

**CITY OF SPARTA  
FINANCE AGENDA  
August 14, 2019**

**CITY HALL**

**AMENDED**

**6:30 p.m.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the regular meeting on July 3, 2019.**
- 3. Consideration of Closing TID's 3 & 5**
- 4. Consideration of Affordable Housing Extensions for TID's 3 & 5**
- 5. Consideration of Corey Johnson Taking Squad Car Home After Shift is Done**
- 6. Consideration of City's Debt Policy**
- 7. *Consideration of WTC Land Swap***
- 8. Items for Future consideration**
- 9. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 8-13-19

**CITY OF SPARTA**  
**FINANCE MINUTES**  
**July 3, 2019**

**PRESENT:** Josh Lydon, Kevin Riley

**ABSENT:** Norm Stanek

**ALSO PRESENT:** Todd Fahning, Mark Sund, Dave Kuderer, Matthew Hoffland, Jay from Bug Tussel Communications

Kevin Riley called the meeting to order at 6:00 p.m.

**A motion was made by Josh Lydon and seconded by Kevin Riley to approve the Consent Agenda consisting of the minutes of the regular meeting of June 5, 2019. Motion carried 2-0.**

Jay from Bug Tussel Communications is interested in leasing vacant property next to Century Foods for a cell tower location. He has submitted an agreement for approval. The agreement states that the term will be 5 years initially with the option of renewing automatically 7 additional terms of 5 years unless tenant provides a notice of non-renewal. **A motion was made by Kevin Riley and seconded by Josh Lydon to pursue the lease agreement with Bug Tussel for a cell tower to be located on W. Wisconsin Street. Motion carried 2-0.**

Dean Hansen from Specialty Foods approached the City to purchase 5.18 acres in the Eastside Business Park. The purchase price is \$90,650.00 and the City will retain a right of first refusal. **A motion was made by Josh Lydon and seconded by Kevin Riley to approve the land sale to Dean Hansen from Specialty Foods in the Eastside Business Park. Motion carried 2-0.**

The Police Department has hired a new Administrative Assistant to start July 15<sup>th</sup>. Amanda Revels has been hired full-time after working part-time in the office for the last 6 years. She has been working for Monroe County for the past 12 years and in order for her to make the move worthwhile, the Chief is recommending her starting wage at \$18.92/hr. This is a slight increase from what the previous Administrative Assistant was earning, and will make her the same as the Police Support Specialist. **A motion was made by Kevin Riley and seconded by Josh Lydon to approve the hiring of the new Administrative Assistant, Amanda Revels, and the starting wage of \$18.92/hr. Motion carried 2-0.**

Mark received the Audit Review for 2019 from our auditors. There recommendations were the same as in previous years. He went over some highlights from the Financial Statements Binder and from the Communication to Those Charged with Governance and Management Binder. Mark noted that TIF's #3 and #5 will be closing this year.

There were no items mentioned for future consideration.

**A motion was made by Josh Lydon and seconded by Kevin Riley to adjourn at 6:44 p.m. Motion carried 2-0.**

Respectfully submitted,

Julie Hanson, City Clerk

**RESOLUTION NO. \_\_\_\_\_**

**CITY COUNCIL  
RESOLUTION APPROVING AFFORDABLE HOUSING EXTENSION  
TAX INCREMENTAL FINANCE DISTRICT NO. 3  
CITY OF SPARTA, WISCONSIN**

**WHEREAS**, the City of Sparta created Tax Increment Finance District No. 3 (the “District”) on September 22, 1992; and

**WHEREAS**, the District’s project expenditure period ended on September 22, 2014 and no additional new project expenditures may be made within the District or within ½ miles of the District boundary; and

**WHEREAS**, prior to the approval of this resolution, the City Council authorized the City Treasurer to pay off the aggregate of all of the District’s remaining project costs from existing District revenues; and

**WHEREAS**, pursuant to sec. 66.1105(6)(g)1, Wisconsin Statutes, after the date on which a tax increment district pays off the aggregate of all of its project costs a City may extend the life of the district for one year if the City does all of the following:

- a. The City adopts a resolution extending the life of the district for a specified number of months. The resolution shall specify how the City intends to improve its housing stock under sec. 66.1105(6)(g)3.
- b. The City forwards a copy of the resolution to the Department of Revenue, notifying the Department that it must continue to authorize the allocation of tax increments to the district.

**WHEREAS**, pursuant to sec. 66.1105(6)(g)2 if the Department of Revenue receives a notice described under sec. 66.1105(6)(g)1.b it shall continue authorizing the allocation of tax increments to the district; and

**WHEREAS**, pursuant to sec. 66.1105(6)(g)3 if a municipality receives tax increments as described in sec. 66.1105(6)(g)2, the City shall use at least seventy-five percent (75%) of the increments received to benefit affordable housing in the City. The remaining portion of the increments shall be used by the City to improve the City’s housing stock; and

**WHEREAS**, the City of Sparta desires to promote affordable housing within the City of Sparta; and

**WHEREAS**, sec. 66.1105 defines “affordable housing” as housing that costs a household no more than 30 percent of the household’s gross monthly income; and

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Sparta extends the life of Tax Increment Finance District No. 3 for twelve (12) months for the purposes of creating, providing, or rehabilitating low-cost housing and improving housing stock.

**BE IT FURTHER RESOLVED** that the increments generated shall be used according to State Statute; with seventy-five percent (75%) being used to benefit affordable housing and the remaining portion of the increments generated by the extension of the life of Tax Increment Finance District No. 3 used to improve the City’s housing stock.

**BE IT FURTHER RESOLVED** that the increments shall be deposited into the City's Affordable Housing Fund to help finance the development of new rental housing, to acquire and renovate existing rental properties, and to rehabilitate existing owner-occupied housing stock.

**BE IT FINALLY RESOLVED**, that upon adoption of this Resolution a copy shall be sent to the Department of Revenue.

**RESOLUTION NO. \_\_\_\_\_**

**CITY COUNCIL  
RESOLUTION APPROVING AFFORDABLE HOUSING EXTENSION  
TAX INCREMENTAL FINANCE DISTRICT NO. 5  
CITY OF SPARTA, WISCONSIN**

**WHEREAS**, the City of Sparta created Tax Increment Finance District No. 5 (the “District”) on June 18, 1996; and

**WHEREAS**, the District’s project expenditure period ended on June 18, 2018 and no additional new project expenditures may be made within the District or within ½ miles of the District boundary; and

**WHEREAS**, prior to the approval of this resolution, the City Council authorized the City Treasurer to pay off the aggregate of all of the District’s remaining project costs from existing District revenues; and

**WHEREAS**, pursuant to sec. 66.1105(6)(g)1, Wisconsin Statutes, after the date on which a tax increment district pays off the aggregate of all of its project costs a City may extend the life of the district for one year if the City does all of the following:

- a. The City adopts a resolution extending the life of the district for a specified number of months. The resolution shall specify how the City intends to improve its housing stock under sec. 66.1105(6)(g)3.
- b. The City forwards a copy of the resolution to the Department of Revenue, notifying the Department that it must continue to authorize the allocation of tax increments to the district.

**WHEREAS**, pursuant to sec. 66.1105(6)(g)2 if the Department of Revenue receives a notice described under sec. 66.1105(6)(g)1.b it shall continue authorizing the allocation of tax increments to the district; and

**WHEREAS**, pursuant to sec. 66.1105(6)(g)3 if a municipality receives tax increments as described in sec. 66.1105(6)(g)2, the City shall use at least seventy-five percent (75%) of the increments received to benefit affordable housing in the City. The remaining portion of the increments shall be used by the City to improve the City’s housing stock; and

**WHEREAS**, the City of Sparta desires to promote affordable housing within the City of Sparta; and

**WHEREAS**, sec. 66.1105 defines “affordable housing” as housing that costs a household no more than 30 percent of the household’s gross monthly income; and

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Sparta extends the life of Tax Increment Finance District No. 5 for twelve (12) months for the purposes of creating, providing, or rehabilitating low-cost housing and improving housing stock.

**BE IT FURTHER RESOLVED** that the increments generated shall be used according to State Statute; with seventy-five percent (75%) being used to benefit affordable housing and the remaining portion of the increments generated by the extension of the life of Tax Increment Finance District No. 5 used to improve the City’s housing stock.

**BE IT FURTHER RESOLVED** that the increments shall be deposited into the City's Affordable Housing Fund to help finance the development of new rental housing, to acquire and renovate existing rental properties, and to rehabilitate existing owner-occupied housing stock.

**BE IT FINALLY RESOLVED**, that upon adoption of this Resolution a copy shall be sent to the Department of Revenue.



# MEMO

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FROM: Officer Corey Johnson

DATE: 6/28/2019

TO: Chief Kuderer, Deputy Chief Nottestad, Members of the Public Safety Committee

CC:

SUBJECT: Take-Home Squad

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## Intent

Near the end of July 2019, I, Officer Corey Johnson, will be residing within the Village Limits of Bangor. Currently, and for the past two years, I have been utilizing a city owned squad car as a take-home vehicle given my additional duty as a canine handler. The intent of this memorandum is to request permission to enter into a contract as outlined in the City Personnel Policy Manual, particularly section 5.13(6)(B), so as to be allowed to continue taking this vehicle home, even when residing outside of city limits.

## Assignment

In addition to being employed as a patrolman for the City of Sparta, I am also assigned as one of the department's canine handlers and also assigned as a member of the Monroe County Combined Tactical Unit (CTU). Both of these additional assignments require the use of a specially equipped squad car which also houses a multitude of equipment to perform my duties to standard. Each of these assignments require me to be available and capable to respond with minimal notice to all areas of Monroe County and occasionally outside of county lines.

In addition to my normal work schedule and any unplanned call outs for either assignment, additional training is required to maintain a high level of proficiency with each duty. I currently train twice a month with our local K9 training group and once a month with our combined tactical unit. In total, there are approximately 36 training days between the two assignments, not to include K9 certification which typically occurs in May.

## Distance

According to research conducted on MapQuest, the total distance, one-way, will be 12.3 miles from 121 E Oak St. Sparta, WI to 1804 Ruedy St. Bangor, WI, utilizing a direct travel route of I-90. The estimated fuel cost, one-way, will be \$1.32 or \$2.64 roundtrip. Given I work 12 hour shifts I work

approximately half of the year, or 180 days. This totals to \$475.20 a year to commute between Sparta and Bangor for my assigned shifts. This does not include the commute for monthly canine or tactical unit training because the training sites for these assignments changes monthly so I cannot provide an accurate estimate of fuel cost.

### Proposal

I understand that requesting to utilize and house a city owned vehicle outside of city limits is outside of typical operating procedures for the city. I am willing to sacrifice some of my benefits of this position so as to come to a fair and reasonable resolution, or contract, with the city so as to be allowed to maintain this privilege.

Under The Code of Federal Regulation (CFR), specifically CFR 785, and established under the Fair Labor Standards Act specifically brought to light in Garcia v. San Antonio Metropolitan Transit Authority case, I am entitled to compensation for "off-the-clock" time spent maintaining K9 Kaiser, which includes grooming, feeding, exercise and transport of K9 Kaiser.

During my time as the handler for K9 Kaiser, I have been compensated one half hour of overtime per day, or 3.5 hours of overtime per week. My current overtime rate with fringe benefits is \$53.61 or in other words I am being compensated \$187.63 per week. If we use the standard 52 weeks in a year, then the total compensation per year is \$9756.76. If we reflect back to the distance portion of this memorandum, it will cost the city approximately \$475.20 in gas related fees for me to commute between Bangor and Sparta. For the purposes of this proposal I am willing to waive this one half hour of compensation on my days worked which is approximately 26 weeks out of the year, not including training, which results in approximately half of the total cost for the year or \$4878.38.

In addition to waiving the half hour of compensation as listed above, I am also willing to waive any incurred costs in regards to kenneling K9 Kaiser during vacations or other events where boarding is needed. I cannot provide an exact savings amount to the city for this particular expense given the amount of days K9 Kaiser may be kenneled a year can alter significantly. What I can provide is a nightly expense for the preferred kennel.

Since I have had possession of Kaiser, I have utilized K9 Country Lodge in Black River Falls, WI, mostly in part because of their clean kennels and glowing reputation. Kaiser is lodged in their "Superior Suite", which is actually their lowest level option regardless of what the name may imply, which costs \$23.48 a night. If we were to say that Kaiser is kenneled on average of 10 days per year, this would be a cost of \$234.80. This is another cost I am willing to fully cover as part of my proposal to the city.



### Summary

To summarize, I am willing to waive the one half hour of compensation on days worked and any incurred costs in regards to the boarding of K9 Kaiser for the duration of his career. If we simply look at the cost difference between the cost of gas and yearly compensation paid for by the city for the one half hour of compensation on days worked we would subtract \$475.20 from \$4878.38, which gives us a total of \$4403.18, which will not have to be paid for by the City of Sparta in exchange for utilization of the city owned vehicle outside city limits.

I hope you will strongly consider my proposal and understand that I am flexible with this proposal and willing to listen to other suggestions. I would like to thank you in advance for your time.

Corey Johnson

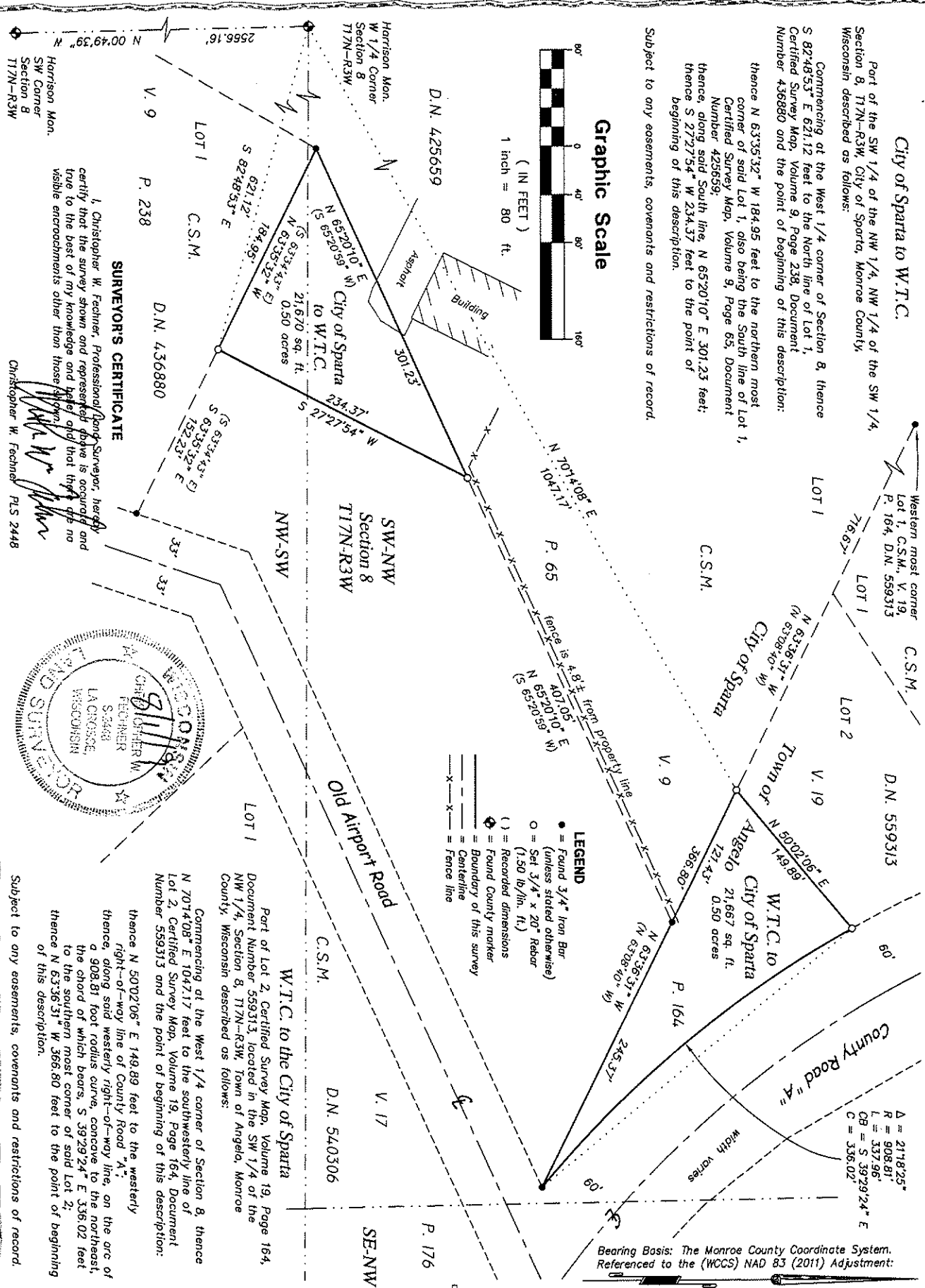
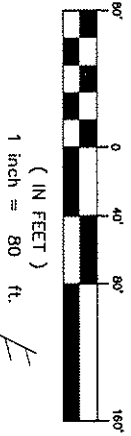
**City of Sparta to W.T.C.**

Part of the SW 1/4 of the NW 1/4, NW 1/4 of the SW 1/4, Section 8, T17N-R3W, City of Sparta, Monroe County, Wisconsin described as follows:

Commencing at the West 1/4 corner of Section 8, thence S 82°48'53" E 621.12 feet to the North line of Lot 1, Certified Survey Map, Volume 9, Page 238, Document Number 436880 and the point of beginning of this description: thence N 63°35'32" W 184.95 feet to the northern most corner of said Lot 1, also being the South line of Lot 1, Certified Survey Map, Volume 9, Page 65, Document Number 425659; thence, along said South line, N 65°20'10" E 301.23 feet; thence S 27°27'54" W 234.37 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

**Graphic Scale**



**LEGEND**

- = Found 3/4" Iron Bar (unless stated otherwise)
- = Set 3/4" x 20" Rebar (1.50 lb/lin. ft.)
- ( ) = Recorded dimensions
- ⊙ = Found County marker
- = Boundary of this survey
- - - = Centerline
- x - x - = Fence line

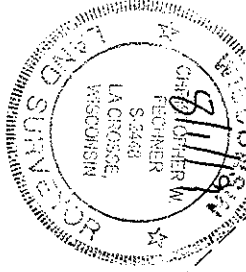
Δ = 2118.25'  
 R = 908.81'  
 L = 337.96'  
 OB = S 39°29'24" E  
 C = 336.02'

Bearing Basis: The Monroe County Coordinate System. Referenced to the (WCCS) NAD 83 (2011) Adjustment.

**SURVEYOR'S CERTIFICATE**

I, Christopher W. Fechner, Professional/Land-Surveyor, hereby certify that the survey shown and represented above is correct and true to the best of my knowledge and belief and that there are no visible encroachments other than those shown.

Christopher W. Fechner  
 PLS 2448



Part of Lot 2, Certified Survey Map, Volume 19, Page 164, Document Number 559313, located in the SW 1/4 of the NW 1/4, Section 8, T17N-R3W, Town of Angelo, Monroe County, Wisconsin described as follows:

Commencing at the West 1/4 corner of Section 8, thence N 70°14'08" E 1047.17 feet to the southwesterly line of Lot 2, Certified Survey Map, Volume 19, Page 164, Document Number 559313 and the point of beginning of this description:

thence N 50°02'06" E 149.89 feet to the westerly right-of-way line of County Road "A"; thence, along said westerly right-of-way line, on the arc of a 908.81 foot radius curve, concave to the northeast, the chord of which bears, S 39°29'24" E 336.02 feet to the southern most corner of said Lot 2; thence N 63°36'31" W 366.80 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

**SURVEY FOR Western Technical College**

Part of Lot 2, C.S.M., V. 19, P. 164, D.N. 559313; Also part of the SW-NW, NW-SW, Section 8, T17N-R3W; City of Sparta and Town of Angelo, Monroe County, WI; County Road "A"

DRAWN BY:	DATE:
CF TS	8/1/2019
REVISED BY:	DATE:
SCALE:	1" = 80'
PROJECT NO.:	FIELD CREW:
S-6667A	SB RC

SHEET 1 OF 1



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