

City of Monroe  
Common Council Minutes  
February 6, 2018

A. CALL TO ORDER & ROLL CALL

Mayor Armstrong called the meeting to order. Present at roll call were Mayor Armstrong and Alderpersons Boyce, Bauman, Miller, Newcomer, Koch, Thoman, Marsh, and Schilt. Alderperson Beer was absent.

B. CORRECTION OF MINUTES

none

C. PRESENTATION OF PETITIONS AND COMMUNICATIONS

none

D. BUSINESS BY MAYOR

1. APPOINT AMANDA KING TO THE BUSINESS IMPROVEMENT DISTRICT BOARD FOR TERMS OF JANUARY 1, 2018 – DECEMBER 31, 2019

Motion by Alderperson Koch to appoint Amanda King to the Business Improvement District Board for terms of January 1, 2018 – December 31, 2019, seconded by Alderperson Bauman. Upon voice vote, motion carried unanimously.

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

Administrator Rath explained that in accordance with the City Code, whenever there is an election, the Council meeting would fall on the next day. The regional EMS will be using the West Side Fire station on that Wednesday, so the Council meeting will be moved to Wednesday, February 21<sup>st</sup> at 7:30pm at the City Hall Annex (old EMS Station) located at 1821 12<sup>th</sup> Street.

E. APPEARANCES BY THE PUBLIC

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

Cara Carper presented a plaque to Alder Bauman for her years of service on the GCDC Board. She gave a quick update on GCDC and explained that Amy Brandt is no longer with GCDC and her position has been filled by Mary Jane Grenzow. She also gave an update on the \$40,000 grant from the State for economic entrepreneurial development, and GCDC is close to having the \$20,000 match that is required for the grant. They have also received about 20 applications for the part time position that would do one-on-one consulting with businesses in Green County. GCDC will be able to help businesses at any point in their business. She also shared that the Enterprise Center has officially opened in the north end of the Blackhawk Technical College building, which will be used for entrepreneurial training, counseling, presentations, and more.

F. CONSENT AGENDA

1. RESOLUTION GRANTING MISCELLANEOUS LICENSES

2. APPROVE CLAIMS AS PRESENTED ON CLAIMS LIST

Motion by Alderperson Miller to approve the consent agenda, seconded by Alderperson Thoman. Upon roll call vote, motion carried unanimously.

G. FINANCE AND TAXATION COMMITTEE (BOYCE)

1. POLICY FOR EXEMPTIONS FROM PROCEDURES FOR AUTHORIZED PURCHASES

Administrator Rath explained that this was recommended by the Finance and Taxation Committee for Council to weigh in on. There are times when there is a fifth week in the month without a council meeting, or other circumstances where the council does not meet and payments need to be made. This policy would allow for checks to be sent out for particular invoices and costs that the City has incurred to avoid penalties or take advantage of discounts for early payments. These payments would still come before the council, but would have been previously issued. Some examples include but are not limited to professional and contracted services such as legal, engineering, and architecture services; utility expenditures; payroll and related expenses; pension, insurance, dependent care, and withholdings; bond premiums; credit card payments; reimbursement to citizens for cancelled recreation programs; overpayment refunds; tax payments to Green County, Monroe School District, and Blackhawk Technical College; or situations in which timely payment reduces final cost through credit for timely payments. Questions and answers took place about examples that have occurred over the last 12 months. Administrator Rath explained that previously, payments were being made but there wasn't a formal policy in place. Auditors may question why payments were sent out before Council approved them, as the procedure is currently that Council approves the checks and then they are mailed. Motion by Alderperson Bauman to approve the policy for exemptions from procedures for authorized purchases, seconded by Alderperson Thoman. Upon roll call vote, motion carried with Alderpersons Boyce, Bauman, Miller, Newcomer, Thoman, and Schilt voting aye, and Alderpersons Koch and Marsh voting nay.

H. LICENSE COMMITTEE (THOMAN)

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

Agenda item was skipped.

I. BOARD OF PUBLIC WORKS (KOCH)

1. RESOLUTION APPROVING CHANGE ORDER # 5 FOR 8<sup>TH</sup> STREET RECONSTRUCTION PROJECT

Alderperson Koch presented the resolution and moved for its approval, seconded by Alderperson Miller. Alderperson Bauman asked for a final recap. Director of Public Works Al Gerber said this is the final change order for the project, containing some of the last items with contractors. Some items are for removing extra pavement markings, inlet modifications, and material costs that were negotiated lower. The change order increases the project by about \$4,615, but still nets around \$9,000 below contract price. On roll call vote, the motion carried unanimously.

2. RESOLUTION APPROVING AMENDED SEWER AND WATER AGREEMENT

Alderperson Koch presented the resolution and moved for its approval, seconded by Marsh. This is an amended agreement from 2007, and will relocate the sanitary sewer into the right of way of Highway 81. This will be changing one of the two residential connections to commercial for the kitchen, and would allow them to connect to City water with the meters. Upon voice vote, the motion carried unanimously.

J. COUNCIL OF THE WHOLE (NEWCOMER)

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

Aldersperson Newcomer presented the resolution. Aldersperson Bauman motioned for its approval, seconded by Boyce. Administrator Rath explained that the City was approached to develop a 4-unit low income housing on the ice rink lot. The memorandum of understanding says that for JJT Development to move forward in putting in the costs associated with design and other financial implications, that in good faith, the City is willing to give them the property in exchange for them working that out. Any future agreements would need to be made between the City and JJT Development. Potential models for operation were discussed. Randy Boss of JJT Development explained that they are looking for assurance from the Council, and will take small steps. JJT will handle securing grants and financing, and are not looking for any financial assistance. If the 4-unit is successful, they can look at building other units in the City. Discussion took place about Section 8 requirements and restrictions, and who would handle the Section 8 inspections and rentals. Alderspersons Marsh and Boyce voiced concerns about the City managing property and concerns about a Community Development Authority being created in a community of our size. Many development issues would be transferred to the Community Development Authority, and the authority would be represented by an un-elected body of officials. Administrator Rath said he wouldn't recommend the City owning and managing the property, and likes the idea of third party management. More questions and discussion took place about owning and managing the property. Details will still need to be worked out. Upon roll call vote, motion carried with Alderspersons Boyce, Bauman, Miller, Koch, Thoman, Marsh, and Schilt voting aye, and Aldersperson Newcomer voting nay.

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

Aldersperson Newcomer presented the resolution and moved for its approval, seconded by Alder Bauman. Questions and discussions took place. Police Chief Fred Kelley recommends the resolution be adopted and explained that if the resolution is not adopted, the City is left on its own if there is a disaster in the county, as FEMA funds typically go through the County. Upon voice vote, motion carried unanimously.

K. BUSINESS PRESENTED BY ALDERPERSONS

Aldersperson Boyce has received complaints about the timing of the stoplights on 8<sup>th</sup> Street, and asked Director of Public Works Al Gerber to look into adjusting. Gerber requested that any complaints be referred to him for more information because adjustments can be made by certain times of the day. Aldersperson Koch advised that this issue was discussed at the February 5<sup>th</sup> Board of Public Works meeting, and Fehr Graham is working on adjusting.

Aldersperson Miller would like to hear an update at the next Council meeting on City Hall's status and a time table on when we can get back to City Hall. He would like to be back into City Hall by May 1<sup>st</sup> so that the Park and Rec Department can work out of there for the summer. Mayor Armstrong said that he received an update and will try to provide updates to Council and staff more regularly.

Aldersperson Thoman asked for an update on the AMLAT project. Mayor Armstrong advised an email was sent out earlier that evening, and that he would also try to provide updates on the project more regularly.

L. BUSINESS PRESENTED BY DEPARTMENT HEADS

Utilities Director Mike Kennison explained that a rate study was done in 2014 for the water utility, and at that time there was a double digit increase. It was the board's wish that the rate of return be monitored on a yearly basis and an attempt be made to supplement that with a simplified rate increase. He further explained that the previous night, a rate case application for a 3% increase on water utility was presented to the Board of Public Works, and that application will be submitted. This will result in a \$55,000 increase overall, which will increase the residential bill by about \$5 per year, so on and so forth through the different classifications, but will keep the rate current.

Assistant Administrator Liebert advised that the Community Development Authority discussion will be ready for the next Council meeting. Dan Lindstrom of Vierbicher will also be present to answer any detailed questions.

M. BUSINESS PRESENTED BY THE PRESS

None

N. ADJOURNMENT

Motion to adjourn by Aldersperson Koch, seconded by Aldersperson Bauman. Upon voice vote, motion carried.

Arianna Voegeli  
Deputy Clerk