



AGENDA - AMENDED
City of Milton
Common Council Meeting
Wednesday, February 17, 2016
7:00 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

- 1. Call to Order and Confirmation of Appropriate Meeting Notice.**
- 2. Approval of Agenda**
- 3. Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
- 4. Approval of the Consent Agenda**
 - 4.a. Common Council Minutes – February 2, 2016.**

Documents: [02-02-2016 Common Council Minutes.pdf](#)
 - 4.b. Personnel & Finance Committee Minutes – January 19, 2016.**

Documents: [01-19-2016 Personnel and Finance Committee Minutes.pdf](#)
 - 4.b.1. Personnel & Finance Committee Item: Approve Operator's Licenses as presented.**

Documents: [Memo - New Operator Licenses.pdf](#)
 - 4.b.2. Personnel & Finance Committee Item: Approve Reimbursement for Tree Cleanup Claim by Rex Watkins.**

Documents: [Memo - Watkins Reimbursement.pdf](#), [Rex Watkins Reimbursement Request.pdf](#), [Watkins invoice.pdf](#)
 - 4.b.3. Personnel & Finance Committee Item: Approve Sale of Surplus Items.**

Documents: [Memo - Surplus Sale Items.pdf](#)
 - 4.c. Plan Commission Minutes – January 12, 2016.**

Documents: [01-12-2016 Plan Commission Minutes.pdf](#)
 - 4.c.1. Plan Commission Item: Approve the Conditional Use Permit Application to Allow a Proposed Use of Storage or Warehousing by a Commercial Enterprise at V-23-1325 (237/303 Vernal Avenue).**

Documents: [Memo - Conditional Use Permit - 303 Vernal Avenue.pdf](#)
 - 4.d. Public Safety Committee Minutes – January 19, 2016.**

Documents: [01-19-2016 Public Safety Committee Minutes.pdf](#)

5. Public Hearing and Discussion and Possible Action Regarding the Assessment of Water Mains for the 2015/2016 Water Main Installations for N. Janesville Street and E. Bowers Lake Road.

Documents: [Memo - Water Main on N Janesville St and E Bowers Lake Road.pdf](#), [2016 Water Main Improvements \(N Janesville and E Bowers Lake Rd\) Mailing....pdf](#)

6. Public Hearing and Discussion and Possible Action Regarding the Assessment of Water Mains for the 2015/2016 Water Main Installations for the South High Pressure Easement Areas.

Documents: [Memo - Water Main for the South High Pressure Zone.pdf](#), [2016 S High Pressure Main Mailing.pdf](#)

7. Discussion and Possible Action on the Funding of the Pledges for the Library Renovation.

Documents: [Memo - Library funding.pdf](#)

8. Discussion and Possible Action to Approve Ordinance 418 – An Ordinance Creating Section 78-403(17) of the Code of Ordinances of the City of Milton Providing for Warehousing as a Conditional Use.

Documents: [Memo - Ordinance to Add Section 78-403\(17\) to the Municipal Ordinances.pdf](#), [Ordinance 418 - An Ordinance Creating Section 78-403\(17\) Allowing for storage or warehouse as a conditional use.pdf](#)

9. Discussion and Possible Action Regarding Options for the Class “B” Beer and “Class B” Liquor license application from Dickens Partners, DBA Dickens Partners located at 450 S. John Paul Road.

Documents: [Memo - Bowling Alley Alcohol License.pdf](#)

10. Discussion and Possible Action to Authorize the Appointment of Election Officials for the election cycle of January 2016 – December 2017.

Documents: [Memo - Appoint Election Officials.pdf](#)

11. Discussion and Possible Action Regarding Well 6 Repairs.

Documents: [Memo - Well 6 Repairs.pdf](#), [CTW Corporation Information Letter.pdf](#)

12. Discussion and Possible Action Regarding Options for Merchant Row Infrastructure Upgrades.

Documents: [Memo - Merchant Row Improvements.pdf](#), [Merchant Row Cost Estimates.pdf](#), [Junction Square Map.pdf](#)

13. General Items

14. Team Building Exercise.

15. Mayor and Alderperson Reports

16. Staff Reports

17. City Administrator

18. Chief of the Joint Fire Department

19. Chief of the Police Department

20. **City Clerk/Deputy Treasurer**
21. **Director of Public Works**
22. **Director of the Library**
23. **Finance Director**
24. **RW Implementation Committee Update**
25. **AMENDED CLOSED SESSION: Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Regarding a claim against the city.**
26. **AMENDED Reconvene into open session for possible action(s) on items discussed in closed session.**
27. **Motion to Adjourn**

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.

**City of Milton
Common Council Minutes**

2/2/2016 - Minutes

1. Call to Order and Confirmation of Appropriate Meeting Notice.

Mayor Welch called the Common Council meeting to order at 7:00 p.m. Clerk Hilby confirmed appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Ald. Dave Adams (via phone), Ald. Lynda Clark, Ald. Theresa Rusch, Ald. Maxine Striegl, and Ald. Jeremy Zajac.

Excused: Ald. Nancy Lader.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Police Chief Scott Marquardt, Director of Public Work Howard Robinson, Library Director Lisa Brooks, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Clark moved to approve the agenda. Ald. Zajac seconded, and the motion carried.

3. Public comments regarding items which can be affected by Council Action

Mayor Welch welcomed those in attendance and asked if there were any registered speakers. There were no speakers.

4. Presentation on Voter Photo ID Requirement.

5. Approval of the Consent Agenda

Ald. Zajac moved to approve the consent agenda. Ald. Rusch seconded, and the motion carried.

5.a. Common Council Minutes – January 19, 2016.

5.b. Public Works Committee Minutes - December 1, 2015.

6. AMENDED Discussion and Possible Action on Resolution 2016-03 Regarding Opposition to Wisconsin State Senate Bill 432.

Ald. Clark moved to approve Resolution 2016-03 Regarding Opposition to Wisconsin State Senate Bill 432. Ald. Zajac seconded, and the motion carried unanimously.

7. Discussion and Possible Action Regarding Ordinance #417 Creating the City of Milton City Council Code of Ethics and Council Policy #2 Creating City Council Expectations.

Ald. Rusch reviewed the council expectations and Ordinance #417. She spoke as the chair of the Policy Ad Hoc Committee to summarize what the goals and objectives of the committee were. Ald. Lader asked how these expectations were going to be enforced.

Ald. Clark moved to approve Council Policy Statement #2 Creating City Council Expectations. Ald. Adams seconded, and the motion carried unanimously.

Ald. Adams moved to waive the 2nd and 3rd reading and approve Ordinance #417 Creating the City of Milton City Council Code of Ethics. Ald. Striegl seconded, and the motion carried unanimously.

8. Discussion and Possible Action Authorizing the Milton Public Library Board to Advertise Bids for the Library Construction Project.

Administrator Hulick explained we are at the point in this project when it is time gather bids for the project.

Ald. Clark moved to authorize the Milton Library Board to begin the bid advertisement process. Ald. Rusch seconded, and the motion carried unanimously.

9. General Items

Ald. Clark

- On June 10 & 11 we will be having Wally Fest at Schilberg Park.

10. Next Meeting Date - Wednesday, February 17, 2016 at 7:00 p.m.

11. Mayor and Alderperson Reports

Ald. Adams

- Spoke on the article regarding the Fire Department that appeared in the Milton Courier.
- Encouraged everyone to attend the Fire Commission meetings taking place over the next few months.

12. Staff Reports

13. City Administrator

- Stated that this Thursday at noon at Junction Pub there will be an information gathering meeting to talk about the possible Merchant Row improvements.

14. Chief of the Joint Fire Department

15. Chief of the Police Department

- Reported that they are continuing to receive complaints about phone scams occurring in the city. Prevention of these types of crimes is our best defense.

16. City Clerk/Deputy Treasurer

17. Director of Public Works

- There seems to be a lot of snow removal letters that have had to go out (60 snow letters so far). Residents are allowed one letter per year and if they have to come out to shovel the sidewalk there will be a minimum \$100 charge. Reminded everyone to shovel the snow and that salt and sand were available free of charge at the garage.

18. Director of the Library

- Stated that Ashley Kunkel has accepted the Assistant Director position and they are posting for the Children's Librarian position.

19. Finance Director

20. Motion to Adjourn

Ald. Clark moved to adjourn the meeting of the Common Council at 7:48 p.m. Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Personnel and Finance Committee Minutes

1/19/2016 - Minutes

1. Call to Order

Ald. Rusch called the meeting of the Personnel & Finance Committee to order at 6:30 p.m.

Present: Ald. Dave Adams, Ald. Theresa Rusch and Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, Director of Public Works Howard Robinson, Finance Director Dan Nelson, Police Chief Scott Marquardt, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Zajac moved to approve the agenda. Ald. Adams seconded, and the motion carried.

3. Approval of Minutes - Personnel & Finance Committee Minutes – December 15, 2015.

Ald. Zajac moved to approve the minutes. Ald. Adams seconded, and the motion carried.

4. Discussion and Possible Action Authorizing Staff to Execute a Farmland Lease Agreement with Heth Farms, Inc.

Ald. Zajac moved to recommend to the Common Council to authorize Staff to execute a farmland lease agreement with Heth Farms for March 1, 2016 to March 1, 2017. Ald. Adams seconded, and the motion carried.

5. Discussion and Possible Action Authorizing Staff to Execute a Farmland Lease Agreement with Hull Farms, Inc.

Ald. Zajac moved to recommend to the Common Council to authorize Staff to execute a farmland lease agreement with Hull Farms for March 1, 2016 to March 1, 2017. Ald. Adams seconded, and the motion carried.

6. Discussion and Possible Action Authorizing Staff to Execute a Farmland Lease Agreement with Pierce Farms, Inc. – Crossridge 2016 and Business Park 2016.

Ald. Zajac moved to recommend to the Common Council to authorize Staff to execute the two farmland lease agreements with Pierce Farms for March 1, 2016 to March 1, 2017. Ald. Adams seconded, and the motion carried.

7. Discussion and Possible Action to Approve Operator's Licenses.

Ald. Zajac moved to recommend to the Common Council to approve the operator licenses as presented. Ald. Adams seconded, and the motion carried.

8. Discussion and Possible Action Regarding Treasurer's Report - December 2015

Finance Director Nelson reviewed the report.

Ald. Zajac moved to accept the Treasurer's Report. Ald. Adams seconded, and the motion carried.

9. General Items

10. Next Meeting Date – Wednesday, February 17, 2016 at 6:30 p.m.

11. Motion to Adjourn

Ald. Zajac moved to adjourn the Personnel & Finance Committee meeting at 6:37 p.m. Ald. Adams

seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: February 17, 2016
Subject: Discussion and Possible Action to Approve Operator Licenses.

Discussion

The following operator license applications have been received in the Clerk's Office. A successful background check has been completed and Staff recommends approval of these licenses. A New Operator License will be issued to the following individuals:

- Bradley Breidenstein

Staff Recommendation

To recommend approval of the operator licenses as presented.

Attachments

None.



Office of the Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: February 17, 2016
Subject: Discussion and Possible Action on Rex Watkins Claim

Discussion

Rex and Julie Watkins have requested a reimbursement be made to them for a tree cleanup situation from 2014. A copy of the invoice is included. Wind caused the tree to fall down. The tree had fallen on the playground causing a possible hazardous situation necessary to clean up. Since the incident in 2014 property pins have been located. The tree is on City property and not on the Watkin's property as they had originally indicated to the City. Our insurance company has suggested that we not reimburse the Watkins for wind-related tree events on their property and we take care of our property. I talked to Mrs. Watkins on 2/10/2016 and they agreed with the arrangement of us taking care of our portion of the cleanup costs and reimbursing them \$799.29 (The amount invoiced in 2014 and paid by them).

Staff Recommendation

I am requesting permission to reimburse the Watkins \$799.29 for the tree cleanup that occurred in 2014.

Attachments

- Request for Reimbursement
- Watkins Invoice

Howie Robinson

November 24, 2015

To whom it may concern:

This is to inform you that we need to be reimbursed for tree removal done in June 2014. We have recently been informed that this tree was on city property and that we have no claim to that land. The total cost was \$3,300; \$2,500 to Clift Tree Service and \$800 to the City of Milton. We have already paid for the cost of the excessive damage done by the fallen tree, but we feel it is only fair that the city take responsibility for the cost of the tree removal. The details and the cost should all be in the city's records for that time.

Regards, *Rex Watkins*

Rex Watkins
37 Orchard Row
Milton, WI 53563





CITY OF MILTON
710 S JANESVILLE STREET
MILTON WI 53563
Phone: 608.868.6900
Fax: 608-868-6927

INVOICE

Date	Number	Page
07/07/2014	6189	1

Bill To: REX WATKINS
37 ORCHARD ROW
MILTON WI 53563

Customer No. 940

Parcel ID:

Terms: NET 30 DAYS

Quantity	Description	Unit Price	Net Amount
5.5	DPW LABOR TREE BRANCH ON 6/19/14	30.83	169.57
4.5	DPW LABOR TREE BRANCH	30.83	138.74
3	DPW LABOR TREE BRANCH	30.05	90.15
7	DPW LABOR TREE BRANCH	9.46	66.22
.5	GMC W-4 DUMP (DUMBO)	13.94	6.97
4	CHEVY BOOM TRUCK	34.06	136.24
2	TOOL CAT UTILITY	29.30	58.60
4	BANDIT CHIPPER 250	33.20	132.80
Amount			799.29
Balance Due			<u>799.29</u>

MAKE CHECK PAYABLE TO: CITY OF MILTON

Office of the Director of Public Works

To: City of Milton Personnel & Finance Committee
From: Howard Robinson, Director of Public Works
Date: February 17, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action Regarding Surplus Sale Items

Discussion

The Public Works Department has some items for sale that are from the old city garage, S.T.P., and from the old police station. The items we have are as follows:

- Old furnaces from the old police station
- A pressure washer from the old garage
- An old manure spreader
- An old truck box from the treatment plant
- Older squad car parts and accessories
- A garage door opener and parts
- Bicycles from the lost and found
- Outdated lift station pumps and a weight balance

These items have not been used for more than one to eight years and are taking up storage space.

Staff Recommendation

I am requesting permission to sell these items as surplus.

Attachments

- None

City of Milton
Plan Commission Minutes

1/12/2016 - Minutes

1. Call to Order

Mayor Welch called the January 12, 2016 meeting of the Plan Commission to order at 5:00 p.m. Clerk Hilby confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Director of Public Works Howard Robinson, Ald. Nancy Lader, Comm. Frank Green, Comm. Ethel Himmel, Comm. David Ostrowski, and Comm. Bob Seales.

Also Present: City Administrator Al Hulick and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval of Agenda

DPW Robinson moved to approve the agenda. Comm. Ostrowski seconded, and the motion carried.

3. Approval of Minutes - Plan Commission Minutes – December 1, 2015.

Comm. Himmel moved to approve the minutes. Ald. Lader seconded, and the motion carried.

4. Public Hearing and Discussion and Possible Action to Consider a Request from Precision Metal Fab Inc. for a Conditional Use Permit and Site Plan Review to Allow Machining, Fabricating, and Painting at 124 Sunnyside Drive.

Mayor Welch opened the public hearing at 5:01 p.m.

DPW Director Robinson reviewed the request before the commission.

Lynda Clark of 1015 Brown Drive expressed concern about possible paint odor.

Comm. Ostrowski expressed concern about where the paint was going to be stored. DPW Director Robinson stated that it would be store inside the building.

Mayor Welch closed the public hearing at 5:04 p.m.

DPW Robinson moved to recommend to the Common Council to approve the conditional use permit and approve the site plan. Comm. Himmel seconded, and the motion carried unanimously.

5. Discussion and Possible Action Regarding a Site Plan Review for the Library.

Greg B. of FEH Design presented the site plan.

Bill Wilson, president of the Library Board, spoke on the subject of the Veterans' Memorial planned at the library.

DPW Director Robinson moved to approve the site plan for the library renovations. Ald. Lader seconded, and the motion carried.

6. Discussion and Possible Action to Schedule a Public Hearing To Add Section 78-403(12) to the Municipal Ordinances.

Comm. Ostrowski noted that he would like to see more specific wording explaining items that could not be stored.

Comm. Seales expressed concern that others may want to do the same thing. Administrator Hulick explained that applicants would have to come before this body for permission before they could do that.

DPW Director Robinson suggested that this ordinance might specifically reference property that is currently not residential. Attorney Schroeder would help us with the wording.

7. General Items

DPW Director Robinson stated that Superhero Taco has now closed.

Comm. Ostrowski expressed concern with the number of temporary signs that have been up longer than 30 days. Administrator Hulick said that Staff is working on this issue.

8. Next Meeting Date - Tuesday, February 9, 2016 at 5:00 p.m.

9. Motion to Adjourn

Comm. Ostrowski moved to adjourn the meeting of the Plan Commission at 5:32 p.m. DPW Director Robinson seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 02/17/2016
Subject: Discussion and Possible Action to Consider a Request from ARAK Properties, LLC for a Conditional Use Permit and Site Plan Review to Allow a Proposed Use of Storage or Warehousing by a Commercial Enterprise at V-23-1325 (237/303 Vernal Avenue).

Discussion

Kara Fitters of ARAK Properties, LLC has requested a conditional use permit be granted to allow them to operate a storage warehousing commercial enterprise at 237/303 Vernal Ave. This building is the former church and community youth center area.

They plan on operating a mail order business to buy and sell items. No retail customers will be at the business location. They anticipate only one post office vehicle per day for traffic and possibly two or three UPS trucks per month for deliveries. The only other cars will be their own two vehicles that will stop there two or three times a day as an estimate.

No outside improvements are anticipated except general cleanup. They will have no employees except themselves as owners. No signs are planned. The trash will be only the bins that are used similar to residential trash containers.

The conditional use permit, if granted, is contingent upon Ordinance 78-403(17) being adopted.

Staff Recommendation

My recommendation would be to recommend to the Common Council to approve the conditional use permit per ordinance requirements contingent on Ordinance 78-403(17) being adopted.

Attachments

- CUP Application
- Findings of Fact

**City of Milton
Public Safety Committee Minutes**

1/19/2016 - Minutes

1. Call to Order

Chair Maxine Striegl called the meeting of the Public Safety Committee to order at 6:00 p.m.

Present: Ald. Maxine Striegl, Ald. Theresa Rusch, and Ald. Jeremy Zajac.

Also Present: Police Chief Scott Marquardt, Director of Public Works Howard Robinson, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Zajac moved to approve the agenda. Ald. Rusch seconded, and the motion carried.

3. Approval of Minutes - Public Safety Committee Minutes – December 15, 2015.

Ald. Rusch moved to approve the minutes. Ald. Zajac seconded, and the motion carried.

4. Monthly Police Department Statistical Report

Chief Marquardt reviewed the report.

5. Municipal Court Report

No action was taken on this item.

6. Discussion and Possible Action Regarding Storrs Lake Road Reclassification.

DPW Director Robinson explained that they are still having problems with in-between sized trucks near the Milton House. This action is aimed at re-directing these trucks to go around the block versus using Storrs Lake Road.

Ald. Rusch moved to direct staff to proceed with the reclassification of Storrs Lake Road. Ald. Zajac seconded, and the motion carried.

7. General Items

- Chief Marquardt showed the committee the new body cams.
- Ald. Rusch asked about the study being done regarding the intersections affected by the Hwy 26 bypass. DPW Director said he would forward the results of the study to the committee members.
- Chief Marquardt discussed the Use of Force Report that is usually done at the end of each year. In 2014 there were 5 documented situations that fell under this definition and in 2016 there were 16 situations. This is something they will keep an eye on.

8. Next Meeting Date – Wednesday, February 17, 2016 at 6:00 p.m.

9. Motion to Adjourn

Ald. Zajac moved to adjourn the meeting of the Public Safety Committee at 6:23 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,

Elena Hilby
City Clerk



Office of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of the Public Works Department
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding the Assessment of Water Mains for the 2016 Water Main Installations for N. Janesville Street and E. Bowers Lake Road.

Discussion

A public hearing is scheduled for February 17, 2016 concerning the special assessments for water main and appurtenance installation on N. Janesville St. and E. Bowers Lake Road. Preliminary Public Works Resolution 2016-02 was adopted January 19, 2016. This allows a special assessment hearing to be conducted.

A report has been made that consists of the estimated cost of the water main project to each property. A Class I notice has been published. The property owners have been notified.

Per city ordinance 66-241(8) new water main installation is assessable to property owners at 100% of the cost.

A copy of the information sent to the property owners is included with the memo. This report shows the estimated cost of the water main installation.

The most recent water main installation which involved an assessment was on Vincent Street in 2013. The property owners were assessed were allowed to repay it over 5 years at 0% interest. If the property were to be sold prior to the 5 year period, the outstanding amount would be due at the time of sale.

The curb and gutter assessments on Parkview Drive were allowed to have a 5 year repayments, if the amount was greater than \$500 with the payments being subjected to a 4.50% interest rate (City's borrowing rate on the loan + 2%).

Assessment Options:

The following are some options for allowing the property owners to repay the assessments:

1. Repay the assessment at _____% over _____ years.
2. If the amount is greater than _____, allow for a repayment at _____% over _____ years. Any amounts lower than \$_____, would be due at the time the exact amount can be determined (typically after project completion).
3. Make the assessment due in full at the time the exact amount can be determined (typically after project completion).
4. Payment deferred until such time the property connects to city water.

The City's interest rate on the water revenue bonds that were taken out in August was 3.00%. Under any repayment plan, if the property is sold or transferred prior to the assessment being paid in full, the remaining balance would be due at the sale or transfer of the property.

Attachments

- Information sent to property owners



City of Milton

OFFICE OF THE DIRECTOR OF PUBLIC WORKS

January 20, 2016

Dear Property Owner;

The City of Milton Water Utility is installing new water main on N. Janesville Street and E. Bowers Lake Road. This work will take place beginning in February and ending in early Spring 2016. The General Contractor is G.M.S. Excavating from Edgerton.

This water main extends the existing main and forms a loop with existing water main to eliminate two dead end mains. This allows for better water flow, improved water quality, and better fire protection. This main improvement allows property owners the ability to connect to the city water system. Water main looping and extensions are part of the city's capital improvement plans for the Water Utility. Water services are being installed in the right of way of each lot.

Property owners that have a well are required to submit a safe water sample from their well each year to continue to use their existing well. Current City policy has been that existing wells with safe water samples are allowed to be used but new well replacements are not allowed. In the fall of each year, the City will send you a reminder letter that the sample is required to be submitted before the end of the year.

New water main is eligible to be assessed to the property owners. The Common Council will conduct a public hearing on February 17, 2016 to discuss and determine assessments. A copy of the assessment ordinance and report on the estimated assessment cost to the properties affected is included.

If you have questions, please call 608-868-6914 or email to hrobinson@milton-wi.gov.

Sincerely,

Howard Robinson
Director of Public Works

Enclosures: Water Main Assessment Ordinance, Public Hearing Notice, Report on Assessments for Water Main Improvements

HR/bkm

Ordinance Pertaining to Water Main Assessments

- (8) Water mains and appurtenances: 100 percent of the cost for new except that portion of the water main and appurtenances within the street intersection, except the corner radius of street intersections which lie outside of the property boundaries and provided that the long side of corner lots shall be assessed only for that frontage in excess of 140 feet, with the cost of such 140 feet being distributed over the entire project. Water main laterals and appurtenances shall be extended to each lot prior to street construction with the cost thereof assessed, 100 percent. This policy shall also apply to water mains and appurtenances along frontage roads even though property may be served off of only one side, except 140 feet from the corner lot.
- (9) Where a development agreement requires a developer to install or pay for public improvements, or where alternative funding sources are available, the city may waive or proportionally reduce special assessments

(b) *Deferred assessments.* The city shall defer the payment of special assessments for owner occupied homes in situations where the owners have incomes at or below the federal standards for low and moderate incomes in the City of Milton area.

- (1) Applicants for deferment of assessments must own and reside in the property subject to the assessment and demonstrate to the city accountant qualification for the deferment by presentation of a copy of their most recent federal tax return prior to the levying of the assessment, and annually thereafter. A property owner must qualify for this deferment at the time the council levies the initial assessment, and annually thereafter, in order to be eligible for a deferment.
- (2) Where a property is owned by two or more persons, each owner must meet the eligibility requirements for the program. Property owned by any corporation, partnership, or trust is ineligible for assessment deferment.
- (3) Qualified low income persons shall have their assessment deferred for a period of seven years from the date first payment is due.
- (4) Qualified moderate income persons shall have their assessment deferred for a period of five years from the date the first installment payment is due.

- (5) No interest shall accrue on assessments levied against a property during the period of deferment. Interest shall accrue on the unpaid balance of an assessment from the date upon which the property owner(s) cease being eligible for the deferment.
- (6) Deferment shall cease upon the expiration of the deferment period, at the time a property owner no longer meets the income criteria for the program, or upon the date which the ownership of the property is transferred to any other person, persons, partnership, corporation, trust, or other entity by any means whatsoever, which ever occurs first.
- (7) Deferment shall expire if a property owner fails to provide the city a copy of a federal tax return by May 1 of each year demonstrating program eligibility.

(c) *Reoccurring improvements.* The city shall not levy a special assessment against any property for a public improvement that has been previously made and assessed against the property until the time period shown below has elapsed.

Concrete, curb and gutter 15 years

As an exception to this general policy, the city will special assess the cost of curb and gutter repair and replacement made necessary by any other public improvement pursuant to subsection (a)(3), such as sanitary sewer and public water supply, made after the street has been constructed, regardless of the time that has passed since the street was last constructed or repaired.

(d) All special assessments, including deferred assessments, shall be recorded by a lis pendens filed in the Register of Deeds Office for Rock County setting forth the amount of the lien against the property by reason of the special assessment and the conditions of payment thereof.
(Code 1968, § 6.11; Ord. No. 158, 4-11-2002; Ord. No. 218, 7-19-2005)



City of Milton

OFFICE OF THE DIRECTOR OF PUBLIC WORKS

NOTICE

The City of Milton Common Council is conducting a Public Hearing concerning the levying of assessment on Wednesday, February 17, 2016. The meeting is scheduled for 7:00 p.m. in the Council Chambers.

A report concerning the assessment hearing is included. You may appear at the meeting to voice your concerns or mail written comments to: City of Milton, Attn: Special Assessments, 710 S. Janesville St, Milton, WI 53563. You may also contact the Public Works at (608) 868-6914 or hrobinson@milton-wi.gov. The report includes property owners affected and property owners that abut the construction. The construction is planned for February 2016 through early Spring 2016.

Dear Property Owner:

A Public Hearing for assessments for construction of the 2016 Water Main Improvements (N. Janesville Street and E. Bowers Lake Road) has been scheduled for February 17, 2016 at 7:00 p.m. in the City of Milton Council Chambers at 710 S. Janesville St.

Water Main installation and appurtenances are eligible to be assessed to property owners per City of Milton Code of Ordinances.

The estimated cost is included in this report. An attached list shows your address and estimated cost of improvements you may be assessed for.

The main is being installed to allow a higher quantity of water to the area, provide a looped water main, and improve fire protection. This will also aid in reducing the amount of dead end water mains.

The City Council will decide at the Public Hearing if the property owners will be assessed. If you have questions about the assessment for this construction please contact the Public Works Department at (608) 868-6914, Monday – Friday, 7:00 a.m. to 3:30 p.m. or hrobinson@milton-wi.gov.

These assessments are estimated. Final cost and footage may vary when the project is complete.

Howard Robinson
Director of Public Works

Enclosures: Report, Schedules A-D, List of Properties, Map
HR/bkm

150 Northside Dr (Mail to: 710 S. Janesville St.) - Milton, WI - 53563
Tel: 608.868.6914 - FAX: 608.868.6929 - hrobinson@milton-wi.gov



City of Milton

REPORT OF DIRECTOR OF PUBLIC WORKS

Improvements referred to as 2016 Water Main Improvements
(N. Janesville Street and E. Bowers Lake Road)

In accordance with Preliminary Resolution 2016-02 adopted by the Milton Common Council on January 19, 2016, I hereby submit my report on the assessments of benefits and damages for installation of water main to be made on N. Janesville Street and E. Bowers Lake Road as outlined in Schedule "A" of this report.

This report consists of the following schedules attached hereto:

- Schedule A: Preliminary Plan describing the scope of construction.
- Schedule B: Estimated cost of the proposed improvements.
- Schedule C: List of property owners affected and estimated assessments.
- Schedule D: Map of area affected.

Respectfully Submitted:

Howard Robinson
Director of Public Works
City of Milton



City of Milton

2016 Water Main Improvements (N. Janesville Street and E. Bowers Lake Road) Schedule A: Preliminary Plan Describing the Scope of Construction

This project will include the construction of new water main and appurtenances connecting the existing water main on N. Janesville St to the existing water main on E. Bowers Lake Road.

Appurtenances include hydrants, footings, services, connections and other items needed to install the water main. Water main expenses include all materials such as manhole installation, valves and street restoration.

New water main and appurtenances are eligible to be assessed at 100% of the cost. A list of addresses that may be assessed is included in Schedule C. The Common Council will determine the assessment at its February 17, 2016 meeting.

This work is to be accomplished by the City of Milton under the direction of the City of Milton with improvements to be installed in accordance with City of Milton specifications and inspected by City of Milton personnel and City of Milton consulting engineers as needed. The cost of the proposed improvements will be born by the City of Milton and affected property owners.

Accurate records of all costs will be maintained by the City of Milton. The amount of assessment for each parcel shall be computed and assessed when the project is complete.

Schedule B: Estimated Cost of the Proposed Improvements

1237 Lineal Feet of Water Main and Appurtenances	\$217,289.00
Engineering	\$ 7,000.00
Total Project Cost	\$224,289.00

Schedule C: List of Property Owners Affected and Estimated Assessments

Estimated assessments are attached.

Schedule D: Map of Affected Areas

Map of affected are is attached.

2016 Water Main Improvements Schedule C Attachment

Parcel No	Tax ID	Owner	Feet	Estimate/Ft	Total Estimate	Location	Notes
V-23-1138	257 123003	MFA Properties	80 \$	90.66	\$7,252.68	Lot on N Janesville St	
V-23-1143B	257 1230082	Richard G Dick	250 \$	90.66	\$22,664.61	Lot on N Janesville St	
V-23-1138.1	257 12300301	MFA Properties	50 \$	90.66	\$4,532.92	Lot on N Janesville St	
V-23-1139	257 123004	Fadil Kabile	178 \$	90.66	\$16,137.20	331 N Janesville St	
V-23-1143A	257 1230081	Donald M Munns	188 \$	90.66	\$17,043.79	371 N Janesville St	
V-23-1143.1	257 123009	Michael M Sr & Donna B Moore	160 \$	90.66	\$14,505.35	387 N Janesville St	
V-23-1147.3	257 12400303	Charles A & Connie R Nelson	99.98 \$	90.66	\$9,064.03	Lot on N Janesville St	
V-23-1147.2	257 12400302	Charles A & Connie R Nelson	82.74 \$	90.66	\$7,501.08	340 N Janesville St	
V-23-1147.1	257 12400301	Charles A & Connie R Nelson	134.15 \$	90.66	\$12,161.83	Lot on N Janesville St	
V-23-1146	257 124002	Lucas J Murphy & Katrina Anderson	167.07 \$	90.66	\$15,146.31	362 N Janesville St	
V-23-1145.1	257 12400101	Joshua F & Heather L Brunk	225 \$	90.66	\$20,398.15	382 N Janesville St	
V-23-1145.2A2	257 124001022	Doris G Walters Survivors Trust	65.5 \$	90.66	\$5,938.13	927 E Bowers Lake Rd	
V-23-1145.2A1	257 124001021	Donald E & Carol A Tyriver	65.5 \$	90.66	\$5,938.13	925 E Bowers Lake Rd	
6-13-196	026 023016	Patrick & Barbara Meeker	300 \$	90.66	\$27,197.53	8026 N Milton Rd	Deferred
V-23-218.6	257 027105	Anthony I Tracy	0		\$0.00	908 Nelson Ave	
		City of Milton	428.06 \$	90.66	\$38,807.26		
			2474		\$224,289.00		
			1237	Should Be 1237			



Office of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of the Public Works Department
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding the Assessment of Water Mains for the 2016 Water Main Installations for the South High Pressure Easement Areas.

Discussion

A public hearing is scheduled for February 17, 2016 concerning the special assessments for water main and appurtenance installation for the South High Pressure easement areas. Preliminary Public Works Resolution 2016-01 was adopted January 19, 2016. This allowed a special assessment hearing to be conducted.

A report has been made that consists of the estimated cost of the water main project to each property. A Class I notice has been published. The property owners have been notified.

Per city ordinance 66-241(8) new water main installation is assessable to property owners at 100% of the cost.

Pierce Farms is the only property affected by this assessment. The other owners already are connected to a city water main. They were notified because they border the improvements.

Staff Recommendation

Approve the assessment based on a pre-annexation agreement with Pierce Farms. The agreement allows for assessment at the time of connection or transfer of the property.

Attachments

None.



City of Milton

OFFICE OF THE DIRECTOR OF PUBLIC WORKS

January 20, 2016

Dear Property Owner;

The City of Milton Water Utility is installing new water main adjacent to or on your property. This main construction is the first phase of a water pressure improvement project for the southwest portion of the water system. This work is planned for February through March 2016, weather permitting. The work is being performed for the City of Milton Water Utility by Fanning Excavation from Milton. Standard construction hours are 7:00 a.m. to 5:00 p.m.

Later in the spring or summer of 2016 a booster station is planned to be installed near the water tower on Rogers Street. After this installation is complete, water pressure in the southwest part of the water system is planned to be higher.

New water main is eligible to be assessed to the property owners. The Common Council will conduct a public hearing on February 17, 2016 to discuss and determine assessments. A copy of the assessment ordinance and report on the estimated assessment cost to the properties affected is included.

If you have questions, please call 608-868-6914 or email to hrobinson@milton-wi.gov.

Sincerely,

A handwritten signature in cursive script that reads "Howard Robinson".

Howard Robinson
Director of Public Works

Enclosures: Water Main Assessment Ordinance, Public Hearing Notice, Report on Assessments for Water Main Improvements

HR/bkm

Ordinance Pertaining to Water Main Assessments

- (8) Water mains and appurtenances: 100 percent of the cost for new except that portion of the water main and appurtenances within the street intersection, except the corner radius of street intersections which lie outside of the property boundaries and provided that the long side of corner lots shall be assessed only for that frontage in excess of 140 feet, with the cost of such 140 feet being distributed over the entire project. Water main laterals and appurtenances shall be extended to each lot prior to street construction with the cost thereof assessed, 100 percent. This policy shall also apply to water mains and appurtenances along frontage roads even though property may be served off of only one side, except 140 feet from the corner lot.

- (9) Where a development agreement requires a developer to install or pay for public improvements, or where alternative funding sources are available, the city may waive or proportionally reduce special assessments

(b) *Deferred assessments.* The city shall defer the payment of special assessments for owner occupied homes in situations where the owners have incomes at or below the federal standards for low and moderate incomes in the City of Milton area.

- (1) Applicants for deferment of assessments must own and reside in the property subject to the assessment and demonstrate to the city accountant qualification for the deferment by presentation of a copy of their most recent federal tax return prior to the levying of the assessment, and annually thereafter. A property owner must qualify for this deferment at the time the council levies the initial assessment, and annually thereafter, in order to be eligible for a deferment.
- (2) Where a property is owned by two or more persons, each owner must meet the eligibility requirements for the program. Property owned by any corporation, partnership, or trust is ineligible for assessment deferment.
- (3) Qualified low income persons shall have their assessment deferred for a period of seven years from the date first payment is due.
- (4) Qualified moderate income persons shall have their assessment deferred for a period of five years from the date the first installment payment is due.

- (5) No interest shall accrue on assessments levied against a property during the period of deferment. Interest shall accrue on the unpaid balance of an assessment from the date upon which the property owner(s) cease being eligible for the deferment.

- (6) Deferment shall cease upon the expiration of the deferment period, at the time a property owner no longer meets the income criteria for the program, or upon the date which the ownership of the property is transferred to any other person, persons, partnership, corporation, trust, or other entity by any means whatsoever, which ever occurs first.

- (7) Deferment shall expire if a property owner fails to provide the city a copy of a federal tax return by May 1 of each year demonstrating program eligibility.

(c) *Reoccurring improvements.* The city shall not levy a special assessment against any property for a public improvement that has been previously made and assessed against the property until the time period shown below has elapsed.

Concrete, curb and gutter 15 years

As an exception to this general policy, the city will special assess the cost of curb and gutter repair and replacement made necessary by any other public improvement pursuant to subsection (a)(3), such as sanitary sewer and public water supply, made after the street has been constructed, regardless of the time that has passed since the street was last constructed or repaired.

(d) All special assessments, including deferred assessments, shall be recorded by a lis pendens filed in the Register of Deeds Office for Rock County setting forth the amount of the lien against the property by reason of the special assessment and the conditions of payment thereof.
(Code 1968, § 6.11; Ord. No. 158, 4-11-2002; Ord. No. 218, 7-19-2005)



City of Milton

OFFICE OF THE DIRECTOR OF PUBLIC WORKS

NOTICE

The City of Milton Common Council is conducting a Public Hearing concerning the levying of assessment on Wednesday, February 17, 2016. The meeting is scheduled for 7:00 p.m. in the Council Chambers.

A report concerning the assessment hearing is included. You may appear at the meeting to voice your concerns or mail written comments to: City of Milton, Attn: Special Assessments, 710 S. Janesville St, Milton, WI 53563. You may also contact the Public Works at (608) 868-6914 or hrobinson@milton-wi.gov. The report includes property owners affected and property owners that abut the construction. The construction is planned for February 2016 through early spring 2016.

Dear Property Owner:

A Public Hearing for assessments or construction of the South High Pressure Zone water main has been scheduled for February 17, 2016 at 7:00 p.m. in the City of Milton Council Chambers at 710 S. Janesville St.

South High Pressure Zone improvement and appurtenances made in the easement are eligible to be assessed to property owners per City of Milton Code of Ordinances.

The estimated cost is included in this report. An attached list shows your address and estimated cost of improvements you may be assessed for.

The main is being installed to allow a higher quantity of water and higher pressure to the southwest side of the city. This will improve fire protection, aid in reducing the amount of dead-end water mains, and aid in future development in this area. The increase in pressure will allow plumbing additions to meet modern code requirements concerning water pressure.

The Common Council will decide at the Public Hearing if the property owners will be assessed. If you have questions about the assessment for this construction please contact the Public Works Department at (608) 868-6914, Monday – Friday, 7:00 a.m. to 3:30 p.m. or hrobinson@milton-wi.gov.

These assessments are estimated. Final cost and footage may vary when the project is complete.

Howard Robinson
Director of Public Works

Enclosures: Report, Schedules A-D, List of Properties, Map
150 Northside Dr (Mail to: 710 S. Janesville St.) - Milton, WI - 53563
Tel: 608.868.6914 - FAX: 608.868.6929 - hrobinson@milton-wi.gov



City of Milton

REPORT OF DIRECTOR OF PUBLIC WORKS

Improvements referred to as 2016 South High Pressure Zone Water Main

In accordance with Preliminary Resolution 2016-01 adopted by the Milton Common Council on January 19, 2016, I hereby submit my report on the assessments of benefits and damages for installation of water main to be made during the South High Pressure Zone Project easement area as outlined in Schedule "A" of this report.

This report consists of the following schedules attached hereto:

- Schedule A: Preliminary Plan describing the scope of construction.
- Schedule B: Estimated cost of the proposed improvements.
- Schedule C: List of property owners affected and estimated assessments.
- Schedule D: Map of area affected.

Respectfully Submitted:

Howard Robinson
Director of Public Works
City of Milton



City of Milton

2016 South High Pressure Zone Water Main Schedule A: Preliminary Plan Describing the Scope of Construction

This project will include the construction of new water main and appurtenances connecting water mains to existing utilities from existing mains on Rogers Street, Woodcrest Lane, High Street, Parkview Drive, and Well #4 on Rainbow Drive.

Appurtenances include hydrants, footings, services, connections and other items needed to install the water main. Water main expenses include all materials such as manhole installation, valves and street restoration.

New water main and appurtenances are eligible to be assessed at 100% of the cost. A list of addresses that may be assessed is included in Schedule C. The Common Council will determine the assessment at its February 17, 2016 meeting.

This work is to be accomplished by the City of Milton under the direction of the City of Milton with improvements to be installed in accordance with City of Milton specifications and inspected by City of Milton personnel and City of Milton consulting engineers as needed. The cost of the proposed improvements will be born by the City of Milton and affected property owners.

Accurate records of all costs will be maintained by the City of Milton. The amount of assessment for each parcel shall be computed and assessed when the project is complete.

Schedule B: Estimated Cost of the Proposed Improvements

2729 Lineal Feet of Water Main and Appurtenances	\$301,237.86
Engineering	<u>\$ 22,500.00</u>
Total Project Cost	\$323,737.86

Schedule C: List of Property Owners Affected and Estimated Assessments

Estimated assessments are attached.

Schedule D: Map of Affected Areas

Map of affected are is attached.

2016 South High Pressure Main Schedule C Attachment

Parcel No	Tax ID	Owner	Feet	Estimate/\$	Estimate/Ft	Total Estimate	Location	Notes
V-23-1462.10	257 1590010010	Pierce Farms Inc	1198	\$	59.31	\$71,058.62	1125 Parkview Dr.	Deferred
V-23-296.40	257 0360110	David & Caitlin Cadd	0	\$	59.31	\$0.00	653 Rainbow Dr.	
V-23-296.39	257 0360109	Connie E (Rebman) Frutiger	0	\$	59.31	\$0.00	645 Rainbow Dr.	
V-23-296.38	257 0360108	Harriet A. Hellmich	0	\$	59.31	\$0.00	635 Rainbow Dr.	
V-23-296.5	257 036006	Jeffrey & Dawn Ensweller	0	\$	59.31	\$0.00	623 Rainbow Dr.	
V23-296.4	257 036005	Archie A. & Marian E. Beran	0	\$	59.31	\$0.00	615 Rainbow Dr.	
V-23-296.3	257 036004	Gary L. & Linda D. Fisher	0	\$	59.31	\$0.00	605 Rainbow Dr.	
V-23-296.2	257 036003	Larry J. & Lisa A. Meyers	0	\$	59.31	\$0.00	527 Rainbow Dr.	
V-23-296.1	257 036002	Rodney & Rosemary M. Carlson	0	\$	59.31	\$0.00	519 Rainbow Dr.	
V-23-296	257 036001	Sharon K. Walters	0	\$	59.31	\$0.00	111 W High St.	
V-23-1461.26	257 158026	School District of Milton Attn: Steven Sci	0	\$	59.31	\$0.00	183 W High St.	
V-23-1461.25	257 158025	School District of Milton Attn: Steven Sci	0	\$	59.31	\$0.00	301 W High St.	
V-23-102	257 013002	Thomas L. & Mary M. Slowey	0	\$	59.31	\$0.00	931 Parkview Dr.	
V-23-103	257 013003	Richard Rudnitzki	0	\$	59.31	\$0.00	373 Woodcrest Ln.	
V-23-123	257 015005	Frank A. & Deborah L. St Michael	0	\$	59.31	\$0.00	372 Woodcrest Ln.	
		City of Milton	4260	\$		\$252,679.24		
			5458			\$323,737.86		
			2729					

2016 South High Pressure Main
Schedule D Attachment





Office of Finance Director/Treasurer

To: City of Milton Common Council
CC: Lisa Brooks, Library Director
From: Dan Nelson, Finance Director/Treasurer
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding the Funding of Pledges for the library project.

Discussion

The library fundraising for the expansion has raised approximately \$2.4 million including the City's contributions. However, a maximum of \$700,000 in pledges are to be paid over the next 3 – 5 years. In order to complete the entire project by the end of 2016, those pledges need to be funded (converted to cash) in order to pay the various contractors as work commences.

Bill Wilson and Lisa Brooks will be at the meeting to address any specific questions about the pledges or timing of the project.

City staff has reached out to First Community and Bank of Milton to explore economically feasible funding options. The necessary steps to complete and pay for the necessary line of credit would be as follows:

1. City Council allows staff to enter into a line of credit of \$350,000 with each financial institution. Both institutions have agreed to peg the interest rate to the US Prime Lending rate (currently 3.50%).
2. As the project commences and funds are needed to pay for project costs, staff would draw the needed funds from the line of credit. The draws would not start until existing funds (cash) are exhausted.
3. As the pledges are fulfilled by the donors, those dollars would be immediately applied (evenly) to any outstanding balance.

Pros:

1. Allows for completion of the entire library on the original timeframe.
2. All payments will be paid from the pledges. No tax dollars will be used to make payments on the line of credit.
3. The line of credit will be paid off before there is a need for a major capital borrowing.
4. Do not incur any issuance costs related to the line of credit. There will be no fees to bond attorneys or financial advisors. Other options staff explored would have had over \$7,000 in issuance fees.
5. Keeps all the public financing of the project within the community.
6. Interest is only incurred when dollars are drawn. We won't be signing a loan agreement and holding the funds in a lower interest rate account for a later date. The day funds are drawn, it will be paid to a vendor.
7. All interest will be capitalized and will be a project cost and paid for with pledges.

Cons:

1. This line of credit would count towards the City's debt limit. As payments are made, the lower amount will reduce what counts against the City's debt limit. This will be noted in the financial statements, but will be disclosed as outside pledges are paying for it.
2. City would have to fund any pledges that are not realized but are borrowed against.

Recommendation:

Allow staff to bring forward to a future meeting the appropriate documents to allow staff to enter into a line of credit with First Community and Bank of Milton.

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 02/17/2016
Subject: Discussion and Possible Action to Approve Ordinance 418 – An Ordinance Creating Section 78-403(17) of the Code of Ordinances of the City of Milton Providing for Warehousing as a Conditional Use.

Discussion

The city staff was approached by a possible future owner on a proposed use for the property located at 237/303 Vernal Avenue. This is the former church property at this location. The property is zoned R-3.

The owner wants to store items there and resell them over the internet. There would be no customer pick up at the location. Current ordinances would not allow this due to it being a residential zoned property. A home occupancy permit would also not be allowed because the owner doesn't live there.

A new conditional use could be added to allow this type of business, which was discussed at the Plan Commission meeting on January 12, 2016. Attorney Mark Schroder has discussed this with staff and this is the proposed ordinance that would fill this need. Plan Commission recommendations were added to the proposed ordinance. Rezoning the property to a business use was considered but a business zoning in this residential neighborhood would open the area to many uses that may possibly not match the existing neighborhood.

Staff Recommendation

My recommendation would be to waive the 2nd and 3rd readings and approve this ordinance.

Attachments

- Ordinance

ORDINANCE # 418
AN ORDINANCE CREATING SECTION 78-403 (17)
OF THE CODE OF ORDINANCES OF THE CITY OF MILTON
PROVIDING FOR WAREHOUSING AS A CONDITIONAL USE

WHEREAS, the Plan Commission of the City of Milton having held a duly noticed public hearing on the proposed creation of Section 78-403 (17) of the Code of Ordinances of the City of Milton, which amendment would provide for storage or warehousing by commercial enterprise as a conditional use in the R-3 District; and

WHEREAS, following said public hearing, the Plan Commission having voted to recommend to the Common Council the creation of Section 78-403 (17) of the Code of Ordinances of the City of Milton; and

WHEREAS, the Common Council of the City of Milton having considered the recommendation of the Plan Commission and having determined that it is appropriate to provide for storage or warehousing by a commercial enterprise on property zoned R-3;

NOW, THEREFORE, the Common Council of the City of Milton do ordain as follows:

Section I: Section 78-403 (17) of the Code of Ordinances of the City of Milton is created to read as follows:

(17) Storage or warehousing by a commercial enterprise, in an existing structure, not involving on-site sales to the public, excepting storage of federally regulated hazardous material (i.e., fertilizer, gasoline, etc.) and buildings that are currently, or have been within the 6 months immediately preceding the application for the conditional use permit, in use as a residence.

Section II. This Ordinance shall take effect and be in force from and after its passage and publication.

Approved by the Common Council of the City of Milton this ____ day of _____, 2016.

By:

Anissa Welch, Mayor

Attest:

Elena Hilby, City Clerk

1st Reading: 02/17/2016
2nd Reading: Waived
3rd Reading: Waived
Date Adopted: 02/17/2016
Publish Date: 02/25/2016
Effective Date: 02/26/2016

Effect of Ordinance: Allows for storage or warehousing as a conditional use for property zoned R-3.

MAS/CityofMilton/Ordinances/CreateSec78-403(17)WarehousingConditionalUse 12-29-15



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding Options for the Class “B” Beer and “Class B” Liquor license application from Dickens Partners, DBA Dickens Partners located at 450 S. John Paul Road.

Summary

On July 21, 2015, the City Council approved a Class “B” Beer and “Class B” Liquor License for Dickens Partners, at the former site of Varsity Lanes Bowling Alley located at 450 S. John Paul Road. At the time the license was granted, Varsity Lanes was not operating, however it was the owner’s intent to hopefully reopen or sell the business soon thereafter.

The City Council granted the license with the understanding that within 90-days the business would be reopened, or the City Council could begin the revocation process. Since the 90-day period has elapsed, the City Council may choose between the following two options:

1. Begin the revocation of Dickens Partners Class “B” Beer and “Class B” liquor licenses. .

Or

2. Allow Dickens Partners to retain their license until it is up for expiration at the end of June 2016.

Additionally, Dickens Partners could relinquish the license on their own accord.



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: February 17, 2016
Subject: Discussion and Possible Action to Authorize the Appointment of Election Officials for the election cycle of January 2016 – December 2017.

Discussion

Per State Statute, Election Officials are to be appointed by the Common Council in December prior to the upcoming election cycle. The election cycle consists of two years. Elections cannot be successful without the dedicated Election Officials that we are fortunate to have. On December 15, 2015 the Common Council approved what was our current list of Election Officials. Since then, we have had more people volunteer. The following have also volunteered to be Election Officials:

- Donald Axelsen
- Kathern Axelsen
- Carol Blomgren
- Jason Campbell
- Marcy Glander
- Lynn Kevern
- Keith Simes
- Harvey Smith
- Patricia Thorngate

Staff Recommendation

To approve election officials for the election cycle of January 2016-December 2017 as presented.

Attachments

None.



Office of the City Clerk

To: City of Milton Common Council
From: Howard Robinson, Director of the Public Works Department
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding Well 6 Repairs.

Discussion

CTW Corporation has done the inspection work at Well #6. Upon inspection it was discovered that some of the well pipes will need replacing. A price for this work is included. City staff observed the work and inspection of the pipe.

I am requesting permission to allow CTW Corporation to replace the well pipe and conduct this work. The cost is included in the information letter. The cost will be \$11,295 for the pipe and \$775 for the brush work. Funds are available in the water borrowed funds. The amount is over \$10,000 so Common Council approval is required for this work.

Staff Recommendation

My recommendation is to approve the Well 6 repair work by CTW Corporation from water utility funds.

Attachments

- Estimated Cost
- CTW Corporation Information Letter



February 4, 2016

Milton Water Utility
Mr. Howard Robinson
710 S. Janesville Road
Milton, WI 53563

Subject: Well #6 Inspection Update

Dear Mr. Howard:

We removed the pumping equipment from Well #6 on 02/01/2016. Upon hitting the static water level, about 110' down, we discovered numerous holes in the column pipe as you saw on site. A brand new setting installed about 10 years ago should certainly not have these issues. Given the history of deteriorating pipe in Milton, I believe it is best to take immediate action to prevent problems in the future. There are a couple options to take a look at.

The first option is the "kick the can down the road" approach. This would involve installing untreated steel pipe like what was in there. This would be the most inexpensive, however I can almost guarantee that you'll have more issues in the same time frame. Unless absolutely necessary for your budget, I would not recommend it. If the pipe deteriorates all the way through and separates, you will be looking at much higher costs to remove the equipment, and it most likely won't be on your terms. It always seems to happen right in the middle of a summer drought when you need it most. To replace 145' plus the tailpipe with stainless strainer: \$5,700.

The second option is to replace the pipe with either epoxy coated steel pipe or stainless steel pipe. As we witnessed at Well #4 last year, the epoxy seems to work extremely well. We didn't need to replace any of the 400' of 10" pipe that we think is going on its third service interval. The NSF approved epoxy coating would be applied to all the pipe below the static level that we plan on replacing, 145'. This requires about a 4-week lead time to get the pipe from Texas. To replace 145' plus the tailpipe with a stainless strainer: \$11,295.

The final pipe option is stainless steel column pipe in lieu of steel pipe. As we've seen from the stainless steel shafting in Well #6 and the other wells, the stainless will remain in "like new" condition for many intervals. From a durability standpoint, the stainless pipe will last longer than epoxy coated pipe simply because it will resist corrosion through and through. To replace 145' plus the tailpipe with a stainless strainer: \$24,193.

For the other materials, the stainless steel shafting will be cleaned and rolled to verify straightness but will be re-installed. The bronze spiders were in good shape and will be reused with new rubber bearings to keep the pump running smoothly. The stuffing box is in good shape and will be rebuilt to manufacturer's specifications. We will replace the two airlines as described in the initial proposal. As you saw, there are two holes in the pump discharge, so we would feel it is best to replace just that portion with a new discharge case. The rest of the bowl castings were solid, new bowl wear rings and bowl bushings will be needed to bring the pump back to the manufacturers specifications. These costs, along with the labor to pull and reset as originally proposed would fall within the guided range at \$11,225.

I televised the well on February 4 with both Ron and Mike present. I am happy to report that the bedrock formation in the well is in fantastic shape- you'd be hard pressed to tell the difference between your well and a newly drilled well. The casing had some iron buildup on it, but is nothing to be too concerned about. If you do want that cleaned up, we can certainly run a brush down a well to clean the buildup off. To stay within that original purchase order amount, we could do this for \$775, but this is the least necessary work.

To summarize, for the original workscope of pulling, inspecting, rebuilding standard materials, and resetting, we will come in at \$11,225. We can brush the well casing to remove the minimal iron buildup for \$775 if you'd like, but is not a necessity. For additional work, my recommendation would be to replace the 145' with epoxy coated pipe. I believe this provides the best value for your money in terms of cost and longevity. At less than twice what standard pipe is, as soon as the pipe lasts past the second pulling, you'll be saving money (not to mention pipe prices are extremely low right now). As nice as stainless pipe would be, I just don't see justifying a cost that high. The recommended epoxy pipe and new strainer will cost an additional \$11,295.

Thank you for allowing CTW Corporation to work on Well #6 and continue working with the City of Milton. We're happy to have helped provide years of successful service to Milton's pumps and we really enjoy working with all of you.

Sincerely,

CTW Corporation
W. Hunter Cummens

Milton Well #6

Original

<i>Item</i>	<i>Qty</i>	<i>Unit Cost</i>	<i>Total Cost</i>
Pull, Repair, Reset	1	\$11,225	\$11,225
Televiser	1	\$875	\$875

New-Proposed

<i>Item</i>	<i>Qty</i>	<i>Unit Cost</i>	<i>Total Cost</i>
Pull, Repair, Reset	1	\$11,225	\$11,225
Televiser	1	\$875	\$875
145' 8" Epoxy Pipe, Strainer	1	\$11,295	\$11,295
		Total	\$23,395

Optional

<i>Item</i>	<i>Qty</i>	<i>Unit Cost</i>	<i>Total Cost</i>
Brush	1	\$775	\$775
145' 8" SS Pipe, Strainer	1	\$24,193	\$24,193
145' 8" Steel Pipe, Strainer	1	\$5,700	\$5,700



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding Options for Merchant Row Infrastructure Upgrades.

Summary

Upon completion of the Parkview Drive resurfacing project in 2015, the City realized a savings of approximately \$60,000. At their September 15, 2015 meeting, the City Council agreed to hold those savings over into 2016 to be utilized for potential infrastructure improvements along Merchant Row.

Recently, the City received preliminary estimates to potentially complete a variety of infrastructure improvements along Merchant Row (see attached). The estimates for these improvements have been broken into two projects (Southern Merchant Row and Northern Merchant Row). These estimates have been further divided into options which range from \$38,000 to \$493,000 depending on the level of improvement desired.

At this time, the City Administration is seeking direction from the City Council to begin some pre-construction engineering on the preferred options for the Merchant Row improvements as well direction to explore additional funding opportunities for public improvements along Merchant Row.

Background

In October 2015, the City Council adopted the Junction Square Downtown Plan. That plan outlines a number of public improvements that will increase traffic circulation and parking as well as make streetscape improvements to the area. Then, in September 2015, the City Council set aside \$60,000 to begin implementing some of these improvements.

In early 2016, the City worked with Baxter & Woodman to develop rough cost estimates for various alternative improvements along Merchant Row (see attachment). These quotes were taken to a public meeting with various stakeholders along Merchant Row on February 4, 2016. The purpose of this meeting was to discuss the various options, help stakeholders understand the potential process and timeline for construction, and to help set priorities for improvements.



Analysis

The attached cost estimates range from \$35,000 to \$493,000 (combined). The estimates vary from a simple repaving to a widening and reconfiguration of both the north and south lot.

Based on the feedback received from the stake holders discussion, the City will likely look to address the issues presented in the northern parking lot which could potentially add 8-12 stalls while cleaning up one of the more unsightly areas in the downtown. This improvement could be implemented with the funds left over from 2015 (\$35,000).

However, the stakeholders and the Administration do not feel it would be in everyone's best interest to simply end there. Although the stakeholders understand that not all improvements can be made in 2016, they would like to see additional improvements made in the area commensurate with the Junction Square Plan.

Therefore, it will be imperative for the City Administration to develop a funding source that could adequately address these improvement needs without resorting to additional borrowing.

Action

Therefore, the City Administration asks for the Council's direction to begin some pre-construction engineering (\$6,000) on the preferred options for the Merchant Row improvements as well direction to explore additional funding opportunities for additional public improvements along Merchant Row.

**MERCHANT ROW
Public Improvements
Southern Lot Options**

OPTION #1

Merchant Row and Parking Lot Pavement Mill and Overlay

- Mill 1-3/4-inch surface, install 2-inch HMA overlay to limits of previous Mill and Overlay limits.
- No work on the islands and only intermittent concrete work.
- No utility work
- Parking layout would be maintained in its existing configuration.
- Two way travel may be possible by replacing westernmost angle parking with parallel parking. This would remove approximately 18 to 20 stalls from the parking lot.

	ITEM AMOUNT
HMA Pavement and Milling	\$52,080
Concrete Removals and Replacement	\$7,950
Landscaping	\$625
Traffic Control and Protection	<u>\$2,345</u>
SUBTOTAL	\$63,000
CONTINGENCIES	\$6,000
CONSTRUCTION TOTAL	<u>\$69,000</u>
ENGINEERING	<u>\$14,000</u>
PROJECT GRAND TOTAL	<u>\$83,000</u>

OPTION #2

Merchant Row and Parking Lot Pavement Mill and Overlay including island replacement

- Mill 1-3/4-inch surface, install 2-inch HMA overlay to limits of previous Mill and Overlay limits.
- Replace concrete islands at the ends and perform no landscaping. Also replace concrete pavement between curb and gutter in median between Merchant Row and Parking Lot.
- Tree removal will be required to replace islands.
- Only intermittent curb and gutter replacement outside of islands.
- No utility work
- Parking layout would be maintained in its existing configuration.

	ITEM AMOUNT
HMA Pavement and Milling	\$ 53,920.00
Concrete Removals and Replacement	\$ 28,500.00
Tree Removal and Landscaping	\$ 1,825.00
Traffic Control and Protection	<u>\$ 3,255.00</u>
SUBTOTAL	\$87,500
CONTINGENCIES	\$8,500
CONSTRUCTION TOTAL	<u>\$96,000</u>
ENGINEERING	<u>\$19,000</u>
PROJECT GRAND TOTAL	<u>\$115,000</u>

OPTION #3

Merchant Row and Parking Lot Pavement Mill and Overlay and Widening for Two Way Traffic and Perpendicular Parking

- Mill 1-3/4-inch surface, install 2-inch HMA overlay to limits of previous Mill and Overlay limits.
- Replace all concrete pavement and curb and gutter in median between Merchant Row and parking lot. Remove and replace westernmost curb approximately 10 feet to the west to create two way traffic flow.
- Tree removal will be required to replace islands and widen lot.
- Light Poles will be required to be relocated to widen lot. A new electric service will be installed.
- Storm Sewer drains will need to be modified to fit new curb location.
- **Option:** Close Parking lot entrance at Vernal Avenue and add second opening on Merchant Row.

	ITEM AMOUNT
HMA Pavement and Milling	\$ 60,400.00
Concrete Removals and Replacement	\$ 76,500.00
Common Excavation	\$ 8,000.00
Utility Work - Storm Sewer and Lighting	\$ 25,000.00
Tree Removal and Landscaping	\$ 6,900.00
Traffic Control and Protection	\$ 5,200.00
SUBTOTAL	\$182,000
CONTINGENCIES	\$18,000
CONSTRUCTION TOTAL	<u>\$200,000</u>
ENGINEERING	<u>\$38,000</u>
PROJECT GRAND TOTAL	<u>\$238,000</u>

**MERCHANT ROW
Public Improvements
Northern Lot Options**

OPTION #1

Merchant Row North Parking Lot Surface Only

- Base preparation and paving of existing aggregate area
- No concrete work.
- No changes to existing grades
- Only install a 2-inch surface as a temporary option over existing aggregate.
- All existing asphalt to remain.

	ITEM AMOUNT
HMA Pavement and Aggregate Base and Preparation	\$ 23,400.00
Traffic Control and Protection	\$ 2,600.00
SUBTOTAL	<u>\$26,000</u>
CONTINGENCIES	\$3,000
CONSTRUCTION TOTAL	<u>\$29,000</u>
ENGINEERING	<u>\$6,000</u>
PROJECT GRAND TOTAL	<u>\$35,000</u>

OPTION #2

Merchant Row North Parking Lot Pavement Installation

- Remove two existing concrete foundations.
- Install curb and gutter near remaining wall to delineate parking area.
- Evaluate parking angles on the new pavement area. Possible angle parking adjacent to existing parking stalls or parallel parking near remaining foundation wall. Existing site conditions will limit parking configuration
- Install additional storm sewer.
- One way traffic flow will be maintained.
- No structural analysis of remaining foundation wall is included.

	ITEM AMOUNT
HMA Pavement and Aggregate Base	\$ 43,200.00
Concrete Removals and Replacement	\$ 18,500.00
Common Excavation	\$ 6,000.00
Utility Work - Storm Sewer	\$ 23,000.00
Landscaping	\$ 3,000.00
Traffic Control and Protection	\$ 3,300.00
SUBTOTAL	<u>\$97,000</u>
CONTINGENCIES	\$10,000
CONSTRUCTION TOTAL	<u>\$107,000</u>
ENGINEERING	<u>\$21,000</u>
PROJECT GRAND TOTAL	<u>\$128,000</u>

OPTION #3

Merchant Row North Parking Lot Reconstruction

- Remove three existing concrete foundations.
- Install new curb and gutter around parking lot perimeter. Install embankment as required to transition parking lot grade to existing grade to the west. Provide for access to both ends of the parking lot.
- Provide for two way traffic with parking on both sides.
- Electrical work will be required to relocate service panels and street lights.
- Tree Removal will be required.
- This alternative will require additional analysis of existing site conditions to verify that proposed parking lot can fit within given site conditions.

	ITEM AMOUNT
HMA Pavement and Aggregate Base	\$ 55,800.00
Concrete Removals and Replacement	\$ 44,000.00
Common Excavation	\$ 35,000.00
Utility Work - Storm Sewer and Lighting	\$ 48,000.00
Tree Removal and Landscaping	\$ 9,500.00
Traffic Control and Protection	\$ 3,700.00
SUBTOTAL	<u>\$196,000</u>
CONTINGENCIES	\$20,000
CONSTRUCTION TOTAL	<u>\$216,000</u>
ENGINEERING	<u>\$39,000</u>
PROJECT GRAND TOTAL	<u>\$255,000</u>

Junction Square Concept Plan - Phase 1

Milton, Wisconsin

Map 3

- A** Junction Square gateway signage
- B** Junction Square entry pillar features and crosswalk
- C** Additional Junction Square wayfinding signage
- D** 10' bike/pedestrian path (compatible with winter snowmobile use)
- E** Potential infill site
- F** Trail user respite area (snowmobile parking, bike racks, horse hitching post, trail maps, seating, etc)
- G** Convert Crandall Street to two-way traffic
- H** Mid-block, two-way vehicle connection
- I** Building reuse
- J** Moveable pots and paint in short term bump-outs; crosswalk enhancements
- K** Park focal point; relocated train engine with platform/covered stage area and lawn seating area
- L** Railroad Park Sign and welcome to Junction Square trail kiosk
- M** Liberty Park sign
- N** Path connection between Railroad and Liberty Parks

