station was able to purchase a new radio automation system, replacing the previous system that had been in use for nearly 11 years.
- A few longtime music programmers have retired, but Station Director Joe Martin is reviewing and onboarding new program hosts.
- Underwriting and sponsorship development remain a key focus moving forward.

Social Media Report

- **City of Monona Facebook Analytics: (Month of October)**
 - Followers: 1,419
 - Views: 17K
 - Top Posts by Reach:
 - Madison Metro Service , October 6th– 2,270K
 - Ride A Leaf Truck, October 24th – 1,593K
 - Final Round of Brush Collection – 1,159K
 - Midmor 4 way Stop – 699

2025 Revenue to Date

- MESBA Agreement: \$10,100
- WVMO Underwriting year to date: \$8,900