



**AGENDA**  
**City of Milton**  
**Virtual Common Council Meeting**  
**Tuesday, October 6, 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/88571739156?pwd=UXZpV2lWWTkveEVsQWVpcGVKTUVpZz09>**

**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: 885 7173 9156**  
**Passcode: 536639**

- 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 - September 15, 2020 and September 29, 2020**

Documents:

[Common Council Minutes 09-15-2020.pdf](#)

- b. Municipal Court Report - September 2020**

Documents:

[Municipal Court Report September 2020.pdf](#)

- c. City of Milton Communications Report - Quarter 3 2020**

Documents:

[Communications Report - Quarter 3 2020.pdf](#)

**6. Presentation by City Clerk Regarding the November 3, 2020 Election**

**7. Discussion and Possible Action Regarding Change of Premises Application for Casey's General Store #1992, 464 S. John Paul Road**

Documents:

[CC Caseys Marketing Company Request for Change of Premises 10-06-20.pdf](#)  
[Caseys General Store Change of Premises Application.pdf](#)  
[Caseys General Store 1992 Map.pdf](#)

**8. 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 10-06-20.pdf](#)  
[Caseys General Store Listing.pdf](#)  
[Caseys General Store Age Restricted Training.pdf](#)

**9. Discussion and Possible Action Regarding a Conditional Use Permit Request for 401K Properties Located at 645 College Street**

Documents:

[Memo - 401k Properties - Conditional Use Permit.pdf](#)  
[CUP Application - 401K Properties.pdf](#)  
[CUP Request Letter - 401K Properties.pdf](#)  
[401K Properties Findings of Fact.pdf](#)  
[Notice of Public Hearing - 401K Properties.pdf](#)  
[TLC-RENDERINGS 3-11-2020.pdf](#)  
[TLC-SITE PLAN 3-12-20.pdf](#)

**10. Discussion and Possible Action on Final Resolutions #2020-24 Regarding Assessments for the Lift Station and Sanitary Sewer Main Installation along Parkview Drive.**

Documents:

[Memo - Assessment Resolution.pdf](#)  
[Resolution 2020-24- Authorizing Payment of Special Assessment in Installments \(revised 9.24.20\).pdf](#)

**11. Discussion and Possible Action Regarding Routes to Recovery Reimbursement**

Documents:

[Memo - Routes to Recovery Reimbursement.pdf](#)

**12. Discussion and Possible Action Regarding a 2021 City Budget Schedule**

Documents:

[Potential 2021 Budget Schedule.pdf](#)

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

**14. General Items**

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

**15. Next Meeting ~ October 20, 2020**

**16. Consideration of a motion to convene into Closed Session, pursuant to Section 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Reference Acquisition of Property**

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

**18. 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 October 1, 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  
September 15, 2020**

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

Mayor Anissa Welch called the September 15, 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. Theresa Rusch, Ald. Lynda Clark, Ald. Larry Laehn, Ald. Devin Elliott, and Ald. Ryan Holbrook.

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

**Approval of Agenda**

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

**Pledge of Allegiance**

Ald. Elliott 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 who wished to speak.

Matt Mullen, 102 First Street – Asked how he can place an item on the agenda for the Council to consider. Mayor Welch explained the process.

**Approval of the Consent Agenda**

- a. **Approval of Common Council Meeting - September 1, 2020**
- b. **Municipal Court Report - August 2020**

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

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

Mayor Welch read the proclamation.

**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**

Administrator Hulick provided an overview of the agenda item.

The Common Council discussed the intent of the application with the Melissa Frank, the representative from Casey's. City Clerk Leanne Schroeder joined the meeting to provide

additional information. There was confusion on whether the intent was to extend the premise to the parking lot for curbside pickup and/or to add wine or other intoxicating liquor to their store. Ald. Holbrook motioned to table the agenda item until there is clarification on intent of the application. Ald. Clark seconded, and the motion carried.

**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**

Administrator Hulick provided an overview of the agenda item.

The Council discussed the request and directed questions to Dollar General's representative, Amy Trams.

Ald. Laehn motioned to approve the 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, with the condition of no alcohol advertising on the outside of the building or windows of the premise. Ald. Wilson seconded, and discussion followed. The motion carried with Ald. Rusch and Ald. Clark opposed.

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

Chief Marquardt provided an overview of this agenda item, and explained this is an agreement approved annually by the municipalities in Rock County.

Ald. Wilson motioned to approve the 2021 Joint Powers Agreement with Rock County 911. Ald. Clark seconded, and the motion carried.

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

Engineer Langer provided an overview of this agenda item.

Ald. Clark motioned to award the bid to C.P.R. Inc. with a total bid of \$69,390. Ald. Rusch seconded, and the motion carried.

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

Director Cushman led the Council in strategic plan discussions.

**General Items**

**a. Committee Reports**

Director Cushman provided an update on the Parks & Recreation Commission's development of the Comprehensive Outdoor Recreation Plan.

**b. Staff Reports**

Director Robinson provided an update on the Janesville Street project and stated September 24, 2020 is Donald Zimmerman's last day with the Public Works Department due to his retirement.

Chief Marquardt stated an officer is completing Crisis Intervention Training.

Engineer Langer provided a further update on the Janesville Street project.

Director Nelson provided an update on the development of the 2021 budget.

Director Kunkel provided a staffing update for the library.

Administrator Hulick stated economic development work is continuing and provided an update on the November 3 election.

Mayor Welch stated it's the beginning of Hispanic Heritage Month.

**c. Team Building Exercise.**

Strategic planning served as the team building exercise.

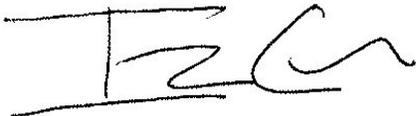
**Next Meeting ~ September 29, 2020 (Special Meeting)**

The next meeting of the Common Council will take place on September 29, 2020 at 6 p.m.

**Motion to Adjourn**

Ald. Wilson motioned to adjourn the September 15, 2020 meeting at 8:05 p.m. Ald. Holbrook seconded, and the motion carried.

Respectfully Submitted,

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

Inga Cushman  
Administrative Services Director

STATE OF WISCONSIN MUNICIPAL COURT  
CASELOAD STATISTICS

Sept - 2020

(NUMBER OF CASES PROCESSED)

Municipal Court of: Milton

County: Rock

Judge: Kristin Koeffler

For The Period Beginning: 09/01/2020 and ending: 09/30/2020

Municipality Code: 257

CASES DISPOSED						
	CONTESTED PARKING	TRAFFIC	OWI/BAC	ADULT NON-TRAFFIC	JUVENILE NON-TRAFFIC	TOTAL CASES PROCESSED
By forfeiture due to Found Guilty, Guilty by Default, or Not Guilty	3	38	1	8	0	50
By Dismissal	0	0	0	0	0	0

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 : 50

Version 2015



**MUNICIPAL COURT MONTHLY FINANCIAL REPORT**

County Name Rock		County Code Number 53		Report for Month/Year September 2020	
Municipal Name Milton Municipal Court		Municipal Code Number 257		Telephone Number 608-868-6910	
<b>I. MUNICIPAL COURT OFFICIAL</b>		<b>Total Amount Collected</b>	<b>Share to be retained by Municipality</b>	<b>Share to be sent to County</b>	<b>Share to be sent to State</b>
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)		\$ 1,624.42	\$ 1,624.42		
Adjustment (if applicable)		\$ .00	\$ .00		
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)		\$ 874.00	\$ 759.00		\$ 115.00
Adjustment (if applicable)		\$ .00	\$ .00		\$ .00
3. Penalty Surcharges (s. 757.05, Stats.)		\$ 330.13			\$ 330.13
Adjustment (if applicable)		\$ .00			\$ .00
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)		\$ 190.00		\$ 190.00	
Adjustment (if applicable)		\$ .00		\$ .00	
5. Driver Improvement Surcharges (s. 346.655, Stats.)		\$ 52.00		\$ 52.00	\$ .00
Adjustment (if applicable)		\$ .00		\$ .00	\$ .00
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)		\$ 234.00			\$ 234.00
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.)		\$ 20.00			\$ 20.00
Adjustment (if applicable)		\$ .00			\$ .00
12. Totals		\$ 3,324.55	\$ 2,383.42	\$ 242.00	<b>Pay This Amount</b> \$ 699.13

Continue onto the next page.

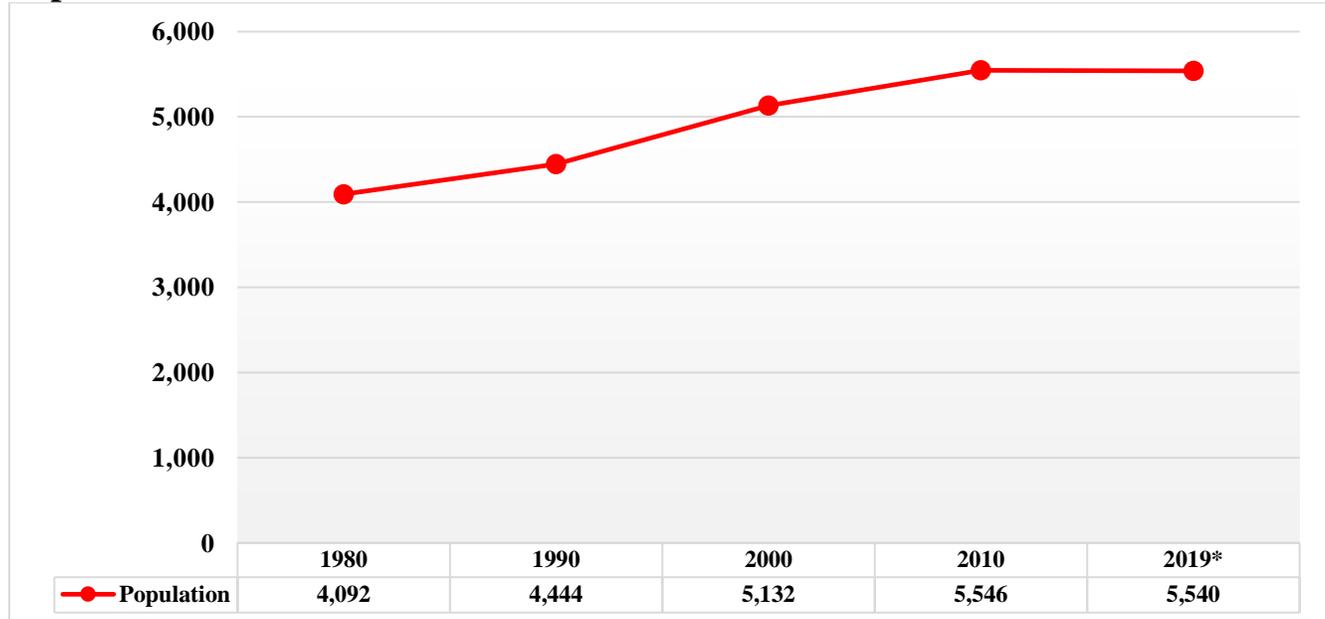


# COMMUNICATIONS REPORT

QUARTER 3 2020

## City of Milton Demographics

### Population



*\*2019 Wisconsin Department of Administration Population Estimate. All other data is official census numbers.*

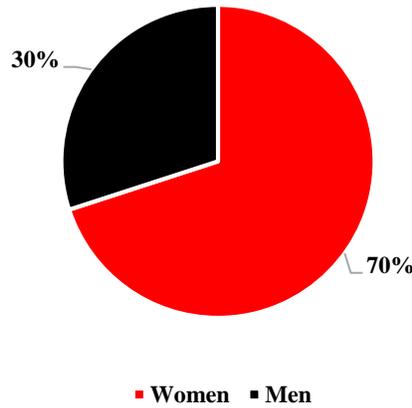
### Information from 2013-2017 American Community Survey 5-Year Estimates

- Total Households: 2,322
- Family Households (families): 1,423
- Average household size: 2.39 people
- Average family size: 3.02 people
- Occupied Housing Units: 2,322
- Vacant Housing Units: 38
- Owner-Occupied Housing: 1,507
- Renter-Occupied Housing: 815
- Males: 53%
- Females: 47%
- Males 15 and over: 2,166
- Females 15 and over: 2,265
- Median Age: 37.4

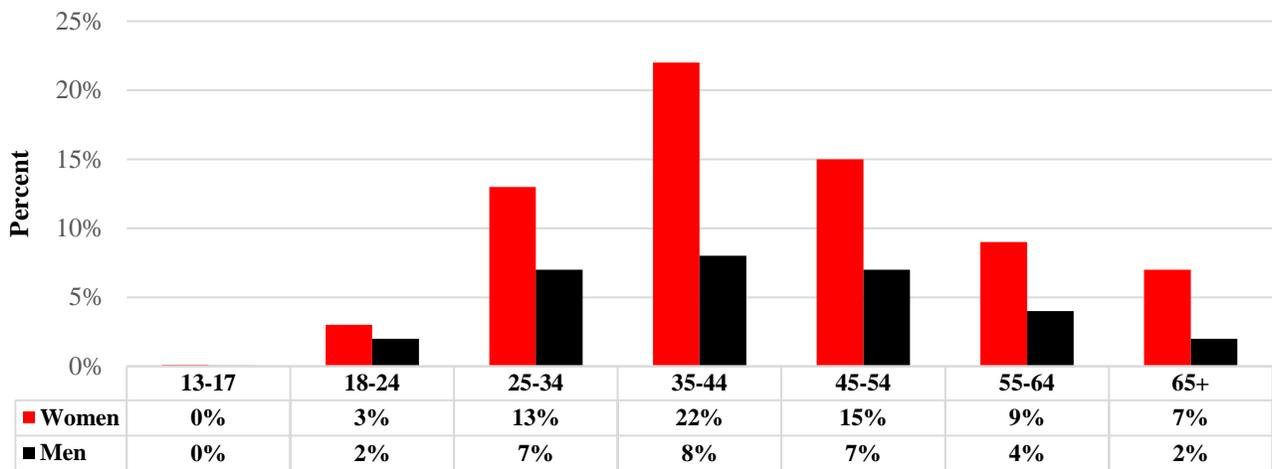
## Facebook Demographics

The number of people who saw any of our posts on the City of Milton Facebook page at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.

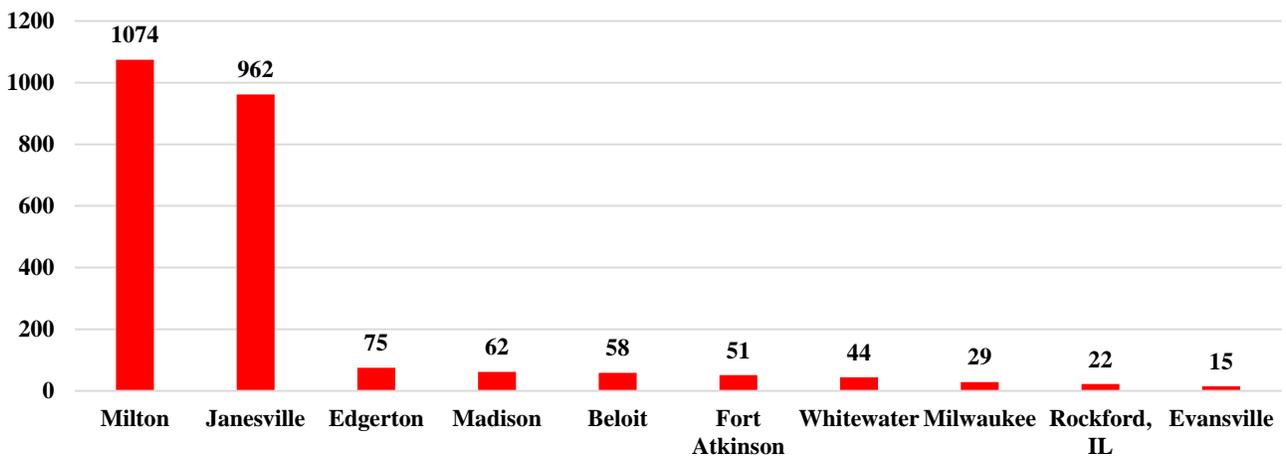
### Facebook - Gender



### Facebook - Fans by Gender and Age



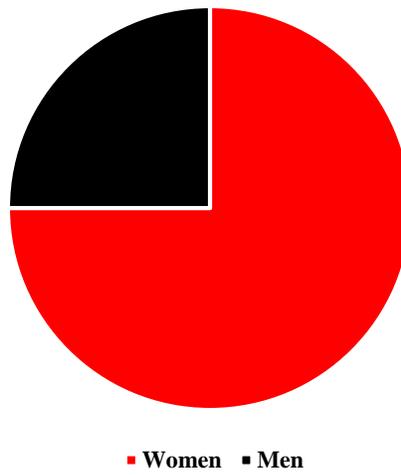
### Facebook - Fans by Top 10 Locations



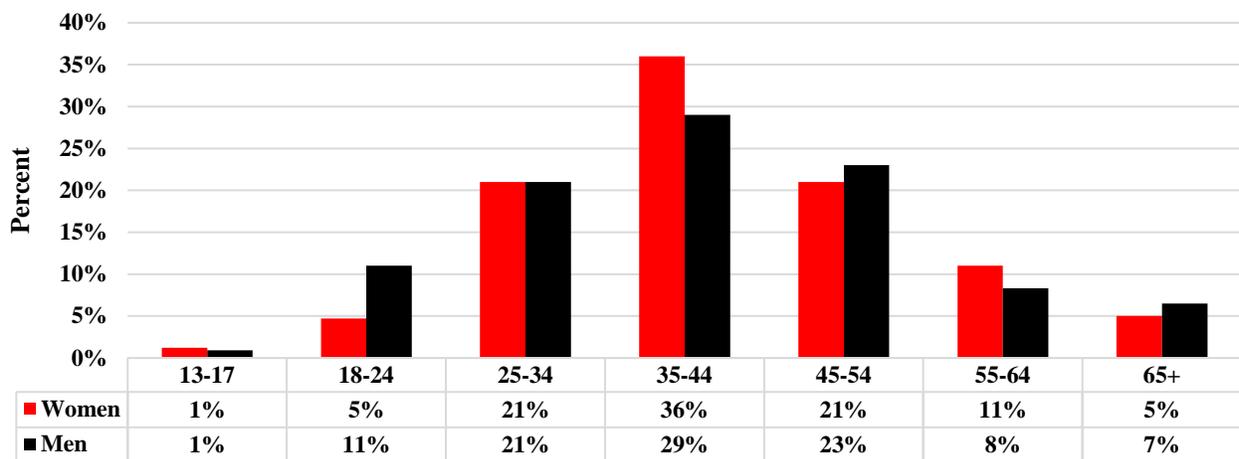
## Instagram Demographics

These statistics were obtained in March 2020 from Instagram Insights for the milton\_wi account.

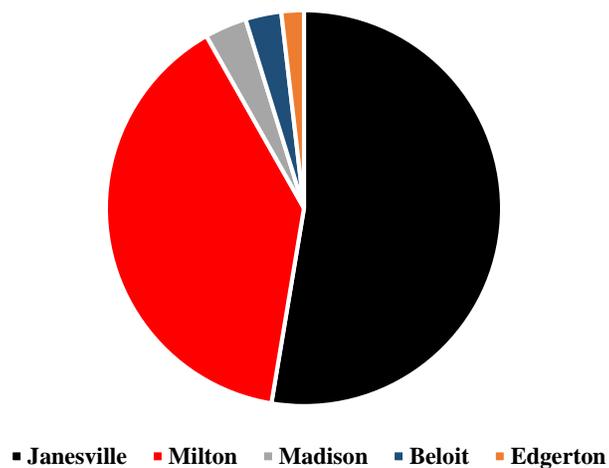
### Instagram - Gender



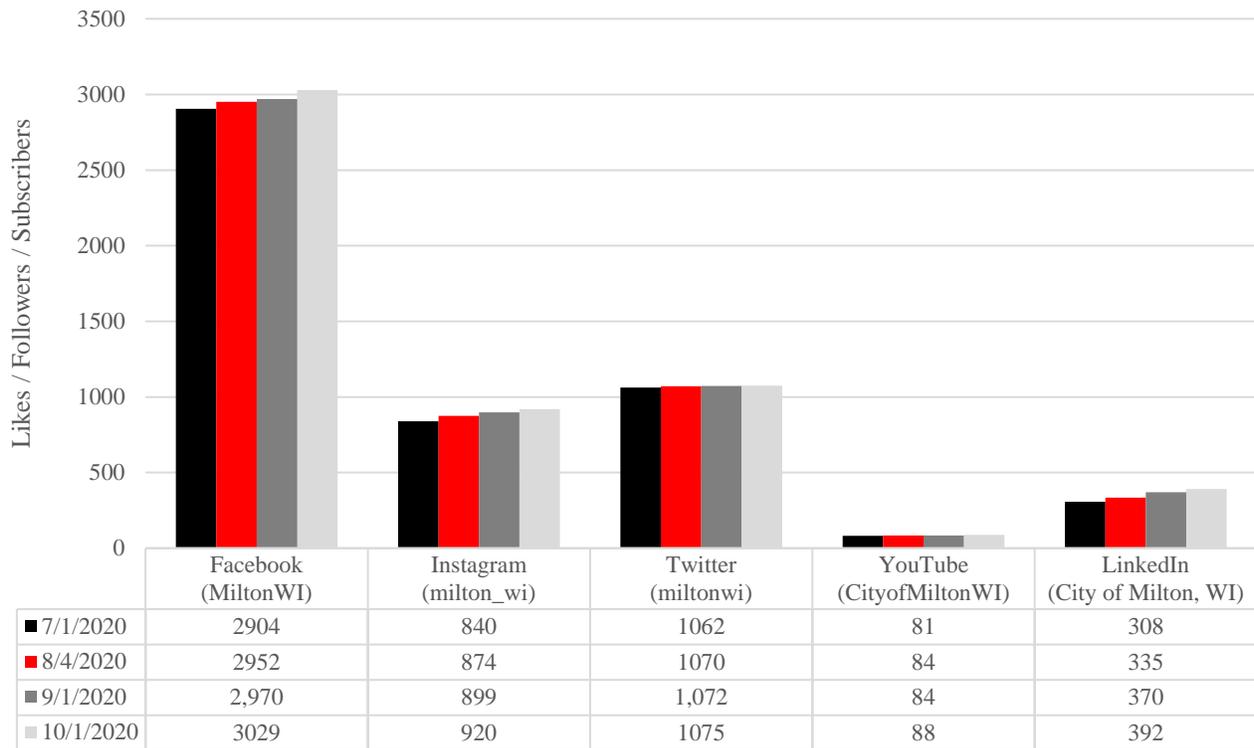
### Instagram - Gender by Age Range



### Instagram - Top Locations



## Social Media Likes / Followers / Subscribers



### Percentage Change for Each Platform

	July	August	September
<b>Facebook</b>	1.65%	0.61%	1.99%
<b>Instagram</b>	4.05%	2.86%	2.34%
<b>Twitter</b>	0.75%	0.19%	0.28%
<b>YouTube</b>	3.70%	0.00%	4.76%
<b>LinkedIn</b>	8.77%	10.45%	5.95%

### Total Posts for Each Platform

	July	August	September
<b>Facebook</b>	48	29	53
<b>Instagram</b>	28	18	22
<b>Twitter</b>	17	9	10
<b>YouTube</b>	7	5	7
<b>LinkedIn</b>	7	7	10

### “We Are Milton” Podcasts

- Stay Safe This 4<sup>th</sup> of July – July 1, 2020
- Strategizing for Milton’s Future – July 28, 2020
- Accreditation: A Building Block for Trust – September 18, 2020

# Top Posts

## July

### Facebook

8,475 Reached

**City of Milton, Wisconsin Government**  
Published by Inga Cushman (7) · July 1 ·

As our traditional parade has been cancelled this year, an alternative event, the 4th of July Community Parade, is taking place Saturday, July 4, from 1 p.m. to 4 p.m.

Residences and businesses signed up to decorate their homes for the 4th of July using the theme "The Heart of Milton." The map of all of the entrants is available on the City's website (<https://tinyurl.com/y7ugjxox>). Community members are invited to drive around the community and see the decorated homes and b... See More



8,475 People Reached    985 Engagements    [Boost Post](#)

Barb Weber Buchanan, Karen L Hanson and 21 others · 8 Comments · 40 Shares

### Instagram

292 Reached

**milton\_wi**



**Post Insights**

17    1    1    1

2 Profile Visits    292 Reach

### Twitter

386 Impressions

**City of Milton @MiltonWI**  
um Happy Independence Day from all of us at the City of Milton. We hope you have a fun and safe holiday! um [pic.twitter.com/n9XbXEr4eY](https://pic.twitter.com/n9XbXEr4eY)

HAPPY INDEPENDENCE DAY

Impressions: 386  
Total engagements: 5  
Media engagements: 2  
Likes: 2  
Retweets: 1

### YouTube

3,173 Overall Impressions

**WE ARE Milton**



**Episode 10: Milton's 4th of July Community Parade**

Your top videos in this period

Video	Average view duration	Views
1. "We Are Milton" Podcast - Milton's 4th of July Community Parade (Episode 10) Jan 18, 2020	2:18 (21.7%)	27
2. Goodrich Square Splash Pad Grand Opening 7-19-13 Aug 19, 2013	1:03 (13.9%)	21
3. City of Milton, Wisconsin Common Council 06-16-2020 Jun 23, 2020	7:45 (9.2%)	20
4. City of Milton, Wisconsin Common Council 07-21-2020 Jun 24, 2020	22:28 (12.4%)	19
5. City of Milton, Wisconsin Common Council 09-09-2020 May 6, 2020	12:50 (19.3%)	18

### LinkedIn

135 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
On the agenda for the Common Council meeting on Tuesday, July 7, at 6 p.m. ther... All followers	Inga Cushman	7/5/2020	135	-	6	4.44%	2	0	0	

# August

**Facebook**  
2,741 Reached

**Instagram**  
347 Reached



**Post Insights**

38 1 1 1

4 347  
Profile Visits Reach

**Twitter**  
280 Impressions

**YouTube**

2,609 Overall Impressions

Impressions	280
Total engagements	2
Media engagements	2



**LinkedIn**

177 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
This week, one of the main topics of conversation at City meetings will be the... All followers	Inga Cushman	8/17/2020	177	-	2	1.13%	4	0	1	

# September

## Facebook

14,115 Reached

**City of Milton, Wisconsin Government**  
Published by Inga Cushman · 18h · 🌐

The City of Milton set Halloween Trick-or-Treat hours as 3 p.m. to 6 p.m. on Saturday, October 31. This is a change from previous years to allow for additional time and more daylight hours to properly physically distance and take other precautions while enjoying the festivities.

To add to the fun, Mayor Anissa Welch is organizing a community wide scavenger hunt from 1 p.m. to 4 p.m., the Milton Public Library-Wisconsin will have a StoryWalk® available outside at the library from noon to 6 p.m., and there will be a virtual costume contest.

More details are available on the City's website: <https://www.milton-wi.gov/540/Halloween>.

14,115 People Reached      1,477 Engagements      [Boost Post](#)

👍👍👍 Marlys Howe, Teresa Harper Philo and 89 others      14 Comments      202 Shares

## Instagram

348 Reached

**milton\_wi**

**Post Insights**

32      4      0      1

2      348

Profile Visits      Reach

## Twitter

286 Impressions

**City of Milton @MiltonWI**  
The @MiltonWI officially won the King of the Rock Contest for the #2020Census with an 82.1% self-response rate and the City of Edgerton and @City\_Janesville close behind at 81% and 79% respectively.

More information: <https://tinyurl.com/y2lmkyp>  
<pic.twitter.com/XZt3XDYbTo>

Impressions	286
Media views	77
Total engagements	13
Detail expands	6
Retweets	3
Likes	2
Replies	1
Media engagements	1

## YouTube

1,778 Overall Impressions

**Your top videos in this period**

Video	Average view duration	Views
1. Milton Wisconsin: A Community At Play Since 1838 Mar 20, 2016	0:42 (70.5%)	31
2. Joint Fire Commission Meeting - September 3, 2020 Sep 4, 2020	0:24 (7.5%)	37
3. "We Are Milton" Podcast - Accreditation: A Building Block for Trust (Episode 14) Sep 18, 2020	0:24 (17.5%)	21
4. Water tower Park - Milton, WI Aug 21, 2020	1:56 (54.2%)	15
5. City of Milton, Wisconsin Common Council 04-01-2020 Dec 9, 2020	0:11 (13.5%)	14

## LinkedIn

124 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
"We Are Milton" Podcast – Accreditation: A Building Block for Trust (Episode 14) All followers	Inga Cushman	9/23/2020	124	-	5	4.03%	3	0	2	

# Website (www.milton-wi.gov)

Total Visits: 22,386  
Total Site Searches: 960  
Average Visit Duration: 1 min 49s

Total Page Views: 32,267  
Total Unique Page Views: 25,925  
Actions per Visit: 2.5

## Top Visited Pages

1. [4<sup>th</sup> of July](#)
2. [Make a Payment](#)
3. [Police Department](#)
4. [Goodrich Square Splash Pad](#)
5. [Refuse & Recycling](#)
6. [Departments](#)

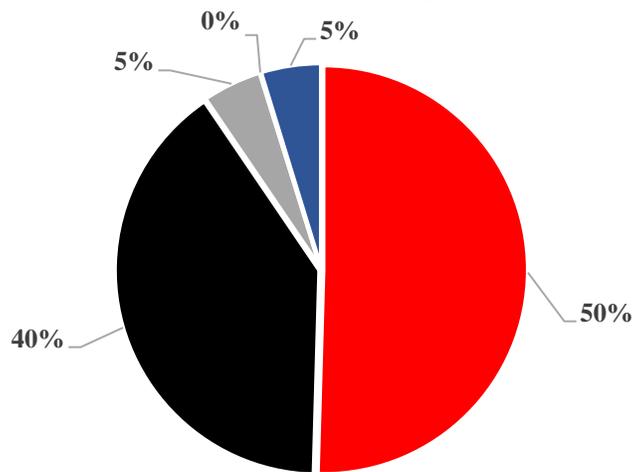
## Top Searched Terms

1. Jobs
2. Fireworks
3. Bid
4. Voting
5. Parade
6. Garbage

## Top Document Downloads

1. [2020 Collection Schedule](#)
2. [4<sup>th</sup> of July Community Parade Loop](#)
3. [4<sup>th</sup> of July Community Parade Map](#)
4. [Architectural and Historical Survey of Milton, Wisconsin - 2013](#)
5. [Zoning Map](#)
6. [Common Council – July 7, 2020](#)

## Visits by Device Type



■ Desktop ■ Smartphone ■ Tablet ■ Phablet ■ Unknown / Other

## Pages Updated:

- July
  - [“We Are Milton” Podcast](#)
  - [Board of Review](#)
  - [Committees](#)
  - [COVID-19 \(Coronavirus\)](#)
  - [Historic Preservation Commission](#)
  - [Library Board](#)
  - [Parks & Recreation Commission](#)
  - [Plan Commission](#)
  - [Police Commission](#)

- [Zoning Board of Appeals](#)
- [Police Department](#)
- August
  - [Pavement Improvement Program](#)
  - [Policies](#)
- September
  - [Community Events](#)
  - [Halloween](#)
  - [Organization & Funding Discussions](#)

**News Flash:**

- July
  - July 27 – 2020-2024 Strategic Plan – Community Survey
  - July 27 – Absentee Voting for the August 11 Election
  - July 30 – Brush Collection – August 1-9
  - July 29 – Face Mask Advisory and Face Mask Policy for City Facilities
- August
  - August 30 – Parkview Drive Chip Sealing
- September
  - September 30 – Halloween Trick-or-Treat Hours – 10/31/20, 3 p.m. to 6 p.m.

**Form Center:**

- Community Workshop Application
- High School Student Focus Group Application

**Calendar:**

- Updated calendar regularly with new meetings or cancelled meetings

**Redirects:**

- Created multiple website redirects for easier navigation for community members

## Bi-Monthly Utility Bills



### City of Milton Newsletter

Vol. 2020-4 (Page 1)

**Deadlines and Other Information for August 11 Partisan Primary**

**July 22 - Deadline to Register by Mail** - Your voter registration form, along with proof of residence, must be postmarked to City Clerk Lenore Schroeder, 710 S. Danville Street.

**July 22 - Deadline to Register Online** - Voters who are able to reach their same date of birth, Wisconsin Driver License or State ID number, and address with the Wisconsin DMV can register to vote online at [www.wisconsin.gov](http://www.wisconsin.gov).

**August 7, 5 p.m. - Deadline to Register at City Hall** - Voters may register in-person at City Hall during business hours. City Hall will be open until 5 p.m. on Friday, August 7, for voter registration.

**August 11, 7 a.m. to 8 p.m. - Register to Vote at Your Polling Place** - Voters can register to vote at their polling place on Election Day.

**Absentee Voting**

All voters in Wisconsin can request an absentee ballot to be mailed to them for any reason. Voters must be registered before they can request an absentee ballot. You must provide a photo ID with your absentee ballot request, whether the request is done online ([www.wisconsin.gov](http://www.wisconsin.gov)), in person at City Hall, or through a form in the mail. More information can be found on the City of Milton's website.

**2020 Water Quality Report**

The 2019 Water Quality Report (WQR) is on the City's website ([www.miltonwi.gov](http://www.miltonwi.gov)), and paper copies are at City Hall. This is the Milton Water Utility's annual drinking water quality report telling voters where the water comes from and what's in it.

**2019 Water Quality Report**

**Important Dates to Remember**

**2020 Remaining Elections:**

- Partisan Primary - August 11
- General and Presidential Election - November 3
- Consider registering to vote and/or requesting an absentee ballot at [www.wisconsin.gov](http://www.wisconsin.gov)

**Officers Council:**

- September 7 - Labor Day

**Strategic Plan, 2020-2024**

The City of Milton is beginning the process of developing a strategic plan, and we need your help! Apply to be considered for the Community Workshop Group and complete the community survey.

Think in both forms and more information about the Strategic Plan are available on the City's website at [www.miltonwi.gov](http://www.miltonwi.gov) and their social media accounts.

**MPJ Programs**

Find information and upcoming virtual programs offered by the Milton Public Library on their website ([www.miltonpubliclibrary.org](http://www.miltonpubliclibrary.org)) and their social media accounts.

**Department Numbers**

City Hall - 888-2000  
710 Park - 868-2842  
Library - 868-2462  
Public Dept. - 868-2010  
Public Works - 868-6924

[miltonwi.gov](http://miltonwi.gov) | [facebook.com/MiltonWI](https://www.facebook.com/MiltonWI) | [twitter.com/MiltonWI](https://twitter.com/MiltonWI) | [instagram.com/MiltonWI](https://www.instagram.com/MiltonWI)



### City of Milton Newsletter

Vol. 2020-4 (Page 2)

**Open Book and Board of Review Schedules**

The Board of Review is a group of citizens who hear their property owners regarding their assessments if the property owners are not satisfied with the response from the City Assessor during Open Book.

September 21 is the deadline for property owners to file an objection form available at City Hall with City Clerk Lenore Schroeder who serves as the Board of Review Clerk.

The Board of Review will meet on September 22 at 6 p.m. The Board of Review will hear from property owners about their assessments and make a determination on possible changes. The Board of Review will be open for a maximum of two hours.

If you have questions, please contact Clerk Schroeder at (608) 868-6900 ext. 2 or by email at [lschroeder@miltonwi.gov](mailto:lschroeder@miltonwi.gov).

**Moratorium Ends on Charging Late Fees for Utility Delinquencies**

The Public Service Commission (PSC) voted unanimously on June 11 to lift a moratorium on disconnection and other penalties that were put in place following executive orders issued by Governor Tony Evers in March.

The City of Milton Utility will be required to again charge late fees for unpaid balances after July 15, which means any unpaid balances after August 10 will be subject to the monthly 1% late fee. The actual amount due and the amount to be paid after the August 10 due date with the 1% late fee, will both appear on the bills to be sent on July 15.

If you have any questions about your utility bill, please contact Utility Billing Clerk Carrie Cieshore at (608) 868-6900 ext. 1 or by email at [ccieshore@miltonwi.gov](mailto:ccieshore@miltonwi.gov).

**Milton Public Library Updates**

The library is currently closed and limited to brief browsing, books pick up, computer appointments, and curbside service. The book drop is now open 24/7. Hours of operation are Monday, Tuesday, Thursday, and Friday, 10 a.m. to 6 p.m., and Saturday, 10 a.m. to 4 p.m. The library is closed on Wednesdays and Sundays. For more information on current operations and restrictions, please visit the library website ([www.miltonpubliclibrary.org](http://www.miltonpubliclibrary.org)) or call the library at 608-868-7462.

In the meantime, visit the library online for virtual programming! Upcoming programs include:

**Virtual Storyline Wednesdays, 10:30 a.m.** - Join us for our fun, free story, action figures, and songs on our Facebook page.

**Weekend Wind Down Sundays, 6 p.m.** - A quiet story time with a book club on our Facebook Page. Activities include stories, singing songs, yoga, and more.

**1 Minute Film Challenge** - Submit a one-minute film created, directed, and edited by you! Visit the library's website for more information. The creators of the top three videos will win a cash prize for \$100 to \$150.

**Check out CreativeBug**, a new online service to use with your library card that gives you access to over 1,000 real video and e-books from world-renowned artists. Watch your own pace. Try a new hobby, and make your creative side shine. Visit information on the library's website.

**City Meeting Schedule:**

*At this time, all meetings are being held virtually using the platform Zoom. Information on how to monitor each meeting are included on the agendas posted at City Hall. Agenda - The Board of Review - Paged 1, Paged 2, and on the City's website. If you have any questions about meeting a meeting, please contact City Administrator AJ Hunkler at (608) 868-6900 ext. 6.*

- July 20, 6:30 p.m. - Public & Recreation Commission
- July 21, 4 p.m. - Plan Commission
- July 21, 6 p.m. - Common Council
- July 21, 8:30 p.m. - Zoning Board of Appeals
- August 3, 6:00 p.m. - Library Board
- August 4, 4 p.m. - Plan Commission
- August 4, 6 p.m. - Common Council
- August 12, 6 p.m. - Police Commission
- August 17, 6 p.m. - Parks & Recreation Commission
- August 18, 6 p.m. - Common Council
- September 1, 4 p.m. - Plan Commission
- September 1, 6 p.m. - Common Council
- September 2, 5:30 p.m. - Historic Preservation Commission
- September 2, 6:30 p.m. - Library Board
- September 15, 6 p.m. - Common Council

*Dates and times for meetings may change. All agendas and minutes are posted on the City of Milton's website.*

[miltonwi.gov](http://miltonwi.gov) | [facebook.com/MiltonWI](https://www.facebook.com/MiltonWI) | [twitter.com/MiltonWI](https://twitter.com/MiltonWI) | [instagram.com/MiltonWI](https://www.instagram.com/MiltonWI)

City of Milton Newsletter

Vol. 2020-5 (Page 1)

Wisconsin Elections Commission Mailer & November 3 Election

At a voter request an absentee ballot will be sent to you through the mail. You do not have the option of returning the sealed envelope with the completed ballot directly to the front counter at City Hall or they will be sent to the election office through the front of City Hall. Before you return the ballot, be sure to have the appropriate signatures on the envelope.

Voters can also vote at City Hall to absentee vote in person prior to the election. Staff will be available during regular City Hall office hours (Monday - Thursday, 9 am to 4:30 p.m. and Friday, 9 am to noon) beginning Tuesday, October 20, through Friday, October 30, for absentee voting. On Friday, October 30, City Hall office hours will be extended to 5 p.m. Staff is prohibited from allowing absentee voting in person at City Hall prior to October 20.

Voters can register to vote in person at City Hall during regular office hours from 9 am until 3 pm Friday, October 30. Voters also have the option to register to vote online at www.myvote.wi.gov through October 14, and they can register to vote on the day of the election at the polling location.

If there are any questions about the mailer from WEC, please call WEC at 1-866-368-9747 or 1-800-417-3529. If there are any questions about the election in general, please contact City Clerk Lenzie Sobczak at (508) 368-6900 ext. 2 or by email at lenzie@milton.wi.gov.

2020 Pavement Improvement Program

Pavement maintenance was performed on 2.1 miles of streets in the City of Milton, or about 12.5% of total road miles. The streets where work was performed are as follows:

- Street Rehabilitation: Elizabeth Street
City Hall Parkway Drive (Madison Avenue to Towhee Road), Homestead Road (Green Hill Circle to end of road), Green Hill Circle (Homestead Road to Leah Lane), Gladwin Lane (Green Hill Circle to end of street), Walden Way (Green Hill Circle to end of road), Jackson Drive (High Street to parentage ending), Beagraw Lane (End to end and including the Hilltop Farm

Important Dates to Remember

- 2020 Remaining Elections:
General and Presidential Election - November 3
Candidate registration to vote and/or requesting an absentee ballot at www.myvote.wi.gov
E-mailing or vote registration on Election Day, all City of Milton residents vote at the Council Chambers at City Hall, 710 E. Johnson Street
Office Closed:
November 24 & 27
Thanksgiving

Monarch Butterfly Migration (MVP)

Here you see the monarch butterfly migrate at the Milton Public Library created by local artist Heather Hansen (Photo by Emily). Live migration is part of the Story Garden project. Stop by to learn more.

Learn more about the Story Garden project online. Help us with the 2020 MVP. 2020-09-22



Department Numbers

- City Hall - 868-6000
7th Dept. - 868-2482
Library - 868-7267
Court - 868-2230
Public Dept. - 868-6610
Police - 868-6714

milton.wi.gov | facebook.com/MiltonWI | twitter.com/MiltonWI | instagram.com/MiltonWI

City of Milton Newsletter

Vol. 2020-5 (Page 2)

Census Deadline - September 30

As of September 3, the City of Milton has an 82% percent self-response rate for the 2020 Census. This shows the City at 787 out of over 9500 cities and villages in the entire country and 23 out of approximately 600 cities and villages in Wisconsin. This is an amazing accomplishment.

Our goal is to reach 100% and we need your help to do that. The deadline to complete the 2020 Census is September 30. The data gathered during the 2020 Census will affect the lives of our community members over the next 10 years.

Census data is used to inform decisions about how billions of dollars are allocated to federal and state programs, to determine how many seats each state has in the House of Representatives, to draw congressional and state legislative district lines, and to inform decisions about where businesses

will locate, schools and clinics will be built, and more. If you've already completed the 2020 Census, reach out to your family, friends, coworkers, and others (following physical distancing guidelines) and remind them to complete the census.

They can complete the census online at www.2020census.gov by calling 1-833-383-7373, or by mail when they receive the paper questionnaire.

The Census Bureau will never ask for your full Social Security number, bank account or credit card numbers, anything on behalf of a political party, or money or donations.

If you have any questions about the census, please contact Administrative Services Director Inga Coulman at City Hall at (508) 368-6900 ext. 5 or by email at icoulman@milton.wi.gov.

City Meeting Schedule

At this time, all meetings are being postponed until further notice. Information on how to monitor each meeting is included on the agenda posted at City Hall. Please do not attend, especially if you have any questions about meeting a meeting, please contact City Administrator at (508) 368-6900 ext. 6.

- September 21, 5:15 p.m. - City Council
September 21, 6 p.m. - Parks & Recreation Commission
September 22, 6 p.m. - Board of Review
September 24, 6 p.m. - Joint Use Commission
September 29, 6 p.m. - Planning Commission
October 6, 6 p.m. - Plan Commission
October 20, 6 p.m. - Planning Commission
October 21, 7 p.m. - Joint Use Commission
November 2, 6:30 p.m. - Library Board
November 4, 6 p.m. - Plan Commission
November 6, 6 p.m. - Control Council
November 10, 6 p.m. - Parks & Recreation Commission
November 20, 6 p.m. - Control Council
November 21, 7 p.m. - Joint Use Commission
November 22, 6:30 p.m. - Library Board
November 24, 6 p.m. - Plan Commission
November 30, 6 p.m. - Control Council

Agendas and minutes for meetings may change. All agendas and minutes are posted on the City of Milton website.

Milton Public Library Updates

The Milton Public Library has recently launched two new online services for our patrons with a library card: Creativebug and Brainfuse.

Creativebug features high-quality, on-demand arts and crafts instruction and videos by world-renowned artists. Artists feature materials lists, discussion boards, and videos that allow you to work at your own pace. Explore lettermaking, painting, fiber arts, and more.

Brainfuse is an online tutoring service in which students connect with a live tutor in a wide variety of subjects. There is also a Learning Library with videos and practice books, a question center, and a Writing Lab for writing assistance. Tutors are available every day for students in kindergarten through college. Furthermore, an

creativebug

Adult Learning Center, former career resources, resume, help, and high school equivalency preparation.

You can log into Creativebug and Brainfuse by going to the library's website, www.miltonwi.org, and using all of our available online services under the Online Tools tab. Both have a library card. Stop by the library, create an account, and have access to more than just books.

And with the start of the school year, we wanted to remind everyone that the library is continuing to operate in a manner that is safe for the staff and patrons. We are encouraging all visits for picking up books and checking out items. Computer use is limited to 1 hour. All toys are not being used, and the library is also in storage, and the study rooms and the Community Room are closed. At this time, we are not open for socialization or group gathering. We further note that those under 15 be accompanied by an adult. If you have any questions, please contact Inga Coulman, Library Director, at inga.coulman@milton.wi.gov or any questions.

milton.wi.gov | facebook.com/MiltonWI | twitter.com/MiltonWI | instagram.com/MiltonWI

Bi-Monthly Employee Newsletters

THE TELEPHONE CITY OF MILTON BI-MONTHLY EMPLOYEE NEWSLETTER



4TH OF JULY COMMUNITY PARADE

Congrats to Howard Robinson, Public Works Director, and his family for winning third place in the 4th of July Community Parade! (Photo credit: Milton Gazette)



Reminder: Complete the Employee Survey

Please take a few moments to complete the Employee Survey available online (www.milton.wi.gov/EmployeeSurvey) or paper copies are available at City Hall. The deadline to complete the survey is August 11. Thank you to all those who have already completed the survey.

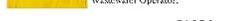
If you have any questions about the survey, please contact Administrative Services Director Inga Coulman at (508) 368-6900 ext. 5 or by email at icoulman@milton.wi.gov.

THUMBS UP TO...

- Elaine Hollenbach - For completing 6 years of service on June 16
Joshua Hollenbach - For completing 6 years of service on June 16
Gerald Dollenbach - For completing 6 years of service on June 16
Cassie Anderson - For completing 2 years of service on June 28
Inga Coulman - For completing 10 years of service on July 18 Fall Time 3 Interns
Ryan Spangler - For completing 25 years of service on July 13, 2 Fall Time, 12 Part-Time
Ryan Schneider - For completing 6 years of service on July 13
Lon Liefke - For completing 11 years of service on July 20
Scott Marquardt - For completing 5 years of service on July 20

NEW EMPLOYEE: NOAH MIELKE

Welcome to our newest employee, Noah Mielke. He is the new Assistant Wisconsin Operator at the Public Works Department. Mike Griffin retired earlier this year from this position. Noah previously worked for the City of Kiel for 4.5 years at a Water / Wastewater Operator.



SAFETY REMINDERS: EXIT ROUTES, YOUR PATH TO SAFETY

Size of the building, or arrangement of the workplace will not allow employees to evacuate safely. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke.



Information from Cities & Villages Mutual Insurance Company (CVMIG)

Here are a few things to consider when inspecting the fire exits in your buildings.
- Can all the occupants escape to a place of safety in a reasonable time? (Consider scheduling a fire drill)
- Are the exits in the right place and do the escape routes lead as directly as possible to a place of safety?
- If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain unobstructed?
- Are the escape routes and final exits kept clear at all times?
- Do the doors on escape routes open in the direction of escape?
- Can all fire exit doors be opened easily and immediately if there is an emergency?
- Are the exits fully illuminated at all times?
- Are the people who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. More than two exits are required, however, if the number of employees,

2020-2024 STRATEGIC PLAN INFORMATION AND UPDATE



We recently started the process of developing a strategic plan for the City of Milton. The last time the City approved a strategic plan was in 2007. We are working to develop a new document from scratch that will be reviewed on an annual basis and used as a guiding document for decisions over the next five years.

In order to create a plan representative of the community and organization, the Council is asking for input and encouraging various engagement techniques and opportunities.

Links to resources about COVID-19 (coronavirus) and information about its impact on City operations can be found on the City's website (www.milton-wi.gov/COVID19).

## **All-Employee Emails**

- Strategic Planning Surveys – July 20, 2020
- Face Masks – July 28, 2020
- Employee Newsletter – August 10, 2020
- Additional Employee Updates – August 12, 2020
- City of Milton Meetings – Week of August 17 – August 17, 2020
- Common Council Meeting Recap – August 19, 2020
- Common Council Meeting Recap – 8/19/20 – August 19, 2020
- 2020-2024 Strategic Plan – Strengths, Issues, Challenges Report – August 24, 2020
- FW: CVMIC Webinar Notice: Cyber Security – Something seem Phishy? – August 27, 2020
- City of Milton Meetings – Week of August 31 – August 28, 2020
- Parkview Drive Chip Sealing – August 30, 2020
- Plan Commission and Council Recap Email – September 2, 2020
- Council Recap Email – September 16, 2020
- Telecommuting Policy and Strategic Plan – September 23, 2020
- Donnie Zimmerman's Last Day – September 24, 2020
- Council Meeting Recap – September 30, 2020
- FW: Log-on and Learn with YWCA's Virtual Lunch and Learns – September 30, 2020



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** October 6, 2020  
**Subject:** Discussion and Possible Action Regarding Change of Premises Application for Casey's General Store #1992, 464 S. John Paul Road

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### **Summary**

Casey's Marketing Company, dba Casey's General Store #1992, was granted a Class "A" Retailer's License for Fermented Malt Beverages on July 18, 2017. The application for the license was completed with the premises description as "1 story prestructured steel building". The license was granted and issued with the premises as listed on the application, which limits the area to where alcohol beverages can be sold, served, and/or stored to the building only.

On October 1<sup>st</sup>, Casey's submitted an application for a change of premises on the current license. Casey's is requesting to add the parking lot to the premises description to allow for curbside pick-up of alcohol beverages. In addition to the change of premises for the Class "A" License, Casey's has also applied for a "Class A" Retailer's License for Intoxicating Liquor with a premise description including the parking lot.

Casey's Marketing Company has submitted a Change of Premises Application and a map of Casey's General Store #1992. These items are attached for your review.

### **Recommendation**

Staff does not offer a recommendation on this change of premises application.



# Change of Premises

City of Milton Clerk  
710 S. Janesville St  
Milton, WI 53563  
608-868-6900

This application modifies existing alcohol license number: AB 2020 - 28

- Class A Beer
- Class B Beer
- Class A Liquor
- Class B Liquor
- Class C Wine

### Corporate Information

Business Legal Name: CASEY'S MARKETING COMPANY

Business Address: PO BOX 3001, ANKENY, IA 50021

Corporate Contact Name & Position: \_\_\_\_\_

MIKAEL LAGE, LICENSING SPECIALIST

Phone & Email: 515-965-6517, MIKAEL.LAGE@CASEYS.COM

### Licensed Premise Information

Business dba Name: CASEY'S GENERAL STORE #1992

Licensed Address: 464 S. JOHN PAUL RD, MILTON

Business Contact Name & Position: \_\_\_\_\_

ANTHONY HAWKS, AGENT

Phone & Email: 515-608-9057, ANTHONY.HAWKS@CASEYS.COM

Liquor Beer Agent Name: ANTHONY HAWKS      % Alcohol: \_\_\_\_\_ % Food: \_\_\_\_\_

Current Capacity (indoor): 60      Current Capacity (outdoor): N/A

Proposed Capacity (indoor): N/A      Proposed Capacity (outdoor): N/A

Description of Proposed Changes: ADDING LIQUOR AND UPDAING PREMISE TO INCLUDE PARKING LOT.

Detailed Floor Plans included (required)

X Julia L. Jackowski  
Applicant signature  
JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S MARKETING COMPANY

Date: 09/29/2020

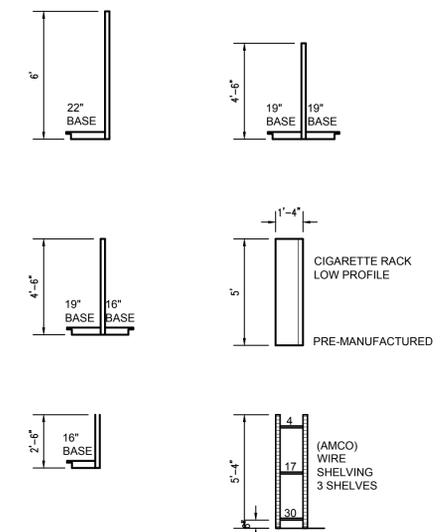
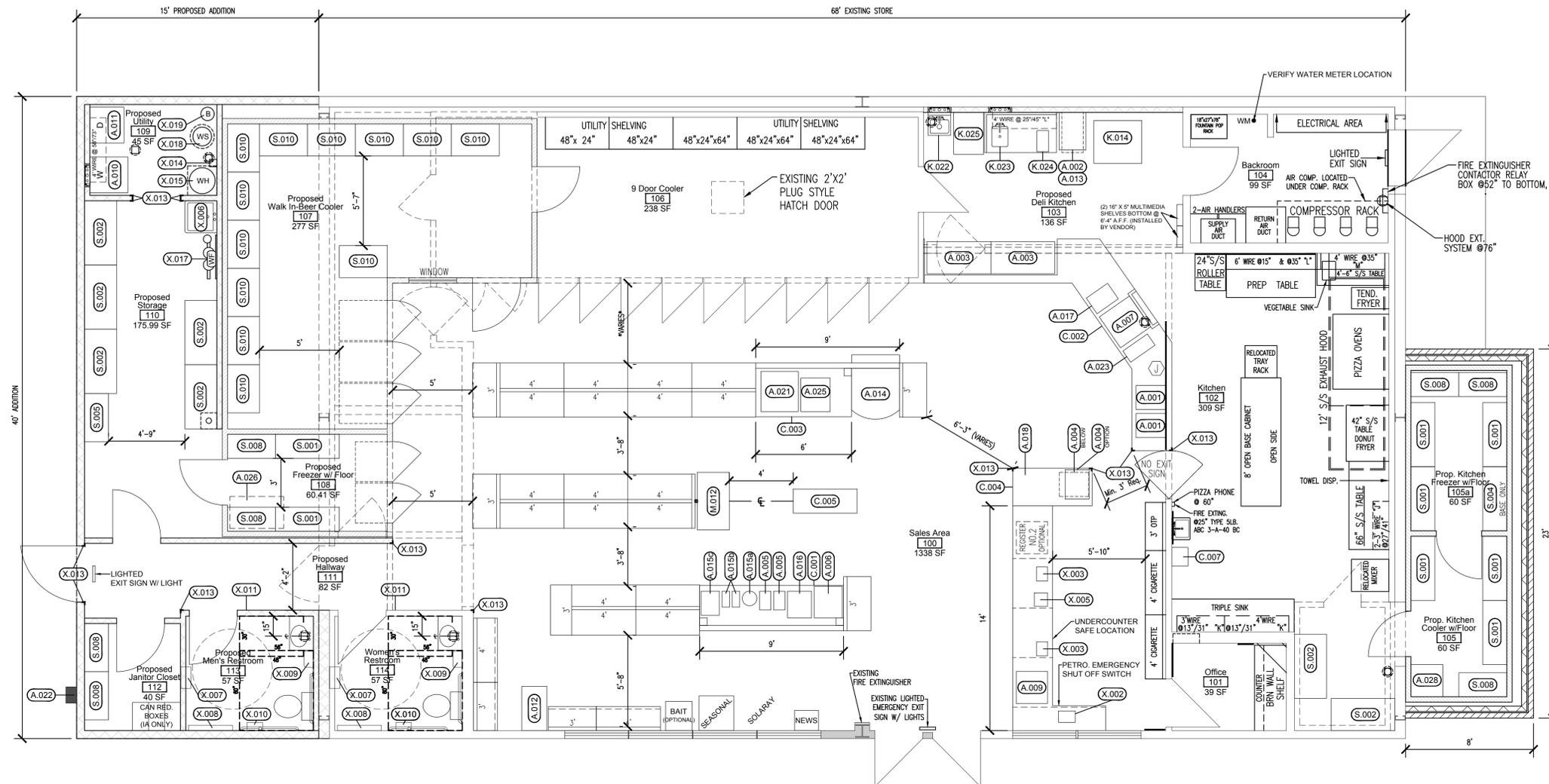
10/1/20  
Date received in Clerk's Office

10/6/20  
Date of Common Council Review

Granted     Denied

# General Notes

- 1-1/2" STAINLESS STEEL GRAB BARS WITH CONCEALED ANCHORS TO WALL BLOCKING. MOUNT CENTERLINE AT 34-1/2" A.F.F. SIDE WALL GRAB BAR SHALL BE 42" LONG LOCATED 12" MAX. FROM REAR WALL AND EXTENDING 54" MIN. FROM THE REAR WALL. REAR WALL GRAB BAR SHALL BE 36" LONG AND EXTEND FROM THE CENTERLINE OF TOILET 12" MIN. ON ONE SIDE AND 24" MIN. ON THE OTHER SIDE. VERTICAL GRAB BAR SHALL BE 18" TALL.
- WHERE APPLICABLE, REPLACE WOOD CABINETS IN KITCHEN WITH STAINLESS STEEL TABLES AND WIRE SHELVING. VINYL SHEET ROCK TO BE REPLACED WITH FRP/OSB. CEILING TO GET NEW VINYL TILES
- EXISTING CIGARETTE AND OTP RACKS TO BE REINSTALLED AFTER REMODEL OF SALES AREA.

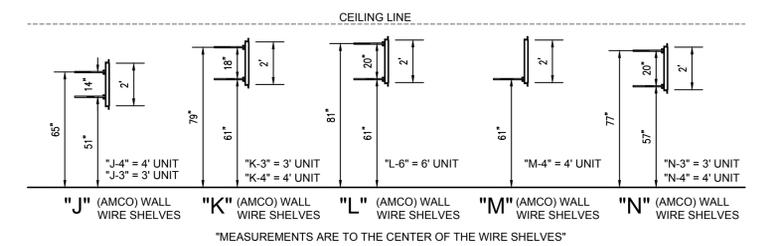


**1** Equipment Plan  
1/4" = 1' - 0"

## Equipment Schedule

A - APPLIANCE			S - STORAGE			X - OTHER		
NOTE	DESCRIPTION	DETAILS	NOTE	DESCRIPTION	DETAILS	NOTE	DESCRIPTION	DETAILS
A.001	SELF-SERVE SANDWICH/PIZZA WARMER		S.001	48" x 18" x 64"		X.002	MICROPHONE	
A.002	STEAMER		S.002	48" x 24" x 64"	(AMCO) MIN. 6" TO BOTTOM	X.003	CREDIT CARD MACHINE	
A.003	DELI SANDWICHES - 8'-0" PREP TABLE	WITH SNEEZE GUARD	S.005	36" x 18" COAT RACK		X.005	LOTTO	
A.004	MICROWAVE		S.004	48" x 18" x 8" PLATFORM		X.006	MOP BASIN	DO NOT INSTALL UNTIL AFTER FLOOR TILE HAS BEEN INSTALLED.
A.005	2 SH DOCKING STATION	GLASS	S.008	36" x 18" x 64"		X.007	RECESSED PAPER TOWEL DISPENSER AND TRASH RECEPTACLE.	
A.006	5-HEAD CAPPUCCINO		S.010	36" x 24" x 64"	(AMCO) MIN. 6" TO BOTTOM	X.008	BABY CHANGING STATION	HORIZONTAL
A.007	SELF-SERVE FOUNTAIN DRINK	10 DISPENSER HEADS				X.009	ELECTRIC HAND DRYER	
A.009	CASH REGISTER #1					X.010	DOUBLE TOILET PAPER HOLDER	
A.009a	CASH REGISTER #2		<b>C - CASEWORK</b>			X.011	H.C. RESTROOM SIGN	@90° TO CENTER & 3" OFF LATCH SIDE OF DOOR
A.010	ELECTRIC WASHER UNIT		C.001	COFFEE BAR	9'-0" x 2'-6"	X.013	STAINLESS STEEL OUTSIDE CORNER	
A.011	ELECTRIC DRYER UNIT		C.002	DELI	SEE SHEET A-101	X.014	RECIRCULATING PUMP	
A.012	ATM		C.003	REFRESHMENT	3'-0" x 6'-0"	X.015	52 GALLON WATER HEATER ON STAND	
A.013	TOASTER	MOUNT @ 52" A.F.F.	C.004	CONDIMENT	5'-3" x 2'-0"	X.017	WATER FILTER SYSTEM	
A.014	OPEN TOP COOLER		C.005	ISLAND	4'-0" x 1'-6"	X.018	WATER SOFTENER	
A.015a	FLAVOR SHOTS		C.006	SALES COUNTER	14' x 2'-6"	X.019	BRINE TANK	
A.015b	CONDIMENTS		C.007	PIZZA DELIVERY COUNTER	14"W x 12"D x 41"H			
A.015c	FRESH CREAMER					<b>K - KITCHEN</b>		
A.016	COFFEE MACHINE	DUAL BREW	<b>M-MERCHANDISING</b>			NOTE	DESCRIPTION	DETAILS
A.017	ICE COFFEE		NOTE	DESCRIPTION	DETAILS	K.001	ICE MACHINE	ON LEGS
A.018	CONDIMENT AREA		M.012	SELF SERVE DONUT CASE	SHELF @ 5", 11", 17", 23"	K.014	BREAD OVEN AND PROOFER	6" CLEARANCE REQUIRED
A.021	FROZEN CARBONATED BEVERAGE FREEZER	# C302 - McCormack				K.015	DOUGH ROLLER	BOLT TO CART
A.022	AIR COMPRESSOR BOX	LOCATE AT 4' HEIGHT				K.022	STAINLESS STEEL HAND SINK	WALL W/ W/ SPLASH GUARDS
A.023	ICE TEA BREWER - WITH TDO-4 DISPENSER	MODEL TB3Q				K.023	VEGETABLE SINK	MOLDED IN 8" STAINLESS STEEL TABLE
A.025	SOFT SERVE ICE CREAM MACHINE					K.024	VEG-O-MATIC	SLICER
A.026	AIR COMPRESSOR LOCATED ABOVE FREEZER ON SHELF					K.025	BREAD HOLDING CABINET	37 3/4" H x 22 3/4" W x 31 3/4" D ON CASTERS

**2** SHELVING COMPONENTS  
1/4" = 1' - 0"



**CASEY'S** Construction Division  
One Convenience Blvd., P.O. Box 3001, Ankeny, Ia. 50021 515-965-6100

PROJECT: 2016 G-STYLE REMODEL (15' LEFT HAND ADDITION) SIDE BOX  
DRAWING INFORMATION: 04-15-16  
REVISIONS: [ ]  
EQUIPMENT PLAN

CONSTRUCTION DIVISION  
DESIGNED BY: JACOB CLARK  
CHECKED BY: [ ]  
AQ-101



## Office of the City Clerk

**To:** Mayor Welch, City of Milton Common Council  
**From:** Leanne Schroeder, City Clerk  
**Date:** October 6, 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”. Casey’s is including the parking lot in the premises description to allow for curbside pick-up of alcohol beverages.

Casey’s Marketing Company has also provided a copy of their age restricted training and a list of all Wisconsin Casey’s General Stores that hold alcohol licenses. These items are 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.



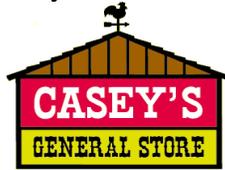
- Requires training employees to properly read IDs.
- Requires signage stating that purchasing of alcoholic beverages by persons under age 21 is against state law.

**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

Casey's General Stores



**Training for All Employees on Selling Age Restricted Products**

**This training is to be completed before the employee begins work.**

**Policy: It is the policy of Casey's General Stores, Inc. to prohibit the sale of age-restricted products to minors.**

As a Casey's employee it will be your responsibility to enforce this policy.  
The legal purchasing age for all states is:

Alcohol or Beer: **21 years old**  
Tobacco: **18 years old ( Except certain municipalities, which are 21)**  
**Know your local laws!**

**Go over the following information with the new employee, being careful to explain every item and answer any questions the employee may have.**

When a customer attempts to purchase beer, alcohol, tobacco or lottery, you must:

**1. Determine the customer's age.**

**Casey's and federal law requires that anyone under the age of 27 present a valid picture ID every time they wish to purchase tobacco products. If a clerk has previously verified a customer's age for an alcohol purchase, they are not required to see that individual's ID each time they make an alcohol purchase, except in the states of Tennessee and Indiana. The State of Indiana requires anyone who appears to be under 40 years of age to show the clerk a valid picture ID every time they wish to make an alcohol or beer purchase. The state of Tennessee requires anyone who appears to be under 50 years of age to show a valid picture ID each time they wish to purchase alcohol or beer.**

**2. Ask the customer for a picture ID and determine the validity of the ID.**

Only accept a current (non-expired) govt.-issued photo ID that contains the customer's date of birth (e.g. state-issued driver's license or ID card, military ID, passport, immigration ID).
Have the customer remove the ID from the plastic holder or wallet.
Closely examine the picture and physical characteristics listed on the ID (such as height, weight, and eye color) to ensure that the ID belongs to the customer.
Examine the ID to ensure that required watermarks and State seals are present.
If the ID is not readable or difficult to read, question the customer about the information on the ID, asking the name, date of birth, etc.
Immediately decline the sale if the customer does not present a valid photo ID.

<b>How to spot a fake or altered ID</b>
Photo doesn't match the appearance of the customer.
The birth date numbers look like they have been changed. In some cases, the typeface won't even match. Look for tiny pieces of paper with modified dates placed over the original numbers.
The lamination is peeling or there are bubbles under the lamination.
The word " <b>duplicate</b> " appears on the card. Someone else may have the original.
There are pinholes on the surface. Bleach may have been inserted to white out certain aspects of a date.
The state seal or logo is missing or appears altered.
Remember clerks are not required to accept any ID they think is questionable. When in doubt, request a second photo ID.

### 3. Determine the customer's age. Casey's Age Verification Procedures

**Casey's First Choice:** Casey's employees are required to use the Retalix register scanner to scan the customer's valid Driver's License, if available.

**Casey's Second Choice:** Enter the birth date from the customer's valid ID into the Retalix register's "Birth Date" screen. This screen is displayed once an age-restricted product is scanned on the Retalix register.

- **When to refuse a sale.**

If the customer appears to be under the age of 27 and does not present a valid photo ID, <b>DO NOT MAKE THE SALE.</b>
If the customer presents an unacceptable photo ID, ask the customer for an additional form of identification. Compare it with the information on the original ID. If it is inconsistent or does not provide additional information, <b>DO NOT MAKE THE SALE.</b>
If you feel the customer is intoxicated, refuse to sell the alcoholic beverage to him/her. <ul style="list-style-type: none"> <li>• An intoxicated person <b>could have</b> slurred speech, may stagger, and have a lack of coordination or be belligerent.</li> <li>• Use prudent judgment before concluding that a customer intoxicated as some medical conditions may cause sober people to display the same symptoms as above.</li> <li>• The company and the individual employee may be held liable for damage caused by an impaired person who has been sold alcoholic beverages illegally.</li> </ul>
Never sell alcoholic beverages during hours that are not permitted by law. Hours alcoholic beverages <b>cannot</b> be sold in this location are as follows:  <hr/> <hr/> <p style="text-align: center;">List the times and day's alcohol cannot be sold at this location.</p>

- **Refusing a Sale.**

When refusing a sale, your tone of voice, body language and word choice can either diffuse or ignite a confrontation with a customer.
Follow these general guidelines: <ul style="list-style-type: none"> <li>• Remain calm</li> <li>• If the product is on the counter remove it.</li> <li>• Be polite; apologize. Maintain a customer service attitude.</li> <li>• Remember that refusing a sale is not your choice; it is the law.</li> <li>• Try to use the following statements: <ul style="list-style-type: none"> <li>○ “I’m sorry. It’s against the law.”</li> <li>○ “I can be fined and even lose my job.”</li> <li>○ “Is there anything else I can get you?”</li> <li>○ “I’d be happy to hold this for you while you go get your ID.”</li> </ul> </li> </ul>
Employees have the right to refuse a sale when acting in good faith, and are not required to sell an age-restricted product if there is any question that doing so would violate the law.

- **Dealing with an upset customer.**

If the customer becomes upset, stay calm and be polite. If you become upset, the situation will become more difficult.
Explain that it is the federal law that requires you to check identification regarding the sale of age-restricted products.
If the customer remains upset, offer to put the customer in contact with the Store Manager.
Do not allow an upset customer to intimidate you into making a sale. As the employee, the decision on whether to sell the product is yours. Casey’s will support your decision if you are not satisfied with the customer’s identification.

**Any employee who sells an age-restricted product to a minor will be, at a minimum, suspended without pay for 7 days and may face fines, a possible jail sentence, attorney fees and court costs. Employees dismissed for selling an age-restricted product to a minor are not eligible for rehire at any Casey’s location for one (1) year from the date of their discharge and in some jurisdictions, may be permanently ineligible for rehire.**

**REMEMBER, WHEN IN DOUBT DO NOT MAKE THE SALE**



## Department of Public Works

**To:** Mayor Welch, Milton Common Council  
**From:** Howard Robinson, Director of Public Works  
**Date:** October 6, 2020  
**Subject:** Discussion and Possible Action Regarding a Conditional Use Permit for 401k Properties Located at 645 College Street.

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### Summary

401k Properties has submitted a site plan and Conditional Use Permit Application for 645 College Street. The lot is zoned B-3. The Conditional Use Permit request is to allow auto sales, and is required per Sec 78-723(5). Sales are planned to be indoors in a show room environment. The owner has sent a letter explaining his request. The auto parts sales portion is a permitted use in B-3. A Findings of Facts form is included. We have not received concerns about this request from the notified neighboring properties. The site plan meets requirements for B-3 zoning. The rendering picture with colors is the color pattern for the improvements. The site plan by Design Alliance is the actual building layout.

The Plan Commission held a public hearing regarding the Conditional Use Permit request at their October 6, 2020 meeting.

### Recommendation

City staff recommends approval of the Conditional Use Permit to allow for auto sales at 645 College Street.



# City of Milton Application and Record

Application Date: 9-6-20  
 Applicant Name/Agent: Robert G. Rippberger  
 Owner of Property: Robert & Denise Rippberger  
 Business Name: 401K PROPERTIES  
 Address: 645 COLLEGE ST.  
 City/State/Zip: MILTON, WI 53563  
 Telephone: (608) 981-9531  
 Email: Rip@TLC RESTORATIONS.COM

Date to be Reviewed by Plan Commission: 10/6  
 Date to be Reviewed by Common Council: 10/6  
 Date to be Reviewed by Zoning Board of Appeals: \_\_\_\_\_

Fee Required:	Date Paid
Conditional Use Permit \$250.00	<u>9/8/20</u>
Rezoning \$250.00	
Variance \$250.00	

Reason for Request/Appeal or Reason Permit was Refused: \_\_\_\_\_  
Conditional Use Permit to sell Autos  
 \_\_\_\_\_  
 \_\_\_\_\_

### Property Location for Project

Address: 645 COLLEGE ST., MILTON, WI 53563

Legal Description: \_\_\_\_\_

Description of Premise (Including Existing and Proposed Buildings): \_\_\_\_\_

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

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

Present Use: NONE

Proposed Use: Auto sales

Present Occupancy: NONE Proposed Occupancy: AUTO

Name of Proposed Subdivision: N/A

Surveyor's Name: N/A Address: SAME AS ABOVE

Property Lot Size: \_\_\_\_\_ (square feet or acres)

Lot Size of Preliminary Land Division: \_\_\_\_\_ Lot Size of Final Land Division: \_\_\_\_\_

Building Setback Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Building Setback Corner: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ Height: \_\_\_\_\_

Architect: \_\_\_\_\_ General Contractor: \_\_\_\_\_

Off Street Parking: \_\_\_\_\_ Number of Stalls: \_\_\_\_\_

Estimated Cost of Work: \$ 0 no changes for CUP

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

Applicant Signature: *Robert E. Ripberger*

Print Name: Robert E. Ripberger

Recommendations by Director of Public Works: \_\_\_\_\_

Filed this 8 day of September, 2020

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

*Leanne Schroeder*  
City Clerk, Leanne Schroeder

Publication Date: 9/17, 9/24

401k Properties, LLC  
635 Greenman Street  
Milton, WI 53563  
(608) 931-9531

DATE: September 15, 2020  
TO: Plan Commission  
FROM: Robert "Rip" & Denise Rippberger

My wife and I own TLC Restorations, LLC and 401k Properties, LLC. Our goal with 401k Properties is to buy/rent/lease/sell either business or residential properties. We are going to target low value properties with the intent of investing in them for a greater return. Many of these properties may be in TIF areas.

Our goal for this property is to own and rent to ourselves at this point. This will be a "new" business model for us and not part of core business. i.e. TLC Restorations, LLC.

Our business model will not be your traditional Auto Supply Parts. i.e. Napa or Bumper to Bumper. We will be selling the parts, equipment and tools that are used in our core business model with TLC Restorations. We currently have over a dozen manufactures that we represent and sell parts, equipment and tools for. Last year we sold over \$200k in parts, equipment and tools. We will market and sell these items to the general public. In addition to parts, equipment and tools, we are going to sell "Day 2" race parts.

Let me expand on Day 2 race parts. Back in the 60's and early 70's, young adults were buying brand new Chevelle's, Camaro's and modifying them the next day with headers, mag wheels, cams, etc... All of these modifications were to make their cars faster! Back in the day, you bought these parts at a Speed Shop. Hence Day 2. In my current market of business, this is very commonly known and needs no explanation. Many car shows and events are now tailored to Day 2. As a matter of fact, we've taken GOLD Concours awards for having the best in the country Day 2 builds!

Our goal is to build the best Speed Shop in the country selling new parts, equipment and tools. How are we going to do this? We're going to start with having an old school building that looks new and inviting. How do we make it look new and inviting to show case our products? We install windows, doors and garage doors to open the place up! Currently we bring people into TLC Restorations from all over the country. Over half of our business is from out of state. We are going to capitalize on our current market and expand it into sales of parts, equipment and tools. Daily we have people driving to TLC Restorations just for a tour of our facilities. Each of these tours are the perfect opportunity for another sale!

Why not sell cars? We have a large part of this market already captured with our core business. This building lends itself very well to selling cars as the original building was built for implement sales. With a few changes, and some needed improvements, it will make a great showroom for vehicles. It's all about the presentation in our business. All vehicles and products will be kept indoors. No outside inventory.

Thanks,  
Rip

**CITY OF MILTON  
PLAN COMMISSION – BUSINESS AND MANUFACTURING ZONING**

**Conditional Use Permit Findings of Fact**

Applicant Name: 401K PROPERTIES (circle one) Property Owner Tenant

Property Address: 645 COLLEGE ST. Please note: if applicant is Tenant of said property, written authorization for this Conditional Use Permit request must be submitted as an attachment.

Conditional Use Permit Request: Auto sales

Applicable Ordinance Section: 78-723 (5) Zoning of Property: B3

Plan Commission Public Hearing Date: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### c. **Sec. 78-184. Land use.**

Land use considerations include the following:

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

#### d. **Sec. 78-185. Traffic generation.**

Traffic generation considerations shall be as follows:

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

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

**e. Sec. 78-186. Community effects.**

Community effects to be considered shall be as follows:

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

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

Other relevant factors are as follows:

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

**Findings:**

*Not Applicable for the Proposed Use*

*Compliance with this Section Shall be Demonstrated with Site Plan Submittal*

*Comments:* \_\_\_\_\_

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

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

**Subdivision I**

**a. Sec. 78-1052. Air pollution.**

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

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

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

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

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

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

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

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

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

**e. Sec. 78-1056. Noise.**

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

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

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

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

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

**f. Sec. 78-1057. Odors.**

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

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

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

**h. Sec. 78-1059. Vibration.**

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

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

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

- (a) No activity shall locate, store, discharge or permit the discharge of any treated, untreated or inadequately treated liquid, gaseous or solid materials of such nature, quantity, obnoxiousness, toxicity or temperature that would be likely to run off, seep, percolate or wash into surface or subsurface waters so as to contaminate, pollute or harm such waters or cause nuisances such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste or unsightliness or be harmful to human, animal, plant or aquatic life.
- (b) In addition, no activity shall discharge any liquid, gaseous or solid materials so as to exceed or contribute toward the exceeding of the minimum standards and those other standards and the application of those standards set forth in Wis. Admin. Code ch. NR 102 for all navigable waters.

**Findings:**

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments: \_\_\_\_\_

\_\_\_\_\_

## **Subdivision II. Outdoor Trash and Garbage Storage**

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

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

### **k. Sec. 78-1082. Purpose.**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Findings:**

Not Applicable for the Proposed Use

Compliance with this Section Shall be Demonstrated with Site Plan Submittal

Comments:

*No outside trash is planned*

**Subdivision III. Outdoor Lighting Standards**

**r. Sec. 78-1111. Purpose.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**y. Sec. 78-1118. Location.**

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

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

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

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

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

**bb. Sec. 78-1121. Street lighting.**

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

**Findings:**

*Not Applicable for the Proposed Use*

*Compliance with this Section Shall be Demonstrated with Site Plan Submittal*

Comments: \_\_\_\_\_

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**Subdivision IV. Vehicular Access Standards**

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

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

**dd. Sec. 78-1142. Permit required.**

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

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

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

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

(a) Each lot shall have not more than two vehicular access points on any street frontage adjacent to any lot.

(b) In no instance shall any lot be permitted more than one vehicular access point on any one street if its frontage on such street is less than 100 linear feet (as measured along the right-of-way line).

(c) On arterial streets and in certain areas experiencing, or expected to experience, congestion and/or safety problems, access to a lot may be required to be located via an access point located on an adjacent property or another street frontage.

(d) Vehicular access may be further restricted by the state on state and federal highways, and by the county on county highways.

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

(a) Residential uses shall not have access points onto a nonresidential collector or arterial street unless such street has the only available frontage.

(b) Nonresidential uses shall not have access points onto a residential street unless such street has the only available frontage.

(c) At its intersection with the street right-of-way line on an arterial or nonresidential collector street, no access point shall be located closer than 100 feet from the intersection of any two street rights-of-way unless such access point is the only available location on the subject property. In all cases, access points shall be located as far from an intersection as the lot size permits.

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

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

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

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

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

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

**jj. Sec. 78-1148. Traffic control.**

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

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

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

**Findings:**

*Not Applicable for the Proposed Use*

*Compliance with this Section Shall be Demonstrated with Site Plan Submittal*

*Comments:* \_\_\_\_\_

*No planned changes to existing driveway entrances.*

**Additional Conditions of Approval (if applicable):**

*Findings:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Final Conclusions/Summary (if applicable):**

*Findings:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

**Plan Commission Recommendation:**

Approve: \_\_\_\_\_ Deny: \_\_\_\_\_

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

**Common Council Action:**

Approve: \_\_\_\_\_ Deny: \_\_\_\_\_

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



a community since 1838

## NOTICE OF PUBLIC HEARING

The City of Milton Plan Commission will hold a **virtual** public hearing on **Tuesday, October 6, 2020 at 4:00 p.m.** via Zoom, to consider a request received from 401K Properties LLC, Robert Rippberger, for a Conditional Use Permit for auto sales in the B-3 (Central Business) district per Section 78-723(5) of the City of Milton Code of Ordinances. The property is located at 645 College Street, Parcel Number V-23-1002.1.

**Code of Ordinance:** Sec. 78-723(5). The following conditional uses shall be allowed in the B-3 district only after the issuance of a conditional use permit under division 3, article II of this chapter: (5) Auto sales.

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

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

<https://us02web.zoom.us/j/85337273193?pwd=YWptSkIwZytOUFlYd2grdzhBSkExQT09> or by calling 1-312-626-6799 and entering meeting ID: 853 3727 3193 and passcode: 486472

Leanne Schroeder, City Clerk

Request received in office: 09/08/2020

Published in the Milton Courier: 09/17/2020 and 09/24/2020

Copies mailed to the following: 09/14/2020

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401K Properties, LLC, 635 Greenman Street

John J. Dubats, 311 Parkview Drive

768-772 Main Street, LLC, 1517 N. Parker Drive, Janesville, WI 53545-0767

Gerald Pagel, 640 College Street

David W. Schumacher, 101 N. Clear Lake Avenue

Ekrem Ashiku, 315 Parkview Drive

Robert J. Grabow, 4411 E. Bingham Road, Janesville, WI 53546-9625

Douglas A. Goodger, 652 E. High Street

Donald E. & Linda K. Borgwardt, 55 E. Maple Lane

Aaron C. Fuehrer, 638 E. High Street

David R. & Doris M. Koenig, 632 E. High Street

David J. Selenske & Silvia Donday-Selenske, 626 E. High Street

Gary E. McCarty, 620 E. High Street

City of Milton, 710 S. Janesville Street

Jeffrey L. & Kathleen A. Arndt, 3828 Amhurst Road, Janesville, WI 53546-8803

Milton East Elementary School, c/o School District of Milton, 448 E. High Street

Zhen Zhao Guo, 30 Merchant Row

Bank of Milton, P.O. Box 217

Russell J. & Delight J. Antos, 631 College Street

RRCT Properties, LLC, 3830 Pintail Drive, Janesville, WI 53546-3418

Mary Ann Knudsen Enterprises, Inc., 167 Romar Dr.  
Theodore F. Sykora, 649 College Street  
LVW Properties, LLC, 1701 E. Road 7, Edgerton, WI 53534-9028  
Getchel Properties, LLC, 8700 N. Clear Lake Road  
William J. & Jo Ann Murray, 637 College Street  
Arndt Investments, LLC, P.O. Box 156, Janesville, WI 53547-0156  
BAC Milton, LLC, 800 Sherman Avenue E, Fort Atkinson, WI 53538-1970  
James E. Warren, 4401 N. County Road KK  
Darrin J. Iverson & Kristin L. Snell, 625 College Street  
Delos W. & Carol M. Jacobs, 624 College Street  
The Cove Bar Rental, LLC, 710 McEwan Lane

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

Common Council Members

Ald Lynda Clark  
Ald Devin Elliott  
Ald Ryan Holbrook  
Ald Larry Laehn  
Ald Theresa Rusch  
Ald Bill Wilson

Plan Commission Members:

Anissa Welch  
Larry Laehn  
Frank Green  
Ethel Himmel  
Dave Ostrowski  
Bob Seales  
Al Hulick  
Howard Robinson

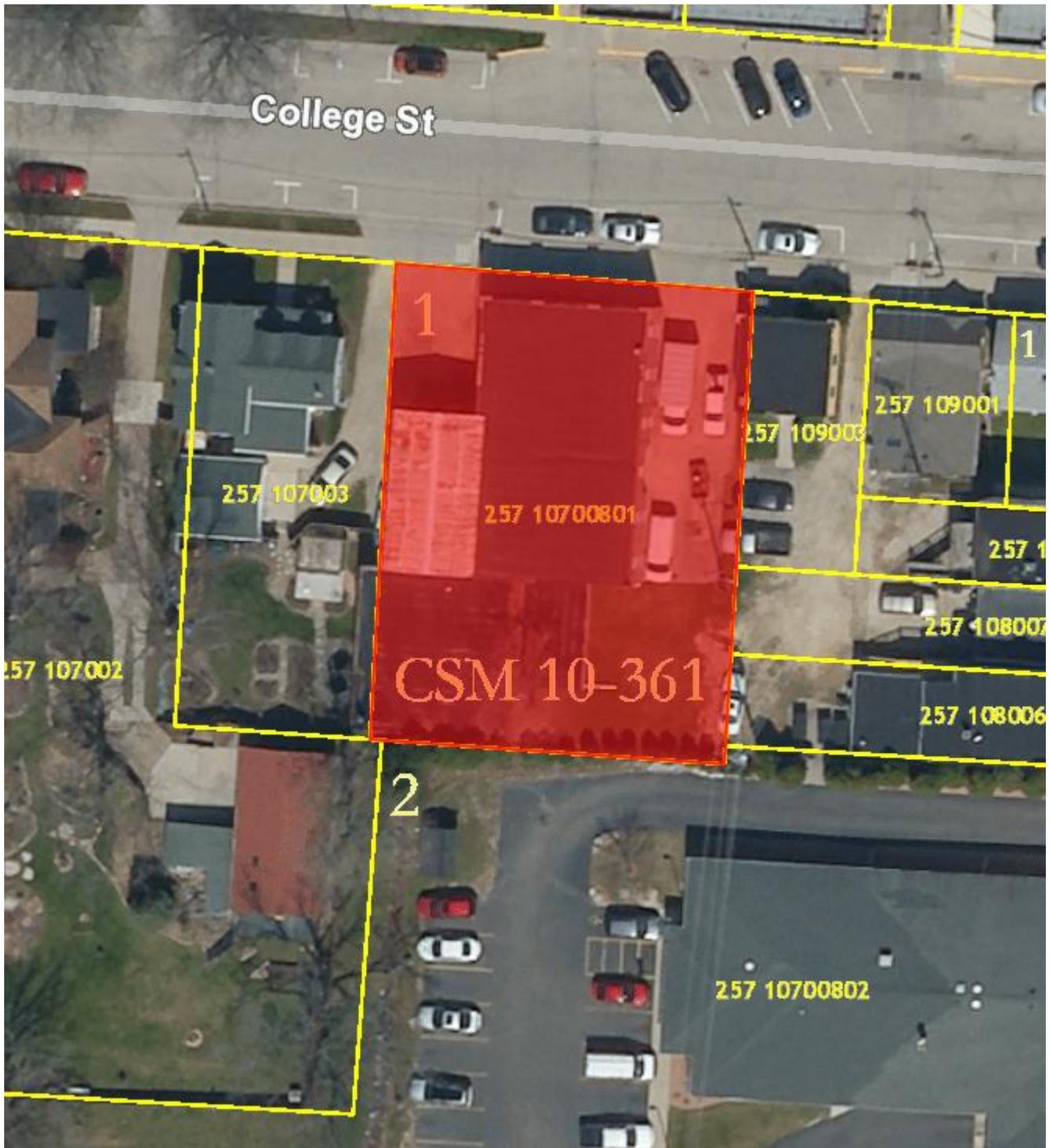
Individuals who are unable to attend the Public Hearing may submit comments to:

MAIL: Milton City Hall, 710 S. Janesville Street, Milton WI 53563

E-MAIL: [lschroeder@milton-wi.gov](mailto:lschroeder@milton-wi.gov) or [hrobinson@milton-wi.gov](mailto:hrobinson@milton-wi.gov)

PHONE: 868-6900

FAX: 868-6927





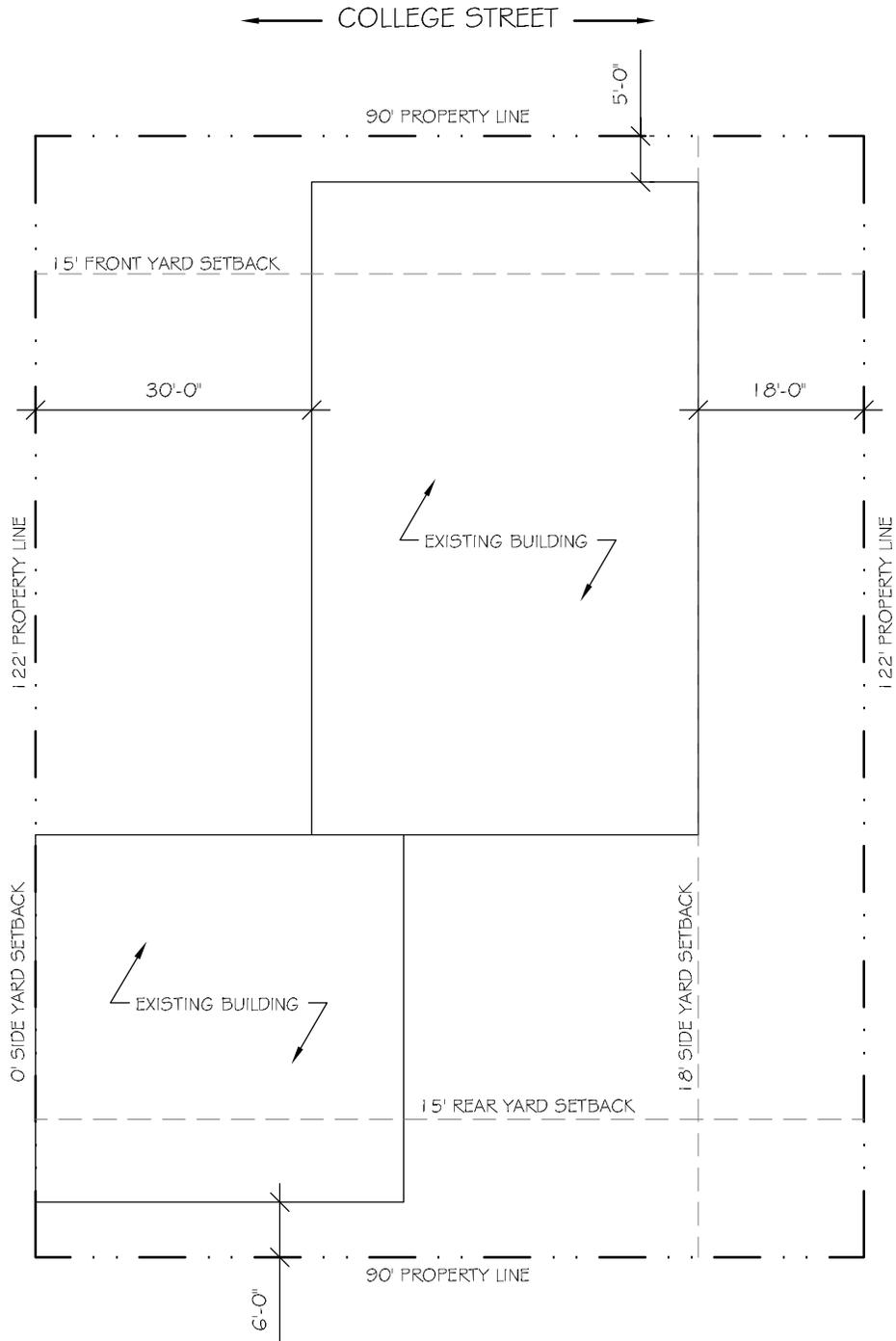
TLC RESTORATIONS - NORTH ELEVATION



TLC RESTORATIONS - WEST ELEVATION



TLC RESTORATIONS - EAST ELEVATION



**401K PROPERTIES**

645 COLLEGE ST  
 MILTON, WI 53563

SCALE: 1' = 20'-0"  
 DATE: MARCH 12, 2020



## Office of the City Administrator

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** October 6, 2020  
**Subject:** Discussion and Possible Action Regarding Final Resolution 2020-24 Authorizing the Payment of Special Assessments in Installments Regarding the Lift Station #12 Project.

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### **Summary**

On July 21, 2020, the Common Council approved the final resolution for assessments related to the Sanitary Sewer Lift Station #12 project. Since that time, the City has been contacted by the YMCA requesting their assessment to be paid in installments. Because the resolution adopted on July 21, 2020 did not include language which would allow installments, the new Final Resolution 2020-24 provides such a mechanism.

### **Recommendation**

The City Administration recommends approval of Final Resolution 2020-24 allowing for assessments to be paid in installments related to the Lift Station #12 project along Parkview Drive.

**RESOLUTION NUMBER 2020 - 24**  
**RESOLUTION AUTHORIZING PAYMENT OF SPECIAL ASSESSMENT IN INSTALLMENTS**

WHEREAS, the Common Council of the City of Milton, Wisconsin, did, on the 21<sup>st</sup> day of July, 2020, adopt Public Works Resolution 2020-21 pursuant to the authority of Section 66.0703, Wis. Stats., thereby imposing a special assessment for sanitary sewer lift station, sewer main, sewer interceptor main and appurtenances installation on the properties described therein for the amounts described therein, which resolution is attached hereto as Exhibit A; and

WHEREAS, the Common Council of the City of Milton, Wisconsin having determined that it is appropriate to provide for the payment of said special assessment in installments consistent with the criteria described below, all pursuant to the authority contained in Section 66.0715 (3), Wis. Stats.

NOW, THEREFORE, Be It Resolved, by the Common Council of the City of Milton, as follows:

Assessments which are deferred pursuant to the terms of Public Works Resolution 2020-21, shall be due at the time such deferment ends. Except for payments made pursuant to any type of Development Agreement, assessments may be paid in yearly 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 first installment will be due on November 1<sup>st</sup> of the year in which the deferment ends.
- The balance of the first installment not paid by November 1<sup>st</sup> will be certified on the tax roll with administration fee of \$25 plus interest.
- The balance of the second installment not paid by November 1<sup>st</sup> of the year it is due will be certified on the tax roll with administration fee of \$25 plus interest.
- The balance of the third installment not paid by November 1<sup>st</sup> of the year it is due will be certified on the tax roll with administration fee of \$25 plus interest.
- The balance of the fourth installment not paid by November 1<sup>st</sup> of the year it is due will be certified on the tax roll with administration fee of \$25 plus interest.
- The balance of the fifth installment not paid by November 1<sup>st</sup> of the year it is due will be certified on the tax roll with administration fee of \$25 plus interest.

The City Clerk is directed to mail a copy of this resolution 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 a Class 1 Notice of this resolution as provided in Section 66.0715 (3) (e), Wis. Stats.

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

**CITY OF MILTON**

\_\_\_\_\_  
Anissa Welch, Mayor

Attest:

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

**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 held a virtual public hearing on May 5th, 2020; for the resolution and report of the Director of Public Works on the following described 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	<u>Estimated Acres served by lift station</u>	<u>Total Estimated Assessment</u>
Lot on Parkview	V-23-1462.12	12.61	<b>\$98,422.06</b>
Lot on Parkview	V-23-1462.13	34.87	<b>\$272,163.14</b>
1360 Parkview Dr	V-23-1462.2	5.07	<b>\$39,571.76</b>
Crossridge Park (City of Milton)	V-23-1462.12	8.60	<b>\$67,124.20</b>
Lot on EMH Townline	V-23-1462.10	88.15	<b>\$688,017.80</b>

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 shall become due upon land division, site plan approval, TIF Development Agreement approval, or immediately if an existing facility exists within the parcel at the date of resolution adoption.

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 by the Common Council of the City of Milton this 21<sup>st</sup> day of July, 2020.

**CITY OF MILTON**

By:

  
Anissa Welch, Mayor





## Office of the City Administrator

**To:** Milton Common Council, Mayor Anissa Welch  
**From:** Al Hulick, City Administrator  
**Date:** October 6, 2020  
**Subject:** Discussion and Possible Action Regarding Routes to Recovery Reimbursements

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### Discussion and Background

Through the *Routes to Recovery* program (part of the CARES Act), unbudgeted expenditures are allowed submission for reimbursement as long as the expense is related to a COVID-19 response or related to an increase in workload because of the pandemic.

While some departments offered alternate work schedules or worked from home, others could not. As of right now, the only department that did not have an alternate work schedule or receive additional compensation/reimbursement were the regularly scheduled sworn police officers and code enforcement officer.

Therefore, the Common Council may authorize the issuance of a one-time hazard pay reimbursement of \$200 to those 12 eligible member of the Police Department.

As prepared, this reimbursement would not apply to the non-administrative, hourly Public Works Department, as they were provided an alternating work schedule. However, the Common Council may choose to offer a commensurate one-time hazard pay reimbursement to the 8 eligible members of public works. Those “eligible” would need to be currently employed by the City of Milton and have started employment before March of 2020 (Safer at Home)

#### Options:

1. To provide hazard pay to the 12 members of the Police Department only.
2. To provide hazard pay to the 12 members of the Police Department and the 8 eligible members Public Works Department.
3. To provide NO hazard pay to any employees.

Any compensation will be submitted for reimbursement through the *Routes to Recovery* Program.

#### Recommendations.

The City Administrator recommends approval of option #2.

## City of Milton

### Schedule options for 2021 Budget

The following schedule will conform to the required noticing requirements for the 2021 budget. We can add workshop meetings, at any point with noticing requirements matching the minimum 24 hour notification/postings. The options shown below coincide with past practice of approving/adopting the budget on a different night than the public hearing.

The Council must make a decision on what night the preference is to hold the Public Hearing (so it can be noticed appropriately), but at this point do not have to decide which night to approve/adopt the budget.

#### Options for Public Hearing & passage of budget

##### Option #1

Approve budget for publication in Courier	<i>Tuesday, October 20 (Regular Council night)</i>
Publish budget in Courier	<i>October 28/29</i>
Public Hearing on 2021 budget	<i>Tuesday, November 17 (Regular Council night) or later</i>
Formally approve/pass budget	<i>Tuesday, November 24 (Special meeting) or later</i>

*\*\*This option likely results in 3 Council meetings in November.*

##### Option #2

Approve budget for publication in Courier	<i>Tuesday, October 20 (Regular Council night)</i>
Publish budget in Courier	<i>October 28/29</i>
Public Hearing on 2021 budget	<i>Tuesday, November 17 (Regular Council night) or later</i>
Formally approve/pass budget	<i>Tuesday, December 1 (Regular Council night)</i>

##### Option #3

Approve budget for publication in Courier	<i>Tuesday, October 13 (Special meeting)</i>
Publish budget in Courier	<i>October 21/22</i>
Public Hearing on 2021 budget	<i>Tuesday, November 10 (Special meeting) or later</i>
Formally approve/pass budget	<i>Tuesday, November 17 (Regular Council night) or later</i>

*\*\*This option likely results in 3 Council meetings in October and November.*

##### Option #4

Approve budget for publication in Courier	<i>Tuesday, October 13 (Special meeting)</i>
Publish budget in Courier	<i>October 21/22</i>
Public Hearing on 2021 budget	<i>Tuesday, November 17 (Regular Council night) or later</i>
Formally approve/pass budget	<i>Tuesday, December 1 (Regular Council night)</i>

*\*\*This option likely results in 3 Council meetings in October.*

#### FYI

Thanksgiving is November 26. Assessment ratio should be received in mid to late November.

October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					