



AGENDA

City of Milton

Personnel & Finance Committee Meeting

Tuesday, November 15, 2016

6:30 PM

MILTON CITY HALL

Council Chambers, 710 S. Janesville Street

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes - Personnel & Finance Committee Minutes – October 4, 2016.**

Documents:

[10-04-2016 Personnel and Finance Committee Minutes.pdf](#)

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

Documents:

[Memo - New Operator Licenses.pdf](#)

5. **Discussion and Possible Action Regarding Denial of 2016-2017 Operator License for Molly N. Hickstein.**

Documents:

[Memo - Operator License Denial - Hickstein.pdf](#)

[Hickstein Operator License Application.pdf](#)

[Hickstein, Molly - 1st Denial Letter.pdf](#)

6. **Discussion and Possible Action Regarding Treasurer's Report – September & October 2016.**

7. **General Items**

8. **Next Meeting Date – Tuesday, December 20, 2016 at 6:30 p.m.**

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.

Notice is hereby given that a majority of the City of Milton Common Council may be present at the

Personnel & Finance Committee meeting at the above mentioned date and time to gather information over which they have decision-making responsibility.

Posted by Elena Hilby November 11, 2016 at Dave's Ace Hardware, Piggly Wiggly, and Milton City Hall.

City of Milton
Personnel and Finance Committee Minutes

10/4/2016 - Minutes

1. Call to Order

Ald. Dave Adams called the October 4, 2016 meeting of the Personnel & Finance Committee to order at approximately 6:45 p.m.

Present: Ald. Dave Adams and Ald. Maxine Striegl.

Excused: Ald. Nancy Lader.

Also Present: City Administrator Al Hulick, 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. Adams seconded, and the motion carried.

3. Approval of Minutes - Personnel & Finance Committee Minutes – September 20, 2016.

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

4. Discussion and Possible Action Regarding Treasurer's Report – September 2016.

The Treasurer's Report is not yet available.

5. Discussion and Possible Action Regarding a Claim Against the City of Milton from Sara Knutson, 39 E. Evergreen Lane.

Ald. Striegl moved to recommend to the Common Council to deny the claim submitted by Sara Knutson.

Ald. Adams seconded, and the motion carried unanimously

6. Discussion and Possible Action to Allow Payments on Hazardous Tree Removal Enforcement Actions.

Ald. Striegl moved to allow DPW Director to work with Finance Director Nelson and Administrator Hulick to set up a payment plan for people who have the city or city's contractor cut their trees. Ald. Adams seconded, and the motion carried unanimously.

7. General Items

8. Next Meeting Date – Tuesday, November 15, 2016 at 6:30 p.m.

9. Motion to Adjourn

Ald. Striegl moved to adjourn the meeting of the Personnel & Finance Committee at 6:55 p.m. Ald. Adams seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk



Office of the City Clerk

To: City of Milton Personnel and Finance Committee
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: November 15, 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:

- Jakobi Decker
- Barbara Nardi
- Pamela O'Leary
- Timothy O'Leary
- Danielle Griffis
- Melissa Van Tuyl
- Christina Gerharz

Staff Recommendation

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

Attachments

None.



Office of the City Clerk

To: City of Milton Personnel and Finance Committee
From: Elena Hilby, City Clerk/Deputy Treasurer
Date: November 15, 2016
Subject: Discussion and Possible Action Regarding Denial of 2016-2017 Operator License for Molly N. Hickstein.

Discussion

An application for an operator license was submitted by Molly N. Hickstein to serve at Klub Bub. Upon application review by the Police Department, six alcohol related convictions have occurred in the past 5 years. Five of these convictions were not disclosed on the application.

The guidelines established by the Personnel and Finance Committee and the Common Council state that one drug or alcohol related conviction in 5 years would be up to the discretion of the Chief of Police and City Clerk. It also states that non-disclosure of any criminal, ordinance, or traffic convictions could be recommended for denial.

Staff Recommendation

To recommend to the Common Council to deny the operator license for Molly N. Hickstein as she has received six alcohol related convictions within the past 5 years and for failure to disclose all criminal, ordinance, or traffic convictions.

Attachments

Redacted Operator Application
Letter to Applicant of Recommendation of Denial



CITY OF MILTON
 APPLICATION FOR ALCOHOL BEVERAGE
 OPERATOR / PROVISIONAL / TEMPORARY

New License Renewal

I hereby make application with the City of Milton for an Operator's License as provided by City Ordinance with amendments thereto sell Fermented Malt Beverages and Intoxicating Liquors in the City of Milton. You must be current on all monies owed to the City of Milton per Ordinance #295.

This license to expire June 30, 20____.

Note: No Refunds Given

Name Molly Nicole Hickstein
 First Middle Last

Maiden Name: Hickstein Phone Number: [REDACTED] Male Female

The following information is required to complete a criminal history and driving record check:

Date of Birth: [REDACTED] City of Birth: Janesville

Drivers License No. / State: [REDACTED] / WI

Current Address: 823 Rogers St. Milton WI 53563
 Number Street City State ZIP

Previous Address (less than 2 years): _____

List any violations (tickets), convictions, arrests of any Local, State or Federal Laws or Ordinances within the past five years. Please include approximate dates. If in doubt, include all information. **Renewals** – Please list any of the above that occurred in the last year only.

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
2016	Milton	OWI	THC	No

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and state that all of the above statements are true and correct to the best of my knowledge. I also consent to revocation of my License upon demand, due to any false statements upon this application.

Place of Employment: Klub Bub Manager/Supervisor: Chasity Talley

Date: 10-14-2016 Molly Hickstein
 Applicant's Signature

For Office Use Only



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

November 2, 2016

Molly N. Hickstein
823 Rogers Street
Milton, WI 53563

Dear Ms. Hickstein:

You recently applied for an Operator's License in the City of Milton. All applicants are subject to an intensive background check conducted by the Milton Police Department. Your background check revealed various violations including an UAL in 2013, and twice in 2014, an OWI in 2016, a BAC in 2016, and an IVO in 2016. These violations do not meet the criteria to possess an operator's license in the City of Milton.

Due to the findings of the background check, Chief Marquardt and I are recommending the Personnel & Finance Committee deny your application for an operator's license at their regular meeting on Tuesday, November 15, 2016 at 6:30 p.m.

The Personnel & Finance Committee and Common Council set forth a policy that states "One alcohol or drug-related conviction in five (5) years would be up to the discretion of the Chief of Police and City Clerk with recommendation to grant/deny to the Personnel & Finance Committee." It also states "Non-disclosure of any criminal, ordinance or traffic convictions could be recommended to the Personnel & Finance Committee for denial of operator license."

You are also welcome to attend the Personnel & Finance Committee meeting on Tuesday, November 15, 2016 at 6:30 p.m., in the Common Council Chambers located at 710 S. Janesville Street.

Sincerely,

Elena Hilby
City Clerk, City of Milton
710 S. Janesville Street, Milton, WI 53563
608-868-6900 ext. 422
ehilby@milton-wi.gov