

Date: Wednesday, April 6, 2016

Time: 7:30 PM

Place: City Hall

Committee meetings will begin at 7:15 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
- E. APPEARANCES BY THE PUBLIC
- F. CONSENT AGENDA (ROLL CALL VOTE)
 - * RESOLUTION GRANTING MISCELLANEOUS LICENSES
 - * APPROVE CLAIMS AS PRESENTED ON CLAIMS LIST
- G. JUDICIARY AND ORDINANCE REVIEW COMMITTEE (ARMSTRONG)
 - 1. ORDINANCE REPEALING AND RECREATING CHAPTER 1-9, REPEALING SECTION 1-5-1(D), RENUMBERING SECTION 1-5-1(E) AS SECTION 1-5-1(D), REPEALING CHAPTER 1-10 AND RENUMBERING CHAPTER 1-17 AS CHAPTER 1-10 OF THE MONROE CITY CODE: WARDS AND ALDERMANIC DISTRICTS
(Hold Public Hearing) (Roll Call Vote)

Individual Requesting Item Committee	Judiciary & Ordinance Review
Expected Length of Discussion	5 min.

Documents: [D127 Chapters 1-9 and 1-10 Wards and County Supervisory Districts 2016-03-03.pdf](#)
 - 2. ORDINANCE REPEALING AND RECREATING SECTION 3-13-12 OF THE MONROE CITY CODE: SPECIAL EVENT PERMIT FEES
(Hold Public Hearing) (Roll Call Vote)

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

Documents: [Section 3-13-12 Special Event Permit Fees 2016-02-25.pdf](#)
- H. PLAN COMMISSION (KOCH)
 - 1. SPECIAL ORDINANCE #158 ADOPTING COMPREHENSIVE PLAN
(Set Public Hearing Date for April 18, 2016)

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

Documents: [SP Ordinance Adopting Comp Plan.pdf](#)

I. FINANCE AND TAXATION COMMITTEE (STANGEL)

1. RESOLUTION APPROVING LOAN TO GREENWOOD CEMETERY
(Roll Call Vote)

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

J. PUBLIC SAFETY COMMITTEE (BEER)

1. RESOLUTION APPROVING SPECIAL EVENTS

Individual Requesting Item	Public Safety Committee
Expected Length of Discussion	5 min.

2. RESOLUTION SETTING FEES FOR SPECIAL EVENT PERMITS

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	10 min.

K. BOARD OF PUBLIC WORKS (KOCH)

1. RESOLUTION AUTHORIZING PURCHASE OF OIL DISTRIBUTER
(Roll Call Vote)

Individual Requesting Item	DPW Gerber
Expected Length of Discussion	5 min.

2. RESOLUTION APPROVING ENERGY SERVICE CONTRACT
(Roll Call Vote)

Individual Requesting Item	Board of Public Works
Expected Length of Discussion	5 min.

3. RESOLUTION HIRING MCGOWAN ARCHITECTURE LLC TO PERFORM PROFESSIONAL SERVICES FOR CITY HALL FLOORING PROJECT
(Roll Call Vote)

Individual Requesting Item	Board of Public Works
Expected Length of Discussion	5 min.

Documents: [MonroeCityHall-FlooringReplacement-McGowanArchitectureProposal.pdf](#)

4. RESOLUTION HIRING MCGOWAN ARCHITECTURE LLC TO PERFORM PROFESSIONAL SERVICES FOR CITY HALL FRONT ENTRANCE REMODEL PROJECT
(Roll Call Vote)

Individual Requesting Item	Board of Public Works
Expected Length of Discussion	5 min.

Documents: [MonroeCityHall-Entrance-Canopy-ConcreteRepairs-McGowanArchitectureProposal-REV.pdf](#)

L. COUNCIL AS A WHOLE (STANGEL)

1. RESOLUTION SETTING FEES FOR THE KEEPING OF CHICKENS

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

Documents: [chickenpermitfees.pdf](#)

2. OPTIONS FOR PARKING RAMP

Discussion regarding Mayor's letter and other various options for parking ramp with possible action

(Roll Call Vote)

Individual Requesting Item	Mayor Ross
Expected Length of Discussion	30 min.

Documents: [Parking Ramp 2_Final.pdf](#)

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. 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.

**ORDINANCE REPEALING AND RECREATING CHAPTER 1-9, REPEALING SECTION 1-5-1(D),
RENUMBERING SECTION 1-5-1(E) AS SECTION 1-5-1(D), REPEALING CHAPTER 1-10
AND RENUMBERING CHAPTER 1-17 AS CHAPTER 1-10 OF THE MONROE CITY CODE:
WARDS AND ALDERMANIC DISTRICTS**

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

SECTION 1: Chapter 1-9 of the Monroe City Code is hereby repealed and recreated to read as follows:

**CHAPTER 9
WARDS AND ALDERMANIC DISTRICTS**

1-9-1. Ward boundaries: The city shall be divided into 10 wards, the boundaries of which shall be as follows:

FIRST WARD: All of the territory within the boundaries of the City of Monroe lying north of the Highway 11-81 bypass and east of Aebly Road, east of the east Right of Way of N. 18th Avenue, east of center line of 18th Avenue, north of the centerline of 6th Street, east of the centerline of 19th Avenue, north of the centerline of 7th Street, west of the centerline of 25th Avenue and north of the center line of 6th Street, to the City limits.

SECOND WARD: All of the territory within the boundaries of the City of Monroe lying south of the center line of 6th Street, east of the center line of 25th Avenue, south of the center line of 7th Street, east of the center line of 22nd Avenue, north of the center line of 11th Street, east of the center line of 25th Avenue, north of the center line of 17th Street, west of the center line of 28th Avenue, north of the centerline of 16th Street and east of the center line of County Highway K, to the City limits.

THIRD WARD: All of the territory within the boundaries of the City of Monroe lying west of the center line of County Highway K, south of the center line of 16th Street, east of the center line of 28th Avenue, south of the center line of 17th Street, west of the center line of 25th Avenue, south of the center line of 13th Street, east of the center line of 23rd Avenue, south of the center line of 14th Street, east of the center line of 22nd Avenue, south of the center line of 16th Street, east of the center line of 20th Avenue, south of the center line of 17th Street and east of the center line of 17th Avenue, to the City limits.

FOURTH WARD: All of the territory within the boundaries of the City of Monroe lying west of the center line of 20th Avenue, south of the center line of 16th Street, east of the center line of 13th Avenue, south of the center line of 18th Street, east of the center line of 11th Avenue, north of the center line of 30th Street, west of the center line of 17th Avenue and north of the center line of 17th Street, to the City limits.

FIFTH WARD: All of the territory within the boundaries of the City of Monroe lying south of the center line of 30th Street, west of the center line of 11th Avenue, south of the center line of 21st Street, west of the center line of State Highway 69, south of the center line of 17th Street, south of the center line of West 17th Street, east of the Badger State Trail corridor, west of the east Right of Way of State Highway 69, and north of the city limits.

SIXTH WARD: All of the territory within the boundaries of the City of Monroe lying south of the center line of 9th Street, east of the center line of 11th Avenue, north of the center line of 12th Street, east of the center line of 12th Avenue, south of the center line of 14th Street, east of the center line of 9th Avenue, south of the center line of 16th Street, east of the center line of State Highway 69, north of the center line of 21st Street, west of the center line of 11th Avenue, north of the center line of 18th Street, west of the center line of 13th Avenue, north of the center line of 16th Street, west of the center line of 22nd Avenue, north of the center line of 14th Street, east of the center line of 23rd Avenue, south of the center line of 13th Street, south of the center line of Byers Court, south of the center line of 13th Street and west of the center line of 14th Avenue.

SEVENTH WARD: All of the territory within the boundaries of the City of Monroe lying south of the center line of 7th Street, west of the center line of 19th Avenue, south of the center line of 6th Street, east of the center line of 15th Avenue, south of the center line of 9th Street, east of the center line of 14th Avenue, north of the center line of 13th Street, north of the center line of Byers Court, north of the center line of 13th Street, west of the center line of 25th Avenue, south of the center line of 11th Street and west of the center line of 22nd Avenue.

EIGHTH WARD: All of the territory within the boundaries of the City of Monroe lying west of the center line of 18th Avenue, north of the center line of 6th Street, west of the center line of 15th Avenue, north of the center line of 9th Street, east of the apparent center line of 7th Avenue, north of the center line of 8th Street and east of the center line of State Highway 69, to the City limits.

Ordinance Repealing and Recreating Chapter 1-9, Repealing Section 1-5-1(D), Renumbering Section 1-5-1(E) as Section 1-5-1(D), Repealing Chapter 1-10 and Renumbering Chapter 1-17 as Chapter 1-10 of the Monroe City Code: Wards and Aldermanic Districts

Page 2

NINTH WARD: All of the territory within the boundaries of the City of Monroe lying west of the center line of State Highway 69, south of the center line of 8th Street, west of the apparent center line of 7th Avenue, south of the center line of 9th Street, west of the center line of 11th Avenue, south of the center line of 12th Street, west of the center line of 12th Avenue, north of the center line of 14th Street, west of the center line of 9th Avenue, north of the center line of 16th Street, west of the center line of State Highway 69, north of the center line of 17th Street, north of the center line of West 17th Street and west of the Badger State Trail corridor, to the City limits.

TENTH WARD: All of the territory within the boundaries of the City of Monroe lying within Sections 29, 30, 31 and 32 of Township 2 north, Range 8 east, Green County Wisconsin.

1-9-2. Polling place: The Polling Place for all wards shall be located at the basement floor of city hall at 1110 18th Avenue, Monroe, Wisconsin.

1-9-3. Aldermanic districts: The city shall be divided into nine aldermanic districts, the boundaries of which shall be as follows:

First aldermanic district: All territory within the first ward and tenth ward described in section 1-9-1 hereof.

Second aldermanic district: All territory within the second ward described in section 1-9-1 hereof.

Third aldermanic district: All territory within the third ward described in section 1-9-1 hereof.

Fourth aldermanic district: All territory within the fourth ward described in section 1-9-1 hereof.

Fifth aldermanic district: All territory within the fifth ward described in section 1-9-1 hereof.

Sixth aldermanic district: All territory within the sixth ward described in section 1-9-1 hereof.

Seventh aldermanic district: All territory within the seventh ward described in section 1-9-1 hereof.

Eighth aldermanic district: All territory within the eighth ward described in section 1-9-1 hereof.

Ninth aldermanic district: All territory within the ninth ward described in section 1-9-1 hereof.

SECTION 2: Section 1-5-1(D) of the Monroe City Code is hereby repealed.

SECTION 3: Section 1-5-1(E) of the Monroe City Code is hereby renumbered as 1-5-1(D).

SECTION 4: Chapter 1-10 of the Monroe City Code is hereby repealed.

SECTION 5: Chapter 1-17 of the Monroe City Code is hereby renumbered as Chapter 1-10.

SECTION 6: This ordinance shall be in full force on the day following its passage and official publication.

Dated the _____ day of _____, 2016

Passed the _____ day of _____, 2016

Published the _____ day of _____, 2016

Mayor

City Clerk

Draft - March 3, 2016

Public Hearing Date: _____/_____/_____

**ORDINANCE REPEALING AND RECREATING SECTION 3-13-12 OF THE MONROE CITY CODE:
SPECIAL EVENT PERMIT FEES**

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

SECTION 1. Section 3-13-12 of the Monroe City Code is hereby repealed and recreated to read as follows:

3-13-12: Permit Fees: The fee for issuance of a special event permit shall be established from time to time by resolution of the council.

SECTION 2. This ordinance shall be in full force the day following its passage and official publication.

Dated this _____ day of _____, 2016.

Passed this _____ day of _____, 2016.

Published this _____ day of _____, 2016.

Mayor

City Clerk

Public Hearing Date: ____/_____/_____

SPECIAL ORDINANCE #158 ADOPTING COMPREHENSIVE PLAN

Whereas pursuant to Section 62.23(2) and (3) of the Wisconsin Statutes, the City of Monroe is authorized to prepare and adopt a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes;

Whereas on March 9, 2016 the plan commission reviewed a draft comprehensive plan [the “Comprehensive Plan”] and, pursuant to Section 66.1001(4)(d) of the Wisconsin Statutes, conducted a public hearing on the Comprehensive Plan;

Whereas on April 13, 2016 the plan commission, by a majority vote of the entire plan commission, adopted resolutions recommending to the Common Council adoption of the Comprehensive Plan.

Whereas the Comprehensive Plan contains all of the elements specified in Section 66.1001(2) of the Wisconsin Statutes.

Now therefore, pursuant to Section 66.1001(4)(c) of the Wisconsin Statutes, the Common Council of the City of Monroe does ordain as follows:

- 1. The Comprehensive Plan is hereby adopted in the form as recommended by the plan commission.
- 2. This ordinance shall be in full force on the day following its passage and official publication.

Dated the _____ day of _____, 2016.
 Passed the _____ day of _____, 2016.
 Published the _____ day of _____, 2016.

Mayor

City Clerk

2.29.2016

Mr. Phil Rath
City Administrator
City of Monroe
1110 18th Avenue
Monroe, WI 53566

RE: City Hall Flooring Replacement
Professional Services Proposal

Dear Phil,

Thanks again for the another opportunity to work with you and the City of Monroe. I've outlined the services required to finish the project below. I'm including completion of the documents, bidding assistance and construction administration services. I can get started right away with your acceptance of the proposal.

PROJECT SCOPE

McGowan Architecture (MA) understands the scope of the project to be the removal and replacement of the existing flooring in both the basement and the first floor of the city hall. The city will contract separately for removal of the existing asbestos flooring in those areas. McGowan Architecture will provide bidding and construction documents for the new flooring. The flooring removal and installation is to be phased to avoid shut down of city departments during the project. The drawings will indicate the proposed phasing of the project. Moving of furniture and equipment will be by the City.

SCOPE OF PROFESSIONAL SERVICES

McGowan Architecture (MA) will provide the following scope of services for the project:

Design Phase

Field verify existing conditions.

Select flooring type options (carpet, vct, etc..) and colors and present to city staff for approval.

Provide selective removal drawings showing areas where flooring is to be removed that can be used by the City to contract with an asbestos abatement contractor.

Provide drawings showing new flooring types and areas of installation.

Provide specifications on the drawings for the new flooring types, flooring transitions, stair tread and riser coverings and vinyl base.

Draft Request For Proposals (RFP) for flooring replacement.

Two (2) design review meetings in total.

ARCHITECTURE PLANNING INTERIORS LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan

Bid Phase

- Provide pdf documents for bidding of the project.
- Assist with pdf document distribution to bidders.
- Conduct a pre-bid tour with bidders.
- Review the bids and make recommendation on selection of the Contractor.

Construction Phase

- Conduct a pre-construction meeting with the City and the Contractor.
- Two (2) construction phase site visits.
- Review product information for compliance with the construction documents.
- Perform punch list walk-thru at the end of the project to confirm completion of work by the contractor.

McGowan Architecture proposes the following fees for the professional services required for this project.

BASIC DESIGN SERVICES

Preliminary & Final Design	Staff	Hours	Rate	Extended
Field verify existing conditions.	Architect	2	\$100.00	\$200.00
Draft RFP	Architect	4	\$100.00	\$400.00
Material selections	Architect	6	\$100.00	\$600.00
Drawings & Specs	Architect	20	\$100.00	\$2,000.00
Design review meeting	Architect	4	\$100.00	\$400.00
Prelim. Design Admin.	Architect	6	\$100.00	\$600.00
		42	Preliminary Design Total:	\$4,200.00

BASIC DESIGN SERVICES

Bidding & Negotiation				
Bid Prep / Distribution	Architect	6	\$100.00	\$600.00
Pre-Bid meeting	Architect	2	\$100.00	\$200.00
Bid Review	Architect	2	\$100.00	\$200.00
		10	Bidding/Negotiation Total:	\$1,000.00

BASIC DESIGN SERVICES

Construction Administration

Precon meeting

Architect 2 \$100.00 \$200.00

Shop drawing review

Architect 1 \$100.00 \$100.00

Site Visits

Architect 3 \$100.00 \$300.00

Punch visit / Closeout

Architect 4 \$100.00 \$400.00

10 Construction Total: \$1,000.00

MCGOWAN ARCHITCTURE BASIC DESIGN FEE: \$6,200.00

PROFESSIONAL SERVICES FEE

PROFESSIONAL SERVICES FEE - TOTAL \$6,200.00

REIMBURSABLE EXPENSES (Expenses are estimates and are costs in addition to Professional Services Fee)

DSPS Plan Review Fee	Not applicable.
Municipal Plan Review Fee	Not included.
Zoning Review Fee(s)	Not included.
Printing & Reproduction	Not anticipated.

PROPOSAL DETAILS

Hardcopy document format will be 24x36.

Electronic file format will be pdf & cad.

OWNERSHIP OF DOCUMENTS

Ownership of Documents: McGowan Architecture retains ownership of the documents at completion of the project and grants the City of Monroe license to use the documents for the puposes of making physical improvements to the city hall.

TERMS

Invoices will be submitted monthly with payments due in 30 days.

Sincerely,

City of Monroe



Authorized Signature

Patrick B. McGowan
McGowan Architecture LLC

Date

Attachments:
None

3.11.2016

Mr. Phil Rath
City Administrator
City of Monroe
1110 18th Avenue
Monroe, WI 53566

RE: City Hall Entrance Court Remodel
Park & Recreation Entry Canopy Design
Rear Entrance Structural Concrete Repairs
Professional Services Proposal

Dear Phil,

Thanks again for the another opportunity to work with you and the City of Monroe. I've outlined the services required to finish the project below. I'm including completion of the documents, bidding assistance and construction administration services. I can get started right away with your acceptance of the proposal.

PROJECT SCOPE

McGowan Architecture (MA) understands the scope of the project to be the removal and replacement of the existing north and south entrance stairs, the concrete terrace between the two stairs and the steps up from the sidewalk. The work will include replacement of the railings at the stairs, at the steps to the sidewalk and the railings on the upper terrace at the entrance to the council chambers so all the railings are consistent in appearance. The new terrace layout and steps up to it will be modified to direct pedestrians to the main business entrance and to the council chambers entrance. I am anticipating that there will be less paved area at the terrace level and more lawn. Moving of the exterior light fixtures along the side walk may be required by the modifications. Directional signage is to be included to help with pedestrian wayfinding.

Additional scope: Development of two (2) schematic entry designs and an opinion of probable cost for each. Presentation of three (3) schematic entry designs to the Board of Public Works.

Additional scope: Parks & Rec canopy design & drawings.

Additional scope: Structural concrete repairs at rear entrance.

SCOPE OF PROFESSIONAL SERVICES

McGowan Architecture (MA) will provide the following scope of services for the project:

Design Phase

- Field verify existing conditions against my plans that are based on the original building drawings.
- Review of the building code.
- Review of the zoning code.
- Design and drawings for construction of the improvements including a site plan, foundation plan, floor plan, exterior elevations with canopy, railings and stairs, concrete stair/steps/slab details, metal railing details and canopy details.
- Project manual with bid information and construction specifications.
- One design review meeting.

Bid Phase

- Provide pdf documents for bidding of the project.
- Assist with pdf document distribution to bidders.
- Conduct a pre-bid tour with bidders.
- Review the bids and make recommendation on selection of the Contractor.

Construction Phase

- Conduct a pre-construction meeting with the City and the Contractor.
- Construction phase meetings - 2 meetings.
- Review shop drawings and product information for compliance with the construction documents.
- Perform punch list walk-thru at the end of the project to confirm completion of work by the contractor.

McGowan Architecture proposes the following fees for the professional services required for this project.

BASIC DESIGN SERVICES

Preliminary Design	Staff	Hours	Rate	Extended
Field verify existing conditions.	Architect	4	\$100.00	\$400.00 REV
Code review	Architect	2	\$100.00	\$200.00
Zoning review	Architect	2	\$100.00	\$200.00
		8	Preliminary Design Total:	\$800.00 REV

BASIC DESIGN SERVICES

Schematic & Final Design	Staff	Hours	Rate	Extended
Two additional entry designs	Architect	6	\$100.00	\$600.00 REV
Three 3D presentation dwgs	Architect	12	\$100.00	\$1,200.00 REV
Concrete structural repairs design	Architect	3	\$100.00	\$300.00 REV
Canopy design/ drawings	Architect	16	\$100.00	\$1,600.00 REV
DD /CD drawings	Architect	40	\$100.00	\$4,000.00
Specifications	Architect	16	\$100.00	\$1,600.00
Opinion of Probable Cost (OPC)	Architect	6	\$100.00	\$600.00
Two additional OPC's	Architect	6	\$100.00	\$600.00 REV
DD Review	Architect	2	\$100.00	\$200.00
CD Review	Architect	2	\$100.00	\$200.00
Final Design Admin.	Architect	8	\$100.00	\$800.00
Final Design Mtgs.	Architect	2	\$100.00	\$200.00
Public Works board meeting	Architect	2	\$100.00	\$200.00 REV
		84	Preliminary Design Total:	\$12,100.00 REV

BASIC DESIGN SERVICES

Bidding & Negotiation				
Bid Prep / Distribution	Architect	4	\$100.00	\$400.00
Pre-Bid meeting	Architect	2	\$100.00	\$200.00
Bid Review	Architect	2	\$100.00	\$200.00
		8	Bidding/Negotiation Total:	\$800.00

ARCHITECTURE PLANNING INTERIORS LIGHTING

608 235-2751
mcgowanarch@tds.net

mcgowan

BASIC DESIGN SERVICES

Construction Administration

Precon meeting	Architect	2	\$100.00	\$200.00
Shop drawing review	Architect	6	\$100.00	\$600.00 REV
Site Visits	Architect	6	\$100.00	\$600.00
Punch visit / Closeout	Architect	4	\$100.00	\$400.00

18	Construction Total:	\$1,800.00	REV
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MCGOWAN ARCHITCTURE BASIC DESIGN FEE:	\$15,500.00
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PROFESSIONAL SERVICES FEE

McGowan Architecture Basic Design Services Fee	\$15,500.00
Structural Engineering Calculations Fee	\$1,200.00

PROFESSIONAL SERVICES FEE - TOTAL	\$16,700.00
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REIMBURSABLE EXPENSES (Expenses are estimates and are costs in addition to Professional Services Fee)

DSPS Plan Review Fee	Not applicable.
Municipal Plan Review Fee	Not included.
Zoning Review Fee(s)	Not included.
Printing & Reproduction	\$400.00

PROPOSAL DETAILS

Hardcopy document format will be 24x36.
Electronic file format will be pdf & cad.

OWNERSHIP OF DOCUMENTS

Ownership of Documents: McGowan Architecture retains ownership of the documents at completion of the project and grants the City of Monroe license to use the documents for the puposes of making physical improvements to the city hall.

TERMS

Invoices will be submitted monthly with payments due in 30 days.

Sincerely,

City of Monroe



Authorized Signature

Patrick B. McGowan
McGowan Architecture LLC

Date

Attachments:
None



CITY OF MONROE
Office of City Clerk/Director of General Government
1110 18th Avenue
Monroe, Wisconsin 53566
(608) 329-2524
www.cityofmonroe.org

Carol J. Stamm
City Clerk/Director of
General Government
cstamm@cityofmonroe.org

Ellen K. Miller
Deputy Clerk
emiller@cityofmonroe.org

Date: March 30, 2016
To: Finance & Taxation Committee
From: Carol Stamm
Subject: Permit Fees for keeping of Chickens

The Finance Committee needs to make a recommendation to Council for the fees to be charged for permits for the keeping of chickens.

City staff checked with a few other communities to see what fees they are charging.

The results are as follows:

Janesville – initial permit fee of \$50.00, \$25.00 annual renewal fee
Madison - \$10.00 permit fee
Beloit - \$35.00 annual permit fee
Stoughton - \$15.00 permit fee, \$25.00 late fee on permit renewal

Taking into consideration staff time for the initial review of the applications, review of potential changes, and the processing of the annual renewals, the staff recommendation for fees is as follows:

Staff Recommendation for Chicken Permit Fees

Initial Review Fee - \$50.00

Review Fee for changes to construction or size of coop or run or location on premises - \$25.00

Annual permit fee - \$25.00 (no proration)

Please let me know if you have any questions or concerns. It is preferable that this be recommended to Council and approved by Council on April 6th. There are several residents that are very anxious to get their permit applications submitted and approved.



CITY OF MONROE

Office of the Mayor
William Ross
(608) 329-2526
mayor@cityofmonroe.org

1110 18th Avenue
Monroe, Wisconsin
53566
(608) 329-2500
www.cityofmonroe.org

Date: 17 March 2016
Sub: Parking Ramp
To: Alders

With the Council's 5-4 defeat of the surface lot option to replace the existing parking ramp structure I would like to proceed with the next set of options to be voted on by Council members. I am offering up the following three options for discussion at our next council meeting on April 6th.

1. There were several comments at the previous Council meeting regarding a public/private option. While this option has been discussed at several meetings in the past, to date the City has not been approached with a viable project for consideration. I would suggest that if this is the desired option we hire a design/engineering firm to help facilitate the development of an RFP that meets the vision and goals the City Council has for the parking ramp site.

Potential resolution language:

"Hire a design/engineering firm to assist City Council in developing its public-private vision and goals for the existing parking ramp site. The primary outcome would be the development of a Request for Proposals to be advertised and made available to interested developers."

2. Utilize the current site to address parking. Raze the parking ramp and reconstruct with a structure that contains the existing parking available in the current ramp.

Potential resolution language:

"Eliminate the existing parking ramp and construct a parking structure that contains 169 parking spots. The number of spots that is currently available in the existing parking ramp."

3. Both Main Street and BID offered identical recommendations to Council on their vision for the parking ramp site. This recommendation included eliminating the existing parking ramp, constructing a surface lot in its place and put in place a 1 level ramp on the Armory Lot or City Hall Lot BEFORE eliminating the existing parking ramp structure.

As a first step it would make sense to hire a design/engineering firm to create concepts for the Armory Lot and City Hall Lot so that we understand the amount of parking spaces that would be created and determine engineering feasibility.

Potential resolution language:

“Upon recommendation from BID and Main Street eliminate the existing parking ramp, construct a surface lot in its place and construct a parking structure in either the Armory Lot and/or City Hall Lot prior to the elimination of the existing parking ramp. Hire a design/engineering firm to create parking structure concepts and determine feasibility of parking structure on the Armory Lot and City Hall Lot.”

Thank You,

Bill Ross
Mayor of the City of Monroe