

TOWN OF MILTON

MEETING MINUTES

2019

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
January 9, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:11 p.m. with Supervisor Pam Jensen, Supervisor Eugene Bagniewski, Jr., Treasurer Jane Baures and Clerk Kalene Engel present. Also present were 12 residents.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Bagniewski made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the December 12, 2018 Town Board Meeting prior to the meeting. Supervisor Jensen moved to approve the minutes; Supervisor Bagniewski seconded the motion. No discussion. Motion passed 3-0.

Update on Uniform Addressing Ordinance: The Uniform Addressing Ordinance will be presented for a vote at the January 28th County Board Meeting. A couple of changes worth note are as follows: (1) any private driveway on which there are 3 or more fire numbers must have a street name and (2) any unincorporated townships must have unique street names. The cost for replacing street signs for eight roads affected by this change will be covered by the County.

Broadband Update: CCT has started to install the interior equipment for Phase 1 homes, which they plan to complete by the end of January. Phase II public meetings will be held in late winter/early spring.

Fire Station Project Update: The Fire Association will be opening bids for the new fire station at its February 6, 2019 meeting.

Town Hall Updates:

- **Sale of Existing Town Hall Site:** Chairperson Adank spoke with a Wisconsin Towns Association attorney about handling the sale in an auction-type format. He was advised that we cannot do the sale by that method due to real estate laws governing how transactions may be conducted. We cannot handle it via sealed bids, like what we do for road work projects. Chairperson Adank would like to give advance notification of when the property will be listed so that those people who wish to make an offer could all do so at approximately the same time. Several audience members felt that an auction format should be acceptable and recommended J&B Abstract. Chairperson Adank will contact Attorney Loberg and, if appropriate, J&B Abstract.
- **Zoning/Permitting/Testing for New Town Hall:** Chairperson Adank spoke to Mike Owecke in Zoning about the necessary permits for the town hall. Once a design is completed, we will need to obtain a zoning permit and driveway permit. Ben spoke to a representative of the Department of Transportation who indicated that there are no access

concerns regarding a driveway permit, but that the driveway must be 500' away from the electrical substation. Additionally, a runoff study will need to be completed for the driveway, which can be completed by the County. A soil sample (perc test) and a state-approved septic plan will also need to be completed. Chairperson Adank spoke to Mark Palmer who indicated that he could do the soil test for no more than \$750 and the soil test plus state-approved plans for no more than \$2,500. Insofar as a water test is concerned, Schaffner Plumbing indicated that there was nothing to test until after a well was drilled. Based upon the location of the property line, it is unlikely that we will have restrictions on building due to the flood plain.

- **Building Design:** Chairperson Adank has spoken to Gary Kastner, the architect who designed the Town of Cross Town Hall. Mr. Kastner indicated that he could draft the plans for approximately \$2,500. As part of the process, he would want to attend a Town Meeting to receive input. The building itself would be a 28' x 36' building with a utility room and bathroom. Because of the size of the building, the plans would not have to be state approved. Audience members provided input on the need for an architect, on the cost quotes received and alternatives to reduce the cost of the building, including lower cost footings and the use of a holding tank as an alternative to a traditional septic system.
- **Action Plan:** Chairperson Adank would like to have a design for the new town hall ready for review at the Annual Meeting in April. Supervisor Bagniewski made a motion to spend up to \$750 on the soil test. Supervisor Jensen seconded the motion. No additional discussion. Motioned passed 3-0. Supervisor Bagniewski made a motion to authorize an expenditure of up to \$2,500 for architectural work. Supervisor Jensen seconded the motion. There was some discussion about the relative cost of the architect versus the amounts already spent on Cedar Corporation for architectural design. Motion passed 3-0. Chairperson Adank will make arrangements for both expenditures.

Emergency Management: No new updates. Supervisor Jensen will follow up with Bruce Fuerbringer and report back at the February meeting.

Fire Sign Update: Jason Poser raised a question regarding whether Bork Road was a town road. Chairperson Adank provided confirmation to him that Bork Road was a town road.

Flood Damage Reimbursement: Chairperson Adank will be submitting a reimbursement request to the state for 12.5% reimbursement of the additional \$6,800 in work that was completed this summer on the 2017 flood damage. The reimbursement amount should be approximately \$850.

Roadwork Needed: Chairperson Adank contacted the Wisconsin Towns Association to explore options regarding how to handle debris placed onto town roads by private citizens. One state statute provides that if someone damages a town road they can be required to pay 3 times the cost of the damage. The more applicable statute is Wis. Stat. 346.94 which states that no person shall place a foreign substance that could be injurious on a roadway. Thus, someone who brings mud onto the road could be found responsible under that contract. If so, the individual can be referred to the County Sheriff for the issuance of a citation.



Announcement: Chairperson Adank attended the Buffalo County Recycling Meeting. The committee would be willing to reopen a site in the Town of Milton at the new Town Hall.

Adjournment: Supervisor Bagniewski moved to adjourn the meeting. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:53 p.m.

Minutes by Kalene Engel, Town Clerk



MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
February 13, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Eugene Bagniewski, Jr., and Treasurer Jane Baures present. Clerk Kalene Engel was absent, with prior notice to Chairperson Adank.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Bagniewski made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the January 9, 2019 Town Board Meeting prior to the meeting. Supervisor Jensen moved to approve the minutes; Supervisor Bagniewski seconded the motion. No discussion. Motion passed 3-0.

Update on Uniform Addressing Ordinance: The Uniform Addressing Ordinance was adopted at the January 28th County Board Meeting. The county is identifying private driveways and identical road names that will need to be renamed. The County plans to use funds from CapX to pay for the changes. Additional discussion was had about Fountain City changing Oak St name because of the duplicate name in Milton. Fountain City is not regulated by the new ordinance and will not have to change their Oak St name.

Broadband Update: CCT has completed installs for Phase 1. Phase II public meeting is scheduled for March 27 at 6:30PM. Invitations will go out around March 11. The CCT annual meeting is April 24 at 6:30PM in the Cochrane Fountain City auditorium.

Fire Station Project Update: The Fire Association annual meeting was rescheduled to February 13, 2019 at 7:30PM. Bids for the project will be opened at that time.

Town Hall Updates:

- **Gary Kastner Presentation:** Mr. Gary Kastner, the architect hired by the town to work on the new town hall design plan, presented an initial sketch of the new town hall. Discussion was had about locating the new town hall on the west end of the property near the substation to allow for future development on the remaining four acres of land. The DOT had originally indicated the Town's driveway would need to be at least 500 feet from the closest driveway. Chairperson Adank will follow-up with the DOT to discuss options for locating the driveway closer than 500 feet. Feedback was provided from the board and residents at the meeting about the overall building design. Everyone agreed the design was on the right track as long as it stays under budget. Mr. Kastner indicated it should be by estimating \$100 per square foot for construction. The building design is 24' x 40' with an 8' x 16' vestibule. Chairperson Adank asked everyone to contact him with feedback or suggestions prior to the March meeting so that he can work with Mr. Kastner to have them included in an updated design for the March meeting.

- **Other Updates:** The Land Conservation department at Buffalo County completed the runoff test. They reported no concerns with runoff, ponding, or other hydrology issues with the proposed building location. Mark Palmer has completed the soil test. No issues reported. Chairperson Adank had discussions with the Attorney Loberg regarding the auction format for selling the existing town hall. The town will be able to work with Attorney Loberg to auction the property.

Emergency Management: Supervisor Jensen worked with Bruce Fuerbringer from the County on the emergency management plan. There is still additional work to do before the town will adopt the plan.

Fire Sign Update: Jason Poser from GIS is working on getting the final signs for the project. The intent is to have the project completed in spring / summer timeframe.

Flood Damage Reimbursement: Chairperson Adank submitted paperwork to the state for reimbursement of the additional work that was completed this summer on the 2017 flood damage.

Roadwork Needed: Lower Eagle Valley road was closed last week for a day due to flooding. Two residents reported slippery conditions on Prairie Moon Rd by Hwy 35 and a concern for high snowbanks by Hwy 35 on Badger Rd. Both issues were addressed by Paul and one resident called back to thank Paul for adding more sand to Prairie Moon Rd.

Announcements: None.

Adjournment: Supervisor Bagniewski moved to adjourn the meeting. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:47 p.m.

Minutes by Ben Adank, Town Chairperson

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
March 13, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Supervisor Eugene Bagniewski, Jr. was absent, with prior notice to Chairperson Adank. Also present were six residents.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Chairperson Adank seconded the motion. No additional discussion. Motion passed 2-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the February 13, 2019 Town Board Meeting prior to the meeting. Supervisor Jensen moved to approve the minutes; Chairperson Adank seconded the motion. No discussion. Motion passed 2-0.

Broadband Project Updates: Phase 1 of the project is mostly completed, except for the Park Street Addition which has been held up by railroad permitting and will be completed as part of Phase 2. CCT sent letters to Phase 2 residents regarding the sign-up deadline and an informational meeting which will take place on March 27th at 6:30 p.m. at the Cochrane-Fountain City High School. Services for Phase 2 should be available by August.

Fire Station Project Update: The Fountain City Fire Association, which is acting as its own contractor, received bids for six of the seven components of the project last month. No one bid on the dirt work, so it was re-bid, with the opening of the bids occurring later tonight. The six low bids for the other projects total \$742,000. Assuming the dirt work bid does not exceed \$78,000, and considering the \$20,000 that has been received in donations, the total project cost should be within the \$800,000 projected budget. The Fire Association also applied for a grant for a firetruck; if it is funded, our town would not incur the \$50,000 expenditure for a new fire truck.

Town Hall Updates: Chairperson Adank spoke with a Dept. of Transportation representative about the driveway and was told that 500' would be the closest distance between driveways, with 1000' being the preferred distance. He spoke with a Dairyland Power representative about a shared driveway. Based upon the feedback he received, he believes a shared driveway is a possibility and would not require a modification of the site plan. Gary Kastner is working on getting budget numbers for the plan. Chairperson Adank will inquire about potential conflicts of interest for the bid process. At the annual meeting in April, financials will be presented and feedback will be solicited from the electors. It was noted that Robert Kamrowski had an easement on the parcel.

Emergency Management Update: Supervisor Jensen met with Bruce Fuerbringer to update the Emergency Management Plan. The only information needed to complete the plan is the name of the two people who are elected as supervisors in April. Once that information is known, Mr. Fuerbringer will complete the plan and provide it to the township. Buffalo County is hosting an

informational meeting about flood preparation on March 14, 2019 at 6:30 p.m. at the Buffalo County Courthouse.

Fire Sign Update: None.

Road Work: The annual road survey will likely not be done until the end of April. The remaining state flood damage claim can be submitted once we are able to obtain photographs of the completed projects. Concerns were raised about the culvert on Waumandee Creek Road and the DNR-road by Kamrowski Road.

Announcements: Bruce Fuerbringer is working on a long-range recycling plan. When it is complete, he will present to the county's municipal officers at regular board/council meetings.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Meeting adjourned at 6:47 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN MEETING
RE: TOWN HALL FLOOR
March 26, 2019

Chairperson Ben Adank called the special meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 3:30 p.m. with Supervisor Pam Jensen present. Also present was Joe Kaczorowski.

Background: On Sunday, March 24 Clerk Kalene Engel and Joe Kaczorowski were checking the condition of the town hall floor after the spring thaw. They observed significant damage and reported their concerns to Chairperson Adank.

Town Hall Floor: The town hall floor had significant damage and was in need of temporary, emergency repairs to prevent further damage to the building. Discussion was had about how to repair the floor. Joe Kaczorowski volunteered to shore up the town hall floor by donating his time to the project if the Town agreed to pay for the materials. Supervisor Jensen made a motion to authorize spending up to \$1500 in materials to repair the town hall floor. Chairperson seconded the motion. No additional discussion. Motion passed 2-0. Joe said he would try to have the floor repaired by the April 16th annual meeting.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Meeting adjourned at 3:48 p.m.

Minutes by Ben Adank, Town Chairperson

TOWN OF MILTON
ANNUAL MEETING MINUTES
April 16, 2019

Chairperson Adank called the meeting to order at the Milton Town Hall at 6:00 p.m. with 18 adult residents of the Town of Milton present. One nonresident arrived at 6:44 pm

Introduction: Chairperson Adank reviewed the format of the annual meeting.

Elector's Input on Agenda Items: None.

Approval of Agenda: Chairperson Adank requested that items 7c and 7d be switched. Eugene Bagniewski, Jr. made a motion to approve the requested change. Pam Jensen seconded the motion. No Discussion. By a show of hands, the motion passed 18-0.

Approval of Minutes: Clerk Engel read the minutes of the April 17, 2018 Annual Town Meeting. Pam Jensen moved to approve the minutes as read; Eugene Bagniewski, Jr. seconded the motion. No discussion. By a show of hands, the motion carried unanimously (18-0).

Annual Report: The 2018 Annual Report was distributed prior to the meeting. Chairperson Adank discussed the format of the report and differences between last year's payees and this year's payees. Jane Baures made a motion to approve the Annual Report and Bev Engel seconded the motion. No discussion. Motion passed unanimously (18-0).

2018 Year in Review:

- **Comprehensive Plan:** No progress was made on the Comprehensive Plan in 2018 due to other items which took priority. However, Chairperson Adank plans to make this item a priority this year and hopes to present it to the electors at the November meeting of electors.
- **Emergency Management Update:** Supervisor Jensen has been working with Bruce Fuerbringer, Interim Emergency Management Supervisor, to draft an emergency plan for the township. More about the plan will be discussed at the regular town meeting.
- **Zoning Update:** Buffalo County Board of Supervisors adopted the comprehensive zoning re-write in July after a number of open houses and discussions. At the September board meeting, the Town of Milton officially adopted the new Buffalo County zoning ordinance.
- **Road Report:**
 - **Prior Years' Flood Damage Reimbursement:** In 2018, we received \$56,262.12 in FEMA and state aid for the flooding events of 2016 and 2017. Once final photographs are taken and submitted, we will receive additional reimbursement totaling approximately \$850.00.

- **2019 Flood Report:** There have been multiple road closures due to spring flooding; however, only minor road damage has been reported.
- **2019 Road Projects:** Due to the long winter and flooding, the Town Board will not complete its Annual Road Survey until April 22nd. The two culvert projects on Lower Eagle Valley Road will be completed, as will some preventative maintenance such as crack filling and chip sealing.
- **Election Update:** Elections have been held at the school and have gone well, per reports from election officials and the school.
- **Recycling/Garbage:** Due to continuing problems at the Town of Milton site, Buffalo County requested that it be closed. At the November meeting, the Town voted to close the site, so all recycling must now be taken to the BBC site. Chairperson Adank hasn't heard complaints about the BBC site since that time.
- **Town Assessor/Attorney:** The current town assessor is Eric Kleven and the current town attorney is Robert Loberg. Kalene Engel made a motion to recommend that the town retain the services of Kleven and Loberg for another year. Pam Jensen seconded the motion. No discussion. Motion passed 18-0.
- **Board of Review:**
 - **2018 Board of Review Recap:** Last year was a revaluation year, so the Board of Review was convened in May, then adjourned until the assessment roll was complete. Open Book was held on November 5th and the Board of Review was held on November 12th. The state no longer allows Open Book and Board of Review to be done on the same night. The town assessor received 27 phone calls and had 4 groups attend the Board of Review. Hearings were held for two property owners who objected to their assessments.
 - **2019 Board of Review Dates:** The 2019 Open Book will be held April 24, 2019 from 4-6pm. The Board of Review will be held May 1, 2019 from 6-8pm.
- **Broadband Update:** Phase 1 of the project has been completed, except for the Park Street subdivision, which will be moved to Phase 2 due to permitting issues with BNSF railroad. Transferring to CCT phone service took a bit longer than anticipated, but should be completed by April 30, 2019. The public meeting for Phase 2 was held in March and CCT is currently accepting signups for services. Plowing of fiber will start in May with installations occurring in August.
- **Fire Association Update:** In 2018, all participating municipalities agreed to fund the two requested projects: a new fire hall at a cost of approximately \$800,000 and a fire truck at a cost of approximately \$200,000. Our responsibility for each project is ¼ of the total. Bids were let and accepted for the construction of the fire hall, coming in at \$813,000. However, due to donations received for the fire hall, the actual cost to the Town of Milton should be less than \$200,000. The Fire Association has also submitted a

grant request for the fire truck which, if received, would further reduce the cost to the town.

- **Town Projects, Financials and Funding Sources:**

- **Account balances:** Chairperson Adank distributed and discussed a handout which summarized the current account balances, anticipated income and projected expenditures. (see attached). The anticipated costs for a new town hall are lower than what was discussed in November, primarily due to a reduction in the dirt work and site prep because a frontage road is no longer needed. He indicated that he would like to retain \$100,000 in reserves for emergencies.
- **New Town Hall:** Chairperson Adank distributed a proposed design for the new town hall which was drafted by Gary Kaspner. He explained that the structure was a 24' x 40' room with a vestibule, mechanical room, storage area, two bathrooms and a small kitchenette plus a meeting area. Due to DOT restrictions on driveways, Chairperson Adank is working with Dairyland Power to discuss a shared driveway, which he believes will be possible. Discussion was held on possible parking site expansion if needed, the advisability of having a traditional septic versus a holding tank, the required size of the building and the size of land necessary for a building of that size.
- **Sales of Land/Town Hall:** Chairperson Adank stated that the \$66,000 shortfall on the cost of a new town hall could be made up through the sale of the existing town hall and the unused acreage near the site of the new town hall. Selling those properties this year would make it more feasible to construct the town hall. He indicated that there seemed to be high interest among buyers for the old town hall and indicated that a developer was interested in the additional acreage on Highway 88.
- **Resolutions:** Chairperson Adank read Resolution #1, which was drafted by Attorney Loberg and which would authorize the Town to build a new town hall on approximately 1 acre of land, while selling the rest of the land. Bev Engel moved to adopt the resolution as read. Kevin Dienger seconded the motion. Kalene Engel noted that the resolution allowed some flexibility in the lot size. No additional discussion. Motion passed 18-0. Chairperson Adank read Resolution #2, which would authorize the sale of the existing town hall and lot. Kevin Dienger made a motion to pass the resolution. Kenny Haeuser seconded the motion. No other discussion. Motion passed 17-0 with one abstention. Chairperson Adank indicated that he would attempt to get the necessary paperwork done to get the old town hall listed for sale for discussion at the May board meeting.

- **License Fees:** Clerk Engel reviewed the current alcohol license fees and Treasurer Baures reviewed the current dog license fees. No action was taken with respect to license fees.

- **Election Workers:** Clerk Engel reviewed the current compensation of election workers. They are paid \$10/hour plus \$5 for mileage with the Chief Inspector receiving an additional \$10 per shift worked. No action was taken with respect to election worker compensation.
- **Discussion of Town Board Compensation:** Chairperson Adank reviewed the current compensation for Town officers, as follows:
 - Chairperson: \$5,500 – effective April 2017 – decreased by \$1,000 in 2017
 - Supervisor: \$2,000 – effective April 2015-increased by \$350 in 2015
 - Treasurer \$5,000 – effective April 2017-increased by \$1,000 in 2017
 - Clerk: \$10,000 – effective April 2009

Chairperson Adank explained that the current compensation would remain in place until the next town board election, but suggested that the clerk's salary, which hasn't been increased in 10 years, be reviewed, noting the significant work done by the clerk. Pam Jensen indicated that the chairperson also deserved an increase in salary and that, personally, she felt that the treasurer was overpaid. Erika Duellman agreed with Pam Jensen. Chairperson Adank indicated that the issue will be discussed at the next annual meeting.

Recognitions: Joe Kaczorowski and his family were thanked for the volunteer hours they spent repairing the town hall floor so that it no longer represented a hazard. Eugene Bagniewski, Jr. was given a plaque and thanked for his 16 years of service on the town board. He stated that one of his proudest accomplishments was keeping the township in the black (financially) because there are not many towns around that are able to do that.

Next Annual Meeting Date: The next annual meeting date will be on the third Tuesday of April (April 21, 2020), which is the date designated by statute.

Adjournment: A motion to adjourn was made by Kevin Dienger and seconded by Lee Bailey. Motion passed unanimously (18-0).

Meeting adjourned 7:30 p.m.

Submitted by Kalene Engel, Town Clerk

2019-01
**RESOLUTION NO. 1 OF ELECTORS
ANNUAL MEETING (2019)
OF
TOWN OF MILTON, BUFFALO COUNTY, WISCONSIN**

WHEREAS, the electors of the Town of Milton, Buffalo County, Wisconsin, believe it appropriate and necessary to erect a new Town Hall on approximately one acre of those lands purchased from Robert L. Kamrowski in that Deed recorded as Document No. 260304, and to sell so much of the Kamrowski parcel as is not reasonably necessary for the new Town Hall;

BE IT RESOLVED THAT the electors of the Town of Milton, Buffalo County, Wisconsin, at the duly noticed Annual Meeting of the Town of Milton, Buffalo County, Wisconsin, do hereby authorize the Town Board to:

- 1) Solicit and award bids for the construction of a new Town Hall on the Kamrowski site, the legal description of which is set forth on the attached Exhibit "A," same to be awarded in the discretion of the Town Board, and
- 2) To sell all but approximately one acre of the Kamrowski site (retaining that portion located nearest the existing substation), for a fair and reasonable price to a Purchaser acquired by solicitation of bid and/or offer, all in such manner and amount, and on such date, as the Town Board in its discretion deems appropriate.

This action is taken by the Town electors at the Town Meeting pursuant to Wis. Stat. §60.10(1)(f) and (g).

Upon Motion made by Elector Bev Engel, and seconded by Elector Kevin Drengh, the Motion was approved by a vote of 18 to 0.

TOWN OF MILTON ANNUAL MEETING

Date: April 16, 2019

By: B. J. J. J., Town Chair

ATTEST: Kelene Engel

Secretary of the Annual Meeting

EXHIBIT "A"

Lot One (1) of that certain Certified Survey Map Number 589, recorded in Volume 4, of Certified Survey Maps, on page 140, as Document Number 260271; being located in the Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$), Section Twenty four (24), Township Twenty (20) North, Range Twelve (12) West, Town of Milton, Buffalo County, Wisconsin.

The seller reserves an appurtenant, perpetual easement for ingress, egress and utility purposes over that "Access Easement" area shown on the said Certified Survey Map, described as follows: Commencing at the northeast corner of Lot 1 of Certified Survey Map Number 589, recorded in Volume 4, of Certified Survey Maps, on page 140, as Document Number 260271; thence westerly along the northerly line 440.79 feet to the point of beginning; thence easterly along the northerly line of said Lot 1, 100 feet; thence south 66 feet, parallel to the easterly right of way of State Trunk Highway 88; thence west 100 feet more or less, parallel to the North line of said Lot 1, to the easterly right of way of State Trunk Highway 88; thence northerly 66 feet more or less along the easterly right of way of State Trunk Highway 88 to the point of beginning, said easement serving all adjoining lands now owned by grantor.

2019-02
**RESOLUTION NO. 2 OF ELECTORS
ANNUAL MEETING (2019)
OF
TOWN OF MILTON, BUFFALO COUNTY, WISCONSIN**

WHEREAS, the electors of the Town of Milton, Buffalo County, Wisconsin, have heretofore authorized the construction of a new Town Hall on certain premises acquired from Robert L. Kamrowski, described in that Deed recorded as Document No. 260304;

BE IT RESOLVED THAT the electors of the Town of Milton, Buffalo County, Wisconsin, at the duly noticed Annual Meeting of the Town of Milton, Buffalo County, Wisconsin, do hereby authorize the Town Board to sell the existing Town Hall, acquired by Quit Claim Deed from Joint School District No. 1 on October 21, 1959, for a fair and reasonable price to a Purchaser acquired by solicitation of bid and/or offer, all in such manner and amount, and on such date, as the Town Board in its discretion deems appropriate.

This action is taken by the Town electors at the Annual Town Meeting pursuant to Wis. Stat. §60.10(2)(g).

Upon Motion made by Elector Kevin Drenger and seconded by Elector Kenny Haeuser, the Motion was approved by a vote of 17 to 0 with abstention

TOWN OF MILTON ANNUAL MEETING

Date: April 16, 2019

By: B. J. A., Town Chair

ATTEST: Kalene Cayer
Secretary of the Annual Meeting

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
April 16, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 7:35 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were six residents.

Informal Public Comment: Chairperson Adank welcomed Jeff Jandl to the board.

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the March 13, 2019 Town Board Meeting and March 26, 2019 Special Town Board Meeting prior to the meeting. Chairperson Adank made a motion to approve the minutes; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Broadband Project Updates: Phase 1 is complete except for Park Street Addition, which is rolled into Phase 2. CCT is working with BNSF Railroad to secure a permit for work near the railroad tracks. Phase 2 signups for service are currently occurring and fiber plowing is expected to begin in May, with installs occurring in January.

Fire Station Project Update: Bids on the new fire station have been awarded. Due to donations received, the town's actual cost for the fire station will be less than \$200,000. The cost for the firetruck could be less than the \$50,000 budgeted also if the fire association receives funding from FEMA.

Town Hall Updates: Clerk Engel noted significant damage to the floor when she came to collect election supplies. She contacted Chairperson Adank and a special meeting was called to review the condition of the floor and what could be done. Joe Kaczorowski offered to volunteer his time to repair the floor, provided the township reimbursed him for the materials costs. He and his family repaired the floor to a safe and usable condition. Based upon voter approval at the Annual Meeting, the old town hall and the extra acreage on Highway 88 will be sold. Chairperson Adank will focus on the sale of the old town hall first, which can be discussed at the May meeting.

Municipal Emergency Operations Plan for the Town of Milton: Supervisor Jensen worked with Bruce Fuerbringer, Interim Emergency Management Director at Buffalo County, to prepare an Emergency Operations Plan for the township. She distributed a draft of the agreement to the board at the meeting and explained the process followed. Suggestions were made for changes to the document. Approval of the plan will be listed as an agenda item on the May agenda.

Recycling Update: The next meeting of the Recycling Committee is in May. Mr. Fuerbringer will be coming to all municipalities to discuss the recycling plan.

Board of Review Update: Open Book is scheduled for April 24, 2019 from 4-6pm. The Board of Review is scheduled for May 1, 2019 from 6-8pm. Both meetings are at the Milton Town Hall.

Fire Sign Update: No update was available on this County project.

Operator's License Applications: The operator's license applications of Dean Bakkum, Eija Kemppainen, Timothy Piparo and Jeremy Folven were reviewed. Supervisor Jensen made a motion to approve licenses for Mr. Bakkum, Mr. Piparo and Mr. Folven. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Supervisor Jensen moved to approve app for Ms. Kemppainen. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0 with Supervisor Jandl abstaining.

Appointment of Assessor and Attorney: Supervisor Jensen moved to appoint Eric Kleven as Town Assessor and Robert Loberg as Town Attorney. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Roads/Signs: The recent flooding caused a bit of damage to Waumandee Creek Road and Kamrowski Road, which Paul Duellman will fix. Chairperson Adank will get together with Mr. Duellman to take the photographs needed for the remaining flood reimbursement. The Road Survey will be held on April 22nd starting at 4 p.m. at the town hall.

Other Road Work: Sweeping of the roads will occur soon.

Announcements: The Buffalo County Unit Meeting of the Wisconsin Towns Association will be held on April 22nd at 7 p.m. Bob Platteter will be discussing ATV usage and Bruce Fuerbringer will be discussing emergency plans and AlertSense.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 8:00 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
ANNUAL ROAD SURVEY MEETING
April 22, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall at 3:30 p.m. with Supervisor Pam Jensen and Supervisor Jeff Jandl present. Also present was Paul Duellman. Buffalo County Highway Commissioner Bob Platteter arrived at 4:00 p.m.

Informal Public Comment: None

Consideration of offer to purchase town hall: A resolution supporting the sale of the town hall was approved by the electors at the Town's annual meeting on April 16. J.P. Plachecki made an unsolicited offer to purchase the town hall for \$50,000 that expired on April 27. Chairperson Adank explained to the board that this was a very good offer for the town because in May of 2018 when a local realtor provided an opinion of estimated fair market value to the board it was between \$20,000 and \$25,000. Chairperson Adank reviewed the offer with town Attorney Loberg. Attorney Loberg recommended adding provisions to the offer including a lead-based paint notice, the property would be sold "as is", and the town would leave "fixtures" rather than "contents" as in the original offer. Supervisor Jensen made a motion to sell the town hall according to the terms included in the counteroffer prepared by Attorney Loberg. Supervisor Jandl seconded the motion. Additional discussion included the town offering to pay the electric bill while the building was used by the town. Motion passed 3-0. Chairperson Adank will schedule the closing with J.P. Plachecki.

Joint road projects with Buffalo County: Chairperson Adank noted that the town will reduce summer road projects this year because of budget concerns. Snowplowing is on track to be well over budget this year. There are two culvert projects on Lower Eagle Valley Road that the town petitioned the county for in 2019. Both projects will be completed this summer. Highway Commissioner Platteter reviewed potential changes to the TRIP program. No changes have been made and the item will be discussed at future Wisconsin Towns Association meetings at the county. Highway Commissioner Platteter also indicated that material costs are rising for roadwork. He estimates the cost to redo a mile of road is now \$170,000 compared to \$150,000 a year ago. Chip seal estimated costs are \$16,000 per mile compared to \$15,000 per mile last year.

Road Survey: Discussion was had about preventative maintenance projects in the subdivisions on the Prairie. Noted was the work completed over the last couple of years to the Park St and Pine St subdivisions. The board agreed that Badger St subdivision and possibly Henry Ln subdivisions should be done this year if budget permits.

At 4:36 p.m. the Town Board, Commissioner Platteter, and Paul Duellman left the town hall for the road survey. The following roads were reviewed and discussed on the road survey.

- **Lower Eagle Valley Road:** The board discussed the culvert project that was already approved for the year. Commissioner Platteter and Paul Duellman will coordinate the project.
- **Waumandee Creek Rd:** Chip seal had been completed on a section of Waumandee Creek Rd from Hwy 35 to Semling Ln last year. The board reviewed damages from the spring 2019 flooding. Paul had completed repairs. The board noted that the stretch from Waumandee Creek Rd to Hwy 88 that had not been completed last year would be a candidate for chip seal in 2020.
- **Schalwin Rd:** Schalwin Rd was identified as a road replacement project in the future. Drainage issues and replacement culverts were also discussed. Paul will work on reshaping and cleaning the ditches this summer.
- **Prairie Moon Rd & Kamrowski Rd:** The board could not drive the roads because they were closed for flooding. Paul will inspect the roads after the water recedes.
- **Badger Road Subdivision:** The Badger Road subdivision which includes Badger Rd, Elm St, Conrad St, Maple St, Spruce St, Red Cedar Ln, Oak St, and Willow Ln is a candidate for chip seal. The board discussed doing the Badger Road chip seal this year as part of an annual rotation for all of the subdivisions in the Town. The estimated length of road in the subdivision is 1.8 miles. Commissioner Platteter will measure the road and let Chairperson Adank know the actual length so the town can budget the project.

Recommendations: Discussion around the Town's budget, road usage, and return on investment were had regarding preventative maintenance work, road replacement projects, and bridges. The estimated costs the board used when prioritizing projects included \$170,000 per mile for road replacement and \$16,000 per mile for chip seal.

With those cost assumptions, the following recommendations were made for 2019:

1. Chip seal on all roads in the Badger St subdivision with an estimated cost of \$28,800.
2. Replace two bridges on Lower Eagle Valley Rd with culverts. Project has been petitioned and approved by the County.
3. Minimal routine summer maintenance projects on other town roads as needed.

Future maintenance projects identified include chip seal in Henry Ln subdivision with additional subdivision work being completed each year after that. The next major road replacement project identified is Canada Ridge Rd. Schalwin Rd is also identified as a replacement road project.

These recommendations will be discussed at the May Town Board meeting.

Adjournment: Supervisor Jensen moved to adjourn. Supervisor Jandl seconded the motion. No Discussion. Motion passed 3-0. Meeting adjourned at 5:16 p.m.

Minutes by Ben Adank, Town Chairperson

MINUTES OF THE TOWN OF MILTON
BOARD OF REVIEW
May 1, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. on May 1, 2019.

Roll Call: In addition to Chairperson Adank, the following Board of Review members were present: Supervisor Pam Jensen, Supervisor Jeff Jandl and Clerk Kalene Engel.

Confirmation of Appropriate Board of Review Notice: Clerk Engel verified that the statutorily required Board of Review notices were provided in April.

Select Chairperson for Board of Review: Supervisor Jensen nominated Chairperson Adank to serve as the Chairperson; Supervisor Clerk Engel seconded the motion. No discussion. Motion passed 3-0, with Chairperson Adank abstaining.

Select Vice-Chairperson for Board of Review: Clerk Engel nominated Supervisor Jensen for Vice-Chairperson; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0, with Supervisor Jensen abstaining.

Verification of Mandatory Training: Clerk Engel noted that Chairperson Adank had undergone board of review training in March of 2018 and that the Affidavit of Training had been filed with the Department of Revenue in January.

Verification of Town Ordinance on Confidentiality: Chairperson Adank verified that the Town has an ordinance for confidentiality of income and expense information. The ordinance is Ordinance 11.

Report/Receipt of Assessment Roll: Assessor Kleven reported that the assessment roll was completed and appropriate reports filed. Clerk Engel received the assessment roll from the Assessor, completed the sworn statement and delivered it to the Board of Review.

Review the Assessment Roll and Perform Statutory Duties: The Board of Review received the Assessment Roll and performed its statutory duties.

Error Under State Law: Assessor Kleven indicated that the following corrections of error were made under state law: none.

Open Book Changes: Assessor Kleven stated that there were no open book changes; any corrections were made prior to open book. Supervisor Jensen moved to accept the assessment roll with the open book changes. Supervisor Jandl seconded the motion. No discussion. Motion passed 4-0.

Taxpayer Examine the Roll: No taxpayers requested to examine the roll.

Consideration of Waiver of 48 Notice of Intent to File and Objection Due to Good Cause: The Board of Review did not receive any requests to waive the 48-hour notice.

Consideration of Waiver of Board of Review Hearing to allow property owner to appeal directly to district court: The Board of Review did not receive any requests from property owners to waive a Board of Review Hearing.

Requests to testify by telephone or submit sworn written statement: The Board of Review did not receive any requests for testimony via telephone or sworn written statement.

Subpoena requests: The Board of Review did not receive any subpoena requests.

Action on any other legally allowed/required Board of Review matters: The Board of Review did not receive any requests or have any other legally allowed/required actions to consider.

Review Notices of Intent to File Objection: The Board of Review did not receive any Notices of Intent to File Objection.

Proceed to Hear Objections Upon Proper Notice/Waiver: The Board of Review had no objections to consider.

Consider/Act on scheduling additional Board of Review Dates: There were no objections so no additional hearings were scheduled.

Adjourn: Supervisor Jensen moved to adjourn. Supervisor Jandl seconded the motion. No discussion. Motion passed 4-0. Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
May 8, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 7:35 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were four residents.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jandl made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the April 16, 2019 Town Board Meeting, April 22, 2019 Annual Road Survey and May 1, 2019 Board of Review prior to the meeting. Supervisor Jensen made a motion to approve the minutes with the correction to the date on the Road Survey Minutes; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: Chairperson Adank located the final version of the Comprehensive Plan dated January 7, 2014 and has asked Carl Duley for a Word version of the document. Once he receives the plan, he will distribute it to the Board and others, with the intent of voting on its approval at the November elector meeting.

Broadband Project Updates: White Construction is starting on Phase 2 this week and have started site visits. They are waiting to hear from a few more Phase 2 clients. CCT is working with the Wisconsin State Broadband Office to obtain the final BNSF railroad permit to access the Park Street Subdivision. CCT has also had a snag with permitting with the County, which would affect County Road G. White Construction started on Canada Ridge today. Concerns were raised about landowners who want drops but have no real intention of ordering service.

Fire Station Project Update: Meetings between some of the contractors have occurred and the construction timeline is dependent upon when the precast concrete is completed. No response has been received regarding the grant application for the fire truck.

Town Hall Updates:

- Old Town Hall: After the Annual Meeting, the town got a time-sensitive offer for \$50,000 to purchase the town hall from J.P. Plachecki. Last year, a local realtor stated that the maximum we would get from a local realtor was \$20-25,000. Due to the time restrictions and the fact that it was a good deal, after providing proper notice, the town board voted to accept the offer at its April 22, 2019 meeting. Chairperson Adank was informed about two other potential buyers and reached out to them, but they did not express interest in purchasing for that price. The closing occurred in late April and the town is authorized to continue meeting at the town hall until the new town hall is built.

- **New Town Hall:** Chairperson Adank distributed a handout summarizing the current financial position of the town, which includes the sale proceeds from the town hall. Based upon the financials, Chairperson Adank feels that we can move forward on the new town hall. Chairperson Adank also distributed and discussed an architectural design for the new town hall. The design included some different design options for different components to be bid as alternate options. The meeting area is 24' x 13', which is similar to the size of the current town hall. The design includes two bathrooms, a small kitchenette, a closet, a utility room and two voting booths. The architect, septic specialist and plumber all recommended a drain field because, in the long run, it would be cheaper than a holding tank. The location of the septic and well would be different than what is shown in the diagram, likely closer to the area of the proposed parking lot. Mr. Kastner is recommended a commercial plank vinyl floor, which is durable and easy to clean and would be cheaper than a finished concrete floor. The bid announcement would be listed in the C-FC Recorder. Chairperson Adank received a proposed agreement from Dairyland Power regarding a driveway agreement. Action Item: Supervisor Jensen moved that we enter into an agreement with Mark Palmer to complete a septic plan for \$2,500. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Chairperson Adank will work with Mr. Kastner to get a bid package put together and in the newspaper.

Municipal Emergency Operations Plan for the Town of Milton: Supervisor Jensen distributed a corrected copy of the Emergency Operations Plan and worksheet in advance of the meeting.

Recycling Update: No update.

Board of Review Update: The Board of Review was held on May 1, 2019 with no objectors.

Fire Sign Update: No update.

Assessor's Contract: Supervisor Jensen moved to approve the assessor contract with Kleven Property Assessment. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Adoption of Municipal Emergency Operations Plan: Supervisor Jandl moved to approve the Municipal Emergency Operations Plan. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Appointment of Alternate Board of Review Member: Supervisor Jandl moved to appoint Eugene Bagniewski, Jr. as an alternate Board of Review Member. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Results of Town Road Survey: The costs of road projects are rising and to re-do a mile of road costs approximately \$170,000. Chipseal costs have risen from \$15,000 per mile to \$16,000 per mile. Upcoming projects include culvert/bridge replacement on Lower Eagle Valley Road after the City of Fountain City completes its Highway 35 project (anticipated to start June 4th for approximately 2 weeks). Given the high winter maintenance costs, the summer costs will be scaled down. Badger will undergo chipsealing and crackfilling as a maintenance project. Supervisor Jandl made a motion to complete chipseal/crackfill on the Badger Road subdivision



at a cost of approximately \$37,000. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Announcements: The June board meeting will be moved to June 19th at 6pm.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:08 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
June 18, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were six residents and one guest; an additional resident arrived after the meeting started.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jandl made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the May 8, 2019 meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Insurance Update: Steve Berger explained the insurance policies and coverages carried by the township and answered questions. He is in the process of transferring the Prairie Moon Museum property coverages to his agency and expects a premium bill by the end of the month. Supervisor Jandl made a motion to approve up to \$2,000 for payment on the museum property insurance bill; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: Chairperson Adank asked board members to review the draft comprehensive plan and directed Clerk Engel to post it on the town website. A final draft of the plan must be approved by voters at an elector's meeting.

Broadband Update: The BNSF Railroad Permit was finally approved, so the Park Street Subdivision fiber will be occurring soon. Currently, White Construction is plowing fiber on County Road G and Lower Eagle Valley Road. Many discussions have occurred regarding the extra traffic on Lower Eagle Valley, but due to the overall timing of the project, the plowing needs to occur this week. White Construction will work between 8am and 2pm and may have additional flaggers in the area. One additional easement issue needs to be worked out. Supervisor Jensen cautioned residents to be prepared and persistent when dealing with ending services from old providers.

Fire Station/Fire Truck Project Updates: The concrete subcontractor is forming the concrete panels and once that is done, the on-site construction will begin. The Fire Association is still waiting to hear on the grant, so it is likely that the new firetruck will not happen until 2020.

Budget Update: Chairperson Adank reviewed the current budget figures, noting changes that had occurred due to the sale of the old town hall, reduced amount received for flood damage reimbursement, cost to build new town hall and other factors. The proposed amended budget reflects \$200,000 in additional funds for a new town hall (above what was spent in past years), which is less than what the elector's approved previously (\$234,000). Supervisor Jensen moved

to approve the amended budget; Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

Town Hall Update: Chairperson Adank received the construction packet from Mr. Kastner recently and will get it into electronic format for submission to the C-FC Recorder. After being approved by Attorney Loberg, the ad will run for three weeks starting next week. Due to the timing of the publication and town meeting schedule, it was necessary to change the date of the July town board meeting to July 16, 2019 at 6 p.m. Bids will be opened on July 16th.

Chairperson Adank has been working with Dairyland Power on the shared driveway agreement, a draft of which was distributed to the supervisors by Clerk Engel. Two areas of concern included the required amount of insurance and the one-year renewable lease agreement. The insurance issue can be resolved by obtaining additional coverage. Chairperson Adank discussed the lease term with the Department of Transportation and learned that if the lease was discontinued, the driveway would need to be moved approximately 20' onto town property, such that the town hall would not be landlocked. Supervisor Jandl made a motion to have Chairperson Adank sign the agreement on behalf of the township, after adding in some measurement numbers. Supervisor Jensen seconded the motion. Supervisor Jensen noted that if there were any material changes to the agreement, she wanted it to come back to the board. Motion passed 3-0.

Recycling Update: The Buffalo County Recycling Committee voted to move to a single stream recycling program at all sites. When that is rolled out, Bruce Fuerbringer will provide an overview of the program to all municipalities. The Committee also approved a new recycling worker position that will be a shared position with the highway department. They also authorized a number of capitol purchases, including roll-off trailers and containers. It was noted that Town of Milton cannot take brush to the BBC site, as that is a separate program from the recycling center. Chairperson Adank will be meeting with Mr. Fuerbringer and the manager of the BBC site to discuss funding.

Update on Contents of Town Hall safe: Clerk Engel reported on the contents of the old safe at the town hall, which was opened by Tom's Lock. The safe contained old handwritten minute books for the town, some school records and several other town documents, such as deeds, tax statements, oaths of office and related documents.

Fire Sign Update: No update.

Fireworks Permits: Fireworks permits are issued by the Chairperson. Forms are available on the town website.

License Applications: Board members reviewed the alcohol, beer, operator's and cigarette license applications which were listed on the agenda. Fawn Anderson's operator's license was not complete. Supervisor Jandl moved to approve the issuance of Combination "Class B" Alcohol and Class "B" Beer licenses to Drift Inn, LLC; Mississippi Thunder Speedway, Inc and Tim Piparo and a Class "B" Beer license to Sleepy Hollow Campground. No discussion. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Supervisor Jensen moved to issue operator's licenses to the following individuals: Karen Bagniewski, Thomas Lockner, Robert Timm, Debra Morem, Jessica Semling, Jamie Joswick, Rachel Moen, Hailee Cisewski, Julie Bogstad, Jamie Isakson, Alexa Hetrick-Binner, Dean Bakkum, Stephanie Lefever

Piparo, Melanie Ganschow, Meghan Wenger, Timothy Piparo and Deanna Wiersgalla. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Clerk Engel was instructed to return Fawn Anderson's license to her for completion. Supervisor Jensen moved to grant a Combination "Class B" Alcohol and Class "B" Beer license to Bar Creations, LLC. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Supervisor Jandl abstained. Chairperson Adank moved to grant operator's licenses to Kathy Halling and Mary Engler. Supervisor Jensen seconded the motion. No discussion. Motion passed 2-0. Supervisor Jandl abstained.

Speed/Safety Measures on Lower Eagle Valley Road: The County has already put signage on both end of Lower Eagle Valley Road to prohibit trucks. The Sheriff's Department and State Patrol have been patrolling the area and citing or warning trucks unless they are present for local business, involving businesses on Lower Eagle Valley Road. Other options to control traffic on the roadway include designating it as a Class B highway or reducing the speed limit. The former is unlikely to impact traffic flow. A change of speed of more than 10 miles per hour would require a speed study and other more intensive efforts. A change of speed of 10 miles per hour or less requires board approval. The current speed limit is 45 miles per hour. Chairperson Adank worked with Attorney Loberg to develop an ordinance to reduce the speed to 35 mile per hour, if that is what the Board elects to do. The highway department already has signage available and would flag the sign appropriately. Supervisor Jensen moved to adopt the proposed ordinance to reduce the speed to 35 miles per hour. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

Name Change for Genos Drive/Herzberg Road: Buffalo County has requested that the town provide a recommendation to clarify two roads—Genos Drive and Herzberg Drive. After reviewing maps and discussing the history of the naming of Herzberg Drive, the Board recommended that the road leading to the Herzberg residence remain as Herzberg Road and the other, longer road, be named Genos.

Other Roadwork: Paul Duellman is working on road damage on Waumandee Creek Road that requires review by the DNR. He was informed of a depression in the road near the junction of Lower Eagle Valley Road and Waumandee Creek Road, a tree down on Baertsch Valley Road and a "Prairie Street" road signed that needed to be fixed. The culvert work on Lower Eagle Valley Road will likely be done in the fall.

Announcements: As a reminder, the July board meeting will be moved to July 16 at 6 p.m.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:16 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN BOARD MEETING
June 21, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 3:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel present. Also present were two residents.

Consideration of an ordinance to regulate heavy traffic on Lower Eagle Valley Rd:

Chairperson Adank explained that the Sheriff's Department has asked for clarification/action regarding regulation of truck traffic on Lower Eagle Valley Road, which as resulted from the Highway 35 road closure. Due to the road closure, Lower Eagle Valley has experienced heavy traffic, so Attorney Loberg suggested a heavy traffic ordinance, which provides the ability to restrict vehicle weights. Due to the tight corners, the length and size of vehicles is the primary concern, however, the attorney suggested that the weight is the statutorily acceptable method of providing control. Pros and cons of the ordinance were discussed extensively, including the fact that it is a temporary solution for a temporary problem. Supervisor Jensen moved to adopt the ordinance. Chairperson Adank seconded the motion. Supervisor Jandl indicated that he felt the poundage (7200 lb) should be increases and expressed concern about the impact of regulation on local businesses. Motion passed 2-0, with Supervisor Jandl voting no.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 3:37 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
July 16, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were four residents and one guest.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the June 18, 2019 and June 21, 2019 meetings prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: The draft comprehensive plan was posted on the website. The Town Board had no feedback. Supervisor Jensen volunteered to lead a comprehensive plan committee plan in one or more meetings and have a final draft prepared prior to the September meeting.

Broadband Update: All the mainlines for Phase 1 and Park Street addition have been installed and CCT is on track to do installs in July. There is a minor erosion issue at Senn's property which is being resolved. Financially, the project is on track to come in at or under budget.

Fire Station/Fire Truck Project Updates: A Fire Association meeting is scheduled for July 14th, so updates will be available after that time.

Town Hall Update: We received four bids for construction of the new town hall. Chairperson Adank reviewed the bid opening and awarding process. An award to the low bidder can be made contingent upon a review by Mr. Kastner pending a subsequent meeting between the architect and contractor to make sure the bid meets the town's design specifications. Bidders and amounts bid were as follows:

- | | |
|---------------------------|-----------------|
| • Earney Construction: | \$145,600 |
| o Alternate beam ceiling | \$ 4,830 |
| o Alternate wainscot | <u>\$ 4,920</u> |
| o Total: | \$155,350 |
| • Steve Duellman | \$129,666 |
| o Alternate beam ceiling | \$ 4,200 |
| o Alternate wainscot: | <u>\$ 2,340</u> |
| o Total: | \$136,206 |
| • Ron Speltz | \$144,900 |
| o Alternate beam ceiling: | \$ 5,000 |
| o Alternate wainscot | <u>\$ 5,000</u> |
| o Total: | \$154,900 |

- Centerville Homes \$161,349
 - Alternate beam & wainscot: \$ 7,125
 - Total: \$168,474

All bids were over the budgeted amount of \$120,000. Mr. Kastner indicated that there were several areas where dollars could be shaved. Supervisor Jensen indicated that if the bid were awarded, she would want to make sure that there were not significant add-ons or extra charges incurred. Mr. Kastner requested that he be allowed to review the specifications with the lowest bidder and, as a courtesy, the second lowest bidder. A Special Meeting will be held on July 23rd at 6pm to consider the acceptance of a bid. Supervisor Jensen moved to table the discussion until July 23rd at 6pm; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Recycling Update: Chairperson Adank met with Jeanne Czapliewski and Bruce Fuerbringer about the current recycling situation. The county would like the Town of Milton to join the BBC site and is putting together a proposal. The county pays the BBC site \$7,500, but that does not begin to cover the cost of running the site. There is a Recycling Committee on Thursday night.

License Applications: Board members reviewed the operator's license applications of Janice Knott and Fawn Anderson. Supervisor Jandl moved to approve the issuance of operator's licenses to Fawn Anderson; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Supervisor Jensen moved to approve the issuance of the operator's license to Janice Knott. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Supervisor Jandl abstained.

Repeal of Ordinance 16 Regarding Heavy Traffic Route on Lower Eagle Valley Road: Supervisor Jandl made a motion to repeal Ordinance 16; Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Other Roadwork: Waumandee Creek Road was damaged as a result of the flooding and repairs have been somewhat delayed due to the fact that the road is in a wetland. LRIP funding was discussed at a Wisconsin Towns Association meeting. The county is looking for input regarding the division of LRIP funding. To qualify for funding, a town must have an eligible project and submit a proposal by the deadline this fall.

Summer Road Projects: Chairperson Adank reviewed the roadwork budget figures and noted that, even though our roadwork has been more than anticipated, we still have sufficient funds in the budget to cover remaining summer projects and a reasonable amount of winter plowing.

Announcements: None.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:59 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN BOARD MEETING
July 23, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl and Clerk Kalene Engel present. Also present were six residents and one guest. Treasurer Jane Baures was absent.

Informal Public Comment: None.

Architect's Discussion of Bids: Gary Kastner recapped his discussion with the low bidder, Steve Duellman and second lowest bidder, Ron Speltz. The main difference between the two bids was in the subcontractors. The subcontracts identified by Duellman included Howe (concrete); Stoos Electric (electrical), Collins (plumbing/heating) and Blenker (prefab building). Mr. Kastner stated that he went page by page through architectural plans with Mr. Duellman, was satisfied that his bid complied with the specs and had no reason to disqualify him. As a result, he did not seek further details from Mr. Speltz. Mr. Kastner also inquired about areas in which the bid price could be reduced and was told that it would be in a cheaper shingle or siding, but that the benefit in price reduction might not be worth the loss in quality.

Town Board members and residents asked additional questions regarding the timeline for completion and possible penalty clauses, a steel versus shingled roof, change orders, need to assure that the bid price was THE price unless the town requested a change order, quality of materials used, access to the building during construction, relationship between Mr. Kastner and Mr. Duellman and the two alternate bid items (beam ceiling and wainscoting). Steve Duellman indicated that he had no problem with people stopping by during the day, but that due to liability reasons and to protect his tools and equipment, would not want people there when he was not present and would lock the building. Mr. Kastner explained that once materials are incorporated into the building they are the town's responsibility to insure, but that loose materials that weren't a part of the building yet were Mr. Duellman's responsibility.

Supervisor Jandl made a motion to award the construction contract to Steve's construction for the base price plus the cost of the two alternates (\$129,666 + \$4,200 + \$2340) or a total of \$136,206. Supervisor Jensen seconded the motion. Discussion was held on the need to get a bid for the cost of a steel roof as that could result in a change order and possible elimination of one of the alternates. No additional discussion. Motion passed 3-0.

Further discussion was had on next steps. Mr. Kastner indicated he would be willing to stay on at a cost of \$1,500 to assist the town with pay requests (ensuring work was completed before pay requests would be issued), answering questions and coordinating site work. The next meeting will include discussion/action on a contract for Mr. Kastner, a construction contract, picking out colors, for siding and roof, etc, choosing a well/septic system contractor and marking out where the building will sit on the site. Steve Duellman will get a bid on a steel roof prior to the next meeting.

Announcements: A Special Town Board Meeting was scheduled for July 31, 2019 at 6:00 p.m. to discuss construction and well/septic contracts, construction details and siting of the building.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:07 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN BOARD MEETING
July 31, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl and Clerk Kalene Engel present. Also present were three residents and one guest. Treasurer Jane Baures was absent.

Approval of Minutes: Clerk Engel distributed draft minutes of the July 16, 2019 Town Board Meeting and July 23, 2019 in advance of the meeting. Supervisor Jensen made a motion to approve both sets of minutes; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Construction Observer Contract: Supervisor Jensen moved to hire Gary Kastner as a construction observer for the new town hall for \$1,500. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Construction Contract: Mr. Kastner prepared a construction contract using a standard AIA form. He explained the form to the board. The contract amount is \$136,206, which includes the two optional add-ons (beam roof and wainscot). Mr. Kastner confirmed that a change order could be made after the contract was signed to replace the asphalt roof with a steel roof. Supervisor Jandl made a motion to approve the contract as presented. Supervisor Jensen seconded the motion. Supervisor Jensen asked whether the building could be built within 100 days and Steve Duellman replied that it could. No additional discussion. Motion passed 3-0. Mr. Kastner went through a pay request form with the board; he will email the requests to Clerk Engel in advance of regular board meetings.

Well & Septic Contracts: Steve Duellman obtained bids for the well and septic. Schaffner Plumbing and Heating submitted a total bid for \$8,770, while Collins submitted a bid for \$9,521. Supervisor Jandl moved to contract with Schaffner Plumbing and Heating for the well and septic work. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Construction Details:

- **Roof:** Steve Duellman stated that a steel roof (with standing seams and rib overlays every two feet) would cost an additional \$7,250. Input was sought and discussion was held on the advisability of having a steel roof v. asphalt roof. This issue will be placed on the August agenda for further discussion and action.
- **Colors:** Mr. Kastner displayed samples of the siding, trim and shingle colors. Supervisor Jandl made a motion to use a grey lap siding, off white stucco, pewter shingle, sierra white window trim and almond crème soffit. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

At 6:35, everyone except Clerk Engel traveled to the building site on Highway 88, near its intersection with Highway 35. The meeting re-convened at 6:46 p.m.

Siting of Building: Mr. Kastner showed the group the recommended location of the building that he and Mr. Duellman had staked out prior to the meeting. The benefits of the proposed

location were that it was in a high point and would allow double parking on two sides of the building to accommodate approximately 40 cars. Further discussion was held about future development plans and the ability to sell the extra acreage. Mr. Kastner indicated that the proposed building site would still allow the town to sell four acres. Supervisor Jandl made a motion to construct the building on the recommended location. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Adjourn: Supervisor Jensen made a motion to adjourn. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:02 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
August 14, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, and Treasurer Jane Baures present. Clerk Kalene Engel was absent, with prior notice to Chairperson Adank.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from the July 31, 2019 Special Town Board Meeting prior to the meeting. Supervisor Jensen moved to approve the minutes; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Mississippi Thunder Update: Mr. Tyrone Lingenfelter provided an update on Mississippi Thunder racing. He reported the start time for races will change next season from 7:00 p.m. to 7:30 p.m. so they can create new pre-race fan engagement activities. Mr. Lingenfelter reported races will still be completed by 10:00 p.m. because they will be dropping from six to eight classes to four or five next season. They are also considering adding additional seating and trying to bring larger events to the area next season. There was discussion about the local economic impact Mississippi Thunder has on the region. No economic impact study has ever been completed, but he noted that Kwik Trip in Fountain City estimates an increase in sales from between \$15k and \$20k per summer because of racing.

Comprehensive Plan Update: Supervisor Jensen reported there were no volunteers for the Comprehensive Plan Committee. She reviewed the draft plan and recommend we move to adopt at the November meeting. We will keep this as an agenda item until November and people that want to make changes can come to a board meeting to discuss.

Broadband Update: All mainline drops and splicers are finished. Installs are half done and CCT expects to be completed with those who have scheduled installs by the first week in September. Senn's continues to be a challenge because of the erosion issue. They are continuing to work on a couple options and will try and find a solution. The project is still tracking under budget pending resolution to the Senn situation.

Fire Station Project Update: The Fountain City Fire Association budget meeting was on July 24th. Construction for the new fire station has begun and is on track to be completed this year. With the construction of the new fire station, maintenance costs are expected to rise. The association has increased the annual contribution for each municipality from \$11,500 to \$12,500. The FEMA grant is still pending for the new fire truck.

Town Hall Updates:

- **Construction Updates:** The building permit was received from Buffalo County. Excavation has begun on the project and cement walls will be poured this week, weather permitting. The building is scheduled to be put up on September 11 including the outside shell and rafters. Shingles will be installed on September 12.
- **Change Order(s):** Additional discussion was had about a change order for a steel roof. No motion to change. Mr. Steve Duellman noted that another decision to consider is putting in a stained concrete floor as an alternate to the floating floor. He estimated it could save between \$1k and \$2k. This will be acted on at the next meeting. He also noted that we will select interior colors at the next meeting.

Recycling Update: The Buffalo County Recycling Committee met on July 25. The committee passed three resolutions.

1. **Resolution for Single Stream Recycling:** The committee passed a resolution recommends that the county switch from a dual stream program to a single stream recycling program to increase participation and improve program sustainability.
2. **Resolution to approve Recycling Program Capital Equipment Purchases and Repairs:** The committee recommended purchasing two roll-off trailers and eight roll-off containers for a total cost factor of \$37,710.
3. **Resolution for hiring a shared employee with highway department:** The committee recommended hiring a shared employee with the highway department.

Interim Recycling Director Bruce Fuerbringer will be updating each municipality with the long-range plan at a future date.

Roadwork Update: The Chip seal project has been completed on the Badger subdivision. Chairperson Adank is still waiting to receive a permit from the US Corp of Engineers to do work in a Wetland.

Announcements: None.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:44 p.m.

Minutes by Ben Adank, Town Chairperson

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
September 11, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present two residents.

Informal Public Comment: Jeff Jandl received a question about road signs and changed addresses. Some addresses will change as a result of the county address/road sign project.

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Supervisor Jandl seconded the motion. Questions were raised about the draw request for the town hall and about tax overpayments. No additional discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from August 14, 2019 meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: No new updates.

Broadband Update: Phase 2 is complete except for the Senn properties. Several routes have been explored for the Senn properties and another will be reviewed shortly, but the options are limited. Chairperson Adank will inquire of CCT about business rates v. residential rates.

Fire Station/Fire Truck Project Updates: Delays have occurred on the concrete work.

Town Hall Update: The walls, windows and rafters are up at the site of the new town hall site. Shingling, plumbing and wiring will be done during the next week. The tentative completion date is still November 1st. A special meeting will be held to pick out interior colors and discuss possible change orders for the flooring. The idea of a donation board was discussed and deferred.

Roadwork Update:

- We are still waiting for the U.S. Army Corps of Engineers to complete a site visit on Waumandee Creek Road.
- Kudos to Paul Duellman for the excellent job he has done on Schlawin Road.
- The County LRIP/TRIP program has been revised to offer participation to towns on a rotating alphabetical basis. As a result of other township's declination of funding for the current round, the Town of Milton is an alternate for this round of funding. Five other towns will split approximately \$82,000 in funding if they pursue projects for this round. If a town drops out, The Town of Milton would be able to access funding. If not funded this round, Town of Milton would be first on the list for the next round of funding (in 2 years).
- Wisconsin DOT announced a new Town Road Supplement Program which offers 90% funding for projects with a 10% town match. Highway Commissioner Platteter did not

believe that the program would apply to anyone in Buffalo County. Chairperson Adank is signed up for the webinar on the funding, the application for which is due by December.

- Lower Eagle Valley Road culvers will be installed during the week of September 23rd or September 30th.

Announcements: None.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:40 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN BOARD MEETING
October 1, 2019

Chairperson Ben Adank called the meeting to order at the new Milton Town Hall at 3:35 p.m. with Supervisor Pam Jensen and Supervisor Jeff Jandl present. Also present were Paul Duellman, Steve Duellman, and Gary Kastner.

Update / observation of construction progress: Mr. Steve Duellman provided an update on construction progress. He noted that all rough work has been completed including heating, plumbing, electrical, and roof. Drywall work is almost completed, and painting will begin this week. The septic and well will be also installed this week along with the siding. Riverland Energy will be hooking up electrical this week or next.

Selection of interior colors: Mr. Kastner reviewed color options for the cabinets and woodwork as the other decisions would be based on the color selection of the wood. Supervisor Jensen made a motion to use the darker cabinet color. Seconded by Supervisor Jandl. No discussion. Motion passed 3 to 0. Supervisor Jandl moved the wall colors be painted Oyster White. Supervisor Jensen seconded. No discussion. Motion passed 3 to 0.

Selection of flooring: Mr. Kastner reviewed floor options with the board. Chairperson Adank had printed samples of the concrete floor examples that Mr. Steve Duellman had sent in advance of the meeting. Mr. Kastner reviewed a floor sample of the commercial vinyl flooring and recommended the board stick with the original selection of commercial vinyl because he has concerns about the aesthetics and acoustics of a stained concrete floor. Supervisor Jensen moved to change the flooring from commercial vinyl to stained concrete with a cost savings of \$1000. Seconded by Supervisor Jandl. Additional discussion about pros and cons. Chairperson Adank also has concerns about the acoustics and aesthetics with this change. Mr. Kastner noted that we could always do the commercial vinyl in the future if the town would like. Motion passed 2 to 1 with Chairperson Adank voting no. Mr. Kastner will prepare a change order with the cost savings ahead of the October board meeting.

Other customer defined construction details: Mr. Kastner reviewed countertop options. Supervisor Jandl made a motion to use Formica Alaskan Slate countertop. Seconded by Supervisor Jensen. No discussion. Motion passed 3 to 0. Supervisor Jandl made a motion to use oil rub bronze for all the doorknobs, hinges, and cabinet hardware. Seconded by Supervisor Jensen. No discussion. Motion passed 3 to 0. Mr. Kastner reviewed the parking lot. The idea is to have a double row of parking in front of the town hall. There will not be parking on the west side of the building as originally planned because it is steeper than originally planned. The parking lot should accommodate about 24 vehicles. A retention pond will be in the Northwest corner of the lot.

Adjournment: Supervisor Jensen moved to adjourn. Supervisor Jandl seconded the motion. No Discussion. Motion passed 3-0. Meeting adjourned at 4:03 p.m.

Minutes by Ben Adank, Town Chairperson

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
October 9, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, W984 Lower Eagle Valley Road, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present two residents.

Informal Public Comment: None.

Bills: Bills were presented. Supervisor Jandl made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from September 11, 2019 Town Board Meeting and October 1, 2019 Special Town Board Meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: Chairperson spoke to Wisconsin Towns Association about the procedure to follow and was advised that the Town Board can adopt it through an ordinance. Attorney Loberg is working on drafting the ordinance.

Broadband Update: Phase 2 is nearing completion. CCT did find a solution to the issue with the Senn property. The estimated costs for Phase 2 are about \$115,000 under budget; therefore, our annual payment should be around \$26,000. With respect to CCT rates, there is corporate rate for larger businesses which is not listed on the website. Several businesses in the Town of Milton qualify for the corporate rate and they all pay the same rate.

Fire Station/Fire Truck Project Updates: It appears as though slow progress is being made.

Town Hall Update: Construction is on track for a completion by the next meeting. The well and septic are installed; the siding is partially installed; the parking lot, seeding and mulching are done and the interior painting is in process. Chairperson Adank provided a budget update, showing the projected costs are under budget. Discussed was held on furniture, other interior furnishing (such as shades and appliances) and a sign. Input was sought from those present regarding the need for these items. Supervisor Jensen moved to purchase two wheeled tables for the town hall; Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0. Additional purchases will be considered at future meetings.

Easement for Steve Duellman Property: Steve Duellman had his land surveyed to plat off four lots, which includes an area of easement. The surveyor was adamant that the Town needs to sign off on the easement, even though the County handles the town's zoning. Chairperson Adank contacted Buffalo County Zoning, who had no issues with the survey. Supervisor Jandl moved to direct Chairperson Adank to sign the easement. Chairperson Adank seconded the motion. No additional discussion. Motion passed 2-1, with Supervisor Jensen voting no.

Election Security Subgrant: The State Elections Board is offering grants for security enhancements relating to elections. Clerk Engel listened to a webinar on the grants which provided clarification on the funding available and process for obtaining funding. The total funding available for each municipality is \$1,200, which includes up to \$600 for a new computer, \$500 for IT support and \$100 for costs of attendance at a live security training. The township's obligations include attending security trainings and establishing a contingency plan for elections. Clerk Engel has been using her own computer for town work and felt it was appropriate to apply for funding for a dedicated town computer. She was also willing to attend the training. Insofar as IT support is concerned, Chairperson Adank offered to provide that at no charge. Supervisor Jensen made a motion to approve entering into the MOU for the recommended items; Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Recycling Update: No update; there is a meeting scheduled for next week.

Roadwork Updates:

- Culverts: Due to excessive moisture and after consultation with Highway Commissioner Platteter, the culvert installation will be delayed until next year.
- TRIP: Chairperson Adank has a TRIP Committee meeting tomorrow. In preparation for that meeting, he created a road inventory and multi-year maintenance plan, with anticipated costs. He explained the paperwork and highlighted the TRIP eligible projects as well as the maintenance strategy.
- MLS Program: Chairperson Adank listened to the MLS Program webinar last week. This is the program which offers a 90/10 (state/municipality) split of expenses for road projects. There were over 200 other people watching the webinar, so it is likely to be very competitive. He plans to submit a proposal for the Canada Ridge Road Projects.
- Waumandee Creek Road Project: The Corps of Engineers has given approval for the needed repairs.

Announcements/Discussion: Chairperson Adank met with a LUCA representative, who is seeking the town's help in getting the word out for the upcoming census and requested that we form a "Complete Count Committee" as we did for the last sentence. Essentially, they would like us to publicize the census on our website, Facebook page and at board meetings. We will include this Census and Complete County Committee as a regular agenda item.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:56 p.m.

Minutes by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL TOWN BOARD MEETING ON TOWN HALL
November 13, 2019 at 5:30 p.m.

Call to Order: Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Highway 88, Fountain City, WI 54629 at 5:30 p.m. Supervisors Jeff Jandl and Pam Jensen and Clerk Kalene Engel were present. Also present were three town residents.

Inspection of Town Hall: Town board members inspected the town hall and asked questions of the contractor, Steve Duellman (Steve's Construction). Mr. Duellman indicated that the front columns made of treated lumber would be painted in the spring. He will also install the screens in the window. Questions about the town hall construction were asked and answered.

Contract Approval: Supervisor Jandl made a motion to deem the contractor and architect's contracts for the town hall to be completed. Supervisor Jensen seconded the motion. Chairperson Adank confirmed with Mr. Duellman that the columns would be painted in the spring and the screens would be installed soon. No further discussion. Motion passed 3-0.

Adjournment: Upon a motion by Pam Jensen and a second by Jeff Jandl and supported by the unanimous vote of all present, the meeting was adjourned.

Meeting adjourned 5:51 p.m.

Submitted by Kalene Engel, Town Clerk

NOTICE OF PUBLIC BUDGET HEARING FOR TOWN OF MILTON, BUFFALO COUNTY

Notice is hereby given that on Thursday, November 13, 2019 at 6:00 P.M. at the “new” Milton Town Hall, S2794 State Road 88, Fountain City, WI a PUBLIC HEARING on the PROPOSED 2020 BUDGET of the Town of Milton in Buffalo County will be held. The proposed budget in detail is available for inspection upon request from the Town Clerk by calling 507-458-9924. The following is a summary of the budget:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>%</u> <u>change</u>
<u>Category</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	
REVENUES:				
General Property Taxes	56,810	56,945	57,849	1.6%
Intergovernmental Revenues	175,590	104,204	108,762	
Licenses and permits	2,810	2,793	2,800	
Miscellaneous revenue	8,762	5,577	2,000	
Other Financing Sources				
Sale of Land	0	50,030	0	
Unrestricted CapX Funds	73,694	73,694	73,694	
From Reserves	307,892	179,136	178,346	
TOTAL REVENUES:	625,558	472,379	423,451	-10.4%
EXPENDITURES:				
General Government	53,323	42,696	45,456	
Public Safety	17,146	17,556	18,600	
Firetruck/Fire Hall		75,000	175,000	
Public Works	155,089	132,173	138,420	
Capital Outlay				
Broadband	400,000	25,975	25,975	
New Town Hall	0	178,979	20,000	
TOTAL EXPENDITURES:	625,558	472,379	423,451	-10.4%
Fund Balances	as of 10/15/18	as of 10/15/19		
General Checking & Tax Acct	\$94,702	\$25,720		
Savings	\$27,798	\$28,066		
CapX Funds	\$715,903	\$382,891		
Reevaluation Fund	\$15,074	\$0		
Fire Truck Fund	\$81,516	\$45,739		
Bridge Replacement	\$25,113	\$12,713		
TOTALS:	\$960,106	\$495,128		

SPECIAL TOWN MEETING OF ELECTORS & TOWN BOARD MEETING

Notice is hereby given that a Special Town Meeting of Electors of the Town of Milton, Buffalo County, Wisconsin, will be held at the “new” Milton Town Hall, S2794 State Road 88, Fountain City, WI on November 13, 2019, immediately following the completion of the Public Hearing on the proposed 2020 town budget. The purpose of the Special Meeting is to approve the 2019 town tax levy to be paid in 2020 pursuant to Wis. Stat. Sec. 60.10(1)(a). The November monthly Town Board Meeting will take place immediately following the conclusion of the Special Town Meeting of Electors.

Dated October 21, 2019

By Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
BUDGET HEARING
November 13, 2019 at 6:00 p.m.

Budget Hearing: Chairperson Ben Adank called the Budget Hearing to order at 6:00 p.m. at the Milton Town Hall, S2794 State Rd. 88, Fountain City, WI. Eight town residents were present. The budget summary was published in the C-FC Recorder during the week of October 23rd. The amount of the proposed levy is \$57,849, which represents a 1.6% increase from last years' levy. Chairperson Ben Adank went over a handout he prepared on the budget which showed that both the broadband project and town hall project were under budget. Clerk Engel noted that at the time the budget was published, the final figure for the broadband project was unknown. However, she noted that the money saved on the broadband project should be applied to general administration, for election expenses. Questions were asked and answered. Supervisor Pam Jensen made a motion to adjourn the meeting; Supervisor Jeff Jandl seconded the motion. No discussion; motion passed 8-0.

Meeting adjourned 6:10 p.m.

Submitted by Kalene Engel, Town Clerk

MINUTES OF THE TOWN OF MILTON
SPECIAL MEETING OF ELECTORS
November 13, 2019 (following Budget Hearing)

Special Town Meeting of Electors: Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Highway 88, Fountain City, WI 54629 at 6:10 p.m. with 8 electors present.

Tax Levy: Paul Duellman made a motion to pass a resolution to adopt a town tax levy of \$57,849 for 2019, payable in 2020, which is a 1.6% increase from the previous years' levy and which does not exceed the state levy limit. Dave Brommerich seconded the motion. Of the 8 electors authorized to vote, 8 voted in favor of the resolution, zero voted against the motion and there were no abstentions. The resolution passed and will be properly posted by the Clerk within 30 days of its adoption.

Adjournment: Upon a motion by Pam Jensen and a second by Jeff Jandl and supported by the unanimous vote of all present, the meeting was adjourned.

Meeting adjourned 6:11 p.m.

Submitted by Kalene Engel, Town Clerk

RESOLUTION NO. 2019-03

**TOWN TAX LEVY RESOLUTION
AT THE NOVEMBER 13, 2019 TOWN MEETING OF ELECTORS**

Town of Milton, Buffalo County, Wisconsin

Whereas, Wisconsin Statute section 60.10(a)(a) authorizes the town electors of a town to adopt the town tax levy at a town meeting of the electors;

Whereas, a special town meeting of the electors has been called for this 13th day of November, 2019;

Now, therefore, the special town meeting of the Town of Milton, Buffalo County, Wisconsin, by a majority vote of the eligible electors voting on this 13th day of November, 2019, duly assembled and voting, resolves and orders as follows:

BE IT RESOLVED, the town electors of the Town of Milton, Buffalo County, Wisconsin, hereby adopt the town tax levy for 2019 to be collected in 2020 at \$57,849.00

The town clerk shall properly post or publish this resolution as required by law under Sec. 60.80 of Wis. Statutes within 30 days of the below noted adoption date.

Adopted this 13th day of November, 2019 at a Special Town Meeting.

Number of town electors voting aye: 8
Number of town electors voting nay: 0
Number abstaining or not voting (if determined): 0

Signature of Town Meeting Chairperson Bjorn

Signature of Town Clerk Kalene Engel

MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
November 13, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 at 6:30 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were four residents.

Informal Public Comment: Supervisor Jandl stated that he had received questions from residents in the Indian Creek area regarding the use of ATVs/UTVs on town roads, particularly with the start of ice fishing season during which they traveled on town roads to get to the river. Chairperson Adank reviewed the history of previous discussions at the town and county level, stating that it was a county enforcement issue. Chairperson Jandl also received input from residents regarding establishing a “no horn zone” for the railroad. However, after investigating the costs of doing so (which were \$44,000 for one township), he felt that it was not feasible to pursue.

Bills: Bills were presented. Supervisor Jandl made a motion to approve payment of all bills submitted. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from October 9, 2019 Town Board Meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: Chairperson Adank spoke to Attorney Loberg about the procedures for adopting the comprehensive plan. Attorney Loberg advised that the town would need to establish a committee which would then schedule a public hearing (with a posted agenda and minutes). Once the hearing had occurred, adoption of the plan could be placed on the Annual Meeting agenda. Chairperson Adank will work on these tasks.

Broadband Update: Both phases of the project are complete. Because Phase 2 came in well under budget, the total annual payment to CCT will be \$24,260 for ten years, starting this year and continuing until 2028. Chairperson Adank reviewed the statistics on numbers of hookups/drops and cost per mile. All board members noted that they had received very positive comments about the project and wished to compliment CCT and their contractors on their great customer service.

Fire Station/Fire Truck Project Updates: Construction is progressing on the fire station, but it is behind schedule. Chairperson Adank will have a more precise update after the next Fire Association Meeting in January.

Town Hall Update: Construction is complete except for a few minor issues. Chairperson Adank discussed the financials, noting that we were under budget overall. Steve Duellman and Paul Duellman were commended for their excellent work on the building and grounds, respectively. Clerk Engel provided a list of suggested furnishings/fixtures for the town hall. She also

suggested that the town obtain a debit card for online purchases. Supervisor Jandl moved to obtain a debit card with appropriate signators; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Discussion was held on the need for items on the list, including the removal of items that persons at the meeting wished to donate (hangers, flag, glass cleaner). Supervisor Jandl made a list to approve the purchase of everything else on the list that was needed up to a maximum expenditure of \$3,000. Chairperson Adank seconded the motion. No additional discussion. Motion passed 2-1, with Supervisor Jensen voting no. Paul Duellman discussed the work he had done to obtain a sign for the town hall. Mary Jo Duellman is interested in donating the sign in memory of her husband Tom, who was a town board member for many years. Board members reviewed photos of the proposed sign and agreed with the choice made by Ms. Duellman. Supervisor Jandl made a motion to accept the donation, including an attribution to the donor. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Approval of 2020 Budget: Clerk Engel noted that the expense for broadband in the published budget should be reduced by \$1,715 (to \$24,260) and the general government expenses should be increased by that amount (to \$47,471). Supervisor Jensen moved to approve the budget as amended. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Town Officer Roles & Responsibilities: Clerk Engel discussed some recent training she had undergone which raised questions about some of the financial procedures currently being followed. She provided Treasurer Baures with training DVDs and suggested that the two of them work together to recalibrate duties to be in compliance with the law. She also suggested that all board members review their Town Officer Handbook and bring a list of duties to the annual meeting. Eugene Bagniewski, Jr. will provide Treasurer Baures with his Handbook. This item will be put on next months' agenda for follow-up.

Election Update: Next year there will be four elections. Clerk Engel is recruiting more election officials.

Census/Complete Count Committee: As part of the town's involvement in the Complete Count Committee for the census, Chairperson Adank will be attending a two-hour training session. An insert about the census will also be included in tax bills.

Recycling/Garbage: The town has an obligation to provide a recycling option for its residents. The site at Snapper's was closed a year ago and BBC (Belvidere, Buffalo City and Cochrane) is requesting that Milton formally join the BBC center. If that were to happen, the site would be renamed to include Milton (BBCM); Milton would get two representatives on the board; and Milton residents could take garbage (for a per bag fee) and compost items, as well as recyclables to the site. Based upon population, Milton's pro rata share would be 22%. Due to existing investments, there would be an initial buy-in expense of \$4,400 (22% of \$20,000 in capital investments) and a \$1,100 per year fee (22% of the expected \$5,000 annual contribution). Chairperson Adank spoke with Duane Hund, who was comfortable with the current arrangement regarding garbage. However, Chairperson Adank noted that that arrangement may not be a long-term arrangement and is something the voters could consider at the Annual Meeting. Supervisor



Jandl made a motion to join the BBC site at the cost outlined. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

Roadwork: Chairperson Adank reported that all TRIP eligible towns were doing projects, so as the alternate, we would be first in line for 2021 funding. He is working on the MLS application, which is due December 6th. Paul Duellman has done some repair work on Waumandee Creek Road, but the project will remain open into next year.

Announcements/Discussion: Concerns were raised about debris washing onto the town road from fields owned by Breitung/Bensel, allegedly due to the lack of proper erosion control efforts while planting crops. Chairperson Adank will reach out to the Busman Brothers to discuss the issue.

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:50 p.m.

Minutes by Kalene Engel, Town Clerk



MINUTES OF THE TOWN OF MILTON
TOWN BOARD MEETING
December 11, 2019

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 at 6:00 p.m. with Supervisor Pam Jensen, Supervisor Jeff Jandl and Clerk Kalene Engel present. Treasurer Jane Baures was absent with prior notice to the Chairperson. Also present were 10 community members.

Informal Public Comment: None

Bills: Bills were presented. Supervisor Jensen made a motion to approve payment of all bills submitted. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Approval of Minutes: Clerk Engel distributed the draft minutes from November 13, 2019 meetings prior to the meeting. Supervisor Jandl made a motion to approve the minutes as presented; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

Comprehensive Plan Update: Chairperson Adank reported that he is working on action plan with town attorney. He will have an update next month..

Command Central Maintenance Agreement: Clerk Engel explained that the agreement is for maintenance on the voting machine. Supervisor Jensen made a motion to approve the agreement. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Election Officials: The following individuals have agreed to serve as election officials for the 2020-21 election term: Jackie Killian, Jan Guenther, Lois Haeuser, Beverly Engel, Penny Schmidtknecht, Carol Colbenson, Nicki Adank, Emma Adank, Kathy Halling and Lee Bailey. Supervisor Jensen made a motion to appoint the above inspectors as recommended. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

Broadband (CCT) Promissory Note: Chairperson Adank explained that CCT is requesting that the Town sign a promissory note for the 10-year payment plan on Phase II of the broadband project. Supervisor Jensen moved to accept and sign the promissory note. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

Fire Station/Fire Truck Project Update: Although there are no formal updates, based upon visual observations, progress is being made on the construction of the new fire station. The next meeting of the Fountain City Fire Association is in January.

Town Hall Update: Chairperson Adank thanked Clerk Engel for outfitting the town hall with the furniture/furnishings approved by the Board at the November meeting. Clerk Engel reviewed a list of the items purchased (which did not include a television). Chairperson Adank asked for and received input from board and community members regarding the purchase of a television, which could be used for, among other things, training and meetings. Following discussion,

Supervisor Jandl made a motion to spend up to \$600 on a 55" to 65" television, including the mounting bracket. Chairperson Adank seconded the motion. No discussion. Motion passed 2-1.

Town Officer Roles/Responsibilities: Due to Treasurer Baures absence, discussion on this agenda item was deferred until the January meeting.

Census/Complete Count Committee: Flyers on the census were distributed with the tax statements. Chairperson Adank will be attending a census training in early January. All census information that we received for verification purposes has been destroyed and a letter to that effect will be provided to the Census 2020 officials.

Recycling/Garbage: BBC and our town attorney are working on drafting an agreement to memorialize the town's participation in the BBC garbage and recycling program. The agreement will probably not be in place by January 1st, but can be made retroactive to that date.

Roadwork:

- MLS Program Update: Chairperson Adank submitted an application for the MLS grant for a \$650,000 project on Canada Ridge Road. If the project was funded, the state would pay 90% of the cost.
- Waumandee Creek Road Update: The work on Waumandee Creek Road is complete. Chairperson Adank is going to check into whether the town is eligible for reimbursement since the work was made necessary due to flooding.
- Road Right-of-Way Issue: A question has arisen regarding the width of Indian Creek Road and its right-of-way. The issue arose after Steve Duellman moved his North Country Woodworks sign closer to the road, in what he claims is on his property (and not the road right of way). This has caused considerable issues with a snowmobile trail located in that area. Mr. Duellman's position is that the road is a two rod road according to both his deed and a recent survey. Chairperson Adank consulted with the town attorney, who stated that the road right-of-way statute is very straight forward in that if there is no documentation on a road, it is presumed to be 66' (four rods). Per existing Wisconsin statute, the lowest width for a road is 3 rods. A town ordinance from 1977 states that any town roadways must comply with state statutes. The town attorney has suggested that a title search be performed, so Chairperson Adank will request one and follow up with the town attorney and Mr. Duellman. Representatives of the local snowmobile club wanted clarification of their rights to ride/place signs in the road right of way, which Chairperson Adank said was fine.

Announcements/Discussion: None

Adjournment: Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:52 p.m.

Minutes by Kalene Engel, Town Clerk