



AGENDA
City of Milton
Public Works Committee Meeting
Tuesday, October 4, 2022
5:00 PM MILTON
CITY HALL
Council Chambers, 710 S Janesville Street

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes - June 7, 2022**

Documents:

[Public Works Committee Minutes 6-7-22.pdf](#)

- 4. Discussion and Possible Action Regarding 2022-2023 Sidewalk Closings**

Documents:

[Memo - 2022-2023 Sidewalk Closings.pdf](#)
[2022-2023 Sidewalk Closing Requests.pdf](#)

- 5. Discussion and Possible Direction Regarding the Waste Oil Tank located at 620 West Madison Avenue**

Documents:

[Memo - Waste Oil Tank.pdf](#)

- 6. Discussion and Possible Direction Regarding Surplus Property**

Documents:

[Memo - Surplus Policy.pdf](#)
[Council Policy 5 Surplus Property Disposal Policy.pdf](#)

- 7. General Items**

- 8. 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.

**Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by Jenny Salvo September 30, 2022 at Hometown Ace Hardware, Piggly Wiggly, Milton City Hall.

City of Milton
Public Works Committee
June 7, 2022

Call to Order

Chairperson Ald. Bill Wilson was not present at the meeting.

Clerk Salvo called the June 7, 2022 meeting of the Public Works Committee to order at 5:05 p.m.

Clerk Salvo asked the members for a nomination to chair the meeting. K. Burnett nominated M. Striegl as the Chairperson of the meeting. M. Doolittle seconded the motion, and the motion carried unanimously.

Present: Mark Doolittle, Kelly Burnett, and Maxine Striegl

Also Present: Public Works Director Mark Langer and City Clerk Jenny Salvo

Approval of Agenda

K. Burnett motioned to approve the June 7, 2022 agenda. M. Doolittle seconded, and the motion carried unanimously.

Approval of Minutes – May 3, 2022

K. Burnett motioned to approve the May 3, 2022 minutes. M. Doolittle seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding the Compliance Maintenance Annual Report (CMAR) and Resolution #2022-14

Director Langer presented the report to the Committee.

K. Burnett motioned to recommend to Council approval of the Compliance Maintenance Annual Report and Resolution #2022-14. M. Doolittle seconded, and the motion carried unanimously.

Discussion and Direction Regarding the Fence at the Milton Cemetery

K. Burnett motioned to recommend the Council include the replacement of the existing fence with the black chain link fencing option in the 2023 budget. The existing fence will remain until the install is scheduled. M. Doolittle seconded, and the motion carried unanimously.

General Items

M. Striegl requested information on the process for residents that mow grass and weed into the street. Director Langer stated this is considered a code violation and letters along with citations would be issued to correct the issue.

K. Burnett inquired if landscaping is planned around the new welcome signs for the City. Director Langer stated that the Council will be discussing the plan in the future.

Adjourn

M. Doolittle motioned to adjourn the June 7, 2022 meeting of the Public Works Committee at 5:19 p.m. K. Burnett seconded, and the motion carried unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jenny Salvo". The signature is written in black ink and is positioned above the printed name and title.

Jenny Salvo
City Clerk

Public Works Committee Report

Agenda Item: Discussion and Possible Action Regarding 2022-2023 Sidewalk Closings
Meeting Date: October 4, 2022
Presenter: Mark Langer, PE, Public Works Director
Department: City Hall

Conformance with Strategic Plan:

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Affordability & Financial Stability |
| <input type="checkbox"/> | Safe, Inclusive, Welcoming Community |
| <input type="checkbox"/> | Diverse Opportunities for Fun and Life-Long Learning |
| <input type="checkbox"/> | High Performing Organization with Professional Staff |
| <input type="checkbox"/> | Environment for Business Success with Thoughtful Growth and Development |

Summary

The Public Works Department is requesting approval of closing the attached list of sidewalks during the 2022/2023 winter season. Most of these sidewalks were closed in the prior season.

Analysis and Key Issues

The request generally includes sidewalks on cul-de-sacs, undeveloped areas, areas where there is little pedestrian traffic, and areas that have small or no terraces and receive more snow than a regular street. Staff has not received any complaints in the previous season regarding the closure of these sidewalks.

Additional closures that were not included in last year's request include:

- Linda Feggestad has also requested the closure sidewalks at 300 Wildfire Court. This would only be the sidewalk on Wildfire Court and not the sidewalk on Wildfire Lane.
- Staff would like to request the closure of the ramps at Story Gardens.

Recommended Motion

Staff recommends approval of the attached list of sidewalk closings for the 2022-2023 snow season.

Attachments

- 2022/2023 Sidewalk Closing Requests

2022-2023 Sidewalk Closing Requests

| Address | Owner | Notes |
|-------------------------|---------------------------|--|
| 676 Wildfire Lane | Tim & Lily Jacobs | Eligible from the driveway north. |
| 107 W. St. Mary | Thomas Kevern | Eligible from the driveway west. |
| 383 S. John Paul | Dollar General | Eligible from the driveway south. |
| 350 Northside Dr. | Carol Stiff | Driveway to Empty Lot |
| 389 Northside Dr. | Kelly Koepke | Eligible from the driveway north. |
| 1037 W Madison | Brenda Greene | West of Crosswalk |
| 414 Columbus | Linda and Jim Lyke | No connecting sidewalks. |
| 32 Wallace Way | Dave Larson | On cul-de-sac |
| 109 Wallace Way | Scott Scoville | On cul-de-sac |
| 403 Green Hill | Jeff Hughes | Just for the Wallace Way side |
| Hwy 59 | City of Milton | See attached map |
| Putman | City of Milton | Entire Street |
| Sunnyside Dr | City of Milton | From Hwy 59 to Commerce Way |
| 300 E St Mary | Marlin and Alexis Winden | Eligible from driveway east |
| 753 Red Hawk | James and Mary Blaesius | Eligible from the driveway south. |
| 754 Red Hawk | Partick and Shelley Brown | Eligible from the driveway south. |
| 176 Greenhill Cir | Carol Johnson | Entire Lot |
| 148 Green Hill Cir | Gary & Linda Hartman | North of Driveway |
| 388 Northside Drive | Adam & Micaela Duncan | Eligible from the driveway north |
| S. Janesville Street | Multiple Businesses | St Mary St south to Henke Rd and to the west end of American Awards property |
| Henke Road | | Arthur Drive to South City Limits |
| Arthur Drive | | Janesville Street to American Awards and Promotions |
| East Highway 59 (south) | | S. Janesville Street to east City Limits |
| East Highway 59 (north) | | Sunnyside Drive to east City Limits |
| S. Janesville Street | | St. Mary Street South to Arthur Drive |
| Putman Parkway | Various | All Sidewalks |
| 300 Wildfire Court | Linda Feggestad | On cul-de-sac |
| Story Gardens | City of Milton | Sidewalk ramps |

Public Works Committee Report

Agenda Item: Discussion and Possible Direction Regarding the Waste Oil Tank located at 620 West Madison Avenue
Meeting Date: October 4, 2022
Presenter: Mark Langer, PE, Public Works Director
Department: City Hall

Conformance with Strategic Plan:

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

Summary

The Public Works Department is requesting direction on the waste oil tank located at 620 West Madison Avenue.

Analysis and Key Issues

The City of Milton recently renewed its contract with Johns Disposal for refuse and recycling for five additional years. The contract now extends through 2027. Johns Disposal provides residents of Milton with a waste oil collection service available at the curb like trash and recycling. Alternatively, residents have had the option to dispose of waste oil at the waste oil tank located behind the fire station. There is no staffing at this site. Trash cans are provided for empty containers.

Several complaints to staff have been received from neighboring residents regarding the trash bins being used for items other than oil containers. During storm events the trash blows into neighboring yards and the City-owned trail between Sunset Drive and West Madison Avenue requiring pick up.

Other challenges with the waste oil site include residents placing waste oil in full containers outside of the tank rather than disposing the waste oil in the tank, oil being dumped into the containment area, possible use by non-residents or commercial users, and contamination of waste oil by products that result in higher disposal fees.

As an interim solution staff removed the trash containers and temporarily closed the waste oil collection site. A sign was installed to inform residents that Johns Disposal receives waste oil. Staff has not received any complaints since the closure of the waste oil tank.



Fiscal Impact

The current vendor that provides the waste oil disposal service is contacted on an as-needed basis. Between 2017 and 2021 the cost for waste oil disposal from the waste oil tank was approximately \$370/year. Waste oil disposal is provided to residents as part of the Johns Disposal contract.

Recommended Motion

Staff requests direction on the waste oil tank located at 620 West Madison Avenue.

Attachments

- None

Public Works Committee Report

Agenda Item: Discussion and Possible Direction Regarding Surplus Property
Meeting Date: October 4, 2022
Presenter: Mark Langer, PE, Public Works Director
Department: City Hall

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
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Summary

The Public Works Department is requesting direction on modification to Council Policy Number 5 Surplus Property Disposal Policy.

Analysis and Key Issues

Council Policy #5 provides a framework for the disposal of surplus property. Additional guidance is requested to determine when and what items require Common Council approval to declare as surplus property. Staff recommends modifying the Approval of Disposals section of the policy to include:

1. If, in the opinion of the department head, the City Administrator or designee, there is surplus property, he/she shall determine the best method of disposing/selling/exchanging of the asset(s).
2. Any item with an estimated value of over \$1,000 requires Common Council Approval to be declared surplus.
3. Recovered and unclaimed items that were not purchased by the City require Common Council Approval to be declared surplus.
4. Exchanging of an asset including trading equipment for replacement equipment is not required to be declared surplus.

Fiscal Impact

This request does not change the Disposition of Funds section.

Recommended Motion

Staff requests direction on when Common Council approval is required to declare an item as surplus.

Attachments

- Council Policy #5



Surplus Property Disposal Policy

PURPOSE

The purpose of the Surplus Property Disposal Policy is to provide a framework for the disposal of the City's property that is deemed surplus to the City's requirements. In so doing this policy is intended to:

1. Ensure that only assets that do not provide the minimum level of basic services are disposed of.
2. Ensure that assets are not disposed of when the disposal of the asset or the terms of disposal of the asset, could disadvantage the City or community financially or otherwise.
3. Ensure that all disposals are fair, equitable, transparent, competitive and consistent with the best interests of the City of Milton

SCOPE

The Surplus Property Disposal Policy is applicable to all Departments/Persons of the City of Milton, and all assets owned by the City of Milton, except, immovable assets including buildings, land, or equipment attached thereto.

DEFINITIONS

1. Assets: An asset shall mean any resource controlled or owned by the City of Milton, from which the City expects to derive economic benefit or use for service delivery to the general public.
2. Disposal: Disposal shall mean a process of preparing, negotiating and concluding a written contract, where necessary, which involves the transfer of control or ownership of an asset or property, considered by the City to be surplus, by means of a sale, trade, lease or donation.
3. Surplus property: The term "surplus property" when used in this policy means materials, supplies, equipment or other goods which in the opinion of the Department Head:
 - a. Has no further beneficial usefulness to the City or any of its departments.
 - b. Cannot economically be made useful to the City or any of its departments.

APPROVAL OF DISPOSALS

If, in the opinion of the department head, the City Administrator or designee, there is surplus property, he/she shall determine the best method of disposing/selling/exchanging of the asset(s).

METHODS OF DISPOSALS

1. Surplus property, as determined above, may be disposed of by sealed bid, auction or a fixed value may be assigned and the item(s) sold at the assigned price. A Class II public notice shall be made of any such bid, auction or sale, and shall include specific items offered together with the minimum bid or fixed price set for each item.
2. No item purchased by or for the City shall be sold, transferred or given to any employee of the City of Milton or the immediate family member of any employee, even through the sealed bid process, pursuant to the provisions of Wis. Statutes §175.10. Employees may participate in public auction or sale of City property.
3. In the event the surplus property cannot be sold after following the above procedures, he/she may direct the Department Head in writing to dispose of the surplus property.
4. At any time the Common Council may give consideration to a charitable donation, local school district or local non-profit.
5. No item purchased by the City shall be given or sold to a private individual or business except as described in this policy.

DISPOSITION OF FUNDS

All proceeds, after expense of sale, shall be allocated by the methods outlined below:

Enterprise funded assets

If an asset(s) was purchased with enterprise funds, all proceeds from the sale of the asset(s) shall be deposited into the enterprise fund in which the original purchase was sourced.

Non-Enterprise funded assets

If the intent of the disposal was to offset the acquisition of a newer asset, those funds shall be used to reduce the purchase price of the new acquisition. If proceeds were greater than anticipated, the remaining proceeds shall be deposited into the Park Fund.

If the intent is to dispose of the asset without acquiring/replacing a similar asset, those funds shall be deposited into the Park Fund.

If the disposal of the asset(s) is de minimis in nature (i.e. scrap) those funds shall be deposited into the Park Fund.