



## Office of the City Administrator

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** August 16, 2016  
**Subject:** Discussion and Possible Action on An Ordinance Amending Section 2-141 (Board of Review), Repealing Sections 2-291 to 2-296 (Emergency Medical Services Commission), Amending Section 2-322 (Parks and Recreation Commission), Amending Section 2-352 (Tourism Development Committee), Amending Section 2-374 (Community Development Authority), And Repealing Sections 2-381 to 2-388 (Economic Development Committee of the Code of Ordinances of the City of Milton).

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### Summary

The Common Council of the City of Milton appointed a policy ad hoc committee to make recommendations regarding the revision and/or reorganization of existing city committees and commissions to promote more citizen involvement with city government and to allow the city committees and commissions to operate more efficiently and to further recognize the responsibilities having been assumed by the various committees and commissions to date. The policy ad hoc committee presented its recommendations on the revision and/or reorganization of existing city committees and commissions to the common council in May of 2016.

Based on those recommendations the common council determined to adopt many of the recommendations of the policy ad hoc committee. Many of these recommendations require amendment of the ordinances establishing said city committees and commissions.

Therefore, Ordinance #2016-422 effectively changes Sections 2-291 to 2-296, 2-322, 2-352, 2-374, and 2-381 to 2-388 of the Code of Ordinance of the City of Milton.

### Analysis

The changes to the Code of Ordinances consist as follows:

The **board of review** of the city shall consist of five citizens of the city, appointed annually by the mayor and confirmed by the common council. Initially, two members shall hold office for three years, two members shall hold office for two years and one member shall hold office for one year, and thereafter annually during April, members shall be appointed for three year terms. The city clerk shall serve as clerk of the board of review.



The **parks and recreation committee** shall consist of eight citizens of the city, appointed annually by the mayor and approved by the common council, one of whom shall be a member of the common council, and The Gathering Place Executive Director. The public works director shall be an ex-officio non-voting member. There shall be one Milton High School representative member whose vote is advisory only. Initially three citizens shall be appointed for two-year terms, and four citizens shall be appointed for a one-year term. The member of the common council will be appointed annually. The Gathering Place Executive Director shall serve an indefinite term. The Milton High School representative member will be appointed annually in April by the principal of the Milton High School. Members of the parks and recreation commission shall serve without salary or other compensation. The commission shall elect a chairperson. The commission may adopt rules for its government and procedure. Five members of the commission shall constitute a quorum for the transaction of business. The chairperson will be a voting member only in the event of a tie.

The **tourism development committee** shall consist of seven citizens of the Greater Milton Area, appointed annually by the mayor and approved by the common council, five of whom shall be citizens at large, two of whom shall be MACCIT board representatives of the Milton Area Chamber of Commerce, Industry and Tourism (MACCIT), and three ex-officio members, one of whom shall be the city administrator, one of whom shall be a representative of the Janesville Area Convention and Visitors Bureau, Inc., and one of whom shall be a representative of the Rock County Economic Development and Planning Agency. Initially, the individuals appointed as citizens at large shall be appointed for two-year terms and individuals appointed as representatives of MACCIT shall be appointed for a one-year term to be followed by a two-year term. The ex-officio members are permanently appointed positions to the board. Members of the committee shall serve without salary or other compensation. The mayor shall select a chairperson of the committee to serve for a one-year term during the first meeting of the committee in May of each calendar year. The committee may adopt rules for its government and procedure. Four members of the committee shall constitute a quorum for the transaction of business.

The commissioners of the **CDA** shall be appointed by the mayor and confirmed by the common council as follows:

- (1) Two of the commissioners shall be members of the common council and shall serve during their term of office. The mayor may serve as one of the common council appointees to the CDA and shall serve during the mayor's term of office.
- (2) Two of the commissioners shall be Milton Area Chamber of Commerce, Industry and Tourism (MACCIT) nominees.
- (3) the first appointment of the five commissioners who are not members of the common council shall be for the following terms: two for one year and one each for terms of two, three and four years. Thereafter the terms of non-council members shall be four years and until their successors are appointed and qualified, unless such commissioner's term is



vacated earlier because of his or her change of residence, removal, resignation, incapacity or death.

(4) After the appointments of the original seven commissioners have been made and confirmed, vacancies occurring during any term shall be filled for the unexpired portion of the term and new appointments or reappointments of commissioners shall be made in the same manner in which the original appointments were made.

**Economic Development Commission:** Section V. Section 2-381 to Section 2-388 of the Code of Ordinances of the City of Milton, pertaining to the economic development committee, are hereby repealed.