



AGENDA
City of Milton
Policy Ad Hoc Committee
Day of the Week, Month Day, Year
11:00 AM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

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

2. Approval of Agenda

3. Approval of Minutes - Policy Ad Hoc Committee Minutes - February 24, 2016.

Documents: [2-24-2016 Policy Ad Hoc Committee Minutes.pdf](#)

4. Discussion of Committee/Commission Reviews by Committee Members.

Documents: [2016 ADV COMM STUDY PROJECT REPORT.pdf](#), [030816Committee Reviews.pdf](#), [Tourism.pdf](#), [Public Safety and Personnel and Finance Committee Report.pdf](#)

5. Create Recommendations Regarding Committees/Commissions.

6. General Items

7. Set Future Meeting Date(s)

8. 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 Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

Posted by: Elena Hilby

City of Milton
Policy Ad Hoc Committee Minutes

2/24/2016 - Minutes

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

Ald. Rusch called the meeting of the Policy Ad Hoc Committee at 11:06 a.m.

Present: Ald. Theresa Rusch, Ald. Lynda Clark, Larry Laehn, Herb Stinski (via phone).

Excused: Alicia Klos.

Also Present: Mayor Anissa Welch, City Administrator Al Hulick, and City Clerk Elena Hilby.

2. Approval of Agenda

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

3. Approval of Minutes - Policy Ad Hoc Committee Minutes - January 20, 2016.

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

4. Al Hulick: Overview of New Project - Review of Committees, Commissions, Boards.

- Administrator Hulick said that while working on the comprehensive plan it we discovered that there was a lot of redundancy occurring with all of our committees.
- The city would like this ad hoc committee to review all of the committees and commission to identify their purpose and and investigate if any should be changed or eliminated.

5. Discussion and Possible Action Regarding Review of Committees, Commissions, Boards.

- The purpose of this meeting is to define the scope of the project and come up with a work plan.
- It was decided that the committee would look at the optional committees and get input from the chairperson of each committee and the staff liaison to the committee.
- They would then like to explore if each of the committees has goals. They want to know if what the committee has accomplished and what it hopes to accomplish in the future.
- H. Stinski suggested to look at the minutes of the meetings to see what they have been doing in their meetings and how long those meetings have lasted.
- They would then like to develop descriptions of each committee.
- Mayor Welch requested to have this information before April when she has to make all of her appointments to the various committees and commissions. The committee felt they could complete this process in that time frame.
- The committees were split up among the members and at the next meeting each member will report on what the purpose of the committee has been, what they have done, and what their observations and insights are?
- After this phase the committee decided that the next step would be to determine if any committees are needed; and if so; decide what their purpose and structure would be.
- Finally, the committee determined that they should provide expectations for each of the committees.

6. General Items

7. Set Future Meeting Date(s)

The next meeting will be on Wednesday, March 16, 2016 at 11:00 a.m.

8. Motion to Adjourn

L. Laehn moved to adjourn the meeting of the Policy Ad Hoc Committee at 11:57 p.m. Ald. Clark seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

CITY OF MILTON PARKS/ REC COMMITTEE MINUTES SUMMARY
Prepared for Milton Advisory Committee Study Project

The Milton Parks and Recreation Committee minutes from January 2014 through February 2016 were reviewed. Any action item/ topic that appeared one or more times in a year's minutes are listed below. (Larry Laehn - 3/7/2016)

2014

Veterans Park Memorial Project
Crossridge Park Playground Project
Railroad Park Merchant Row Plan
Playful City USA Designation
Air Products Ice Rink
Tails n Trails Dog Park
King Park Disc Golf Course
Crossridge Park Prairie

2015

Comprehensive Outdoor Recreation Plan
Tails n Trails Dog Park
South Goodrich Park Gazebo
Veterans Park Memorial Project
City of Milton Bike Map
Goodrich Square Master Plan
Knowles – Nelson Stewardship Program
Crossridge Park
Goodrich Square Splash Park
City of Milton Park Funds
Crossridge Park Prairie
2016 Parks/ Recreation Budget
2016 Urban Forestry Grant
North Goodrich Park Tree Lighting

2016

French Club Peace Garden
Air Products Ice Rink

User Fees for Sports Teams that use Park Facilities

Crossridge Park Prairie

CITY OF MILTON PUBLIC WORKS COMMITTEE MINUTES SUMMARY
Prepared for Milton Advisory Committee Study Project

The Milton Public Works Committee minutes from January 2014 through February 2016 were reviewed. Any action item/ topic that appeared one or more times in a year's minutes are listed below. (Larry Laehn - 3/7/2016)

2014

Crossridge Park Playground

Engineer's Report

Dead End Sidewalk Closings

DOT Urban Collector Designation for Parkview Drive

Intergovernmental Sign Agreement, Towns of Harmony and Milton

DPW Equipment Maintenance Log

Traffic Study

Water Main Installation Assessment Deferment

Hiring of Part-time Custodian and a Building/ Grounds Specialist

Waste Water Treatment Plant Operations

Urban Forestry Grant Money for PD Property

Wisconsin Dept. of Safety and Professional Services Electrician Licenses

Lamar/ Liberty Parks Sidewalk Installation Plan

Traffic Signal High/ Janesville Street

Delinquent Water Bill Collection Policy Changes

Waste Water Treatment Plant Vector Station

Plumb Street Right of Way with BT College

Crossridge Park Walking Path

Well 2 Design

Curb/ Gutter Assessments

Park Storm Sewer Projects

2015

DPW Summer Schedule

H&H Facility and Security Contract – Municipal Building Fire Systems

H&H Facility and Security Contract – Data Security

2015 Baxter/ Woodmen Engineering Services Contract

DPW Equipment Maintenance Log

Engineer's Report

2015 Sidewalk Installation/ Repair Plan

Parkview Drive Reconstruction Project

County Salt Shed Purchase

Floodplain District

Urban Forestry Grant Application

LRIP Grant

Waste Water Treatment Plan Disinfection Improvement Plan

2013 – 2015 Traffic Count Comparison

Leaf Collection Procedures

2016

2015 DPW Building Permits Report

Sidewalk Improvement Plan

DPW Equipment Maintenance Log

Engineer's Report

Surplus Items

Sidewalk Installation/ Repair Quotes

Baxter/ Woodmen Municipal Drive Drainage Improvement Project

Well 2 Engineering Plans

Committee Reviews

Submitted by: Theresa Rusch

Community Development Authority

Chairperson – Nancy Lader

Staff – Al Hulick

Overview: The Community Development Authority Committee (CDA) is required under state law, functioning as a housing and redevelopment authority.

Review: CDA meeting agendas over the course of 2014, 2015, and the beginning of 2016 were reviewed. In addition, the chairperson and staff person assigned to the committee were interviewed.

During the course of the past 26 months, the CDA met seven times, with numerous meetings canceled due to lack of agenda items. Those meetings that took place primarily centered around discussions of façade grant approvals, blighted property proposals, and TID/TIF issues.

Recommendation: Due to the narrow purpose of this committee, it might be worth considering creating it as an umbrella committee, acting over a variety of issues affecting community development. This could involve incorporating the Public Works committee under this umbrella, working together to promote community development. Other issues may also fall under this heading as committees readjust.

Economic Development Committee

Chairperson – Al Hulick

Overview: The Economic Development Committee (EDC) is responsible for economic development in the City of Milton, including adopting rules and regulations, applying for grants and intergovernmental aid, and accepting gifts.

Review: EDC meeting agendas over the course of 2014, 2015, and the beginning of 2016 were reviewed. In addition, the chairperson assigned to the committee was interviewed.

During the course of the past 26 months, the CDA met seven times, with numerous meetings canceled due to lack of agenda items. Those meetings that took place primarily centered around discussions of Crossroads Park realtor listing agreement, Milton Strategic Plan, and Updates on various projects such as Carl's Place, Frederick's Property, and Evermoor Development discussion.

Recommendation: The purpose of this committee has perhaps changed over time. Many of the issues it may have been designed to address are now being covered using other strategies. It might be worth considering dissolving this committee at this time.

Historic Preservation Commission

Chairperson – Maxine Striegel
Staff – Inga (Out of Town)

Overview: The Historic Preservation Commission (HPC) is responsible for designating historic structures, historic sites, and historic districts within the city limits and encourages historic preservation in the city.

Review: CDA meeting agendas over the course of 2014, 2015, and the beginning of 2016 were reviewed. In addition, the chairperson assigned to the commission was interviewed. The staff person assigned to the commission was unavailable for an interview.

During the course of the past 26 months, the CDA met 24 times. Those meetings that took place primarily centered on a standard agenda of Signs for National Register of Historic Places; City of Milton Postcards; Walking Tours; WAHPC Historic Preservation Excellence Awards and WAHPC Membership Commission. In addition, the past few months added an Ad Hoc Committee designed to focus on the creation of a Historic Tour Booklet.

Recommendation: One suggestion given by the Chairperson of this committee was to consider combining the Tourism Committee with the Historic Preservation Commission, feeling that they had similar functions. Upon reading through the agendas for each of the committees, I am not sure that I could support that recommendation, although I would be happy to discuss it.

March 7, 2016

Upon reviewing the Tourism Committee's 2013-2015 agendas/minutes, the following items were discussed or actions taken by the committee.

- Development of the annual City Budget tourism request.
- Received overview of current TIF Districts.
- Authorization to attend Governor's Conference on Tourism.
- Development of a downtown beautification plan for Merchant Row.
- Development of a work plan to review City's logo, marketing, and branding.
- Update of the City's sign code.
- Advertising in a Wisconsin Tourism travel supplement.
- Advertising in Beloit Daily tourism guide.
- Development of a 2013 City guide and future of MACC tourism brochure.
- Committee's role in City's fourth of July celebration and parade theme.
- Inclusion in the Travel Wisconsin Fall/Winter Guide.
- Advertising in Courier Camper Edition.
- City of Milton Brochure cost, content, printing, and distribution.
- Discussed on design of new City Logo.
- Winter season tourism events and advertisements.
- Update on City of Milton maps.
- Reviewed MACC's funding request.
- Distribution of the new tear-off map pads.
- Creation of City's tourist itineraries that could be uploaded to WI Dept. of Tourism.
- Feasibility of City as a Hot Rod Tour stop.
- Development of a City farmer's market.
- Milton Historical Society as host of the Civil War Living History.
- Development of a Tourism Committee mission statement.
- Committee participation at the Rock County Fair.
- Development of a Charter Media community television commercial.
- Purchasing "Today in America" b-roll footage taken of the City.
- Potential billboard costs and locations.
- Development of a flyer or brochure to promote community events.
- Inclusion in the Rock County Tourism Guide.
- Inclusion of a Tourism Brochure with City's utility bills.

It should be noted that some items, such as the development of the budget recommendation or advertising in a certain publication, were repeated each year.

Elena Hilby

From: Lynda Clark
Sent: Friday, March 11, 2016 12:39 PM
To: Elena Hilby
Subject: Re: Committee Report

Public Safety

In researching the minutes I have found that most agendas include the following:

Staffing changes and needs, equipment updates and needs, state and county policy reports and updates, local incidents and reports, Safety Concerns presented by council members from citizens.

Misc items have been traffic studies, grants, department presentations and accreditation.

In speaking with Maxine she felt that the meetings should remain monthly prior to council and that the committee structure should remain the same. She felt that the updates and reports were needed.

Personnel an Finance:

In researching minutes I found the common agenda items to include the following:

Treasures report, licenses including public hearing, lease agreements, personnel, and a special meeting.

In speaking with Dave, he feels that the committee structure is good, we could ad a 4th member of council, and that it was better to have public hearing before the council meetings. But that the meetings sometimes include personnel issues so we should not have citizens on the committee. He also stated that even though lately the meetings have been light, they haven't always been.

Thank you.

Sent from my iPad

On Mar 10, 2016, at 11:29 AM, Elena Hilby <ehilby@milton-wi.gov> wrote:

Hi Lynda,

I am putting the agenda for the next Policy Ad Hoc Committee meeting together and I was wondering if you had your report of the committee(s) assigned to you at the last meeing? Thank you.

Elena Hilby | City Clerk/Deputy Treasurer

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