

**Date: Tuesday, February 6, 2018**  
**Time: 7:30 PM**  
**Place: Fire Station 1 - 601 W 17th Street**

***Committee meetings will begin at 6:45 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. APPOINT AMANDA KING TO THE BUSINESS IMPROVEMENT DISTRICT BOARD FOR TERMS OF JANUARY 1, 2018 - DECEMBER 31, 2019

Individual Requesting Item	Mayor Armstrong
Expected Length of Discussion	2 min.

2. CHANGE DATE OR LOCATION OF NEXT COUNCIL MEETING DUE TO PRIMARY ELECTION

Individual Requesting Item	City Clerk
Expected Length of Discussion	5 minutes

E. APPEARANCES BY THE PUBLIC

1. GREEN COUNTY DEVELOPMENT CORPORATION UPDATE AND RECOGNITION OF SERVICE TO THE GCDC BOARD

Individual Requesting Item	City Administrator
Expected Length of Discussion	5 minutes

F. CONSENT AGENDA (ROLL CALL VOTE)

- \* RESOLUTION GRANTING MISCELLANEOUS LICENSES
- \* APPROVE CLAIMS AS PRESENTED ON CLAIMS LIST

G. FINANCE AND TAXATION COMMITTEE (BOYCE)

1. POLICY FOR EXEMPTIONS FROM PROCEDURES FOR AUTHORIZED PURCHASES

Individual Requesting Item	Finance and Taxation Committee
Expected Length of Discussion	20 minutes

Documents:

H. LICENSE COMMITTEE (THOMAN)

1. RESOLUTION GRANTING CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE LICENSE APPLICATION FROM STUDIO C

Individual Requesting Item	License Committee
Expected Length of Discussion	5 min

I. BOARD OF PUBLIC WORKS (KOCH)

1. RESOLUTION APPROVING CHANGE ORDER #5 FOR 8TH STREET RECONSTRUCTION PROJECT  
(Roll Call Vote)

Individual Requesting Item	Board of Public Works
Expected Length of Discussion	5 minutes

2. RESOLUTION APPROVING AMENDED SEWER AND WATER AGREEMENT  
Current Agreement to be Amended to allow one residential connection to be changed to a commercial use connection.

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

J. COUNCIL OF THE WHOLE (NEWCOMER)

1. RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH JJT DEVELOPMENT CORPORATION REGARDING LOW INCOME FAMILY HOUSING PROJECT

Individual Requesting Item	City Administrator
Expected Length of Discussion	10 Minutes

Documents:

*MOU JJT\_CityofMonroe.pdf*

2. RESOLUTION ADOPTING THE UPDATED GREEN COUNTY ALL HAZARDS MITIGATION PLAN

Individual Requesting Item	Fire Chief Dan Smits
Expected Length of Discussion	5 min.

Documents:

*GC Emergency Mgmt Letter 1-4-18.pdf*

K. BUSINESS PRESENTED BY ALDERPERSONS

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

L. BUSINESS PRESENTED BY DEPARTMENT HEADS

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

M. BUSINESS PRESENTED BY THE PRESS

N. 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.



---

## Exemptions from Procedure for Authorized Purchases Policy

---

Financial Appendix: FB

Adoption Date:

Pages: 1

Last Update: January 16,2018

---

I. **PURPOSE** This Exemptions from Procedure for Authorized Purchases Policy is a general overview of some of the financial policies, procedures, rules and regulations of the City of Monroe and Monroe Utilities (hereinafter referred to as the Employer). The purpose of this policy is to define the Purchase Procedure as it applies to its employees.

### II. POLICY

(A) **WAIVER FROM PROCEDURE:** All financial obligations, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval at the next available meeting, but the checks may be released early if the in the best interest of the City

(B) **EXAMPLES OF PAYMENTS SUBJECT TO EARLY RELEASE:** The City Administrator may authorize release of checks prior to approval of the Common Council for the following purchases:

1. Professional, contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Common Council.
2. Utility expenditures such as electricity, natural gas, cable TV and telephone services.
3. Payroll and related expenses such as insurance payments, pension payments and mandatory state and federal employee withholding.
4. Routine expenditures such as insurance premiums, bond payments, credit card or similar direct vendor payments.
5. Reimbursement to citizens for a canceled recreation program or over payments.
6. Tax payments to Green County, Monroe School District, and Blackhawk Technical College.
7. Other similar items in which timely payment would reduce the final cost through either a credit for early payment or a penalty for deferred payment.

## **MEMORANDUM OF UNDERSTANDING FOR LOW INCOME FAMILY HOUSING**

City – The City of Monroe, or an entity created and acting on its behalf.

Developer – JJT Development Corporation

Project – the construction of a four (4) unit low income family residential rental building on the vacant lot owned by the City known as the “Ice Rink”. Upon completion and full rental of the Ice Rink parcel, the parties may by mutual agreement continue their relationship for the construction of additional low income family residential rental properties.

Commitment/Obligation – The City’s commitment/obligation will be to contribute the land free and clear of any liens or encumbrances to the Developer subject only to the Developer’s obligation to proceed as set forth in the following paragraphs and to identify the City designee to whom title will be transferred upon completion of each Phase.

The Developer’s commitment/obligations is:

- Develop a development budget that will permit the Developer to complete the Project at a cost that will permit use of Section 8 vouchers and providing housing opportunities to low income residential family users. The Developer shall secure all funds necessary to complete the Project, whether conventional financing, governmental or charitable grant, tax credits, or any other viable funding source for the Project so that the Project may be successful.
- To develop plans and specifications for the Project, submit such plans to the appropriate governmental authorities and secure all necessary permits to complete the Project.
- Developer shall have eighteen (18) months to prepare a development budget, develop plans and specifications to fit within that budget and to secure all necessary funding to move the Project forward.
- Construct each building in accordance with the plans and specifications in a good and workman-like manner.
- Secure with the assistance of the City the necessary Section 8 vouchers to provide rental assurance for the Project for the duration of the underlying mortgage financing. The rental amount charged to the tenants shall be at or below the fair market rent set by HUD.
- Upon completion of the Project the Developer shall execute such deeds, bills of sale and assignments subject to non-recourse financing to the City or its designee as the City in its sole discretion shall determine. Project completion shall be deemed to have occurred at the later of issuance of occupancy permits, rental of all units and fulfillment of any contingencies required to any financing source.

Compensation – The Developer will be compensated for its service and development fee which shall not exceed twenty percent (20%) of the total Project budget. “Total Project Budget” shall include all hard costs to complete the Project as well as all soft costs incurred to the Developer, including but not limited to design fees, architect’s fees, construction oversight, all permits, financing fees, marketing and leasing fees and land values.

## Timeline

- The timeline for preconstruction is difficult to determine since this would include approvals from HUD and the appropriate public housing authority for Section 8 vouchers; HUD, WHEDA or others for grants; and other funding sources.
- Once approvals from all funding sources are obtained the construction time will be one hundred twenty (120) days rent up and move-in in less than sixty (60) days.

Green County  
Emergency Management  
PO Box 473  
2827 6<sup>th</sup> Street  
Monroe, WI 53566

[www.greencountyem.com](http://www.greencountyem.com) &  
follow us on Facebook



Tanna McKeon, Director  
State of WI Certified Emergency Mgr.

608-328-9416 Fax: 608-328-9414  
Email: [tmckeon@greensheriff.com](mailto:tmckeon@greensheriff.com)

4 January 2018

Dear Town, Village and Municipal Elected Officials:

The State of Wisconsin has endured billions of dollars in damages over the past three decades, as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornados. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

The State of Wisconsin, in partnership with FEMA, has identified opportunities to assist communities in reducing future losses through identifying pre-disaster hazard mitigation opportunities. Mitigation efforts may result in a significant decline in the cost of a disaster's impact down the road. In fact, for every dollar spent on mitigation activities, \$2 - \$3 dollars in future damages may be avoided.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. These preventative actions may be as simple as elevating a furnace in a basement in an effort to prevent water damage. Mitigation efforts may also take a more comprehensive approach such as relocating buildings out of the floodplain or strengthening critical facilities to prevent wind damage and provide stronger shelter.

In an effort to better mitigate Green County's vulnerability to disaster, the Green County Emergency Management, applied for and received a federal planning grant. Eptec Inc. was contracted and has now updated the Green County Hazard Mitigation Plan. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights the risks and vulnerabilities that Green County faces from natural disasters and highlights mitigation strategies that may reduce future losses.

As this project nears completion, we have provided a CD with a copy of the draft plan and a draft resolution template for you to use for the re-adoption of the Green County Hazard Mitigation Plan. The draft plan is also available for viewing on Green County Emergency Management's website at [www.greencountyem.com](http://www.greencountyem.com). Please note:

1. **Adoption of this plan will not cost your community anything.** You will not be committing to completing any of the projects listed; instead it is a list of triaged ideas that could be accomplished should the funding and will to complete them become available.
2. **If you do not adopt this plan, your community will not be eligible to apply for and receive mitigation project funding in the future.**

We are asking that you please include adoption of this resolution on your next meeting agenda and provide a copy of the final resolution as soon as it is passed, to **Green County Emergency Management**, P.O. Box 473, 2827 6th St., Monroe, WI 53566. If you have any questions or comments regarding this plan update, please feel free to contact me at (608) 328-9416 or by email at [tmckeon@greensheriff.com](mailto:tmckeon@greensheriff.com).

We thank you in advance for your assistance with completing the 2017 Green County Hazard Mitigation Plan. This small investment of your time will help make our community a safer, healthier and more disaster-resistant community for years to come.

Sincerely,

Tanna McKeon