



AGENDA
City of Milton
Common Council Meeting
Tuesday, April 19, 2016
7:00 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. **Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
4. **Swearing in of Newly Elected Officials**
5. **Election of the Common Council President**
6. **Approval of the Consent Agenda**
 - 6.a. **Common Council Minutes – April 6, 2016.**

Documents: [04-06-2016 Common Council Minutes.pdf](#)
 - 6.b. **Approval of Minutes - Personnel & Finance Committee - February 17, 2016.**

Documents: [02-17-2016 Personnel and Finance Committee Minutes.pdf](#)
 - 6.b.1. **Personnel & Finance Committee Item: Approve Operator Licenses as Presented.**

Documents: [Memo - New Operator Licenses.pdf](#)
 - 6.b.2. **Personnel & Finance Committee Item: Approve the transfer of \$40,687 from Debt Service Fund to General Fund retroactively to December 31, 2015.**

Documents: [Memo - regarding the transfer of 40,687 Dollars from Debt Service Fund to General Fund retroactively to December 31, 2015..docx](#)
 - 6.c. **Approval of Minutes - Public Safety Committee Minutes – March 15, 2016.**

Documents: [03-15-2016 Public Safety Committee Minutes.pdf](#)
7. **Public Hearing and Discussion and Possible Action Regarding Approval of Resolution 2016-09 Final Resolution Vacating Portion of Greenman Street and Amending Official City Map.**

Documents: [Memo - Greenman Street Vacation - 2016-09.pdf](#), [Resolution 2016-09 Final Resolution Vacating Portion of Greenman Street and Amending Official City Map.pdf](#), [Street Vacation - Lis Pendens.pdf](#), [Greenman Street Vacation.pdf](#)

8. Discussion and Possible Action Regarding Approval of Ordinance 419 - An Ordinance Amending Section 50-194 of the Code of Ordinances of the City of Milton Regulating Use and Possession of Tobacco Products.

Documents: [Supporting Memo, Ordinance 419 Amending Section 50-194 Regulating Use and Possession of Tobacco Products.pdf](#), [Ordinance 419 - An Ordinance Amending Section 50-194 Regulating Use and Possession of Tobacco Products.pdf](#), [Ordinance 419 - Municipal Judge Setting Forfeiture Fees.pdf](#)

9. Discussion and Possible Action Regarding Acceptance of a Donation from Cornerstone of Hope to Install a Shed with Picnic Table, Water Collection System and Tools at the Community Garden.

Documents: [Memo - Acceptance of a donation from Cornerstone of Hope.pdf](#), [Cornerstone of Hope Donation Letter.pdf](#), [Cornerstone of Hope Brochure.pdf](#)

10. Discussion and Possible Action to Fund the City's Portion of the RW Management Contract for the Milton Fire Commission.

Documents: [Memo - RW Management Contract.pdf](#)

11. Discussion and Possible Action Regarding Changes to the Business Travel Policy.

Documents: [Memo - Handbook Changes.pdf](#), [Business Travel Expenses 2016 Update.pdf](#)

12. General Items

13. Next Meeting – Tuesday, May 3, 2016 at 7:00 p.m.

14. Team Building Exercise.

15. Mayor and Alderperson Reports

16. Staff Reports

17. City Administrator

18. Chief of the Joint Fire Department

19. Chief of the Police Department

20. City Clerk/Deputy Treasurer

21. Director of Public Works

22. Director of the Library

23. Finance Director

24. 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.

City of Milton
Common Council Minutes

4/6/2016 - 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 (via phone), Ald. Lynda Clark, Ald. Nancy Lader, Ald. Theresa Rusch, and Ald. Maxine Striegl.

Excused: Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Police Chief Scott Marquardt, Fire Chief Loren Lippincott, Director of Public Work Howard Robinson, Library Director Lisa Brooks, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Rusch moved to approve the agenda. Ald. Clark 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. There were no speakers.

4. Approval of the Consent Agenda

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

4.a. Approval of Common Council Minutes – March 15, 2016.

4.b. Approval of Plan Commission Minutes – March 15, 2016.

4.b.1. Plan Commission Item: Consider a Request from Parker Community Credit Union for a Conditional Use Permit to Allow a Variable Message Sign and Illuminated Sign at 110 Parkview Dr.

4.b.2. AMENDED Plan Commission Item: Discussion and Possible Action to Consider a Request from CharterNEX for a Conditional Use Permit to Allow a Building Over 40' Tall at 1264 E. High St.

4.c. Approval of Minutes – Zoning Board of Appeals – October 5, 2015.

4.c.1. Zoning Board of Appeals Item: Consider a Request from Parker Community Credit Union for a Variance to Allow Additional Illuminated Signs at 110 Parkview Dr.

5. Discussion and Possible Action Regarding Approval of the Bond Amounts for Ordinance 415 – An Ordinance Regulating the Use of Telephones for Emergency Calls as Proposed by Municipal Judge Koeffler.

Ald. Clark moved to approve the recommendation of Judge Koeffler for the municipal ordinance 50-81, Misuse of Emergency (911) Telephone System. Ald. Lader seconded, and the motion carried.

6. Discussion and Possible Action Regarding Approval of Resolution 2016-09 Final Resolution

Vacating Portion of Green man Street and Amending Official City Map

Ald. Rusch moved to approve Resolution 2016-09. Ald. Striegl seconded. Ald. Rusch then withdrew her motion and Ald. Striegl withdrew her second.

Ald. Rusch moved to continue this item until the May 17, 2016 Common Council meeting to allow for a Class 3 legal notice of a public hearing on this item. Ald. Lader seconded, and the motion carried.

7. Discussion and Possible Action on the Arbor Day Proclamation.

Ald. Rusch moved to approve the Arbor Day Proclamation. Ald. Clark seconded, and the motion carried.

8. Discussion and Possible Action on Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget for Historic Preservation.

Ald. Rusch moved to approve Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget for Historic Preservation. Ald. Clark seconded, and the motion carried.

9. Discussion and Possible Action Regarding Post-Employment Health Insurance Benefits.

Ald. Rusch moved to approve the changes in the Post-Employment Health Insurance Plan as presented. Ald. Clark seconded, and the motion carried unanimously.

10. Discussion and Possible Action Regarding the Approval of Updated City Hall Job Descriptions.

Ald. Rusch moved to approve the revised 2016 City Hall Job Descriptions. Ald. Adams seconded, and the motion carried.

11. Discussion and Possible Action Regarding Approval of 2016-2017 Salt Purchase Agreement.

Ald. Striegl moved to authorize Public Works Staff to sign an agreement with the State of Wisconsin for salt bids for the 2016-2017 snow season. Ald. Clark seconded, and the motion carried.

12. General Items

Ald. Clark

- Tomorrow from 6:30 to 8:30 there a book reception for the book *The Images of Milton* that she wanted to make everyone aware of.
- Would like to look at our tree replacement, tree removal, and fence ordinance.

13. Next Meeting Date – Tuesday, April 19, 2016 at 7:00 p.m.

14. Team Building Exercise.

15. Mayor and Alderperson Reports

Ald. Adams

- Thanked everyone who voted in yesterday's election.

Ald. Clark

- Thanked everyone who voted in yesterday's election.
- Reminded everyone of Make A Difference Milton Day - There will be cleaning up of the dog park if anyone would like to volunteer.

Ald. Rusch

- Congratulated the winners of yesterday's election and expressed appreciation for the time she

was able to spend on the Common Council.

Mayor Welch

- Thanked everyone who voted in yesterday's election and expressed appreciation for all of our election officials.

16. Staff Reports

17. City Administrator

- Highlighted how CharterNEX is growing and expanding and how that is good for the city.
- Thankful to the staff for the ingenuity staff has shown in ways to save money for the city.

18. Chief of the Joint Fire Department

- The study committee didn't have quorum at their last meeting but they have rescheduled the meeting for next wednesday at 6pm at the fire station to continue on the process
- Reported that a Fire Department Staff member suffered a devastating loss of their home due to a fire yesterday. Donations will be accepted to help that family.

19. Chief of the Police Department

- He was proud to report that our police department was able to respond to a request for help from the City of Janesville Police Department in return for the help they have provided to us.
- The staff has had some EAP training which went well.
- Reported that they are in the middle of training and deploying the body cam policy and they will be out soon.

20. City Clerk/Deputy Treasurer

- The election went very smoothly yesterday and we had a 64% turnout with 283 Election Day Registrations.

21. Director of Public Works

- Reported that the cemetery clean up will be on April 18.
- Bidding for the surplus sale items ends April 27.
- The well project will start in April.
- Yard waste and brush collection will continue through the end of the month.

22. Director of the Library

- Thanked her staff for all their efforts in helping move the entire library in 8 days.
- They are calling themselves the Library Underground for the summer since they will be in the basement.
- The new Children's librarian came just in time to help move the Library and spend her first 8 months in the basement.
- Book sale will be on April 27.
- The first Literacy Club meeting will be on April 13.

23. Finance Director

- Reported that the audit was completed last week and that it went very well.

24. Motion to Adjourn

Ald. Rusch moved to adjourn the April 6, 2016 meeting at 8:07 p.m. Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Personnel and Finance Committee Minutes

2/17/2016 - Minutes

1. Call to Order

Ald. Adams called the meeting of the Personnel & Finance Committee to order at 6:30 p.m.

Present: Ald. Dave Adams (via phone), Ald. Theresa Rusch and Ald. Jeremy Zajac.

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

2. Approval of Agenda

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

3. Approval of Minutes - Personnel & Finance Committee Minutes – January 19, 2016.

Ald. Zajac moved to approve the minutes. Ald. Rusch seconded, and the motion carried.

4. Discussion and Possible Action to Approve Operator's Licenses.

Ald. Zajac moved to recommend to the Common Council to approve the operator licenses as presented. Ald. seconded, Rusch and the motion carried.

5. Discussion and Possible Action Regarding A Claim By Rex Watkins.

DPW Director Robinson reviewed the history of this claim. Ald. Rusch moved to recommend to the Common Council to. Ald. Zajac seconded, and the motion carried.

6. Discussion and Possible Action Regarding Surplus Sale Items.

DPW Director Robinson reviewed the items we have for a surplus sale. Ald. Rusch moved to recommend to the Common Council to approve the sale of the surplus items. Ald. Zajac seconded, and the motion carried.

7. Discussion and Possible Action Regarding Changes to the Employee Handbook.

Administrator Hulick reviewed the changes that are proposed in the Employee Handbook. Ald. Zajac moved to recommend to the Common Council to approve the changes to the Employee Handbook with the addition of wording regarding a break for part-time employees. Ald. Rusch seconded, and the motion carried.

8. Discussion and Possible Action Regarding Treasurer's Report – January 2016.

Finance Director Nelson reviewed the report. Ald. Rusch moved to approve the report. Ald. Zajac seconded, and the motion carried.

9. General Items

10. Next Meeting Date – Tuesday, March 15, 2016 at 6:30 p.m.

11. Motion to Adjourn

Ald. Zajac moved to adjourn the meeting of the Personnel & Finance Committee at 6:47 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: April 19, 2016
Subject: Discussion and Possible Action to Approve Operator Licenses.

Discussion

The following operator license applications have been received in the Clerk's Office. A successful background check has been completed and Staff recommends approval of these licenses. A New Operator License will be issued to the following individuals:

- Joshua Ostertag
- Megan Wiesenberg
- Philip Barriage
- Hannah Daniels
- Samantha Renfrow

Staff Recommendation

To recommend to the Common Council to approve the operator licenses as presented.

Attachments

None.



Office of the Finance Director/Treasurer

To: Mayor Welch, Common Council Members, Finance Committee
From: Dan Nelson, Finance Director/Treasurer
Date: April 19, 2016
Subject: Discussion and possible action regarding the transfer of \$40,687 from the Debt Service Fund to General Fund retroactively to December 31, 2015.

Summary

At the end of 2015, there is a fund balance of \$40,687 in the debt service fund. This has been carried over for several years and in order to increase the Unassigned Fund Balance in the 2015 financial statements, staff is recommending transferring that balance to the general fund retroactively on December 31, 2015. Typically the fund balance in the debt service should be at zero, the accumulated balance has occurred because of the Fire Department's repayment to the City through the "Debt Service" fund.

This will increase the City's unassigned fund balance to \$943,265, which is 20.50% of 2016 budgeted expenditures. The fund balance declined as a result of assigning \$165,000 for post-employment health insurance payments for those non-represented employees hired prior to 2008. In 2015, \$100,000 of fund balance was used to pay off capital leases in order to save interest costs. That amount will be replaced in during budget years 2016 and 2017 in the amounts of \$65,000 and \$35,000 respectively.

Recommendation

Approve the transfer of \$40,687 from the Debt Service Fund to General Fund retroactively to December 31, 2015.

City of Milton
Public Safety Committee Minutes

3/15/2016 - Minutes

1. Call to Order

Chair Maxine Striegl called the meeting of the Public Safety Committee to order at 6:30 p.m.

Present: Ald. Maxine Striegl, Ald. Theresa Rusch, and Ald. Jeremy Zajac.

Also Present: Police Chief Scott Marquardt, Director of Public Works Howard Robinson, and City Clerk Elena Hilby.

2. Approval of Agenda

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

3. Approval of Minutes - Public Safety Committee Minutes – February 17, 2016.

Ald. Zajac moved to approve the minutes. Ald. Rusch seconded, and the motion carried.

4. Monthly Statistical Report.

Chief Marquardt presented the report.

5. Chief of Police Informational Report to Committee

- We are still working on the investigation of the recent bank robbery. Chief Marquardt wanted to thank the many different departments that have provided us with assistance as well as the assistance we have received from the public.

6. General Items

7. Next Meeting Date – Tuesday, April 19, 2016 at 6:00 p.m.

8. Motion to Adjourn

Ald. Zajac moved to adjourn the meeting of the Public Safety Committee at 6:38 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 19, 2016
Subject: Discussion and Possible Action on Final Resolution 2016-09 - Vacating Portion of Greenman Street from N. Janesville Street to Parkview Drive.

Summary

The Milton School District is proposing a redevelopment of the public parking and public access to Milton East Elementary School. For some time, traffic in and around Milton East Elementary has been problematic for the School, parents, and surrounding businesses during school drop-off and pick-up times.

To help mitigate this problem, the School District has developed a plan that will add additional parking near Milton East Elementary, and reconfigure the drop-off and pick-up zones. Attached is the proposed Site Plan that shows the proposed layout for new public parking and new public access points to the School.

As part of this plan, the City will need to vacate a portion of Greenman Street from North Janesville Street to Parkview Drive. Final Resolution 2016-09 finalizes the street vacation process.

Background

This portion of Greenman Street was never officially dedicated as right-of-way but has been long used by the School District as an area for pick up and drop offs as well as bus traffic.

Additionally, this portion of Greenman Street provides a second ingress and egress to Park Community Credit Union along Parkview Drive. The School District has been in communications with Parker Community Credit Union and under the proposed reconfiguration of public access, PCCU will retain rights to utilize the new access drive as ingress and egress to their property. A cross access easement agreement between the School and PCCU will be drafted and presented to the Plan Commission and City Council at a later date for review and approval.

Recommendation

The City Administration recommends the City Council approve Final Resolution 2016-09 vacating the portion of Greenman Street from North Janesville Street to Parkview Drive.



**FINAL RESOLUTION # 2016-09
VACATING PORTION OF GREENMAN STREET
AND AMENDING OFFICIAL CITY MAP**

WHEREAS, a Preliminary Resolution to Vacate a Portion of Greenman Street in the City of Milton has been previously adopted on the 15th day of March, 2016; and

WHEREAS, due notice of the public hearing on the adoption of a Final Resolution abandoning same having been duly given according to statute as it appears more fully from the Proofs of Service, Proof of Mailing, and Proof of Posting now on file with the office of the City Clerk;

WHEREAS, a Lis Pendens has been filed with the Office of the Register of Deeds of Rock County, to which a copy of a map showing the location of the street, a portion of which was preliminarily vacated, was attached;

WHEREAS, the Plan Commission having held a public hearing on the amendment of the official City Map; and

WHEREAS, it appearing that no objections in writing to said proposed vacation or map amendment having been filed with the Common Council and said matter having been discussed and it appearing that the public interest required it;

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

BE IT RESOLVED: That the Common Council of the City of Milton, since the public interest requires it, vacates, abandons and discontinues a portion of Greenman Street in the City of Milton described as follows:

- A. That part of Greenman Street located within Outlot 252 and the Public Square in the Assessor's Plat of the City of Milton, Section 27 Town 4 North Range 13 East Rock County, Wisconsin described as follows: Bounded on the east by the west right-of-way of Janesville Street, and Bounded on the west by the east right-of-way of Parkview Drive.

BE IT FURTHER RESOLVED: That the map annexed to the Preliminary Resolution and Lis Pendens be attached to this Final Resolution and appended to the Minutes and that all Proofs of Service and mailing and postings of the notice of this proceeding be incorporated herein and appended to the Minutes and made a part herof.

BE IT FURTHER RESOLVED: That the Clerk shall cause to be certified a copy of this Resolution and map and cause same to be recorded in the Office of the Register of Deeds for Rock County, Wisconsin.

BE IT FURTHER RESOLVED: That the official map of the City of Milton be amended to delete the portion of Greenman Street hereby vacated.

I, Elena Hilby, Clerk of the City of Milton, a municipal corporation organized and existing under the laws of the State of Wisconsin, do hereby certify that the foregoing is a true and correct copy of the Resolution of the Common Council of the City of Milton unanimously adopted at a duly convened meeting of said Common Council held at the City of Milton, Rock County, Wisconsin, on the 19th day of April, 2016, as taken by me from the Minutes of said meeting and compared with the original said Resolution recorded in said Minutes.

IN WITNESS WHEREOF, I have set my hands this _____ day of April, 2016.

Elena Hilby
Clerk

Authenticated this _____ day of April, 2016.

Mark A. Schroeder
Notary Public, Rock County, Wisconsin
My Commission is permanent.

THIS INSTRUMENT DRAFTED BY:
Attorney Steven T. Chesebro
State Bar Member No. 1074496
Consigny Law Firm, S.C.
303 E. Court Street
Janesville, WI 53545

LIS PENDENS

Document Number

Title of Document

In Re the Vacation, Abandonment and Discontinuance of a portion of a public street in the City of Milton, Rock County, Wisconsin, described as follows:

That part of Greenman Street located within Outlot 252 and the Public Square in the Assessor's Plat of the City of Milton, Section 27 Town 4 North Range 13 East Rock County, Wisconsin described as follows: Bounded on the east by the west right-of-way of Janesville Street, and Bounded on the west by the east right-of-way of Parkview Drive.

Notice is hereby given that there has been adopted a Preliminary Resolution by the Common Council of the City of Milton on March 15, 2016, tentatively vacating and discontinuing a portion of the public street described above in the City.

Attached hereto is a copy of the Preliminary Resolution and a copy of the map showing the location of the street, a portion of which is thus preliminarily vacated and discontinued. This Preliminary Resolution is subject to the passage of a Final Resolution by the Common Council after a public hearing scheduled for such consideration to be held on April 19, 2016 at 7:00 o'clock p.m. in the City Hall of the City of Milton located at 710 S. Janesville Street.

Record this document with the Register of Deeds

Name and Return Address:

Attorney Steven T. Chesebro
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

(Parcel Identification Number)

Dated this ____ day of March, 2016

City of Milton
By:

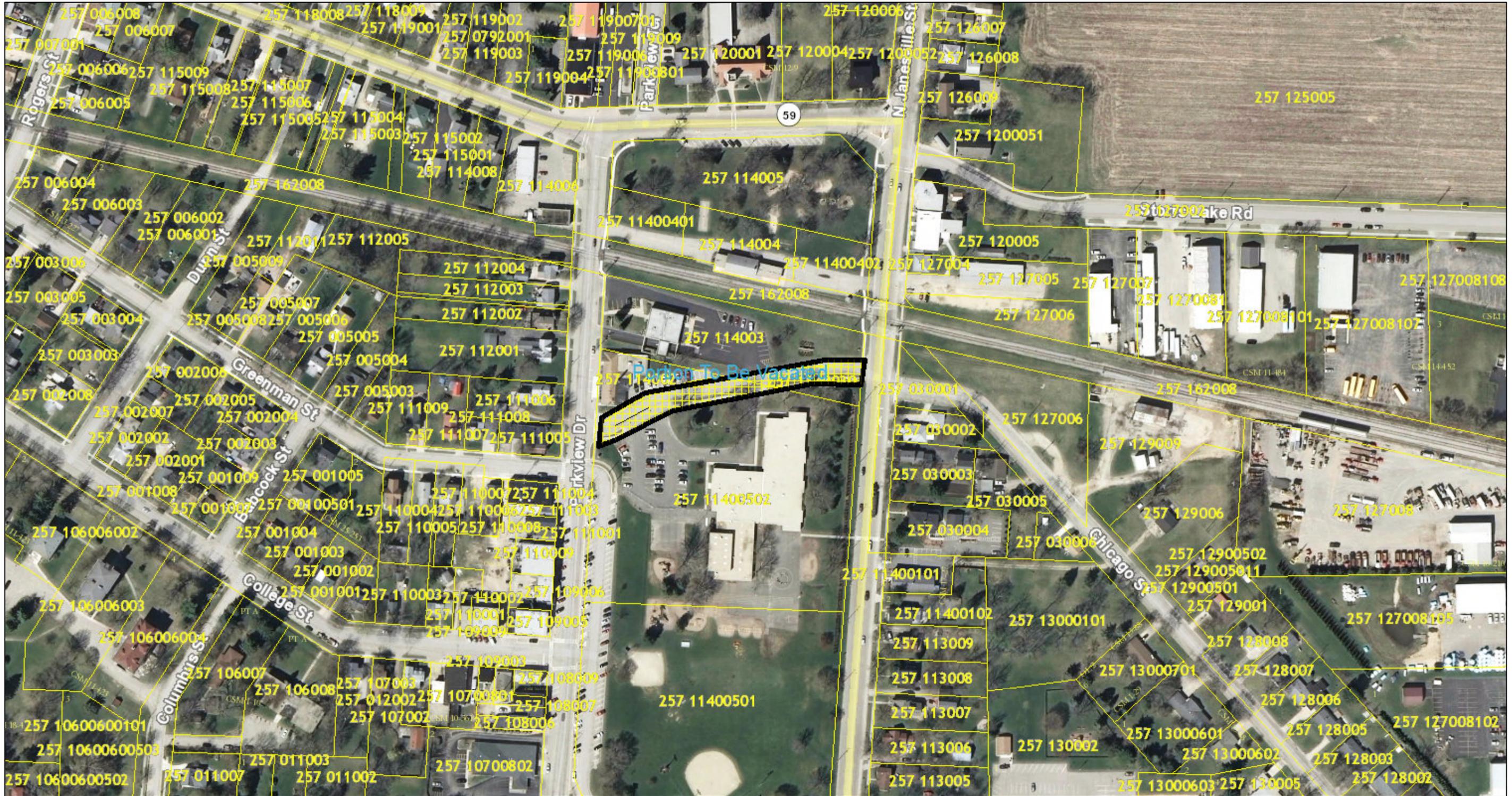
Elena Hilby
Clerk

Subscribed and sworn to before me this ____ day of March, 2016.

Notary Public
Rock County, Wisconsin
My Commission: _____

This document was drafted by:
Attorney Steven T. Chesebro
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53547-1449
(608)755-5050

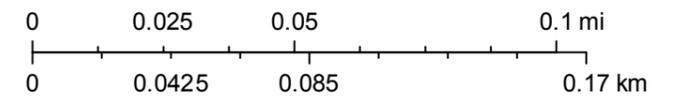
Greenman Street - Vacation



April 19, 2016

Parcels

1:2,169





Milton Police Department

To: Mayor Welch, Common Council Members
From: Scott Marquardt, Chief of Police
Date: April 14, 2016
Subject: Discussion and Possible Action Regarding Approval of Ordinance 419 - An Ordinance Amending Section 50-194 of the Code of Ordinances of the City of Milton Regulating Use and Possession of Tobacco Products.

Summary

The Milton Police Department is recommending the amendment of the tobacco use and possession ordinance in order to now also prohibit products commonly described as e-cigarettes and related items. As e-cigarette use increases, more and more juveniles are also possessing and using e-cigarette products as a nicotine delivery method. The adoption of this ordinance amendment provides an enforcement mechanism through municipal court should we find a juvenile in possession of these electronic devices or products.

Recommendation

The City Administration recommends the City Council adopt Ordinance #419 amending Section 50-194 of the Code of Ordinances of the City of Milton Regulating Use and Possession of Tobacco Products.

**ORDINANCE # 419
AN ORDINANCE AMENDING
SECTION 50-194 OF THE
CODE OF ORDINANCES OF THE CITY OF MILTON
REGULATING USE AND POSSESSION OF TOBACCO PRODUCTS**

WHEREAS, the common council desires to prohibit the use or possession of electronic delivery devices for smoking or the simulation of smoking by children less than 18 years of age; and

WHEREAS, the common council desires to prohibit the use or possession of substances intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product by children less than 18 years of age;

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

Section I. The title of Section 50-194(b) of the Code of Ordinances of the City of Milton is hereby amended to read as follows: "REGULATING USE AND POSSESSION OF TOBACCO PRODUCTS AND OTHER SMOKING DEVICES AND SUBSTANCES".

Section II. Section 50-194(b) of the Code of Ordinances of the City of Milton is hereby amended to read as follows:

Section 50-194(b) Possession or Use of Electronic Delivery Device.

- (1) "Electronic delivery device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product. "Electronic delivery device" shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- (2) No person under 18 years of age may falsely represent his or her age for the purpose of receiving any electronic delivery device or any substance intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product.
- (3) No person under 18 years of age may purchase, attempt to purchase, or possess any electronic delivery device or any substance intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product except as follows:
 - a) A person under 18 years of age may purchase or possess electronic delivery devices or substances intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer.
 - b) A person under 18 years of age, but not under 15 years of age may purchase, attempt to purchase or possess electronic delivery devices or any

substances intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product in the course of his or her participation in an investigation under s. 254.916 that is conducted in accordance with s. 254.916(3).

- (4) No person may purchase electronic delivery devices or any substances intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol from the product on behalf of, or to provide to, any person who is under 18 years of age.

Section III. Current Section 50-194(b) of the Code of Ordinances of the City of Milton shall be renumbered to Section 50-194(c).

Section IV. 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
Clerk

1st reading: April 19, 2016
2nd reading: Waived
3rd reading: Waived
Date adopted: April 19, 2016
Publish Date: April 28, 2016
Effective Date: April 29, 2016

Effect of Ordinance: Prohibits the use and possession, by children under the age of 18, of electronic delivery devices or any substances intended for human consumption that may be used by a person to smoke or simulate smoking through inhalation of vapor or aerosol.



a community since 1838

MUNICIPAL COURT

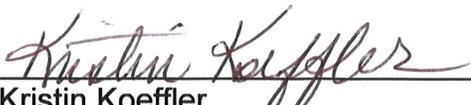
Date: March 16, 2016
From: Judge Kristin Koeffler
Re: Request for Approval by the Milton City Council of Recommended Forfeiture.

Per Wisconsin State Statute 800.03(3) 'The amount of the deposit shall be set by the municipal judge, but shall not be effective until approved by the governing body of the municipality.'

A recommendation for the municipal ordinance 50-194(b), Possession or Use of Electronic Delivery Device as follows;

<u>1st OFFENSE:</u>	<u>2nd OFFENSE:</u>	<u>3rd OFFENSE:</u>
\$150.00 Forfeiture	\$250.00 Forfeiture	\$350.00 Forfeiture
\$ 38.00 Court Costs	\$ 38.00 Court Costs	\$ 38.00 Court Costs
\$ 13.00 Crime Fee	\$ 13.00 Crime Fee	\$ 13.00 Crime Fee
\$ 10.00 Jail	\$ 10.00 Jail	\$ 10.00 Jail
<u>\$ 39.00 Penalty</u>	<u>\$ 65.00 Penalty</u>	<u>\$ 91.00 Penalty</u>
\$250.00 Total Fine Amount	\$376.00 Total Fine Amount	\$502.00 Total Fine Amount

(will all other penalties as provided by the adopting city ordinance at the discretion of the Municipal Judge such as driver's license suspension, referral to treatment programs, tax interception, etc.)



Kristin Koeffler
Municipal Judge, City of Milton

690 S. Janesville Street, Milton, WI 53563

Office of the Director of Public Works

To: City of Milton Public Works Committee
From: Howard Robinson, Director of Public Works
Date: April 19, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action Regarding Acceptance of a Donation from Cornerstone of Hope to Install a Shed with Picnic Table, Water Collection System and Tools at the Community Garden.

Discussion

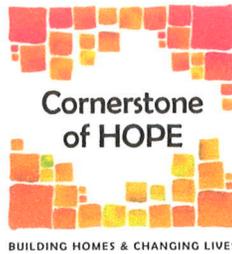
Cornerstone of Hope is an organization that provides gardening assistance with the hope that surplus food be donated to community food pantries instead of going to waste. They want to donate a shed and water collection system to improve our community garden. The shed has a picnic table (similar to the one at Storrs Lake's Ice Age Trail) where excess food will be placed. They will pick up the food and deliver it to the food pantry. They also will rent a garden to grow produce for the food pantry. Their letter is attached.

Staff Recommendation

I am requesting acceptance of the donation of a shed, tools, and water collection system at the Milton Community Garden with the details to be worked out by Public Works.

Attachments

- Donation Letter
- Cornerstone of Hope Brochure



March 30, 2016

City of Milton Public Works Department
Attn: Milton Community Garden
710 S. Janesville Ave
Milton, Wisconsin 53563

Dear Milton Community Garden Liaison,

I am writing regarding your Milton Community Garden. Cornerstone of Hope will be applying for garden plot in 2016 and donating all of the produce to the Milton Food Pantry. In addition, we would like to assist the Milton gardeners who have plots at the Milton Community Garden by building and installing a storage shed and the necessary tools for your gardeners to use when they are at the Milton garden site. Cornerstone of Hope would also like to place a rain collection system near the shed to help gardeners water their gardens.

The shed will be built by Cornerstone of Hope and filled with gardening tools through donated funds that are designated for that purpose. There will be no charge for the shed, tools, or the rain water collection system that Cornerstone of Hope is volunteering to provide. Any damaged or loss of gardening tools will not be the responsibility of the City of Milton/Community Garden to either maintain or replace. The inside of the shed will have a bench/table for Community Gardening families to leave extra produce for the Milton Food Pantry. A Cornerstone of Hope volunteer will collect the donated produce and deliver it the pantry at no cost to the city or the gardening community.

It is Cornerstone of Hope's hope that through our assistance at community gardens more produce will be used by gardening families and additional produce will be donated to area pantries helping other community families provide nutritious meals. We look forward to working with the Milton Community Garden. If you have any questions, please feel free to contact me at 608-754-1228.

Sincerely,

Evan Thomas
Program Director

320 E. Milwaukee Street, Suite 110
P.O. Box 8164 Janesville, WI 53547-8164
608-754-1228

www.csohwi.com info@csohwi.com [Facebook.com/CSOHWI](https://www.facebook.com/CSOHWI)

What does it take to feed our neighbors in need

Food should be a matter of conscious not a matter of money:

Access to high quality nutrition for everyone is a cornerstone of a caring community. Many seniors have to make the decision between buying food or their medicine. Hundreds of children in the school system qualify for free/reduced breakfast and/or lunch programs during the school year. Have you ever asked what are these children eating in the summer when there is no school? Summer is the time of abundance and our children and seniors go hungry!



How Can You Help?

Its Easy!

Please join other local gardeners by growing vegetables and donating your extra produce to area pantries or senior centers. Gardens do not need to be large to make an impact. 100 gardeners donating an average of 2 pounds per week to local pantries all summer would produce almost 2,000 pounds (1 Ton) of nutritious food for area families.

All the food grown will be distributed in the community it is grown to help your neighbors in need.

Three Ways to Help Your Neighbors!

1) Plant a garden: Do you have a spot in your back yard where you always wanted to start a garden - now is the time. Let Cornerstone help you get started. We will supply you with the all the materials for a raised bed garden including seeds and bedding plants. We will provide information on getting started and all we ask is that you donate your surplus to a local food pantry.



2) Plant a row for others: Plant an extra row of one or more vegetables in your garden to help others needing nutritious food. This is another way for current gardeners to help feed those in need. We will provide you with the plants and/or seeds needed for this extra row if you would like that assistance.



3) Think outside the Box: Don't have the space at home, talk to your church about placing a raised bed on the grounds. Imagine how much food would be donated if every Sunday school class in the county planted one raised garden at their church. Food could go to church members or be dropped off at a senior center or local pantry.



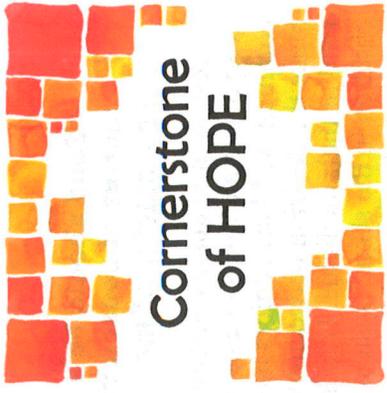
Help us help those in need:

Fill out the enclosed registration form and mail it to:

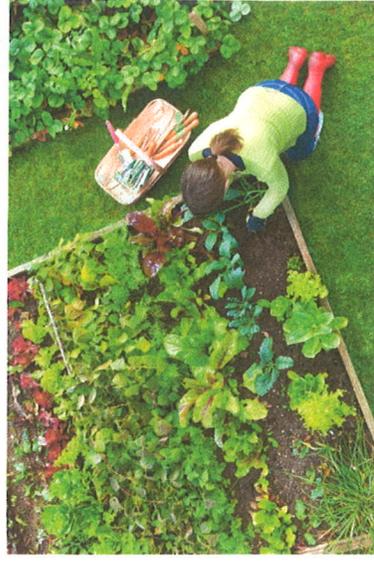
**Cornerstone of Hope, Inc.
Attn: Produce for Pantries
P.O. Box 406
Fort Atkinson, WI 53538**

The Produce for Pantries Committee will call and arrange a time to deliver the materials. The staff will also provide assistance to build and plant your garden. Church and Business Project leaders will be notified in advance of the start date so they can prepare for the work crews and material delivery.

Need more information or need someone to make a presentation to your group? Our Garden volunteers are available to set up an informational session for your group. Contact us at 608-754-1228.



Produce for Pantries



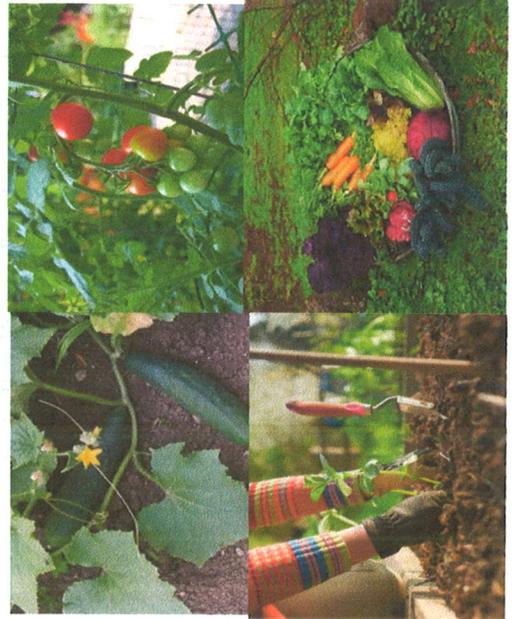
Helping Individuals
throughout
South Central
Wisconsin

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 19, 2016
Subject: Discussion and Possible Action to Fund the City's Portion of the RW Management Contract for the Milton Fire Commission

Summary

On April 12, 2016, the Milton Fire Commission approved a contract with RW Management to provide Public Safety Management Counsel for the Milton Fire Department. The contract calls for \$3,000 monthly. However, it is the Commissions intent for the total cost to not to exceed \$18,000. Therefore, the City's portion of the contract cost is not to exceed \$9,000.

Background

The Milton Joint Fire Commission has the authority to enter into a contract with RW Management, and it is the two municipalities' responsibility to share that cost. Therefore, the Milton City Council would need to approve their proportionate share of the overall expenditure (not to exceed \$9,000).

Analysis

With the amount of flux that current exists, and may exist, with the Fire Department Budget in the future, it is not necessary to approve a budget amendment to the City's Annual Budget at this time. However, as more certainty is developed in the Milton Fire Department Budget, the City Administration may recommend a budget amendment in the future.

Recommendation

The City Administration recommends the City Council approve an expenditure of not to exceed \$9,000 to fund the City's portion of the RW Management Contract for with Milton Joint Fire Commission.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 19, 2016
Subject: Discussion and Possible Action Regarding Changes to the Business Travel Policy

Summary

The Milton Employee Handbook (Section 6.12 Business Travel Expenses) covers how employees are reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. As the needs for travel and the expenses related to travel continue to change, the City has often times found itself in a position where training has become unaffordable due to distance barriers. Therefore, the City Administration is recommending a change to the mileage reimbursement portion of the Employee Handbook.

The proposed changes eliminate the 70-mile distance restriction. However, it also lowers the reimbursement amount on personal vehicle usage from the IRS Business Rate of \$0.565/per mile to be tied to the IRS Charitable Rate of \$0.145/per mile. This rate only applies if the employee chooses to take their own vehicle for travel and an alternate City owned vehicle is available. If a City owned vehicle is not available, the employee who then has to use their personal vehicle will still be reimbursed at the IRS Business Rate of \$0.565/per mile.

This change will drastically lower the cost of conference and training travel costs for the City and allow employees to take advantage of more training opportunities throughout the year.

Recommendation

The City Administration recommends the City Council approve the changes to Section 6.12 (Business Travel Expenses) to the City Employee Handbook.

Employees who report to work but are then sent home due to the emergency closing shall receive regular pay as if they had worked a full day.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Work facilities can only be officially closed for emergency reasons with authorization from the Mayor and/or City Administrator. If a decision to close a facility is made for nonessential personnel, employees are directed not to report to work. If an employee has a question about whether or not they are essential, they should seek prior approval from their Department Head prior to reporting to work.

6.12 Business Travel Expenses

The City of Milton will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Department Head must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

- When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Milton. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following: Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel. Taxi fares and appropriate gratuity, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings for work related training/seminars that require more than one day of consecutive attendance.
- Lodging expense payments are authorized when an event is at least 70 miles distant from the City of Milton or when such accommodations are advantageous to the City (to be determined by the City Administrator). The distance will be calculated from the employee's normal place of employment to their destination. Department Heads are encouraged to balance potential overtime expenses and / or mileage reimbursements against lodging costs and make the most fiscally responsible decision based upon that analysis.
- Travel mileage will be reimbursed from the employee's normal place of employment to their destination. If the employee chooses to leave from their personal residence, travel

mileage will be computed from that point to their destination as long as it is equal or less mileage than if they would have left from their normal place of employment.

- Cost of meals and appropriate gratuity, no more lavish than would be eaten at the employee's own expense not to exceed \$10 for breakfast, \$10 for lunch and \$20 for dinner. The City acknowledges that reasonable meal expenses may exceed these maximums in some locations. In those cases, the City Administrator may consider reimbursement if receipts are approved. Receipts must indicate what items were purchased. The City will not reimburse if meals were included as part of a registration fee.
- Reimbursement will not be provided for purchases of alcoholic beverages.
- Charges for telephone calls, fax, and similar services required for business purposes.

Employees should use a City vehicle to travel to and from training/certification seminars/classes or work sites whenever a suitable City vehicle is available. Employees must receive clearance from their Department Head regarding whether they will be able to use a City vehicle or their personal vehicle for transportation when attending training/certification seminars/classes.

If a City vehicle is not available for the proposed training/certification travel, the employee can use their personal vehicle and be reimbursed the current IRS business mileage rate ~~(contact the Finance Director / Treasurer for the current rate)~~.

~~If a City vehicle is available and the employee prefers to use their personal vehicle for work related travel that is less than 70 miles from the City of Milton, the employee will not be reimbursed for mileage.~~

If an employee prefers to use his/her personal vehicle for work related travel when a City vehicle is available that is at least 70 miles distant from the City of Milton, the employee can be reimbursed the current IRS charitable mileage rate.

A Department Director may conduct a cost-benefit analysis of paying overtime and travel time and should select the option to use ~~that~~ which will cost the City less money (payment of lodging vs payment of travel time).

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City of Milton may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 7 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

6.13 Part-Time Police Officer Wage Scale

Part-Time Police Officers will be paid at the following scale unless otherwise determined through budget development or management recommendation.

- First Year of Service – 85% of the current year starting wage in the Union Contract for the Police Department.
- Second Year of Service – 90% of the current year starting wage in the Union Contract for the Police Department.
- Third Year of Service and Beyond – 100% of the current year starting wage in the Union Contract for the Police Department.

6.14 Health Insurance Buy Out Program

The City of Milton Common Council has established a policy to allow City employees that are eligible to receive health insurance from the City of Milton the opportunity to receive payment in lieu of insurance coverage. There is no incentive for opting out of the dental insurance program. The following rules and standards apply for this policy.

All full-time employees that are eligible to enroll in the City of Milton’s health insurance program, are eligible to participate in the City’s Health Insurance Buy Out Program if they are eligible to receive health insurance through another family member or other means.

Eligible employees may voluntarily participate in the Health Insurance Buy Out Program in lieu of health insurance coverage. If the employee is eligible to receive Single coverage for health insurance, the employee will receive \$75 per month. If the employee is eligible to receive Employee & Spouse, Employee & Children, or Employee & Family coverage for health insurance, the employee will receive \$200 per month. The payments will be split between two payrolls in the month.

The employee may only elect to participate in the Health Insurance Buy Out Program during open enrollment periods or within 30 days of a life changing event (birth of a child, marriage, etc.).

The employee may only reenroll in health insurance coverage under the City of Milton plan if there is a life-changing event (birth of a child, marriage, divorce, etc.) or during an open enrollment period.

Employees wishing to participate in the City of Milton’s Health Insurance Buy Out Program need to decline coverage via completion of appropriate insurance forms. The employee must contact City Hall to request the necessary forms to terminate the appropriate insurance coverage. Employees must also show that they have current health insurance coverage through another family member or other means.