



AGENDA
City of Milton
Common Council Meeting
Tuesday, June 7, 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. Approval of the Consent Agenda**
 - 4.a. Common Council Minutes – May 17, 2016.**

Documents: [05-17-2016 Common Council Minutes.pdf](#)
 - 4.b. Plan Commission Minutes – May 17, 2016.**

Documents: [05-17-2016 Plan Commission Minutes.pdf](#)
- 5. Discussion and Possible Action Authorizing the City Administration to Pursue Code Enforcement Action with Rock County Circuit Court for the Property Located at 342 Rogers Street.**

Documents: [Memo - 342 Roger Street Court Action.pdf](#), [342 Rogers Timeline.pdf](#), [342 Rogers St - Adams - V-23-984 Nuisance.pdf](#), [342 Rogers St - Adams - V-23-984 Reinspecton 50 Dollars.pdf](#), [342 Rogers St - Adams - V-23-984 Reinspecton 100 Dollars.pdf](#), [342 Rogers, Adams, Parcel V-23-984 Letter for Roofing Plan.pdf](#), [IMG_1242.pdf](#), [IMG_1243.pdf](#), [IMG_1244.pdf](#), [IMG_1245.pdf](#), [IMG_1246.pdf](#), [IMG_1247.pdf](#), [IMG_1248.pdf](#), [IMG_1249.pdf](#), [IMG_1250.pdf](#), [IMG_1251.pdf](#), [IMG_1252.pdf](#), [IMG_1253.pdf](#), [IMG_1254.pdf](#), [IMG_1255.pdf](#), [342 Rogers 6-1-2016 - 1.pdf](#), [342 Rogers 6-1-2016 - 2.pdf](#), [342 Rogers 6-1-2016 - 3.pdf](#), [342 Rogers 6-1-2016 - 4.pdf](#), [342 Rogers 6-1-2016 - 5.pdf](#), [342 Rogers Complaint Documentation.pdf](#), [342 Rogers-1.pdf](#), [342 Rogers-2.pdf](#), [342 Rogers-3.pdf](#), [342 Rogers-4.pdf](#), [342 Rogers-5.pdf](#), [IMG_1239.pdf](#), [IMG_1240.pdf](#), [IMG_1241.pdf](#)
- 6. Discussion and Possible Action on the Acceptance of the Booster Station Equipment Bid.**

Documents: [Memo - Booster Station Bid.pdf](#), [Booster Station Letter of Recommendation.pdf](#)
- 7. Discussion and Possible Action on a Plat of Survey, Declaration of Surplus Land, and Authorization of Sale of Land located at the intersection of Sunnyside Drive and Gateway Drive.**

Documents: [Memo - Plat of Survey and Land Sale - Sunnyside.pdf](#), [Plat of Survey - Location Map.pdf](#), [Plat of Survey - Sunnyside Drive.pdf](#)

8. Discussion and Possible Action on Resolution 2016-14 Entering into a Mutual Cooperation Agreement for the Federal HOME Program Consortium.

Documents: [Memo - Resolution 2016-14.pdf](#), [Resolution 2016-14 - HOME Consortium.pdf](#), [HOME Consortium Mutual Cooperation Agreement.pdf](#)

9. Discussion and Possible Action Authorizing Adopting Resolution 2016-16 A Resolution in Opposition to the Great Lakes Basin Rail Line Project.

Documents: [Resolution 2016-16 - GLBT Opposition.pdf](#)

10. Next Meeting – Tuesday, June 21, 2016 at 7:00 p.m.

11. Team Building Exercise.

12. Mayor and Alderperson 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.

City of Milton
Common Council Minutes

5/17/2016 - Minutes

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

Mayor Anissa Welch called the Common Council meeting to order at approximately 7:06 PM. City Clerk Hilby confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Ald. Dave Adams, Ald. Lynda Clark, Ald. Ryan Holbrook, Ald. Nancy Lader, Ald. Maxine Striegl, and Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Fire Chief Loren Lippincott, Director of Public Works Howard Robinson, Assistant to the City Administrator Inga Cushman, Library Director Lisa Brooks, and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval of Agenda

Ald. Zajac 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.

Sandy Disrud of 806 Hart, Beloit, WI 53511 introduced herself as the Deputy Register of Deeds of Rock County and announced that she will be running for Register of Deeds of Rock County.

Wayne Lubke of 949 Bowers Lake Road spoke support of the Northleaf Winery Conditional Use Permit.

4. Approval of the Consent Agenda

Ald. Clark moved to approve the consent agenda with item 4.e.1 taken off the consent agenda. Ald. Lader seconded, and the motion carried.

4.a. Common Council Minutes – May 3, 2016.

4.b. Board of Review Minutes – June 16, 2015.

4.c. Community Development Authority Minutes – December 15, 2015.

4.d. Personnel & Finance Committee Minutes – April 19, 2016.

4.d.1. Personnel & Finance Committee Item: Approve Renewal Beer and Alcohol Licenses.

4.d.2. Personnel & Finance Committee Item: Approve Renewal Cigarette and Tobacco Licenses.

4.d.3. Personnel & Finance Committee Item: Approve Renewal Operator Licenses.

4.e. Plan Commission Minutes – April 6, 2016.

4.e.1. Plan Commission Item: Approve the Conditional Use Permit for Northleaf Winery, 302/304 S. Janesville Street.

Ald. Lader expressed concerned about this conditional use permit.

Ald. Clark moved to approve the conditional use permit with the following conditions 1. Venting must be to the north 2. There is to be a fence installed along the south and east sides of the property 3. Soundproofing is to be used for the south side of building, and 4. There are to be no windows or exits on the south side of the building. Ald. Holbrook seconded, and the motion carried with Ald. Lader in opposition.

4.e.2. Plan Commission Item: Approve the New Easement for the Water Main Installation for the South Water Main Project.

4.f. Policy Ad Hoc Committee Minutes – May 3, 2016.

4.g. Public Safety Committee Minutes – April 19, 2016.

5. Discussion and Possible Action regarding the Selection of the Official Newspaper of the City of Milton – Milton Courier.

Ald. Lader moved to approve the Milton Courier as the official newspaper of the City of Milton. Ald. Striegl seconded, and the motion carried.

6. Discussion and Possible Action Regarding Resolution 2016-12 – Approving an Amendment to the Project Plan of Tax Incremental District No. 6.

Ald. Holbrook moved to approve Resolution 2016-12 - Approving an Amended to the Project Plan of Tax Incremental District No. 6. Ald. Clark seconded, and the motion carried.

7. AMENDED Discussion and Possible Action on the Recommendations By the Policy Ad Hoc Committee Regarding City Committees.

Ald. Clark moved to approve the recommendation of the Policy Ad Hoc Committee for the Board of Review to replace Council members with 6 citizen members effective 2017 and to direct staff to amend city ordinances to reflect this change. Ald. Zajac seconded, and the motion carried with Ald. Lader and Ald. Striegl in opposition.

Ald. Clark moved to approve the recommendation of the Policy Ad Hoc Committee for the Community Development Authority (CDA) and Economic Development Commission (EDC) to move the EDC under the CDA, to have no more than 2 Council members, to have no more than 9 members total, to have no more than one representative from a single organization with the exception of MAAC who will have two members, and to direct staff to amend city ordinances to reflect these changes. Ald. Holbrook seconded, and the motion carried.

Ald. Zajac moved to approve the recommendation of the Policy Ad Hoc Committee for the Emergency Medical Services Commission to eliminate this commission and direct staff to amend city ordinances to reflect this change. Ald. Holbrook seconded, and the motion carried.

Ald. Adams moved to table the recommendation of the Policy Ad Hoc Committee for the Joint Fire Commission. Ald. Holbrook seconded, and the motion carried.

Ald. Zajac moved to approve the recommendation of the Policy Ad Hoc Committee for the Parks & Recreation Commission to replace the Recreation Director in the ordinance with The Gathering Place Executive Director (or his/her designee) and make them a voting member, add a high school student as a non-voting member, and to direct staff to amend city ordinances to reflect this change. Ald. name seconded, and the motion carried.

Ald. Adams moved to table the recommendation of the Policy Ad Hoc Committee for the Personnel & Finance Committee. Ald. Clark seconded, and the motion carried.

Ald. Striegl moved to approve the recommendation of the Policy Ad Hoc Committee for the Public Safety Committee to host quarterly Community Forums and encourage Council participation, meet quarterly to coincide with the Community Forums, to create ad hoc committees as needed, to attach monthly reports from the Police Department in the Council packets, and to direct staff to amend city ordinances to reflect these changes. Ald. Adams seconded, and the motion carried.

Ald. Clark moved to approve the recommendation of the Policy Ad Hoc Committee for the Public Works Committee to meet quarterly with additional meetings as needed, add 2 citizen members to the committee, add recycling, building inspection, and storm sewer to the ordinance, and direct staff to amend city ordinances to reflect these changes. Ald. Holbrook seconded, and the motion carried.

Ald. Holbrook moved to approve the recommendation of the Policy Ad Hoc Committee for the Tourism Development Committee to hold quarterly meeting with additional meetings as needed, remove the need for Council members on the committee, change the City Administrator to an ex-officio, non-voting member, have the committee elect their chair after annual committee appointments are complete, and to direct staff to amend city ordinances to reflect these changes. Ald. Zajac seconded, and the motion carried with Ald. Striegl in opposition.

Ald. Zajac moved to table the recommendation of the Policy Ad Hoc Committee for the Zoning Board of Appeals. Ald. Clark seconded, and the motion carried.

8. AMENDED Discussion and Possible Action on Ethics Committee Appointments.

Ald. Clark moved to approve the appointments to the Ethics Committee as presented to include Lisa Brooks and the Committee will decide who the alternate will be. Ald. Zajac seconded, and the motion carried.

9. Next Meeting – Tuesday, June 7, 2016 at 7:00 p.m.

10. Team Building Exercise.

There was no team building exercise tonight.

11. Mayor and Alderperson Reports

Ald. Holbrook

- Civil War Living History Days are this weekend.
- On Friday there will be 1700 students in attendance of this event.

Ald. Clark

- On Memorial Day there will be a ceremony at 8:30 PM and the POW monument will be unveiled

Ald. Striegl

- Expressed disappointment with some of the committee appointments.

Mayor Welch

- She be out of the country from Thursday to Monday and Ald. Striegl will be acting mayor in her absence.

12. Staff Reports

13. City Administrator

- With the TIF amendment that passed tonight we will be going back to Joint Board of Review on June 7 and most likely present projects over next year for those two downtown plans. Expressed appreciation for all the discussions at the CDA, JBR, and Common Council.

14. Chief of the Joint Fire Department

- The Joint Fire Commission will be meeting tomorrow night at Milton City Hall at 7 PM.
- In conjunction with Civil War Living History Days they will host an EMS Week Open House on Saturday from 10 AM - 2 PM.

15. Chief of the Police Department

- It is Police Week and May 15 is designated Law Enforcement Memorial Day and there is a memorial event planned at the Rock County Courthouse.

16. City Clerk/Deputy Treasurer

- Thanked Det. Justice for his work on all the background checks for our renewal operator licenses.
- Thanked DPW Director Robinson for conducting inspections on all the establishments that hold alcohol licenses.
- Announced that a page has been added to Clerk's portion of the city website to provide information regarding property assessments and Board of Review.

17. Director of Public Works

- The Splash Pad will be open by Memorial Day
- They are working on well and have the footings and have water and sewer service
- Water services are getting put in on Janesville St and the main is in
- There will be a Memorial Day Silent Walk at Veterans' Park on Memorial Day
- The Chamber of Commerce flower baskets are supposed to go out tomorrow

18. Director of the Library

- Construction is going well
- The footings are in for getting the water main into the building
- They will be starting the foundation for the new entrance on High Street
- Most of the noisy work is complete now

19. Finance Director

- Just received the draft financial report for 2015
- In June someone will be here to present the audit report

20. Motion to Adjourn

Ald. Clark moved to adjourn the meeting of the Common Council at 9:01 PM. Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Plan Commission Minutes

5/17/2016 - Minutes

1. Call to Order

Mayor Welch called the May 17, 2016 meeting of the Plan Commission to order at 5:00 PM. Clerk Hilby confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Director of Public Works Howard Robinson, Ald. Jeremy Zajac, Comm. Ethel Himmel, Comm. Frank Green, and Comm. Bob Seales.

Excused: Comm. David Ostrowski.

Also Present: City Administrator Al Hulick and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval of Agenda

Comm. Himmel moved to approve the agenda. DPW Director Robinson seconded, and the motion carried.

3. Approval of Plan Commission Minutes – April 6, 2016.

Comm. Seales moved to approve the minutes. Ald. Zajac seconded, and the motion carried. Himmel abstained.

4. Public Hearing and Discussion and Possible Action to Consider a Request from Northleaf Winery for a Conditional Use Permit and Site Plan Review to Allow a Micro-Brewery and Restaurant at 302/304 S. Janesville Street.

Mayor Welch opened the public hearing at 5:04 PM.

City Administrator Hulick reviewed the application.

Kathy and Dennis Steele of 310 S. Janesville Street spoke in opposition.

Ronald Ambrose of 210 S. Janesville Street submitted a letter in opposition.

Rhoda Blumer of 309 Chicago Street spoke in opposition.

Larry Laehn representing St. John's Lutheran Church spoke requesting consideration of adequate fencing and landscaping that is also sound-proof.

Haily Steele of 310 S. Janesville Street spoke in opposition.

Jeff Derge of 316 S. Janesville Street spoke possibly in opposition of the location of this business.

Wayne Lubke of 949 Bowers Lake Road spoke in support. He stated that they have no present intention of using the upstairs as a residence.

Pete Weston, the architect working with the applicant, spoke in support.

Mayor Welch closed the public hearing at 5:32 PM.

Mayor Welch asked for verification that the Commission members have read the Findings of Fact, which

they had. Comm. Seales moved to approve the site plan and conditional use permit with the following conditions: 1. Venting must be to the north 2. There is to be a fence installed along the south and east sides of the property 3. Soundproofing is to be used for the south side of building, and 4. There are to be no windows or exits on the south side of the building. Comm. Green seconded, and the motion carried.

5. Discussion and Possible Action Regarding a Site Plan Approval for She's Crafty Sign.

Comm. Himmel moved to approve the site plan as presented for She's Crafty. Ald. Zajac seconded, and the motion carried.

6. Discussion and Possible Action Regarding Site Plan Approval for Booster Station.

Comm. Himmel moved to approve the site plan as presented for the City of Milton Water Utility. Ald. Zajac seconded, and the motion carried.

7. Discussion and Possible Action Regarding a Request from Linda Petroff to Temporarily Store Equipment and Materials While They Are Constructing a New Garage.

DPW Director Robinson moved to approve the temporary storage to allow the construction of the new building not to exceed one year. Comm. Himmel seconded, and the motion carried.

8. Discussion and Possible Action to Approve a New Easement for the Water Main Installation for the South Water Main Project.

Comm. Himmel moved to approve the easement contingent on School Board approval. Ald. Zajac seconded, and the motion carried.

9. AMENDED Discussion and Possible Action Regarding a Site Plan Approval for Rocky's Pizza and Subs.

Comm. Himmel moved to approve the site plan as presented for Rocky's Pizza and Subs. Ald. Zajac seconded, and the motion carried.

10. Next Meeting Date – June 14, 2016 at 5:00 p.m.

The next meeting will be June 7, 2016 at 5:00 PM.

11. Motion to Adjourn

Ald. Zajac moved to adjourn the May 17, 2016 meeting of the Plan Commission at 6:11 PM. DPW Director Robinson 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: June 7, 2016
Subject: Discussion and Possible Action Authorizing the City Administration to Pursue Code Enforcement Action with Rock County Circuit Court for the Property Located at 342 Rogers Street.

Summary

For over a year, the City of Milton Police Department and Public Works Department have been involved in a habitual code enforcement issue with 342 Rogers Street. The single family home has fallen into disrepair with structural issues including holes in the siding, garage, roof, and soffit, animal infestation, and various other unsightly issues that have prompted several citizen complaints and interactions with the property owner.

The owner of the home has been reluctant to finalize the repairs necessary to bring the property into code compliance. To date Mr. Adams has received several fines including reinspection fees totaling \$150, as well as citations from the Municipal Court Judge totaling \$354.00. The Municipal Judge indicated she would reduce Mr. Adams fines to \$25.00 if he were to comply by June 1, 2016.

Despite these fees, fines and citations, Mr. Adams has still not brought his property into compliance.

Recommendation

Therefore, the City Administration, Police Department and Public Works Department recommend the City Council Authorize the City to pursue compliance through the Rock County Circuit Court system for Mr. Blaine Adams and his property located at 342 Rogers Street.

342 Rogers Timeline

- Jan. 15, 2015 Citizen complaint received about 342 Rogers Street.
- May 29, 2015 Letter from Officer Larson to Mr. Adams (owner - 342 Rogers Street) noticing him of ordinance violations, requesting a plan to complete repairs to garage roof, house soffits to prevent animals from entering and weatherproofing the house exterior. Plan to be submitted by June 29, 2015 with work completed by November 1, 2015. Failure to comply to result in fines, assessments, and/or court action.
- June 2, 2015 Note received from Mr. Adams to Officer Larson with Roof and Soffit stating roof repairs would be completed by 6/15/2015 and Exterior repairs by 10/1/2015.
- Nov 11, 2015 Repairs not completed. Officer Larson issued a citations for ordinance violations and recommends a reinspection fee.
- Nov. 16, 2015 Letter from Officer Larson to Mr. Adams noting the missed Nov. 1 deadline. Resulted in a \$50 reinspection fee. Failure to complete by Dec. 16, 2015 will result in additional reinspection fee of \$100.
- Nov. 17, 2015 Public Safety Committee approved to allow 60 days to complete the required work. If not completed, start legal action.
- Dec. 1, 2015 Council Meeting approved 60 days to complete work. After that, City will take legal action in addition to citations, reinspection fees, etc.
- Dec, 17, 2016 Officer Larson issued second round of citations as per City Council Order. Court date set at 1/7/2016.
- Dec. 18, 2015 Letter from Officer Larson to Mr. Adams stating that repairs that were to be completed by 11/1/2015 were not done as of 12/17/2015. Resulted in reinspection fee of \$100 with repairs to be completed by 12/30/2015.
- Feb 3, 2016 Note from Mr. Adams to Officer Larson stating that he was not aware of roof problems, but any needed repairs would be completed by 5/1/2016.
- Feb. 9, 2016 Citizen complaint received about lack of progress.
- Feb 18, 2016 Letter from Officer Larson informing Mr. Adams that his plan lacked the detail the Judge requested. A detailed plan to be provided to Officer Larson by 2/22/2016 with all items completed by 6/1/2016.
- Feb 22, 2016 Note received from Mr. Adams to Officer Larson with Soffit Repair to be completed by 4/15, Siding and Paint Repairs by 5/15, and Window Repair by 5/22. Weather permitting, all repairs by 6/1/2016.
- Feb 23, 2016 Letter sent from Officer Larson to Mr. Adams noting receipt of repair plan. Did not mention garage or house roof repairs. Requesting a written plan for those issues by March 3, 2016.
- June 1, 2016 Repairs not completed.



a community since 1838

May 29, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: 342 Rogers St Parcel # V-23-984

Dear Property Owner;

The City of Milton has received a complaint(s) about the condition of your property. Upon inspection the following ordinance violations have been noted:

- Garage roof needs to be replaced or repaired.
- House soffits need to be repaired so birds and bats cannot get in.
- Exterior needs to be weatherproofed (ie: painted or resided)

Please submit a written and signed plan to me at 690 S. Janesville St, Milton WI 53563 or, email to blarson@milton-wi.gov no later than June 30, 2015. This plan shall include resolution of the above items by no later than November 1, 2015. Failure to provide this plan by June 29, 2015 will result in referral to the Mayor for Declaration of a Public Nuisance and may include fines, assessments and/or court action. Your cooperation in working together to resolve this issue(s) is greatly appreciated. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads 'Blaine Larson'.

Code Enforcement Officer Blaine Larson

BL/bm

Cc: Director Public Works Howard Robinson
Mayor Anissa Welch

November 16, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: V-23-984 342 Rogers St

On May 29, 2015 I sent you a letter to complete some public nuisance items at the above property. Your deadline for those repairs was November 1, 2015. Upon inspection, the garage roof is not repaired or replaced, the house soffits are not repaired, and the house exterior is not weatherproofed.

Failure to complete these items has resulted in a Reinspection Fee assessment of \$50. Failure to complete these items by December 16, 2015 will result in an additional Reinspection Fee of \$100 per city ordinance section 1-15 (attached).

If you have any questions you can contact Blaine Larson, Milton PD.



Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Mayor, Anissa Welch
Administrator, Al Hulick
Attorney, Mark Schroeder

Sec. 1-15. Reinspection fee charges.

(a) Purposes. The purposes of this section are as follows:

(1) To assist the city in paying the cost of enforcing its housing, zoning, property-related and other codes;

(2) To promote the appropriate regulation and control of buildings and real estate in the city;

(3) To protect and provide for the public health, safety, and general welfare of the city;

(4) To help protect the character and the social and economic stability of the city;

(5) To help protect the value of land and building in the city;

(6) To help remedy problems associated with real estate related code violations in the city.

(b) Findings. In enacting the ordinance codified in this section, the common council finds that the cost of enforcement of the city codes related to zoning, housing and building regulation and other ordinances is greater than the estimated revenues from reinspection fees expected to be received under this section.

(c) Definitions. In this section the following words and phrases have the designated meanings.

(1) Inspection means the initial inspection of a condition.

(2) Reinspection means any inspection of a condition after the initial inspection of that condition.

(3) Property means a parcel of real property located within the city including real property owned by the city, such as the area between the curb or paved portion of a street and the lot line, adjoining a parcel of real property.

(d) Reinspection fees. **To compensate for inspection and administrative costs, a fee of \$50.00 may be charged for any reinspection by a city staff member, employee, or officer to determine compliance with an order or other written notice issued under the authority of the provisions of this Code directing that action be taken relative to a condition of or on property. Except that no fee shall be charged for the reinspection when compliance is recorded. A fee of \$100.00 may be charged for a second reinspection, a fee of \$200.00 for a third reinspection and a fee of \$400.00 for each subsequent reinspection for the same condition.** Fees shall be subject to adjustment by resolution of the common council. A reinspection fee may also be charged when a city staff member, employee, or officer finds a condition which is similar to a condition which was subject to an order or other written notice directing that action be taken within one year prior to the inspection. Reinspection fees shall be charged against the real estate upon which the reinspections were made or which is adjoining the public property upon which the reinspections were made, shall be a lien upon the real estate and shall be assessed and collected as a special charge. If there has been a change of ownership or occupancy of the subject property after the city issues an order or other written notice directing that action be taken, the city may waive the reinspection fee if, in the city's judgment, the new owner or occupant was not aware of the prior order or other written notice that action be taken relative to a condition of or on the property.

(e) [Compensation fees.] To compensate for inspection and administrative costs, a \$50.00 fee may be charged for any inspection or reinspection when a contractor or property owner requests an inspection for permit-related work and the work is not ready at the time of the requested inspection. Failure to pay reinspection fees after one notice may result in withholding future permits.

December 18, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: V-23-984 342 Rogers St

On May 29, 2015 I sent you a letter to complete some public nuisance items at the above property. Your deadline for those repairs was November 1, 2015. Upon inspection December 17, 2015, the garage roof is not repaired or replaced, the house soffits are not repaired, and the house exterior is not weatherproofed.

Failure to complete these items has resulted in a Reinspection Fee assessment of \$100. Failure to complete these items by January 6, 2016 will result in an additional Reinspection Fee of \$200 per city ordinance section 1-15 (attached).

If you have any questions you can contact Blaine Larson, Milton PD.



Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Mayor, Anissa Welch
Administrator, Al Hulick
Attorney, Mark Schroeder

Sec. 1-15. Reinspection fee charges.

(a) Purposes. The purposes of this section are as follows:

(1) To assist the city in paying the cost of enforcing its housing, zoning, property-related and other codes;

(2) To promote the appropriate regulation and control of buildings and real estate in the city;

(3) To protect and provide for the public health, safety, and general welfare of the city;

(4) To help protect the character and the social and economic stability of the city;

(5) To help protect the value of land and building in the city;

(6) To help remedy problems associated with real estate related code violations in the city.

(b) Findings. In enacting the ordinance codified in this section, the common council finds that the cost of enforcement of the city codes related to zoning, housing and building regulation and other ordinances is greater than the estimated revenues from reinspection fees expected to be received under this section.

(c) Definitions. In this section the following words and phrases have the designated meanings.

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(d) Reinspection fees. **To compensate for inspection and administrative costs, a fee of \$50.00 may be charged for any reinspection by a city staff member, employee, or officer to determine compliance with an order or other written notice issued under the authority of the provisions of this Code directing that action be taken relative to a condition of or on property. Except that no fee shall be charged for the reinspection when compliance is recorded. A fee of \$100.00 may be charged for a second reinspection, a fee of \$200.00 for a third reinspection and a fee of \$400.00 for each subsequent reinspection for the same condition.** Fees shall be subject to adjustment by resolution of the common council. A reinspection fee may also be charged when a city staff member, employee, or officer finds a condition which is similar to a condition which was subject to an order or other written notice directing that action be taken within one year prior to the inspection. Reinspection fees shall be charged against the real estate upon which the reinspections were made or which is adjoining the public property upon which the reinspections were made, shall be a lien upon the real estate and shall be assessed and collected as a special charge. If there has been a change of ownership or occupancy of the subject property after the city issues an order or other written notice directing that action be taken, the city may waive the reinspection fee if, in the city's judgment, the new owner or occupant was not aware of the prior order or other written notice that action be taken relative to a condition of or on the property.

(e) [Compensation fees.] To compensate for inspection and administrative costs, a \$50.00 fee may be charged for any inspection or reinspection when a contractor or property owner requests an inspection for permit-related work and the work is not ready at the time of the requested inspection. Failure to pay reinspection fees after one notice may result in withholding future permits.



MILTON POLICE DEPARTMENT

February 23, 2016

Blaine Adams
411 W. Madison Ave.
Milton WI 53563

Re: Roofing at 342 Rogers St Parcel # V-23-984

I received a second copy of your repair plan for 342 Rogers Street. Those dates and repairs are fine. You did not mention anything about the roof repairs to the garage or house. They have to be repaired with code compliant materials. I'm asking that you submit a written plan for those issues to me at the Milton Police Department by March 3, 2016.

Sincerely,

Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Municipal Judge































06.01.2016 08:38



06.01.2016 08:39



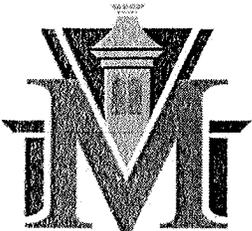
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06.01.2016 08:42



06.01.2016 08:42

CITY OF  MILTON

a community since 1838

May 29, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: 342 Rogers St Parcel # V-23-984

Dear Property Owner;

The City of Milton has received a complaint(s) about the condition of your property. Upon inspection the following ordinance violations have been noted:

- Garage roof needs to be replaced or repaired.
- House soffits need to be repaired so birds and bats cannot get in.
- Exterior needs to be weatherproofed (ie: painted or resided)

Please submit a written and signed plan to me at 690 S. Janesville St, Milton WI 53563 or, email to blarson@milton-wi.gov no later than June 30, 2015. This plan shall include resolution of the above items by no later than November 1, 2015. Failure to provide this plan by June 29, 2015 will result in referral to the Mayor for Declaration of a Public Nuisance and may include fines, assessments and/or court action. Your cooperation in working together to resolve this issue(s) is greatly appreciated. I look forward to hearing from you.

Sincerely,



Code Enforcement Officer Blaine Larson

BL/bm

Cc: Director Public Works Howard Robinson
Mayor Anissa Welch

342 Rogers St. JUN 2 10 2015

Blaine Parson CITY OF MILTON - ENFORCEMENT CODE

- ITEM 1. ROOF REPAIR = 9-15-15
2. HOUSE SOFFETS 9-15-15
3. EXTERIOR - - 10-1-15

ALL ITEMS SHOULD BE COMPLETED

BY ABOVE DATES

Blaine V. Adams
6-2-15

2015 CODE ENFORCEMENT WORKSHEETS

ML 1504507

INCIDENT NUMBER: FOLLOW UP

DATE/TIME: 11-11-15

ADDRESS OF VIOLATION: 342 ROGERS STREET

PROPERTY OWNER:

COMPLAINT:

COMPLAINANT:

ACTION TAKEN: I ISSUED CITATIONS TO ADAMS FOR ORDINANCE # 10-111 AND 26-31-(2) HE HAS 12-07-2015 5.30PM COURT DATE. HE IS ALSO BEING BILLED FOR REINSPECTION FEE TO BE SENT OUT BY THE DPW.

DISPOSITION: OPEN



CITY OF **IM** MILTON
a community since 1838

Office of the Chief of Police

To: City of Milton Public Safety Committee
From: Howard Robinson, Director Public Works/Blaine Larson, Code Enforcement Officer
Date: 11/13/2015
Cc: Mayor Welch, Common Council Members
Subject: Discussion of Progress and Possible Action on Building Code/Ordinance Violations.

Discussion

The following properties have been issued citations and Reinspection Fees for failure to complete maintenance required by letters issued in April and May for repairs to be made by November 1. Officer Larson has issued fines for code violations and issued assessments for Reinspection Fees. All were given ample time to make the repairs and the opportunity to submit plans for completion. We would like to discuss continuance of the fines and assessments during the winter months. We would also like to discuss the feasibility of taking court action to abate these properties.

232 E Madison Ave
102 E Madison Ave
342 Rogers St

There are several other properties that will most likely need to be added to this list within the next couple of months.

A previous clean up, one that did not involve any structural or contractor charges, cost the city approximately \$3,400 in court fees (not including staff time for abatement).

Staff Recommendation

Due to cost of abatement through court action, we recommend to continue with assessments and fines per your recommendations and discussion. If they do not comply by May 1, 2016, we will discuss possible court action at that time.

Attachments

None

November 16, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: V-23-984 342 Rogers St

On May 29, 2015 I sent you a letter to complete some public nuisance items at the above property. Your deadline for those repairs was November 1, 2015. Upon inspection, the garage roof is not repaired or replaced, the house soffits are not repaired, and the house exterior is not weatherproofed.

Failure to complete these items has resulted in a Reinspection Fee assessment of \$50. Failure to complete these items by December 16, 2015 will result in an additional Reinspection Fee of \$100 per city ordinance section 1-15 (attached).

If you have any questions you can contact Blaine Larson, Milton PD.



Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Mayor, Anissa Welch
Administrator, Al Hulick
Attorney, Mark Schroeder

City of Milton
Public Safety Committee Minutes

11/17/2015 - Minutes

1. Call to Order

Chair Ald. Maxine Striegl called the November 17, 2015 meeting of the Public Safety Committee to order at 5:45 p.m.

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

Also Present: City Administrator Al Hulick, Director of DPW Howard Robinson, Ald. Nancy Lader, Ald. Dave Adams, Lieutenant Michael Chesmore, and City Clerk Elena Hilby.

2. Approval of Agenda

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

3. Approval of Minutes - Public Safety Committee Minutes - September 15, 2015.

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

4. Monthly Police Department Statistical Report

Lieutenant Chesmore reviewed the report. He also reported:

- Two suspects have been charged from the incident on Sunday and there is no danger to the community.
- Office Anacker will be leaving our department.
- Department is doing what it should be doing regarding building code enforcement.

5. Building Code Violations Update.

DPW Director Robinson reported:

- DPW is trying to get houses up to code.
- We have 3 homes that have been given a lot of time to fix issues without compliance.
- Neighbors have requested that we move on to the next steps in addressing these issues.
- Office Larson stated that this owner has a few other properties in town that are not in the best condition either.

Resident Bill Scherwitz of 336 Rogers Street spoke to the negative conditions of the property and their affects on his property. He stated that conditions have consistantly gotten worse over the past 20 years.

Ald. Rusch moved to recommend to the Common Council to allow DPW to give the 3 property owners 60 days to complete the required work and, after that, that the City will take legal action. In addition, citations, re-inspection fees, etc will contine to accrue. Ald. Zajac seconded and the motion carried.

6. Chief of Police Informational Report to Committee

No action was taken on this item.

7. General Items

8. Next Meeting Date - Tuesday, December 15, 2015 at 5:45 p.m.

9. Motion to Adjourn

Ald. Rusch moved to adjourn the Public Safety Committee meeting at 6:15 p.m. Ald. Zajac seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



AGENDA
City of Milton
Common Council Meeting
Tuesday, December 1, 2015
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. **Approval of the Consent Agenda**
 - 4.a. **Common Council Minutes – November 17, 2015.**
Documents: 11-17-2015 - Common Council Minutes.pdf
 - 4.b. **Personnel & Finance Committee Minutes – November 17, 2015.**
Documents: 11-17-2015 Personnel and Finance Committee Minutes.pdf
 - 4.b.1. **Personnel & Finance Committee Item: Approve Operator Licenses as presented.**
Documents: Memo - New Operator Licenses.pdf
 - 4.c. **Plan Commission Minutes – November 10, 2015.**
Documents: 11-10-2015 - Plan Commission Minutes.pdf
 - 4.c.1. **Plan Commission Item: Approve the Request from Jon Sockness to Rezone Property Located on Blanche Street from R4 to P.U.D.**
Documents: Memo - Jon Sockness Rezoning.pdf, Sockness - Blanche Drive Agreement.pdf
 - 4.d. **Public Works Committee Minutes – November 17, 2015.**
Documents: 11-17-2015 Public Works Committee Minutes.pdf
 - 4.d.1. **Public Safety Committee Item: Allow the Department of Public Works to give the 3 property owners 60 days to complete the required work and, after that, the City will take legal action. In addition, citations, re-inspection fees, etc. will continue to accrue.**
Documents: Memo - Code Enforcement.pdf, Memo - Building Code Ordinance Violations.pdf

5. Discussion and Possible Action on the "Class B" Winery License Application from Timber Hill Winery, LLC, DBA Timber Hill Winery located at 1223 Storrs Lake Road, Unit 1.

Documents: Timber Hill Winery License Application.pdf

6. Discussion and Possible Action Regarding Accepting the 2016 Water Main Improvements Bid.

Documents: Memo - 2016 Water Main Improvements.pdf, 2016 Bid Award Letter.pdf, Map for 2016 Water Main Improvements.pdf

7. Discussion and Possible Action Regarding Accepting the South High Pressure Zone Water Main Bid.

Documents: Memo - South High Pressure Zone Water Main Bid.pdf, S High Pressure Zone Award Letter.pdf, Map for S High Pressure Zone Water Main Bid.pdf

8. Discussion and Possible Action on Ordinance #415 – An Ordinance Creating Section 50-81 of the Code of Ordinances of the City of Milton Regulating The Use of Telephones For Emergency Calls.

Documents: Memo - Ordinance 415.pdf, Ordinance 415 - Regulation the Use of Telephones For Emergency Calls.pdf

9. Discussion and Possible Action Regarding Ordinance # 416 An Ordinance Rezoning Property in the City Of Milton.

Documents: Memo - Jon Sockness Rezoning.pdf, Ordinance 416 - P.U.D. Blanche Drive.pdf, Rezoning Application - Blanche Dr.pdf, Sockness - Blanche Drive Agreement.pdf, Blanche Drive Site Plan.pdf, Blanche Drive Plat Map.pdf, PH Rezone Letter - Blanche Dr.pdf, Sockness - Blanche Drive 2.pdf, Sockness - Blanche Drive Picture.pdf

10. Discussion and Possible Action Regarding City of Milton's Property Insurance.

Documents: Memo - Citys Property insurance.pdf, Resolution 2015-27 Resolution to adopt 2016 budget.pdf

11. Discussion and Possible Action Regarding Resolution 2015-27 - Adopting the 2016 Budget.

Documents: Memo - Resolution 2015-27 - Resolution adopting 2016 budget.pdf, Resolution 2015-27 Resolution to adopt 2016 budget.pdf

12. General Items

13. Next Meeting Date – December 15, 2015 at 7:00 p.m.

14. Mayor and Alderperson Reports

15. Staff Reports

16. City Administrator

17. Chief of the Joint Fire Department

18. Chief of the Police Department

19. City Clerk/Deputy Treasurer

20. Director of Public Works

2015 CODE ENFORCEMENT WORKSHEETS

INCIDENT NUMBER: ML1504507

DATE/TIME: 12-17-15

ADDRESS OF VIOLATION: 342 ROGERS STREET

PROPERTY OWNER:

COMPLAINT:

COMPLAINANT:

ACTION TAKEN: A SECOND ROUND OF CITATIONS WERE ISSUED TODAY TO THE PROPERTY OWNER PER THE CITY COUNCILS ORDER. A SECOND REINSPECTION FEE WAS FILED TODAY ALSO. THE COURT DATE IS 01-04-16 5.30PM IN MILTON MUNICIPAL COURT.

DISPOSITION: OPEN

December 18, 2015

Blaine Adams
411 W Madison Ave
Milton WI 53563

Re: V-23-984 342 Rogers St

On May 29, 2015 I sent you a letter to complete some public nuisance items at the above property. Your deadline for those repairs was November 1, 2015. Upon inspection December 17, 2015, the garage roof is not repaired or replaced, the house soffits are not repaired, and the house exterior is not weatherproofed.

Failure to complete these items has resulted in a Reinspection Fee assessment of \$100. Failure to complete these items by December 30, 2015 will result in an additional Reinspection Fee of \$200 per city ordinance section 1-15 (attached).

If you have any questions you can contact Blaine Larson, Milton PD.



Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Mayor, Anissa Welch
Administrator, Al Hulick
Attorney, Mark Schroeder

Sec. 1-15. Reinspection fee charges.

(a) Purposes. The purposes of this section are as follows:

- (1) To assist the city in paying the cost of enforcing its housing, zoning, property-related and other codes;
- (2) To promote the appropriate regulation and control of buildings and real estate in the city;
- (3) To protect and provide for the public health, safety, and general welfare of the city;
- (4) To help protect the character and the social and economic stability of the city;
- (5) To help protect the value of land and building in the city;
- (6) To help remedy problems associated with real estate related code violations in the city.

(b) Findings. In enacting the ordinance codified in this section, the common council finds that the cost of enforcement of the city codes related to zoning, housing and building regulation and other ordinances is greater than the estimated revenues from reinspection fees expected to be received under this section.

(c) Definitions. In this section the following words and phrases have the designated meanings.

(1) Inspection means the initial inspection of a condition.

(2) Reinspection means any inspection of a condition after the initial inspection of that condition.

(3) Property means a parcel of real property located within the city including real property owned by the city, such as the area between the curb or paved portion of a street and the lot line, adjoining a parcel of real property.

(d) Reinspection fees. **To compensate for inspection and administrative costs, a fee of \$50.00 may be charged for any reinspection by a city staff member, employee, or officer to determine compliance with an order or other written notice issued under the authority of the provisions of this Code directing that action be taken relative to a condition of or on property. Except that no fee shall be charged for the reinspection when compliance is recorded. A fee of \$100.00 may be charged for a second reinspection, a fee of \$200.00 for a third reinspection and a fee of \$400.00 for each subsequent reinspection for the same condition.** Fees shall be subject to adjustment by resolution of the common council. A reinspection fee may also be charged when a city staff member, employee, or officer finds a condition which is similar to a condition which was subject to an order or other written notice directing that action be taken within one year prior to the inspection. Reinspection fees shall be charged against the real estate upon which the reinspections were made or which is adjoining the public property upon which the reinspections were made, shall be a lien upon the real estate and shall be assessed and collected as a special charge. If there has been a change of ownership or occupancy of the subject property after the city issues an order or other written notice directing that action be taken, the city may waive the reinspection fee if, in the city's judgment, the new owner or occupant was not aware of the prior order or other written notice that action be taken relative to a condition of or on the property.

(e) [Compensation fees.] To compensate for inspection and administrative costs, a \$50.00 fee may be charged for any inspection or reinspection when a contractor or property owner requests an inspection for permit-related work and the work is not ready at the time of the requested inspection. Failure to pay reinspection fees after one notice may result in withholding future permits.



CITY OF **M** MILTON

a community since 1838

MUNICIPAL COURT

February 18, 2016

Mr. Blaine Adams
411 W Madison Avenue
Milton, WI 53563

Re: Request from Judge Koeffler

Mr. Adams;

This letter is to inform you that the plan you submitted to Officer Larson lacked the detail that the Judge had requested of you. Please be informed that you will need to submit a detailed plan to Officer Larson by February 22, 2016. This detailed plan must include a start date and a finished date for each project that needs to be repaired. Also specify the items that will be repaired such as soffit, roof, etc. Please note that all these projects need to be completed by June 1, 2016. The letter must specify if you are completing the work or what contractor will be doing this.

If you have any questions or concerns regarding this letter please feel free to contact Officer Larson at 608-868-6910 extension 529. Thank you.

Sincerely,

Officer Larson

690 S. Janesville Street, Milton, WI 53563

Tel: (608) 868-6910 x223 Fax: (608) 868-6913 miltonmunicourt@milton-wi.gov
www.milton.wi.gov

2-22-16

ATT: Officer Larson

RS: 342 Rogers St.

4-1-4-15 - SOFFIT REPAIR
4-15-5-15 - SIDING AND PAINT REPAIR
5-15-5-22 - WINDOW REPAIR -

WEATHER PERMITTING ALL REPAIRS
WILL BE COMPLETED BY JUNE 1, 16

Sam V. Adams


CITY OF **MI** MILTON
a community since 1838

MILTON POLICE DEPARTMENT

February 23, 2016

Blaine Adams
411 W. Madison Ave.
Milton WI 53563

Re: Roofing at 342 Rogers St Parcel # V-23-984

I received a second copy of your repair plan for 342 Rogers Street. Those dates and repairs are fine. You did not mention anything about the roof repairs to the garage or house. They have to be repaired with code compliant materials. I'm asking that you submit a written plan for those issues to me at the Milton Police Department by March 3, 2016.

Sincerely,

Blaine A. Larson

Officer Blaine Larson
Milton Police Department
Code Enforcement Officer

BL/bm

Cc: Milton Public Works Department
Municipal Judge

3-3-16

ATT: officer Larson-

I was not aware of any roof problems
on the House. Any item in
need of repair on roof will be
completed per schedule

4-1-16 — ~~4-1-16~~ 5-1-16

David Adam













249
KV

High Voltage
Warning
KEEP OFF
TOP OF POLE

3
4
2







Office of the City Administrator

To: Mayor Welch, City Council Members
From: Howard Robinson, Director of the Department of Public Works
Date: June 7, 2016
Subject: Discussion and Possible Action on the Acceptance of the Booster Station Equipment Bid.

Summary

The Booster Station equipment bids were opened on June 2, 2016. We received 2 bids for this equipment. The equipment is a specific type and has a longer order time so we are direct purchasing this equipment. A construction bid will be accepted later for this project. The equipment is over \$10,000 so Council approval is required for this purchase. Baxter and Woodman will send an additional memo to verify the specifications of the equipment have been met. If we don't have it by the time the agenda packet is created, it will be emailed as soon as it is available.

Recommendation

I am requesting acceptance of the equipment bid from Engineered Fluid, Inc. for \$246,327 for the initial bid and \$11,015 for the alternate 4th pump which allows future development. Total construction cost for the booster station is \$386,000. USEMCO Inc. of Tomah, WI came in at \$346,400 for the initial bid and \$13,970 for the alternate 4th pump.

June 3, 2016

Mr. Howard Robinson
Director of Public Works/City of Milton
710 South Janesville Street
Milton, WI 53563

Subject: Booster Station and Above Grade PRV Vault – Procurement Bid Results

Dear Mr. Robinson:

The City of Milton went out for bids to procure pre-manufactured booster pumping station equipment, in advance of obtaining bids for a general contractor to install and connect the equipment to obtain a functioning high pressure zone on the City's south-side. The Procurement equipment included obtaining and having delivered to City, a complete prefabricated above-grade booster pumping station and a prefabricated above-grade PRV vault in a modular building, complete with base frame, floor, walls, roof, and the following features:

- A. All internal piping, valves, fittings, supports, meters, control valves, pumps, motors, controls and other necessary appurtenances as shown on the plans and specified herein.
- B. All wall mounted and ceiling mounted HVAC, electrical and plumbing amenities.
- C. Provisions to allow for electrical, plumbing, water main and SCADA control connections.

The base bid project included three booster pumps with provisions to install a fourth in the future. An Alternative Additive Bid was also envisioned to install four functioning pumps at time of delivery.

Two bids for the Booster Station and Above Grade PRV Vault – Procurement project were received on June 2, 2016. A summary of the lump sum bids received from the two manufacturers of this equipment is noted below, which includes the alternative to ADD a fourth booster pump to the base bid equipment.

<u>Bidder</u>	<u>Lump Sum Bid</u>	<u>ADD for 4th Booster</u>
Engineered Fluid Inc. Centralia, IL	\$246,327.00	\$11,015.00
USEMCO, Inc. Tomah, WI	\$346,460.00	\$13,970.00

We only expected bids from the two manufacturers noted above. As noted the apparent low bidder for the Booster Station and Above Grade PRV Vault – Procurement Project is Engineered Fluid, Inc. of Centralia, IL with a lump sum base bid \$246,327.00. The second low bidder was USEMCO, Inc, of Tomah, WI with a bid of \$346,460.00.

Bid Alternative

As noted above, one bid alternate was taken to allow for a fourth booster pump to be added to the station at time of delivery, versus waiting for the future, to accommodate potential future expansion of the high pressure zone to the south. Costs to add the fourth booster pump is relatively small at this time and would allow for additional fire protection by adding a fourth pump for 2,000 gpm of total boosted pump capacity now, versus 1,500 gpm with the three base bid booster pumps. The unknown is how quickly the high pressure zone will develop and if the pump would really be needed within the next 10 to 20 years. If development is expected, we would recommend accepting the alternative to add the fourth booster pump.

Selection of this alternative has no bearing on the determination of low bidder, hence we would recommend adding the fourth booster pump, if there is sufficient budget available.

Estimated Remaining Construction Costs to Install Booster Station Equipment

Booster Station at Elevated Tank		PRV Vault at Well No. 4	
Items	Amount	Items	Amount
Install	\$ 50,000	Install	\$ 25,000
Electrical/SCADA	\$ 50,000	Electrical/SCADA	\$ 20,000
Site Work (w/ paving)	\$ 25,000	Site Work	\$ 5,000
Generator (Complete)	\$ 40,000	Generator	n/a
Watermain/Sanitary	\$ 5,000	Watermain	\$ 2,500
Subtotal	\$ 170,000	Subtotal	\$ 52,500
Bonds/GC/Insurance	\$ 12,000	Bonds/GC/Insurance	\$ 4,000
Total Construction	\$ 182,000	Total Construction	\$ 56,500
Contingency (10%)	\$ 18,000	Contingency (10%)	\$ 8,000
SUBTOTAL PROJECT	\$ 200,000	SUBTOTAL PROJECT	\$ 64,500

TOTAL REMAINING \$ 264,500

Bid Award Considerations

Baxter & Woodman, Inc. has had prior work experiences with the two bidders in the past. We also contacted Engineered Fluid Inc. and they are ready to begin work on the project.

Based on the above the low responsive and responsible bidder is Engineered Fluid Inc., with a lump sum bid of \$246,327.00. If desired the City could decide to accept the Alternative of \$11,015.00 and add it to the contract, which would make the revised award total \$257,342.00.

Baxter and Woodman will be providing construction services on this project, including contract administration and part-time on-site observation of construction.

If you have any questions regarding this letter or the procurement bids received, please feel free to contact me.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Gerald D. Groth, P.E.



Office of the City Administrator

To: Mayor Welch, City Council Members
From: Al Hulick, City Administrator
Date: June 7, 2016
Subject: Discussion and Possible Action on a Plat of Survey, Declaration of Surplus Land, and Authorization of Sale of Land located at the intersection of Sunnyside Drive and Gateway Drive.

Summary

As part of the Highway 26 and Highway 59 realignment projects in 2013, Sunnyside Drive was also partially realigned. As a result of this realignment, a portion of the former right-of-way was vacated and left as a remnant parcel (0.33 acres) at the northeast corner of Sunnyside Drive and Gateway Drive. Right now the property holds no public utility and is undeveloped.

Since that time, the owners of the adjoining property (Hammil Feed Center - 1115 E. High Street) have contacted the City to see if they could acquire this small parcel of land in order to “square off” their site for potential future development.

Because the City has no interest in this property, a Plat-of-Survey (attached) was prepared to allow for a transfer of land amongst adjoining owners. The adjoining owner (Chuck Hammil) has agreed to pay for the cost of the survey work and recording fees as consideration for the transfer of land (\$735.00).

Recommendation

Therefore, the City Administration recommends the City Council approve the Plat of Survey, declare the subject site as surplus property, and approve the sale of land to the adjoining owner.

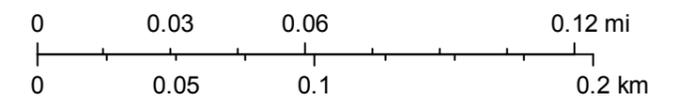
Plat of Survey - Sunnyside



June 1, 2016

Parcels

1:2,540



PLAT OF SURVEY

PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

Described As Follows: Commencing at an aluminum monument at the North 1/4 Corner of said Section; thence S.61°21'24"W. 1314.56 feet to an iron pin at the most Southerly Southwest Corner of a Certified Survey Map recorded in Volume 30, Pages 236 thru 239, as Document No. 1767299, also being at the place of beginning for the land to be herein described; thence N.87°58'42" W. along the North Line of Gateway Drive, 164.51 feet to an iron pin on the East Line of Sunnyside Drive; thence N.0°37'56"W. 180.35 feet to an iron pin on the West Line of said Certified Survey Map; thence S.41°47'42"E. along said West Line (also being the centerline of vacated Chicago Street) 249.67 feet to the place of beginning.

STATE OF WISCONSIN
COUNTY OF ROCK SS.

I HEREBY CERTIFY THAT I HAVE SUPERVISED THE SURVEY OF THE PROPERTY DESCRIBED ABOVE FOR THE EXCLUSIVE USE OF THE CITY OF MILTON AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY AND ITS LOCATION.

GIVEN UNDER MY HAND AND SEAL THIS 2ND DAY OF MAY, 2016, AT JANESVILLE, WISCONSIN.

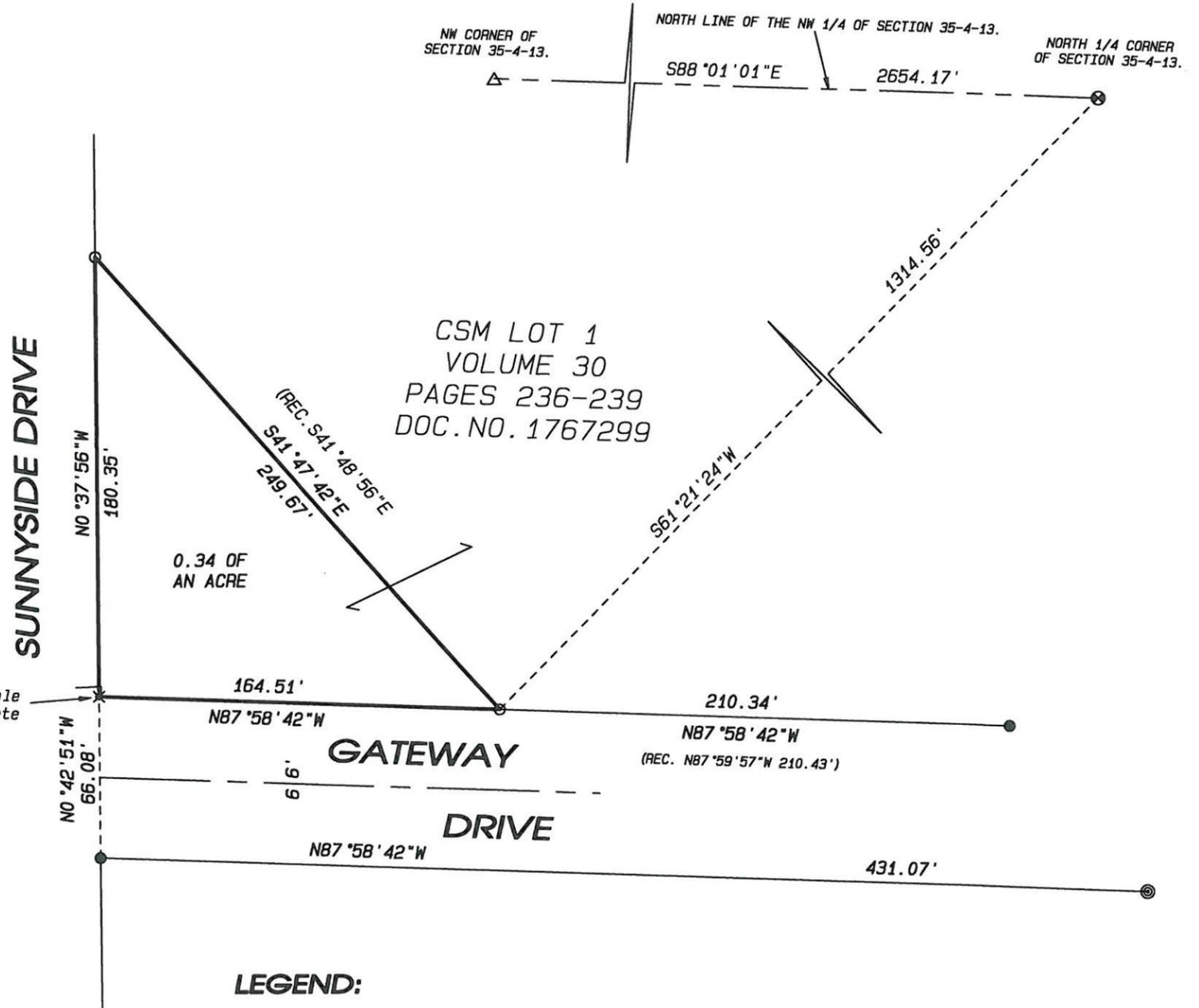
RONALD J. COMBS, PLS NO.1330

If the surveyor's signature is not red in color, the map is a copy and may contain unauthorized alterations. The certification contained hereon shall not apply to any copies.

NOTES:

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

ASSUMED S88°01'01"E ALONG THE NORTH LINE OF THE NW 1/4 OF SECTION 35-4-13.



LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- FOUND IRON PIN
- ⊙ FOUND IRON PIPE
- ⊗ FOUND ALUMINUM MONUMENT
- △ FOUND DURA-NAIL



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: June 7, 2016
Subject: Discussion and Possible Action on Resolution 2016-14 Entering into a Mutual Cooperation Agreement for the Federal HOME Program Consortium

Summary

For the past several years, the City of Milton has been part of a larger Rock County Consortium for the administration of Federal HOME Program Funds. This year, the rules from the National Affordable Housing Act have changed, and require each participating municipality to adopt its own resolution to continue participation in this program. Therefore, Resolution 2016-14 allows the City of Milton to continue to participate in this consortium.

Background

Because the City of Milton does not itself qualify for entitlement funding but seeks to qualify for direct entitlement funding from the U.S. Department of Housing and Urban Development, in order to qualify for the program, the City of Milton must agree to be a part of the HOME Program Partnership Consortium. The City of Beloit, the City of Edgerton, the City of Evansville, the City of Janesville, the City of Milton, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the County of Rock, are all a part of the Federal HOME Program Consortium. The City of Janesville will act as the Representative Member or Lead Agency for the HOME Consortium entity and will assume overall responsibility for ensuring the Consortium's HOME Program is carried out in compliance with the requirements of the HOME Program. The Cities of Beloit and Janesville and the County of Rock will serve as Administrative Members that administer the HOME Program within their jurisdictional boundaries. Lastly, Rock County will administer the HOME Program for the City of Edgerton, the City of Evansville, the City of Milton, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the remaining Political Subdivisions throughout the County of Rock.

The City of Milton is not required to provide any financial assistance to be a part of this program. However, the City of Milton and its residents would be able to take advantage of the programs that exist as part of the HOME Program. These programs include, but are not limited to: down payment and closing costs assistance, rental rehabilitation loans, and certain owner occupant rehabilitation loans.

Recommendation

The City Administration recommends the City Council adopt File Resolution 2016-14 which authorizes the City Administrator to enter into the Mutual Cooperation Agreement for the Federal HOME Program Consortium.

RESOLUTION NO. 2016-14

A resolution authorizing the City Administrator to enter into a Mutual Cooperation Agreement with the City of Janesville, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the County of Rock, Including Political Subdivisions therein, to form a Federal HOME Program Consortium.

WHEREAS, the federal government has appropriated funds on a national level under the HOME Investment Partnership Act, which is Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 (hereinafter "NAHA"), as amended (42 U.S. C. 12701); and

WHEREAS, NAHA allows units of general local government to enter into a mutual cooperation agreement to form a consortium to obtain Federal funds as a participating jurisdiction under the HOME Program (hereinafter "HOME Consortium"); and

WHEREAS, Municipalities in Wisconsin pursuant to § 66.0301, Wis. Stats. and counties in Wisconsin pursuant to § 59.01, Wis. Stats. have the necessary authority to enter into intergovernmental agreements of the type herein contemplated; and

WHEREAS, the City of Milton does not itself qualify for entitlement funding but seeks to qualify for direct entitlement funding from the U.S. Department of Housing and Urban Development for forming a HOME Program Partnership Consortium; and

WHEREAS, the City of Beloit, the City of Edgerton, the City of Evansville, the City of Janesville, the City of Milton, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the County of Rock, Including Political Subdivisions therein, seek to form a Federal HOME Program Consortium; and

WHEREAS, the City of Janesville will act as the Representative Member or Lead Agency for the HOME Consortium entity and will assume overall responsibility for ensuring the Consortium's HOME Program is carried out in compliance with the requirements of the HOME Program; and

WHEREAS, the Cities of Beloit and Janesville and the County of Rock will serve as Administrative Members that administer the HOME Program within their jurisdictional boundaries; and

WHEREAS, the County of Rock will administer the HOME Program for the City of Edgerton, the City of Evansville, the City of Milton, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the remaining Political Subdivisions throughout the County of Rock; and

WHEREAS, the Consortium members recognize and authorize the automatic renewal of the HOME Consortium Agreement for successive three-year qualification periods; and

WHEREAS, the formation of this HOME Consortium will provide local decision-making and annual funding to support affordable housing opportunities under the provisions of the HOME Investment Partnership Act rather than having to submit competitive grant applications to the State;

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL of the City of Milton that it hereby authorizes and directs the City Administrator and the City Clerk to enter into and execute a Mutual Cooperation Agreement with the City of Beloit, the City of Edgerton, the City of Evansville, the City of

Janesville, the Village of Clinton, the Village of Footville, the Village of Orfordville, and the County of Rock, Including Political Subdivisions therein, to form a HOME Consortium and provide annual funding for such programs as housing rehabilitation, affordable housing construction, down payment and closing cost assistance, and other authorized housing activities under the HOME Investment Partnership Act; and to negotiate and execute such documents, papers and forms as may from time to time be necessary and/or desirable to effectuate such transaction and the intent of this resolution as the City Manager may decide; and

BE IT FURTHER RESOLVED, by the Common Council of the City of Milton that the City of Milton shall administer the HOME Investment Partnership Act on behalf of the Consortium members under the direction of the Community Development Authority; and

Adopted by the Common Council of the City of Milton this 7th day of June, 2016.

By:

Al Hulick, City Administrator

Attest:

Elena Hilby, City Clerk / Deputy Treasurer

MUTUAL COOPERATION AGREEMENT
UNDER
THE NATIONAL AFFORDABLE HOUSING ACT

HOME Consortium - Federal Fiscal Years 2017-2019

This Agreement is entered into among the City of Janesville, a Wisconsin Municipal Corporation; the City of Beloit, a Wisconsin Municipal Corporation; the City of Edgerton, a Wisconsin Municipal Corporation; the City of Evansville, a Wisconsin Municipal Corporation; the City of Milton, a Wisconsin Municipal Corporation, the Village of Clinton, a Wisconsin Municipal Corporation; the Village of Footville, a Wisconsin Municipal Corporation; the Village of Orfordville, a Wisconsin Municipal Corporation (hereinafter “Municipality” or “Municipalities”); and the County of Rock County, a political subdivision of the State of Wisconsin (hereinafter “County” and collectively “Parties”).

WHEREAS, the Cranston-Gonzalez National Affordable Housing Act of 1990 (hereinafter “NAHA”), as amended, provides Federal assistance for the HOME Investment Partnership Program (hereinafter “HOME Program”); and

WHEREAS, NAHA allows units of general local government to enter into a mutual cooperation agreement to form a consortium to obtain Federal funds as a participating jurisdiction under the HOME Program (hereinafter “HOME Consortium”); and

WHEREAS, Municipalities in Wisconsin pursuant to § 66.0301, Wis. Stats. and counties in Wisconsin pursuant to § 59.01, Wis. Stats. have the necessary authority to enter into intergovernmental agreements of the type herein contemplated; and

WHEREAS, the Parties have mutually developed a Consolidated Plan and Analysis of Impediments to Fair Housing Choice; and

WHEREAS, the Parties have determined that obtaining funds under the HOME Program will increase their ability to provide affordable housing; and

WHEREAS, the Municipalities and the County have determined that joint action is an effective way to accomplish the purposes of NAHA; and

NOW THEREFORE, upon the consideration of the mutual promises contained herein, it is agreed between the Municipalities and the County as follows:

- C. Thirty percent (30%) of the funds shall be reserved for specific activities or projects administered by the City of Janesville.
- D. Sixteen percent (16%) of the funds shall be reserved for specific activities or projects administered by the County of Rock. This 16% allocation includes the funding for projects located in the other participating municipalities within Rock County, excluding the Cities of Beloit and Janesville.
- E. Ten percent (10%) of the funds shall be reserved for administrative activities undertaken by the Administrative members. HOME regulations require that no more than 10% of HOME funds received on an annual basis may be set-aside and utilized for HOME Program administration. Forty-six percent (46%) of the administrative funds shall be allocated to the City of Janesville, sixteen percent (16%) of the administrative funds shall be allocated to Rock County, and twenty-eight (28%) of the administrative funds shall be allocated to the City of Beloit. Each administrative agency may choose to use their administrative allocation for program administration or may use it for other HOME eligible activities.
- F. HOME regulations require that match funds or credit shall be provided at \$0.25 for every HOME dollar expended. Each administrative member shall be responsible for providing required match funds or credit based upon the amount of its allocation and its use of funds. If an administrative member cannot provide a match, another member may provide the required match, to ensure that the Consortium as a whole is able to provide the required match funds.
- G. HOME regulations require that funds be allocated to a specific local project (address level) within two years of the availability of HOME funds in the Consortium's HOME Trust Fund Account. This Agreement does not constitute a commitment of HOME funds for the purpose of meeting HOME commitment requirements. An administrative representative from each administrative member shall meet at least annually to review HOME allocations and progress towards HOME commitment and expenditure deadlines. HOME funds not committed within one year of availability may be subject to reallocation by a decision of a majority of the administrative members to ensure that that HOME deadlines are met and funding will continue to be available for affordable housing within the Consortium.

13. Other: _____

- D. Each member agrees to undertake all actions necessary to assure compliance with the Representative Member's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. In addition, each member shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and other applicable laws.
- E. Each administrative member shall establish and maintain appropriate record keeping and reporting of any retained program income and make such available in order to meet the monitoring and reporting responsibilities to the U.S. Department of Housing and Urban Development.
- F. Noncompliance by any member with any of the provisions listed above will constitute noncompliance of this Agreement, which may provide cause for funding sanctions or other remedial actions by HUD.
- G. Each member, as a cooperating unit of general local government, attests that it has adopted and is enforcing: A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations

SECTION 5- PROGRAM ADMINISTRATION

- A. The City of Janesville shall be the Representative Member and shall carry out all necessary overall responsibilities for the HOME Consortium, with the cooperation of all members and administrative members, consistent with the HOME Program regulations. The City of Janesville will be responsible for administering the HOME Program within the municipal boundaries of the City of Janesville.
- B. The City of Beloit will be responsible for administering the HOME Program within the municipal boundaries of the City of Beloit.
- C. The County of Rock will be responsible for administering the HOME Program on behalf of all members excluding the Cities of Janesville and Beloit. The County of Rock will administer the HOME Program within the municipal boundaries of all members

the members. Failure to comply will void the automatic renewal provisions of this Agreement.

- C. The Lead Entity shall be authorized to amend the agreement for other reasons approved by HUD on behalf of the entire consortium, unless otherwise specified in its agreement.

SECTION 8 – ENTIRE AGREEMENT

This Agreement embodies the entire agreement and understating of the parties hereto with respect to the subject matter herein and supersedes all prior agreements and understandings of the parties hereto relating to the subject matter herein.

SECTION 9 – CONFLICTING AGREEMENT

In case of any conflict between this Agreement and any other document, this Agreement shall control.

SECTION 10 – ARBITRATION

In the event that the parties are unable to agree with respect to any action to be taken pursuant to the Agreement, or any matter or issue arising under this Agreement, then any of the parties may elect to submit the issue to arbitration in accordance with Chapter 788, Wisconsin Statutes. Each party will be responsible for their own costs for legal representation. Any costs for the arbitrator involved in said arbitration will be borne equally by the parties involved.

SECTION 11 - DURATION OF THIS AGREEMENT

- A. The term of this Agreement commences the date of execution and is in force for the time necessary to complete eligible HOME Program activities funded from Federal fiscal years 2017, 2018 and 2019 and for such additional time as may be required for the expenditure of program income received. It shall terminate when all HOME Program funds are expended or are permanently withdrawn by the U.S. Department of Housing and Urban Development. Members shall not have the opportunity to terminate or withdraw from this Agreement during the period that this Agreement is in effect.

By: _____
Mark Freitag, City Manager

Date: _____

By: _____
David Godek, City Clerk-Treasurer

Date: _____

Approved as to form:

By: _____
Wald Klimczyk, City Attorney

Date: _____

DRAFT

COUNTY OF ROCK

By: _____
J. Russell Podzilni, County Board Chair

Date: _____

By: _____
Lisa Tollefson, County Clerk

Date: _____

Approved as to form:

By: _____
Jeffrey Kuglitsch, Corporation Counsel

Date: _____

DRAFT

CITY OF EVANSVILLE

By: _____
Bill Hurtley, Mayor

Date: _____

By: _____
Judy Walton, City Clerk-Treasurer

Date: _____

Approved as to form:

By: _____
Mark Kopp, City Attorney

Date: _____

DRAFT

VILLAGE OF CLINTON

By: _____
Connie Tracy, Board President

Date: _____

By: _____
Pam Franseen, Clerk-Treasurer

Date: _____

Approved as to form:

By: _____
James Fowler, III, Village Attorney

Date: _____

DRAFT

VILLAGE OF ORFORDVILLE

By: _____
David Olsen, Board President

Date: _____

By: _____
Sherri Waege, Clerk

Date: _____

Approved as to form:

By: _____
Ken Forbeck, Village Attorney

Date: _____

DRAFT

RESOLUTION NO. 2016-16

A Resolution Expressing Opposition to the Proposed Great Lakes Basin Transportation, Inc. Rail Project Located Near the City of Milton.

WHEREAS, Great Lakes Basin Transportation, Inc. has proposed to construct a new rail project in the eastern section of Rock County, commencing east of the City of Milton heading south and east until it reaches the most south eastern corner of Rock County dissecting some of Rock County's most pristine farmland; and

WHEREAS, the Great Lakes Basin Transportation, Inc. has stated that their intent is to purchase a two hundred (200) foot wide corridor over the project route, approximately twenty four (24) miles in Rock County, which is estimated to remove over five hundred and seventy (570) acres of prime farmland from production in Rock County; and

WHEREAS, the County of Rock PACE Program has allocated financial resources for the implementation and continuation of farmland preservation activities; and

WHEREAS, the City of Milton supports the aforementioned activities associated with the preservation of the County's most pristine farmland and understands that agriculture is a vital component to our local economy; and

WHEREAS, the University of Wisconsin Extension Service estimates the loss of agricultural production at nearly six hundred eight thousand and six hundred and fifteen dollars (\$608,615) annually (2016 dollars); and,

WHEREAS, the mapped route of the rail line may also impact the established subsurface drainage network that keeps thousands of acres of farmland productive, resulting in untold number of subsurface tile drainage systems needing to be updated; and,

WHEREAS, numerous additional negative impacts should be considered, including but not limited to the fragmentation of woodlots, impacts to wetlands, impacts to wildlife habitat resources, and impacts to surface and groundwater resources of the county; and,

WHEREAS, Rock County has been a member of the Wisconsin River Trail Transit Commission (WRRTC) since 1982 with nine other counties in Southern Wisconsin and the WRRTC is the owner and is responsible for, safe and reliable local rail service of the existing infrastructure that the proposed rail line will connect with; and,

WHEREAS, Rock County, along with nine other counties have invested over five hundred thousand dollars (\$500,000.00) each for capital improvements for the safe and efficient local rail service; and,

WHEREAS, the WRRTC and Wisconsin Department of Transportation is under a lease agreement with the Wisconsin & Southern Railroad for use and maintenance of all WRRTC infrastructure; and,

WHEREAS, the WRRTC has expressed concern regarding the costs associated with the needed rail improvements with the proposed increased rail traffic which will force the commission to upgrade current rail facilities from Class I to Class II systems with an estimate cost of nine hundred thousand dollars

(\$900,000.00) per mile of rail with a total cost estimated to exceed thirty-six million dollars (\$36,000,000.00) county wide; and,

WHEREAS, the City of Milton is concerned about the lack of specificity related to the impacts in our local community to traffic, safety, and required improvements necessary to accommodate the connection approximately one-half mile east of the City of Milton; and,

WHEREAS, the lack of specificity of the Great Lakes Basin Transportation, Inc.'s plans makes it nearly impossible for the City of Milton to evaluate the project objectively in respects to any positive economic development that may occur as a result of the proposed rail line.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milton Common Council goes on record in opposition to the proposed Great Lakes Basin Transportation, Inc., rail project in its presently planned location and limited detail due to its known and unknown negative impacts on the agricultural sectors of Rock County, it's untold impacts to natural resources and its safety and financial implications to upgrade the existing rail infrastructure within and near the City of Milton.

BE IT FURTHER RESOLVED that the City Clerk forward this Resolution to Wisconsin Governor Scott Walker, Secretary of Department of Natural Resources, Cathy Stepp; Secretary of the Department of Agriculture, Trade, and Consumer Protection, Ben Brancel; Wisconsin State Senator Janis Ringhand; Wisconsin State Representative Andy Jorgenson; U.S. Senator Ron Johnson, U.S. Senator Tammy Baldwin, U.S. Representative Mark Pocan, U.S. Representative Paul Ryan, and Dave Navecky, Office of Environmental Analysis, Surface Transportation Board.

Adopted by the Common Council of the City of Milton this 7th day of June, 2016.

By:

Anissa M. Welch, Mayor of the City of Milton

Attest:

Elena Hilby, City Clerk / Deputy Treasurer