



AGENDA - AMENDED
City of Milton
Common Council Meeting
Tuesday, May 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 – May 3, 2016.**

Documents: [05-03-2016 Common Council Minutes.pdf](#)
 - 4.b. Board of Review Minutes – June 16, 2015.**

Documents: [Board of Review Minutes - June 16, 2015.pdf](#)
 - 4.c. Community Development Authority Minutes – December 15, 2015.**

Documents: [12-15-2015 - CDA Minutes.pdf](#)
 - 4.d. Personnel & Finance Committee Minutes – April 19, 2016.**

Documents: [04-19-2016 Personnel and Finance Committee Minutes.pdf](#)
 - 4.d.1. Personnel & Finance Committee Item: Approve Renewal Beer and Alcohol Licenses.**

Documents: [Memo - Renewal Alcohol and Beer Licenses.pdf](#)
 - 4.d.2. Personnel & Finance Committee Item: Approve Renewal Cigarette and Tobacco Licenses.**

Documents: [Memo - Renewal Cig and Tobacco Licenses.pdf](#)
 - 4.d.3. Personnel & Finance Committee Item: Approve Renewal Operator Licenses.**

Documents: [Memo - Renewal Operator Licenses.pdf](#)
 - 4.e. Plan Commission Minutes – April 6, 2016.**

Documents: [04-06-2016 Plan Commission Minutes.pdf](#)
 - 4.e.1. Plan Commission Item: Approve the Conditional Use Permit for Northleaf**

Winery, 302/304 S. Janesville Street.

Documents: [Memo - CUP 302 304 S Janesville St.pdf](#), [CUP Applicaton - 302 S Janesville St.pdf](#), [302 S Janesville St - Pic 1.pdf](#), [302 S Janesville St - Pic 2.pdf](#), [302 S Janesville St - Pic 3.pdf](#), [302 S Janesville St - Pic 4.pdf](#), [302 S Janesville St - Pic 5.pdf](#), [302 304 S Janesville St Legal Notice - Mailed.pdf](#)

4.e.2. Plan Commission Item: Approve the New Easement for the Water Main Installation for the South Water Main Project.

Documents: [Memo - Easement for the Water Main Installation for teh South Water Main Project.pdf](#)

4.f. Policy Ad Hoc Committee Minutes – May 3, 2016.

Documents: [5-03-2016 Policy Ad Hoc Committee Minutes.pdf](#)

4.g. Public Safety Committee Minutes – April 19, 2016.

Documents: [04-19-2016 Public Safety Committee Minutes.pdf](#)

5. Discussion and Possible Action regarding the Selection of the Official Newspaper of the City of Milton – Milton Courier.

Documents: [Memo - Selection of the Official Newspaper of the City of Milton.pdf](#)

6. Discussion and Possible Action Regarding Resolution 2016-12 – Approving an Amendment to the Project Plan of Tax Incremental District No. 6.

Documents: [Memo - TIF Amendment.pdf](#), [Resolution 2016-12 Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 6.pdf](#)

7. AMENDED Discussion and Possible Action on the Recommendations By the Policy Ad Hoc Committee Regarding City Committees.

Documents: [Policy Ad Hoc Committee - Committee Recommendations \(5-10-16\).pdf](#)

8. AMENDED Discussion and Possible Action on Ethics Committee Appointments.

Documents: [Memo - Ethics Board Appointments.pdf](#)

9. Next Meeting – Tuesday, June 7, 2016 at 7:00 p.m.

10. Team Building Exercise.

11. Mayor and Alderperson Reports

12. Staff Reports

13. City Administrator

14. Chief of the Joint Fire Department

15. Chief of the Police Department

16. City Clerk/Deputy Treasurer

17. Director of Public Works

18. Director of the Library

19. Finance Director

20. 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

5/3/2016 - Minutes

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

Mayor Anissa Welch called the Common Council meeting to order at approximately 7:03 p.m. Assistant to the City Administrator Inga Cushman confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Ald. Dave Adams (via phone), Ald. Lynda Clark, Ald. Ryan Holbrook (via phone), Ald. Nancy Lader, Ald. Maxine Striegl, and Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Fire Chief Loren Lippincott, Director of Public Works Howard Robinson, and Assistant to the City Administrator Inga Cushman.

2. Approval of Agenda

Ald. Clark motioned to approve the agenda. Ald. Lader 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. Approval of the Consent Agenda

Ald. Adams motioned to approve the consent agenda. Ald. Clark seconded, and the motion carried.

4.a. Approval of Common Council Minutes – April 19, 2016.

5. Discussion and Possible Action on YWCA Pledge to Stand Against Racism.

Mayor Welch discussed the YWCA Pledge to Stand Against Racism and the diversity recruitment grant the Fire Department received. Mayor Welch asked all Council members to participate in the Stand Against Racism Pledge.

6. Discussion and Possible Action on the Recommendations By the Policy Ad Hoc Committee Regarding City Committees.

Ald. Clark presented the recommendations from the Policy Ad Hoc Committee for the Tourism Development Committee, Historic Preservation Commission, Parks & Recreation Commission, Public Works Committee, Public Safety Committee, Personnel & Finance Committee, Community Development Authority, and Economic Development Commission. The Common Council discussed the recommendations.

7. Discussion and Possible Action on City Committee Appointments.

Ald. Clark motioned to approve the committee appointments. Ald. Zajac seconded, and the motion carried.

8. Next Meeting Date - Tuesday, May 17, 2016 at 7:00 p.m.

9. Team Building Exercise.

There was no Team Building Exercise.

10. Mayor and Alderperson Reports

Ald. Clark

- The Parks & Recreation Commission is looking at adding playground equipment to Tower Hill

Park.

- There is an event planned for Memorial Day, May 30, 2016, at 8:30 a.m. at the Milton Area Veterans Memorial to unveil the POW/MIA Monument. The ceremony will be followed by a silent march to Milton Junction Cemetery.
- The Tourism Development Committee selected the theme for the 4th of July Parade - "Moments in Time." The registration forms are available at City Hall and on the City's website.
- Nominations for Parade Marshal are being accepted through May 13, 2016.

Mayor Welch

- The Community Recognition Picnic is taking place on May 26, 2016.

11. Staff Reports

12. City Administrator

- Accepting nominations for Community Awards for the Community Recognition Picnic through May 11, 2016.
- The evening of May 17, 2016 will be full of meetings including Plan Commission, Public Safety Committee, Personnel & Finance Committee, Community Development Authority, Board of Review, and Common Council.

13. Chief of the Joint Fire Department

- Discussed the diversity recruitment grant that the Fire Department received.
- The Daily Union recently had an article about the state legislature studying staffing at fire departments.
- Five Bugles will be developing a report on costs for a new building and will likely report back to the Joint Fire Commission at their June 15, 2016 meeting.

14. Chief of the Police Department

No report.

15. City Clerk/Deputy Treasurer

No report.

16. Director of Public Works

- The Library construction is continuing to progress.
- The water main work in the street on N. Janesville Street may be done next Thursday, May 5, 2016, or Friday, May 6, 2016. Water service work will continue next week for this project. The Parkview Drive water main work is almost finished, and the work behind Schilberg Park is planned to be done in August or September.
- Work on Well #2 by the splash pad will start next week, and the splash pad will likely open mid-May.
- Work on the concession stand for the splash pad is in progress.
- Bids for the booster station for pressure zones will be in by the end of May and will go to Council for approval in June.
- Bidding documents are being developed to dredge the ditch on Municipal Drive from Hilltop Drive to the railroad tracks.
- Thank you to the groups that participated in Make a Difference Day - Milton Lions Club, Blackhawk Community Credit Union, Parks & Recreation Commission, Cub Scouts, and the Fire Department.
- Approximately 45 trees have been planted in the last two weeks.

- Curbside brush collection and curbside yard waste collection have both ended.
- Baseball and softball leagues have started.
- Only one spot is left in the Community Garden.

17. Director of the Library

No report.

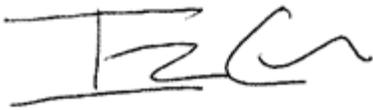
18. Finance Director

No report.

19. Motion to Adjourn

Ald. Striegl motioned to adjourn the May 3, 2016 meeting of the Common Council at approximately 8:45 p.m. Ald. Clark seconded, and the motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Inga Cushman', written over a horizontal line.

Inga Cushman

Assistant to the City Administrator

City of Milton
Board of Review Minutes

6/16/2015 - Minutes

1. Call To Order

Mayor Welch called the meeting to order at 4:05 p.m.

Present: Mayor Anissa Welch, Ald. Dave Adams, Ald. Lynda Clark, Ald. Nancy Lader, Ald. Maxine Striegl, Ald. Jeremy Zajac, and Ald. Theresa Rusch.

Also present: City Administrator Al Hulick, City Assessor Lee DeGroot, Finance Director Dan Nelson, and City Clerk Elena Hilby.

2. Approval Of Agenda

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

3. Approve Board Of Review Minutes - May 19, 2015

Ald. Clark moved to approve the minutes. Ald. Striegl seconded, and the motion carried.

4. Update On Full Value Maintenance And Assessment Values For 2015.

Assessor DeGroot reviewed the sales and factors that contribute to the assessed values for 2015.

5. Appointments

4:10 pm - Resident Charles Masters of 847 Towerhill Drive appeared to object to the assessment of his property located at 847 Towerhill Drive, Milton, WI 53590. Clerk Hilby swore in Mr. Masters and Assessor DeGroot.

Ald. Clark moved to uphold the assessment value of Assessor DeGroot. Ald. Rusch seconded and the motion carried with a roll-call vote of:

- Ald. Adams - Aye
- Ald. Clark - Aye
- Ald. Lader - Aye
- Ald. Striegl - Aye
- Ald. Zajac - Aye
- Ald. Rusch - Aye.

6. Adjourn Board Of Review For 2015.

Ald. Clark moved to adjourn the meeting of the Board of Review at 6:00 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Community Development Authority Minutes

12/15/2015 - Minutes

1. Call to Order

Chair Nancy Lader called the meeting of the Community Development Authority to order at 6:32 p.m.

Present: Ald. Nancy Lader, Ald. Maxine Striegl, Comm. Amanda Benway, Comm. Ethel Himmel, Comm. Dave Schumacher, and Comm. Mike Sessler.

Also Present: City Administrator Al Hulick, Finance Director Dan Nelson, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Striegl moved to approve the agenda. Comm. Himmel seconded, and the motion carried.

3. Approval of Minutes - Community Development Authority – November 17, 2015.

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

4. Public Hearing on Proposed Amended and Restated Lease with the City of Milton for Public Property in Tax Incremental Districts No. 6 and No. 7.

Chair Lader opened the public hearing at 6:33 p.m.

Maureen Schiel from Ehlers was present to discuss the sales of the bonds.

Chair Lader closed the public hearing at 6:42 p.m.

5. Discussion and Possible Action Regarding a Resolution Approving An Amended and Restated Lease With the City of Milton; and Authorizing the Borrowing of \$1,845,000 and the Issuance and Sale of Community Development Lease Revenue Refunding Bonds, Series 2016A Therefor.

Comm. Sessler moved to approve Resolution 2015-30 - Approving the amended and restated lease and approve \$1.845M CDA lease revenue bonds. Comm. Schumacher seconded, and the motion carried.

6. General Items

7. Motion to Adjourn

Comm. Himmel moved to adjourn the meeting of the Community Development Authority at 6:44 p.m.

Comm. Benway seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Personnel and Finance Committee Minutes

4/19/2016 - Minutes

1. Call to Order

Ald. Adams called the meeting of the Personnel & Finance Committee to order at 6:47 p.m.

Present: Ald. Dave Adams (via phone) and Ald. Theresa Rusch.

Excused: 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. Rusch moved to approve the agenda. Ald. Adams seconded, and the motion carried.

3. Approval of Minutes - Personnel & Finance Committee - February 17, 2016.

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

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

Ald. Rusch moved to recommend to the Common Council to approve the Operator Licenses as presented. Ald. Adams seconded, and the motion carried.

5. Discussion and Possible Action Regarding the Transfer of \$40,687 from Debt Service Fund to General Fund Retroactively to December 31, 2015.

Ald. Rusch moved to recommend to the Common Council to approve the transfer of \$40,687 from the Debt Service Fund to the General Fund retroactively to December 31, 2015. Ald. Adams seconded, and the motion carried.

6. Discussion and Possible Action Regarding Treasurer's Report – February 2016 and March 2016.

Finance Director Nelson reviewed the reports. Ald. Rusch moved to accept the report. Ald. Adams seconded, and the motion carried.

7. General Items

8. Next Meeting Date - Tuesday, May 17, 2016 at 6:30 p.m.

9. Motion to Adjourn

Ald. Rusch moved to adjourn the meeting of the Personnel & Finance Committee at 6:51 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: May 17, 2016
Subject: Discussion and Possible Action to Approve Renewal Alcohol and Beer Licenses

Discussion

All renewal beer, liquor, and wine license applications were received in the Clerk's Office timely and completed accurately. Criteria for approval have been met for all applicants. Staff recommends approval of these licenses.

Class "A" Beer License:

Francois Oil Co. Inc., (dba Milton Travel Center), 1262 Arthur Drive, Agent: Steven Merry
Kwik Trip, Inc., (dba Kwik Trip 295), 1157 Gateway Drive, Agent: Jamie Udelhofen

Class "A" Beer and "Class A" Liquor License:

The Beverage Mart, 136 Merchant Row, Agent: Susan A. Lovelace
Cowley's Family Foods, Inc (dba Cowley's Piggly Wiggly), 727 S. Janesville Street, Agent: Jason T. Cowley

Class "B" Beer and "Class B" Liquor License:

Oak Ridge Golf Course LLC, 1136 Bowers Lake Road, Agent: Andrea L. Wieland
Kimori, Inc. (dba Jake's Junction Pub), 130 Merchant Row, Agent: Lori A. Jacobson
The Gathering Place Inc, 715 Campus Street, Agent: Mary Jurgens-Jones
Burri Brothers, LLC (dba Scoreboard Bar & Grill), 100 Merchant Row, Agent: Tia Burri
Liberty Station Enterprises, LLC, (dba Klig's Union Depot Pub & Eatery) 231 Front Street, Agent: Chad A. Kligora
The Cove Bar, Inc, 319 Parkview Drive, Agent: Lori R. Blum
MLMS LLC, (dba Fredricks Supper Club) 118 Merchant Row, Agent: Michael S. Fredrick
Klub Bub, 46 Merchant Row, Agent: Chasidy C Talley
Red Zone Pub & Grill, LLC, 403 W. High Street, Agent: Karen A. Lou

Class "B" and "Class B" Winery License:

Northleaf Winery LLC, (dba Northleaf Winery, Bistro & Market) 220/232 S. Janesville Street, Agent: Gail E. Nordlof

Class "Class B" Winery License:

Timber Hill Winery LLC, 1223 Storrs Lake Road, Agent: Amanda O'Leary.

Staff Recommendation

I recommend to approve the Liquor, Beer and Wine Renewal Licenses as presented.

Attachments

None.



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: May 17, 2016
Subject: Discussion and Possible Action to Approve Renewal Cigarette and Tobacco Licenses

Discussion

Eight renewal cigarette and tobacco license applications have been received in the Clerk's Office. Staff recommends approval of these licenses.

A Renewal Cigarette and Tobacco License to the following license holders:

- Dolgencorp, LLC dba Dollar General at 383 S. John Paul Road
- Francois Oil Co., Inc dba Milton Travel Center at 1262 Arthur Drive
- Cowley's Family Foods Inc dba Cowley's Piggly Wiggly at 727 S. Janesville Street
- Susan A. Lovelace dba The Beverage Mart at 136 Merchant Row
- Kwik Trip, Inc dba Kwik Trip #605 at 603 W. Madison Avenue
- Casey's Marketing Company dba Casey's General Store #1992 at 464 S. John Paul Road
- E&J of Milton dba Junction Station at 602 W. Madison Avenue
- Arndt's Mini Mart LLC dba Arndt's Mini Mart at 423 Parkview Drive

Staff Recommendation

I recommend to approve the Cigarette and Tobacco Renewal Licenses as presented.

Attachments

None.

Office of the City Clerk

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

Discussion

The following operator license renewal 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 to the following individuals:

- Drew Jones
- David Fisher
- Susan Eckert
- Scott Thomson
- Monica Popp
- Andrea Pak
- Katherine Morehart
- Kayla Henschel
- Susan Fredrick
- Torey Fish
- Madeline Walton
- Jennifer Preiss
- John Nordlof
- Wayne Lubke
- Devin Kunda
- Jaimie Dewey
- Vanessa Chapman
- Kirk Wieland
- Jeffrey Meeker
- Marlys Howe
- John Courtney
- Courtney Cradall
- Jessica Farrar
- Frances Giffone
- Theresa Jozefowski
- Doreen Newport
- Jane Olson
- Joniine Thompson
- Renee Weerda
- Michael Morehart
- Ali Grischow
- Stephanie Calkins
- Emily Gable
- Michael Grindey
- Lauren Hickstein
- Wendy Luchsinger
- Cassandra Nottestad
- Taylor Penny
- Cynthia Noonan
- Bradly Breidenstein
- Karen Lou
- Kyle Lou
- Gail Williams
- Joshua Osfertag
- Kelsey Lukas
- Cassidy Luek
- Susan Lovelace
- Ronald Lovelace Jr.
- Brooke Lovelace
- Amber Kingsley
- Ryan Heise
- Amanda Harvey
- Dawnelle Braga

Staff Recommendation

I recommend to approve the operator renewal licenses as presented.

Attachments

None.

City of Milton
Plan Commission Minutes

4/6/2016 - Minutes

1. Call to Order

Mayor Welch called the April 6, 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, and Comm. Bob Seales.

Excused: Comm. Ethel Himmel and Comm. David Ostrowski.

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

2. Approval of Agenda

Ald. Lader moved to approve the agenda. DPW Director Robinson seconded, and the motion carried.

3. Approval of Plan Commission Minutes – March 15, 2016.

Ald. Lader moved to approve the minutes. DPW Director Robinson seconded, and the motion carried.

4. Public Hearing and Discussion and Possible Action to Consider a Request from Parker Community Credit Union for a Conditional Use Permit to Allow a Variable Message Sign and Illuminated Sign at 110 Parkview Drive.

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

DPW Director Robinson reviewed the application.

Ald. Lynda Clark of 1015 Brown Dr. asked about which signs will be staying and which signs will be coming down. DPW Director Robinson explained their plan.

Brian Miller of PCCU wanted to let the Commission know that they are willing share the variable message signs with the City of Milton and the Milton School District. He also stated that if required to, they are willing to take down the monument sign, but would like to keep it if possible.

Mayor Welch closed the public hearing at 5:09 p.m.

Mayor Welch asked for verification that the Commission members have read the Findings of Fact, which they had. Ald. Lader moved to approve the site plan and conditional use permit with a contingency that a variance is granted, DOT regulations are followed in addition to City ordinances, and the ATM sign is removed. Comm. Seales seconded, and the motion carried.

5. Public Hearing and Discussion and Possible Action to Consider a Request from CharterNEX for a Site Plan Review and Conditional Use Permit to Allow a Building Over 40' Tall at 1264 E. High St.

Mayor Welch opened the public hearing at 5:10 p.m.

DPW Director Robinson reviewed the application for the Commission.

Mayor Welch closed the public hearing at 5:15 p.m.

Mayor Welch asked for verification that the Commission members have read the Findings of Fact, which they had. DPW Director Robinson moved to approve the conditional use permit and site plan to allow a building over 40' tall at 1264 E. High Street. Ald. Lader seconded, and the motion carried.

6. Discussion and Possible Action on Updated School Parking Lot Plan.

DPW Director Robinson moved to approve the parking lot stalls being moved closer to the school on the west side of the lot. Ald. Lader seconded, and the motion carried.

7. Discussion and Possible Action on a Site Plan Review for a Concession Stand at South Goodrich Park.

Ald. Lader moved to approve the site plan as presented for S. Goodrich Park Concession Stand contingent upon being granted a Certificate of Appropriateness. DPW Director Robinson seconded, and the motion carried.

8. General Items

9. Next Meeting Date – May 17, 2016 at 5:00 p.m.

The next meeting will be on Tuesday, May 17, 2016 at 5:00 p.m.

10. Motion to Adjourn

DPW Director Robinson moved to adjourn the April 6, 2016 meeting of the Plan Commission at 5:23 p.m.

Ald. Lader 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: 05/17/2016
Subject: Public Hearing and Discussion and Possible Action to Consider a Request from Northleaf Winery for a Conditional Use Permit and Site Plan Review to Allow a Micro-Brewery and Restaurant at 302/304 S. Janesville Street.

Discussion

A conditional use permit has been submitted to allow 302/304 S. Janesville St to be converted into a brewery and restaurant. There will continue to be an apartment upstairs. The property is zoned B-3. Restaurants are a permitted use but the Brewery pub requires a conditional use permit be granted. An upstairs apartment is permitted in a B-3 zoned area. A site plan is also required.

They have provided a plot plan of the lot. The new design will include an outside seating area. They have included off-site parking. On-site sidewalk is indicated. A landscape plan is included. B-3 does not require a landscape plan but they have still met the commercial requirements with this plan.

The parking lot will be shared by the Brewery and current winery. A recorded agreement is required to allow the parking to be shared.

Architectural drawings and plans are included. The colors are white with black trim. The parking lot requires lighting.

Staff Recommendation

I would recommend approval of the conditional use permit.



City of Milton Application and Record

Application Date: APRIL 20, 2016
 Applicant Name/Agent: Peter Weston, Agent
 Owner of Property: Gail + John Nordloff
 Business Name: Northleaf Winery
 Address: 302/304 S. Janesville St.
 City/State/Zip: Milton, WI 53563
 Telephone: _____
 Email: _____

Date to be Reviewed by Plan Commission: MAY 17, 2016
 Date to be Reviewed by Common Council: 5-17-16
 Date to be Reviewed by Zoning Board of Appeals: N/A

Fee Required:	Date Paid
Conditional Use Permit \$250.00	<u>4-20-16</u>
Rezoning \$250.00	
Variance \$250.00	

Reason for Request/Appeal or Reason Permit was Refused: _____
To allow a Micro-Brewery and Tavern in a
B-3 zoned area.

Property Location for Project

Address: 302 / 304 S. JANESVILLE ST. MILTON, WI

Legal Description: _____

Description of Premise (Including Existing and Proposed Buildings): EXISTING BUILDING AND PROPOSED ADDITION TO BE RESTAURANT AND BREWERY

Current Zoning: (circle one) A1 A2 B1 B2 (B3) C1 C2 M1 M2 MR R1 R2 R3 R4 PUD SP

Proposed Zoning: (circle one) A1 A2 B1 B2 B3 C1 C2 M1 M2 MR R1 R2 R3 R4 PUD SP

Present Use: RESIDENCE

Proposed Use: UPPER LEVEL RESIDENCE

Present Occupancy: Residential Proposed Occupancy: Business -- Micro-Brewery/

Name of Proposed Subdivision: _____ Tavern // Apartment @ upper floor.

Surveyor's Name: _____ Address: _____

Property Lot Size: _____ (square feet or acres)

Lot Size of Preliminary Land Division: _____ Lot Size of Final Land Division: _____

Building Setback Front: _____ Side: _____ Rear: _____

Building Setback Corner: _____ Side: _____ Rear: _____

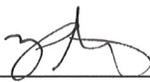
Number of Stories: 2 Number of Rooms: _____ Height: _____

Architect: The Design Alliance Architects, Inc. General Contractor: _____

Off Street Parking: _____ Number of Stalls: _____

Estimated Cost of Work: _____

The undersigned hereby agrees that the foregoing information is true and accurate, and that if this permit or request is granted, all work will be done in accordance with this application and all the Ordinances of the City of Milton.

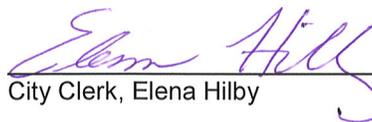
Applicant Signature: 

Print Name: Peter A. Weston

Recommendations by Director of Public Works: _____

Filed this 20 day of April, 2016

Director of Public Works / Building Inspector, Howard Robinson


City Clerk, Elena Hilby

Publication Date: April 28, 2016

Receipt No: 12.002898
Apr 20, 2016

THE DESIGN ALLIANCE ARCH
ITECTS

Previous Balance:
 .00

DPW - PERMITS

CUP 250.00

100-44340

CONDITIONAL USE PERMITS

Total: 250.00

=====
CHECK

Check No: 2369
 250.00

Payor:

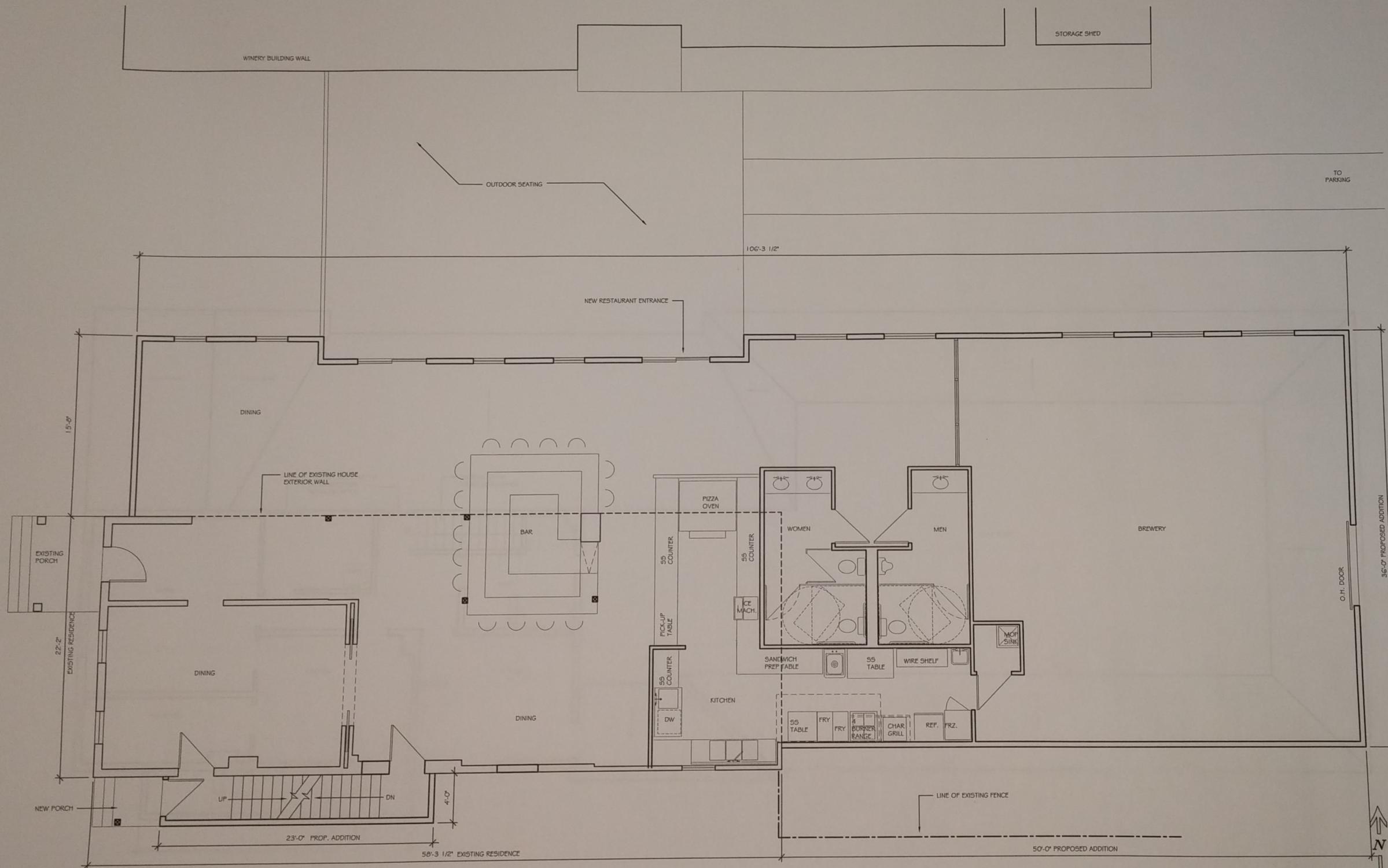
THE DESIGN ALLIANCE AR
CHITECTS

Total Applied:
 250.00

Change Tendered:
 .00

=====
04/20/2016

@55R



idesign
Alliance Architects, Inc.
1003 Madison Avenue
Fort Atkinson, WI
(608) 563-3404
FAX (608) 568-7058

Northleaf Winery
Addition
302 -304 S. Janesville Street
Milton, WI

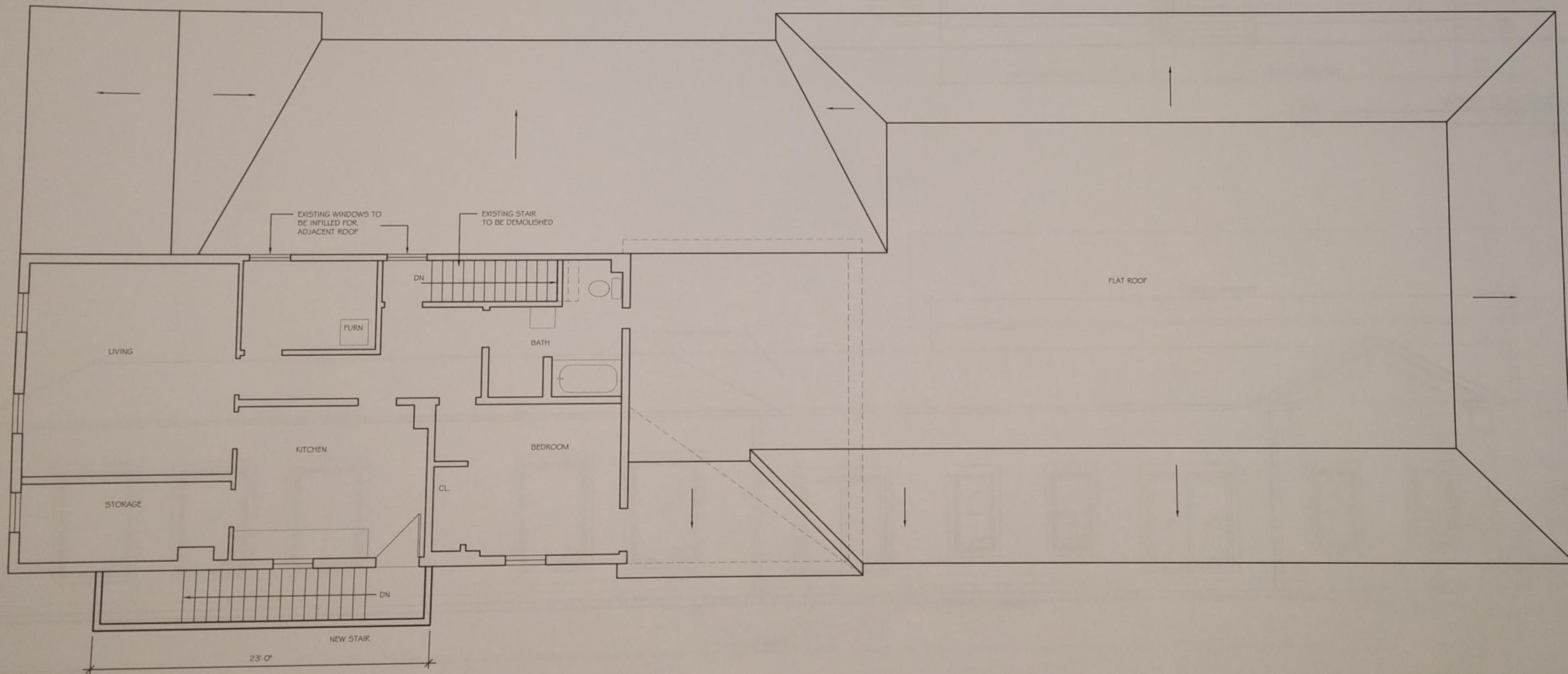
DRAWING NAMES
MAIN FLOOR PLAN

REVISIONS

PROJECT DATA
DATE: April 20, 2016
DRAWN BY: JH
CHECKED BY: P.W.

SHEET NO.
A-1

20
A1
MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"
2016 Northleaf Winery\NW-drawings.dwg
DATE:



iDesign Alliance Architects, Inc.
 1003 Madison Avenue
 Fort Atkinson, WI
 (920) 563-3404
 FAX (920) 568-7058

Northleaf Winery
 Addition
 302 -304 S. Janesville Street
 Milton, WI

DRAWING NAMES
 UPPER FLOOR PLAN

REVISIONS

PROJECT DATA

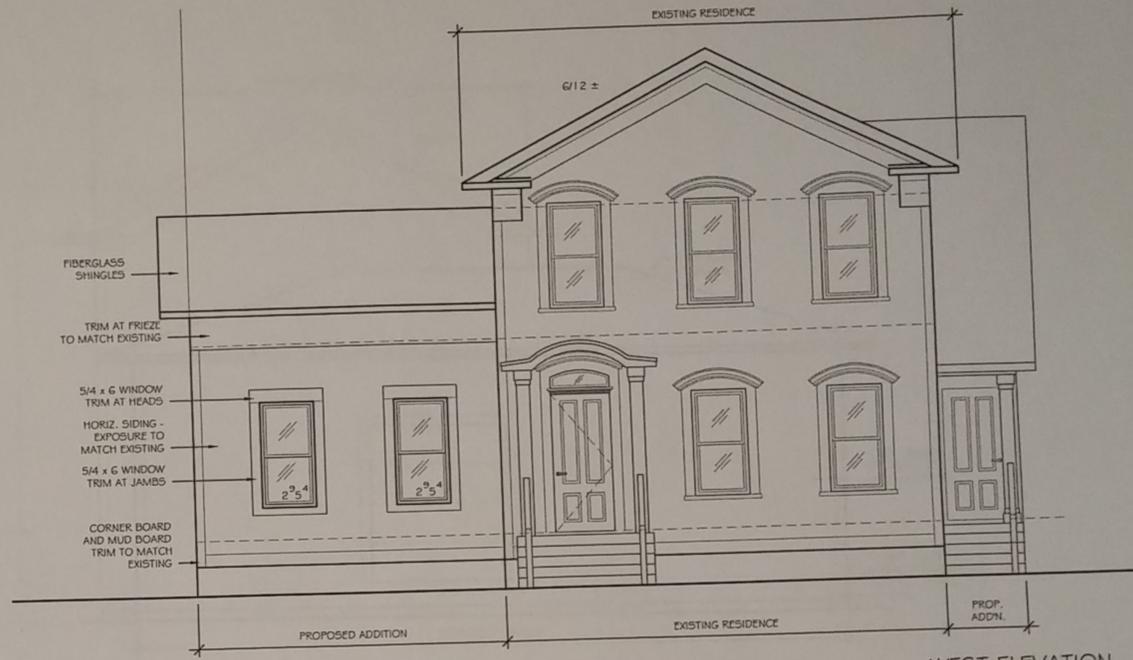
DATE: April 20, 2016
 DRAWN BY: JH
 CHECKED BY: P.W.

SHEET NO.

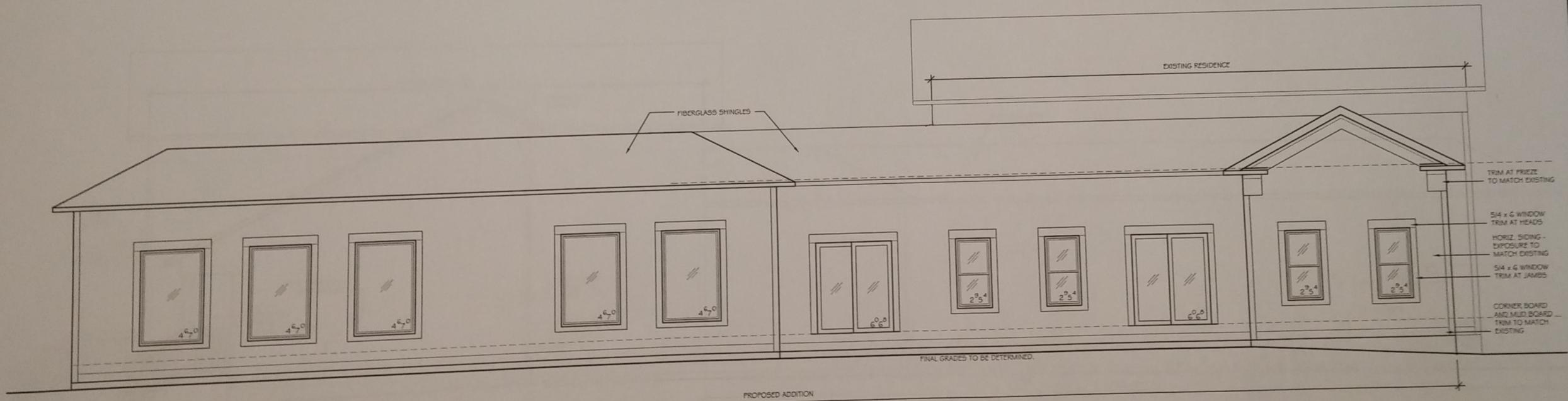
A-2

20
 A2

UPPER FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 2016Northleaf Winery\NW-drawings.dwg
 DATE:



WEST ELEVATION
 SCALE: 1/4" = 1'-0"
 2016Northleaf Winery\NW-drawings.dwg DATE:



NORTH ELEVATION
 SCALE: 1/4" = 1'-0"
 2016Northleaf Winery\NW-drawings.dwg DATE:

eDesign Alliance Architects, Inc.
 1003 Madison Avenue
 Fort Atkinson, WI
 (820) 563-3404
 (820) 568-7556
 FAX (820) 568-7556

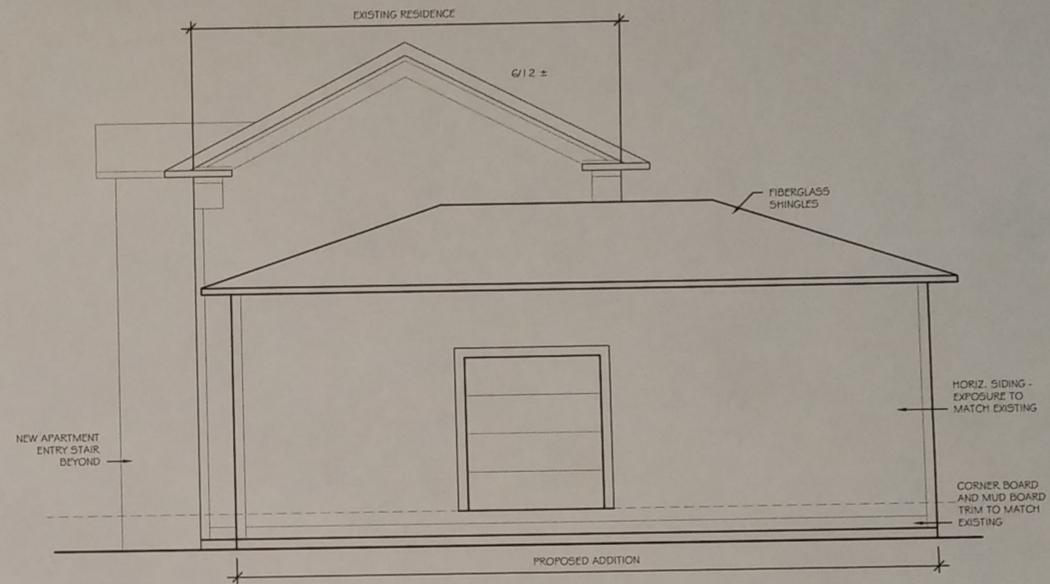
Northleaf Winery
 Addition
 302 -304 S. Janesville Street
 Milton, WI

DRAWING NAMES
 EXT. ELEVATIONS

REVISIONS

PROJECT DATA
 DATE: April 20, 2016
 DRAWN BY: JH
 CHECKED BY: P.W.

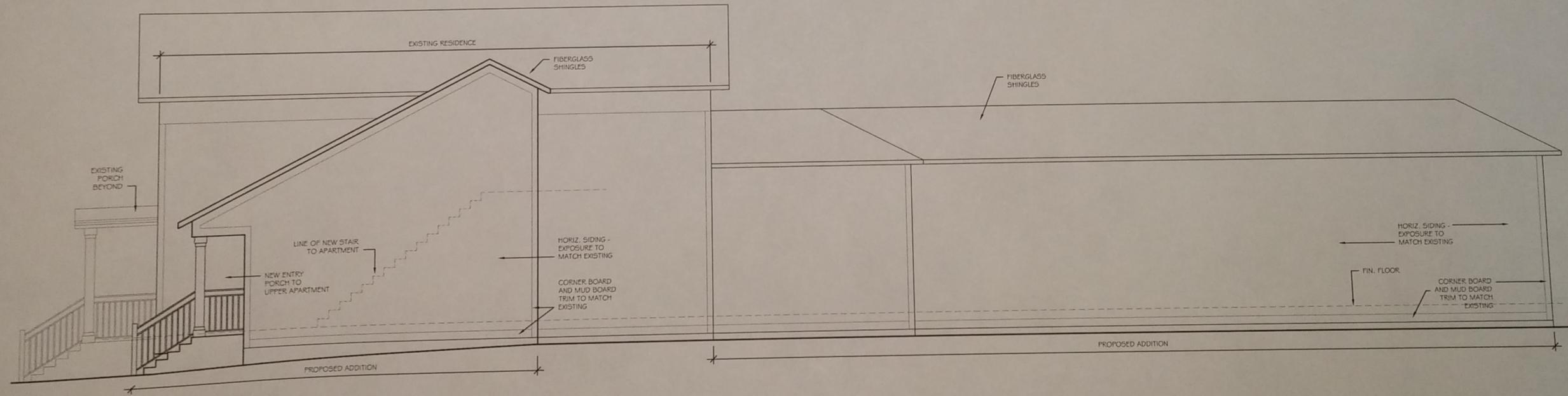
SHEET NO.
 A-3



EAST ELEVATION

SCALE: 1/4" = 1'-0"
 201 ©Northleaf Winery\NW-drawings.dwg DATE:

10
A4



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"
 201 ©Northleaf Winery\NW-drawings.dwg DATE:

20
A4

Design Alliance Architects, Inc.
 1003 Madison Avenue
 Fort Atkinson, WI
 (920) 563-3404
 FAX (920) 568-7058

Northleaf Winery
 Addition
 302 -304 S. Janesville Street
 Milton, WI

DRAWING NAMES

EXT. ELEVATIONS

REVISIONS

PROJECT DATA

DATE: April 20, 2016
 DRAWN BY: JH
 CHECKED BY: P.W.

SHEET NO.

A-4



a community since 1838

NOTICE OF PUBLIC HEARING

The City of Milton Plan Commission will hold a public hearing on Tuesday, May 17, 2016 at 5:00 p.m. in the Council Chambers, 710 S. Janesville Street, to consider a request received from Northleaf Winery for a Conditional Use Permit to allow a micro-brewery and restaurant in the B-3 zoned area per section 78-723(10) of the City of Milton Code of Ordinances. This property is located at 302/304 S Janesville Street, Milton, WI. A map is available at City Hall that shows the location.

Code of Ordinance: Sec. 78-723(10)

The following conditional uses shall be allowed in the B-3 district only after issuance of a conditional use permit as prescribed by division 3, article II of this chapter: (10) Brew pubs combining a restaurant use with a brewing facility.

All interested persons or their agents will be heard at said hearings after which final determinations will be made. This notice is given under Section 78 of the Municipal Code of Ordinances. Notice of Public Hearing is mailed to property owners within 250 feet of the subject property. The distance is measured from all corners of the subject property.

Elena Hilby, City Clerk/Deputy Treasurer

Request received in office: 4/21/2016

Published in the Milton Courier: 4/28/2016

Copies mailed to the following: 4/22/2016

-
- John A & Gail E Nordlof, 302 S. Janesville St, Milton, WI 53563
 - Gary D & Hermina Snorek, 330 S. Janesville St, Milton, WI 53563
 - Dennis L Shockley, 4010 Sandhille Dr, Janesville, WI 53546-4362
 - Jeffrey T Derge, 316 S. Janesville St, Milton, WI 53563-1530
 - St. John's Ev Lutheran Church, 910 E. High St, Milton, WI 53563
 - Donald L. Rusch, 211 Chicago St, Milton, WI 53563
 - Paul A. Hanauska, 204 S. Janesville St, Milton, WI 53563-1529
 - Ronald A. Ambrose, 210 S. Janesville St, Milton, WI 53563
 - Rhoda J. Blumer, 309 Chicago St, Milton, WI 53563
 - Dennis Robert & Cathy J Steele, 310 S. Janesville St, Milton, WI 53563
 - County of Rock, 51 S. Main St, Janesville, WI 53545-3951
 - Milton East Elementary School, 448 E. High St, Milton, WI 53563
 - Angelie K. Harrison, 322 S. Janesville St, Milton, WI 53563-1530
 - William C Heubner, 225 Chicago St, Milton, WI 53563

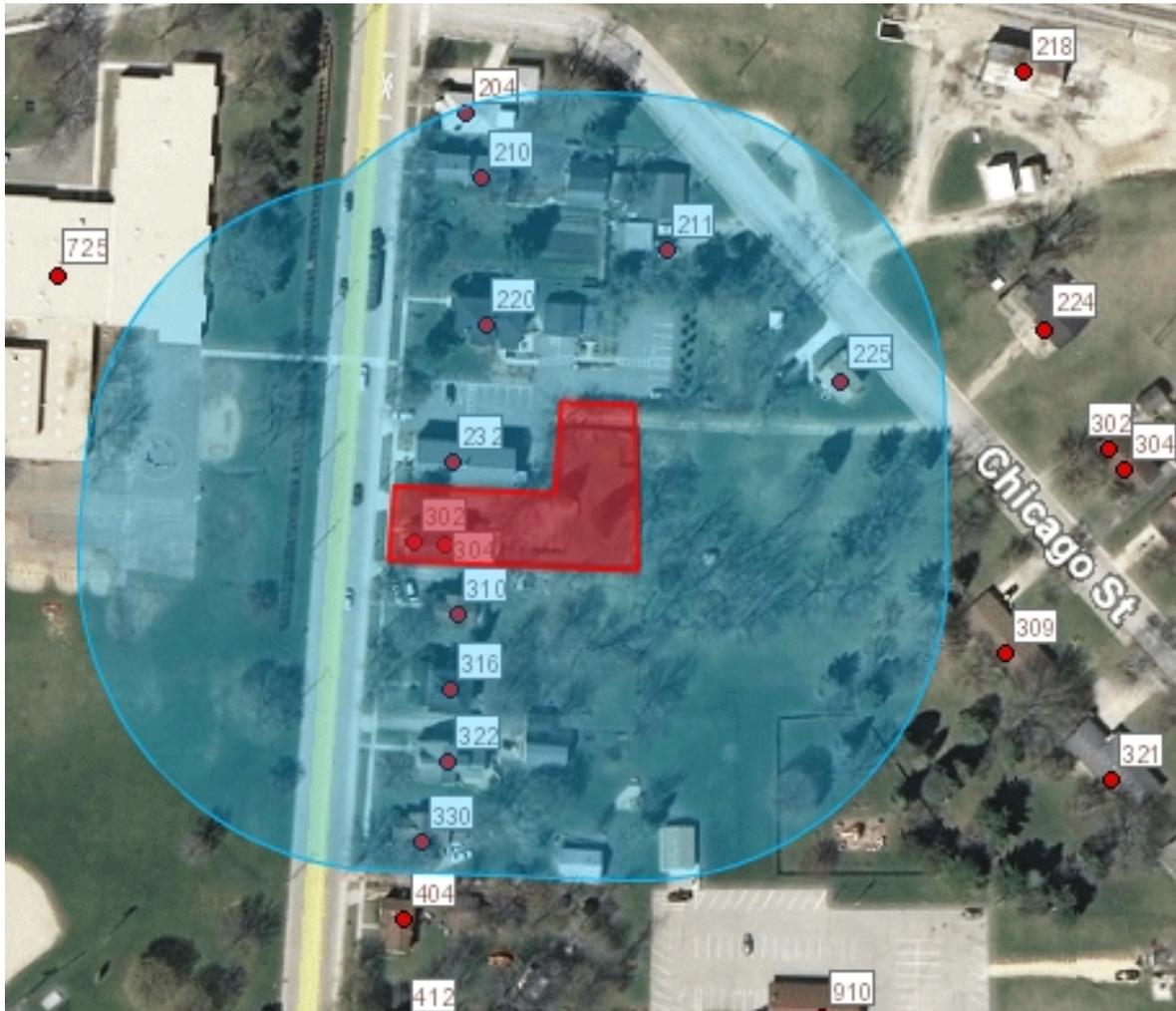
Mayor, Anissa Welch
City Administrator, Al Hulick
City Attorney, Mark Schroeder
City Clerk, Elena Hilby
Director of Public Works, Howard Robinson
Police Chief
City Assessor, Lee De Groot

Common Council Members
Ald Dave Adams
Ald Lynda Clark
Ald Nancy Lader
Ald Ryan Holbrook
Ald Maxine Striegl
Ald Jeremy Zajac

Plan Commission Members: Mayor Anissa Welch, Ald. Nancy Lader, Ethel Himmel, Dave Ostrowski, Bob Seales, Frank Green, Al Hulick and Howard Robinson.

Individuals who are unable to attend the Public Hearing may submit comments to:

- MAIL: Milton City Hall, 710 South Janesville Street, Milton WI 53563
- E-MAIL: ehilby@milton-wi.gov or hrobinson@milton-wi.gov
- PHONE: 868-6900
- FAX: 868-6927



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: 05/17/2016
Subject: Discussion and Possible Action to Approve a New Easement for the Water Main Installation for the South Water Main Project.

Discussion

The City Water Department is installing water main west of Rainbow Drive in Schilberg Park. We had previously established an easement in this area. Due to conflicts with existing utility lines (telephone and fiber optic) the water main needs to be moved to the west. The new easement allows this to occur. If approved by Plan Commission the easement will be presented to the School Board for approval. This water main is being installed to improve water pressure in the west and south areas of the city in the adjacent neighborhoods. Increased water pressure also allows further development to the south of the current city limits.

Staff Recommendation

I am requesting approval of the easement contingent on School Board approval.

Attachments

- Easement

City of Milton
Policy Ad Hoc Committee Minutes

5/3/2016 - Minutes

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

Ald. Rusch called the meeting of the Policy Ad Hoc Committee to order at 3:30 p.m.

Present: Ald. Theresa Rusch, Ald. Lynda Clark, Larry Laehn, and Herb Stinski.

Also Present: Ald. Maxine Striegl, Ald. Nancy Lader, Ald. Dave Adams, Assistant City Administrator Inga Cushman, Finance Director Dan Nelson, Police Chief Scott Marquardt, DPW Director Howard Robinson, and City Clerk Elena Hilby.

2. Approval of Agenda

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

3. Approval of Minutes – April 13, 2016.

Ald. Clark moved to approve the minutes. H. Stinski seconded, and the motion carried.

4. Follow-up Re: Committees/Commissions from April 13, 2016.

Ald. Rusch reviewed the decisions made at their last meeting.

5. Discussion and Possible Action Regarding Additional Committees/Commissions.

- Recommend to the the Common Council that the ordinances be updated to reflect what is actually happening.

6. Create Recommendations Regarding Committees/Commissions.

Ald. Clark moved and H. Stinski seconded making the following recommendations to the Common Council:

Public Works Committee

- Add to two citizen members
- Meet quarterly and Ad Hoc Committees as needed
- Add recycling, storm water, and building inspection to ordinance

Public Safety Committee

- Dissolve this committee
- Meet quarterly and Ad Hoc Committees as needed
- Attach monthly reports to the Council packets
- Host quarterly Community Forums and encourage Council attendance.

Personnel & Finance Committee

- Dissolve this committee
- Attach monthly reports to the Council packets

CDA & EDC

- Move CDA under EDC

General Recommendations

- Update all ordinances related to committees/commissions

7. Set Future Meeting Date(s)

The next meeting will be on Tuesday, May 10, 2016 at 3:00 p.m. in the conference room.

8. Motion to Adjourn

Ald. Clark moved to adjourn the meeting at 5:36 p.m. L. Laehn seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Public Safety Committee Minutes

4/19/2016 - Minutes

1. Call to Order

Chair Maxine Striegl called the meeting of the Public Safety Committee to order at 6:30 p.m.

Present: Ald. Maxine Striegl and Ald. Theresa Rusch.

Excused: 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. Rusch moved to approve the agenda. Ald. Striegl seconded, and the motion carried.

3. Approval of Minutes - Public Safety Committee Minutes – March 15, 2016.

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

4. Monthly Statistical Report.

Chief Marquardt presented the report.

5. Chief of Police Informational Report to Committee

- Body cams are deployed and have been used for about 10 days and things seem to be going well.
- Has received a request from citizens to allow parking on High Street east of Janesville Street. He is working with DPW Director Robinson on this issue.

6. Report of the Municipal Court.

7. General Items

School traffic issues will be placed on the next agenda.

8. Next Meeting Date – Tuesday, May 17, 2016 at 6:00 p.m.

9. Motion to Adjourn

Ald. Rusch moved to adjourn the meeting of the Public Safety Committee at 6:46 p.m. Ald. Striegl seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



Office of the City Clerk

To: Mayor Welch, Common Council Members
From: Elena Hilby, City Clerk
Date: May 17, 2016
Subject: Discussion and Possible Action regarding the Selection of the Official Newspaper of the City of Milton – Milton Courier.

Summary

The Common Council must annually approve the official newspaper for the City of Milton. The official paper is the source for publishing legal notices, public hearing, minutes, and election notices.

Staff Recommendation

To approve the Milton Courier as the official newspaper of the City of Milton.

Attachments

None.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: May 17, 2016
Subject: Discussion and Possible Action on Resolution 2016-12 Approving an Amendment to the Project Plan of Tax Incremental District No. 6.

Summary

The City of Milton Administration is proposing an Amendment to the original Project Plan for Tax Incremental District No. 6. The purpose of this Amendment is to:

1. Allow for the District to share surplus increments with Tax Incremental Districts No. 7 & 8 under the provisions of Section 66.1105(6)(f) of the Wisconsin Statutes; and,
2. The proposed amendment would further allow the District to incur project costs outside of, but within $\frac{1}{2}$ mile of, the boundaries of the District as permitted under Wisconsin Statutes s.66.1105(2)(f)1.n.

Background

As TIF No. 6 (commonly referred to as the Crossroads Business TIF) continues to show great success, State Statutes allow successful TIF Districts to share their increment with “underperforming” TIF Districts. Currently TIF 7 and 8 are underperforming TIF’s and could benefit from the ability to share in TIF 6’s successes.

Currently TIF No. 8 (Goodrich Square) is “upside down” in that the current value of the TIF is less than it was on the day it was created. This “decrement” in value does not allow for any expenditures within that TIF. This problem is unlikely to ever correct itself and will likely result in the closure of TIF No. 8 once all debt service from that TIF has been paid off. However, in the interim, this Amendment would allow for improvements to be made within TIF 8 and support any development incentives that may be requested until such time that the TIF can be closed and a new TIF established.

TIF No. 7 (Merchant Row) is not in nearly as dire shape as TIF No. 8. However, this TIF would be considered to be “underperforming” as well, due to the very small amount of increment that is being generated on an annual basis. Again, this Amendment would allow for improvements and incentives to be provided through TIF No. 6 to TIF No. 7 if needed. Furthermore, this Amendment will likely be the primary funding source for the improvements planned for Merchant Row this Fall and in 2017.



Analysis

This Amendment will not change the boundaries of the TIF District, nor extend the life of the TIF District.

As part of this process, the JBR, CDA, and City Council review the following:

1. The boundaries of the District shall be named "Tax Incremental District No. 6, City of Milton", remain unchanged as specified in Exhibit A of this resolution.
2. That this Project Plan Amendment shall become effective as of the date of adoption of this resolution provided that it is further approved by the Joint Review Board.
3. The Common Council finds and declares that:
 - a. Not less than 50%, by area, of the real property within the District is and remains suitable for industrial sites and zoned for industrial use within the meaning of Wisconsin Statutes Section 66.1101.
 - b. Based upon the findings, as stated in 3.a. above, and the original findings as stated in the resolution creating the District, the District remains declared as an industrial district based on the identification and classification of the property included within the District.
 - c. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - d. The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - e. The project costs of the District relate directly to promoting industrial development in the District consistent with the purpose for which the District was created.
 - f. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.
4. The amended Project Plan for "Tax Incremental District No. 6, City of Milton" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

Recommendation

The City Administration recommends adoption of the proposed resolution amending the Project Plan for Tax Incremental Finance District No. 6.

RESOLUTION NO. 2016-12

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN OF
TAX INCREMENTAL DISTRICT NO. 6,
CITY OF MILTON, WISCONSIN**

WHEREAS, the City of Milton (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and,

WHEREAS, Tax Incremental District No. 6 (the "District") was created by the City on January 21, 2003 as an industrial district; and,

WHEREAS, the City now desires to amend the Project Plan of the District in accordance with the provisions of Wisconsin Statutes Section 66.1105, (the "Tax Increment Law"); and,

WHEREAS, such amendment will allow for the District to share surplus increments with Tax Incremental District No. 7 & 8 under the provisions of Wisconsin Statutes Section 66.1105(6)(f); and,

WHEREAS, such amendment will allow for the District to incur project costs outside of, but within ½ mile of, the boundaries of the District as permitted under Wisconsin Statutes Section 66.1105(2)(f)1.n; and,

WHEREAS, an amended Project Plan for the District (the "Amendment") has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Rock County, the Milton School District, and the Blackhawk Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and,

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on May 17, 2016 held a public hearing concerning the proposed amendment to the Project Plan, providing interested parties a reasonable opportunity to express their views thereon; and,

WHEREAS, after said public hearing, the CDA adopted the Project Plan, and recommended to the Common Council that it amend the Project Plan for the District;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Milton that:

1. The boundaries of the District shall be named "Tax Incremental District No. 6, City of Milton", remain unchanged as specified in Exhibit A of this resolution.
2. That this Project Plan Amendment shall become effective as of the date of adoption of this resolution provided that it is further approved by the Joint Review Board.
3. The Common Council finds and declares that:
 - a. Not less than 50%, by area, of the real property within the District is and remains suitable for industrial sites and zoned for industrial use within the meaning of Wisconsin Statutes Section 66.1101.
 - b. Based upon the findings, as stated in 3.a. above, and the original findings as stated in the resolution creating the District, the District remains declared as an industrial district based on the identification and classification of the property included within the District.
 - c. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - d. The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - e. The project costs of the District relate directly to promoting industrial development in the District consistent with the purpose for which the District was created.
 - f. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.
4. The amended Project Plan for "Tax Incremental District No. 6, City of Milton" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to notify the Wisconsin Department of Revenue, within 60 days of adoption of the amendment, that this amendment has taken place pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(cm).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to make notations to the assessment roll under Wisconsin Statutes Section 70.45, and the City Clerk is hereby authorized and directed to make

similar notations on the tax roll made under Wisconsin Statutes Section 70.65, pursuant to Wisconsin Statutes.

Adopted this _____ day of _____, 2016.

Mayor

City Clerk

EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 6
CITY OF MILTON**

THIS CAN BE FOUND IN THE PROJECT PLAN

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY



CITY OF MILTON – POLICY AD HOC COMMITTEE

COMMISSION / COMMITTEE RECOMMENDATIONS

Board of Review

- Replace Council members with citizen members.

Community Development Authority and Economic Development Commission

- Move the Economic Development Commission under the Community Development Authority.
- No more than two Council members on the committee.
- No more than nine total members on the committee
- No more than one representative from a single organization.

Emergency Medical Services Commission

- Eliminate the Emergency Medical Services Commission.

Ethics Board

- No recommended changes.

Historic Preservation Commission

- No recommended changes.

Joint Fire Commission

- Modify the current bylaws and the Fire Protection Agreement so they are in conformance with Wisconsin Statutes 62.13.
- The Policy Ad Hoc Committee plans to review the bylaws to recommend changes and review the study done by RW Management.

Library Board

- No recommended changes.

Parks & Recreation Commission

- Replace Recreation Director in the ordinance with The Gathering Place Executive Director (or his/her designee) and make a voting member.

Personnel & Finance Committee

- Eliminate the Personnel & Finance Committee.

Plan Commission

- No recommended changes.

Police Commission

- No recommended changes.

Public Safety Committee

- Eliminate the Public Safety Committee
- Host quarterly Community Forums, and encourage Council attendance.

- Create ad hoc committees as needed.
- Attach monthly reports from the Police Department in the Council packets.

Public Works Committee

- Meet quarterly with additional meetings as needed.
- Add two public citizens to the committee.
- Add recycling, building inspection, and storm sewer to the ordinance.

Tourism Development Committee

- Hold minimum quarterly meetings and additional meetings if needed.
- Remove the need for Council members on the committee from the ordinance.
- Change Administrator to an ex-officio, non-voting member.
- Committee elects chair after annual committee appointments are complete.

Zoning Board of Appeals

Explore making alternates be regular members on the committee. Review member attendance at past meetings and any applicable legislation.

Reference Wisconsin administrative code in ordinance.

General Recommendations

- Update all ordinances related to committees and commissions.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: May 17, 2016
Subject: Discussion and Possible Action on Ethics Committee Appointments

Summary

On February 2, 2016, the Milton City Council adopted ORDINANCE # 417 which created an Ethics Board.

The Ethics Board consists of five members: one alderperson; one City officer or employee; and four citizens, one of whom shall be an alternate who shall vote only in the absence or abstention of a member. Each member shall be appointed by the Mayor and subject to confirmation by the Common Council.

The citizen members shall be chosen from the private sector and shall not be affiliated with City government in any capacity, including, but not limited to, employment (including employment for which the salary is in any way funded by or through the City), appointment, or election. The term of office of citizens shall be three years, one appointment to be made annually beginning after the third year of the origin of the Ethics Board. Maximum number of years for any citizen serving on the Ethics Board will be up to six years. The term of office of the alderperson and City officer or employee shall be one year each. Ethics Board shall elect its own chairman and vice chairman and the City Attorney shall furnish the Board whatever legal assistance it deems is necessary to carry out its functions. If any member of the Ethics Board petitions the Board for a hearing and advice regarding his or her own conduct, such member shall not be eligible to sit in his or her own case, and the alternate shall substitute therefor when the need arises.

Recommendation

Mayor Welch is recommending the following individuals to serve on the Ethics Board:

- Marlys Howe
- Karl Senger
- Jon Cruzan
- Theresa Rusch
- Ryan Holbrook (Council Rep)