



**AGENDA**  
**City of Milton**  
**Virtual Common Council Meeting**  
**Tuesday, September 15, 2020**  
**6:00 PM**

**PLEASE NOTE:** In-person attendance by members of the public is temporarily discouraged due to COVID-19 physical distancing protocols pursuant to the Rock County Health Department Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at: <https://us02web.zoom.us/j/82589090191?pwd=TWdLWjRBakl0Nk54cmdwZnNlbTZqQT09>

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

**Meeting ID: 825 8909 0191**  
**Passcode: 301656**

- 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. Mayoral Proclamation Declaring Arbor Day as September 19, 2020 In the City of Milton**

Documents:

[Arbor Day Proclamation 2020.pdf](#)

- 6. Approval of the Consent Agenda**
  - a. Approval of Common Council Meeting - September 1, 2020**

Documents:

[Common Council Minutes 09-01-2020.pdf](#)

- b. Municipal Court Report - August 2020**

Documents:

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

**7. Discussion and Possible Action Regarding an Application for a "Class A" Retailer's License - Intoxicating Liquor For Consumption Away From The Premises Where Sold from Casey's Marketing Company, Casey's General Store #1992, located at 464 S. John Paul Road**

Documents:

[CC Caseys Marketing Company Class A License Application.pdf](#)  
[Caseys General Store Listing.pdf](#)

**8. Discussion and Possible Action Regarding Applications for a Class "A" Retailer's License for Fermented Malt Beverages and a "Class A" Retailer's License - Intoxicating Liquor For Consumption Away From The Premises Where Sold from Dolgencorp, LLC, Dollar General Store #6787, located at 383 S. John Paul Road**

Documents:

[CC Dolgencorp LLC Class A License Applications.pdf](#)  
[Dollar General Alcohol Beverage Sales Policy.pdf](#)  
[Dollar General Store Listing.pdf](#)

**9. Discussion and Possible Action Regarding the 2021 Joint Powers Agreement with Rock County 911**

Documents:

[Memo -2021 - Milton.pdf](#)  
[Rock County Joint Powers Agreement 2021.pdf](#)

**10. Discussion and Possible Action Regarding the 2020 Concrete Pavement Maintenance Bid Award**

Documents:

[Memo-Bid Award.pdf](#)  
[Bid Tab.pdf](#)

**11. Discussion and Possible Action on the Development of a 2020-2024 Strategic Plan**

**12. General Items**

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

**13. Next Meeting ~ September 29, 2020 (Special Meeting)**

**14. 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 September 11, 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.



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a community since 1838

## OFFICE OF THE MAYOR

### PROCLAMATION

**Arbor Day – September 19, 2020**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Anissa Welch, Mayor of the City of Milton, do hereby proclaim September 19, 2020, as Arbor Day in the City of Milton, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this 15<sup>th</sup> day of September, 2020

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Mayor Anissa M. Welch

Attest:

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Leanne Schroeder, City Clerk

**City of Milton  
Common Council  
September 1, 2020**

**Call to Order and Confirmation of Appropriate Meeting Notice.**

Mayor Anissa Welch called the September 1, 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. Bill Wilson, Ald. Ryan Holbrook, Ald. Lynda Clark, Ald. Devin Elliott, Ald. Theresa Rusch, 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 Kunklel, Police Chief Scott Marquardt, City Engineer Mark Langer, and Administrative Services Director Inga Cushman.

**Approval of Agenda**

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

**Pledge of Allegiance**

Director Robinson 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 was anyone from the public who wished to speak.

There were none.

**Approval of the Consent Agenda**

- a. **Approval of Common Council Meeting Minutes - August 18, 2020 and August 19, 2020**
- b. **Possible Action Regarding a 2-Lot Extraterritorial Certified Survey Map Along North McWilliam Lane**
- c. **Action Regarding a 4-Lot Extraterritorial Certified Survey Map Along North Kennedy Road**
- d. **Action Regarding a Transfer of Land Along North Vickerman Road**

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

**Discussion and Possible Action on Early Payoff of Blackhawk Community Credit Union Note**

Ald. Laehn motioned to authorize the early payoff of the note with Blackhawk Community Credit Union in the amount of \$455,000 plus accrued interest. Ald. Clark seconded, and the motion carried.

Ald. Wilson motioned to authorize an advance in the amount of \$455,000 from the General Fund to TID #6 at an interest rate of 1.00% that TID #6 will repay to the General Fund in January 2021. Ald. Holbrook seconded, and the motion carried.

### **Review of June and July Financial Statements**

The Common Council reviewed the June and July Financial Statements.

### **Discussion and Possible Action on the Development of a 2020-2024 Strategic Plan**

Director Cushman led the Council in strategic planning activities.

### **General Items**

#### **a. Committee Reports**

There were no committee reports.

#### **b. Staff Reports**

- Director Kunkel – The Food Truck Rally on August 30 went very well, and some trucks even ran out of food. The library extended an offer to fill the vacant Tween & Technology Assistant Position. The library will have an additional vacancy to fill with another staff departure.
- Director Robinson – He provided an update on the chip sealing taking place in the City this week. A restoration of a stone wall on the northern end of the rear parking lot at the library started today and should be done by the end of this week. Public Works installed the mosaic butterfly at the library that was commissioned by the Story Gardens Subcommittee from local artist Heather Hansen.
- Engineer Langer – The contractor is about 1/3 of the way through the sewer project on N. Janesville Street. It will likely be the end of September when it's completely finished. Bids for concrete repairs on Madison Avenue and Janesville Street will be coming in next week. He also continues to work on developing a capital improvement plan for the City.
- Chief Marquardt – The City is working on filling some crossing guard vacancies.

#### **c. Team Building Exercise.**

The strategic planning discussion served as the team building exercise.

### **Consideration of a motion to convene into Closed Session, pursuant to Section 19.52(1)(e), Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Department of Public Works Reorganization**

Ald. Wilson motioned to convene into closed session at 6:58 p.m. pursuant to Section 19.85(1)(e), Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Department of Public Works Reorganization. Ald. Holbrook seconded, and the motion carried unanimously.

### **Reconvene into open session for possible action(s) on items discussed in closed session.**

Ald. Wilson motioned to reconvene into open session at 7:17 p.m. Ald. Holbrook seconded, and the motion carried unanimously.

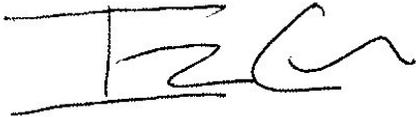
**Next Meeting ~ September 15, 2020**

The next meeting of the Common Council will take place on September 15, 2020 at 6 p.m.

**Motion to Adjourn**

Ald. Wilson motioned to adjourn the September 1, 2020 meeting of the Common Council at 7:17 p.m. Ald. Clark seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'IC' followed by a stylized flourish.

Inga Cushman  
Administrative Services Director

**STATE OF WISCONSIN MUNICIPAL COURT  
CASELOAD STATISTICS**

**Aug-2020**

(NUMBER OF CASES PROCESSED)

Municipal Court of: Milton

County: Rock

Judge: Kristin Koeffler

For The Period Beginning: 08/01/2020 and ending: 08/31/2020

Municipality Code: 257

CASES DISPOSED						
	CONTESTED PARKING	TRAFFIC	OWI/BAC	ADULT NON-TRAFFIC	JUVENILE NON-TRAFFIC	TOTAL CASES PROCESSED
By forfeiture due to Found Guilty, Guilty by Default, or Not Guilty	3	32	1	3	2	41
By Dismissal	0	1	0	0	0	1

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

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

**TOTAL:** 42

Version 2015



**MUNICIPAL COURT MONTHLY FINANCIAL REPORT**

County Name Rock		County Code Number 53		Report for Month/Year July 2020	
Municipal Name Milton Municipal Court		Municipal Code Number 257		Telephone Number 608-868-6910	
I. MUNICIPAL COURT OFFICIAL		Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)		\$ 1,112.04	\$ 1,112.04		
Adjustment (if applicable)		\$ .00	\$ .00		
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)		\$ 706.25	\$ 596.25		\$ 110.00
Adjustment (if applicable)		\$ .00	\$ .00		\$ .00
3. Penalty Surcharges (s. 757.05, Stats.)		\$ 303.60			\$ 303.60
Adjustment (if applicable)		\$ .00			\$ .00
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)		\$ 189.45		\$ 189.45	
Adjustment (if applicable)		\$ .00		\$ .00	
5. Driver Improvement Surcharges (s. 346.655, Stats.)		\$ .00		\$ .00	\$ .00
Adjustment (if applicable)		\$ .00		\$ .00	\$ .00
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)		\$ 226.00			\$ 226.00
Adjustment (if applicable)		\$ .00			\$ .00
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)		\$ .00			\$ .00
Adjustment (if applicable)		\$ .00			\$ .00
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))		\$ .00	\$ .00		\$ .00
Adjustment (if applicable)		\$ .00	\$ .00		\$ .00
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)		\$ .00		\$ .00	
Adjustment (if applicable)		\$ .00		\$ .00	
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)		\$ .00			\$ .00
Adjustment (if applicable)		\$ .00			\$ .00
11. Safe Ride Program (s. 85.55, Stats.)		\$ .00			\$ .00
Adjustment (if applicable)		\$ .00			\$ .00
12. Totals		\$ 2,537.34	\$ 1,708.29	\$ 189.45	<b>Pay This Amount</b> \$ 639.60

Continue onto the next page.



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** September 15, 2020  
**Subject:** Discussion and Possible Action Regarding an Application for a “Class A” Retailer’s License - Intoxicating Liquor For Consumption Away From The Premises Where Sold from Casey’s Marketing Company, Casey’s General Store #1992, located at 464 S. John Paul Road

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### Summary

On August 24, 2020, Casey’s Marketing Company submitted an application for a “Class A” Retailer’s License - Intoxicating Liquor For Consumption Away From The Premises Where Sold for the Casey’s General Store #1992, located at 464 S. John Paul Road. If approved, this license would allow Casey’s General Store #1992 to sell intoxicating liquor (“hard” liquor) and wine for consumption off premise.

Casey’s General Store #1992 currently holds a Class “A” Retailer’s License for Fermented Malt Beverages which was approved on July 18, 2017. The common council approved Casey’s Class “A” Retailer’s License for Fermented Malt Beverages with the condition that no alcohol related signage be attached to the exterior of the premises or the front windows of the premises and with a recommendation for the installation of outdoor surveillance cameras. Casey’s has complied with the council’s conditions and holds their current license in good standing.

Staff has completed background checks on all Casey’s Marketing Company officers, and the appointed agent for Casey’s General Store #1992, Anthony Hawks. The background checks were satisfactory and approved by Chief Marquardt. Staff can confirm Casey’s Marketing Company meets the qualifications for licenses and permits as contained in Wis. Stats. Sec. 125.04(5).

Every alcohol beverage license application requires the applicant to provide a “premises description”. The premises description indicates the location on the property where alcohol beverages are to be sold and stored (including the storage of alcohol records). Alcohol beverages may be sold and stored only on the premises described. Casey’s Marketing Company’s application indicates the premise will be Casey’s General Store #1992, located at 464 S. John Paul Road, and is described as “1 story prestructured steel building and parking lot”. It should be noted that this premises description differs from the premises description for Casey’s Class “A” Retailer’s License for Fermented Malt Beverages. Casey’s Class “A” license premise description is listed as “1 story prestructured steel building” it does not include the parking lot.

Staff requested a copy of Casey’s Marketing Company’s alcohol sales policy, but a policy had not yet been received at the time this memo was drafted. Casey’s did provide a list of all Wisconsin Casey’s General Stores that hold alcohol licenses, and that list is attached for your review.

Staff has not received any comments or concerns regarding this license application. Notice of the application was published in the Milton Courier on September 3, 2020.



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.

**Recommendation**

Staff does not offer a recommendation on this license application.

Store	Store Name	City	State	County
3773	REEDSBURG	REEDSBURG	WI	SAUK
1867	FENNIMORE	FENNIMORE	WI	GRANT
1872	BOSCOBEL	BOSCOBEL	WI	GRANT
1904	BARABOO	BARABOO	WI	SAUK
1927	SPARTA	SPARTA	WI	MONROE
1933	TOMAH	TOMAH	WI	MONROE
1992	MILTON	MILTON	WI	ROCK
2005	BEAVER DAM	BEAVER DAM	WI	DODGE
2503	DARLINGTON	DARLINGTON	WI	LAFAYETTE
3295	PR DU CHIEN #1	PRAIRIE DU	WI	CRAWFORD
3572	NEW GLARUS	NEW GLARUS	WI	GREEN
3582	BELLEVILLE	BELLEVILLE	WI	DANE
3583	EVANSVILLE	EVANSVILLE	WI	ROCK
3585	MONTICELLO	MONTICELLO	WI	GREEN
3586	VERONA	VERONA	WI	DANE
3705	WATERFORD	WATERFORD	WI	RACINE
3710	LISBON	LISBON	WI	WAUKESHA
3712	FORT ATKINSON	FORT ATKINSON	WI	JEFFERSON
3713	JEFFERSON	JEFFERSON	WI	JEFFERSON
3715	WHITEWATER #2	WHITEWATER	WI	WALWORTH
3723	WESTSIDE LIQUOR	WHITEWATER	WI	WALWORTH
3727	DODGEVILLE	DODGEVILLE	WI	IOWA
3731	EDGERTON	EDGERTON	WI	ROCK
3748	BURLINGTON	BURLINGTON	WI	RACINE
3762	FREDONIA	FREDONIA	WI	OZAUKEE
3769	OSHKOSH #1	OSHKOSH	WI	WINNEBAGO
3775	ROCHESTER	ROCHESTER	WI	RACINE
3788	CALEDONIA	CALEDONIA	WI	RACINE
3792	HUSTISFORD	HUSTISFORD	WI	DODGE
3793	NEWBURG	WEST BEND	WI	WASHINGTON
3794	RANDOM LAKE	RANDOM LAKE	WI	SHEBOYGAN
3795	SAUKVILLE	SAUKVILLE	WI	OZAUKEE
3796	SLINGER	SLINGER	WI	WASHINGTON
3797	WEST BEND	WEST BEND	WI	WASHINGTON
3799	OSHKOSH #2	OSHKOSH	WI	WINNEBAGO
3833	MADISON	MADISON	WI	DANE
3836	WAUTOMA #2	WAUTOMA	WI	WAUSHARA
3837	BLUE MOUNDS	BLUE MOUNDS	WI	DANE
3841	KIELER	KIELER	WI	GRANT
3851	ALTOONA	ALTOONA	WI	EAU CLAIRE
3868	MENASHA	MENASHA	WI	WINNEBAGO
1936	DE FOREST	DE FOREST	WI	DANE
3316	BELOIT #1	BELOIT	WI	ROCK
3609	BELOIT #2	BELOIT	WI	ROCK
3806	PR DU CHIEN #2	PRAIRIE DU	WI	CRAWFORD



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** September 15, 2020  
**Subject:** Discussion and Possible Action Regarding Applications for a Class “A” Retailer’s License For Fermented Malt Beverages and a “Class A” Retailer’s License - Intoxicating Liquor For Consumption Away From The Premises Where Sold from Dolgencorp, LLC, Dollar General Store #6787, located at 383 S. John Paul Road

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### **Summary**

On August 27, 2020, Dolgencorp, LLC submitted applications for a Class “A” Retailer’s License For Fermented Malt Beverages and a “Class A” Retailer’s License - Intoxicating Liquor For Consumption Away From The Premises Where Sold for the Dollar General Store #6787, located at 383 S. John Paul Road. If approved, these licenses would allow Dollar General to sell fermented malt beverages (beer), intoxicating liquor (“hard” liquor), and wine for consumption off premise.

Staff has completed background checks on the sole manager of Dolgencorp, LLC, Jason Reiser, and the appointed agent, Amy Trams. The background checks were satisfactory and approved by Chief Marquardt. Staff can confirm Dolgencorp, LLC meets the qualifications for licenses and permits as contained in Wis. Stats. Sec. 125.04(5).

Every alcohol beverage license application requires the applicant to provide a “premises description”. The premises description indicates the location on the property where alcohol beverages are to be sold and stored (including the storage of alcohol records). Alcohol beverages may be sold and stored only on the premises described. Dolgencorp, LLC’s application indicates the premise will be Dollar General Store #6787, located at 383 S. John Paul Road, and is described as “9,014 sq. ft. free standing building consisting of sales area, stock room”.

Dolgencorp, LLC has also provided a copy of their alcohol sales policy and a list of all Wisconsin Dollar General stores that hold alcohol licenses. These items are attached for your review.

Staff has not received any comments or concerns regarding these license applications. Notice of the applications was published in the Milton Courier on September 3, 2020.

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.

**Recommendation**

Staff does not offer a recommendation on this license application.

# Inventory Management

## (SOP 191) Alcohol Beverage Sales

### Policy

Certain Dollar General stores sell beer, wine, and some instances, liquor. Beer, wine, liquor, and any other form of alcohol for consumption will be referred to herein collectively as “Alcoholic Beverages.” By law, the sale of Alcoholic Beverages is age-restricted in every state. Dollar General is committed to complying with all applicable state and local laws, regulations, and licensee requirements regarding the sale of Alcoholic Beverages.

Prior to making an Alcoholic Beverage sale, employees must check every customer for valid identification (“ID”) to establish the customer’s age. The following photo ID may be accepted as proof of age: 1) a valid driver’s license from any state, 2) a valid military ID card, 3) a valid state-issued (non-driver) ID of any state, and 4) a valid ID card issued by the federal government [e.g., passport, permanent resident card (“green card”)]. A valid ID must contain the date of birth and a photograph. An expired ID is not considered valid and must not be accepted. ID must be checked at the time of sale for every purchase of Alcoholic Beverages, even if the individual’s ID has been checked on previous occasions. Employees should read the birth date on the customer’s ID as they enter the birth date in the register, and return it to the customer after entering the birth date. If the Company determines an employee: (1) is not inspecting ID for alcohol sales, (2) is accepting invalid ID (including any ID not mentioned as acceptable ID for proof of age above, or (3) is entering incorrect birth dates into the registers, he or she is subject to disciplinary action up to and including termination, even for a first offense. **Note: Dollar General Grand Opening and Customer Appreciation Gift Cards cannot be used to purchase electronic cigarettes, tobacco products, or Alcoholic Beverages. Please carefully review the terms listed on the Grand Opening and Customer Appreciation Gift Cards for any additional restricted items.**

Under no circumstances may a customer that is underage or visibly intoxicated purchase Alcoholic Beverages at a Dollar General store. If the Company determines that an employee has sold, given, or allowed any underage or visibly intoxicated person to purchase Alcoholic Beverages, such employee is subject to disciplinary action up to and including termination, even for a first offense.

Consumption of any Alcoholic Beverages on Company property, including parking lots, is prohibited. If an employee sees anyone consume Alcoholic Beverages on Company property, he or she should notify the Store Manager or a key carrier, who should take prompt and appropriate action to ensure that consumption of Alcoholic Beverages on Company property

**CONTINUED ON NEXT PAGE ▶**

**Questions? Call the Employee Response Center (ERC) at 1-888-237-4114.**

© 2019 Dollar General

FT-2001

effective 20190429

**SOP 191.1**

# Inventory Management

immediately stops and is not likely to reoccur. If the Company determines that an employee has allowed any person to consume Alcoholic Beverages on Company premises, including parking lots, he or she is subject to disciplinary action up to and including termination, even for the first offense.

Employees must not sell Alcoholic Beverages to anyone who the employee knows or believes is buying Alcoholic Beverages on behalf of an underage person even if the person attempting to make the purchase is of legal age.

Certain states may impose criminal and/or civil penalties on employees personally for violating state laws, rules, regulations, or guidelines regarding the sale of Alcoholic Beverages.

Employees must meet the state minimum age requirements to sell or scan Alcoholic Beverages. Otherwise, the Store Manager (or key carrier as delegated by the Store Manager) must be called to scan the item and check ID.

Employees are not permitted to open or consume Alcoholic Beverages on Company premises, including parking lots. Employees are prohibited from purchasing Alcoholic Beverages at any point during their scheduled shift (including paid or unpaid breaks and rest periods). All purchases of Alcoholic Beverages must be paid for and immediately removed from the premises. Refer to the [Employee Purchases \(SOP 81\)](#) policy and procedures for all other requirements.

Store employees are not permitted to accept gifts of any type or free merchandise from any Alcoholic Beverage vendor. This includes both saleable and non-saleable (expired, damaged, etc.) merchandise.

Illegal gambling is strictly prohibited on Company property. If an employee sees any illegal gambling on Company property, he or she should notify the Store Manager or key carrier, who should take prompt and appropriate action to ensure that illegal gambling on Company property immediately stops and is not likely to reoccur. Any employee that engages in illegal gambling or allows illegal gambling to occur on Company property, including parking lots, is subject to disciplinary action up to and including termination, even for the first offense.

**In the event an Alcoholic Beverage violation occurs, the Store Manager must promptly notify the District Manager. Immediately Scan and Send all documentation received to Violations – Alcohol and Tobacco. Store Managers should also notify the District Manager upon receipt of any notice of license suspension or revocation.**

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Questions? Call the Employee Response Center (ERC) at 1-888-237-4114.

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FT-2001

effective 20190429

SOP 191.2

# Inventory Management

All active part-time and full-time employees must complete the Alcoholic Beverage Sales Training prior to operating a cash register and within 3 days of hire. All employees must take the training course on the STOREnet computer at their home store to receive credit. All employees must be logged in to STOREnet under their own personal cashier ID and password to take the course. If the employee is not logged in under his or her cashier ID, he or she will not receive credit for course completion.

An employee that transfers, temporarily or full time (including employees who are asked to cover a shift at another store), from a store that does not carry Alcoholic Beverages to a store that does carry Alcoholic Beverages must complete the Alcoholic Beverage Sales Training prior to operating a cash register in the store that carries Alcoholic Beverages.

All Alcoholic Beverages that are returned must be accompanied by the receipt of purchase. Only refunds will be given for Alcoholic Beverages. Exchanges are not permitted. The refund must take place at the store where the Alcoholic Beverage was purchased.

All Alcoholic Beverage sales questions should be directed to the ERC at 1-888-237-4114, your immediate supervisor, or your HR representative.

## Procedures

1. Cooperate with all regulatory visits. For more information, refer to the [Regulatory Visits \(SOP 128\)](#) policy and procedures.
2. Certain states may impose criminal and/or civil penalties on employees personally for violating state laws, rules, statutes, regulations, or guidelines regarding the sale of Alcoholic Beverages.
3. Alcoholic Beverage sales to underage and visibly intoxicated persons are strictly prohibited.
4. Alcoholic Beverage sales to customers who are known or believed to be buying for anyone that is underage are strictly prohibited even if the customer attempting the purchase is of legal age.
5. Do not accept Dollar General Grand Opening or Customer Appreciation Gift Cards for purchase of electronic cigarettes, tobacco products, or Alcoholic Beverages.
6. Employees must meet the state minimum age requirements to sell or scan Alcoholic Beverages. Otherwise, the Store Manager (or key carrier as delegated by the Store Manager) must be called to scan the item and check ID.
7. Enter a customer's birth date into the register when the customer attempts to purchase Alcoholic Beverages. Employees should read the birth date on the customer's ID as they enter the birth date in the register, and return it to the customer after entering the birth date. For more information on this process, refer to the [Age Verification for Purchases \(SOP 66\)](#) policy and procedures.

**CONTINUED ON NEXT PAGE ▶**

**Questions? Call the Employee Response Center (ERC) at 1-888-237-4114.**

# Inventory Management

8. Store employees are not permitted to accept gifts of any type or free merchandise from any Alcoholic Beverage vendor. This includes both saleable and non-saleable (expired, damaged, etc.) merchandise.
9. Check every customer for valid ID and establish the customer's age prior to making an Alcoholic Beverage sale. Valid ID must contain the date of birth and a photograph. An expired ID is not considered valid and must not be accepted. ID must be checked at the time of sale for every purchase of Alcoholic Beverages, even if the individual ID has been checked on previous occasions. The following photo ID may be accepted as proof of age:
  - 1) a valid driver's license from any state
  - 2) a valid military ID card
  - 3) a valid state-issued (non-driver) ID
  - 4) a valid ID card issued by the federal government [e.g., passport, permanent resident card ("green card")]
10. When checking ID, complete the following steps:
  - Always examine the date of birth. Make sure the customer is old enough to purchase Alcohol Beverages on the day of purchase! Employees should read the birth date on the customer's ID as they enter the birth date in the register, and return it to the customer after entering the birth date.
  - Verify the photo matches the customer.
  - Check the expiration date. Expired IDs are not valid.
  - Look for misaligned birth and expiration dates, erasures, smudges, glue lines, blurry or bumpy surfaces and other signs of tampering. Look for special ID features such as a holograms, state seals, and logos. The "WE I.D." book can be referenced if there is any concern about the validity of the identification card.
  - Both the front and back of the document should be checked for authenticity.
  - If you are unsure about the validity of the ID, ask about basic information on the ID, such as the address listed on the ID.
  - Ask for a second form of ID, as needed. If you are unsure whether the ID is valid or correct, do not complete the purchase. It is much better to say no than to risk a violation.
  - Always maintain a customer service attitude when refusing alcohol sales. Stay calm. Remember, it is not personal—it is the law. A few carefully chosen words can make the difference in how our customers react to us in different situations. Examples would be:
    - "We really appreciate you coming in today, but it appears that you've been drinking. I am not able to sell you any Alcoholic Beverages today. Would you like to buy another type of cold drink?"

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**Questions? Call the Employee Response Center (ERC) at 1-888-237-4114.**

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**SOP 191.4**

# Inventory Management

- “I’m sorry. Our store has to follow state law, and I am not able to sell you any Alcoholic Beverages.”
- If the customer becomes confrontational or threatening, do the following: 1) ask him or her to leave the store, 2) request assistance from the Store Manager (or a key carrier as delegated by the Store Manager), and/or 3) contact law enforcement.

## Employee Purchases

1. Employees are not permitted to open or consume Alcoholic Beverages on Company premises, including parking lots. Employees are prohibited from purchasing Alcoholic Beverages at any point during their scheduled shift (including paid or unpaid breaks and rest periods). All purchases of Alcoholic Beverages must be paid for and immediately removed from the premises.

## Alcoholic Beverage Sales Training

1. Train all active part-time and full-time employees prior to operating a cash register and within 3 days of hire.
  - All employees must take the training course on the STOREnet computer at their home store to receive credit.
  - All employees must be logged in to STOREnet under their own personal cashier ID and password to take the course. If the employee is not logged in under his or her cashier ID, he or she will not receive credit for course completion.
  - To access the Beer and Wine Sales CBL, go to STOREnet>DGme>Training>Learning Management System. From the Learning Management System home page, click <Catalog>, then click in the <Search courses> blank. Search for keyword: Beer.
  - An employee that transfers, temporarily or full time (including employees who are asked to cover a shift at another store), from a store that does not carry Alcoholic Beverages to a store that does carry Alcoholic Beverages must complete the Alcoholic Beverage Sales Training prior to operating a cash register in the store that carries Alcoholic Beverages.

## Receiving and Stocking

1. Check in all Alcoholic Beverages using the HHT. For more information on this process, refer to the [Direct Store Delivery \(DSD\) and Drop Ship \(DS\) Receiving \(SOP 26\)](#) policy and procedures.
2. Accept only full cases. **Note: Check in deliveries by the quantity of individual selling units contained in the full cases.**

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Questions? Call the Employee Response Center (ERC) at 1-888-237-4114.

# Inventory Management

3. Credits for Alcoholic Beverages must be entered into the HHT (e.g., a vendor credits the store for a case of wine that was broken). The store will not get a copy of the credit invoice from the vendor. Credit invoices are issued by the vendor to Inventory Accounting and will appear on the Monthly Transaction Sheet. File the HHT receipt in the vendor's pending file in the store office. The receipt will be used when clearing the Monthly Transaction Sheet.
4. Items exchanged by the vendor are not considered credits (e.g., a vendor exchanges an out-of-date case of beer for an in-date case of beer of equal or greater value). Exchanges for damaged and out-of-date product will not be scanned by HHT.
5. Hold all damaged or out-of-date merchandise for vendor exchange or credit. Never discard, discount or damage to zero Alcoholic Beverages without Store Support Center or Regional Director authorization.
6. Extra cases of wine or beer may be stored in the receiving room.
7. Replenish and stock the sales floor between vendor visits.
8. The physical transport of Alcoholic Beverages from store to store by store employees or field management is not permitted. Authorized store employees may use the HHT to systematically transfer Alcoholic Beverages from store to store with Regional Director authorization. Only Alcoholic Beverage distributors are authorized to transport Alcoholic Beverages from store to store. For more information, refer to the [Store Transfers–Incoming \(SOP 17\)](#) policy and procedures and the [Store Transfers–Outgoing \(SOP 18\)](#) policy and procedures.

## Licensing

1. Under some circumstances, it may be necessary for you to attend a license hearing. If required to attend a license hearing, you should remain professional at all times.
2. In the event that an Alcoholic Beverage violation occurs, the Store Manager must promptly notify the District Manager. Store Managers should notify the District Manager upon receipt of notice of any license suspension or revocation. Instructions will follow from the District Manager based on the severity of the incident.

## Returns

1. All Alcoholic Beverages that are returned must be accompanied by the receipt of purchase.
2. Only refunds will be given for Alcoholic Beverages. Exchanges are not permitted.
3. The refund must take place at the store where the Alcoholic Beverage was purchased.

**List of DOLLAR GENERAL STORES for which JASON REISER is LLC Manager**

Store	Address	City	County	Zip	Open Date
5866	2410 1ST CENTER AVE	BRODHEAD	GREEN	53520-1943	20051123
5871	1827 17TH AVE. (STATE HWY 40)	BLOOMER	CHIPPEWA	54724-1589	20050629
6413	1150 SERVICE RD	KIEL	MANITOWOC	53042-1281	20040616
6432	1210 E MAIN ST	OMRO	WINNEBAGO	54963	20040616
6440	1011 E SPRUCE ST	ABBOTSFORD	MARATHON	54405-0618	20040312
6477	1131 MARQUETTE AVE	SOUTH MILWAUKEE	MILWAUKEE	53172-2526	20040525
6482	320 N MAIN ST	RIVER FALLS	PIERCE	54022-2344	20040514
6509	991 MARQUETTE DR	KEWAUNEE	KEWAUNEE	54216-1772	20040715
6535	1320 W WISCONSIN AVE UNIT	APPLETON	OUTAGAMIE	54914-3287	20040930
6554	902 W MAIN ST	WAUPUN	FOND DU LAC	53963-1201	20040701
6563	1152 S MILITARY AVE	GREEN BAY	BROWN	54304-2145	20040701
6571	905 E DIVISION ST	WAUTOMA	WAUSHARA	54982-1035	20040916
6586	745 E FOND DU LAC ST	RIPON	FOND DU LAC	54971-9570	20041019
6588	103 BRALICK WAY	OCONTO	OCONTO	54153-1978	20041027
6604	1102 LAWE ST	KAUKAUNA	OUTAGAMIE	54130-1553	20040729
6627	360 S MAIN ST	CLINTONVILLE	WAUPACA	54929-1632	20041026
6637	610 S US HIGHWAY 141	CRIVITZ	MARINETTE	54114-0250	20041028
6639	801 N SHAWANO ST	NEW LONDON	WAUPACA	54961	20040930
6775	331 E CENTER ST	JUNEAU	DODGE	53039-1311	20040930
6861	528 E LAKE ST	LAKE MILLS	JEFFERSON	53551-1607	20041111
6867	98 SWIGGUM RD	WESTBY	VERNON	54667-8413	20050209
6870	225 W LINCOLN ST	ADAMS	ADAMS	53910-9460	20050630
6887	105 S 8TH ST	WATERTOWN	JEFFERSON	53094-4724	20050309
6914	1231 WATER AVE	HILLSBORO	VERNON	54634-4308	20050506
6960	1400 IHM ST	LANCASTER	GRANT	53813-9442	20050713
6966	289 S CHURCH ST	BERLIN	GREEN LAKE	54923-2144	20050209
6972	19050 DEWEY ST	WHITEHALL	TREMPEALEAU	54773-8525	20050812
7401	705 W 9TH ST N	LADYSMITH	RUSK	54848-1252	20050729
9836	2109 CAMERON ST	EAU CLAIRE	EAU CLAIRE	54703-4947	20060607
9967	1060 E PINE ST	EAGLE RIVER	VILAS	54521-2075	20050825
10001	1010 COUNTRYSIDE PKWY	MONDOVI	BUFFALO	54755-5013	20060228
10015	1120 E WASHINGTON ST	WEST BEND	WASHINGTON	53095-2608	20051130

10102	328 N 4TH ST	TOMAHAWK	LINCOLN	54487-1349	20050701
10109	28 RIVERSIDE SQ	PRAIRIE DU CHIEN	CRAWFORD	53821-9642	20050629
10118	205 E MAIN ST	BLACK RIVER FALLS	JACKSON	54615-1469	20060204
10132	213 JEFFERSON ST	CAMBRIDGE	DANE	53523-9150	20060315
10309	951 W GRAND AVE	WISCONSIN RAPIDS	WOOD	54495-2606	20060228
10408	214 W COTTAGE GROVE RD	COTTAGE GROVE	DANE	53527-9213	20060301
10422	951 W JAMES ST	COLUMBUS	COLUMBIA	53925-1027	20060228
10517	243 S CECIL ST	BONDUEL	SHAWANO	54107-9292	20060427
10540	1014 4TH AVE S	PARK FALLS	PRICE	54552-1919	20060823
10595	830 GRAND AVE	SCHOFIELD	MARATHON	54476-1118	20060926
10602	509 S MAIN ST	PARDEEVILLE	COLUMBIA	53954-9119	20060919
10921	2579 NORTH ST	EAST TROY	WALWORTH	53120-1260	20070911
10945	205 N MAIN ST	BRILLION	CALUMET	54110-1197	20070430
10954	701 W MAIN ST	MARSHALL	DANE	53559-8982	20070430
11052	314 W BROADWAY ST	BLAIR	TREMPEALEAU	54616-9365	20070731
11710	211 WISCONSIN AVE S	FREDERIC	POLK	54837-4658	20100131
11718	619 W WARREN ST	REDGRANITE	WAUSHARA	54970-9396	20091014
12489	110 PROGRESS DR	RANDOLPH	DODGE	53956-1451	20101010
12677	821 COPPER FALLS DR	MELLEN	ASHLAND	54546	20110724
12858	9040 N BOUNDARY RD	OLON SPRINGS	DOUGLAS	54873-8100	20110711
13173	24199 STATE RD 35 70	SIREN	BURNETT	54872	20111120
13175	1135 APPLETON RD	MENASHA	WINNEBAGO	54952-1905	20111217
13248	880 SPRUCE ST	BALDWIN	SAINT CROIX	54002-3264	20111218
13348	717 N. MAIN ST	LODI	COLUMBIA	53555-1259	20120229
13463	5088 N HWY 51	MERCER	IRON	54547	20120704
13775	961 MARKET ST.	NEKOOSA	WOOD	54457-1078	20120830
13790	309 GENESEE ST.	WITTENBERG	SHAWANO	54499	20120930
13946	412 W. NORTH ST. PLAINFIELD	PLAINFIELD	WAUSHARA	54966-9296	20121017
14069	19919 WINNEBAGO ROAD	GALESVILLE	TREMPEALEAU	54630	20130227
14302	216 BELKNAP ST	SUPERIOR	DOUGLAS	54880-2964	20131030
14362	N3887 STATE RD 55	FREEDOM	OUTAGAMIE	54130	20130728
14365	515 WALTER STREET	MAZOMANIE	DANE	53560-9224	20130916
14373	830 FRENCH ST	PESHTIGO	MARINETTE	54157-1459	20130918
14377	207 N HWY 27	CADOTT	CHIPPEWA	54727-9300	20130704

14977	303 DOUGLAS DRIVE	BROOKLYN	DANE	53521-9046	20140704
15009	510 GRANDVIEW AVENUE	CAMPBELLSPORT	FOND DU LAC	53010	20140813
15039	1560 15TH AVE	UNION GROVE	RACINE	53182-1529	20140825
15049	1520 HERITAGE BLVD.	WEST SALEM	LA CROSSE	54669	20140730
15938	802 WAGNER DR	ROBERTS	SAINT CROIX	54023-8648	20150715
15975	200 ANN ST.	WATERLOO	JEFFERSON	53594-1167	20150713
15996	121 W. 3RD ST.	OWEN	CLARK	54460	20150729
16020	928 240TH STREET	OSCEOLA	POLK	54020	20150812
16028	614 NORTH MECHANIC STREET	ALBANY	GREEN	53502-9563	20150810
16447	111 E. DIVISION STREET	NEILLSVILLE	CLARK	54456-2148	20160207
16673	4500 FAIRGROUNDS RD	AMHERST	PORTAGE	54406	20160626
16744	229 STATE HWY 13	NEKOOSA	ADAMS	54457-8702	20160926
16966	213 INDUSTRIAL DRIVE	MARION	SHAWANO	54950-8719	20160711
17048	700 S STATE RD 35	LUCK	POLK	54853-9079	20161109
17126	603 E BRIDGE ST	NEW LISBON	JUNEAU	53950-1076	20161026
17471	715 S LAKE AVE	PHILLIPS	PRICE	54555-1449	20170922
17495	215 E STATE RD 70	GRANTSBURG	BURNETT	54840	20170717
17575	110 STENCIL AVE	EDGAR	MARATHON	54426	20170908
17613	322 WALWORTH ST	GENOA CITY	WALWORTH	53128-2173	20170503
17654	761 COMMERCIAL AVE	GREEN LAKE	GREEN LAKE	54941	20170215
17665	33651 US HWY 14	LONE ROCK	RICHLAND	53556-9220	20170322
17792	260 N MAIN ST	COCHRANE	BUFFALO	54622-7000	20170811
17883	333 PROSPECT AVENUE	NORTH FOND DU LAC	FOND DU LAC	54937-1466	20160810
18223	129 W FOLLETT DR	COLOMA	WAUSHARA	54930	20170908
18230	1856 ANDERSON ST	THREE LAKES	ONEIDA	54562	20170818
18231	202 E ELM DR	LOYAL	CLARK	54446-9753	20171102
18255	8020 SOUTH 70 EAST	SAINT GERMAIN	VILAS	54558	20171013
18341	507 N MAIN ST	ORFORDVILLE	ROCK	53576	20171110
18396	N18770 US HIGHWAY 141 8	PEMBINE	MARINETTE	54156-9528	20171101
18451	9991 E CENTENNIAL RD	POPLAR	DOUGLAS	54864	20171220
18463	103 S BRIDGE ST	MANAWA	WAUPACA	54949-9510	20181028
18554	5687 4TH AVE	PITTSVILLE	WOOD	54466-9361	20171217
18755	472 US HWY 45	BIRNAMWOOD	SHAWANO	54414	20180117
18788	1341 E MAIN ST	ARCADIA	TREMPEALEAU	54612-3704	20190127

18814	10127 N COUNTY HIGHWAY K	HAYWARD	SAWYER	54843-2261	20180531
18858	523 S MAIN ST	NESHKORO	MARQUETTE	54960	20180528
18894	7513 STATE HWY 51	MINOCQUA	ONEIDA	54548	20180128
18984	16894 W 3RD ST N	STONE LAKE	SAWYER	54876	20180613
19038	6499 N RIVERSIDE DR (HWY 51)	JANESVILLE	ROCK	53546	20181017
19323	102 E NORTHLAND AVE	APPLETON	OUTAGAMIE	54911-2125	20170901
19380	211611 STATE HIGHWAY 97	STRATFORD	MARATHON	54484-4328	20180719
19382	1619 ACADEMY ST	ELROY	JUNEAU	53929-1018	20180613
19383	425 HAGEN ST	CASHTON	MONROE	54619-8031	20180826
19452	504 S HAMMOND ST	MERRILLAN	JACKSON	54754	20180802
19533	7447 MAIN ST	DANBURY	BURNETT	54830-8413	20180730
19724	741 PINE ST	ATHENS	MARATHON	54411-9305	20181031
19877	710 W ARTHUR AVE	BRUCE	RUSK	54819-9452	20190113
19884	1215 STATE HWY 102	RIB LAKE	TAYLOR	54470	8/1/2019
19970	N11133 HWY 45	ELCHO	LANGLADE	54428	20181130
19998	733 W STATE ST	FOX LAKE	DODGE	53933	20181216
20022	205 S GRAND AVE	EMBARRASS	WAUPACA	54933-5015	20190211
20091	N4260 STH Rd 49	POY SIPPI	WAUSHARA	54967	5/2/2019
20206	380 MAIN ST	GRESHAM	SHAWANO	54128-9572	20190227
20213	315 E MAIN ST	HORTONVILLE	OUTAGAMIE	54944	20190310
20230	609 N Main St	BLACK CREEK	OUTAGAMIE	54106	6/25/2019
20418	436 W GRAND AVE	ROSHOLT	PORTAGE	54473	7/17/2019
20419	400 State Rd	HATLEY	MARATHON	54440	7/18/2019
21000	739 W. Fond du Lac St	RIPON	FOND DU LAC	54971	5/17/2019
21045	1641 N MAIN ST	GREEN BAY	BROWN	54302	7/5/2019
20870	527 E AMIN ST	MISHICOT	MANITOWOC	54228	1/12/2020
20120	1215 STATE HWY 102	ARGYLE	LAFAYETTE	53504	10/28/2019
21068	710 E. 2nd Street	WISCONSIN RAPIDS	WOOD	54494	7/2/2019
21051	710 E. 2nd Street	MERRILL	LINCOLN	54452	6/28/2019
20867	5925 N 76TH STREET	TWO RIVERS	MANITOWOC	54241	11/23/2019
20333	375 N CLARK STREET	RADISSON	SAWYER	54867	8/28/2019
20873	376 HIGH STREET	WRIGHTSTOWN	BROWN	54180	2/10/2020
21191	611 E MAIL STREET	SURING	OCONTO	54174	2/13/2020
21864	5430 CENTURY AVENUE	MIDDLETON	DANE	53562	4/22/2020

21853	707 N Central Ave	Marshfield	Wood	54449	3/18/2020
21847	1126 S COMMERCIAL ST.	Neenah	WINNEBAGO	54956	5/6/2020
21854	225 N Washington St	Kimberly	Outagamie	54136	3/25/2020
21987	1026 E. Commerce Blvd	Slinger	Washington	53086	6/22/2020
21082	640 LINCOLN AVENE	FENNIMORE	GRANT	53809	8/22/2020
21851	1010 W COLLEGE AVE	APPLETON	OUTAGAMIE	54914	4/16/2020
21658	235 E Main Street	Lena	Oconto	54139	7/29/2020
21836	344 STH 11	Shullsburg	Lafayette	53586	6/21/2020
20610	713 DODGE STREET	MINERAL POINT	IOWA	53565	7/26/2020
20759	704 WASHINGTON STREET	HORICON	DODGE	53032	9/30/2019
21568	1003 First St	PLUM CITY	PIERCE	54761	8/23/2020
21860	32 E Johnson Street	FOND DU LAC	FOND DU LAC	54935	3/25/2020

STORE	ADDRESS	CITY	COUNTY	ZIP	DESIGNATED AGENT
15039	1560 15TH AVE	UNION GROVE	RACINE	53182-1529	AMY TRAMS
19038	6499 N RIVERSIDE DR (HWY 51)	JANESVILLE	ROCK	53546	AMY TRAMS
18341	507 N MAIN ST	ORFORDVILLE	ROCK	53576	AMY TRAMS
10921	2579 NORTH ST	EAST TROY	WALWORTH	53120-1260	AMY TRAMS
17613	322 WALWORTH ST	GENOA CITY	WALWORTH	53128-2173	AMY TRAMS
6787	383 S JOHN PAUL RD	MILTON	ROCK	53563-1224	AMY TRAMS

**Rock County, Wisconsin**

**Communications Center**

3636 N. County Highway F  
Janesville, WI 53545  
Phone (608) 757-5100  
Fax (608) 757-5081



TO: City of Milton  
FROM: Kathy Sukus, Director  
DATE: September 4, 2020  
RE: Joint Powers Agreement

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Enclosed is the 2021 Joint Powers Agreement for your agency to sign. State statute 256.35(9) requires that the Joint Powers Agreements be filed annually.

Please note the following changes from last year's agreement (changes in bold):

- The date was altered from January 1, 2020 to **January 1, 2021**.
- The Secondary Fire TX frequency was changed from 150.790 to **150.815**.

Please **sign and date** the Agreement, and after obtaining the Rock County Board Chairman's signature, I will send your agency a copy and file the Agreements with the Attorney General's Office.

Your cooperation and timely response is greatly appreciated. Please call if you have any questions.

Signed forms may be returned via email to: [faith.quinlan@co.rock.wi.us](mailto:faith.quinlan@co.rock.wi.us).

**JOINT POWERS AGREEMENT  
256.35(9) Wis. Stats**

**ROCK COUNTY AND CITY OF MILTON**

Rock County (County) and City of Milton (Municipality) have combined with other municipalities to establish a sophisticated telecommunications system which automatically connects a person dialing the first "911" to a public safety answering point (PSAP) provides the PSAP with the caller's location and number identification.

Wis. Stats. 256.35(9) requires that County and Municipality annually enter into this Joint Powers Agreement as follows:

- 1) This agreement is applicable on a daily basis.
- 2) If an emergency service vehicle is dispatched in response to a request through the Rock County System, which the Municipality is a part of, such vehicle shall render its services to the persons needing the services regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries. The intent of this paragraph is to meet the legal requirements of the Wisconsin State Statutes. It is not to assign calls to emergency service departments outside of their defined service areas on a regular basis. Only unusual circumstances will require such assignment.
- 3) Municipality directs the Rock County PSAP Center receiving a call for service in the Municipality's jurisdiction to dispatch the call in the following manner.

Primary:	Police:	County Main Repeater 155.985 (TX), 159.090 (RX)
	Fire:	RF Main 153.950 (RX), 155.715 (TX) RF Paging 154.310 (RX), PL Tone 79.7
	EMS:	Same as Fire
Secondary:	Police:	County TAC Repeater 154.950 (TX) 158.730 (RX)
	Fire:	RF Central 150.815 (TX), 155.430 (RX)
	EMS:	Same as Above

- 4) All calls of an administrative nature shall be referred to Municipality's published telephone number as follows:

Administrative:	Police:	868-6910
	Fire:	868-2842
	EMS:	868-2842

- 5) The Rock County PSAP will maintain a record of the receipt of all 911 calls, emergency and non-emergency, and a record of the dispatch. Municipality must keep records of the receipt of the dispatch and disposition.
- 6) Rock County will file a copy of this Agreement with the Wisconsin Department of Justice as required by sec. 256.35(9), Wis. Stats.

The respective Board/Council has authorized this Joint Powers Agreement and the undersigned have been authorized to execute this Agreement effective January 1, 2021.

X \_\_\_\_\_ Date \_\_\_\_\_  
Rock County Board, Chair

X \_\_\_\_\_ Date \_\_\_\_\_  
Rock County Clerk

X \_\_\_\_\_ Date \_\_\_\_\_  
City of Milton, Mayor

X \_\_\_\_\_ Date \_\_\_\_\_  
City of Milton, City Clerk



## Department of Public Works

**To:** Mayor Welch, Common Council Members  
**From:** Mark Langer, City Engineer  
**Date:** September 10, 2020  
**Subject:** 2020 Concrete Pavement Maintenance – Bid Award

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### Summary

Five bids were received via QuestCDN vBid on September 10<sup>th</sup>, 2020 at 1:00 P.M. for the subject project. The Bidders and bid totals are provided below. A bid tabulation is attached.

Bidder	Total Bid
C.P.R. Inc.	\$69,390.00
JB Johnson Bros., LLC	\$71,929.50
JW Schultz Construction	\$84,605.00
Fahrner Asphalt Sealers, LLC	\$110,985.00
Zenith Tech, Inc.	\$142,578.68

After analyzing the bids C.P.R. Inc. was determined to be the lowest responsive and responsible bidder. The Low bid submitted was approximately 11% below the pre bid estimate of \$78,050.00.

### Bid Award Considerations

The bids submitted acknowledged the required items for a responsive bid, including a 5% bid bond. The low bid contractor has recently completed a similar project and has a shop located in Edgerton. Based on the above, the low responsive and responsible bidder is C.P.R. Inc. with a Total Bid of \$69,390.00.

### Recommendation

The council can elect to award the entire project or any part of the project to the low bid contractor depending on how much funding is available.

2020 Concrete Pavement Maintenance and Repairs (#7267858)

Owner: Milton WI, City of

Solicitor: Milton WI, City of

09/10/2020 01:00 PM CDT

Item Code	Item Description	UofM	Quantity	Engineer Estimate		CPR INC		JB Johnson Bros., LLC	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid-10-inch Concrete Pavement Replacement									
1	172 W. Madison Avenue 5 ft x 5 ft	SY	3	\$300.00	\$900.00	\$130.00	\$390.00	\$135.25	\$405.75
2	128 W. Madison Avenue 32 ft X 42 ft	SY	150	\$150.00	\$22,500.00	\$130.00	\$19,500.00	\$135.25	\$20,287.50
3	106 E. Madison Avenue 41 ft x 36 ft and 12 ft x 24 ft	SY	200	\$150.00	\$30,000.00	\$130.00	\$26,000.00	\$135.25	\$27,050.00
4	160 E. Madison Avenue 20 ft x 32 ft	SY	75	\$150.00	\$11,250.00	\$130.00	\$9,750.00	\$135.25	\$10,143.75
5	427 E. Madison Avenue 9 ft x 32 ft	SY	35	\$150.00	\$5,250.00	\$130.00	\$4,550.00	\$135.25	\$4,733.75
6	740 S. Janesville Street 8 ft x 12 ft	SY	15	\$150.00	\$2,250.00	\$130.00	\$1,950.00	\$135.25	\$2,028.75
7	Manhole Frame Replacement	EA	7	\$500.00	\$3,500.00	\$750.00	\$5,250.00	\$800.00	\$5,600.00
8	Concrete Curb and Gutter Removal and Replacement	LF	40	\$60.00	\$2,400.00	\$50.00	\$2,000.00	\$42.00	\$1,680.00
Base Bid Total:					\$78,050.00		\$69,390.00		\$71,929.50

2020 Concrete Pavement Maintenance and Repairs (#7267858)

Owner: Milton WI, City of

Solicitor: Milton WI, City of

09/10/2020 01:00 PM CDT

Item Code	Item Description	UofM	Quantity	JW Schultz Construction		Fahrner Asphalt Sealers, LLC	
				Unit Price	Extension	Unit Price	Extension
Base Bid-10-inch Concrete Pavement Replacement							
1	172 W. Madison Avenue 5 ft x 5 ft	SY	3	\$160.00	\$480.00	\$750.00	\$2,250.00
2	128 W. Madison Avenue 32 ft X 42 ft	SY	150	\$160.00	\$24,000.00	\$215.00	\$32,250.00
3	106 E. Madison Avenue 41 ft x 36 ft and 12 ft x 24 ft	SY	200	\$160.00	\$32,000.00	\$200.00	\$40,000.00
4	160 E. Madison Avenue 20 ft x 32 ft	SY	75	\$160.00	\$12,000.00	\$225.00	\$16,875.00
5	427 E. Madison Avenue 9 ft x 32 ft	SY	35	\$160.00	\$5,600.00	\$257.00	\$8,995.00
6	740 S. Janesville Street 8 ft x 12 ft	SY	15	\$160.00	\$2,400.00	\$325.00	\$4,875.00
7	Manhole Frame Replacement	EA	7	\$875.00	\$6,125.00	\$500.00	\$3,500.00
8	Concrete Curb and Gutter Removal and Replacement	LF	40	\$50.00	\$2,000.00	\$56.00	\$2,240.00
Base Bid Total:					\$84,605.00		\$110,985.00

2020 Concrete Pavement Maintenance and Repairs (#7267858)

Owner: Milton WI, City of

Solicitor: Milton WI, City of

09/10/2020 01:00 PM CDT

Item Code	Item Description	UofM	Quantity	Zenith Tech Inc	
				Unit Price	Extension
Base Bid-10-inch Concrete Pavement Replacement					
1	172 W. Madison Avenue 5 ft x 5 ft	SY	3	\$1,243.28	\$3,729.84
2	128 W. Madison Avenue 32 ft X 42 ft	SY	150	\$218.13	\$32,719.50
3	106 E. Madison Avenue 41 ft x 36 ft and 12 ft x 24 ft	SY	200	\$219.33	\$43,866.00
4	160 E. Madison Avenue 20 ft x 32 ft	SY	75	\$292.02	\$21,901.50
5	427 E. Madison Avenue 9 ft x 32 ft	SY	35	\$405.18	\$14,181.30
6	740 S. Janesville Street 8 ft x 12 ft	SY	15	\$536.93	\$8,053.95
7	Manhole Frame Replacement	EA	7	\$1,839.17	\$12,874.19
8	Concrete Curb and Gutter Removal and Replacement	LF	40	\$131.31	\$5,252.40
Base Bid Total:					\$142,578.68