



AGENDA  
City of Milton  
Common Council Meeting  
Tuesday, June 23, 2020  
6:00 PM

**PLEASE NOTE:** In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments 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/87034951357>

**Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 870 3495 1357 to monitor the meeting via telephone.**

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 Action to Approve Renewal Alcohol Licenses 2020-2021

Documents:

[CC Renewal Alcohol Licenses 2020-2021 06-23-20.pdf](#)

6. Discussion and Action to Approve Tobacco/Cigarette Licenses 2020-2021

Documents:

[CC Renewal Tobacco Cigarette Licenses 2020-2021 06-23-20.pdf](#)

7. Discussion and Possible Action Regarding a Special Event Permit Request for Milton Area Chamber of Commerce and Milton Historical Society

Documents:

[Memo - Special Event Permit Request - MACC and Milton Historical Society.pdf](#)  
[MACC - Letter to council.pdf](#)  
[MACC - Park Use Application - Revised 01-01-18.pdf](#)  
[MACC - site plan.pdf](#)  
[MACC - Special event permit.pdf](#)  
[Milton House - Arts and Craft Event Description.pdf](#)  
[Milton House - Arts and Crafts Special Event Permit 2020.pdf](#)

**8. Discussion and Possible Action on Resolution 2020-18 – Waiving Interest on Property Tax Payment Installments Due on or After April 1, 2020**

Documents:

[Memo - Resolution 2020-18 Waiving Interest on Property Tax Payment Installments.pdf](#)  
[Resolution 2020-18 Waiving Interest on Property Tax Payment Installments.pdf](#)

**9. Discussion and Possible Action Regarding the Compliance Maintenance Annual Report (CMAR) and Resolution #2020-17**

Documents:

[Memo - CMAR.pdf](#)  
[Resolution 2020-17 Compliance Maintenance Annual Report \(CMAR\).pdf](#)  
[CMAR Annual Report.pdf](#)

**10. Discussion and Possible Action Accepting a Donation of Materials from Frank Silha and Sons Excavating for the Replacement of the North Library Parking Lot Wall.**

Documents:

[Memo - Silha Donation.pdf](#)

**11. General Items**

- a. Committee Reports**
- b. Staff Reports**
- c. Team Building Exercise.**

**12. Next Meeting ~ July 7, 2020**

**13. 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 Leanne Schroeder June 19, 2020 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.



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** June 23, 2020  
**Subject:** Discussion and Action to Approve Renewal Alcohol Licenses 2020-2021

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### Summary

City of Milton alcohol licenses are renewed on an annual basis for the licensing period of July 1<sup>st</sup> through June 30<sup>th</sup>. All applications are subjected to a background check performed by the Milton Police Department and further reviewed by the Municipal Court Clerk and the City Clerk. The following renewal alcohol license applications have been received in the clerk's office and are recommended for approval:

#### Class "A" Fermented Malt Beverage License:

Casey's Marketing Company., (DBA Casey's General Store, #1992), 464 S. John Paul Road  
Agent: Heidi Marcyes

#### Class "A" Fermented Malt Beverage License and "Class A" Cider Only License:

Kwik Trip, Inc., (DBA Kwik Trip, #295), 1157 Gateway Drive  
Agent: Andrew H. Kuehne

#### Class "A" Fermented Malt Beverage License and "Class A" Intoxicating Liquor License:

Cowley's Family Foods, Inc., (DBA Cowley's Piggly Wiggly), 727 S. Janesville Street  
Agent: Jason T. Cowley

Susan A. Lovelace (DBA The Beverage Mart), 136 Merchant Row

#### Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License:

MLMS LLC, (DBA Fredrick's Supper Club), 118 Merchant Row  
Agent: Michael S. Fredrick

Kimori, Inc., (DBA The Junction Pub), 130 Merchant Row  
Agent: Lori A. Jacobson

Liberty Station Business Enterprises, LLC, (DBA Klig's Union Depot Pub & Eatery), 231 Front Street  
Agent: Chad A. Kligora

Chasidy C. Talley, (DBA Klub Bub), 46 Merchant Row

Oak Ridge Golf Course, LLC, (DBA Oak Ridge Golf Course), 1136 Bowers Lake Road  
Agent: Andrea L. Wieland

Red Zone Pub & Grill, LLC, (DBA Red Zone Pub & Grill), 403 W. High Street  
Agent: Karen A. Lou

Burr Brothers, LLC, (DBA Scoreboard Bar & Grill), 100 Merchant Row  
Agent: Tia J. Burri

The Cove Bar, Inc., (DBA The Cove Bar), 319 Parkview Drive  
Agent: Lori Blum

The Gathering Place, Inc., (DBA The Gathering Place), 715 Campus Street  
Agent: Mary Jurgens-Jones (RESERVE)



Class “B” Fermented Malt Beverage and “Class B” Winery License:

Northleaf Winery, LLC, (DBA Northleaf Winery), 220/232 S. Janesville Street

Agent: Gail E. Nordlof

Timber Hill Winery, LLC, (DBA Timber Hill Winery), 1223 Storrs Lake Road, Suite 1

Agent: Amanda Stefl

Two establishments, Bunker’s Bar and Grill and Rockie’s Pizza & Subs, did not renew their licenses this year. Bunker’s Bar and Grill is in the process of being sold to new owners. The new owners plan to continue operation as a bar and grill, and I provided them with the application for a new “Class B” and Class “B” license. Rockie Thippayoth, owner of Rockie’s Pizza & Subs, did not respond to my calls or email, so I do not have any additional information on her decision to not renew her Class “B” and “Class C” licenses.

**Recommendation**

Staff recommends Common Council approval of these renewal 2020-2021 alcohol licenses.



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** June 23, 2020  
**Subject:** Discussion and Action to Approve Tobacco/Cigarette Licenses 2020-2021

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### **Summary**

City of Milton tobacco/cigarette licenses are renewed on an annual basis for the licensing period of July 1<sup>st</sup> through June 30<sup>th</sup>. All applications are reviewed by the city clerk. The following renewal tobacco/cigarette license applications have been received in the clerk's office and are recommended for approval:

- Arndt's Mini Mart
- Casey's General Store #1992
- Cowley's Piggly Wiggly
- Dollar General
- Kwik Trip #605
- Kwik Trip #295
- The Beverage Mart

### **Recommendation**

Staff recommends Common Council approval of these renewal 2020-2021 tobacco/cigarette licenses.

**Office of the City Administrator**

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** June 23, 2020  
**Subject:** Discussion and Possible Action Regarding a Special Event Permit Request for Milton Area Chamber of Commerce and Milton Historical Society

**Summary**

The Milton Area Chamber of Commerce has requested a Special Event and Park Use Application for their Chicken Barbeque Event on August 16, 2020. This year they are planning a drive-thru option for the event. They would still utilize North Goodrich Park for food prep and outside dining and would utilize the Community House as a drive-thru option.

The Special Event Permit Application, Park Use Application, Site Plan, and letter from the Milton Area Chamber of Commerce is attached. At the time this memo was drafted, a Special Event Permit from the Milton Historical Society had not been received, but is anticipated in advance of the Common Council meeting. The Milton Historical Society has already contacted the City about the closure of North Janesville Street and Storrs Lake Road during the event.

**Analysis**

Similar to the previous discussion regarding the Veterans Park Pavilion Dedication Ceremony, staff is looking for guidance from the Common Council for these events in terms of a determination of “public” or “private” and therefore, whether City resources should be provided.

As outlined in the Rock County Reopening Phased Plan, gatherings are defined as either “private” or “mass gatherings in public venues.” The guidelines are as follows:

<b>Limits on Gatherings*</b>				
<i>*Individuals who are at higher risk should consider taking additional precautions</i>				
<b>Guidance to follow:</b>				
<b>CDC:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html</a>				
<b>Allow mass gatherings in public venues with physical distancing</b> <i>Must also follow other phase guidelines</i>	No	25% capacity with physical distancing and protective measures	50% capacity with physical distancing and protective measures	To be determined based on progress
<b>Private Gatherings</b>	No; outdoor weddings and funerals allowed with physical distancing	Yes, 10 people or less; outdoor weddings and funerals allowed with physical distancing	Yes, 25 people or less as long as physical distancing can be maintained; outdoor weddings and funerals allowed with physical distancing <i>Updated Guidance<sup>2</sup></i>	Yes, maximum size of gathering will be determined; outdoor weddings and funerals allowed with physical distancing



**Recommendation**

Because this event is open to the public, these events could be viewed as a “mass gathering in a public venue.” Although Arts and Crafts on the Lawn is not in a public venue, they would be requesting the closure of public streets. If the Common Council concurs with this interpretation, the event would be limited to 50% of the park’s capacity and would be afforded City resources (street closures, use of park and Community House.)

If the Common Council views this event is as “private gathering” the Special Event Permit and Park Use Application should be denied and the event should be limited to 25 people or less.



06-18-20

Dear Common Council Members,

With great discussion with the Chicken Barbecue committee members, as well as my Board of Directors, we have decided to continue on with the Chicken Barbecue this year. With that being said, there are many changes we will be doing to comply with regulations. Please see attached, my sketched "site plan". Below, is a summary of what we are requesting from the City of Milton. If you have any additional questions, please feel free to reach out to me. Thank you for your consideration.

- This year, we will only be offering a "Drive Thru" option. We will have cars ENTER the Community House entrance off of Parkview Drive, and will EXIT with a RIGHT TURN ONLY onto Janesville Street. This will still allow the closure of Janesville Street for the Arts & Crafts show at the Milton House.
- We will not be encouraging use of the park. Therefore, we are not requesting any additional picnic tables to be delivered to the park.
- We will not be having live music.
- We are requesting use of the Community House. This will primarily be used for office space for the Executive Director and her volunteer.
- We are requesting snow fencing to be delivered only to fence off the GRILLING STATION.
- Supply dumpsters. We will not need as many as the past, but we will still have quite a bit of garbage from the Chicken prep itself.

Again, thank you for taking the time to review our site plan. We hope we can continue on the traditions of the Chicken Barbecue here in Milton, but in today's guidelines.

Sincerely,

A handwritten signature in cursive script that reads 'Dani Stivarius'.

Dani Stivarius

Executive Director

Milton Area Chamber of Commerce

[execdir@visimilton.com](mailto:execdir@visimilton.com)

608-868-6222



**CITY OF MILTON  
PARK USE APPLICATION**

1. Legal Name Danielle L Stivarius Phone 608-868-6222  
First MI Last
2. Full Address 7881 N Moore Rd Edgerton WI 53534  
Street address City State ZIP
3. Driver's License No. (required) S316-1727-6970-08
4. Facility Requested N Goodrich Park/ Milton Community House Rental Date 08-14-20 to 08-16-20
5. Planned Activity Chicken Barbecue # of Attendees ONLY VOLUNTEERS -25 tops
6. Requested Reserved Time Friday at noon 08-14-20 to around 4 pm 08-16-20

A park pavilion is not officially reserved until the application is complete and the park rental fee and security deposit are paid. If application date is less than 10 days from rental date, cash is the only payment method accepted for rental and security deposit fees.

Should you find it necessary to cancel your reservation, you must cancel **at least 30 days** prior to the event for a full refund of rental fees and security deposit.

	<u>Resident</u>	<u>Non-City Resident</u>
Community House	\$120.00	\$220.00
Lamar, Central, and South Goodrich Parks	\$ 50.00	\$100.00
Security Deposit (applicable for all park rentals)	\$100.00	\$100.00

**Please read and initial below**

dls (Renter's initials) Rental of the pavilion or facility does not entitle the renter to exclusive use of the adjacent baseball fields, playgrounds, or Splash Pad. For further information pertaining to the use of the baseball fields please contact Milton Recreation Department at (608) 868-9393.

dls (Renter's initials) Park keys cannot be released until the day of the event (or Friday for weekend events) and must be picked up during regular office hours at City Hall. City Hall hours are Monday-Thursday 8:00 a.m. - 4:30 p.m. and **Friday 8:00 a.m. - 12:00 p.m.** Failure to pick up the keys during regular office hours will result in forfeiture of the security deposit and an additional fee of \$100.00.

dls (Renter's initials) Ordinance #295. *No license, registration or permit in the City of Milton shall be issued or renewed until all delinquent City taxes, assessments and forfeitures from City ordinance violations and all due bills of the Milton Municipal Water and Wastewater Utility are paid in full.*

dls(Renter's initials) I understand that I am responsible for any damages to the city facility and property during my event. If damage occurs, my security deposit will be forfeited and any additional damage charges may be collected through the Tax Refund Intercept Program (TRIP).

**My signature acknowledges that I have received, read, and agree to all park rules and regulations.**

Signature Danielle Stivarius

Date 06-18-20

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*For Office Use Only*

Park Fee Paid: \$50.00 \$100.00 \$120.00 \$220.00

Security Deposit Paid: \$100.00

Rec. No. \_\_\_\_\_ **Cash/Check/Credit Card** Check No. \_\_\_\_\_

**Name on Credit Card** \_\_\_\_\_ **Transaction Date** \_\_\_\_\_

**Employee Initials** \_\_\_\_\_

Exempt from Fees Y N Group \_\_\_\_\_

Outstanding Fees Owed to the City Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Outstanding Citations/Court Fees Owed to the City Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

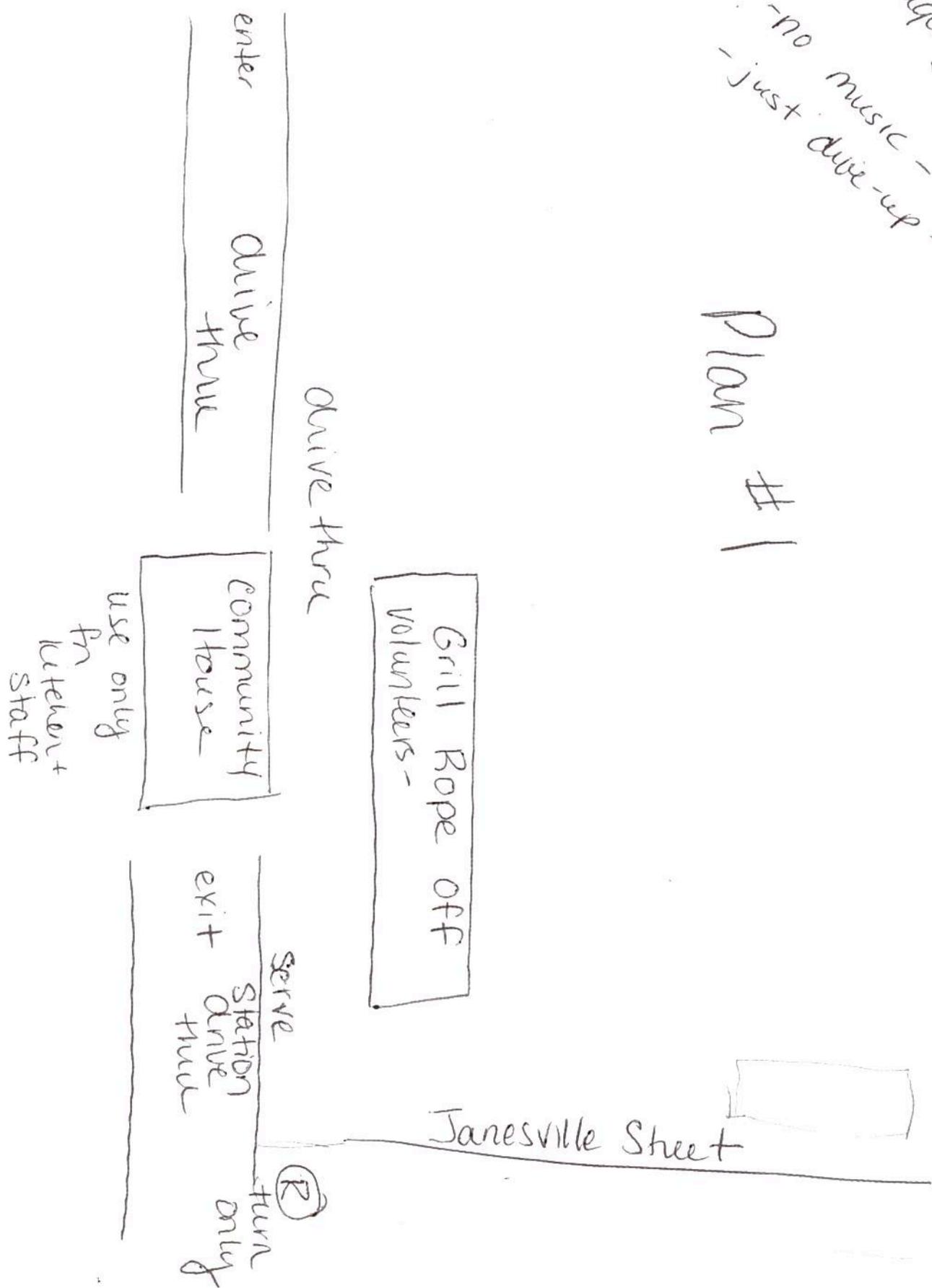
City Clerk Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Madison Ave.

- Not encouraging use of park
- no music -
- just drive-up -

Plan #1

Parkview Drive





**CITY OF MILTON**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
**FEE: None**

For Office Use Only

I hereby make application with the City of Milton for a Special Event Permit as provided by City Ordinance #312. You must be current on all monies owed to the City of Milton per Ordinance #295.

Name of Organization MACC

Mailing Address: 144 Merchant Row Milton WI 53563  
Number Street City State ZIP

Primary Contact Danielle L Shvarius  
First Middle Last

Cell Phone: 608-295-8870 Home Phone: 608-868-6222 Email: execdir@visitmilton.com

**Event Schedule:**

The schedule begins when event set-up starts and ends when clean-up of the event area is complete. The schedule should encompass all activities planned for the event, such as:

- Vending: When will vendors set-up, hours of operation, tear-down
- Music/Performances: Stage set-up, performance schedule, tear-down
- Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down
- Run/Walk/Parade, etc: When does staging start, start time(s), end time(s)

Address/Location of Event: N Goodrich Park

Event Name: MACC CBQ Date of Event: 8-16-20

Responsible Party: Danielle Shvarius - MACC

Estimated Attendees: 25 Estimated Time (Start-End): 8-14-20 @ noon - 8-16-20 around 4

\*\*Please attach an event schedule with this application.

**Event Site Map:**

To ensure proper review of the event please attach an Event Site Map and a route (if applicable). Site plans should include, but are not limited to the following:

- Location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity.

\*\*Please attach a detailed event site map with this application.

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**Street Use:**

Are you requesting any Road Closures? YES  NO

If No, please skip this section.

**Event Category**

Neighborhood Block Party  Other: CBQ

Location Requested: Street Names and Block #s \_\_\_\_\_

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Do you need barricades? YES  NO  (\*\*Please indicate on the Event Site Map where they will go)

If Yes, please contact the Department of Public Works at 868-6914 to make arrangements.

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**Alcohol:**

Will alcohol be served/consumed: YES  NO

If No, please skip this section.

If Yes, please fill out a Beer/Wine Sales Permit Application

\*\*Please indicate on the Event Site Map where the locations of Serving, Storing, and Consumption of alcohol will be.

Have you applied for the Temporary Class "B" Retailers License?  Yes  No

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Milton as Additional Insured?

Yes  No Indicate Application Date: \_\_\_\_\_

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**Sound:**

Do you plan to use amplifying devices? YES  NO

If No, please skip this section.

By Ordinance, public amplification is not allowed except by permission from the Chief of Police. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound.

**Type of Amplified Sound:**

Band  DJ  Sound System  Speeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

Times of Sound: \_\_\_\_\_ To: \_\_\_\_\_  
(Cannot start before 9am) (Cannot end past 10pm)

**Excerpts from applicable City Ordinances**

**70-4 – Loud and unnecessary noise prohibited.**

70-4(b)(3): Radios, phonographs, similar devices. The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at the property line of the building or structure in which it is located shall be prima facie evidence of a violation of this section.

70-4(b)(4): Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

70-4(c)(1): Permit required. The use of loudspeakers or amplifying devices on the streets or in the parks of the City of Milton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the chief of police.

70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a nuisance.

JS (initials) I understand that any amplified noise allowed by this permit will end by 10:00 p.m.

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and state that all of the above statements are true and correct to the best of my knowledge by the Milton Police Department.

Date: 10-18-20

*Danelle Swartz*  
Applicant's Signature

*For Office Use Only*

Date Received: _____	Initials: _____
Police Chief: _____	Date: _____
Fire Chief: _____	Date: _____
DPW Director: _____	Date: _____
City Clerk: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Approved with the following conditions: _____	
_____	

## Al Hulick

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**From:** Keighton Klos <kklos@miltonhouse.org>  
**Sent:** Monday, June 22, 2020 10:25 AM  
**To:** Al Hulick  
**Subject:** MHS A&C Special Event Permit  
**Attachments:** A&C Special Event Permit 2020.pdf

Al -

Please see the attached special event permit and event map for the Milton Historical Society's 2020 Arts and Crafts on the Lawn.

I wanted to note a few details.

Map: The booth placement in this map is an approximation, as it uses the booth layout from our 2019 event. We have not yet started a layout for booths for 2020 because we are still waiting on vendor applications.

Event Offerings: Due to COVID-19 we are scaling back what we are offering for the 2020 event. We are not offering the train show, this ice cream social or any food. We are working with the Chicken BBQ to get food for our vendors and volunteers/staff but do not plan to sell any food to the general public. We may sell soda and water, but that is still TBD. This year we will be offering the crafters, tours of the Milton House, and our craft raffle out of the stable.

COVID 19 Precautions: We are working with vendors to have physical barriers between them (such as curtains for their tents) and putting additional spacing between vendors. We plan to encourage face masks but will not be requiring them. We will put signs around to encourage physical distancing and to remind people to stay home if they are not feeling well. This event is free and open to the public, and is not a fenced event with an entry and exit point, and currently we have no plans to alter this.

Street Closures: I was unsure of where specifically barricades have been placed in the past so I just put them on the map in the areas I assume they will be put. I also know the Chicken BBQ is doing a drive thru format so that may change where barriers are placed for our event. However, we would like Janesville Street and Storrs Lake Road blocked off if possible. I apologize that I do not know the specific block #'s we need barricaded off.

If you have any questions or concerns regarding this permit, please feel free to email me back or shoot me a text/call my cell at 608.513.2015. I will be out of the office this afternoon and all day Tuesday, but will be back in Wednesday 6/24.

Thank you to the City for being willing to consider assisting us with is event. It is our biggest fundraiser of the eyar and with all of the lost revenue from this year, putting this event on is desperately needed by the Society. That being said, health and safety of staff/volunteers/guests come first, so hosting this event is still under consideration with our board.

Respectfully,

Keighton Klos  
(She/Her)  
Executive Director  
Milton Historical Society & Milton House Museum

18 S Janesville St - Milton - WI - 53563  
kklos@miltonhouse.org  
608.868.7772



CITY OF MILTON  
APPLICATION FOR SPECIAL EVENT PERMIT  
FEE: None

hereby make application with the City of Milton for a Special Event Permit as provided by City Ordinance #312. You must be current on all monies owed to the City of Milton per Ordinance #295.

Name of Organization: MILTON HISTORICAL SOCIETY

Mailing Address: 18 S STANESVILLE ST MILTON WI 53563

Primary Contact: KEIGHTON A KLOS  
First Middle Last

Cell Phone: 408 513 2015  
Work Phone: 408 868 7772  
Email: klos@miltonhistorical.org

Event Schedule: The schedule begins when event set-up starts and ends when clean-up of the event area is complete. The schedule should encompass all activities planned for the event, such as:  
• Vending: When will vendors set-up, hours of operation, tear-down  
• Music/Performances: Stage set-up, performance schedule, tear-down  
• Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down  
• Run/Walk/Parade, etc: When does staging start, start time(s), end time(s)

Address/Location of Event: 18 S STANESVILLE ST MILTON WI 53563

Event Name: ARTS AND CRAFTS ON THE LAWN  
Date of Event: August 2020

Responsible Party: MILTON HISTORICAL SOCIETY

Estimated Attendees: 2000  
Estimated Time (Start-End): 11 AM - 4 PM

\*\*Please attach an event schedule with this application.

Event Site Map:

To ensure proper review of the event please attach an Event Site Map and a route (if applicable). Site plans should include, but are not limited to the following:  
• Location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.  
• A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity.  
\*\*Please attach a detailed event site map with this application.

Street Use:

Are you requesting any Road Closures?

YES  NO

If No, please skip this section.

Please note: Access for emergency vehicles must be maintained.

Event Category:

Neighborhood Block Party

Other:

Location Requested: Street Names and Block #s 5 JAMESVILLE ST & STORRS

LATE ROAD

Do you need barricades?  YES  NO (\*\*Please indicate on the Event Site Map where they will go)

If Yes, please contact the Department of Public Works at 868-6914 to make arrangements.

Alcohol:

Will alcohol be served/consumed:

NO  YES

If No, please skip this section.

If Yes, please fill out a Beer/Wine Sales Permit Application

\*\*Please indicate on the Event Site Map where the locations of Serving, Storing, and Consumption of alcohol will be.

Have you applied for the Temporary Class "B" Retailers License?  Yes  No

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Milton as Additional

insured?

Yes  No Indicate Application Date: \_\_\_\_\_

Sound:

Do you plan to use amplifying devices?  NO  YES

If No, please skip this section.

By Ordinance, public amplification is not allowed except by permission from the Chief of Police. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound.

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

Times of Sound:

(Cannot start before 9am)

To:

(Cannot end past 10pm)

70-4(b)(3): Radios, phonographs, similar devices. The using, operating or permitting to be played, used or operated

any radio receiving set; musical instrument, phonograph or other machine or device for the producing or

reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph,

machine or device between the hours of 10:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at the

property line of the building or structure in which it is located shall be prima facie evidence of a violation of this

section.

70-4(b)(4): Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or

operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine

or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of

commercial advertising or attracting attention of the public to any building or structure. Announcements over

loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

70-4(c)(1): Permit required. The use of loudspeakers or amplifying devices on the streets or in the parks of the City of

Milton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit

from the chief of police.

70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device

before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the

chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a

nuisance.

JK (initials) I understand that any amplified noise allowed by this permit will end by 10:00 p.m.

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts by the Milton Police Department, and state that all of the above statements are true and correct to the best of my

knowledge.

Date: JUNE 22, 2020

For Office Use Only

Applicant's Signature

*[Handwritten Signature]*

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

Police Chief: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Date: \_\_\_\_\_

DPW Director: \_\_\_\_\_

Date: \_\_\_\_\_

Court Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

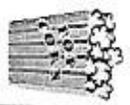
Date of Issuance: \_\_\_\_\_

Approved with the following conditions: \_\_\_\_\_

# Arts & Craft 2020

Blockade

151	152	153	154	155	156	157	158	159	160				
136	137	138	139	140	141	142	122	123	124	125	126	127	128
135	134	133	132	131	130	129	121	120	119	118	117	116	115



110	111	112	113	114
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Stable

**RAFFLE!**

104	103	102	101	100
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109	108	107
106	105	

49	48	47	46	45	44
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Storrs Lake Road

62	61	60	59	58	57	56	55	54	53	52	51
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30	31	32	33	34	35	37	38	39	40	41	42	43
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50



NO DRIVING ON THIS SECTION

NO DRIVING ON THIS SECTION



**TOURS OF MILTON HOUSE MUSEUM**

1

2

3

4

Information

29	28	27	26	25	24
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23	22	21	20	19	18	17	16
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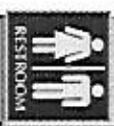
14	15
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Blacksmith Shop

12

11

10



**VENDOR PARKING ONLY**

Blockade

Blockade

ON THE  
GRASS  
SHOW: Qd  
RAFFLE: 10



## Office of the Finance Director/Treasurer

**To:** Milton Common Council, Mayor Anissa Welch  
**From:** Dan Nelson, Finance Director/Treasurer  
**Date:** June 23, 2020  
**Subject:** Discussion and Possible Action on Resolution 2020-18 – Waiving Interest on Property Tax Payment Installments Due on or After April 1, 2020

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### **Discussion and Background**

On April 16, 2020, 2019 Wisconsin Act 185 was signed into law by Governor Evers allowing municipalities in conjunction with the County to delay the due date of the July 31, 2020 property tax payment, provided the property owner was not delinquent as of April 1, 2020.

The Rock County Board passed a resolution authorizing the delay of the second installments (for qualifying parcels) on May 14, 2020.

Within the past week, City Administration has received requests from residents to enact a resolution allowing for the two month delay on qualifying City of Milton parcels. City staff confirmed with the Rock County Treasurer that there was still time to enact the Resolution. The County plans on mailing payment reminders to those that still owe within the next week. As of June 16, 2020, the City of Milton had 505 parcels that qualify for the extension (July 31 to October 1).

### ***Important Aspects***

1. If a parcel was not current with its 2019 tax bill (the tax bills that were mailed in December 2019 for 2020 budget) as of April 1, 2020, they will continue to accrue interest and penalties.
2. Any delinquent amounts after October 1, 2020 will begin to accrue interest and penalties starting on October 1, 2020.
3. The first installment of the 2020 tax bills (the tax bills that **will be** mailed in **December 2020** for 2021 budget) will still be due on January 31, 2021. At this time there is no legislation or pending legislation that will change this.
4. Those that choose to wait until October 1, 2020 to make their second installment payment, will have another property tax payment due four months later (January 31, 2021).
5. Property owners can make partial payments anytime between now and October 1, 2020 on their 2019 installments (by mail or online with the Rock County Treasurer).

### **Recommendation**

Adoption of Resolution 2020-18 – Waiving Interest on Property Tax Payment Installments Due on or After April 1, 2020

**RESOLUTION #2020-18**  
**City of Milton, Rock County, Wisconsin**  
**Waiving Interest on Property Tax Payment Installments**  
**Due on or After April 1, 2020**

WHEREAS, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin (“COVID-19 Pandemic”); and

WHEREAS, because of the COVID-19 Pandemic, on March 24, 2020, Secretary-designee Andrea Palm of the Wisconsin Department of Health Services issued Emergency Order #12, Safer at Home Order (“Safer at Home Order”) requiring that everyone in Wisconsin stay at their home or place of residence except in limited circumstances until April 24, 2020; and

WHEREAS, on April 16, 2020, Secretary-designee Palm extended the Safer at Home Order, with certain modifications, to May 26, 2020, pursuant to Emergency Order #28; and

WHEREAS, the federal, state, local and individual responses to the COVID-19 Pandemic and the uncertainty as to the effectiveness of those responses in mitigating the duration of the COVID-19 Pandemic have created economic hardship and uncertainty in the local business community, households throughout the community, and for every property taxpayer in the City of Milton; and

WHEREAS, in response to the COVID-19 Pandemic, on April 15, 2020, the Wisconsin Legislature enacted 2019 Wisconsin Act 185 (“Act 185”), which Governor Evers signed on April 16, 2020; and

WHEREAS, Rock County Resolution #20-5A-014 (“The County Resolution”) enables, for purposes of Section 105(25) of Act 185, any taxation district in the County to waive interest and penalties on installment payments of property taxes due and payable after April 1, 2020, in a manner consistent with Act 185; and

WHEREAS, the plain language of Section 105(25) of Act 185 allows for either a general or a “case-by-case” finding of hardship to qualify for the above referenced waiver of interest and penalties; and

WHEREAS, The County Resolution authorizes the waiver of interest and penalties for all property taxpayers in the county on a finding of general hardship based upon current and anticipated economic conditions; and

WHEREAS, this Resolution is intended to be “similar” to The County Resolution for purposes of Section 105(25) of Act 185; and

WHEREAS, the interest rate on delinquent general property taxes, special charges, special assessments, and special taxes included in the tax roll for collection is 1.0% per month or fraction of a month pursuant to Wisconsin Statute § 74.47(1).

NOW THEREFORE BE IT RESOLVED that pursuant to Section 105(25) of Act 185, the Common Council hereby finds and authorizes the following:

1. Because of the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency orders and regulations implemented by state and local governments, and Act 185, the Common Council finds that all property taxpayers are experiencing hardship as that term is used in Section 105(25) of Act 185.
2. The City of Milton waives the interest that would otherwise accrue on late property tax installments due and payable after April 1, 2020 as provided in Section 105(25) of Act 185 and enabled by The County Resolution.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Common Council and other appropriate public officers and agents of the City of Milton with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

Approved by the Common Council of the City of Milton this 23<sup>rd</sup> day of June, 2020.

**CITY OF MILTON**

By:

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Anissa Welch, Mayor

Attest:

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Leanne Schroeder, City Clerk



## Department of Public Works

**To:** Mayor Welch, Common Council Members  
**From:** Howard Robinson, Director Public Works  
**Date:** June 23, 2020  
**Subject:** Discussion and Possible Action Regarding the Compliance Maintenance Annual Report (CMAR) and Resolution #2020-17

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### **Summary**

The CMAR report is an annual report the Department of Natural Resource requires to monitor the operation of the wastewater treatment plant. A point total is used to measure compliance, and our grade point is 4.0 on a scale of 4. We are in the voluntary range for improvements and we have as “A” rating for our treatment plant. The treatment plant staff have consistently done an excellent job of maintaining an “A” rating for the city’s treatment facilities.

### **Recommendation**

The City Administration recommends approval of the CMAR report and Resolution #2020-17 for submittal to the Department of Natural Resources.

**RESOLUTION #2020-17**  
**COMPLIANCE MAINTENANCE ANNUAL REPORT**

RESOLVED, that the City of Milton informs the Wisconsin Department of Natural Resources that the following actions were taken by Milton Common Council.

1. Reviewed the Compliance Maintenance Annual Report (CMAR) which is attached to this resolution.
2. Set forth the following actions necessary to maintain effluent requirements contained in the WPDES Permit:
  - (a)
  - (b)
  - (c) {NONE REQUIRED}
  - (d)
  - (e)
  - (f)

\_\_\_\_\_  
Mayor Anissa M. Welch

ATTEST:

\_\_\_\_\_  
Leanne Schroeder, City Clerk

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.2885	x	364	x	8.34	=	877
February	0.3064	x	365	x	8.34	=	934
March	0.3351	x	290	x	8.34	=	810
April	0.3149	x	329	x	8.34	=	863
May	0.3185	x	337	x	8.34	=	896
June	0.3218	x	344	x	8.34	=	924
July	0.3196	x	332	x	8.34	=	885
August	0.2984	x	333	x	8.34	=	829
September	0.3246	x	329	x	8.34	=	890
October	0.3006	x	347	x	8.34	=	870
November	0.2858	x	364	x	8.34	=	867
December	0.2920	x	361	x	8.34	=	879

### 2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.625	x	90	=	0.5625
		x	100	=	.625
		x	100	=	1970
Design BOD, lbs/day	1970	x	90	=	1773
		x	100	=	1970

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
<b>Total Number of Points</b>					<b>0</b>

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:

6/15/2020

2019

## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

Our treatment plant doesn't have one

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

We found a paint factory doing some cleaning who sent a high strength cleaner to the treatment plant that hindered our process to remove phosphorus biologically. The company now ships this cleaner off sight instead of sending it to us.

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes  gallons

No

Holding Tanks

Yes  gallons

No

Grease Traps

Yes  gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

We had lots of suds in our effluent and found Evonik to admit to the discharge. We now share our lab test and keep in contact on a weekly basis with evonik and let them know when we are noticing there samples to be high in T.S.S. , or ammonia

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

Section	Points	Score	Grade
1. General Information	10	10	A
2. Facility Description	10	10	A
3. Compliance History	10	10	A
4. Financial Information	10	10	A
5. Other Information	10	10	A
<b>Total</b>	<b>50</b>	<b>100</b>	<b>A</b>

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:

6/15/2020

2019

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	7	1	0	0
February	30	27	6	1	0	0
March	30	27	4	1	0	0
April	30	27	5	1	0	0
May	30	27	4	1	0	0
June	30	27	4	1	0	0
July	30	27	2	1	0	0
August	30	27	1	1	0	0
September	30	27	3	1	0	0
October	30	27	3	1	0	0
November	30	27	3	1	0	0
December	30	27	4	1	0	0

\* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
<b>Total number of points</b>			<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes      Enter last calibration date (MM/DD/YYYY)  

2019-08-13

No

If No, please explain:

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

none

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- Yes
- No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- Yes
- No
- N/A

Please explain unless not applicable:

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

NOTE: For systems that determine effluent toxicity, the points per month are calculated by the number of months of compliance. Example: For a wastewater facility monitoring only 6 months of the year, the calculation would be 100 / 6 = 16.67.

0	Total Points Generated
100	Score (100 - Total Points Generated)
A	Section Grade

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

## Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results						
1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:						
Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	3	1	0	0
March	30	27	4	1	0	0
April	30	27	3	1	0	0
May	30	27	2	1	0	0
June	30	27	3	1	0	0
July	30	27	2	1	0	0
August	30	27	1	1	0	0
September	30	27	2	1	0	0
October	30	27	3	1	0	0
November	30	27	3	1	0	0
December	30	27	2	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
<b>Points per each exceedance with 12 months of discharge:</b>					<b>7</b>	<b>3</b>
Exceedances					0	0
Points					0	0
<b>Total Number of Points</b>						<b>0</b>
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

## Effluent Quality and Plant Performance (Ammonia - NH<sub>3</sub>)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	60		.84	0					
February	60		.071666667	0					
March	60		.043846154	0					
April	60		.046923077	0					
May	60		.056923077	0					
June	60		.076153846	0					
July	60		.054615385	0					
August	60		.034615385	0					
September	60		.029230769	0					
October	60		.017857143	0					
November	60		0	0					
December	60		.055714286	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
<b>Total Number of Points</b>									<b>0</b>

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.015	1	0
February	1	0.000	1	0
March	1	0.054	1	0
April	1	0.062	1	0
May	1	0.676	1	0
June	1	0.309	1	0
July	1	0.239	1	0
August	1	0.240	1	0
September	1	0.212	1	0
October	1	0.063	1	0
November	1	0.046	1	0
December	1	1.504	1	1
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				1
<b>Total Number of Points</b>				<b>10</b>

10

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

We noticed according to our phosphorus analyzer on Dec. 18 our phosphorus trending started to climb and our raw phos. went to 23.628 mg/L. We immediately started pumping alum at 100 gpd. after 11 days ,on Dec. 28, we were back to meeting our limits. Our course of action was verify the analyzer was correct, we did grab samples from our three collection lines coming into the treatment plant. Found that it was coming from our east business district. Then contacted all those businesses from that area. They all denied sending anything with phos. of that strength.

<b>Total Points Generated</b>	10
<b>Score (100 - Total Points Generated)</b>	90
<b>Section Grade</b>	<b>B</b>

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

### 2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1154.50 acres

2.1.2 How many acres did you use?

72.5 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

#### Outfall No. 004 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75								<14						0	0
Cadmium		39	85								2						0	0
Copper		1500	4300								766						0	0
Lead		300	840								13.8						0	0
Mercury		17	57								2.2						0	0
Molybdenum	60		75								8					0		0
Nickel	336		420								61.6					0		0
Selenium	80		100								<34					0		0
Zinc		2800	7500								483						0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 **2019**

1-2 (10 Points)

> 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

Yes

No (10 points)

N/A - Did not exceed limits or no HQ limit applies (0 points)

N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

0 (0 Points)

1 (10 Points)

> 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

Yes (20 Points)

No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

## 4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	<b>004</b>
Biosolids Class:	<b>B</b>
Bacteria Type and Limit:	<b>Fecal Coliform</b>
Sample Dates:	<b>01/01/2019 - 12/31/2019</b>
Density:	<b>436</b>
Sample Concentration Amount:	<b>MPN/G TS</b>
Requirement Met:	<b>Yes</b>
Land Applied:	<b>Yes</b>
Process:	<b>Anaerobic Digestion</b>
Process Description:	<b>Extended Aeration</b>

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

## 5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

# Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:  
6/15/2020 2019

Outfall Number:	004	0
Method Date:	12/31/2019	
Option Used To Satisfy Requirement:	Injection when land apply	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):		
Results (if applicable):		

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

## 6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

>= 180 days (0 Points)

150 - 179 days (10 Points)

120 - 149 days (20 Points)

90 - 119 days (30 Points)

< 90 days (40 Points)

N/A (0 Points)

6.2 If you checked N/A above, explain why.

## 7. Issues

7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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Milton Wastewater Treatment Facility

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## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li><li>○ No (40 points) <input type="checkbox"/><input type="checkbox"/></li></ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li>● Yes<ul style="list-style-type: none"><li>○ Paper file system</li><li>○ Computer system</li><li>● Both paper and computer system</li></ul></li><li>○ No (10 points)</li></ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li>○ Excellent</li><li>● Very good</li><li>○ Good</li><li>○ Fair</li><li>○ Poor</li></ul> <p>Describe your rating:</p>	

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 442,210.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 442,210.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Elm Street Lift Station, South John Paul, Madison Ave list station	1500000	2021

## 5. Financial Management General Comments

The City plans on paying cash for any future upgrading, rehabilitating or new construction.

## ENERGY EFFICIENCY AND USE

### 6. Collection System

#### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 11

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	1,665	
February	1,462	
March	1,555	
April	1,469	
May	1,731	
June	1,396	
July	1,644	
August	1,527	
September	1,357	
October	1,596	
November	1,360	
December	1,501	
<b>Total</b>	<b>18,263</b>	<b>0</b>
<b>Average</b>	<b>1,522</b>	<b>0</b>

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	56,000	8.94	6,264	27.19	2,060	733
February	54,800	8.58	6,387	26.15	2,096	808
March	56,000	10.39	5,390	25.11	2,230	651
April	56,800	9.45	6,011	25.89	2,194	284
May	56,800	9.87	5,755	27.78	2,045	118
June	48,000	9.65	4,974	27.72	1,732	7
July	54,800	9.91	5,530	27.44	1,997	0
August	54,000	9.25	5,838	25.70	2,101	2
September	50,000	9.74	5,133	26.70	1,873	5
October	48,400	9.32	5,193	26.97	1,795	96
November	40,400	8.57	4,714	26.01	1,553	135
December	48,000	9.05	5,304	27.25	1,761	893
<b>Total</b>	<b>624,000</b>	<b>112.72</b>		<b>319.91</b>		<b>3,732</b>
<b>Average</b>	<b>52,000</b>	<b>9.39</b>	<b>5,541</b>	<b>26.66</b>	<b>1,953</b>	<b>339</b>

7.1.2 Comments:

## 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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## 7.2.2 Comments:

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- No
- Yes

If Yes, how is the biogas used (Check all that apply):

- Flared Off
- Building Heat
- Process Heat
- Generate Electricity
- Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- No
- Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:



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## Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (20 points)</p> <p>Name: <input style="width: 150px;" type="text" value="LON C LIEFKE"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="35195"/></p>	0																																																																																							
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th>WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Basic</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td></td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td></td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>X</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (20 points)</p>	Sub Class	SubClass Description	WWTP	OIC		Basic	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural					A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	X	NA	NA	0
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<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <p><input checked="" type="checkbox"/> One or more additional certified operators on staff</p> <p><input checked="" type="checkbox"/> An arrangement with another certified operator</p> <p><input checked="" type="checkbox"/> An arrangement with another community with a certified operator</p> <p><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</p> <p><input checked="" type="checkbox"/> A consultant to serve as your certified operator</p> <p><input type="checkbox"/> None of the above (20 points)</p> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																																																																																							
<p>4. Continuing Education Credits</p>																																																																																								

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?  
 OIT and Basic Certification:  
 Averaging 6 or more CECs per year.  
 Averaging less than 6 CECs per year.  
 Advanced Certification:  
 Averaging 8 or more CECs per year.  
 Averaging less than 8 CECs per year.

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

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## Financial Management

<p><b>1. Provider of Financial Information</b></p> <p>Name: <input style="width: 150px;" type="text" value="Daniel Nelson"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(608)228-4731"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="dnelson@milton-wi.gov"/></p>																
<p><b>2. Treatment Works Operating Revenues</b></p> <p><b>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</b></p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain: <input style="width: 700px; height: 20px;" type="text"/></p> <p><b>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</b></p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p><b>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</b></p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0															
<p><b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b></p>																
<p><b>3. Equipment Replacement Funds</b></p> <p><b>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</b></p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain: <input style="width: 700px; height: 20px;" type="text"/></p>																
<p><b>3.2 Equipment Replacement Fund Activity</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="442,210.00"/></td> </tr> <tr> <td><b>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/></td> </tr> <tr> <td><b>3.2.3 Adjusted January 1st Beginning Balance</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="442,210.00"/></td> </tr> <tr> <td><b>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="442,210.00"/>	<b>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</b>	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/>	<b>3.2.3 Adjusted January 1st Beginning Balance</b>	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="442,210.00"/>	<b>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</b>	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/>		+	<input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/>	
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	+	<input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/>														



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## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

##### Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Properly manage and maintain sewer collection system at all times, provides adequate capacity and convey all peak design flows.

Did you accomplish them?

- Yes
- No

If No, explain:

##### Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

##### Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

City of Milton Municipality use ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 4/16/19

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

##### Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

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- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	20.00	% of system/year
Root removal	19.59	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	12.02	% of system/year
Manhole inspections	24.6	% of system/year
Lift station O&M	4	# per L.S./year
Manhole rehabilitation	.9	% of manholes rehabbed
Mainline rehabilitation	.73	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

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Private sewer I/I removal  % of private services  
 River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="46"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34"/>	Annual average precipitation (for your location)
<input type="text" value="34.26"/>	Miles of sanitary sewer
<input type="text" value="11"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="2"/>	Number of basement backup occurrences
<input type="text" value="9"/>	Number of complaints
<input type="text" value=".309"/>	Average daily flow in MGD (if available)
<input type="text" value=".335"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.06"/>	Basement backups (number/sewer mile)
<input type="text" value="0.26"/>	Complaints (number/sewer mile)
<input type="text" value="1.1"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume (MG)
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes  
 No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

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- No

If Yes, please describe:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Due to manhole rehab / injection we have decreased I/I in manholes therefore giving us less pump times in our lift stations

5.4 What is being done to address infiltration/inflow in your collection system?

During meter change out we have been also doing cross connection inspection and looking for illegal sump pump connections.

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

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## Grading Summary

WPDES No: 0060453

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	B	3	3	9
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>145</b>
<b>GRADE POINT AVERAGE (GPA) = 3.92</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = B

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 3.92**





## Office of the City Administrator

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** June 23, 2020  
**Subject:** Discussion and Possible Action Accepting a Donation of Materials from Frank Silha and Sons Excavating for the Replacement of the North Library Parking Lot Wall.

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### Summary

Dan Silha from Frank Silha and Sons Excavating has agreed to donate the necessary limestone rock material to replace the existing limestone wall along Davis Street to the north of the Milton Public Library. Staff has determined this portion of the wall is in disrepair and should be removed or replaced. In seeking input from contractors in the area about options to replace the wall, Dan Silha offered to provide limestone rocks that are of a similar size and shape to replace the wall. City crews would then perform the excavation and installation work.

The City Engineer is working with a third party structural engineer to determine the best way to “tie” the new wall along Davis Street with the existing wall to the rear of the properties along Rogers Street.

The value of this donation could equate to several thousand dollars based on the actual tonnage of rock required to replace the failing wall

The City Administration is very appreciative of Dan Silha from Frank Silha and Sons Excavating for his time, expertise and donation of materials.

If approved by the Council, the City would look to complete the removal and replacement of the wall along Davis Street within the next few weeks.

### Recommendation

The City Administration recommends the acceptance of the donation of limestone material from Frank Silha and Sons Excavating for the replacement of the existing stone wall along Davis Street.