



AGENDA  
City of Milton  
Common Council Meeting  
Wednesday, September 28, 2016  
5:30 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 Common Council Minutes – September 20, 2016.**

Documents:

[09-20-2016 Common Council Minutes.pdf](#)

5. **Discussion and Possible Action Regarding Fire Department Contract with RW Management.**

Documents:

[Transition Recommendations for Commission.pdf](#)

6. **General Items**
7. **Next Meeting – Tuesday, October 4, 2016 at 7:00 p.m.**
8. **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 by Elena Hilby September 23, 2016 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**

9/20/2016 - Minutes

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

Mayor Welch called the September 20, 2016 Common Council meeting to order at approximately 7:00 p.m. City Clerk/Deputy Treasurer Hilby confirmed the appropriate meeting notices were posted.

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

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

**2. Approval of Agenda**

Ald. Adams moved to approve the agenda. Ald. Holbrook 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. The following residents spoke during public comments:

- Bonnie Pelz of 28 E. Maple Lane spoke in reference to a water bill.

**4. Approval of the Consent Agenda**

Ald. Clark moved to approve the consent agenda. Ald. Holbrook seconded, and the motion carried unanimously.

**4.a. Approval of Common Council Minutes – September 6, 2016.**

**4.b. Approve Personnel & Finance Committee Minutes – July 19, 2016.**

**4.c. Parks & Recreation Commission Item: Approve the proposed 2017 CVMIC Grant for 50% matching up to \$5,000 to ADA accessibility improvements at Tower Hill Park and South Goodrich Park and approve the use of up to \$5,000 of the Park Improvement Fund.**

**4.d. Personnel & Finance Committee Item: Approve Operator Licenses as Presented.**

**4.e. Personnel & Finance Committee Item: Deny the claim submitted by William and Catrina Schoen, 1015 W. Madison Avenue.**

**4.f. Approve Public Safety Committee Minutes – August 16, 2016.**

**5. Discussion and Possible Action on Ordinance 2016-422: An Ordinance Amending Section 2-141 (Board of Review), Repealing Sections 2-291 to 2-296 (Emergency Medical Services Commission), Amending Section 2-322 (Parks and Recreation Commission), Amending Section 2-352 (Tourism Development Committee), Amending Section 2-374 (Community Development Authority), And Repealing Sections 2-381 to 2-388 (Economic Development Committee) of the Code of Ordinances of the City of Milton.**

Ald. Clark moved to adopt Ordinance 422. Ald. Holbrook seconded, and the motion carried unanimously.

**6. Discussion and Possible Action on MABAS Resolution 2016-30.**

Ald. Clark moved to adopt Resolution 2016-30. Ald. Adams seconded, and the motion carried unanimously.

**7. Discussion and Possible Action on Resolution 2016-31 Authorizing the Submittal of a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources.**

Ald. Striegl moved to adopt Resolution 2016-31 Authorizing the application for the 2017 Urban Forestry Grant with the Wisconsin Department of Natural Resources. Ald. Holbrook seconded, and the motion carried unanimously.

**8. Discussion and Possible Action Regarding Budget Meeting Calendar.**

Finance Director Nelson presented the budget meeting options to the Common Council. The Council decided that the first special budget meeting will be on October 10, 2016 at 6:00 p.m.

**9. General Items**

Ald. Clark

- In conjunction with National Manufacturing Day Milton Chamber of Commerce will be having a Manufacturing Matters Campaign from October 3-7, 2016. Watch the Chamber's website for more information.
- City Council was invited to attend a short video presentation about Wally Fest 2016 at Jake's Junction Pub tomorrow from 5-7 p.m.
- Wally Fest 2017 has been scheduled for the first weekend in June.
- Remind everyone of the Crossridge Park Prairie Seed Collection on Saturday, October 15 from 10 a.m. to noon.

**10. Next Meeting – Tuesday, October 4, 2016 at 7:00 p.m.**

**11. Team Building Exercise.**

**12. Mayor and Alderperson Reports**

Mayor Welch

- Bulky trash pick-up today.
- There will be a proclamation for Manufacturer's Week.

Ald. Zajac

- Troop 414 will be doing the Prairie Seed Collection

Ald. Holbrook

- Twilight Tours was very successful.
- Finished handing out the plaques for the National Register of Historic Places.
- The Civil War event will happen again next year and the dates will be available soon.

Ald. Lader

- Reported that she went on the daytime Milton House walk in a golf cart with Doug Welch and she found it very interesting.

Ald. Clark

- Ashlee Kunkel put together the first Library Lope event, which is a fundraiser, that was successful with about 70 participants.

**13. Staff Reports**

**14. City Administrator**

- Most conversations have centered around the budget and things are fluid right now as numbers are coming in.

**15. Chief of the Joint Fire Department**

**16. Chief of the Police Department**

- The Milton East traffic patterns are going well and we have made it through the learning curve.
- There have been "car shopping" or smash-and-grab incidents over the last 4 days. He put out a press release today on the subject.

**17. City Clerk/Deputy Treasurer**

- In-person Absentee voting will be starting on Monday.

**18. Director of Public Works**

- This will be the last week for the Splash Park.
- Working on the street near the Ethanol driveway.
- Parking lot on Merchant Row has started and will take about 2 weeks.
- Chicago St will probably start in about 2 weeks.
- Brush pickup is done for now; there will be one more week in the middle of October.
- Leaf collection will start on October 1.
- CVMIC gave us a grant to do some ADA work in our parks.

**19. Director of the Library**

**20. Finance Director**

**21. Motion to Adjourn**

Ald. Clark moved to adjourn the meeting of the Common Council at 7:43 p.m. Ald. Holbrook seconded, and the motion carried.

Respectfully submitted,  
Elena Hilby  
City Clerk



**MILTON & MILTON TOWNSHIP FIRE DEPARTMENT  
FIRE MANAGEMENT COUNSEL**

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**MEMO**

**TO: FIRE COMMISSION**

**FROM: JEFF ROEMER**

**RE: TRANSITION RECOMMENDATIONS**

RW and the Milton & Milton Township Fire Department Chief Officers (Chief Officers) recommend the following:

1. The Commission authorizes Chief Chris Lukas to serve as the Interim Fire Chief through the end of 2017.
2. The Commission extends and increase the level of Management Counsel with RW Management Group to 32 – 45 hours per month at a rate of \$4,000 per month.
3. The Commission approves the transition team with the following individuals:
  - a. Jeff Roemer
  - b. Chief Lukas
  - c. Chief Mory
  - d. Chief Parker
  - e. Captain Calhoon
  - f. Firefighter Sennett
  - g. Firefighter Essen
4. The Commission does not start the hiring process for a new chief until they receive recommendations from the transition team.

The Milton Fire Chief Officers and Jeff Roemer strongly suggest that the Commission approve the recommendations listed above at the September Commission Meeting. These recommendations are based on the following information;

RW completed a Fire-EMS Services Analysis in early 2015. This study provided extensive recommendations to improve the effectiveness and efficiency of the Department. To date, little to none of these recommendations have been implemented, including several that have no cost to implement. The Chief Officers and RW feel that this puts the Department, City and Township at risk for liability issues. There is a lot of work that needs to be accomplished over the next year before RW or the Chief Offices feel that a valid recommendation regarding moving forward with the hiring of a full time chief should take place. Chief Lukas is willing to step forward as the Interim Chief, but has limited time and would only be interested if RW continues with Management Counsel and assistance.

RW also feels that it would not be in the best interest of the Commission, Department, Town or City, to make what will be costly decisions at this time, before fully examining the potential



**MILTON & MILTON TOWNSHIP FIRE DEPARTMENT  
FIRE MANAGEMENT COUNSEL**

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savings with shared services. If and when the Commission determines that it is time to complete a hiring process for a full time chief, they would be looking at approximately \$14,000 to complete the process and an annual salary of \$75,000 to \$88,000 per year. It will also be more cost effective to utilize RW as Management Counsel, combined with a part time Interim Chief and a transition team to get the department caught up and better able to manage incident response and coverage through 2017.

The Chief Officers and RW have the following immediate short term concerns to work on right away;

1. 2017 Budget – A rough draft has been put together and the transition team will work with City Finance to pull together a responsible budget for 2017.
2. Firefighter hiring – There is a need to start a hiring process and replace firefighters who have left. RW will review the process with the transition team and initiate a hiring process.
3. Dispatch Response Recommendations – The response matrix set up for Milton Fire in the dispatch center needs to be updated and corrected. Chief Lukas and Chief Parker met with the dispatch center to correct the problems.
4. Standard Operating Guidelines – The transition team needs to review and rewrite many of the standard operating guidelines to correctly reflect how the Department needs to operate. RW has recently completed new SOG's for two different departments and will work with the team to get these corrected, approved by the Commission and put in place and trained on within the Department.
5. Risk Analysis and Standards of Cover – It is difficult to correctly determine staffing and equipment needs without a complete coverage area risk analysis. This was one of the recommendations in the 2015 study that can be completed at no additional cost, but has not been completed. RW has completed many of these and will work with the transition team to get this accomplished. This will then serve as a basis for making accurate and fact based recommendations to the Commission regarding staffing, equipment and administrative needs.
6. MABAS Agreement – The Mutual Aid Box Alarm System Agreement may not have been completed correctly and may open the Department and Municipalities to litigation if something goes wrong. RW will work with current State MABAS personnel to get this situation corrected. Chief Lukas has already sent the correct resolutions and information to the municipalities.



**MILTON & MILTON TOWNSHIP FIRE DEPARTMENT  
FIRE MANAGEMENT COUNSEL**

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7. Shared Services – RW and Chief Lukas will work with the surrounding Chiefs to develop a list of options for shared services that can be brought back to the Commission for policy decisions. Initial meetings have already taken place and we are working on options for immediate auto aid response, potential joint station, closest unit response, sharing reserve apparatus.