



AMENDED AGENDA

City of Milton
Common Council Meeting
Tuesday, June 21, 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. Presentation by National Alliance on Mental Illness (NAMI) of Rock County.**
- 4. Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
- 5. Approval of the Consent Agenda**
 - 5.a. Board of Review Minutes – June 14, 2016.**
Documents: [06-14-2016 - Board of Review Minutes.pdf](#)
 - 5.b. Common Council Minutes – May 17, 2016.**
Documents: [05-17-2016 Common Council Minutes.pdf](#)
 - 5.c. Common Council Minutes – June 7, 2016.**
Documents: [06-07-2016 Common Council Minutes.pdf](#)
 - 5.d. Personnel & Finance Committee Minutes – May 17, 2016.**
Documents: [05-17-2016 Personnel and Finance Committee Minutes.pdf](#)
 - 5.d.1. Personnel & Finance Committee Item: Approve Renewal Operator Licenses.**
Documents: [Memo - Renewal Operator Licenses.pdf](#)
 - 5.d.2. Personnel & Finance Committee Item: Approve Operator Licenses.**
Documents: [Memo - New Operator Licenses.pdf](#)
 - 5.d.3. Personnel & Finance Committee Item: Discussion and Possible Action on a Retiree Health Insurance Extension for Ann Keen Berg.**
Documents: [Memo - Health-Dental Extension for Ann Keen Berg.pdf](#), [COBRA Termination Notification Letter.pdf](#), [Council Minutes - May 21, 2013.pdf](#), [Employee Handbook - 7.19 Benefits Continuation \(COBRA\).pdf](#)
- 6. Discussion and Possible Action on the “Class B” Combination Beer and Liquor License Application from Jake & Lucy LLC, DBA TBD located at 106 Merchant Row.**

Documents: [Memo - Jake and Lucy LLC Liquor License Application.pdf](#), [Jake and Lucy LLC Alcohol License Application.pdf](#)

7. Discussion and Possible Action on the Class “B” Beer and “Class C” Wine License Application from Rockie’s LLC, DBA Rockie’s Pizza & Subs located at 301 Parkview Drive.

Documents: [Memo - Rockies LLC Alcohol License Application.pdf](#), [Rockies LLC Alcohol License Application.pdf](#)

8. Discussion and Possible Action Regarding 2015 Audited Financial Statements.

Documents: [Financial Statements 2015.pdf](#), [Financial Statements Summary 2015.pdf](#)

9. Discussion and Possible Action on Amendments to Chapter 26 of the General Code of Municipal Ordinances Regarding Property Maintenance and Approval of Ordinance 420 An Ordinance Amending Chapter 25 of the Code of Ordinances of the City of Milton Regarding Environment.

Documents: [Memo - Amendment to Chapter 26.pdf](#), [Ordinance 420 - An Ordinance Amending Chapter 26 of the Code of Ordinances of the City of Milton Regarding Environment.pdf](#), [Chapter 26 - Environment 6-3-16.changes accepted.pdf](#)

10. Discussion and Possible Action regarding the CMAR Report and Resolution 2016-19 – Compliance Maintenance Annual Report (CMAR).

Documents: [Memo - CMAR.pdf](#), [Resolution 2016-19 - Compliance Maintenance Annual Report \(CMAR\).pdf](#), [2015 CMAR Report.pdf](#)

11. AMENDED - Discussion and Possible Action to enter into a contract with the Oakview Condominium II Association.

Documents: [Memo - Contract with Oakview Condominium II Association.pdf](#), [REVISED Contract with Oakview Condo II Assoc..pdf](#)

12. Discussion and Possible Action on Resolution 2016-17 Designating an Official Record Custodian for the Joint Fire Department

Documents: [Resolution 2016-17 - Fire Department Records Keeper.pdf](#)

13. Discussion and Possible Action on a Contract with Blackhawk Technical College for Strategic Planning

Documents: [Memo - Blackhawk Tech Contract.pdf](#), [Strategic Planning Contract - Blackhawk Tech.pdf](#)

14. AMENDED - Discussion and Possible Action regarding Resolution 2016-20 Authorizing Execution of Closing Documents and Deed for Sunnyside Drive Parcel

Documents: [Resolution 2016-20 Execution of Closing - Browntown Mill.pdf](#)

15. Next Meeting – Tuesday, July 5, 2016 at 7:00 p.m.

16. General Items

17. Mayor and Alderperson Reports

18. Staff Reports

19. City Administrator

20. Chief of the Joint Fire Department

21. Chief of the Police Department

22. City Clerk/Deputy Treasurer

23. Director of Public Works

24. Director of the Library

25. Finance Director

26. 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
Board of Review Minutes**

6/14/2016 - Minutes

1. Call To Order

Chair Welch called the meeting of the Board of Review to order at 4:04 p.m.

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

Also Present: City Administrator Al Hulick, Finance Director Dan Nelson, and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval Of Agenda

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

3. Approval Of Board Of Review Minutes - May 17, 2016.

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

4. Discussion And Possible Action To Approve Resolution 2016-13 A Resolution Approving A Board Of Review Policy On Procedure For Sworn Telephone Or Sworn Written Testimony Requests.

Ald. Clark moved to approve Resolution 2016-13 A Resolution Approving a Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests. Ald. Adams seconded, and the motion carried.

5. Appointments

Resident Robert Fox of 1217 Surrey Drive appeared to object to the assessment of his property located at 1217 Surrey Drive, Milton, WI 53563. Clerk Hilby swore in Mr. Fox and Assessor DeGroot.

Ald. Adams moved to uphold the assessment value of Assessor DeGroot. Ald. Clark seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Zajac, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

Resident Jason Steele of 741 Capman Street appeared to object to the assessment of his property located at 741 Capman Street, Milton, WI 53563. Clerk Hilby swore in Mr. Steele and Assessor DeGroot.

Ald. Clark moved to uphold the assessment value of Assessor DeGroot. Ald. Holbrook seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: Ald. Zajac.

Resident Patrick Warner of 1214 Woodland Drive appeared to object to the assessment of his property located at 1214 Woodland Drive, Milton, WI 53563. Clerk Hilby swore in Mr. Warner and Assessor DeGroot.

Ald. Clark moved to uphold the assessment value of Assessor DeGroot. Ald. Adams seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

Resident Rachel Harenza of 11 E Ash Lane appeared to object to the assessment of her property located at 11 E Ash Lane, Milton, WI 53563. Clerk Hilby swore in Ms. Harenza and Assessor DeGroot.

Ald. Clark moved to change the assessment value of Assessor DeGroot from \$127,500 to \$105,000. Ald. Adams seconded and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

6. Assessor To Present The Assessment Roll.

7. Adjourn Board Of Review For 2016.

Ald. Holbrook moved to adjourn the Board of Review meeting at 6:49 p.m. Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

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 not eliminate the Public Safety Committee, hold quarterly meetings and extra meetings if necessary, and to direct staff to amend city ordinances to reflect these changes. Ald. Adams seconded, and the motion carried.

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
Common Council Minutes**

6/7/2016 - 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, and Ald. Maxine Striegl.

Excused: 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. Clark moved to approve the agenda will item 4a pulled off of the consent agenda. Ald. Lader 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 2 speakers.

Yuri Rashkin of 1804 Oakwood Ave, Beloit introduced himself as a candidate for Rock County Treasurer.

Andy Jorgensen of 10 Division St, Milton introduced himself as a candidate for Rock County Register of Deeds.

4. Approval of the Consent Agenda

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

4.a. Common Council Minutes – May 17, 2016.

Ald. Striegl moved to table the minutes tabled until the next meeting to allow a couple changes be made to the minutes. Ald. Adams seconded, and the motion carried.

4.b. Plan Commission Minutes – May 17, 2016.

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.

Herb Stinski of 321 Rogers St spoke in support of this item.

William Scherwitz of 336 Rogers St spoke in support of this item.

Ald. Adams moved to authorize the City to pursue compliance through the Rock County Circuit Court for the property located at 342 Rogers Street. Ald. Lader seconded and the motion carried.

6. Discussion and Possible Action on the Acceptance of the Booster Station Equipment Bid.

Ald. Clark moved to accept the equipment bid from Engineered Fluid, Inc. for \$246,327 for the initial bid and \$11,015 for the alternate 4th pump which allows for future development. Ald. Lader seconded, and the motion carried.

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.

Ald. Clark moved to approve the Plat of Survey, declare the subject site as surplus property, and approve the sale of land to the adjoining owner. Ald. Holbrook seconded and the motion carried with Ald. Lader in opposition.

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

Ald. Clark moved to adopt Resolution 2016-14 which authorizes the City Administrator to enter into the Mutual Cooperation Agreement for the Federal HOME Program Consortium. Ald. Adams seconded, and the motion carried.

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

Ald. Adams moved to adopt Resolution 2016-16 A Resolution in Opposition to the Great Lakes Basin Rail Line Project. Ald. Lader seconded, and the motion carried.

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

11. Team Building Exercise.

12. Mayor and Alderperson Reports

13. City Administrator

- Will not be at the next Common Council meeting.

14. Chief of the Joint Fire Department

- They are prepared for the large amount of people that will be in town this weekend for Wally Fest.

15. Chief of the Police Department

- They are also prepared for the large crowd.

16. City Clerk/Deputy Treasurer

17. Director of Public Works

- Starting Brown Drive area sidewalks.
- Water main on the north side of town is done.
- The gazebo at the Splash Pad is now available for rent.

18. Director of the Library

- They will be closed on Thursday and Friday of this week for construction.

- Fundraising is still going on and going well.

19. Finance Director

20. Motion to Adjourn

Ald. Adams moved to adjourn the meeting at 8:20 p.m. Ald. Clark seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Personnel and Finance Committee Minutes

5/17/2016 - Minutes

1. Call to Order

Ald. Adams called the meeting of the Personnel & Finance Committee to order at 6:25 PM.

Present: Ald. Dave Adams, Ald. Nancy Lader, and Ald. Maxine Striegl.

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

2. Approval of Agenda

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

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

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

4. Public Hearing and Discussion and Possible Action to Approve Renewal Beer and Alcohol Licenses.

Ald. Adams opened the public hearing at 6:26 PM.

There were no speakers.

Ald. Adams closed the public hearing at 6:26 PM.

Ald. Lader moved to recommend to the Common Council to approve the Liquor, Beer and Wine Licenses as presented. Ald. Striegl seconded and the motion carried.

5. Discussion and Possible Action to Approve Renewal Cigarette and Tobacco Licenses.

Ald. Lader moved to recommend to the Common Council to approve the Cigarette and Tobacco licenses as presented. Ald. Striegl seconded, and the motion carried.

6. Discussion and Possible Action to Approve Renewal Operator's Licenses.

Ald. Lader moved to recommend to the Common Council to approve the Operator licenses as presented. Ald. Striegl seconded, and the motion carried.

7. Discussion and Possible Action Regarding Treasurer's Report – April 2016.

Finance Director Nelson reviewed the report. Ald. Striegl moved to accept the report. Ald. Lader seconded, and the motion carried.

8. Next Meeting Date – Tuesday, June 21, 2016 at 6:30 p.m.

9. Motion to Adjourn

Ald. Lader moved to adjourn the meeting of the Personnel & Finance Committee at 6:30 PM. Ald. Striegl 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: June 21, 2016
Subject: Discussion and Possible Action to Approve Renewal Operator Licenses.

Discussion

The following operator license renewal 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 to the following individuals:

- Atif Khan
- Laura Stair
- Stephanie Stair
- Margaret Stewart
- Brian Roedl
- Jack Heimel
- Aubrey Sargent
- Tia Burri
- Abigail Duoss
- JoDelle Drugg
- Erica Wilkinson
- Kelly Bell
- Margaret McCarthy
- Russell O'Leary
- Shelly McCann
- Katie Little
- Alexa Dimmig
- Heidi Ullius
- Marie Rickard
- Shavon Kowal
- Kasidie Pallansch
- Jacquelyn Zigler
- Susan Passer
- Matthew Fredrick
- Carley Passer
- Hannah Daniels
- Frank Kligora
- Christine Wilcox
- Kimberly Gilmour
- Gretchen Kinney
- Jaimie Udelhofen
- Lori Power
- Michael Hennessey
- David Ostrowski
- Mindy Breidenstein
- Jessica Cook
- Jacob Warnlof
- Tracy Hinzpeter
- Todd Williams
- Dawn Casique
- Robert Schrank
- Courtney Schultz
- Timothy Swenson
- Kristy Dohs
- William Swanson
- Linda Topp
- Heather Usher
- Dale Goede
- Denise Hodges
- Janet Patten
- Korina Rainey
- Amy Fillardeau
- Mahoganie Franklin
- Austin O'Breirne
- Jacqueline Schultz
- Mary Rasmussen
- Samantha Renfrow
- Kellie Clatworthy

Staff Recommendation

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

Attachments

None.



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: June 21, 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:

- Benjamin Smith
- Lindsey Davidson
- Jodi Johnston-Fanning
- Lori Moore
- Allison Christl
- Brian Paul
- Nicole Dettman
- Nichole Myzewski
- William Drew
- Natalie Gunnink

Staff Recommendation

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

Attachments

None.

Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Assistant to the City Administrator
Date: June 21, 2016
Subject: Discussion and Possible Action on a Retiree Health Insurance Extension for Ann Keen Berg.

Summary

In the event of an employee death, COBRA coverage allows the employee's surviving dependents to remain on the employer's health insurance plan for three years. Under COBRA coverage, typically the whole premium is the responsibility of the insured. The Council in May 2013 voted to allow surviving dependents of retirees who have more than 30 years of service with the City of Milton and are participating in the retiree health insurance program to have 50% of the premium paid by the City for up to 36 months, when COBRA eligibility ends. Payments were to cease prior to 36 months if the surviving dependents became eligible for coverage through another plan and / or became Medicare eligible.

Ann Keen-Berg elected COBRA coverage after her husband and City of Milton retiree John Berg passed away in 2013. John completed over 30 years of service with the City of Milton, so she qualified to pay 50% of the premium under the new policy. Ms. Keen-Berg's COBRA coverage expires July 1, 2016, and she has requested an extension of coverage through the end of November when the new plan year begins. She stated that she will pay the full premium for the additional months of coverage. If the Council votes to approve this request, then this will set a precedent for future health insurance extension requests.

Recommendation

No recommendation from staff.

Attachments

- COBRA Termination Notification Letter
- Employee Handbook – Section 7.19 Benefits Continuation (COBRA)
- Council Minutes – May 21, 2013



a community since 1838

OFFICE OF THE CITY ADMINISTRATOR

May 6, 2016

Ann Keen-Berg
947 E. High Street
Milton, WI 53563

Dear Ann,

In accordance with the requirements of COBRA, the City of Milton has been providing you with continuation coverage under the City's health and dental insurance plans. Your entitlement to COBRA coverage ends on July 1, 2016. Your health and dental insurance coverage will officially terminate on July 31, 2016.

Gina Erickson from TRICOR Insurance is available to put you in contact with someone from her company to assist you in finding individual coverage or coverage from the marketplace if needed. She can be reached at (608) 755-5200 ext. 2118.

If you have any questions, please contact me at (608) 868-6900 ext. 5 or by email at icushman@milton-wi.gov.

Sincerely,

Inga Cushman
Assistant to the City Administrator

CC: Gina Erickson
North Shore Bank

City of Milton
Common Council Meeting ~ Tuesday, May 21, 2013

Call to order and confirmation of appropriate meeting notice

Mayor Brett Frazier called the meeting to order at 7:00 pm.

Administrator Schuetz confirmed that agendas were posted at Dave's Ace Hardware, Piggly Wiggly and the Shaw Municipal Center.

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

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

Excused absence: City Clerk Michelle Ebbert.

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

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

Consent agenda

- a. *Board of Review Minutes – June 27, 2012*
- b. *Common Council Minutes – May 7, 2013*
- c. *Parks & Recreation Commission Minutes – April 15, 2013*
- d. *Parks & Recreation Commission Minutes – May 6, 2013*
- e. *Personnel & Finance Committee Minutes – April 16, 2013*
 1. *2012 Final Audit Report*
 2. *Auditor Services RFP*
 3. *Job Descriptions-Utility billing, Administrative assistant and Assistant to Administrator*
 4. *2014 Budget timeline*
 5. *Treasurer's Report*
- f. *Police Commission Minutes – November 28, 2012*
- g. *Public Safety Committee Minutes – April 16, 2013*

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

New Business

Discussion and possible action on continuing the City's current post employment health benefits at 50% of employee premium for surviving dependents for retirees with 30 plus years of service

Administrator Schuetz discussed the City's current policy for post employment health premium contribution for retirees hired before 2008 that pays 85% of their health care premium until they reach medicare age. The current employee handbook and labor agreements are silent on what happens to an eligible retiree who dies while receiving that benefit. Federal law allows the surviving dependents to maintain coverage through the City's plan via COBRA, but all at the dependent's expense.

Mayor Frazier asked staff to evaluate a policy that would pay 50% of the surviving dependent's premium for up to 3 years (their Cobra eligibility). The cost exposure is relatively minimal, if the parameters of said policy to qualify include that the retiree must have had 30 years of service or more

with the City, and that this benefit is only payable to those employees who were eligible for the City's GAP insurance as of 12/31/2013.

Ald. Adams moved to add language to the employee handbook that includes the following:

Policy: Payment of Health Care premiums for surviving dependents of retirees who die with more than 30 years of service and are GAP insurance eligible as of 12/31/2013. The City of Milton shall pay 50% of the health insurance premium the surviving dependent(s) of a retiree who retired with 30 years of service or more and is eligible to receive the GAP insurance for up to 36 months. Said payments will cease prior to the 36 months of Cobra eligibility if the dependent(s) become eligible for coverage through another plan, and/or becomes Medicare eligible. Ald. Welch seconded the motion and carried.

Discussion and possible action regarding Veterans Park Monument Improvements

Director Robinson reviewed the action of the Parks & Recreation Commission in regard to the possibility of enlarging the Veteran's Park Monument at Hilltop Park. Wendell Sisson had conducted research concerning veteran's that were killed in military combat and were from the City of Milton or who had connections to the City of Milton. The Parks & Rec would like to enlarge the existing monument to be constructed to honor these veterans. This monument is planned to be financed by donations and possibly park funds. Donations are required to be approved by the City Council.

Eric Beckman, Beckman Memorials was present to describe the monument and potential costs.

Lynda Clark encouraged people to attend the Parks & Recreation Commission meeting to share ideas.

Ald. Welch moved to approve the proposed design for Veteran's Park Monument and permission for donation fundraising functions. Ald. Vruwink seconded the motion and carried.

General Items

Ald. Adams has received odor complaints in regard to the ethanol plant. This will be placed on a future agenda.

Next meeting – Tuesday June 4, 2013

Mayor/Aldersperson Reports

Ald. Vruwink reminded of the dugout and Jack Gallun memorial presentation at Lamar Park on June 1, 2013.

Ald. Adams requested review of the emergency operations plan at a future meeting.

Staff Reports

- City Administrator: No report.
- Public Works: Bruch pick up the month of May.
- Police Department: National Night Out is August 6th.
- Library: No report available.

- Jt. Fire Department: No report available.
- City Clerk: No report was available.
- City Treasurer: No report.

Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session Re: Land purchase, potential sale of 340 E. Madison Avenue, Public Works Department and Police Department Union Contract Negotiations, Non-Represented Employee Compensation and Employee Health Care Plan Design Options.

Ald. Striegl moved to convene into closed session. Ald. Vruwink seconded the motion and carried by a unanimous voice vote of the Common Council.

Reconvene into open session for discussion and possible action authorizing the City Administrator to proceed with the process to accept a petition to annex property, work with Ehlers to initiate the process to amend TIF District #6 to include annexed property, and proceed with the purchase of property adjacent to City owned property in the Crossroads Business Park.

Ald. Welch moved to reconvene into open session. Ald. Vruwink seconded the motion and carried by a unanimous voice vote of the Common Council

Discussion and possible action selecting health care provider and plan design for employee offered health care plans.

No action was taken.

Discussion and possible action(s) on items discussed in closed session.

Ald. Adams moved to reject the offer of purchase for 340 E. Madison Avenue. Ald. Lader seconded the motion and carried.

Ald. Striegl moved to list the property located at 340 E. Madison Avenue on a flat fee MLS site. Ald. Lader seconded the motion and carried.

Ald. Welch moved to approve the contract with Ehlers & Associates in the amount of \$14,000 to amend TID 6. Ald. Vruwink seconded the motion and carried.

Motion to Adjourn

Ald. Rusch moved to adjourn the meeting at 8:48 pm. Ald. Welch seconded the motion and carried.

Respectfully submitted,

Jerry Schuetz
City Administrator

7.17 Volunteer Firefighter / EMS Participation Incentive

Employees of the City of Milton shall not sustain loss of their regular compensation or loss of their fringe benefits when answering volunteer fire and/or ambulance calls. An employee called for fire/ambulance duty shall receive their regular pay for such service. If the commitment to serve does not encompass the whole workday, the employee is required to return to work to complete their regularly scheduled hours. Police officers will not be able to respond to fire/ambulance calls while on duty except for in their capacity as a police officer.

Employees of the City of Milton shall receive incentive pay for volunteering as a certified Emergency Medical Technician (EMT) and/or Firefighter for the Milton Joint Fire Department. The incentive pay will be paid out when the employee becomes a fully licensed EMT and/or obtains Firefighter I status and completes twelve (12) consecutive months of service as an employee actively serving with the Association as a certified EMT and/or Firefighter. The amount of incentive pay shall be a one-time payment of \$500.00 for full-time employees and \$250.00 for part-time. The incentive pay will be included in the employee's next paycheck following the completion of twelve (12) months employed with the City and volunteering as a certified EMT and / or Firefighter.

7.18 Domestic Partner Benefits

The City of Milton recognizes the term family to include marriage regardless of the gender of the individuals, adoption and domestic partnerships in the offering of the City's employee benefits outlined and described throughout this employee handbook.

7.19 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Milton's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City of Milton's group rates plus an administration fee. The City of Milton provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City of Milton's health insurance plan. The notice contains important information about the employee's rights and obligations.

7.20 Health Insurance Premium Assistance Program for Retired Employees

1) Eligibility Requirements

City of Milton employees that meet the following conditions are potentially eligible to participate in the City's Health Insurance Premium Assistance Program for Retired Employees:

- a) Hired to full-time status prior to January 1, 2008.
- b) Active, full-time employee with the City of Milton at retirement.
- c) Meet the Wisconsin Retirement System (WRS) eligibility requirements to receive retirement benefits.



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: June 21, 2016
Subject: Discussion and Possible Action on the "Class B" Combination Beer and Liquor License Application from Jake & Lucy LLC, DBA TBD located at 106 Merchant Row.

Discussion

Jake & Lucy LLC has submitted an application for a combination Class B Beer and Liquor license. The "Doing Business As" name is yet to be determined. The premises requested would include the patio area next to the building as well as the interior of their restaurant. Lori Jacobson would serve as the Liquor Agent.

The City of Milton has 9 Grandfathered licenses and 1 Reserved License. At this time the city has just one "Grandfathered" license available. After it is issued there are no more "Class B" licenses unless someone closes down, surrenders their license, has their license revoked, or until our population hits 5,987.

Exceptions to the statutory quota include:

- A full-service restaurant that has a seating capacity of 300 or more persons;
- A hotel that has 50 or more rooms of sleeping accommodations and that has either an attached restaurant with a seating capacity of 150 or more persons or a banquet room in which banquets attended by 400 or more persons may be held;
- An opera house or theater for the performing arts operated by a nonprofit organization.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning July 1st 20 16 ;
 ending June 30th 20 17 ;

TO THE GOVERNING BODY of the: Town of } Milton
 Village of }
 City of }

County of Rock Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's WI Seller's Permit No.:	FEIN Number:
	<u>81-25975491</u>
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>45.00</u>
TOTAL FEE	\$ <u>645.00</u>

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): JAKE & Lucy LLC
Michael Irving Jacobson Lori Anne Jacobson

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

President/Member	Title <u>Owner</u>	Name <u>Michael I Jacobson</u>	Home Address <u>3832 Jacobs Dr.</u>	Post Office & Zip Code <u>Milton WI 53563</u>
Vice President/Member	<u>Owner</u>	<u>Lori A. Jacobson</u>	<u>"</u>	<u>"</u>
Secretary/Member				
Treasurer/Member				
Agent		<u>Lori A. Jacobson</u>		
Directors/Managers				

3. Trade Name ~~Michael Irving Jacobson~~ TTB Business Phone Number 608-931-9874
 4. Address of Premises 106 Merchant Row Post Office & Zip Code Milton WI 53563

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
 8. (a) Corporate/limited liability company applicants only: Insert state WI and date 5-12-16 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) on separate sheet / on back

10. Legal description (omit if street address is given above):
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued?
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
 13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 5-20-16 day of 5-20-16, 20 16

X Lori Jacobson
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Clerk/Notary Public)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires _____

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5-20-16</u>	Date reported to council/board <u>6-21-2016</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	<u>Elmer Hill</u>

Front Room consists of small
serving area and 2 inside tables.
Kitchen & all kitchen equipment.
Bathroom & storage are. Patio Next
to building will serve food &
drinks.

RECEIVED

MAY 20 REC'D

CITY OF MILTON



Office of the City Clerk

To: City of Milton Common Council
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: June 21, 2016
Subject: Discussion and Possible Action on the Class "B" Beer and "Class C" Wine License Application from Rockie's LLC, DBA Rockie's Pizza & Subs located at 301 Parkview Drive.

Discussion

Rockie's LLC has submitted an application for a combination Class B Beer and Class C Wine license. Rochelle Thipphayoth would serve as the Liquor Agent.

The City of Milton has a total 12 Class B Beer licenses, of which 2 are still available. There is no quota on Class C Wine licenses in the city.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning _____ 20____; ending _____ 20____;

TO THE GOVERNING BODY of the: Town of } Milton
 Village of }
 City of }

County of Rock Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Thippayoth, Rochelle, Elizabeth & Rockie's LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Owner Rochelle Thippayoth</u>	<u>3830 Pintail Dr, Janesville, WI 53541</u>	
Directors/Managers			

3. Trade Name Rockie's Pizza & Subs Business Phone Number (608) 774-3129
 4. Address of Premises 301 Parkview Dr Post Office & Zip Code Milton, WI 53563

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
 8. (a) Corporate/limited liability company applicants only: Insert state WI and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) _____
 10. Legal description (omit if street address is given above): _____
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
 13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this _____ day of _____, 20____

[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Clerk/Notary Public)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires _____

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5-31-16</u>	Date reported to council/board <u>6-21-2016</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>[Signature]</u>
Date license granted	Date license issued	License number issued	

CITY OF MILTON, WISCONSIN

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS'
REPORT**

DECEMBER 31, 2015

CITY OF MILTON, WISCONSIN

TABLE OF CONTENTS

DECEMBER 31, 2015

Page

3-5	Independent Auditors' Report
6-18	Management's Discussion and Analysis
	<u>BASIC FINANCIAL STATEMENTS</u>
	<u>GOVERNMENT-WIDE FINANCIAL STATEMENTS</u>
19	Statement of Net Position
20	Statement of Activities
	<u>FUND FINANCIAL STATEMENTS</u>
21	Balance Sheet - Governmental Funds
22	Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
23	Statement of Revenue, Expenditures, and Changes in Fund Balances - Governmental Funds
24	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
25	Statement of Net Position - Proprietary Funds
26	Statement of Revenue, Expenses, and Changes in Net Position - Proprietary Funds
27-28	Statement of Cash Flows - Proprietary Funds
29	Statement of Fiduciary Net Position - Agency Fund
30-51	Notes to the Basic Financial Statements
	<u>REQUIRED SUPPLEMENTARY INFORMATION</u>
52	Post-Employment Healthcare Benefits Schedules
53	Wisconsin Retirement System Schedules
54	Budgetary Comparison Schedule - General Fund
55	Notes to Required Supplementary Information on Budgetary Accounting and Control

CITY OF MILTON, WISCONSIN

TABLE OF CONTENTS - Continued

DECEMBER 31, 2015

Page

OTHER SUPPLEMENTARY INFORMATION

- 56 Combining Balance Sheets - Nonmajor Governmental Funds
- 57 Combining Statement of Revenue, Expenditures, and Changes in Fund Balances -
Nonmajor Governmental Funds

OTHER REPORT

- 58-59 Independent Auditors' Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance With *Government Auditing Standards*



INDEPENDENT AUDITORS' REPORT

To the Common Council
City of Milton, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton ("City"), as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton, as of December 31, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the City of Milton has implemented Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Standard No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 18, post-employment healthcare benefits schedules on page 52, Wisconsin Retirement System Schedules on page 53, and budgetary comparison information on pages 54 and 55 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Milton's basic financial statements. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated May 24, 2016, on our consideration of the City of Milton's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Milton's internal control over financial reporting and compliance.

Hawkins Ash CPAs, LLP

La Crosse, Wisconsin
May 24, 2016

CITY OF MILTON, WISCONSIN
MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2015

The City of Milton's discussion and analysis is designed to:

1. Assist the reader in focusing on significant financial issues;
2. Provide an overview of the City's financial activity;
3. Identify changes in the City's financial position (its ability to address the next and subsequent year challenges);
4. Identify any material deviations from the financial plan, the adopted budget; and,
5. Identify individual fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the report year's activities, resulting changes and currently known facts, please read it in conjunction with the City's financial statements (beginning on page 18).

The City's government-wide financial statements have been prepared on the full-accrual basis of accounting in conformity with generally accepted accounting principles (U.S. GAAP). The City's fund financial statements for governmental funds (General, Special Revenue, Debt Service, and Capital Projects) have been prepared on the modified accrual basis of accounting in conformity with GAAP. The City's Proprietary funds (Enterprise - Water, Sewer & Stormwater) are accounted for on the accrual basis. A detailed discussion on Government-wide and Fund financial statements can be found on pages 30-32.

Financial Highlights

- As shown on the Statement of Net Position, fiscal year December 31, 2015 ended with an Unrestricted Net Position Balance of \$432,976 in Governmental Activities. This is an increase of \$1,051,873 from the prior year primarily due to the construction of the new City Hall and police station. These monies are intended to provide a cushion against significant downturns in revenues and to maintain sufficient working capital and cash flow to meet daily financial needs. Other reserves have been designated by management to address annual budget amendments, furniture and equipment replacement, major repairs and Parkland improvements.
- Also shown on the statement of Net Position is an Unrestricted Net Position Balance of \$1,970,764 in the Business Activities category. This is an increase of \$790,296 from the prior year primarily due to the purchase of capital assets. These monies are intended to provide a cushion against significant downturns in revenues and to maintain sufficient working capital and cash flow to meet daily financial needs. Other reserves have been designated by management to address equipment replacement and bond reserve requirements.

- From the Statement of Activities, General Revenues, primarily property taxes were used to support the following major activities. The property tax amount for each function was:
 - \$670,789 for General Government purposed - administration, finance, facilities and City Council
 - \$1,405,020 for Public Safety - Police, Fire, Building Inspection.
 - \$1,105,365 for public works
 - \$1,275 for Health and Human Services
 - \$453,783 for Culture and Recreation
 - \$181,353 for Conservation and development
 - \$569,767 for Interest and Fiscal charges.

- As of December 31, 2015, the committed, assigned, or unassigned, all of which is available for spending at the City's discretion, general fund was \$1,108,065 or approximately 27% of total general fund revenues.

- As of December 31, 2015, total long-term obligations increased by \$425,046 due to the City issuing new long-term debt for road projects and a library expansion.

Using this Annual Report

This discussion and analysis is intended to serve as an introduction to the City of Milton's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. Comparative data for 2015 is provided for analysis of the City of Milton's change in net position.

The primary focus of the City of Milton's financial statements since the time of incorporation has been to summarize fund type information. With this new report, the old method has been discarded. The new focus is on both the City as a whole (government-wide) and the major individual funds. Providing both perspectives (government-wide and major fund) allows the user to address relevant questions, broaden a basis for comparison whether year to year or government to government, and enhance the City's accountability.

Government-Wide Financial Statements

The Government-wide financial statements are designed to be corporate-like in that all governmental and business-type activities are consolidated into columns, which add to a total for the Primary government.

The statement of net position presents information on all of the City of Milton's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Milton is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation and sick leave).

Both of the government wide financial statements distinguish functions of the City of Milton that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Milton include general government, public safety, public works, health and human services, culture, recreation and education, conservation and development. The business-type activities of the City of Milton include the Milton Water, Wastewater and Stormwater Utilities.

The government-wide financial statements can be found on pages 18-19 of this report.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Milton, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of Milton can be divided into two categories: governmental funds and proprietary funds. The focus is now on Major Funds, rather than types. A Major Fund is defined in the following manner:

- a. Total assets, liabilities, and revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent (10%) of the corresponding total (assets, liabilities, etc.) for all funds of that category or type (that is, total governmental or total enterprise funds): and,
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least five percent (5%) of the corresponding total for all governmental and enterprise funds combined; or,
- c. Any other governmental or enterprise fund that the government's officials believe is particularly important. (Added to this report is the City's Debt Service Fund due to the City's borrowing policy).

Governmental Funds

The Governmental funds are presented on a sources and uses of liquid resources basis. This is the manner in which the budget is typically developed. The flow and availability of liquid resources is a clear and appropriate focus for any analysis of government. Governmental funds are established to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Milton maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, the Debt Service Fund and the Capital Improvements Fund, which are considered to be major funds. Data from the remaining governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements later in this report.

The basic governmental fund financial statements can be found on pages 20-23 of this report.

Proprietary Funds

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Milton uses enterprise funds to account for the Milton Water, Wastewater and Stormwater Utilities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Milton Water, Wastewater and Stormwater Utilities, which are considered to be a major fund of the City of Milton.

The basic proprietary fund financial statements can be found on pages 24-27 of this report.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City of Milton's own programs. The accounting for fiduciary funds is similar to that used for proprietary funds. The City of Milton uses fiduciary funds to account for taxes collected for the benefit of overlapping tax jurisdictions.

The fiduciary fund financial statements can be found on page 28 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 29-46 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, required supplementary information presents a post healthcare benefits schedules to show funding level of the liability as well as a budgetary comparison schedule for the General Fund to demonstrate compliance with the budget.

The combining statements referred to earlier in connection with nonmajor governmental funds and other information related to the individual funds are presented immediately following the required supplementary information. Individual fund statements and schedules can be found on pages 58-61 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Milton, assets exceeded liabilities by \$17,872,964 at the close of 2015. The following table reflects the condensed Statement of Assets.

2015 City of Milton's Net Position						
	Governmental Activities		Business-Type Activities		Total Primary Government	
	2015	2014	2015	2014	2015	2014
Current and other assets	\$ 8,353,960	6,910,287	\$ 6,135,091	2,918,273	\$ 14,489,051	9,828,560
Capital assets	30,490,669	30,370,814	17,774,424	17,832,306	48,265,093	48,203,120
Total assets	\$ 38,844,629	37,281,101	\$ 23,909,515	20,750,579	\$ 62,754,144	58,031,680
Long-term debt	\$ 15,167,519	14,822,463	\$ 4,568,383	2,296,089	\$ 19,735,902	17,118,552
Other Liabilities	5,804,146	5,332,523	720,156	528,397	6,524,302	5,860,920
Total liabilities	\$ 20,971,665	20,154,986	\$ 5,288,539	2,824,486	\$ 26,260,204	22,979,472
Net position:						
Invested in capital, net of debt	\$ 15,771,672	17,222,925	\$ 15,436,357	15,558,126	\$ 31,208,029	32,781,051
Restricted	1,668,316	522,087	1,213,807	1,187,499	2,882,123	1,709,586
Unrestricted	432,976	(618,897)	1,970,764	1,180,468	2,403,740	561,571
Total net position	\$ 17,872,964	17,126,115	\$ 18,620,928	17,926,093	\$ 36,493,892	35,052,208

For more detailed information see page 18 of the Statement of Net Position

The largest portion of the City of Milton's net position (approximately 86 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that are still outstanding. The City of Milton uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Milton's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Milton's net position (approximately 8 percent) represents resources that are subject to external restrictions on how they should be used. The remaining balance of unrestricted net position or \$2,403,740 may be used to meet the government's ongoing obligations to citizens or creditors.

At the end of fiscal year 2015, the City of Milton is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities.

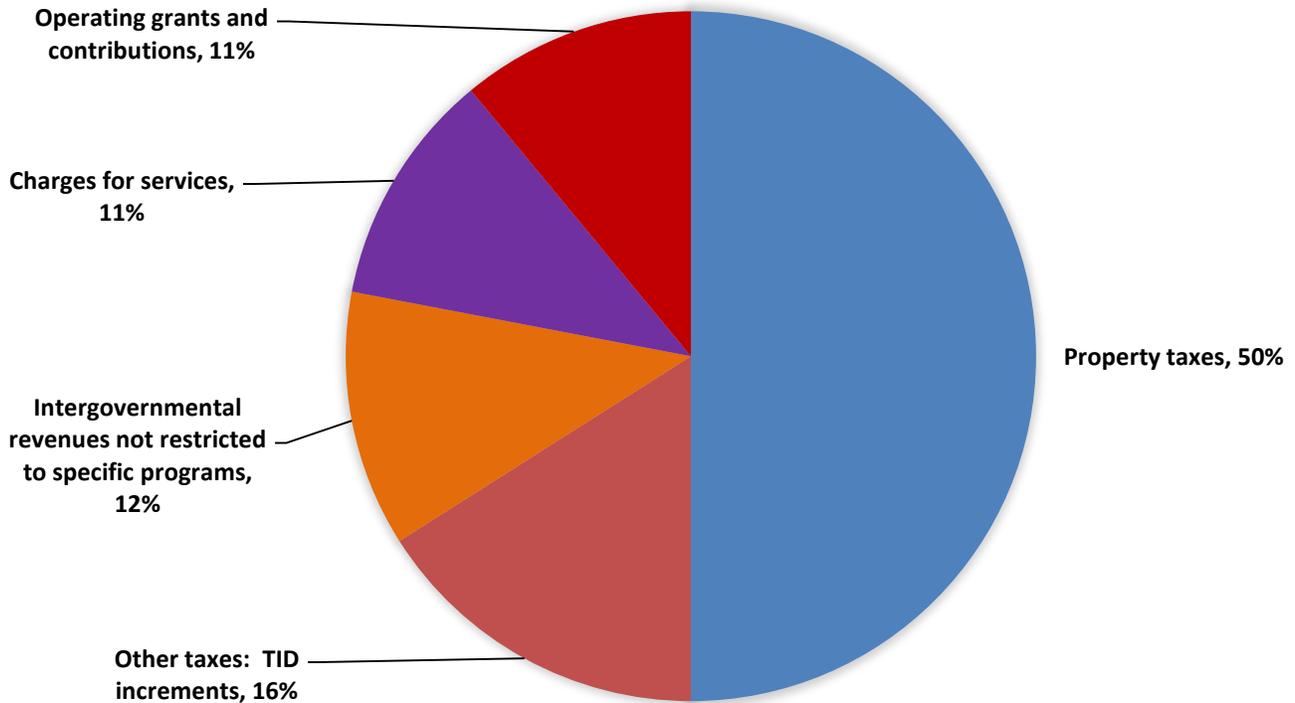
Governmental Activities

The 2015 change in net position for Governmental Activities shows an increase of \$135,939. See page 19 for the reconciliation of change in fund balances to the Statement of Activities.

City of Milton's Changes in Net Position						
	Governmental Activities		Business-type Activities		Total	
	2015	2014	2015	2014	2015	2014
Revenues						
Program Revenues						
Charges for services	\$ 604,803	579,334	\$ 2,404,457	2,353,727	\$ 3,009,260	2,933,061
Operating grants and contributions	598,604	622,885	-	-	598,604	622,885
Capital grants and contributions	-	20,000	11,295	-	11,295	20,000
General Revenues						
Property taxes	2,729,471	2,528,686	-	-	2,729,471	2,528,686
Other Taxes: TID increments	867,072	949,507	-	-	867,072	949,507
Intergovernmental revenues not restricted to specific programs	676,366	675,958	-	-	676,366	675,958
Investment income	14,284	18,458	8,541	19,913	22,825	38,371
Other	20,618	80,887	-	8,781	20,618	89,668
Total revenues	\$ 5,511,218	5,475,715	\$ 2,424,293	2,382,421	\$ 7,935,511	7,858,136
Expenses						
General Government	\$ 783,784	703,158	\$ -	-	\$ 783,784	703,158
Public Safety	1,573,868	1,411,535	-	-	1,573,868	1,411,535
Public Works	1,823,989	1,529,334	-	-	1,823,989	1,529,334
Health and Human Services	3,575	21,185	-	-	3,575	21,185
Culture, Recreation and Education	652,073	560,484	-	-	652,073	560,484
Conservation and Development	183,703	262,696	-	-	183,703	262,696
Interest and fiscal charges	569,767	579,936	-	-	569,767	579,936
Water	-	-	735,084	811,223	735,084	811,223
Sewer	-	-	775,844	955,320	775,844	955,320
Stormwater	-	-	132,403	154,714	132,403	154,714
Total expenses	\$ 5,590,759	5,068,328	\$ 1,643,331	1,921,257	\$ 7,234,090	6,989,585
Change in Net Position before Transfers	(79,541)	407,387	780,962	461,164	701,421	868,551
Transfers	215,480	512,956	(215,480)	(512,956)	-	-
Change in Net Position	135,939	920,343	565,482	(51,792)	701,421	868,551
Net position - 1/1	17,126,115	16,205,772	17,926,093	17,977,885	35,052,208	34,183,657
Change in Accounting Principle	610,910	-	129,353	-	740,263	-
Net position - 12/31	\$ 17,872,964	17,126,115	\$ 18,620,928	17,926,093	\$ 36,493,892	35,052,208

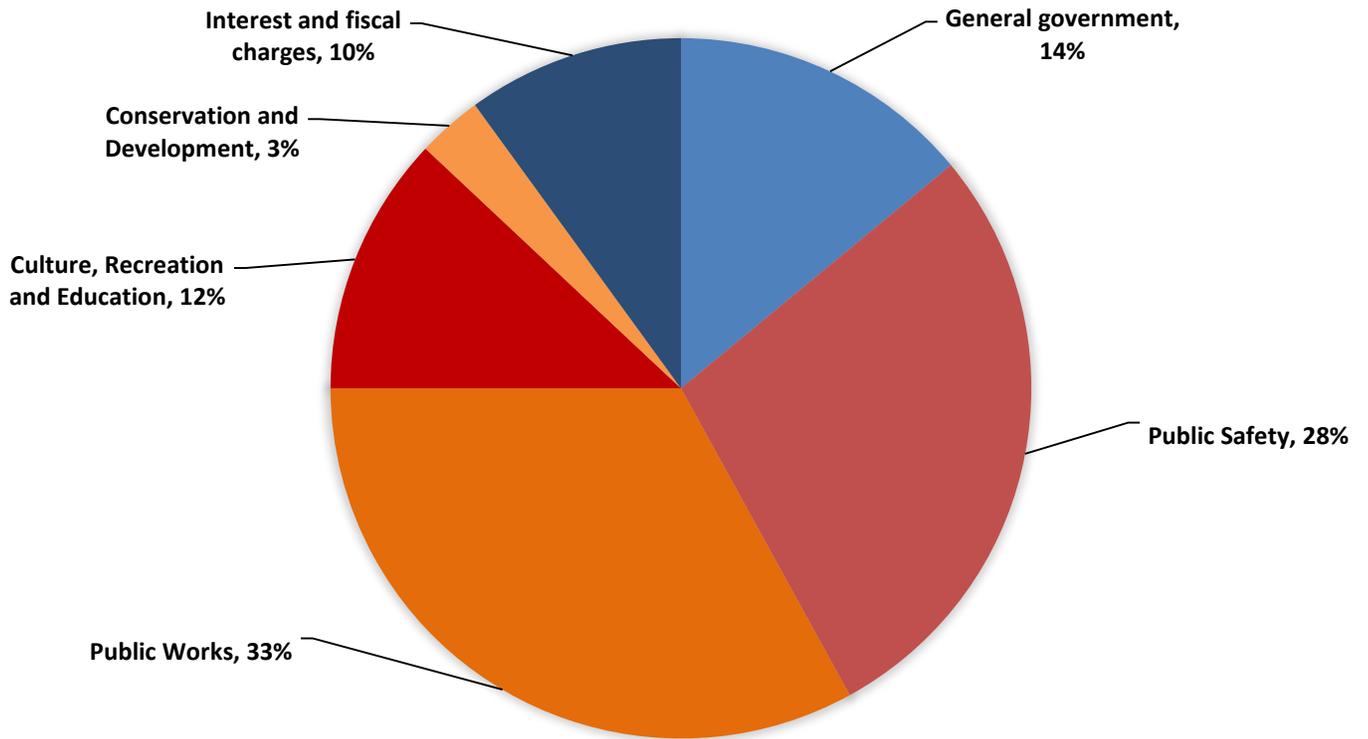
As shown by the following graphs and identified by the Statement of Activities on page 19, property taxes and other general revenues not restricted or applicable to specific programs provide the major revenue sources for governmental activities.

REVENUE BY SOURCE - GOVERNMENTAL ACTIVITIES



As identified above and on the following page, property taxes are the largest revenue source for the governmental activities accounting for approximately 50 percent of total revenues. Charges for services and operating grants and contributions each provided approximately 11 percent of total revenues.

EXPENDITURES - GOVERNMENTAL ACTIVITIES



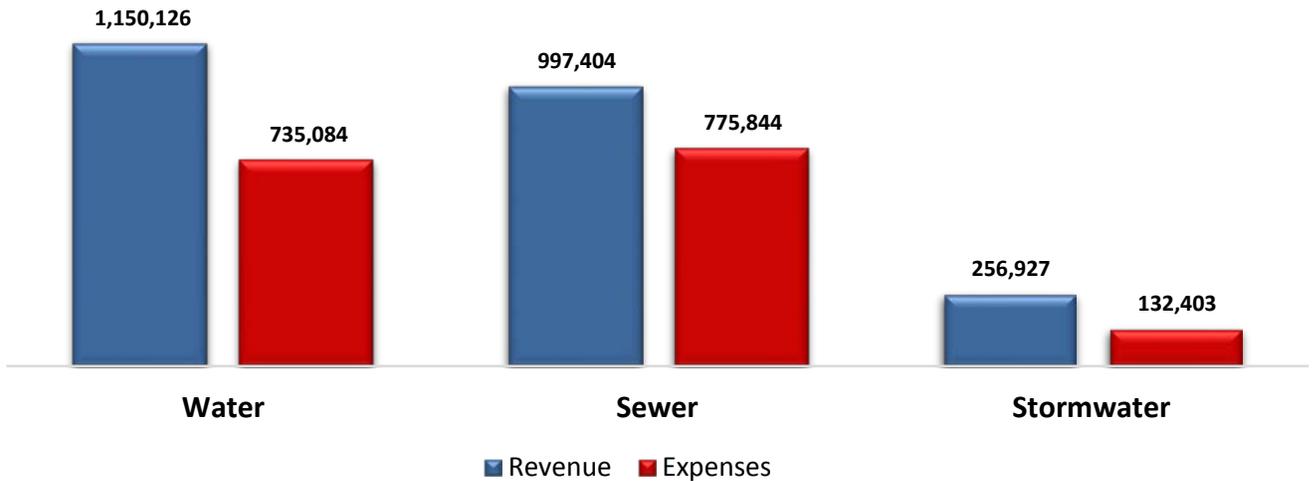
Public Works activities accounts for approximately 33% and Public Safety activities accounts for 28% of the total expenditures within the governmental activities of the City of Milton.

City departments across the board were within their approved budgets.

Business-type activities

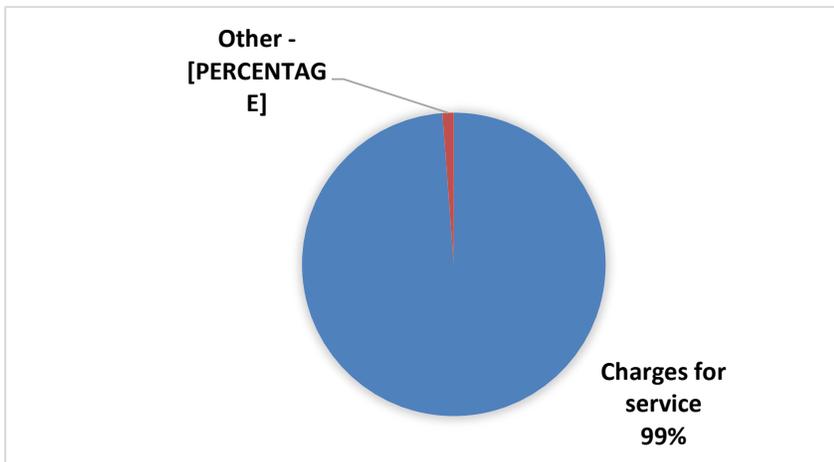
Business type activities increased the City of Milton's net position by \$565,482 during 2015. This was mainly due to the use of enterprise funds to pay for their portion of a new administrative office and the write-off of a project that will not materialize for 10+ years. The following graph compares the charges for services to the operating expenses of each utility.

Operating Revenues and Expenses - Business Type Activities



As shown on the following chart, the revenues of the Milton Water, Wastewater and Stormwater Utilities included Sale of assets and contributions in addition to charges for services (operating revenues).

Revenues by Source Business Type Activities



Financial Analysis of the Government's Funds

As noted earlier, the City of Milton uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City of Milton's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Milton's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

In 2006, The City Council put a fund balance policy in place. The new fund balance policy seeks to maintain an unassigned fund balance at a minimum of 25% of total general fund annual revenues. The purpose is to provide adequate cash flow during the year and fund unforeseen emergencies. Any other use of these funds would require a majority vote of the Council. Should the unassigned fund balance fall below 25% of total general fund annual revenues, the City shall, in the following annual budget or through other financial means (whichever occurs first), provide adequate funding to meet the 25% balance. Any decision to not meet this rule shall require a majority vote of the Council. The full amount of fund balance over and above the 25% will be reserved for the following purposes; existing and future debt service, funding of future liability and/or actual costs for retiree health care benefits, and capital projects funding.

As of December 31, 2015, the City of Milton's governmental funds reported combined ending balances of \$2,872,109, an increase of \$499,706 in comparison with the prior year. The increase is mainly due to unspent debt proceeds for the library expansion that will be completed in 2016. \$1,175,559 of the fund balance is assigned, unassigned or committed. The remainder of the fund balance (\$1,696,550) is nonspendable or restricted to indicate that it is not available for new spending because it has already been committed for other uses.

The General Fund is the chief operating fund of the City of Milton. As of December 31, 2015, the total fund balance of the general fund was \$1,136,299 of which \$943,265 is unassigned. This unassigned balance represents approximately 23 percent of total general fund revenues in 2015. The Council assigned \$164,800 of fund balance in 2015 for helping fund post-employment benefits as outline in Note 13 of these financial statements.

The fund balance of the general fund decreased by \$335,847 in fiscal year 2015. The 2015 annual program budget for the City of Milton's general fund had expenditures exceeding revenues by \$107,467 including authorized additional expenditures of \$224,448. During 2015, the City used the \$300,000 that was designated as "Assigned" fund balance in 2014 for the purchase of fire department capital assets. This accounted for a majority of the increased expenses over revenues. Actual expenditures were less than the amended budgeted expenditures by 3.1% while revenues were less than the budget by .04 percent.

The Debt Service Fund has a total fund balance of \$0, all of which is restricted for the payment of debt service. The fund decreased by \$44,208.

The Capital Improvement Fund provides funding for capital projects of the City of Milton or other unique expenditures which are not normal operating or maintenance type expenditures reportable within the general fund or other governmental funds. The Capital Project fund balance is restricted for capital projects. The balance is mainly due to unspent debt proceeds for the library expansion which will be completed in 2016.

Proprietary Fund.

The City of Milton's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. The decrease in Net Position for 2015 was \$565,482. Net position in the amount of \$1,213,807 are restricted for debt coverage and for equipment replacement. Unrestricted net position in the Water, Wastewater and Stormwater Utilities at the end of the year amounted to \$1,970,764.

The financial statements and a statement of cash flows for the enterprise funds can be found on pages 24-27 of this report.

Capital Asset and Debt Administration

Capital Assets

The City of Milton's investment in capital assets for its governmental and business type activities as of December 31, 2015, amounts to \$48,265,093 net of accumulated depreciation. This investment in capital assets includes land, buildings, infrastructure, improvements other than buildings, machinery and equipment and construction in progress. The total increase in the City of Milton's investment in capital assets for the current fiscal period was approximately \$61,973 net of depreciation.

City of Milton's Capital Assets					
Governmental Activities	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Capital Assets Not Being Depreciated:					
Land and Improvements	\$ 1,463,427	\$ -	\$ -	\$ -	\$ 1,463,427
Construction in process	-	95,345	-	-	95,345
Total Capital Assets not being Depreciated	<u>\$ 1,463,427</u>	<u>\$ 95,345</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,558,772</u>
Other Capital Assets:					
Buildings and improvements	8,732,344	546,193	-	-	9,278,537
Infrastructure	23,676,765	-	-	-	23,676,765
Improvements other than Bldg	1,111,273	37,829	-	-	1,149,102
Machinery and Equipment	6,136,066	261,351	(117,588)	-	6,279,829
Total Capital Assets being Depreciated	<u>\$ 39,656,448</u>	<u>\$ 845,373</u>	<u>\$ (117,588)</u>	<u>\$ -</u>	<u>\$ 40,384,233</u>
Accumulated Depreciation	<u>(10,749,061)</u>	<u>(703,275)</u>	<u>-</u>	<u>-</u>	<u>\$ (11,452,336)</u>
Net Capital Assets-					
Governmental Activities	<u><u>\$ 30,370,814</u></u>	<u><u>\$ 237,443</u></u>	<u><u>\$ (117,588)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 30,490,669</u></u>

City of Milton Capital Assets					
Business Type Activities	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Capital Assets Not Being Depreciated:					
Land and Improvements	\$ 109,302	\$ -	\$ -	\$ -	\$ 109,302
Construction in process	<u>-</u>	<u>130,404</u>	<u>-</u>	<u>-</u>	<u>130,404</u>
Total Capital Assets not being Depreciated	<u>\$ 109,302</u>	<u>\$ 130,404</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 239,706</u>
Other Capital Assets:					
Buildings and improvements	6,636,525	44,888	(1,000)	-	6,680,413
Improvements other than Bldg	13,778,348	130,242	(48,650)	-	13,859,940
Machinery and Equipment	<u>4,507,297</u>	<u>166,753</u>	<u>(44,000)</u>	<u>-</u>	<u>4,630,050</u>
Total Capital Assets being Depreciated	<u>\$ 24,922,170</u>	<u>\$ 341,883</u>	<u>\$ (93,650)</u>	<u>\$ -</u>	<u>\$ 25,170,403</u>
Accumulated Depreciation	<u>(7,199,166)</u>	<u>(633,409)</u>	<u>93,650</u>	<u>\$ -</u>	<u>\$ (7,738,925)</u>
Net Capital Assets- Business Type Activities	<u><u>\$ 17,832,306</u></u>	<u><u>\$ (161,122)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 17,671,184</u></u>

Major additions to infrastructure included a newly resurfaced road in the City. Equipment purchases included several vehicles for various City departments. Additional information of the City of Milton's capital assets can be found in Note 4 on pages 37-39.

Long-term debt

General obligation debt is secured by the full faith and credit and unlimited taxing powers of the City. General obligation debt is expected to be repaid with general property taxes, special assessments and TIF increments. General obligation debt is used to fund infrastructure projects within the City (streets, sidewalks, curb & gutter, etc), finance equipment replacement, or fund other capital projects. At the end of the current fiscal year, the City of Milton had total general obligation bonded debt outstanding of \$13,585,000 entirely backed by the full faith and credit of the government.

Summary of Long -Term Obligations					
	Governmental Activities				
	1/1/2015	Increases	Decreases	Adjustment	12/31/2015
Bonds Payable	\$ 11,720,000	\$ -	\$ 560,000	\$ -	\$ 11,160,000
Notes Payable	1,370,000	1,350,000	295,000	-	2,425,000
General Obligation Debt	13,090,000	1,350,000	855,000	-	13,585,000
CDA Lease Revenue					
Bonds	\$ 2,025,000	\$ -	\$ 90,000	\$ -	\$ 1,935,000
Premium	31,423	-	2,897	-	28,526
Capital leases payable	26,466	-	26,466	-	-
Compensated absences	274,103	634	-	-	274,737
Net OPEB obligation	360,852	65,456	16,681	-	409,627
Total Governmental Activities Long-Term Liabilities	\$ 15,807,844	\$ 1,416,090	\$ 991,044	\$ -	\$ 16,232,890

State statutes limit the amount of general obligation debt a governmental entity may issue to 5 percent of its total equalized valuation. The current debt limitation for the City of Milton is \$18,101,410, which exceeds the current outstanding general obligation debt by \$4,241,410. As of December 31, 2015, the City of Milton's outstanding debt equaled 77 percent of the state authorized debt limit.

Additional information of the City of Milton's outstanding debt can be found in note 5 on pages 39-42.

Requests for Information

This financial report is designed to provide a general overview of the City of Milton's finances for all those with an interest in the government's finances. Question concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the City Treasurer, 710 S Janesville St., Milton, WI 53563.

General information relating to the City of Milton can be found at the City's website, <http://www.milton-wi.gov>.

CITY OF MILTON, WISCONSIN
BASIC FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
DECEMBER 31, 2015

<u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u>	<u>GOVERNMENTAL ACTIVITIES</u>	<u>BUSINESS-TYPE ACTIVITIES</u>	<u>TOTAL</u>
ASSETS			
Cash and investments	\$ 4,062,520	\$ 1,173,066	\$ 5,235,586
Cash and investments - restricted	801,003	4,137,302	4,938,305
Receivables			
Taxes	2,283,597	-	2,283,597
Accounts and other	39,431	465,220	504,651
Special assessments	332,477	73,118	405,595
Prepaid expenses	28,234	-	28,234
Net pension asset (Wisconsin Retirement System)	295,261	64,035	359,296
Internal balances	(131,120)	131,120	-
Inventories	-	23,328	23,328
Loans receivable	329,465	-	329,465
Capital assets, net of accumulated depreciation			
Land and construction in progress	1,558,772	239,706	1,798,478
Buildings, systems, and equipment	<u>28,931,897</u>	<u>17,534,718</u>	<u>46,466,615</u>
TOTAL ASSETS	38,531,537	23,841,613	62,373,150
DEFERRED OUTFLOWS OF RESOURCES			
Wisconsin Retirement System pension	<u>313,092</u>	<u>67,902</u>	<u>380,994</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 38,844,629</u>	<u>\$ 23,909,515</u>	<u>\$ 62,754,144</u>
<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</u>			
LIABILITIES			
Accounts payable	\$ 127,779	\$ 85,643	\$ 213,422
Accrued liabilities			
Payroll	147,621	-	147,621
Interest	174,521	3,667	178,188
Unearned revenue - other	277,128	198,889	476,017
Current portion of long-term obligations	1,065,371	24,454	1,089,825
Payable from restricted assets			
Accrued interest	-	31,191	31,191
Current portion of long-term obligations	-	376,312	376,312
Noncurrent portion of long-term obligations	<u>15,167,519</u>	<u>4,568,383</u>	<u>19,735,902</u>
TOTAL LIABILITIES	<u>16,959,939</u>	<u>5,288,539</u>	<u>22,248,478</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - tax roll	4,011,505	-	4,011,505
Wisconsin Retirement System pension	<u>221</u>	<u>48</u>	<u>269</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>4,011,726</u>	<u>48</u>	<u>4,011,774</u>
NET POSITION			
Net investment in capital assets	15,771,672	15,436,357	31,208,029
Restricted for:			
Debt service	-	1,213,807	1,213,807
Other purposes	1,668,316	-	1,668,316
Unrestricted	<u>432,976</u>	<u>1,970,764</u>	<u>2,403,740</u>
TOTAL NET POSITION	<u>17,872,964</u>	<u>18,620,928</u>	<u>36,493,892</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 38,844,629</u>	<u>\$ 23,909,515</u>	<u>\$ 62,754,144</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2015

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUE			NET (EXPENSES) REVENUE AND CHANGES IN NET POSITION		
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTALS
GOVERNMENTAL ACTIVITIES							
General government	\$ 783,784	\$ 112,995	\$ -	\$ -	\$ (670,789)		\$ (670,789)
Public safety	1,573,868	141,814	27,034	-	(1,405,020)		(1,405,020)
Public works	1,823,989	302,148	416,476	-	(1,105,365)		(1,105,365)
Health and human services	3,575	2,300	-	-	(1,275)		(1,275)
Culture, recreation, and education	652,073	43,196	155,094	-	(453,783)		(453,783)
Conservation and development	183,703	2,350	-	-	(181,353)		(181,353)
Interest and fiscal charges	569,767	-	-	-	(569,767)		(569,767)
TOTAL GOVERNMENTAL ACTIVITIES	5,590,759	604,803	598,604	-	(4,387,352)		(4,387,352)
BUSINESS-TYPE ACTIVITIES							
Water	735,084	1,150,126	-	1,000		\$ 416,042	416,042
Sewer	775,844	997,404	-	10,295		231,855	231,855
Storm Water	132,403	256,927	-	-		124,524	124,524
TOTAL BUSINESS-TYPE ACTIVITIES	1,643,331	2,404,457	-	11,295		772,421	772,421
TOTAL PRIMARY GOVERNMENT	\$ 7,234,090	\$ 3,009,260	\$ 598,604	\$ 11,295	(4,387,352)	772,421	(3,614,931)
GENERAL REVENUE							
Taxes							
Property taxes, levied for general purposes					2,729,471	-	2,729,471
Tax increments					867,072	-	867,072
Intergovernmental revenue not restricted to specific programs					676,366	-	676,366
Interest and investment income					14,284	8,541	22,825
Miscellaneous					20,618	-	20,618
TRANSFERS					215,480	(215,480)	-
TOTAL GENERAL REVENUE AND TRANSFERS					4,523,291	(206,939)	4,316,352
CHANGE IN NET POSITION					135,939	565,482	701,421
NET POSITION - BEGINNING OF YEAR					17,126,115	17,926,093	35,052,208
CHANGE IN ACCOUNTING PRINCIPLE					610,910	129,353	740,263
NET POSITION - END OF YEAR					\$ 17,872,964	\$ 18,620,928	\$ 36,493,892

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
FUND FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2015

<u>ASSETS</u>	GENERAL FUND	DEBT SERVICE	TIF #6	CAPITAL PROJECTS	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Cash and investments	\$ 3,122,809	\$ -	\$ 315,896	\$ 101,244	\$ 522,571	\$ 4,062,520
Cash and investments - restricted	-	-	-	801,003	-	801,003
Receivables						
Taxes	1,413,028	-	784,626	-	85,943	2,283,597
Accounts and other	32,115	-	1,284	-	6,032	39,431
Special assessments	330,165	-	-	2,312	-	332,477
Prepaid expenses	28,234	-	-	-	-	28,234
Loans receivable	-	48,218	-	-	281,247	329,465
Due from other funds	-	-	-	-	277,696	277,696
TOTAL ASSETS	<u>\$ 4,926,351</u>	<u>\$ 48,218</u>	<u>\$ 1,101,806</u>	<u>\$ 904,559</u>	<u>\$ 1,173,489</u>	<u>\$ 8,154,423</u>
<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</u>						
LIABILITIES						
Accounts payable	\$ 94,874	\$ -	\$ 186	\$ 4,053	\$ 28,666	\$ 127,779
Accrued liabilities	147,621	-	-	-	-	147,621
Due to other funds	403,816	-	-	-	5,000	408,816
Unearned revenue - other	2,805	48,218	-	-	535,570	586,593
TOTAL LIABILITIES	<u>649,116</u>	<u>48,218</u>	<u>186</u>	<u>4,053</u>	<u>569,236</u>	<u>1,270,809</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue						
Tax roll	3,140,936	-	784,626	-	85,943	4,011,505
FUND BALANCES						
Nonspendable	28,234	-	-	-	-	28,234
Restricted	-	-	249,500	900,506	518,310	1,668,316
Assigned	164,800	-	-	-	-	164,800
Unassigned	943,265	-	67,494	-	-	1,010,759
TOTAL FUND BALANCES	<u>1,136,299</u>	<u>-</u>	<u>316,994</u>	<u>900,506</u>	<u>518,310</u>	<u>2,872,109</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 4,926,351</u>	<u>\$ 48,218</u>	<u>\$ 1,101,806</u>	<u>\$ 904,559</u>	<u>\$ 1,173,489</u>	<u>\$ 8,154,423</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2015

Fund balances - total governmental funds \$ 2,872,109

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in government activities are not financial resources and therefore, are not reported in the funds. 30,490,669

Some revenue is unavailable in the funds because they are not available to pay current period's expenditures.

Other deferred to be collected after year end 309,465

Wisconsin Retirement System net pension asset, deferred outflows of resources and deferred inflows of resources, are not current financial resources and are not reported in the fund statements. 608,132

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditures when due. All liabilities - both current and long-term - are reported in the statement of net position.

Accrued interest payable	\$ (174,521)	
Bonds and notes payable	(15,520,000)	
Premium on long-term obligations	(28,526)	
Compensated absences	(274,737)	
OPEB liability	<u>(409,627)</u>	
		<u>(16,407,411)</u>

TOTAL NET POSITION - GOVERNMENTAL ACTIVITIES \$17,872,964

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2015

	GENERAL FUND	DEBT SERVICE	TIF #6	CAPITAL PROJECTS	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
REVENUE						
Taxes	\$ 2,729,471	\$ -	\$ 788,930	\$ -	\$ 78,142	\$ 3,596,543
Special assessments	-	-	-	29,385	1,637	31,022
Intergovernmental	1,086,795	-	3,982	-	90,124	1,180,901
Licenses and permits	132,393	-	-	-	-	132,393
Fines, forfeits, and penalties	55,882	-	-	-	-	55,882
Public charges for services	19,076	-	-	-	281,534	300,610
Intergovernmental charges for services	53,320	-	-	-	-	53,320
Other	84,237	24,109	4,890	-	87,827	201,063
TOTAL REVENUE	<u>4,161,174</u>	<u>24,109</u>	<u>797,802</u>	<u>29,385</u>	<u>539,264</u>	<u>5,551,734</u>
EXPENDITURES						
Current						
General government	699,990	-	-	-	150	700,140
Public safety	1,390,201	-	-	-	-	1,390,201
Public works	683,108	-	-	-	306,464	989,572
Health and human services	4,380	-	-	-	-	4,380
Culture, recreation, and education	273,362	-	-	-	296,201	569,563
Conservation and development	78,488	-	66,111	-	2,075	146,674
Capital outlay	37,716	-	131,971	1,149,081	84,954	1,403,722
Debt service						
Principal	-	710,000	190,000	26,466	45,000	971,466
Interest and fiscal charges	-	425,809	107,925	2,595	21,053	557,382
TOTAL EXPENDITURES	<u>3,167,245</u>	<u>1,135,809</u>	<u>496,007</u>	<u>1,178,142</u>	<u>755,897</u>	<u>6,733,100</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>993,929</u>	<u>(1,111,700)</u>	<u>301,795</u>	<u>(1,148,757)</u>	<u>(216,633)</u>	<u>(1,181,366)</u>
OTHER FINANCING SOURCES (USES)						
Proceeds from long-term debt	-	-	-	1,350,000	-	1,350,000
Transfers in	209,377	1,067,492	-	549,263	247,393	2,073,525
Transfers out	(1,539,153)	-	(195,800)	-	(7,500)	(1,742,453)
TOTAL OTHER FINANCING (USES) SOURCES	<u>(1,329,776)</u>	<u>1,067,492</u>	<u>(195,800)</u>	<u>1,899,263</u>	<u>239,893</u>	<u>1,681,072</u>
NET CHANGE IN FUND BALANCES	(335,847)	(44,208)	105,995	750,506	23,260	499,706
FUND BALANCES AT BEGINNING OF YEAR	<u>1,472,146</u>	<u>44,208</u>	<u>210,999</u>	<u>150,000</u>	<u>495,050</u>	<u>2,372,403</u>
FUND BALANCES AT END OF YEAR	<u>\$ 1,136,299</u>	<u>\$ -</u>	<u>\$ 316,994</u>	<u>\$ 900,506</u>	<u>\$ 518,310</u>	<u>\$ 2,872,109</u>

CITY OF MILTON, WISCONSIN
RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2015

Net change in fund balances - total governmental funds		\$ 499,706
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities, those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities.		
Capital outlay reported in governmental fund statements	\$ 1,403,722	
Depreciation expense reported in the statement of activities	<u>(703,275)</u>	
Amount by which capital outlays are greater than depreciation in the current period:		700,447
The net effect of various transactions involving capital assets (i.e., noncapitalized outlay and contributions) is to decrease net position.		(580,592)
Wisconsin Retirement System net pension asset, deferred outflows of resources, and deferred inflows of resources change:		(2,778)
Some capital assets acquired during the year were financed with long-term debt. The amount of long-term debt is reported in the governmental funds as a source of financing. In the statement of net position, however, long-term debt is not reported as a financing source, but rather constitutes a long-term liability. The amount of long-term debt issued in the governmental funds statement is:		(1,350,000)
Certain employee benefits are reported in the government funds when amounts are paid. The statement of activities reports the value of benefits earned during the year.		
This year the accrual of these benefits increased by:		(634)
OPEB expense is not recorded in the statement of activities.		(48,775)
Certain revenue is unavailable in the governmental funds because they are not available to pay current period expenditures. In the statement of activities, these are recorded as revenue in the current year.		(40,516)
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.		
The amount of long-term debt principal payments in the current year:		971,466
Governmental funds report the effect of bond discounts and premiums when debt is first issued, whereas, these amounts are deferred and amortized in the statement of activities. The net effect of these differences in the current year is:		2,897
In governmental funds, interest payments on outstanding debt are reported as an expenditure when paid. In the statement of activities, interest is reported as it accrues.		
The amount of interest paid during the current period.	\$ 557,382	
The amount of interest accrued during the current period.	<u>(572,664)</u>	
Interest paid is less than interest accrued by:		<u>(15,282)</u>
CHANGE IN NET POSITION - GOVERNMENTAL ACTIVITIES		<u>\$ 135,939</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2015

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
ASSETS				
CURRENT ASSETS				
Cash and investments	\$ 400,575	\$ 482,129	\$ 290,362	\$ 1,173,066
Cash and investments - restricted	3,058,565	1,058,737	20,000	4,137,302
Accounts and other	212,676	204,311	48,233	465,220
Special assessments	73,118	-	-	73,118
Due from other funds	12,200	116,732	2,188	131,120
Inventories	23,328	-	-	23,328
TOTAL CURRENT ASSETS	3,780,462	1,861,909	360,783	6,003,154
NONCURRENT ASSETS				
CAPITAL ASSETS				
Land	17,734	91,568	-	109,302
Buildings	345,360	6,335,053	-	6,680,413
Improvements other than buildings	9,544,201	4,315,739	-	13,859,940
Machinery and equipment	820,645	823,560	3,089,085	4,733,290
Construction work in progress	125,045	5,359	-	130,404
TOTAL CAPITAL ASSETS	10,852,985	11,571,279	3,089,085	25,513,349
Less accumulated depreciation	3,319,947	3,807,281	611,697	7,738,925
NET CAPITAL ASSETS	7,533,038	7,763,998	2,477,388	17,774,424
OTHER NON-CURRENT ASSETS				
Net pension asset (Wisconsin Retirement System)	27,003	28,286	8,746	64,035
TOTAL NONCURRENT ASSETS	7,560,041	7,792,284	2,486,134	17,838,459
TOTAL ASSETS	11,340,503	9,654,193	2,846,917	23,841,613
DEFERRED OUTFLOWS OF RESOURCES				
Wisconsin Retirement System pension	28,634	29,994	9,274	67,902
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 11,369,137	\$ 9,684,187	\$ 2,856,191	\$ 23,909,515
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION				
CURRENT LIABILITIES				
Accounts payable	\$ 34,276	\$ 49,459	\$ 1,908	\$ 85,643
Accrued interest	3,667	-	-	3,667
Current portion of long-term obligations	18,308	-	-	18,308
Current portion of compensated absences	3,120	2,237	789	6,146
Unearned revenue - other	198,889	-	-	198,889
Payable from restricted assets				
Accrued interest	23,129	8,062	-	31,191
Current portion of long-term obligations	145,000	231,312	-	376,312
TOTAL CURRENT LIABILITIES	426,389	291,070	2,697	720,156
NONCURRENT LIABILITIES				
Long-term obligations	2,985,321	1,527,747	-	4,513,068
Compensated absences	28,083	20,132	7,100	55,315
TOTAL NONCURRENT LIABILITIES	3,013,404	1,547,879	7,100	4,568,383
TOTAL LIABILITIES	3,439,793	1,838,949	9,797	5,288,539
DEFERRED INFLOWS OF RESOURCES				
Wisconsin Retirement System pension	20	21	7	48
NET POSITION				
Net investment in capital assets	6,954,030	6,004,939	2,477,388	15,436,357
Restricted	374,444	819,363	20,000	1,213,807
Unrestricted	600,850	1,020,915	348,999	1,970,764
TOTAL NET POSITION	7,929,324	7,845,217	2,846,387	18,620,928
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 11,369,137	\$ 9,684,187	\$ 2,856,191	\$ 23,909,515

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2015

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
OPERATING REVENUE				
Charges for services	<u>\$1,150,126</u>	<u>\$ 997,404</u>	<u>\$ 256,927</u>	<u>\$ 2,404,457</u>
OPERATING EXPENSES				
Operations	308,324	117,681	3,836	429,841
Maintenance	39,064	176,902	21,937	237,903
General and administration	53,762	96,363	66,022	216,147
Depreciation	<u>258,341</u>	<u>334,460</u>	<u>40,608</u>	<u>633,409</u>
TOTAL OPERATING EXPENSES	<u>659,491</u>	<u>725,406</u>	<u>132,403</u>	<u>1,517,300</u>
OPERATING INCOME	<u>490,635</u>	<u>271,998</u>	<u>124,524</u>	<u>887,157</u>
NONOPERATING REVENUE (EXPENSES)				
Interest income	3,156	5,385	-	8,541
Interest expense	(34,229)	(50,438)	-	(84,667)
Debt issue costs	<u>(41,364)</u>	<u>-</u>	<u>-</u>	<u>(41,364)</u>
TOTAL NONOPERATING (EXPENSES)	<u>(72,437)</u>	<u>(45,053)</u>	<u>-</u>	<u>(117,490)</u>
INCOME BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS	418,198	226,945	124,524	769,667
TRANSFERS (OUT)	(190,085)	(76,492)	(64,495)	(331,072)
CAPITAL CONTRIBUTIONS	<u>1,000</u>	<u>10,295</u>	<u>115,592</u>	<u>126,887</u>
CHANGE IN NET POSITION	229,113	160,748	175,621	565,482
NET POSITION AT BEGINNING OF YEAR	7,644,693	7,627,776	2,653,624	17,926,093
CHANGE IN ACCOUNTING PRINCIPLE	<u>55,518</u>	<u>56,693</u>	<u>17,142</u>	<u>129,353</u>
NET POSITION AT END OF YEAR	<u>\$7,929,324</u>	<u>\$7,845,217</u>	<u>\$2,846,387</u>	<u>\$18,620,928</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2015

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 787,533	\$ 944,381	\$ 231,897	\$ 1,963,811
Receipts from municipality	336,728	40,344	23,443	400,515
Payments to municipality	-	(123,598)	(11,999)	(135,597)
Payments to suppliers for goods and services	(186,792)	(214,906)	(32,233)	(433,931)
Payments to employees for services	(178,862)	(185,621)	(57,763)	(422,246)
Payments for employee benefits	(55,874)	(50,492)	(13,755)	(120,121)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>702,733</u>	<u>410,108</u>	<u>139,590</u>	<u>1,252,431</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers to other funds	<u>(190,085)</u>	<u>(76,492)</u>	<u>(64,495)</u>	<u>(331,072)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Acquisition of property, plant, and equipment	(265,685)	(194,250)	-	(459,935)
Retirement of bonds and loans	(15,000)	(225,121)	-	(240,121)
Issuance of long-term debt	2,820,000	-	-	2,820,000
Debt discount and issue costs	(66,744)	-	-	(66,744)
Interest paid	(11,300)	(51,470)	-	(62,770)
Special assessments received	25,373	10,295	-	35,668
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	<u>2,486,644</u>	<u>(460,546)</u>	<u>-</u>	<u>2,026,098</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	<u>3,156</u>	<u>5,385</u>	<u>-</u>	<u>8,541</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	3,002,448	(121,545)	75,095	2,955,998
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>442,889</u>	<u>1,662,411</u>	<u>235,267</u>	<u>2,340,567</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 3,445,337</u>	<u>\$ 1,540,866</u>	<u>\$ 310,362</u>	<u>\$ 5,296,565</u>

(Continued on page 28)

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS - Continued
YEAR ENDED DECEMBER 31, 2015

	WATER	SEWER	STORM WATER	TOTAL ENTERPRISE FUNDS
<u>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</u>				
Operating income	\$ 490,635	\$ 271,998	\$ 124,524	\$ 887,157
Adjustments to reconcile operating income to net cash flows from operating activities				
Depreciation	244,538	334,460	40,608	619,606
Depreciation charged to sewer	13,803	(13,803)	-	-
Changes in assets and liabilities				
(Increase) decrease in assets				
Accounts receivable	(11,290)	(12,679)	(955)	(24,924)
Due from other funds	(4,102)	(109,795)	(632)	(114,529)
Net pension asset and deferred outflow/inflow (WRS)	(99)	(1,566)	(871)	(2,536)
Increase (decrease) in liabilities				
Accounts payable	18,395	6,198	1,738	26,331
Accrued payroll and fringe benefits	(2,653)	(1,395)	(902)	(4,950)
Unearned revenue	(10,473)	-	-	(10,473)
Net OPEB obligation	(36,021)	(63,310)	(23,920)	(123,251)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 702,733</u>	<u>\$ 410,108</u>	<u>\$ 139,590</u>	<u>\$ 1,252,431</u>
 <u>RECONCILIATION OF CASH AND CASH EQUIVALENTS PER STATEMENT OF CASH FLOWS TO THE STATEMENT OF NET POSITION</u>				
CASH AND CASH EQUIVALENTS - END OF YEAR				
Cash and investments	\$ 400,575	\$ 482,129	\$ 290,362	\$ 1,173,066
Cash and investments - restricted	3,058,565	1,058,737	20,000	4,137,302
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 3,459,140</u>	<u>\$ 1,540,866</u>	<u>\$ 310,362</u>	<u>\$ 5,310,368</u>

NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES

STORM WATER UTILITY

During 2015, \$115,592 of capital additions were contributed to the Utility by TIF District #6.

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
STATEMENT OF FIDICIARY NET POSITION
AGENCY FUND
DECEMBER 31, 2015

ASSETS

Cash and investments	\$ 2,303,654
Taxes receivable	<u>3,050,605</u>
TOTAL ASSETS	<u>\$ 5,354,259</u>

LIABILITIES

Due to other governments	<u>\$ 5,354,259</u>
--------------------------	----------------------------

The accompanying notes are an integral part of these financial statements.

CITY OF MILTON, WISCONSIN

NOTES TO THE BASIC FINANCIAL STATEMENTS

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies

The financial statements of the City of Milton, Wisconsin (the "City") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the City are described below.

Reporting Entity

The City of Milton, Wisconsin, was incorporated under the provisions of Chapter 280, Laws of Wisconsin, 1883. The City operates under a Council-Mayor form of government and provides the following services as authorized by its charter: public safety (police and fire), highways and streets, sanitation, health and social services, culture-recreation, education, public improvements, planning and zoning, and general administrative services.

The City's basic financial statements include the Community Development Authority, a component unit, as defined in GASB 14 and amended by GASB 39 and GASB 61.

The criterion for including a legally separate organization as a component unit is the degree of financial accountability the City has with the organization. A financial benefit or burden relationship needs to be present between the primary government and that organization for it to be included in the reporting entity as a component unit. The following circumstances set forth the City's financial accountability for a legally separate organization:

- a. The City is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the City.
- b. The City may be financially accountable if an organization is fiscally dependent on the City regardless of whether the organization has (1) a separately elected governing board, (2) a governing board appointed by a higher level of government, or (3) a jointly appointed board.
- c. The City may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the City's financial statements from being misleading.

Blended Component Unit

The Community Development Authority of the City of Milton ("CDA") serves all citizens of the government and is governed by a board appointed by the mayor and affirmed by the Common Council. The rates of user charges and bond issuance authorizations are approved by the Common Council and the legal liability for the general obligation portion of the CDA's debt remains with the government. The CDA does not issue separate financial statements.

Because of the CDA's sole activity is to provide financing for the City's Tax Incremental District (TID) No. 6, generally accepted accounting principles specifically provide that the CDA's related outstanding debt, assets, and debt service activity be reported as part of the primary government to avoid the "double" counting of outstanding debt, assets, and debt service activity. The activity is reported as part of TID No. 6.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

Basis of Presentation

Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and an agency fund, even though the latter is excluded from the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the government's water, sewer, and storm water functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenue includes 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenue are reported as general revenue.

Fund Financial Statements

The fund financial statements provide information about the government's funds, including its fiduciary funds. Separate statements for each fund category - governmental, proprietary, and fiduciary - are presented. The emphasis of fund financial statements is on major governmental and proprietary funds, each displayed in a separate column. All remaining governmental and proprietary funds are aggregated and reported as nonmajor funds. Major individual governmental and proprietary funds are reported as separate columns in the fund financial statements. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenue, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental fund or enterprise fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or proprietary fund that the City believes is particularly important to financial statement users may be reported as a major fund.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

The City reports the following major governmental funds:

General Fund - is used for all financial activity that is not required to be accounted for in another fund. This is the City's primary operating fund.

Debt Service - is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

TIF #6 Fund - is used to account for activity related to the improvements within the Tax Incremental Financing District #6.

Capital Projects Fund - is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities or other capital assets.

The City reports the following major proprietary funds:

Water Utility - accounts for operations of the water system.

Sewer Utility - accounts for operations of the sewer system.

Storm Water - accounts for operations of the storm water system.

In addition, the City reports the following fund type:

Agency - is used to account for assets held by the City in a trustee capacity for individuals, private organizations, and/or other governmental units.

During the course of operations the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in and out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as they are both measurable and available. Revenue is considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes are recorded in the year levied as receivables and unavailable revenue. They are recognized as revenue in the succeeding year when services financed by the levy are being provided. Special assessments are recorded as revenue when they become measurable and available as current assets. Sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. Grants are recorded as revenue when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the government.

The proprietary funds are reported using the economic resources measurement focus and accrual basis of accounting. The agency fund has no measurement focus but utilizes the accrual basis of accounting for reporting its assets and liabilities.

The proprietary funds distinguish *operating* revenue and expenses from *nonoperating* items. Operating revenue and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the water, sewer, and storm water utilities is a charge to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as nonoperating revenue and expenses.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

Cash and Cash Equivalents - Cash and cash equivalents, as classified in the statement of cash flows, consist of highly liquid investments with an initial maturity of three months or less.

Accounts Receivable - Accounts receivable are recorded at gross amounts. No allowance for uncollectible accounts has been provided since management believes that the amount of such allowance would not be material. The City used the tax roll, as allowed by State statutes, to collect delinquent accounts.

Due To/From Advance To/From Other Funds - During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as due to and from other funds. Long-term interfund loans (noncurrent portion) are reported as advances from and to other funds. In the governmental fund financial statements, advances to other funds are offset equally by a fund balance reserve account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation. Eliminations have been made for amounts due to/from within the same fund type on the government-wide statements

Interfund Transactions - Non-exchange transactions, which are net borrowing/lending (will not be repaid) are recorded as operating transfers, and exchange transactions are recorded as revenue and expenses. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers.

Prepaid Items - Prepaid items represent payments for goods and services for which benefits extend beyond December 31. A nonspendable balance has been recognized in governmental funds for these non-liquid assets to signify a portion of fund balance is not available for other subsequent expenditures.

Inventory - Inventory is priced at the lower of cost (first-in, first-out) or market. The cost of inventories are recorded as expenditures when purchased.

Restricted Cash and Investments - Certain resources set aside for revenue bonds repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. The "revenue bond redemption" account is used to segregate resources accumulated for debt service payments over the next twelve months. The "revenue bond reserve" account is used to report resources set aside to meet unexpected contingencies. The "depreciation fund" account is used to set aside resources to meet deficiencies in the reserve or redemption accounts for repairs or additions to utility systems.

Other restricted cash and investments also include a "DNR Replacement Fund" which is required by the Wisconsin Department of Natural Resources for repairs and maintenance on the sewer utility plant.

Capital Assets - Capital assets, which include property, plant, equipment, and infrastructure, are reported at cost or estimated historical cost. Contributed assets are reported at estimated fair value at the time received. General infrastructure assets, such as roads, bridges, curbs, gutters, streets, sidewalks and drainage and lighting systems, acquired prior to January 1, 2003, are reported at estimated historical cost using deflated replacement cost. Capital assets are depreciated using the straight-line method. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Water, sewer, and storm water assets are being depreciated using rates prescribed by the Wisconsin Public Service Commission and range from 1 to 15 percent.

Major capital outlays for capital assets of business-type activities are included as part of the capitalized value of the assets constructed. Interest expenses incurred during construction were not capitalized as part of the additions to capital assets.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

Capitalization thresholds and the estimated useful lives for the City are as follows:

Capital Asset Category	Capitalization Threshold	Estimated Useful Life
Infrastructure	\$ 2,500	75
Land	-	N/A
Land improvements	2,500	10-100
Buildings/structures/building improvements	2,500	40-100
Machinery and equipment	2,500	10-100
Vehicles	2,500	10-30

Compensated Absences - It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Vacation and sick pay is accrued when incurred in the government-wide and proprietary funds financial statements and reported as a fund liability. Vacation and sick pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and fund liability of the governmental fund that will pay it.

Pensions - For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Debt Premiums and Discounts - In the government-wide and proprietary fund financial statements, debt premiums and discounts are deferred and amortized over the life of the debt. Long-term debt is reported net of the applicable debt premium or discount

In the fund financial statements, governmental fund types recognize premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses.

Deferred Outflows and Inflows of Resources - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. The separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until then. The City has one item that qualifies for reporting in this category. It is the Wisconsin Retirement System pension and results from changes in the pension plan.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. The separate financial statement element represents an acquisition of net position which applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. The City has two items that qualify for reporting in this category: unavailable revenue and Wisconsin Retirement System pension. A deferred inflow from unavailable revenue arises under a modified accrual basis of accounting. The unavailable revenue is from property taxes. This amount is deferred and recognized as an inflow in the period the amount becomes available. The Wisconsin Retirement System pension results from changes in the pension plan.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 1 - Summary of Significant Accounting Policies - Continued

Post-Employment Benefits - The City provides post-retirement health insurance to retired employees who were hired before January 1, 2008. These payments are recorded as expenditures in the year paid in the governmental and proprietary fund financial statements and an estimate of the future benefits is recognized as a liability in the government-wide and proprietary funds statements of net position.

Net Position Classifications - Net position represents the difference between the total assets and deferred outflows of resources and the total liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement for those assets. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Fund Balances - The City classifies its fund equity as follows: (a) nonspendable fund balance consists of equity not in a spendable form or is legally or contractually required to be maintained intact, (b) restricted fund balance consists of equity constrained to specific purposes by their providers, externally imposed by creditors, constitutional provisions or by enabling legislation, (c) committed fund balance consists of equity constrained to specific purposes by the City itself, using its highest level of decision making authority - Common Council policies, (d) assigned fund balance consists of equity the governing body intends to use for a specific purpose, intent can be expressed by the governing body. The Common Council has authorized the Clerk-Treasurer to assign fund balances through its financial management policy, and (e) unassigned fund balance consists of equity available for any purpose.

When net losses occur, it is the City's policy to record the net loss against committed fund balance, then assigned fund balance, and lastly to unassigned fund balance. The City applied restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available.

State and Federal Aids - State general and categorical aids are recognized as revenue in the entitlement year. Federal aids and certain state aids for reimbursable programs are recognized as revenue in the year related program expenditures are incurred. Aids received prior to meeting revenue recognition criteria are recorded as unearned revenue.

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Claims and Judgments - They are recorded as liabilities if all the conditions of Governmental Accounting Standards Board Pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred. There were no significant claims or judgments at year end.

Changes in Accounting Principles - The City has implemented GASB Statement No. 68 *Accounting & Financing Reporting for Pension* and GASB Statement No. 71 *Pension Transition for Contributions Made Subsequent to The Measurement Date* in 2015.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 2 - Cash and Investments

State statutes permit the City to invest available cash balances, other than debt service funds, in time deposits of authorized depositories, state obligations, U.S. Treasury obligations, U.S. agency issues, repurchase agreements and other investments secured by federal securities, high grade commercial paper, and the local government pooled-investment fund administered by the state investment board. Available balances in the Debt Service Fund may be invested in municipal obligations, obligations of the United States and the local government pooled-investment fund. No significant violations of these restrictions occurred during the year.

As of December 31, 2015, the City had the following investments:

<u>INVESTMENT</u>	<u>WEIGHTED AVERAGE MATURITIES</u>	<u>FAIR VALUE</u>
Wisconsin Investment Services Cooperative	Less than one year	\$ 7,704,335
Ameritrade	More than one year	863,214
TOTAL		<u>\$ 8,567,549</u>

Fair (Market) Value of Deposits and Investments - Deposits and investments are reported at fair value. At December 31, 2015, the fair value of the City's deposits and investments approximated original cost, therefore no fair value adjustments were necessary.

Determining Fair Value - Fair value of the City's deposits and investments are determined as follows:

- 1) Deposits and investments with stated interest rates (savings account, certificates of deposit, repurchase agreements) are stated at cost,
- 2) Wisconsin Investment Services Cooperative holds funds in deposits and investments with stated interest rates (savings account, certificates of deposit, repurchase agreements), which are stated at cost, and
- 3) Ameritrade holds funds in investments with stated interest rates (certificates of deposit, money markets) which are stated at cost as well as fixed income investments valued using published market quotations.

Income Allocation - Interest income is generally allocated to the fund which owns the checking account, savings account, money market account, certificate of deposit, and investment.

Interest Rate Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to mature or may be tendered for purchase at the option of the holder within not more than seven years of the date acquired. The City does not have a formal investment policy that would further limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The City has no investment policy that would further limit its investment choices.

Custodial Credit Risk - Deposits - Custodial credit is the risk that, in the event of a bank failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk. The State of Wisconsin's Public Deposit Guarantee Fund created under Chapter 34 of the Wisconsin Statutes protects the municipality's designated public depositories against any losses of public funds up to \$400,000 subject to the total amount of the Guarantee Fund availability. As of December 31, 2015, \$1,209,651 of the City's bank balance of \$2,435,293 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 1,209,651
--------------------------------	--------------

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 2 - Cash and Investments - Continued

Custodial Credit Risk - Investments - Custodial credit is the risk that, in the event of a bank failure, the City's investments may not be returned to it. As of December 31, 2015, \$4,263,310 of the City's investments of \$8,567,549 was exposed to custodial credit risk as follows:

Uninsured, collateral pledged by bank \$ 4,263,310

NOTE 3 - Property Taxes

Property taxes attach as an enforceable lien on property in December when the tax roll is certified. Taxes are levied in December and payable in two installments on January 31 and July 31, or payable in full on January 31. Special assessments, charges, and personal property taxes are payable in full on January 31. The City bills and collects its own property taxes and also taxes for the State, County, Technical College, and Public Schools until February 1, at which time all uncollected real estate taxes are turned over to the County for collection. Delinquent personal property tax remains the collection responsibility of the City. Collection of the taxes and remittance of them to the appropriate entities are accounted for in the Tax Agency Fund. City property tax revenue is recognized in the year they are levied for and available for use. The 2015 tax roll (levied for 2016) has been set up as a receivable and offset by the amounts due to other governmental units and deferred income tax revenue for the City's portion. Advance tax collections are offset against the receivable.

NOTE 4 - Capital Assets

Capital asset balances and activity for the year ended December 31, 2015, are as follows:

	BALANCES 01/01/15	ADDITIONS	RETIREMENTS	BALANCES 12/31/15
<u>GOVERNMENTAL ACTIVITIES</u>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 1,463,427	\$ -	\$ -	\$ 1,463,427
Construction in progress	-	95,345	-	95,345
Total capital assets not being depreciated	1,463,427	95,345	-	1,558,772
<i>Capital assets being depreciated</i>				
Buildings	8,732,344	546,193	-	9,278,537
Infrastructure	23,676,765	-	-	23,676,765
Improvements other than buildings	1,111,273	37,829	-	1,149,102
Machinery and equipment	6,136,066	261,351	(117,588)	6,279,829
Total capital assets being depreciated	39,656,448	845,373	(117,588)	40,384,233
Less accumulated depreciation for:				
Buildings	1,828,088	171,973	-	2,000,061
Infrastructure	3,829,656	291,432	-	4,121,088
Improvements other than buildings	362,270	44,351	-	406,621
Machinery and equipment	4,729,047	195,519	-	4,924,566
Total accumulated depreciation	10,749,061	703,275	-	11,452,336
Total capital assets being depreciated, net	28,907,387	142,098	(117,588)	28,931,897
GOVERNMENT ACTIVITIES				
CAPITAL ASSETS, NET	\$ 30,370,814	\$ 237,443	\$ (117,588)	\$ 30,490,669

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 4 - Capital Assets - Continued

Depreciation expense for governmental activities was charged to functions as follows:

General Government	\$ 46,767
Public Safety	137,740
Public Works	439,742
Culture, Recreation, and Education	78,982
Health and Human Service	44
TOTAL	<u>\$ 703,275</u>

	<u>BALANCES</u> 01/01/15	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> 12/31/15
<u>BUSINESS-TYPE ACTIVITIES</u>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 109,302	\$ -	\$ -	\$ 109,302
Construction in progress	<u>-</u>	<u>130,404</u>	<u>-</u>	<u>130,404</u>
Total capital assets not being depreciated	<u>109,302</u>	<u>130,404</u>	<u>-</u>	<u>239,706</u>
<i>Capital assets being depreciated</i>				
Buildings	6,636,525	44,888	(1,000)	6,680,413
Improvements other than buildings	13,778,348	130,242	(48,650)	13,859,940
Machinery and equipment	<u>4,507,297</u>	<u>269,993</u>	<u>(44,000)</u>	<u>4,733,290</u>
Total capital assets being depreciated	<u>24,922,170</u>	<u>445,123</u>	<u>(93,650)</u>	<u>25,273,643</u>
Less accumulated depreciation for:				
Buildings	2,177,214	219,439	(1,000)	2,395,653
Improvements other than buildings	3,505,196	247,717	(48,650)	3,704,263
Machinery and equipment	<u>1,516,756</u>	<u>166,253</u>	<u>(44,000)</u>	<u>1,639,009</u>
Total accumulated depreciation	<u>7,199,166</u>	<u>663,409</u>	<u>(93,650)</u>	<u>7,738,925</u>
Total capital assets being depreciated, net	<u>17,723,004</u>	<u>(188,286)</u>	<u>-</u>	<u>17,534,718</u>
<u>BUSINESS-TYPE ACTIVITIES</u>				
CAPITAL ASSETS, NET	<u>\$ 17,832,306</u>	<u>\$ (57,882)</u>	<u>\$ -</u>	<u>\$ 17,774,424</u>

Depreciation expense was charged to functions as follows:

Business-type activities	
Water	\$ 258,341
Sewer	334,460
Storm Water	40,608
TOTAL	<u>\$ 633,409</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 5 - Long-Term Obligations

Details of the City's long-term obligations are as follows:

Summary of Long-Term Obligations

	BALANCES 01/01/15	ADDITIONS	PAYMENTS	BALANCES 12/31/15	AMOUNT DUE WITHIN ONE YEAR
<u>GOVERNMENTAL ACTIVITIES:</u>					
Bonds payable	\$ 11,720,000	\$ -	\$ (560,000)	\$ 11,160,000	\$ 565,000
Notes payable	1,370,000	1,350,000	(295,000)	2,425,000	365,000
CDA revenue bonds payable	2,025,000	-	(90,000)	1,935,000	105,000
Capital leases payable	26,466	-	(26,466)	-	-
Premium	31,423	-	(2,897)	28,526	2,897
Compensated absences	274,103	634	-	274,737	27,474
Net OPEB obligation	<u>360,852</u>	<u>65,456</u>	<u>(16,681)</u>	<u>409,627</u>	<u>-</u>
TOTAL	<u>\$ 15,807,844</u>	<u>\$ 1,416,090</u>	<u>\$ (991,044)</u>	<u>\$ 16,232,890</u>	<u>\$ 1,065,371</u>

BUSINESS-TYPE ACTIVITIES:

Mortgage revenue bond					
Sewer	\$ 1,984,180	\$ -	\$ (225,121)	\$ 1,759,059	\$ 231,312
Water	-	2,820,000	-	2,820,000	145,000
General obligation bond					
Water	290,000	-	(15,000)	275,000	20,000
Debt discount	-	(25,380)	-	(25,380)	(1,692)
Compensated absences	66,411	-	(4,950)	61,461	6,146
Net OPEB obligation	<u>202,260</u>	<u>7,641</u>	<u>(130,892)</u>	<u>79,009</u>	<u>-</u>
TOTAL	<u>\$ 2,542,851</u>	<u>\$ 2,802,261</u>	<u>\$ (375,963)</u>	<u>\$ 4,969,149</u>	<u>\$ 400,766</u>

GOVERNMENTAL FUNDS

Interest costs incurred during the year totaled \$572,478 for governmental activities and \$84,667 for business-type activities. Total interest paid during the year aggregated \$557,196 for governmental activities and \$62,770 for business-type activities. Zero interest was capitalized in government-type and business-type capital assets.

General Obligation Debt

All general obligation debt is secured by the full faith and credit and unlimited taxing powers of the City. The general obligation debt is expected to be repaid with general property taxes, special assessments and tax increments (TIF). General obligation debt at December 31, 2015, is comprised of the following issues:

<u>ISSUE DESCRIPTION</u>	<u>RATES (%)</u>	<u>DATES OF MATURITY</u>	<u>BALANCE 12/31/15</u>
<u>GENERAL OBLIGATION BONDS</u>			
2007 Issue	4.00%	2026	\$ 3,035,000
2007 Issue	4.00%	2027	3,100,000
2010 Issue	1.00 - 2.20%	2016	100,000
2011 Issue	0.90 - 3.80%	2023	1,115,000
2011 Issue	2.40 - 4.50%	2031	1,870,000
2013 Issue	3.00 - 4.30%	2033	<u>1,940,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION BONDS			<u>11,160,000</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 5 - Long-Term Obligations - Continued

<u>ISSUE DESCRIPTION</u>	<u>RATES (%)</u>	<u>DATES OF MATURITY</u>	<u>BALANCE 12/31/15</u>
<u>GENERAL OBLIGATION NOTE</u>			
2011 Issue	0.60 - 3.15%	2021	\$ 930,000
2014 Issue	1.85%	2016	145,000
2015 Issue	2.65%	2025	<u>1,350,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION NOTES			<u>2,425,000</u>
TOTAL GOVERNMENTAL FUNDS GENERAL OBLIGATION DEBT			<u>\$ 13,585,000</u>

Community Development Authority Lease Revenue Bonds

Community development authority bonds are not deemed a debt or obligation of the City, nor a charge against its general credit. It is solely an obligation of the Community Development Authority. Repayment is provided by annual charges to the general and capital projects funds paid from property taxes.

<u>ISSUE DESCRIPTION</u>	<u>RATE (%)</u>	<u>DATES OF MATURITY</u>	<u>ORIGINAL INDEBTEDNESS</u>	<u>BALANCE 12/31/15</u>
<u>Lease Revenue Bonds TIF #6**</u>				
2006 Issue	3.5 - 4.6%	2026	\$ 1,940,000	\$ 1,565,000
<u>Lease Revenue Bonds TIF #7**</u>				
2006 Issue	3.5 - 4.6%	2026	555,000	<u>370,000</u>
TOTAL LEASE REVENUE BONDS				<u>\$ 1,935,000</u>

****Refinanced in subsequent event see Note 13**

ENTERPRISE FUND DEBT

Enterprise fund debt is expected to be repaid with water and sewer revenue. Enterprise fund debt at December 31, 2015, is comprised of the following issues:

<u>ISSUE DESCRIPTION</u>	<u>RATES (%)</u>	<u>DATES OF MATURITY</u>	<u>BALANCE 12/31/15</u>
<u>General Obligation Bond</u>			
2007 Water Issue	4.00%	2027	\$ 275,000
<u>Mortgage Revenue Bond</u>			
2002 Sewer Issue	2.75%	2022	1,759,059
2015 Water Issue	4.00%	2030	<u>2,820,000</u>
TOTAL ENTERPRISE FUND DEBT			<u>\$ 4,854,059</u>

Mortgage Revenue Bond Requirements

The City's Mortgage Revenue Bonds require that cash be set aside in separate funds and restricted for specific purposes. The sewer utility is required to set money aside in a special redemption fund the required and actual amounts for 2015 were \$162,270.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 5 - Long-Term Obligations - Continued

Equipment Replacement Fund Requirements

The Sewer Utility has established an equipment replacement fund to be used for significant wastewater treatment mechanical equipment replacement as required by the Wisconsin Department of Natural Resources as a condition to receiving construction grants. At December 31, 2015, this fund had available resources of \$896,467.

General Obligation Debt Limit Calculation

The 2015 equalized valuation of the City as certified by the Wisconsin Department of Revenue is \$362,028,200. The legal debt limit and margin of indebtedness as of December 31, 2015, in accordance with Section 67.03(1)(b) of the Wisconsin Statutes follows:

Debt limit (5% of \$362,028,200)	\$ 18,101,410
Applicable long-term debt	<u>(13,860,000)</u>
MARGIN OF INDEBTEDNESS	<u>\$ 4,241,410</u>

Maturities of Long-Term Obligations

Maturities of the long-term obligations at December 31, 2015, are:

YEARS	GENERAL OBLIGATION DEBT		CDA LEASE REVENUE BONDS		ENTERPRISE FUND DEBT	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2016	\$ 930,000	\$ 488,668	\$ 105,000	\$ 84,940	\$ 396,312	\$ 137,066
2017	950,000	442,122	115,000	80,263	422,673	116,080
2018	975,000	412,088	130,000	74,963	429,209	106,709
2019	985,000	380,514	160,000	68,615	440,925	96,677
2020	1,040,000	346,827	180,000	61,090	447,825	85,999
2021-2025	5,595,000	1,159,906	1,030,000	171,258	1,582,115	281,404
2026-2030	2,510,000	310,645	215,000	4,945	1,135,000	98,694
2031-2033	<u>600,000</u>	<u>32,200</u>	-	-	-	-
TOTAL	<u>\$13,585,000</u>	<u>\$3,572,970</u>	<u>\$ 1,935,000</u>	<u>\$ 546,074</u>	<u>\$ 4,854,059</u>	<u>\$ 922,629</u>

Other long-term obligations (compensated absences and post-retirement healthcare benefit OPEB liability) for the governmental activities are generally liquidated by the general fund and by the water, sewer, and storm water funds for business-type activities.

NOTE 6 - Wisconsin Retirement System

Plan Description - The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

CITY OF MILTON, WISCONSIN
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 DECEMBER 31, 2015

NOTE 6 - Wisconsin Retirement System - Continued

Vesting - For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided - Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments - The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2005	2.6%	7%
2006	0.8	3
2007	3.0	10
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 6 - Wisconsin Retirement System - Continued

Contributions - Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$139,961 in contributions from the employer.

Contribution rates as of December 31, 2015 are:

Employee Category	Employee	Employer
General	6.8%	6.8%
Executives & Elected Officials	7.7%	7.7%
Protective with Social Security	6.8%	9.5%
Protective without Social Security	6.8%	13.1%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2015, the City reported a liability (asset) of (\$359,296) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2014, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2013 rolled forward to December 31, 2014. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability (asset) was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2014, the City's proportion was 0.01462769%, which was a decrease of 0.00006675% from its proportion measured as of December 31, 2013.

For the year ended December 31, 2015, the City recognized pension expense of \$140,934.

At December 31, 2015, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 52,087	\$ -
Changes in assumptions	-	-
Net differences between projected and actual earnings on pension plan investments	173,989	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	(269)
Employer contributions subsequent to the measurement date	154,918	-
Total	\$ 380,994	\$ (269)

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 6 - Wisconsin Retirement System - Continued

\$154,918 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:	Deferred Outflow of Resources	Deferred Inflows of Resources
2016	\$ 44,468	\$ (50)
2017	44,468	(50)
2018	44,468	(50)
2019	44,468	(50)
2020	44,468	(50)
Thereafter	3,736	(19)

Actuarial Assumptions - The total pension liability in the December 31, 2014, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2013
Measurement Date of Net Pension Liability (Asset)	December 31, 2014
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.8%
Mortality:	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

* *No Post-Retirement Adjustment is Guaranteed - Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2012 using experience from 2009 - 2011. The total pension liability for December 31, 2014 is based upon a roll-forward of the liability calculated from the December 31, 2013 actuarial valuation.

Long-Term Expected Return on Plan Assets - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

CITY OF MILTON, WISCONSIN
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 DECEMBER 31, 2015

NOTE 6 - Wisconsin Retirement System - Continued

Asset Class	Long-Term Real Rate of Return	Target Allocation
US Equities	5.3%	21%
International Equities	5.7%	23%
Fixed Income	1.7%	36%
Inflation Sensitive Assets	2.3%	20%
Real Estate	4.2%	7%
Private Equity/Debt	6.9%	7%
Multi-Asset	3.9%	6%
Cash	0.9%	-20%

Single Discount Rate - A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.56%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate - The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage- point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase To Discount Rate (8.20%)
City of Milton's proportionate share of the net pension liability (asset)	\$ 1,013,636	\$ (359,296)	\$ (1,443,582)

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://legis.wisconsin.gov/lab/> and reference report number 15-11.

Payables to the Pension Plan

At December 31, 2015, the City reported a payable of \$10,626 for the outstanding amount of contributions to the pension plan required for the year ended December 31, 2015.

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 7 - Post-Employment Healthcare Benefits

Plan Description - The City, through its substantive commitment to provide other post-employment benefits (OPEB), maintains a single-employer defined benefit plan to provide certain post-retirement healthcare benefits to former employees who meet retirement eligibility requirements and continue retiree medical coverage until he/she is eligible for Medicare. The City is under contractual obligation to provide these post-retirement healthcare benefits. Because the Plan consists solely of the City's firm commitment to provide OPEB through the payment of premiums to insurance companies on behalf of its eligible retirees, no stand-alone financial report is either available or generated.

Funding Policy - Premiums under the Plan for post-employment healthcare benefits are funded by retirees desiring such coverage via co-pays paid to the City in accordance with rates established by the City and from the City itself from appropriate governmental and business-type funds on a pay-as-you-go basis. The City may make additional contributions as determined by management. For the year ended December 31, 2015, the net outlay from the City, which equaled \$16,681, represents the City's net cost paid for current year premiums due.

Annual OPEB Cost and Net OPEB Obligation - The City's annual OPEB cost is calculated based on the annual required contribution (ARC) of the City, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period of 30 years. The following table illustrates the components of the City's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the City's net OPEB obligation:

Annual required contribution		\$ 73,097	
Adjustment		(130,892)	
Contributions made		<u>(16,681)</u>	
(Decrease) in net OPEB obligation		(74,476)	
Net OPEB obligation - beginning of year		<u>563,112</u>	
NET OPEB OBLIGATION - END OF YEAR		<u>\$ 488,636</u>	

The City's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for 2015 were as follows:

<u>Fiscal Year</u> <u>Ended</u>	<u>Annual</u> <u>OPEB Cost</u>	<u>Percentage of</u> <u>Annual OPEB</u> <u>Cost Contributed</u>	<u>Net OPEB</u> <u>Obligation -</u> <u>End of Year</u>
12/31/13	\$ 104,743	37.63%	\$ 491,125
12/31/14	104,743	31.27	563,112
12/31/15	73,097	22.82	488,636

Funding Status and Funding Progress - As of December 31, 2015, the most recent actuarial valuation date, the Plan was funded in the amount of \$-0- or 0 percent of the actuarial accrued liability (AAL). The AAL for benefits equaled \$755,849, resulting in an unfunded actuarial accrued liability (UAAL) of \$755,849. The covered payroll (annual payroll of active employees covered the Plan) equaled \$773,077, and the ratio of the UAAL to the covered payroll equaled 97.8 percent.

CITY OF MILTON, WISCONSIN
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 DECEMBER 31, 2015

NOTE 7 - Post-Employment Healthcare Benefits - Continued

Actuarial Methods and Assumptions - Actuarial valuations of the Plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. The actuarial determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. Projections of benefits are based on the types of benefits provided under the Plan at the time of each valuation and on the pattern of sharing of benefit costs between the employer and plan members. Projections of benefits for financial reporting purposes do not explicitly incorporate the potential effects of unknown legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future. The actuarial calculations reflect a long-term perspective and actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and assets.

The schedule of funding progress, presented as RSI following the notes to the basic financial statements, presents multi-year trend information about whether the actuarial value of Plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The actuarial valuation dated December 31, 2015, used the entry age actuarial cost method. The assumptions and methods used in the valuation were 1.0 percent discount rate, which approximates the expected rate of return on investments held by the City, 2.0 percent payroll growth rate, and a level percentage amortization method over 30 years with open period.

NOTE 8 - Interfund Receivables, Payables, Advances, and Transfers

Individual interfund receivable and payable balances at December 31, 2015, are as follows:

<u>RECEIVABLE FUND</u>	<u>PAYABLE FUND</u>	<u>AMOUNT</u>
Due from/to Other Funds:		
Refuse and Recycling	General Fund	\$ 272,696
Sewer	General Fund	116,732
Water	General Fund	12,200
Dog Park	Crossridge Park	5,000
Storm Water	General Fund	2,188
TOTAL		<u>\$ 408,816</u>

The above balances resulted from the timing differences between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All amounts are due within one year. For the Statement of Net Position, interfund balances which are owed within the governmental and business activities are netted and eliminated.

Individual fund transfers during 2015 are as follows:

<u>RECEIVING FUND</u>	<u>PAYING FUND</u>	<u>AMOUNT</u>
Transfers:		
Debt Service	General Fund	\$ 742,497
Debt Service	TIF #6	188,300
Debt Service	Sewer	72,200
Debt Service	Storm Water	64,495
General Fund	Water	190,085

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 8 - Interfund Receivables, Payables, Advances, and Transfers - Continued

<u>RECEIVING FUND</u>	<u>PAYING FUND</u>	<u>AMOUNT</u>
Transfers - Continued:		
General Fund	Sewer	\$ 4,292
General Fund	TIF #6	7,500
General Fund	TIF #7	7,500
Library Fund	General Fund	247,393
Capital Projects	General Fund	549,263
TOTAL		<u>\$ 2,073,525</u>

Generally, transfers are used to move revenue from the fund that collects them to the fund that the budget requires to expend them and use unrestricted revenue collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

NOTE 9 - Fund Balances and Net Position

Portions of fund balances and net position are not available for current appropriation or expenditure as follows:

Governmental Funds

<u>FUND</u>	<u>PURPOSE/REASON</u>	<u>AMOUNT</u>
<u>Nonspendable</u>		
General	Prepaid Items	<u>\$ 28,234</u>
<u>Restricted</u>		
TIF #6	Capital Projects	\$ 249,500
TIF #7	Capital Projects	8,132
TIF #8	Capital Projects	121,471
Grant Fund	Rehab Loans	48,157
Sidewalk Fund	Sidewalks	135,997
Refuse and Recycling	Refuse and Recycling	9,701
Dog Park	Dog Park	11,005
Capital Projects	Capital Projects	900,506
Library Fund	Library	95,910
Small Business Development	Small Business	25,000
Crossridge Park	Crossridge Park	62,937
Total Restricted Fund Balances and Governmental Activities Net Position		<u>\$ 1,668,316</u>
Enterprise	Water Bond Requirements	\$ 374,444
Enterprise	Sewer Bond Requirements	819,363
Enterprise	Storm Sewer Requirements	20,000
Total Business-Type Activities Net Position		<u>\$ 1,213,807</u>
<u>Assigned</u>		
General	Future OPEB payout	<u>\$ 164,800</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 10 - Tax Incremental Finance Districts

Tax increment financing, as authorized by Section 66.1105 of the Wisconsin Statutes, is a method by which the City can recover its development and public improvement costs in Tax Incremental Finance (TIF) District designated areas. These costs are recovered from the increased valuation in the designated area. The City has financed development and public improvement costs in its Districts through general fund advances and through the issuance of general obligation long-term debt. Project costs have been reported primarily as Capital Projects Funds expenditures. Tax increments will be used to repay general fund advances and to meet maturing debt obligations incurred to provide financing for development and public improvement costs within each District. Each District is allowed to collect tax increments until its termination date. Any over-collections are returned to the various taxing entities of the District. The City becomes liable for any cost not recovered by the termination date.

The City has three Tax Incremental Financing Districts. The following are project summaries of the activity and status of the TIF Districts through December 31, 2015:

	TIF DISTRICT		
	<u>#6</u>	<u>#7</u>	<u>#8</u>
SOURCES OF FUNDS			
Tax increments	\$ 6,163,571	\$ 618,261	\$ 844,771
Grants	265,009	-	15,000
Interest income	119,963	-	5,846
Sales of property	91,098	-	-
Proceeds from long-term debt	7,815,000	555,000	220,000
Rent	86,590	-	12,040
Contributions	1,250	-	44,793
Transfer from other TIF's	29,179	-	-
Transfer from debt service	259,566	-	-
Transfer from general fund	-	-	56,625
Transfer from special revenue funds	-	-	87,075
Exempt computer aids	45,712	1,170	52,497
TOTAL SOURCES	<u>14,876,938</u>	<u>1,174,431</u>	<u>1,338,647</u>
USES OF FUNDS			
Administrative expenditures	325,030	159,797	65,608
Project cost	3,319,333	516,302	159,915
Principal and interest on long-term debt	5,010,692	354,442	98,852
Debt issuance costs	38,636	-	4,691
Transfer to capital projects	4,418,626	79,350	545,181
Transfer to debt service	1,410,127	48,758	-
Transfer to general fund	37,500	7,500	333,429
Transfer to park fund	-	-	9,500
TOTAL USES	<u>14,559,944</u>	<u>1,166,299</u>	<u>1,217,176</u>
FUND BALANCES AS OF DECEMBER 31, 2015	<u>\$ 316,994</u>	<u>\$ 8,132</u>	<u>\$ 121,471</u>
FUTURE REQUIREMENTS			
Debt service	\$ 7,070,847	\$ 471,653	\$ 152,394
Accounts payable	186	193	-
TOTAL FUTURE REQUIREMENTS	<u>7,071,033</u>	<u>471,846</u>	<u>152,394</u>
Less cash on hand	<u>(315,896)</u>	<u>(8,325)</u>	<u>(121,471)</u>
BALANCE TO BE COLLECTED ON TIF DISTRICT	<u>\$ 6,755,137</u>	<u>\$ 463,521</u>	<u>\$ 30,923</u>
2015 Tax Increment	<u>\$ 784,626</u>	<u>\$ 85,943</u>	<u>\$ -</u>

CITY OF MILTON, WISCONSIN
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
DECEMBER 31, 2015

NOTE 11 - Risk Management

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health and accident claims; and natural disasters. For all risks of loss, the City's policy is to purchase commercial insurance. Settled claims have not exceeded commercial insurance coverage in any of the past three years and there has been no significant reduction in insurance coverage from the prior year.

NOTE 12 - Joint Venture

The City and Town of Milton share equally in the control and operating cost of a joint fire department. Each municipality appoints three members to the Milton Joint Fire Commission. Each municipality pays 50 percent of the operating and capital costs of the fire department. The City paid \$288,585 of operating expenses during 2015. Financial information is available from the Fire Commission upon request.

NOTE 13 - Subsequent Event

In January 2016, the City refinanced the existing community development authority lease revenue bonds and reissued \$1,845,000 in community development lease revenue refunding bonds. The bonds are payable using TIF District 6 & 7 funds in annual installments on March 1 of each year with the first payment of \$140,000 due on March 1, 2017, and the final payment of \$195,000 due on March 1, 2026. Interest is payable semi-annually starting March 1, 2016 at a varying interest rate of 1.0 - 2.7 percent.

On April 6, 2016 the Common Council authorized the use of \$115,200 and \$38,400 in the general fund and water utility, respectively to fund a post-employment healthcare reimbursement plan for ten non-represented employees who were previously eligible for post-employment healthcare benefits as noted in Note 7. The City of Milton will continue to annually fund \$800 into the post-employment healthcare reimbursement plan for those ten employees until their employment with the City terminates. After the Council action on April 6, 2016, there are currently three represented employees who are eligible for the post-employment healthcare benefits as noted in Note 7. Those three employees result in an annual required contribution of \$49,786.

NOTE 14 - Change in Accounting Principle

The change in accounting principles adjustment of \$740,263 on the statement of activities is due to the adoption of GASB 68 *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71 *Pension Transition for Contributions Made Subsequent to the Measurement Date*.

CITY OF MILTON, WISCONSIN

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MILTON, WISCONSIN
POST-EMPLOYMENT HEALTHCARE BENEFITS SCHEDULES
YEAR ENDED DECEMBER 31, 2015

SCHEDULE OF FUNDING PROGRESS

Year Ended December 31	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a) / c)
2013	12/31/12	\$ 24,530	\$ 1,513,434	\$ 1,488,904	1.6%	\$ 563,038	264.4%
2014	12/31/12	\$ 24,530	\$ 1,513,434	\$ 1,488,904	1.6%	\$ 517,586	287.7%
2015	12/31/15	\$ -	\$ 755,849	\$ 755,849	0.0%	\$ 773,077	97.8%

SCHEDULE OF EMPLOYER CONTRIBUTIONS

Year Ended December 31	Annual Required Contribution	Actual Contribution	Percentage Contributed
2013	\$ 112,623	\$ 39,420	35.0%
2014	\$ 112,623	\$ 32,756	29.1%
2015	\$ 73,097	\$ 16,681	22.8%

The accompanying notes an integral part of these financial statements.

CITY OF MILTON, WISCONSIN
WISCONSIN RETIREMENT SYSTEM SCHEDULES
YEAR ENDED DECEMBER 31, 2015

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
Last 10 Fiscal Years

	2015
City's proportion of the net pension liability (asset)	0.01462769%
City's proportionate share of the net pension liability (asset)	\$ (359,296)
City's covered employee payroll	\$ 1,754,899
Proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	-20.47%
Plan fiduciary net position as a percentage of the total pension liability	102.74%

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years

	2015
Contractually required contribution	\$ 139,961
Contributions in relation to the contractually required contribution	<u>(139,961)</u>
Contribution deficiency (excess)	<u>\$ -</u>
City's covered employee payroll	<u>\$ 1,754,899</u>
Contributions as a percentage of covered employee payroll	7.98%

The City implemented the Government Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 9 preceding years.

Notes to Required Supplementary Information for the Year Ended December 31, 2015

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions. There were no changes in the assumptions.

CITY OF MILTON, WISCONSIN
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED DECEMBER 31, 2015

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
REVENUE				
Taxes	\$ 2,728,533	\$ 2,728,533	\$ 2,729,471	\$ 938
Intergovernmental	1,074,034	1,074,034	1,086,795	12,761
Licenses and permits	112,300	112,300	132,393	20,093
Fines, forfeits, and penalties	59,000	59,000	55,882	(3,118)
Public charges for services	22,300	22,300	19,076	(3,224)
Intergovernmental charges for services	85,988	85,988	53,320	(32,668)
Other	40,074	80,674	84,237	3,563
TOTAL REVENUE	<u>4,122,229</u>	<u>4,162,829</u>	<u>4,161,174</u>	<u>(1,655)</u>
EXPENDITURES				
Current				
General government	795,093	784,412	699,990	84,422
Public safety	1,280,121	1,382,421	1,390,201	(7,780)
Public works	779,616	789,818	683,108	106,710
Health and human services	18,878	5,975	4,380	1,595
Culture, recreation, and education	178,400	196,782	273,362	(76,580)
Conservation and development	64,075	79,242	78,488	754
Capital outlay	500	26,100	37,716	(11,616)
TOTAL EXPENDITURES	<u>3,116,683</u>	<u>3,264,750</u>	<u>3,167,245</u>	<u>97,505</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>1,005,546</u>	<u>898,079</u>	<u>993,929</u>	<u>95,850</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	170,000	170,000	209,377	39,377
Transfers out	(1,175,546)	(1,175,546)	(1,539,153)	(363,607)
TOTAL OTHER FINANCING (USES)	<u>(1,005,546)</u>	<u>(1,005,546)</u>	<u>(1,329,776)</u>	<u>(324,230)</u>
NET CHANGE IN FUND BALANCE	-	(107,467)	(335,847)	(228,380)
FUND BALANCE AT BEGINNING OF YEAR	<u>1,472,146</u>	<u>1,472,146</u>	<u>1,472,146</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 1,472,146</u>	<u>\$ 1,364,679</u>	<u>\$ 1,136,299</u>	<u>\$ (228,380)</u>

CITY OF MILTON, WISCONSIN
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
YEAR ENDED DECEMBER 31, 2015

NOTE 1 - Budgetary Information - Budgets are adopted each fiscal year for the general fund in accordance with Section 65.90 of the Wisconsin Statutes. The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. In August of each year, all department heads of the City submit appropriations so that a budget may be prepared. Prior to October 15, City management submits to the Common Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. A public hearing is conducted for taxpayers to approve the budget. This includes all required public notifications and publications prior to the public hearing.
3. Prior to December 1, the budget is legally enacted through passage of a Resolution.
4. All budget revisions must be approved by the Common Council.
5. Formal budgetary integration is employed as a management control device during the year for the general fund.
6. Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles in the United States of America.
7. Budgetary expenditure control is exercised at the department level within the fund.
8. Budgeted amounts are as authorized in the original budget resolution and subsequent revisions authorized by the Common Council.
9. The supplemental appropriations to increase the General Fund budget during the year were \$148,067.
10. Appropriations lapse at year end, except those specifically carried forward by Common Council action.
11. Encumbrance accounting is not used.

NOTE 2 - Excess of Actual Expenditures Over Budget - The following expenditure classifications had an excess of actual expenditure over budget.

General Fund	
Public Safety	\$ 7,780
Culture, Recreation & Education	76,580
Capital Outlay	11,616

CITY OF MILTON, WISCONSIN
OTHER SUPPLEMENTARY INFORMATION

CITY OF MILTON, WISCONSIN
COMBINING BALANCE SHEETS
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2015

ASSETS	SPECIAL REVENUE							CAPITAL PROJECTS		NONMAJOR GOVERNMENTAL FUNDS
	GRANT FUND	SIDEWALK FUND	SMALL BUSINESS DEVELOPMENT	LIBRARY FUND	REFUSE AND RECYCLING FUND	DOG PARK	CROSSRIDGE PARK	TIF #7	TIF #8	
Cash and investments	\$ 48,157	\$ 135,997	\$ 5,000	\$ 101,168	\$ 27,633	\$ 6,005	\$ 68,815	\$ 8,325	\$ 121,471	\$ 522,571
Receivables										
Taxes	-	-	-	-	-	-	-	85,943	-	85,943
Accounts and other	-	-	-	-	6,032	-	-	-	-	6,032
Loans receivable	261,247	-	20,000	-	-	-	-	-	-	281,247
Due from other funds	-	-	-	-	272,696	5,000	-	-	-	277,696
TOTAL ASSETS	\$ 309,404	\$ 135,997	\$ 25,000	\$ 101,168	\$ 306,361	\$ 11,005	\$ 68,815	\$ 94,268	\$ 121,471	\$ 1,173,489
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES										
LIABILITIES										
Accounts payable	\$ -	\$ -	\$ -	\$ 3,631	\$ 23,964	\$ -	\$ 878	\$ 193	\$ -	\$ 28,666
Due to other funds	-	-	-	-	-	-	5,000	-	-	5,000
Unearned revenue - other	261,247	-	-	1,627	272,696	-	-	-	-	535,570
TOTAL LIABILITIES	261,247	-	-	5,258	296,660	-	5,878	193	-	569,236
DEFERRED INFLOWS OF RESOURCES										
Unavailable revenue - tax roll	-	-	-	-	-	-	-	85,943	-	85,943
FUND BALANCES										
Restricted	48,157	135,997	25,000	95,910	9,701	11,005	62,937	8,132	121,471	518,310
TOTAL LIABILITIES, DEFERRED INFLOWS RESOURCES, AND FUND BALANCES	\$ 309,404	\$ 135,997	\$ 25,000	\$ 101,168	\$ 306,361	\$ 11,005	\$ 68,815	\$ 94,268	\$ 121,471	\$ 1,173,489

CITY OF MILTON, WISCONSIN
COMBINING STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2015

	SPECIAL REVENUE							CAPITAL PROJECTS		NONMAJOR GOVERNMENTAL FUNDS
	GRANT FUND	SIDEWALK FUND	SMALL BUSINESS DEVELOPMENT	LIBRARY FUND	REFUSE AND RECYCLING FUND	DOG PARK	CROSSRIDGE PARK	TIF #7	TIF #8	
REVENUE										
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$78,142	\$ -	\$ 78,142
Special assessments	-	1,637	-	-	-	-	-	-	-	1,637
Intergovernmental	-	-	-	61,025	20,874	-	-	87	8,138	90,124
Public charges for services	-	-	-	9,477	266,172	-	5,885	-	-	281,534
Other	8,796	-	-	23,139	30	412	54,949	-	501	87,827
TOTAL REVENUE	<u>8,796</u>	<u>1,637</u>	<u>-</u>	<u>93,641</u>	<u>287,076</u>	<u>412</u>	<u>60,834</u>	<u>78,229</u>	<u>8,639</u>	<u>539,264</u>
EXPENDITURES										
Current										
General government	-	-	-	-	-	-	-	150	-	150
Public works	-	-	-	-	306,464	-	-	-	-	306,464
Culture, recreation, and education	-	-	-	290,819	-	570	4,812	-	-	296,201
Conservation and development	2,075	-	-	-	-	-	-	-	-	2,075
Capital outlay	-	20,882	-	2,323	-	-	27,381	33,922	446	84,954
Debt service										
Principal	-	-	-	-	-	-	-	25,000	20,000	45,000
Interest and fiscal charges	-	-	-	-	-	-	-	17,221	3,832	21,053
TOTAL EXPENDITURES	<u>2,075</u>	<u>20,882</u>	<u>-</u>	<u>293,142</u>	<u>306,464</u>	<u>570</u>	<u>32,193</u>	<u>76,293</u>	<u>24,278</u>	<u>755,897</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>6,721</u>	<u>(19,245)</u>	<u>-</u>	<u>(199,501)</u>	<u>(19,388)</u>	<u>(158)</u>	<u>28,641</u>	<u>1,936</u>	<u>(15,639)</u>	<u>(216,633)</u>
OTHER FINANCING SOURCES (USES)										
Transfers in	-	-	-	247,393	-	-	-	-	-	247,393
Transfers out	-	-	-	-	-	-	-	(7,500)	-	(7,500)
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>247,393</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,500)</u>	<u>-</u>	<u>239,893</u>
NET CHANGE IN FUND BALANCES	6,721	(19,245)	-	47,892	(19,388)	(158)	28,641	(5,564)	(15,639)	23,260
FUND BALANCES (DEFICIT) AT BEGINNING OF YEAR	<u>41,436</u>	<u>155,242</u>	<u>25,000</u>	<u>48,018</u>	<u>29,089</u>	<u>11,163</u>	<u>34,296</u>	<u>13,696</u>	<u>137,110</u>	<u>495,050</u>
FUND BALANCES AT END OF YEAR	<u>\$48,157</u>	<u>\$ 135,997</u>	<u>\$ 25,000</u>	<u>\$ 95,910</u>	<u>\$ 9,701</u>	<u>\$ 11,005</u>	<u>\$ 62,937</u>	<u>\$ 8,132</u>	<u>\$121,471</u>	<u>\$ 518,310</u>

CITY OF MILTON, WISCONSIN

OTHER REPORT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Common Council
City of Milton, Wisconsin

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Milton ("City") as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 24, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hawkins Ash CPAs, LLP

La Crosse, Wisconsin
May 24, 2016

CITY OF MILTON, WISCONSIN

**SUMMARY FINANCIAL REPORT
WITH INDEPENDENT AUDITORS'
REPORT**

DECEMBER 31, 2015

CITY OF MILTON, WISCONSIN
SUMMARY FINANCIAL REPORT

CONTENTS

DECEMBER 31, 2015

Page

2	Independent Auditors' Report
3	Combined Balance Sheet
	General Fund
4	Revenue
5	Expenditures
	Water, Sewer, and Storm Water
6	Statement of Revenue, Expenses, and Changes in Net Assets
	Other Funds
7	Statement of Revenue, Expenditures, and Fund Equity
8	Other Financial Information

INDEPENDENT AUDITORS' REPORT

To the City Council
City of Milton, Wisconsin

The accompanying summary financial reports of the City of Milton, Wisconsin (the "City") as of and for the year ended December 31, 2015 and the related notes, as listed in the table of contents, are derived from the audited basic financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milton, Wisconsin as of and for the year ended December 31, 2015. We expressed an unmodified audit opinion on those audited financial statements in our report dated May 24, 2016.

The summary financial reports do not contain all the disclosures required by accounting principles generally accepted in the United States of America. Reading the summary financial reports, therefore, is not a substitute for reading the audited financial statements of the City.

Management's Responsibility for the Summary Financial Reports

Management is responsible for the preparation of the summary financial reports on the basis described in the other financial information.

Auditors' Responsibility

Our responsibility is to express an opinion about whether the summary financial reports are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with auditing standards generally accepted in the United States of America. The procedures consisted principally of comparing the summary financial reports with the related information in the audited financial statements from which the summary financial reports have been derived, and evaluating whether the summary financial reports are prepared in accordance with the basis described in the other financial information.

Opinion

In our opinion, the summary financial reports of the City of Milton, Wisconsin as of and for the year ended December 31, 2015, referred to above are consistent, in all material respects, with the audited financial statements from which they have been derived, on the basis described in the other financial information.

Hawkins Ash CPAs, LLP

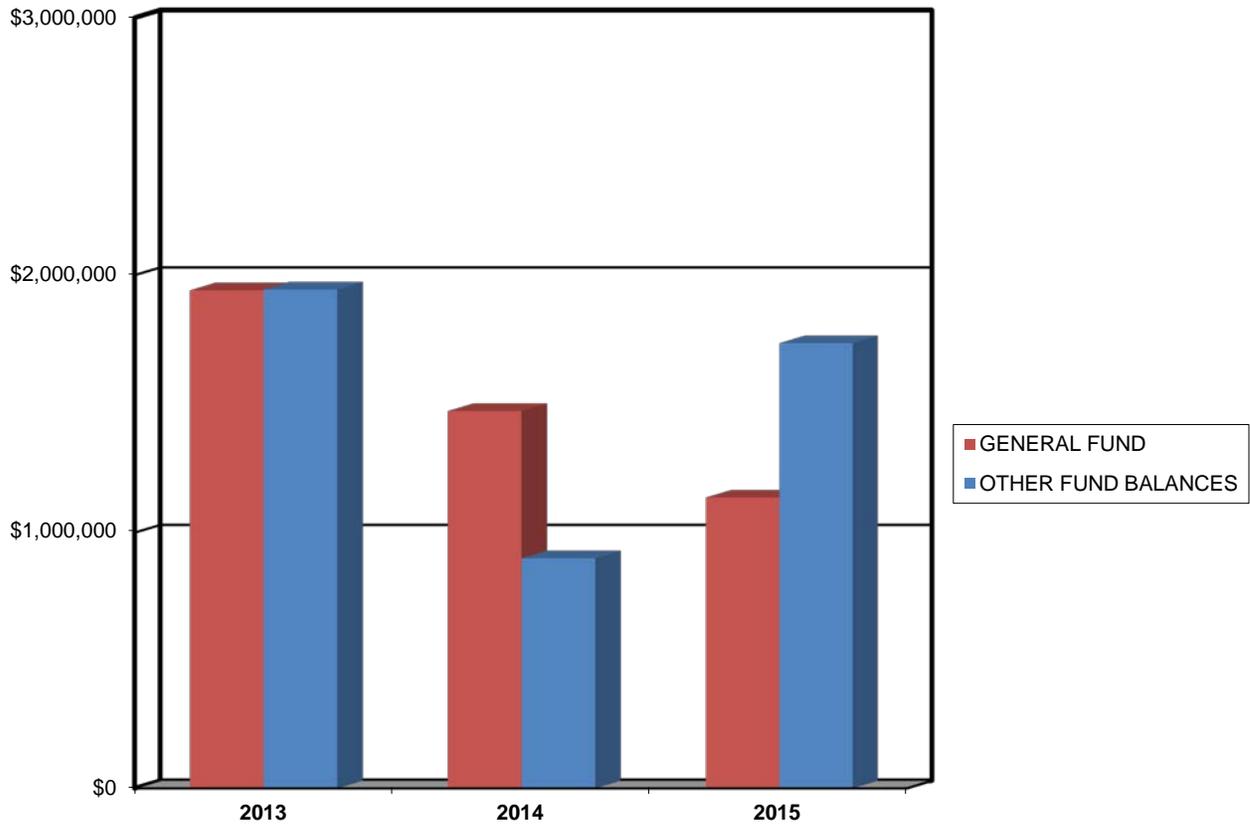
La Crosse, Wisconsin
May 24, 2016

CITY OF MILTON, WISCONSIN
COMBINED BALANCE SHEET

<u>ASSETS</u>	DECEMBER 31,	
	2015	2014
Cash and investments	\$ 7,539,240	\$ 7,394,465
Restricted cash	4,938,305	1,220,460
Receivables		
Taxes	5,334,202	4,664,581
Special assessments	405,595	394,357
Customers and other	504,651	498,248
Interfund	408,816	281,858
Loan	329,465	369,531
Inventories and prepaids	51,562	144,956
Capital assets, less accumulated depreciation	17,774,424	17,832,306
Net pension asset (Wisconsin Retirement System)	64,035	-
TOTAL ASSETS	37,350,295	32,800,762
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Wisconsin Retirement System pension	67,902	-
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 37,418,197	\$ 32,800,762
<u>LIABILITIES</u>		
Payables	\$ 213,422	\$ 385,196
Accrued liabilities	147,621	-
Accrued interest expense	34,858	12,961
Interfund payables	408,816	281,858
Due to other governments	5,354,259	4,858,038
Compensated absences	61,461	66,411
Long-term obligations	4,907,688	2,476,440
Unearned revenue	785,482	824,621
TOTAL LIABILITIES	11,913,607	8,905,525
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Unavailable revenue		
Tax roll	4,011,505	3,596,291
Special assessments	-	450
Wisconsin Retirement System pension	48	-
TOTAL DEFERRED INFLOWS OF RESOURCES	4,011,553	3,596,741
<u>EQUITY</u>		
Net position	18,620,928	17,926,093
General fund balance	1,136,299	1,472,146
Other fund balances	1,735,810	900,257
TOTAL EQUITY	21,493,037	20,298,496
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND EQUITY	\$ 37,418,197	\$ 32,800,762

CITY OF MILTON, WISCONSIN

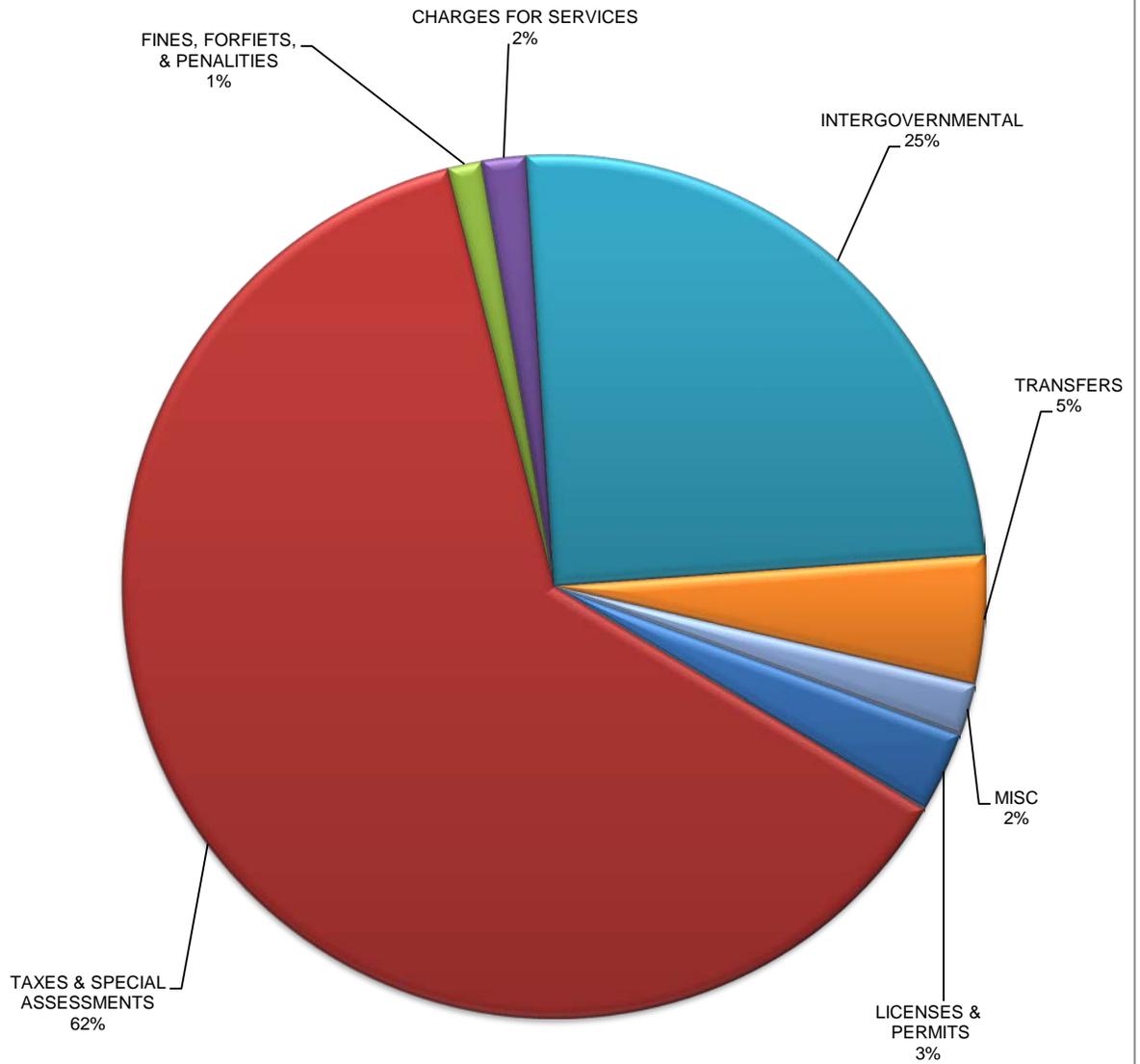
2013-2015 FUND EQUITY



CITY OF MILTON, WISCONSIN
REVENUE
GENERAL FUND

REVENUE	YEAR ENDED DECEMBER 31,		
	2015		2014
	BUDGET	ACTUAL	ACTUAL
Taxes	\$ 2,728,533	\$ 2,729,471	\$ 2,528,686
Intergovernmental			
Federal grants	-	-	20,000
State shared taxes	685,272	677,077	675,766
State grants and payments	388,762	409,718	402,262
Licenses and Permits			
Business and occupational licenses	88,600	97,348	93,857
Nonbusiness licenses	4,500	4,530	4,465
Building permits and inspection fees	17,200	28,165	21,441
Zoning permits and fees	1,500	1,750	1,000
Other permits and fees	500	600	250
Fines, Forfeits, and Penalties			
Law and ordinance violations	59,000	55,882	54,743
Public Charges for Services			
General government	2,800	5,214	3,423
Public safety	1,200	1,507	1,033
Public works	16,300	10,027	16,977
Culture, recreation, and education	2,000	2,328	6,742
Intergovernmental Charges for Services			
Other local governments	85,988	53,320	78,552
Miscellaneous			
Interest and dividends	17,074	14,202	17,611
Rent	17,800	18,168	21,288
Property sales	-	-	3,113
Donations/contributions	-	141	13
Miscellaneous	45,800	51,726	13,512
Operating Transfer In	170,000	209,377	189,638
TOTAL REVENUE	<u>\$ 4,332,829</u>	<u>\$ 4,370,551</u>	<u>\$ 4,154,372</u>

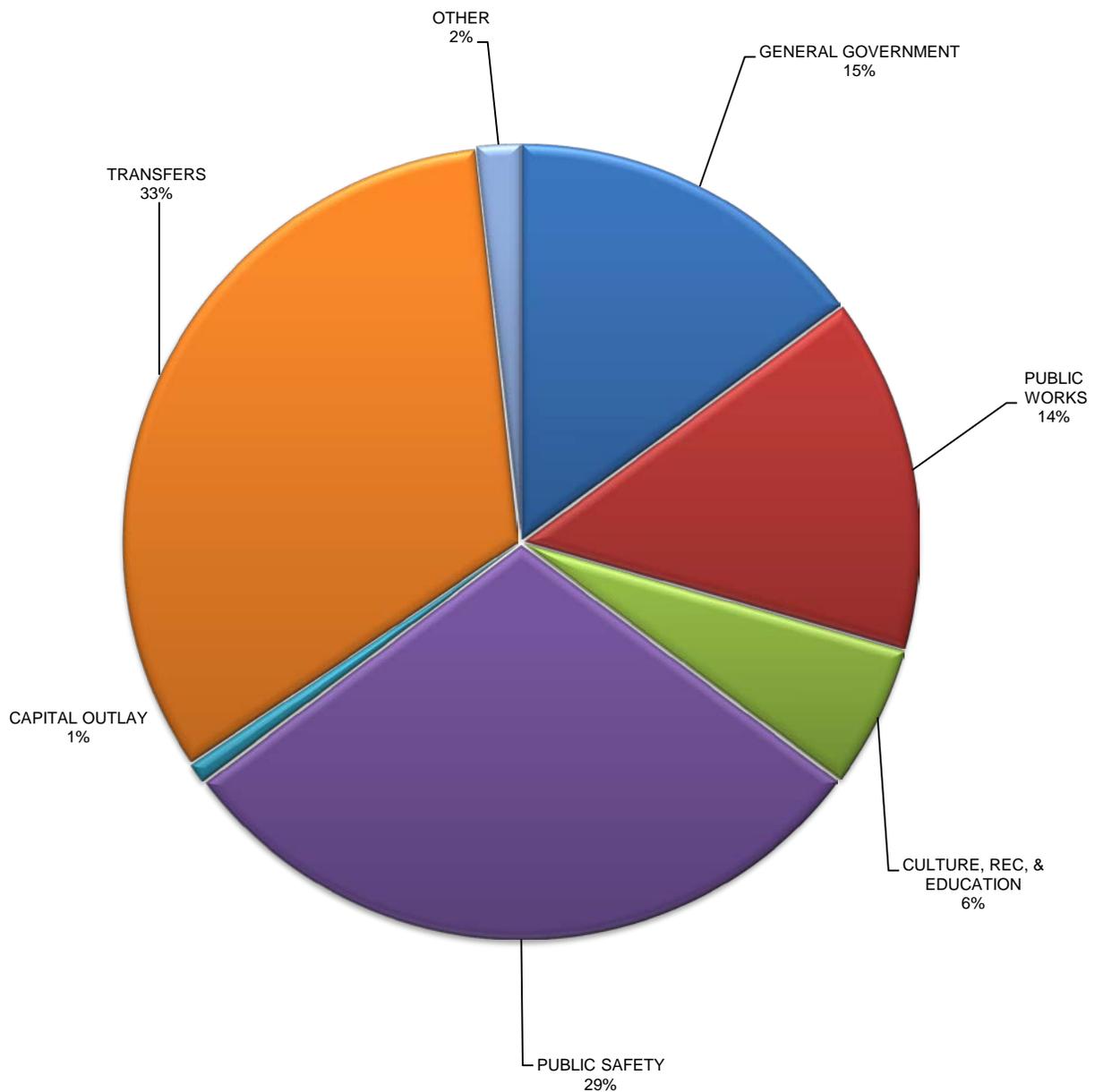
CITY OF MILTON 2015 GENERAL FUND REVENUE



CITY OF MILTON, WISCONSIN
EXPENDITURES
GENERAL FUND

EXPENDITURES	YEAR ENDED DECEMBER 31,		
	2015		2014
	BUDGET	ACTUAL	ACTUAL
General Government			
Mayor/council	\$ 15,820	\$ 17,910	\$ 14,920
Municipal court	72,058	65,553	65,368
Legal	63,000	61,232	57,968
City administrator	293,319	307,719	265,820
City clerk/treasurer	25,600	23,878	27,039
Elections	17,575	16,860	21,776
Assessor	28,407	30,479	28,406
Shaw building materials	-	-	49,794
Other	268,633	176,359	154,339
Public Safety			
Law enforcement	1,013,009	1,013,531	986,451
Code enforcement	45,138	40,119	26,705
Fire protection	293,585	301,503	217,895
Ambulance	17,300	17,300	9,000
Inspection materials	13,389	17,748	12,174
Public Works			
DPW administration	140,012	154,219	156,253
City garage	45,450	35,143	66,643
Public safety building	6,860	17,503	20,370
Street maintenance materials	398,534	297,455	164,541
Snow and ice removal materials	69,450	56,228	143,825
Traffic signs materials	24,200	17,702	30,045
Street lights	67,900	70,670	72,132
Sidewalks	-	-	1,220
Mass transit	30,112	30,942	27,000
Recycling materials	7,300	3,246	44,049
Health and Human Services			
Code enforcement	-	850	5,094
Cemetery	5,975	3,530	21,185
Culture, Recreation, and Education			
Donations	28,500	28,500	23,000
Parks	135,976	218,754	159,471
Community house	4,870	3,767	6,046
Recreation	22,586	18,895	18,453
Celebrations	4,850	3,446	16,092
Conservation and Development			
Historic preservation allocation	17,040	15,535	20,669
Planning	55,202	57,231	31,736
Economic development	7,000	5,722	2,758
Capital Outlay	26,100	37,716	81,721
Operating Transfers Out	1,175,546	1,539,153	1,566,984
TOTAL EXPENDITURES	\$ 4,440,296	\$ 4,706,398	\$ 4,616,942

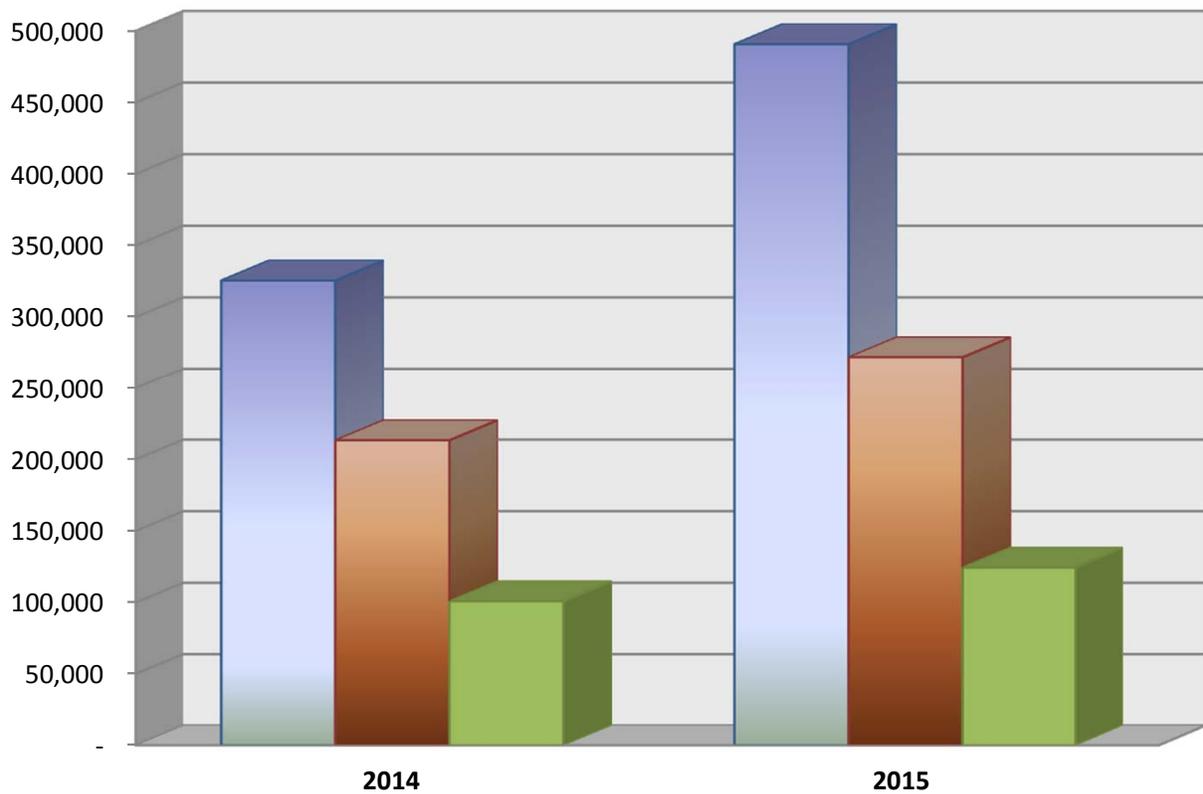
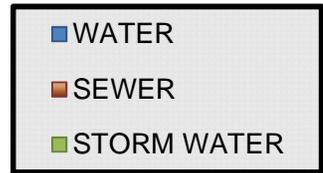
CITY OF MILTON 2015 GENERAL FUND EXPENDITURES



CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
WATER, SEWER, AND STORM WATER

	YEAR ENDED DECEMBER 31, 2014					
	WATER		SEWER		STORM WATER	
	2015	2014	2015	2014	2015	2014
OPERATING REVENUE						
Charges for services	\$ 1,150,126	\$ 1,109,824	\$ 997,404	\$ 988,290	\$ 256,927	\$ 255,613
OPERATING EXPENSES						
Operations	308,324	302,081	117,681	151,033	3,836	3,603
Maintenance	39,064	85,980	176,902	153,463	21,937	34,513
General and administration	53,762	142,121	96,363	143,164	66,022	76,043
Depreciation	258,341	254,066	334,460	327,267	40,608	40,555
TOTAL OPERATING EXPENSES	<u>659,491</u>	<u>784,248</u>	<u>725,406</u>	<u>774,927</u>	<u>132,403</u>	<u>154,714</u>
OPERATING INCOME	<u>490,635</u>	<u>325,576</u>	<u>271,998</u>	<u>213,363</u>	<u>124,524</u>	<u>100,899</u>
NONOPERATING REVENUE (EXPENSES)						
Interest income	3,156	4,299	5,385	15,602	-	12
Connection fees	-	345	-	8,436	-	-
Sale of capital assets	-	(4,835)	-	(122,524)	-	-
Interest expense	(34,229)	(22,140)	(50,438)	(57,869)	-	-
Debt issue costs	(41,364)	-	-	-	-	-
Capital Contributions	1,000	-	10,295	-	115,592	-
Transfer out	(190,085)	(170,976)	(76,492)	(277,862)	(64,495)	(64,118)
TOTAL NONOPERATING (EXPENSES) REVENUE	<u>(261,522)</u>	<u>(193,307)</u>	<u>(111,250)</u>	<u>(434,217)</u>	<u>51,097</u>	<u>(64,106)</u>
CHANGE IN NET POSITION	229,113	132,269	160,748	(220,854)	175,621	36,793
NET POSITION AT BEGINNING OF YEAR	7,644,693	7,512,424	7,627,776	7,848,630	2,653,624	2,616,831
PRIOR PERIOD ADJUSTMENT	55,518	-	56,693	-	17,142	-
NET POSITION AT END OF YEAR	<u>\$ 7,929,324</u>	<u>\$ 7,644,693</u>	<u>\$ 7,845,217</u>	<u>\$ 7,627,776</u>	<u>\$ 2,846,387</u>	<u>\$ 2,653,624</u>

CITY OF MILTON WATER, SEWER, AND STORM WATER 2014-2015 OPERATING INCOME



CITY OF MILTON, WISCONSIN
STATEMENT OF REVENUE, EXPENDITURES, AND FUND EQUITY
OTHER FUNDS

	<u>FUND EQUITY</u> JANUARY 1, 2015	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>FUND EQUITY</u> DECEMBER 31, 2015
Special Revenue				
Grant fund	\$ 41,436	\$ 8,796	\$ 2,075	\$ 48,157
Sidewalk fund	155,242	1,637	20,882	135,997
Small business development	25,000	-	-	25,000
Library fund	48,018	341,034	293,142	95,910
Refuse and recycling fund	29,089	287,076	306,464	9,701
Dog park	11,163	412	570	11,005
Crossridge park	34,296	60,834	32,193	62,937
Debt Service	44,208	1,091,601	1,135,809	-
Capital Projects	150,000	1,928,648	1,178,142	900,506
TIF #6	210,999	797,802	691,807	316,994
TIF #7	13,696	78,229	83,793	8,132
TIF #8	<u>137,110</u>	<u>8,639</u>	<u>24,278</u>	<u>121,471</u>
TOTAL	<u>\$ 900,257</u>	<u>\$ 4,604,708</u>	<u>\$ 3,769,155</u>	<u>\$ 1,735,810</u>

CITY OF MILTON, WISCONSIN
OTHER FINANCIAL INFORMATION
DECEMBER 31, 2015

Independent Auditors' Report - An unmodified "clean" auditors' opinion was issued on the City's financial statement. Our opinion states that we found that your statements present fairly, in all material respects, the financial activity of the City.

Basis of Accounting - The combined balance sheet, general fund revenue, general fund expenditures, and statement of revenue, expenditures, and fund balances summary financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. The statement of revenue, expenses, and changes in net position financial statement is presented using the economic resources measurement focus and the accrual basis of accounting.

General Capital Assets - The City added \$940,718 of general capital assets during 2015, of which \$261,351 was for equipment, \$37,829 was for land improvements, \$546,193 was for buildings, and \$95,345 was for construction in progress.

	<u>BALANCES</u> <u>1/1/15</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> <u>12/31/15</u>
General Capital Assets	\$ 41,119,875	\$ 940,718	\$ (117,558)	\$ 41,943,005
Less Accumulated Depreciation	<u>(10,749,061)</u>	<u>(703,275)</u>	<u>-</u>	<u>(11,452,336)</u>
General Capital Assets, net	<u>\$ 30,370,814</u>	<u>\$ 237,443</u>	<u>\$ (117,588)</u>	<u>\$ 30,490,669</u>

Water, Sewer and Storm Water Utilities - The City added \$575,527 of water, sewer and storm water fixed assets during 2015.

Long-Term Debt - General obligation long-term debt increased \$480,000 to an outstanding general obligation debt balance of \$13,860,000 at December 31, 2015. The City is below its debt limit of \$18,101,410.

	<u>BALANCES</u> <u>1/1/15</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCES</u> <u>12/31/15</u>
General Obligation Long-Term Debt	<u>\$ 13,380,000</u>	<u>\$ 1,350,000</u>	<u>\$ (870,000)</u>	<u>\$ 13,860,000</u>

Auditors' Reports on Compliance and Internal Control Over Financial Reporting - These reports conclude that the City's internal controls appear adequate for a City of your size.

Communications With Those Charged With Governance - This report discusses the scope and limitations of a financial audit and communicates any problems we had during the audit process. No significant problems were identified.

Office of the Director of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: June 21, 2016
Subject: Discussion and Possible Action on Amendments to Chapter 26 of the General Code of Municipal Ordinances Regarding Property Maintenance and Approval of Ordinance 420 An Ordinance Amending Chapter 25 of the Code of Ordinances of the City of Milton Regarding Environment.

Discussion

The Department of Public Works and Code Enforcement is requesting Chapter 26 of the Municipal Code be amended and updated. We are requesting this update to allow us to be more specific with property owners concerning the condition of their property. Our current code is adequate for enforcement, but some property owners who have received violation notices claim they don't know the exact reason a violation notice was sent. This Amendment will help clarify these many of these issues and lessen the discussions or arguments presented with staff and the municipal court.

This Amendment was also recommended by the Municipal Judge to help clarify language within our existing ordinances to better ensure compliance and for the unfortunate events of enforcements and citations.

Attorney Holly Jensen has reviewed the ordinance request. She has prepared an ordinance for adoption. The copy included in your packet watermarked "draft" is a copy of the entire Chapter 26 and shows how Chapter 26 will look in the ordinance book if the changes are approved. Officer Blaine Larson has obtained information from other cities which helped us prepare the changes to our ordinance.

Staff Recommendation

The City Administration recommends adoption of the Amendments to Chapter 26 of the General Code of Ordinances to create more specific language regarding property code enforcement and abatement situations.

Attachments

- Chapter 26
- Ordinance 420

**ORDINANCE # 420
AN ORDINANCE AMENDING
CHAPTER 26 OF THE
CODE OF ORDINANCES OF THE CITY OF MILTON
REGARDING ENVIRONMENT**

WHEREAS, the common council finds that there exist in the City residential structures and nonresidential structures which are, or may become in the future, substandard with respect to structure, upkeep or maintenance; and

WHEREAS, the common council finds that such substandard conditions, including, but not limited to, structural deterioration, lack of maintenance, poor exterior appearance, infestation and the existence of fire and health hazards constitute a public nuisance, as well as a menace to the health, safety, morals, welfare and reasonable comfort of the citizens and inhabitants of the City and may further result in the deterioration of property values; and

WHEREAS, the common council desires to protect the public health, safety, morals and welfare and retain property values by establishing minimum standards governing the maintenance, appearance and condition of residential and nonresidential premises;

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

Section I. ARTICLE III of Chapter 26 is hereby created to read as follows: "PROPERTY MAINTENANCE".

Section II. Section 26-33 of the Code of Ordinances of the City of Milton is hereby moved to Article III of Chapter 26 and amended to read as follows:

Sec. 26-33. - Purpose of Article.

It is hereby found and declared that there exist in the City residential structures and nonresidential structures which are, or may become in the future, substandard with respect to structure, upkeep or maintenance. Such conditions, including, but not limited to, structural deterioration, lack of maintenance, poor exterior appearance, infestation and the existence of fire and health hazards constitute a public nuisance, as well as a menace to the health, safety, morals, welfare and reasonable comfort of the citizens and inhabitants of the City and may further result in the deterioration of property values. If such conditions are not curtailed and removed, they will grow and spread and necessitate future expenditures of large amounts of public funds to correct and eliminate. The purpose of this section is to protect the public health, safety, morals and welfare and retain property values by establishing minimum standards governing the maintenance, appearance and condition of residential and nonresidential premises.

Section III. Section 26-34 of the Code of Ordinances of the City of Milton is hereby moved to Article III of Chapter 26 and amended to read as follows:

Sec. 26-34. - Definitions.

For the purpose of this Article, the following words and phrases shall have the meanings assigned to them in this section. Words and phrases not herein otherwise defined shall have the meanings accepted by common use.

Blighting Influence. A condition having an adverse effect on surrounding properties. An adverse effect upon surrounding properties is created when the value of surrounding properties are deteriorated, however slightly, by the condition of the subject property.

Debris. Broken concrete, bricks, blocks or other mineral matter; bottles, porcelain and other glass or crockery; boxes; lumber (new or used), posts, sticks or other wood; paper, rags, including old clothing or discarded clothing; cardboard; excelsior; rubber; plastic; wire, tin and metal items; discarded furniture, household goods or appliances; junk lawn mowers; tar paper; residues from burning; or any similar materials which constitute health, fire or safety hazards or a blighting influence upon surrounding properties, the neighborhood or the City in general.

Junk. Any old or scrap metal, metal alloy, synthetic or organic material or waste or any junked, ruined, dismantled, wrecked motor vehicle or machinery or any part thereof, whether salvageable or not or inoperable.

Noncombustible Material. Material that cannot be burned.

Premises. A lot, plot or parcel of real estate or land including all buildings and structures thereon.

Refuse. Debris as defined above.

Rubbish. Combustible and noncombustible waste materials, except garbage, and the term includes the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tin cans, metals, mineral matter, glass crockery, dust and other similar materials.

Section IV. Section 26-35 of the Code of Ordinances of the City of Milton is hereby moved to Article III of Chapter 26 and amended to read as follows:

Sec. 26-35. Applicability.

(1) Every residential, nonresidential or mixed occupancy premises located within the corporate limits of the City, used or intended to be used for dwelling, commercial, business or industrial occupancy shall comply with the provisions of this section, whether or not the buildings and structures thereon were constructed, altered or repaired before or after the enactment of this section and irrespective of any permits or licenses which have been issued for the use or occupancy of the premises, for the construction or repair of the premises or for the installation or repair of equipment or facilities upon such premises prior to the effective date of this section.

(2) In any case where the commands of this section create a higher standard than set by any other City ordinance or under the laws of the State, the standards set forth herein shall prevail.

(3) No license, permit or other certification or indication of compliance with this section shall constitute a defense against violations of any other local ordinance applicable to any structure or premises nor shall any provision herein relieve any owner, operator or occupant from complying with any such other ordinance or preclude any official of the City from enforcing any such other ordinance.

(4) EXTERIOR OF PREMISES. The owner, occupant or lessee of every premises shall keep the exterior of such premises and all structures thereon in a clean and sanitary condition, free from any accumulation of combustible or noncombustible debris, junk, rubbish or refuse or any similar material which could or may cause fire, safety or health hazards or constitute a blighting influence upon surrounding properties and free of all nuisances and of any hazards to the safety of the occupant, pedestrians or other people utilizing the premises. Further, the exterior of every structure within the boundaries of the City shall be maintained in good repair by the owner, occupant or lessee. Such maintenance shall include, but not be limited to, the avoidance of broken glass, loose shingles, crumbling stone or brick, excessive peeling of paint, loose boards, exposed insulation or exposed tar paper or other conditions reflective of deterioration or inadequate maintenance. The purpose of such required maintenance is to eliminate safety and fire hazards, preserve the property and its value and protect adjoining properties from blighting influences and deteriorating values.

(a) FOUNDATIONS, WALLS AND ROOF. Every foundation, exterior wall, roof and other exterior surface shall be maintained and repaired in a workmanlike manner and shall be capable of excluding rodents.

(b) FOUNDATIONS. The foundation elements shall adequately support the building at all points and shall be maintained plumb and free from open cracks and breaks.

(c) EXTERIOR WALLS AND EXTERIOR SURFACES.

(1) Exterior Walls. Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building.

(2) Exterior Surfaces. All exterior surfaces which require a protective coating to prevent deterioration shall be properly surface-coated by paint or other manufacture approved protective coating applied in accordance with the manufacturer's specifications. All front doors, front porches and front porch skirts and railings shall be surface-coated with paint or other protective coating. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. Paint and other protective coatings shall be applied in a workmanlike manner.

(d) ROOFS. All roofs shall be structurally sound, shall have no defects which might admit rain and shall be maintained in a workmanlike manner.

(e) ROOF DRAINAGE. All water shall be conveyed from the roof so as to prevent dampness in the walls, floors and ceilings of all stories, including attics and basement. Water shall not be allowed to fall or flow upon any public sidewalk. Where such a condition already exists,

provision shall be made to carry the water under the sidewalk to the gutter or to the storm sewer.

- (f) STAIRS, PORCHES, FRONT PORCH SKIRTS AND RAILINGS. Stairs and other exit facilities shall be adequate for safety as provided in the building code, shall be maintained in a workmanlike manner and shall comply with subsections (g) and (h) of this section. The area beneath a front porch floor shall be securely enclosed by a durable weather resistant skirt. The skirt shall be securely attached to the porch in a workmanlike manner and shall be designed to prevent entry of trash or debris. A wood skirt shall be surface-coated with paint or other protective coating.
- (g) STRUCTURAL SAFETY. Every outside stair, porch, and every appurtenance attached thereto shall be so constructed as to be safe to use; capable of supporting the load to which it is subjected; and shall be kept plumb, in sound condition and in good repair. Porch floor slopes shall not exceed ½-inch per foot.
- (h) HANDRAILS AND GUARDRAILS.
 - (1) Every flight of stairs which has more than 3 risers shall have handrails which shall be located and designed as required by the Building Code. Every handrail and balustrade shall be firmly fastened and shall be maintained in good condition. Handrails shall be provided on all open sides of stairways.
 - (2) All openings between floors, open sides of landings, platforms, balconies or porches which are more than 24 inches above grade or a floor shall be protected with guardrails of such design as required by the Building Code.
- (i) WINDOWS, DOORS AND HATCHWAYS.
 - (1) General Maintenance. Every window, exterior door and basement hatchway shall be substantially tight and shall be kept in sound condition and repair.
 - (2) Windows to be Glazed. Every window sash shall be fully supplied with a glass window pane or an approved substitute which is without open cracks or holes.
 - (3) Windows to be Tight. Every window sash shall be in good condition and fit reasonably tight within its frame.
 - (4) Windows to be Openable. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware.
 - (5) Door Hardware. Every exterior door, door hinge and door latch shall be maintained in good repair and capable of tightly securing the door.
 - (6) Doors to Fit in Frame. Every exterior door, when closed, shall fit reasonably well within its frame.
 - (7) Window and Door Frames to Fit in Wall. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction so as to exclude rain as completely as possible, and to substantially exclude wind from entering the dwelling or structure.
 - (8) Basement Hatchways. Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents, rain and surface drainage water into the dwelling or structure.
 - (9) Guards and Screening. Guards and screens shall be supplied for protection against rodents and insects and in accordance with the following requirements:

- a. Guards for Basement Windows. Every basement window which is openable shall be supplied with a mesh screen, with not more than one-sixteenth-inch mesh openings or with other material affording equivalent protection against the entry of rodents.
- b. Insect Screens.
 - 1. Every swinging screen door shall have a self-closing device in good working condition.
 - 2. Every window used for ventilation purposes shall be supplied with a combination storm and screen window or separate storm and screen window installed year-round and maintained in good repair. Window screens shall be in place from May 15 to October 15 of each year. Other outside openings shall be screened year-round.
 - 3. All screening shall be one-sixteenth-inch mesh or less. Pane glass is considered a storm window.
 - 4. No building containing a central heating furnace and air-conditioning equipment for mechanically ventilating the building year-round is required to have screens on door or window openings. Buildings cooled by window air-conditioning units are not included in the exception.
- (j) STREET NUMBERS. Every structure to which a street number has been assigned shall have the number displayed in a conspicuous place so that the number can be read from the public right-of-way. All numbers shall be at least 3 inches in height and ½ inch in width.
- (k) CHIMNEYS AND TOWERS. All chimneys, towers, smoke stacks, antennas and similar appurtenance shall be maintained structurally safe and in such condition as not to pose a hazard to health and safety. All exposed metal or wood surfaces shall be surface coated to prevent rust and deterioration.
- (l) GRAFFITI ABATEMENT.
 - (1) Real Property.
 - a. Definition. "Graffiti" means any inscription, work, figure or design marked, scratched, etched, drawn or painted with spray paint, liquid paint, ink, chalk, dye or other similar substances on buildings, fences, structures and similar places without the express permission of the owner or operator of the property.
 - b. Public Nuisance. The existence of graffiti on any real property within the city is expressly declared to be a public nuisance affecting public health, safety and welfare.
 - c. Graffiti Prohibited. No owner of any real property within the city shall allow any graffiti to remain upon any structure located on the owner's property when the graffiti is visible from the street or from other public or private property.
 - d. Notification of Violation. Whenever a police officer or the building inspector determines that graffiti on any building or structure within the city is visible from the street or from other public or private property, the police officer or building inspector shall issue an order to the owner of the property to abate the graffiti in a timely manner.

- e. Compliance. A property owner shall be deemed to have complied with an order to abate graffiti if it is obliterated by a primary paint and matching building paint or by such other means as shall obliterate the graffiti.
- f. Failure to Comply. If the property owner fails to comply with the order to abate the graffiti, the chief of police or the building inspector may cause the graffiti to be abated either by city employees or by independent contractor. The city and the independent contractor are expressly authorized to enter upon the property and abate the graffiti upon exterior walls, fences, billboards and other structures abutting public streets, property or right-of-way. The city or private contractor will take all reasonable precautions to avoid causing damage to the property where the graffiti is abated. Any paint used to obliterate graffiti shall be as close as practicable to the background color or colors in the area where the graffiti is abated. The cost of abating the graffiti shall, pursuant to §66.0627, Wis. Stats., be imposed as a special charge against the real property for the cost of the services provided. If the special charge is not paid within 30 days, the special charge shall be deemed delinquent. A delinquent special charge shall be a lien against the property as of the date of delinquency. The delinquent special charge shall be included in the current or next tax roll for collection and settlement under Ch. 74, Wis. Stats.

(2) Solid Waste Containers.

- a. Every solid waste container shall be clearly marked noting the name and phone number of the company responsible for maintenance of the container.
- b. Graffiti on solid waste containers shall be removed within 3 working days following notification by the police department or the building inspector or within 3 working days of the last time the container is emptied.

(5) LITTER CONTROL.

(a) Litter shall mean and include any uncontainerized waste which, if not deposited in a litter receptacle, tends to create a danger to public health, safety and welfare or impairs the environment of the people of the City. Litter includes, but is not limited to, garbage, trash, refuse, debris, grass clippings or other lawn or garden waste, newspaper, magazine, glass, metal, plastic, paper, motor vehicle parts or other nauseous and offensive matter.

(b) Every owner, occupant or lessee of a premises used for residence, business or commercial purpose shall maintain litter collection and storage areas if present on the premises in a clean condition and insure that all litter is properly stored in containers. Such litter containers shall have sealed covers to avoid distribution of the litter by animals or the elements.

(c) The owner or person in control of any public premises including, but not limited to, restaurants, shopping centers, fast food outlets, stores, hotels, motels, industrial establishments, office buildings, apartment buildings, housing projects, gas stations, hospitals and clinics shall at all times keep the premises clean of all litter and shall take measures, including daily clean up of the premises, to prevent litter from being carried by the elements to adjoining premises.

(6) MAINTAINING SIDEWALKS AND ALLEYS. Persons owning, occupying or in control of premises shall keep the sidewalks and alleys adjacent to such premises free of litter, refuse,

garbage and other debris. Owners, occupants or those in control of such premises shall sweep or rinse off the sidewalks abutting their premises as often as may be required to keep the walk reasonably free from such materials. Owners, occupants or those in control of such premises shall also edge the grass along the sidewalks and shall keep the sidewalks free of weeds and grass.

Section V. ARTICLE IV of Chapter 26 is hereby created to read as follows: "ABATEMENT".

Section VI. Current Section 26-33 of the Code of Ordinances of the City of Milton shall be moved to Article IV and renumbered to Section 26-36.

Section VII. Current Section 26-34 of the Code of Ordinances of the City of Milton shall be moved to Article IV and renumbered to Section 26-37.

Section VIII. Current Section 26-35 of the Code of Ordinances of the City of Milton shall be moved to Article IV and renumbered to Section 26-38.

Section IX. Current Article III of Chapter 26 of the Code of Ordinances of the City of Milton shall be renumbered to Article V of Chapter 26.

Section X. Section 26-71 is hereby amended to read as follows:

Sec. 26-71. – Mowing required.

No person owning property within the city shall permit to grow or pollinate upon his premises any noxious weeds or weeds or grasses which cause or produce hay fever in human beings, exhale unpleasant or noxious odors or conceal filthy deposits. In order to prevent such growth and pollination, it shall be the duty of every property owner to mow or cause to be mowed upon his premises (including terraces and rights of way) all grasses or weeds exceeding one foot in height.

Section XI. 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 _____
2nd reading _____
3rd reading _____
Date adopted _____
Date Published _____
Effective Date _____

Effect of Ordinance: Establishes minimum standards governing the maintenance, appearance and condition of residential and nonresidential premises in order to protect the public health, safety, morals and welfare and retain property values.

Chapter 26 - ENVIRONMENT

ARTICLE I. - IN GENERAL

Secs. 26-1—26-30. - Reserved.

ARTICLE II. - NUISANCES

Sec. 26-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public nuisance means a thing, act, occupation, condition, person, animal or use of property which shall continue for such length of time as to:

- (1) Substantially annoy, injure or endanger the comfort, health, repose or safety of the public;
- (2) In any way render the public insecure in life or in the use of property;
- (3) Greatly offend the public morals or decency;
- (4) Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property.

Public nuisance affecting health means the following acts, omissions, places, conditions and things are public health nuisances, but such enumeration shall not be construed to exclude other health nuisances coming within the definition of the term "public nuisances" in this section:

- (1) All decayed, harmfully adulterated or unwholesome food or drink sold or offered for sale to the public.
- (2) Accumulations of decayed animal or vegetable matter, trash, rubbish, rotting lumber, bedding, packing material, scrap metal or any material whatsoever in which flies, mosquitoes, disease-carrying insects, rats or other vermin may breed.
- (3) All stagnant water in which mosquitoes, flies or other insects can multiply.
- (4) Privy vaults and garbage cans which are not flytight.
- (5) All noxious weeds and other rank growth of vegetation.
- (6) All animals running at large.
- (7) The escape of smoke, soot, cinders, noxious acids, fumes, gases, fly ash, industrial dust or other atmospheric pollutants within the city limits or within one mile therefrom in such quantities as to endanger the health of persons of ordinary sensibilities or to threaten or cause substantial injury to property in the city.
- (8) The pollution of any public well or cistern, stream, lake, canal or other body of water by sewage, creamery or industrial wastes or other substances.

- (9) All abandoned wells not securely covered or secured from public use.
- (10) Any use of property which shall cause any nauseous or unwholesome liquid or substance, to flow into or upon any street, gutter, alley, sidewalk or public place within the city.
- (11) The burning or otherwise heating of hazardous or mixed waste for the purpose of destruction or reclamation in any industrial furnace or kiln by any business or facility except when the hazardous or mixed waste is generated on-site as a result of the day-to-day operations of the business or facility and the destruction and/or reclamation of such hazardous or mixed waste is incidental to and not in the primary purpose of the day-to-day on-site operations of the business or facility.

Public nuisances affecting peace and safety means the following acts, omissions, places, conditions and things are public nuisances affecting peace and safety, but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the provisions of the term "public nuisance" of this section:

- (1) All signs and billboards, awnings and other similar structures over or near streets, sidewalks, public grounds or places frequented by the public, so situated or constructed as to endanger the public safety.
- (2) All buildings erected, repaired or altered within the fire limits of the city in violation of the provisions of the ordinances of the city, relating to materials and manner of construction of buildings and structures within such district.
- (3) All unauthorized signs, signals, markings or devices placed or maintained upon or in view of any public highway or railway crossing which purport to be or may be mistaken as an official traffic control device, railroad sign or signal or which because of its color, location, brilliance or manner of operation interferes with the effectiveness of any such device, sign or signal.
- (4) All trees, hedges, billboards or other obstructions which prevent persons driving vehicles on public streets, alleys or highways from obtaining a clear view of traffic when approaching an intersection or pedestrian crosswalk.
- (5) All limbs of trees which project over and are less than 15 feet above the surface of a public sidewalk or street or less than eight feet above any other public place.
- (6) All use or display of fireworks except as provided by the laws of the state and ordinances of the city.
- (7) All buildings, structures or parking facilities so old, dilapidated or out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human use.
- (8) All wires over streets, alleys or public grounds which are strung less than 15 feet above the surface thereof.
- (9) All loud, discordant and unnecessary noises or vibrations of any kind.
- (10) The keeping or harboring of any animal or fowl which by frequent or habitual howling, yelping, barking, crowing or making of other noises shall greatly annoy or disturb a neighborhood or any considerable number of persons within the city.
- (11) All obstructions of streets, alleys, sidewalks or crosswalks and all excavations in or under the same, except as permitted by the ordinances of the city or which, although made in accordance with such ordinances, are kept or maintained for an unreasonable or illegal length of time after the purpose thereof has been accomplished.

- (12) All open and unguarded pits, wells, excavations or unused basements freely accessible from any public street, alley or sidewalk.
- (13) All abandoned refrigerators or iceboxes from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside.
- (14) Any unauthorized or unlawful use of property abutting on a public street, alley or sidewalk or any use of a public street, alley or sidewalk which causes crowds of people to gather, obstructing traffic and free use of the streets or sidewalks.
- (15) Repeated or continuous violations of the ordinances of the city or laws of the state relating to the storage of flammable liquids.
- (16) All snow and ice not removed or treated as provided in division 3, article II of chapter 66.

Public nuisances offending morals and decency means the following acts, omissions, places, conditions and things are public nuisances offending public morals and decency, but such enumeration shall not be construed to exclude other nuisances offending public morals and decency coming within the definition of the term "public nuisance" of this section:

- (1) All disorderly houses, bawdy houses, houses of ill fame, gambling houses and buildings or structures kept or resorted to for the purpose of prostitution, promiscuous sexual intercourse or gambling.
- (2) All gambling devices and slot machines.
- (3) All places where intoxicating liquor or fermented malt beverages are sold, possessed, stored, brewed, bottled, manufactured or rectified without a permit or license.
- (4) Any place or premises within the city where city ordinances or state laws relating to public health, safety, peace, morals or welfare are openly, continuously, repeatedly and intentionally violated.
- (5) Any place or premises resorted to for the purpose of drinking intoxicating liquor or fermented malt beverages in violation of the laws of the state or ordinances of the city.

(Code 1968, § 13.02)

Cross reference— Definitions generally, § 1-2.

Sec. 26-32. - Prohibited generally.

No person shall erect, contrive, cause, continue, maintain or permit to exist any public nuisance within the city.

(Code 1968, § 13.01)

ARTICLE III. PROPERTY MAINTENANCE

Sec. 26-33. - Purpose of Article.

It is hereby found and declared that there exist in the City residential structures and nonresidential structures which are, or may become in the future, substandard with respect to structure, upkeep or maintenance. Such conditions, including, but not limited to, structural deterioration, lack of maintenance, poor exterior appearance, infestation and the existence of fire and health hazards constitute a public nuisance, as well as a menace to the health, safety, morals, welfare and reasonable comfort of the citizens and inhabitants of the City and may further result in the deterioration of property values. If such conditions are not curtailed and removed, they will grow and spread and necessitate future expenditures of large amounts of public funds to correct and eliminate. The purpose of this section is to protect the public health, safety, morals and welfare and retain property values by establishing minimum standards governing the maintenance, appearance and condition of residential and nonresidential premises.

Sec. 26-34. - Definitions.

For the purpose of this Article, the following words and phrases shall have the meanings assigned to them in this section. Words and phrases not herein otherwise defined shall have the meanings accepted by common use.

Blighting Influence. A condition having an adverse effect on surrounding properties. An adverse effect upon surrounding properties is created when the value of surrounding properties are deteriorated, however slightly, by the condition of the subject property.

Debris. Broken concrete, bricks, blocks or other mineral matter; bottles, porcelain and other glass or crockery; boxes; lumber (new or used), posts, sticks or other wood; paper, rags, including old clothing or discarded clothing; cardboard; excelsior; rubber; plastic; wire, tin and metal items; discarded furniture, household goods or appliances; junk lawn mowers; tar paper; residues from burning; or any similar materials which constitute health, fire or safety hazards or a blighting influence upon surrounding properties, the neighborhood or the City in general.

Junk. Any old or scrap metal, metal alloy, synthetic or organic material or waste or any junked, ruined, dismantled, wrecked motor vehicle or machinery or any part thereof, whether salvageable or not or inoperable.

Noncombustible Material. Material that cannot be burned.

Premises. A lot, plot or parcel of real estate or land including all buildings and structures thereon.

Refuse. Debris as defined above.

Rubbish. Combustible and noncombustible waste materials, except garbage, and the term includes the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tin cans, metals, mineral matter, glass crockery, dust and other similar materials.

Sec. 26-35. Applicability.

(1) Every residential, nonresidential or mixed occupancy premises located within the corporate limits of the City, used or intended to be used for dwelling, commercial, business or industrial occupancy shall comply with the provisions of this section, whether or not the buildings and structures thereon were constructed, altered or repaired before or after the enactment of this section and irrespective of any permits or licenses which have been issued for the use or occupancy of the premises, for the construction or repair of the premises or for the installation or repair of equipment or facilities upon such premises prior to the effective date of this section.

(2) In any case where the commands of this section create a higher standard than set by any other City ordinance or under the laws of the State, the standards set forth herein shall prevail.

(3) No license, permit or other certification or indication of compliance with this section shall constitute a defense against violations of any other local ordinance applicable to any structure or premises nor shall any provision herein relieve any owner, operator or occupant from complying with any such other ordinance or preclude any official of the City from enforcing any such other ordinance.

(4) **EXTERIOR OF PREMISES.** The owner, occupant or lessee of every premises shall keep the exterior of such premises and all structures thereon in a clean and sanitary condition, free from any accumulation of combustible or noncombustible debris, junk, rubbish or refuse or any similar material which could or may cause fire, safety or health hazards or constitute a blighting influence upon surrounding properties and free of all nuisances and of any hazards to the safety of the occupant, pedestrians or other people utilizing the premises. Further, the exterior of every structure within the boundaries of the City shall be maintained in good repair by the owner, occupant or lessee. Such maintenance shall include, but not be limited to, the avoidance of broken glass, loose shingles, crumbling stone or brick, excessive peeling of paint, loose boards, exposed insulation or exposed tar paper or other conditions reflective of deterioration or inadequate maintenance. The purpose of such required maintenance is to eliminate safety and fire hazards, preserve the property and its value and protect adjoining properties from blighting influences and deteriorating values.

(a) **FOUNDATIONS, WALLS AND ROOF.** Every foundation, exterior wall, roof and other exterior surface shall be maintained and repaired in a workmanlike manner and shall be capable of excluding rodents.

(b) **FOUNDATIONS.** The foundation elements shall adequately support the building at all points and shall be maintained plumb and free from open cracks and breaks.

(c) **EXTERIOR WALLS AND EXTERIOR SURFACES.**

(1) **Exterior Walls.** Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building.

(2) **Exterior Surfaces.** All exterior surfaces which require a protective coating to prevent deterioration shall be properly surface-coated by paint or other manufacture approved

protective coating applied in accordance with the manufacturer's specifications. All front doors, front porches and front porch skirts and railings shall be surface-coated with paint or other protective coating. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. Paint and other protective coatings shall be applied in a workmanlike manner.

- (d) ROOFS. All roofs shall be structurally sound, shall have no defects which might admit rain and shall be maintained in a workmanlike manner.
- (e) ROOF DRAINAGE. All water shall be conveyed from the roof so as to prevent dampness in the walls, floors and ceilings of all stories, including attics and basement. Water shall not be allowed to fall or flow upon any public sidewalk. Where such a condition already exists, provision shall be made to carry the water under the sidewalk to the gutter or to the storm sewer.
- (f) STAIRS, PORCHES, FRONT PORCH SKIRTS AND RAILINGS. Stairs and other exit facilities shall be adequate for safety as provided in the building code, shall be maintained in a workmanlike manner and shall comply with subsections (g) and (h) of this section. The area beneath a front porch floor shall be securely enclosed by a durable weather resistant skirt. The skirt shall be securely attached to the porch in a workmanlike manner and shall be designed to prevent entry of trash or debris. A wood skirt shall be surface-coated with paint or other protective coating.
- (g) STRUCTURAL SAFETY. Every outside stair, porch, and every appurtenance attached thereto shall be so constructed as to be safe to use; capable of supporting the load to which it is subjected; and shall be kept plumb, in sound condition and in good repair. Porch floor slopes shall not exceed ½-inch per foot.
- (h) HANDRAILS AND GUARDRAILS.
 - (1) Every flight of stairs which has more than 3 risers shall have handrails which shall be located and designed as required by the Building Code. Every handrail and balustrade shall be firmly fastened and shall be maintained in good condition. Handrails shall be provided on all open sides of stairways.
 - (2) All openings between floors, open sides of landings, platforms, balconies or porches which are more than 24 inches above grade or a floor shall be protected with guardrails of such design as required by the Building Code.
- (i) WINDOWS, DOORS AND HATCHWAYS.
 - (1) General Maintenance. Every window, exterior door and basement hatchway shall be substantially tight and shall be kept in sound condition and repair.
 - (2) Windows to be Glazed. Every window sash shall be fully supplied with a glass window pane or an approved substitute which is without open cracks or holes.
 - (3) Windows to be Tight. Every window sash shall be in good condition and fit reasonably tight within its frame.
 - (4) Windows to be Openable. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware.
 - (5) Door Hardware. Every exterior door, door hinge and door latch shall be maintained in good repair and capable of tightly securing the door.

- (6) Doors to Fit in Frame. Every exterior door, when closed, shall fit reasonably well within its frame.
- (7) Window and Door Frames to Fit in Wall. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction so as to exclude rain as completely as possible, and to substantially exclude wind from entering the dwelling or structure.
- (8) Basement Hatchways. Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents, rain and surface drainage water into the dwelling or structure.
- (9) Guards and Screening. Guards and screens shall be supplied for protection against rodents and insects and in accordance with the following requirements:
 - a. Guards for Basement Windows. Every basement window which is openable shall be supplied with a mesh screen, with not more than one-sixteenth-inch mesh openings or with other material affording equivalent protection against the entry of rodents.
 - b. Insect Screens.
 - 1. Every swinging screen door shall have a self-closing device in good working condition.
 - 2. Every window used for ventilation purposes shall be supplied with a combination storm and screen window or separate storm and screen window installed year-round and maintained in good repair. Window screens shall be in place from May 15 to October 15 of each year. Other outside openings shall be screened year-round.
 - 3. All screening shall be one-sixteenth-inch mesh or less. Pane glass is considered a storm window.
 - 4. No building containing a central heating furnace and air-conditioning equipment for mechanically ventilating the building year-round is required to have screens on door or window openings. Buildings cooled by window air-conditioning units are not included in the exception.
- (j) STREET NUMBERS. Every structure to which a street number has been assigned shall have the number displayed in a conspicuous place so that the number can be read from the public right-of-way. All numbers shall be at least 3 inches in height and ½ inch in width.
- (k) CHIMNEYS AND TOWERS. All chimneys, towers, smoke stacks, antennas and similar appurtenance shall be maintained structurally safe and in such condition as not to pose a hazard to health and safety. All exposed metal or wood surfaces shall be surface coated to prevent rust and deterioration.
- (l) GRAFFITI ABATEMENT.
 - (1) Real Property.
 - a. Definition. "Graffiti" means any inscription, work, figure or design marked, scratched, etched, drawn or painted with spray paint, liquid paint, ink, chalk, dye or other similar substances on buildings, fences, structures and similar places without the express permission of the owner or operator of the property.

- b. Public Nuisance. The existence of graffiti on any real property within the city is expressly declared to be a public nuisance affecting public health, safety and welfare.
- c. Graffiti Prohibited. No owner of any real property within the city shall allow any graffiti to remain upon any structure located on the owner's property when the graffiti is visible from the street or from other public or private property.
- d. Notification of Violation. Whenever a police officer or the building inspector determines that graffiti on any building or structure within the city is visible from the street or from other public or private property, the police officer or building inspector shall issue an order to the owner of the property to abate the graffiti in a timely manner.
- e. Compliance. A property owner shall be deemed to have complied with an order to abate graffiti if it is obliterated by a primary paint and matching building paint or by such other means as shall obliterate the graffiti.
- f. Failure to Comply. If the property owner fails to comply with the order to abate the graffiti, the chief of police or the building inspector may cause the graffiti to be abated either by city employees or by independent contractor. The city and the independent contractor are expressly authorized to enter upon the property and abate the graffiti upon exterior walls, fences, billboards and other structures abutting public streets, property or right-of-way. The city or private contractor will take all reasonable precautions to avoid causing damage to the property where the graffiti is abated. Any paint used to obliterate graffiti shall be as close as practicable to the background color or colors in the area where the graffiti is abated. The cost of abating the graffiti shall, pursuant to §66.0627, Wis. Stats., be imposed as a special charge against the real property for the cost of the services provided. If the special charge is not paid within 30 days, the special charge shall be deemed delinquent. A delinquent special charge shall be a lien against the property as of the date of delinquency. The delinquent special charge shall be included in the current or next tax roll for collection and settlement under Ch. 74, Wis. Stats.

(2) Solid Waste Containers.

- a. Every solid waste container shall be clearly marked noting the name and phone number of the company responsible for maintenance of the container.
- b. Graffiti on solid waste containers shall be removed within 3 working days following notification by the police department or the building inspector or within 3 working days of the last time the container is emptied.

(5) LITTER CONTROL.

(a) Litter shall mean and include any uncontainerized waste which, if not deposited in a litter receptacle, tends to create a danger to public health, safety and welfare or impairs the environment of the people of the City. Litter includes, but is not limited to, garbage, trash, refuse, debris, grass clippings or other lawn or garden waste, newspaper, magazine, glass, metal, plastic, paper, motor vehicle parts or other nauseous and offensive matter.

(b) Every owner, occupant or lessee of a premises used for residence, business or commercial purpose shall maintain litter collection and storage areas if present on the premises

in a clean condition and insure that all litter is properly stored in containers. Such litter containers shall have sealed covers to avoid distribution of the litter by animals or the elements.

(c) The owner or person in control of any public premises including, but not limited to, restaurants, shopping centers, fast food outlets, stores, hotels, motels, industrial establishments, office buildings, apartment buildings, housing projects, gas stations, hospitals and clinics shall at all times keep the premises clean of all litter and shall take measures, including daily clean up of the premises, to prevent litter from being carried by the elements to adjoining premises.

(6) MAINTAINING SIDEWALKS AND ALLEYS. Persons owning, occupying or in control of premises shall keep the sidewalks and alleys adjacent to such premises free of litter, refuse, garbage and other debris. Owners, occupants or those in control of such premises shall sweep or rinse off the sidewalks abutting their premises as often as may be required to keep the walk reasonably free from such materials. Owners, occupants or those in control of such premises shall also edge the grass along the sidewalks and shall keep the sidewalks free of weeds and grass.

ARTICLE IV - ABATEMENT

Sec. 26-36. - Abatement.

(a) Inspection of premises. Whenever a complaint is made to the city public administrative officials that a public nuisance exists within the city, the public administrative officials shall promptly notify the chief of police or building inspector who shall forthwith inspect or cause to be inspected the premises complained of and shall make a written report of his findings to the mayor. Whenever practicable, the inspecting officer shall cause photographs to be made of the premises and shall file the same in the office of the clerk.

(b) Summary abatement.

(1) Notice to owner. If the inspecting officer shall determine that a public nuisance exists within the city and that there is great and immediate danger to the public health, safety, peace, morals or decency, the mayor may direct the chief of police to serve notice on the person causing, permitting or maintaining such nuisance or upon the owner or occupant of the premises where such nuisance is caused, permitted or maintained and to post a copy of such notice on the premises. Such notice shall direct the person causing, permitting or maintaining such nuisance or the owner or occupant of the premises to abate or remove such nuisance within 24 hours and shall state that unless such nuisance is so abated, the city will cause the same to be abated and will charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.

(2) Abatement by city. If the nuisance is not abated within the time provided or if the owner, occupant or person causing the nuisance cannot be found, the building inspector, in case of health nuisances, and the chief of police, in other cases, shall cause the abatement or removal of such public nuisance.

(c) Abatement by court action. If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten

great and immediate danger to the public health, safety, peace, morals or decency, he shall file a written report of his findings with the mayor who shall cause an action to abate such nuisance to be commenced in the name of the city in the county circuit court in accordance with the provisions of Wis. Stats. ch. 823.

- (d) Other methods not excluded. Nothing in this article shall be construed as prohibiting the abatement of public nuisances by the city or its officials in accordance with any of the laws of the state.

(Code 1968, § 13.03)

Sec. 26-37. - Cost of abatement.

In addition to any other penalty imposed by this article for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the city shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance. If notice to abate the nuisance has been given to the owner, such cost, if not already paid, shall be assessed against the real estate as a special charge and included in the tax roll.

(Code 1968, § 13.04)

Sec. 26-38. - Penalties for violation of article.

Any person who shall violate any provision of this article shall be subject to a penalty as provided in section 1-14. A separate offense shall be deemed committed on each day on which a violation of any provision of this article occurs or continues to occur.

(Code 1968, § 13.05)

Secs. 26-39—26-70. - Reserved.

ARTICLE V. - WEEDS AND WILD GROWTH^[3]

Footnotes:

--- (3) ---

Cross reference— Weed commissioner, § 2-491 et seq.

Sec. 26-71. - Mowing required.

No person owning property within the city shall permit to grow or pollinate upon his premises any noxious weeds or weeds or grasses which cause or produce hay fever in human beings, exhale unpleasant or noxious odors or conceal filthy deposits. In order to prevent such growth and pollination, it shall be the duty of every property owner to mow or cause to be mowed upon his premises (including terraces and rights of way) all grasses or weeds exceeding one foot in height.

(Code 1968, § 10.06(1) ; Ord. No. 207, 9-7-2004)

Sec. 26-72. - Mowing by city.

It shall be the duty of the weed commissioner to enforce this section and if any person shall fail to comply herewith, the commissioner shall send a certified letter and charge a fee for administration costs and after five days' written notice to the owner, cause the premises to be mowed and report the cost thereof in writing to the clerk in the manner provided in Wis. Stats. § 66.0517. Such charge shall be spread on the tax roll as a special tax to be collected in the same manner as other taxes unless such lands are exempt from taxation. The cost to be charged by the weed commissioner pursuant to this section shall be an hourly fee with a minimum fee. The common council is hereby provided with the power to enact resolutions when deemed necessary, establishing fees regarding this section. The amount of the fee shall be stated in such resolution. Adoption of the resolution shall require a majority vote of the common council members present when the resolution is presented. The city clerk shall maintain a current schedule of all fees.

(Code 1968, § 10.06(2); Ord. No. 207, 9-7-2004; Ord. No. 377, § XIV, 7-16-2013)

MAS/Milton/Resolutions&Ordinances/Ordinances/2016/Chapter26Environment

Office of the Director of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: June 21, 2016
Subject: Discussion and Possible Action regarding the CMAR Report and Resolution 2016-19 – Compliance Maintenance Annual Report (CMAR).

Discussion

This is the annual report the Department of Natural Resources requires to monitor the operation of the Wastewater Treatment Plant. A point total is used to measure compliance. We are in the voluntary range for improvements. Our grade point is 4.0 on a scale of 4. We have an A rating for our treatment plant. The treatment plant staff has continued to consistently do an excellent job of maintaining an A rating for the city's treatment facilities.

Staff Recommendation

To approve the CMAR report and resolution for submittal to the Department of Natural Resources.

Attachments

- 2015 CMAR Annual Report
- Resolution 2016-19 – Compliance Maintenance Annual Report (CMAR)

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	0.3553	x	318	x	8.34	=	942
February	0.3524	x	289	x	8.34	=	850
March	0.3706	x	284	x	8.34	=	876
April	0.3568	x	280	x	8.34	=	834
May	0.3687	x	259	x	8.34	=	795
June	0.3926	x	293	x	8.34	=	958
July	0.3859	x	260	x	8.34	=	837
August	0.3851	x	274	x	8.34	=	878
September	0.3975	x	290	x	8.34	=	960
October	0.3923	x	266	x	8.34	=	871
November	0.3957	x	262	x	8.34	=	864
December	0.3944	x	278	x	8.34	=	916

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.625	x	90	=	0.5625
		x	100	=	.625
Design (C)BOD, lbs/day	1970	x	90	=	1773
		x	100	=	1970

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Yes

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

<ul style="list-style-type: none">• No <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	5	1	0	0
March	30	27	4	1	0	0
April	30	27	4	1	0	0
May	30	27	3	1	0	0
June	30	27	2	1	0	0
July	30	27	3	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	3	1	0	0
November	30	27	4	1	0	0
December	30	27	3	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes

Enter last calibration date (MM/DD/YYYY)

06/09/2015

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

If Yes, please explain:

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <p>_____</p> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <p>_____</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	4	1	0	0
May	30	27	3	1	0	0
June	30	27	2	1	0	0
July	30	27	2	1	0	0
August	30	27	1	1	0	0
September	30	27	2	1	0	0
October	30	27	4	1	0	0
November	30	27	4	1	0	0
December	30	27	3	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1.5	0.2	1	0
February	1.5	1.4	1	0
March	1.5	0.2	1	0
April	1.5	0.7	1	0
May	1.5	0.3	1	0
June	1.5	1.4	1	0
July	1.5	0.2	1	0
August	1.5	0.4	1	0
September	1.5	0.3	1	0
October	1.5	0.2	1	0
November	1.5	0.1	1	0
December	1.5	0.0	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1275.50 acres

2.1.2 How many acres did you use?

69.6 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75									<1.5					0	0
Cadmium		39	85									.35					0	0
Copper		1500	4300									658					0	0
Lead		300	840									20.4					0	0
Mercury		17	57									.54					0	0
Molybdenum	60		75									7.2				0		0
Nickel	336		420									66.3				0		0
Selenium	80		100									4.8				0		0
Zinc		2800	7500									406					0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

1-2 (10 Points)
 > 2 (15 Points)
 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 Yes
 No (10 points)
 N/A - Did not exceed limits or no HQ limit applies (0 points)
 N/A - Did not land apply biosolids until limit was met (0 points)
 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
 Exceedence Points
 0 (0 Points)
 1 (10 Points)
 > 1 (15 Points)
 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 Yes (20 Points)
 No (0 Points)
 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):
 4.1 Verify the following information. If any information is incorrect, Contact Us.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	F
Sample Dates:	01/01/2015 - 12/31/2015
Density:	59,800
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	AEROB
Process Description:	Extended aeration

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.
 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?
 Yes (40 Points)
 No
 If yes, what action was taken?

0

5. Vector Attraction Reduction (per outfall):
 5.1 Verify the following information. If any of the information is incorrect, Contact Us.

Outfall Number:	004
Method Date:	12/31/2015
Option Used To Satisfy Requirement:	INJ
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">None</div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Yes- For collection and treatment plant maintenance. Due to less outsourcing, staff has increased in house maintenance, sewer cleaning, lift station maintenance and cleaning.</p> </div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Per recent DNR lab audit, CMOM, and permit requirements more record keeping is required.</p> </div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (Continue with question 2) <input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <ul style="list-style-type: none"> <input type="radio"/> Paper file system <input type="radio"/> Computer system <input checked="" type="radio"/> Both paper and computer system <input type="radio"/> No (10 points) 	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No 	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Excellent <input type="radio"/> Very good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

Over the last 3 plus years due to operator changes we have incorporated new maintenance record keeping techniques.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

Yes (0 points)

No (20 points)

Name:

Certification No:

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Basic	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2015 - 2016; subclass SS is basic level only.)

Yes (0 points)

No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

One or more additional certified operators on staff

An arrangement with another certified operator

An arrangement with another community with a certified operator

An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year

A consultant to serve as your certified operator

None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

<ul style="list-style-type: none">○ Averaging 6 or more CECs per year.○ Averaging less than 6 CECs per year. Advanced Certification: <ul style="list-style-type: none">● Averaging 8 or more CECs per year.○ Averaging less than 8 CECs per year.	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input type="text" value="Dan Nelson"/></p> <p>Telephone: <input type="text" value="(608)868-6900"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input type="text" value="dnelson@milton-wi.gov"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input type="text" value="2014"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input type="text" value="855,960.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="855,960.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="137,540.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="98,489.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="895,011.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input type="text" value="855,960.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input type="text" value="855,960.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input type="text" value="137,540.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input type="text" value="98,489.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input type="text" value="895,011.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input type="text" value="855,960.00"/>																						
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input type="text" value="0.00"/>																						
3.2.3 Adjusted January 1st Beginning Balance		\$	<input type="text" value="855,960.00"/>																						
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input type="text" value="137,540.00"/>																						
3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input type="text" value="98,489.00"/>																						
3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input type="text" value="895,011.00"/>																						

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Replaced 2 effluent pumps, 1 RAS pump, SCADA modifications, Flow Meter, Mixer repair, Replace GBT progressive cavity pump

3.3 What amount should be in your Replacement Fund? \$ 895,011.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

To do more collection system routine cleaning and televising. Repair and replace open pick man hole lids to help reduce I\I. Replace and repair broke riser rings and resurface old brick lined manholes. Enforce grease trap ordinance, as well as informing the sanitary sewer users as to what is flushable and what is not.

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY) 11/27/2012
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	38	% of system/year
Root removal	38	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	0	% of system/year
Manhole inspections	38	% of system/year
Lift station O&M	120	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Please include additional comments about your sanitary sewer collection system below:

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

--	--

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

38.31	Total actual amount of precipitation last year in inches
34.0	Annual average precipitation (for your location)
31.72	Miles of sanitary sewer
10	Number of lift stations
0	Number of lift station failures
1	Number of sewer pipe failures
6	Number of basement backup occurrences
7	Number of complaints
.379	Average daily flow in MGD (if available)
.398	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.03	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.19	Basement backups (number/sewer mile)
0.22	Complaints (number/sewer mile)
1.1	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

--

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

--

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 **2015**

None	
5.4 What is being done to address infiltration/inflow in your collection system?	
We have been measuring, ordering and changing man hole lids with open picks	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Grading Summary

WPDES No: 0060453

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Milton Wastewater Treatment Facility

Last Updated: Reporting For:
6/7/2016 2015

Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text" value="City Of Milton"/>
Date of Resolution or Action Taken:	<input type="text" value="06/01/2016"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



Office of the City Finance Director/Treasurer

To: Mayor Welch, Common Council Members
From: Dan Nelson, City Finance Director/Treasurer
Date: June 21, 2016
Subject: Discussion and Possible Action to enter into a contract with the Oakview Condominium II Association.

Background

On February 17, 2016, the Common Council authorized a special assessment for water main improvements on Janesville Street which resulted in a special assessment to two properties in the Oakview Condominium II Association on Bowers Lake Drive. The Association has voted to split the assessment among all eight property owners. The estimated assessment is \$12,000 and will be finalized within the month. One of the units is scheduled to be sold later this month and the issue of how the outstanding assessment will be handled needs to be addressed in order to provide a clear title.

Analysis

The contract enclosed in the packet, will replace the need for the City to have a property lien on any properties with the Oakview Condominium II Association. This protects the City's interest in the special assessment (contractually obligates the association) and will allow for a clear title on the property being sold.

Recommendation

The City Administration recommends the City Council approve the contract with Oakview Condominium II Association.

CONTRACT FOR PAYMENT OF SPECIAL ASSESSMENTS

This Contract made this 21 day of June, 2016, between Oakview Condominium II, hereinafter called "Oakview," and the City of Milton, a municipal corporation of the State of Wisconsin, located in Rock County, hereinafter called the "City."

WHEREAS, on February 17, 2016, the City of Milton adopted Public Works Resolution #2016-05, which assessed the cost of water main and appurtenances installation on N. Janesville Street and E. Bowers Lake Road to the identified abutting property owners, and

WHEREAS, the referenced assessment for water main and appurtenances installation will not be due until November 15, 2016, and

WHEREAS, Parcel #V-23-1145.2A2 and Parcel #V-23-1145.2A1 each have an estimated assessment of \$5,938.13 pursuant to Public Works Resolution #2016-05, and

WHEREAS, Parcel #V-23-1145.2A2 and Parcel #V-23-1145.2A1 are each part of the Oakview Condominium II, but are not owned by Oakview, and

WHEREAS, Oakview is not currently obligated to pay any of the referenced water main and appurtenances assessments, and

WHEREAS, Oakview is willing to assume responsibility for the water main and appurtenances assessments against Parcel #V-23-1145.2A2 and Parcel #V-23-1145.2A1 and guarantee payment of those assessments on or before November 15, 2016, if the City will immediately release its liens for said water main and appurtenances assessments in order to allow for the sale of the parcels to new owners without requiring satisfaction of the water main and appurtenances assessments prior to November 15, 2016;

IT IS HEREBY agreed by and between the undersigned as follows:

1. Oakview agrees to pay the water main and appurtenances assessments imposed against Parcel #V-23-1145.2A2 and Parcel #V-23-1145.2A1 by Public Works Resolution #2016-05 by November 15, 2016.
2. Any amounts due under paragraph 1 that are not paid by November 15, 2016 shall accrue interest at the rate of 5% per annum.
3. The City shall release its special assessment liens against Parcel #V-23-1145.2A2 and Parcel #V-23-1145.2A1 on or before June 22, 2016.

Oakview Condominium II

By: _____
Don Tyriver, President

Betsy Lubke, Treasurer

City of Milton

By: _____
Leanne M. Schroeder,
Acting City Clerk

Anissa Welch, Mayor

**RESOLUTION 2016-17
CITY OF MILTON, ROCK COUNTY, WISCONSIN
RESOLUTION ON RECORDS OF FIRE DEPARTMENT**

WHEREAS, the City of Milton and the Town of Milton have entered into a “Fire Protection Agreement” for the purpose of providing joint fire and EMS services to both municipalities; and

WHEREAS, the “Fire Protection Agreement” creates a “Milton and Milton Township Fire Commission” (“the Fire Commission”); and

WHEREAS, the Fire Commission is made up of six members, with three appointed from each of the participating municipalities’ governing bodies; and

WHEREAS, Wis. Stat. § 19.33 (5) provides that, when the members of an authority are appointed by another authority, the appointing authority may designate a legal custodian for records of the authority; and

WHEREAS, the Fire Commission employs an administrative assistant with access to all public records of the Fire Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MILTON THAT: The administrative assistant retained by the Fire Commission is designated to act as the legal custodian of the records of the Fire Commission pursuant to Wis. Stat. § 19.33.

Adopted this _____ day of _____, 2016.

City of Milton Mayor Anissa M. Welch

City Clerk/Deputy Treasurer, Elena Hilby



Office of the Mayor

To: Common Council Members
From: Mayor Anissa Welch
Date: June 21, 2016
Subject: Discussion and Possible Action on a Contract with Blackhawk Technical College for Strategic Planning

Summary

The City Administration has been in talks with Blackhawk Technical College to provide some Strategic Planning training for the City Council. The purpose of the training will be to look at the City Council's roles and responsibilities as well as set some strategic parameters for future decision making and goal setting.

Attached is the proposed contract with Blackhawk Tech to provide this training. Included in this contract will be three (3) strategic planning sessions, facilitated by Blackhawk Technical College. The proposed dates for the three sessions include:

- July 12, 2016
- July 26, 2016
- August 4, 2016

Each session is scheduled to last 2-hours. The exact start time has yet to be determined.

The cost of the contract is \$1,500. The funding source for the training is yet to be determined, but will likely be accommodated through any residual training funds that may be left at the end of the calendar year 2016.

Recommendation

The City Administration recommends the City Council approve the contract with Blackhawk Technical College to provide Strategic Planning Facilitation for \$1,500.

SERVICE AGREEMENT



Central Campus
6004 S County Road G
P.O. Box 5009
Janesville, WI 53547-5009
•
(608) 758-6900
FAX: (608) 757-7740
•
www.blackhawk.edu

Dr. Thomas Eckert
President

**Advanced Manufacturing
& Transportation
Center**
•
**Beloit Learning
Center**
•
**Center for
Transportation
Studies**
•
Monroe Campus

SERVICES PROVIDED

Recipient Name	City of Milton		
Recipient Address	710 S Janesville Street; Milton, WI 53563-1579		
Recipient Type	21 WI Local Government	Type of Service	TA - Technical Assistance
Service(s) Provided	Technical Assistance/Consulting		
Service Hours	6	Credits per Student	NA
Location of Service	City of Milton		
Beginning Date	July 12, 2016	Ending Date	December 31, 2016
Contract Amount	\$1,500	Total Number Assisted	10

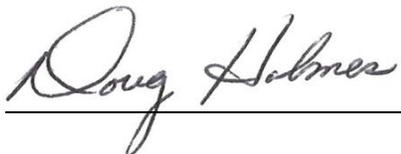
TERMS OF AGREEMENT

The Recipient of Services named above agrees to compensate Blackhawk Technical College (BTC) \$1,500 payable upon receipt of billing.

Blackhawk Technical College retains the proprietary rights to any curriculum materials used or developed as part of this contract. Blackhawk Technical College employees performing under this contract remain under the exclusive control of the District.

The Recipient of Services certifies that it does not discriminate against employees, applicants, or students on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation, and will provide an environment free of sexual harassment and/or assault in accordance with the laws of the United States and State of Wisconsin including, but not limited to provisions of the 1989 WI ACT 177.

This agreement is subject to retroactive approval by the full District Board at its next meeting. Per the authority delegated by the District Board to designated representatives to initiate contracts, Blackhawk Technical College agrees to provide the services stated in this agreement subject to the conditions of the agreement. Fiscal and programmatic modifications may be made as mutually agreed to by the parties involved.

_____	_____		6/9/2016
RECIPIENT SIGNATURE	DATE		DATE

Anissa Welch
RECIPIENT NAME

Doug Holmes
BTC MANAGER NAME


HELEN PROEBER - ASSOCIATE DEAN

BTC DISTRICT BOARD SEC. SIGNATURE

DISTRICT AGREEMENT # 2017-1022

DISTRICT BOARD APPROVED _____

RESOLUTION NO. 2016-20

AUTHORIZING EXECUTION OF CLOSING DOCUMENTS AND DEED

WHEREAS, the Common Council of the City of Milton, upon the recommendation of the Plan Commission, having made a determination that the property described below is surplus property, and

WHEREAS, the Common Council of the City of Milton having determined that it is appropriate to sell said property to the adjacent landowner, Browntown Mill, Inc., for good and valuable consideration.

BE IT HEREBY RESOLVED, by the Common Council of the City of Milton will that Mayor Anissa Welch, and/or City Administrator Al Hulick, are authorized to sign on behalf of the City of Milton the deed conveying the property described as follows:

Part of the NE ¼ of the NW ¼ 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 ¼ 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.

Further, that Al Hulick, City Administrator, along with Anissa Welch, Mayor of the City of Milton, are authorized to sign all documents on behalf of the City which are necessary to carry out the terms of the sale of the property by the City to Browntown Mill, Inc.

Adopted by a vote of the Common Council of the City of Milton, Rock County, Wisconsin this 21st day of June, 2016.

City of Milton

By: _____
Anissa Welch
Mayor

Attest:

By: _____
Leanne Schroeder
Acting Clerk

CERTIFICATION

I, Leanne Schroeder, Acting Clerk, do hereby certify that the foregoing is a true and correct copy of the Resolution Authorizing Execution of Closing Documents and Warranty Deed approved by the Common Council of the City of Milton, Wisconsin the 21st day of June, 2016.

DATED this _____ day of _____, 2016.

Leanne Schroeder
Acting Clerk