



AGENDA
City of Milton
Common Council Meeting
Tuesday, October 1, 2019
6:00 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

- 1. Call to Order and Confirmation of Appropriate Meeting Notice.**
- 2. Approval of Agenda**
- 3. Pledge of Allegiance**
- 4. Presentation by the Janesville Area Visitors and Convention Bureau Regarding the Milton Tourism Consortium**
- 5. Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
- 6. Approval of Common Council Meeting Minutes - September 17, 2019**
- 7. Continued Discussion and Possible Action Regarding Ordinance #469 Regulating Semi-Trailer Parking On Public Streets**

Documents:

[Memo - Semi Parking Timeline.pdf](#)
[Ordinance Amending Sec 70-154\(c\) and 70-182 Repealing 70-183\(b\) - Semitrailers overnight parking on public streets.pdf](#)

- 8. Discussion and Possible Action Regarding Ordinance #470 Regarding Vocational Training Facilities**

Documents:

[Memo - Vocatoinal Training Facilities - Ordinance 470.pdf](#)
[Ordinance 470 - An Ordinance Creating Sec. 78-814\(22\) Regarding Vocational Training Facilities.pdf](#)

- 9. Discussion and Direction Regarding City Engineering Services**

Documents:

[Memo - Engineering Services.pdf](#)
[City Engineer - Recruitment Timeline.pdf](#)

- 10. General Items**

- a. Committee Reports**

b. Staff Reports

c. Team Building Exercise.

11. Next Meeting ~ October 15, 2019

12. 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 September 27, 2019 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.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: September 17, 2019
Subject: Semi Parking Ordinance - Timeline

Background

The City of Milton has received complaints from residences over the past several years regarding the parking of semi trucks and semi-trailers within residential neighborhoods/areas. More recently, the City of Milton received a specific complaint regarding the parking of a semi truck and trailer along Davis Street.

August 20, 2019 – First Reading

In review of the Ordinances that govern the parking of semi trucks and trailers along roads not deemed as truck routes, the City found some incongruences within the existing Ordinances. Therefore, on August 20, 2019, City Staff brought forth and Ordinance that addressed two major issues:

1. The language within the ordinances referred to “trucks” which is not a legally defined term within State Statutes. Therefore, the language within the ordinance was changed to refer to “truck, truck tractors, and tractor semitrailer combinations.”
2. The proposed ordinance, at that time, also repealed an exclusion that would allow owner’s or operator’s to park their truck in front of their home.

The Council approved the first reading, but directed staff look at potential alternatives to the proposed language that could accommodate semi trucks (cabs).

September 3, 2019 – Second Reading

On September 3, 2019, City Staff brought forth the same Ordinance as proposed on August 20th, but provided some possible alternatives that the Council requested. Those alternatives included:

- The Ordinance could be further amended to allow the parking of semitruck cabs only within the homeowner’s driveway, so long as it is parked behind the front set back of the home similar to the requirements for motor homes and other large vehicles/trailers.
- The Ordinance could be further amended to allow overnight parking along Commerce Drive within the Crossroads Business Park. At this time Commerce Way has not been developed and has a cul-du-sac at the end that would allow trucks to turn around. The only issue with this option would be, once Commerce Way is eventually developed, this allowance may need to be restricted again in order to not conflict with those businesses.



The Council approved the second reading, but directed staff to reinstate the exclusion that would allow owner's or operator's to park their semi-tractor (cab) only in front of their home for no more than 48 hours in a seven-day period (similar to RV's, boats, etc.).

September 17, 2019

Staff has revised the ordinance to reinstate the provision that would allow individuals to park their semi-tractor (cab) in front of their home. After discussion, the Council directed staff to remove the exemption that would allow operators to park their cabs in front of their home.

Additionally, the Council directed staff to amend the ordinance to allow for the parking of cabs and trailers along Commerce Way, and research any other locations that may be appropriate for parking.

October 1, 2019

The most recent version of the ordinance, closely mirrors the original ordinance that was presented by staff on August 20th and September 3rd. This ordinance does provide language that would allow cabs and trailers to park along Commerce Way. Staff looked for other locations, but could not find a location that was undeveloped, and had the ability for trucks to turn around or enter and exit without utilizing private property.

ORDINANCE NUMBER 2019-469
AN ORDINANCE AMENDING SECTIONS 70-154(c) and (d), 70-182 AND
SECTION 70-183(b) OF THE CODE OF ORDINANCES OF THE CITY OF MILTON

WHEREAS, the Police Department of the City of Milton having informed the common council of the difficulties involved in enforcement of ordinances regulating the parking of what are commonly referred to as semitrucks or semitrailers on public streets due to the wording contained in several ordinances regulating parking; and

WHEREAS, the common council finds that the parking of large trucks including truck tractors and tractor semitrailer combinations on residential streets and other streets designated as Class B Highways creates safety concerns for drivers utilizing said streets due to the obstruction in vision caused by parking of such vehicles and trailers; and

WHEREAS, given that city streets designated as Class B Highways are not designed for heavy truck traffic and so the use of such streets for heavy truck traffic, including the parking of such trucks and semitrailers on such streets, leads to premature damage to the streets.

NOW, THEREFORE, the Common Council of the City of Milton do ordain as follows:

Section I. Section 70-154(c) of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

(c) No person shall use public parking places for storage purposes. As used in this section, the term "storage" means space for sale purposes, or for storage for hire of any kind or for any other purpose than that of ordinary use for travel. Storage and parking of nonmotorized items whether or not connected to a motor vehicle such as boats, campers, boat trailers, recreational trailers, work trailers and other similar nonvehicle items is prohibited on streets and in public spaces for more than 48 hours in a seven-day period. Parking of truck trailers and semitrailers is prohibited on streets and public spaces except as otherwise provided in Sec. 70-183(b). This section shall not apply to motor vehicles parked immediately adjacent to business places while merchandise is actually being loaded or unloaded. Emergency parking and storage must be approved by the police department.

Section II. Section 70-154 (d) of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

(d) Parking of motor homes on city streets and in public spaces for more than 48 hours in a 7day period is prohibited.

Section III. Section 70-182 introductory paragraph of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

Trucks, truck tractors and tractor semitrailer combinations 30 feet or more in length and/or 12,000 pounds or more gross weight shall be restricted to the following streets:

Section IV. Section 70-182 of the Code of Ordinances of the City of Milton is hereby amended to add the following truck route designations:

Commerce Way
Putman Parkway

Section V. Section 70-183 (b) of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

(b) This division shall not prohibit the parking of truck tractors on Commerce Way, provided that any truck tractor cannot be parked more than 48 hours in a 7 day period.

Section VI. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this _____ day of _____, 2019.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, Clerk

1st Reading: 8/20/2019
2nd Reading: 9/03/2019
3rd Reading: _____

Date Adopted: _____

Effect of Ordinance: Clarifies that large trucks and semitrailers are only permitted on those streets designated for their use unless involved in the delivery and/or pick up of items. Also clarifies that semitrailers are not permitted to park on streets or public spaces except for the purpose of the delivery of items and removes the exception which permits parking of large trucks on residential streets in front of an owner or operator's residence. It also provides for parking of truck tractors on Commerce Way and it adds Commerce Way and Putman Parkway to the designated truck routes.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: October 1, 2019
Subject: Discussion and Possible Action Regarding Ordinance #470 Addressing Vocational Training Facilities.

Summary

The City of Milton received a request to open a vocational training facility at 222 Sunnyside Drive. The purpose of this facility would be to provide hands on training for construction related activities in an educational setting. However, this type of use is not currently permitted within the M-1 Zone District.

Therefore, Ordinance #470 amends the Zoning Code for the City of Milton to allow facilities for vocational education and training be allowed within the M-1 Zond District as a conditional use.

Analysis

The purpose of the Light Industrial District (M-1) in the City of Milton is to provide a means of accomplishing the economic goals and industrial objectives of the City's Comprehensive Plan. In light of the ever-changing job skill needs of companies, it has become necessary for companies to provide ongoing training and education for their employees and new hires to provide them with new job skills. Such training and education does not always require the full academic education of an accredited school or university in order to meet the employee skill needs of a company.

Therefore, the City of Milton believes it is important to our economy that these types of training facilities are allowed within respective zone districts. Ordinance #470 would allow this type of vocational training facility within the M-1 Zone District.

The Plan Commission held a public hearing regarding this proposed zoning change at their meeting on October 1, 2019.

Recommendation

The City Administration recommends the Common Council approve Ordinance #470 addressing vocational training facilities in the City of Milton.

ORDINANCE #2019-470
AN ORDINANCE CREATING SECTION 78-814 (22) OF THE CODE OF
ORDINANCES OF THE CITY OF MILTON ADDRESSING VOCATIONAL TRAINING FACILITIES

WHEREAS, the purpose of the Light Industrial District (M-1) in the City of Milton is to provide a means of accomplishing the economic goals and industrial objectives of the city's comprehensive plan; and

WHEREAS, in light of the ever-changing job skill needs of companies, it has become a necessity for companies to provide ongoing training and education for their employees and new hires to provide them with new job skills; and

WHEREAS, such training and education does not always require the full academic education of an accredited school in order to meet the employee skill needs of companies; and

WHEREAS, the Plan Commission of the City of Milton having held a duly noticed public hearing on the proposed creation of Section 78-814 (22) of the Code of Ordinances of the City of Milton to provide that facilities for vocational education and training, whether accredited or non- accredited, may be allowed in M-1 District as a conditional use; and

WHEREAS, following said public hearing, the plan commission having voted to recommend to the Common Council of the City of Milton that the creation of Section 78-814 (22) be approved: and

WHEREAS, for the reasons stated above, the Common Council of the City of Milton having determined that it is appropriate to adopt the recommendation of the plan commission.

NOW, THEREFORE, the Common Council of the City of Milton do ordain as follows:

Section I. Section 78-814 (22) of the Code of Ordinances of the City of Milton is hereby created to read as follows:

(22) Facilities for vocational education and training, whether accredited or non- accredited.

Section II. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this __day of _____, 2019.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Public Hearing: _____

Adopted: _____
Published: _____
Effective Date: _____

Effect of Ordinance: Provides that facilities for vocational education and training, whether accredited or non-accredited, may be a conditional use in the M-1 District.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: October 1, 2019
Subject: Discussion and Direction Regarding City Engineering

Summary

In an analysis of invoices over the past 4 years the City of Milton has been charged for 8,930 hours of work by the City's contract engineer, Baxter & Woodman. This has resulted in \$1,016,973.14 in payments made to Baxter & Woodman over that same time period.

On an annual basis, this averages 2,439 hours and \$277,812.33 in time charged and dollars spent by the City.

The City has had a tremendous working relationship with Baxter and Woodman and has no issues with their work performance, responsiveness, or professionalism. However, as the City continues to grow, the Administration has undertaken an analysis of these hours and costs, and is seeking guidance as to whether alternative approaches towards engineering should be further investigated to potentially mitigate these costs.

Analysis

Currently, the City is on a year-to-year contract with Baxter and Woodman and has been for over a decade. The City has received nothing but excellent service from Baxter and Woodman during this time. Baxter and Woodman has also remained flexible with the City of Milton by continuing to offer 200 hours annually at a discounted rate of \$70 per hour. All other hours are charged at a rate of \$135 per hour.

Because of the excellent service we have received from Baxter and Woodman, the City has not undertaken any kind of analysis, RFP, or cost comparison for engineering services. However, as growth continues to increase, the amount of hours and costs continue to increase.

Over the past 4 years, the City has seen the amount of hours increase annually and commensurately the cost charged. It is important to note that the increase in hours is not solely related to private development. In fact, private development constitutes less than 20% of the overall workload for the City Engineer.

This work is typically split into six categories and their respective percentages below:



Category	Hours	Percentage
Street	1,983	22%
Water	1,779	20%
Wastewater	2,925	33%
Stormwater	305	3%
Development	1,739	19%
Other	198	2%
	8,929	

Options

Because of the increasing hours and increasing costs the City Administration has reviewed possible options on how to potentially mitigate this expense. These options include:

- **Seeking to renegotiate the terms of the existing agreement with Baxter and Woodman.** In a conversation with Baxter leadership, they indicated they would be willing to increase the reduced rate hours from 200 to 300 hours at \$70/hour. This would result in a cost savings to the City of Milton and developers of approximately \$6,500.
- **Performing an RFP for Engineering Services.** The cost savings that may result from this exercise are difficult to quantify, as there are a number of variables that could decrease, and potentially increase, the costs associated with engineering services, such as hourly rates, hours charged, project specific parameters, etc. The City Administration is not particularly inclined to go this route, as we do believe we are receiving a favorable rate from Baxter and Woodman, and any new service provider would likely require a considerable amount of time “learning” the community.
- **Pursuing a hybrid approach of hiring an in-house engineer and continuing to contract out other project specific engineering services.** We know that this approach will likely save the City and developers approximately \$85,900 to \$120,000 annually.

Analysis

As such, the City Administration has been evaluating if it is time to pursue the option of bringing on an in house City Engineer. By comparison, if this individual were to be paid \$85,000 a year, the cost to the City would be considerably lower for a large portion of the work completed by the contract engineer over the past 4+ years.

Understanding that one individual would not be able to perform all of the tasks currently performed by a larger engineering firm, the cost shift would not be a simple dollar-to-dollar trade off. Additionally, the City is currently utilizing the contract engineer for more hours on an annual basis than one full-time employee would work (2080 hours). Therefore, the City would still need to retain some level of contract engineering for work that is unable to be performed by an individual employee either due to expertise required or time available.



However, if the City were to hire an individual employee to serve as the City engineer, the cost for said person would have an annual salary and benefit cost of approximately \$117,681.

Salary	\$	85,000
Health insurance	\$	15,337
Dental	\$	1,500
FICA	\$	6,503
WRS	\$	5,738
Life insurance	\$	500
Worker comp	\$	3,103
	\$	117,681

Currently, the City pays Baxter and Woodman \$70/hour for the first 200 hours of non-contract work, and then \$135/hour thereafter. If the City were to use a “charge out rate” of \$85/hour for an in house engineer, the City would save approximately \$50/hour for work completed by the in house engineer. This savings would be passed on directly to the developer or to the City’s enterprise funds or project costs (water, storm water, wastewater, roads).

For comparison, using the average hours (2,439) utilized in the past 4 years and removing the “discounted” hours, the City would save approximately \$85,900 annually.

	Hours	Rate	Total
Current			
Contract	2,439	\$ 135	\$ 329,265
Proposed			
In House	1,718	\$ 85	\$ 146,030
Contract	721	\$ 135	\$ 97,335
			\$ 243,365

Based on this type of analysis, the City would only need to have the in-house engineer work 875 hours before, the City would “break-even” with its current contract rate. All hours worked thereafter would be “free” by comparison.

Recommendation

The City Administration is asking permission to pursue the recruitment of an in-house engineer. In the event the City does not find a qualified candidate through the recruitment process, we would retain the current arrangement with Baxter & Woodman. In the event we do find a qualified candidate, we would make that position effective no later than January 1, 2020.

City Engineer
Proposed Recruitment Timeline

Item	Date
City of Milton Website Post	10/16/2019
Post on Other Websites	10/17/2019
Milton Courier Ad	10/24/2019
Milton Courier Ad	10/31/2019
Applications Due	11/13/2019
Review Applications	11/14/2019 - 11/15/2019
Notify Applicants for Interviews	11/18/2019
Interviews	11/25/2019 - 11/29/2019
Discussion / Reference Checks / Background Check	12/2/2019 - 12/6/2019
Conditional Offer of Employment	12/9/2019
Pre-employment Drug Screen	12/9/2019 - 12/13/2019
Potential Start Date	1/1/2020 (Depending on notice new employee required to give their current employer)