



**SPECIAL MEETING
AGENDA
City of Milton
Common Council Meeting
Monday March 8, 2021
6:00 PM**

PLEASE NOTE: In-person attendance by members of the public is temporarily discouraged due to COVID-19 physical distancing protocols pursuant to the Rock County Health Department Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at: <https://us02web.zoom.us/j/89348874015?pwd=Y2Evdj0VODdGJm5UzWlVONld5SGNGQT09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 to monitor the meeting via telephone.

**Meeting ID: 893 4887 4015
Passcode: 909267**

- 1. Call to Order and Confirmation of Appropriate Meeting Notice.**
- 2. Approval of Agenda**
- 3. Pledge of Allegiance**
- 4. Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
- 5. Discussion and Possible Action on Resolution 2021-06 Amending the 2020 Budget to Actual Amounts**

Documents:

[Memo - 2020 Budget to Actual Amounts.pdf](#)
[Resolution 2021-06 Amending the City of Milton 2020 Annual Budget.pdf](#)

- 6. General Items**
- 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 by Inga Cushman March 5, 2021 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

Common Council Mission Statement: The City of Milton provides quality services to meet the needs of all community members and to cultivate a safe, diverse, and inclusive city in which people are proud to live.



Common Council Report

Agenda Item: Discussion and Possible Action on Resolution 2021-06 Amending the 2020 Budget to Actual Amounts
Meeting Date: March 8, 2021 Special Meeting
Presenter: City Engineer Mark Langer and Finance Director/Treasurer Dan Nelson
Department: City Wide

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

Staff is projecting 2020 revenues exceeding expenditures in the amount of \$357,000. Staff recommends reserving \$20,000 as a “buffer” for unknown or unexpected costs that may arise throughout 2021 such as bids over estimated amounts or unexpected facility needs.

Council has directed staff to prepare a proposed fund allocation for the remaining \$337,000 and include previously approved expenses as well as charitable contributions as directed at the meeting on March 2, 2021. Previously approved expenses include one half of the ambulance approved on February 2nd and the unexpected bucket truck motor replacement approved on February 17th.

Analysis and Key Issues

On February 17th the Common Council approved the 2021-2025 Capital Improvement Planning (CIP) document. In addition to the expenses discussed in the summary section, items to be included are capital expenditures as discussed in the CIP. The table below provides a summary of the costs as approved in the CIP document, 2021 budget, and the proposed budget amendment. Additionally the table provides a calculation showing the variance between the proposed amounts and the CIP.



CITY OF **M**ILTON

	Approved CIP	Approved 2021 Budget	Variance from Approved CIP	Proposed 2021 Capital Budget Amendment	Variance from Approved CIP
Roads	\$ 309,000	\$ 240,000	\$ (69,000)	\$ 30,000	\$ (39,000)
Sidewalks	\$ 25,000		\$ (25,000)	\$ 25,000	\$ -
Equipment					
Police	\$ 73,000	\$ 73,000			
Fire/EMS	\$ 140,000		\$ (140,000)	\$ 145,000	\$ 5,000
Public Works	\$ 100,000	\$ 64,000	\$ (36,000)	\$ 55,079	\$ 19,079
Cameras and Fob	\$ 25,000			\$ 25,000	\$ -
Charitable Contributions					
Milton House	NA	\$ 10,000	NA	\$ 10,000	NA
Gathering Place	NA	\$ 10,000	NA	\$ 10,000	NA
Story Garden	NA	\$ -	NA	\$ 5,000	NA
OPEB	NA	\$ -	NA	\$ 24,000	NA
Downtown Accessories	NA	\$ -	NA	\$ 8,000	NA
TOTAL AMENDMENT				\$ 337,079	

The proposed amendment includes the items discussed in the summary section as well as additional funding for roads, sidewalks, equipment, Other Post-Employment Benefits (OPEB) and trash barrels for the downtowns.

Roads

Additional roadway funding is planned to be used for preventative maintenance to extend the useful life of the City's existing roadways.

The proposed budget allocation does not fully fund the roadway portion of the approved 2021 CIP. Mainly this means that concrete pavement replacement on Madison Avenue will not be funded in 2021. There is funding available for emergency repairs of the concrete if for example a "blowout" were to occur over the summer.

Sidewalks

The sidewalk funding amount maintains the amount included in the approved CIP. This would be used for planned sidewalk installations or maintenance. Currently the sidewalk fund does not have a dedicated source of funding so this amendment would preserve the funds in the sidewalk fund for future years where there may not be additional funds to allocate.

Equipment

Additional equipment funding is planned to be used to replace the City's largest mower. This mower is 20 years old with 7,000 hours of use and could be replaced with a 4 year old mower with approximately 1,000 hours. Additionally a replacement of one additional small mower that is currently used mostly for cemetery maintenance could occur. This mower is 25 years old. If the City were to purchase a new mower to replace the large mower the cost estimates ranged from \$138,000 to \$162,000. Staff anticipates the additional funding allocation and the estimated amounts that would be received from surplus auction of the replaced equipment will be required to fund these purchases. Additionally staff would propose that any funds received from surplus sale of replaced equipment not needed to fund the equipment be used to offset future costs for park building improvements that could be completed by the Public Works Department. This would include a new roof on the pavilions at Lamar and/or Central Park. These funds normally go to the Parks Fund.



The cameras and fob system allocation is an estimate. Final costs for these updates have not been received as of this meeting date.

Future Funding

Staff also notes that the proposed funding for unknown future facility repairs has been removed from the proposed budget allocation. Staff recommends creating a planned and funded source of revenue to reduce the financial burden of future large one-time expenses to the City's building inventory as part of future budget processes. Items to consider would be a new roof on the library, additional salt storage for public works, Cemetery Fence, or HVAC systems at the Library, City Hall and Police Department.



Similarly staff recommends evaluating the sidewalk funding. The funding source for the existing sidewalk fund is partly special assessments. Prior to the creation of the storm water utility, curb and gutter assessments had been contributed to the sidewalk fund. Curb and gutter improvements are now funded with storm water utility funds and therefore those special assessments are returned to the storm water utility.

Lastly staff recommends creating an account for funding of rolling stock to reduce the financial burden of a large one-time expense for equipment replacement. Items to consider would be a new plow truck or the end loader. Both of these items are well into the six figure price range when replacement becomes necessary.

Fiscal Impact

The proposed budget allocation includes the previously approved expenses, charitable contributions requested by the council and items from the approved CIP. The total proposed allocation matches the estimated 2020 revenues exceeding expenditures.

PROPOSED 2021 CAPITAL BUDGET	
Roads	\$ 30,000
Sidewalk	\$ 25,000
Ambulance	\$ 145,000
Bucket Truck Motor	\$ 17,079
Mowers	\$ 38,000
Cameras and FOB	\$ 25,000
Capital buffer	\$ 19,921
Downtown Accessories	\$ 8,000
Capital Allocation	\$ 308,000
Milton House	\$ 10,000
Gathering Place	\$ 10,000
Non-profit allocation	\$ 20,000
Story Gardens	\$ 5,000
OPEB	\$ 24,000
Other	\$ 29,000
Total	\$ 357,000
Available	\$ 357,000

The proposed resolution includes the transfer of \$108,553 dollars from the general fund to the Library fund which was approved by the Common Council at the March 2 meeting. This is for the purposes of forgiving the remaining advance from the General Fund to the Library for the renovation that was completed in 2017.



Recommended Motion

1. Approve Resolution #2021-06 – Resolution Amending the City of Milton 2020 Annual Budget.
2. Designate \$24,000 of fund balance to be classified as assigned for the purposes of funding future Post-Employment benefits.

Attachments

- Resolution #2021-06 – Resolution Amending the City of Milton 2020 Annual Budget

RESOLUTION #2021-06
RESOLUTION AMENDING THE CITY OF MILTON 2020 ANNUAL BUDGET

WHEREAS, Resolution No. 2019-25 “A resolution adopting a budget, appropriating funds, authorizing expenditures and levying a tax therefore by the City of Milton for the fiscal year ending December 31, 2020”; and,

WHEREAS, the 2020 General Fund revenues are projected to exceed expenditures by \$357,000; and

WHEREAS, the projected unassigned and non-spendable fund balance in 2020 is expected to be 27% of revenues; and

WHEREAS, the projected fund balance exceeds the recommendation of 25%; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council, that it hereby amends the 2020 General Fund budget to transfer \$108,553 from the general fund to the Library fund for the purposes of forgiving the remaining Advance from the General Fund to the Library fund; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council, that it hereby amends the 2020 General Fund budget to transfer \$308,000 from the general fund to the capital projects fund; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council, that it hereby amends the 2020 General Fund budget to transfer \$5,000 from the general fund to the park fund for the Story Gardens project; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council, that it hereby amends the 2020 General Fund budget to increase the 2020 allocation to the Gathering Place and Milton House by \$10,000 to each entity; and

BE IT FURTHER RESOLVED that the City Clerk, be and is hereby directed to publish public notice of this budgetary amendments, as required by Section 65.90 (5) (a) Wisconsin Statutes.

BE IT FURTHER RESOLVED that this budgetary amendment shall become effective upon publication as required by law.

Approved by the Common Council of the City of Milton this 8th day of March, 2021.

CITY OF MILTON

By:

Anissa Welch, Mayor

Attest:

Inga Cushman, Interim City Clerk

