CITY OF MILTON

a community since 1838

AGENDA
City of Milton
Virtual Common Council Meeting
Tuesday, July 21, 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/82953092468?pwd=K2syb2ZGNUhaeHJodmllK1RTMStUdz09

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 829 5309 2468 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. **Approval of the Consent Agenda**
   a. **Approval of Common Council Meeting Minutes - July 7, 2020**

      Documents:

      Common Council Minutes 07-07-2020.pdf

   b. **Discussion and Action Regarding a 2-Lot Extraterritorial Certified Survey Map Along North Bowers Lake Road**

      Documents:

      Memo - Bowers Lake Road CSM.pdf
      CSM - Bowers Lake Road.pdf
6. **Public Hearing, Discussion and Possible Action on Final Resolutions #2020-20 Regarding Assessments for the Sanitary Sewer Main Installation along North Janesville Street**

   Documents:

Memo - Resolution 2020-20 Sewer Main Assessment N Janesville St.pdf
Resolution 2020-20 Final Resolution North Janeville Street Sanitary Sewer Extension.pdf
Resolution 2020-20 Installment notice for North Janesville Street.pdf
2020 Sewer Main Installation Project Directors Report N Janesville St.pdf
2020 Sanitary Sewer Main Improvements Notice of Public Hearing For Assessment Final North Janesville.pdf
Notice of Public Hearing - N. Janesville Street Sewer Main.pdf

7. **Public Hearing, Discussion and Possible Action on Final Resolutions #2020-21 Regarding Assessments for the Lift Station and Sanitary Sewer Main Installation along Parkview Drive.**

   Documents:

   Memo - Resolution 2020-21 Lift Station Assessment Parkview Drive.pdf
   Resolution 2020-21 Final Resolution Parkview Drive Lift Station and Main Installations.pdf
   2020 Sanitary Sewer Lift Station 12 Improvements Notice of Public Hearing For Assessment Final.pdf
   2020 Sewer Lift Station 12 Installation Project Directors Report.pdf
   Notice of Public Hearing - Lift Station .pdf

8. **Discussion and Possible Action Regarding Ordinance #476 Permitting and Keeping Chickens in Residentially-Zoned Districts**

   Documents:

   Memo - Chicken Ordinance.pdf
   Ordinance 20-476 RE Amending Sec. 6-2, creating 6-96 and creating Article VII of Ch. 6 - Raising Chickens.pdf

9. **Discussion and Possible Action Regarding Ordinance #477 Permitting and Keeping of Bees in Residentially-Zoned Districts**

   Documents:

   Memo - Bee Ordinance.pdf
   Ordinance 20-477 RE Creating Article III of Chap. 6 - Safekeeping of Bees.pdf

10. **Discussion and Possible Action on Resolution 2020-22 Establishing a Permit Fee for the Keeping of Chickens and/or Bees in the City of Milton**

    Documents:

    Resolution 2020-22 Permit Fee for Chicken and Bee Keeping.pdf
    Residential Permit Chickens and Bees 2020.pdf

11. **Discussion and Possible Action on Hay Adams LLC's application for a Class "B" Retail License - Fermented Malt Beverage and a "Class B" Retail License - Intoxicating Liquor**

    Documents:

    CC Hay Adams LLC License Application.pdf

12. **Discussion and Possible Action Regarding Revisions to Semi Parking Ordinance**

2020-478

Documents:

Memo - Semi Parking Ordinance Revisions.pdf
Ordinance 20-478 RE Truck and Semitrailers Parking - Amending Sec. 70-154 and 70-183.pdf

13. **Discussion, Direction, and Possible Action Regarding the Creation of a Vacant Property Ordinance**

Documents:

Memo - Vacant Building Ordinance.pdf
Vacant Property Ordinance - Examples.pdf
City of Janesville - Vacant Property Ordinance.pdf

14. **Discussion and possible action on the 2020-2024 Strategic Plan**

Documents:

Project Charter - Strategic Plan 2020-2024.pdf

a. **Overview of Strategic Planning and the Development Process**

b. **Discussion and possible action on Mission, Vision, and Values**

15. **General Items**

a. **Committee Reports**

b. **Staff Reports**

c. **Team Building Exercise.**

16. **Next Meeting ~ August 4, 2020**

17. **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 17, 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
Common Council
July 7, 2020

Call to Order and Confirmation of Appropriate Meeting Notice.
Mayor Welch called the July 7, 2020 meeting of the Common Council to order at 6 p.m. Administrative Services Director Inga Cushman confirmed appropriate meeting notice.

Present: Mayor Anissa Welch, Ald. Ryan Holbrook (left at approximately 7:15 p.m.), Ald. Lynda Clark, Ald. Devin Elliott, Ald. Theresa Rusch, Ald. Bill Wilson, and Ald. Larry Laehn

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. 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.

Presentation of the City's 2019 Audited Financial Statements
Monica Hauser was in attendance to provide a presentation on the 2019 Audited Financial Statements.

Approval of the Consent Agenda

a. **Approval of Common Council Meeting Minutes - June 16, 2020**
b. **Approval of Common Council Meeting Minutes - June 23, 2020**
c. **Review of Municipal Court Report - June 2020**
d. **Discussion and Possible Action Regarding a 2-Lot Certified Survey Map Along Gateway Drive**

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

Public Hearing, Discussion, and Possible Action Regarding Ordinance #476 Permitting and Keeping Chickens in Residentially-Zoned Districts
Mayor Welch opened the public hearing at 6:22 p.m.

Joan Thompson, 8710 N. Newville Road – Spoke in support of the ordinance and had questions on the permit process, setbacks for the chicken coop, and cost of a building permit for the chicken coop.

Stew Ellefson, 113 N. John Paul Road – Spoke in support of the ordinance and asked about the building permit process for the chicken coop.

Karl Thompson, 633 Parkview Drive – Spoke in support of the ordinance, and stated he would be interested in the ordinance allowing for more than four chickens.

Molly Thompson, 633 Parkview Drive – Spoke in support of the ordinance and had questions about the building permit fee and was in favor of a one-time permit fee to keep chickens. Asked for clarification on what is considered a residential structure in terms of placement of the chicken coop.

Bob Seales, 625 St. Johns Avenue – Spoke against the ordinance and stated some aspects need to be reviewed again. He is concerned about the smell that could be created by keeping chickens in the City.

Laura McDermott, 352 Elm Street – Spoke in support of the ordinance.

Mayor Welch closed the public hearing at 6:32 p.m.

Administrator Hulick and Director Robinson responded to questions raised during the public hearing.

The Common Council discussed the ordinance and other communications they received from community members.

Ald. Laehn motioned to approve the first reading and make the addition of "habitable" when referring to residential building for placement of the chicken coop, waive the second and third reading, and adopt. The motioned failed for lack of a second.

Ald. Wilson motioned to approve the first reading and ask staff to return with any proposed amendments based on the conversation at the Common Council meeting. Ald. Elliott seconded, and Mayor Welch asked for a roll call vote.

- Ald. Rusch – No
- Ald. Bill – Yes
- Ald. Holbrook – Yes
- Ald. Elliott – Yes
- Ald. Laehn – No
- Ald. Clark – No

The roll call vote ended in a tie, and Mayor Welch broke the tie with a Yes vote. The motion carried 4-3.

The Common Council reviewed the points of discussion about the ordinance and the following list of revisions was created:

- Add "habitable" when referring to residential structures for placement of the chicken coop
- Clarify "building permit"

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

Mayor Welch opened the public hearing at 7:06 p.m.

Karl Thompson, 633 Parkview Drive – Spoke in favor of the ordinance and asked about size limits for the hives and clarification on verification of bee keeper training.

Molly Thompson, 633 Parkview Drive – Spoke in favor of the ordinance and provided additional information about honey bees.

Stew Ellefson, 113 N. John Paul Road – Spoke in favor of the ordinance.

Linda Ellefson, 113 N. John Paul Road – Spoke in favor of the ordinance.

Tony Hickey, 5409 N. Cypress Drive – Spoke in favor of the ordinance and provided additional information on hive structure.

Laura McDermott, 352 Elm Street – Spoke in favor of the ordinance and asked about placing the hives (or chicken coop from the previous public hearing) on a lot line so two neighbors could share in the responsibilities.

Bob Seales, 625 St. Johns Avenue – Spoke against the ordinance and cited safety concerns.

Ald. Holbrook left at approximately 7:10 p.m.

Mayor Welch closed the public hearing at 7:15 p.m.

The Common Council discussed the ordinance.

- Clearer language on bee keeper training required
- Hives / stacks?
- Setbacks – adjustable by written agreement

Ald. Clark motioned to approve the first reading of Ordinance #477 and request staff to make the following revisions:

- Change references to hives to "hives/stacks"
- Change Sec. 6-233(e) to add language "or other setback by written agreement of adjoining property owners"
- Change Sec. 6-233(k) replace "verification" with "certification"

Ald. Laehn seconded, and Mayor Welch asked for a roll call vote.

Ald. Rusch – Yes
Ald. Wilson – Yes
Ald. Elliott – Yes
Ald. Laehn – Yes
Ald. Clark – Yes

The motion carried with a 5-0 vote.

Discussion and Possible Action Regarding Ordinance #474 Amending Section 78-1233 of the Code of Ordinances Concerning Mini Warehouse Off-Street Parking Requirements
Ald. Elliott motioned to approve the second reading of Ordinance #474, waive the third reading, and adopt. Ald. Wilson seconded, and the motion carried.

Discussion and Possible Action Regarding Conditional Use Permit Approval for Mini Warehouse on Arthur Drive.
Ald. Clark motioned to approve the Conditional Use Permit for B&J Storage for their mini warehouse project along Arthur Drive. Ald. Rusch seconded, and the motion carried.

Discussion and Possible Action Regarding a TIF Development Agreement with Capital Asset Investments, LLC
Ald. Clark motioned to approve the TIF Development Agreement with Capital Asset Investments, LLC. Ald. Laehn seconded, and the motion carried.

Discussion and Possible Action Regarding the Acceptance of a Donation of the Veterans Park Pavilion and Parking Lot
Ald. Clark motioned to accept the donation of the Veterans Park Pavilion contingent upon the receipt of warranties for work performed and the architect's certification. Ald. Wilson seconded, and the motion carried.

Discussion and Possible Action Regarding Resolution 2020-19 Establishing a Rental Fee and Security Deposit for the Veterans Park Pavilion.
Ald. Wilson motioned to approve Resolution 2020-19 establishing the rental fee schedule and security deposit for the Veterans Park Pavilion as follows:

- Milton Residents – $100
- Milton Residents (Veterans) – $80
- Non-Milton Residents – $200
- Non-Milton Residents (Veterans) – $160
- Security Deposit – $125

Ald. Clark seconded, and the motion carried.

Staff will discuss allocating a portion of the rental fee to a maintenance fund for the pavilion.

Discussion, Direction, and Possible Action Regarding Park Rental Guidance

Ald. Clark motioned to direct staff to follow the Rock County Sports and Extra Curricular Activity Guidance when renting park facilities for exclusive use for said purposes. Ald. Wilson seconded, and discussion followed. The motion carried.

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

Ald. Clark motioned to approve the Commercial Façade Grant Application for First Community Bank of Milton located at 202-216 Merchant Row. Ald. Elliott seconded, and the motion carried.

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

Ald. Clark motioned to approve the Municipal Court Forfeiture Request for Municipal Ordinance 18-45. Ald. Rusch seconded, and the motion carried.

General Items

a. **Committee Reports**

No committee reports

b. **Staff Reports**

Director Cushman provided an update on the Mammoth Hike 40 Challenge the Ice Age Trail Alliance will be promoting in October 2020.

Director Kunkel reported on the reopening of the library on July 6, 2020.

Director Robinson stated the contractor is paving Elizabeth Street next week and Gailen Drive. The occupancy permit was issued for homes in Red Hawk Farms. Brush collection is taking place July 5-12. A new employee started in the Public Works Department as the Assistant Waterworks Operator, Noah Mielke.

Engineer Langer stated he is working on the annual pavement maintenance program and the Capital Improvement Plan.

Director Nelson thanked the staff for their help in completing the audit.

Administrator Hulick discussed the start of the strategic planning process.

Mayor Welch discussed the Community Conversation Circle taking place on July 8, 2020.

c. **Team Building Exercise.**

Mayor Welch led the Council in a team building exercise.

Next Meeting ~ July 21, 2020

The next meeting of the Common Council will take place on July 21, 2020 at 6 p.m.

Motion to Adjourn

Ald. Laehn motioned to adjourn the July 7, 2020 meeting of the Common Council at 8:34 p.m. Ald. Clark seconded, and the motion carried.

Respectfully Submitted,

Inga Cushman
Administrative Services Director

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 21, 2020
Subject: Discussion and Action Regarding a 2-Lot Extraterritorial Certified Survey Map Along North Bowers Lake Road

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Summary

The City has received a 2-Lot Certified Survey Map in the Town of Milton along North Bowers Lake Road. Because this land division falls within the City's extraterritorial plat review jurisdiction, City approval is required.

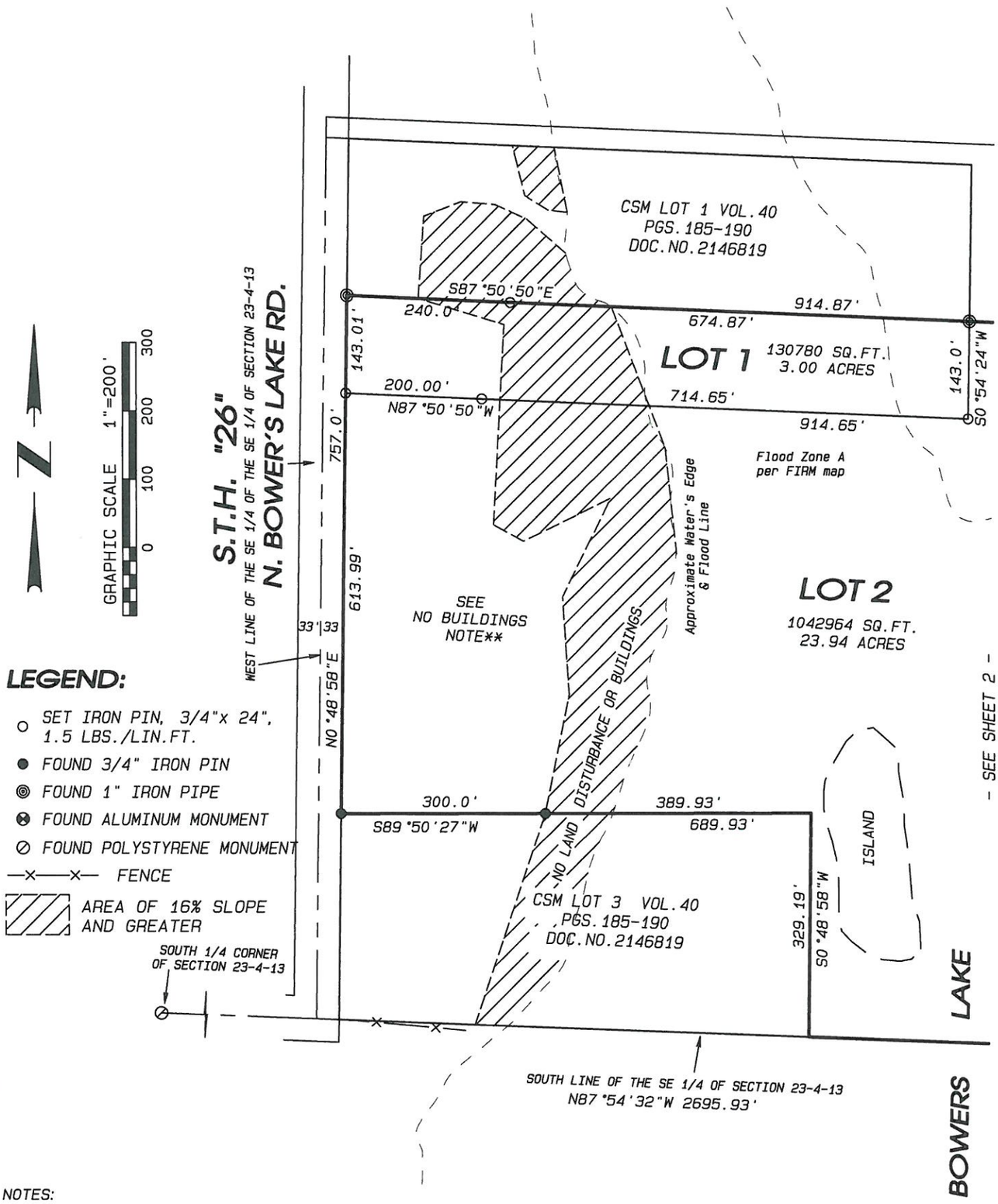
The Land Division is in accordance with the City's Comprehensive Plan for rural development.

Recommendation

The City Administration recommends approval of the proposed 2-Lot Certified Survey Map along North Bowers Lake Road in the Town of Milton.

CERTIFIED SURVEY MAP

LOT 2 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 40, PAGES 185 THRU 190 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO.2146819 AND LOCATED IN THE THE SE 1/4 OF THE SE 1/4 OF SECTION 23, T.4N., R13E. OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.



LEGEND:

- ○ SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- ● FOUND 3/4" IRON PIN
- ◎ FOUND 1" IRON PIPE
- ⊗ FOUND ALUMINUM MONUMENT
- ⊘ FOUND POLYSTYRENE MONUMENT
- —x—x— FENCE
- AREA OF 16% SLOPE AND GREATER

NOTES:

FIELDWORK COMPLETED JANUARY 10, 2020.

ASSUMED N87°54'32"W ALONG THE SOUTH LINE OF THE SE 1/4 OF SECTION 23-4-13.

LOCATION OF FLOOD LINE TAKEN FROM FIRM MAP, COMMUNITY PANEL #55105C0091E, DATED 9-16-2015.

Project No. 120-261 **For: KELLY** **SHEET 1 OF 5 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

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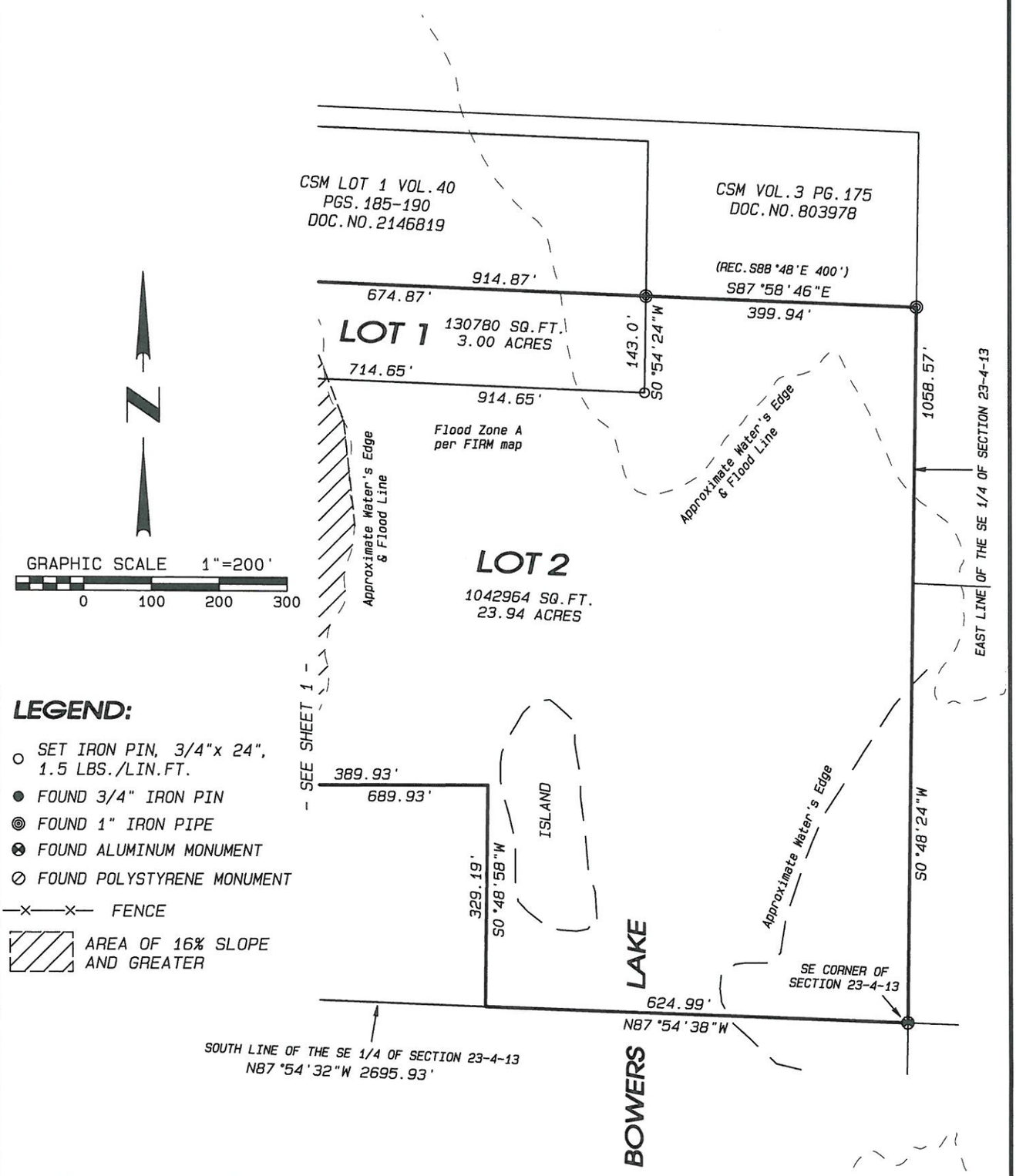

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- ⊗ FOUND ALUMINUM MONUMENT
- ⊘ FOUND POLYSTYRENE MONUMENT
- —×—×— FENCE
- AREA OF 16% SLOPE AND GREATER

**NOTE: NO BUILDINGS WHICH PRODUCE WASTEWATER ARE ALLOWED UNTIL ACCEPTABLE MEANS OF WASTEWATER DISPOSAL IS APPROVED BY THE NECESSARY GOVERNMENTAL AGENCIES.

NOTE: SEE VOL.30 MISC., PAGE 593 FOR A BLANKET-TYPE ELECTRIC EASEMENT (2 POLES, WIRES, ANCHORS, ETC.)

NOTE: SEE VOL.45 MISC., PAGE 27 FOR BLANKET-TYPE GAS PIPELINE EASEMENT.

Project No. 120 - 261 **For: KELLY** **SHEET 2 OF 5 SHEETS**

Combs & ASSOCIATES
- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
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Office of the Director of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: July 21, 2020
Subject: Public Hearing, Discussion and Possible Action on Final Resolutions #2020-20 Regarding Assessments for the Sanitary Sewer Main Installation along North Janesville Street.

Discussion

The City was notified of the replacement requirement of a septic system located at 331 North Janesville Street. Therefore, the City of Milton has prepared Final Resolution #2020-20 which outlines the project costs and assessments associated with the sanitary sewer installation along North Janesville Street. Notification has been sent to each affected property owner informing them of their respective assessment and the public hearing scheduled for this evening.

Analysis

The installation of the sewer along North Janesville Street comprises 940 and would serve not only the property that has a failing septic, but would serve an additional 10 lots and make sewer available to undeveloped lands to the north if development occurs at some point in the future. Assessments levied would only become due from the affected property owners upon hook up. Hook up would only be required if a septic system fails or the property owner requests hook up.

Background

On May 5, 2020 the Common Council reviewed application for connection to City sanitary sewer service due to a failed septic system at 331 North Janesville Street. At that time a sanitary sewer extension was not planned, but would be required in order to serve this home and its required hook up. The Council directed staff to pursue project cost estimates for an extension to the affected property (340 feet) and an alternate to extend sanitary sewer beyond the affected property to the City limits (940 feet).

On May 19, 2020 the Common Council reviewed the two options and their respective cost options. Based on the cost estimates, the Common Council directed staff to bid both alternatives to see how the actual costs may vary from the estimated costs.

On June 16, 2020 the Common Council reviewed the bids that were received for the two alternatives. Five bids were received by qualified bidders, and the low bidder was selected. The Council had considerable conversation regarding the two approaches and ultimately directed staff to pursue the installation of the sanitary sewer main to the City limits and approve the bid for said project scope.

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Based on the Preliminary Resolution 2020-14, a public hearing was scheduled for July 21, 2020. Affected property owners were notified of the public hearing and corresponding assessment.

Pursuant to State Statutes 66.0701 and 66.0703 local municipalities have the ability to levy assessments upon property within the area of benefit. However, assessments would only become due from those properties at the time they hook up to the installed facilities.

Staff Recommendation

Approve Final Resolution 2020-20 authorizing special assessments against benefitted properties for the extension of sanitary sewer, laterals, main and appurtances along North Janesville Street.

PUBLIC WORKS RESOLUTION #2020-20

Final Resolution Authorizing Special Assessment against Benefitted Properties for the Extension of Sanitary Sewer, Laterals, Main and Appurtances

Whereas, the Common Council of the City of Milton, Wisconsin did adopt a Preliminary Resolution declaring its intent to exercise its police power under Sec. 66.0703, Wis. Stats., pertaining to the below described public improvement project and the directed that a public hearing be held in connection therewith; and

Whereas, such public hearing was held virtually after the filing of the report of the Director of Public Works and after due legal notice of such public hearing was given, all pursuant to Sec. 66.0703, Wis. Stats., on the 21st day of July, 2020 at or about 6:00 PM concerning the Preliminary Resolution and report of the Director of Public Works on the following described public improvement project:

SANITARY SEWER, LATERALS, MAIN AND APPURTANCES INSTALLATION

Property	Approximate Footage
N. Janesville Street	940 Feet

Property Address	**Parcel**	**Estimated Lineal ft. Sanitary Sewer**	**Total Estimated Assessment**
Lot on N Janesville St	V-23-1147.3	99	**$20,741.23**
340 N Janesville St.	V-23-1147.2	82	**$17,179.61**
Lot on N Janesville St	V-23-1147.1	134	**$28,073.99**
362 N Janesville St	V-23-1146	167	**$34,987.74**
382 N Janesville St	V-23-1145.1	234	**$49,024.73**
387 N Janesville St	V-23-1143.1	164	**$34,359.21**
371 N Janesville St	V-23-1143A	184	**$38,549.36**
Lot on N Janesville St	V-23-1143B	254	**$53,214.88**
331 N Janesville St	V-23-1139	179	**$37,501.82**
Lot on N Janesville St	V-23-1138	81	**$16,970.10**
Lot on N Janesville St	V-23-1138.1	77	**$16,132.07**
Right of Way Nelson Ave (City owned)	n/a	32	**$6,704.26**

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Milton as follows:

That the report of the Director of Public Works dated July 8th, 2020 pertaining to the above-described project is hereby adopted, approved, and incorporated herein. That payment of said improvement be made by assessing the cost to the abutting property owner. Those benefits shown on the report are true and correct, have been determined on a reasonable basis and are hereby confirmed.

The assessments as proposed in the report of the Director of Public Works as set forth above are adopted and approved as an exercise of the police power of the City.

Assessments may be paid in installments over 5 years with 5% interest. Assessments are deferred until the owner of a parcel connects to the city sanitary sewer system. Assessments deferred due to nonuse will be due at the time of hookup to the city sanitary sewer system; at which time; assessments may be paid in installments over 5 years with 5% interest. Assessments which are not deferred or paid in full would be subject to the following installment arrangement (by the current property owner):

- The balance of the first installment not paid by November 1, 2021 will be certified on the tax roll with administration fee of $25.00 plus interest.
- The balance of the second installment not paid by November 1, 2022 will be certified on the tax roll with administration fee of $25.00 plus interest.
- The balance of the third installment not paid by November 1, 2023 will be certified on the tax roll with administration fee of $25.00 plus interest.
- The balance of the fourth installment not paid by November 1, 2024 will be certified on the tax roll with administration fee of $25.00 plus interest.
- The balance of the fifth installment not paid by November 1, 2025 will be certified on the tax roll with administration fee of $25.00 plus interest.

The City Clerk is directed to mail a copy of this Resolution and a statement of the final assessment against the property to every property owner whose name appears on the assessment role whose post office address is known or can with reasonable diligence be ascertained. The City Clerk is further directed to publish this Resolution as a Class 1 notice in the Milton Courier.

Approved this 21st day of July, 2020.

_____
Anissa M. Welch, Mayor

Attest:

_____
Leanne Schroeder, City Clerk

INSTALLMENT ASSESSMENT NOTICE

Notice is hereby given that a contract has been approved for sanitary sewer, laterals, main, and appurtenances installation along North Janesville Street in Milton, WI and that the amount of the special assessment for the improvement has been determined as to each parcel of real estate affected and a statement of the assessment is on file with the City Clerk; it is proposed to collect the special assessment in five (5) installments, as provided for by section 66.0715 of the Wisconsin Statutes, with interest at five (5) percent per year beginning with the first full year after the year in which the special assessment becomes effective on each parcel; that all assessments will be collected in installments as provided above except assessments on property where the owner files with the City Clerk within 30 days from date of this notice a written notice that the owner elects to pay the special assessment on the owner's property, describing the property, to the City Treasurer on or before the following November 1, unless the election is revoked. If, after making the election, the property owner fails to make the payment to the City Treasurer, the City Clerk shall place the entire assessment on the following tax roll.

Dated this 21st day of July, 2020

_____

Leanne Schroeder, Clerk of City of Milton

July 8, 2020
Report of Director of Public Works
2020 Sewer Main Installation

In accordance with Preliminary Public Works Resolutions #2020-13 and #2020-14 adopted by the Milton Common Council on May 19th, 2020, I hereby submit my report on the assessments of benefits and damages for public improvements to be made as part of the Sanitary Sewer Installation as outlined in Schedule A of this report.

The report consists of the following schedules attached here to:

Schedule A – Preliminary Plan describing the scope of construction.
Schedule B – Estimated cost of the proposed improvements.
Schedule C – List of property owners affected and estimated assessments.
Schedule D – Map of area affected.
Schedule E – Assessment Ordinance

Respectfully Submitted
Howard Robinson
Director Public Works
City of Milton

Schedule A - Public Works Improvements Project Preliminary Plan
Sanitary Sewer Installation

This project will include the construction of new sanitary sewer main, and appurtenances connecting the existing sewer main on North Janesville Street and extending it to Bowers Lake Road.

Appurtenances include mains, manholes, laterals, connections and other items needed to install the sanitary main.

New sanitary main and appurtenances are eligible to be assessed at 100% of the cost. A list of addresses that may be assessed are included in Schedule C. The Common Council will determine the assessment at its July 21, 2020 meeting.

This work is to be accomplished by the City of Milton under the direction of the City of Milton with improvements to be installed in accordance with the City of Milton specifications and inspected by City of Milton personnel. The cost of the proposed improvements will be born by the City of Milton and affected property owners.

Accurate records of all costs will be maintained by the City of Milton. The amount of assessment for each parcel shall be computed and assessed when the project is complete.

Schedule B - Estimated Cost of Improvements – Sanitary Sewer Installation

Total Construction Project Cost – 944.5 Feet Installed	$333,439.00
Engineering	$20,000.00
Total Estimated Cost	$353,439.00
Assessable Portion of Total Cost to Property Owners	$353,439.00
1687 assessable lineal feet at $209.5074/ft	

Schedule C - Property Owners Affected and Estimated Assessments
2020 Sanitary Sewer Installation

2020 Assessments for Sanitary Sewer

Parcel Number	Tax ID Numbe	Owner1 First Nar	Owner1 Last Name	Owner2 First Nam	Owner2 Last Name	Location	Mailing Address	City	State	Zip	Estimate: Estimated Lineal Feet of Sanitary Sewer	Estimate: Total Cost at $209.5074 Per Foot	Estimate: Assessable Percentage Sanitary Sewer	Estimate: Estimated Assessment Sanitary Sewer
V-23-1147.3	257 12400303	Charles A	Nelson	Connie R	Nelson	Lot on N Janesville St	340 N Janesville St	Milton	WI	53563-1309	99	$ 20,741.23	100%	$ 20,741.23
V-23-1147.2	257 12400302	Charles A	Nelson	Connie R	Nelson	340 N Janesville St	340 N Janesville St	Milton	WI	53563-1309	82	$ 17,179.61	100%	$ 17,179.61
V-23-1147.1	257 12400301	Charles A	Nelson	Connie R	Nelson	Lot on N Janesville St	340 N Janesville St	Milton	WI	53563-1309	134	$ 28,073.99	100%	$ 28,073.99
V-23-1146	257 124002	Lucas J	Murphy	Katrina	Anderson	362 N Janesville St	362 N Janesville St	Milton	WI	53563-1309	167	$ 34,987.74	100%	$ 34,987.74
V-23-1145.1	257 12400101	Joshua F	Brunk	Heather L	Brunk	382 N Janesville St	382 N Janesville St	Milton	WI	53563-1309	234	$ 49,024.73	100%	$ 49,024.73
V-23-1143.1	257 123009	Michael M	Moore Sr	Donna B	Moore	387 N Janesville St	387 N Janesville St	Milton	WI	53563-1308	164	$ 34,359.21	100%	$ 34,359.21
V-23-1143A	257 1230081	Franklin J	Highland	Joanne	Highland	371 N Janesville St	371 N Janesville St	Milton	WI	53563-1308	184	$ 38,549.36	100%	$ 38,549.36
V-23-1143B	257 1230082	Patricia A	Murphy	Revocable	Trust	Lot on N Janesville St	927 Bowers Lake Rd	Milton	WI	53563-1902	254	$ 53,214.88	100%	$ 53,214.88
V-23-1139	257 123004	Kerry K	Rebiger	Sandra Ann	Nibeck	331 N Janesville St	331 N Janesville St	Milton	WI	53563-1902	179	$ 37,501.82	100%	$ 37,501.82
V-23-1138	257 123003	MFA Properties LLC				Lot on N Janesville St	8103 N Milton Rd	Milton	WI	53563-9710	81	$ 16,970.10	100%	$ 16,970.10
V-23-1138.1	257 12300301	MFA Properties LLC				Lot on N Janesville St	8103 N Milton Rd	Milton	WI	53563-9710	77	$ 16,132.07	100%	$ 16,132.07
		City				Right of Way Nelson/E	710 S Janesville St	Milton	WI	53563-1748	32	$ 6,704.26	100%	$ 6,704.26
Totals											**1687**	**$ 353,439.00**		**$ 353,439.00**

Schedule D - Location Map

Schedule E – Assessment Ordinance

Sec. 66-241. - Assessment schedule for public works improvements.

(a) *Enumeration.* All costs as referred to in this subsection (a) shall include engineering, inspection and clerical costs. The following schedule shall be used in assessing costs for all public works improvements within the city:

(6) Sanitary sewers: 100 percent of the cost for new, except that portion of the sewer within the street intersection, except the corner radius of street intersections which lie outside of the property boundaries and provided that the long side of corner lots shall be assessed only for that frontage in excess of 140 feet, with the cost of such 140 feet being distributed over the entire project. Sewer service laterals shall be extended to each lot prior to street construction with the cost thereof assessed, 100 percent. This policy shall also apply to sanitary sewers along frontage roads even though property may be served off of only one side.

CITY OF MILTON

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OFFICE OF THE DIRECTOR OF PUBLIC WORKS

Dear Property Owner:

A Public Hearing for assessments for construction of the 2020 Sanitary Sewer Main Improvements (N. Janesville Street) has been scheduled for July 21, 2020 at 6:00 p.m. See the attached notice for meeting information.

Sanitary Sewer Main installation and appurtenances are eligible to be assessed to property owners per City of Milton Code of Ordinances.

The estimated cost is included in this report. An attached list shows your address and estimated cost of improvements you may be assessed for.

The main is being installed to allow for future sanitary sewer connections to the City Sanitary Sewer System and provide a main to an existing property with a failed system.

The City Council will decide at the Public Hearing if the property owners will be assessed. A deferred assessment will be discussed. If you have questions about the assessment for this construction please contact the Public Works Department at (608) 868-6914, Monday – Thursday, 7:00 a.m. to 3:30 p.m. and 7:00 a.m. to 10:00 a.m. Friday or hrobinson@milton-wi.gov.

These assessments are estimated. Final cost and footage may vary when the project is complete.

Howard Robinson
Director of Public Works

Enclosures: Report, Schedules A-D, List of Properties, Map
HR/bkm

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OFFICE OF THE DIRECTOR OF PUBLIC WORKS

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS
FOR SANITARY SEWER, LATERALS, MAIN AND APPURTENANCES INSTALLATION
JULY 21, 2020
VIRTUAL PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Milton has declared its intention to exercise its power under s.66.0701 and s.66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described areas for benefits conferred upon such property by said improvements:

SANITARY SEWER, LATERALS, MAIN AND APPURTENANCES INSTALLATION

N. Janesville Street – 940 Feet

The Report of the Director of Public Works showing proposed plans and specifications, estimated costs of improvements, and proposed assessments are on file in the City Clerk's office at City Hall, 710 S. Janesville Street, and may be inspected there on any business day between the hours of 8:00 a.m. and 4:30 p.m. Monday – Thursday and 8:00 a.m. and 12:00 p.m. Friday.

You are further notified that the Common Council will hear all interested persons or their agents concerning matters contained in the Preliminary Resolution authorizing such assessment and the reports of the Director of Public Works on **Tuesday, July 21, 2020 at 6:00 p.m.** All objections will be considered at said hearing and thereafter the amount of the assessment and terms of payment will be finally determined.

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/82953092468?pwd=K2syb2ZGNUhaeHJodmllK1RTMStUdz09
or by calling 1-312-626-6799 and entering meeting ID: 829 5309 2468 and password: 259556

Individuals who are unable to attend the Public Hearing may submit comments to:

- MAIL: Milton City Hall, 710 South Janesville Street, Milton WI 53563
- E-MAIL: lschroeder@milton-wi.gov or hrobinson@milton-wi.gov
- PHONE: 868-6900
- FAX: 868-6927

Leanne Schroeder, City Clerk
Published in the Milton Courier: July 9, 2020

CITY OF MILTON

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NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS
FOR SANITARY SEWER, LATERALS, MAIN AND APPURTENANCES INSTALLATION
JULY 21, 2020
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Leanne Schroeder, City Clerk
Published in the Milton Courier: July 9, 2020

CITY OF MILTON

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Office of the Director of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: July 21, 2020
Subject: Public Hearing, Discussion and Possible Action on Final Resolutions #2020-21 Regarding Assessments for the Lift Station and Sanitary Sewer Main Installation along Parkview Drive.

Discussion

The City of Milton has long planned for the installation of a lift station and associated force main extension to serve developable lands along Parkview Drive. The City had waited to install such facilities until such time that development demands required it.

In 2019, the City of Milton entered into TIF Development Agreement with Red Hawk Apartments for the construction of a large scale apartment complex along Parkview Drive. In order to accommodate this development (and others) the City installed the requisite sanitary sewer lift station and associated force main. This installation and construction was completed in the spring of 2020.

Resolution 2020-21 outlines the project scope and associated assessments levied for the properties benefiting from this improvement. The resolution calls for assessments to become due for those properties that have an existing structure, when a site plan is or land division is approved, or when a TIF Development Agreement agreed upon.

Based on the Preliminary Resolution 2020-11, a public hearing was scheduled for July 21, 2020. Affected property owners were notified of the public hearing and corresponding assessment. Pursuant to State Statutes 66.0701 and 66.0703 local municipalities have the ability to levy assessments upon property within the area of benefit.

Staff Recommendation

Approve Final Resolution 2020-21 authorizing special assessments against benefitted properties for the installation of a sanitary sewer lift station, sewer main, sewer interceptor main and appurtances along Parkview Drive.

PUBLIC WORKS RESOLUTION #2020-21

Final Resolution Authorizing Special Assessment Against Benefitted Properties for the Installation of a Sanitary Sewer Lift Station, Sewer Main, Sewer Interceptor Main, and Appurtances

Whereas, the Common Council of the City of Milton, Wisconsin did adopt a Preliminary Resolution declaring its intent to exercise its police power under Sec. 66.0703, Wis. Stats., pertaining to the below described public improvement project and the directed that a public hearing be held in connection therewith; and

Whereas, such public hearing was held virtually after the filing of the report of the Director of Public Works and after due legal notice of such public hearing was given, all pursuant to Sec. 66.0703, Wis. Stats., on the 21st day of July, 2020 at or about 6:00 PM concerning the Preliminary Resolution and report of the Director of Public Works on the following described public improvement project:

SANITARY SEWER LIFT STATION, SEWER MAIN, SEWER INTERCEPTOR MAIN, AND APPURTENANCES INSTALLATION

Property	Service Area
Lift Station #12 Service Area	Lift Station Service Boundary. Starts at Lift Station #12 on Parkview Drive and Includes All Properties Within The Service Area.

Property Address	**Parcel**	**Estimated Acres served by lift station**	**Total Estimated Assessment**
Lot on Parkview	V-23-1462.12	12.61	**$98,422.06**
Lot on Parkview	V-23-1462.13	34.87	**$272,163.14**
1360 Parkview Dr	V-23-1462.2	5.07	**$39,571.76**
Crossridge Park (City of Milton)	V-23-1462.12	8.60	**$67,124.20**
Lot on EMH Townline	V-23-1462.10	88.15	**$688,017.80**

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Milton as follows:

That the report of the Director of Public Works dated July 8th, 2020 pertaining to the above-described project is hereby adopted, approved, and incorporated herein. That payment of said improvement be made by assessing the cost to the abutting property owner. Those benefits shown on the report are true and correct, have been determined on a reasonable basis and are hereby confirmed.

The assessments as proposed in the report of the Director of Public Works as set forth above are adopted and approved as an exercise of the police power of the City.

Assessments on a property without a principal structure and which is not subject to an existing TIF Development
Agreement on the date of resolution adoption, shall be deferred due to nonuse until the property owner has entered into a TIF Development Agreement with the city, or has a land division or site plan approved by the city. All other assessments shall be due November 1, 2020.

The City Clerk is directed to mail a copy of this Resolution and a statement of the final assessment against the property to every property owner whose name appears on the assessment role whose post office address is known or can with reasonable diligence be ascertained. The City Clerk is further directed to publish this Resolution as a Class 1 notice in the Milton Courier.

Approved this 21st day of July, 2020.

_____

Anissa M. Welch, Mayor

Attest:

_____

Leanne Schroeder, City Clerk

CITY OF MILTON

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OFFICE OF THE DIRECTOR OF PUBLIC WORKS

Dear Property Owner:

A Public Hearing for assessments for construction of Sanitary Sewer Lift Station #12 has been scheduled for July 21, 2020 at 6:00 p.m. See the attached notice for meeting information.

Sanitary Sewer Lift Station, appurtenances, main and other miscellaneous items of work are eligible to be assessed to property owners per City of Milton Code of Ordinances.

The cost is included in this report. An attached list shows your address and estimated cost of improvements you may be assessed for.

The lift station was installed to allow for future sanitary sewer connections to the City Sanitary Sewer System.

The City Council will decide at the Public Hearing if the property owners will be assessed. A deferred assessment will be discussed. Terms of payment are determined by the City Council and may be due/payable upon an approved developer's agreement, site plan approval, and/or completion of construction that is served by the lift station. If you have questions about the assessment for this construction please contact the Monday – Thursday, 7:00 a.m. to 3:30 p.m. and 7:00 a.m. to 10:00 a.m. Friday or hrobinson@milton-wi.gov.

These assessments are based on a per acre cost.

Howard Robinson
Director of Public Works

Enclosures: Notice of Public Hearing, Director's Report, Schedules A-E
HR/bkm

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OFFICE OF THE DIRECTOR OF PUBLIC WORKS

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS
FOR SANITARY SEWER LIFT STATION AND MAIN INSTALLATION
JULY 21, 2020
VIRTUAL PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Milton has declared its intention to exercise its power under s.66.0701 and s.66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described areas for benefits conferred upon such property by said improvements:

SANITARY SEWER LIFT STATION, SEWER MAIN, SEWER INTERCEPTOR MAIN, AND APPURTENANCES INSTALLATION

Lift Station #12 Service Area: Begins at Lift Station #12 on Parkview Drive and includes all properties within the area noted on the Lift Station Service Boundary Map, included in the Director of Public Works Report.

The Report of the Director of Public Works showing proposed plans and specifications, estimated costs of improvements, and proposed assessments are on file in the City Clerk's office at City Hall, 710 S. Janesville Street, and may be inspected there on any business day between the hours of 8:00 a.m. and 4:30 p.m. Monday – Thursday and 8:00 a.m. and 12:00 p.m. Friday.

You are further notified that the Common Council will hear all interested persons or their agents concerning matters contained in the Preliminary Resolution authorizing such assessment and the reports of the Director of Public Works on **Tuesday, July 21, 2020 at 6:00 p.m.** All objections will be considered at said hearing and thereafter the amount of the assessment and terms of payment will be finally determined.

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https://us02web.zoom.us/j/82953092468?pwd=K2syb2ZGNUhaeHJodmllK1RTMStUdz09
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Individuals who are unable to attend the Public Hearing may submit comments to:

- MAIL: Milton City Hall, 710 South Janesville Street, Milton WI 53563
- E-MAIL: lschroeder@milton-wi.gov or hrobinson@milton-wi.gov
- PHONE: 868-6900
- FAX: 868-6927

Leanne Schroeder, City Clerk
Published in the Milton Courier: July 9, 2020

July 8, 2020
Report of Director of Public Works
2020 Sanitary Sewer Lift Station Installation

In accordance with Preliminary Public Works Resolutions #2020-11 adopted by the Milton Common Council on May 5th, 2020, I hereby submit my report on the assessments of benefits and damages for public improvements to be made as part of the Lift Station installation project as outlined in Schedule A of this report.

The report consists of the following schedules attached here to:

Schedule A – Preliminary Plan describing the scope of construction.
Schedule B – Estimated cost of the proposed improvements.
Schedule C – List of property owners affected and estimated assessments.
Schedule D – Map of area affected.
Schedule E – Assessment Ordinance

Respectfully Submitted
Howard Robinson
Director Public Works
City of Milton

Schedule A - Public Works Improvements Lift Station #12 Installation

This project consists of installation of Lift Station #12, appurtenances, mains, and other miscellaneous items of work starting on Parkview Drive and connecting to the East Saint Mary Lift Station.

The work took place on Parkview Drive and continued along South Janesville Street to the existing East Saint Mary Street lift station at the intersection of East Saint Mary Street and South Janesville Street.

This work was accomplished by the City of Milton under the direction of the City of Milton with improvements were installed in accordance with the City of Milton specifications and inspected by City of Milton personnel. The cost of the proposed improvements were born by the City of Milton and affected property owners.

Accurate records of all costs were maintained by the City of Milton. The amount of assessment for each parcel shall be computed and shall be assessed.

Schedule B - Cost of Improvements – Sanitary Sewer Lift Station #12 Installation

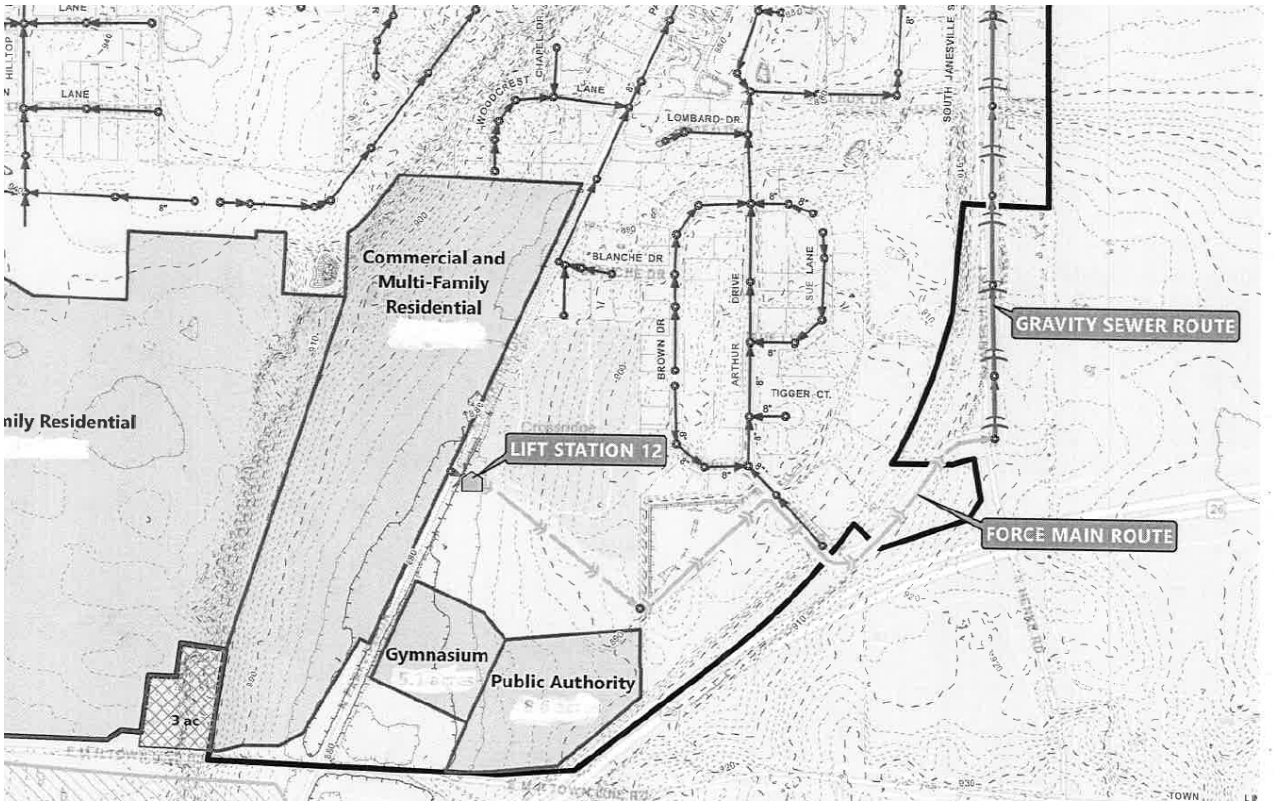
Total Entire Project Cost (Includes lift station, appurtenances, mains, engineering and other miscellaneous items of work)	$1,165,298.95
Assessable Portion of Total Cost to Property Owners	$1,165,298.95

Schedule C - Property Owners Affected and Estimated Assessments
2020 Sanitary Sewer Lift Station #12 Installation

2020 Assessments for Sanitary Sewer Lift Station #12

								Estimate			
Parcel Numb	Tax ID Number	Owner1 First Name	Location	Mailing Address	City	State	Zip	Estimated Acres Served by Lift Static	Total Cost at $7805.08 Per Acre	Assessable Percentag	Estimated Assessment Sanitary Sewer Lift Station
V-23-1462.12	257 1590010012	Capital Asset Investime	Lot on Parkview for Re	4945 Sumpter Dr	Milton	WI	53563-8482	12.61	$ 98,422.06	100%	$ 98,422.06
V-23--1462.13	257 1590010013	Capital Asset Investime	Lot on Parkview	4945 Sumpter Dr	Milton	WI	53563-8482	34.87	$ 272,163.14	100%	$ 272,163.14
V-23-1462.2	257 159001002	YMCA of Northern Roc	1360 Parkview Drive	221 Dodge st	Janesville	WI	53548-3885	5.07	$ 39,571.76	100%	$ 39,571.76
V-23-1462.12	257 159001001	City of Milton	Crossridge Park	710 S Janesville St	Milton	WI	53563-1748	8.6	$ 67,124.20	100%	$ 67,124.20
V-23-1462.10	257 1590010010	Pierce Farms Inc	Lot on EMH Townline	261 E Gailen La	Milton	WI	53563-9260	88.15	$ 688,017.80	100%	$ 688,017.80
Totals								**149.30**	**$ 1,165,298.95**		**$ 1,165,298.95**

Schedule D – Map of area affected.



Schedule E – Assessment Ordinance

Sec. 66-241. - Assessment schedule for public works improvements.

(a) *Enumeration.* All costs as referred to in this subsection (a) shall include engineering, inspection and clerical costs. The following schedule shall be used in assessing costs for all public works improvements within the city:

(6) Sanitary sewers: 100 percent of the cost for new, except that portion of the sewer within the street intersection, except the corner radius of street intersections which lie outside of the property boundaries and provided that the long side of corner lots shall be assessed only for that frontage in excess of 140 feet, with the cost of such 140 feet being distributed over the entire project. Sewer service laterals shall be extended to each lot prior to street construction with the cost thereof assessed, 100 percent. This policy shall also apply to sanitary sewers along frontage roads even though property may be served off of only one side.

(7) Sewer lift stations and intercepting sewers: All properties served by a sewer lift station or intercepting sewer shall be assessed in accordance with the policy adopted by the common council.

CITY OF MILTON

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NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS
FOR SANITARY SEWER LIFT STATION AND MAIN INSTALLATION
JULY 21, 2020
VIRTUAL PUBLIC HEARING

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SANITARY SEWER LIFT STATION, SEWER MAIN, SEWER INTERCEPTOR MAIN, AND APPURTENANCES INSTALLATION

Lift Station #12 Service Area: Begins at Lift Station #12 on Parkview Drive and includes all properties within the area noted on the Lift Station Service Boundary Map, included in the Director of Public Works Report.

The Report of the Director of Public Works showing proposed plans and specifications, estimated costs of improvements, and proposed assessments are on file in the City Clerk's office at City Hall, 710 S. Janesville Street, and may be inspected there on any business day between the hours of 8:00 a.m. and 4:30 p.m. Monday – Thursday and 8:00 a.m. and 12:00 p.m. Friday.

You are further notified that the Common Council will hear all interested persons or their agents concerning matters contained in the Preliminary Resolution authorizing such assessment and the reports of the Director of Public Works on **Tuesday, July 21, 2020 at 6:00 p.m.** All objections will be considered at said hearing and thereafter the amount of the assessment and terms of payment will be finally determined.

Please Note: This Public Hearing will be conducted virtually via Zoom. Members of the public may participate via the internet link
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- FAX: 868-6927

Leanne Schroeder, City Clerk
Published in the Milton Courier: July 9, 2020

CITY OF MILTON

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 21, 2020
Subject: Discussion and Possible Action Regarding Ordinance #476 Permitting and Keeping Chickens in Residentially-Zoned Districts

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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.

Background
On July 7, 2020, the Milton Common Council held a public hearing and approved the first reading of Ordinance #476. Additionally, the Common Council directed staff to make modifications to the Ordinance regarding language pertaining to permitting and habitable structures. Staff has also prepared a resolution which establishes a permit fee for the keeping of chickens, which will be addressed through separate action.

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.

Recommendation
The City Administration recommends the Common Council approve the second reading of Ordinance #476. The Council may also choose to waive the third reading and move to adopt.

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 plan 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 habitable 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, Clerk

1st Reading: 7/07/2020
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.

CITY OF MILTON

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 21, 2020
Subject: Discussion and Possible Action Regarding Ordinance #477 Permitting and Keeping of Bees in Residentially-Zoned Districts

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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.

Background

On July 7, 2020, the Milton Common Council held a public hearing and approved the first reading of Ordinance #477. Additionally, the Common Council directed staff to make modifications to the Ordinance regarding the certification requirement and hive/stack language. Staff has also prepared a resolution which establishes a permit fee for the keeping of bees, which will be addressed through separate action.

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/stacks. 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.

CITY OF MILTON

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Recommendation

The City Administration recommends the Common Council approve the second reading of Ordinance #477. The Common Council may also choose to waive the third reading and move to adopt.

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 which may be stacked 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 unless the owner of the adjoining parcel has provided written permission for closer placement.

(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 certification 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, Clerk

1st Reading: 7/07/2020
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.

RESOLUTION NO. 2020 - 22

ESTABLISHING PERMIT FEES FOR CHICKEN AN BEE KEEPING

WHEREAS, the Common Council of the City of Milton having approved Ordinance Number 2020-476 which includes enacting Article VII of Chapter 6 of the Code of Ordinances establishing requirements for the keeping of chickens; and

WHEREAS, recently enacted Section 6-206 of the Code of Ordinances provides that the permit fee for the keeping of chickens shall be as established by resolution of the common council; and

WHEREAS, the Common Council of the City of Milton having approved Ordinance Number 2020-477 which includes enacting Article VIII of Chapter 6 of the Code of Ordinances establishing requirements for the keeping of bees; and

WHEREAS, recently enacted Section 6-235 of the Code of Ordinances provides that the permit fee for the keeping of bees shall be as established by resolution of the common council.

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

Section I. The following permit fees are hereby established:

A. Keeping of chickens

Minimum building permit fee established pursuant to Section 10-84

B. Keeping of bees

Minimum building permit fee established pursuant to Section 10-84

Section II. The fees established by this resolution are effective upon the effective date of Ordinance Number 2020-476 and Ordinance Number 2020-477.

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

CITY OF MILTON

By:

_____
Anissa Welch, Mayor

Attest:

_____
Leanne Schroeder, City Clerk

CHICKEN/BEE PERMIT

APPLICATION AND RECORD

Effective JULY 17, 2020

Receipt #_____
Check #_____
Issued Date _____

Location:_____ **Occupancy**: _____ Private ____Public_____
(Lot # / House #) (Street) (Residential/Commercial, etc)

Owner: _____
(Name) (Address)

_____
(Phone) (email)

The undersigned hereby agrees that all work shall be done in accordance with this application, all ordinances of the City of Milton and all laws and orders of the State of Wisconsin. If applicable, plot plans and building plans and specifications of the above described work must accompany this application. I understand that no roosters are allowed, there is a maximum of 4 hens/pullets, and a maximum of 2 bee hives per lot.

Applicant: _____
(Signature) (Address) (Phone) (email)

Type of Zoning _____ **Number of Hens/Pullets** _____

Coop/Hive Set-Back: Front (Address Side) _____ Rear _____ Side _____ Side _____

Cubic Contents of Coop (L) _____ x (W) _____ = _____ sf x (H) _____ = _____ cf

Cubic Contents of Hive (L) _____ x (W) _____ = _____ sf x (H) _____ = _____ cf

Other _____

ITEM	FEE	TOTAL
Minimum Fee Chickens	**$55.00**	_____
Minimum Fee Bees	**$55.00**	_____
Total Fee		_____

_____
Building Inspector Signature, Date

Insert sketch of lot showing coop/hive placement here.

Date Neighbor Letters Sent _____
Setbacks Appropriate _____
Flyway/Coop Size Per Chicken Verified _____
Bee Keeping Education Verified _____
Residential Zoning Verified _____

Over

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Office of the City Clerk

To: Mayor Welch, City of Milton Common Council
From: Leanne Schroeder, City Clerk
Date: July 21, 2020
Subject: Discussion and Possible Action on Hay-Adams LLC's application for a Class "B" Retail License – Fermented Malt Beverage and a "Class B" Retail License – Intoxicating Liquor

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Summary

Jodie Hay and Susan Adams, of Hay-Adams LLC, have applied for a Class "B" Retail License – Fermented Malt Beverage and a "Class B" Retail License – Intoxicating Liquor for the premise of 229 N. Janesville Street (the former location of Bunkers Bar & Grill). On June 5, 2020, Doug and Kim Krause sold 229-233 N. Janesville Street to John J. Biwer. Larscheidt Kirchner, LLC ended their lease agreement on June 30 and Mr. Biwer signed a new lease with Hay-Adams LLC commencing July 1, 2020 and ending June 30, 2025. Hay-Adams, LLC provided a copy of the lease agreement which indicates the lease is made subject to Hay-Adams, LLC's ability to obtain all required permits and licenses to operate a tavern and restaurant on the premises. The city has obtained a copy of the lease agreement to confirm the premise for the license application.

Scott Kirchner, of Larscheidt Kirchner LLC, hired Jodie Hay and Susan Adams earlier this year to manage Bunkers Bar & Grill. Jodie and Susan took over most of the day to day operations of the bar and changed the name to Suzy Q's Sportz Bar & Grill. As new owners of the business, Jodie and Susan do not plan to make changes to the business or premise.

Staff has completed background checks on Susan Adams, as owner and agent, and Jodie Hay, owner. All background checks were satisfactory and approved by Chief Marquardt. Staff can confirm Hay-Adams LLC meets the qualifications for licenses and permits as contained in Wis. Stats. Sec. 125.04(5).

In accordance with Section 14-400 of the City of Milton Code of Ordinances, the Common Council will use the following standards (as applicable) for making a determination on this application:

Section 14-400 Standards for Issuance of Licenses and Permits.

- The qualifications for licenses and permits as contained in Wis. Stats. Sec. 125.04(5).
- History of convictions for alcohol-related offenses.
- History of convictions for controlled substance-related offenses.
- Experience of the applicant and proposed manager in operating licensed establishments.
- The design, type and size of the proposed licensed establishment.
- Proximity to other licensed establishments.
- Compatibility of proposed use with neighborhood.
- Compatibility of proposed use with other properties in the immediate area.

- Zoning and land use considerations including consistency with the comprehensive plan of the city.
- Demonstrable positive economic impact for the city.
- Adequacy of safeguards to prevent theft of alcoholic beverages.
- Adequacy of safeguards to prevent sales of alcoholic beverages to minors.
- The physical condition of proposed licensed premises.
- Adequacy of parking.
- Adequacy of exterior lighting to insure proper security.
- Limitation of licenses or permits imposed by statute.
- Other relevant factors.

In addition to the above factors, the Common Council will also apply Section 14-392(d) of the City of Milton Code of Ordinances when considering the applicant's responsible alcohol sales and service policy:

Section 14-392(d) Adoption of Policy. No license will be issued unless the applicant has adopted a policy relating to responsible alcohol sales and service that includes the following elements:

- Restricts employees from consuming alcohol while working.
- Requires at least one licensed operator on the premises whenever alcohol is sold or served.
- Requires that service be refused to any customer who cannot produce a valid ID.
- Requires checking the ID of everyone who attempts to purchase or sample alcohol who appears to be under 30 years of age.
- Requires that when a customer has been refused service by a server, the server must inform all other servers.
- Requires that servers be trained on the signs of intoxication and encourages termination of sales to anyone who exhibits those signs.
- Requires training employees to look for inappropriate behavior. Does not permit loud, unpleasant or obnoxious behavior or illicit drug sales.
- Encourages employees to maintain a close, cooperative and working relationship with police department.
- Requires training employees to properly read IDs.
- Requires signage stating that purchasing of alcoholic beverages by persons under age 21 is against state law.

Jodie and Susan were provided copies of the applicable ordinances and Jodie plans to attend the Common Council meeting to address any Council questions or concerns.

Staff has not received any comments or concerns regarding this license application. Notice of this application was published in the Milton Courier on July 9, 2020.

Recommendation

Staff does not offer a recommendation on this license application.

Milton Police Department

To: Milton Common Council
From: Scott Marquardt, Chief of Police
Date: July 15, 2020
Subject: Discussion and Possible Action Regarding Revisions to Semi Parking Ordinance 2020-478

Summary

Since the ordinance revisions made in October 2019, semi parking on Commerce Way has been occurring with few issues. In a recent review of the ordinances, police department staff noted some language that needs revision.

Our current ordinance language, revised in October 2019, states the following: 70-154(c) – "Parking of truck trailers and semitrailers is prohibited on streets and public spaces except as otherwise provided in Sec. 70-183(b)."

First, it was noticed that semi tractors are not included in the language. City staff suspects that the omission of tractors from the language was an oversight that occurred at some point during the multiple revisions of the language over three readings. The proposed revision reads as follows:

> 70-154(c) – "Parking of truck tractors, semitrailers and trucks 12,000 pounds or more gross weight is prohibited on streets and public spaces except as otherwise provided in Sec. 70-183(b).

A second issue we discovered is in the section allowing parking on Commerce Way. Our current language states the following: 70-183(b) - "This division shall not prohibit the parking of truck tractors on Commerce Way, provided that any truck tractor cannot be parked more than 48 hours in a 7 day period."

Due to a misunderstanding of the final version of the ordinance, the police department has permitted truck tractors with attached trailers to park on Commerce Way, even though the language does not include attached trailers. The practice of allowing tractor-trailer combinations to park on Commerce Way has caused no issues and the police department requests the ordinance language be revised:

> 70-183(b) – "This division shall not prohibit the parking of truck tractors, tractor semitrailer combinations or trucks 12,000 pounds or more gross weight on Commerce Way, provided that such parking shall be restricted to no more than 48 hours in a 7 day period."

Take note that stand alone semitrailers are not included in the language. Semitrailers are allowed only if attached to the truck tractor. We did not want Commerce Way to turn into a storage area for trailers. Finally, edits clarify that both ordinances expressly include all types of vehicles of similar weights over 12,000 pounds

Recommendation:

City Staff recommends passage of the proposed ordinance revisions.

690 S Janesville St, Milton, WI 53563
608-868-6910, fax: 608-868-6913
miltonpd@milton-wi.gov

ORDINANCE NUMBER 2020-478
AN ORDINANCE AMENDING SECTION 70-154 (c) AND SECTION 70-183 (b)
OF THE CODE OF ORDINANCES OF THE CITY OF MILTON

WHEREAS, in 2019 the common council having amended the Code of Ordinances to further regulate the parking of large trucks including truck tractors and tractor semitrailer combinations to address the safety concerns arising from the vision obstruction caused by the parking of such large vehicles on city streets and the damage caused to city streets not constructed for such heavy traffic; and

WHEREAS, the common council did provide an area within the city for the overnight parking of truck tractors only on a city street to address the needs of city residents who are employed to drive such vehicles; and

WHEREAS, after a year of administering the ordinances, the Police Department of the City of Milton having recommended further modifications to the ordinances to clarify the restrictions on the parking of large trucks on city streets including providing the ability to park not only truck tractors but also tractor semitrailer combinations in the area designated by the common council for overnight parking of truck tractors and to further clarify that such restrictions also apply to trucks such as dump trucks 12,000 pounds or more in gross weight.

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

Section I. Section 70-154 (c) of the Code of Ordinances of the City of Milton is amended to read as follows:

(c) No person shall use public parking places for storage purposes. As used in this section, the term “storage” means space for sale purposes, or for storage for hire of any kind or for any other purpose than that of ordinary use for travel. Storage and parking of nonmotorized items whether or not connected to a motor vehicle such as boats, campers, boat trailers, recreational trailers, work trailers and other similar nonvehicle items is prohibited on streets and in public spaces for more than 48 hours in a seven-day period. Parking of truck tractors, semitrailers and trucks 12,000 pounds or more gross weight is prohibited on streets and public spaces except as otherwise provided in Sec. 70-183(b). This section shall not apply to motor vehicles parked immediately adjacent to business places while merchandise is actually being loaded or unloaded. Emergency parking and storage must be approved by the police department.

Section II. Section 70-183 (b) of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

(b) This division shall not prohibit the parking of truck tractors, tractor semitrailer combinations or trucks 12,000 pounds or more gross weight on Commerce Way, provided that such parking shall be restricted to no more than 48 hours in a 7 day period.

Section III. 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, Clerk

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

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

Effect of Ordinance: Clarifies that truck tractors and all trucks 12,000 pounds or more gross weight are prohibited from long-term parking on city streets and public spaces. Also clarifies that tractor semitrailers and trucks 12,000 pounds or more gross weight may also park overnight on Commerce Way subject to the restrictions provided for such parking.

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 21, 2020
Subject: Discussion, Direction, and Possible Action Regarding the Creation of a Vacant Property Ordinance

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Summary

Members of the Common Council have been contacted regarding concerns related to the condition of a handful of vacant properties scattered throughout the community. Some neighbors have grown increasingly frustrated with the owners of these properties unwillingness or inability to maintain these properties.

As such, members of the Common Council have asked staff to place an item on the Council agenda to discuss the possibility of creating a vacant building ordinance. Therefore, staff is seeking direction from the Common Council as to the desire to advance, research, and/or create an ordinance that addresses these issues.

Analysis

Included with this memorandum are example ordinances from other municipalities including the City of Janesville. The purpose of these ordinances is to have a record of vacant buildings in the respective communities and a contact person who is responsible for the properties if issues occur with the site that need to be addressed. Unfortunately, these ordinances typically do not give any greater authority to the municipalities to remedy potential property maintenance concerns. They are merely a mechanism to ensure contact can be made in the event issues arise. They also potentially serve as a financial "motivation" for owners lease, sell, or occupy these buildings.

The City Administration is not opposed to the creation of a vacant building ordinance if directed by the Common Council but does have concerns about the availability of resources necessary to effectively monitor and manage this initiative. Additionally, the ability to gain compliance once enacted would still be limited by the procedural, ordinance, and statutory requirements of abatement.

Recommendation

To provide staff with direction to further research, evaluate, or prepare a vacant building ordinance for the City of Milton. Additionally, whether said ordinance should include all vacant buildings, or be restricted to certain uses and/or zoning classifications.

Vacant Property Ordinances

Requirement of owners of vacant properties to pay to register them.
https://triblive.com/local/westmoreland/greensburg-to-establish-vacant-property-registry-fines-for-absentee-owners/

Property Registration **Ordinances** (PROs) or Vacant Property Registraion Ordinances (VPROs) to deal with defaulted, foreclosed, **abandoned** and vacated **homes**.

https://community-wealth.org/sites/clone.community-wealth.org/files/downloads/paper-immergluck-et-al.pdf

http://go.prochamps.com/articles/vacant-property-registration-ordinances

Vacant Property Ordinances - CCIM Institute

Milwaukee's Vacant Building Code

On January 1, 2010, the City's Vacant Building Registration (VBR) ordinance, Chapter 200-33-64 of the Milwaukee Code of Ordinances (MCO), took effect. The VBR ordinance requires owner(s) of residential and commercial property left vacant for 30 days or more to register the property with the Department of Neighborhood Services (DNS) and take steps toward assuring the property is secure, properly maintained and not creating a hazard for the surrounding community.

The **Vacant Building Registration Application (DNS-18A)** is the form to be filed 30 days after a building goes vacant, unless exempt as described in the Milwaukee Code of Ordinances (200-51.7) The cost to register is free and covers a 6 month period. If the building remains vacant, an inspection will be made and a fee will be charged. Each subsequent 6 month period of vacancy will trigger an inspection and fee. Owners are required to maintain the interior and exterior in a safe and sanitary manner.

- **Vacant Building Registration brochure DNS-29A**
- **Vacant Building Checklist**
- **Vacant Building Frequently Asked Questions** - Answers to the most commonly asked questions.
- **Vacant Building Ownership Registration Ordinance- 200-51.7** - Read the details of the ordinance in Chapter 200-51.7 Subchapter 8 of the City of Milwaukee Code of Ordinances.

https://city.milwaukee.gov/DNS/VBR#.Xu40xpNKgWM

Milwaukee

VACANT BUILDING REGISTRATION PROGRAM (DNS-29A) - For details on this code see Milwaukee Code of Ordinances 200-51.7. Non-exempt owners have 30 days from the date the building becomes vacant to file this form. The cost to register is FREE for the initial filing and the 6-month period. If after six months the building continues to remain vacant, a follow-up inspection will be made and if vacant, a fee will be charged. Each subsequent 6-month period of vacancy will trigger an inspection and fee. Owner is responsible for all exterior and interior as well as lot maintenence. Failure to properly maintain the vacant building could result in increased renewal fees.

Janesville Ordinance – Vacant Building Registration Program

Janesville Vacant Building Registration Program Ordinance.pdf

Janesville

REGISTRATION FORM FOR VACANT COMMERCIAL & RESIDENTIAL BUILDINGS

City of Janesville Municipal Code Section 8.62

Please complete this form with the requested information and deliver it to us via mail to along with a check in the amount of the applicable registration fee to: City Clerk Treasurer, 18 N. Jackson St. Rm 300 Janesville, WI 53548

1. Property Information		
Street Building address:		
City:	State:	ZIP Code:
Name for records:		
Tax Billing Name & Phone:		
1. Property Owner Information		
Name of Company/Legal Owner:		
Address/Mailing address:		
City:	State:	Zip Code:
Phone:	Email:	Fax:
1. Registered Representative/Agent		
Name of Registered Agent/Agent:		
Address/Mailing address:		
City:	State:	ZIP Code:
Phone:	Email:	Fax:
1. Property Maintenance Company		
Name of Maintenance Company:		
Address/Mailing address:		
City:	State:	ZIP Code:
Phone:	Email:	Fax:

Standard Registration Fee: $100 (Residential) ☐ $100 (Commercial) ☐
Checks payable to: City of Janesville

Please check one: Per registration: ☐ Annual registration: ☐

By signing and submitting this form, you are acknowledgement of paying the fee. The information contained is correct and agree to keep this registered property in compliance with City codes, specifically under Section 8.62 of the City of Janesville Vacant Building Registration Program. This fee does not cancel any violation(s) found on the registered property and is subject to criminal action, civil action, abatement, and/or administrative citation (fine), re-inspection fee among other legal remedy available to the City.

Print Name: _____

Signature: _____ Date: _____

Internal Use Only:

Date Received: _____ Paid: ☐ Yes ☐ No (Bill) Signature: _____

Email to: _____

Sec. 22-227. - Intent and purpose.

(a) The City Council finds that there are now, and may in the future be, vacant buildings that are inadequately maintained so as to create or contribute to blight, depress market values of surrounding properties, require additional governmental services, and endanger public health and safety.

(b) This article is enacted to facilitate the identification, registration, inspection, and standard maintenance of vacant buildings in order to:

(1) Preserve and promote public health, safety, prosperity, and general welfare;

(2) Abate and prevent public and private nuisances and potential fire hazards;

(3) Promote neighborhood stability and occupancy by preserving the condition and appearance of properties; and

(4) Maintain property values and assessments.

(c) The purpose of the article is to establish a vacant building registration program including measures reasonably necessary for regulating the maintenance of vacant residential and commercial properties by parties asserting a collateral or other legal or equitable interest in the property.

(Code 1976, § 8.62.010)

Sec. 22-228. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building/structure means a building that is less than or equal to 120 square feet, is incidental and subordinate to the principal building, serves the principal building exclusively, and is detached from but located on the same lot with such principal building.

Agent means a person, firm or other entity that is responsible to a bank, lender, other financial institution or individual, for securing, maintaining, foreclosing upon or selling any residential property as the result of loan default or mortgage foreclosure proceedings whether or not the proceedings are judicial or initiated as the result of a power of sale clause in the mortgage document. In this section, agency does not include a servicing company. Except, however, an attorney shall not be deemed to be an agent if that attorney is retained solely to represent a bank, lender or other financial institution in connection with a foreclosure proceeding in a court of competent jurisdiction.

Building means any structure used or built for the shelter or enclosure of persons, animals, chattels, or movable property of any kind; and when separated by a fire-wall, each portion of such building so separated shall be deemed a separate building.

Code of General Ordinances means the Code of General Ordinances for the City of Janesville, Wisconsin, which includes the Vacant Building Registration Program.

Code official means the Neighborhood and Community Services Director, or any duly authorized designee.

Department means the Department of Neighborhood and Community Services, or any duly authorized designee of the Director.

Financial institution means any individual, firm, corporation or entity other than a lender or duly constituted bank that asserts a collateral interest in residential real property as the result of an assignment, sale or transfer of a mortgage or similar instrument.

Foreclosure means the process by which a mortgage is enforced against a parcel of real property through sale or offering for sale to satisfy the debt of the mortgagee.

Good repair means free from blighting and hazardous conditions, clean and sanitary, and in a safe condition.

Lot means the open space on the premises and on adjoining property under the control of owners or operators of such premises.

Mortgage means a recorded lien or interest in real property to secure payment of a loan.

Occupied means when a business is open to the public, when a business or manufacturing activity is performed therein, when people reside therein, or when any personal property is moved therein. Any building or structure shall be deemed to be occupied if one or more persons actually conducts a lawful business or residents in all or any part of the building as the licensed business-occupant, or as the legal or equitable owner/occupant or tenant on a permanent, non-transient basis, or any combination of the same. For purposes of this article, evidence offered to prove that a building is so occupied may include, but shall not be limited to, the regular receipt of delivery of regular mail through the U.S. Postal Service; proof of continual telephone, electric gas, heating, water, and sewer.

Owner means any individual, limited liability company member, co-partnership, association, corporation, company, fiduciary, or any other person or legal entity having a legal or equitable title or interest in real property. The term "owner" includes a mortgagee which has obtained a judgment of foreclosure against a property.

Premises means a lot, plot or parcel of land, easement or public way, including any structures thereon.

Property means any unimproved or improved real property or portion thereof, situated in the City and includes the buildings or structures located on the property regardless of condition.

Residential means any property or portion thereof, situated in the City, designed or permitted to be used for dwelling purposes, and shall include all buildings and structures located on such property. This includes any real property being offered for sale, trade, transfer, or exchange as residential whether or not it is legally permitted and/or zoned for such use.

Responsible person means a natural person who is the owner, operator, or manager of any structure or premises and is responsible for the property's maintenance and management.

Secured means a building that has a permanent door or window in each appropriate building opening that is secured to prevent unauthorized entry and has all its door and window components intact and unbroken.

Servicing company means an individual, firm or entity that, as a regular part of its business, provides services to the owner or holder of one or more mortgage liens which services may include collection of payments, creation and administration of escrow and insurance accounts, assessment of late-payment charges, managing loss mitigation, and securing and managing foreclosed properties on behalf of the holder of a mortgage lien or the holder's attorney or agent.

Structure means anything constructed or erected, which requires location on the ground or attached to something having location on the ground.

Unsecured means any building that does not meet the definition of the term "secured."

Vacant means a building which lacks habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful business or construction operation or residential occupancy is at a level of at least 95 percent vacant.

Violation means a lawful order has been issued by the City or a department thereof and the conditions forming the basis for the order have not been fully abated.

Weeds means plants growing where they are not wanted. These typically are invasive species that may be difficult to control, or may be a health hazard to humans or stock animals or wildlife, or may be otherwise detrimental to an environment. They also include weeds enumerated in Section 22-204.

(Code 1976, § 8.62.020)

Sec. 22-229. - Applicability

(a) *General.* The provisions of this section shall apply to residential and commercial buildings vacant for 90 consecutive days. All buildings with a valid City of Janesville building or demolition permit shall be exempt from the provisions of this section.

(b) *Conflict.* In any case where a provision of this section is found to be in conflict with a provision of the Zoning Code or any other provisions of the Code of General Ordinances, the provision which established the higher standard for the protection of the public health, safety, and welfare shall prevail.

(c) *Application of other ordinances.* Nothing contained herein shall be deemed to authorize the use of a structure or premises contrary to any other provision of the Code of Ordinances. Repairs, additions or alterations to a structure shall be done in accordance with the procedures and provisions of state law and the Code of General Ordinances. Nothing in this section shall be construed to cancel, modify or set aside any provision of the Zoning Code or Building Code.

(d) *Existing remedies.* The provisions in this section shall not be construed to abolish or impair existing remedies of the City, or its officers or agencies, under state laws or this Code of Ordinances, including the Zoning Code, relating to the removal or demolition of any structure which is dangerous, unsafe and unsanitary, or the abatement of public nuisances.

(e) *Historic buildings.* The provisions of this section shall apply to structures designated by the federal government, state or City as historic buildings. Any work to said structure shall also comply with all applicable code requirements.

(Code 1976, § 8.62.030)

Sec. 22-230. - Enforcement, authority, inspection duties.

(a) The Neighborhood and Community Services Director, Housing Services Director or any of their designees shall have the authority to enforce the provisions of this section and to exercise the powers and duties specified in this section.

(b) Inspection of premises and the issuing of orders in connection therewith, under the provisions of this Code, shall be the responsibility of the Code Official or designee. Wherever, in the opinion of the Code Official, it is necessary or desirable to have inspections of any conditions by any other department, he or she shall arrange for this to be done in such manner that the owners or agents of the property shall not be subjected to visits by numerous inspectors nor to multiple or conflicting orders. No order for correction for any violation under the Housing Regulations shall be issued without the approval of the Code Official.

(c) When the Code Official or designee determines that there are reasonable grounds to believe that a violation of any provision of this article may exist or that conditions exist which adversely affect the health, safety, and welfare of the public, he or she may make or cause to be made inspections to determine the conditions of properties in order to safeguard the safety, health, and welfare of the public under the provisions of the Housing Regulations. The Code Official is authorized to enter any premises at any reasonable time for the purpose of performing his or her duties under the Housing Regulations. The owner or agent of every property shall give the Code Official free access to the premises at all reasonable times for the purpose of such inspection.

(d) Issuance of orders to correct. Upon inspection, an authorized official or his or her designee shall issue orders to repair for work needed.

(e) Re-inspections. Re-inspections may be conducted after the deadline for repair as stated in the order. Re-inspections are subject to applicable re-inspection fees.

(f) Notices and orders. An authorized official may issue notices and orders to owners or responsible persons to obtain compliance with this section.

(Code 1976, § 8.62.040)

Sec. 22-231. - Requirement of vacant building registration and fee schedule.

(a) The owner of vacant property whether vacant and secure, or vacant and unsecured, shall register with the City no later than the earliest of:

(1) Ninety days after the premises becomes vacant;

(2) Thirty days after transfer of ownership; or

(3) Thirty days after a bank, lender, or other financial institution shall, directly or through an agent or servicing company, initiate foreclosure proceedings by filing a summons and complaint in Rock County Circuit Court upon residential real property.

(b) The owner shall submit a registration fee pursuant to this section and register the property with the Neighborhood and Community Services Department on a form provided by the City that includes, but is not limited to:

(1) A statement of physical inspection of the premises, including one or more photographs of the property accurately portraying current condition of the exterior premises.

(2) The name and addresses of all known lien holders and or parties with a legal or equitable ownership interest such as bank, lender, or financial institution including address, phone number, and/or email address.

(3) The name of the agent designated to act on the behalf of the owner to accept legal processes and notices and to authorize repairs as required including address, phone number, and/or email address. The agent shall reside within a 60-mile radius of the property, and shall be 21 years of age or older.

(4) The date that foreclosure proceedings were commenced and the docket number of the foreclosure action, a description of the external condition of the property and accessory structures on the property, if any.

(c) The owner of the vacant premises shall be responsible for the payment of a nonrefundable registration fee, for a residential property, or for a commercial property. If a vacant premises is owned by the City or its instrumentalities, it shall not be subject to the requirements of this section. The nonrefundable registration fees for residential property or commercial property shall be in amounts as established by the City Council from time to time and set forth in the fee schedule that appears in this Code.

(d) Any new owner shall register or re-register the vacant premises with the City within 30 days of any transfer of an ownership interest in vacant premises. The new owner shall comply with any approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the City.

(e) Registration does not exonerate the owner from compliance with all applicable provisions of the City of Janesville's ordinances, including this article; nor does it preclude any of the actions the City is authorized to take pursuant to this article or otherwise under the City of Janesville's Ordinance or as otherwise permitted by law.

(f) The owner shall be required to renew the registration of each residential or commercial property for successive six-month periods as long as the building remains vacant. The nonrefundable initial registration renewal fee for a residential property and for a commercial property shall be in amounts as established by the City Council from time to time and set forth in the fee schedule that appears in this Code. These fees shall increase increments established by the City Council from time to time and set forth in the fee schedule that appears in this Code for each successive six-month renewal with a maximum fee as established by the City Council until the building is no longer required to register under the program.

(g) The funds generated from the Vacant Building Registration Program will be utilized for the administrative cost of identifying, inspecting, securing, and managing properties that are abandoned and/or vacant.

(Code 1976, § 8.62.050)

Sec. 22-232. - Exceptions.

(a) A property that meets the conditions under Section 22-231 shall be registered under the vacant building registration program unless the following conditions are met:

(1) A property that is undergoing an active renovation or rehabilitation, and where a permit for same has been secured from the Building and Development Services Division.

(2) A property that is either actively being offered for sale or lease or is actively being offered for rent.

(3) A property that is the primary residence of a member of the armed forces on active duty.

(4) A property that has been used by the owner as a vacation home; or on a seasonal basis for a period of at least three months within the previous nine months and the owner intends to resume residing at the property; or a property that is routinely occupied by a Janesville resident except during certain seasons of the year (e.g., snowbird).

(5) A property that is currently part of an estate sale that is in probate and is not subject to bankruptcy.

(6) Residential condominium, multifamily rental, and commercial buildings that are more than five percent occupied. Less than five percent occupied is considered vacant.

(7) A property that is a vacant lot without a structure.

(b) Property owned by governmental bodies is exempt from the requirements of the vacant building registration program.

(Code 1976, § 8.62.060)

Sec. 22-233. - Owner responsibilities.

All vacant structures and premises thereof shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

(Code 1976, § 8.62.070)

Sec. 22-234. - Vacant buildings require exterior inspection.

Any building that has become vacant will be subject to an exterior inspection. The owner of the building shall comply with all requirements of this article and Chapter 18.

(Code 1976, § 8.62.080)

Sec. 22-235. - Penalties.

Any owner failing to comply with any provisions of this section shall be subject to the following penalties:

(1) The penalty for violating any provision set forth in this article shall be a forfeiture of not less than $100.00 nor more than $1,000.00 together with the costs of prosecution.

(2) In addition to any other remedies herein or at law and/or equity, the City may seek injunctive relief to enjoin and/or abate such violation and/or its continuance.

(3) In addition to any other penalty imposed under this section, failure to pay any fees for registration, renewal, or failure to allow inspection shall be assessed against the real estate as a special charge.

(Code 1976, § 8.62.090)

Secs. 22-236—22-263. - Reserved.

City of Milton
2020 – 2024 Strategic Plan
Project Charter & Work Plan

City of Milton, Wisconsin

710 S. Janesville Street

Milton, WI 53563

www.milton-wi.gov

(608) 868-6900

Table of Contents

Project Charter 1
Background 1
Goals 1
Scope 1
Project Team 1
Key Stakeholders 3
Project Milestones 3
Project Budget 3
Constraints, Assumptions, Risks, and Dependencies 3
Project's Criteria for Success 4
Work Plan 5

Project Charter

Background

In 2007, the City of Milton Common Council approved a strategic plan. Since then the strategic plan has not been updated or revised. The Common Council and staff will be working together to develop a new strategic plan for the City of Milton that will span 2020 – 2024 with input from the community

Goals

- Establish a transparent and inclusive strategic planning process that involves elected officials, employees, and community members.
- Adopt a strategic plan that serves as a guide for decision making in all areas of operation for the City of Milton.
- Provide regular communication to elected officials, staff, and the public about the strategic planning process and the implementation and use of the completed strategic plan.
- Develop a process for annual reviews of the strategic plan.

Scope

- Establish the project charter and timeline to develop a strategic plan for the City of Milton.
- Create a mission, vision, and values for the City of Milton as a whole.
- Perform internal and external scans of the current climate in the City of Milton to determine strengths and major issues and challenges for the community and organization.
- Provide internal and external engagement and input opportunities for staff and community members.
- Develop goals, objectives, strategies, and actions based on the strengths and major issues and challenges identified through community, elected official, and staff feedback.
- Finalize a complete document that summarizes the information obtained through the strategic planning process and that showcases the finalized strengths, issues, challenges, goals, objectives, strategies, and actions to move the community forward.

Project Team

Project Management

Title	Name	Phone	Email
Project Manager / Admin. Services Director	Inga Cushman	(608) 868-6900 ext. 5	icushman@milton-wi.gov

Department Heads

Title	Name	Phone	Email
City Administrator	Al Hulick	(608) 868-6900 ext. 6	ahulick@milton-wi.gov
Finance Director / Treasurer	Dan Nelson	(608) 868-6900 ext. 3	dnelson@milton-wi.gov
Police Chief	Scott Marquardt	(608) 868-6910	smarquardt@milton-wi.gov
Public Works Director	Howard Robinson	(608) 868-6914	hrobinson@milton-wi.gov
Library Director	Ashlee Kunkel	(608) 868-7462	kunkel.ashlee@als.lib.wi.us
City Clerk	Leanne Schroeder	(608) 868-6900 ext. 2	lschroeder@milton-wi.gov

Elected Officials

Title	***Name***	***Phone***	***Email***
Mayor	Anissa Welch	(608) 751-7198	awelch@milton-wi.gov
Alderperson	Lynda Clark	(608) 290-5674	lclark@milton-wi.gov
Alderperson	Devin Elliott	(608) 921-5105	delliott@milton-wi.gov
Alderperson	Ryan Holbrook	(608) 577-0492	rholbrook@milton-wi.gov
Alderperson	Larry Laehn	(920) 540-9927	llaehn@milton-wi.gov
Alderperson	Theresa Rusch	(608) 295-5468	trusch@milton-wi.gov
Alderperson	Bill Wilson	(608) 868-9180	bwilson@milton-wi.gov

Employee Focus Group

This group will convene to discuss the strengths and major issues and challenges facing the City of Milton. The Department Heads will recommend employees from their departments to the Employee Focus Group. The Employee Focus Group will consist of three representatives from the Police Department, two from the Public Works Department, one from the Milton Public Library, and one from City Hall. These allocations are based on the number of employees in each department.

Community Workshop

This group will convene to discuss the strengths and major issues and challenges facing the City of Milton. This group will be representative of the community. The goal is to have a representative from the following organizations (in no particular order):

Milton Area Chamber of Commerce (MACC)	Milton Historical Society / Milton House Museum	The Gathering Place Senior Activity Center
School District of Milton	Milton Area Youth Center (MAYC)	Rock County Supervisor
Milton College Preservation Society	Milton Masonic Temple	Milton Lions Club
Milton Optimist Club	United Way	Community Action
Rock County Economic Development	Milton Food Pantry / Milton Community Action	Janesville Area Convention & Visitors Bureau (JACVB)
Local Businesses (Five Representatives)	Faith Community (Three Representatives)	Citizens (Five Representatives)

Those interested in serving will be asked to complete an application. The Mayor will review the applications for the workshop, and then make a recommendation to Council.

High School Student Focus Group

This group will convene to discuss the major issues and challenges facing the City of Milton, and what the City of Milton is doing well. This group will be representative of the Milton High School population with three representatives from each grade level, 9-12. The City of Milton will work with the School District of Milton on promoting this community service opportunity to the students. The City of Milton will inquire whether this opportunity will qualify for Silver Cord Hours. The Mayor will review applications for the focus group, and then make a recommendation to Council.

Key Stakeholders

	Low Support	High Support
High Impact	• Staff and elected officials who lack "buy-in" for the strategic planning process or who don't understand the process or need. • Community members who view strategic planning as a "waste of time."	• Staff and elected officials who are motivated to complete the strategic planning process and see the value in its completion. • Community members who are in support of the organization spending time to complete a strategic planning process. • Media who are interested and supportive of the process.
Low Impact	• Individuals who don't follow news about the City of Milton. • Employees who are not invested in the progress of the City of Milton as a community or organization. • People who live in surrounding townships.	• People from outside of the community who are interested and supportive of the process, such as other local government professionals. • People who live in surrounding townships.

Project Milestones

- Community Survey
- Employee Survey
- Employee Focus Group – Department Heads will determine who will serve as representatives for their departments.
- Community Workshop Group – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the workshop group.
- High School Student Focus Group – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the focus group.
- Strategic Plan Completed
    - Mission
    - Vision
    - Values
    - Major Issues / Challenges – External & Internal
    - Goals
    - Objectives
    - Strategies / Actions
    - Major Strategic Initiatives (Optional)

Project Budget

There is not a specified budget for this process. Since the group meetings will like all be virtual due to the ongoing COVID-19 pandemic, all that is expected to be needed is a virtual platform, time, computers, and internet. Zoom will be used as the platform because the City of Milton already has a subscription.

Constraints, Assumptions, Risks, and Dependencies

The major constraint will be time. Will elected officials, staff, and others involved in the process have enough time to dedicate to the strategic planning process? The assumption is that all involved believe this is an important process to continue to move the community and organization in a positive direction, and those involved will make time in order for the process to be successful. The assumption leads to the risk

those involved are not committed or motivated to follow through with the process. This process will be dependent upon the buy-in from elected officials, staff, and others involved. Leaders in the organization will need to educate staff members about the importance of strategic planning.

Another major constraint is the on-going COVID-19 pandemic. Due to the pandemic, much of the community engagement and discussions with Council and staff will take place virtually. The assumption is our community members will be engaged and attend the virtual meetings and that we will have valuable discussion in a virtual format. The risk is our assumptions won't be fulfilled, and it will be more difficult to gather meaningful information from our community members. In order to mitigate this constraint, the process will be dependent on providing sufficient information and opportunities to provide input to our community members in a variety of formats.

Project's Criteria for Success

All deadlines will be met or adjusted as necessary to keep the project on track. The final strategic plan will be approved by Council on or before October 20, 2020 to assist in 2021 budget deliberations.

Work Plan

Phase 1: Preparation			
Action	**Tasks**	**Timeline**	**Lead**
Meeting 1: Present an overview of the proposed strategic planning initiative to the Department Head Team.	• Present the project charter, work plan, and timeline to the Department Head Team for feedback.	Initial Discussion: Monday, March 2, 2020 at 11:30 a.m. Update Department Heads on starting the process: Tuesday, June 30, 2020, at 10:30 a.m.	Inga Cushman, Administrative Services Director
Meeting 2: Present the proposed strategic plan initiative to the Common Council	• Present the project charter, work plan, and timeline to the Common Council.	Initial Discussion: Tuesday, March 3, 2020 at 6 p.m. Update Common Council on starting the process: Tuesday, July 7, 2020, at 6 p.m.	Al Hulick, City Administrator
Establish a webpage on City of Milton's website for the strategic planning process, and consider additional social media and other outreach options during the strategic planning process.	• Determine what documents, links, and text to include on the webpage. • Determine whether subpages are necessary and create those as needed. • Create electronic versions of the focus group applications. • Explore additional ways to engage and update the community on the process.	Publish webpage(s) on July 9, 2020. Ongoing updates throughout process.	Inga Cushman, Administrative Services Director
Identify members of focus groups	• Contact potential focus group members for the Employee Focus Group, Community Focus Group, and High School Student Focus Group. • Open application process.	Begin process July 9, 2020. Council Review of Focus Group Members: Tuesday, July 21, 2020, at 6 p.m.	Mayor Anissa Welch

Action	Tasks	Timeline	Lead
Employee Survey	• Create paper and electronic versions of the survey.	Begin Survey Distribution: Monday, July 13, 2020,	Inga Cushman, Administrative Services Director
Community Survey	• Create paper and electronic versions of the survey.	Begin Survey Distribution: Monday, July 13, 2020,	Inga Cushman, Administrative Services Director

Phase 2: Mission, Vision, & Values			
Action	**Tasks**	**Timeline**	**Lead**
Meeting 1: Joint Meeting of the Common Council and Department Head Team	• Kick-off strategic planning process. • Review project charter. • Develop Mission, Vision, and Values	Tuesday, July 21, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Mission, Vision, & Values Report	• Create a document outlining the Mission, Vision, & Values as discussed in the previous meeting.	Final report due July 30, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 2: Presentation of completed Mission, Vision, and Values to the Common Council	• The Mission, Vision, and Values will be presented to the Common Council based on the July 21, 2020 discussions. • Common Council will have the opportunity to provide feedback for modifications and approval	Tuesday, August 4, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 3: Major Issues / Challenges			
Action	**Tasks**	**Timeline**	**Lead**
Meeting 1: Department Head Team	• Identify Major Issues / Challenges	Monday, August 3, 2020, at 10 a.m.	Inga Cushman, Administrative Services Director
Meeting 3: Common Council	• Identify Major Issues / Challenges	Tuesday, August 4, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 4: Employee Focus Group	• Identify Major Issues / Challenges	Thursday, August 5, 2020, time 2:30 p.m.	Inga Cushman, Administrative Services Director
Meeting 5: Community Workshop	• Identify Major Issues / Challenges	Thursday, August 6, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 2: High School Student Focus Group	• Identify Major Issues / Challenges	Monday, August 10, 2020 at 10:30 a.m.	Inga Cushman, Administrative Services Director
Employee Survey	• Distribute the survey and collect responses. • Review responses and develop a report.	Distribute: July 13, 2020. Response Deadline: August 11, 2020 Report Deadline: August 13, 2020	Inga Cushman, Administrative Services Director
Community Survey	• Distribute the survey and collect responses. • Review responses and develop a report. • Include with Bi-Monthly Utility Bill Newsletter	Distribute: July 13, 2020. Response Deadline: August 11, 2020 Report Deadline: August 13, 2020	Inga Cushman, Administrative Services Director
Major Issues / Challenges Report	• Create a document outlining the Major Issues / Challenges as discussed in the meetings and surveys for this phase.	Ongoing from the first meeting in this phase until the last. Final report due August 13, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 6: Presentation of Major Issues / Challenges to Common Council	• Present information obtained from the steps above regarding Milton's major issues / challenges. • Common Council will have an opportunity to provide feedback.	Tuesday, August 18, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 4: Goals, Objectives, Strategies, & Actions			
Action	**Tasks**	**Timeline**	**Lead**
Meeting 1: Joint Meeting of the Common Council and Department Head Team	• Develop Goals based on identified Major Issues / Challenges determined in Phase 3.	Tuesday, August 18, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 2: Joint Meeting of the Common Council and Department Head Team	• Develop Objectives based on the established goals at the August 18, 2020 meeting	Tuesday, September 1, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 3: Joint Meeting of the Common Council and Department Head Team	• Develop Strategies and Actions based on the established objectives at the September 1, 2020 meeting	Tuesday, September 15, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Goals, Objectives, Strategies Report	• Create a document outlining the Goals, Objectives, Strategies, and Actions as discussed in the meetings for this phase.	Ongoing from the first meeting in this phase until the last. Final report due September 22, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 4: Presentation of Goals, Objectives, and Strategies to the Common Council	• Present the established Goals, Objectives, Strategies, and Actions to the Common Council. • A draft of the Strategic Plan will be available for the Common Council to review. • The Common Council will have the opportunity to provide feedback on the Goals, Objectives, and Strategies or other aspects of the Strategic Plan.	*Special Meeting* Tuesday, September 29, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 5: Approval			
Action	**Tasks**	**Timeline**	**Lead**
Meeting 1: Community Presentation of Completed Strategic Plan	• Formal presentation of the draft strategic plan. • Attendees will have the opportunity to provide additional comments on the completed plan. • Create document outlining the feedback from the community.	Meeting: Thursday, October 1, 2020, at 6 p.m. Community Feedback Report Deadline: Friday, October 2, 2020, at 9 a.m. for Council packet	Al Hulick, City Administrator
Meeting 2: Common Council review of Community Presentation	• Common Council will review the feedback received from the community on the draft strategic plan. • Common Council will provide direction to staff regarding what to modify in the draft plan based on the feedback. • Final opportunity for the Common Council to provide their own feedback on the draft plan.	Tuesday, October 6, 2020, at 6 p.m.	Al Hulick, City Administrator
Meeting 3: Common Council Approval of Strategic Plan	• The Common Council will approve the Strategic Plan.	Tuesday, October 20, 2020, at 6 p.m.	Al Hulick, City Administrator