



AGENDA
City of Milton
Common Council
Tuesday, January 21, 2014
7:00 p.m.
SHAW MUNICIPAL CENTER
Council Chambers, 430 E. High Street

1. Call to order and confirmation of appropriate meeting notice
2. Welcome citizens and address their questions and concerns not on the agenda
3. Swearing in of Milton Police Department Officer Ryan Schneider
4. Introduction of new Public Works Department Laborer Paul Smith
5. Presentation from Bill Watson and Brian Christianson on proposed Evermor Development.
6. Approval of the Consent Agenda
 - a. *Common Council Minutes – January 7, 2014*
 - b. *Community Development Authority Minutes – November 12, 2013*
 - c. *Historic Preservation Commission Minutes – December 4, 2013*
 - d. *Joint Fire Commission Minutes – November 20, 2013*
 - e. *Parks & Recreation Commission Minutes – December 16, 2013*
 1. *Spacesaver Team Member sponsored grant application submission*
 2. *Playful City USA designation application submission*
 - f. *Personnel & Finance Committee Minutes – December 17, 2013*
 1. *Operator Licenses*
 2. *Water meter installation and billing errors*
 3. *Employee Handbook revisions and additions:*
 - a. *Dental coverage policy for retirees and spouses*
 - b. *Emergency Closings, Uniform Allowance, Part-Time Officer step scale and Health Insurance Buy-out*
 - c. *Open Records policy*
 - d. *Record Retention policy*
 - e. *Communications policy*
 4. *Payment options for past due AR balances*
 5. *Bulk fuel purchase – Frontier FS*
 6. *Baxter & Woodman Work Order 131076.30*
 7. *Baxter & Woodman Work Order 131075.00*
 8. *Baxter & Woodman Work Order 131074.00*
 - g. *Plan Commission Minutes – December 10, 2013*
 1. *Rock County Dept of Public Works – Conditional Use Permit*
 2. *Final Certified Survey Map – Dan Pernat*
 3. *Preliminary and Final Plat – Frank Green*
 - h. *Public Safety Committee Minutes – December 17, 2013*

7. Old Business
 - a. Discussion and possible action regarding Façade Grant Reimbursement – Terry Williamson, 742 E. Madison Avenue

8. New Business
 - a. Discussion and possible action on adjustment to City’s life insurance regarding Resolution #2014-03.
 - b. Discussion and possible action on 2014 Non-Profit Funding Allocation for At-Risk Youth.
 - c. Discussion and possible action regarding Resolution #2014-02 – Declaring Property to be Blighted
 - d. Discussion and possible action regarding Façade Improvement Grant Application – MaryAnn Knudsen, 655 College Street

9. General Items
 - a. Next meeting – Tuesday February 4, 2014
 - b. Mayor/Aldersperson Reports
 - c. Staff Reports
 1. City Administrator
 2. Director of Public Works
 3. Chief of the Police Department
 4. Director of Library
 5. Chief of the Jt. Fire Department
 6. City Clerk
 7. City Treasurer

10. Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(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. RE: Options to purchase City property in Crossroads Business Park, Freedom Graphics, Carl’s Place and legal service needs and possible reimbursement agreement for proposed Evermor Development project and (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility RE: Department Director Evaluations and

11. Reconvene into open session for possible action on Freedom Graphics option to purchase.

12. Possible action on Carl’s Place option to purchase.

13. Possible action on legal service needs and possible reimbursement agreement for proposed Evermor Development

14. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk’s office at 868-6900, 430 E. High Street, Milton, WI 53563.

Posted at: Dave’s Ace Hardware, Piggly Wiggly, Shaw Municipal Center

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 ~ Tuesday, January 7, 2014

Call to order and confirmation of appropriate meeting notice

Mayor Brett Frazier called the meeting to order at 7:02 pm. Clerk Ebbert confirmed the appropriate meeting notices were posted.

Present: Mayor Brett Frazier, Ald. Dave Adams, Ald. Theresa Rusch, Ald. Anissa Welch, Ald. Maxine Striegl and Ald. Don Vruwink.

Also Present: City Administrator Jerry Schuetz, City Attorney Mark Schroeder, City Treasurer Connie DeKemper, Police Chief Dan Layber, Director of Public Works Howard Robinson and City Clerk Michelle Ebbert.

Excused absence: Ald. Nancy Lader

Welcome citizens and address their questions and concerns not on the agenda

Mayor Frazier welcomed those in attendance and asked if there were any concerns not on the agenda.

Approval of the Consent Agenda

- a. *Common Council Minutes – December 17, 2013*
- b. *Community Development Authority Minutes – November 12, 2013*
- c. *Public Works Minutes – November 5, 2013*
 1. *Hiring of full-time Public Works General Laborer*
 2. *Farmland Lease Agreement – Heth Farms*
 3. *Farmland Lease Agreement – Hull Farms*
 4. *Farmland Lease Agreement – Pierce Farms*
- d. *Tourism Development Committee Minutes – November 21, 2013*

Ald. Adams moved to approve the consent agenda. Ald. Rusch seconded the motion and carried.

New Business

Discussion and possible action authorizing the approval of a vendor for design of the Crossridge Park Playground as required by the Dr. Pepper Snapple Group – KaBOOM! Let's Play Construction Grant Program.

Administrator Schuetz discussed the recommendation of Lee Recreation for the vendor to assist in designing the Crossridge Park Playground.

Ald. Vruwink moved to approve Lee Recreation as the vendor for the design of Crossridge Park Playground. Ald. Rusch seconded the motion and carried.

Discussion and possible action regarding resignation of Ken Holland from Historic Preservation Commission

Mayor Frazier reviewed the resignation of Ken Holland from Historic Preservation Commission.

Ald. Vruwink moved to approve the resignation of Ken Holland from the Historic Preservation Commission. Ald. Rusch seconded the motion and carried.

General Items

Next meeting – Tuesday January 21, 2014

Mayor/Aldersperson Reports

- Ald. Vruwink stated that fundraising efforts have brought in over \$29,000 for the Veteran's Memorial at Hilltop Park.
- Ald. Welch stated that the Milton Youth Coalition from Partners in Prevention.
- Mayor Frazier thanked all City staff that braved the cold weather, specifically the departments that work outdoors.
- Mayor Frazier announced the running of six alderpersons for four open seats.
- Mayor Frazier thanked James Debilzen for his hard work on our local paper as he was in a featured article in the Janesville Gazette.

Staff Reports

City Administrator

- Staff will be presenting several policies to be updated at the next meeting.

Public Works

- Christmas trees are being picked up.
- Salted sand is available at the Public Works garage.

Police Department

- New officer Ryan Schneider will begin on Monday January 13th.

Library

- No report available.

Jt. Fire Department

- No report available.

City Clerk

- Draw by lot will be done on Thursday January 9th.
- Dog and cat licenses are available.
- Property tax payments are keeping staff busy.

City Treasurer

- No report.

Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(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. RE: Proposed developments in Crossroads Business Park, Potential pre-annexation agreement and Discussion on proposed development agreement for 201 Parkview Drive.

Ald. Striegl moved to convene into closed session at approximately 7:16 pm.

Ald. Adams seconded the motion and carried by a unanimous voice vote of the Common Council.

Council took a very short break.

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

Ald. Adams moved to reconvene into open session at approximately 7:35 pm. Ald. Rusch seconded the motion and carried by a unanimous voice vote of the Common Council.

Ald. Vruwink moved to authorize Staff to execute the proposed development agreement for 201 Parkview Drive. Ald. Welch seconded the motion and carried.

Motion to Adjourn

Ald. Welch moved to adjourn the meeting at 7:37 pm. Ald. Rusch seconded the motion and carried.

Respectfully submitted

Michelle Ebbert
City Clerk



OFFICE OF THE CITY ADMINISTRATOR MEMORANDUM

To: Mayor Brett Frazier and Common Council
From: City Administrator Jerry Schuetz
Date: Agenda Review – January 21, 2014

CONSENT Agenda Item #6.e.1. Spacesaver Team Member grant application submission

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To authorize staff to submit an application for the 2014 Spacesaver Team Member Sponsored Grant Application Program for the Crossridge Park playground project.

Description: The Parks & Recreation Commission is working to raise additional funds to construct a playground at Crossridge Park. The commission has already secured a \$20,000 Let's Play City Construction Grant from Dr Pepper Snapple Group and national non-profit KaBOOM! and the Council budgeted \$10,000 for the project. An additional grant opportunity is available through the 2014 Spacesaver Team Member Sponsored Grant Application Program. The most the commission could receive for the project is \$10,000 and the due date for the grant is January 24, 2014. The timetable shows that the commission will likely hear a final decision in July 2014. The commission previously received this grant for the Tails n Trails Dog Park and the Madison Avenue Bike Lane.

CONSENT Agenda Item #6.e.2. Playful City USA Designation application submission

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To authorize staff to submit an application for the Playful City USA designation application.

Description: Playful City USA requires the City to complete the application each year to renew the designation. The application is officially due on March 20th, but a draft can be sent by February 7th for the staff to review the application and provide feedback. The designation allowed the City to apply for the Let's Play City Construction Grant from Dr Pepper Snapple Group and national nonprofit KaBOOM!. The City received the grant and will be using the funding to construct a new playground at Crossridge Park.

CONSENT Agenda Item #6.f.1. Operator Licenses

Submitting Staff Member: Michelle Ebbert, City Clerk

Recommended Action: To approve the operator licenses issued since December 1, 2013.

Description: Staff has conducted background on the listed individuals and recommends approval. On the list for an operator license is Kyle Lou, employee of Red Zone Pub & Grill. Mr. Lou was denied for a license renewal June 18, 2013 as he received a citation that did not qualify him to be licensed in the City. At that time, the Committee encouraged Mr. Lou to reapply for a license once year after the citation issuance. It has been over one year and no other related citations have been issued. Chief Layber and I recommend the Committee approve the license for Mr. Lou.

Attachments: Please refer to your 01/21/2014 Personnel & Finance packet for attachments.

CONSENT Agenda Item #6.f.2. Water meter installation and billing errors

Submitting Staff Member: Connie DeKemper, City Treasurer

Recommended Action: To authorize the Municipal Utility back bill for errors where amounts are due over a 24 month period (12 payments). It is Staff's recommendation that any refunds that are due be immediately refunded. Staff is requesting that this policy apply to both Water and Wastewater charges.

Description: The City of Milton water utility operators are currently in the process of changing out 10% of the city water meters for 2014. These changes are required by the Public Service Commission and are coinciding with the City of Milton Cross Connection inspection program. The process is working well, however, upon the change of two meters it was discovered that the meters (and radio reads) were switched. This caused one resident to be billed and pay for the water usage of another resident and vice versa. These meters were originally installed twenty years ago and without inspecting the meters it would be very unlikely that this could be discovered by city employees.

It is recommended that the City of Milton Water Utility immediately refund the difference for the water usage for the last 2 years (\$111.28) and back bill the water usage for the other unit (\$111.28) as per Public Service Commission code. The wastewater system is not regulated by the Public Service Commission however; the amount of use of the wastewater system is measured through the water meter. The amount of the wastewater system in questions is \$337.14.

The City of Milton has the ability to request the back bill be paid over time. The maximum time is 24 months. Staff is requesting that a policy be approved by the personnel and finance committee as we continue to change out meters.

CONSENT Agenda Item #6.f.3.Employee Handbook revisions and additions

Submitting Staff Member: Jerry Schuetz, City Administrator

The following items pertain to the working document of the Employee Handbook. As Staff presents revisions and additions, final copies will be brought back for Committee and Council review prior to final submission into the Handbook.

#6.f.3.a. Dental coverage for retirees and spouses

Recommended Action: To authorize staff to amend the employee handbook to include that retirees and their spouses shall both be eligible to participate in the City's employer selected dental insurance plan, with the retiree responsible for 100% of the premium of their requested plan.

Description: The City's current policy on dental coverage for retirees and spouses is unclear as to when they are to stop being eligible to be on the plan. The practice has been to keep both the retiree and spouse on unless or until one reaches medicare age, although during our HR audit we have found that the employee handbook references health insurance but not dental coverage. The retirees pay 100% of their dental insurance premium as established by Council policy, so there is no expense to the City associated with this recommendation, but rather a clean-up in the policy language, as current policy only references eligibility for health insurance and is silent in terms of dental eligibility.

#6.f.3.b. Emergency Closings, Uniform Allowances, Part-Time Officer step scale and Health Insurance Buy-out

Recommended Action: To recommend that the Common Council incorporate the proposed changes into the revised Employee handbook as presented.

Description: In our on-going review of the current employee handbook, we noted there are provisions from previously adopted Council action in employment agreements and/or resolutions that were not in the handbook. Staff is encouraging you putting them into the handbook as the changes reflect previous council action and/or employment agreements already approved by the Council. Specifically, the changes address emergency closings, part-time officer wage scale, clothing allowance provisions that mirror union contracts for the Director of Public Works and Chief of Police, and the part-time officer uniform allowance and the health insurance buy-out.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet

#6.f.3.c. Open Records Policy

Recommended Action: If you find the proposed draft open records policy to be acceptable, recommend to the Council that it be approved for consideration after a final review from Attorney Schroeder.

Description: As discussed at the last regular Council meeting, staff is in the process of updating policies and operating procedures at City Hall. Among the policies being reviewed is the City's Open Records Policy. We sought guidance from our liability insurance carrier CVMIC, and have prepared the attached policy as a draft Open Records Policy for your review.

In terms of process, staff and I thought it most appropriate to share the proposed policy with the Personnel and Finance Committee first, then the City Council, and get their input into any additions or deletions they'd seek for the policy. If both the Committee and Council find the draft to be acceptable in terms of substance, it would be presented to Attorney Schroeder for his final review, and then back to the Committee and Council for final approval.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet

#6.f.3.d. Record Retention Policy

Recommended Action: If you find the proposed record retention policy acceptable, recommend to Common Council for final consideration and possible approval after Attorney review.

Description: Staff has begun the process of packaging records, files and documents for moving to our new facility. This is an excellent opportunity to update our filing by properly labeling and organizing items for destruction as they are boxed and moved to our new storage. Currently, I preview four copies of schedules that all consists of the same timelines for retention and destruction of materials. Staff is recommending official adoption of one policy to refer to. The Wisconsin Municipal Clerks Association developed a schedule based on the Wisconsin Municipal Records Manual produced by the State Historical Society of Wisconsin that Staff is recommending for approval. A draft copy of that policy is attached for your review.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet

#6.f.3.e. Communication Policy

Recommended Action: If you find the proposed communications policy acceptable, (and/or make requested changes) recommend the Communications Policy to the City Council for final consideration and possible approval after Attorney review.

Description: Although the City's employee handbook had some very prescriptive guidelines on communication within the City, staff, the Mayor and Council members have recognized that our external communications may be better guided with an established policy. The following policy is a draft communications policy that would establish policy guidelines for a City-wide communications policy across departments. It is in draft form for your input and consideration. If you find it acceptable, it would be sent to Attorney Schroeder for final review, prior to recommendation for final adoption and incorporation into our City's employee handbook.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet

CONSENT Agenda Item #6.f.4. Payment options for past due AR balances

Submitting Staff Member: Michelle Ebbert, City Clerk

Recommended Action: To authorize Staff to enter into payment arrangements for accounts receivable past due balances and upon full payment of personal property tax allow the interest to be written-off following adoption of a Resolution.

Description: Accounts Receivable consists of varying monies that are owed to the City of Milton. Invoices are created as presented and are managed monthly with mailed statements. The City is allowed to charge interest on balances over 30 days. Most invoices are paid within 60 days freeing Staff by not following up with the billed parties. Currently, we have 20 accounts that are well over 150 days of invoice origination – and many of these 20 are over 365 days. These are all open or closed businesses that owe personal property taxes.

- Captain Clean – (business still operating, made payment of \$500.00) **\$9,433.59**
- Skelly Masonry – (business still operating) **\$1,090.99**
- ABC Lawn Service & Snow Removal – (business still operating) **\$1,425.66**
- Duoss Water Systems – (business still operating) **\$2,661.97**
- The Catwalk Salon – (business still operating) **\$617.89**
- Travis Zahn – (business still operating as Deb’s) **\$756.22**
- Abib Jonuzi – (business still operating as Milton Family Restaurant) **\$583.09**
- Sal’s New Image – (business that closed in 2013) **\$638.64**
- Gilmour’s Small Engine – (business closed several years ago) **\$489.59**
- Custom Classics Auto Body – Interest only (business closed several years ago) **\$485.94**
- Suntav Marina – (business closed several years ago) **\$1,312.25**
- Knight Flooring, LLC – (business closed several years ago) **\$1,845.39**
- Little Miami Tan – (business closed several years ago) **\$1,460.29**
- Choice Health Leasing – (business closed several years ago) **\$364.96**

These outstanding invoices total \$23,166.47. (\$15,794.49 is personal property tax, \$7,371.98 is interest.) I have spoken with other municipalities who do not bill over one year for past due personal property balances. After one year, they write-off the balance and interest as they do not feel the hassle for mailing is worth their Staff time. I would like to offer these accounts the opportunity to pay the past due balance of personal property tax and offer to write-off the interest following final tax payment. I would hope many would take advantage of this offer, but I do not feel the closed businesses would even respond to my letter. Other choices would be to contract with a Collections Firm (however they would charge a fee based on the funds they are able to collect for us) or to file appropriate documents for Small Claims Court which could potential tie up additional Staff time and possibly Attorney Schroeder, which may cost more in the end. A Resolution would have to be adopted by Council to write-off any interest on accounts. At this time, I am asking authorization to offer payment options of past due personal property tax and if those balances are paid in full, to write-off interest. This process could take several months before some of the accounts are paid in full/payments made. If the Committee chooses, I will provide monthly updates on payments made and present a resolution in the future with totals being requested to write-off.

CONSENT Agenda Item #6.f.5. Bulk Fuel Purchase – Frontier FS

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To accept the Bid from Frontier for the City of Milton’s bulk fuel service provider in 2014 as presented.

Description: In an effort to save taxpayers money, several years ago the City consolidated its fuel purchases into a bulk fuel purchase. Public Works Administrative Assistant Brenda Matthews coordinated the fuel bid process, sending out the bid to 4 area fuel providers. Two returned bids, and included Landmark and Frontier fuel service providers. Frontier, our current provider was the lowest of the bids, with bid prices of \$2.95/gallon for 87 octane fuel and \$3.28 for diesel, based upon quoted gallons of purchase. All quotes received are attached to the packet for your review. Staff has been pleased with Frontier’s service to date, and due to the fact they are the lowest of the bids received, staff recommends Council acceptance of the bid received from Frontier as the City’s Bulk Fuel service provider in 2014 as presented.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet.

CONSENT Agenda Item #6.f.6. Baxter & Woodman Work Order 131076.30

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council approve the work order for creation of a water system model to be used for estimating flow rates and pressures not to exceed \$12,500.00.

Description: Baxter & Woodman has submitted a work order to provide for engineering services for the creation of a water system model to be used for estimating flow rates and pressures within the existing water distribution system.

The scope of services for this project include: develop WaterGEMS model, review existing conditions and history of problem areas, calibrate the model based on field data collected by the City and submit water system maps.

A water model system is being created to estimate the water pressure and flow in the City water main system. This is a requirement of the DNR. It is also needed to assist development, determine fire flow calculations for sprinkler systems and determines if we meet minimum residential water pressure situations. Money for this is from the water capital funds and hydrant funds. City staff will also assist with this project. This will be done in 2014.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet.

CONSENT Agenda Item #6.f.7. Baxter & Woodman Work Order 131075.00

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council approve the work order for construction of a storm water detention basin near Hilltop Drive not to exceed \$10,900.00.

Description: Baxter & Woodman has submitted a work order for design engineering services for the construction of a storm water detention basin near Hilltop Drive. The intent of the basin is to reduce Total Suspended Solids (TSS) from the downstream storm water.

The scope of services for this project include: administration and meetings with City staff to provide updates, project management, topographic surveying, utility coordination, final design, opinion of probable cost and construction documents.

This project includes a design for more storm water retention and sediment control. This design is planned for an expansion of the municipal storm water ditch. Our current DNR MS4 permit requires a larger sediment amount be controlled. Expansion of the ditch will allow us to not construct a storm pond in this area. The skating pond and soccer fields make this a better choice than pond construction. Money is budgeted for this design in the storm water consulting budget. Construction may occur in 2015 depending on available funds.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet.

CONSENT Agenda Item #6.f.8. Baxter & Woodman Work Order 131074.00

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council approve the work order for design and construction engineering services for replacement of a main along Janesville Street not to exceed \$7,000.00.

Description: Baxter & Woodman has submitted a work order for design and construction engineering services for the replacement of approximately 60 feet of force main along Janesville Street from the Hudson Street lift station and the abandonment of the water main stub along Janesville Street south of Madison Avenue.

The scope of services for this project include: administration and meetings with City staff to provide updates, project management, topographic surveying, utility coordination, final design, opinion of probable cost, construction documents, assistance during bidding, general construction administration, resident project representative, substantial completion of project and completion of project.

This project includes replacement of 60 feet of main at the Hudson Street and N. Janesville Street lift station. Water main abandonment is also needed for a dead end water main on S. Janesville Street at the railroad crossing.

The lift station main has some cracks in it that were discovered during pump repairs last summer. The water main is a dead end on Janesville Street. If the dead end broke, it would involve emergency repair of a main we don't need along with railroad, school, Hwy 59 or Janesville Street traffic detours.

The concrete on old Hwy 26 is scheduled to be repaired later this summer. If these two projects are completed early in the summer or late spring, we can also save street repair costs on this project. This money is included in Capital Utility Funds.

Attachments: Please refer to your 01/21/2014 Personnel & Finance Committee packet.

CONSENT Agenda Item #6.g.1. Rock County Dept of Public Works – Conditional Use Permit

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To approve a Conditional Use Permit for Rock County Department of Public Works for construction of a polystructure at 218 Chicago Street.

Description: The Rock County Department of Public Works received notification from the Wisconsin Department of Natural Resources requiring them to cover the salt/sand pile located at 218 Chicago Street. This site has existed for many years but may be moved in the future. They are requesting permission to construct a polystructure to cover the salt/sand. A polystructure is allowed in M-1 zoning with a Conditional Use Permit. Rock County is requesting a 30 x 48 shed adjacent to an existing shed. The Technical Review Committee has reviewed this CUP request and recommends approval. Plan Commission unanimously approved this CUP request at their January 14th meeting following a Public Hearing.

Attachments: Please refer to your 01/14/2014 Plan Commission packet.

CONSENT Agenda Item #6.g.2. Final Certified Survey Map – Dan Pernat

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To approve the Final Certified Survey Map for Dan Pernat, 384 E. Madison Avenue.

Description: Dan Pernat has submitted the final CSM for his land division at 384 E. Madison Avenue. Mr. Pernat owns a 6.8 acre parcel that consists of a four-unit apartment complex. Mr. Pernat would like to divide the lot into two lots and sell the back section, or Lot 2. This has been presented to the Plan Commission for several meetings in conjunction with a residential development proposed by Chuck Jackson. Mr. Jackson will be purchasing Lot 2 and may be dividing that lot into additional lots, which will be presented to Plan Commission at a later meeting. Lot 1 and Lot 2 meet ordinance requirements for lot size. An easement is included in the final CSM on Lot 1 that displays a shared driveway access point for the tenants of the four-unit and to Lot 2. This will be a new driveway as the current driveway is deteriorating and is

located between two adjacent residential properties. The Technical Review Committee has reviewed this Final CSM request and recommends approval.

Attachments: Please refer to your 01/14/2014 Plan Commission packet.

CONSENT Agenda Item #6.g.3. Preliminary and Final Plat – Frank Green

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To approve the Preliminary and Final Plat of Green’s Second Sunset Addition upon meeting the following conditions: Sidewalks on both sides of street be indicated on the final plat and installed prior to occupancy, The 500’ restrictive covenant be drawn on the final plat, Utility easements be indicated on final plat, Sidewalk construction per the Developer’s Agreement, Final approval of the Developer’s Agreement, Hammerhead / turn around indicated at the end of each new street and Money in lieu of parkland dedication will be paid to the parkland dedication fund.

Description: Frank Green has submitted a land division plan for property he owns south of E. Sunset Drive. This is a land division that was originally submitted in July of 2006. It was approved at that time for Council review. The requests of Plan Commission in 2006 will be met by Mr. Green. The Technical Review Committee recommends approval be granted of the land division and approve the final and preliminary plat with the requirements of the former Plan Commission be included in the developers agreement with the Common Council.

- Sidewalks on both sides of street be indicated on the final plat and installed prior to occupancy.
- The 500’ restrictive covenant be drawn on the final plat
- Utility easements be indicated on final plat
- Sidewalk construction per the Developer’s Agreement
- Final approval of the Developer’s Agreement
- Hammerhead / turn around indicated at the end of each new street.
- Money in lieu of parkland dedication will be paid to the parkland dedication fund.

Because this has been over three years as an undeveloped plat, Mr. Green is resubmitting the land division. This land division meets Ordinance requirements. Mr. Green would like to begin this work this spring. He may phase the developments into two separate construction projects and will address this in the developer’s agreement.

Attachments: Please refer to your 01/14/2014 Plan Commission packet.

OLD BUSINESS

Agenda Item #7.a. Discussion and possible action regarding Façade Grant Reimbursement – Terry Williamson, 742 E. Madison Avenue

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To approve payment of \$5,000.00 for the façade improvement grant to Terry Williamson from TID #8.

Description: Terry Williamson was approved for a Façade Improvement Grant that permitted her to make improvements of grinding and tuck pointing of exterior cracked mortar, repair and replacement of gutters, soffit and fascia. The application was approved by the CDA on November 12, 2013 for work which was completed and inspected by Public Works Director Howard Robinson and signed off on as meeting all grant requirements for the work on December 18, 2013. Mrs. Williamson is requesting a façade grant of \$5,000.00. Attached is a copy of the paid invoices.

Totals for this project include

- Grinding and tuck pointing of exterior cracked mortar
(Bill Eckert) \$ 3,500.00
 - Repair and replacement of gutters, soffit and fascia
(Radloff’s Remodeling) \$ 6,735.00
- TOTAL \$10,235.00**
POTENTIAL GRANT \$ 5,000.00

On the approved application, Mrs. Williamson was to replace and repair the front exterior steps. This improvement was done, however it does not meet code requirements as inspected by Director Robinson. Mrs. Williamson is aware of this and is working with her contractor to make corrections.

Attachments: Please refer to your 01/14/2014 Community Development Authority packet.

NEW BUSINESS

Agenda Item #8.a. Discussion and possible action on adjustment to the City’s Employee Handbook Life Insurance benefit for employees as authorized in Resolution #2014-03.

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To approve the Resolution for life insurance that will cover regular part-time employees who are WRS eligible with one unit of employee and one unit of dependent life insurance, with any additional units being at employee expense, as presented.

Discussion: As a part of the follow-up to our HR audit completed by CVMIC last year and staff’s recommended clean-up of policies and procedures that were inconsistent with state or federal rules, staff is recommending an adjustment regarding our life-insurance resolution. The City offers life-insurance through the State of Wisconsin Department of Employee trust funds. The challenge we have with the current resolution and the State is that they are not congruent,

and it had to do with how the old employee handbook created eligibility and payment for two units at full-time, whereas, similar to another adjustment we made with eligibility for all employees, the language in the resolution should be two units upon WRS eligibility. The issue will provide dependent life insurance coverage (1 unit at \$1.75/month) for regular part-time employees who are WRS eligible, and will alleviate the current conflict between our current employee handbook and Council resolution and WRS rules regarding life insurance eligibility for dependents. The total annual cost of the adjustment is estimated to be approximately \$675 annually, and would be paid for from the City's payroll contingency fund.

The benefit to the City and its employees is our HR policy related to life insurance would be consistent between all WRS employees as required by ETF administrative rule. The policy impact is that regular full-time and regular part-time who work more than 20 hours per week would get one unit of coverage for themselves and one unit for their dependent, with any other units of coverage paid for the employee.

Attachments: Resolution #2014-03

Agenda Item #8.b. Discussion and possible action on 2014 Non-Profit Funding Allocation for At-Risk Youth.

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To authorize the allocation of \$500 to the Milton Youth Coalition for the development of their APP and \$2,000 of the City's at-risk youth designated funds to the YMCA of Northern Rock County as requested.

Description: During the 2014 budget hearing the Council approved the use of \$2,500 of non-profit funding for at-risk youth. A request had already been made during the budget for \$5,000 from the YMCA of Northern Rock County for their youth scholarship program. A potential application from the Milton Youth Coalition (MYC) was also forthcoming.

During the month of January, I talked to the co-chairs of the Milton Youth Coalition (Superintendent Tim Schigur and Alderperson Anissa Welch), as well as Dr. Tom Den Boer of the YMCA of Northern Rock County, speaking to all of them independently about the City's allocation of these funds and their programs. After those conversations, I am recommending the following:

- 1) **City allocate \$500 to the Milton Youth Coalition** for the purpose of their proposed creation of an anti-bullying APP. The application would be made available on smart phones, tablets and be readily available for students to learn about and possibly report bullying in our community. An end of project report would be provided to the Council once the APP is developed and implemented.
- 2) **City allocate \$2,000 to the Northern Rock County YMCA** for the purpose of funding Milton youth scholarships in their at-risk youth scholarship program. These funds would provide memberships and activities for twenty (20) at-risk and/or financially challenged youth who would not otherwise be able to attend programs or activities at the YMCA.

Quarterly updates on the program and its users will be provided to the Council as stated in their request for funds.

Attachments: None.

Agenda Item #8.c. Discussion and possible action regarding Resolution #2014-02 – Declaring Property to be Blighted

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To adopt Resolution #2014-02 - Declaring Property to be Blighted at 655 College Street.

Description: On January 14th, the Community Development Authority approved Resolution #2014-01 Resolution determining property to be blighted and submitting proposed redevelopment to common council for approval. Resolution #2014-02 is submitted to Council for action and approval. Said property is owned by MaryAnn Knudsen with plans to move her current business to this location and operate as a beauty salon.

Attachments: Resolution #2014-02

Agenda Item #8.d. Discussion and possible action regarding Façade Improvement Grant Application – MaryAnn Knudsen, 655 College Street

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To approve a Façade Improvement Grant totaling \$5,000 for MaryAnn Knudsen for improvements to the property at 655 College Street.

Description: MaryAnn Knudsen has applied for a Façade Improvement Grant for her property located at 655 College Street. This property is planned for a beauty salon and spa. Mrs. Knudsen has applied for a façade grant to invest her own funds and grant funds, if awarded, to improve the property value. Extensive work has been completed to the interior as well creating a vast improvement for her new business. Included is a Façade Improvement Grant Application for exterior improvements that will drastically improve the façade of the building as described throughout the application. The application meets criterion guidelines for CDA approval. A Site Plan is required for these improvements as this property is located in B-3. The Plan Commission reviewed and approved the site plan improvements at their December 10, 2013.

This project includes:

- Frame in new handicap ramp located in the front of the building. \$ 3,100.00
- Replace all of the windows in the building with argon gas slider style windows \$ 8,700.00
- Install a new roof \$ 4,100.00
- Remove and replace all gutters and downspouts \$ 900.00
- Design and install business sign above the

front entrance door	\$ 1,275.00
• Add electric to sign for lighting (AACE Home Improvements & More)	\$ 350.00 \$18,425.00
TOTAL	\$18,425.00
GRANT SHARE	\$ 5,000.00

At this time, Mrs. Knudsen has made improvements to the handicap ramp, roof, gutters and downspouts. The windows are scheduled to be replaced but will not be done prior to the CDA façade grant application approval. This could be presented as an additional façade grant in the future. The Technical Review Committee has reviewed this request and recommends approval. The work to be completed would be a drastic improvement to the exterior of the property and would improve the overall appearance of the neighborhood while increasing value of the property.

Attachments: Please refer to your 01/14/2014 Community Development Authority packet.

CITY OF MILTON RESOLUTION #2014-03
EMPLOYER RESOLUTION TO PAY ENTIRE PREMIUM FOR:

Check boxes:

- Basic Group Life Insurance
- Supplemental Group Life Insurance
- Additional Group Life Insurance
 - Unit 1
 - Unit 1 & 2
 - Unit 1, 2 & 3
- Spouse and Dependent Group Life Insurance

I hereby certify that pursuant to Wis. Stat 40.05 (6)(e), a resolution to pay the entire group life insurance premium for the plan(s) indicated above was duly made by the

_____ *(governing body)*

of the _____ *(employer name)*

Employer Identification Number (EIN): _____

Date Action Taken: _____

I understand that Wis. Stat. 943.395 provides criminal penalties for knowingly making false or fraudulent statements on this form and hereby certify that, to the best of my knowledge and belief, the information is true and correct.

Date	WRS Agent Signature	Title

Attest: _____
Brett Frazier, Mayor

Michelle Ebbert, City Clerk

Effective date of coverage entered by ETF

**COMMON COUNCIL
CITY OF MILTON, WISCONSIN**

RESOLUTION #2014-02

**RESOLUTION DECLARING PROPERTY TO BE BLIGHTED
AND AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY
TO ACQUIRE OR ASSIST THE PRIVATE REDEVELOPMENT OF THE PROPERTY**

WHEREAS, Section 66.1333 of the Wisconsin Statutes, as amended (the “Act”), states that it is the policy of this state to protect and promote the health, safety and general welfare of the people of the state in which blighted areas exist by the elimination and prevention of such areas through the utilization of all means appropriate for that purpose, thereby encouraging well-planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment and adequate places for employment of the people of this state and its communities in such areas; and

WHEREAS, this Common Council has heretofore created a Community Development Authority (the “Authority”) to eliminate or prevent substandard, deteriorated, obsolete and blighted areas in the City of Milton, Wisconsin (the “City”); and

WHEREAS, the Act, together with Section 66.1335 of the Wisconsin Statutes, as amended, authorize the Authority to undertake certain activities within the City, for the purpose of carrying out redevelopment, blight elimination, blight prevention and urban renewal programs and projects set forth in the Act, together with all powers necessary or incidental to effect adequate and comprehensive redevelopment, blight elimination, and urban renewal programs and projects; and

WHEREAS, the properties in the City described in Exhibit A attached hereto (the “Properties”) have been proposed as the site for various public improvements and private development projects; and

WHEREAS, the Properties have been determined by the City staff to be “blighted properties” as defined in Section 66.1333 of the Wisconsin Statutes based on staff review of existing conditions; and

WHEREAS, this body is advised by the staff of the City that the blight conditions have continued; and

WHEREAS, blight elimination, slum clearance and urban renewal and redevelopment projects on the Properties will protect and promote the health, safety and general welfare of citizens of the City; and

WHEREAS, the Authority proposes to acquire or assist the private redevelopment of the Properties and to carry out blight elimination and urban renewal projects on the Properties, including the installation and construction of public improvements on the Properties; and

WHEREAS, Section 5(c)1g. and 5(c)1r. of the Act provides that the Authority may acquire or assist the private redevelopment of blighted property without designating a redevelopment area or adopting a redevelopment plan if the Authority obtains advance approval of the Common Council by at least a two-thirds vote; and

WHEREAS, on January 14, 2014 the Authority conducted a duly-noticed public hearing at which all interested parties were afforded a full opportunity to express their views respecting the determination of blight for the Properties; and

WHEREAS, after the public hearing on January 14, 2014, the Authority (i) found the Properties to be “blighted properties” within the meaning of Section 66.1333 (2m)(bm) of the Wisconsin Statutes, and (ii) submitted the blight determination and proposed redevelopment of the Properties for the purpose of carrying out blight elimination and urban renewal projects to this Common Council for approval; and

WHEREAS, in accordance with the Act, this Common Council now finds it necessary and in the public interest that the Authority undertake activities to eliminate and prevent blight, obsolescence, and the deterioration of the Properties and to promote redevelopment and urban renewal on the Properties; and

WHEREAS, this Common Council has studied the facts and circumstances relating to the Properties, consideration having been given, among other items, to the following matters: (i) the definition of “blighted property” contained in Section (2m)(bm) of the Act, (ii) staff assurances as to the existence of blight on the Properties in the context of the Act (iii) the past and existing condition of, and the proposed uses of, the Properties, (iv) the goals and objectives of the proposed acquisition of the Properties, (v) visual inspections of the Properties and surrounding areas by various members of the Authority and by various staff of and consultants to the City, and (vi) reports and recommendations to the Common Council by the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Community Development Authority of the City of Milton as follows:

1. The Common Council hereby finds, determines, and declares that the Properties are blighted properties within the meaning of Section (2m)(bm) of the Act which substantially impair or arrest the sound growth of the community.

2. The Common Council hereby approves the Authority’s proposal to acquire or assist the private redevelopment of the Properties for the purpose of carrying out blight elimination and urban renewal projects without designating a redevelopment area or adopting a redevelopment plan. The Common Council finds that a comprehensive redevelopment plan is not necessary to determine the need for the redevelopment of the Properties, the uses of the Properties after redevelopment and the relation of the redevelopment to other property redevelopment by the Authority.

3. This Resolution shall take effect immediately upon its adoption and approval.

Adopted and approved this 21st day of January 2014.

Mayor Brett Frazier

City Clerk Michelle Ebbert

(SEAL)