



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, September 7, 2022 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
 - a. Consider August 3, 2022 meeting minutes
 - b. Personnel Update
 - c. Equalized Value Discussion
 - d. Residential Exterior Improvement Program Discussion
- 3) Future agenda items
- 4) Closed Session
 - a. Consider Village Administrator's Annual Performance Review. The Finance & Personnel Committee may enter into a closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 5) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
AUGUST 3, 2022**

The Finance/Personnel Committee met in regular session in-person in the Board Room of the Municipal Building.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Jason Fendrick and Ben Jones. Ryan Czyzewski and Dave Hoffman were absent. Also present were Administrator Owen, Treasurer/Finance Director Stuessy, and Village Clerk Gaffney.

Consider July 6, 2022 minutes: Fendrick moved, Jones seconded to approve the minutes. Motion carried by unanimous voice vote.

Personnel Update: Human Resources Director Char Horsfall gave an update on personnel changes, education reimbursements, and the Administrator evaluation.

2022 Vendors under review update: Scott explained this item. The committee members asked questions on specific vendors and gave their input.

Village Administrator's Mid-Year Goal Check-In: Owen explained this item. The committee members gave their input.

Recommendation on Board and Committee Ethics Policy: Changes were made to the policy by staff, with other changes needing to be made yet. The committee discussed the policy. Jones moved, Fendrick seconded to approve the policy, with the discussed modifications to be made by Owen and Scott. Motion carried by unanimous voice vote.

Future agenda items: Items mentioned: ARPA funds discussion, equalized value discussion.

Adjourn: There being no further business before the Committee, Fendrick moved, Jones seconded to adjourn the meeting at 6:15pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Village of Mount Horeb

Personnel Update

August 25, 2022

OPEN POSITIONS:

Part-time Production Assistant – Trollway TV

- Interview phase

Police Lieutenant

- Screening process will take place in September 2022

Library Circulation Supervisor

- Application deadline August 24, 2022

RECENTLY FILLED POSITIONS:

Library Clerk- Margaret Hook started on August 4, 2022

WISCONSIN DEPARTMENT OF REVENUE
2022 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM

County 13 Dane
 Village 157 Mount Horeb

REAL ESTATE	2021 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2022 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	222,186,400	13,200	0%	19,998,000	9%	2,061,000	1%	0	0%	-140,700	0%	244,117,900	21,931,500	10%
Imp	518,855,000	8,500	0%	46,701,900	9%	14,862,900	3%	92,200	0%	-597,500	0%	579,923,000	61,068,000	12%
Total	741,041,400	21,700	0%	66,699,900	9%	16,923,900	2%	92,200	0%	-738,200	0%	824,040,900	82,999,500	11%
Commercial														
Land	43,026,800	0	0%	4,732,900	11%	718,800	2%	0	0%	120,500	0%	48,599,000	5,572,200	13%
Imp	122,100,800	943,000	1%	13,534,800	11%	4,828,500	4%	0	0%	208,700	0%	141,615,800	19,515,000	16%
Total	165,127,600	943,000	1%	18,267,700	11%	5,547,300	3%	0	0%	329,200	0%	190,214,800	25,087,200	15%
Manufacturing														
Land	302,900	0	0%	9,100	3%	0	0%	0	0%	0	0%	312,000	9,100	3%
Imp	954,100	0	0%	28,600	3%	0	0%	0	0%	0	0%	982,700	28,600	3%
Total	1,257,000	0	0%	37,700	3%	0	0%	0	0%	0	0%	1,294,700	37,700	3%
Agricultural														
Land/Total	24,200	0	0%	1,100	5%	0	0%	0	0%	-2,300	-10%	23,000	-1,200	-5%
Undeveloped														
Land/Total	12,500	0	0%	4,400	35%	0	0%	0	0%	-3,300	-26%	13,600	1,100	9%
Ag Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total Real Estate														
Land	265,552,800	13,200	0%	24,745,500	9%	2,779,800	1%	0	0%	-25,800	0%	293,065,500	27,512,700	10%
Imp	641,909,900	951,500	0%	60,265,300	9%	19,691,400	3%	92,200	0%	-388,800	0%	722,521,500	80,611,600	13%
Total	907,462,700	964,700	0%	85,010,800	9%	22,471,200	2%	92,200	0%	-414,600	0%	1,015,587,000	108,124,300	12%
PERSONAL PROPERTY														
	Non-Mfg Personal Property				Manufacturing Personal Property				Total of All Personal Property					
	2021	2022	% Change		2021	2022	% Change		2021 Total	2022 Total	Tot. \$ Chg in PP		% Change	
Watercraft	0	0	0%		0	0	0%		0	0	0		0%	
Machinery Tools & Patterns	0	0	N/A		301,600	327,500	9%		301,600	327,500	25,900		9%	
Furniture Fixtures & Equip	4,081,000	4,651,300	14%		65,000	67,800	4%		4,146,000	4,719,100	573,100		14%	
All Other	423,400	349,400	-17%		58,100	43,400	-25%		481,500	392,800	-88,700		-18%	
Prior Year Compensation	0	556,000			0	0			0	556,000	556,000			
Total Personal Property	4,504,400	5,556,700	23%		424,700	438,700	3%		4,929,100	5,995,400	1,066,300		22%	
TOTAL EQUALIZED VALUE	2021 Total									2022 Total	Total \$ Change		% Change	
Real Estate & Personal Property	912,391,800									1,021,582,400	109,190,600		12%	

WISCONSIN DEPARTMENT OF REVENUE
2022 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM

County 13 Dane
Village 157 Mount Pleasant


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Agricultural														
Land/Total	24,200	0	0%	1,100	5%	0	0%	0	0%	-2,300	-10%	23,000	-1,200	-5%
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Adjust for prior year
over-under valuationWISCONSIN DEPARTMENT OF REVENUE
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Adjustments based on
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New buildings and
changes in land valueCounty 13 Dane
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Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total Real Estate														
Land	265,552,800	13,200	0%	24,745,500	9%	2,779,800	1%	0	0%	-25,800	0%	293,065,500	27,512,700	10%
Imp	641,909,900	951,500	0%	60,265,300	9%	19,691,400	3%	92,200	0%	-388,800	0%	722,521,500	80,611,600	13%
Total	907,462,700	964,700	0%	85,010,800	9%	22,471,200	2%	92,200	0%	-414,600	0%	1,015,587,000	108,124,300	12%
PERSONAL PROPERTY	Non-Mfg Personal Property				Manufacturing Personal Property				Total of All Personal Property					
	2021	2022	% Change		2021	2022	% Change		2021 Total	2022 Total	Tot. \$ Chg in PP	% Change		
Watercraft	0	0	0%		0	0	0%		0	0	0	0%		
Machinery Tools & Patterns	0	0	N/A		301,600	327,500	9%		301,600	327,500	25,900	9%		
Furniture Fixtures & Equip	4,081,000	4,651,300	14%		65,000	67,800	4%		4,146,000	4,719,100	573,100	14%		
All Other	423,400	349,400	-17%		58,100	43,400	-25%		481,500	392,800	-88,700	-18%		
Prior Year Compensation	0	556,000			0	0			0	556,000	556,000			
Total Personal Property	4,504,400	5,556,700	23%		424,700	438,700	3%		4,929,100	5,995,400	1,066,300	22%		
TOTAL EQUALIZED VALUE	2021 Total									2022 Total	Total \$ Change	% Change		
Real Estate & Personal Property	912,391,800									1,021,582,400	109,190,600	12%		

WISCONSIN DE
2022 STATEMENT OF CHANGES IN

Corrections and one-time adjustments

County 13 Dane
Village 157 Mount Horeb



REAL ESTATE	2021 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2022 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	222,186,400	13,200	0%	19,998,000	9%	2,061,000	1%	0	0%	-140,700	0%	244,117,900	21,931,500	10%
Imp	518,855,000	8,500	0%	46,701,900	9%	14,862,900	3%	92,200	0%	-597,500	0%	579,923,000	61,068,000	12%
Total	741,041,400	21,700	0%	66,699,900	9%	16,923,900	2%	92,200	0%	-738,200	0%	824,040,900	82,999,500	11%
Commercial														
Land	43,026,800	0	0%	4,732,900	11%	718,800	2%	0	0%	120,500	0%	48,599,000	5,572,200	13%
Imp	122,100,800	943,000	1%	13,534,800	11%	4,828,500	4%	0	0%	208,700	0%	141,615,800	19,515,000	16%
Total	165,127,600	943,000	1%	18,267,700	11%	5,547,300	3%	0	0%	329,200	0%	190,214,800	25,087,200	15%
Manufacturing														
Land	302,900	0	0%	9,100	3%	0	0%	0	0%	0	0%	312,000	9,100	3%
Imp	954,100	0	0%	28,600	3%	0	0%	0	0%	0	0%	982,700	28,600	3%
Total	1,257,000	0	0%	37,700	3%	0	0%	0	0%	0	0%	1,294,700	37,700	3%
Agricultural														
Land/Total	24,200	0	0%	1,100	5%	0	0%	0	0%	-2,300	-10%	23,000	-1,200	-5%
Undeveloped														
Land/Total	12,500	0	0%	4,400	35%	0	0%	0	0%	-3,300	-26%	13,600	1,100	9%
Ag Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
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Land	265,552,800	13,200	0%	24,745,500	9%	2,779,800	1%	0	0%	-25,800	0%	293,065,500	27,512,700	10%
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Real Estate & Personal Property	912,391,800									1,021,582,400	109,190,600	12%		

WISCONSIN DEPARTMENT OF RE
2022 STATEMENT OF CHANGES IN EQUALIZED VALL

WI DOR Adj, property demo's, changes
in exempt status, annexations

County 13 Dane
Village 157 Mount Horeb

REAL ESTATE	2021 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2022 RE Equalized Value	Total \$ Change in R.E. Value	% Change
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Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
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Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
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Machinery Tools & Patterns	0	0	N/A		301,600	327,500	9%		301,600	327,500	25,900	9%		
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All Other	423,400	349,400	-17%		58,100	43,400	-25%		481,500	392,800	-88,700	-18%		
Prior Year Compensation	0	556,000			0	0			0	556,000	556,000			
Total Personal Property	4,504,400	5,556,700	23%		424,700	438,700	3%		4,929,100	5,995,400	1,066,300	22%		
TOTAL EQUALIZED VALUE	2021 Total									2022 Total	Total \$ Change	% Change		
Real Estate & Personal Property	912,391,800									1,021,582,400	109,190,600	12%		

Definitions of Terms in the Report

- *Removal of Prior Year Compensation* – removes value applied to the prior year's Equalized Value to compensate for over or under-valuation in the second prior year
- *Amount of Economic Change*
 - Includes changes due to market conditions, based on analysis of the prior year's sales
 - **Note:** According to the use-value assessment law, the reported value of agricultural land included in the Equalized Value reflects the land's use-value, not the current market value. Undeveloped and Agricultural Forest classes are valued at 50 percent of market value.
- *Amount of New Construction*
 - Land value changes are due to higher land utility
 - Improvement value changes are due to construction of new buildings
- *70.57 Correction and Compensation*

Includes:

 - **Current Year Correction** – corrects the prior year's over or under-valuation in the current year Equalized Value and carries forward into future years
 - **Current Year Compensation** – one-time adjustment to compensate the municipality for any over or under-valuation of the prior year's Equalized Value; the adjustment is removed the following year
- *Amount of All Other Changes*

Can include the following changes:

 - Wisconsin Department of Revenue's market field studies
 - Demolition or destruction of buildings or other improvements
 - Changes in property's exempt status
 - Changes in classification of property
 - Annexation gains or losses
 - Other miscellaneous changes
- *Personal Property*

Displays prior year and current year totals by category and percent change, including prior year compensation, for the following:

 - Non-manufacturing personal property
 - Manufacturing personal property
 - Total of all personal property



CITY OF MILTON

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM

PURPOSE

The Common Council has authorized the creation of the Residential Exterior Improvement Program, hereinafter referred to as “program.” The purpose of the program is to encourage the upkeep and appearance of owner-occupied residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides matching grants up to \$5,000 for projects that will help maintain and enhance the overall attractiveness and vitality of residential districts that is consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one’s own home. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

The Common Council has developed the following set of goals regarding the program’s purpose.

1. Maintenance and Improvement
 - a. Encourage public and private efforts to maintain and improve the community.
 - b. Promote the attractiveness of Milton as a preferred location to live.
 - c. Encourage maintenance and improvements of existing residences.
2. Preserve Neighborhood Stability and Property Values.
 - a. Maintain the City’s neighborhood cohesiveness.
 - b. Maintain the City’s residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

DEFINITIONS

Designated Area: The program applies to residential zoned properties within TID 7, 9 and 10 or within a half-mile of the boundaries of TID 6, 9, or 10 that are located within the City of Milton, as identified on the attached maps. Properties located within one half-mile of TID 7 may be eligible for the program as well, but would require an additional approval from the Joint Review Board.

Exterior Features: Areas of a home/property that are visible from the public right-of-way. Refer to “Project Eligibility” below for examples.

ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TID proximities. The eligibility criteria are as follows:

1. Property / Applicant Eligibility
 - a. The home must be over 25-years old.
 - b. The home owner must have owned and lived in the home for at least 5-years.
 - c. The assessed value of the home cannot be over 125% of the average assessed home value in the City of Milton, as established by the City Assessor on an annual basis.

2. Eligible Projects

- a. Any improvements must be visible from the public right-of-way.
- b. Repair/replacement of the building's original materials and decorative details.
- c. Replace exterior material with modern material (i.e. vinyl siding).
- d. Cleaning of exterior building surfaces.
- e. Tuck pointing and masonry repair.
- f. Painting of exterior building surfaces.
- g. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.). If repair isn't possible or cost prohibitive, the Community Development Authority will consider, with final approval from the Common Council, replacement rather than repair of these items.
- h. Roof repairs
- i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.) or repair of hard surface driveways.
- j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
- k. Other construction activities to improve the exterior of a building as approved by the Common Council.

PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Common Council may allow completion extensions upon request of the applicant. The Common Council reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TID project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Common Council may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Current condition photos to provide adequate "before and after" shots.
 - c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least two contractor proposals that MUST be used for construction/installation.** If the applicant has a difficult time obtaining two contractor proposals, they are encouraged to contact the City Administrator to discuss possible solutions. The actual Common Council approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated below in number 11. The Common Council retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
8. Applicants must take out the appropriate building permits. According to Municipal Code of Ordinances Section 1-16, no license, registration, or permit in the City of Milton shall be issued or

renewed until all delinquent City taxes, assessments, and forfeitures from City ordinance violations and all due bills of the Milton Municipal Water and Wastewater Utility are paid in full.

9. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Common Council.
10. The Common Council reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
11. Concurrent applications from the same applicant shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Common Council.
12. Total grant funding for any single property may not exceed two (2) grants, regardless of dollar amount, within any four (4) year period.
13. The Community Development Authority will review each application and forward on a recommendation to the Common Council. The Common Council will have the ultimate authority to determine whether an application has met the criteria for approval, and may impose certain design conditions on approved projects.

PROCESS

1. Applicant submits grant application, contractor proposal/quote, and site plan to Administrative Services Director at City Hall, 710 S. Janesville Street.
2. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Common Council.
3. Common Council reviews the application materials and approves or denies the funding request. If approved, the Common Council may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
4. Applicant submits building permit with final design plans as required by City code.
5. Building Inspector reviews and approves permit.
6. A “letter of agreement” is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
7. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
8. Construction/Installation is completed within one (1) year of grant award.
9. Applicant contacts the Administrative Services Director to request a project review to see if all code requirements and Common Council imposed conditions have been met. The City staff member reviewing the work will sign the Project Close Out Form.
10. Applicant provides the completed Project Close Out Form with signatures from the property owner, contractor, and City Staff member who reviewed the work; itemized invoices for the project; and proof of payment of their portion of the project costs to the Administrative Services Director, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
11. Once the Administrative Services Director has reviewed the Project Close-Out form and provided documentation, the Administrative Services Director will provide the documentation to the City Treasurer and City Administrator to review before issuing payment to the contractor or reimbursement to the property owner for their payment to the contractor.

GRANT CYCLE AND DUE DATES

The initial application deadline for grant requests will be the first Monday in April. The requests will then be reviewed by the Community Development Authority and the Common Council at their regularly scheduled meetings. Applications will continue to be accepted if funds are still available after the initial application deadline. All applications received by the first Monday of the following months after April will be reviewed by the Community Development Authority and Common Council at their regularly scheduled meetings in batches.

FUNDING AVAILABILITY

The program is specifically a matching grant program based on the criteria below:

1. The Common Council has available a limited amount of funding. Applications will be reviewed in batches as they are received. Grants may be awarded only if the Common Council has adequate funds available for this program.
2. Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
3. The City shall only provide up to a maximum of \$25,000 worth of grants on an annual basis.

PROGRAM EXPIRATION

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the Common Council up to a maximum of \$25,000 annually.
2. When the allowable TID expenditure period has expired.
3. When the Common Council chooses to eliminate or amend the program.



CITY OF MILTON

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM - *GRANT APPLICATION*

APPLICANT INFORMATION

Applicant Name _____

Property Address _____

Phone _____ Email _____

PROPERTY INFORMATION

Year Home Built _____ Purchase Year of Home _____

Assessed Value of Home \$ _____

PROJECT INFORMATION

Proposed Start Date _____ Proposed Completion Date _____

Contractor Name _____ Contractor License # _____

Contractor Address _____
Street City State Zip

Contractor Phone _____ Contractor Email _____

Total Project Estimate \$ _____ Grant Request \$ _____

Other funding sources that will be used: _____

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan
- ☐ Copy of Contractor License
- ☐ Proof of Insurance
- ☐ Photos of what will be repaired

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

Applicant Signature

Date

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? ☐ Yes ☐ No
Community Development Authority Review Date: _____ ☐ Recommended approval without conditions ☐ Recommended approval with conditions ☐ Recommended denial Recommended conditions or reason for denial (if applicable): _____ _____	
Common Council Review Date: _____ ☐ Approved without conditions ☐ Approved with conditions ☐ Denied (reasons below) Conditions or reason for denial (if applicable): _____ _____	
Authorized Grant Amount: _____	
Date Check Issued: _____	



CITY OF MILTON

**RESIDENTIAL EXTERIOR
IMPROVEMENT PROGRAM**
PROJECT CLOSE-OUT

Grant Recipient _____

Property Address _____

☐ Attach photos of completed project.

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program and consistent with the nature of this application.

Contractor Signature

Date

Applicant Signature

Date

City Staff

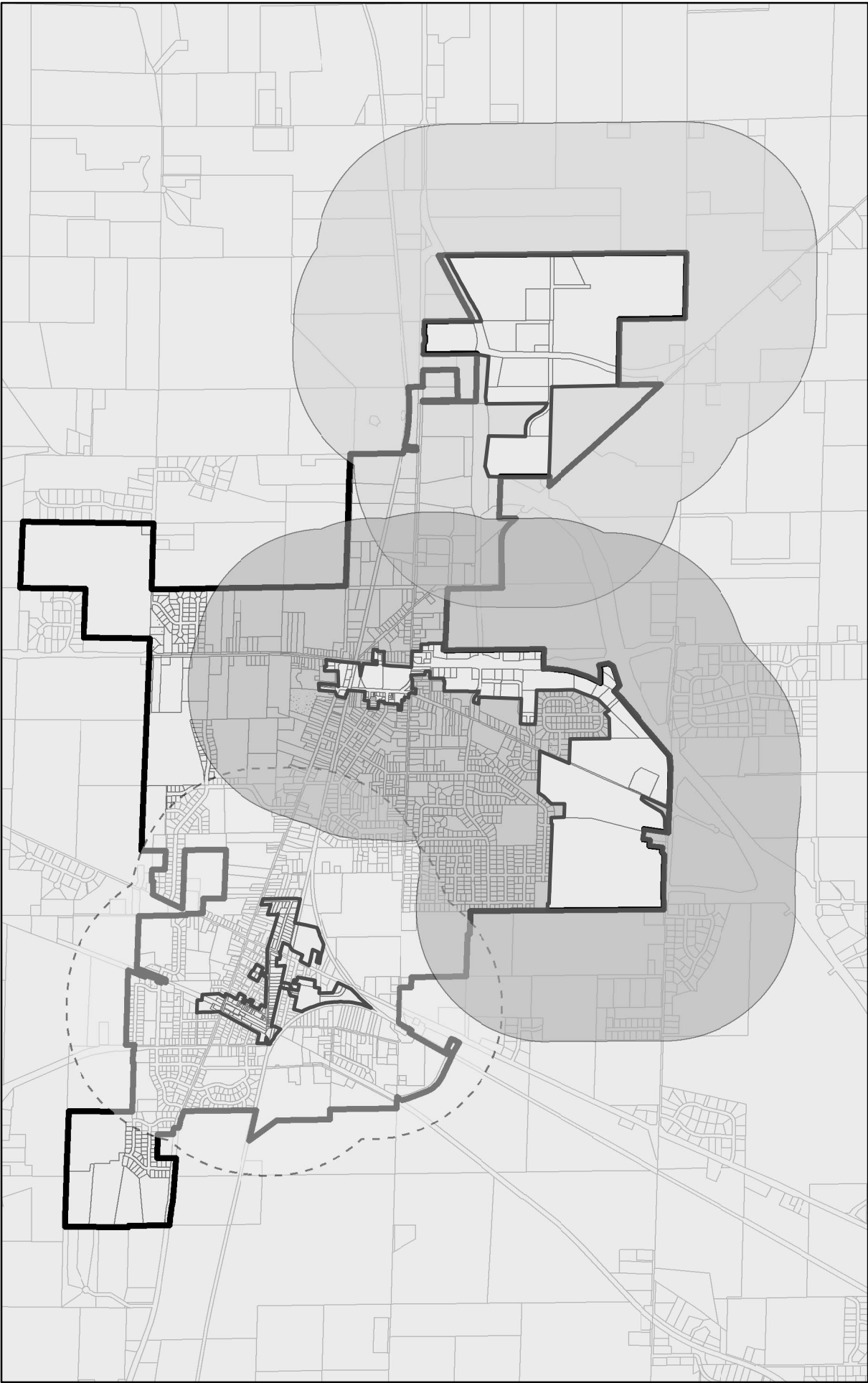
Date

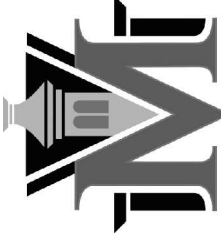
City Treasurer Signature

Date

City Administrator Signature

Date





City of Milton

TID Buffer Zones

 TID 10 Buffer Zone

 TID 9 Buffer Zone

 TID 7 Buffer Zone

 City of Milton Boundary

 Properties within the City of Milton

 Properties outside the City of Milton

N



0 0.5 1 2 Miles