



AGENDA - AMENDED
City of Milton
Common Council Meeting
Tuesday, February 2, 2016
7:00 PM *
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

* Please note that, due to the winter storm predicted for Tuesday, if this meeting has to be cancelled it will be held on Wednesday, February 3, 2016 instead.

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

2. Approval of Agenda

3. Public comments regarding items which can be affected by Council Action

Presenters must sign in with the City Clerk in order to speak.

4. Presentation on Voter Photo ID Requirement.

Documents: [Milton Voter ID Presentation.pdf](#)

5. Approval of the Consent Agenda

5.a. Common Council Minutes – January 19, 2016.

Documents: [01-19-2016 Common Council Minutes.pdf](#)

5.b. Public Works Committee Minutes - December 1, 2015.

Documents: [12-01-2015 Public Works Committee Minutes.pdf](#)

6. AMENDED Discussion and Possible Action on Resolution 2016-03 Regarding Opposition to Wisconsin State Senate Bill 432.

Documents: [Resolution 2016-03 Opposition of SB 432 ~ Water Utility Privatization.pdf](#)

7. Discussion and Possible Action Regarding Ordinance #417 Creating the City of Milton City Council Code of Ethics and Council Policy #2 Creating City Council Expectations.

Documents: [Memo - Ordinance 417 - Council Ethics.pdf](#), [Ordinance 417 - Council Ethics - FINAL.pdf](#), [City Council Expectations - Council Policy 2.pdf](#)

8. Discussion and Possible Action Authorizing the Milton Public Library Board to Advertise Bids for the Library Construction Project.

Documents: [Memo - Library Bid Authorization.pdf](#)

9. General Items

10. Next Meeting Date - Wednesday, February 17, 2016 at 7:00 p.m.

11. Mayor and Alderperson Reports

12. Staff Reports

13. City Administrator

14. Chief of the Joint Fire Department

15. Chief of the Police Department

16. City Clerk/Deputy Treasurer

17. Director of Public Works

18. Director of the Library

19. Finance Director

20. 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 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.



Milton Voter ID

MILTON CITY CLERK'S OFFICE

FEBRUARY 2, 2016

Acceptable Photo IDs



UNIVERSITY / COLLEGE

TECH COLLEGE



+
ENROLLMENT
VERIFICATION

WI STATE ID



WI DRIVER OR
STATE ID RECEIPT



TRIBAL ID



WI DRIVER
LICENSE



US PASSPORT
BOOK OR CARD



US UNIFORMED
SERVICES



CERTIFICATE OF
NATURALIZATION





Acceptable Photo IDs

The following photo IDs can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2014 election):

- A WI DOT-issued driver license, even if driving privileges are revoked or suspended
- A WI DOT-issued identification card
- Military ID card issued by the U.S. Uniformed Services
- A U.S. passport book or card

Acceptable Photo IDs (cont.)



The following photo IDs can be unexpired:

- A Certificate of naturalization (issued no more than 2 years before the date of the election)
- An ID card issued by a federally recognized Indian tribe in Wisconsin
- A driver license receipt issued by the WI DOT (valid for 45 days from date issued)
- An ID card receipt issued by the WI DOT (valid for 45 days from date issued)
- A photo ID card issued by a WI accredited university, college, or technical college that contains the following:
 - Date the card was issued
 - Signature of the student
 - Expiration date no later than 2 years after date of issuance
 - Accompanied by a document that proves enrollment (i.e. a tuition fee receipt, enrollment verification letter, or class schedule)

Are there any exceptions?



If voting in person:

- Confidential Voters are always exempt from Photo ID requirements.

If voting by absentee ballot:

- Confidential Voters
- Active Military Voters
- Permanent Overseas Voters
- Indefinitely Confined Voters and Voters in Special Care Facilities – can provide a witness signature on their absentee ballot certificate envelope in substitute for showing Photo ID

More Voter ID Information



More Resources:

- Government Accountability Board
- League of Women Voters of Janesville
- Website: bringit.wi.gov

A screenshot of the bringit.wi.gov website. The browser address bar shows 'bringit.wi.gov'. The page features a large orange speech bubble graphic with the text 'BRING IT TO THE BALLOT'. Below this, there are three buttons: 'Do I have the right photo ID?', 'How do I get a free state ID card?', and 'Are there exceptions to the new law?'. The main heading reads 'WISCONSIN NOW REQUIRES A PHOTO ID TO VOTE'. A navigation bar at the bottom includes links for 'Voter ID News', 'Locate a DMV', 'Frequently Asked Questions', 'Multimedia', 'Información en español', and 'Contact'. On the right side, there are social media icons for Facebook, Twitter, and Email. Below these, there is a section titled 'Voter ID Law Update' with a sub-heading 'First Election with New Voter ID Law Successful' and a brief description of the law's implementation in Madison, WI. At the bottom, there are two more sections: 'WHAT TO EXPECT AT THE POLLING PLACE' and 'General Voting Information'.

**City of Milton
Common Council Minutes**

1/19/2016 - Minutes

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

Mayor Welch called the Common Council meeting to order at 7:00 p.m. Clerk Hilby confirmed appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Ald. Dave Adams, Ald. Lynda Clark, Ald. Theresa Rusch, Ald. Maxine Striegl, and Ald. Jeremy Zajac.

Excused: Ald. Nancy Lader.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Police Chief Scott Marquardt, Director of Public Work Howard Robinson, Finance Director Dan Nelson, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Clark moved to approve the agenda. Ald. Rusch seconded, and the motion carried.

3. Public comments regarding items which can be affected by Council Action

Mayor Welch welcomed those in attendance and asked if there were any registered speakers.

David Johnson from Dickens Partners appeared to provide an update on the sale of their property. There has been interest but no offers have come in yet. There is also the possibility of auctioning off the property.

4. Approval of the Consent Agenda

Ald. Zajac moved to approve the consent agenda. Ald. Clark seconded, and the motion carried.

4.a. Common Council Minutes – January 5, 2016.

4.b. Personnel & Finance Committee Minutes – December 15, 2015.

4.c. Personnel & Finance Committee Item: Authorize Staff to execute a farmland lease agreement with Heth Farms.

4.d. Personnel & Finance Committee Item: Authorize Staff to execute a farmland lease agreement with Hull Farms.

4.e. Personnel & Finance Committee Item: Authorize Staff to execute a farmland lease agreement with Pierce Farms.

4.f. Personnel & Finance Committee Item: Approve Operator Licenses as presented.

4.g. Plan Commission Minutes – December 1, 2015.

4.h. Plan Commission Item: Approve the Conditional Use Permit for Precision Metal Fab Inc, 124 Sunnyside Drive.

4.i. Policy Ad Hoc Committee Minutes - December 2, 2015.

4.j. Public Safety Committee Minutes – December 15, 2015.

5. Discussion and Possible Action on Adopting the Preliminary Public Works Resolution 2016-01 Concerning the Assessment of Water Mains for the 2015/2016 Water Main Installations for the South High Pressure Easement Areas.

Ald. Clark moved to adopt Resolution 2016-01 and schedule a public hearing for potential assessments to affected property owners. Ald. Striegl seconded, and the motion carried.

6. Discussion and Possible Action on Adopting the Preliminary Public Works Resolution 2016-02 Concerning the Assessment of Water Mains for the 2015/2016 Water Main Installations for N. Janesville Street and E. Bowers Lake Road.

Ald. Rusch moved to adopt Resolution 2016-02 and schedule a public hearing for potential assessments to affected property owners. Ald. Clark seconded, and the motion carried.

7. AMENDED Discussion and Possible Action Regarding Approval of CTW Corporation to Conduct the Well 6 Inspection.

Ald. Clark moved to direct Staff have CTW Corporation conduct the Well #6 pump inspection work. Ald. Rusch seconded, and the motion carried.

8. Next Meeting Date - Tuesday, February 2, 2016 at 7:00 p.m.

9. General Items

10. Mayor and Alderperson Reports

Ald. Clark

- A plan for the Peace Park in Veterans Park was presented at the last Parks and Rec meeting.
- The Ice Age crew at Storrs Lake will create a new mile and a half of Ice Age Trail north from Bowers Lake Road. Parks and Rec will have this item on their next agenda to discuss their role.
- Video was taken at the Tree Lighting event and we will have that to add to our commercial.
- The next Library Board meeting will be on Jan. 27 and everyone is looking forward to having Administrator Hulick and DPW Director Robinson there to answer questions about the library renovation.
- Civil War Days will take place May 20-22, 2016. Last year we had about 3,000 students attend and this year we are expecting between 3,000 and 5,000 students.
- The Chamber will be doing a new event this year called Wally's Music Fest on June 10-11, 2016.

Ald. Striegl

- Requested Voter ID information.

Mayor Welch

- Her son, Ted, is graduating from boot camp on Friday and is a US Marine.

11. Staff Reports

12. City Administrator

- Starting our first United Way campaign tomorrow.
- Meeting with Janesville and a number of other communities to talk about shared services on

Thursday.

- Thursday night there is Business After 5 event at the Blackhawk Tech campus.
- Next week Thursday Administrator Hulick and Mayor Welch will be attending the Ice Age Trail meeting.

13. Chief of the Joint Fire Department

No report.

14. Chief of the Police Department

- Crime mapping system is online and working well.
- The new body cams are in.

15. City Clerk/Deputy Treasurer

No report.

16. Director of Public Works

- There might be ice at the rink this weekend.

17. Director of the Library

No report.

18. Finance Director

19. Motion to Adjourn

Ald. Clark moved to adjourn the Common Council meeting at 7:19 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Public Works Committee Minutes

12/1/2015 - Minutes

1. Call to Order

Chair Ald. Nancy Lader called the December 1, 2015 meeting of the Public Works Committee to order at 6:40 p.m.

Present: Ald. Nancy Lader, Ald. Dave Adams, and Ald. Lynda Clark.

Also Present: DPW Director Howard Robinson, Mark Langer, Administrator Al Hulick, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Adams moved to approve the agenda. Ald. Lader seconded, and the motion carried.

3. Approval of Minutes - Public Works Committee Minutes – November 17, 2015.

Ald. Adams moved to approve the minutes. Ald. Lader seconded, and the motion carried.

4. Engineer's Report

Mark Langer reviewed the report.

5. Discussion and Possible Action Regarding Leaf Collection Procedures.

DPW Director Robinson reviewed his report attached to the agenda packet. No action was taken on this item.

6. General Items

7. Next Meeting Date – Tuesday, January 5, 2016 at 6:30 p.m.

8. Adjourn

Ald. Clark moved to adjourn the meeting at 6:51 p.m. Ald. Adams seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



City of Milton Common Council
Resolution on 2016-3
Opposition of Wisconsin State Senate Bill 432

WHEREAS, AB 554/SB 432 potentially makes it possible for communities to transfer water utility management from the public sector to the private sector, which means out-of-state and potentially multi-national companies will assume control of our public water supplies with less oversight. Water privatization most often leads to declining quality of service, higher water rates, less accountability and oversight (private companies do not face elections or have to share information), and a loss of public sector jobs; and

WHEREAS, Water privatization is when private companies operate or even purchase public water systems in hopes of profiting from what should be a public good and a basic human right; and

WHEREAS, Current Wisconsin law requires a referendum be put before voters before public drinking water facilities are sold or leased, and the referendum must include information about the costs and conditions of sale. The procedures in current law ensure citizens agree to privatization of their public water utility.

WHEREAS, this proposed bill would put the burden on citizens to petition for a referendum, and doesn't require that the Public Service Commission evaluate the value of the water system or proposed conditions of sale or lease before the referendum occurs, which is a requirement of existing law.

City of Milton Common Council
Resolution on 2016-3
Opposition of Wisconsin State Senate Bill 432

THEREFORE, BE IT RESOLVED, in a time when we should be working to strengthen, not weaken, our ability to protect valuable resources such as public drinking water, the City of Milton Common Council calls upon the Wisconsin State Legislature to vote down Senate Bill 432.

Anissa Welch, Mayor

ATTEST:

(SEAL)

Elena Hilby, City Clerk



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: February 2, 2016
Subject: Discussion and Possible Action Regarding Ordinance #417 Creating the City of Milton City Council Code of Ethics and Council Policy #2 Creating City Council Expectations.

Summary

The Council Policy Ad Hoc Committee has met on several occasions to prepare the attached Ordinance #417 Creating the City of Milton City Council Code of Ethics and Council Policy #2 Creating City Council Expectations.

This agenda item contains two documents. The first, creates Ordinance #417 establishing a City Council Ethics Ordinance which establishes City Council conflicts of interest, behaviors, responsibilities of office and violations.

The second document creates Council Policy #2 which establishes City Council Expectations regarding the values in which the all City of Milton Officials agree to adhere to when in the service of the City of Milton. It would be expected that all City of Milton officials sign a document agreeing to those expectations.

Background

On May 19, 2015, the City Council voted to create the Council Policy Ad Hoc Committee. The purpose of this Committee was to “review and recommend potential changes to City Council procedures and policies.” The Committee was created initially to address concerns related to the filling of vacant City Council seats, but the Committee could be tasked to review and recommend additional policies and procedures beyond this initial task.

On October 6, 2015, the City Council adopted Council Policy #1 establishing the procedure to fill vacant City Council seats. Upon completion of that task, the Council Policy Ad Hoc Committee undertook the task to create a Council Ethics Ordinance. The attached documents implements that charge.

Recommendation



The Council Policy Ad Hoc Committee recommends the City Council approve Ordinance #417 Creating the City of Milton City Council Code of Ethics and Council Policy #2 creating City Council Expectations.

ORDINANCE # 417
AN ORDINANCE CREATING CHAPTER 2,
ARTICLE 1, DIVISION 1, SECTIONS 2-1 THROUGH 2-12
OF THE CODE OF ORDINANCES OF THE CITY OF MILTON
ESTABLISHING A CODE OF ETHICS

WHEREAS, the Common Council of the City of Milton is committed to a properly operating democratic government responsible to the people of the City of Milton and to the ethical conduct of all city officials and employees; and

WHEREAS, the Common Council of the City of Milton, having determined that it is appropriate to enact a Code of Ethics to provide standards for ethical conduct on the part of its officials and employees as well as to provide a mechanism for enforcement of those ethical standards.

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

Section I: Chapter 2, Article I., Division 1 of the Code of Ordinances of the City of Milton is hereby created to read as follows:

Division 1. CODE OF ETHICS

Sec. 2-1. DECLARATION OF POLICY. The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. To assist in attaining these goals, there is established a code of ethics for all City officials, including members of boards, committees, and commissions, and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions which are incompatible with the best interests of the City and by requiring such officials and employees to disclose personal interests, financial or otherwise, in matters affecting the City. The purpose of this code and the rules and regulations established hereby are declared to be in the public interest.

Sec. 2-2. DEFINITIONS. The following definitions apply to this division:

- a. Financial Interest. Any interest, which yields directly a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
- b. Persons. Any person, corporation, partnership, or joint venture.

- c. Official duty or act. One done by an officer in his or her official capacity under color and by virtue of his or her office. An authorized act.
- d. Violation. Violation includes any unlawful behavior by a public officer in relation to the duties of his or her office, willful in its character, including any willful or corrupt failure, refusal, or neglect of an officer to perform any duty enjoined by law on him or her.
- e. City. The City of Milton.
- f. Common Council. Common Council of the City of Milton.

Sec. 2-3 RESPONSIBILITY OF PUBLIC OFFICE. Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state, and city; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

Sec. 2-4 DEDICATED SERVICE. Appointive officials and employees shall adhere to the rules of work and performance standards established for their positions. Officials and employees shall not exceed their authority or breach the law or ask others to do so. They shall cooperate with public officials and employees from other governmental bodies, agencies, and jurisdictions unless prohibited from doing so by law.

Sec. 2-5 FAIR AND EQUAL TREATMENT. No official or employee shall use or permit the use of city- owned vehicles, equipment, materials, or property unless authorized to do so. All officials and employees are obligated to give the same consideration to matters and persons in like or similar circumstances and may not arbitrarily or capriciously treat one person differently from another.

Sec. 2-6 CONFLICT OF INTEREST.

(a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to any direct financial interest which is incompatible with the proper discharge of his or her official duties in the public interest contrary to the provisions of this section or which tends to impair his or her independence of judgment or action in the performance of his or her official duties.

(b) Specific Conflicts Identified.

1. Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when

such employment or service conflicts with the proper **discharge** of his or her official duties or would tend to impair such official's or employee's independence of judgment or action in the performance of such duties, unless otherwise permitted by law and unless disclosure is made as herein provided.

2. Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, including information obtained in a closed session meeting, nor shall such official or employee use such information to advance the financial or other private interest of such official or employee or others.
3. Gifts and Favors. Discretion and the judgment of a reasonable, prudent person shall be exercised in the acceptance of giving of gifts which may tend to influence such official or employee in the discharge of his or her duties, or grant in the discharge of his or her duties any improper favor, service, or thing of value, except campaign contributions under sec. 2-8.
4. No public official, subject to this code, shall solicit private donations or funds for any City-related purpose unless authorized to do so in his or her official capacity under color of law or by virtue of his or her office. Any public official who receives funds for any City-related purpose shall file a report of the receipt and expenditure of such funds with the City Clerk within 30 days thereof. For purposes of this subsection, "City-related purposes" shall mean those purposes authorized by the Common Council of the City of Milton, its boards, commissions, or committees. Nothing contained herein shall limit the statutory powers and authority of any public official, nor shall the provisions of this subsection prohibit the private, confidential solicitation of funds, by any person or public official, for any charitable, campaign, or other private purpose.
5. No Common Council member, during his/her term of office, or one year thereafter, is eligible for any employment with the City of Milton, whether by regular employment or contractual services. Exceptions to this policy will be as follows:
 - a. Where a Common Council member is appointed to fill a vacancy for another elected office or is elected;
 - b. Where a Common Council member serves as a poll worker or at any other position which has a stipend of less than \$1,000 a year; or
 - c. Where a Common Council member is appointed to a post with an 80% majority consent of the Council.

- d. Contracts with the City. No City official or employee, who in his or her capacity as such official or employee participates in the making of a contract in which such person has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the part of such official or employee, shall enter into any contract with the City unless, within the limitations of Sec. 946.13, Wis. Stats., the contract is awarded through a process of public notice and competitive bidding.
 - e. Disclosure of Interest in Legislation. To the extent known, any member of the Common Council who has a financial interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest.
 - f. Any other official or employee who has a financial interest in any proposed legislative action of the Common Council and who participates in discussion with or gives an official opinion or recommendation to the Common Council shall disclose on the records of the Common Council the nature and extent of such interest.
- (c) Violation of State Ethics Code. No City official or employee shall engage in any activity in violation of the provisions of Sec. 19.59(1), Wis. Stats., which are incorporated by reference.

Sec. 2-7 DISCLOSURE OF CERTAIN FINANCIAL INTEREST.

- (a) A person elected, appointed, or hired for any office or position of employment or appointed to any board, commission, or authority set forth below shall file initial and amended statements of economic interest as required by the provisions of this section.

ELECTED OFFICIALS

Mayor
Municipal Judge
Common Council Members

APPOINTED OFFICIALS

City Attorney
City Clerk / Deputy Treasurer
Finance Director
Director of Public Works
Police Chief

BOARDS

Board of Review
Ethics Board
Zoning and Planning Board of Appeals

COMMISSIONS
Police Commission
Fire Commission

AUTHORITIES
Community Development Authority

- (b) Within seven days after such person becomes a candidate for any elective City office enumerated in sub. (a) above, or prior to appointment to such office enumerated in sub. (a) above, such person shall file a statement of economic interest with the City Clerk.
- (c) Form of Statement.
1. Interest in Land. A person filing any statement of economic interest under this section shall file the statement on a form prescribed by the Ethics Board and shall supply the following information to the Board: a description of all parcels of real estate within the City and adjoining towns or villages in which the person owns any interest, including an option to purchase, if such property is to be considered for rezoning or purchase by any entity of government, but exempting homestead property.
 2. Corporate Interests. All candidates for a political office of the City and all appointive positions enumerated in sub. (a) above shall identify all corporate interests in any business organization, either as an owner, part owner, partner, or silent partner, in which such individual owns more than 2 percent of the outstanding stock or more than 2 percent of any other business ownership that is doing business with the City in an amount in excess of \$5,000.00 annually.
- (d) Amended Statements. Any person required to file a statement hereunder shall not be required to file an amended statement unless that person undergoes a change in those economic interests that are required to be disclosed by this section. Such person shall file the amended statement in the manner prescribed by sub. (b) above within seven days of the date of any change in circumstances requiring filing thereof.
- (e) Elected and appointed officials and employees shall comply with the provisions of this section within 30 days after the requirements hereof are imposed upon such office or position.

Sec. 2-8 CAMPAIGN CONTRIBUTIONS. Campaign contributions shall be reported by all candidates for City office in conformity with the Wisconsin Statutes.

Sec. 2-9 ETHICS BOARD.

- (a) There shall be an Ethics Board which shall consist of five members: one **alderperson**; one City officer or employee; and four citizens, one of whom shall be an alternate who shall vote only in the absence or abstention of a member. Each member shall be appointed by the Mayor and subject to confirmation by the Common Council. The citizen members shall be chosen from the private sector and shall not be affiliated with City government in any capacity, including, but not limited to, employment (including employment for which the salary is in any way funded by or through the City), appointment, or election. **The term of office of citizens shall be three years, one appointment to be made annually beginning after the third year of the origin of the Ethics Board. Maximum number of years for any citizen serving on the Ethics Board will be up to six years. The term of office of the alderperson and City officer or employee shall be one year each.** Ethics Board shall elect its own chairman and vice chairman and the City Attorney shall furnish the Board whatever legal assistance it deems is necessary to carry out its functions. If any member of the Ethics Board petitions the Board for a hearing and advice regarding his or her own conduct, such member shall not be eligible to sit in his or her own case, and the alternate shall substitute therefor when the need arises.
- (b) The jurisdiction of the Ethics Board is limited to acting within the scope of subs. (d) and Sec.2-10 of this code.
- (c) The Ethics Board may recommend amendments of this code to the Common Council.
- (d) Upon the sworn complaint of any person alleging facts, which, if true, would constitute a violation of this section, the Board shall conduct a "due process" public hearing unless a private hearing is requested by the person accused and, in written findings of fact and conclusions based thereon, make a determination concerning the complaint. **If the Ethics Board finds there is probable cause a person has violated a provision of this section, it shall refer the matter to the City Attorney, District Attorney, or Common Council for appropriate action. In making such referral, the Ethics Board shall attach the findings and conclusions as well as such documents as it decides are germane to the issue; the statement of determination shall not be admissible as evidence in any court.**
- (e) Prior to the Ethics Board being convened and conducting a public hearing as provided for in paragraph (d) above, the written complaint of the person alleging facts which constitute a violation shall be reviewed by the City Administrator, Chief of Police, and City Attorney to ensure that the complaint alleges facts which, if true, would constitute a violation or improper conduct under the provisions of this document or state statute. If the City Administrator, Chief of Police, and City Attorney determine that sufficient facts have been alleged, the complaint will be sent to the Ethics Board. If the City Administrator, Chief of Police, and City Attorney determine that the complaint does not allege sufficient facts, the **City Administrator** confer with the complaining party and request the complaining party to either supplement the complaint with additional facts or

inform the complaining party that the complaint will not be presented to the Ethics Board for consideration.

(f) A majority vote of the entire membership of the Ethics Board shall be required to make a finding of probable cause.

2-10 APPLICABILITY OF CODE. When an official or employee has doubt as to the applicability of a provision of this code, such person may apply in writing to the Ethics Board for an advisory opinion. The official or employee shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of the code before such advisory decision is made. This code shall apply except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary but determined by the Ethics Board to be more appropriate or desirable.

2-11 PENALTY AND SANCTIONS. Violation of any provision of this section may constitute cause for suspension, removal from office or employment or forfeiture as provided in Sec. 1-14.

2-12 SEVERABILITY. If any provision of this division is held invalid or unconstitutional, or if the application of this division to any person or circumstance is held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this division which can be given without the invalid or unconstitutional provision or application.

Section II. This Ordinance shall take effect and be in force from and after its passage and publication.

Approved by the Common Council of the City of Milton this _____ day of _____, 2016.

By:

Anissa Welch, Mayor

Attest:

Elena Hilby, City Clerk

1st Reading:
2nd Reading:
3rd Reading:
Date Adopted:

Effect of Ordinance: Creates a Code of Ethics for officials and employees of the City of Milton.



Council Policy Statement #2
City Council Expectations

City of Milton residents can expect all City officials, including members of boards, committees, and commissions, and employees, whether elected or appointed, paid or unpaid to direct their service to the community in the following manner.

COMMUNICATION/INTERACTION

- Engage in honest, open, and clear communication and interaction with the public
- Engage in honest, open, and clear communication and interaction with city staff
- Engage in honest, open, and clear communication and interaction with fellow council members
- Refrain from use of personal electronic devices during meetings, other than a to display the agenda and related materials
- Develop and maintain a familiarization with city ordinances to promote honest, open, and clear communication and interaction with all parties
- Faithfully attend all sessions of Council unless unable to do so for some compelling reason or disability
- Faithfully attend all sessions of committees you represent unless unable to do so for some compelling reason or disability and be prepared to report committee progress at Council meetings

TRUST

- Value and demonstrate transparency
- Value and be mindful of potential conflicts of interest
- Value and support teamwork

FUTURE ORIENTED

- Make decisions to meet current needs, while also benefiting the community as a whole in the foreseeable future

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.

I have read and understand the **CITY OF MILTON EXPECTATIONS**.
A copy of the **CITY OF MILTON EXPECTATIONS** has been provided to me.

Name: _____
(Please print)

Signature: _____ Date: _____

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: February 2, 2016
Subject: Discussion and Possible Action Authorizing the Milton Library Board to Advertise Bids for the Library Construction Project

Summary

After fund raising for over a year, the Library Board is now prepared to advertise bids for the construction of the Library Renovation Project. The project is expected to begin construction in April 2016. In order for the Library Board to begin the bid advertisement process, the City Council must grant the Milton Library Board authorization to start that process. The City Council will still review and approve the bids at the time bids are due and presented. The bid documents are attached to this document.

The proposed schedule at this time is:

1. February 3, 2016 – Begin the bid advertisement process
2. February 23, 2016 – Pre-bid conference
3. March 14, 2016 – Bids due
4. March 15, 2016 – City Council reviews and potentially approves bids

Background

The common council has full authority over the library building remodeling project, consistent with section 43.58 (1), Wis. Stats. The common council, serving as the board of public works for the city, is responsible for complying with the statutory requirements involved in the advertisement for bids for the project. See section 62.15 (3), Wis. Stats. However, the City Council is permitted to authorize the Library Board to begin the bid advertisement process with an affirmative vote.

Recommendation

The Milton Library Board and City Administration recommend the City Council authorize the Milton Library Board to begin the bid advertisement process.