



AGENDA
City of Milton
Public Works Committee
Virtual Meeting
Tuesday, June 15, 2021
5:30 PM

PLEASE NOTE: In response to COVID-19, this meeting is being held virtually only. Members of the public may monitor this meeting at: <https://us02web.zoom.us/j/87987362251?pwd=OXNVazhVK3pudE1JcE4rS2QranJsZz09>

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: 879 8736 2251
Passcode: 105616**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes - June 1, 2021

Documents:

[Public Works Committee Minutes 06-01-2021.pdf](#)

4. Discussion and Possible Action Regarding the Milton Food Truck Rally Application for Special Event Permit

Documents:

[Memo - Special Event Permit Milton Food Truck Rally.pdf](#)
[8-29-21, Food Truck Rally, Milton Public Library.pdf](#)

5. General Items
6. Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

**Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have

decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by Jenny Salvo, June 11, 2021 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

City of Milton
Public Works Committee
June 1, 2021

Call to Order

Chairperson Ald. Bill Wilson called the June 1, 2021 meeting of the Public Works Committee to order at 4:04 p.m.

Present: Chairperson Ald. Bill Wilson, Kelly Burnett, Mayor Anissa Welch and Maxine Striegl.

Also Present: Public Works Director Howard Robinson, City Engineer Mark Langer, City Clerk Jenny Salvo, Police Chief Scott Marquardt, and Administrative Services Director Inga Cushman.

Approval of Agenda

K. Burnett motioned to approve the agenda. M. Striegl seconded, and the motion carried unanimously.

Approval of Minutes – May 18, 2021

M. Striegl motioned to approve the minutes. K. Burnett seconded, and the motion carried unanimously.

Discussion and possible action regarding the 4th of July Parade Application for Special Event Permit

Clerk Salvo provided the details regarding the 4th of July parade.

K. Burnett motioned to recommend to Council to approve the application for a Special Event Permit. M. Striegl seconded, and the motion carried unanimously.

Discussion and possible action regarding Milton Optimist 2021 Independence Day Run/Walk Application for Special Event Permit

Clerk Salvo provided an overview of this agenda item.

M. Striegl motioned to recommend to Council the Special Event Permit be approved as presented. K. Burnett seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding Snow Removal Procedures

The Council has requested the Public Works Committee review the snow policy and recommend changes to the policy if needed. Director Robinson presented the current snow policy.

M. Striegl motioned to recommend to Council the snow removal ordinance remain unchanged from the current ordinance. K. Burnett seconded, and the motion carried with Mayor Welch opposed.

General Items

M. Striegl inquired when the in-person meetings will begin again. Mayor Welch said the Council is reviewing but is open to suggestions.

Adjourn

K. Burnett motioned to adjourn the June 1, 2021 meeting of the Public Works Committee at 4:27 p.m. M. Striegl seconded, and the motion carried unanimously.

Respectfully Submitted,

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

Jenny Salvo
City Clerk



Public Works Committee Report

Agenda Item: Discussion and possible action regarding the Milton Food Truck Rally Application for Special Event Permit
Meeting Date: June 15, 2021
Presenter: Jenny Salvo, City Clerk
Department: City Hall

Conformance with Strategic Plan:

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

Summary

Milton Public Library has requested a special event permit for the Food Truck Rally held from 9:00 a.m. - 3:00 p.m. on August 29, 2021. By Ordinance, Sec. 54-67, approval is required by the Public Works Committee and Common Council since portions of the event will be held on public premises.

Analysis and Key Issues

The Food Truck Rally will have a total of 11 locations with two trucks setting up at the Milton Public Library and one in North Goodrich Park. There is no alcohol being served from the food trucks and no roads will be closed during the event.

Fiscal Impact

The event does not require city services and will have no fiscal impact.

Attachments

- Special Event Permit Request for Food Truck Rally



CITY OF MILTON
APPLICATION FOR SPECIAL EVENT PERMIT
FEE: None

For Office Use Only

I hereby make application with the City of Milton for a Special Event Permit as provided by City Ordinance #312. You must be current on all monies owed to the City of Milton per Ordinance #295.

Name of Organization Milton Public Library

Mailing Address: 430 E. High St. Milton WI 53563
Number Street City State ZIP

Primary Contact Ashlee L. Kunkel
First Middle Last

Cell Phone: 608-751-6481 Home Phone: _____ Email: kunkel.ashlee@pks.lib.wi.us

Event Schedule:

The schedule begins when event set-up starts and ends when clean-up of the event area is complete. The schedule should encompass all activities planned for the event, such as:

- Vending: When will vendors set-up, hours of operation, tear-down
- Music/Performances: Stage set-up, performance schedule, tear-down
- Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down
- Run/Walk/Parade, etc: When does staging start, start time(s), end time(s)

Address/Location of Event: _____

Event Name: Food Truck Rally Date of Event: 8/29/21

Responsible Party: Ashlee Kunkel - Milton Public Library

Estimated Attendees: 500 Estimated Time (Start-End): 9:00 - 3:00

**Please attach an event schedule with this application.

Event Site Map:

To ensure proper review of the event please attach an Event Site Map and a route (if applicable). Site plans should include, but are not limited to the following:

- Location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity.

**Please attach a detailed event site map with this application.

Street Use:

Are you requesting any Road Closures? YES NO

If No, please skip this section.

Event Category

Neighborhood Block Party Other: _____

Location Requested: Street Names and Block #s _____

Do you need barricades? YES NO (**Please indicate on the Event Site Map where they will go)

If Yes, please contact the Department of Public Works at 868-6914 to make arrangements.

Alcohol:

Will alcohol be served/consumed: YES NO

If No, please skip this section.

If Yes, please fill out a Beer/Wine Sales Permit Application

**Please indicate on the Event Site Map where the locations of Serving, Storing, and Consumption of alcohol will be.

Have you applied for the Temporary Class "B" Retailers License? Yes No

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Milton as Additional Insured?

Yes No Indicate Application Date: _____

Sound:

Do you plan to use amplifying devices? YES NO

If No, please skip this section.

By Ordinance, public amplification is not allowed except by permission from the Chief of Police. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound.

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

Times of Sound: _____ To: _____
(Cannot start before 9am) (Cannot end past 10pm)

Excerpts from applicable City Ordinances

70-4 – Loud and unnecessary noise prohibited.

70-4(b)(3): Radios, phonographs, similar devices. The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at the property line of the building or structure in which it is located shall be prima facie evidence of a violation of this section.

70-4(b)(4): Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

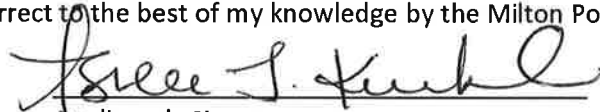
70-4(c)(1): Permit required. The use of loudspeakers or amplifying devices on the streets or in the parks of the City of Milton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the chief of police.

70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a nuisance.

_____ (initials) I understand that any amplified noise allowed by this permit will end by 10:00 p.m.

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and state that all of the above statements are true and correct to the best of my knowledge by the Milton Police Department.

Date: 6/4/21


Applicant's Signature

For Office Use Only

Date Received: _____	Initials: _____
Police Chief: _____	Date: _____
Fire Chief: _____	Date: _____
DPW Director: _____	Date: _____
City Clerk: _____	Date: _____
_____ Approved	_____ Denied
_____ Approved with the following conditions: _____	

Date 5/18/21

**APPLICATION FOR USE OF SCHOOL FACILITIES
SCHOOL DISTRICT OF MILTON**

*Front and Back
Parking lots

Facility: Milton East Elementary

School _____ Non-School _____

Organization Milton Public Library

Kitchen Needed _____ Charge _____

Food Truck Rally
Type of Activity

Cook Needed _____ Charge _____

Sunday August 29
Date Requested

Pool Needed _____ Charge _____
(Includes School Life Guard)

8:30 am / 10 am
Time Set Up / Time Activity Will Start

Custodian Needed _____

3:30 p.m.
Time Clean Up / Time Activity Will Cease

Custodian Required _____

Parents-Supervisors-Applicant (Please Print)

Custodian Charge _____

Ashlee Kunkel

Rooms Needed _____

School activities & practice supersede all building use activities

Equipment Needed _____

PLEASE KEEP YOUR SCHOOL CLEAN, SAFE & SECURE

Maintenance Charge _____

PICK UP KEYS* FROM SCHOOL OFFICE
DURING REGULAR SCHOOL HOURS

Rate	Participants
\$6.00	1-15 Individuals
\$12.00	16-40 Individuals
\$30.00	41 and up

PUT EQUIPMENT, TABLES, DESKS
BACK IN ORIGINAL LOCATION

Charge for Space _____

CLOSE & LOCK ALL DOORS

TOTAL CHARGE _____
Keys* _____ CK OUT _____ CK IN _____

SHUT OFF LIGHTS

**FEES MUST BE PAID AT THE TIME
THE BUILDING IS RESERVED UNLESS
OTHER ARRANGEMENTS ARE MADE
WITH THE BUILDING PRINCIPAL**

EMPTY YOUR GARBAGE INTO
THE DUMPSTER

Since all buildings must be left in the same condition in which they are found, if any extra custodian time is required, a charge of \$ _____ will be made in addition to the pre-paid custodian charge.

The undersigned, on behalf of all members of the group using school buildings/facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned hereby waives, releases, absolves, indemnifies and agrees to hold harmless the School District of Milton and its officers, employees and agents from all liability from such injuries.

Ashlee Kunkel 608-868-7442
Name of Applicant - Telephone Number (Please print)

Ashlee S Kunkel
Signature of Applicant

430 E. High St
Address of Applicant

[Signature]
Signature of Building Administrator/Principal

Milton, WI 53563
City/State/Zip

Date 5/18/21

**APPLICATION FOR USE OF SCHOOL FACILITIES
SCHOOL DISTRICT OF MILTON**

*Front and back parking lots

Facility: District Office

School _____ Non-School _____

Organization Milton Public Library

Kitchen Needed _____ Charge _____

Food Truck Rally

Cook Needed _____ Charge _____

Type of Activity

Sunday, August 29

Pool Needed _____ Charge _____
(Includes School Life Guard)

Date Requested

8:30 am 10 am

Time Set Up

Time Activity Will Start

3:30 pm

Time Clean Up

Time Activity Will Cease

Parents-Supervisors-Applicant (Please Print)

Custodian Needed _____

Custodian Required _____

Ashlee Kunkel

Rooms Needed _____

Equipment Needed _____

School activities & practice supersede all building use activities

Maintenance Charge _____

PLEASE KEEP YOUR SCHOOL CLEAN, SAFE & SECURE

PICK UP KEYS* FROM SCHOOL OFFICE DURING REGULAR SCHOOL HOURS

Rate

Participants

\$6.00

1-15 Individuals

\$12.00

16-40 Individuals

\$30.00

41 and up

PUT EQUIPMENT, TABLES, DESKS BACK IN ORIGINAL LOCATION

Charge for Space _____

CLOSE & LOCK ALL DOORS

TOTAL CHARGE _____

SHUT OFF LIGHTS

Keys* _____ CK OUT _____ CK IN _____

EMPTY YOUR GARBAGE INTO THE DUMPSTER

FEEES MUST BE PAID AT THE TIME THE BUILDING IS RESERVED UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE BUILDING PRINCIPAL

Since all buildings must be left in the same condition in which they are found, if any extra custodian time is required, a charge of \$ _____ will be made in addition to the pre-paid custodian charge.

The undersigned, on behalf of all members of the group using school buildings/facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned hereby waive, release, absolve, indemnify and agree to hold harmless the School District of Milton and its officers, employees and agents from all liability from such injuries.

Ashlee Kunkel - 608-868-7462

Ashlee S. Kunkel
Signature of Applicant

430 E. High St.

[Signature]
Signature of Building Administrator/Principal

Milton, WI 53563

EMAIL ENTERED MAY 18 2021

City/State/Zip

Shirley Schantz / Warren

RE: Parking lot for Food Truck Rally

Dan Honold <dhonold@bankofmilton.com>

Tue 6/1/2021 2:53 PM

To: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>

Cc: Theresa Gunderson <TGunderson@bankofmilton.com>

Ashlee that should be fine as long as they pick up any garbage that may be related to the food sales.

Dan

Dan Honold

President

**Bank of
Milton**

[608-868-7672](tel:608-868-7672)

www.bankofmilton.com

dhonold@bankofmilton.com

From: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>

Sent: Thursday, May 27, 2021 1:53 PM

To: Dan Honold <dhonold@bankofmilton.com>

Cc: Theresa Gunderson <TGunderson@bankofmilton.com>

Subject: Parking lot for Food Truck Rally

Good afternoon, Dan--

Would we be able to again use your parking lot for our Food Truck Rally event on Sunday, August 29, from 10:00 to 2:00?

Thanks!

Ashlee

Ashlee Kunkel, MLIS

Library Director / Teen Librarian

Milton Public Library

430 E. High St.

Milton, WI 53563

www.miltonpubliclibrary.org

kunkel.ashlee@als.lib.wi.us

608-868-7462

#CheckOutMPL



Re: Campus Park Parking Lot

Attorney Jeffrey T. Roethe <jtroethe@roethelaw.com>

Tue 6/1/2021 8:17 AM

To: Ashlee Kunkel <kunkel.ashlee@als.lib.wi.us>

Yes, you have my permission to do so.

Karen K. Paxson
Assistant to Attorney Jeffrey T. Roethe
Roethe Pope Roethe LLP
PO Box 151
Edgerton WI 53534
(608) 884-3391

From: [Ashlee Kunkel](#)
Sent: Thursday, May 27, 2021 1:49 PM
To: [Attorney Jeffrey T. Roethe](#)
Subject: Campus Park Parking Lot

Good afternoon--

I wanted to say thank you for letting the Milton Public Library use the parking lot on Campus St. for our Food Truck Rally earlier this month. It was the perfect location.

Would we be able to use it again for our second Food Truck Rally event on Sunday, August 29, from 10:00 to 2:00?

Thank you!

Ashlee

Ashlee Kunkel, MLIS
Library Director / Teen Librarian
Milton Public Library
430 E. High St.
Milton, WI 53563
www.miltonpubliclibrary.org
kunkel.ashlee@als.lib.wi.us
608-868-7462
#CheckOutMPL

