

**Date: Tuesday, January 17, 2017**

**Time: 7:30 PM**

**Place: Westside Fire Station**

**Committee meetings will begin at 6:55 pm before this full Council meeting. City Council members frequently attend the committee meetings to gather information. A majority of the Council members may be present at these committee meetings.**

## **CITY OF MONROE COMMON COUNCIL AGENDA**

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. PRESENTATION OF PETITIONS AND COMMUNICATIONS
- D. BUSINESS BY MAYOR

Updates regarding Mayor's activities

- 1. MONROE SCHOOL CHOICE WEEK PROCLAMATION

Individual Requesting Item	Mayor Armstrong
Expected Length of Discussion	5 min.

Documents:

[\*Monroe School Choice Week.pdf\*](#)

- 2. RE-APPOINT JORDAN NORDBY TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS FOR A 5 YEAR TERM FROM FEB. 1, 2017 - JAN. 31, 2022  
***Mayor Appoints, Council Confirms***

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

- 3. RESOLUTION RECOGNIZING CITY OF MONROE EMPLOYEES FOR LENGTH OF SERVICE

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

Documents:

[\*Length of Service 2016.docx\*](#)

- E. APPEARANCES BY THE PUBLIC
- F. CONSENT AGENDA (ROLL CALL VOTE)
  - \* RESOLUTION GRANTING MISCELLANEOUS LICENSES
  - \* APPROVE CLAIMS AS PRESENTED ON CLAIMS LIST

1. RESOLUTION GRANTING TEMPORARY "CLASS B" FERMENTED MALT BEVERAGE AND WINE LICENSE TO MONROE THEATRE GUILD IN CONJUNCTION WITH COMEDY NIGHT PERFORMANCES

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

Documents:

[\*theatre guild temp license application.pdf\*](#)

G. COMMENTS/QUESTIONS ON TREASURER'S REPORT (2ND REGULAR MEETING OF EACH MONTH)

H. JUDICIARY AND ORDINANCE REVIEW COMMITTEE (BEER)

1. ORDINANCE REPEALING AND RECREATING SECTIONS 1-5-8(D)(2), 1-11-3, 5-19-6(A)(3) AND 9-2-25(A) OF THE MONROE CITY CODE: REMOVING ALDERMANIC DISTRICTS REFERENCES

**(Hold Public Hearing)**

**(No Vote Until After Plan Commission Approves Section 5-19-6(A)(3))**

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

Documents:

[\*D01 Aldermanic District Clean Up Ordinance - 2016-12-20 changes highli....pdf\*](#)

2. ORDINANCE CREATING 5-11-5(B) CONDITIONAL USE AND 11-3-1(P) OF THE MONROE CITY CODE: DOG PARK PROVISIONS

**(Hold Public Hearing) (Roll Call Vote)**

Individual Requesting Item	Common Council
Expected Length of Discussion	5 min.

Documents:

[\*D04 Dog Park Provisions Ordinance - 2016-09-20.pdf\*](#)

I. PLAN COMMISSION (KOCH)

1. ORDINANCE REZONING PROPERTY #159

**(Hold Public Hearing) (Roll Call Vote)**

Individual Requesting Item	Common Council
Expected Length of Discussion	5 min.

Documents:

[\*rezoning 159.doc\*](#)

J. FINANCE AND TAXATION COMMITTEE (STANGEL)

1. INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$5,185,000 FOR STREET IMPROVEMENT

PROJECTS

**(Roll Call Vote)**

Individual Requesting Item	City Administrator
Expected Length of Discussion	10 min.

Documents:

[\*Monroe C of- 17A GOCPBs - Initial Resolution \(street improvements\).doc\*](#)

2. INITIAL RESOLUTION AUTHORIZING \$335,000 GENERAL OBLIGATION REFUNDING BONDS

**(Roll Call Vote)**

Individual Requesting Item	City Administrator
Expected Length of Discussion	10 min.

Documents:

[\*Monroe C of- 17A GOCPBs - Initial Resolution \(GORBs\).doc\*](#)

3. RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS RELATING TO BOND ISSUE

Individual Requesting Item	City Administrator
Expected Length of Discussion	5 min.

Documents:

[\*Monroe C of- 17A GOCPBs - Resolution Directing Publication.doc\*](#)

4. RESOLUTION PROVIDING FOR THE SALE OF \$5,520,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A

**(Roll Call Vote)**

Individual Requesting Item	City Administrator
Expected Length of Discussion	10 min.

Documents:

[\*Monroe C of- 17A GOCPBs - Set Sale Resolution.doc\*](#)

K. SALARY AND PERSONNEL COMMITTEE (BAUMAN)

1. RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH AFSCME REGARDING PAY RATES FOR YOUTH CENTER SUPERVISOR AND RECREATIONAL AIDE

**(Roll Call Vote)**

Individual Requesting Item	Admin. Rath
Expected Length of Discussion	5 min.

Documents:

L. COUNCIL AS A WHOLE (STANGEL)

1. EHLERS FEASIBILITY STUDY PROPOSAL REGARDING CREATION OF A NEW TID FOR DOLAN PROPERTY

Individual Requesting Item	City Council
Expected Length of Discussion	10 min.

Documents:

*Proposal WI TIF Services 2017-1-5pdf.pdf*

2. RESOLUTION COMBINING WARDS FOR 2017 SPRING PRIMARY AND ESTABLISHING POLLING PLACE LOCATION

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

M. BUSINESS PRESENTED BY ALDERPERSONS

May make brief informative statements or bring up items to be discussed at a future meeting

N. BUSINESS PRESENTED BY DEPARTMENT HEADS

May make brief informative statements or bring up items to be discussed at a future meeting

O. BUSINESS PRESENTED BY THE PRESS

P. BUSINESS: CLOSED

*Under Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Attendance is limited to the governing body, necessary staff and other officers such as the Clerk and Attorney and other persons whose presence is necessary for the business at hand.

1. SALARY & BENEFITS (COMPENSATION PACKAGE) FOR INDIVIDUAL SELECTED BY POLICE & FIRE COMMISSION TO BE THE REPLACEMENT FIRE CHIEF

*(DISCUSS AND TAKE ANY NECESSARY ACTION)*

Individual Requesting Item	Police & Fire Commission
Expected Length of Discussion	10 min.

Q. ADJOURNMENT

**This Council may take any action it considers appropriate related to any item on this agenda.**

Requests from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.



# MONROE SCHOOL CHOICE WEEK



WHEREAS ALL CHILDREN IN MONROE SHOULD HAVE ACCESS TO THE HIGHEST-QUALITY EDUCATION POSSIBLE; AND,

WHEREAS MONROE RECOGNIZES THE IMPORTANT ROLE THAT AN EFFECTIVE EDUCATION PLAYS IN PREPARING ALL STUDENTS IN MONROE TO BE SUCCESSFUL ADULTS; AND,

WHEREAS QUALITY EDUCATION IS CRITICALLY IMPORTANT TO THE ECONOMIC VITALITY OF MONROE; AND,

WHEREAS MONROE IS HOME TO A VARIETY OF HIGH QUALITY PUBLIC AND NONPUBLIC SCHOOLS FROM WHICH PARENTS CAN CHOOSE FOR THEIR CHILDREN, IN ADDITION TO FAMILIES WHO EDUCATE THEIR CHILDREN IN THE HOME; AND

WHEREAS EDUCATIONAL VARIETY NOT ONLY HELPS TO DIVERSIFY OUR ECONOMY, BUT ALSO ENHANCES THE VIBRANCY OF OUR COMMUNITY; AND,

WHEREAS MONROE HAS MANY HIGH-QUALITY TEACHING PROFESSIONALS IN ALL TYPES OF SCHOOL SETTINGS WHO ARE COMMITTED TO EDUCATING OUR CHILDREN; AND,

WHEREAS SCHOOL CHOICE WEEK IS CELEBRATED ACROSS THE COUNTRY BY MILLIONS OF STUDENTS, PARENTS, EDUCATORS, SCHOOLS AND ORGANIZATIONS TO RAISE AWARENESS OF THE NEED FOR EFFECTIVE EDUCATIONAL OPTIONS;

*NOW, THEREFORE, I, LOUIS ARMSTRONG DO HEREBY RECOGNIZE JANUARY 22-28, 2017 AS MONROE SCHOOL CHOICE WEEK, AND I CALL THIS OBSERVANCE TO THE ATTENTION OF ALL OF OUR CITIZENS.*

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED TO BE AFFIXED THE OFFICIAL SEAL OF THE CITY OF MONROE, WISCONSIN THIS 17TH DAY OF JANUARY, 2017

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LOUIS ARMSTRONG  
MAYOR



**RESOLUTION RECOGNIZING CITY OF MONROE EMPLOYEES FOR LENGTH OF SERVICE**

**BE IT RESOLVED**, By the Common Council of the City of Monroe that recognition should be given to the following named employees for their years of dedicated service to the City of Monroe.

**BE IT FURTHER RESOLVED**, That these employees reached milestone years in 2016. They shall be presented with plaques to honor them for ten years of service, and a pin to add to the plaque for every five years of service thereafter, given with the best wishes of the Mayor and the Common Council.

Your faithful service is appreciated.

<i>Christian Hammel</i>	<i>Police Dept.</i>	<i>10 years</i>
<i>John McDermott</i>	<i>Street Dept.</i>	<i>10 years</i>
<i>Corey Mills</i>	<i>Police Dept.</i>	<i>10 years</i>
<i>Robert Zumkehr</i>	<i>Street Dept.</i>	<i>10 years</i>
<i>Darci Boll</i>	<i>Street Dept.</i>	<i>15 years</i>
<i>Matthew Gruber</i>	<i>Street Dept.</i>	<i>15 years</i>
<i>Michelle Kump</i>	<i>Police Dept.</i>	<i>15 years</i>
<i>Tammy Derrickson</i>	<i>Senior Center Director</i>	<i>20 years</i>
<i>Terry Garwell</i>	<i>Water Utility</i>	<i>25 years</i>
<i>Kurt Jordan</i>	<i>Street Dept.</i>	<i>25 years</i>
<i>Rich Pulver</i>	<i>City Hall</i>	<i>25 years</i>
<i>Mike Isely</i> <i>(retired March 2016)</i>	<i>Street Dept.</i>	<i>30 years</i>

Dated this 17<sup>th</sup> day of January, 2017

**APPROVED:**

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Mayor

January 17, 2017

Length of Service

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 20

Application Date: 12-29-16

Town  Village  City of MONROE

County of GREEN

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 1/20/2017 and ending 1/28/2017 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted. ~~Jan 20-21~~

1. Organization (check appropriate box) →
- Bona fide Club  Church  Lodge/Society
- Chamber of Commerce or similar Civic or Trade Organization 501(c)
- Veteran's Organization  Fair Association

(a) Name MONROE THEATRE GUILD

(b) Address 910 16<sup>TH</sup> AVENUE, MONROE, WI 53566

(Street)

Town  Village  City

(c) Date organized 1975

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President KEITH HOESLY

Vice President SUZANJ HOLLAND

Secretary TAMMIE SMILEY

Treasurer JULIE SACHS

(g) Name and address of manager or person in charge of affair: RICK MALISZEWSKI

*paid  
20  
12-29-16*

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 910 16<sup>TH</sup> AVE, MONROE WI 53566

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? YES entire inside of building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: except auditorium

3. Name of Event

(a) List name of the event COMEDY NIGHT

(b) Dates of event JAN 20-21 JANUARY 27-28 2 events

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer KE G. H 12-29-16  
(Signature/date)

\_\_\_\_\_  
(Name of Organization)

Officer Julie Sachs 12/29/16  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 12-29-16

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board 1-17-17

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



Public Hearing Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**ORDINANCE REPEALING AND RECREATING SECTIONS 1-5-8(D)(2), 1-11-3, 5-19-6(A)(3) AND 9-2-25(A) OF THE MONROE CITY CODE: REMOVING ALDERMANIC DISTRICTS REFERENCES**

**THE COMMON COUNCIL** of the city of Monroe does ordain as follows:

**SECTION 1:** Section 1-5-8(D)(2) of the Monroe City Code is hereby repealed and recreated to read as follows:

(2) Order of voting for recorded votes: Commencing with the first meeting of the council after the regular election and qualification of new members, the city clerk shall determine the order of roll call voting based on the **seniority of unbroken service of the alderpersons. The alderperson with the longest seniority of unbroken service on the council as an alderperson shall be the first alderperson called to cast his or her vote on a question for which a roll call vote has been called. If two or more alderpersons share the same seniority of unbroken service, then the alderperson with the total service on the council shall be deemed to have the higher priority and if there is still a tie, then it shall be determined alphabetically based on the alderperson whose last name starts closest to the letter "A". The alderpersons shall vote in descending order of seniority. Thereafter, for each subsequent roll call vote, the alderperson who voted second in the previous roll call vote shall be the first to cast his or her vote and the alderperson who voted first in the previous roll call vote shall cast his or her vote last.**

**SECTION 2:** Section 1-11-3 of the Monroe City Code is hereby repealed and recreated to read as follows:

**1-11-3: Interim successors:** The order of succession to the office of mayor shall be first, the president of the council, and then the alderperson by seniority of unbroken service on the council. **If two or more alderpersons share the same seniority of unbroken service, then the alderperson with the most total service on the council and if there is still a tie, then it shall be determined alphabetically based on the alderperson whose last name starts closest to the letter "A".** No person shall take office as interim successor unless he or she may, under the constitution and statutes of the state of Wisconsin in force at the time, hold the office of mayor.

(A) Status of interim successor: The person who becomes mayor as interim successor shall hold the office until the end of the then current term of office after the next mayoral election.

(B) Formalities of taking office: An interim successor shall take the oath of office as mayor as soon as practicable upon succeeding to the office.

**SECTION 3:** Section 5-19-6(A)(3) of the Monroe City Code is hereby repealed and recreated to read as follows:

(3) The council, upon receipt of the recommendations from the commission, shall hold a public hearing. **Notice of the time, place and purpose of the public hearing shall be sent by the city clerk to the owners of record, as listed in the office of the city assessor, who are owners of the property in whole or in part situated within 200 feet of the boundaries of the property affected.** Said notice is to be sent at least 10 days before the date of the public hearing. Following the public hearing, the council shall vote to adopt, reject or withhold action on the designation or rescission. Notification of the decision shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspector, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at the city's expense, in the Green County register of deeds office.

Draft - December 20, 2016

**SECTION 4:** Section 9-2-25(A) of the Monroe City Code is hereby repealed and recreated to read as follows:

(A) If a **ward** or other area is quarantined for rabies, all dogs and cats within the city shall be kept securely confined, tied, leashed or muzzled. Any dog or cat not confined, tied, leashed or muzzled is declared a public nuisance and may be impounded. All officers shall cooperate in the enforcement of the quarantine. The city clerk shall promptly post in at least three public places in the city notices of quarantine.

**SECTION 5:** This ordinance shall be in full force on the day following passage and official publication.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
Passed the \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
Published the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Draft - December 20, 2016

Public Hearing Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**ORDINANCE CREATING 5-11-5(B) CONDITIONAL USE AND 11-3-1(P)  
OF THE MONROE CITY CODE: DOG PARK PROVISIONS**

**THE COMMON COUNCIL** of the city of Monroe does ordain as follows:

**SECTION 1:** The following conditional use shall be added to 5-11-5(B) of the Monroe City Code as follows:

Parks and playgrounds.

**SECTION 2:** The following section shall be added to 11-3-1 of the Monroe City Code as follows:

(P) To be within the fenced area of the dog park surrounding the water tower which is designated as only for those persons authorized by the city.

**SECTION 3:** This ordinance shall be in full force on the day following passage and official publication.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
Passed the \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
Published the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Draft - September 20, 2016

Public Hearing Date: 01/17/2017

**ORDINANCE REZONING PROPERTY  
#159**

THE COMMON COUNCIL of the City of Monroe do ordain as follows:

SECTION I:

The following described property shall hereby be rezoned from M-1 (Light Industrial District) to B-2 (General Business District)

500 14<sup>th</sup> Avenue

*SECTION 35 CSM 941 (V3P109)  
LOT 1, CONT 6,914 SQ FT PRT NW4 NW4 (FORMER ICRR)*

SECTION II:

This ordinance shall be numbered Special Ordinance #159.

SECTION III:

This ordinance shall be in full force the day following its passage and official publication.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
Published this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Resolution No. \_\_\_\_\_

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$5,185,000 FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Monroe, Green County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$5,185,000 for the public purpose of paying the cost of street improvement projects.

Adopted, approved and recorded January 17, 2017.

\_\_\_\_\_  
Louis Armstrong  
Mayor

ATTEST:

\_\_\_\_\_  
Carol J. Stamm  
City Clerk

(SEAL)

Resolution No. \_\_\_\_\_

INITIAL RESOLUTION AUTHORIZING  
\$335,000 GENERAL OBLIGATION REFUNDING BONDS

BE IT RESOLVED by the Common Council of the City of Monroe, Green County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$335,000 for the public purpose of refunding obligations of the City, including interest on them.

Adopted, approved and recorded January 17, 2017.

\_\_\_\_\_  
Louis Armstrong  
Mayor

ATTEST:

\_\_\_\_\_  
Carol J. Stamm  
City Clerk

(SEAL)

Resolution No. \_\_\_\_\_

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS  
RELATING TO BOND ISSUE

WHEREAS an initial resolution authorizing general obligation bonds has been adopted by the Common Council of the City of Monroe, Green County, Wisconsin (the "City") and it is now necessary that said initial resolution be published to afford notice to the residents of the City of its adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded January 17, 2017.

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Louis Armstrong  
Mayor

Attest:

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Carol J. Stamm  
City Clerk

(SEAL)

Resolution No. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE SALE OF  
\$5,520,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A

WHEREAS, the City of Monroe, Green County, Wisconsin (the "City") has adopted initial resolutions (the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$5,185,000 for street improvement projects; and

\$335,000 for refunding obligations of the City, including interest on them; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation bonds in an amount not to exceed \$5,520,000 should be issued pursuant to the Initial Resolutions.

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

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2017A" (the "Bonds") and the City shall issue Bonds in an amount not to exceed \$5,520,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. 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 Statement, such certification to constitute full authorization of such Statement under this resolution.



Section 5. Award of the Bonds. Following receipt of bids for the Bonds, the Common Council shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder therefor; and to levy a direct annual irrepealable tax sufficient to pay the principal of and interest on the Bonds as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded January 17, 2017.

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Louis Armstrong  
Mayor

ATTEST:

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Carol J. Stamm  
City Clerk

(SEAL)

MEMORANDUM OF UNDERSTANDING

WHEREAS a wage adjustment was not applied to the positions of Youth Center Supervisor and Recreational Aide for several years including the recent adoption of the 2017 Collective Bargaining Agreement between the City of Monroe ("City") and the Local 3760, AFSCME AFL-CIO ("AFSCME") bargaining unit; and

WHEREAS the City intends to fill the position(s) of Youth Center Supervisor and Recreational Aide during the calendar year 2017; and

WHEREAS the City and AFSCME agreed to review and extend a comparable wage for positions at the time of hire;

IT IS THEREFORE AGREED AS FOLLOWS:

1. The City will adjust the pay rate in the CBA to reflect a base wage of \$13.25 for the positions of Youth Center Supervisor and Recreational Aide. The effect of this adjustment revises the pay rate from the current 2017 stated rate of \$12.89 to the revised 2017 rate of \$13.25 per hour and will be applied during the same period as the 2017 CBA;
2. This MOU will be attached to the 2017 Collective Bargaining Agreement between the parties and the adjusted rate will be recognized as the starting rate for future negotiations;

Dated this \_\_ day of January, 2017

CITY OF MONROE

For: CITY OF MONROE

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Clerk

For: MONROE CITY EMPLOYEES

By: Catherine Kelroe  
Bargaining Committee Chairperson

By: D. Nevenschwander  
Bargaining Committee Member

By: Jeff Klappert  
Bargaining Committee Member

By: James Miller  
Bargaining Committee Member

By: W. Stetson  
Bargaining Committee Member



January 5, 2017

Philip Rath, City Administrator  
Martin Shanks, Assistant City Administrator  
City of Monroe, WI  
1110 18th Avenue  
Monroe, WI 53566

Re: Written Municipal Advisor Client Disclosure with the City of Mornoe (“Client”) for possible creation of TID #9 for the Dolan property (“Project” Pursuant to MSRB Rule G-42)

Dear Philip and Martin:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers

Senior Municipal Advisor/Vice President

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<sup>1</sup> This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).



## Appendix A Disclosure of Conflicts of Interest/Other Required Information

### Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

### Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

### Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

### Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

### Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

### Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

### Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

### Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the Securities and Exchange Commission (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

#### Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

#### MSRB Contact Information

The website address of the MSRB is [www.msrb.org](http://www.msrb.org). Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

## Appendix B Tax Incremental Financing Services

### Scope of Service

Client has requested that Ehlers assist Client with feasibility and possible creation of TID #9 for the Dolan property (“Project”). Ehlers proposes and agrees to provide the following scope of services:

### Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether or not the Project is a statutorily and economically feasible option to achieve the Client’s objectives. This phase begins upon your authorization of this engagement, and ends on completion and delivery of a feasibility analysis report. As part of Phase I services, Ehlers will:

- Consult with appropriate Client officials to identify the Client’s objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the “but for” test.
- If the Project includes creation of or addition of territory to a district, identify preliminary boundaries and gather parcel data from Client. Determine compliance with the following statutory requirements as applicable:
  - Equalized Value test.
  - Purpose test (industrial, mixed use, blighted area, or in need of rehabilitation or conservation).
  - Newly platted residential land use test.
- Prepare feasibility analysis report. The report will include the following information, as applicable:
  - Identification of the type or types of districts that may be created.
  - A description of the type, maximum life, expenditure period and other features corresponding to the type of district proposed.
  - A summary of the development assumptions used with respect to timing of construction and projected values.
  - Projections of tax increment revenue collections to include annual and cumulative present value calculations.
  - Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
  - If debt financing is anticipated, a summary of the sizing, structure and timing of proposed debt issues.
  - A cash flow *pro forma* reflecting annual and cumulative district fund balances and projected year of closure.
  - A draft time table for the Project.
  - Identification of how the creation date may affect the district’s valuation date, the base value, compliance with the equalized value test, and the ability to capture current year construction values and changes in economic value.

- When warranted, evaluate and compare options with respect to boundaries, type of district, project costs and development levels.
- Ehlers will provide guidance on district design within statutory limits to creatively achieve as many of the Client’s objectives as possible, and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the Client’s staff, Plan Commission or governing body.

## Phase II – Project Plan Development and Approval

If the Client elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission<sup>1</sup>, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed, and ends after the Joint Review Board takes action on the Project. As part of Phase II services, Ehlers will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.
- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated within the following table. Ehlers will ensure that selected dates meet all statutory timing requirements, and will provide documentation and notices as indicated.

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<sup>1</sup> If Client has created a Redevelopment Authority or a Community Development Authority, that body may fulfill the statutory requirements of the Plan Commission related to creation or amendment of the district.

Meeting	Ehlers Responsibility	Client Responsibility
Initial Joint Review Board	<p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p> <p>Designate Client Joint Review Board representative.</p> <p>Identify and recommend Public Joint Review Board representative for appointment.</p>
Plan Commission Public Hearing	<p>Prepare Notice of Public Hearing and transmit to Client's designated paper.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p>
Plan Commission Public Hearing	<p>For blighted area districts and in need of rehabilitation or conservation districts, provide a format for the required individual property owner notification letters.</p> <p>Attend hearing to present draft Project Plan.</p>	<p>Prepare and mail individual property owner notices (only for districts created as blighted area, or in need of rehabilitation or conservation).</p> <p>Prepare meeting minutes.</p>
Plan Commission	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for Plan Commission consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Distribute Project Plan &amp; resolution to Plan Commission members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Governing Body Action	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for governing body consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Provide Project Plan &amp; resolution to governing body members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Joint Review Board Action	<p>Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions.</p> <p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present final Project Plan.</p> <p>Provide approval resolution for Joint Review Board consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p>



- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client’s staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

**Phase III – State Submittal**

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board, and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers will:

- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the Client with an electronic copy of the final Project Plan (and up to 15 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

**Compensation**

In return for the services set forth in the “Scope of Service,” Client agrees to compensate Ehlers as follows:

Phase I	\$ 5,000
Phase II	\$ 7,300
Phase III	\$ 1,500
<b>Total</b>	<b>\$ 14,000</b>

**Payment for Services**

For all compensation due to Ehlers, Ehlers will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

**Client Responsibility**

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client’s engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.
- Legal opinion advising that Project Plan contains all required elements. (Normally provided by municipal attorney).
- Preparation of District metes & bounds description. (Needed in Phase III for creation of new districts, or amendments that add or subtract territory).
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

<b>Current Wisconsin Department of Revenue Fee Schedules</b>	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition	\$1,000
Amendment Packet with Territory Subtraction	\$1,000
Base Value Redetermination	\$1,000
Amendment Packet	No Charge
Annual Administrative Fee	\$150

The above Proposal is hereby accepted

by the \_\_\_\_\_, Wisconsin,

by its authorized officer this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Signed

Title: \_\_\_\_\_