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AGENDA

City of Milton

Personnel & Finance Committee

Tuesday, July 15, 2014

6:00 p.m.

MILTON CITY HALL

Council Chambers, 710 S. Janesville Street

1. Call to order
2. Approval of Agenda
3. Approval of Minutes – June 17, 2014
4. Discussion and possible action regarding approval of issued Operator Licenses.
5. Discussion and possible action on recommending language to the Paid Time Off (PTO) policy section of the City's employee handbook regarding Death Benefits.
6. Discussion and possible action approving the proposal from Ehlers to amend TID #6.
7. Preliminary Discussion regarding the Proposed Schedule for the 2015 Budget.
8. General Items
9. Next Meeting – Tuesday August 19, 2014
10. 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 by: Michelle Ebbert 07/10/2014

City of Milton
Personnel & Finance Committee Minutes ~ June 17, 2014

Call to Order

Chairperson Ald Adams called the meeting to order at 6:03 pm.

Present: Chairperson Ald Adams, Ald Theresa Rusch and Ald Anissa Welch.

Also present: City Administrator Jerry Schuetz, Director of Public Works Howard Robinson, Chief of Police Dan Layber and City Clerk Michelle Ebbert.

Approval of Agenda

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

Approval of Minutes

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

Discussion and possible action regarding 2014-2015 Renewal Alcohol Licenses

Clerk Ebbert reviewed the applications with the Committee. No noted changes with premise descriptions or agents.

Ald. Rusch moved to recommend that the Common Council approve the 2014-2015 Alcohol License applications. Ald. Welch seconded the motion and carried.

Discussion and possible action regarding the 2014-2015 Operator Licenses.

Clerk Ebbert reviewed the submitted operator licenses for the 2014-2015 licensing year.

Ald. Welch moved to recommend that the Common Council approve the 2014-2015 operator licenses. Ald. Rusch seconded the motion and carried.

Discussion and possible action regarding 2014-2015 Cigarette Licenses

Clerk Ebbert reviewed the cigarette license applications. One business decided to no longer sell tobacco products.

Ald. Rusch moved to recommend that the Common Council approve the 2014-2015 cigarette licenses. Ald. Welch seconded the motion and carried.

Discussion and possible action regarding the denial of 2014-2015 Operator License application for Allyson Sanborn.

Chief Layber reviewed the applications submitted by Allyson Sanborn. Ms. Sanborn reviewed three alcohol related citations with five years which does not meet the criteria to possess a license in the City of Milton.

Ald. Rusch moved to recommend that the Common Council deny the operator license application for Allyson Sanborn as she had received three alcohol related citations within five years that does not meet the criteria to possess an operator license in the City of Milton. Ald. Welch seconded the motion and carried.

Discussion and possible action on Resolution #2014-11 Establishing Fee for Mobile Business

License

Administrator Schuetz discussed the resolution necessary for mobile businesses license shall the Council approve and adopt the Ordinance regulating mobile business licenses.

Ald. Rusch moved to adopt Resolution #2014-11 establishing the fee for mobile business licenses. Ald. Welch seconded the motion and carried.

Discussion and possible action on well house bids

Administrator Schuetz reviewed the two submitted proposals for purchase and plans of the vacant well house on Second Lane.

One of the bidders was present and discussed their plans for the property.

The Committee decided this would be best reviewed by the Common Council and therefore made no recommendation for bid acceptance.

Presentation of 2013 Financial Statements

Interim Treasurer Dan Nelson presented the 2013 financial statements. The City of Milton received favorable remarks.

No action was taken.

Discussion and possible action on approval of Treasurer's Report.

Interim Treasurer Dan Nelson reviewed the Treasurer's Report for May.

Ald. Rusch moved to recommend that the Common Council approve the Treasurers Report. Ald. Welch seconded the motion and carried.

General Items

There were no general items.

Next Meeting Date – Tuesday July 15, 2014

Motion to Adjourn

Ald. Welch moved to adjourn the meeting at 6:50 pm. Ald. Rusch seconded the motion and carried.

Respectfully submitted

Michelle Ebbert
City Clerk



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Office of the City Administrator

To: City of Milton Personnel and Finance Committee Members
From: Jerry Schuetz, City Administrator
Date: July 10, 2014
Cc: Mayor Frazier, Common Council Members
Subject: Operator Licenses

Discussion

Successful background checks were conducted on the following applicants and therefore their license is recommended for approval.

Operator Licenses were issued to the following individuals:

Jessica Farrar – The Cove Bar

Crystal Gross – The Cove Bar

LeAnne Oleson – Gophers at The Caddy Shack

Taylor Penny – Klub Bub

Lauren Reed – Varsity Lanes

Staff Recommendation

To recommend that the Common Council approve the issued operator licenses as presented.

Attachments

None.



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Office of the City Administrator

To: City of Milton Personnel and Finance Committee Members
From: Jerry Schuetz, City Administrator
Date: July 10, 2014
Cc: Mayor Frazier, Common Council Members
Subject: PTO Policy – Death Benefits

Discussion

Upon review of the City's new employee handbook, employees within the City's Public Works Department brought to my attention that there was no written provision within the employee handbook to pay out all accumulated benefits of earned leave time, should an employee die while actively employed with the City of Milton. It has been the City's practice to pay out all accumulated PTO to an employee's family if s/he dies while serving as an active employee. Given the PTO policy's maximum allotment of accrued PTO is 480 hours, the financial exposure to the City is minimal, and the practice merely indicates that only in death during active employment, or retirement, would all those accrued hours be paid out to the employee's designated beneficiary.

Proposed language to section 7.03 of the City's employee handbook is as follows:

Death benefit: *In the event that death is the cause of an employee's termination from employment, the employee's designated beneficiary shall receive, along with the employee's final paycheck, a payout of all accumulated paid time off due to them that was earned while serving as an active employee of the City of Milton.*

Staff Recommendation

To authorize Staff to add language to the Employee Handbook as presented that reflects a Death Benefit.

Attachments

None.



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Office of the City Administrator

To: City of Milton Personnel and Finance Committee Members
From: Jerry Schuetz, City Administrator
Date: July 10, 2014
Cc: Mayor Frazier, Common Council Members
Subject: Proposal to Amend TID #6

Discussion

In January of 2014, when the Heth property was annexed into the City of Milton for proposed development along HWY 59 and Sunnyside Drive, we were aware of the need to complete a TIF #6 amendment as a part of the developer's proposed land swap for the property's proposed development. Because the City owned parcel is in TIF #6, staff at Ehlers advised us we cannot exchange land in the TID, to land outside of the TID, and vice-versa. Recognizing that it would not be beneficial to amend the TIF for only 1/3 of an acre amendment, staff is also recommending to include in the proposed amendment the recently annexed 54 acre parcel known as the Fredricks property, which was a part of our shovel ready site designation process. Doing so maximizes the utility of the 2nd of 4 amendments allowed in TID #6. The proposed development alongside Sunnyside Drive is not in TID #6, and for economic reasons (property value in non-TID areas creates revenue sources for the general levy), staff seeks to amend the TIF and keep the proposed development outside of it, because the development is substantial enough that it does not require TIF incentives.

Ehlers proposal for the work was estimated not to exceed \$8,000, as they prepare the necessary documents to amend the TIF, prepare notices to call together the Joint Review Board (JRB) and draw maps of the new boundaries of TIF to present to the JRB. The funding source for this proposed amendment is TID #6 funds.

Staff Recommendation

Approve the proposal from Ehlers to amend TID #6 as presented.

Attachments

The attachment was unavailable at time of packet development. Will be provided when available.