



AGENDA
City of Milton
Common Council
January 6, 2015
7:00 p.m.
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call to order and confirmation of appropriate meeting notice
2. Public comments regarding items which can be affected by Council Action
(Presenters must sign in with the City Clerk in order to speak)
3. Approval of the Consent Agenda
 - a. *Public Works Committee Minutes – November 5, 2014*
 1. *Public Works Department Summer Schedule*
 2. *Gateway Drive Storm Sewer Bid Approval*
 3. *H&H Building and Security contract for Municipal Building fire systems.*
 4. *H&H Building and Security contract for Municipal Building security system software.*
 5. *Baxter & Woodman Contract for Engineering Service for 2015*
 - b. *Personnel & Finance Committee Minutes – December 16, 2014*
 - c. *Common Council Minutes – December 16, 2014*
4. Public Hearing
 - a. Public Hearing and Possible Action on the Class “A” Alcohol License application for Kwik Trip, Inc., DBA Kwik Trip 295 at 1157 Gateway Drive
 - b. Public Hearing and Possible Action on Final Resolution 2015-01 Vacating a portion of Chicago Street (CTH M)
5. New Business
 - a. Discussion and Possible Action on a Certified Survey Map along Sunnyside Drive creating one Lot and one Outlot
 - b. Discussion and Possible Action regarding a land exchange between adjoining owners located along Gateway Drive. (Resolution 2015-02)
 - c. Discussion and Possible Action on a Certified Survey Map along Sunnyside Drive creating two Lots
 - d. Discussion and Possible Action to approve the submitted Operator License applications
 - e. Discussion and Possible Action on deciding on the need for a Spring Primary Election

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.

- f. Discussion and Possible Action on Authorizing an Update to the Junction Square Downtown Plan
6. General Items
- a. Next meeting – January 20, 2015
 - b. Mayor/Aldersperson Reports
 - c. Staff Reports
 - 1. City Administrator
 - 2. Director of Public Works
 - 3. Chief of the Police Department
 - 4. Director of Library
 - 5. Chief of the Jt. Fire Department
 - 6. City Clerk
 - 7. Finance Director
7. 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, Shaw Municipal Center

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
Public Works Committee
November 5, 2014**

Call to order

Chairperson Ald. Nancy Lader called the November 5, 2014 meeting of the Public Works Committee to order at approximately 6:00 p.m.

Present: Chairperson Ald. Nancy Lader, and Ald. Lynda Clark. Ald. Dave Adams was excused.

Also Present: City Engineer Gary Vogel, Director of Public Works Howard Robinson, City Administrator Al Hulick, and City Clerk/Deputy Treasurer Elena Berg.

Approve Agenda

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

Approve Minutes – September 2, 2014

Ald. Clark motioned to approve the minutes. Ald. Lader seconded, and the motion carried.

Engineers Report

City Engineer Gary Vogel reviewed the Engineer's Report. No action was taken.

Informational Attachments

a) **Equipment Maintenance Log**

DPW Robinson presented the Equipment Maintenance Log to the committee. No action was taken.

Discussion and possible action on the Gateway Drive storm sewer work order

City Engineer Gary Vogel prepared a work order for Baxter & Woodman for design and bidding work for the proposed Gateway Drive storm sewer to be paid out through TID funds.

Ald. Clark motioned to approve the storm sewer work order from Baxter & Woodman. Ald. Lader seconded, and the motion carried.

Discussion and possible action regarding the water pressure model and low pressure area

The water pressure model or study of water pressure in various part of the City conducted by Baxter & Woodman indicated the area of Rainbow Drive and Hilltop Drive and the side streets in this area have a low pressure situation during standard conditions. At times, this area will have pressure at less than the 35psi that the DNR requires. The well on Rainbow Drive has sufficient room to construct a pressure station to correct this problem. The preliminary estimated cost is between \$350,000 and \$450,000. This is a future development situation and a quality of life situation for the neighborhood.

Ald. Lader motioned to Table this issue future discussion. Ald. Clark seconded, and the motion carried.

General Items

Ald. Clark requested PWD Robinson to utilize the City website and Facebook to share what the department is doing with the public.

Next Meeting – Tuesday, December 2, 2014

The next meeting of the Public Works Committee will take place on December 2, 2014.

Motion to Adjourn

Ald. Clark motioned to adjourn the November 5, 2014 meeting of the Public Works Committee at approximately 6:20 p.m. Ald. Lader seconded, and the motion carried.

Respectfully Submitted,

Elena Berg
City Clerk/Deputy Treasurer

**City of Milton
Personnel & Finance Committee
December 16, 2014**

Call to order

Ald. Anissa Welch called the December 16, 2014 meeting of the Personnel & Finance Committee to order at 6:30 p.m.

Present: Chairperson Ald. Dave Adams (via phone), Ald. Theresa Rusch, and Ald. Anissa Welch.

Also Present: Ald. Lynda Clark, Ald. Don Vruwink, Ald. Nancy Lader, City Administrator Al Hulick, Finance Director/Treasurer Dan Nelson, Department of Public Works Director Howard Robinson, and City Clerk Elena Berg.

Excused Absence: None.

Approve Agenda

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

Approve Minutes – December 2, 2014

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

Report of license holder of the “Class B” Alcohol License for Liberty Station Enterprises LLC, DBA Buckaroo’s BBQ at 231 Front Street

Liquor agent, Chad Kilgora appeared to report that they were on target for opening on December 26, 2014. No action was taken.

Public Hearing to consider the “Class B” Alcohol License for Mike Burmania Golf Shop LLC, DBA Gophers at the Caddy Shack at 233 N. Janesville Street

Ald. Welch opened the public hearing at 6:32 p.m.

There were no speakers.

Ald. Welch closed the public hearing at 6:33 p.m.

Ald. Adams motioned to recommend to Council to grant the “Class B” Alcohol License for Mike Burmania Golf Shop LLC, DBA Gophers at the Caddy Shack at 233 N. Janesville Street. Ald. Rusch seconded, and the motion carried.

Discussion and possible action approving the Treasurer’s Report – November, 2014

Ald. Adams motioned to recommend to Council to accept the Treasurer’s Report and approve the check register and receipt register. Ald. Rusch seconded, and the motion carried.

Discussion and possible action on Employee Handbook Updates

Ald. Adams motioned to recommend to Council to approve the updates to the Employee Handbook. Ald. Rusch seconded, and the motion carried.

Discussion and possible action to approve issued Operator Licenses

Ald. Rusch motioned to recommend to Council to approve the issued Operator Licenses for Michael J. Burmania and Melissa Hicks. Ald. Adams seconded, and the motion carried.

Discussion and possible action on payment arrangement with Marshall Properties

Ald. Rusch motioned to recommend to Council to approve the payment arrangement with Marshall Properties for their omitted manufacturing property. Ald. Adams seconded, and the motion carried.

General Items

No general items

Next Meeting – Tuesday, January 20, 2015

The next meeting of the Personnel & Finance Committee will take place on January 20, 2015 at 6:30 p.m.

Motion to Adjourn

Ald. Rusch motioned to adjourn the December 2, 2014 meeting of the Personnel & Finance Committee at 6:42 p.m. Ald. Adams seconded, and the motion carried.

Respectfully Submitted,

Elena Berg
City Clerk

City of Milton
Common Council ~ Tuesday, December 16, 2014

Call to order and confirmation of appropriate meeting notice

Mayor Brett Frazier called the meeting to order at 7:02 pm. Clerk Berg confirmed the appropriate meeting notices were posted.

Present: Ald. Lynda Clark, Ald. Theresa Rusch, Ald. Don Vruwink, Ald. Dave Adams (via phone), Ald. Anissa Welch (7:47 p.m.), and Ald. Nancy Lader.

Also Present: City Administrator Al Hulick, City Clerk Elena Berg, City Attorney Mark Schroeder, Finance Director/Treasurer Dan Nelson, Police Chief Dan Layber, Director of Public Works Howard Robinson, and Fire Chief Loren Lippincott.

Excused Absences: None.

Welcome citizens and address their questions and concerns not on the agenda

Mayor Frazier welcomed those in attendance and asked if there were any registered speakers. There were none.

Approval of the Consent Agenda

Ald. Clark moved to approve the consent agenda. Ald. Lader seconded and the motion and carried.

Public Hearing to consider the “Class B” Reserve Alcohol License for Mike Burmania Golf Shop LLC, DAB Gophers at the Caddy Shack at 233 N. Janesville Street

Public Hearing was opened at 7:04 pm

No speakers.

Closed at 7:04

No further action was taken.

New Business

Discussion and possible action regarding public comments at the City Council meetings.

Ald. Vruwink moved to continue to use the sign-in sheet and add a check box to indicate if the registrant would like to speak. Ald. Rusch seconded and the motion and carried unanimously.

Discussion and possible action regarding the Milton Meadows Apartments request for an accessible parking sign on Mary Lane.

Ald. Clark moved to approve the installation of two accessible parking signs on Mary Lane; one on each side of Mary Lane. Ald. Lader seconded and the motion and carried unanimously.

Discussion and possible action regarding the approval of the Purchase Order for the Repair of Air Relief Valves on the Sanitary Sewer line.

Ald. Vruwink moved to approve the purchase of the air valves from Crane Engineering along with labor assistance. Ald. Clark seconded the motion and carried unanimously.

Discussion and possible action regarding a land exchange between adjoining owners located along Gateway Drive.

Ald. Clark moved to approve the land exchange and provide the City Administrator the authority to draft an offer to purchase which will execute the subject land exchange between the City of Milton and the adjoining land owner. Ald. Lader seconded and the motion carried unanimously.

Discussion and possible action regarding Resolution #2014-28, regarding the \$30,000 Milton Fire Department allocation.

Ald. Adams moved to pass Resolution #2014-28 allocating \$30,000 to the Milton Joint Fire Department to cover their 2014 expenses and if the Town of Milton does not elect to fund the additional \$5,000, the City of Milton will reduce the 2015 first quarterly payment to the Fire Department by \$5,000. Ald. Lader seconded and the motion carried unanimously.

Discussion and possible action regarding the MFD operations.

Ald. Lader moved to ask the Town of Milton for a joint meeting facilitated by a moderator chosen by the Joint Fire Commission sometime in January. Ald. Adams seconded and the motion carried with Ald. Rusch in opposition.

Ald. Clark moved to direct our members of the Joint Commission to be engaged in an independent analysis. Ald. Vruwink seconded and the motion carried with Ald. Rusch in opposition.

General Items

Next meeting – Tuesday January 6, 2015 at 7:00 p.m.

Mayor/Aldersperson Reports

- Ald. Clark reminded everyone of the survey that is available to the public online and encouraged residents to participate.
- Ald. Vruwink congratulated City Attorney Mark Schroeder.
- Ald. Clark congratulated Ald. Vruwink for the Lifetime Achievement Award he received.
- Mayor Frazier announced that there would be a special meeting of the Common Council on Thursday, December 18, 2014, morning at 8:30 a.m.
- Mayor Frazier stated that he has received two applications for the opening on the Police Commission. He also mentioned there were openings on the Parks & Recreation Commission.
- Mayor Frazier congratulated the Milton Police Department on receiving Accreditation.
- Mayor Frazier stated the library fundraising was progressing well and nearing \$500,000.

Staff Reports

City Administrator

- Reminded everyone of the Community Recognition Dinner that will be held on February 19, 2015.

Director of Public Works

- Staff is working on trimming trees for which there is no charge to the public.

Chief of the Police Department

- Mentioned that there is still room in their Toys for Tots box.

Director of Library

- No report available.

Chief of the Jt. Fire Department

- Training burns at the Pierce farms would be taking place this Saturday.

City Clerk/Deputy Treasurer

- Reminded everyone that the deadline for filing Declarations of Non-Candidacy are due by 5:00 p.m. on December 26, 2014. The deadline for Declarations of Candidacy, Campaign Registrations, and Nomination Papers are due by 5:00 p.m. on January 6, 2015.

Finance Director/City Treasurer

- The audit scheduled for January 2015 will be done in March instead.

Motion to Adjourn

Ald. Clark moved to adjourn the meeting at 8:27 pm. Ald. Welch seconded the motion and carried.

Respectfully submitted

Elena Berg
City Clerk



Office of the City Clerk

To: Mayor Frazier, Common Council Members
From: Elena Berg, City Clerk
Date: December 29, 2014
Subject: Alcohol License Application for Kwik Trip, Inc.

Kwik Trip, Inc., DBA Kwik Trip 295, has submitted a new alcohol license application for a Class "A" license to allow beer to be sold to consumers in original packages or containers for off-premises consumption only at 1157 Gateway Drive.

The applicant has met all the criteria set forth in Resolution #2014-23 as indicated below.

Criteria	Meets Criteria?
Whether the building in which the proposed licensed establishment is to be located is in excess of 4000 sq. ft.	Yes
Whether the proposed licensed establishment is located more than 1500 feet from school district property	Yes
Whether the proposed licensed establishment would derive less than fifty percent (50%) of its gross revenue from the sale of alcoholic beverages	Yes
Whether the proposed licensed establishment has submitted a plan that adequately ensures that all alcohol sales will be conducted in compliance with all state laws and local ordinances	Yes
Whether the proposed licensed establishment demonstrates a positive economic impact to the community	Yes
Other factors which the Common Council may deem relevant to a specific application	Yes

Staff Recommendation

To approve the Class "A" Alcohol License to Kwik Trip, DBA Kwik Trip 295, located at 1157 Gateway Drive.

Attachments

Alcohol License Application.



Office of the City Administrator

To: Mayor Frazier, Common Council Members
From: Al Hulick, City Administrator
Date: January 6, 2015
Subject: Public Hearing and Action upon a Final Resolution #2015-01 Vacating a Portion of Chicago Street (C.T.H. "M")

Summary

During the S.T.H. 26 By-Pass project, C.T.H. M was realigned to create an intersection with S.T.H. 59 at Sunnyside Drive. Although C.T.H. M was completely rerouted, the former right-of-way was never formally vacated.

A development proposal is requesting a land division along Gateway Drive which will require the formal vacation of C.T.H. M along its former alignment. Final Resolution #2015-01 vacates that portion of C.T.H. M that was the former right-of-way in its entirety. The Plan Commission held a public hearing on this item at their December 9th meeting. State noticing requirements, precluded the City Council from taking formal action on this item until the January 6, 2015 meeting. The Council will hold a public hearing and then take action on the street vacation.

Recommendation

To approval Resolution No. 2015-01 vacating a portion of Chicago Street (C.T.H. "M").

**FINAL RESOLUTION #2015-01
VACATING PORTION OF CHICAGO STREET
AND AMENDING OFFICIAL CITY MAP**

WHEREAS, a Preliminary Resolution to Vacate a Portion of Chicago Street in the City of Milton has been previously adopted on the 2nd day of December, 2014; and

WHEREAS, due notice of the public hearing on the adoption of a Final Resolution abandoning same having been duly given according to statute as it appears more fully from the Proofs of Service, Proof of Mailing, and Proof of Posting now on file with the office of the City Clerk;

WHEREAS a Lis Pendens has been filed with the Office of the Register of Deeds of Rock County, to which a copy of a map showing the location of the street, a portion of which was preliminarily vacated, was attached;

WHEREAS, the Plan Commission having held a public hearing on the amendment of the official City Map; and

WHEREAS, it appearing that no objections in writing to said proposed vacation or map amendment having been filed with the Common Council and said matter having been discussed and it appearing that the public interest requires it;

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

BE IT RESOLVED: That the Common Council of the City of Milton, since the public interest requires it, vacates, abandons and discontinues a portion of Chicago Street in the City of Milton described as follows:

- A. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 2 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 36, PAGES 269 THRU 272 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 2012940 AND ALSO LOCATED IN THE NE ¼ OF THE NW ¼ AND IN THE SE ¼ OF THE NW ¼ OF SECTION 35, T.4N., R. 13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North ¼ Corner of said Section 35; thence S.0°36'54"E. along the North-South Centerline of said Section, 1288.54 feet to the South Line of State Highway "59"; thence N.88°47'41"W. along said South Line, 543.81 feet to the East Line of Chicago Street, also being at the place of beginning; thence S.41°53'02"E. along said East Line, 486.11 feet to the North Line of Commerce Way; thence S.89°18'20"W. along said North Line, 87.70 feet to the West Line of Chicago Street; thence N.41°53'02"W. along said West Line, 490.09 feet to said South Line of State Highway "59"; thence S.88°47'41"E. along said South Line, 90.37 feet to the place of beginning.

- B. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 2 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 30, PAGES 236 THRU 239 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS

DOCUMENT NO. 1767299 AND LOCATED ON LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 36, PAGES 269 THRU 272 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 2012940 AND ALSO LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North 1/4 Corner of said Section; thence S.0°36'54"E. along the North-South Centerline, 1288.54 feet to the South Line of State Highway "59"; thence N.88°47'41"W. along said South Line, 543.81 feet to the East Line of Chicago Street; thence N.41°53'02"W. along said East Line, 150.67 feet to the North Line of State Highway "59", also being at the place of beginning; thence N.88°47'15"W. along said North Line, 90.39 feet to the West Line of Chicago Street; thence N.41°53'02"W. along said West Line, 366.05 feet; thence N.41°48'36"W. continuing along said West Line, 259.87 feet to the South Line of Gateway Drive; thence S.87°58'48"E. along said South Line, 91.49 feet to said East Line of Chicago Street; thence S.41°48'36"E. 196.47 feet; thence S.41°53'02"E. continuing along said East Line, 427.76 feet to the place of beginning.

- C. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 1 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 30, PAGES 236 THRU 239 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1767299 AND ALSO LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North 1/4 Corner of said Section; thence S.0°36'54"E. along the North-South Centerline of said Section; 1288.54 feet to the South Line of State Highway "59"; thence N.88°47'41"W. 543.81 feet to the East Line of Chicago Street; thence N.41°53'02"W. along said East Line, 578.43 feet; thence N.41°48'36"W. continuing along said East Line, 196.47 feet; thence N.41°47'42"W. continuing along said East Line, 91.47 feet to the North Line of Gateway Line, also being at the place of beginning for the land to be herein described; thence N.87°58'48"W. along said North Line, 91.47 feet to the West Line of Chicago Street; thence N.41°47'42"W. along said West Line, 180.55 feet; thence N.0°42'51"W. 100.44 feet to said East Line, thence S.41°47'42"E. along said East Line, 319.58 feet to the place of beginning.

BE IT FURTHER RESOLVED: That the map annexed to the Preliminary Resolution and Lis Pendens be attached to this Final Resolution and appended to the Minutes and that all Proofs of Service and mailing and postings of the notice of this proceeding be incorporated herein and appended to the Minutes and made a part hereof.

BE IT FURTHER RESOLVED: That the Clerk be caused to be certified a copy of this Resolution and map and cause same to be recorded in the Office of the Register of Deeds for Rock County, Wisconsin.

BE IT FURTHER RESOLVLED: That the official map of the City of Milton be amended to delete the portion of Chicago Street hereby vacated.

I, Elena Berg, Clerk of the City of Milton, a municipal corporation organized and existing under the laws of the State of Wisconsin, do hereby certify that the foregoing is a true and correct copy of the Resolution of the Common Council of the City of Milton unanimously adopted at a duly convened meeting of said Common Council held at the City of Milton, Rock County, Wisconsin, on the 6th day of January, 2015, as taken by me from the Minutes of said meeting and compared with the original said Resolution recorded in said Minutes.

IN WITNESS WHEREOF, I have set my hands this _____ day of January, 2015.

Elena Berg
Clerk

Authenticated this _____ day of
January, 2015.

Mark A. Schroeder
Notary Public, Rock County, Wisconsin
My Commission is permanent.

THIS INSTRUMENT DRAFTED BY:

Attorney Mark A. Schroeder
State Bar Member No. 1000061
CONSIGNY LAW FIRM, S.C.
303 E. Court Street
Janesville, WI 53545



Office of the City Administrator

To: Mayor Frazier, Common Council
From: Al Hulick, City Administrator
Date: January 6, 2015
Subject: Discussion and Action on a Certified Survey Map along Gateway Drive creating one Lot and one Outlot

Summary

The proposed Certified Survey Map creates one lot along Sunnyside Drive and one Outlot along STH 59. The purpose of this CSM is to accommodate an exchange of land between adjoining owners as referenced on tonight's agenda.

This CSM will be sequenced with another CSM on this evening's agenda which creates two lots to further define the separate development parcels.

This land division creates a development parcel in the Crossroads Business Park, and a triangular Outlot that will be exchanged to the City of Milton. The current lot line reflects the former alignment of Chicago Street (CTH M) which has been removed and will be formally vacated on tonight's agenda.

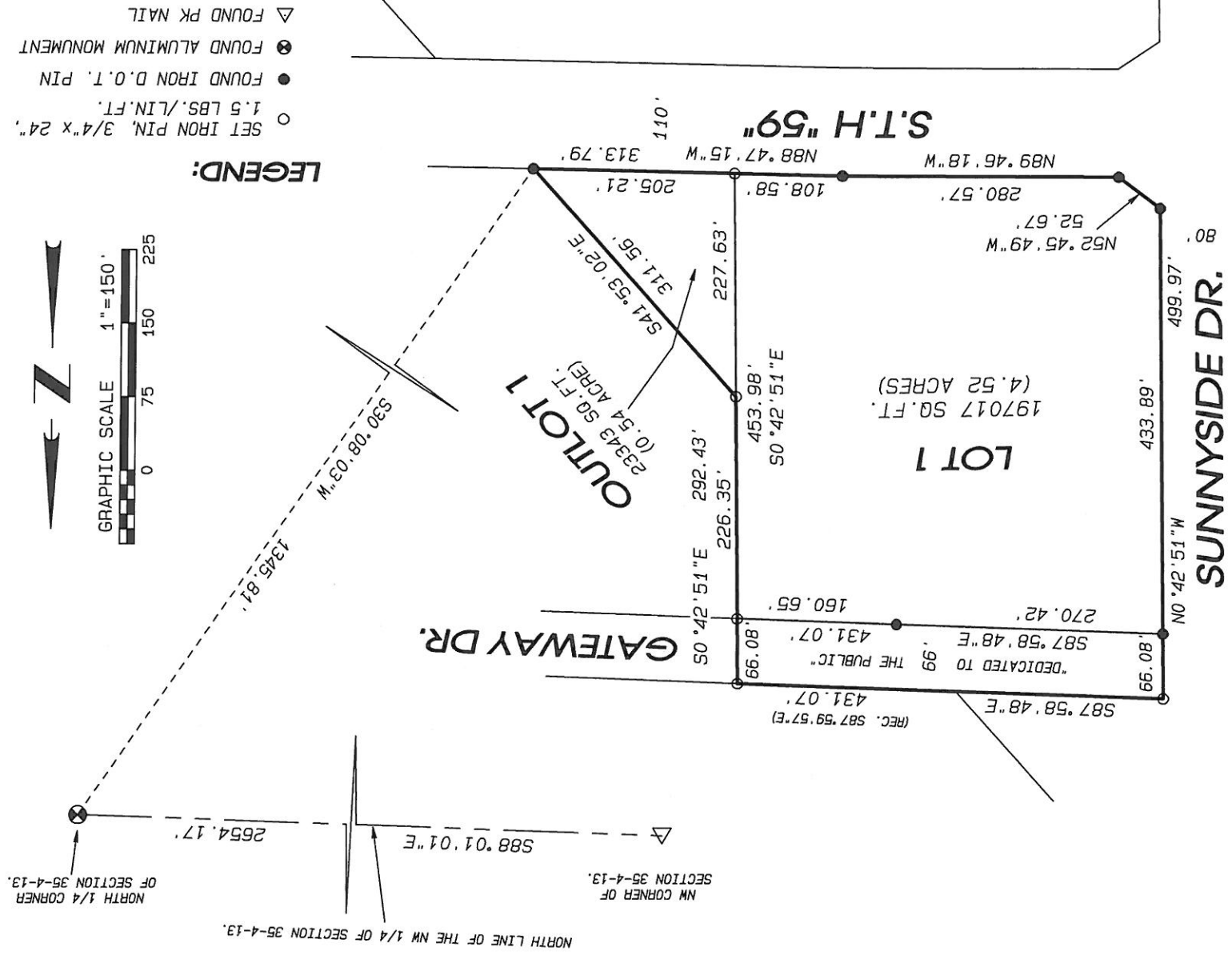
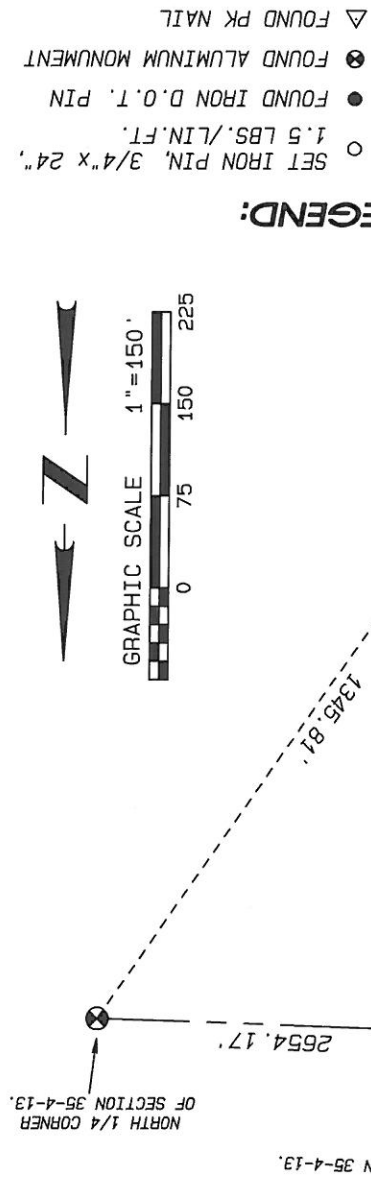
This item was reviewed and approved by the Plan Commission at their December 9, 2014 agenda.

Recommendation

The Administration and Plan Commission recommend the City Council approve the subject CSM creating one Lot and one Outlot along Gateway Drive.

CERTIFIED SURVEY MAP

LOT 2 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 30, PAGES 236 THRU 239 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1767299, AND LOT 1 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 36, PAGES 269 THRU 272 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 2012940 AND PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.



NOTE: ASSUMED S88°01'01"E ALONG THE NORTH LINE OF THE NW 1/4 OF SECTION 35-4-13.

Project No. 113 - 392
For: HETH (CITY OF MILTON)

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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fax: 608 752-0534



Office of the City Administrator

To: Mayor Frazier, Milton City Council
From: Al Hulick, City Administrator
Date: January 6, 2015
Subject: Discussion and Possible action regarding a land exchange between adjoining owners located along Gateway Drive. (Resolution 2015-02)

Summary

As part of a land division (CSM) to create a development parcel in the Crossroads Business Park, the City will need to execute a land exchange between adjoining owners to create the necessary development site. As shown on the attached map, the City will be exchanging small triangular pieces of land with the adjoining property (Heth) in order to create a regular shaped lot. The current lot line reflects the former alignment of Chicago Street (CTH M) which has been removed and will be formally vacated on tonight's agenda.

This land conveyance will be of equal size and value, and thus no formal compensation will be exchanged. This land conveyance will be a benefit to the development of the new parcel along Sunnyside Drive, as well as creating a more regular and logically shaped parcel to remain in the City's ownership along Gateway Drive.

This exchange of land between adjoining owners is was approved by the Plan Commission at their December 9, 2014 meeting pursuant to Wis. Stats. Sec. 62.23 (5) and section 2-171 of the code of ordinances. Once the land exchange is approved by the Common Council, and after the property is conveyed by the City to the adjoining property owner, the CSM will come before the City Council following the normal procedure in the code of ordinances.

Recommendation

The Administration recommends the City Council approve Resolution 2015-02 executing the land exchange between the City of Milton and the adjoining land owner.

RESOLUTION NO. 2015-02
AUTHORIZING EXECUTION OF CLOSING DOCUMENTS AND WARRANTY
DEED

WHEREAS, the Common Council of the City of Milton has entered into a Property Exchange Agreement between the City of Milton and James R. Heth, Jacqueline M. Heth, and Dwayne A. and Jean M. Heth Family Trust dated January 1, 2010 (hereinafter "Heth"), attached as Exhibit 1 pertaining to the property described in Exhibit A of Exhibit 1, which is attached hereto and incorporated herein; and

WHEREAS, pursuant to such acceptance, the sale of said property is scheduled for closing and which will require a Warranty Deed from the City of Milton to convey the subject property to Heth.

BE IT HEREBY RESOLVED by the Common Council of the City of Milton that the Mayor, Brett Frazier, is hereby authorized to sign on behalf of the City of Milton, the Warranty Deed conveying the property described in Exhibit A of Exhibit 1;

FURTHER, that Al Hulick, City Administrator along with the Mayor of the City of Milton are hereby authorized to sign all such documents on behalf of the City which are necessary to carry out the terms of the sale of the property by the City to Heth pursuant to the terms of the approved Property Exchange Agreement.

Adopted by a vote of the Common Council of the City of Milton, Rock County, Wisconsin this 6 day of January, 2015.

City of Milton

By: _____
Brett Frazier
Mayor

Attest:

By: _____
Elena Berg
City Clerk

CERTIFICATION

I, Elena Berg, City Clerk, do hereby certify that the foregoing is a true and correct copy of the Resolution Authorizing Execution of Closing Documents and Warranty Deed approved by the Common Council of the City of Milton, Wisconsin the ____ day of _____, 2015.

DATED this ____ day of _____, 2015.

Elena Berg



Office of the City Administrator

To: Mayor Frazier, Common Council
From: Al Hulick, City Administrator
Date: January 6, 2015
Subject: Discussion and Action on a Certified Survey Map along Sunnyside Drive creating two Lots

Summary

The proposed Certified Survey Map creates two Lots along Sunnyside Drive. The purpose of this CSM is to create two separate commercial development Parcels along Sunnyside Drive. Lot 1 will be developed with the proposed Kwik Trip retail center. Lot 2 will be developed with a future commercial/retail use.

This will be the final CSM in the sequence to finalize the development site for the Kwik Trip retail center. Upon approval by the Plan Commission, these CSM's will be forwarded along with the Street Vacation and the Land Exchange to the City Council for their final approval.

This item was reviewed and approved by the Plan Commission at their December 9, 2014 agenda.

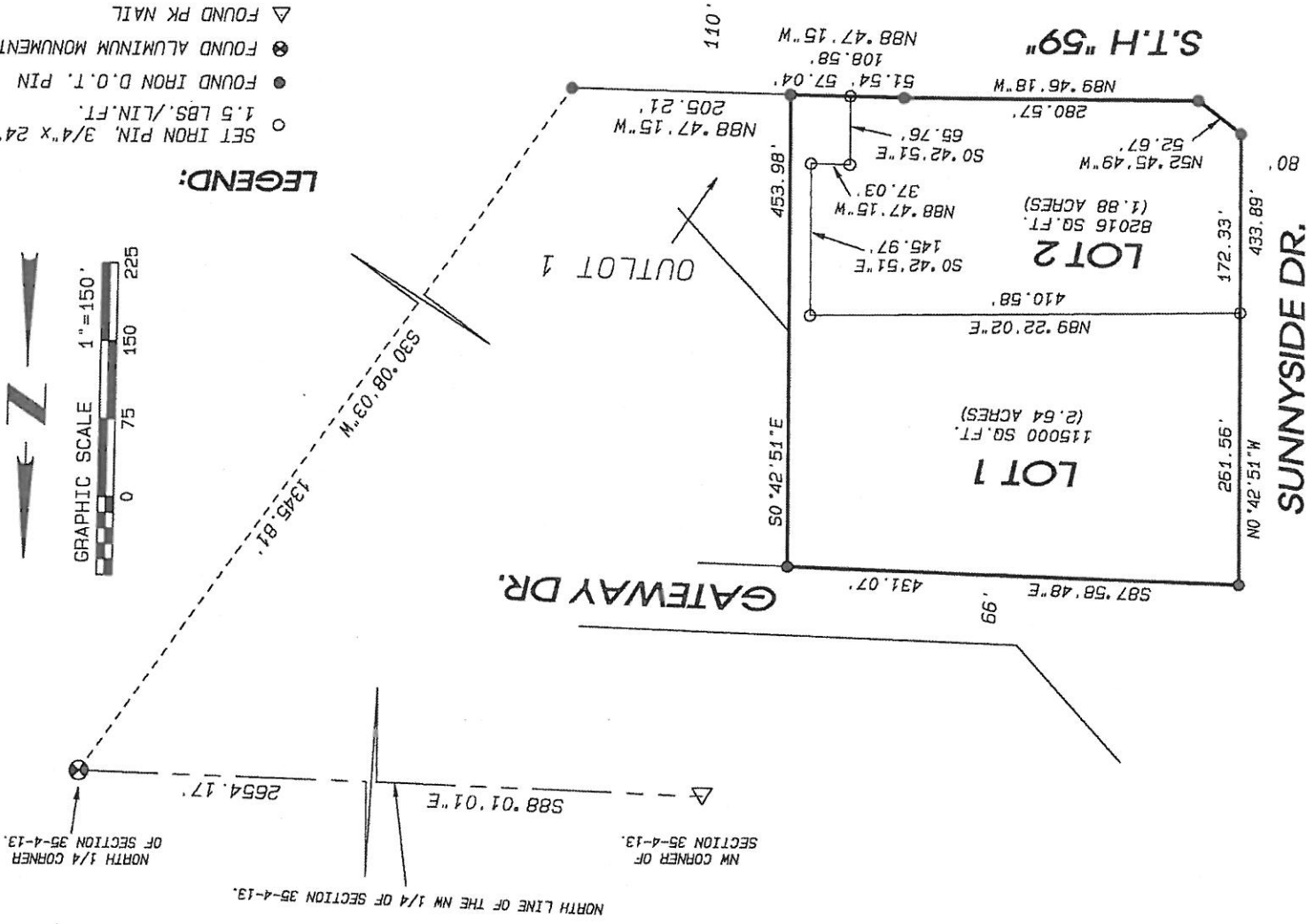
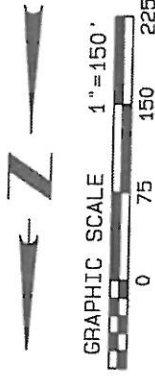
Recommendation

The Administration and Plan Commission recommend the City Council approve the subject CSM creating one Lot and one Outlot along Gateway Drive.

CERTIFIED SURVEY MAP

LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME __, PAGES __ THRU __ OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. __ AND LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R. 13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

- LEGEND:**
- SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN.FT.
 - FOUND IRON D.O.T. PIN
 - ⊗ FOUND ALUMINUM MONUMENT
 - △ FOUND PK NAIL



NOTE: ASSUMED S88°01'01"E ALONG THE NORTH LINE OF THE NW 1/4 OF SECTION 35-4-13.

Project No. 113 - 392
For: KWIK-TRIP

Combs & Associates
 • LAND SURVEYING
 • LAND PLANNING
 • CIVIL ENGINEERING

109 W. Milwaukee St.
 Janesville, WI 53548
 WWW.COMBSURVEY.COM

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 fax: 608 752-0534



Office of the City Clerk

To: Mayor Frazier, Common Council Members
From: Elena Berg, City Clerk
Date: December 29, 2014
Subject: Discussion and possible action to approve issued Operator License

Discussion

Three operator license applications have been received since the last Common Council meeting. A successful background check has been completed and Staff recommends approval of these licenses. A New Operator License to the following individuals:

- Ryan C. Crandall
- Theresa E. Getchel
- Annalise M. Modica

Staff Recommendation

To approve the operator licenses as presented.

Attachments

None.



Office of the City Clerk

To: Mayor Frazier, Common Council Members
From: Elena Berg, City Clerk
Date: December 30, 2014
Subject: Spring Primary

Summary

State Statutes on Spring Primary elections are as follows:

8.11(1)(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

8.11(1)(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

8.11(1)(d) Whenever the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.

Declarations of Candidacy, Campaign Registrations, and Nomination Papers received by the deadline:

Kristin Koeffler – Municipal Judge

Nancy Lader – Alderperson

Maxine Striegl - Alderperson

Staff Recommendation

To approve that a Spring Primary election can be held on February 17, 2015.

Attachments

None.



Office of the City Administrator

To: Mayor Frazier, Common Council Members
From: Al Hulick, City Administrator
Date: January 6, 2015
Subject: Discussion and Possible Action on the request by DDAC to update the Junction Square Downtown Plan.

Summary

The Downtown Development Advisory Committee (DDAC) has been evaluating the merits and options of existing and future plans for both the Goodrich Square and Junction Square downtowns. As part of this evaluation process, DDAC has determined that the planning that has taken place in Junction Square is not on par with what has been conducted in Goodrich Square. Therefore, DDAC is proposing an “update” to the existing Merchant Row plan which was created in 2005.

Background

In 2005, the City undertook a “planning” vision for the Merchant Row Corridor. This vision was created by a Grad Intern who envisioned a number of improvements and elements to be incorporated within the Merchant Row Corridor. One of the shortcomings of this plan is that it received very little community and engineering input. Although the plan does demonstrate a number of excellent visions and elements, it does require an additional level of scrutiny, design, and engineering.

Since that time, the Downtown Development Advisory Committee has been created to work in both Junction Square and Goodrich Square with equal footing. DDAC is a group of vested and interested stakeholders and citizens who recognize the importance of a vibrant and successful downtown for the entire community. This citizen group has recently been reenergized and reengaged and is looking to plan for the future.

To this end, the Committee would like to see an update to the Junction Square downtown similar to the one conducted in Goodrich Square in 2013. The hope is that once both downtowns have received the same level of planning, engineering, and public input, the Committees, in conjunction with the City as a partner, can start to plan and prioritize accordingly for improvements and beautification efforts in both areas.

Analysis

Through the use of TIF 7 funds, the City could take this vision to the next level and create an actual planning and implementation document that could be used for financial planning (CIP)



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and community buy-in. Similar to the Comprehensive Plan update, this plan would address branding implementation and design standards that would be incorporated throughout both downtowns. One of the major hurdles the community faces in redeveloping Merchant Row is the lack of clear engineering and costs, it would be the Administration's intent to codify and strategize those two key elements of implementation.

Recommendation

The City Administration recommends the Council approve the City Administrator to solicit proposals for an update to the 2005 Merchant Row Plan in 2015. The Administration has seen great strides taken by the DDAC leadership and would like to continue to partner with this group organizational, planning, and implementation efforts.

DowntownDevelopmentAdvisoryCommitee

December 29, 2014

Al Hulick
City Administrator
Milton City Hall
710 S. Janesville Street
Milton, WI 53563

Dear Mr. Hulick,

I am requesting an agenda item to go before the City Council on Tuesday, January 6th.

As we progress down the path of downtown development, we find it necessary to add the depth of a thorough consult to fully understand the costs attached to the Junction Square project. The committee would like the Council's approval to proceed in obtaining planning documents from Vandewalle & Associates, Inc., as well as to allow the Council opportunity voice any thoughts or concerns regarding the project.

In 2005, the City undertook a "planning" vision for the Merchant Row Corridor. While the plan has merit, it has received very little community and engineering input. It is time to put engineering and cost scrutiny to the vision of the plan.

Through the use of TIF 7 funds, the City could take this vision to the next level and create an actual planning and implementation document that could be used for financial planning (CIP) and community buy-in. Similar to the Comprehensive Plan update, this plan would address branding implementation and design standards that would be incorporated throughout both downtowns. One of the major hurdles the community faces in redeveloping Merchant Row is the lack of clear engineering and costs, it would be the Administration's intent to codify and strategize those two key elements of implementation.

DDAC is working hard to formulate both long range and short range plans. We both need and welcome the support of the Council, the City, it residents and business'.

Thank you for your consideration,

Linda Layber
Chairperson