

Date: Tuesday, May 17, 2016

Time: 7:30 PM

Place: City Hall

Committee meetings will begin at 5:40 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. POPPY DAY PROCLAMATION

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

- E. APPEARANCES BY THE PUBLIC
- F. CONSENT AGENDA (ROLL CALL VOTE)
 - * RESOLUTION GRANTING MISCELLANEOUS LICENSES
 - * APPROVE CLAIMS AS PRESENTED ON CLAIMS LIST
- G. COMMENTS/QUESTIONS ON TREASURER'S REPORT (2ND REGULAR MEETING OF EACH MONTH)
- H. FINANCE AND TAXATION COMMITTEE (STANGEL)

- 1. RESOLUTION APPROVING AGREEMENT WITH EHLERS TO PROVIDE TAX INCREMENTAL FINANCING SERVICES

(Roll Call Vote)

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

Documents: [SKMBT_C35160509144900.pdf](#)

- I. PUBLIC SAFETY COMMITTEE (BEER)
 - 1. RESOLUTION APPROVING SPECIAL EVENTS

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

- J. LICENSE COMMITTEE (THOMAN)
 - 1. RESOLUTION GRANTING TEMPORARY "CLASS B' WINE & FERMENTED MALT

BEVERAGE LICENSE TO ARC OF GREEN COUNTY IN CONJUNCTION WITH
MONROE BALLOON FESTIVAL

Individual Requesting Item	License Committee
Expected Length of Discussion	5 MIN.

Documents: [SKMBT_C35160511095500.pdf](#)

2. RESOLUTION APPROVING PERMITS FOR POSSESSION OF LIVE CHICKENS

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

K. BOARD OF PUBLIC WORKS (KOCH)

1. RESOLUTION APPROVING HIRING CONTRACTOR TO PERFORM HYDRANT
PAINTING

(Roll Call Vote)

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

L. COUNCIL AS A WHOLE (STANGEL)

1. PROPOSALS FOR PROFESSIONAL LEGAL AND PROSECUTION SERVICES

(Roll Call Vote)

Review proposals, presentations by potential firms, and possible action to appoint a legal firm to represent the City of Monroe

Individual Requesting Item	City Administrator
Expected Length of Discussion	30 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. 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.



Agreement to Provide Tax Incremental Financing Services

Date of Agreement: April 18, 2016
Client: City of Monroe, WI
Proposed Project: Tax Incremental District Creation (the "Project")

This Agreement is between the City of Monroe (the "Client") and Ehlers & Associates, Inc. ("Ehlers"). Ehlers agrees to provide the following scope of services for the above Project:

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.
- 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.

- 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.
- 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 Commission¹, 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 below and on the following. Ehlers will ensure that selected dates meet all statutory timing requirements, and will provide documentation and notices as indicated.

Meeting	Ehlers Responsibility	Client Responsibility
Initial Joint Review Board	Prepare Notice of Meeting and transmit to Client’s designated paper. Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions. Provide agenda language to Client. Attend meeting to present draft Project Plan.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare meeting minutes. Designate Client Joint Review Board representative. Identify and recommend Public Joint Review Board representative for appointment.

¹ 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.

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

- 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 Services,” Client agrees to compensate Ehlers as follows:

Phase I	\$ 5,000
Phase II	\$ 7,500
Phase III	\$ 1,500
Total	\$ 14,000

- Phase I base fee includes up to five financial scenarios. Additional scenarios will be run as needed at a cost of \$750/scenario.

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:

Current Wisconsin Department of Revenue Fee Schedules	
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

Execution and Authority

By executing this Agreement, the person signing on behalf of Client represents that he/she has the authority to execute agreements of this type on behalf of Client and that this Agreement constitutes a binding obligation of Client enforceable in accordance with its terms/

The above Contract is hereby accepted

by the City of Monroe, Wisconsin,

by its authorized officer this _____ day of _____, 20__.

By: _____ Title: _____

Rev. 4-3-16

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 \$ 10

Application Date: April 7, 2016

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 June 17, 2016 and ending June 18, 2016 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.

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

(a) Name Arc of Green County

(b) Address W1156 Stateline Rd, Juda, WI
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation ? 40-50 years ago

(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 Nick Faessler W1156 Stateline Rd, Juda, WI 53550
 - Vice President Traii King 2303 18th Ave, Monroe, WI 53566
 - Secretary Lori Stietz W1988 Hwy 59, Albany, WI 53502
 - Treasurer Brenda Miller 1405 Parkview Dr. Monroe, WI 53566

(g) Name and address of manager or person in charge of affair:
MICHAEL JERGE W4379 SCHRADER RD MONROE WI 53566

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 2600 10th St Monroe, WI

(b) Lot _____ Block _____

(c) Do premises occupy all or part 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: Green County Fair Grounds

3. Name of Event

(a) List name of the event Monroe Balloon Festival

(b) Dates of event June 17-18, 2016

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.

Arc of Green County
(Name of Organization)

Officer Nikolaus Faessler
(Signature/date)

Officer _____
(Signature/date)

Officer Brenda Miller
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4.7.2016

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

CITY OF MONROE APPLICATION FOR OUTDOOR BEER GARDEN

To the License Committee and the Common Council of the City of Monroe:

I/we hereby submit application for approval of an outdoor beer garden in conjunction with a temporary alcohol beverage license or as an extension of the licensed premises of a current regular alcohol beverage license holder as follows, and hereby agree to abide by the attached regulations and standards and to comply with all federal, state, and local laws, resolutions, and ordinances governing beer gardens and alcoholic beverages:

Name of Applicant: Arc of Green County
Current Regular alcohol beverage license holder?
Applying for a temporary alcohol beverage license? X
Address of Applicant: W1156 Stateline Rd Juda, WI 53550
Mailing Address of Applicant: same
Phone Number of Applicant: 608-214-3852
Requested area is: Permanent Temporary X If temporary, please provide dates of operation: June 17-18 2016
Beer garden area is to be located on Private Property Public Property or Combination Public/Private Green County Fairground
Address and detailed description of premises to be licensed for beer garden - Include dimensions and describe fencing, entrances, exits, and other details: see attachment

Dated this 7 day of April, 2016

Nikolaus Faessler
Signature

Traic King
Signature

Two signatures of officers required if an organization, corporation, or LLC

Note: Attach a detailed diagram of the proposed beer garden area that specifically describes the dimensions and the relationship to any other licensed area. (required)

Approval:

Police Department
Pean Finkbe
Building Inspector

Fire Department
Carl Jtkam
City Clerk

Approved by License Committee on _____
Approved by Common Council on _____

Guidelines and Requirements for Outdoor Beer Gardens

An outdoor beer garden is defined as an open air, roofed or unroofed area, where beer and/or other alcoholic beverages are served or consumed, whether permanent or temporary, and whether on private or public property

Application is made to the City Clerk and then also reviewed by the Police, Fire, and Building Inspection Departments. The application is then referred to the License Committee for review taking into consideration recommendations made by City staff. The License Committee will then refer and make recommendations to the Common Council for final approval of the application.

Guidelines and Requirements – All:

1. Must attach a detailed diagram of the proposed beer garden area that specifically describes the dimensions and the relationship to any other licensed area.
2. Area must comply with all state and local building and fire codes regarding such things as exits, exit lights and capacity and is subject to inspection by the Fire Inspector.
3. All emergency exits shall have a gate(s) which swing to egress and must swing free and clear of any public sidewalk, unless the special event beer garden or license extension area is temporary and has acceptable, non-gated open exits that have personnel stationed at each. Gates must include approved latch hardware, which shall be mounted only on the inside.
4. Beer garden location must comply with any regulations regarding vision clearance and sight triangles so as not to be a traffic hazard.
5. Beer garden area must be enclosed with no less than 3 feet high chain link, wood, concrete, plastic, rope or wrought iron fencing, or other approved material which forms a barrier that will isolate the alcohol area from non-alcohol areas.
6. Must have adequately displayed signage warning that alcoholic beverages shall not be passed over the area's barrier or be removed from the licensed area.
7. Must have access plan for fire and other emergency services which must be approved by the Fire Chief.
8. License holder is responsible to know the occupancy and capacity limits for the

area and must exhibit a plan with an approved system or device to monitor this.

9. License holder is also responsible to show a plan of responsible service that will prevent service to intoxicated persons as prohibited by Wisconsin Stats 125.07(2).

10. All entry points must be monitored by an adult employee or security personnel. If fire and building code regulations require entry points to be more than (4) feet in width, they must be monitored by at least 2 adult employees or security personnel.

11. Licensed operators must be present at all times to oversee the entire beer garden area. These licensed operators can be stationed inside main bar area of existing premises only if entire beer garden area can at all times be viewed and monitored from this inside area.

12. Other reasonable standards may be required by city officials based on specific situations.

13. Other permits may be required such as dance licenses, amplified sound permits, background music permits, or special event permits. You must submit application for these licenses and permits along with the beer garden application.

Additional Guidelines and Requirements if using Public Property:

1. Must give notice to adjoining property owners located on each side of proposed beer garden and those directly across the street from beer garden location and provide city with proof of notice.

2. Must include a certificate of insurance for \$1,000,000 general liability naming the City of Monroe as additional insured

3. Storm sewer inlets must covered with a permeable material to prevent trash and other materials from falling into the inlet, but allowing for potential precipitation to enter.

4. Must submit fee of \$25.00 per day for use of public property

5. Beer garden area must be no wider than one side (street frontage) of an existing licensed premises if being issued as a temporary extension to a current holder of a regular alcohol beverage license. "L" shaped configurations are discouraged and most likely not approved.

Additional Guidelines and Requirements if Permanent Beer Garden

1. Can only be issued to a current holder of a regular alcohol beverage license

2. Beer garden must be contiguous to currently licensed premises

3. No public property may be utilized unless applying in conjunction with a

sidewalk café permit allowed only in the downtown area.

Additional Guidelines and Requirements if issued in conjunction with a Temporary Class "B"/"Class B" alcohol beverage retailer's license for picnics or gatherings

1. Must submit application for Temporary Class "B"/"Class B' Retailer's license and follow additional guidelines and restrictions (*See Exhibit A*)
2. Must pay fee of \$10.00 per license per event

Additional Guidelines and Requirements if issued to the current holder of a regular alcohol beverage license

1. Must be direct access into existing premises from beer garden area

Attachment

The entire fairgrounds are licensed for beer and wine. Entrances and exits are on 10th Street. The Emergency exit will be on 12th Street.

The Bands' tent is 40 by 60 feet and will sit north of the east end of the grandstand. Alcohol will be sold on the north end of the band tent. None will be sold during the dairy day event. A fence will be placed along the car show area, separating the car show from the beverage sales and band tent.

Google Maps
Inflatables
Food
Beverages
Car Show
Parking



Band tent
handicap parking
Ballonists

Imagery ©2016 Google, Map data ©2016 Google 200 ft

Per conversation with Nick Faessler on April 21, 2016

Request to license entire fairgrounds

ARC requests that minors be allowed in the premises.

People will be stationed at the gates

People will need to show id and then will be issued wristbands.