



AGENDA
City of Milton
Virtual Common Council Meeting
Tuesday, July 7, 2020
6:00 PM

PLEASE NOTE: In-person attendance by members of the public temporarily discouraged 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/84335206020>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 843 3520 6020 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. **Presentation of the City's 2019 Audited Financial Statements**

Documents:

[2019 Audited Financial Statements - SUMMARY.pdf](#)
[2019 Audited Financial Statements.pdf](#)

6. **Approval of the Consent Agenda**
 - a. **Approval of Common Council Meeting Minutes - June 16, 2020**

Documents:

[Common Council Minutes 06-16-2020.pdf](#)

- b. **Approval of Common Council Meeting Minutes - June 23, 2020**

Documents:

[Common Council Minutes 06-23-2020.pdf](#)

- c. **Review of Municipal Court Report - June 2020**

Documents:

[Municipal Court Report - June 2020.pdf](#)

d. Discussion and Possible Action Regarding a 2-Lot Certified Survey Map Along Gateway Drive

Documents:

[Memo - Gateway CSM.pdf](#)
[CSM - Gateway Drive.pdf](#)

7. Public Hearing, Discussion, and Possible Action Regarding Ordinance #476 Permitting and Keeping Chickens in Residentially-Zoned Districts

Documents:

[Memo - Chicken Ordinance.pdf](#)
[Ordinance 476 - An Ordinance Amending Sec. 6-2 creating 6-96 and creating Article VII of Ch. 6 - Raising Chickens.pdf](#)
[Notice of Public Hearing - Ordinance 476.pdf](#)

8. Public Hearing, Discussion, and Possible Action Regarding Ordinance #477 Permitting the Keeping of Honeybees in Residential Districts of the City of Milton

Documents:

[Memo - Bee Ordinance.pdf](#)
[Notice of Public Hearing - Ordinance 477.pdf](#)
[Ordinance 477 - An Ordinance Creating Article III of Chapter 6 - Safekeeping of Bees.pdf](#)

9. Discussion and Possible Action Regarding Ordinance #474 Amending Section 78-1233 of the Code of Ordinances Concerning Mini Warehouse Off-Street Parking Requirements

Documents:

[Memo - Ordinance 474 - Mini Storage Unit Parking Requirements.pdf](#)
[Ordinance 474 - An Ordinance Amending Section 78-1233 Concerning Miniwarehouse Off-Street Parking Requirements.pdf](#)

10. Discussion and Possible Action Regarding Conditional Use Permit Approval for Mini Warehouse on Arthur Drive.

Documents:

[Memo - Arthur Drive Storage Units.pdf](#)
[BJ Storage Janesville Pictures.pdf](#)
[BJ Storage More Janesville Pictures.pdf](#)
[BJ Storage Stormwater Management Agreement.pdf](#)
[CUP Application - B J Storage.pdf](#)
[Findings of Facts - BJ Storage.pdf](#)
[Notice of Public Hearing - B J Storage.pdf](#)

11. Discussion and Possible Action Regarding a TIF Development Agreement with Capital Asset Investments, LLC

Documents:

[Memo - TIF Development Agreement - 1181 Gateway.pdf](#)
[TIF Development Agreement - Capital Asset - 1181 Gateway Drive FINAL.pdf](#)

12. Discussion and Possible Action Regarding the Acceptance of a Donation of the Veterans Park Pavilion and Parking Lot

Documents:

[Memo - Veterans Park Pavilion.pdf](#)

13. Discussion and Possible Action Regarding Resolution 2020-19 Establishing a Rental Fee and Security Deposit for the Veterans Park Pavilion.

Documents:

[Memo - Resolution 2020-19 Veterans Park Pavilion Rental.pdf](#)
[Resolution 2020-19 Establishing Rental Fee and Security Deposit for Veterans Park Pavilion.pdf](#)

14. Discussion, Direction, and Possible Action Regarding Park Rental Guidance

Documents:

[Memo - Park Guidance.pdf](#)
[Milton Park Use Supplement.pdf](#)
[Rock County - Sports_Guidance_6-10-20.pdf](#)

15. Discussion and Possible Action Regarding a Commercial Facade Grant Application for First Community Bank of Milton Located at 202-216 Merchant Row

Documents:

[Memo - FCB Facade Grant.pdf](#)
[FCB Facade Application.pdf](#)

16. Discussion and Possible Action Regarding a Municipal Court Forfeiture Request for Municipal Ordinance 18-45

Documents:

[Memo - Municipal Court Foreiture.pdf](#)

17. General Items

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

18. Next Meeting ~ July 21, 2020

19. 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 July 2, 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.

CITY OF MILTON, WISCONSIN

**SUMMARY FINANCIAL REPORT
WITH INDEPENDENT AUDITORS'
REPORT**

DECEMBER 31, 2019

CITY OF MILTON, WISCONSIN
SUMMARY FINANCIAL REPORT

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8	Other Financial Information



INDEPENDENT AUDITORS' REPORT

To the City Council
City of Milton, Wisconsin

The accompanying summary financial reports of the City of Milton, Wisconsin (the "City") as of and for the year ended December 31, 2019 and the related notes, as listed in the table of contents, are derived from the audited basic financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton, Wisconsin as of and for the year ended December 31, 2019. We expressed an unmodified audit opinion on those audited financial statements in our report dated June 25, 2020.

The summary financial reports do not contain all the disclosures required by accounting principles generally accepted in the United States of America. Reading the summary financial reports, therefore, is not a substitute for reading the audited financial statements of the City.

Management's Responsibility for the Summary Financial Reports

Management is responsible for the preparation of the summary financial reports on the basis described in the other financial information.

Auditors' Responsibility

Our responsibility is to express an opinion about whether the summary financial reports are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with auditing standards generally accepted in the United States of America. The procedures consisted principally of comparing the summary financial reports with the related information in the audited financial statements from which the summary financial reports have been derived, and evaluating whether the summary financial reports are prepared in accordance with the basis described in the other financial information.

Opinion

In our opinion, the summary financial reports of the City of Milton, Wisconsin as of and for the year ended December 31, 2019, referred to above are consistent, in all material respects, with the audited financial statements from which they have been derived, on the basis described in the other financial information.

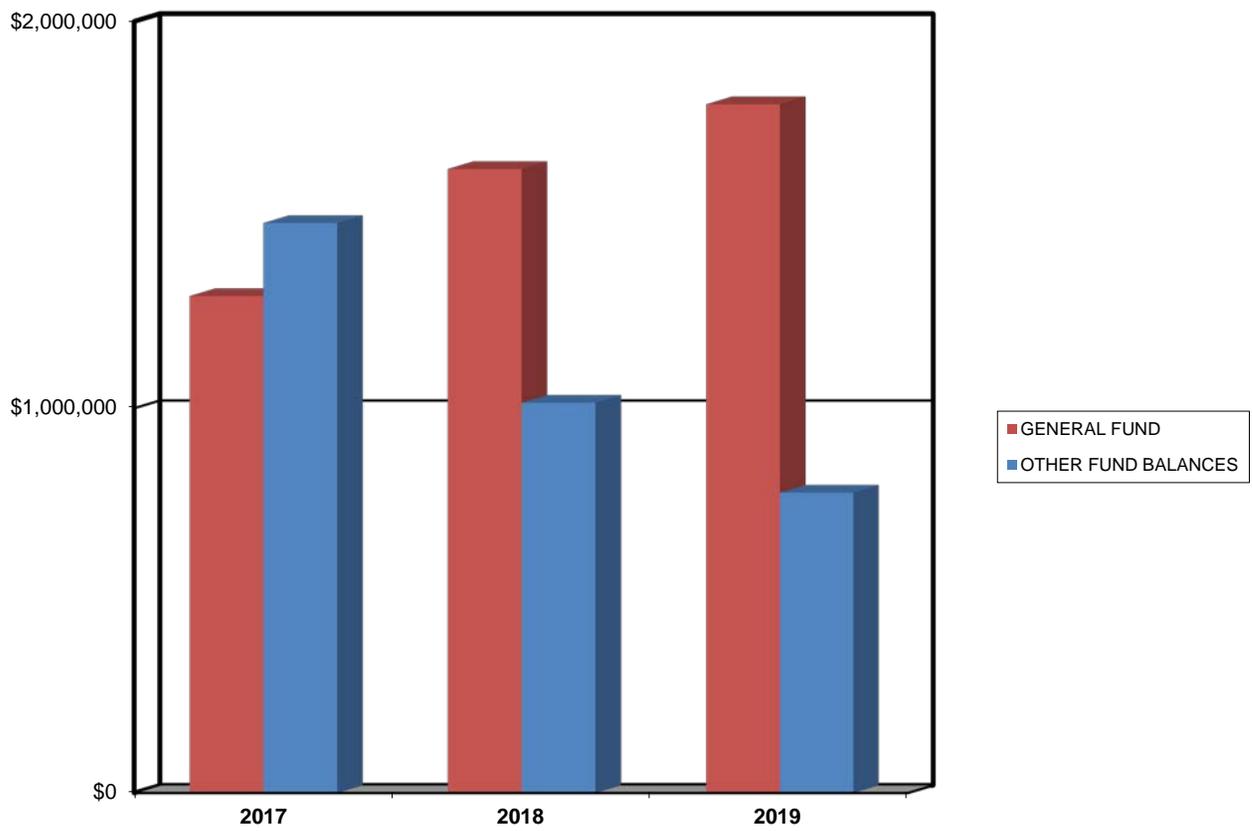
Hawkins Ash CPAs, LLP

La Crosse, Wisconsin
June 25, 2020

**CITY OF MILTON, WISCONSIN
COMBINED BALANCE SHEET**

<u>ASSETS</u>	DECEMBER 31,	
	2019	2018
Cash and investments	\$ 8,252,761	\$ 8,869,270
Restricted cash	1,252,042	2,194,354
Receivables		
Taxes	8,145,130	5,745,264
Special assessments	457,978	376,572
Customers and other	615,753	572,212
Interfund	416,048	488,447
Loan	278,910	284,631
Interest	16,026	2,604
Inventories and prepaids	54,185	53,095
Capital assets, less accumulated depreciation	21,874,373	19,438,301
Net pension asset (Wisconsin Retirement System)	-	83,618
TOTAL ASSETS	41,363,206	38,108,368
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Wisconsin Retirement System pension	465,070	242,371
Local Retiree Life Insurance fund	4,042	3,333
TOTAL DEFERRED OUTFLOWS OF RESOURCES	469,112	245,704
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 41,832,318	\$ 38,354,072
<u>LIABILITIES</u>		
Payables	\$ 622,665	\$ 161,597
Accrued liabilities	74,314	65,737
Accrued interest expense	13,734	15,310
Interfund payables	416,048	488,447
Due to other governments	1,736,664	5,295,500
Compensated absences	53,740	57,541
Long-term obligations	3,084,986	3,397,130
Unearned revenue	889,834	872,765
Net LRLIF liability	19,341	20,305
TOTAL LIABILITIES	6,911,326	10,374,332
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Unavailable revenue		
Tax roll	4,787,096	4,353,127
Wisconsin Retirement System pension	321,872	292,798
Local Retiree Life Insurance fund	5,174	286
TOTAL DEFERRED INFLOWS OF RESOURCES	5,114,142	4,646,211
<u>EQUITY</u>		
Net position	27,239,564	20,700,993
General fund balance	1,785,563	1,618,424
Other fund balances	781,723	1,014,112
TOTAL EQUITY	29,806,850	23,333,529
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND EQUITY	\$ 41,832,318	\$ 38,354,072

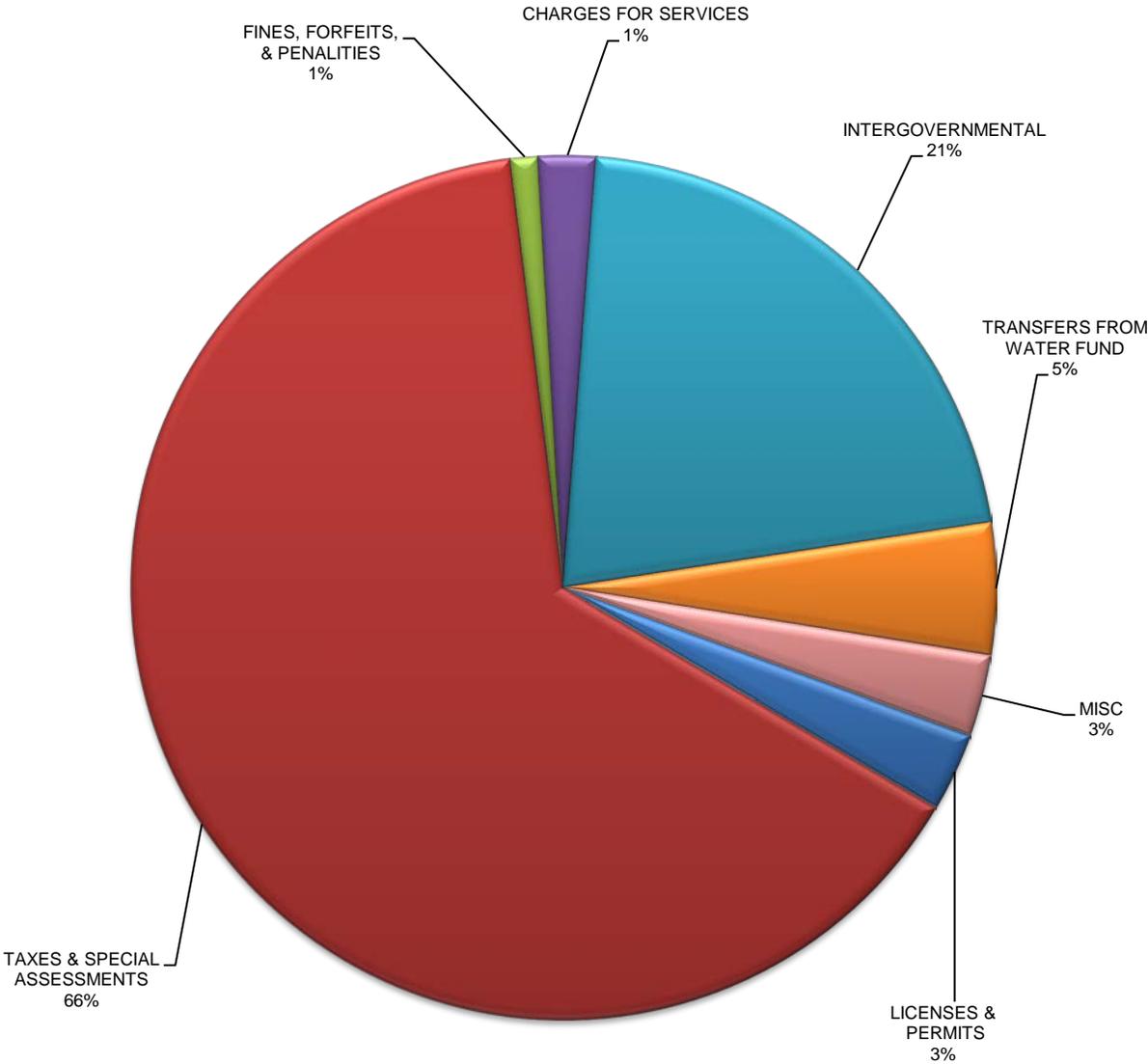
CITY OF MILTON, WISCONSIN 2017-2019 FUND EQUITY



CITY OF MILTON, WISCONSIN
REVENUE
GENERAL FUND

REVENUE	YEAR ENDED DECEMBER 31,		
	2019		2018
	BUDGET	ACTUAL	ACTUAL
Taxes	\$ 3,289,755	\$ 3,289,546	\$ 3,236,502
Intergovernmental			
State shared taxes	716,727	728,927	724,296
State grants and payments	343,605	359,335	338,315
Licenses and Permits			
Business and occupational licenses	89,300	95,658	95,309
Nonbusiness licenses	4,200	3,446	3,017
Building permits and inspection fees	24,800	49,321	33,801
Zoning permits and fees	1,333	750	2,250
Other permits and fees	300	125	50
Fines, Forfeits, and Penalties			
Law and ordinance violations	55,250	52,858	58,323
Public Charges for Services			
General government	3,500	6,393	5,453
Public safety	1,250	4,350	1,978
Public works	13,250	23,614	30,083
Culture, recreation, and education	-	-	522
Intergovernmental Charges for Services			
Other local governments	118,000	73,946	71,147
Miscellaneous			
Interest and dividends	61,150	128,976	96,817
Rent	19,600	24,548	26,577
Miscellaneous	600	1,475	880
Operating Transfer In	210,000	251,892	530,371
TOTAL REVENUE	\$ 4,952,620	\$ 5,095,160	\$ 5,255,691

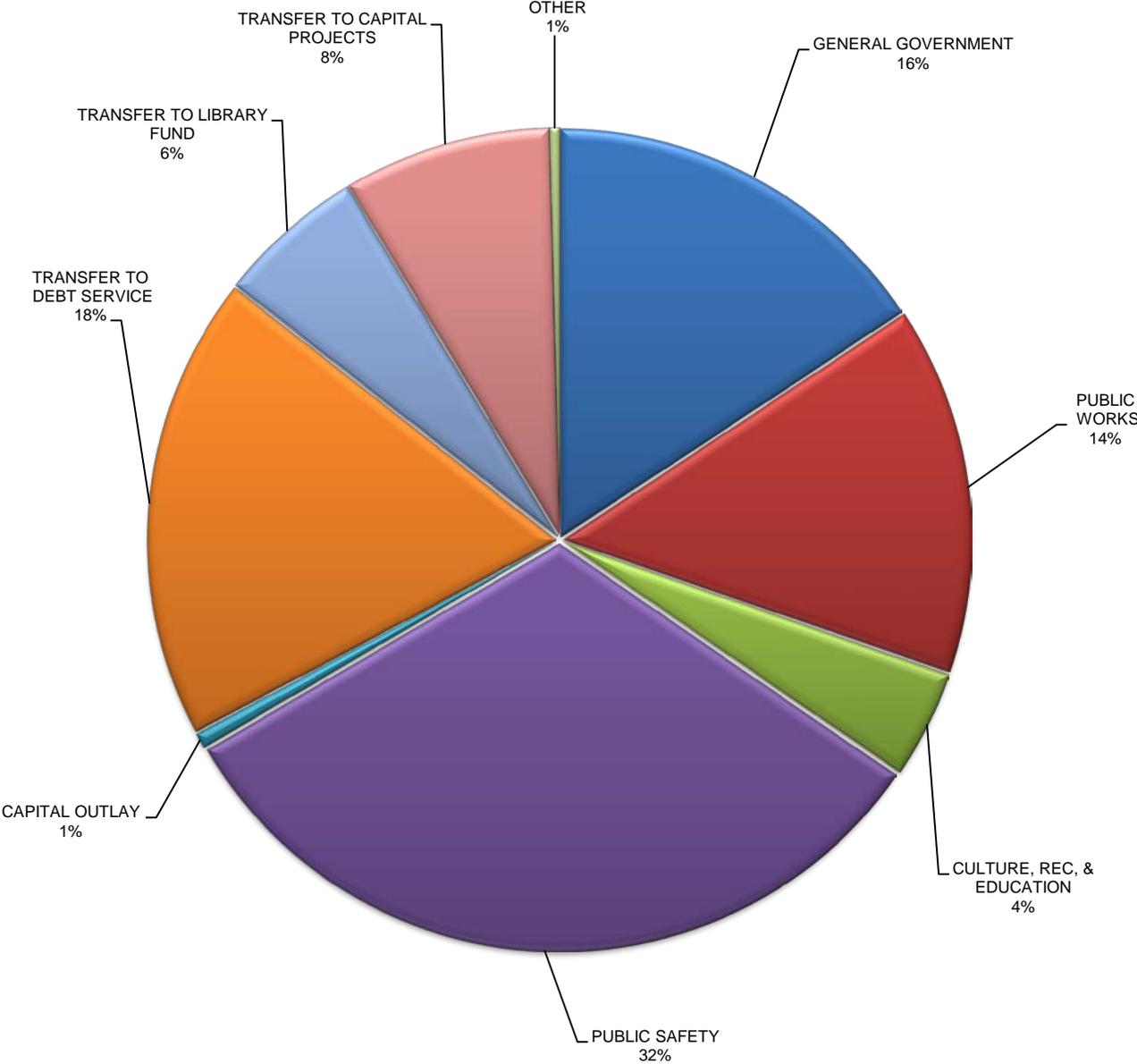
CITY OF MILTON 2019 GENERAL FUND REVENUE



CITY OF MILTON, WISCONSIN
EXPENDITURES
GENERAL FUND

EXPENDITURES	YEAR ENDED DECEMBER 31,		
	2019		2018
	BUDGET	ACTUAL	ACTUAL
General Government			
Mayor/council	\$ 16,420	\$ 15,474	\$ 15,151
Municipal court	81,875	80,622	69,310
Legal	63,000	57,375	56,860
City administrator	350,681	350,001	338,886
City clerk/treasurer	25,180	24,108	24,020
Elections	6,500	6,419	9,001
Assessor	30,800	30,584	41,579
Other	258,470	208,628	206,197
Public Safety			
Law enforcement	1,233,629	1,134,805	1,072,881
Code enforcement	48,433	33,071	41,868
Fire protection	340,175	362,810	313,335
Inspection materials	23,119	47,760	26,410
Public Works			
DPW administration	213,366	179,009	169,629
City garage	40,765	34,901	31,896
Public safety building	10,438	19,995	13,415
Street maintenance materials	331,043	318,111	285,663
Snow and ice removal materials	80,000	91,391	61,254
Traffic signs materials	22,850	2,414	22,594
Street lights	81,100	70,179	72,280
Recycling materials	5,900	3,447	3,246
Health and Human Services			
Cemetary	3,700	2,249	3,694
Culture, Recreation, and Education			
Donations	20,000	20,000	21,200
Parks	207,900	173,803	168,643
Community house	5,000	4,156	7,595
Recreation	10,762	8,501	15,621
Celebrations	4,900	4,303	4,491
Conservation and Development			
Historic preservation allocation	2,540	2,476	25
Planning	3,000	9,030	8,649
Economic development	5,000	4,786	2,840
Capital Outlay	33,500	30,039	37,517
Operating Transfers Out	1,597,574	1,597,574	1,781,352
TOTAL EXPENDITURES	\$ 5,157,620	\$ 4,928,021	\$ 4,927,102

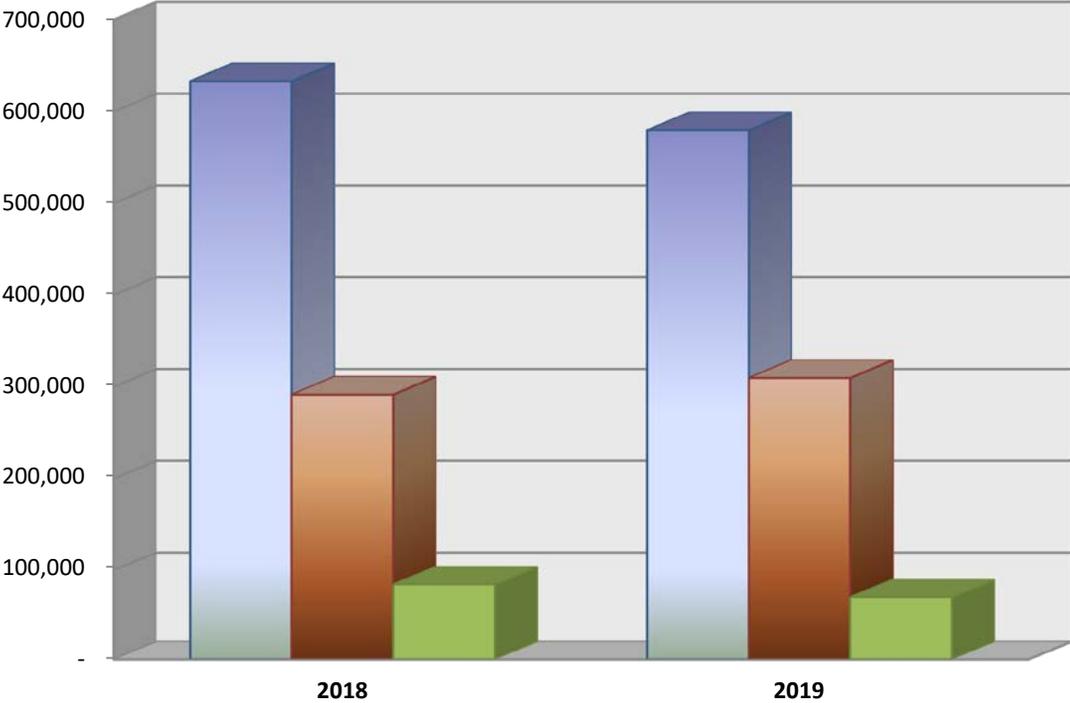
CITY OF MILTON 2019 GENERAL FUND EXPENDITURES



CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
WATER, SEWER, AND STORM WATER

	YEAR ENDED DECEMBER 31,					
	WATER		SEWER		STORM WATER	
	2019	2018	2019	2018	2019	2018
OPERATING REVENUE						
Charges for services	\$ 1,470,215	\$ 1,457,659	\$ 1,177,715	\$ 1,104,523	\$ 275,259	\$ 268,688
OPERATING EXPENSES						
Operations	376,883	351,867	125,359	118,696	6,443	8,672
Maintenance	91,612	52,624	189,568	128,900	27,716	22,091
General and administration	90,031	94,814	187,869	216,670	113,244	108,213
Depreciation	332,185	325,473	365,332	348,764	58,184	45,712
TOTAL OPERATING EXPENSES	<u>890,711</u>	<u>824,778</u>	<u>868,128</u>	<u>813,030</u>	<u>205,587</u>	<u>184,688</u>
OPERATING INCOME	<u>579,504</u>	<u>632,881</u>	<u>309,587</u>	<u>291,493</u>	<u>69,672</u>	<u>84,000</u>
NONOPERATING (EXPENSES) REVENUE						
Interest income	46,680	29,804	41,184	28,690	4,927	4,935
Interest expense	(61,398)	(63,785)	(24,160)	(31,000)	-	-
Debt issue costs	(1,692)	(1,692)	-	-	-	-
Capital contributions	139,606	217,479	1,130,981	165,257	161,292	189,724
Transfer out	(245,324)	(225,296)	120,829	(5,075)	(54,881)	(53,613)
TOTAL NONOPERATING (EXPENSES) REVENUE	<u>(122,128)</u>	<u>(43,490)</u>	<u>1,268,834</u>	<u>157,872</u>	<u>111,338</u>	<u>141,046</u>
CHANGE IN NET POSITION	457,376	589,391	1,578,421	449,365	181,010	225,046
NET POSITION AT BEGINNING OF YEAR	9,057,508	8,474,837	8,333,545	7,891,444	3,309,940	3,087,253
CHANGE IN ACCOUNTING PRINCIPLE	-	(6,720)	-	(7,264)	-	(2,359)
NET POSITION AT END OF YEAR	<u>\$ 9,514,884</u>	<u>\$ 9,057,508</u>	<u>\$ 9,911,966</u>	<u>\$ 8,333,545</u>	<u>\$ 3,490,950</u>	<u>\$ 3,309,940</u>

CITY OF MILTON WATER, SEWER, AND STORM WATER 2018-2019 OPERATING INCOME



CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENDITURES, AND FUND EQUITY
OTHER FUNDS

	<u>FUND EQUITY</u> JANUARY 1, 2019	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>FUND EQUITY</u> DECEMBER 31, 2019
Special Revenue				
Grant fund	\$ 50,620	\$ 18,043	\$ 33,987	\$ 34,676
Sidewalk fund	98,736	1,334	34,222	65,848
Small business development	25,000	-	-	25,000
Library fund	(249,627)	516,200	385,470	(118,897)
Refuse and recycling fund	5,577	303,688	300,928	8,337
Dog park	11,206	287	-	11,493
Crossridge park	66,915	199,431	113,308	153,038
Debt Service	2,086	959,917	904,435	57,568
Capital Projects	310,539	569,029	497,032	382,536
TIF #6	673,782	968,223	1,623,829	18,176
TIF #7	55,679	121,743	156,953	20,469
TIF #8	7,145	17,305	24,450	-
TIF #9	(23,035)	27,849	149	4,665
TIF #10	(20,511)	1,296,362	1,157,037	118,814
TOTAL	<u>\$ 1,014,112</u>	<u>\$ 4,999,411</u>	<u>\$ 5,231,800</u>	<u>\$ 781,723</u>

CITY OF MILTON, WISCONSIN
OTHER FINANCIAL INFORMATION
DECEMBER 31, 2019

Independent Auditors' Report - An unmodified "clean" auditors' opinion was issued on the City's financial statement. Our opinion states that we found that your statements present fairly, in all material respects, the financial activity of the City.

Basis of Accounting - The combined balance sheet, general fund revenue, general fund expenditures, and statement of revenue, expenditures, and fund balances summary financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. The statement of revenue, expenses, and changes in net position financial statement is presented using the economic resources measurement focus and the accrual basis of accounting.

General Capital Assets - The City added \$598,268 of general capital assets during 2019, of which \$124,704 was for equipment, \$111,239 was for improvement other than buildings and \$362,325 was infrastructure.

	<u>BALANCES</u> 1/1/19	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> 12/31/19
General Capital Assets	\$ 45,848,530	\$ 598,268	\$ (119,190)	\$ 46,327,608
Less Accumulated Depreciation	<u>(12,564,725)</u>	<u>(719,902)</u>	<u>119,190</u>	<u>(13,165,437)</u>
General Capital Assets, net	<u>\$ 33,283,805</u>	<u>\$ 121,634</u>	<u>\$ -</u>	<u>\$ 33,162,171</u>

Water, Sewer and Storm Water Utilities - The City added \$3,191,773 of water, sewer and storm water fixed assets during 2019.

Long-Term Debt - General obligation long-term debt decreased (\$691,794) to an outstanding general obligation debt balance of \$11,050,000 at December 31, 2019. The City is below its debt limit of \$21,372,265.

	<u>BALANCES</u> 1/1/19	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> 12/31/19
General Obligation Long-Term Debt	<u>\$ 11,741,794</u>	<u>\$ 1,225,000</u>	<u>\$ (1,916,794)</u>	<u>\$ 11,050,000</u>

Auditors' Reports on Compliance and Internal Control Over Financial Reporting - These reports conclude that the City's internal controls appear adequate for a City of your size.

Communications With Those Charged With Governance - This report discusses the scope and limitations of a financial audit and communicates any problems we had during the audit process. No significant problems were identified.

CITY OF MILTON, WISCONSIN

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS'
REPORT**

DECEMBER 31, 2019

CITY OF MILTON, WISCONSIN

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CITY OF MILTON, WISCONSIN

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Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance With *Government Auditing Standards*



INDEPENDENT AUDITORS' REPORT

To the Common Council
City of Milton, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton ("City"), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 17, Wisconsin Retirement System Schedules, Local Retiree Life Insurance Fund Schedules, and budgetary comparison information on pages 57 through 60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Milton's basic financial statements. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 25, 2020, on our consideration of the City of Milton's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Milton's internal control over financial reporting and compliance.

Hawkins Ash CPAs, LLP

La Crosse, Wisconsin

June 25, 2020

CITY OF MILTON, WISCONSIN
MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2019

The City of Milton's discussion and analysis is designed to:

1. Assist the reader in focusing on significant financial issues;
2. Provide an overview of the City's financial activity;
3. Identify changes in the City's financial position (its ability to address the next and subsequent year challenges);
4. Identify any material deviations from the financial plan, the adopted budget; and,
5. Identify individual fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the report year's activities, resulting changes and currently known facts, please read it in conjunction with the City's financial statements (beginning on page 18).

The City's government-wide financial statements have been prepared on the full-accrual basis of accounting in conformity with generally accepted accounting principles (U.S. GAAP). The City's fund financial statements for governmental funds (General, Special Revenue, Debt Service, and Capital Projects) have been prepared on the modified accrual basis of accounting in conformity with GAAP. The City's Proprietary funds (Enterprise - Water, Sewer & Stormwater) are accounted for on the accrual basis. A detailed discussion on Government-wide and Fund financial statements can be found on pages 27-29.

Financial Highlights

- As shown on the Statement of Net Position, fiscal year December 31, 2018 ended with an Unrestricted Net Position Balance of \$1,374,248 in Governmental Activities. This is an increase of \$136,122 from the prior year primarily due to reductions in long-term obligations. These monies are intended to provide a cushion against significant downturns in revenues and to maintain sufficient working capital and cash flow to meet daily financial needs. Other reserves have been designated by management to address annual budget amendments, furniture and equipment replacement, major repairs and Parkland improvements.
- Also shown on the statement of Net Position is an Unrestricted Net Position Balance of \$2,999,210 in the Business Activities category. This is a decrease of \$581,158 from the prior year primarily due use of funds for utility infrastructure replacement on Front Street and Windsor Court. These monies are intended to provide a cushion against significant downturns in revenues and to maintain sufficient working capital and cash flow to meet daily financial needs. Other reserves have been designated by management to address equipment replacement and bond reserve requirements.

- From the Statement of Activities, General Revenues, primarily property taxes were used to support the following major activities. The property tax amount for each function was:
 - \$804,436 for General Government purposed - administration, finance, facilities and City Council
 - \$1,642,476 for Public Safety - Police, Fire, Building Inspection.
 - \$892,919 for public works
 - \$218,244 for culture, recreation, and education
 - \$350,509 for Conservation and development
 - \$325,719 for Interest and Fiscal charges.
- As of December 31, 2019, the committed, assigned, or unassigned, all of which is available for spending at the City's discretion, general fund was \$1,595,696 or approximately 33% of total general fund revenues. This was an increase of \$275,075 as result of revenues exceeding expenditures in 2019 by \$167,139 and payback of the advance to library fund of \$109,026.
- As of December 31, 2019, total long-term obligations decreased by \$357,847 due to current year debt payments. An additional \$1,225,000 in general obligation debt was issued for a new lift station that will be paid back from TID #10.

Using this Annual Report

This discussion and analysis is intended to serve as an introduction to the City of Milton's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. Comparative data for 2019 is provided for analysis of the City of Milton's change in net position.

The primary focus of the City of Milton's financial statements since the time of incorporation has been to summarize fund type information. With this new report, the old method has been discarded. The new focus is on both the City as a whole (government-wide) and the major individual funds. Providing both perspectives (government-wide and major fund) allows the user to address relevant questions, broaden a basis for comparison whether year to year or government to government, and enhance the City's accountability.

Government-Wide Financial Statements

The Government-wide financial statements are designed to be corporate-like in that all governmental and business-type activities are consolidated into columns, which add to a total for the Primary government.

The statement of net position presents information on all of the City of Milton's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Milton is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation and sick leave).

Both of the government wide financial statements distinguish functions of the City of Milton that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Milton include general government, public safety, public works, health and human services, culture, recreation and education, conservation and development. The business-type activities of the City of Milton include the Milton Water, Wastewater and Stormwater Utilities.

The government-wide financial statements can be found on pages 18-20 of this report.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Milton, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of Milton can be divided into two categories: governmental funds and proprietary funds. The focus is now on Major Funds, rather than types. A Major Fund is defined in the following manner:

Total assets, liabilities, and revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent (10%) of the corresponding total (assets, liabilities, etc.) for all funds of that category or type (that is, total governmental or total enterprise funds): and,

- a. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least five percent (5%) of the corresponding total for all governmental and enterprise funds combined; or,
- b. Any other governmental or enterprise fund that the government's officials believe is particularly important.

Governmental Funds

The Governmental funds are presented on a sources and uses of liquid resources basis. This is the manner in which the budget is typically developed. The flow and availability of liquid resources is a clear and appropriate focus for any analysis of government. Governmental funds are established to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Milton maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, the Debt Service Fund and the Capital Improvements Fund, which are considered to be major funds. Data from the remaining governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements later in this report.

The basic governmental fund financial statements can be found on pages 18-20 of this report.

Proprietary Funds

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Milton uses enterprise funds to account for the Milton Water, Wastewater and Stormwater Utilities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Milton Water, Wastewater and Stormwater Utilities, which are considered to be a major fund of the City of Milton.

The basic proprietary fund financial statements can be found on pages 25-29 of this report.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City of Milton's own programs. The accounting for fiduciary funds is similar to that used for proprietary funds. The City of Milton uses fiduciary funds to account for taxes collected for the benefit of overlapping tax jurisdictions.

The fiduciary fund financial statements can be found on pages 30-31 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 32-56 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, required supplementary information presents a post healthcare benefits schedules to show funding level of the liability as well as a budgetary comparison schedule for the General Fund to demonstrate compliance with the budget.

The combining statements referred to earlier in connection with nonmajor governmental funds and other information related to the individual funds are presented immediately following the required supplementary information. Individual fund statements and schedules can be found on pages 61-62 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Milton, assets exceeded liabilities by \$46,065,748 at the close of 2019. The following table reflects the condensed Statement of Assets.

2019 City of Milton's Net Position						
	Governmental Activities		Business-Type Activities		Total Primary Government	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$ 8,535,540	8,121,385	\$ 4,478,817	5,170,025	\$ 13,014,357	13,291,410
Capital assets	33,162,171	33,283,805	21,874,373	19,438,301	55,036,544	52,722,106
Total assets	\$ 41,697,711	41,405,190	\$ 26,353,190	24,608,326	\$ 68,050,901	66,013,516
Charge on refunding	\$ 113,088	128,166	\$ -	-	\$ 113,088	128,166
Local Retiree Life Insurance Fund	18,112	16,138	4,042	3,333	22,154	19,471
Wisconsin retirement pension	2,083,740	1,173,407	465,070	242,371	2,548,810	1,415,778
Total deferred outflow s	\$ 2,214,940	1,317,711	\$ 469,112	245,704	\$ 2,684,052	1,563,415
Long-term debt	\$ 11,982,775	12,209,967	\$ 2,689,095	3,008,870	\$ 14,671,870	15,218,837
Other Liabilities	2,529,507	2,234,113	888,361	851,083	3,417,868	3,085,196
Total liabilities	\$ 14,512,282	14,444,080	\$ 3,577,456	3,859,953	\$ 18,089,738	18,304,033
Unavailable revenue - tax roll	\$ 4,787,096	4,353,127	\$ -	-	\$ 4,787,096	4,353,127
Local Retiree Life Insurance Fund	23,179	1,385	5,174	286	28,353	1,671
Wisconsin retirement pension	1,442,146	1,243,142	321,872	292,798	1,764,018	1,535,940
Total deferred inflow s	\$ 6,252,421	5,597,654	\$ 327,046	293,084	\$ 6,579,467	5,890,738
Net position:						
Invested in capital, net of debt	\$ 20,641,756	19,730,932	\$ 18,923,044	16,047,435	\$ 39,564,800	35,778,367
Restricted	1,131,944	1,712,109	995,546	1,841,737	2,127,490	3,553,846
Unrestricted	1,374,248	1,238,126	2,999,210	2,811,821	4,373,458	4,049,947
Total net position	\$ 23,147,948	22,681,167	\$ 22,917,800	20,700,993	\$ 46,065,748	43,382,160

For more detailed information see pages 18-19 of the Statement of Net Position

The largest portion of the City of Milton's net position (approximately 84 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that are still outstanding. The City of Milton uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Milton's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Milton's net position (approximately 7 percent) represents resources that are subject to external restrictions on how they should be used. The remaining balance of unrestricted net position or \$4,373,458 may be used to meet the government's ongoing obligations to citizens or creditors.

At the end of fiscal year 2019, the City of Milton is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities.

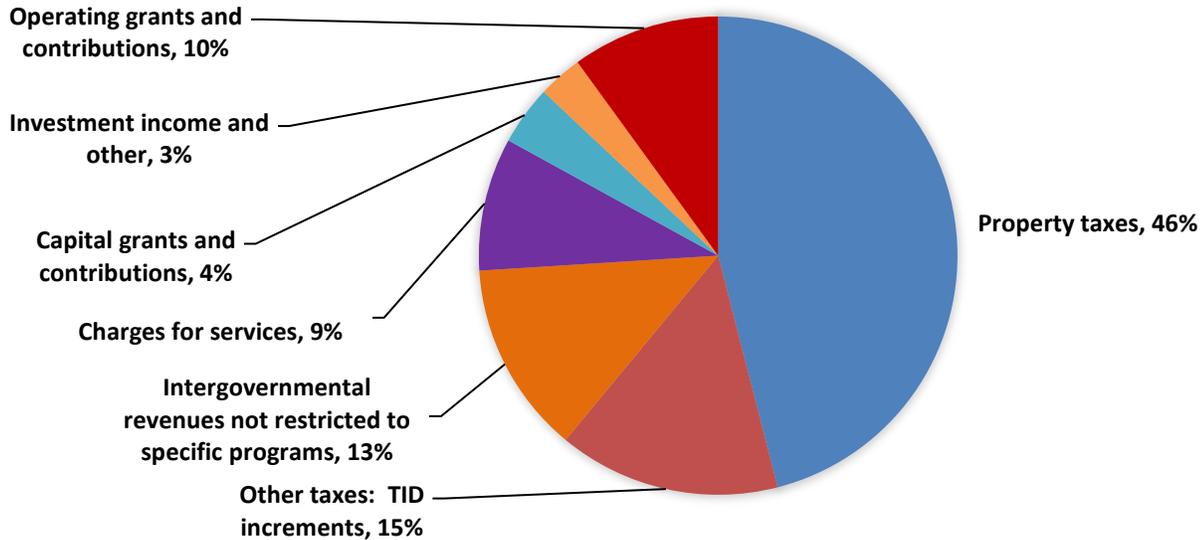
Governmental Activities

The 2019 change in net position for Governmental Activities shows an increase of \$1,217,741. See page 20 for the reconciliation of change in fund balances to the Statement of Activities.

City of Milton's Changes in Net Position						
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues						
Program Revenues						
Charges for services	\$ 651,046	650,768	\$ 2,923,189	2,830,870	\$ 3,574,235	3,481,638
Operating grants and contributions	687,941	476,927	-	-	687,941	476,927
Capital grants and contributions	295,234	426,611	477,584	572,460	772,818	999,071
General Revenues						
Property taxes	3,289,546	3,236,902	-	-	3,289,546	3,236,902
Other Taxes: TID increments	1,063,296	1,100,444	-	-	1,063,296	1,100,444
Intergovernmental revenues not restricted to specific programs	931,713	877,757	-	-	931,713	877,757
Investment income	141,251	100,570	92,791	63,429	234,042	163,999
Other	45,734	82,357	-	-	45,734	82,357
Total revenues	<u>\$ 7,105,761</u>	<u>6,952,336</u>	<u>\$ 3,493,564</u>	<u>3,466,759</u>	<u>\$ 10,599,325</u>	<u>10,419,095</u>
Expenses						
General Government	\$ 914,717	890,091	\$ -	-	\$ 914,717	890,091
Public Safety	1,847,991	1,647,736	-	-	1,847,991	1,647,736
Public Works	1,768,989	1,532,029	-	-	1,768,989	1,532,029
Health and Human Services	2,287	3,738	-	-	2,287	3,738
Culture, Recreation and Education	652,974	689,057	-	-	652,974	689,057
Conservation and Development	351,384	430,970	-	-	351,384	430,970
Interest and fiscal charges	325,719	352,228	-	-	325,719	352,228
Water	-	-	953,801	890,255	953,801	890,255
Sewer	-	-	892,288	844,030	892,288	844,030
Stormwater	-	-	205,587	184,688	205,587	184,688
Total expenses	<u>\$ 5,864,061</u>	<u>5,545,849</u>	<u>\$ 2,051,676</u>	<u>1,918,973</u>	<u>\$ 7,915,737</u>	<u>7,464,822</u>
Change in Net Position before Transfers	1,241,700	1,406,487	1,441,888	1,547,786	2,683,588	2,954,273
Transfers	(774,919)	283,984	774,919	(283,984)	-	-
Change in Net Position	466,781	1,690,471	2,216,807	1,263,802	2,683,588	2,954,273
Net position - 1/1	22,681,167	21,070,069	20,700,993	19,453,534	43,382,160	40,523,603
Change in Accounting Principle	-	(79,373)	-	(16,343)	-	(95,716)
Net position - 12/31	<u>\$ 23,147,948</u>	<u>22,681,167</u>	<u>\$ 22,917,800</u>	<u>20,700,993</u>	<u>\$ 46,065,748</u>	<u>43,382,160</u>

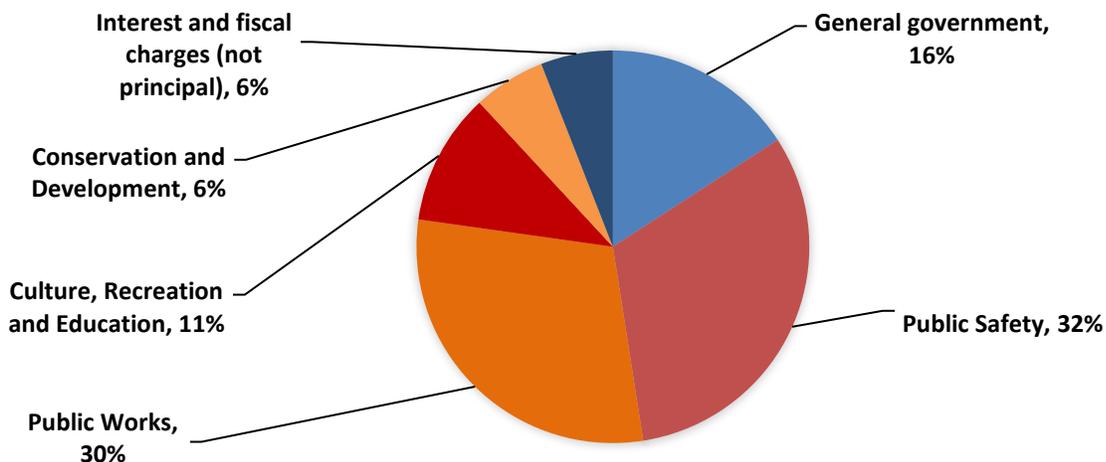
As shown by the following graphs and identified by the Statement of Activities on page 20, property taxes and other general revenues not restricted or applicable to specific programs provide the major revenue sources for governmental activities.

REVENUE BY SOURCE - GOVERNMENTAL ACTIVITIES



As identified above and on the following page, property taxes are the largest revenue source for the governmental activities accounting for approximately 46 percent of total revenues. Charges for services and operating grants and contributions each provided approximately 19 percent of total revenues. Capital grants and contributions provided approximately 4% of revenues.

EXPENDITURES - GOVERNMENTAL ACTIVITIES



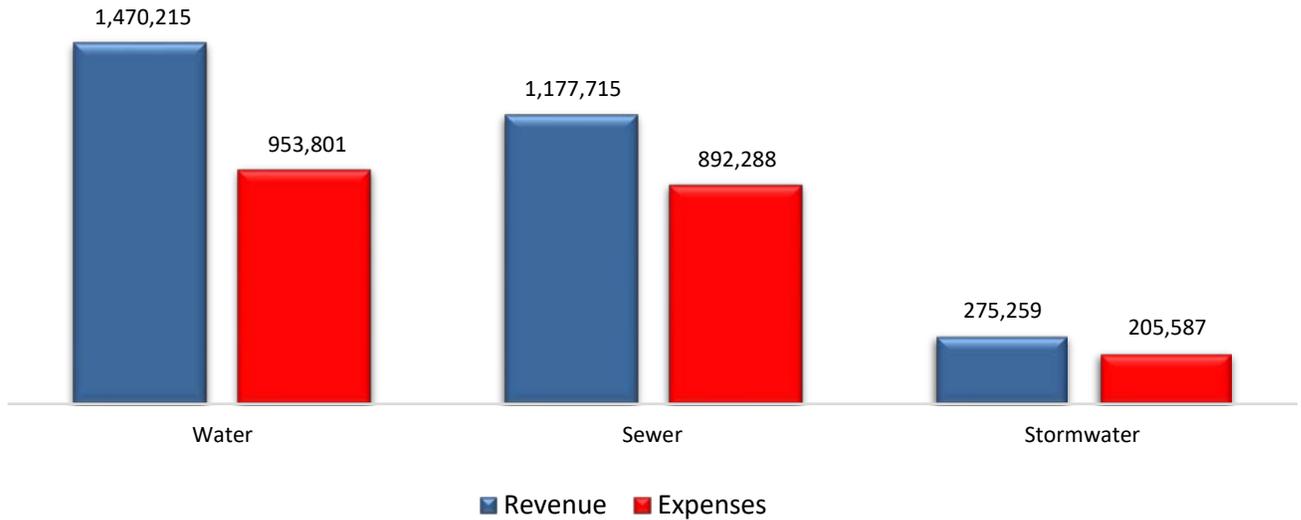
Public Safety activities accounts for approximately 32% and Public Works activities accounts for 30% of the total expenditures within the governmental activities of the City of Milton.

City departments across the board were within their approved budgets.

Business-type activities

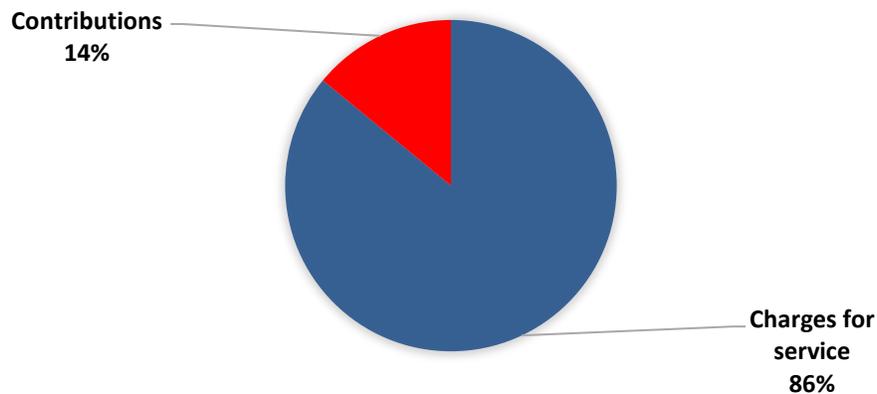
Business type activities increased the City of Milton's net position by \$2,216,807 during 2019. This was mainly due to the defeasance of debt and addition of capital assets.

Operating Revenues and Expenses - Business Type Activities



As shown on the following chart, the revenues of the Milton Water, Wastewater and Stormwater Utilities included Sale of assets and contributions in addition to charges for services (operating revenues).

REVENUES BY SOURCE BUSINESS TYPE ACTIVITIES



Financial Analysis of the Government's Funds

As noted earlier, the City of Milton uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City of Milton's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Milton's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

In 2006, The City Council put a fund balance policy in place. The new fund balance policy seeks to maintain an unassigned fund balance at a minimum of 25% of total general fund annual revenues. The purpose is to provide adequate cash flow during the year and fund unforeseen emergencies. Any other use of these funds would require a majority vote of the Council. Should the unassigned fund balance fall below 25% of total general fund annual revenues, the City shall, in the following annual budget or through other financial means (whichever occurs first), provide adequate funding to meet the 25% balance. Any decision to not meet this rule shall require a majority vote of the Council. The full amount of fund balance over and above the 25% will be reserved for the following purposes; existing and future debt service, funding of future liabilities, and capital projects funding.

As of December 31, 2019, the City of Milton's governmental funds reported combined ending balances of \$2,567,286, a decrease of \$65,250 in comparison with the prior year. The decrease is mainly due to the use of funds in TID #6 for early defeasance of the two 2017 bank notes totaling over \$615,000. \$1,245,475 of the fund balance is assigned, unassigned or committed. The remainder of the fund balance (\$1,605,088) is nonspendable or restricted to indicate that it is not available for new spending because it has already been committed for other uses.

The General Fund is the chief operating fund of the City of Milton. As of December 31, 2019, the total fund balance of the general fund was \$1,785,563 of which \$1,470,696 is unassigned. This unassigned balance represents approximately 30 percent of total general fund revenues in 2019.

The fund balance of the general fund increased by \$167,139 in fiscal year 2019, but the Council assigned \$125,000 for post-employment payouts of accumulated leave time that will likely occur in the next two years. The 2019 annual program budget for the City of Milton's general fund had revenues exceeding budget by \$100,648 and expenditures/transfers \$271,491 below budget. Actual expenditures were less than the amended budgeted expenditures by 6.44 percent while revenues were greater than the budget by 2 percent.

The Debt Service Fund has a total fund balance of \$57,568, all of which is restricted for the payment of debt service.

The Capital Improvement Fund provides funding for capital projects of the City of Milton or other unique expenditures which are not normal operating or maintenance type expenditures reportable within the general fund or other governmental funds. The Capital Project fund balance is restricted for capital projects. The balance is mainly due to a Council approved transfers for future projects.

Proprietary Fund.

The City of Milton's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. The increase in Net Position for 2019 was \$1,263,802. Net position in the amount of \$1,452,157 is restricted for debt coverage, equipment replacement, and those funds' portion of the state pension liability. Unrestricted net position in the Water, Wastewater and Stormwater Utilities at the end of the year amounted to \$3,201,401.

The financial statements and a statement of cash flows for the enterprise funds can be found on pages 28-29 of this report.

Capital Asset and Debt Administration

Capital Assets

The City of Milton's investment in capital assets for its governmental and business type activities as of December 31, 2019, amounts to \$55,036,544 net of accumulated depreciation. This investment in capital assets includes land, buildings, infrastructure, improvements other than buildings, machinery and equipment and construction in progress. The total increase in the City of Milton's investment in capital assets for the current fiscal period was approximately \$1,122,784 net of depreciation.

City of Milton's Capital Assets				
Governmental Activities	Beginning Balance	Additions	Deletions	Ending Balance
Capital Assets Not Being Depreciated:				
Land and Improvements	\$ 2,125,429	\$ -	\$ -	\$ 2,125,429
Total Capital Assets not being Depreciated	<u>\$ 2,125,429</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,125,429</u>
Other Capital Assets:				
Buildings and improvements	10,046,222	-	-	10,046,222
Infrastructure	25,923,314	362,325	-	26,285,639
Improvements other than Bldg	1,207,622	111,239	(3,500)	1,315,361
Machinery and Equipment	6,545,943	124,704	(115,690)	6,554,957
Total Capital Assets being Depreciated	<u>\$ 43,723,101</u>	<u>\$ 598,268</u>	<u>\$ (119,190)</u>	<u>\$ 44,202,179</u>
Accumulated Depreciation	<u>(12,564,725)</u>	<u>(719,902)</u>	<u>119,190</u>	<u>\$ (13,165,437)</u>
Net Capital Assets- Governmental Activities	<u>\$ 33,283,805</u>	<u>\$ (121,634)</u>	<u>\$ -</u>	<u>\$ 33,162,171</u>

City of Milton Capital Assets					
Business Type Activities	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Capital Assets Not Being Depreciated:					
Land and Improvements	\$ 109,302	\$ -	\$ -	\$ -	\$ 109,302
Construction in process	112,682	1,425,499	-	-	1,538,181
Total Capital Assets not being Depreciated	<u>\$ 221,984</u>	<u>\$ 1,425,499</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,647,483</u>
Other Capital Assets:					
Buildings and improvements	7,211,735	82,384	(19,000)	-	7,275,119
Improvements other than Bldg	16,258,151	1,044,256	(200,700)	-	17,101,707
Machinery and Equipment	5,404,439	639,634	(21,907)	-	6,022,166
Total Capital Assets being Depreciated	<u>\$ 28,874,325</u>	<u>\$ 1,766,274</u>	<u>\$ (241,607)</u>	<u>\$ -</u>	<u>\$ 30,398,992</u>
Accumulated Depreciation	<u>(9,658,008)</u>	<u>(755,701)</u>	<u>241,607</u>	<u>\$ -</u>	<u>\$ (10,172,102)</u>
Net Capital Assets- Business Type Activities	<u>\$ 19,438,301</u>	<u>\$ 2,436,072</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,874,373</u>

Major additions to infrastructure included newly resurfaced roads and new roads in the City. Equipment purchases included several vehicles for various City departments. A majority of the additions to "Business Type Activities" were developer financed water and wastewater mains along with a future lift station that went online in 2020 (shown as construction in progress in 2019). Additional information of the City of Milton's capital assets can be found in Note 4 on pages 40-41.

Long-Term debt

General obligation debt is secured by the full faith and credit and unlimited taxing powers of the City. General obligation debt is expected to be repaid with general property taxes, special assessments and TIF increments. General obligation debt is used to fund infrastructure projects within the City (streets, sidewalks, curb & gutter, etc), finance equipment replacement, or fund other capital projects. At the end of the current fiscal year, the City of Milton had total general obligation bonded debt outstanding of \$11,050,000 entirely backed by the full faith and credit of the government.

Summary of Long -Term Obligations				
	Governmental Activities			
	<u>1/1/2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>12/31/2019</u>
Bonds Payable	\$ 10,195,000	\$ -	\$ (965,000)	\$ 9,230,000
Notes Payable	1,546,794	1,225,000	(951,794)	1,820,000
General Obligation Debt	<u>11,741,794</u>	<u>1,225,000</u>	<u>(1,916,794)</u>	<u>11,050,000</u>
CDA Lease Revenue Bonds	\$ 1,560,000	\$ -	\$ (175,000)	\$ 1,385,000
Premium	115,267	-	(13,062)	102,205
Debt discount	(19,188)	2,398	-	(16,790)
Local retiree life insurance fund	98,305	-	(11,648)	86,657
Compensated absences	368,237	26,046	-	394,283
WRS pension liability	-	493,565	-	493,565
	<u>2,122,621</u>	<u>522,009</u>	<u>-</u>	<u>2,444,920</u>
Total Governmental Activities				
Long-Term Liabilities	\$ <u>13,864,415</u>	\$ <u>1,747,009</u>	\$ <u>(2,116,504)</u>	\$ <u>13,494,920</u>

Summary of Long -Term Obligations				
	Business Type Activities			
	<u>1/1/2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>12/31/2019</u>
Sewer Utility Revenue Bonds	\$ 1,045,866	\$ -	\$ (250,925)	\$ 794,941
Water Utility Revenue Bonds	2,345,000	-	(170,000)	2,175,000
Total Revenue Bonds	\$ <u>3,390,866</u>	\$ <u>-</u>	\$ <u>(420,925)</u>	\$ <u>2,969,941</u>
Debt Discount	\$ <u>(20,304)</u>	\$ <u>-</u>	\$ <u>1,692</u>	\$ <u>(18,612)</u>
Compensated absences	\$ 84,109	\$ -	\$ (6,871)	\$ 77,238
Local retiree life insurance fund	20,305	-	(964)	19,341
WRS pension liability	-	110,159	-	110,159
	\$ <u>104,414</u>	\$ <u>110,159</u>	\$ <u>(7,835)</u>	\$ <u>206,738</u>
Total Business Type Activities				
Long-Term Liabilities	\$ <u>3,474,976</u>	\$ <u>110,159</u>	\$ <u>(427,068)</u>	\$ <u>3,158,067</u>

State statutes limit the amount of general obligation debt a governmental entity may issue to 5 percent of its total equalized valuation. The current debt limitation for the City of Milton is \$21,372,265, which exceeds the current outstanding general obligation debt by \$10,379,833. As of December 31, 2019, the City of Milton's outstanding debt equaled 49 percent of the state authorized debt limit.

Additional information of the City of Milton's outstanding debt can be found in Note 5 on pages 41-44.

Requests for Information

This financial report is designed to provide a general overview of the City of Milton's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the City Treasurer, 710 S Janesville St., Milton, WI 53563.

General information relating to the City of Milton can be found at the City's website, <http://www.milton-wi.gov>.

CITY OF MILTON, WISCONSIN
BASIC FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
DECEMBER 31, 2019

<u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u>	<u>GOVERNMENTAL ACTIVITIES</u>	<u>BUSINESS-TYPE ACTIVITIES</u>	<u>TOTAL</u>
ASSETS			
Cash and investments	\$ 4,113,020	\$ 2,403,077	\$ 6,516,097
Cash and investments - restricted	-	1,252,042	1,252,042
Receivables			
Taxes	3,823,366	-	3,823,366
Accounts and other	58,074	557,679	615,753
Special assessments	297,041	-	297,041
Interest	6,322	9,704	16,026
Prepaid expenses	30,857	-	30,857
Internal balances	(72,050)	72,050	-
Inventories	-	23,328	23,328
Special assessments - noncurrent	-	160,937	160,937
Loans receivable	278,910	-	278,910
Capital assets, net of accumulated depreciation			
Land and construction in progress	2,125,429	1,191,654	3,317,083
Buildings, systems, and equipment	<u>31,036,742</u>	<u>20,682,719</u>	<u>51,719,461</u>
TOTAL ASSETS	<u>41,697,711</u>	<u>26,353,190</u>	<u>68,050,901</u>
DEFERRED OUTFLOWS OF RESOURCES			
Charge on refunding	113,088	-	113,088
Wisconsin Retirement System pension	2,083,740	465,070	2,548,810
Local Retiree Life Insurance Fund	<u>18,112</u>	<u>4,042</u>	<u>22,154</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>2,214,940</u>	<u>469,112</u>	<u>2,684,052</u>
 TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	 <u>\$ 43,912,651</u>	 <u>\$26,822,302</u>	 <u>\$ 70,734,953</u>

(Continued on page 19)

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION - Continued
DECEMBER 31, 2019

<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</u>	<u>GOVERNMENTAL ACTIVITIES</u>	<u>BUSINESS-TYPE ACTIVITIES</u>	<u>TOTAL</u>
LIABILITIES			
Accounts payable	\$ 535,941	\$ 86,724	\$ 622,665
Accrued liabilities			
Payroll	74,314	-	74,314
Interest	115,114	-	115,114
Unearned revenue - other	291,993	318,931	610,924
Current portion of long-term obligations	1,425,488	21,806	1,447,294
Net LRLIF liability	86,657	19,341	105,998
Payable from restricted assets			
Accrued interest	-	13,734	13,734
Current portion of long-term obligations	-	427,825	427,825
Noncurrent portion of long-term obligations	11,982,775	2,689,095	14,671,870
TOTAL LIABILITIES	14,512,282	3,577,456	18,089,738
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - tax roll	4,787,096	-	4,787,096
Wisconsin Retirement System pension	1,442,146	321,872	1,764,018
Local Retiree Life Insurance Fund	23,179	5,174	28,353
TOTAL DEFERRED INFLOWS OF RESOURCES	6,252,421	327,046	6,579,467
NET POSITION			
Net investment in capital assets	20,641,756	18,923,044	39,564,800
Restricted for:			
Special revenue	298,392	-	298,392
Equipment replacement	-	442,210	442,210
Debt service	57,568	533,336	590,904
Capital projects	775,984	-	775,984
Other activities	-	20,000	20,000
Unrestricted	1,374,248	2,999,210	4,373,458
TOTAL NET POSITION	23,147,948	22,917,800	46,065,748
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	 \$ 43,912,651	 \$26,822,302	 \$ 70,734,953

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2019

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUE			NET (EXPENSES) REVENUE AND CHANGES IN NET POSITION		
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTALS
GOVERNMENTAL ACTIVITIES							
General government	\$ 914,717	\$ 110,281	\$ -	\$ -	\$ (804,436)		\$ (804,436)
Public safety	1,847,991	180,490	25,025	-	(1,642,476)		(1,642,476)
Public works	1,768,989	301,050	388,762	186,258	(892,919)		(892,919)
Health and human services	2,287	6,750	-	-	4,463		4,463
Culture, recreation, and education	652,974	51,600	274,154	108,976	(218,244)		(218,244)
Conservation and development	351,384	875	-	-	(350,509)		(350,509)
Interest and fiscal charges	325,719	-	-	-	(325,719)		(325,719)
TOTAL GOVERNMENTAL ACTIVITIES	5,864,061	651,046	687,941	295,234	(4,229,840)		(4,229,840)
BUSINESS-TYPE ACTIVITIES							
Water	953,801	1,470,215	-	139,606		\$ 656,020	656,020
Sewer	892,288	1,177,715	-	176,686		462,113	462,113
Storm Water	205,587	275,259	-	161,292		230,964	230,964
TOTAL BUSINESS-TYPE ACTIVITIES	2,051,676	2,923,189	-	477,584		1,349,097	1,349,097
TOTAL PRIMARY GOVERNMENT	\$ 7,915,737	\$ 3,574,235	\$ 687,941	\$ 772,818	(4,229,840)	1,349,097	(2,880,743)
GENERAL REVENUE							
Taxes							
Property taxes, levied for general purposes					3,289,546	-	3,289,546
Tax increments					1,063,296	-	1,063,296
Intergovernmental revenue not restricted to specific programs					931,713	-	931,713
Interest and investment income					141,251	92,791	234,042
Miscellaneous					45,734	-	45,734
TRANSFERS					(774,919)	774,919	-
TOTAL GENERAL REVENUE AND TRANSFERS					4,696,621	867,710	5,564,331
CHANGE IN NET POSITION					466,781	2,216,807	2,683,588
NET POSITION - BEGINNING OF YEAR					22,681,167	20,700,993	43,382,160
NET POSITION - END OF YEAR					\$ 23,147,948	\$ 22,917,800	\$ 46,065,748

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
FUND FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2019

<u>ASSETS</u>	GENERAL FUND	DEBT SERVICE	TIF #6	TIF #9	TIF #10	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Cash and investments	\$ 2,689,460	\$ 57,568	\$ 17,110	\$ 4,665	\$ 429,497	\$ 914,720	\$ 4,113,020
Receivables							
Taxes	2,447,593	-	968,938	227,227	35,346	144,262	3,823,366
Accounts and other	63,241	-	1,155	-	-	-	64,396
Special assessments	295,736	-	-	-	-	1,305	297,041
Prepaid expenses	30,857	-	-	-	-	-	30,857
Loans receivable	-	-	-	-	-	278,910	278,910
Due from other funds	159,010	-	-	-	-	184,988	343,998
	<u>159,010</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>184,988</u>	<u>343,998</u>
TOTAL ASSETS	<u>\$ 5,685,897</u>	<u>\$ 57,568</u>	<u>\$ 987,203</u>	<u>\$ 231,892</u>	<u>\$ 464,843</u>	<u>\$ 1,524,185</u>	<u>\$ 8,951,588</u>
<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</u>							
LIABILITIES							
Accounts payable	\$ 151,389	\$ -	\$ 89	\$ -	\$ 310,683	\$ 73,780	\$ 535,941
Accrued liabilities	74,314	-	-	-	-	-	74,314
Due to other funds	257,038	-	-	-	-	159,010	416,048
Unearned revenue - other	6,270	-	-	-	-	564,633	570,903
TOTAL LIABILITIES	<u>489,011</u>	<u>-</u>	<u>89</u>	<u>-</u>	<u>310,683</u>	<u>797,423</u>	<u>1,597,206</u>
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenue							
Tax roll	<u>3,411,323</u>	<u>-</u>	<u>968,938</u>	<u>227,227</u>	<u>35,346</u>	<u>144,262</u>	<u>4,787,096</u>
FUND BALANCES							
Nonspendable	189,867	-	-	-	-	-	189,867
Restricted	-	57,568	249,500	4,665	118,814	701,397	1,131,944
Assigned	125,000	-	-	-	-	-	125,000
Unassigned	1,470,696	-	(231,324)	-	-	(118,897)	1,120,475
TOTAL FUND BALANCES	<u>1,785,563</u>	<u>57,568</u>	<u>18,176</u>	<u>4,665</u>	<u>118,814</u>	<u>582,500</u>	<u>2,567,286</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 5,685,897</u>	<u>\$ 57,568</u>	<u>\$ 987,203</u>	<u>\$ 231,892</u>	<u>\$ 464,843</u>	<u>\$ 1,524,185</u>	<u>\$ 8,951,588</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019

Fund balances - total governmental funds \$ 2,567,286

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in government activities are not financial resources and therefore, are not reported in the funds. 33,162,171

Charges for loss on refunding are recognized as an expenditure in the funds when incurred, but amortized on the statement of net position. 113,088

Some revenue is unavailable in the funds because they are not available to pay current period's expenditures.
 Other deferred to be collected after year end 278,910

Wisconsin Retirement System net pension asset, deferred outflows of resources and deferred inflows of resources are not current financial resources and are not reported in fund statements. 641,594

The Local Retiree Life Insurance Fund OPEB deferred outflows and inflows of resources are not current financial resources and are not reported in fund statements. (5,067)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditures when due. All liabilities - both current and long-term - are reported in the statement of net position.

Accrued interest payable	\$ (115,114)	
Bonds and notes payable	(12,435,000)	
Premium and discount on long-term obligations	(85,415)	
Compensated absences	(394,283)	
Wisconsin Retirement System pension liability	(493,565)	
LRLIF OPEB Liability	<u>(86,657)</u>	
		<u>(13,610,034)</u>

TOTAL NET POSITION - GOVERNMENTAL ACTIVITIES \$23,147,948

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2019

	GENERAL FUND	DEBT SERVICE	TIF #6	TIF #9	TIF #10	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
REVENUE							
Taxes	\$ 3,289,546	\$ -	\$ 917,383	\$ 27,844	\$ -	\$ 118,069	\$ 4,352,842
Special assessments	-	-	-	-	-	1,334	1,334
Intergovernmental	1,088,262	-	50,739	5	-	144,169	1,283,175
Licenses and permits	149,300	-	-	-	-	148,402	297,702
Fines, forfeits, and penalties	52,858	-	-	-	-	-	52,858
Public charges for services	34,357	-	-	-	-	331,419	365,776
Intergovernmental charges for services	73,946	-	-	-	-	-	73,946
Other	154,999	36	101	-	11,362	311,093	477,591
TOTAL REVENUE	4,843,268	36	968,223	27,849	11,362	1,054,486	6,905,224
EXPENDITURES							
Current							
General government	773,211	-	-	-	-	250	773,461
Public safety	1,578,446	-	-	-	-	-	1,578,446
Public works	719,447	-	-	-	-	300,928	1,020,375
Health and human services	2,249	-	-	-	-	-	2,249
Culture, recreation, and education	210,763	-	-	-	-	384,056	594,819
Conservation and development	16,292	-	137,222	149	74,095	81,765	309,523
Capital outlay	30,039	-	18,595	-	956,199	666,770	1,671,603
Debt service							
Principal	-	710,000	1,281,794	-	-	100,000	2,091,794
Interest and fiscal charges	-	194,435	126,218	-	-	11,927	332,580
TOTAL EXPENDITURES	3,330,447	904,435	1,563,829	149	1,030,294	1,545,696	8,374,850
EXCESS OF REVENUE OVER (UNDER)							
EXPENDITURES	1,512,821	(904,399)	(595,606)	27,700	(1,018,932)	(491,210)	(1,469,626)
OTHER FINANCING SOURCES (USES)							
Proceeds from long-term debt	-	-	-	-	1,225,000	-	1,225,000
Transfers in	251,892	959,881	-	-	60,000	692,574	1,964,347
Transfers out	(1,597,574)	-	(60,000)	-	(126,743)	(654)	(1,784,971)
TOTAL OTHER FINANCING (USES) SOURCES	(1,345,682)	959,881	(60,000)	-	1,158,257	691,920	1,404,376
NET CHANGE IN FUND BALANCES	167,139	55,482	(655,606)	27,700	139,325	200,710	(65,250)
FUND BALANCES AT BEGINNING OF YEAR	1,618,424	2,086	673,782	(23,035)	(20,511)	381,790	2,632,536
FUND BALANCES AT END OF YEAR	\$ 1,785,563	\$ 57,568	\$ 18,176	\$ 4,665	\$ 118,814	\$ 582,500	\$ 2,567,286

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2019

Net change in fund balances - total governmental funds		\$ (65,250)
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities, those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities.		
Capital outlay reported in governmental fund statements	\$ 1,671,603	
Depreciation expense reported in the statement of activities	<u>(719,902)</u>	
Amount by which capital outlays are greater than depreciation in the current period:		951,701
The net effect of various transactions involving capital assets (i.e., noncapitalized outlay and contributions) is to decrease net position.		(1,073,335)
Wisconsin Retirement System net pension liability (asset), deferred outflows of resources, and deferred inflows of resources change:		(187,060)
Some capital assets acquired during the year were financed with long-term debt. The amount of long-term debt is reported in the governmental funds as a source of financing. In the statement of net position, however, long-term debt is not reported as a financing source, but rather constitutes a long-term liability. The amount of long-term debt issued in the governmental funds statement is:		(1,225,000)
Certain employee benefits are reported in the government funds when amounts are paid. The statement of activities reports the value of benefits earned during the year.		
This year the accrual of these benefits increased by:		(26,046)
Certain revenue is unavailable in the governmental funds because they are not available to pay current period expenditures. In the statement of activities, these are recorded as revenue in the		14,279
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.		
The amount of long-term debt principal payments in the current year:		2,091,794
Local Retiree Life Insurance Fund net OPEB liability and deferred outflows and inflows of resource changes.		(8,172)
Governmental funds report the effect of bond discounts and premiums and charges on refunding when debt is first issued, whereas, these amounts are deferred and amortized in the statement of activities. The net effect of these differences in the current year is:		(4,414)
In governmental funds, interest payments on outstanding debt are reported as an expenditure when paid. In the statement of activities, interest is reported as it accrues.		
The amount of interest and other charges paid during the current period.	\$ 332,580	
The amount of interest and other charges accrued during the current period.	<u>(334,296)</u>	
Interest and other charges paid is less than interest and other charges accrued by:		<u>(1,716)</u>
CHANGE IN NET POSITION - GOVERNMENTAL ACTIVITIES		<u>\$ 466,781</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2019

<u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u>	<u>WATER</u>	<u>SEWER</u>	<u>STORM WATER</u>	<u>TOTAL ENTERPRISE FUNDS</u>
ASSETS				
CURRENT ASSETS				
Cash and investments	\$ 1,254,694	\$ 1,078,321	\$ 70,062	\$ 2,403,077
Cash and investments - restricted	557,122	674,920	20,000	1,252,042
Accounts and other	260,004	229,860	67,815	557,679
Interest receivable	8,369	1,335	-	9,704
Due from other funds	34,700	32,291	5,059	72,050
Inventories	23,328	-	-	23,328
TOTAL CURRENT ASSETS	<u>2,138,217</u>	<u>2,016,727</u>	<u>162,936</u>	<u>4,317,880</u>
NONCURRENT ASSETS				
CAPITAL ASSETS				
Land	17,734	91,568	-	109,302
Buildings	857,490	6,422,104	-	7,279,594
Improvements other than buildings	12,234,963	4,876,444	-	17,111,407
Machinery and equipment	999,121	1,339,938	4,124,761	6,463,820
Construction work in progress	-	1,082,352	-	1,082,352
TOTAL CAPITAL ASSETS	14,109,308	13,812,406	4,124,761	32,046,475
Less accumulated depreciation	4,338,212	5,042,435	791,455	10,172,102
NET CAPITAL ASSETS	9,771,096	8,769,971	3,333,306	21,874,373
OTHER NON-CURRENT ASSETS				
Special assessments	160,937	-	-	160,937
TOTAL NONCURRENT ASSETS	<u>9,932,033</u>	<u>8,769,971</u>	<u>3,333,306</u>	<u>22,035,310</u>
TOTAL ASSETS	<u>12,070,250</u>	<u>10,786,698</u>	<u>3,496,242</u>	<u>26,353,190</u>
DEFERRED OUTFLOWS OF RESOURCES				
Wisconsin Retirement System pension	191,818	208,109	65,143	465,070
Local Retiree Life Insurance fund	1,667	1,809	566	4,042
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>193,485</u>	<u>209,918</u>	<u>65,709</u>	<u>469,112</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 12,263,735</u>	<u>\$ 10,996,616</u>	<u>\$ 3,561,951</u>	<u>\$ 26,822,302</u>

(Continued on page 26)

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
PROPRIETARY FUNDS - Continued
DECEMBER 31, 2019

<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</u>	<u>WATER</u>	<u>SEWER</u>	<u>STORM WATER</u>	<u>TOTAL ENTERPRISE FUNDS</u>
CURRENT LIABILITIES				
Accounts payable	\$ 41,985	\$ 37,687	\$ 7,052	\$ 86,724
Current portion of long-term obligations	8,478	13,328	-	21,806
Unearned revenue - other	157,994	-	-	157,994
Payable from restricted assets				
Accrued interest	10,091	3,643	-	13,734
Current portion of long-term obligations	<u>170,000</u>	<u>257,825</u>	<u>-</u>	<u>427,825</u>
TOTAL CURRENT LIABILITIES	<u>388,548</u>	<u>312,483</u>	<u>7,052</u>	<u>708,083</u>
NONCURRENT LIABILITIES				
Long-term obligations	2,033,515	586,410	15,430	2,635,355
Compensated absences	22,984	30,756	-	53,740
Unearned revenue - special assessments	160,937	-	-	160,937
Net LRLIF liability	<u>7,977</u>	<u>8,655</u>	<u>2,709</u>	<u>19,341</u>
TOTAL NONCURRENT LIABILITIES	<u>2,225,413</u>	<u>625,821</u>	<u>18,139</u>	<u>2,869,373</u>
TOTAL LIABILITIES	<u>2,613,961</u>	<u>938,304</u>	<u>25,191</u>	<u>3,577,456</u>
DEFERRED INFLOWS OF RESOURCES				
Wisconsin Retirement System pension	132,756	144,031	45,085	321,872
Local Retiree Life Insurance fund	<u>2,134</u>	<u>2,315</u>	<u>725</u>	<u>5,174</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>134,890</u>	<u>146,346</u>	<u>45,810</u>	<u>327,046</u>
NET POSITION				
Net investment in capital assets	7,614,708	7,975,030	3,333,306	18,923,044
Restricted for debt service	361,452	171,884	-	533,336
Restricted for equipment replacement	-	442,210	-	442,210
Restricted for other	-	-	20,000	20,000
Unrestricted	<u>1,538,724</u>	<u>1,322,842</u>	<u>137,644</u>	<u>2,999,210</u>
TOTAL NET POSITION	<u>9,514,884</u>	<u>9,911,966</u>	<u>3,490,950</u>	<u>22,917,800</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	 <u>\$ 12,263,735</u>	 <u>\$ 10,996,616</u>	 <u>\$ 3,561,951</u>	 <u>\$ 26,822,302</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2019

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
OPERATING REVENUE				
Charges for services	<u>\$1,470,215</u>	<u>\$1,177,715</u>	<u>\$ 275,259</u>	<u>\$ 2,923,189</u>
OPERATING EXPENSES				
Operations	376,883	125,359	6,443	508,685
Maintenance	91,612	189,568	27,716	308,896
General and administration	90,031	187,869	113,244	391,144
Depreciation	<u>332,185</u>	<u>365,332</u>	<u>58,184</u>	<u>755,701</u>
TOTAL OPERATING EXPENSES	<u>890,711</u>	<u>868,128</u>	<u>205,587</u>	<u>1,964,426</u>
OPERATING INCOME	<u>579,504</u>	<u>309,587</u>	<u>69,672</u>	<u>958,763</u>
NONOPERATING REVENUE (EXPENSES)				
Interest income	46,680	41,184	4,927	92,791
Interest expense	(61,398)	(24,160)	-	(85,558)
Amortization	<u>(1,692)</u>	<u>-</u>	<u>-</u>	<u>(1,692)</u>
TOTAL NONOPERATING (EXPENSES) REVENUE	<u>(16,410)</u>	<u>17,024</u>	<u>4,927</u>	<u>5,541</u>
INCOME BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS	563,094	326,611	74,599	964,304
TRANSFERS (OUT) IN CAPITAL CONTRIBUTIONS	<u>(245,324)</u> <u>139,606</u>	<u>120,829</u> <u>1,130,981</u>	<u>(54,881)</u> <u>161,292</u>	<u>(179,376)</u> <u>1,431,879</u>
CHANGE IN NET POSITION	457,376	1,578,421	181,010	2,216,807
NET POSITION AT BEGINNING OF YEAR	<u>9,057,508</u>	<u>8,333,545</u>	<u>3,309,940</u>	<u>20,700,993</u>
NET POSITION AT END OF YEAR	<u>\$9,514,884</u>	<u>\$9,911,966</u>	<u>\$3,490,950</u>	<u>\$22,917,800</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2019

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 1,010,919	\$ 1,133,312	\$ 224,621	\$ 2,368,852
Receipts from municipality	444,065	23,958	32,577	500,600
Payments to municipality	20,596	(20,596)	-	-
Payments to suppliers for goods and services	(239,731)	(210,151)	(55,363)	(505,245)
Payments to employees for services	(224,471)	(208,200)	(71,117)	(503,788)
Payments for employee benefits	(65,799)	(83,127)	(7,748)	(156,674)
NET CASH PROVIDED BY OPERATING ACTIVITIES	945,579	635,196	122,970	1,703,745
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers to other funds	(245,324)	120,829	(54,881)	(179,376)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Acquisition of property, plant, and equipment	(647,816)	(728,616)	(457,113)	(1,833,545)
Connection fees and cash contributions	-	-	19,231	19,231
Retirement of bonds and loans	(170,000)	(250,925)	-	(420,925)
Interest paid	(61,823)	(25,311)	-	(87,134)
Special assessments received	-	54,420	-	54,420
NET CASH (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	(879,639)	(950,432)	(437,882)	(2,267,953)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	39,613	41,151	4,927	85,691
NET (DECREASE) IN CASH AND CASH EQUIVALENTS	(139,771)	(153,256)	(364,866)	(657,893)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	1,951,587	1,906,497	454,928	4,313,012
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,811,816	\$ 1,753,241	\$ 90,062	\$ 3,655,119
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES</u>				
Capital contributions developers	\$ 139,606	\$ 122,266	\$ 142,061	\$ 403,933
Capital contributions municipality	\$ -	\$ 954,295	\$ -	\$ 954,295

(Continued on page 29)

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS - Continued
YEAR ENDED DECEMBER 31, 2019

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
<u>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</u>				
Operating income	\$ 579,504	\$ 309,587	\$ 69,672	\$ 958,763
Adjustments to reconcile operating income to net cash flows from operating activities				
Depreciation	332,185	365,332	58,184	755,701
Depreciation charged to sewer	20,596	(20,596)	-	-
Changes in assets and liabilities				
Decrease (increase) in assets				
Accounts receivable	5,813	(10,776)	(16,612)	(21,575)
Due from other funds	(10,510)	(9,669)	(1,449)	(21,628)
Deferred outflow/inflow (WRS)	15,248	(18,106)	6,225	3,367
Increase (decrease) in liabilities				
Accounts payable	19,462	20,110	6,950	46,522
Accrued payroll and fringe benefits	(6,185)	(686)	-	(6,871)
Unearned revenue	(10,534)	-	-	(10,534)
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 945,579	\$ 635,196	\$ 122,970	\$ 1,703,745
<u>RECONCILIATION OF CASH AND CASH EQUIVALENTS PER STATEMENT OF CASH FLOWS TO THE STATEMENT OF NET POSITION</u>				
CASH AND CASH EQUIVALENTS - END OF YEAR				
Cash and investments	\$1,254,694	\$ 1,078,321	\$ 70,062	\$ 2,403,077
Cash and investments - restricted	557,122	674,920	20,000	1,252,042
TOTAL CASH AND CASH EQUIVALENTS	\$1,811,816	\$ 1,753,241	\$ 90,062	\$ 3,655,119

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
FIDUCIARY FUND
DECEMBER 31, 2019

<u>ASSETS</u>	<u>CUSTODIAL FUND</u> <u>PROPERTY TAX</u>
Cash and investments	\$ 1,736,664
Taxes receivable	<u>4,321,764</u>
TOTAL ASSETS	<u>\$ 6,058,428</u>
<u>LIABILITIES</u>	
Due to other governments	\$ 1,736,664
<u>NET POSITION</u>	
Restricted for other governments	<u>4,321,764</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 6,058,428</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON
STATEMENT OF CHANGES IN NET POSITION
FIDUCIARY FUND
YEAR ENDED DECEMBER 31, 2019

	<u>CUSTODIAL FUND</u>
	<u>PROPERTY TAX</u>
ADDITIONS	
Collections for other governments	\$ 6,058,428
DEDUCTIONS	
Payments to other governments	<u>(4,615,068)</u>
CHANGE IN NET POSITION	1,443,360
NET POSITION AT BEGINNING OF YEAR	-
CHANGE IN ACCOUNTING PRINCIPLE	<u>2,878,404</u>
NET POSITION AT END OF YEAR	<u>\$ 4,321,764</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN

NOTES TO THE BASIC FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies

The financial statements of the City of Milton, Wisconsin (the "City") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the City are described below.

Reporting Entity

The City of Milton, Wisconsin, was incorporated under the provisions of Chapter 280, Laws of Wisconsin, 1883. The City operates under a Council-Mayor form of government and provides the following services as authorized by its charter: public safety (police and fire), highways and streets, sanitation, health and social services, culture-recreation, education, public improvements, planning and zoning, and general administrative services.

The City's basic financial statements include the Community Development Authority, a component unit, as defined in GASB 14 and amended by GASB 39 and GASB 61.

The criterion for including a legally separate organization as a component unit is the degree of financial accountability the City has with the organization. A financial benefit or burden relationship needs to be present between the primary government and that organization for it to be included in the reporting entity as a component unit. The following circumstances set forth the City's financial accountability for a legally separate organization:

- a. The City is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the City.
- b. The City may be financially accountable if an organization is fiscally dependent on the City regardless of whether the organization has (1) a separately elected governing board, (2) a governing board appointed by a higher level of government, or (3) a jointly appointed board.
- c. The City may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the City's financial statements from being misleading.

Blended Component Unit

The Community Development Authority of the City of Milton ("CDA") serves all citizens of the government and is governed by a board appointed by the mayor and affirmed by the Common Council. The rates of user charges and bond issuance authorizations are approved by the Common Council and the legal liability for the general obligation portion of the CDA's debt remains with the government. The CDA does not issue separate financial statements.

Because of the CDA's sole activity is to provide financing for the City's Tax Incremental District (TID) No. 6, generally accepted accounting principles specifically provide that the CDA's related outstanding debt, assets, and debt service activity be reported as part of the primary government to avoid the "double" counting of outstanding debt, assets, and debt service activity. The activity is reported as part of TID No. 6.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

Basis of Presentation

Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and an agency fund, even though the latter is excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the government's water, sewer, and storm water functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenue includes 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenue are reported as general revenue.

Fund Financial Statements

The fund financial statements provide information about the government's funds, including its fiduciary funds. Separate statements for each fund category - governmental, proprietary, and fiduciary - are presented. The emphasis of fund financial statements is on major governmental and proprietary funds, each displayed in a separate column. All remaining governmental and proprietary funds are aggregated and reported as nonmajor funds. Major individual governmental and proprietary funds are reported as separate columns in the fund financial statements. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenue, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental fund or enterprise fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or proprietary fund that the City believes is particularly important to financial statement users may be reported as a major fund.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

The City reports the following major governmental funds:

General Fund - is used for all financial activity that is not required to be accounted for in another fund. This is the City's primary operating fund.

Debt Service - is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

TIF #6 Fund - is used to account for activity related to the improvements within the Tax Incremental Financing District #6.

TIF #9 Fund - is used to account for activity related to the improvements within the Tax Incremental Financing District #9.

TIF #10 Fund - is used to account for activity related to the improvements within the Tax Incremental Financing District #10.

The City reports the following major proprietary funds:

Water Utility - accounts for operations of the water system.

Sewer Utility - accounts for operations of the sewer system.

Storm Water - accounts for operations of the storm water system.

In addition, the City reports the following fund type:

Fiduciary - Tax Custodial Fund - is used to account for taxes and deposits collected by the City in the capacity of an agent for distribution to other governmental units.

During the course of operations the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in and out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as they are both measurable and available. Revenue is considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes are recorded in the year levied as receivables and unavailable revenue. They are recognized as revenue in the succeeding year when services financed by the levy are being provided. Special assessments are recorded as revenue when they become measurable and available as current assets. Franchise taxes, licenses, and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. Grants are recorded as revenue when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

The proprietary funds and fiduciary funds are reported using the economic resources measurement focus and accrual basis of accounting.

The proprietary funds distinguish *operating* revenue and expenses from *nonoperating* items. Operating revenue and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the water, sewer, and storm water utilities is a charge to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as nonoperating revenue and expenses.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

Cash and Cash Equivalents - Cash and cash equivalents, as classified in the statement of cash flows, consist of highly liquid investments with an initial maturity of three months or less.

Accounts Receivable - Accounts receivable are recorded at gross amounts. No allowance for uncollectible accounts has been provided since management believes that the amount of such allowance would not be material. The City used the tax roll, as allowed by State statutes, to collect delinquent accounts.

Due To/From Advance To/From Other Funds - During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as due to and from other funds. Long-term interfund loans (noncurrent portion) are reported as advances from and to other funds. In the governmental fund financial statements, advances to other funds are offset equally by a fund balance reserve account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation. Eliminations have been made for amounts due to/from within the same fund type on the government-wide statements

Interfund Transactions - Non-exchange transactions, which are net borrowing/lending (will not be repaid) are recorded as operating transfers, and exchange transactions are recorded as revenue and expenses. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers.

Prepaid Items - Prepaid items represent payments for goods and services for which benefits extend beyond December 31. A nonspendable balance has been recognized in governmental funds for these non-liquid assets to signify a portion of fund balance is not available for other subsequent expenditures.

Inventory - Inventory is priced at the lower of cost (first-in, first-out) or market. The cost of inventories are recorded as expenditures when purchased.

Restricted Cash and Investments - Certain resources set aside for revenue bonds repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. The "revenue bond redemption" account is used to segregate resources accumulated for debt service payments over the next twelve months. The "revenue bond reserve" account is used to report resources set aside to meet unexpected contingencies. The "depreciation fund" account is used to set aside resources to meet deficiencies in the reserve or redemption accounts for repairs or additions to utility systems.

Other restricted cash and investments also include a "DNR Replacement Fund" which is required by the Wisconsin Department of Natural Resources for repairs and maintenance on the sewer utility plant.

Capital Assets - Capital assets, which include property, plant, equipment, and infrastructure, are reported at cost or estimated historical cost. Contributed assets are reported at estimated fair value at the time received. General infrastructure assets, such as roads, bridges, curbs, gutters, streets, sidewalks and drainage and lighting systems, acquired prior to January 1, 2003, are reported at estimated historical cost using deflated replacement cost. Capital assets are depreciated using the straight-line method. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Water, sewer, and storm water assets are being depreciated using rates prescribed by the Wisconsin Public Service Commission and range from 1 to 15 percent.

Major capital outlays for capital assets of business-type activities are included as part of the capitalized value of the assets constructed. Interest expenses incurred during construction were not capitalized as part of the additions to capital assets.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

Capitalization thresholds and the estimated useful lives for the City are as follows:

Capital Asset Category	Capitalization Threshold	Estimated Useful Life
Infrastructure	\$ 2,500	75
Land	-	N/A
Land improvements	2,500	10-100
Buildings/structures/building improvements	2,500	40-100
Machinery and equipment	2,500	10-100
Vehicles	2,500	10-30

Compensated Absences - It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Vacation and sick pay is accrued when incurred in the government-wide and proprietary funds financial statements and reported as a fund liability. Vacation and sick pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and fund liability of the governmental fund that will pay it.

Pensions - For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Debt Premiums and Discounts - In the government-wide and proprietary fund financial statements, debt premiums and discounts are deferred and amortized over the life of the debt. Long-term debt is reported net of the applicable debt premium or discount

In the fund financial statements, governmental fund types recognize premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses.

Other Post-Employment Benefits (LRLIF) - The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additional to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows and Inflows of Resources - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. The separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until then. The City has three items that qualify for reporting in this category. They are the deferred charge on refunding, Local Retiree Life Insurance Fund, and Wisconsin Retirement System pension. A deferred charge on refunding results from the difference in the carrying value of refunding debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The Wisconsin Retirement System pension and Local Retiree Life Insurance Fund results from changes in the pension plan.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 1 - Summary of Significant Accounting Policies - Continued

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. The separate financial statement element represents an acquisition of net position which applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. The City has three items that qualify for reporting in this category: unavailable revenue, Local Retiree Life Insurance Fund, and Wisconsin Retirement System pension. A deferred inflow from unavailable revenue arises under a modified accrual basis of accounting. The unavailable revenue is from property taxes. This amount is deferred and recognized as an inflow in the period the amount becomes available. The Wisconsin Retirement System pension and Local Retiree Life Insurance Fund results from changes in the pension plan.

Net Position Classifications - Net position represents the difference between the total assets and deferred outflows of resources and the total liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement for those assets. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Fund Balances - The City classifies its fund equity as follows: (a) nonspendable fund balance consists of equity not in a spendable form or is legally or contractually required to be maintained intact, (b) restricted fund balance consists of equity constrained to specific purposes by their providers, externally imposed by creditors, constitutional provisions or by enabling legislation, (c) committed fund balance consists of equity constrained to specific purposes by the City itself, using its highest level of decision making authority - Common Council policies, (d) assigned fund balance consists of equity the governing body intends to use for a specific purpose, intent can be expressed by the governing body. The Common Council has authorized the Clerk-Treasurer to assign fund balances through its financial management policy, and (e) unassigned fund balance consists of equity available for any purpose.

When net losses occur, it is the City's policy to record the net loss against committed fund balance, then assigned fund balance, and lastly to unassigned fund balance. The City applied restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available.

State and Federal Aids - State general and categorical aids are recognized as revenue in the entitlement year. Federal aids and certain state aids for reimbursable programs are recognized as revenue in the year related program expenditures are incurred. Aids received prior to meeting revenue recognition criteria are recorded as unearned revenue.

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Claims and Judgments - They are recorded as liabilities if all the conditions of Governmental Accounting Standards Board Pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred. There were no significant claims or judgments at year end.

Change in Accounting Principle - The City has implemented GASB Statement No. 84, *Fiduciary Activities* in 2019.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 2 - Cash and Investments

State statutes permit the City to invest available cash balances, other than debt service funds, in time deposits of authorized depositories, state obligations, U.S. Treasury obligations, U.S. agency issues, repurchase agreements and other investments secured by federal securities, high grade commercial paper, and the local government pooled-investment fund administered by the state investment board. Available balances in the Debt Service Fund may be invested in municipal obligations, obligations of the United States and the local government pooled-investment fund. No significant violations of these restrictions occurred during the year.

As of December 31, 2019, the City had the following investments:

<u>INVESTMENT</u>	<u>WEIGHTED AVERAGE MATURITIES</u>	<u>FAIR VALUE</u>
Certificates of Deposit	Less than one year	<u>\$ 1,005,448</u>
Certificates of Deposit	More than one year	<u>\$ 2,086,082</u>
Wisconsin Investment Series Coop	More than one year	<u>\$ 4,661,192</u>
State of Wisconsin Investment Pool	Less than one year	<u>\$ 60</u>

Determining Fair Value - The City categorizes its fair value measurements with in the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets; level 2 inputs are significant other observable inputs; level 3 inputs are significant unobservable inputs. The City has the following recurring fair value measurement:

- 1) Certificates of deposits are determined based on published market quotations (level 1 inputs).

Income Allocation - Interest income is generally allocated to the fund which owns the checking account, savings account, money market account, certificate of deposit, and investment.

Interest Rate Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to mature or may be tendered for purchase at the option of the holder within not more than seven years of the date acquired. The City does not have a formal investment policy that would further limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The City has no investment policy that would further limit its investment choices.

Custodial Credit Risk - Deposits - Custodial credit is the risk that, in the event of a bank failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk. The State of Wisconsin's Public Deposit Guarantee Fund created under Chapter 34 of the Wisconsin Statutes protects the municipality's designated public depositories against any losses of public funds up to \$400,000 subject to the total amount of the Guarantee Fund availability. As of December 31, 2019, \$2,591,301 of the City's bank balance of \$3,991,301 was exposed to custodial credit risk as follows:

Uninsured and collateralized	\$ 1,487,367
Uninsured and uncollateralized	<u>1,103,934</u>
	<u>\$ 2,591,301</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 3 - Property Taxes

Property taxes attach as an enforceable lien on property in December when the tax roll is certified. Taxes are levied in December and payable in two installments on January 31 and July 31, or payable in full on January 31. Special assessments, charges, and personal property taxes are payable in full on January 31. The City bills and collects its own property taxes and also taxes for the State, County, Technical College, and Public Schools until February 1, at which time all uncollected real estate taxes are turned over to the County for collection. Delinquent personal property tax remains the collection responsibility of the City. Collection of the taxes and remittance of them to the appropriate entities are accounted for in the Tax Agency Fund. City property tax revenue is recognized in the year they are levied for and available for use. The 2020 tax roll (levied for 2019) has been set up as a receivable and offset by the amounts due to other governmental units and deferred income tax revenue for the City's portion. Advance tax collections are offset against the receivable.

NOTE 4 - Capital Assets

Capital asset balances and activity for the year ended December 31, 2019, are as follows:

	<u>BALANCES</u> <u>01/01/19</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> <u>12/31/19</u>
<u>GOVERNMENTAL ACTIVITIES</u>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 2,125,429	\$ -	\$ -	\$ 2,125,429
<i>Capital assets being depreciated</i>				
Buildings	10,046,222	-	-	10,046,222
Infrastructure	25,923,314	362,325	-	26,285,639
Improvements other than buildings	1,207,622	111,239	(3,500)	1,315,361
Machinery and equipment	<u>6,545,943</u>	<u>124,704</u>	<u>(115,690)</u>	<u>6,554,957</u>
Total capital assets being depreciated	<u>43,723,101</u>	<u>598,268</u>	<u>(119,190)</u>	<u>44,202,179</u>
Less accumulated depreciation for:				
Buildings	1,755,149	194,968	-	1,950,117
Infrastructure	5,027,842	316,949	-	5,344,791
Improvements other than buildings	549,823	30,678	(3,500)	577,001
Machinery and equipment	<u>5,231,911</u>	<u>177,307</u>	<u>(115,690)</u>	<u>5,293,528</u>
Total accumulated depreciation	<u>12,564,725</u>	<u>719,902</u>	<u>(119,190)</u>	<u>13,165,437</u>
Total capital assets being depreciated, net	<u>31,158,376</u>	<u>(121,634)</u>	<u>-</u>	<u>31,036,742</u>
GOVERNMENT ACTIVITIES				
CAPITAL ASSETS, NET	<u>\$ 33,283,805</u>	<u>\$ (121,634)</u>	<u>\$ -</u>	<u>\$ 33,162,171</u>

Depreciation expense for governmental activities was charged to functions as follows:

General Government	\$ 98,151
Public Safety	114,274
Public Works	495,941
Culture, Recreation, and Education	38
Health and Human Service	<u>11,498</u>
TOTAL	<u>\$ 719,902</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 4 - Capital Assets - Continued

	<u>BALANCES</u> <u>01/01/19</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>TRANSFERS</u>	<u>BALANCES</u> <u>12/31/19</u>
<u>BUSINESS-TYPE ACTIVITIES</u>					
<i>Capital assets not being depreciated:</i>					
Land	\$ 109,302	\$ -	\$ -	\$ -	\$ 109,302
Construction in progress	112,682	1,425,499	-	(455,829)	1,082,352
Total capital assets not being depreciated	<u>221,984</u>	<u>1,425,499</u>	<u>-</u>	<u>(455,829)</u>	<u>1,191,654</u>
<i>Capital assets being depreciated</i>					
Buildings	7,211,735	82,384	(19,000)	4,475	7,279,594
Improvements other than buildings	16,258,151	1,044,256	(200,700)	9,700	17,111,407
Machinery and equipment	5,404,439	639,634	(21,907)	441,654	6,463,820
Total capital assets being depreciated	<u>28,874,325</u>	<u>1,766,274</u>	<u>(241,607)</u>	<u>455,829</u>	<u>30,854,821</u>
Less accumulated depreciation for:					
Buildings	3,065,387	238,419	(19,000)	-	3,284,806
Improvements other than buildings	4,433,453	306,271	(200,700)	-	4,539,024
Machinery and equipment	2,159,168	211,011	(21,907)	-	2,348,272
Total accumulated depreciation	<u>9,658,008</u>	<u>755,701</u>	<u>(241,607)</u>	<u>-</u>	<u>10,172,102</u>
Total capital assets being depreciated, net	<u>19,216,317</u>	<u>1,010,573</u>	<u>-</u>	<u>455,829</u>	<u>20,682,719</u>
<u>BUSINESS-TYPE ACTIVITIES</u>					
CAPITAL ASSETS, NET					
	<u>\$ 19,438,301</u>	<u>\$ 2,436,072</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,874,373</u>

Depreciation expense was charged to functions as follows:

Business-type activities	
Water	\$ 332,185
Sewer	365,332
Storm Water	58,184
TOTAL	<u>\$ 755,701</u>

NOTE 5 - Long-Term Obligations

Details of the City's long-term obligations are as follows:

Summary of Long-Term Obligations

	<u>BALANCES</u> <u>01/01/19</u>	<u>ADDITIONS</u>	<u>PAYMENTS</u>	<u>BALANCES</u> <u>12/31/19</u>	<u>AMOUNT</u> <u>DUE WITHIN</u> <u>ONE YEAR</u>
<u>GOVERNMENTAL ACTIVITIES:</u>					
Bonds payable	\$ 10,195,000	\$ -	\$ (965,000)	\$ 9,230,000	\$ 1,010,000
Notes payable - direct borrowing	1,546,794	1,225,000	(951,794)	1,820,000	140,000
CDA revenue bonds payable	1,560,000	-	(175,000)	1,385,000	190,000
Premium	115,267	-	(13,062)	102,205	13,062
Debt discount	(19,188)	2,398	-	(16,790)	(2,398)
Local retiree life insurance fund	98,305	-	(11,648)	86,657	-
WRS pension liability	-	493,565	-	493,565	-
Compensated absences	368,237	26,046	-	394,283	74,824
TOTAL	<u>\$ 13,864,415</u>	<u>\$ 1,747,009</u>	<u>\$ (2,116,504)</u>	<u>\$ 13,494,920</u>	<u>\$ 1,425,488</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 5 - Long-Term Obligations - Continued

	<u>BALANCES</u> <u>01/01/19</u>	<u>ADDITIONS</u>	<u>PAYMENTS</u>	<u>BALANCES</u> <u>12/31/19</u>	<u>AMOUNT</u> <u>DUE WITHIN</u> <u>ONE YEAR</u>
<u>BUSINESS-TYPE ACTIVITIES:</u>					
Mortgage revenue bond					
Water	\$ 2,345,000	\$ -	\$ (170,000)	\$ 2,175,000	\$ 170,000
Sewer	1,045,866	-	(250,925)	794,941	257,825
Debt discount	(20,304)	1,692	-	(18,612)	(1,692)
Local retiree life insurance fund	20,305	-	(964)	19,341	-
WRS pension liability	-	110,159	-	110,159	-
Compensated absences	84,109	-	(6,871)	77,238	23,498
TOTAL	<u>\$ 3,474,976</u>	<u>\$ 111,851</u>	<u>\$ (428,760)</u>	<u>\$ 3,158,067</u>	<u>\$ 449,631</u>

Interest costs incurred during the year totaled \$316,805 for governmental activities and \$85,558 for business-type activities. Total interest paid during the year aggregated \$315,089 for governmental activities and \$87,134 for business-type activities. Zero interest was capitalized in government-type and business-type capital assets.

General Obligation Debt

All general obligation debt is secured by the full faith and credit and unlimited taxing powers of the City. The general obligation debt is expected to be repaid with general property taxes, special assessments and tax increments (TIF). General obligation debt at December 31, 2019, is comprised of the following issues:

GOVERNMENTAL FUNDS

<u>ISSUE DESCRIPTION</u>	<u>RATES (%)</u>	<u>DATES OF</u> <u>MATURITY</u>	<u>BALANCE</u> <u>12/31/19</u>
<u>GENERAL OBLIGATION BONDS</u>			
2011B Issue	2.40 - 4.50%	2031	\$ 1,570,000
2013 Issue	3.00 - 4.30%	2033	1,765,000
2016 Issue	2.00 - 1.80%	2027	<u>5,985,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION BONDS			<u>9,230,000</u>
<u>GENERAL OBLIGATION NOTES - direct borrowings</u>			
2019 First Community Bank Issue	3.25%	2028	612,500
2019 Bank of Milton Issue	3.25%	2028	612,500
2018 Blackhawk Credit Union Issue	2.32%	2023	<u>595,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION NOTES			<u>1,820,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION DEBT			<u>\$ 11,050,000</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 5 - Long-Term Obligations - Continued

Community Development Authority Lease Revenue Bonds

Community development authority bonds are not deemed a debt or obligation of the City, nor a charge against its general credit. It is solely an obligation of the Community Development Authority. Repayment is provided by annual charges to the general and capital projects funds paid from property taxes.

<u>ISSUE DESCRIPTION</u>	<u>RATE (%)</u>	<u>DATES OF MATURITY</u>	<u>ORIGINAL INDEBTEDNESS</u>	<u>BALANCE 12/31/19</u>
Lease Revenue Bonds TIF #6 2016 Issue	1.0 - 2.70%	2026	\$ 1,845,000	<u>\$ 1,385,000</u>

ENTERPRISE FUND DEBT

Enterprise fund revenue bonds are expected to be repaid with water and sewer revenue. Enterprise fund debt at December 31, 2019, is comprised of the following issues:

<u>ISSUE DESCRIPTION</u>	<u>RATES (%)</u>	<u>DATES OF MATURITY</u>	<u>BALANCE 12/31/19</u>
<u>Mortgage Revenue Bond</u>			
2002 Sewer Issue	2.75%	2022	\$ 794,941
2015 Water Issue	0.80 - 3.60%	2030	<u>2,175,000</u>
TOTAL ENTERPRISE FUND DEBT			<u>\$ 2,969,941</u>

Mortgage Revenue Bond Requirements

The City's Mortgage Revenue Bonds require that cash be set aside in separate funds and restricted for specific purposes. The sewer utility is required to set money aside in a special redemption fund the required and actual amounts for 2019 were \$175,527.

Equipment Replacement Fund Requirements

The Sewer Utility has established an equipment replacement fund to be used for significant wastewater treatment mechanical equipment replacement as required by the Wisconsin Department of Natural Resources as a condition to receiving construction grants. At December 31, 2019, this fund had available resources of \$442,210.

General Obligation Debt Limit Calculation

The 2019 equalized valuation of the City as certified by the Wisconsin Department of Revenue is \$427,445,300. The legal debt limit and margin of indebtedness as of December 31, 2019, in accordance with Section 67.03(1)(b) of the Wisconsin Statutes follows:

Debt limit (5% of \$427,445,300)	\$ 21,372,265
Applicable long-term debt	(11,050,000)
Amount available in debt services fund	<u>57,568</u>
MARGIN OF INDEBTEDNESS	<u>\$ 10,379,833</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 5 - Long-Term Obligations - Continued

Maturities of Long-Term Obligations

Maturities of the long-term obligations at December 31, 2019, are:

YEARS	GOVERNMENTAL FUNDS DEBT					
	BONDS		NOTES PAYABLE - DIRECT BORROWING		TOTAL	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2020	\$ 1,010,000	\$ 218,851	\$ 140,000	\$ 61,946	\$ 1,150,000	\$ 280,797
2021	1,045,000	191,971	195,000	47,850	1,240,000	239,821
2022	1,055,000	167,595	200,000	42,758	1,255,000	210,353
2023	1,065,000	149,659	280,000	36,422	1,345,000	186,081
2024	1,085,000	129,872	190,000	29,574	1,275,000	159,446
2025-2029	3,080,000	363,252	815,000	54,032	3,895,000	417,284
2030-2034	890,000	64,440	-	-	890,000	64,440
TOTAL	\$ 9,230,000	\$ 1,285,640	\$ 1,820,000	\$ 272,582	\$ 11,050,000	\$ 1,558,222

YEARS	CDA LEASE REVENUE BONDS		ENTERPRISE FUND DEBT	
	BONDS		BONDS	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2020	\$ 190,000	\$ 28,910	\$ 427,825	\$ 77,419
2021	190,000	25,490	439,916	67,123
2022	200,000	21,635	452,200	56,186
2023	210,000	17,275	185,000	48,425
2024	200,000	12,615	190,000	43,923
2025-2029	395,000	10,397	1,045,000	130,904
2030-2034	-	-	230,000	4,140
TOTAL	\$ 1,385,000	\$ 116,322	\$ 2,969,941	\$ 428,120

Other long-term obligations (compensated absences and WRS net pension liability) for the governmental activities are generally liquidated by the general fund and by the water, sewer, and storm water funds for business-type activities.

NOTE 6 - Wisconsin Retirement System

Plan Description - The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 6 - Wisconsin Retirement System - Continued

Vesting - For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided - Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit.

The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments - The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2008	6.6%	0%
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4
2018	2.4	17

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 6 - Wisconsin Retirement System - Continued

Contributions - Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees.

Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$174,069 in contributions from the employer.

Contribution rates as of December 31, 2019 are:

Employee Category	Employee	Employer
General (including Teachers, Executives & Elected Officials)	6.7%	6.7%
Protective with Social Security	6.7%	10.7%
Protective without Social Security	6.7%	14.9%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the City reported a liability of \$603,724 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2019, the City's proportion was 0.01696958%, which was an increase of 0.00051883% from its proportion measured as of December 31, 2018.

For the year ended December 31, 2019, the City recognized pension expense of \$401,686.

At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 470,211	\$ (831,162)
Changes in assumptions	101,765	-
Net differences between projected and actual earnings on pension plan investments	1,796,893	(915,195)
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	(17,661)
Employer contributions subsequent to the measurement date	179,941	-
Total	\$ 2,548,810	\$ (1,764,018)

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 6 - Wisconsin Retirement System - Continued

\$179,941 reported a deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended December 31:	Deferred Outflow of Resources	Deferred Inflows of Resources
2020	\$853,126	\$(633,912)
2021	562,899	(511,971)
2022	551,916	(457,241)
2023	400,928	(160,894)

Actuarial Assumptions - The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2017
Measurement Date of Net Pension Liability (Asset)	December 31, 2018
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table
Post-retirement Adjustments*	1.9%

* No Post-Retirement Adjustment is Guaranteed - Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates. The Total Pension Liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 6 - Wisconsin Retirement System - Continued

Long-Term Expected Return on Plan Assets - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns (as of December 31, 2018)

	Current Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
<u>Core Fund Asset Class</u>			
Global Equities	49	8.1	5.5
Fixed Income	24.5	4.0	1.5
Inflation Sensitive Assets	15.5	3.8	1.3
Real Estate	9	6.5	3.9
Private Equity/Debt	8	9.4	6.7
Multi-Asset	4	6.7	4.1
Total Core Fund	110	7.3	4.7
<u>Variable Fund Asset Class</u>			
U.S. Equities	70	7.6	5.0
International Equities	30	8.5	5.9
Total Variable Fund	100	8.0	5.4
New England Pension Consultants Long-Term US CPI (Inflation) Forecast : 2.5% Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations			

Single Discount Rate - A single discount rate of 7.00% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a long term bond rate of 3.71%. Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF MILTON, WISCONSIN
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 DECEMBER 31, 2019

NOTE 6 - Wisconsin Retirement System - Continued

Sensitivity of the City's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate - The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.0 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current rate:

	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase To Discount Rate (8.00%)
City of Milton's proportionate share of the net pension liability (asset)	\$2,399,264	\$603,724	(\$731,398)

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>

Payables to the Pension Plan

At December 31, 2019, the City reported a payable of \$-0- for the outstanding amount of contributions to the pension plan required for the year ended December 31, 2019.

NOTE 7 - Local Retiree Life Insurance Fund - OPEB

General Information about the Other Post-Employment Benefits

Plan Description - The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible employees.

OPEB Plan Fiduciary Net Position - ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

Benefits Provided - The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 7 - Local Retiree Life Insurance Fund - OPEB - Continued

Contribution rates as of December 31, 2019 are:

Coverage Type	Employer Contribution
50% Post Retirement Coverage	40% of employee contribution
25% Post Retirement Coverage	20% of employee contribution

Employee contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2018 are as listed below:

Life Insurance Employee Contribution Rates For the year ended December 31, 2018	
Attained Age	Basic
Under 30	\$0.05
30-34	0.06
35-39	0.07
40-44	0.08
45-49	0.12
50-54	0.22
55-59	0.39
60-64	0.49
65-69	0.57

During the reporting period, the LRLIF recognized \$791 in contributions from the employer.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2019, the City reported a liability (asset) of 105,998 for its proportionate share of the net OPEB liability (asset). The net OPEB liability (asset) was measured as of December 31, 2018, and the total OPEB liability used to calculate the net OPEB liability (asset) was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net OPEB liability (asset) was based on the City's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2019, the City's proportion was 0.04107900%, which was an increase of 0.001655% from its proportion measured as of December 31, 2018.

For the year ended December 31, 2019, the City recognized OPEB expense of \$12,178.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 7 - Local Retiree Life Insurance Fund - OPEB - Continued

At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (5,377)
Net differences between projected and actual earnings on OPEB investments	2,533	-
Changes in assumptions	10,114	(22,976)
Changes in proportion and differences between employer contributions and proportionate share of contributions	9,507	-
Employer contributions subsequent to the measurement date	-	-
Total	\$ 22,154	\$ (28,353)

\$-0- reported as deferred outflows related to OPEB resulting from the City's Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended December 31,	Deferred Outflows of Resources	Deferred Inflows of Resources
2020	\$ 4,199	\$ (4,637)
2021	4,199	(4,637)
2023	4,199	(4,637)
2024	3,843	(4,637)
2025	3,477	(4,637)
2026	2,141	(4,512)
2027	96	(656)

Actuarial Assumptions - The total OPEB liability in the January 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2018
Measurement Date of Net OPEB Liability (Asset)	December 31, 2018
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield:	4.10%
Long-Term Expected Rate of Return:	5.00%
Discount Rate:	4.22%
Salary Increases	
Inflation:	3.00%
Seniority/Merit:	0.10% - 5.60%
Mortality:	Wisconsin 2018 Mortality Table

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 7 - Local Retiree Life Insurance Fund - OPEB - Continued

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates. The Total Pension Liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

Long-Term Expected Return on Plan Assets - The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Local OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2018

<u>Asset Class</u>	<u>Index</u>	<u>Target Allocation</u>	<u>Long-Term Expected Geometric Real Rate of Return</u>
US Government Bonds	Barclays Government	1%	1.44%
US Credit Bonds	Barclays Credit	40%	2.69%
US Long Credit Bonds	Barclays Long Credit	4%	3.01%
US Mortgages	Barclays MBS	54%	2.25%
US Municipal Bonds	Bloomberg Barclays Muni	1%	1.68%
Inflation			2.30%
Long-Term Expected Rate of Return			5.00%

Single Discount Rate - A single discount rate of 4.22% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 3.63% for the prior year. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The Plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

CITY OF MILTON, WISCONSIN
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 DECEMBER 31, 2019

NOTE 7 - Local Retiree Life Insurance Fund - OPEB - Continued

Sensitivity of the City's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate - The following presents the City's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 4.22 percent, as well as what the City's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (3.22 percent) or 1-percentage-point higher (5.22 percent) than the current rate:

	1% Decrease to Discount Rate (3.22%)	Current Discount Rate (4.22%)	1% Increase To Discount Rate (5.22%)
City of Milton's proportionate share of the net pension liability (asset)	\$150,789	\$105,998	\$71,452

OPEB Plan Fiduciary Net Position. Detailed information about the OPEB plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

NOTE 8 - Interfund Receivables, Payables, Advances, and Transfers

Individual interfund receivable and payable balances at December 31, 2019, are as follows:

<u>RECEIVABLE FUND</u>	<u>PAYABLE FUND</u>	<u>AMOUNT</u>
Due from/to Other Funds:		
Refuse and Recycling	General Fund	\$ 184,988
Sewer	General Fund	32,291
Water	General Fund	34,700
Storm Water	General Fund	5,059
General Fund	Library Fund	159,010
TOTAL		<u>\$ 416,048</u>

The above balances resulted from the timing differences between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All amounts are due within one year. For the Statement of Net Position, interfund balances which are owed within the governmental and business activities are netted and eliminated.

Individual fund transfers during 2019 are as follows:

<u>RECEIVING FUND</u>	<u>PAYING FUND</u>	<u>AMOUNT</u>
Transfers:		
Debt Service	General Fund	\$ 905,000
TIF #10	TIF #6	60,000
Debt Service	Storm Water	54,881
General Fund	Water	251,238
Library Fund	General Fund	288,224
Capital Projects	General Fund	404,350
General Fund	TIF #8	654
Sewer	TIF #10	126,743
TOTAL		<u>\$ 2,091,090</u>

Generally, transfers are used to move revenue from the fund that collects them to the fund that the budget requires to expend them and use unrestricted revenue collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 9 - Fund Balances and Net Position

Portions of fund balances and net position are not available for current appropriation or expenditure as follows:

Governmental Funds

<u>FUND</u>	<u>PURPOSE/REASON</u>	<u>AMOUNT</u>
<u>Nonspendable</u>		
General	Prepaid Items	\$ 30,857
Library	Advanced funds	159,010
Total Nonspendable Fund Balances		<u>\$ 189,867</u>
<u>Restricted</u>		
Debt Service	Principal and interest	\$ 57,568
TIF #6	Capital Projects	249,500
TIF #7	Capital Projects	20,469
TIF #9	Capital Projects	4,665
TIF #10	Capital Projects	118,814
Grant Fund	Rehab Loans	34,676
Sidewalk Fund	Sidewalks	65,848
Refuse and Recycling	Refuse and Recycling	8,337
Dog Park	Dog Park	11,493
Capital Projects	Capital Projects	382,536
Small Business Development	Small Business	25,000
Crossridge Park	Crossridge Park	153,038
Total Restricted Fund Balances		<u>\$ 1,131,944</u>
<u>Assigned</u>		
General	OPEB Obligations	<u>\$ 125,000</u>
<u>Net Position</u>		
<u>Governmental Activities - Restricted</u>		
Special Revenue	Specific expenses	\$ 298,392
Debt Service	Principal and interest	57,568
Capital Projects	Future projects	775,984
Total Governmental Activities Restricted		<u>\$ 1,131,944</u>
<u>Business-Type Activities - Restricted</u>		
Water	Debt service	\$ 361,452
Sewer	Debt service	171,884
Sewer	Equipment replacement	442,210
Storm	Equipment replacement	20,000
Total Governmental Activities Restricted		<u>\$ 995,546</u>
The following fund has a deficit at December 31, 2019:		
<u>Governmental Funds - Restricted</u>		
Library Fund	Future Library Revenue	<u>\$ 118,897</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 10 - Tax Incremental Finance Districts

Tax increment financing, as authorized by Section 66.1105 of the Wisconsin Statutes, is a method by which the City can recover its development and public improvement costs in Tax Incremental Finance (TIF) District designated areas. These costs are recovered from the increased valuation in the designated area. The City has financed development and public improvement costs in its Districts through general fund advances and through the issuance of general obligation long-term debt.

Project costs have been reported primarily as Capital Projects Funds expenditures. Tax increments will be used to repay general fund advances and to meet maturing debt obligations incurred to provide financing for development and public improvement costs within each District. Each District is allowed to collect tax increments until its termination date. Any over-collections are returned to the various taxing entities of the District. The City becomes liable for any cost not recovered by the termination date.

The City has five Tax Incremental Financing Districts. The following are project summaries of the activity and status of the TIF Districts through December 31, 2019:

	TIF DISTRICT				
	<u>#6</u>	<u>#7</u>	<u>#8</u>	<u>#9</u>	<u>#10</u>
SOURCE OF FUNDS					
Tax increments	\$ 10,023,142	\$ 1,007,612	\$ 844,771	\$ 28,244	\$ -
Grants	265,009	-	15,000	-	-
Interest income	125,998	-	5,846	-	11,362
Sales of property	91,198	-	-	1,500	-
Proceeds from long-term debt	11,401,824	1,243,176	220,000	-	1,225,000
Rent	93,780	-	12,042	-	-
Contributions	1,250	-	45,293	-	-
Transfer from other TIF's	29,179	-	-	-	60,000
Transfer from debt service	259,566	-	-	-	-
Transfer from general fund	-	-	61,625	-	-
Transfer from special revenue funds	-	-	87,075	-	-
Exempt computer aids	120,102	8,869	114,978	5	-
TOTAL SOURCES	<u>22,411,048</u>	<u>2,259,657</u>	<u>1,406,630</u>	<u>29,749</u>	<u>1,296,362</u>
USES OF FUNDS					
Administrative expenditures	339,703	160,803	67,258	15,799	-
Project cost	3,897,360	548,880	179,915	9,285	221,349
Principal and interest on long-term debt	9,751,473	931,954	245,126	-	-
Debt issuance costs	112,386	13,155	4,691	-	-
Transfer to capital projects	6,260,650	521,047	566,057	-	956,199
Transfer to debt service	1,914,170	51,494	-	-	-
Transfer to general fund	37,500	7,500	334,083	-	-
Transfer to park fund	-	-	9,500	-	-
Transfer to other TID	60,000	-	-	-	-
Bond discount	19,630	4,355	-	-	-
TOTAL USES	<u>22,392,872</u>	<u>2,239,188</u>	<u>1,406,630</u>	<u>25,084</u>	<u>1,177,548</u>
FUND BALANCES AS OF DECEMBER 31, 2019	<u>\$ 18,176</u>	<u>\$ 20,469</u>	<u>\$ -</u>	<u>\$ 4,665</u>	<u>\$ 118,814</u>
FUTURE REQUIREMENTS					
Debt service	\$ 4,533,068	\$ 560,528	\$ -	\$ -	\$ 1,468,872
Net accounts payable	-	-	-	-	310,683
TOTAL FUTURE REQUIREMENTS	4,533,068	560,528	-	-	1,779,555
Less cash on hand	(17,110)	(20,469)	-	(4,665)	(429,497)
Less accounts receivable	(1,066)	-	-	-	-
BALANCE TO BE COLLECTED ON TIF DISTRICTS	<u>\$ 4,514,892</u>	<u>\$ 540,059</u>	<u>\$ -</u>	<u>\$ (4,665)</u>	<u>\$ 1,350,058</u>
2019 Tax Increment	\$ 968,938	\$ 144,262	\$ -	\$ 227,227	\$ 35,346

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2019

NOTE 11 - Risk Management

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health and accident claims; and natural disasters. For all risks of loss, the City's policy is to purchase commercial insurance. Settled claims have not exceeded commercial insurance coverage in any of the past three years and there has been no significant reduction in insurance coverage from the prior year.

NOTE 12 - Joint Venture

The City and Town of Milton share equally in the control and operating cost of a joint fire department. Each municipality appoints three members to the Milton Joint Fire Commission. Each municipality pays 50 percent of the operating and capital costs of the fire department. The City paid \$340,175 of operating expenses and contributed \$30,000 for capital items during 2019. Financial information is available from the Fire Commission upon request.

NOTE 13 - Subsequent Event

In April 2020, the City issued \$4,020,000 of General Obligation Refunding Bonds to refinance the 2011B, 2013 general obligation bonds, and 2019 bank notes at lower interest rates.

NOTE 14 - Change in Accounting Principle

The change in accounting principles adjustment of \$2,878,404 on the statement of changes in net position - fiduciary funds is due to the adoption of GASB Statement No. 84 *Fiduciary Activities*.

CITY OF MILTON, WISCONSIN

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MILTON, WISCONSIN
WISCONSIN RETIREMENT SYSTEM SCHEDULES
YEAR ENDED DECEMBER 31, 2019

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
Last 10 Fiscal Years

	2015	2016	2017	2018	2019
City's proportion of the net pension liability	0.01462769%	0.01476303%	0.01552527%	0.01645075%	0.01696958%
City's proportionate share of the net pension liability (asset)	\$ (359,296)	\$ 239,896	\$ 127,965	\$ (488,422)	\$ 603,724
City's covered employee payroll	\$ 1,754,899	\$ 1,928,805	\$ 2,144,470	\$ 2,107,121	\$ 2,157,494
Proportionate share of the net pension liability as a percentage of its covered employee payroll	-20.47%	12.44%	5.97%	-23.18%	27.98%
Plan fiduciary net position as a percentage of the total pension liability	102.74%	98.20%	99.12%	102.93%	96.45%

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years

	2015	2016	2017	2018	2019
Contractually required contribution	\$ 139,961	\$ 148,012	\$ 162,244	\$ 171,749	\$ 174,069
Contributions in relation to the contractually required contribution	<u>(139,961)</u>	<u>(148,012)</u>	<u>(162,244)</u>	<u>(171,749)</u>	<u>(174,069)</u>
Contribution deficiency (excess)	<u>\$ -</u>				
City's covered employee payroll	<u>\$ 1,754,899</u>	<u>\$ 1,928,805</u>	<u>\$ 2,144,470</u>	<u>\$ 2,107,121</u>	<u>\$ 2,157,494</u>
Contributions as a percentage of covered employee payroll	7.98%	7.67%	7.57%	8.15%	8.07%

The City implemented the Government Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 5 preceding years.

Notes to Required Supplementary Information for the Year Ended December 31, 2019

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions. Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015 – 2017. Based on the experience study conducted in 2018, actuarial assumptions used to develop Total Pension Liability changed, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates.

CITY OF MILTON, WISCONSIN
LOCAL RETIREE LIFE INSURANCE FUND
YEAR ENDED DECEMBER 31, 2019

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
Last 10 Fiscal Years *

	<u>2018</u>	<u>2019</u>
Proportion of the net OPEB liability (asset)	0.03942400%	0.04107900%
Proportionate share of the net OPEB liability (asset)	\$ 118,610	\$ 105,998
Covered payroll	\$ 1,657,892	\$ 2,080,000
Proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	7.15%	5.10%
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	44.81%	48.69%

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years *

	<u>2018</u>	<u>2019</u>
Contractually required contributions	\$ 748	\$ 791
Contributions in relation to the contractually required contributions	<u>748</u>	<u>791</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 1,657,892	\$ 2,080,000
Contributions as a percentage of covered payroll	0.05%	0.04%

* The amounts presented for each fiscal year were determined as of the calendar year end which occurred within the fiscal year.

The City implemented the Government Accounting Standards Board Statement No. 75 for the year ended December 31, 2018. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 8 proceeding years.

Notes to Required Supplementary Information for the Year Ended December 31, 2019

Changes of benefit terms. There were no changes of benefit terms for any participating employer in LRLIF.

Changes of assumptions. Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015 – 2017. Based on the experience study conducted in 2018, actuarial assumptions used to develop total OPEB Liability changed, including the discount rate, wage inflation rate, and mortality and separation rates.

CITY OF MILTON, WISCONSIN
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
REVENUE				
Taxes	\$ 3,289,755	\$ 3,289,755	\$ 3,289,546	\$ (209)
Intergovernmental	1,060,332	1,060,332	1,088,262	27,930
Licenses and permits	119,933	119,933	149,300	29,367
Fines, forfeits, and penalties	55,250	55,250	52,858	(2,392)
Public charges for services	18,000	18,000	34,357	16,357
Intergovernmental charges for services	118,000	118,000	73,946	(44,054)
Other	81,350	81,350	154,999	73,649
TOTAL REVENUE	<u>4,742,620</u>	<u>4,742,620</u>	<u>4,843,268</u>	<u>100,648</u>
EXPENDITURES				
Current				
General government	832,926	832,926	773,211	59,715
Public safety	1,645,356	1,645,356	1,578,446	66,910
Public works	785,462	785,462	719,447	66,015
Health and human services	3,700	3,700	2,249	1,451
Culture, recreation, and education	248,562	248,562	210,763	37,799
Conservation and development	10,540	10,540	16,292	(5,752)
Capital outlay	33,500	33,500	30,039	3,461
TOTAL EXPENDITURES	<u>3,560,046</u>	<u>3,560,046</u>	<u>3,330,447</u>	<u>229,599</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>1,182,574</u>	<u>1,182,574</u>	<u>1,512,821</u>	<u>330,247</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	210,000	210,000	251,892	41,892
Transfers out	(1,392,574)	(1,597,574)	(1,597,574)	-
TOTAL OTHER FINANCING (USES)	<u>(1,182,574)</u>	<u>(1,387,574)</u>	<u>(1,345,682)</u>	<u>41,892</u>
NET CHANGE IN FUND BALANCE	-	(205,000)	167,139	372,139
FUND BALANCE AT BEGINNING OF YEAR	<u>1,618,424</u>	<u>1,618,424</u>	<u>1,618,424</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 1,618,424</u>	<u>\$ 1,413,424</u>	<u>\$ 1,785,563</u>	<u>\$ 372,139</u>

CITY OF MILTON, WISCONSIN
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
YEAR ENDED DECEMBER 31, 2019

NOTE 1 - Budgetary Information - Budgets are adopted each fiscal year for the general fund in accordance with Section 65.90 of the Wisconsin Statutes. The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. In August of each year, all department heads of the City submit appropriations so that a budget may be prepared. Prior to October 15, City management submits to the Common Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. A public hearing is conducted for taxpayers to approve the budget. This includes all required public notifications and publications prior to the public hearing.
3. Prior to December 1, the budget is legally enacted through passage of a Resolution.
4. All budget revisions must be approved by the Common Council.
5. Formal budgetary integration is employed as a management control device during the year for the general fund.
6. Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles in the United States of America.
7. Budgetary expenditure control is exercised at the department level within the fund.
8. Budgeted amounts are as authorized in the original budget resolution and subsequent revisions authorized by the Common Council.
9. Appropriations lapse at year end, except those specifically carried forward by Common Council action.
10. Encumbrance accounting is not used.

NOTE 2 - Excess of Actual Expenditures Over Budget

The following functions in the General Fund had an excess of actual expenditures over budget of more than \$500 for the year ended December 31, 2019:

Conservation and Development	\$5,752
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The over expenditures were financed by under expenditures in other functions and greater than anticipated revenue.

CITY OF MILTON, WISCONSIN
OTHER SUPPLEMENTARY INFORMATION

CITY OF MILTON, WISCONSIN
COMBINING BALANCE SHEETS
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2019

ASSETS	SPECIAL REVENUE							CAPITAL PROJECTS		NONMAJOR GOVERNMENTAL FUNDS	
	GRANT FUND	SIDEWALK FUND	SMALL BUSINESS DEVELOPMENT	LIBRARY FUND	REFUSE AND RECYCLING FUND	DOG PARK	PARK FUND	TIF #7	TIF #8		
Cash and investments	\$ 34,676	\$ 64,543	\$ 25,000	\$ 43,593	\$ 134,342	\$ 11,493	\$ 183,269	\$ 20,469	\$ -	\$ 397,335	\$ 914,720
Receivables											
Taxes	-	-	-	-	-	-	-	144,262	-	-	144,262
Special assessments	-	1,305	-	-	-	-	-	-	-	-	1,305
Loans receivable	278,910	-	-	-	-	-	-	-	-	-	278,910
Due from other funds	-	-	-	-	184,988	-	-	-	-	-	184,988
TOTAL ASSETS	\$ 313,586	\$ 65,848	\$ 25,000	\$ 43,593	\$ 319,330	\$ 11,493	\$ 183,269	\$ 164,731	\$ -	\$ 397,335	\$ 1,524,185
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES											
LIABILITIES											
Accounts payable	\$ -	\$ -	\$ -	\$ 3,480	\$ 25,270	\$ -	\$ 30,231	\$ -	\$ -	\$ 14,799	\$ 73,780
Unearned revenue - other	278,910	-	-	-	285,723	-	-	-	-	-	564,633
Due to other funds	-	-	-	159,010	-	-	-	-	-	-	159,010
TOTAL LIABILITIES	278,910	-	-	162,490	310,993	-	30,231	-	-	14,799	797,423
DEFERRED INFLOWS OF RESOURCES											
Unavailable revenue - tax roll	-	-	-	-	-	-	-	144,262	-	-	144,262
FUND BALANCES											
Restricted	34,676	65,848	25,000	-	8,337	11,493	153,038	20,469	-	382,536	701,397
Unassigned	-	-	-	(118,897)	-	-	-	-	-	-	(118,897)
TOTAL FUND BALANCES	34,676	65,848	25,000	(118,897)	8,337	11,493	153,038	20,469	-	382,536	582,500
TOTAL LIABILITIES, DEFERRED INFLOWS RESOURCES, AND FUND BALANCES	\$ 313,586	\$ 65,848	\$ 25,000	\$ 43,593	\$ 319,330	\$ 11,493	\$ 183,269	\$ 164,731	\$ -	\$ 397,335	\$ 1,524,185

CITY OF MILTON, WISCONSIN
COMBINING STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2019

	SPECIAL REVENUE						CAPITAL PROJECTS			NONMAJOR GOVERNMENTAL FUNDS	
	GRANT FUND	SIDEWALK FUND	SMALL BUSINESS DEVELOPMENT	LIBRARY FUND	REFUSE AND RECYCLING FUND	DOG PARK	PARK FUND	TIF #7	TIF #8		CAPITAL FUNDS
REVENUE											
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,069	\$ -	\$ -	\$ 118,069
Special assessments	-	1,334	-	-	-	-	-	-	-	-	1,334
Intergovernmental	-	-	-	86,077	20,836	-	-	3,674	17,305	16,277	144,169
Licenses and permits	-	-	-	-	-	-	-	-	-	148,402	148,402
Public charges for services	-	-	-	11,968	282,852	-	36,599	-	-	-	331,419
Other	18,043	-	-	129,931	-	287	162,832	-	-	-	311,093
TOTAL REVENUE	18,043	1,334	-	227,976	303,688	287	199,431	121,743	17,305	164,679	1,054,486
EXPENDITURES											
Current											
General government	-	-	-	-	-	-	-	250	-	-	250
Public works	-	-	-	-	300,928	-	-	-	-	-	300,928
Culture, recreation, and education	-	-	-	380,876	-	-	3,180	-	-	-	384,056
Conservation and development	33,987	-	-	-	-	-	-	27,778	20,000	-	81,765
Capital outlay	-	34,222	-	4,594	-	-	110,128	16,998	3,796	497,032	666,770
Debt service											
Principal	-	-	-	-	-	-	-	100,000	-	-	100,000
Interest and fiscal charges	-	-	-	-	-	-	-	11,927	-	-	11,927
TOTAL EXPENDITURES	33,987	34,222	-	385,470	300,928	-	113,308	156,953	23,796	497,032	1,545,696
EXCESS OF REVENUE (UNDER) OVER EXPENDITURES	(15,944)	(32,888)	-	(157,494)	2,760	287	86,123	(35,210)	(6,491)	(332,353)	(491,210)
OTHER FINANCING SOURCES (USES)											
Transfers in	-	-	-	288,224	-	-	-	-	-	404,350	692,574
Transfers out	-	-	-	-	-	-	-	-	(654)	-	(654)
TOTAL OTHER FINANCING (USES) SOURCES	-	-	-	288,224	-	-	-	-	(654)	404,350	691,920
NET CHANGE IN FUND BALANCES	(15,944)	(32,888)	-	130,730	2,760	287	86,123	(35,210)	(7,145)	71,997	200,710
FUND BALANCES (DEFICIT) AT BEGINNING OF YEAR	50,620	98,736	25,000	(249,627)	5,577	11,206	66,915	55,679	7,145	310,539	381,790
FUND BALANCES (DEFICIT) AT END OF YEAR	\$ 34,676	\$ 65,848	\$ 25,000	\$ (118,897)	\$ 8,337	\$ 11,493	\$ 153,038	\$ 20,469	\$ -	\$ 382,536	\$ 582,500

CITY OF MILTON, WISCONSIN

OTHER REPORT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Common Council
City of Milton, Wisconsin

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Milton ("City") as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 25, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hawkins Ash CPAs, LLP

La Crosse, Wisconsin
June 25, 2020

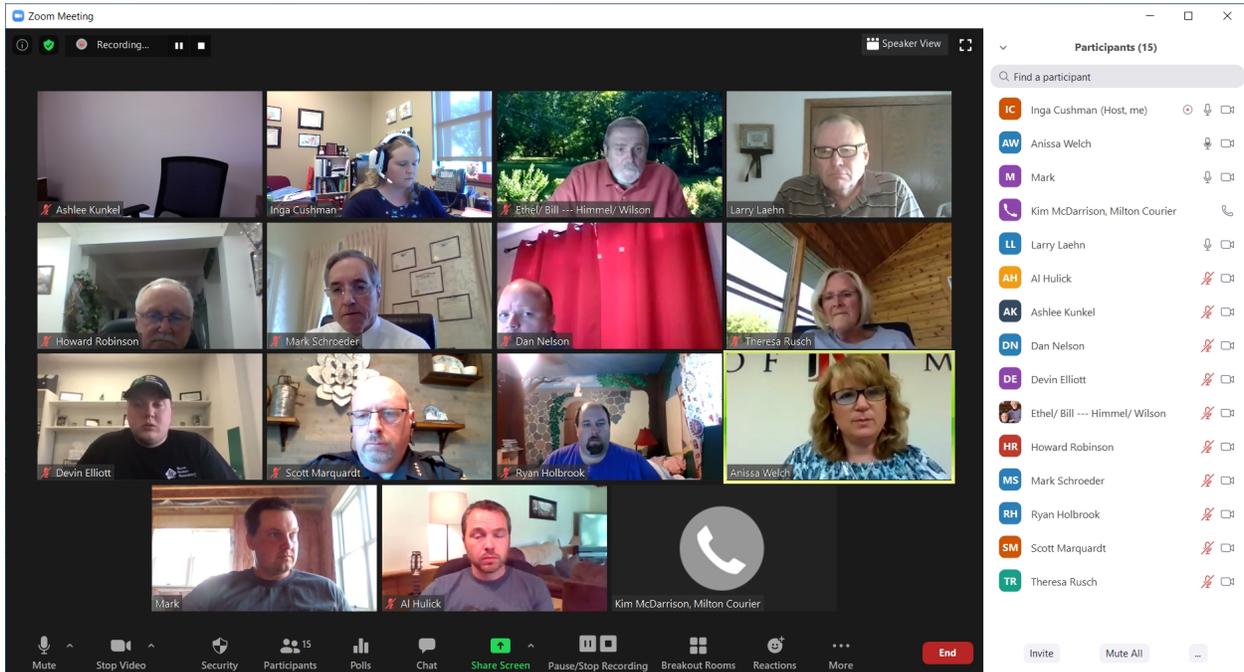
**City of Milton
Common Council
June 16, 2020**

Call to Order and Confirmation of Appropriate Meeting Notice.

Mayor Anissa Welch called the June 16, 2020 meeting of the Common Council to order at 6:02 p.m. Administrative Services Director Inga Cushman confirmed appropriate meeting notice.

Present:

Also Present:



Approval of Agenda

Ald. Wilson motioned to approve the agenda. Ald. Holbrook seconded, and the motion carried.

Pledge of Allegiance

Ald. Holbrook led the Council in the Pledge of Allegiance.

Public comments regarding items which can be affected by Council Action

Mayor Welch welcomed those in attendance and asked if there were any registered speakers.

There were none.

Approval of the Consent Agenda

- a. **Approval of Common Council Meeting Minutes - June 2, 2020**
- b. **Municipal Court Report - May 2020**

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

Discussion and Possible Action Regarding an Offer to Purchase Land from the City of Milton along Gateway Drive

Ald. Laehn motioned to approve the offer to purchase 2.5 acres of land along Gateway Drive from the City of Milton by Capital Asset Investments, LLC. Ald. Holbrook seconded, and the motion carried.

Discussion and Possible Action Regarding a Temporary Class “B” Beer License and Special Event Permit Request for Veterans Park Pavilion

6:42 p.m. Ald. Clark motioned to approve the Temporary Class “B” Beer License and Special Event Permit Request for the Veterans Park Pavilion. Ald. Laehn seconded, and the motion carried.

Discussion and Possible Action on a Façade Grant for Goodrich Antiques and Vintage Uniques located at 742 East Madison Avenue.

Ald. Clark motioned to approve the Façade Improvement Grant Application for Goodrich Antiques and Vintage Uniques based on the actual cost of improvements upon completion. Ald. Holbrook seconded, and the motion carried.

Discussion and Possible Action Regarding the North Janesville Street Sanitary Sewer – Bid Award

Ald. Clark motioned to accept the recommended bid from BKS Excavating for a total bid of \$333,439. Ald. Wilson seconded, and the motion carried.

Discussion and Possible Action Regarding the Appointment of a City of Milton Weed Commissioner

Ald. Holbrook motioned approve the appointment of Howard Robinson as the Weed Commissioner for the City of Milton from June 16, 2020 to May 1, 2021. Ald. Rusch seconded, and the motion carried.

Discussion and Direction Regarding the Creation of an Urban Bee Keeping Ordinance for the City of Milton

7:09 p.m. Ald. Holbrook motion to direct staff to create an ordinance for urban bee keeping and schedule a public hearing once the ordinance is drafted. Ald. Clark seconded, and the motion carried.

Discussion and Directing Regarding the Creation of an Urban Chicken Ordinance for the City of Milton

7:20 p.m. Ald. Clark motioned to direct staff to create an ordinance for urban chickens and schedule a public hearing once the ordinance is drafted. Ald. Laehn seconded, and the motion carried.

Discussion and Possible Action Regarding an Update to the City of Milton Phased Reopening Plan - Phase 2

7:32 p.m. Ald. Holbrook motioned to approve the revisions presented to the City of Milton Phased Reopening Plan. Ald. Wilson seconded, and the motion carried.

Review of May Financial Statements

The Common Council reviewed the May financial statements.

General Items

a. Committee Reports

7:35ish - Ald. Holbrook provided an update on the Historic Preservation Commission.

Ald. Rusch provided an update on the Joint Fire Commission.

Ald. Elliott provided an update on Parks & Recreation Commission.

Ald. Clark stated the Milton Area Chamber of Commerce (MACC) has given out scholarships to students in the district and providing loan assistance information to local businesses.

b. Staff Reports

Director Kunkel 716 curbside pickups since April 27, averaging 40 /day the last week or so with extended hours. RFID project done. Made over 100 videos in 3 months.

Director Nelson provided an update on his conversations with staff from the Fire Department.

Director Robinson – nothing new this time

Engineer Langer – effluent force main work should be done next week. Elizabeth Street done mid-July. Capital Improvement Plan. Preventative maintenance project.

Chief Marquardt – Thanks to the community for reaching out. Working on some changes in the police department. Rearended by a driver.

c. Team Building Exercise.

Mayor Anissa Welch led the Common Council in a team building exercise.

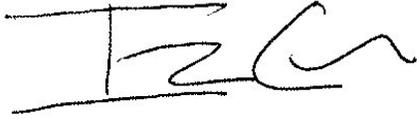
Next Meeting ~ June 23, 2020

The next meeting of the Common Council will take place on June 23, 2020 at 6 p.m.

Motion to Adjourn

Ald. Clark motioned to adjourn the June 16, 2020 meeting of the Common Council at 8:07 p.m. Ald. Wilson seconded, and the motion carried.

Respectfully Submitted,

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

Inga Cushman
Administrative Services Director

**City of Milton
Common Council
June 23, 2020**

Call to Order and Confirmation of Appropriate Meeting Notice.

Council President Ald. Bill Wilson called the June 23, 2020 meeting of the Common Council to order at 6 p.m. in the absence of Mayor Anissa Welch. Administrative Services Director Inga Cushman confirmed appropriate meeting notice.

Present: Ald. Bill Wilson, Ald. Larry Laehn, Ald. Theresa Rusch, Ald. Ryan Holbrook, Ald. Devin Elliott, and Ald. Lynda Clark. Mayor Anissa Welch arrived at 6:02 p.m.

Also Present: City Administrator Al Hulick, Public Works Director Howard Robinson, City Attorney Mark Schroeder, Finance Director / Treasurer Dan Nelson, Library Director Ashlee Kunkel, Police Chief Scott Marquardt, City Engineer Mark Langer, and Administrative Services Director Inga Cushman.

Approval of Agenda

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

Pledge of Allegiance

Ald. Clark led the Council in the Pledge of Allegiance.

Public comments regarding items which can be affected by Council Action

Mayor Welch joined the meeting at 6:02 p.m. and assumed the role of chair of the meeting. Mayor Welch welcomed those in attendance and asked if there were any registered speakers.

There were none.

Discussion and Action to Approve Renewal Alcohol Licenses 2020-2021

Ald. Clark motioned to approve the renewal 2020-2021 alcohol licenses as presented. Ald. Rusch seconded, and the motion carried.

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

Ald. Laehn motioned to approve the renewal 2020-2021 tobacco/cigarette licenses as presented. Ald. Rusch seconded, and the motion carried.

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

Ald. Wilson motioned to approve the special event permit request from the Milton Area Chamber of Commerce (MACC). Ald. Clark seconded, and the motion carried.

Ald. Holbrook motioned to approve the special event permit request from the Milton Historical Society. Ald. Clark seconded, and the motion carried.

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

Ald. Clark motioned to adopt resolution 2020-18 – Waiving Interest on Property Tax Payment Installments Due on or After April 1, 2020. Ald. Wilson seconded, and the motion carried.

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

Ald. Holbrook motioned to approve the CMAR report and Resolution 2020-17 for submittal to the Department of Natural Resources. Ald. Clark seconded, and the motion carried.

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.

Ald. Rusch motioned to accept the donation of limestone material from Frank Silha and Sons Excavating for the replacement of the existing stone wall along Davis Street. Ald. Elliott seconded, and the motion carried.

Ald. Laehn requested the City find a way to recognize Frank Silha and Sons Excavating for their donation.

General Items

a. Committee Reports

Administrator Hulick stated the Joint Review Board will meet for the Annual Meeting on June 24, 2020 at 2 p.m.

b. Staff Reports

Director Robinson provided an update on Public Works operations. Permanent picnic tables were installed at the splash pad. Code enforcement letters will likely be sent out after the 4th of July. He stated Janesville Street was closed during the week to allow the connection to the sanitary sewer for the Milton East Elementary School project.

Engineer Langer provided an update on street and utility projects.

Director Cushman stated she will be releasing a podcast about the One Apple Lunch Bunch, summer student lunch program.

Chief Marquardt stated he continues to have discussions with community members about police reform and the police department's operations. He is working on a revision of the use of force policy to make it more transparent to the community what the police department does.

Director Kunkel stated they will be cautiously opening doors to the library on Monday, July 6.

c. Team Building Exercise.

Mayor Welch led the Council in a Team Building exercise.

Next Meeting ~ July 7, 2020

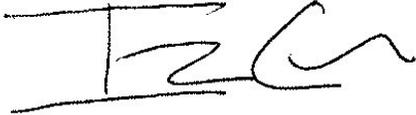
The next meeting of the Common Council will take place on July 7, 2020 at 6 p.m.

Motion to Adjourn

Ald. Clark motioned to adjourn the June 23, 2020 meeting of the Common Council at 7:13 p.m.

Ald. Rusch seconded, and the motion carried.

Respectfully Submitted,

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

Inga Cushman
Administrative Services Director

STATE OF WISCONSIN MUNICIPAL COURT
CASELOAD STATISTICS

June-2020

(NUMBER OF CASES PROCESSED)

Municipal Court of: Milton

County: Rock

Judge: Kristin Koeffler

For The Period Beginning: 06/01/2020 and ending: 06/30/2020

Municipality Code: 257

CASES DISPOSED						
	CONTESTED PARKING	TRAFFIC	OWI/BAC	ADULT NON-TRAFFIC	JUVENILE NON-TRAFFIC	TOTAL CASES PROCESSED
By forfeiture due to Found Guilty, Guilty by Default, or Not Guilty	6	9	1	6	6	28
By Dismissal	0	2	0	0	0	2

CASES TRANSFERRED						
	CONTESTED PARKING	TRAFFIC	OWI/BAC	ADULT NON-TRAFFIC	JUVENILE NON-TRAFFIC	TOTAL CASES PROCESSED
To another Municipal Court	0	0	0	0	0	0
OWI cases to Circuit Court on jury trial request			0			0

Please return this form to:
Office of Judicial Education
110 E. Main Street, Suite 200
Madison, WI 53703
FAX (608) 261-6650

TOTAL : 30

Version 2015



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Rock		County Code Number 53		Report for Month/Year June, 2020	
Municipal Name Milton Municipal Court		Municipal Code Number 257		Telephone Number 608-868-6910	
I. MUNICIPAL COURT OFFICIAL		Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)		\$ 1,498.44	\$ 1,498.44		
Adjustment (if applicable)		\$.00	\$.00		
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)		\$ 1,177.75	\$ 1,027.75		\$ 150.00
Adjustment (if applicable)		\$.00	\$.00		\$.00
3. Penalty Surcharges (s. 757.05, Stats.)		\$ 338.06			\$ 338.06
Adjustment (if applicable)		\$.00			\$.00
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)		\$ 206.67		\$ 206.67	
Adjustment (if applicable)		\$.00		\$.00	
5. Driver Improvement Surcharges (s. 346.655, Stats.)		\$ 30.00		\$.00	\$ 30.00
Adjustment (if applicable)		\$.00		\$.00	\$.00
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)		\$ 258.40			\$ 258.40
Adjustment (if applicable)		\$.00			\$.00
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)		\$.00			\$.00
Adjustment (if applicable)		\$.00			\$.00
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))		\$.00	\$.00		\$.00
Adjustment (if applicable)		\$.00	\$.00		\$.00
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)		\$.00		\$.00	
Adjustment (if applicable)		\$.00		\$.00	
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)		\$.00			\$.00
Adjustment (if applicable)		\$.00			\$.00
11. Safe Ride Program (s. 85.55, Stats.)		\$.00			\$.00
Adjustment (if applicable)		\$.00			\$.00
12. Totals		\$ 3,509.32	\$ 2,526.19	\$ 206.67	Pay This Amount \$ 776.46

Continue onto the next page.



Office of the City Administrator

To: Mayor Welch, Milton Common Council
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding a 2-Lot Certified Survey Map Along Gateway Drive

Summary

Capital Asset Investments, LLC, has submitted a 2-Lot Certified Survey Map along Gateway Drive. Lot 1 of the CSM is 2.5 acres and corresponds to the offer to purchase that was approved at the June 16, 2020 Plan Commission and Common Council Meetings.

The Developer intends to purchase Lot-1 of the CSM and develop the site with a fast food restaurant. The Milton Plan Commission also reviewed the CSM. The Common Council will review a corresponding TIF Development Agreement that outlines the roles and responsibilities of each party toward the sale and development of the site.

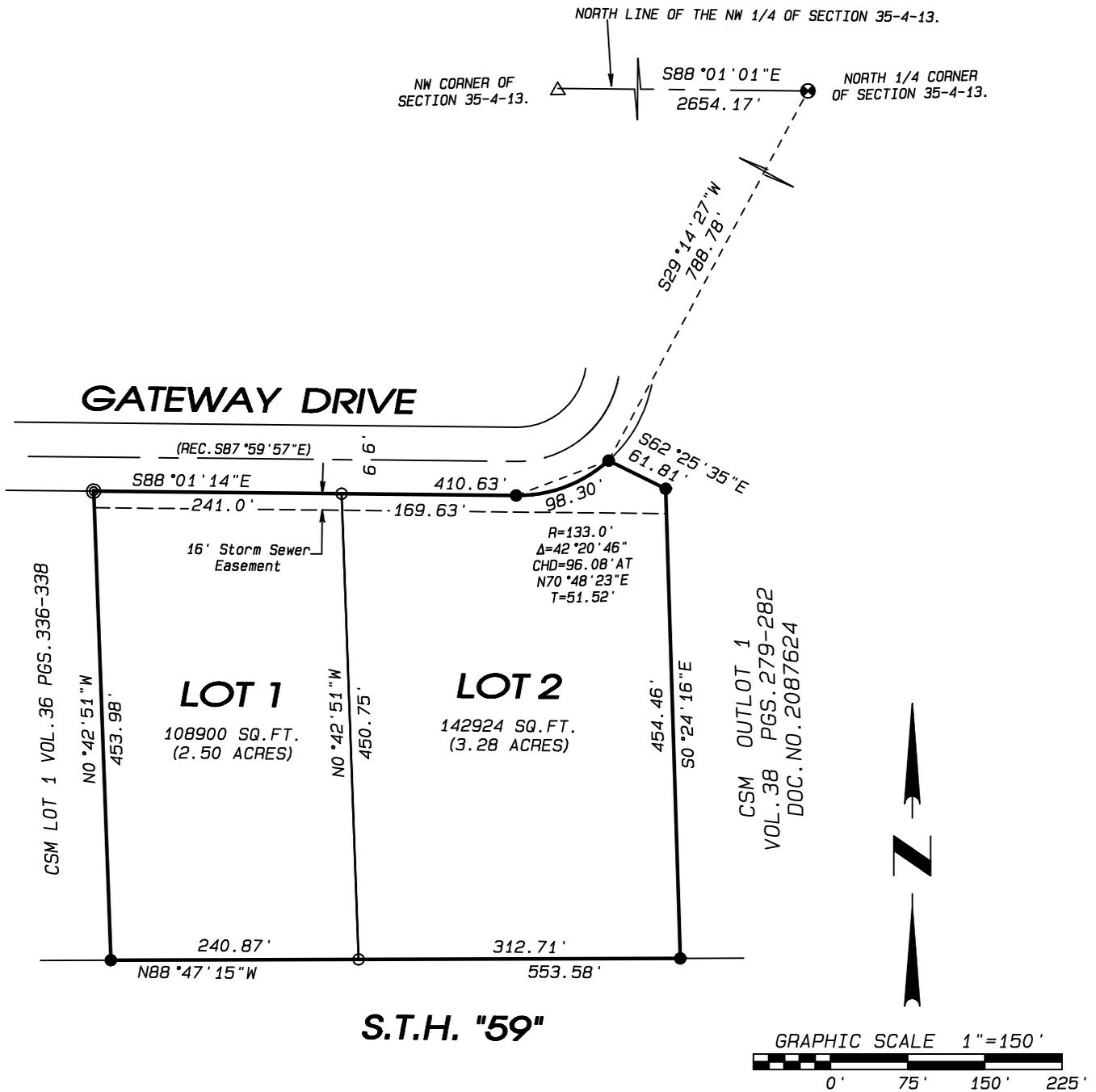
The City will retain ownership of the 3.28 acre Lot-2 of the CSM and continue to market the site for development.

Recommendation

The City Administration recommends approval of the 2-Lot Certified Survey Map along Gateway Drive.

CERTIFIED SURVEY MAP

LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 38, PAGES 279 THRU 282 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO.2087624 AND BEING LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N.,R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN, INCLUDING PART OF VACATED CHICAGO STREET.



LEGEND:

- SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN. FT.
- FOUND 3/4" IRON PIN
- ⊗ FOUND ALUMINUM MONUMENT
- △ FOUND MAG NAIL

NOTES: FIELD WORK COMPLETED _____.

NOTE: ASSUMED $S88^{\circ}01'01''E$ ALONG THE NORTH LINE OF THE NW 1/4 OF SECTION 35-4-13.

Project No. 120 - 295
 For: CAPITAL ASSETS INVESTMENTS

SHEET 1 OF 3 SHEETS

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

109 W. Milwaukee St.
 Janesville, WI 53548
 www.combssurvey.com
 tel: 608 752-0575
 fax: 608 752-0534



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Public Hearing, Discussion, and Possible Action Regarding Ordinance #476
Permitting and Keeping Chickens in Residentially-Zoned Districts

Summary

The Common Council directed staff to prepare an Ordinance to permit the keeping of chickens within residentially zoned districts. Ordinance #476 provides the guidelines and responsibilities to allow residents to keep chickens within their property.

Analysis

Ordinance #476 provides that a property owner may apply for a permit to keep chickens on their residentially zoned property. Once an application is received, the City Clerk will notify all abutting properties owners of this request and allow neighbors to comment or request a hearing.

Applicants would be allowed to have four chickens per parcel (no roosters). The Ordinance outlines requirements of how the chickens must be kept and cared for including requirements for their coops.

The Common Council, by Resolution, would need to set a permit fee and decide whether the permit fee should be a one-time fee or an annual fee.

Recommendation

The City Administration the Common Council hold a public hearing regarding Ordinance #476 and provide staff direction regarding the permit fee and it's duration.

ORDINANCE NUMBER #2020-476
AN ORDINANCE AMENDING SECTION 6-2, CREATING SECTION 6-96, AND CREATING
ARTICLE VII OF CHAPTER 6 OF THE CODE OF ORDINANCES OF THE CITY OF MILTON

WHEREAS, residents of the City of Milton have expressed an interest in providing a process for permitting the raising of domesticated chickens in residential districts in the City of Milton; and

WHEREAS, the Common Council of the City of Milton have determined that permitting the keeping of chickens in residential areas of the City of Milton can be appropriate where the keeping of such chickens is properly permitted and monitored in order to minimize the impact of said chickens on adjoining properties and to prevent the creation of public nuisances on residential properties which may result from the raising of chickens.

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

Section I. Section 6-2 of the Code of Ordinances of the City of Milton is hereby amended by adding the following definition:

Livestock. Livestock means cattle, horses, ponies, donkeys, mules, swine, fowl, sheep, and goats.

Section II. Section 6-96 of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

6-96. Livestock not permitted.

No person shall keep or permit to be kept any livestock on property not zoned agricultural except as may be permitted in conformity with the provisions of article VII of this chapter.

Section III. Article VII of Chapter 6 of the Code of Ordinances of the City of Milton is hereby created to read as follows:

Article VII. Keeping of Chickens.

Section 6-200. Prohibition Against Keeping of Chickens.

No person may keep, or permit to be kept, chickens on property not zoned agricultural, without compliance with all requirements of this article.

Section 6-201. Permit Required.

A permit issued by the City is required for the keeping of chickens.

Section 6-202. Permit Application Process.

- (a) The application for a permit for the keeping of chickens shall be on forms provided by the city clerk. The complete application must be accompanied by a scale drawing showing the location of the proposed coop and any chicken run, and distances from such structures to the boundaries of the property as well as to nearby principle structures. Payment of the required fee must accompany the application.
- (b) Upon receipt of the completed application, the city clerk shall notify the owner of the subject property, if other than the applicant, and owners of all properties directly or diagonally abutting the subject property,

including those located across an alley, of the filing of the permit application. The notice shall inform such owners that they have fourteen (14) days from the date of the notice to file with the city clerk their written objection, if any, along with a request for a hearing concerning the permit application. The notice will be sent by the city clerk by First Class U.S. Mail.

- (c) If a timely written objection and request for hearing is received by the city clerk, the common council shall hold a hearing within fourteen (14) days of receipt of the objection and request. At the hearing the applicant and objectors will each be permitted to provide the council with evidence in support of their respective positions. Following the hearing the common council will render its decision on whether to grant the permit and, if so, under what conditions. The decision shall be mailed to the applicant and objectors within ten (10) days of the hearing.
- (d) Prior to the permit being issued, the applicant will file with the city clerk a completed building permit for the coop and other required enclosures.

Section 6-203. Permit Requirements.

- (a) The maximum number of chickens allowed is four (4) per parcel. No roosters are permitted.
- (b) No slaughter of chickens is permitted on the permit premises.
- (c) Chickens must be provided with fresh water and adequate amounts of feed at all times. Feed and water must be made unavailable to rodents.
- (d) Chickens shall be provided with a sanitary and adequately sized covered enclosure or coop and shall be kept in the covered enclosure or in a sanitary and adequately sized and accessible fenced enclosure at all times. Chicken coops and related enclosures shall be constructed in a workmanlike manner, be moisture resistant, and either raised off the ground or placed on a hard surface such as concrete, patio blocks or gravel. Chicken coops and enclosures shall be constructed and maintained to reasonably prevent the collection of standing water, and when considered together, shall be large enough to provide at least 16 square feet of space per chicken.
- (e) Chicken coops and enclosures shall be cleaned of all chicken manure, uneaten feed, feathers and other waste materials daily and otherwise as necessary to ensure that the coop and enclosure do not become a health, odor or other nuisance.
- (f) The coop or other enclosure must be located in the rear yard and not be within 25 feet of a residential structure on another parcel.
- (g) Chickens may not be kept that cause any nuisance, are in an unhealthy condition, create a public threat or otherwise interfere with the normal use of property.
- (h) Permits may only be issued for residentially zoned property.

Section 6-204. Permit Denial.

The denial of a permit by the city clerk for failure to comply with the requirements of Sec. 6-203 may be appealed to the common council by filing an appeal with the city clerk, stating the grounds therefore. The common council may, in its discretion, waive or modify the requirements of Sec. 6-203 consistent with professional practice guidelines promulgated by the University of Wisconsin System, Rock County Extension, or similar professional or academic sources.

Section 6-205. Public Health Requirements.

- (a) Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
- (b) A person keeping chickens shall immediately report any unusual illness or death of chickens to the city and the Rock County Public Health Department.
- (c) The city or Rock County Public Health Department may order testing, quarantine, isolation, vaccination, or humane euthanasia of ill chickens or chickens believed to be a carrier of a communicable disease.

Section 6-206. Fee.

- (a) The permit fee shall be in an amount established from time-to-time by resolution of the common council.

Section 6-207. Permit Revocation.

- (a) The permit is subject to revocation upon failure to comply with any of the provisions of this article. A permit, once revoked, shall not be reissued.

Section 6-208. Penalty.

In lieu of, or in addition to revocation of the permit, the violation of any provision of this article shall be subject to penalties as provided in Section 6-3. Each continuing day of a violation will constitute a separation violation.

Section IV. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this _____ day of _____, 2020.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Date Adopted: _____
Date Published: _____
Effective Date: _____

Effect of Ordinance: Provides for the permitting and keeping of chickens in residentially-zoned districts.



NOTICE OF PUBLIC HEARING

The City of Milton Common Council will hold a **virtual** public hearing on **Tuesday, July 7, 2020 at 6:00 p.m.** via Zoom to consider proposed Ordinance #476, An Ordinance Amending Section 6-2, Creating Section 6-96, and Creating Article VII of Chapter 6 of the Code of Ordinances of the City of Milton. The enactment of Ordinance #476 would provide for the permitting and keeping of chickens in residentially-zoned districts.

A full and complete copy of the proposed ordinance is on file in the office of the Clerk for the City of Milton. All interested persons or their agents will be heard at said hearing after which a final determination will be made.

Please Note: This Public Hearing will be conducted virtually via Zoom. Members of the public may participate via the internet link <https://us02web.zoom.us/j/84335206020> or by calling 1-312-626-6799 and entering meeting ID: 843 3520 6020.

Leanne Schroeder, City Clerk
Published in the Milton Courier: 07/02/2020

Mayor, Anissa Welch
City Administrator, Al Hulick
City Attorney, Mark Schroeder
City Clerk, Leanne Schroeder
Director of Public Works, Howard Robinson
Police Chief, Scott Marquardt
City Assessor, Paul Musser

Common Council Members:
Ald Lynda Clark
Ald Devin Elliott
Ald Ryan Holbrook
Ald Larry Laehn
Ald Theresa Rusch
Ald Bill Wilson

Individuals who are unable to attend the Public Hearing may submit comments to:
MAIL: Milton City Hall, 710 S. Janesville Street, Milton WI 53563
E-MAIL: lschroeder@milton-wi.gov or ahulick@milton-wi.gov
PHONE: 868-6900
FAX: 868-6927



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Public Hearing, Discussion, and Possible Action Regarding Ordinance #477
Permitting and Keeping of Bees in Residentially-Zoned Districts

Summary

The Common Council directed staff to prepare an Ordinance to permit the keeping of honey bees within residentially zoned districts. Ordinance #477 provides the guidelines and responsibilities to allow residents to keep chickens within their property.

Analysis

Ordinance #477 provides that a property owner may apply for a permit to keep honey bees on their residentially zoned property. Once an application is received, the City Clerk will notify all properties owners within a 200-foot circular radius of the parcel of this request and allow neighbors to comment or request a hearing.

Applicants would be allowed to have a maximum of two hives. The Ordinance outlines requirements of how the bees must be kept and cared for including requirements for their hives.

A minimum six foot closed fence, closed hedge, building or other flyway barrier or other barrier of sufficient height approved by the city, must be located between hives and all property lines within twenty (20) feet of the hives. A flyway barrier is not required if the hive is located not less than ten (10) feet above ground level. Hives and related structures that form the apiary must have a minimum twenty (20) foot front yard setback and a minimum ten (10) foot side yard and ten (10) foot rear yard setbacks. Hives must be located a minimum of twenty-five (25) feet from dwellings, porches, gazebos, decks, swimming pools, permanently affixed play equipment and other habitable areas on adjoining parcels unless the owner of the adjoining parcel has provided written permission for closer hive placement. The permit holder must provide verification of beekeeper training.

The Common Council, by Resolution, would need to set a permit fee and decide whether the permit fee should be a one-time fee or an annual fee.

Recommendation

The City Administration the Common Council hold a public hearing regarding Ordinance #477 and provide staff direction regarding the permit fee and its duration.



NOTICE OF PUBLIC HEARING

The City of Milton Common Council will hold a **virtual** public hearing on **Tuesday, July 7, 2020 at 6:00 p.m.** via Zoom to consider proposed Ordinance #477, An Ordinance Creating Article VIII of Chapter 6 of the Code of Ordinances of the City of Milton. The enactment of Ordinance #477 would provide for the issuance of a permit to allow the keeping of bees in residentially-zoned districts.

A full and complete copy of the proposed ordinance is on file in the office of the Clerk for the City of Milton. All interested persons or their agents will be heard at said hearing after which a final determination will be made.

Please Note: This Public Hearing will be conducted virtually via Zoom. Members of the public may participate via the internet link <https://us02web.zoom.us/j/84335206020> or by calling 1-312-626-6799 and entering meeting ID: 843 3520 6020.

Leanne Schroeder, City Clerk
Published in the Milton Courier: 07/02/2020

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Common Council Members:
Ald Lynda Clark
Ald Devin Elliott
Ald Ryan Holbrook
Ald Larry Laehn
Ald Theresa Rusch
Ald Bill Wilson

Individuals who are unable to attend the Public Hearing may submit comments to:
MAIL: Milton City Hall, 710 S. Janesville Street, Milton WI 53563
E-MAIL: lschroeder@milton-wi.gov or ahulick@milton-wi.gov
PHONE: 868-6900
FAX: 868-6927

ORDINANCE NUMBER #2020-477
AN ORDINANCE CREATING ARTICLE VIII OF CHAPTER 6
OF THE CODE OF ORDINANCES OF THE CITY OF MILTON

WHEREAS, residents of the City of Milton have expressed an interest in the city providing a process for the permitting of the keeping of honeybees in residential districts of the City of Milton; and

WHEREAS, the Common Council of the City of Milton having determined that permitting the keeping of honeybees in residential areas of the City of Milton can be appropriate if the keeping of honeybees is properly permitted and monitored in order to minimize the impact on adjoining properties from the keeping of honeybees, and to prevent the creation of public nuisances on residential properties which may result from the keeping of honeybees.

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

Section I. Article VIII of Chapter 6 of the Code of Ordinances of the City of Milton is hereby created to read as follows:

Article VIII. Keeping of Bees.

Sec. 6-230. Prohibition Against Keeping of Honeybees.

No person may keep honeybees on property not zoned agricultural without compliance with all of the requirements of this article.

Sec. 6-231. Permit Required.

A permit issued by the city is required for the keeping of honeybees.

Sec. 6-232. Permit Application Process.

- (a) The application for a permit for the keeping of honeybees shall be on forms provided by the city clerk. The completed application is to be filed with the city clerk accompanied by a scale drawing showing the location of the proposed hives and distances from the hives to the boundaries of the property and to any structures on adjoining parcels. Payment of the required fee must accompany the application.
- (b) Upon receipt of the completed application and fee, the city clerk will provide written notice of the application to all owners of property within a circular area having a radius of 200 feet from the center of the parcel to which the permit applies. The notice will state that the property owners have fourteen (14) days from the date of the notice to notify the city in writing of their objection, if any, along with a request for a hearing on the application. The notice to the owners will be sent by First Class U.S. Mail.
- (c) If a timely written objection and request for hearing is received by the city clerk, the common council will hold a hearing within fourteen (14) days of the receipt of the objection and request. At the hearing the applicant and the objectors will each be permitted to provide the common council with evidence in support of their position. Following the hearing the common council will render its decision on whether to grant the permit. The decision will be reduced to writing and mailed to the applicant and objectors within ten (10) days of the completion of the hearing.

Sec. 6-233. Permit Requirements.

- (a) Only honeybees which are of the Eastern European genus of *Apis mellifera* are permitted.
- (b) Maximum of two (2) hives per parcel.
- (c) Honeybees shall be kept in hives with removable frames or with other construction approved by the city, and shall be kept in sound and usable condition.
- (d) A minimum six foot closed fence, closed hedge, building or other flyway barrier or other barrier of sufficient height approved by the city, must be located between hives and all property lines within twenty (20) feet of the hives. A flyway barrier is not required if the hive is located not less than ten (10) feet above ground level.
- (e) Hives and related structures that form the apiary must have a minimum twenty (20) foot front yard setback and a minimum ten (10) foot side yard and ten (10) foot rear yard setbacks.
- (f) Hives must be located a minimum of twenty-five (25) feet from dwellings, porches, gazebos, decks, swimming pools, permanently affixed play equipment and other habitable areas on adjoining parcels unless the owner of the adjoining parcel has provided written permission for closer hive placement.
- (g) Hives must be provided with a constant source of fresh water designed to allow bees to access the water by landing on a hard surface. This requirement does not apply during the period of time while bees are in hibernation.
- (h) Hives must be actively managed. If not actively managed and maintained, hives must be dismantled or removed.
- (i) If the bees in a hive exhibit unusually aggressive characteristics, the permit holder must destroy or re-queen the hive. Queens must be selected from stock bred for gentleness and non-swarming characteristics.
- (j) No permit holder shall keep a hive or hives that cause any unhealthy conditions or interfere with the normal use and enjoyment of the life of others on public property or the property of others.
- (k) The permit holder must provide verification of beekeeper training.
- (l) Hives may be located on residential property only.

Sec. 6-234. Permit Denial.

The denial of a permit by the clerk for failure to comply with the requirements of Sec. 6-233 may be appealed to the common council by filing an appeal with the clerk, stating the grounds for the appeal. The common council may, in its discretion, waive or modify the requirements of Section 6-233 consistent with professional practice guidelines promulgated by the University of Wisconsin System, Rock County Extension or similar professional or academic sources.

Sec. 6-235. Fee

The permit fee shall be in an amount established from time-to-time by resolution of the common council.

Sec. 6-236. Permit Revocation.

A permit shall be subject to revocation upon failure to comply with any provision of this article. If a permit is revoked it shall not be reissued.

Sec. 6-208. Penalty.

In lieu of or in addition to revocation of the permit, the violation of any provision of this article shall be subject to the penalties provided in Section 6-3. Each continuing day of the violation will constitute a separate violation.

Section II. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this _____ day of _____, 2020.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk

1st Reading: _____
2nd Reading: _____
3rd Reading: _____

Date Adopted: _____
Date Published: _____
Effective Date: _____

Effect of Ordinance: Provides for the issuance of a permit to allow the keeping of bees in residentially-zoned districts.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding Ordinance #474 Amending Section 78-1233 of the Code of Ordinances Concerning Mini Warehouse Off-Street Parking Requirements

Summary

Over the past several months, the City of Milton has received several proposals for “Mini-Storage Units” to be developed within the City. Each one of these proposals has been stalled or withdrawn because of the City’s off-street parking requirement for this type of development. As currently written, Section 78-1233 of the Code of Ordinances for the City of Milton requires one parking stall per storage unit. In discussions with the various developers as well as researching common development practices with other communities, the City Administration agrees that the current parking requirement is not in line with current development practices. Therefore, Ordinance #474 amends the parking requirements for mini storage unit development to effectively remove the one stall per unit requirement. The Ordinance has been further amended to requires one stall per 20 units. This requirement is much more in line with current development practices.

Background

The Zoning Board of Appeals, Plan Commission, and Common Council, all previously reviewed an iteration of this Ordinance that required one stall per 10 units. At that time, the Zoning Board of Appeals and Plan Commission recommended the Ordinance be further revised to change the requirement to one stall per 20 units. At the June 2, 2020 meeting, the Common Council directed staff to further amend the Ordinance to change the requirement to one stall per 20 units. The proposed Ordinance reflects that direction.

Recommendation

The City Administration recommends the Common Council adopt Ordinance #474 amending the off street parking requirements for mini storage units.

ORDINANCE NUMBER #2020-474

AN ORDINANCE AMENDING SECTION 78-1233 OF THE CODE OF ORDINANCES OF THE CITY OF MILTON CONCERNING MINIWAREHOUSE OFF-STREET PARKING REQUIREMENTS

WHEREAS, Section 78-1233 of the Code of Ordinances of the City of Milton currently requires 1 space per 10 storage units, plus spaces in front of units as the minimum off-street parking requirements for miniwarehouses; and

WHEREAS, the significant minimum off-street parking requirements for miniwarehouses is currently preventing a number of proposed miniwarehouse developments from occurring on the basis that the parking requirements remove such a significant amount of available space for the development of miniwarehouses so as to make such developments uneconomical; and

WHEREAS, the Plan Commission of the City of Milton having held a duly noticed public hearing on the proposed amendment to section 78-1233 of the Code of Ordinances of the City of Milton to reduce the off-street parking requirements for miniwarehouses to 1 space per 20 storage units; and

WHEREAS, following said public hearing the plan commission having determined that the proposed amendment to Section 78-1233 of the Code of Ordinances of the City of Milton is appropriate, is consistent with existing miniwarehouses in the city, and having voted to recommend to the common council that said section be so amended; and

WHEREAS, the Common Council of the City of Milton having determined that it is appropriate to adopt the recommendation of the plan commission concerning the minimum required off-street parking requirements for miniwarehouses.

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

Section I. The off-street parking requirements table of Section 78-1233 pertaining to miniwarehouses is hereby amended to read as follows:

Miniwarehouses		1 space per 20 storage units
----------------	--	------------------------------

Section II. This ordinance will take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this ____ day of _____, 2020.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk

1st Reading: 06/02/2020
2nd Reading: 07/07/2020
3rd Reading: _____
Public Hearing: 07/07/2020

Date Adopted: _____
Date Published: _____
Effective Date: _____

Effect of Ordinance: Reduces the minimum number of off-street parking spaces required for mini-warehouses to 1 space per 20 storage units.



Department of Public Works

To: Mayor Welch, Milton Common Council
From: Howard Robinson, Director of Public Works
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding Conditional Use Permit Approval for Mini Warehouse on Arthur Drive.

Summary

Quam Engineering/Chris Hodges - B&J Storage has submitted a Conditional Use Permit to construct mini warehouses on Arthur Drive. The Plan Commission previously reviewed and approved the Site Plan for this development at their June 2, 2020 meeting, contingent upon the approval of a Conditional Use Permit.

The lot is vacant and is located across from American Awards and Promotions on the south side of Arthur Drive. The lot is zoned B-2. A Conditional use Permit is required for warehousing in B-2 zoned districts.

The proposed buildings are indicated on the attached site plan. A landscape plan is included and meets ordinance requirements. No outdoor trash containers are planned for this site. An exterior lighting plan is being submitted at a later date if the overall layout is approved. A stormwater plan was attached with the site plan. Architectural drawings are required. No new signs are indicated on the plan. Off street parking is provided. Stalls for general parking are indicated. The stall location and number of stalls are indicated on the plan and match the recent ordinance change requiring one stall per 20 units.

The Plan Commission reviewed the Conditional Use Permit application at their July 7, 2020 meeting. Staff can provide feedback from that meeting.

Recommendation

The City Administration recommends the Common Council approve the Conditional Use Permit for B&J Storage for their mini warehouse project along Arthur Drive.





B.J. STORAGE
755-9590

NO
TURN
RIGHT



B.J. STORAGE
755-9590

TWO
HOOR
NOISE

STATE





STORAGE
755-8590









AGREEMENT FOR MAINTENANCE OF STORMWATER MANAGEMENT MEASURES

RECITALS:

- A. _____ is the owner of property in the City of Milton, County of Rock, State of Wisconsin, more particularly described on Exhibit A attached hereto (“Property”).
- B. The City requires Owner to record this Agreement regarding maintenance of stormwater management measures to be located on the Property. Owner agrees to maintain the stormwater management measures and to grant to the City the rights set forth below.

NOW, THEREFORE, in consideration of the agreement herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the owner agrees as follows:

- 1. Maintenance. Owner and its successors and assigns shall be responsible to repair and maintain the stormwater management measures located on the Property in good condition and in working order and such that the measures comply with approved plans on file with City of Milton. Said maintenance shall be at the Owner’s sole cost and expense. Owner will conduct such maintenance or repair work in accordance with all applicable laws, codes, regulations, and similar requirements. Specific maintenance tasks are more particularly described on Exhibit A.
- 2. Easement to County. If Owner fails to maintain the stormwater management measures as required in Section 1, then the City shall have the right, after providing Owner with written notice of the maintenance issue (“Maintenance Notice”) and thirty (30) days to comply with the City’s maintenance request, to enter the Property in order to conduct the maintenance specified in the Maintenance Notice. The City will conduct such maintenance work in accordance with all applicable laws, codes, regulations, and similar requirements and will not unreasonably interfere with Owner’s use of the Property. All costs and expenses incurred by the City in conducting such maintenance may be charged to the owner of the Property by placing the amount on the tax roll for the Property as a special assessment in accordance with Section 66.0703, Wis. Stats. and applicable portions of the City of Milton Ordinances.
- 3. Term/Termination. The term of this Agreement shall commence on the date that this Agreement is recorded with the Register of Deeds Office for City of Milton, Wisconsin, and except as otherwise herein specifically provided, shall continue in perpetuity. Notwithstanding the foregoing, this Agreement may be terminated by recording with the Register of Deeds Office for City of Milton, Wisconsin, a written instrument of termination signed by the City and all of the then-owners of the Property.
- 4. Miscellaneous.
 - (a) Notices. Any notice, request or demand required or permitted under this Agreement shall be in writing and shall be deemed given when personally served or three (3) days after the same has been deposited with the United States Post Office, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Owner: _____

If to County: City of Milton Public Works
150 Northside Drive
Milton, WI 53563

Any party may change its address for the receipt of notice by written notice to the other.

- (b) Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This space is reserved for recording data

Return to:
City of Milton Public Works
150 Northside Drive
Milton, WI 53563

Parcel Number(s):
V-23-143A.61

- (c) Amendments or Further Agreements to be in Writing. This Agreement may not be modified in whole or in part unless such agreement is in writing and signed by all parties bound hereby.
- (d) Covenants Running with the Land. All of the easements, restrictions, covenants and agreements set forth in this Agreement are intended to be and shall be construed as covenants running with the land, binding upon, inuring to the benefit of, and enforceable by the parties hereto and their respective successors and assigns.
- (e) Partial Invalidity. If any provisions, or portions thereof, of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such provision, or portion thereof, to any other persons or circumstances shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

X _____
 City of Milton Public Works Staff Signature

 Print or type name

State of WI, County of _____; Subscribed and sworn before me on _____ by the above named person(s).

 Notary Public

Print or type name: _____

My Commission Expires: _____

X _____
 Owner Signature

 Print or type name

State of WI, County of _____; Subscribed and sworn before me on _____ by the above named person(s).

 Notary Public

Print or type name: _____

My Commission Expires: _____

DRAFTED BY: Quam Engineering, LLC
 Mark Fendry, EIT

Stormwater Maintenance Plan

Legal Description of Property:

PT SE1/4 BROWN HEIGHTS THIRD ADDITION LOT 61 (EXC HWY), City of Milton, Rock County, Wisconsin

Parcel number: V-23-143A.61

Maintenance Provisions:

Storm Sewer:

- Visual inspection of components shall be performed, and debris removed from inlets and storm sewer manholes.
- Repair inlet/outlet areas that are damaged or show signs of erosion.
- Repairs must restore the component to the specifications of the original plan.

Riprap

- Riprap should be inspected after all storm events for displaced stones and erosion. All necessary repairs should be made immediately.
- Accumulated sediment should be removed periodically.

Bio-Retention Device

- Owner shall install and maintain Bio-Retention Device in accordance with plans approved by the City. Owner shall maintain records of installation, inspections, cleaning and any other maintenance all in accordance with the applicable Ordinances. Visual Inspection of the Bio-Retention Device shall be performed monthly to identify and repair eroded areas and remove litter and debris, if applicable.
- The Owner shall maintain plants by watering, weeding, hand pulling and/or herbicide applications, restoring plant saucers around planting holes, tightening and repairing any guy supports, replacing flagging of guy wires, pruning and resetting plants to proper grades or vertical positions, as required to establish healthy, viable plantings. Herbicide treatments shall be performed by licensed applicators who are experienced with native and non-native plant identification. Herbicides will be used in full conformance with label requirements and application techniques will limit overspray and damage to off-target species.
- The Owner is responsible for a spot selective invasive weed control treatment on the entire basin area once in the initial growing season, two times in the first full growing season after seeding, two times in the second full growing season after seeding, and three times in the third full growing season after seeding. This can include combinations of hand weed control and selective herbicide treatment. Herbicide treatment can be conducted with tools such as handheld or backpack sprayers. Examples of common invasive species to be controlled from spread are Narrow-leaved cattail and reed canary grass in wetland areas; Canada thistle, Flowering spurge, Common teasel, Sweet clover, Red clover, Wild parsnip are examples of more upland type species to be controlled. Applications to perennial weeds need to occur prior to seed formation of such species. If such species do go to seed, contractor is responsible for cutting the seed heads, bagging them, and removing them from the project site. Herbicide applications that are necessary must be performed by qualified personnel trained in the identification of native species and also licensed appropriately for herbicide applications in the state or region in which they are applying.

- Watering shall be provided every day for the first 10 days after installation, if rainfall is not sufficient. If plantings are planted in spring, water for 3 to 6 weeks after seed placement. If plantings are planted in the fall, water for 3 to 6 weeks in the spring if dry conditions exist until established. Apply water in a manner to preclude puddling, washing and erosion. The equivalent of one-half inch of rainfall per week shall be considered the minimum until germination.
- All areas of the Bio-Retention Device where the mulch has been displaced shall be re-mulched as needed. Additional mulch shall be applied annually.
- Snow shall not be dumped directly onto the Bio-Retention Device.
- Maintenance of the Bio-Retention Device shall conform to Wisconsin Department of Natural Resources Technical Standard 1004.
- Repair shall be required when system shows standing water beyond 24 hours of rain event. Cleaning shall consist of removal of sediment, two (2) foot undercut, undercut replacement with material consisting of 30% compost and 70% sand and restoration in-kind. Restoration of plant material shall be by plugging, not seeding alone.
- Any alterations to approved Bio-Retention Device shall be approved by the City. Owner shall maintain records of inspections, cleaning and replacement of the Bio-Retention Device all in accordance with the City Ordinances.



City of Milton Application and Record

Application Date: February 3, 2020

Date to be Reviewed by Plan Commission: 3/17

Applicant Name/Agent: Quam Engineering, L.L.C. / Chris Hodges

Date to be Reviewed by Common Council: 3/17

Owner of Property: Under contract w/ Anthony Hickey

Date to be Reviewed by Zoning Board of Appeals: _____

Business Name: B & J Storage

Address: 4704 Drott Street

City/State/Zip: Janesville, WI 53346

Telephone: (608) 608-7461

Email: office@b-jstorage.com

Fee Required:	Date Paid
Conditional Use Permit \$250.00	2 / 4 / 20
Rezoning \$250.00	
Variance \$250.00	

Reason for Request/Appeal or Reason Permit was Refused:

City of Milton Zoning of B2 requires conditional use for warehousing (Section 78-683)

Property Location for Project

Address: Vacant Land on Arthur Drive (Lot 61 Brown Heights Third Addition)

Legal Description: PART OF SE1/4 ; BROWN HEIGHTS THIRD ADDITON; LOT 61 (EXCLUDES HIGHWAY)

Description of Premise (Including Existing and Proposed Buildings): Existing vacant land proposed to be developed into Mini Warehouse Storage Units

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

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

Present Use: Vacant Land

Proposed Use: Mini Warehouse Storage

Present Occupancy: none Proposed Occupancy: (same)

Name of Proposed Subdivision: N/A (Existing Lot 61 in Brown Heights Third Addition)

Surveyor's Name: Ronald Combs Address: _____

Property Lot Size: 5.52 acres (square feet or acres)

Lot Size of Preliminary Land Division: N/A Lot Size of Final Land Division: N/A

Building Setback Front: 36.3' Side: 21' Rear: 34.4'

Building Setback Corner: N/A Side: N/A Rear: N/A

Number of Stories: 1 Number of Rooms: 0 Height: <20'

Architect: To be Determined General Contractor: B & J Storage

Off Street Parking: No Number of Stalls: N/A

Estimated Cost of Work: \$700,000 - \$1,000,000

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

Applicant Signature: Marie Chesebro, Manager B & J Storage

Print Name: Marie Chesebro, Manager B & J Storage

Recommendations by Director of Public Works: _____

Filed this 4 day of February, 2020

Howard Robinson
Director of Public Works / Building Inspector, Howard Robinson

Leanne Schroeder
City Clerk, Leanne Schroeder

Publication Date: 2/27 3/5

CITY OF MILTON
PLAN COMMISSION – BUSINESS AND MANUFACTURING ZONING

Conditional Use Permit Findings of Fact

Applicant Name: B&J STORAGE

(circle one)

Property Owner

Tenant

FUTURE/UNDER CONTRACT

Property Address: LOT 61
BROWN HEIGHTS
THIRD ADDITION

Please note: if applicant is Tenant of said property, written authorization for this Conditional Use Permit request must be submitted as an attachment.

PARCEL # • V-23-143A.61

Conditional Use Permit Request: ZONING CODE ALLOWS WAREHOUSING W/ CONDITIONAL USE

Applicable Ordinance Section: 78-603 Zoning of Property: B1

Plan Commission Public Hearing Date: 7/7/20

Please note: Attendance at the Plan Commission public hearing is required in the case of additional questions or submission of additional findings that pertain to the Conditional Use Permit request.

.....
This Findings of Fact is intended to document compliance with the provisions of Sec. 78-91(b), which states that:

Prior to approval or denial by the common council, the plan commission shall review the applicable facts pertaining to the proposed conditional use as found in this division and shall recommend approval or denial of the conditional use after public hearing and consideration of the purpose and intent of the district, the purpose and intent of this chapter, the standards applicable to conditional uses in this division, the standards for evaluating conditional uses enumerated in division 6 of this article, and the performance standards enumerated in division 2, article IV of this chapter.

The Plan Commission has considered the standards described below in light of the evidence and testimony presented by the applicant and the public regarding the CUP request. If these Conditional Use Permit Findings of Fact are approved by the Plan Commission, they shall be incorporated into its decision to recommend approval or denial of the CUP application, including any changes adopted by the Commission.

.....
II. THE PURPOSE AND INTENT OF THIS CHAPTER.

Pursuant to sec. 78-3, the purpose of Chapter 78 is to:

- a. Promote the comfort, health, safety, morals, prosperity, aesthetics and general welfare of this community;
- b. Regulate and restrict the use of all lands and waters;
- c. Regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and other open spaces, the density of population, and the location and use of buildings, structures and land for trade, industry, residence or other purposes;
- d. Further the appropriate use of land and conservation of natural resources;
- e. Stabilize and protect property values;
- f. Preserve and promote the beauty of the community;
- g. Preserve productive and historic agricultural soils; and
- h. Implement the community's master plan or plan components.

III. THE STANDARDS APPLICABLE TO CONDITIONAL USES IN THIS DIVISION.

These standards are described in sec. 78-93 as follows:

- a. The location, nature and size of the proposed use.
- b. The size of the site in relation to it.
- c. The location of the site with respect to existing or future roads giving access to it.
- d. Its compatibility with existing uses on land adjacent thereto.
- e. Its harmony with the future development of the district.
- f. Existing topography, drainage, soils types, and vegetative cover.
- g. Its relationship to the public interest, the purpose and intent of Chapter 78 and substantial justice to all parties concerned

IV. THE STANDARDS FOR EVALUATING CONDITIONAL USES ENUMERATED IN DIVISION 6 OF THIS ARTICLE.

Division 6 of Article II contains sections 78-181 through 78-187.

a. Sec. 78-182. Site design and physical characteristics.

Site design and physical characteristics to be considered are as follows:

- (1) Existing topography, drainage patterns and vegetative cover and the suitability of the proposed use in this regard.
- (2) Availability of water, sewer, rail and other services and the utility requirements of the proposed site.
- (3) Where public sewers are not available, the percolation characteristics of the soil.
- (4) Adequacy of the proposed internal circulation system, including safety consideration.
- (5) Access to sites from the internal circulation system.
- (6) The costs of providing various public services.
- (7) Appearance--how the area will look.

b. Sec. 78-183. Site location relative to the public road network.

Site location considerations relative to the public road network shall be as follows:

- (1) Convenient access to a public road network--safety of access points.
- (2) Visibility from the proposed road and the need for visibility.
- (3) Location to provide access primarily by righthand turning movements.

c. Sec. 78-184. Land use.

Land use considerations include the following:

- (1) Compatibility with existing or proposed uses and population density in the area.
- (2) Relation to any existing or proposed development at nearby interchanges.
- (3) Relation to recommendations in existing land use or comprehensive plans.

d. Sec. 78-185. Traffic generation.

Traffic generation considerations shall be as follows:

- (1) Amount of daily and peak-hour traffic to be generated, related to site size; traffic to be subclassified as to arterial, collector and local streets.
- (2) Amount of traffic generated relative to existing and anticipated ultimate generated traffic in the area.

- (3) Expected composition of site-generated traffic by vehicle types.
- (4) Effect of site-generated traffic on the operation of the area.
- (5) Safety and convenience to future users.

e. Sec. 78-186. Community effects.

Community effects to be considered shall be as follows:

- (1) Immediate and long range tax base.
- (2) Access to market and service area.
- (3) Relation to scenic or recreation values.
- (4) Relation to the public interest, the purpose and intent of this chapter and substantial justice to all parties concerned.
- (5) Compliance with the comprehensive (master) plan's goals and objectives.
- (6) Relation of the project density to population density in the surrounding area.

f. Sec. 78-187. Other relevant factors.

Other relevant factors are as follows:

- (1) The performance standards in division 2, article IV of this chapter.
See Section V of these Conclusions and Findings of Fact.
- (2) Additional impacts.

Findings:

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: _____

V. THE PERFORMANCE STANDARDS ENUMERATED IN DIVISION 2, ARTICLE IV OF THIS CHAPTER.

Division 2, Article IV of Chapter 78 contains performance standards listed in Ordinance Sections 78-1052 through 78-1149. Section 78-1051 states that “no structure, land, or water shall hereafter be used except in compliance with their district regulations and with the performance standards of this division.”

Subdivision I

a. Sec. 78-1052. Air pollution.

No activity shall emit any fly ash, dust, fumes, vapors, mists or gases in such quantities as to cause soiling or danger to the health of persons, animals, vegetation or other forms of property. No activity shall emit any liquid or solid particles in concentrations exceeding 0.3 grains per cubic foot of the conveying gas nor any color visible smoke equal to or darker than No. 2 on the Ringelmann chart described in the United States Bureau of Mine's Information Circular 7719.

b. Sec. 78-1053. Fire and explosive hazards.

All activities involving the manufacturing, utilization, processing or storage of inflammable and explosive materials shall be provided with adequate safety devices against the hazard of fire and explosion and with adequate firefighting and fire suppression equipment and devices that are standard in the industry. All materials that range from active to intense burning shall be manufactured, utilized, processed and stored only in completely enclosed buildings which have

incombustible exterior walls and an automatic fire extinguishing system. The aboveground storage capacity of materials that produce flammable or explosive vapors shall not exceed the following:

Closed cup flashpoint	Gallons
Over 187 degrees Fahrenheit	400,000
105 degrees to 187 degrees Fahrenheit	200,000
Below 105 degrees Fahrenheit	100,000

c. Sec. 78-1054. Glare and heat.

No activity shall emit glare or heat that is visible or measurable outside its premises except activities in the M-2 industrial district which may emit direct or sky reflected glare which shall not be visible outside their district. All operations producing intense glare or heat shall be conducted within a completely enclosed building. Exposed sources of light shall be shielded so as not to be visible outside their premises.

d. Sec. 78-1055. Liquid or solid wastes.

No activity shall discharge at any point onto any land or into any water or public sewer any materials of such nature, quantity, noxiousness, toxicity or temperature which can contaminate, pollute or harm the quantity or quality of any water supply, can cause the emission of dangerous or offensive elements, can overload the existing municipal utilities or can injure or damage persons or property.

e. Sec. 78-1056. Noise.

(a) No activity shall produce a sound level that is audible outside the M-1 or M-2 district boundaries which exceeds the following sound level measured by a sound level meter and associate octave band filter:

Octave Band Frequency (cycles per second)	SoundLevel (decibels)
0 to 75	79
75 to 150	74
150 to 300	66
300 to 600	59
600 to 1,200	53
1,200 to 2,400	47
2,400 to 4,800	41
Above 4,800	39

(b) No activity in any other district shall produce a sound level outside its premises that exceeds the following:

Octave Band Frequency (cycles per second)	SoundLevel(decibels)
0 to 75	72
75 to 150	67
150 to 300	59
300 to 600	52
600 to 1,200	46
1,200 to 2,400	40
2,400 to 4,800	34
Above 4,800	32

(c) All noise shall be so muffled or otherwise controlled as not to become objectionable due to intermittence, duration, beat frequency, impulse character, periodic character or shrillness.

f. Sec. 78-1057. Odors.

No activity shall emit any odorous matter of such nature or quantity as to be offensive, obnoxious or unhealthful outside their premises. The guide for determining odor measurement and control shall be Wis. Admin. Code § NR 154.18. Agriculture odors associated with normal agricultural activities are exempted from this section.

g. Sec. 78-1058. Radioactivity and electrical disturbances.

No activity shall emit radioactivity or electrical disturbances outside its premises that are dangerous or adversely affect the use of neighboring premises.

h. Sec. 78-1059. Vibration.

No activity in any district except the M-2 industrial district shall emit vibrations which are discernible without instruments outside its premises. No activity in an M-2 industrial district shall emit vibrations which exceed the following displacement measured with a three-component measuring system:

Frequency (cycles per second)	Outside the Premises	Outside the District
0 to 10	0.0020	0.0004
10 to 20	0.0010	0.0002
20 to 30	0.0006	0.0001
30 to 40	0.0004	0.0001
40 to 50	0.0003	0.0001
50 and over	0.0002	0.0001

i. Sec. 78-1060. Water quality protection.

(a) No activity shall locate, store, discharge or permit the discharge of any treated, untreated or inadequately treated liquid, gaseous or solid materials of such nature, quantity, obnoxiousness, toxicity or temperature that would be likely to run off, seep, percolate or wash into surface or subsurface waters so as to contaminate, pollute or harm such waters or cause nuisances such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste or unsightliness or be harmful to human, animal, plant or aquatic life.

(b) In addition, no activity shall discharge any liquid, gaseous or solid materials so as to exceed or contribute toward the exceeding of the minimum standards and those other standards and the application of those standards set forth in Wis. Admin. Code ch. NR 102 for all navigable waters.

Findings:

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: _____

Subdivision II. Outdoor Trash and Garbage Storage

j. Sec. 78-1081. Subdivision provisions to be met.

The requirements of this subdivision shall be met for outdoor trash and garbage storage, except where residential (curbside) service is provided.

k. Sec. 78-1082. Purpose.

The purpose of this subdivision is to protect and improve community appearance, prevent the creation of nuisances and health hazards, and improve the quality of life in the city.

l. Sec. 78-1083. Required access plan.

Where a site plan is required for any project under division 8, article II of this chapter, any and all proposed outdoor trash and garbage storage on the subject property shall be depicted as to their location, configuration, and screening on the site plan.

m. Sec. 78-1084. Trash dumpster and garbage receptacle enclosure required.

All garbage cans, trash dumpsters, trash containers, and other storage devices situated on any property shall be closed containers with lids. Where such containers are located outside a building, they shall be completely concealed or screened from public view through opaque fencing and gates, supplemented by screen landscaping. Such fence enclosure shall be constructed of materials compatible with the materials on the front building wall of the main building. No portion of the lot shall be used for open or unenclosed storage of trash or waste of any kind.

n. Sec. 78-1085. Trash dumpster and garbage receptacle maintenance required.

Fencing and landscaping for storage areas shall be maintained in good condition and kept litter-free. All garbage cans, trash containers, and other garbage storage devices shall be emptied and the contents thereof properly disposed.

o. Sec. 78-1086. Trash dumpster and garbage receptacle location in off-street parking space or drive.

No trash dumpster or other trash or waste receptacle shall be permitted in any off-street parking space or drive.

p. Sec. 78-1087. Concrete slab required.

All outside trash dumpsters and garbage receptacles shall be placed upon a concrete slab that has a thickness of not less than five inches.

q. Sec. 78-1088. Adequate size to accommodate recycling materials.

All trash dumpster and garbage receptacle areas shall be of an adequate size to accommodate the storage of materials to be recycled.

Findings:

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: none planned

Subdivision III. Outdoor Lighting Standards

r. Sec. 78-1111. Purpose.

The purpose of this subdivision is to provide for adequate and safe lighting of private property, while limiting light spillover and glare onto adjacent properties and public streets. Such limitations are intended to prevent the creation of nuisances, promote traffic safety, conserve energy, preserve the area's dark sky, and support astronomy activities.

s. Sec. 78-1112. Applicability of subdivision provisions.

This subdivision shall be applied to the installation of all new and replacement private outdoor lighting fixtures. Outdoor lighting fixtures legally installed prior to the effective date of the ordinance from which this subdivision is derived shall not be required to comply with these outdoor lighting standards; however, any replacement of such lighting fixtures shall comply with all outdoor lighting standards as set forth in this subdivision.

t. Sec. 78-1113. Required lighting plan.

Where a development requires site plan review under division 8, article II of this chapter, all outdoor lighting fixtures shall be depicted and described on the required site plan or on a separate lighting plan. Depending on the complexity of the proposal or projected impact of lighting, the city may also require the following information:

- (1) A catalog page, cut sheet, or photograph of the outdoor lighting fixtures, including the mounting method and light cutoff angles.
- (2) A photometric plot plan, drawn to the same scale as the site plan, and indicating the location of all lighting fixtures proposed, mounting and/or installation height in feet, the average illumination level (in footcandles) within the parking lot, and illumination levels at regular intervals around the site and at property lines.

u. Sec. 78-1114. Maximum luminaire height.

The maximum permitted luminaire height shall be 35 feet in all nonresidential zoning districts, and 25 feet in all residential districts. The height of both the pole and base shall be considered in the measurement of luminaire height. In no instance shall an outdoor lighting fixture in a nonresidential zoning district be mounted or oriented such that the lighting element is visible from a property in a residential district.

v. Sec. 78-1115. Maximum illumination levels.

Average illumination levels within parking lots shall not exceed one footcandle within residential districts, and three footcandles within all other districts. The illumination level at any property line shall not exceed 0.5 footcandles above the ambient lighting conditions on a

cloudless night where the property adjoins land in a residential district, and two footcandles above the ambient lighting conditions on a cloudless night where the property adjoins land in any other zoning district. The plan commission may agree to allow greater lighting levels based on specific and reasonable written justification provided by the applicant, provided that the purpose of this subdivision is not compromised.

w. Sec. 78-1116. Use of shielded light fixtures.

All outdoor lighting fixtures shall be shielded as defined in section 78-1, except incandescent fixtures of 150 watts or less, other sources of 70 watts or less, lighting within public street rights-of-way, and lighting required for a specialized security or safety purpose. No searchlights shall be permitted.

x. Sec. 78-1117. Types of light source.

All outdoor lighting fixtures shall have high pressure sodium (HPS), low pressure sodium (LPS), incandescent, fluorescent or comparable light sources, except that in cases where true color rendition is required (including display lots and certain outdoor recreational uses), white lights such as metal halide shall be permitted. No new mercury vapor lighting fixtures shall be installed, and no replacement equipment or bulbs for pre-existing mercury vapor lighting fixtures shall be installed. No flickering or flashing lights shall be permitted, except low wattage seasonal lighting between November 1 and January 31 and lighting required for a specialized security or safety purpose.

y. Sec. 78-1118. Location.

No exterior light fixture shall be located within any required landscape bufferyard or within three feet of any property line except accent lights not exceeding 150 watts for incandescent fixtures or 70 watts for other fixtures.

z. Sec. 78-1119. Hours of illumination.

Within one hour after closing of the store, completion of the final work shift, or completion of specific activities associated with an institutional use, only building mounted security lighting and up to 25 percent of all other outdoor lighting fixtures may remain illuminated. Any use with four or fewer pole or ground-mounted exterior lights shall be exempt from this section.

aa. Sec. 78-1120. Exterior lighting for outdoor recreational uses.

Ball diamonds, playing fields, golf driving ranges, tennis courts, parks, and similar outdoor recreational uses may be exempted from one or more of the outdoor lighting standards of this subdivision if approved by the plan commission through site plan review.

bb. Sec. 78-1121. Street lighting.

Street lighting shall conform to the standards set forth by the state for state and federal highways, the county for county highways, and the city for city streets and highways.

Findings:

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: _____

Subdivision IV. Vehicular Access Standards

cc. Sec. 78-1141. Purpose of subdivision.

The purpose of this subdivision is to promote the safety and general welfare of the public by alleviating or preventing congestion of public street rights-of-way through minimum public street access requirements applicable to private and public land uses.

dd. Sec. 78-1142. Permit required.

Each access point onto a public street or right-of-way shall have a permit issued by the director of public works per Wis. Stats. § 86.07(2).

ee. Sec. 78-1143. Required access plan.

Where a site plan is required for any project under division 8, article II of this chapter, any and all proposed access drives on the subject property shall be depicted as to their location and configuration on the site plan.

ff. Sec. 78-1144. Number of access points.

- (a) Each lot shall have not more than two vehicular access points on any street frontage adjacent to any lot.
- (b) In no instance shall any lot be permitted more than one vehicular access point on any one street if its frontage on such street is less than 100 linear feet (as measured along the right-of-way line).
- (c) On arterial streets and in certain areas experiencing, or expected to experience, congestion and/or safety problems, access to a lot may be required to be located via an access point located on an adjacent property or another street frontage.
- (d) Vehicular access may be further restricted by the state on state and federal highways, and by the county on county highways.

gg. Sec. 78-1145. Location of access points.

- (a) Residential uses shall not have access points onto a nonresidential collector or arterial street unless such street has the only available frontage.
- (b) Nonresidential uses shall not have access points onto a residential street unless such street has the only available frontage.
- (c) At its intersection with the street right-of-way line on an arterial or nonresidential collector street, no access point shall be located closer than 100 feet from the intersection of any two street rights-of-way unless such access point is the only available location on the subject property. In all cases, access points shall be located as far from an intersection as the lot size permits.

(d) The minimum distance between vehicular access points serving the same property shall be 25 feet (edge to edge), as measured at the property line. A distance in excess of such 25 feet may be required if, in the opinion of the director of public works, present or projected traffic factors warrant a greater distance.

(e) The distance from an access drive to the property line of an adjacent property shall not be less than five feet, as measured along the right-of-way line, except where shared driveways are expressly allowed.

hh. Sec. 78-1146. Angle of intersection with public right-of-way.

All access drives shall intersect with the public street right-of-way at an angle of not less than 75 degrees, and shall intersect at an angle of 90 degrees wherever possible.

ii. Sec. 78-1147. Width of driveways.

All access drives shall have a minimum width of ten feet for single-family dwellings, 12 feet for two-family dwellings, and 20 feet for all other land uses. All curb openings for access drives shall have a maximum width of 24 feet per unit for single-family and two-family dwellings, and for all commercial uses the driveway width shall be determined at site plan review, as measured at the right-of-way line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of five additional feet.

jj. Sec. 78-1148. Traffic control.

The traffic generated by any use shall be channelized and controlled in a manner which avoids congestion on public streets and other safety hazards. Traffic into and out of all off-street parking, loading and traffic circulation areas serving six or more parking spaces shall be forward moving, with no backing into streets or pedestrian ways. Except in the B-3 district, there shall be no loading or unloading within the public street right-of-way. Traffic control devices shall be required as determined by the director of public works.

kk. Sec. 78-1149. Paving of access.

All access approach areas located within a street right-of-way shall be paved to the satisfaction of the director of public works with a hard, all-weather surface, and shall be maintained so as to prevent the transport of gravel, dirt, or other eroded material from the subject property into the public street.

Findings:

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: _____

Additional Conditions of Approval (if applicable):

Findings: _____

Final Conclusions/Summary (if applicable):

Findings: _____

.....

Plan Commission Recommendation: Approve: _____ Deny: _____
Date: _____

Common Council Action: Approve: _____ Deny: _____
Date: _____



a community since 1838

NOTICE OF PUBLIC HEARING

The City of Milton Plan Commission will hold a public hearing on **Tuesday, July 7, 2020 at 4:00 p.m.** via Zoom, to consider a request received from B&J Storage for a Conditional Use Permit to construct mini warehouse storage units in the B-2 (Large Scale Commercial District 2) district, per Section 78-683(2) of the City of Milton Code of Ordinances. The property is currently vacant land located on Arthur Drive, Parcel Number V-23-143A.61.

Code of Ordinance: Section 78-683(2). The following conditional uses shall be allowed in the B-2 district only after the issuance of a conditional use permit as prescribed by divisions 3 and 6, article II of this chapter: Wholesaling or warehousing.

All interested persons or their agents will be heard at said hearing after which a final determination will be made. This notice is given under Section 78 of the Municipal Code of Ordinances.

Please Note: This Public Hearing will be conducted virtually via Zoom. Members of the public may participate via the internet link <https://us02web.zoom.us/j/81892337740> or by calling 1-312-626-6799 and entering meeting ID: 818 9233 7740

Leanne Schroeder, City Clerk
Request received in office: 02/04/2020
Published in the Milton Courier: 06/18/2020 and 06/25/2020
Copies mailed to the following: 06/12/2020

B&J Storage, 4704 Drott Street, Janesville, WI 53546
Melody A. Wachter, 1229 Brown Drive
Vicki L. Scholl, 1222 Arthur Drive
Whitney Rentals, LLC, 8258 N. Ridge Trail
City of Milton, 710 S. Janesville Street
Patrice A. Dannenberg, 1210 Arthur Drive
Donnel M. Bartlett-Snell, 1212 Arthur Drive
David J. & Karen L. Speth, 1213 Arthur Drive
Michael P. & Allison R. Cotgrave, 1215 Arthur Drive
Teri Lynn Olson & Teri L. Van Lanen, 1243 Brown Drive
William D. Kienbaum, 1611 Kensington Street, Janesville, WI 53546
Pink Properties of Milton, LLC, 1250 Arthur Drive
Arthur T. & Karen M. Donaldson, P.O. Box 976, Beloit, WI 53512
Anthony Hickey, 5409 N. Cypress Drive
Erin L. Haugom, 1235 Brown Drive

Mayor, Anissa Welch
City Administrator, Al Hulick
City Attorney, Mark Schroeder
City Clerk, Leanne Schroeder

Common Council Members
Ald Lynda Clark
Ald Devin Elliott
Ald Ryan Holbrook

Director of Public Works, Howard Robinson
Police Chief, Scott Marquardt
City Assessor, Paul Musser

Ald Larry Laehn
Ald Theresa Rusch
Ald Bill Wilson

Plan Commission Members: Anissa Welch, Larry Laehn, Frank Green, Ethel Himmel, Dave Ostrowski, Bob Seales, Al Hulick, and Howard Robinson.

Individuals who are unable to attend the Public Hearing may submit comments to:
MAIL: Milton City Hall, 710 S. Janesville Street, Milton WI 53563
E-MAIL: lschroeder@milton-wi.gov or hrobinson@milton-wi.gov
PHONE: 868-6900
FAX: 868-6927





Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding a TIF Development Agreement with Capital Asset Investments, LLC

Summary

The City of Milton and Capital Asset Investments, LLC have negotiated a TIF Development Agreement to develop a 2.5 acre parcel of land located at 1181 Gateway Drive with a fast food restaurant. The TIF Development Agreement, as attached, outlines the roles and responsibilities of each party for the proposed development.

Analysis

The TIF Development Agreement indicates that the Developer will purchase 2.5 acres of land from the City of Milton (approved on June 23, 2020) and develop the site with a fast food restaurant. The development must create an annual tax bill of not less than \$8,750 annually for ten years. In turn, the City of Milton will sell the 2.5 acre site to the developer for \$1. The difference between the land value (\$87,500) and the \$1 sale price will be the “incentive” for development.

The developer intends to commence construction in 2020, with the project to be completed by December 31, 2020, so the value created will be part of the 2021 tax rolls. A site plan for the development will be forthcoming and reviewed by the Milton Plan Commission.

Recommendation

The City Administration recommends approval of the TIF Development agreement with Capital Investment, LLC.



TIF DEVELOPMENT AGREEMENT FOR
A BUILDING PROJECT LOCATED WITHIN
MILTON TIF DISTRICT NO. 6
FOR DEVELOPMENT PURPOSES

BY AND BETWEEN

CITY OF MILTON

"THE CITY"

AND

CAPITAL ASSET INVESTMENTS LLC.

"THE DEVELOPER"

(The "AGREEMENT")

TIF 6 DEVELOPMENT AGREEMENT

I. PARTIES

A. The **CITY OF MILTON** is a Wisconsin Municipal Corporation located in the County of Rock, conducting its principal business at 710 S. Janesville St., Milton, WI 53563 ("**CITY**"),

B. **CAPITAL ASSET INVESTMENTS, LLC** (hereinafter the "**DEVELOPER**") intends to purchase a 2.5 acre portion of the subject property located at 1181 Gateway Drive (Parcel # V-23-1466.001), which is located in the City of Milton, County of Rock, State of Wisconsin (hereinafter the "**PROPERTY**").

C. The **DEVELOPER** shall be and hereby is the beneficiary and recipient of the proceeds from a certain **LOAN**, described below that evinces and secures the indebtedness of the **DEVELOPER** to the **CITY** for the **LOAN**.

D. The **DEVELOPER** plans to construct an approximately 2,700 sq. ft. **FACILITY** upon the **PROPERTY**, with renovation reaching full completion by 31st day of December 2020 so that the increased real property valuation and assessment shall be included in the assessment and equalized valuation set on January 1, 2021.

E. To these legitimate and beneficial ends and purposes, the **CITY** is able to sell the **PROPERTY**, which is valued at \$87,500, to the **DEVELOPER** for \$1. The value of the property (\$87,500.00) shall be considered an **INCENTIVE** provided in the form of a forgivable **LOAN** and be repaid by the **DEVELOPER** in the amounts, and times set forth herein, The **DEVELOPER** shall use the **LOAN** solely for the construction of the **FACILITY** upon the **PROPERTY**.

F. As part of the consideration for the **CITY's LOAN**, the **DEVELOPER** promises to and shall create, achieve, and successfully provide and maintain the **FACILITY** upon the **PROPERTY** as set forth and required below in this *Agreement*.

II. DESCRIPTION OF THE PROPERTY.

A. The **PROPERTY** will be located within a portion of Tax Parcel ID# V-23.1466.001, and will be addressed as 1181 Gateway Drive, in the City of Milton, County of Rock, State of Wisconsin 53563. The **PROPERTY** is located within the City of Milton Tax Increment Financing District No. 6. The **PROPERTY** would consist of approximately 2.5 acres of land. The **PROPERTY** is graphically depicted as Lot 1 on the attached **EXHIBIT A** and legally described on the attached **EXHIBIT B**.

B. The **PROPERTY** has a real property assessed tax value of \$0.00 and the existing real property tax bill in the amount of \$0.00 shall be referred to herein as the **BASE YEAR PROPERTY TAX**.

III. PURPOSE OF AGREEMENT

A. The described **PROPERTY** is located within the City of Milton T.I.F. District No. 6 and is intended to be used by the **DEVELOPER** as part of an overall development project in the City

of Milton. The **DEVELOPER** shall construct an approximately 2,700 sq. ft. **FACILITY**. The **LOAN**, **FACILITY** construction, and job creation are each intended and anticipated to provide, foster, and encourage additional employment in the **CITY**; enhance the health, welfare, and benefit of the **CITY**; and add significantly to the economic, tax, and industrial base of the **CITY** and to this part of Milton.

B. To these legitimate ends and purposes, the **DEVELOPER** is hereby entering into this *Agreement* with the **CITY** in order to construct the **FACILITY**, and to develop the **PROPERTY** consistent with such overall and particular **CITY** plans and in such manner as shall produce revenues to the **CITY** through increased assessed and equalized value of real property, tax increments, tax payments, other, and/or “tax equivalent” payments sufficient and required under this *Agreement* to repay to the **CITY** the **LOAN** and certain **CITY** T.I.F. expenditures and related costs and expenses within T.I.F. District No. 6. Said arrangement is to the **CITY**’s as well as to the **DEVELOPER**’s benefit, as the T.I.F. taxation mechanism, terms of this *Agreement*, and related business factors evince.

C. By approving and entering into this *Agreement*, the governing body of the **CITY** finds the *Agreement*, **LOAN**, and project are each in the best interest and benefit of the **CITY** and of benefit to the community.

D. The **DEVELOPER** acknowledges that the **CITY** is only able to reimburse certain development costs upon the **PROPERTY** through the T.I.F. District No. 6 Project Plan, pursuant to applicable Wisconsin laws and statutes, which allows the **CITY** to designate funds within one-half mile of T.I.F. District No. 6. Each party relied and relies upon such representations, promises, and agreements of the other party.

IV. THE AGREEMENT

A. In consideration of the **CITY**’S performance of the **CITY**’S promises and obligations set forth in paragraphs IV. B. and E., the **DEVELOPER** shall:

- a. Prior to the start of any construction, foundation work, or installation of any structure or other improvement upon the **PROPERTY**, seek and obtain approval from the City Site Plan Review Coordinator and City Plan Commission of the Site Plan for every structure, improvement, and implementation proposed by the **DEVELOPER** upon and/or for the **FACILITY** and **PROPERTY**.
- b. Prior to the start of any site preparation work for the **FACILITY** or upon the **PROPERTY**, seek and obtain soil erosion and sediment control permits from the Wisconsin Department of Natural Resources
- c. Fully complete or cause to be fully complete the **FACILITY** and obtain a Final Certificate of Occupancy for the **FACILITY**, and the **PROPERTY** from the **CITY**. The **FACILITY** shall be completed on or before December 31, 2020, so that the increased real property valuation and assessment shall be included in the assessment and equalized valuation set on January 1, 2021.
- d. Arrange, solely at **DEVELOPER**’s cost, for the installation, connection, and lateral extension of water, sewer, storm drainage, natural gas and underground electrical utilities from the Front Street right-of-way to the **FACILITY**.
- e. The **DEVELOPER** shall use the **LOAN** solely for the construction of the

FACILITY upon the **PROPERTY**. The amount paid to the City on an annual basis, shall be referred to herein as the "**Property Break-Even Amount**". Beginning in tax year 2021 (payable in 2022), and for each year thereafter until the **TOTAL AGGREGATE DEVELOPER REPAYMENT OBLIGATION** (\$87,500.00) is satisfied in full, the **DEVELOPER** shall pay to the **CITY** the **higher** of:

- i. the actual real property taxes for the **PROPERTY** net of any State of Wisconsin property tax credits for that year; *or*
 - ii. a combination of: (1) such real property taxes for the **PROPERTY** actually levied and paid, net of any State of Wisconsin property tax credits, and (2) such additional sums of monies ("**tax equivalent payments**"), which together in the aggregate amount to not less than \$8,750.00 over the base year property tax.
- f. In the event that the **DEVELOPER**, in any and all years, is required to make a **tax equivalent payment** under the terms of this subsection, said **tax equivalent payment** shall be due and payable to the **CITY**, and the **DEVELOPER** agrees and shall make such payment, at the same time that the real property taxes for the **PROPERTY** become due and payable for each applicable property tax year. [Example: If a **tax equivalent payment** is owed for 2021, the **tax equivalent payment** shall be made when real property taxes for the **PROPERTY** are paid in 2022.] The purpose for such payments, and the intent and goal of this subsection, is to guarantee that the **CITY** fully recovers its proportionate share of T.I.F. District No. 6 expenditures from the **DEVELOPER** within the recovery time period provided by law, regardless of the actual assessed or other value of the **PROPERTY** or real property tax mill rate after the construction of the **FACILITY**.
- g. For all future real estate expansions that either stand alone or are an expansion of an existing **FACILITY** upon the **PROPERTY**, the **DEVELOPER** agrees to and shall fully comply with each and every provision of the **CITY's** Zoning Code.

B. In consideration of the **DEVELOPER's** performance of the **DEVELOPER's** promises and obligations set forth in paragraph IV. A. herein, the **CITY** shall:

- a. Sell the **PROPERTY** to the **DEVELOPER** for \$1.00 with the provisions as set forth in Section I (E) above.

C. No part, portion, or whole of the **FACILITY** or **PROPERTY**, during the life of T.I.F. District No. 6, may, by the **DEVELOPER**, or anyone else, be sold, conveyed, transferred, leased, subleased, or in any other manner whatsoever alienated, assigned, or encumbered to any person, firm, corporation, partnership, association, joint or other venture, or other entity of whatsoever kind or nature, who/which would not be legally or otherwise required to pay, or who would not, could not, or does not pay in full the property taxes and/or guaranteed minimum payments agreed to be paid pursuant to this *Agreement*. Until the **TOTAL AGGREGATE DEVELOPER REPAYMENT OBLIGATION** (\$87,500.00) is satisfied in full, no sale, conveyance, or encumbrance of the **PROPERTY** or **FACILITY** may occur without the prior written approval of the **CITY**, which approval cannot be unreasonably withheld. Notwithstanding the foregoing, the **DEVELOPER** shall have the right to mortgage the **PROPERTY** with a first priority lien, to the lender of its choice, to secure a construction loan for the project provided for herein as well as any subsequent refinancing thereof without first obtaining the written approval of the **CITY**.

D. The **DEVELOPER's** performance under this *Agreement* is subject to and contingent upon the **DEVELOPER** obtaining all of the following prior to payment of the **LOAN** proceeds:

- a. All required approvals, including signage and exterior appearance, by all governmental agencies necessary for the design and construction of the **FACILITY** on terms and conditions satisfactory to the **DEVELOPER**.
- b. Commitments for construction financing and permanent project financing for the **FACILITY** upon terms and conditions satisfactory to the **DEVELOPER**.

E. The **CITY's** obligation to perform under this *Agreement* is contingent upon the **CITY's** receipt of any and all waivers and satisfactions of contingencies required of the **DEVELOPER** under this *Agreement*.

V. OTHER PROVISIONS

A. Time is of the essence as to the performance of this *Agreement* and each obligation herein. In the event that the **CITY** is delayed for any reason in performing any of its promises as set forth in this *Agreement*, all dates shall be extended for a reasonable period not to exceed thirty (30) days.

B. The **CITY** warrants and represents that the Common Council for the City of Milton has lawfully authorized this transaction and has otherwise authorized the City Administrator to take such steps, enter into negotiations, and draft, prepare, execute, file and/or record this and related agreements, documents, forms and other papers as the City Administrator may, from time to time, determine necessary and/or desirable to consummate and/or effectuate the transaction(s) set forth in, and intent and purposes of, this *Agreement*.

C. The **DEVELOPER** acknowledges the **CITY** has informed the **DEVELOPER** of Wisconsin Statutes ss. 66.1105 (6c), as from time to time amended or renumbered, which requires any for-profit entity that operates within a TIF district for which the City has incurred TIF costs, to notify the Department of Workforce Development and the local private industry council of any position to be filled for a period of one year from the payment of such project costs.

D. The word "**obtain**" as it appears throughout this *Agreement* as it pertains to required performances by the **DEVELOPER** means that the **DEVELOPER** shall:

- a. Seek to acquire such approval or permission as is required in this *Agreement* and that granting such authority or permission is discretionary and not mandatory on the part of the **CITY** or any of its boards, commissions, bodies, or officials;
- b. Receive such discretionary authority or permission as necessary prior to any further obligation on the part of the **CITY**.

E. The **PARTIES** make no warranties or representations except as expressly set forth herein.

F. The **CITY** agrees to execute and deliver such other documents as counsel for the **DEVELOPER** may reasonably request to consummate the transaction contemplated herein. This *Agreement* (which the parties agree shall also act as the promissory note) constitutes the entire *Agreement* between the parties and no modification shall be binding unless amended and agreed to in writing and signed by the affected parties. In the event of a conflict between the language contained in this *Agreement* and the language contained in any other document, this *Agreement* shall control.

G. The **DEVELOPER**, by signing below acknowledges having read, fully understanding, and having personally received a copy of this *Agreement*.

H. This *Agreement* shall remain in full force and effect until such time as the obligations of the **DEVELOPER** has been fully satisfied and discharged.

I. All rights and remedies in this *Agreement* for each party are cumulative and in addition to any and all others in law and equity.

J. Any notice which is required in connection with this *Agreement* shall be mailed, certified mail with return receipt requested, emailed to the address below, or delivered by nationally recognized overnight carrier, or hand delivered, if to the **CITY**:

Al Hulick, City Administrator City of Milton 710 S. Janesville St. Milton, WI 53563
alhulick@milton-wi.gov

If to the **DEVELOPER**:

Capital Asset Investments LLC
Attn. Michael P. McKenna
4945 Sumpter Avenue
Janesville, WI 53545
mike@diamond-assets.com

with copy to:

Nowlan & Mouat, LLP
Attn. Attorney Timothy H. Lindau
PO Box 8100
Janesville, WI 53547
tlindau@nowlan.com

The person or place of notice may be changed from time to time by any party notifying the other in writing duly served of the change.

K. This *Agreement* survives any and all dates set forth above, runs with the land, may be recorded by the **CITY**, and shall be binding upon and inure to the benefit of the **DEVELOPER** and each and every of the **DEVELOPER's** conveyees, purchasers, assigns, lessees, sub-lessees, transferees, mortgagees, and successors of whatsoever kind or nature.

L. This Agreement is subject to, governed by, and shall be interpreted, construed, and applied in accord with, the Laws of the State of Wisconsin, with Rock County as the proper venue. Any provision set forth herein shall, to the extent permitted by law, take precedence and govern notwithstanding anything set forth in this subsection to the contrary.

M. The performance obligations of **DEVELOPER** as described in paragraph IV. A. will be secured by a first mortgage to **CITY** from **DEVELOPER**. **CITY** will subordinate its mortgage upon request of **DEVELOPER** to any loan **DEVELOPER** may need to obtain to undertake the development activities involved on the **PROPERTY**, pursuant to an inter-creditor agreement in a commercially reasonable form. **CITY's** mortgage will be satisfied of record when the obligations of **DEVELOPER** as described above are completed and the **FACILITY** is assessed for tax purposes for such improvements.

This offer and *Agreement* are hereby accepted. The warranties and representations made herein survive the closing of this transaction. The undersigned hereby agree to the terms, contingencies, conditions, and obligations set forth, *supra*, and acknowledge receipt of a copy of this *Agreement*. This _____ day of _____, 2020.

CITY OF MILTON

BY: _____
Al Hulick
City Administrator

ATTEST: _____
City Clerk

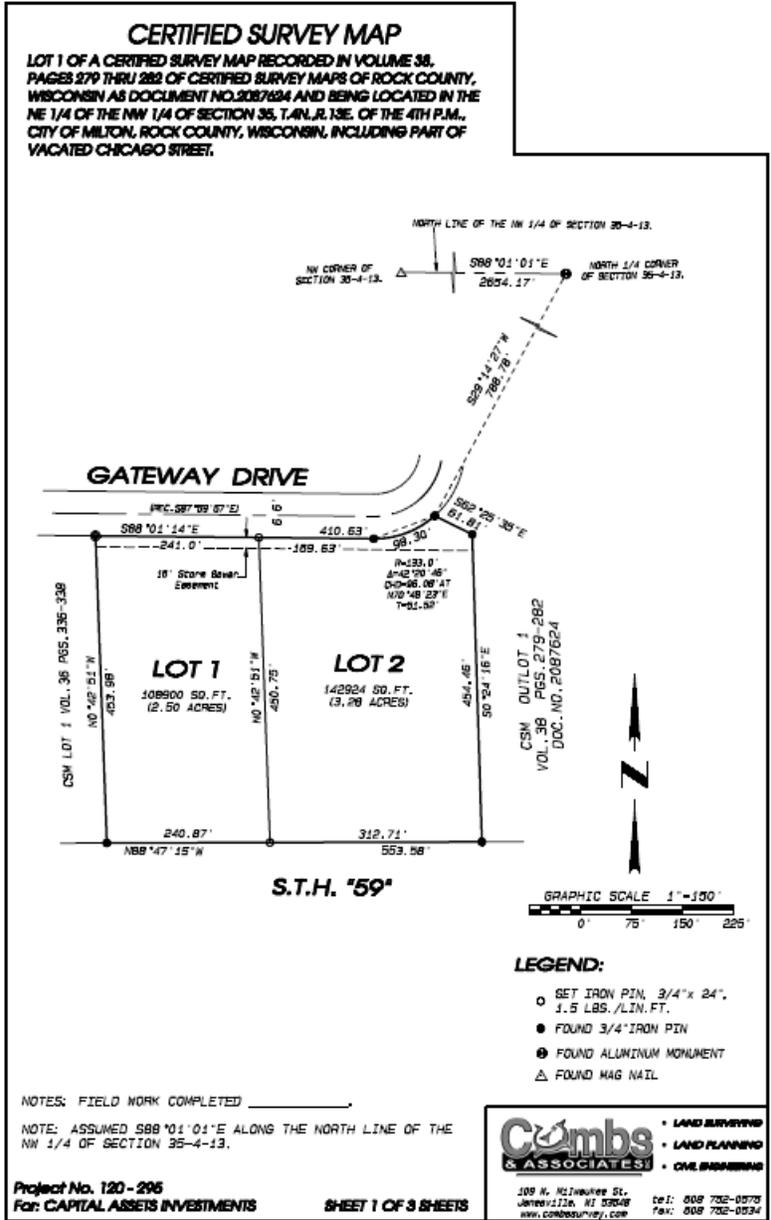
State of Wisconsin)
) ss
Rock County)

Subscribed to before me personally by Al Hulick,
City Administrator, and Leanne Schroeder,
City Clerk, to me known to be the
same who signed above

this _____ day of _____, 2020.

Notary Public
Rock County, Wisconsin
My commission _____.

Exhibit 'A'
Map of the PROPERTY





Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding the Acceptance of a Donation of the Veterans Park Pavilion and Parking Lot

Summary

In the Fall of 2019, a group of interested and dedicated citizens approached the Common Council requesting the ability to fundraise and construct a new park pavilion at Veteran's Park in the City of Milton along High Street. Through the winter months and into the spring of this year, the group of citizens organized, fund raised, and worked with contractors to construct this new pavilion. On July 5, 2020, there is a planned dedication ceremony to commemorate the organizers, donations, and efforts taken to finalize the construction of the pavilion.

Now completed, the organizers of this effort are donating the pavilion to the City of Milton to be used for public purposes. The Common Council must accept this donation.

Recommendation

The City of Milton is beyond grateful for the efforts undertaken by this citizen group, its volunteers, and those who gifted and donated time, resources, and energy to this project. Upon acceptance of the donation, this pavilion will be one of the finest facilities within the City of Milton.

The City Administration recommends the Common Council accept the donation of the newly constructed Veterans Park Pavilion located along High Street.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding Resolution 2020-19 Establishing a Rental Fee and Security Deposit for the Veterans Park Pavilion.

Summary

The City of Milton recently accepted the donation of the Veterans Park Pavilion. Resolution 2020-19 establishes a fee schedule and security deposit amount for the rental of the Pavilion to the public for exclusive use of the facility.

In addition to the regular rental fees that the City typically charges for the rental of other pavilions throughout the community, it has been requested that “military discount” be offered to those who are active or have been past service members. Therefore, a special “military discount” has been offered as part of the resolution.

Additionally, because this facility is new and has much higher finishes than other pavilions throughout the community, a higher security deposit (\$125) is being recommended.

The recommended fee schedule is as follows:

Milton Residents - \$50

Milton Residents (Veterans) - \$40

Non-Milton Residents - \$100

Non-Milton Residents (Veterans) - \$80

Security Deposit - \$125

Recommendation

The City Administration recommends the Common Council approve Resolution 2020-19 establishing the rental fee schedule and security deposit for the Veterans Park Pavilion.

RESOLUTION #2020-19
Establishing a Pavilion Rental Fee and Security Deposit for Veterans Park Pavilion

WHEREAS, City of Milton officials desire to establish a rental fee and security deposit amount for the newly constructed Veterans Park Pavilion; and

WHEREAS, the City of Milton charges a rental fee and requires a security deposit for the rental of Park Pavilions throughout the City of Milton; and

WHEREAS, the purpose of a rental fee is to ensure the applicant has exclusive use of the pavilion for a set date and time; and

WHEREAS, the security deposit allows the City to recoup some, or all of the costs, necessary to make repairs to the facility in the event that damage occurs during the use of the facility by the applicant; and

WHEREAS, the City of Milton wishes to offer a discounted rate for members of the military or veterans of the military who can produce proof of their military service who wish to rent the pavilion: and

NOW, THEREFORE, BE IT RESOLVED that the City of Milton hereby establishes the following rental fee schedule and security deposit for the rental of the Veterans Park Pavilion.

Milton Residents - \$50

Milton Residents (Veterans) - \$40

Non-Milton Residents - \$100

Non-Milton Residents (Veterans) - \$80

Security Deposit - \$125

Approved by the Common Council of the City of Milton this 7 day of July, 2020.

CITY OF MILTON

By:

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion, Direction, and Possible Action Regarding Park Rental Guidance for City of Milton Park Rentals

Summary

As the City of Milton entered Phase 2 of their Reopening Plans, the rental of Park Pavilion's is permitted. However, at the practice renting a portion of, or the entirety of a park, for exclusive use is not addressed in the City's Reopening Plan.

Since the creation of the City's Reopening Plan, the Rock County Public Health Department has created guidance to help in the preparation and planning for potential sports and extra-curricular activities as related to COVID-19 conditions in the community. These guidelines are based on state and national guidance, local health department information, and consultation with Rock County School Districts. It is recommended that each sport as outlined in the guidelines, have a written COVID-19 plan to follow that fits their sport and their local system.

The guidelines breakdown each sport and how each phase of the reopening plan may address their ability to participate in individual and/or team drills and competitions. The City of Milton would like to mirror those guidelines when renting park facilities for exclusive use.

In discussions with the Milton School District, they plan to follow the same guidance and require renters to sign an agreement that indicates they acknowledge these guidelines and will adhere to the requirements. The City of Milton will also provide renters with an outline of guidance (attached).

Therefore, the City would rent park facilities for exclusive use, so long as the applicant follows the guidelines as outlined in the Rock County Sports and Extra Curricular Activity Guidance.

Recommendation

The City Administration recommends the Common Council direct staff to follow the Rock County Sports and Extra Curricular Activity Guidance when renting park facilities for exclusive use for said purposes.



CITY PARK RENTAL AND USE AGREEMENT COVID-19 SUPPLEMENT

The World Health Organization has declared COVID-19 as a worldwide pandemic. According to the Rock County Department of Public Health, there are currently confirmed, active cases of COVID-19 in Rock County and in our surrounding region.

COVID-19 is highly contagious and is primarily spread by person-to-person contact. You may become infected by coming into close contact with an infected individual (within 6 feet) through respiratory droplets, or by touching an infected surface and then touching your mouth, nose or eyes. There is no specific treatment, no cure, and no vaccine for COVID-19. Everyone is at risk of contracting the virus. The most effective way to avoid contracting COVID-19 is to avoid being exposed to the virus.

The City of Milton Reopening Phased Plan follows the direction of the county health department and the Rock County Reopening Phased Plan. On June 10, 2020, the county and the city moved to “Phase 2” of the plan. Under Phase 2, the county and the city recommend all individuals adhere to the following guidance to avoid contracting/transmitting COVID-19:

- Practice excellent hand washing.
- Cover your coughs and sneezes.
- Maintain physical distancing of a minimum of 6 feet from individuals that reside outside of your immediate household.
- Use cloth face coverings when appropriate and where advisable when social distancing cannot be maintained.
- Public gatherings are limited to 50% capacity with physical distancing and protective measures in place.
- Private gatherings should be limited to 25 people or less.
 - City park pavilions and the Community House will be available for rental every other day to allow for cleaning and ventilation after usage.
 - The city will provide no more than five picnic tables at each pavilion and tables/chairs for 25 people at the Community House.
 - Public park restrooms will be open and cleaned once daily.
- Full details on the county’s recommendations are available at their website at <https://www.co.rock.wi.us/publichealth>

As a supplement to the City of Milton Park Use Application, the renter hereby acknowledges they have been made aware of the above referenced guidelines. The renter further understands that city park bathrooms are cleaned only once daily, and the renter and their guests are using the facility at their own risk.

North Office

3328 U.S. Hwy 51 N
Janesville, WI 53545-0772
Mailing Address:
PO Box 1088
Janesville, WI 53547-1088

608-757-5440
608-758-8423 (fax)

June 10th, 2020



Public Health

www.co.rock.wi.us/publichealth

South Office

61 Eclipse Center
Beloit, WI 53511

608-364-2010
608-364-2011 (fax)

Covid-19 School Sports and Extra Curricular Activity Guidance

This guidance is prepared by the Rock County Public Health Department to assist local schools in their preparations and planning for potential sports and extra-curricular activities as related to Covid-19 conditions in our community. Sports and extra-curricular activities are viewed as essential to the physical and mental well-being of students, however that benefit must be weighed against the potential for serious Covid-19 health implications to students, staff, family members, and the community in general. This guidance may change as we learn more about the new corona virus and how it relates to our local epidemiological data. It is likely that this guidance is not inclusive of all activities in all schools and therefore schools should consider this as a general framework guidance that can be adjusted to safely fit their individual needs. We encourage utilizing some of the suggested state and national guidance documents listed below along with additional guidance that will likely be forthcoming to prepare your own Covid-19 plan for sports and extra-curricular activities.

The main risk associated with Covid-19 transmission is through exposure to respiratory droplets. These recommendations do not cover every aspect of how transmission can be prevented. These are some of the main mechanisms that prevent transmission and should be considered in all aspects of school activities:

Physical Distancing (Are students and staff far enough apart to prevent spread?)

- **Face Coverings** (reduces respiratory droplet transmission, but not a replacement for physical distancing)
- **Stay at Home if sick and exhibiting any symptoms**

Exposure Time (The longer the time together, the greater the chance of virus transmission)

Cleaning and Disinfection Processes

- **Clean equipment and commonly touched surfaces frequently**
 - **Wash hands frequently**
-

Collaborating with Community Partners to ensure a healthy, thriving Rock County...

The Rock County Public Health Department has implemented a **Reopening Phased Plan** (link is below) that is protective of individuals and the community and is based on gating criteria that are data driven. As we move through these recovery phases, we must keep in mind that we may need to take precautionary actions within each phase to prevent moving backwards. Individual schools and activities within the schools need to build flexibility into their plans moving forward and prepare for potential resurgence of the virus, positive cases or outbreaks. Rock County will move forward in the phases, however each school activity may need to assess which phase is appropriate for their current situation.

General Guidelines

The following guidelines are recommended by the Rock County Public Health Department and are based on state and national guidance's, local health department information, and through consultation with Rock County School Districts. It is recommended that each sport have a written Covid-19 plan to follow that fits their sport and their local system. The plan you prepare should be distributed to all participants and parents in each sport prior to the start of each season.

PHYSICAL DISTANCING

- During Phase 1, it is highly recommended that students and coaches maintain 6 feet of separation to minimize potential for virus spreading.
- During Phase 2, it is recommended that 6 feet of physical distancing be continued.
- During Phase 3, maintaining physical distancing is recommended when possible.
- Stay at home if sick, exhibiting any symptoms, or exposed to a positive Covid-19 case.
- Physical distancing may not be possible when in competition, however it can still be maintained on benches, sidelines, and during many training activities.
- Attendance at events, when they resume, may be limited.
 - Participants and event staff are essential if events occur.
 - Fans and vendors are non-essential (consider in Phase 3 only).
 - Gathering capacity limits should be followed to maintain physical distancing.

FACE COVERINGS

Cloth-type face coverings provide very limited protection to the person wearing the covering but do provide protection for those near the person wearing the mask and should be considered as 'acceptable practice' and highly recommended where possible. Face masks should not be viewed as a replacement for recommended physical distancing.

- Face coverings are not recommended for high aerobic activities or swimming.
- If a student/parent prefers to wear a mask it should be allowed (may want to consider a waiver).
- Face coverings are recommended for coaches, event staff, fans (if present), and participants when not conducting high aerobic activities.
 - Coaches/Officials may need alternatives to whistles (air horn?).
- Evaluate potential use of cooling neck gaiters that could double as face coverings when needed.

- Consider the potential health effects of heat when wearing face coverings.

CLEANING AND SANITIZING

- All facilities and common surfaces need to be cleaned before and after use.
- Frequent hand washing by participants, coaches and officials.
 - Use soap and water and wash for 20 seconds.
 - Use hand sanitizer with at least 60% alcohol.
- Equipment should not be shared at all in Phase 1.
- Equipment should be sanitized between every individual use before sharing.
- Do not share water bottles or use common hydration stations (water cows, troughs, fountains).
- Wash sports equipment and clothing after each practice or game.

TRAVEL IMPLICATIONS

- In order to maintain physical distancing, larger transport vehicles (bus vs. van) or multiple transport vehicles may be necessary.
 - Face covering recommended during transportation.
- Avoid or reschedule long road trips. Minimizing time in a confined space is very important.
- Clean and sanitize transport vehicles between uses.

SYMPTOM SCREENING

- Before any daily practices, contests or activities it is recommended that all participants, including coaches, officials and event staff be screened for Covid-19 symptoms and that anyone exhibiting symptoms be prevented from participating and directed to see their primary health care provider. This screening should be documented in writing.
- Competitive atmosphere could lead to players, parents, or coaches ‘wanting to play through’ some minor symptoms that could potentially be Covid-related. All participants need to understand that a single positive could not only have major health implications but could result in steps to exclude other players or an entire team or even an entire school from future participation.

VULNERABLE PERSONS

- **Players at higher risk of developing serious disease.** Parents, staff and coaches should assess level of risk based on individual players or other participants who may be at higher risk for severe illness, such as individuals who may have asthma, diabetes, or other health problems.
 - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- If school sports physicals are conducted, physicians should be monitoring athletes for high-risk conditions as they related to Covid-19.

GATHERINGS

- Phase 1: 10 people or less with physical distancing (25% capacity guideline).
- Phase 2: 25 people or less with physical distancing (50% capacity guideline).
 - Emphasis needs to be on physical distancing, capacity is only a guide.
- Phase 3: To be determined.
- It is recommended that participants be in small groups or pods and remain in the same small group of individuals from day to day to minimize the number exposed to a positive individual.
- Consider elimination or modifications to ‘team meals’ or other special gatherings.

LOCKER ROOMS

- Use of locker rooms is not recommended in Phase 1 or Phase 2.
 - It is recommended that participants shower and wash clothing immediately at home.
 - Showering at home prior to pool use advised if locker rooms are closed.

PRE-GAME/POST-GAME SPORTSMANSHIP AND CELEBRATIONS

- No shaking hands or fist bumping (consider other ways to recognize sportsmanship).
- Avoid unnecessary contact in practice and games.

PLAN FOR POSITIVE CASES

- Consider these possibilities during the athletic seasons and school year:
 - Potential school closures or reverting to virtual schools due to an outbreak
 - Team isolation or quarantines
 - Cancellation of games or seasons
 - What precautions are your opponents taking?
 - What do you do if there is a positive on an opposing team?

Specific Sport Examples

The following are some examples of specific sports and potential general recommendations related to Covid-19. Please consider these examples in the context that virus conditions are ever changing and individual sports have many aspects from training to practices to competition that may not fall cleanly into these recommendations. See the *Additional Resources* section below for more specific recommendations. Also keep in mind that further guidance will likely be developed as we progress in this pandemic.

BASEBALL/SOFTBALL (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skill training, no sharing of equipment.
- Phase 3 – Competition with special precautions.

BASKETBALL (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skills, 1 ball per person (no sharing).
- Phase 3 – Consider competition with frequent cleaning of ball, hand washing and physical distancing where possible.

CHEERLEADING/DANCE (low to high risk)

- Phase 1 – Not recommended.
- Phase 2 – With physical distancing (consider more than 6 feet physical distancing).
 - No partner activities/stunts/pyramids.
- Phase 3 – With physical distancing.
 - No partner activities/stunts/pyramids.

FOOTBALL (high risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual training, small groups with physical distancing, no sharing of equipment (balls, sleds, dummy's, etc.) unless equipment disinfected after each use.
- Phase 3 – To be determined.

GOLF (low risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Practice and competition possible with modifications.
 - No contact flag stick and cup modifications.
- Phase 3 – Competition possible.

GYMNASTICS (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – “No contact” practicing or events.
- Phase 3 – Competition allowed with modifications.

HOCKEY (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skills/practices with physical distancing, small groups.
- Phase 3 – Consider competition with modifications.

SINGING/BAND/PERFORMING ARTS (low to high risk)

- Phase 1 – Not recommended.
- Phase 2 – With physical distancing.
 - Singing and wind instruments not recommended at 6 feet distancing.
- Phase 3 – With special precautions.

SOCCER (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skills, 1 ball per person (no sharing).
- Phase 3 – Consider competition with frequent cleaning/switching of ball and physical distancing where possible.

SWIMMING/DIVING (low risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Competition considered, with no contact with others.
 - Per CDC, Covid-19 is not known to spread in pool water.
 - Clean pool deck daily.
 - Check water chemistry before use.
 - Shower at home before swimming (assuming closed locker rooms).
- Phase 3 – Competition considered.

TENNIS (moderate to low risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skill training only, maintaining physical distancing.
- Phase 3 – Competition with precautions.
 - Frequent ball replacement.

TRACK/CROSS COUNTRY (low to moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual running events okay with 6 feet spacing.
 - No sharing of equipment.
 - No relays, no pole vault, no high jump.
- Phase 3 – Clean shared equipment between uses.

VOLLEYBALL (moderate risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – Individual skills, without sharing equipment.
- Phase 3 – Competition with special precautions and frequent cleaning of volleyball and hand washing.
 - Eliminate team gathering/celebrations with contact after points.

WEIGHT TRAINING (moderate risk)

- Phase 1 – Not recommended.
- Phase 2 & 3 – Cleaning before and after all individual equipment use.
 - No use of equipment requiring spotters in Phase 2.
 - Observe physical distancing and capacity limits.
 - Use small work out groups of the same individuals.
 - Require reservations or time slots for each group.
 - Cover any tears or holes in padded equipment to prevent transmission.

WRESTLING (high risk)

- Phase 1 – Team activity/gathering not recommended.
- Phase 2 – “No contact” training/practicing.
- Phase 3 – To be determined.

Additional Resources

ROCK COUNTY REOPENING PHASED PLAN

- https://www.co.rock.wi.us/images/web_documents/departments/health/rock_county_reopening_phased_plan.pdf

ADDITIONAL COVID-19 SPORTS GUIDANCE

- **The Aspen Institute Project Play “Return to Play Covid-19 Risk Assessment Tool”.**
https://assets.aspeninstitute.org/content/uploads/2020/05/Return-to-Play_4-v2.pdf?_ga=2.247386049.43847055.1591627444-1901534800.1591627444
- **National Federation of State High Associations.**
https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
- **CDC Considerations for Youth Sports.**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- **Michigan High School Athletic Association Guidance.**
<https://www.mhsaa.com/Portals/0/Documents/AD%20Forms/Guidance%205-29-20.pdf>
- **USA Volleyball.**
<https://www.teamusa.org/usa-volleyball/features/-/media/A455B89BE0094BDC96FEC89BFD324D6.ashx>
- **Resocialization of Collegiate Sports: Action Plan Considerations.**
<http://www.ncaa.org/sport-science-institute/resocialization-collegiate-sport-action-plan-considerations>
- **USA Soccer Recommendations.**
<https://ussoccer.box.com/shared/static/4ogc1muyk4lw93yswgajwi1qc5psrpse.pdf>

SPORTS EQUIPMENT CLEANING

- https://www.sportengine.com/article/tips-cleaning-and-disinfecting-sports-gear?utm_source=Email&utm_medium=Inside+Youth+Sports&utm_campaign=2020.06.04&utm_content=Families

EXAMPLES: COVID-19 PUBLIC HEALTH MESSAGING SIGNS/POSTERS

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- <https://www.cdc.gov/handwashing/posters.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/CDC-COVID-19-PSA-Everyday-Prevention-Actions.mp3>



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 7, 2020
Subject: Discussion and Possible Action Regarding a Commercial Façade Grant Application for First Community Bank of Milton Located at 202-216 Merchant Row

Summary

First Community Bank of Milton is undertaking a major remodel of their exterior façade along Merchant Row. The project (as shown in the attachments) will return the building facades to some of their original character. The improvements include a complete façade reconstruction from 202 to 216 Merchant Row including roof, partial window replacement and restorations.

The total cost of the project is estimated at \$614,642. Of which, the Commercial Façade Grant would cover \$5,000. Funding would be provided through TIF #7.

Recommendation

The City Administration recommends approval of the Commercial Face Grant Application for First Community Bank of Milton located at 202-216 Merchant Row.



CITY OF MILTON

**FAÇADE IMPROVEMENT PROGRAM
GRANT APPLICATION**

Applicant Information	
Contact Name Brendon Wilkinson	Contact Address 202 Merchant Row
Business Name First Community Bank	Project Address 202 - 216 Merchant Row, Milton, WI 53563
Day Phone 608-868-7644	Alt. Phone
FAX 608-868-7746	E-Mail wilkinson@fcbmilton.com
Type of Organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other:	Federal ID # 39-0272550

Building Owner Information (if different than applicant)	
Owner Name First Community Bank (same as above)	Owner Address
Day Phone	Alt. Phone
FAX	E-Mail

NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

General Project Information	
Proposed Start Date 04/15/2020	Proposed Completion Date 07/01/2020
Contractor Name, Address & Contact Info Sockness Builders Attn: Jon Sockness (751-0466) 5737 Townline Rd Milton WI 53563	Budget Estimates Total Project Estimate: \$ <u>614,642</u> Façade Grant Request: \$ <u>5,000</u> Private Funds: \$ <u>609,642</u> Private Loans: \$ _____ Other Funding: \$ _____

Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

Complete facade reconstruction from 202 to 216 Merchant Row to include roof, partial window replacement and restoration to the classic Main Street look. Architectural rendering is included.

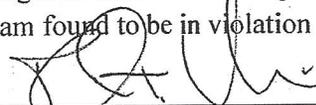
How does this project meet the goals and objectives as detailed in the Façade Improvement Program Guidelines (attach additional pages if necessary):

As one of the anchors of Merchant Row, First Community Bank has committed to a significant financial investment in our physical assets. The restoration project at First Community Bank meets all of the objectives noted within the Façade Improvement Program. Maintenance, improving the area, improving the viability of the traditional downtown and creating a more aesthetically pleasing entrance to our downtown are all primary goals.

Please provide the required attachments listed below:

- One (1) copy of drawings / design plans (per Sec. IV.A.1.).
- Contractor proposal (s) (per Sec. IV.A.2.).
- Historical photos of property if available.
- Electronic copy of all documents and application.

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Façade Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Façade Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program.


Applicant Signature

5/18/2020
Date

Office Use Only	
Date Application Received:	Does applicant have outstanding delinquent taxes or municipal code violations?
Common Council Review Date:	<input type="checkbox"/> Approved w/o conditions <input type="checkbox"/> Approved w/conditions (see attached) <input type="checkbox"/> Denied (reasons below)
Authorized Grant Amount:	Reason for Denial if Applicable:
Common Council Reimbursement Approval Date:	Date Check Issued:



CITY OF MILTON

FAÇADE IMPROVEMENT PROGRAM
PROJECT CLOSE-OUT

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Façade Improvement Program guidelines and consistent with the nature of this application.

Contractor Signature:	Date:
Applicant Signature:	Date:
Building Owner Signature (if applicable):	Date:
Building Inspector Signature:	Date:
Mayor Signature:	Date:

General

- Permit Included through City of Milton
- Dumpster and/or trash removal provided by general contractor
- Safety fence rental for façade work on Merchant Row
- Temporary plastic wall entrance during façade work on Merchant Row
- Clean-up work areas at the end of each day
- Final cleaning by First Community Bank
- First Community Bank is responsible for removing any and all personal belongings and furniture from work areas

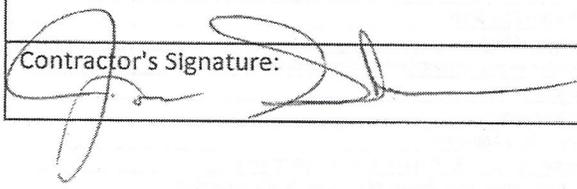
Fall/Winter 2019 Work

- Repair parapet wall above 216 Merchant Row and 202 Merchant Row to include:
 - Applying shotcrete system over decaying brick wall
- Remove roofing from above drive-through down to the original roof decking and replace with new rubber roof
- Remove existing rubber roof from entire bank roof up to 216 Merchant Row roof
 - Install 2" foam over original roof decking
 - Install rubber roof on parapet walls and over new foam decking
- Remove broken up concrete from behind bank
- Block in existing basement windows under old concrete to basement of bank
- Apply shotcrete system over all painted walls at the East side of bank and common wall to the building South of 216 Merchant Row
- Replace back doors at 216 Merchant Row
- Remove existing door at generator and patch in wall
- Replace back door from file room
- Repair brick work at old drive-through window on back of bank
- Replace existing door to East side of teller space
- Install new rain gutters and downspouts
- Install new concrete per landscaping plan
- Replace old steel windows at the back of the bank
- Re-do the front of 216 Merchant Row per plans using Smart Siding and trim

Spring 2020 Work

- Install new landscaping at back of bank per plan
- Build pergola and employee picnic area per plan
- Ceiling under drive-through to be replaced
- Install new lighting under drive-through roof
- Re-do the front façade per plans
 - Build temporary plastic entrance to bank
 - Install safety fencing at front of bank to include the first section of parking
 - Masonry per plan
 - Replace both sets of doors at the front entrance
 - Add mullions to existing windows per plan
 - Install new windows in upper transoms at Brendon's office per plan

- New lighted signage on front of bank
- Coordinate security system revisions with True Security of Wisconsin

First Community Bank Signature:	Date:
	Date: 10/23/19

Thank you for the opportunity to enhance your work space!

First Community Bank - Exterior Remodel 2019

Deferred Maintenance Items		
Item	Estimate	Description
Flatwork	\$14,275.00	Ivan Rice & Sons, Flatwork in back of building
Electrical	\$9,200.00	Bill Clarke
Back Door to 216 Glass	\$4,871.00	City Glass
Front Door Exterior Glass	\$7,050.00	door and frame - City Glass
Front Door Interior Glass	\$6,695.00	door and frame - City Glass
Back Windows	\$4,215.00	Back of building windows/metal frames/metal bars
Tuck Pointing	\$6,000.00	Concrete Block Wall
Brick + Stone, M/L	\$21,000.00	deferred maintenance
Fill in (1) Back Door	\$800.00	Marty Lavry & Sons Masonry
Gutters	\$2,276.00	based on oversized at 216, 6" commercial on other areas
Drop Ceiling	\$7,000.00	aluminum grids, white vinyl drywall tiles, from Dave's Acoustical
Roofing Bid	\$105,617.00	Jose Olarte Roofing
Painting	\$13,500.00	front decorative/top/sand blast
Landscaping	\$1,500.00	rock wall per oak village, Tim
Landscaping	\$13,029.00	Oak Village + top soil needed
Employee Area	\$10,000.00	pergola, etc. per plan
Steel Door Replacements	\$10,000.00	three steel door/frames replaced, brick-in one

Total **\$237,028.00**

General Remodel Items		
Item	Estimate	Description
Building Permit	\$2,000.00	City of Milton
Steel I-Beam	\$5,000.00	Allowance for unknown conditions behind the granite face
Architectural Façade	\$20,000.00	façade over main entrance at front and front door
Mullions	\$3,092.00	bronze/aluminum mullion bars for front/street facing windows
Metal Cladding	\$8,000.00	metal cladding for front elevation (top of windows, mullions, and roof over front)
Materials for Framing/Roofs/Etc.	\$28,000.00	rough framing materials, roof, raised front elevation, etc.
EIFS	\$4,000.00	panels under windows
EIFS	\$10,000.00	front of 216 space
EIFS	\$16,500.00	front and back of upper drivethrough
Brick + Stone M/L	\$55,500.00	Marty Lavry & Sons Masonry
Demo Labor	\$14,695.00	per plan
Rough Framing	\$34,640.00	general labor
Insulation	\$8,000.00	foam and fiberglass, misc. at front façade
Plaster/Drywall	\$4,500.00	new and repairs for front wall of bank, including 216
Flooring	\$0.00	Not figured, but might be needed for foyer
Lull/Equipment Rental	\$3,000.00	lull or other equipment
Trim List Labor	\$15,000.00	All interior finishes
Painting	\$6,000.00	Walls and Ceilings Interior
Dumpster	\$3,500.00	
Porta-Potty	\$400.00	
Light Fixtures	\$5,000.00	front entrance lighting, exit lighting, etc. (drive through in elec. Bid)
Security System	\$3,746.00	per Brendon
Fence Rental	\$1,200.00	safety fence from National Fence Rental
General Clean-Up	\$1,200.00	
Final Cleaning	\$0.00	by FCB
Temporary Plastic Walls	\$1,200.00	
Plans and Copies	\$0.00	by FCB
Temporary Entrance	\$1,000.00	safe tunnel to front entrance during exterior masonry work
Signage/Aluminum Letters	\$15,000.00	Based on 18" aluminum letters, backlit, per quote from Signarama in Janesville
Misc.	\$5,000.00	

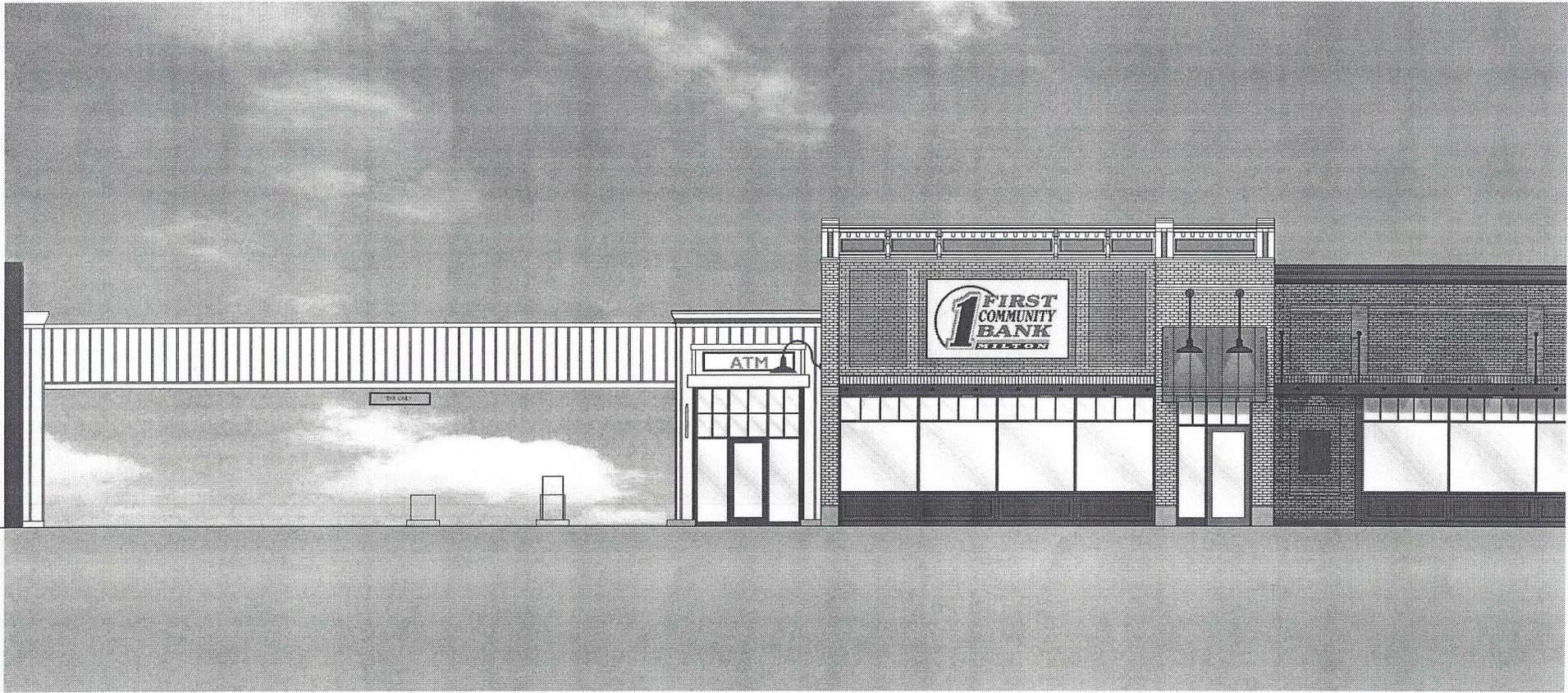
Total **\$275,173.00**

Deferred Maintenance \$237,028.00
 General Remodel Work \$275,173.00

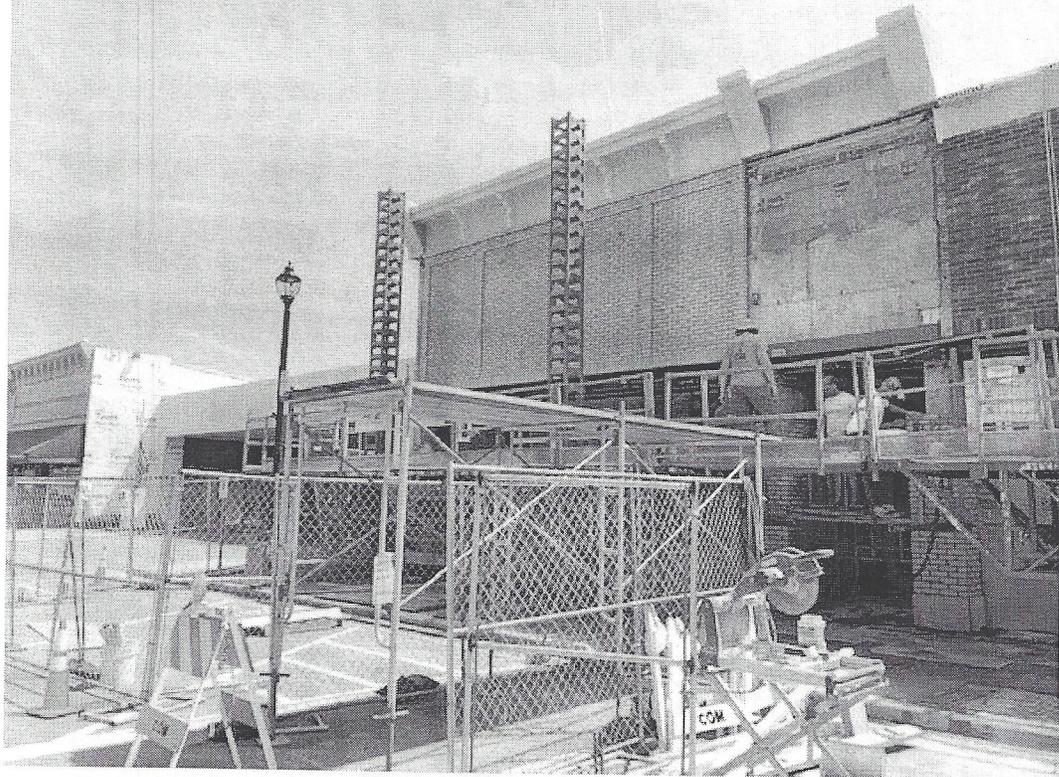
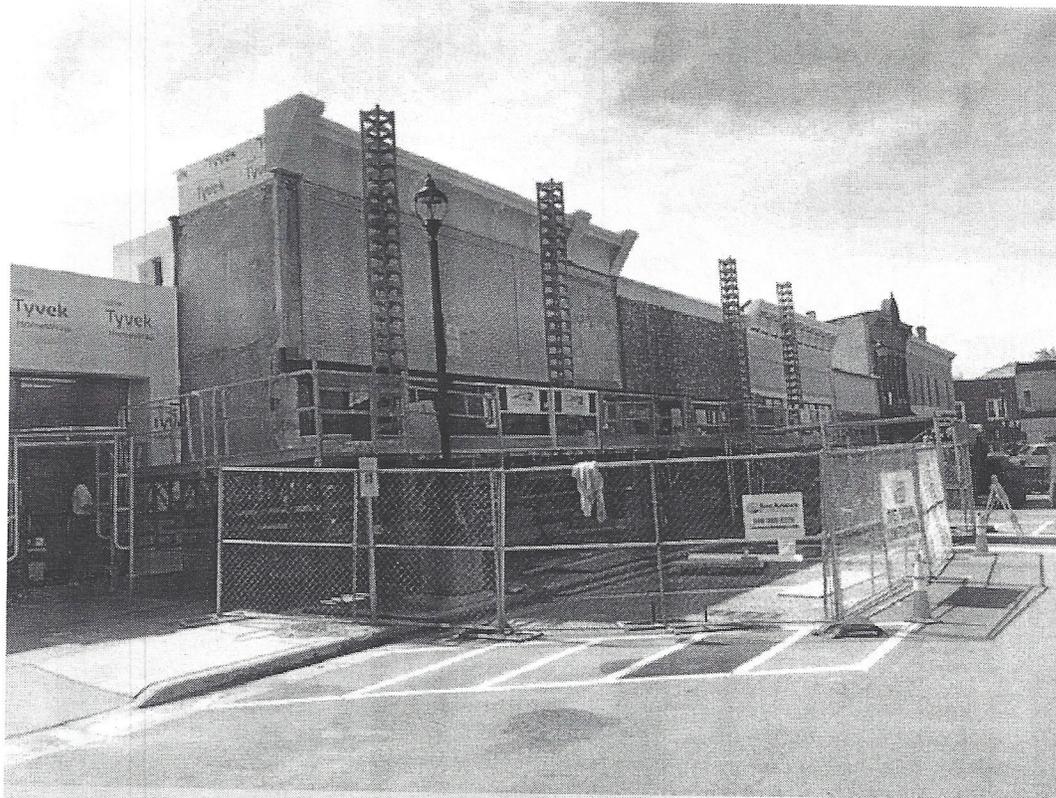
Total \$512,201.00

G.C. Fee \$102,440.20

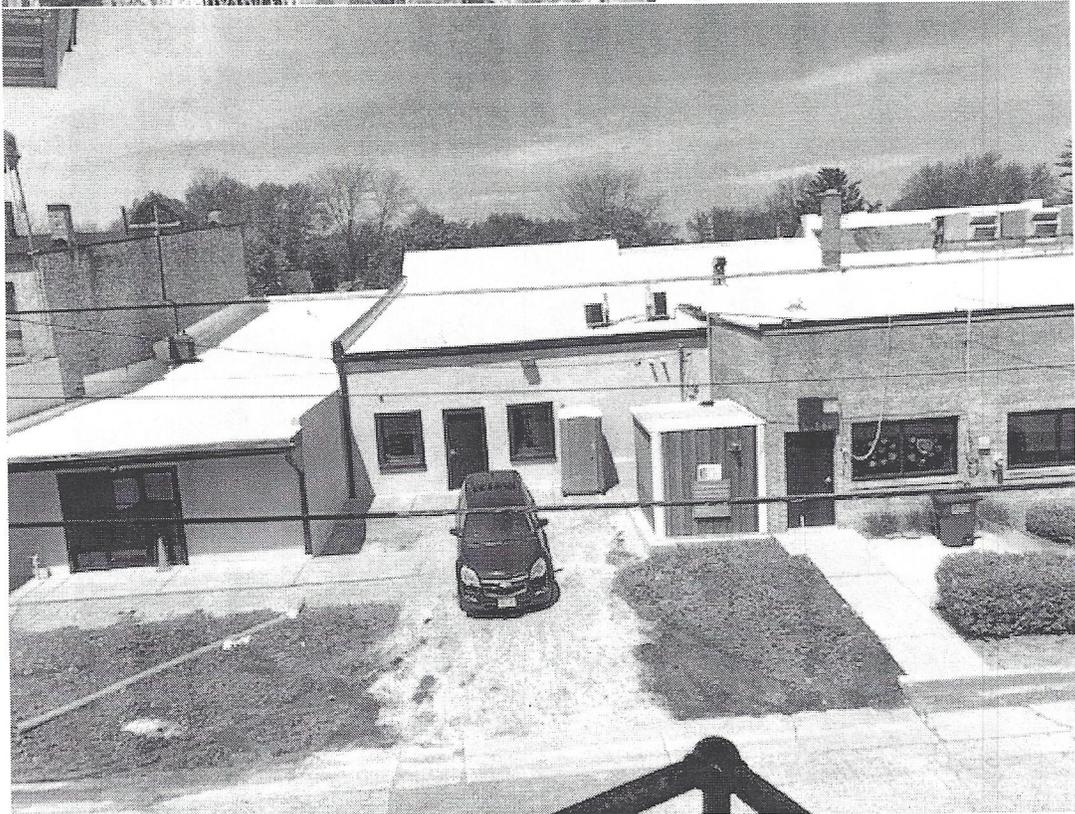
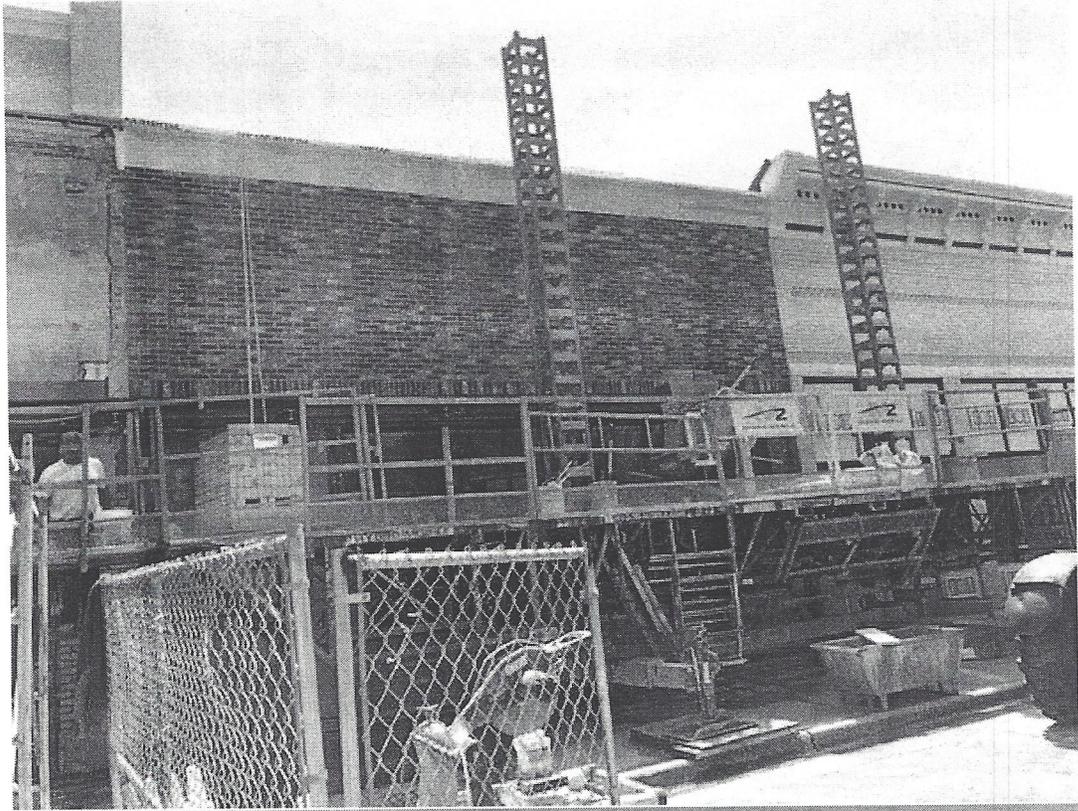
Total Projected Cost **\$614,641.20**



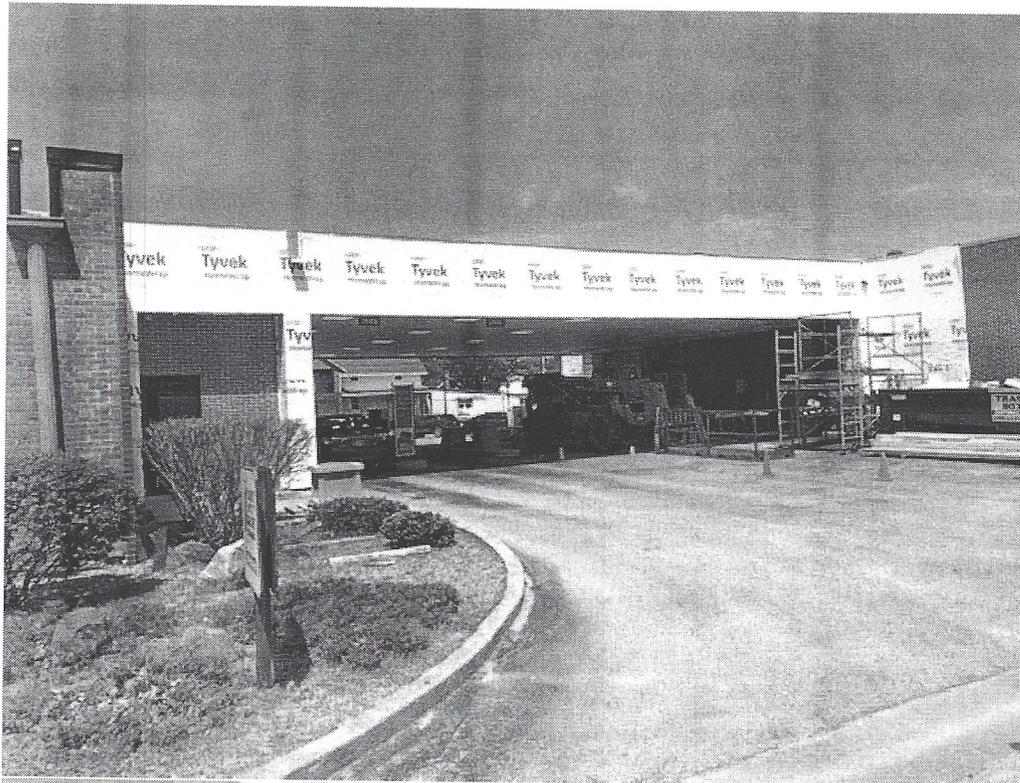
May 2020 Exterior Remodel Update



May 2020 Exterior Remodel Update



May 2020 Exterior Remodel Update



CITY OF  MILTON

a community since 1838

MUNICIPAL COURT

Date: June 25, 2020
From: Judge Kristin Koeffler
Re: Request for Approval by the Milton City Council of Recommended Forfeiture.

Per Wisconsin State Statute 800.03(3) 'The amount of the deposit shall be set by the municipal judge, but shall not be effective until approved by the governing body of the municipality.'

A recommendation for the municipal ordinance 18-45, Domestic Animal Prohibited in the Cemetery;

<u>1st OFFENSE:</u>	<u>2nd OFFENSE:</u>	<u>3rd OFFENSE</u>
\$ 30.00 Forfeiture	\$ 130.00 Forfeiture	\$ 200.00 Forfeiture
\$ 38.00 Court Costs	\$ 38.00 Court Costs	\$ 38.00 Court Costs
\$ 13.00 Crime Fee	\$ 13.00 Crime Fee	\$ 13.00 Crime Fee
\$ 10.00 Jail	\$ 10.00 Jail	\$ 10.00 Jail
<u>\$ 7.80 Penalty</u>	<u>\$ 33.80 Penalty</u>	<u>\$ 52.00 Penalty</u>
\$ 98.80 Total Fine Amount	\$ 224.80 Total Fine Amount	\$ 313.00 Total Fine Amount

(will all other penalties as provided by the adopting city ordinance at the discretion of the Municipal Judge such as driver's license suspension, referral to treatment programs, tax interception, etc.)



Kristin Koeffler
Municipal Judge, City of Milton

690 S. Janesville Street, Milton, WI 53563