



AGENDA
City of Milton
Special Virtual Common Council Meeting
Monday, January 30, 2023
2:00 PM

PLEASE NOTE: Members of the public may monitor this meeting
at: <https://us02web.zoom.us/j/88510800867?pwd=TDFYcTVXTTBoSXNFc1ZUekdtWFJ2dz09>
Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 to monitor the meeting via telephone.
Meeting ID: 885 1080 0867
Passcode: 098016

1. **Call to Order and Confirmation of Appropriate Meeting Notice**
2. **Approval of Agenda**
3. **Public Comments Regarding Items Which Can Be Affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
4. **Approval of Minutes - January 3, 2023**

Documents:

[Common Council Minutes 01-03-2023.pdf](#)

5. **Discussion and possible action on Resolution 2023-1 Authorizing the Submission of a Community Development Investment – Vibrant Spaces (CDI-VS) Grant Application to Wisconsin Economic Development Corporation (WEDC) for Lamar Park**

Documents:

[Memo - Resolution 2023-1.pdf](#)
[Resolution 2023-01 Authorizing the Submittal of a WEDC CDI-VS Grant - Lamar Park.pdf](#)
[Vibrant-Spaces Grant.pdf](#)
[Vibrant-Spaces FAQ.pdf](#)

6. **Next Meeting Date - February 7, 2023**

7. **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 Jenny Salvo January 27, 2023 at Hometown Ace Hardware, Piggly Wiggly, Milton City Hall.

Common Council Mission Statement: The City of Milton provides quality services to meet the needs of all community members and to cultivate a safe, diverse, and inclusive city in which people are proud to live.

**City of Milton
Common Council
January 3, 2023**

Mayor Welch called the January 3, 2023 meeting of the Common Council to order at 6:00 p.m. Clerk Salvo confirmed appropriate meeting notice.

Present: Ald. Lynda Clark, Ald. Eric Stockman, Ald. Ryan Holbrook, Ald. Larry Laehn, Ald. Bill Wilson, and Ald. Theresa Rusch.

Also Present: City Administrator Al Hulick, Library Director Ashlee Kunkel, City Treasurer Kelsie Bannach, Clerk Jenny Salvo, Chief Scott Marquardt, and Administrative Services Director Inga Cushman

Approval of Agenda

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

Pledge of Allegiance

Ald. Laehn led the Council in the Pledge of Allegiance.

Public Comments Regarding Items Which Can Be Affected by Council Action

Mayor Welch welcomed those in attendance and asked if there was anyone present who wished to speak on agenda items. There were none.

Meeting Dedication

Mayor Welch dedicated the meeting to the memory of all Holocaust victims along with the survivors and their families.

Mayoral Proclamation - International Holocaust Remembrance Day

Mayor Welch read the International Holocaust Remembrance Day proclamation.

Mayoral Proclamation - Human Trafficking Prevention Month

Mayor Welch read the Human Trafficking Prevention Month proclamation.

Approval of Minutes – December 20, 2022

Ald. Holbrook motioned to approve the December 20, 2022 meeting minutes. Ald. Stockman seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding the Bid Evaluation for Cleaning, Repairing, and Painting of the Elevated Reservoir (West Tower)

Ald. Clark motioned to award the bid for the cleaning, repairing, and painting of the elevated reservoir -West Tower to Classic Protective Coating, Inc in the amount of \$616,950.00. Ald. Laehn seconded, and the motion carried unanimously.

Presentation by Rock County Prevention

Becky Huber, Coordinator of Prevention and Community Engagement from Rock County Humane Services provided an overview of the program that is in place in the county.

Council Training – Narcan/Naxolone Education and Administration Training Provided by AMS

Erin Howell from Addiction Medical Solutions lead the Council in a Narcan/Naxolone administration training.

Committee Reports

Ald. Clark stated the Joint Fire Commission met to discuss the items that will need be completed prior to the merge with Edgerton Fire Protection District. Ald. Clark encouraged community members to submit ideas for the future name of the district.

Staff Reports

Treasurer Bannach stated staff has started the accounting year-end procedures. Rock County has started processing the payment of 2022 tax bills.

Director Cushman stated the process for performance evaluations for staff has started.

Chief Marquardt stated next week staff is scheduled to meet with the wellness provider that will provide annual visits to the Police Department.

Director Kunkel stated the library's annual survey is available to complete by visiting the link available on the library's website, Facebook, and Instagram.

Clerk Salvo provided an update on the Spring 2023 Election. Anissa Welch and Tom Chesmore submitted nomination papers for the office of Mayor. Bill Wilson, Nancy Lader, Theresa Rusch and Sharla Walker submitted nomination papers for the office of Alderperson. There are three vacancies for this position.

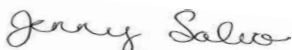
Next Meeting Date

Mayor Welch stated next meeting date will be Tuesday, January 17 at 6:00 p.m. in the Council Chambers at City Hall.

Motion to Adjourn

Ald. Clark motioned to adjourn the January 3, 2023 meeting of the Common Council at 7:14 p.m. Ald. Holbrook seconded, and the motion carried unanimously.

Respectfully Submitted,



Jenny Salvo
City Clerk

Common Council Report

Agenda Item: Discussion and possible action on Resolution 2023-1 Authorizing the Submission of a Community Development Investment – Vibrant Spaces (CDI-VS) Grant Application to Wisconsin Economic Development Corporation (WEDC) for Lamar Park

Meeting Date: January 30, 2023

Presenter: Inga Cushman, Administrative Services Director

Department: City Administration

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

Staff is requesting approval to submit a grant application to the Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment – Vibrant Spaces (CDI-VS) program to benefit the Lamar Park Improvement Project.

Analysis and Key Issues

The Vibrant Spaces grant is a new pilot program within WEDC’s CDI grant program to help communities develop and enhance public gathering places to foster community connections, provide accessible locations for the programming and amenities desired by local residents, and boost foot traffic for area businesses.

The Parks & Recreation Commission committed to purchasing playground equipment in 2023 for Lamar Park. In addition, the Common Council committed \$35,000 to the rehabilitation of the Lamar Park Pavilion. There is additional work needed at Lamar Park to increase accessibility and usability of the park. The Vibrant Spaces program offers a matching grant up to \$50,000, and this project is eligible for the grant.

Fiscal Impact

WEDC requires a 1:1 cash match. The City’s request will be \$50,000, and the remaining match will be met using the 2023 budgeted \$35,000 for the Lamar Park Pavilion rehabilitation and the Park Fund. The total cost of the project is approximately \$166,000. The Parks & Recreation Commission is currently in the process of fundraising as well.



Recommended Motion

To approve Resolution 2023-1 Resolution Authorizing the Submission of a Community Development Investment – Vibrant Spaces (CDI-VS) Grant Application to Wisconsin Economic Development Corporation (WEDC) for Lamar Park.

Attachments

- Resolution 2023-1
- Vibrant Spaces Grant
- Vibrant Spaces FAQ

RESOLUTION #2023-01
RESOLUTION AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT INVESTMENT– VIBRANT SPACES (CDI-VS) GRANT APPLICATION TO WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC) FOR LAMAR PARK.

WHEREAS, the Wisconsin Economic Development Corporation (WEDC), created the Community Development Investment Vibrant Spaces (CDI-VS) grant program to assist with creating vibrant and engaging communities that make it easier to recruit and retain residents, sustain a robust labor force, and enhance local quality of life; and

WHEREAS, the CDI-VS program is a new pilot program to help local communities develop and enhance public gathering places to foster community connections, provide accessible locations for the programming and amenities desired by community members, and boost foot traffic for area businesses; and

WHEREAS, the City of Milton (the “City”) recognizes through its 2020-2024 Comprehensive Outdoor Recreation Plan improvements are needed at Lamar Park to improve the usability and accessibility of the park; and

WHEREAS, the Parks & Recreation Commission and Common Council intend to support improvements at Lamar Park in 2023, and are in the process of procuring additional funding for these improvements, including applying for the CDI-VS grant through WEDC; and

WHEREAS, a resolution authorizing the submission of a grant application by the Common Council is a prerequisite for submission of a CDI-VS grant application; and

WHEREAS, in this action the Common Council has declared intent to complete the CDI-VS grant activities described in the Grant application if awarded funds; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Milton that:

The City requests funds available from the WEDC through the CDI-VS grant program and will comply with all requirements of the program; and

The City Administrator is hereby authorized to act on behalf of the City to submit a CDI application to the WEDC, sign documents, and take necessary action to undertake, direct and complete approved grant activities.

Adopted, this 30th day of January 2023.

CITY OF MILTON

By:

Anissa Welch, Mayor

Attest:

Jenny Salvo City Clerk

VIBRANT SPACES GRANT

PILOT PROGRAM ENCOURAGES PLACEMAKING EFFORTS

The new **Vibrant Spaces Grant**, a pilot program within the Community Development Investment (CDI) Grant Program, is designed to assist with creating vibrant and engaging communities that make it easier to recruit and retain residents, sustain a robust labor force and enhance local quality of life. With the help of this grant, public gathering places will foster community connections and provide accessible locations for the programming and amenities local residents desire—with the additional benefit of boosting foot traffic for area businesses.

How it works

Grants in amounts from \$25,000 to \$50,000 are available to help local communities develop and enhance public spaces. The application must come from the municipality, and only one application per municipality will be considered. (A Vibrant Spaces Grant application does not affect a community's broader eligibility for a CDI Grant.) In the FY23 competitive grant cycle, no more than 30 grants will be awarded. Applicants must agree to provide a 1:1 match of the grant amount.

How to qualify

Competitive projects will:

- Incorporate multiple improvements within or associated with one public space
- Demonstrate community engagement and support via a community document/plan and/or via letters of support from public, private and civic partners
- Be ready to begin construction during 2023
- Increase the number and type of audiences using the space
- Create visible and lasting transformations that foster public activity

Review criteria

Applications will be evaluated based on criteria including:

- Creation of visible and pedestrian-oriented public space
- Potential of the space to attract multiple user groups and activities
- Impact of the project on the community, the district and nearby businesses
- Demonstrated community support for the project (e.g., multiple funding partners, civic organization participation)
- Ability of the project to be started in 2023

INFORMATION AND APPLICATION

For more information about applying for a Vibrant Spaces Grant, contact a WEDC regional economic development director or call 855-INWIBIZ toll-free.

You can find the list of regional directors and territories covered at wedc.org/regional.

Vibrant Spaces Grant



APPLICATION CHECKLIST AND INSTRUCTIONS

Program Timeline

Application Released	Applications Due	Applications Reviewed & Scored	Award Announcement
November 15, 2022	January 31, 2023	February 1-March 9, 2023	May 1, 2023

Network Wisconsin

Applicants will be required to submit applications through Network Wisconsin. Contact your Regional Economic Development Director to receive a grant application and instructions on how to use Network Wisconsin. WEDC Regional Director map and contact info.: wedc.org/inside-wedc/contact-us/#regional

Project Deliverables

All project contracts will require:

- Start the project in 2023. End the project and final performance report in 2024
- Photos of the completed project
- WEDC logo on project signage
- Narrative identifying project impact including: the increase in the number and type of audiences using the space, impact on nearby businesses, # of events held

Application Checklist

- 1) Municipal resolution to apply.
- 2) Relevant community plan, records/minutes indicating previous project identification/discussion and/or letters of support that identify the project as a positive community investment.
- 3) Completed budget and cost estimates.
- 4) Photos and plans for the space (pictures of the amenities to be installed or project renderings).

FREQUENTLY ASKED QUESTIONS

Project Selection

Project elements:

- 1) My space is specifically designed for one use, but will be open to others to use, is it eligible? **Answer:** No, projects must accommodate multiple uses.
- 2) Is a project to build new pickle ball courts eligible? **Answer:** No, because projects must accommodate multiple user groups and activities.
- 3) Is my boat ramp and fishing pier eligible? **Answer:** If the ramp and pier are elements of a projects improving a space accessible and visible from a commercial corridor and are part of a broader project, they are eligible, but standalone waterfront projects or those not adjacent to commercial uses would not be.
- 4) Are streetscaping elements eligible? **Answer:** Landscaping and public amenities within a defined space are eligible. Streetscaping or amenities for an entire corridor are not.
- 5) Are alley improvements eligible? **Answer:** Yes, but the alley should be a defined space that can be programmed for use. Alley improvements over multiple blocks and/or alleys that do not cater to pedestrians are not eligible.
- 6) Can the grant be used to renovate the inside and outside of a building in the space? **Answer:** The only interior renovations allowed inside of buildings are the construction (and renovation) of restrooms. Other renovations to the structure are not eligible (Those elements in the space - e.g. concessions - could be done separately from the grant).
- 7) Can the space be fenced and have operating hours for public use? Can the space be used for private events? **Answer:** Yes, provided that the space is generally accessible to the public, it may be fully/partially fenced to accommodate certain activities. Operating hours (such as nighttime closures of restrooms) are permissible. Private events may also be permitted – as often seen in other municipal public spaces.
- 8) Is fencing an eligible expense? **Answer:** Yes, if it is associated with the space improvements.
- 9) Would relocation of a memorial be an allowable expense as part of the overall project? **Answer:** Site work is eligible as a match, so the grading work associated with the relocation would be a match. The relocation itself would be outside of the grant and not eligible as a match expense.
- 10) Would a PA system be eligible? **Answer:** Yes, as long as its use is related to the space.

Project location:

- 11) Can the project be located on privately-owned property? **Answer:** Yes, but the site/property does need to be publicly accessible. If privately-owned, then a multi-year lease agreement or formal Memorandum of Understanding will be needed as well as property owner permission to carry out activities on the site.
 - a. How long does the lease term need to be? **Answer:** Suggestion of two years or more.
- 12) Can the grant be used in a neighborhood park that isn't necessarily in a downtown space? **Answer:** Yes, but only if you can show the impact to neighborhood businesses.

Project Logistics and Funding

Applicants:

- 1) How do you define a community? **Answer:** Municipal boundaries define a community. One (1) application per community is allowed due to limited funds.
- 2) Does the municipality have to be the entity carrying out the project? **Answer:** No, the municipality has to be the applicant, but the space can be built out/managed/programmed by community partners including but not limited to Business Improvement Districts, Chambers, Downtown Associations, Arts Districts, Libraries, etc.

FREQUENTLY ASKED QUESTIONS, CONT.

- 3) Can the County or Redevelopment Authority (RDA) apply on behalf of a project in a municipality in the region? **Answer:** Yes, a County or RDA may be the applicant for a project, but only one application per municipal boundary will be accepted regardless of applicant.
- 4) Can contiguous municipalities submit coordinated applications relating to projects such as a bicycle/pedestrian trail that would connect multiple communities? **Answer:** Trail extension is not eligible, but trail head and gathering spaces along trails that would benefit commercial district businesses, and that will be used for multiple audiences, are eligible. If a space spans municipalities, is recommended that one or both municipalities submit grants for their portion of the project, as contracts will be with a single entity.
- 5) How do we find out who to contact at our local municipality? **Answer:** Contact your WEDC Regional Director and they will provide you with the appropriate community contact information.

Funding:

- 6) Do I have to have all 'match sources' secured at the time of application? **Answer:** No, anticipated match sources need to be identified at the time of application, but funds don't need to be secured until time grant fund disbursement is requested. WEDC will allow a total of two (2) draw requests for the project. Grant funds will be disbursed on a pro-rata basis to match the amount of matching funds identified with the draw(s).
- 7) Is ongoing maintenance of the site eligible? **Answer:** No, but we encourage applicants to have a plan to maintain their project/installation and to address that plan in their application.
- 8) What are eligible grant and match activities? **Answer:** Eligible activities include the following:
 - a. Public Space Improvements (projects activating alleys, programmable park spaces, vacant parcels and underutilized parking lots)
 - b. Public Space Enhancements (public art, landscaping, benches, bike racks)
 - c. Public Signage (wayfinding, interpretive signage, kiosks – associated with the space)
 - d. Public Infrastructure (restrooms, water features, electrical, lighting)
 - e. Seasonal Equipment with the intent to use annually (tables, chairs, umbrellas, heaters)
 - f. Site preparation (match only) such as grading, stormwater, etc.
- 9) What are ineligible grant and match activities? **Answer:** Ineligible activities include the following:
 - a. Building improvements (other than restrooms for public space use) – no interior renovations
 - b. District- or community-wide improvement projects
 - c. Events, staffing, programming, ongoing maintenance
 - d. Private spaces not open and accessible to the public
 - e. Site acquisition costs and lease costs
 - f. Activities otherwise eligible to be funded through other WEDC programs
 - g. In-kind contributions of materials or labor
 - h. Demolition
- 10) Can donated goods or services be used as match for the grant? **Answer:** No, but the value/impact of the donations should be summarized in the narrative.

FREQUENTLY ASKED QUESTIONS, CONT.

Grant Application and Process

- 1) How long do we have to complete the project? **Answer:** Project must start after the application is accepted into WEDC's Underwriting (anticipated to be sometime in March 2023) and must end by December 31, 2024.
- 2) Is the space design expected to be final by the time of application? **Answer:** No, but a close representation of the future space needs to be provided with the application to have an accurate budget, and stakeholder/partner consensus regarding the project and process must be very well defined within the application.
- 3) If we are planning to start some of the project in 2022, can we still apply? **Answer:** Yes, once a completed application is received (and accepted as complete into WEDC's Underwriting), costs incurred on and after the acceptance date may be considered eligible as match, assuming the grant is awarded. Project elements completed prior to that date will not be eligible for match or reimbursement, but prior progress does not impact the eligibility for funding of the space. Provided sufficient costs remain after the acceptance date to support both match and funding, projects may still apply.
- 4) Can your project be out to bid, but just not have started yet? **Answer:** Yes.
- 5) Is a project eligible to apply that already has site work started? **Answer:** Yes, but the date the application is accepted into WEDC's Underwriting is the "start date" for the project. Only after the "start date" will expenses be considered grant and match eligible.
- 6) If I don't have a community plan that identifies the project, what other documentation would be acceptable to provide? **Answer:** Meeting minutes, news articles, community meeting announcements, and/or documentation of the conversations/meetings that have been had to date with partners/stakeholders regarding the project.
- 7) Are there any requirements or advantages for low-income areas? **Answer:** No.
- 8) If a project has more than one of the eligibility requirements, will it score higher? **Answer:** Yes.

SCORING MATRIX

Category	Possible Points	Competitive Grant Scoring Matrix
Creation of visible and pedestrian-oriented public space	10	<p>1 – space is not visible from primary roads and is not walkable from businesses and destinations</p> <p>5 – space is visible from a primary road but not easily accessible via foot OR space is walkable from business and destinations but not visible to pedestrians and vehicles</p> <p>10- space is prominently located within a downtown/commercial district and easily walkable to nearby businesses and public amenities</p>
Potential of the space to attract multiple user groups and activities	10	<p>1 – space serves a single purpose (i.e. sports field)</p> <p>5- space can accommodate multiple user groups but focuses on single purpose activities (i.e. several structured elements in one space – fishing pier, play area, shelter, etc.)</p> <p>10 – space is a flexible space that can accommodate many user groups simultaneously and will also be used by multiple community partners/stakeholders to host events</p>
Impact of the project on the community, district, and nearby businesses	10	<p>1-space will be primarily used and programmed by one entity, is not located near complimentary businesses, and will serve primarily nearby residents or existing user groups</p> <p>5- space will accommodate the entire community and will boost traffic to a few nearby businesses or accommodate new events</p> <p>10-space is centrally located to multiple businesses and creates foot traffic in a commercial corridor. Space actively encourages interaction between community members, businesses, and visitors</p>
Demonstrated community support for the project (multiple funding partners, civic organization participation). Partnerships and collaboration.	10	<p>1 - Project targets an underutilized space and is supported by one or more community partners/stakeholders, but not included in any previous plan (or history of meetings/discussions about the project) and no formal agreements are in place to carry out the project</p> <p>5 - Project not included in formal plan, but meets identified need in the district, has been discussed by community groups and has support from multiple community partners/stakeholders to help make the project/space successful</p> <p>10 - Project is part of a community or district plan, has support from multiple community partners and will be programmed and developed in conjunction with partners/stakeholders</p>
Budget and match funding preparedness (ie: detailed budget including sources of funds)	10	<p>1 - Budget identifies key elements needed for project and potential sources of funding, less than 25% of project funds have been committed</p> <p>5 - Budget includes detailed cost estimates, at least 50% of funds have been committed and remaining funds have source identified</p> <p>10 – Budget includes detailed site plan, detailed cost estimates, and has 75% of funding sources committed with funds coming from diverse sources</p>
Total	50	