



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 14, 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 4<sup>th</sup> of July Parade Application for Special Event Permit**

Clerk Salvo provided the details regarding the 4<sup>th</sup> 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

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### 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.

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**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.

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

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**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.

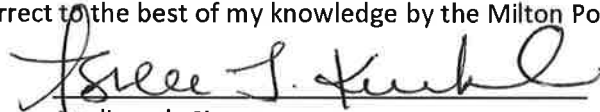
70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a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

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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: _____	
_____	





E Madison Ave

Milton Laundry SRB Property Management

North Goodrich Park

Blackhawk Community Credit Union

Milton

Milton East Elementary

TLC Restorations Auto body shop

The Corner Closet

Rockie's Pizza & Subs Takeout - Delivery

Chicago St

Greenman St

Milton College Historic District

Bank of Milton

South Goodrich Park

Northleaf Wrt

Greenman St

Milton Properties L.L.C.

Goodrich Hall Guesthouse

Sharla's Coffee Stop Takeout

Chapel St

Greenman St

Mizzu Properties L.L.C.

School District of Milton

Milton Public Library

S Janesville St

Greenman St

Briscock St

Rockie's Pizza & Subs Takeout - Delivery

American Investors Group First Congregational Church

Chapel St

Greenman St

College St

E High St

Abbyland Foods

City Hall Rd

Shurm Delivery

Home Renovations & RV Doctors

Milton Veterinary Clinic

CrossPointe Community Church - Milton Campus

S Janesville St

Parkview Dr

E High St

Campus St

Rogers St

Shurm Delivery

Home Renovations & RV Doctors

Milton Veterinary Clinic

CrossPointe Community Church - Milton Campus

CrossPointe Community Church - Milton Campus



Linkhouse: DE Car Wash

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** \_\_\_\_\_

SHUT OFF LIGHTS

Keys\* \_\_\_\_\_ CK OUT \_\_\_\_\_ CK IN \_\_\_\_\_

EMPTY YOUR GARBAGE INTO  
THE DUMPSTER

**FEES 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 608-868-7442  
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 \_\_\_\_\_

Custodian Charge \_\_\_\_\_

Ashlee Kunkel

Rooms Needed \_\_\_\_\_

Equipment Needed \_\_\_\_\_

School activities & practice supersede all building use activities

**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** \_\_\_\_\_

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 &lt;dhonold@bankofmilton.com&gt;

Tue 6/1/2021 2:53 PM

To: Ashlee Kunkel &lt;kunkel.ashlee@als.lib.wi.us&gt;

Cc: Theresa Gunderson &lt;TGunderson@bankofmilton.com&gt;

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**608-868-7672www.bankofmilton.comdhonold@bankofmilton.com

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**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.orgkunkel.ashlee@als.lib.wi.us

608-868-7462

#CheckOutMPL



**Re: Campus Park Parking Lot**

Attorney Jeffrey T. Roethe &lt;jtroethe@roethelaw.com&gt;

Tue 6/1/2021 8:17 AM

To: Ashlee Kunkel &lt;kunkel.ashlee@als.lib.wi.us&gt;

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](http://www.miltonpubliclibrary.org)  
[kunkel.ashlee@als.lib.wi.us](mailto:kunkel.ashlee@als.lib.wi.us)  
608-868-7462  
#CheckOutMPL

