



**CITY OF MONROE
FINANCE AND TAXATION
COMMITTEE
AGENDA**

Date: April 8, 2024

Time: 5:15 PM

Place: City Hall Council Chambers - 1110 18th Ave

This meeting will be streamed live for public viewing. You may access the live streaming and later archived video at cityofmonroe.org - Government tab - Meeting Video Center.

A. CALL TO ORDER AND ROLL CALL

B. CORRECTION OF MINUTES - MARCH 25, 2024

C. BUSINESS: OPEN

1. Consideration of Allocating Affordable Housing Funds for a City Wide Housing Improvement Program through the Redevelopment Authority

Individual Requesting Item City Administrator

Expected Length of Discussion 10 min

2. Recommend to Common Council Resolution Authorizing Attorney to File Removal of Farmer's Market Restriction in Court

Individual Requesting Item Attorney Bartholf

Expected Length of Discussion 5 min

D. BUSINESS: CLOSED

1. BUSINESS CLOSED UNDER WIS. STATS. 19.85(1)(E) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: DISCUSSION REGARDING DEVELOPER'S AGREEMENT WITH MONROE SCHOOL DISTRICT

Individual Requesting Item City Administrator

Expected Length of Discussion 10 min

E. ADJOURNMENT

This Finance and Taxation Committee 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.

Members: Chair Richard Thoman, Mary Jane Grenzow, Heidi Treuthardt and Chris Schindler



City of Monroe Item Coversheet

Meeting Date: 4/8/2024

Individual Requesting Item: City Administrator

Expected Length of Discussion: 10 min

Issue

The RDA had a successful CURB appeal grant program that supported improvements to various homes in the RDA project area #1 (downtown area) in 2022 and 2023. It has provided approximately \$200,000 in reimbursements to 15 homeowners to complete improvements to the exterior of their home.

The RDA adjusted the program in 2024 to become an ongoing program without a deadline to apply, but with new requirements that it must be a referral from the property maintenance program and qualify as a low income/affordable housing project.

The City of Monroe has \$395,950 of affordable housing funds in the affordable housing fund 222 from the closure of TID 6. Staff is requesting to allocate a portion of those funds to be utilized to support the RDA HIP program city wide. The RDA would financially support the projects within their project areas, while the city would financially support the projects outside of those areas with the affordable housing funds.

Background Information

Financial Impact

Recommendation

It is recommended to allocate \$100,000 of the affordable housing funds to a city wide HIP program that would run administratively through the Redevelopment Authority concurrently with their current program. This would be subject to the RDA agreeing to oversee the approvals, and Council approval to dedicate the funds to support the program.

ATTACHMENTS:

Description	Type	Upload Date
RDA Program flyer	Backup Material	3/18/2024
application for RDA program	Backup Material	3/18/2024

City of Monroe Home Improvement Program (HIP)

A Locally Funded Housing Stock Improvement Loan Program
City of Monroe Redevelopment Authority



Description

The City of Monroe's Home Improvement Program (HIP) intends to modernize and improve the housing stock in Monroe to current code standards. This program was created by the City of Monroe Redevelopment Authority (RDA) and will be administered by the City of Monroe RDA.

Funds from the program will be available in the form of a forgivable loan with 0% interest rate and no repayment terms over the five-year life of the loan (Loan Minimum \$3,000, maximum \$15,000). The Applicant(s) shall make system or structural improvements to the home to meet current code standards.

The primary goal of the program includes rejuvenating existing and aging housing stock to ensure building safety, energy efficiency, and quality. Program success is measured by the reduction or elimination of code violations. The completed projects shall improve the energy efficiency of the City's housing stock, stabilize the City's tax base, and enhance community aesthetics.

Eligibility Requirements

Eligible Applicant(s) must:

1. Reside in an owner-occupied home within the City of Monroe Redevelopment Area No. 1 (see map below), and
2. Have a referral from the City due to code violation(s) requiring correction, and
3. Meet the housing affordability criteria, where housing costs such as mortgage (principal, interest) property taxes, and insurance exceed 30% of the household income.

RDA Project Area No. 1 Map



Eligible Uses of Loan Funds

Code Compliance. Funds may be used to remedy any outstanding code violations.

Demolition Assistance. Funds may be used to demolish code-violating detached garages or outbuildings down to the slab.

Energy efficiency. Funds may be used to improve the energy efficiency of the home. This includes window replacement, insulation improvements, and other measures to increase overall energy efficiency.

Exterior repairs. Funds may be used for the repair or replacement of roofing, siding, windows, soffits, fascia, porches, decks, and balconies, gutters, repairing existing garages, and other repairs or replacement of exterior materials.

Grading, waterproofing, and drainage improvements. Funds may be used to remedy any issues related to stormwater runoff or basement waterproofing.

Prohibited uses: Anything not listed above, including but not limited to: home furnishings, electronics, appliances, or interior renovations/additions. Funds cannot be used for improving the *interior* of the garage such as adding heating, drywall, etc. Funds may be used for restoration of lawns damaged during construction and rain gardens to address stormwater runoff issues but may not be used for other landscaping activities.

Forgivable Loan (Grant) Terms and Conditions

Program Funds are available in the form of a forgivable loan with 0% interest rate and no repayment terms over the five-year life of the loan. Each year, 1/5 of the grant shall be forgiven or upon sale or transfer (or refinancing of the home) the remainder shall be forgiven in the remaining sum.

Applicants must be able to secure financing or demonstrate the ability to pay any required match. Construction on improvements must begin within twelve (12) months of grant approval and be completed within six (6) months of the start of construction.

This grant is a forgivable loan. If received, the applicant should reach out to tax or legal professionals. Neither the City of Monroe nor the RDA are providing tax, financial or legal advice.

How To Apply?

If Applicant(s) meet(s) the three (3) criteria on page 1, please contact:

City of Monroe Clerk / Deputy Treasurer
Nikolai Wahl
Phone: (608) 329-2530

To receive the four (4) page application.

Monroe Home Improvement Program (HIP) Application

City of Monroe Redevelopment Authority (RDA)



APPLICATION FORM

Please review and complete the following application for the Home Improvement Program (HIP) to be considered eligible for home rehabilitation funds.

Monroe City Hall
Attn: Nikolai Wahl, City Clerk /
Deputy Treasurer
1110 18th Ave
Monroe, WI 53566
Phone: (608) 329-2530

Applicant Information

Name of Applicant: _____
Applicant Address: _____ Phone: _____
Email: _____

Co-Applicant Information

Address: _____ Phone: _____
Name and address of employer: _____
Email: _____

Staff Use Only:

Application Number _____

Application Received by City on: _____

Certifications are initialed, and application is signed: _____

Applicant states they meet affordability requirements: _____

Project estimates are included: _____

Property Where Improvements Will be Made

Address: _____
Number of bedrooms: _____

Single or Two-Family: _____
Age of home/structure: _____

Do you currently reside in this building / structure?

_____ Yes

_____ No

Are you receiving any other grants or funding for the proposed projects in this application?

Yes/No (circle one)

If Yes, provide name of grant/funding: _____

Contractor Information

Name of Contractor: _____

Phone: _____

Business Name: _____

Business Address: _____

Other Contractors: _____

Phone: _____

Phone: _____

Improvement Description

Please use the space below to describe the home upgrades to be performed should you receive program grant funds. Please note that funds may only be used for the improvements noted on the "Monroe Home Improvement Program (HIP) Flyer." Please attach any concept drawings or estimates as necessary.

BUDGET

Contractor and Description of Work

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Estimate

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total cost of improvements: \$ _____

Amount of grant you are seeking: \$ _____

Certification

Please read the following terms and conditions carefully and initial each line item:

- _____ I/We confirm the information submitted to the City of Monroe (City) in this application, and subsequently in connection with this application, is true and correct.
- _____ I/We understand that I/We need to follow all city procedures and ordinances including the issuance of building permits.
- _____ I/We understand that recipients of the Home Improvement Program (HIP) funds will be selected based on criteria that will include: residency within program area, referral by the City, potential income qualifications, and adherence to program requirements. Approval is at the discretion of the Redevelopment Authority of the City of Monroe.
- _____ I/We understand that compliance monitoring will be conducted throughout the project timeframe. Monitoring may include visual inspection and/or photos from the sidewalk. Staff may periodically seek project updates to ensure compliance with the program.
- _____ I/We confirm this application and other materials submitted to the City of Monroe may constitute public records subject to disclosure under Wisconsin's Public Records Law, §19.31 - 19.39 Wisconsin Statutes.
- _____ I/We understand that submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
- _____ I/We hold the City of Monroe and their partners harmless against any claims, damages, losses, expenses, or any other cause of action relating to this program.
- _____ I/We are current on our home mortgage/loan payments. (Please do not submit documentation).
- _____ I/We meet the affordability criteria; my/our housing costs [such as mortgage (principal, interest) property taxes, insurance] exceed 30% of the household income. (Please do not submit documentation, have public notary notarize).
- _____ I/We are current on tax payments and on water utility payments, or are on a payment plan.
- _____ I/We know this is not a contract and does not bind either me or the City of Monroe.

I/We hereby certify that to the best of my/our knowledge and belief, the content of the application is true and correct. I/we consent to the disclosure of such information for purposes of verification related to my/our application for financial assistance. I/we understand that giving false information on this application will result in disqualification from the Home Improvement Program.

Signature of applicant: _____ Date: _____

Signature of co-applicant: _____ Date: _____

State of Wisconsin
County of _____

On this, the _____ day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to within the instrument, and acknowledged that they executed the same for the purposes therein contained.

In witness thereof, I hereto set my hand and official seal.

Notary public

Seal (If any)

Title and Rank

My commission expires _____



City of Monroe Item Coversheet

Meeting Date: 4/8/2024

Individual Requesting Item: Attorney Bartholf

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	4/5/2024

RESOLUTION REMOVING RESTRICTION ON PROPERTY TO BE USED AS A FARMERS' MARKET

Whereas, On April 7, 1839, Jarvis Rattan caused to be recorded a subdivision plat of Rattan's Addition to the Town of New Mexico, located within the City of Monroe.

Whereas, the central feature of the plat was a group of eight lots, two on each corner of an intersection, dedicated to the public by the plat as a "market square". Attached hereto is a visual layout of the original lots and well as an ariel photograph of the area in question. The Village Board of Monroe believed in 1869 that Jarvis Rattan had donated the area for an open air market, and declared in 1870 that fencing the spaces was in contravention of the design of the donation. The City has no direct evidence of Mr. Rattan's intent to place any such conditions on the dedication. Mr. Rattan moved permanently to California in about 1860, according to "A History of Green County" published in 1884.

Whereas, historically, only the Southeast corner has been used for an open market ("Farmers' Market Property"). However, this property has not been used as a farmers' market for many years as the Monroe Main Street has operated its current farmer's market on the square in downtown Monroe, which is much more conducive to commercial activity. It is therefore impractical to continue to restrict the Farmers' Market Property when there is a better alternative site.

Whereas, the Southwest corner for a period of years was used by the City as a temporary ice skating rink during the winter months ("Ice Rink Property"). The Ice Rink Property has not been used for an open market for many decades, if at all. It is impractical to continue to restrict the Ice Rink Property with the condition that it must be used as an open market when it does not seem the property may have ever been used for such purpose.

Whereas, the Northern parcels have been used by the public schools since 1872 as schoolyard and school playgrounds. On December 17, 1986, the City petitioned the Court in Green County Case 86-CV-671 to relieve the City of the purported conditions of the donation of "market square" by Jarvis Rattan, as to the Northern half of the area. On February 17, 1987, the Honorable Franz W. Brand, granted judgment to the City as requested. The School District of Monroe is the current owner of the Northern parcels.

Whereas, the City and Green County Development Corporation ("GCDC") has recently entered into a Development Agreement in which the City is intending to support GCDC's Home Construction Cooperative project. Pursuant to the agreement, the City plans to sell the Farmers' Market Property for a discounted price to GCDC, who will team up with local tradesman and the School District of Monroe to construct single family homes and the proceeds to go to further support the program for the construction of additional homes located in the City of Monroe. The Ice Rink Property, while not part of the development agreement, will be a logical extension should the GCDC Home Construction Cooperative project have success.

BE IT RESOLVED by the Common Council of the City of Monroe, upon recommendation of the Finance & Taxation Committee, as follows:

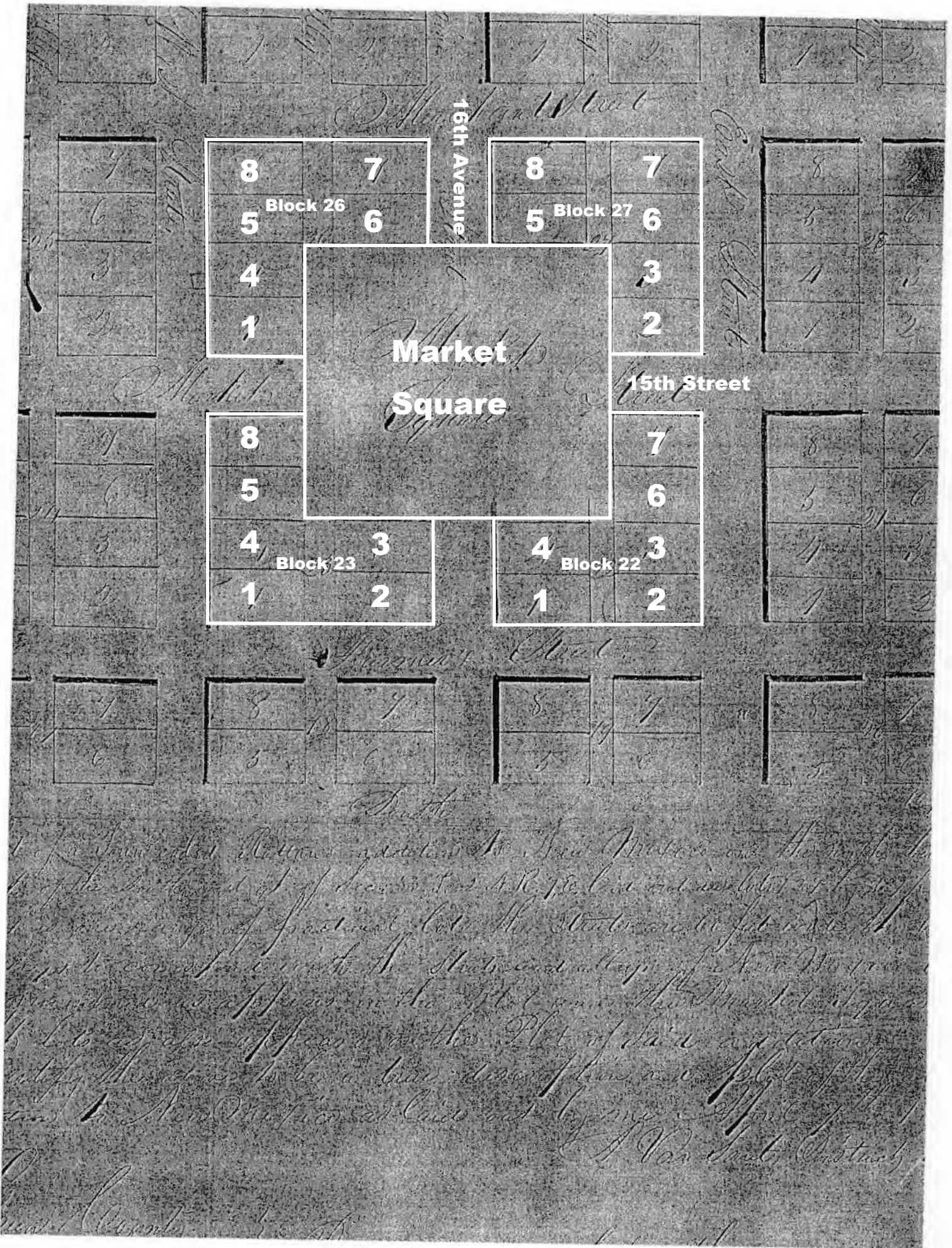
1. It is impractical to continue to restrict the Farmers' Market Property and the Ice Rink Property with the restriction that it must only be used for an open market, and such restriction is hereby removed.
2. The City Attorney is authorized to commence an action under § 66.1025 of the Wisconsin Statutes to complete the removal of such restriction.

OFFERED BY THE FINANCE & TAXATION COMMITTEE

Dated this 15th day of April, 2024.

Approved:

Donna Douglas, Mayor





**School District
of Monroe
[parcel 1569]**

**School District
of Monroe
[parcel 1534]**

**City of Monroe
[parcel 1506]**

**City of Monroe
[parcel 1496]**