



AGENDA
City of Milton
Common Council Meeting
Tuesday, January 2, 2018
6:00 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

- 1. Call to Order and Confirmation of Appropriate Meeting Notice.**
- 2. Approval of Agenda**
- 3. Pledge of Allegiance**
- 4. 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 Common Council Meeting Minutes - December 19, 2017**

Documents:

[12-19-2017 Common Council Minutes.pdf](#)

- 6. Discussion, Direction, and Possible Action Regarding 2018 Milton Common Council Goals**

Documents:

[2017 Departmental Goals.pdf](#)
[2017 Historic Preservation Work Plan.pdf](#)
[2017 Parks and Recreation Commission Work Plan.pdf](#)
[2018 Tourism Development Committee Budget.pdf](#)
[2018 CDA Work Plan.pdf](#)
[2018 Goals Memo - Alderperson Laehn.pdf](#)

- 7. General Items**
 - a. Committee Reports**
 - b. Staff Reports**
 - c. Team Building Exercise.**
- 8. Next Meeting - January 16, 2018 at 7:00pm**
- 9. Motion to Adjourn**

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900,

710 S. Janesville Street, Milton, WI 53563.

Posted by Leanne Schroeder December 29, 2017 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.

**City of Milton
Common Council
December 19, 2017**

Call to Order and Confirmation of Appropriate Meeting Notice.

Mayor Anissa Welch called the December 19, 2017 meeting of the Common Council to order at 4:03 p.m. Administrative Services Director Inga Cushman confirmed appropriate meeting notice.

Present: Mayor Anissa Welch, Ald. Dave Adams (via phone), Ald. Larry Laehn, Ald. Theresa Rusch, Ald. Jeremy Zajac, and Ald. Lynda Clark.

Also Present: City Administrator Al Hulick, Director of Public Works Howard Robinson, Finance Director / Treasurer Dan Nelson, and Administrative Services Director Inga Cushman.

Excused Absence: Ald. Ryan Holbrook.

Approval of Agenda

Ald. Clark motioned to approve the agenda. Ald. Laehn seconded, and the motion carried.

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 none.

Discussion and action to approve new operator licenses

Ald. Clark motioned to approve the new operator licenses. Ald. Rusch seconded, and the motion carried.

Discussion and action to authorize the appointment of election officials for the January 2018 – December 2019 election cycle

Ald. Zajac motioned to approve the appointment of election officials for January 2018 – December 2019 election cycle. Ald. Rusch seconded, and the motion carried.

Discussion and possible action authorizing the purchase of a replacement snow plow

Ald. Clark motioned to authorize the purchase of a new plow truck in an amount not to exceed \$165,000 from Lakeside International, LLC. Ald. Adams seconded, and the motion carried.

Discussion and possible action on appointment to Historic Preservation Commission

Ald. Laehn motioned to approve the appointment of Lisa Perkins to the Historic Preservation Commission. Ald. Zajac seconded, and the motion carried.

General Items

Ald. Laehn expressed concern about the \$12,000 that has not come forward from the Town of Milton for funding for the Milton-Milton Township Fire Department.

Ald. Clark discussed her concerns with the state legislature's proposed bill regarding the wheel tax, and asked if the Council could write a joint letter. Ald. Clark requested this be on the next agenda for consideration.

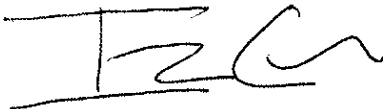
The next meeting of the Common Council will take place on January 2, 2018 at 6 p.m. The focus of this meeting will be 2018 goals.

Ald. Clark stated she attended the Story Gardens Subcommittee meeting on December 18, 2017.

Motion to Adjourn

Ald. Zajac motioned to adjourn the December 19, 2017 meeting of the Common Council at 4:27 p.m. Ald. Laehn seconded, and the motion carried.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'I. Cushman', written over a horizontal line.

Inga Cushman
Administrative Services Director



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: February 7, 2017
Subject: Departmental Work Plans

Admin Services:

- Goal #1: Complete Comprehensive Outdoor Recreation Plan.
- Goal #2: Continue working on updates to policies as outlined in the Human Resources Audit.
- Goal #3: Organize the personnel files and update forms as necessary.
- Goal #4: Renew discussions on the Safety Manual, complete, and adopt.
- Goal #5: Complete implementation of Neogov Onboarding.
- Goal #6: Complete redesign of the City's website.
- Goal #7: Complete creation of Business Development Information.
- Goal #8: Develop work plans for the Historic Preservation Commission, Parks & Recreation Commission, and Tourism Development Committee for 2017 to keep the groups focused on set projects for the year.
- Goal #9: Develop a specific work plan with tasks to complete related to Risk Management and Human Resources. This is an area that is pushed aside fairly often, and I want to make sure I am accomplishing set tasks in these areas as well.

Clerks Office:

- Goal #1: Attain status of being a Registered Parliamentarian with the National Association of Parliamentarians.
- Goal #2: Get more training in RIM (Records and Information Management).
- Goal #3: Enroll and complete three classes in the Supervisory Certificate Program with CVMIC.
- Goal #4: Attend 6 public events in the City of Milton
- Goal #5: Create and lead a Work Group to reorganize the H:Drive

Finance:

- Goal #1: Complete the 2017 Audit
- Goal #2: Complete the 2017 Budget
- Goal #3: Conduct a review and analysis of existing and future TIF fund balance, expenditures, and cash flows.



Library:

- Goal #1: Continue to build at least 3 additional collaborations with city organizations and individuals
- Goal #2: Complete a regular BookBike schedule for May-September
- Goal #3: Write at least one grant for the SPARK or new outdoor garden space

Police:

- Goal #1: Achieve WILEAG Re-Accreditation
- Goal #2: Complete my first hiring process and new officer appointments
- Goal #3: Selection of a new School Resource Officer
- Goal #4: Review and revise department mission, vision, values, goals and objectives.
- Goal #5: Develop a work plan for the two lieutenant positions
- Goal #6: Implement changes in access provisions for city personnel to ensure police department security is in line with Criminal Justice Information Security requirements.
- Goal #7: Following the April election, review and possibly revise the city's temporary alcohol licensing and permitting process.
- Goal #8: Continued focus on officer wellness initiatives.
- Goal #9: Revision and testing of the City's emergency plan.

Public Works:

- Goal #1: Complete the street maintenance plan and reconstruction designation plan. Complete Merchant row reconstruction, 2nd lane repaving and other projects with the wheel tax funds.
- Goal #2: Complete an emergency water plan and finish other DNR water survey require nets. Finish water rate study items.
- Goal #3: Complete a traffic pattern study for the downtown areas and other areas of business concern. Parkview emphasis.
- Goal #4: Update Capital improvement plan
- Goal #5: Go over code enforcement responsibilities and designations.
- Goal #6: Get Paul and I training for certified arborist.
- Goal #7: Investigate the new requirements of code inspection for new state requirements for commercial and residential inspections.
- Goal #8: Complete public works staff hiring.
- Goal #9: Complete a parks accessibility needs evaluation for a capital improvement plan
- Goal #10: Help Inga with the parks plan
- Goal #11: Continue EAB information, tree removal and tree planting,
- Goal #12: Make sure employees have all the required state training
- Goal #13: Go over fees etc. to make sure we are breaking even or get closer to breaking even.
- Goal #14: Get the county salt area officially turned over to us.



Organizational Goals:

- Goal #1: Development and implement a 10-year street improvement program
- Goal #2: Evaluate and streamline code enforcement procedures and policies
- Goal #3: Re-envision the role of the Community Development Authority
- Goal #4: Develop a citizen comment tracking system
- Goal #5: Continue to implement Goodrich and Junction Square Plans
- Goal #6: Work to identify, mitigate, and limit claims in 2017
- Goal #7: Work with Milton Fire Department Transition Team to execute goals
- Goal #8: Continue to provide quality service to all citizens of Milton



City of Milton

Historic Preservation Commission

2017 Work Plan

Adopted: February 8, 2017

Mission:

The City of Milton Historic Preservation Commission will strive to protect properties in the City through local designation, to educate residents and property owners about the value of historic preservation, and to serve as a resource for education and development of historic properties in Milton.

Goals:

Goal 1: Clarify Historic Preservation Commission to City and to the Commission.

- Objective 1b: Work with local media and utilize existing technology to provide education and information to the public about the Historic Preservation Commission as needed.
- Objective 1c: Determine the process for locally designating historic properties and inform the public.
 - 2017 Task – Work with city staff to develop a form and supporting documentation for properties to be locally designated.
- Objective 1d: Coordinate historic preservation efforts with groups responsible for land use, parks, recreation, neighborhood planning, capital improvement programming, and economic development.
 - 2017 Task – Work with the Community Development Authority (CDA) on implementing historic preservation aspects of the Comprehensive Plan as needed.

Goal 2: Develop the Historic Preservation Commission into a resource for helping citizens and businesses preserve privately owned historical structures and to bring awareness and educate the public about historic preservation.

- Objective 2a: Improve/formalize map of designated historic properties.
 - 2017 Task – Work with city staff to develop a map or series of maps that show properties and districts that are locally designated, are on the National Register of Historic Places, or are potentially eligible for the National Register of Historic Places.
- Objective 2b: Create educational resources and learning opportunities for property owners of historic properties.
 - 2017 Task – Coordinate a training with the State of Wisconsin on a topic TBD.
- Objective 2c: Utilize existing communication methods through the City and explore alternative methods to effectively educate the public about historic preservation in the City of Milton.
- Objective 2d: Stay in contact with the Wisconsin Historical Society to be up-to-date on historic preservation initiatives at the State and Federal levels.
 - 2017 Task – Invite a representative from the Wisconsin Historical Society to attend the May 2017 Historic Preservation Commission meeting.
- Objective 2e: Continue an annual award program to highlight the historic preservation efforts of community members.
 - 2017 Task – Recognize up to two people, projects, or programs for a Historic Preservation Award to be presented at the Community Recognition Picnic on May 25, 2017.

- Objective 2f: Foster an appreciation and understanding of architectural style, craftsmanship, building materials, and character of older properties.
- Objective 2g: Develop relationships with local realtors that may sell historic properties and other professionals that are involved in historic preservation efforts in the community.
- Objective 2h: Continue to provide the *Historic Milton, Wisconsin Tour Guide* of historic properties in Milton to the public at a nominal charge with regular updates.
 - 2017 Task – Increase distribution of the 2016 Edition of the *Historic Milton, Wisconsin Tour Guide*.

Goal 3: Seek funding for historic preservation efforts.

- Objective 3a: Apply for grant funding through various sources as necessary.

Goal 4: Increase cultural heritage tourism to the City of Milton.

- Objective 4a: Develop signage and promotional items to recognize and promote the City’s historic resources.
 - 2017 Task – Purchase signs for the four properties that were designated on the National Register of Historic Places in 2016. Work with the property owners on wording for the signs.
 - 2017 Task – Purchase Milton Junction and Parkview Drive magnets to be sold at local businesses.
- Objective 4b: Provide information to residents and tourists about the City of Milton’s historic resources.
 - 2017 Task - Set up a table at established community events, including Arts & Crafts on the Lawn, Civil War Days, and the 4th of July, to provide information about historic resources and preservation efforts in Milton and to sell the *Historic Milton, Wisconsin Tour Guide*.

Goal 5: Develop a relationship with the School District of Milton to educate Milton’s youth about the City’s history.

- Objective 5a: Collaborate with teachers in the School District of Milton to develop lessons for teachers that can be incorporated easily into the established curriculum that will highlight the history of Milton.
- Objective 5b: Encourage School District of Milton participation in Civil War Living History Days at the Milton House Museum, which showcases Milton history and Civil War history.

Previous Accomplishments:

- ✓ CLG status obtained (1999)
- ✓ Regular updates of the *Historic Milton, Wisconsin Tour Guide*
- ✓ Preserve America designation obtained (2011)
- ✓ Awarded Historic Preservation Fund Subgrant in 2012, 2013, and 2014.
- ✓ 2015 Historic Preservation Excellence Awards – Identification and Designation Honorable Mention Award from Wisconsin Association of Historic Preservation Commissions (WAHPC)

Milton Historic Preservation Commission Members:

Ryan Holbrook, Chairperson	Marlene Jewell
Gail Nordlof	Eric Stockman
Dean Teuscher	Don Vruwink
Terry Williamson	Kari Klebba, Milton Historical Society Rep.



City of Milton

Parks & Recreation Commission

2017 Work Plan

MISSION

The Parks and Recreation Commission oversees development of new, and maintenance of existing, indoor and outdoor recreational facilities owned by the City of Milton. The commission strives to provide quality recreation opportunities at city parks and facilities that serve people of all ages and abilities.

2016 PROJECT REVIEW

- Tower Hill Park Improvements
 - Replaced sand surfacing with Engineered Wood Fiber
 - Added a slide structure and swings with Engineered Wood Fiber for safety surfacing.
- South Goodrich Park Improvement
 - Completed the new concession stand
- Milton Area Veterans Memorial
 - Hosted a Memorial Day event at the memorial
 - Completed POW / MIA and Cost of Freedom Expansions and held a Dedication Ceremony
 - Accepted donation for two additional memorials
 - Accepted donation for flag poles for VFW and American Legion flags
 - Accepted donation for security system
- Tails n Trails Dog Park
 - Hosted Annual Clean Up on April 23, 2016
 - Planted four trees in the large dog area on April 23, 2016
- Crossridge Park
 - Hosted the Annual Prairie Seed Collection on October 15, 2016
- Playground Equipment (General)
 - Purchased infant swings for all parks that could accommodate the addition
- Tree Board
 - Recommended approval of the Arbor Day proclamation to the Common Council
 - Planted four trees in observance of Arbor Day on April 23, 2016 in the Tails n Trails Dog Park
 - Completed application for Tree City USA Designation
 - Recommended approval to the Common Council of Resolution 2016-31 Authorizing the Submittal of a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources
- Playful City USA

- Successfully completed the application to be a 2016 Playful City.

2017 PARKS & RECREATION COMMISSION PLANNED PROJECTS AND ACTIVITIES

- Establish a dirt bike track
- Complete Comprehensive Outdoor Recreation Plan
- Crossridge Park
 - Host the Annual Prairie Seed Collection – October 21, 2017
 - Build pergola for shade near the south parking lot and playground structure.
 - Work with Girl Scout Troop #3434 on constructing a Gaga Ball Pit and installing a bench.
- King Park
 - Add 2 baskets to the disc golf course in the newly acquired 3 acre wooded area.
- Milton Public Library Outdoor Space
 - Develop Story Gardens with grant funding and additional in-kind donations and volunteers.
- South Goodrich Park Improvements
 - Modify restrooms to make them accessible
- Tails n Trails Dog Park
 - Host Annual Clean Up – April 29, 2017
- Tower Hill Park Improvements
 - Add a path to the playground equipment from the sidewalk for accessibility.
- Tree City USA Designation
 - Recommend approval of the Arbor Day Proclamation to the Common Council – February 20, 2017
 - Host an Arbor Day Observance event – April 29, 2017
 - Complete application for Tree City USA Designation
 - Recommend approval to the Common Council of a resolution authorizing the submittal of a 2018 Urban Forestry Grant from the Wisconsin Department of Natural Resources.
 - Continue current tree replacement program in parks.

MILTON PARKS & RECREATION COMMISSION MEMBERS

Ryan Peterson, Chairperson	Ald. Jeremy Zajac
James Bostwick	Andrea Christianson
Jen Cramer	Larry Laehn
Karen Reed	Don Vruwink
Howard Robinson, Director of Public Works (Ex-Officio)	



City of Milton

Tourism Development Committee

2018 Budget / Work Plan

MISSION

The mission of the City of Milton Tourism Development Committee is to promote and improve the City's image as a great place to visit, to attract increased numbers of travelers, and to increase tourist spending in Milton.

2017 BUDGET AND WORK PLAN RECAP

- 2017 Budget Amount - \$5,827.30
 - Spectrum Reach Television Campaign - \$2,500
 - Wally's Music Fest Television Commercial Production - \$75
 - MACC Chicken BBQ / Arts & Crafts on the Lawn Commercial Production - \$75
 - 2018 Rock County Guide Advertisement - \$760
 - Print Map Pads - \$742
 - Governor's Conference on Tourism - \$365 (one full scholarship, one partial scholarship)
 - Mail information about brochure to businesses - \$33.12
 - Mail information about brochure listings to businesses - \$23.92
 - Advertising for Merry Milton - \$500
 - Merry Milton Tree Lighting Sponsorship - \$250
 - Milton-Milton Junction merger celebration advertising - \$50
 - Rock County Fair Basket - \$5.80
 - Other Potential Projects (Training, Cooperative Advertising, Research, etc.) - \$447.46

2018 BUDGET AND WORK PLAN OVERVIEW

Budget Amount

- 2018 Budget - \$5,000
- 2018 Additional Revenue from Guide - \$850 (estimated)

Planned Projects

- Spectrum Reach Television Campaign (May – December) - \$3,500
- 2019 Rock County Guide Advertisement - \$760
- 2019 Milton Tourism Guide Expenses - \$75
- Governor's Conference on Tourism - \$600 (one scholarship, including hotel stay)
- Other Potential Projects (Training, Cooperative Advertising, Research, etc.) - \$915

MILTON TOURISM DEVELOPMENT COMMITTEE MEMBERS

Tony Astin, Chairperson	Ald. Lynda Clark
Tami Dosch	Gail Nordlof
Cori Olson	Terry Williamson
VACANT	Al Hulick, Ex Officio Member
Kari Klebba, Ex Officio Member	Dani Stivarius, Ex Officio Member



City of Milton

Community Development Authority

2018 Work Plan

Adopted: _____

Mission:

The Community Development Authority (CDA) acts as the city's housing authority to address all projects relating to blight eliminations, clearance of undesirable conditions, urban renewal, and redevelopment programs.

The Community Development Authority also acts as agent for the city in planning and implementing community development programs and activities approved by the mayor and Common Council.

Objectives:

Objective 1: Make Milton A Destination

- Initiative 1.a. – Review, coordinate, and evaluate existing marketing efforts (Tourism, Chamber, City, etc.)

Objective 2: Enhance Property Maintenance and Appearance

- *Initiative 2.a. – Review Code Enforcement policies, procedures, and practices.*
- Initiative 2.b. – Research creating “rental property standards.”

Objective 3: Improve the Community's Welcome Appeal

- *Initiative 3.a. – Review locations, conditions, and appearance of City “Welcome” Signs.*
- *Initiative 3.b. – Review locations, conditions, and appearance of City “Wayfinding” Signs.*
- *Initiative 3.c. – Consider locations for City “Designation” Signs.*

Objective 4: Provide a Wider Range of Housing Options

- *Initiative 4.a. – Host a WHEDA Housing Summit.*
- Initiative 4.b. – Review Housing “policies” and ordinances.

Objective 5: Enhance Economic Development Strategy

- Initiative 5.a. – Review City's economic development marketing strategies.
- Initiative 5.b. – Review area-wide development plans.

Previous Accomplishments:

- ✓ Established the Reenvisioned Committee (June 2017)
- ✓ Established Committee Objectives (July 2017)
- ✓ Reviewed Existing Policies and Procedures (September 2017)

Community Development Authority Members:

Al Hulick, City Administrator	Jason Cowley, MACC Representative
Anissa Welch, Mayor	Herb Stinski, Citizen Representative
Ryan Holbrook, Alderperson	Mike Sessler, Citizen Representative
Dani Stavarius, MACC Representative	Amanda Benway, Citizen Representative

To: Mayor Welch, Al Hulick
Re: 2018 City Goals Suggestions

December 20, 2017

I am suggesting the following goals for discussion and/or subsequent implementation as input to the January 2, 2018 Council meeting. Feel free to include any or all of them in developing a topical agenda for the meeting.

GOAL: Investigate and make recommendations for process to grant funds to community not-for-profit organizations within annual city budget.

GOAL: Investigate and make recommendations for implementing a lifetime limit of two-year terms that an individual may serve as an Alderperson.

GOAL: Investigate and make recommendations for implementing a combination of four District Alders/ toe At-Large Alders system of representation.

GOAL: Conduct a needs assessment and support development of a ten-year strategic plan to provide adequate facilities/ fire protection/ EMS in the city and/ or surrounding communities.

GOAL: Conduct a needs assessment and develop a ten-year plan to provide adequate water/ waste water treatment facilities and infrastructure in the city.

GOAL: Investigate and make recommendations for self-funding of annual city road maintenance.

GOAL: Investigate and make recommendations to meet long-term capital equipment needs.

GOAL: Review and recommend revisions to Ordinances that support, aquifer recharge, beautification, and community attractiveness to current/ potential residents and businesses.

Larry Laehn, Alder
City of Milton