

**TOWN OF MILTON**

**MEETING MINUTES**

**2020**

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**January 8, 2020**

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, Clerk Kalene Engel and Treasurer Jane Baures present. Supervisor Jeff Jandl was absent with prior notice to the Chairperson. Also present were 8 community members.

**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 discussion. Motion passed 2-0.

**Approval of Minutes:** Clerk Engel distributed the draft minutes from December 11, 2019 meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Chairperson Adank seconded the motion. No discussion. Motion passed 2-0.

**Fire Station/Fire Truck Update:** Work is progressing on the construction of the fire station. The Board approved another payment towards the project, resulting in \$150,000 in total payments to date. Chairperson Adank will be attending the Annual Meeting of the Fountain City Fire Association on January 27<sup>th</sup> and will have additional updates thereafter.

**Town Hall Updates:** The television has been purchased and installed, so the purchases from the interior are basically complete.

**Town Officer Roles & Responsibilities:** Treasurer Baures has finished watching the training videos and has had some discussions with Clerk Engel about the division of responsibilities. The two will continue to work out the details and will provide an update at the Annual Town Meeting. Both recommend payment of the Riverland Energy bill online, with later confirmation by the Board.

**Census/Complete Count Committee:** The training that Chairperson Adank was supposed to attend got rescheduled.

**Comprehensive Plan Update:** Chairperson Adank is still waiting to discuss next steps with Attorney Loberg.

**Recycling/Garbage Updates:** All of the other members of the recycling association (BBC) have approved the admission of Milton. The next meeting of the group is scheduled for February 13<sup>th</sup> at 6:30 p.m. Milton is entitled to two representatives on the board. Chairperson Adank and Supervisor Jensen will attend on behalf of the town. Chairperson Adank answered numerous questions about why the agreement was made and how it would impact town residents.

### **Roadwork:**

- MLS Program Update: The State should be announcing grant recipients by the end of this month.
- Road Right-of-Way Issue: Chairperson Adank requested and received a title search on Indian Creek Road. The deeds reflect a three rod road, but there is some ambiguity regarding the road adjacent to Steve Duellman's property. Chairperson Adank is waiting for Attorney Loberg to return from vacation, as his office staff has indicated that they need an attorney's opinion on the title search. Chairperson Adank anticipates a response by next week and will keep interested persons informed. Attorney Loberg had previously advised Chairperson Adank that Mr. Duellman would be responsible for injuries caused by his sign.
- Other Roadwork: Chairperson Adank has researched DOT reimbursement possibilities for the work done on Waumandee Creek Road. He has received the bridge inspection report from the County and will be discussing it further with the Board at the Annual Road Survey.

**Announcements/Discussion:** Questions were raised about the replacement of fire signs by Buffalo County. Per the County, the sign project has been delayed but will be completed as soon as possible this spring.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Meeting adjourned at 6:48 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**February 12, 2020**

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, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were 11 community members.

**Informal Public Comment:** John Sendelbach, candidate for Buffalo County Board, introduced himself, discussed why he was running for the position and answered questions.

**Bills:** Bills were presented. Supervisor Jensen asked questions and received answers about several bills. 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 January 8, 2020 meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Jeff Jandl abstained from the vote as he was not at the meeting.

**Fire Station/Fire Truck Update:** The new fire station is expected to be completed in May or June. The project is approximately \$20,000 over budget, mostly due to a \$12,000 architect's bill that wasn't planned for in the original budget and \$6,000 in change orders. With the \$85,000 in donations that have been received, the town's remaining portion of the payment should be cut from \$50,000 to \$35,000. The fire association is still collecting donations and plan to give special recognition to donors who give \$1,000 or more. Clerk Engel will post a notice about the donation opportunity on the town website. With respect to the fire truck, the FEMA grant was denied. The fire association is looking for a used firetruck and believe they can find one for around \$200,000. The purchase date will likely be next year. Milton has approved payment of \$50,000 towards the purchase of the truck.

**Fire Run Billing:** In addition to paying annual per capita fees, the Town of Milton reimburses the fire association for the cost of all fire runs in the township. Although Ordinance 2 would allow the town to charge the persons for whom the fire department was called for the fire run, the town has not been doing so. Clerk Engel learned that other municipalities are charging for fire runs and located a more up-to-date ordinance than the existing town ordinance. Discussion was held on the advisability of billing for fire runs, particularly those that would be reimbursed by insurance companies. Pros and cons were discussed with input from community members present. Supervisor Jandl moved to revise the updated ordinance and bring it back for consideration at the March meeting for implementation on a trial basis. Supervisor Jensen seconded the motion. Motion passed 3-0.

**Town Officer Roles & Responsibilities:** Clerk Engel and Treasurer Baures prepared a list of their respective duties which they distributed to the board and briefly summarized the lists for those present. They are continuing to discuss the realignment of financial duties and plan to have it worked out by the April meeting. Supervisor Jandl suggested that the supervisors and

chairperson also prepare a list of duties so that everyone can better understand everyone else's roles.

**Census/Complete Count Committee:** Chairperson Adank attended the required training. Beyond that, the township is expected to communicate information about the census to the public, which we recently did by posting information about census job opportunities.

**Comprehensive Plan Update:** Chairperson Adank discussed the timeline for completing the adoption of the comprehensive plan. It includes (1) appointing a commission to review/revise/recommend the existing plan to the town board; (2) holding a public hearing and allowing for public participation (including a website page); (3) adopting the plan at a meeting of electors. He nominated the town board (less Jane Baures, who will be on vacation at the time of the March meeting) and Nicki Adank to the plan commission. He also asked for volunteers and Eugene Bagniewski, Jr. and Paul Duellman volunteered to serve on the commission. Supervisor Jensen made a motion to appoint Eugene Bagniewski, Jr., Paul Duellman, Nicki Adank, Jeff Jandl, Pam Jensen, Ben Adank and Kalene Engel to the planning commission. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Supervisor Jensen moved to pass Resolution 2020-1 Resolution Establishing Public Participation Procedures for Comprehensive Plan. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. The first (and maybe only) meeting of the commission will be March 11, 2020 at 5:00 p.m.

**Citation Ordinance:** Chairperson Adank explained that the board is in the process of updating its ordinances (such as the fire ordinance, discussed above) and the proposed citation ordinance is part of that effort. Currently, we have a number of ordinances, but do not have a citation ordinance which would allow us to enforce those ordinances. Discussion was held on who issued the citations and how violations would be proven. Supervisor Jensen moved to pass Ordinance 2020-16 Citation Ordinance. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

**Recycling/Garbage Updates:** Chairperson Adank received statistical information from the BBC recycling site for 2018 and 2019, showing that there was a 40% increase in loads going out in 2019. Although recycling number increased for the county in general, they were not anywhere close to 40%. Thus, a logical conclusion is that the Town of Milton created much of the increase at the BBC (now BBCM) site. The town has not been billed for, nor paid, any fees to BBCM. Chairperson Adank and Supervisor Jensen are attending the BBCM board meeting on February 13<sup>th</sup>.

#### **Roadwork:**

- MLS Program Update: The MLS awards have not yet been announced.
- Road Right-of-Way Issue: The town engaged the services of two different title companies who performed a title search and were unable to produce a document establishing the width of the area of the Indian Creek Road adjacent to Steve Duellman's property. Chairperson Adank personally reviewed all available records and all deeds for town roads deeded nothing less than a 3 rod-road. The position of the town is that if

there is an unrecorded highway (due to no deed) and the road has been in use by the public for 10 or more years, the Wisconsin statutes provide that the road is presumed to be 66' wide (4 rods). Correspondence including these findings has been provided to Steven Duellman and he has been asked to remove the sign from the road right of way. The town's position is that if anyone is harmed by the existence of the sign in its current location, then the liability/responsibility falls on Mr. Duellman, since the town has asked him to move the sign. Mr. Duellman dropped off a responsive letter just prior to the meeting and commented on his position during the meeting. Chairperson Adank will provide Mr. Duellman's letter to legal counsel for response and further action. This matter will be kept on the agenda for next month for possible action.

- Other Roadwork: The Annual Road Survey will be completed as such time as the weather allows—probably in April.

**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 7:11 p.m.

Minutes by Kalene Engel, Town Clerk

**RESOLUTION NO. 2020-1**

**TOWN OF MILTON, BUFFALO COUNTY, WISCONSIN**

**RESOLUTION ESTABLISHING PUBLIC PARTICIPATION  
PROCEDURES FOR COMPREHENSIVE PLAN**

**WHEREAS**, in 2014 a draft dated "1-2014" of a proposed Town of Milton Land Use Plan ("2014 Draft"), consisting of 52 pages (including cover page) was approved by a Planning Committee assembled for the purpose of establishing such Plan; and

**WHEREAS**, the 2014 Draft was the culmination of a process funded in part by a Grant and, when submitted for final review to the Grant Authority, it was believed that the Land Use Plan was thereupon adopted; and

**WHEREAS**, upon further review it appears the Land Use Plan was not in fact formally recommended for adoption to the Town Board and was not adopted by the Town Board by Ordinance or otherwise as required by Wis. Stat. §66.1001(4)(c); and

**WHEREAS**, the Planning Committee which was heretofore assembled for the purpose of developing and recommending the Land Use Plan has been disbanded; and

**WHEREAS**, Wis. Stat. §66.1001(4)(b) allows either the Plan Commission or other body of a local governmental unit that is authorized to prepare a Comprehensive Plan to recommend its adoption by vote recorded in official Minutes of the Plan Commission or other body; and

**WHEREAS**, the Town Board believes the 2014 Draft is, if not still in form ready for recommendation to the Town Board for adoption, at least likely near final form, and therefore the Town Board believes it is unnecessary to reappoint a several member Planning Committee and instead further development, review and recommendation should come from the Plan Commission; and

**WHEREAS**, the Town Board Chair has appointed Members to the Plan Commission, and the appointments have been confirmed by the Town Board; and

**WHEREAS**, though the Land Use Plan is very possibly, as noted, in form suitable for recommendation for adoption to the Town Board, it is necessary to have review and recommendation from the Plan Commission or other body as required by Wis. Stat. §66.1001; and

**WHEREAS**, Wis. Stat. §66.1001, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to

submit written and oral comments on the plan materials, and a process for the governing body to respond to such comments; and

**WHEREAS**, the Town of Milton believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

**WHEREAS**, the attached Exhibit A, Public Participation Plan, is an appropriate plan to foster public participation in the development of the Plan (though substantial public participation has heretofore taken place in connection with the several public meetings of the Planning Committee which cumulated in the recommendation to adopt the 2014 Draft);

**NOW THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Milton that the written procedures set forth in the Public Participation Plan attached hereto as Exhibit A, are designed to and do meet the requirements of Wis. Stat. §66.1001 and are hereby adopted as the written procedures to be followed by the Plan Commission and Town Board.

Further, the Plan Commission is hereby directed to schedule such public meeting or meetings as it deems necessary and appropriate to review the 2014 Draft, make recommendations for any changes to it as the Plan Commission may deem appropriate, and recommend the adoption of such 2014 Draft (in revised form and referring to same as "Town of Milton Comprehensive Plan") or undertaking recommendation of an altogether different plan if the Plan Commission so chooses.

Further, the Comprehensive Plan shall contain all of the elements referred to in Wis. Stat. §66.1001(2); the Plan Commission shall provide for an opportunity for written comments on the Plan to be submitted by members of the public to the Plan Commission and/or Town Board in a manner at minimum consistent with the Public Participation Plan; the Plan Commission shall record in its official Minutes its vote on recommendation of adoption of the Comprehensive Plan to the Town Board and shall furnish copies of the Comprehensive Plan to those entities referred to in Wis. Stat. §66.1001(b).

Further, the Comprehensive Plan recommended for adoption to the Town Board shall be enacted by Ordinance, if at all, but prior thereto the Town Board shall hold at least one public hearing at which the proposed Ordinance is discussed, and the Hearing shall be preceded by a Class I Notice published at least 30 days prior to the date of the Hearing. The Class I Notice shall contain the information set forth in Wis. Stat. §66.1001(d) and, in addition thereto, at least 30 days before said Hearing the Town Board shall provide written notice to those persons and entities set forth in Wis. Stat. §66.1001(e) and (f).



Passed and adopted this 12 day of February, 2020.

**TOWN BOARD, TOWN OF MILTON**

By:   
Benjamin Adank, Town Chair

ATTEST:   
Kalene Engel, Town Clerk

## **EXHIBIT A**

### **PUBLIC PARTICIPATION PLAN**

The following methods will be used, when practical, to foster public participation and input for the Town of Milton Comprehensive Plan.

- **Public Meetings:** The public is invited to attend all Plan Commission meetings; the public will be allowed to ask questions during a designated time period at each meeting. Information and drafts of the Comprehensive Plan will be available for review during the public meeting and on the Town website.
- **Website:** The Town will use their website to post information and drafts of the Comprehensive Plan. Public comments may be submitted to the Town Clerk or made known at any meeting of the Plan Commission or at the public hearing to be conducted by the Town Board following recommendation of the Plan Commission.
- **Public Hearing:** A public hearing is a legal requirement of the Comprehensive Planning Law. It allows residents to express their views and offer comments before adoption of the Comprehensive Plan. Therefore, in addition to the fact that all meetings of the Plan Commission shall be open to the public, the Town Board shall conduct a public hearing.
- **Minimum Number of Meetings:** The Plan Commission shall hold not less than one (1) meeting to develop a recommendation for the Town Board. It is recognized that the Plan Commission, in its discretion, may determine based upon review of the 2014 Draft and any public comment, that not more than one (1) meeting is necessary to develop a recommendation to the Town Board, this in part being due to the extensive workup by the Planning Committee which culminated in the 2014 Draft. This statement is not intended to constrain the work of the Plan Commission.

The Town of Milton is not limited to the public participation methods listed above and may engage in other methods not identified here as the planning process moves forward.

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**March 11, 2020**

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 board. Also present were 11 community members.

**Informal Public Comment:** Jeanne Franz, candidate for Buffalo County Board, introduced herself, discussed why she was running for the position and answered questions.

**Bills:** Bills were presented. Supervisor Jensen asked a question about the fire association bill and received an answer. 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 February 13, 2020 meeting prior to the meeting. Supervisor Jensen made a motion to approve the minutes as presented; Chairperson Adank seconded the motion. No discussion. Motion passed 3-0.

**Fire Station/Fire Truck Update:** No new updates.

**Fire Run Billing:** Based upon the discussion at the February meeting, Chairperson Adank requested the town's attorney to review and update the existing ordinance (#2) regarding fire calls. The new version of the ordinance was distributed for review. The ordinance would allow the town to bill for fire calls on roadways or at residences, but includes a specific exception for resident property owners. Supervisor Jandl moved to adopt the new ordinance (2020-17 Fire Protection Charges). Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0. Supervisor Jensen moved to rescind the old fire call ordinance (#2); Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Town Officer Roles & Responsibilities:** After discussion, Supervisors Jandl and Jensen agreed to bring a list of their duties to the next meeting, which is the Annual Meeting.

**Census/Complete Count Committee:** Chairperson Adank stated that our township has a new Census liaison. Census informational letters will be sent out on March 12<sup>th</sup>. An infographic about the census was made available to meeting attendees and will be displayed at the Town Hall.

**Open Book/Board or Review:** The Assessor will be holding an Open Book session on April 29<sup>th</sup> from 4 p.m. to 6 p.m. at the Town Hall. The Board of Review will be held on May 7<sup>th</sup> from 5 p.m. to 7 p.m. Supervisor Jensen attend the board of review training last month. Clerk Engel will order the new board of review training CDs once they are made available.

**Licensing Issues:** Tim Piparo, the current license holder, has surrendered his combination beer/alcohol license to the town. Robert Fort (the previous license holder) applied for the license.

Lacey Gauthier, manager of the Road House under Mr. Piparo, spoke about her ideas for improving Road House Business, as she plans to manage the bar for Mr. Fort, should he be granted the license. There are delinquent personal property taxes due on the Road House (by Mr. Piparo) of \$171. Supervisor Jandl made a motion to accept the surrender of Mr. Piparo's license; Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Supervisor Jandl made a motion to grant a "Class B" Intoxicating Liquor and Class "B" Beer Combination License to Robert Fort upon the condition that the delinquent taxes, publication fee and pro rated license fee were paid. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

**Recycling/Garbage Updates:** Chairperson Adank and Supervisor Jensen attended the recent BBCM board meeting. The hours of operation have been expanded and are now Saturdays from 8 a.m. to 4 p.m. and Tuesdays from 10:00 a.m. to 6:00 p.m. Residents were reminded to review and abide by the recycling rules.

**Emergency Management:** Buffalo County is hosting FEMA Training on April 9<sup>th</sup> from 6:30 p.m. to 9:00 p.m. Supervisor Jandl and Supervisor Jensen plan to attend.

**CapX Funding Request:** Buffalo County Zoning has requested a contribution towards the cost of conducting sampling of township wells. The sampling is part of a countywide effort to conduct well sampling. Questions were raised about the purpose for the testing and whether it would be duplicative of testing that is already been performed (or could be requested by the property owner). Chairperson Adank will obtain additional information from the zoning department and report back at the April meeting.

#### **Roadwork:**

- MLS Program Update: The townships MLS application was not funded. However, the volume of applications received for the program did provide notice to lawmakers of the need for local funding.
- Road Bans: County road bans went into effect March 9<sup>th</sup> and our existing road ban ordinance (2018-14) is also now in effect. The County will be erecting signs for the road bans.
- Sign Replacement Update: Buffalo County sent out an update on the fire sign replacement project, noting that it was a much larger project than anticipated and that it was running behind schedule. The Town of Milton's fire signs should be completed this spring. Issues regarding sign placement should be directed to the zoning department.
- Right-of-Way Issue: Following the February meeting, additional discussions between the town attorney and Steve Duellman were had regarding the placement of his sign. Mr. Duellman has agreed to move the sign back to the distance it originally was from the road, but may move is slightly to improve visibility. Since it would still be in the road right-of-way, the town would have to grant him permission to place the sign in the right-of-way. Questions were raised regarding liability for injuries for a sign on the road right-

of-way, which Supervisor Adank will refer to the town attorney. Supervisor Adank noted that Mr. Duellman's attorney stated that there were many other structures that were in the road right of way at present.

- Schedule Annual Road Survey: After discussion, the board agreed to hold the Annual Road Survey on April 20, 2020 at 4:00 p.m. starting at the town hall.
- Other Roadwork: None.

**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 6:47 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**April 21, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 at 6:05 p.m. with Supervisor Jeff Jandl, Clerk Kalene Engel and Treasurer Jane Baures present. Supervisor Pam Jensen was absent, with prior notice to the board. Also present was 1 community member.

**Informal Public Comment:** None.

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

**Approval of Minutes:** Clerk Engel distributed the draft minutes from the March 11, 2020 meeting prior to the meeting. Supervisor Jandl made a motion to approve the minutes as presented; Chairperson Adank seconded the motion. No discussion. Motion passed 2-0.

**Policy on Conducting Electronic Meetings:** Clerk Engel distributed a draft policy for conducting electronic meetings for review by the board. Discussion was held on the policy. Supervisor Jandl made a motion to adopt the policy with minor changes. Chairperson Adank seconded the motion. No additional discussion. Motion passed 2-0.

**Upcoming Meetings Schedule:** Meeting dates/times were established as follows:

- Open Book: 4/29 from 4-6 pm;
- Board of Review: 5/7 from 5-7 pm;
- Plan Commission Meeting: 5/13 at 6 pm;
- Annual Road Survey: 5/18 starting at 4 pm at Town Hall;
- Annual Meeting: 5/27 at 6 p.m.
- May Town Board Meeting: 5/27 following Annual Meeting (approximately 6:45 p.m.)
- June Town Board Meeting: 6/10 at 6 pm

**Other COVID Matters:** Mississippi Thunder Speedway is working with state and local officials to modify its business practices to conform with Governor Evers' order(s). Chairperson Adank did speak with racetrack officials and reinforced that their ability to operate was not up to the town, but up to the state.

**Announcements/Discussion:** None.

**Adjournment:** Supervisor Jandl moved to adjourn the meeting. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Meeting adjourned at 6:17 p.m.


Minutes by Kalene Engel, Town Clerk

**Town of Milton**  
**Policy on Conducting Electronic Meetings**  
**Adopted April 21, 2020**

This policy defines procedures for calling, noticing and conducting technology-facilitated that involve remote access to and participation by board/committee members and/or the public. This includes board meetings, committee meetings, special meetings, electors meetings and any other meeting called by or on behalf of the town board or required by law.

1. When Available: Electronic meetings may be used in situations where conditions make it potentially dangerous for the meeting to occur in person, such as a serious public health emergency as defined or declared by authorized public officials, the state and/or the federal government.
2. Notice: Notice shall be provided in accordance with Wis. Stat. § 19.84 and will include the following information:
  - The notice shall inform the public that the meeting will be held remotely and provide all information necessary for the public to monitor the meeting.
  - The notice shall provide instructions for how the public may access the remote meeting, whether it is to be held via telephone conference call or video conference call. This includes providing the telephone number, video conference link, and any necessary passcodes or other login information.
  - The notice shall provide information for a name of a contact person who can make arrangements for appropriate accommodations to facilitate reasonable access for individuals requiring such accommodations.
  - The notice shall include information about how public comment, if included on the agenda for the meeting, may be submitted.
3. Conducting the Meeting:
  - The presiding officer of the meeting shall normally be physically present at the meeting location.
  - For regular town board meetings, at least one supervisor should normally be physically present at the meeting location.
  - A quorum for the meeting will be determined by counting members who are physically present and attending remotely.
  - Members participating remotely may participate in meetings to the same extent as if they were physically present.
  - Every speaker shall identify themselves before speaking. Speakers shall not talk over each other.
  - No closed sessions may be conducted using remote participation.

This policy was adopted at the April 21, 2020 meeting of the Milton Town Board.

  
\_\_\_\_\_  
Ben Adank, Town Chairperson

  
\_\_\_\_\_  
Kalene Engel, Town Clerk

**TOWN OF MILTON**  
**ANNUAL MEETING MINUTES (FIRST MEETING)**  
**April 21, 2020**

Chairperson Adank called the meeting to order at the Milton Town Hall at 6:00 p.m. with 5 adult residents of the Town of Milton present.

**Setting of Alternate Annual Meeting Date:** Due to the COVID-19 public emergency, the meeting was noticed to be convened on the statutory date for the annual town meeting, with the expectation of setting an alternate date for the annual meeting to be set at the meeting. After the meeting was noticed, Governor Evers extended his "Safer-at-Home" Order to May 24, 2020. Discussion was held on an alternative meeting date. Kalene Engel made a motion to re-convene the Annual Meeting on May 27, 2020 at 6:00 p.m. Jeff Jandl seconded the motion. No additional discussion. Motion passed 5-0.

**Adjournment:** A motion to adjourn was made by Kalene Engel and seconded by Jane Baures. Motion passed unanimously (5-0).

Meeting adjourned 6:02 p.m.

Submitted by Kalene Engel, Town Clerk



**MINUTES OF THE TOWN OF MILTON**  
**BOARD OF REVIEW**  
**May 7, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Rd 88, Fountain City, WI 54629 at 5:00 p.m. on May 7, 2020.

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

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

**Verification of Mandatory Training:** Clerk Engel noted that Supervisor Jensen had undergone board of review training in February of 2020 and that the Affidavit of Training had been filed with the Department of Revenue.

**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 Chairperson Adank.

**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.

**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 7:00 p.m.

Respectfully submitted,  
Kalene Engel, Town Clerk

-Next Open Book set for April 29<sup>th</sup> from 4-6pm and Board of Review set for May 6<sup>th</sup> from 4-6pm.

**MINUTES OF THE TOWN OF MILTON**  
**ANNUAL ROAD SURVEY MEETING**  
**May 18, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall at 4:00 p.m. with Supervisor Pam Jensen present. Also present were Paul Duellman and Buffalo County Highway Commissioner Bob Platteter. Supervisor Jeff Jandl was absent. Two other residents came later during the meeting.

**Road Survey:** Due to COVID-19 social distancing guidelines, the annual road survey with the Buffalo County Highway Commissioner was cancelled. Chairperson Adank had asked the board at the last meeting of the board to drive the roads and bring recommendations to the annual road survey meeting.

**Recommendations and Planning:**

**Bridge Maintenance Plan:** Chairperson reviewed the MSA less than 20-foot bridge inspection report provided by MSA. There were three bridge maintenance items recommended.

1. **Kamrowski Rd:** Add riprap along abutments and wings, and seal cracks.
2. **Lower Eagle Valley Road # 1:** Replace bridge
3. **Lower Eagle Valley Road # 2:** Add riprap at outlet and inlet. Remove debris under bridge. Replace missing north guardrail and object markers. The report also noted that based on the condition of the abutment wings/channel, this should be on a replacement list.

The board agreed with the recommendations for Kamrowski Rd bridge and will do this as part of the summer projects. Both Lower Eagle Valley Rd bridges will be replaced this summer with culverts.

**Estimated Road Costs:** Commissioner Platteter reported that costs for reconstruction and preventative maintenance are relatively unchanged from last year with reconstruction estimates at \$170,000 per mile and chip seal at \$16,000 per mile.

**Badger Subdivision Concerns:** Residents reported concerns with quality and issues with the chip seal in Badger Ln from 2019. Commissioner Platteter noted that there were some issues last year with materials and he will check to see if they are related. Paul Duellman noted that he had talked to residents after sweeping and they thought it was better.

**Kennebeck Road Safety Concerns:** A resident had reported safety concerns with Kennebeck road since more drivers are using the road and it only allows for one vehicle to pass at a time. The board shared the concerns. Chairperson Adank and Paul Duellman will review the road after the meeting and provide a list of recommendations at the next board meeting.

**Other Preventative Maintenance:** The board reviewed the updated three-year road plan. Chairperson Adank recommended foregoing maintenance on the Henry Ln subdivision instead opting to do preventative maintenance projects on roads that have higher traffic. Commissioner Platteter recommended still doing a crack fill on the Henry Ln subdivision but said the town could delay chip seal for a couple of years.

**Schlawin Rd** – Supervisor Jensen and two town residents reported deteriorating conditions on Schlawin Rd. and that the patching the town is doing isn't keeping up. Discussion about maintenance options to improve the road were discussed. Commissioner Platteter advised against turning it into a gravel road because of the hill. He indicated maintenance costs would be very high.

The board left the Town Hall at 4:42 p.m. and drove separately to Schlawin Rd for an inspection. Commissioner Platteter discussed how many towns are grinding up paved roads that are beyond maintenance and doing a double chip seal as an alternative to full reconstruction. The double chip seal would cost approximately \$32,000 per mile plus other prep work. Commissioner Platteter will work on an estimate for the Schlawin Rd. project.

**Adjournment:** Supervisor Jensen moved to adjourn. Chairperson Adank seconded the motion. No Discussion. Motion passed 2-0. Meeting adjourned at 4:56 p.m.

Minutes by Ben Adank, Town Chairperson

**TOWN OF MILTON**  
**ANNUAL MEETING MINUTES**  
**May 27, 2020**

Chairperson Adank called the meeting to order at the Milton Town Hall, S2794 State Rd 88, Fountain City, WI 54629 at 6:00 p.m. with nine residents of the Town of Milton present.

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

**Elector's Input on Agenda Items:** None.

**Approval of Minutes:** Clerk Engel read the minutes of the April 16, 2019 Annual Town Meeting and the April 21, 2020 Annual Town Meeting. Pam Jensen moved to approve the minutes as read; Jeff Jandl seconded the motion. No discussion. By a show of hands, the motion carried unanimously (9-0).

**Annual Report:** The 2019 Annual Report was distributed prior to the meeting and also posted on the town website. Chairperson Adank discussed the format of the report, noting that the reduction in account balances from last year was due to expenses related to the town hall and the fire station. Pam Jensen made a motion to approve the Annual Report and Jeff Jandl seconded the motion. No discussion. Motion passed unanimously (9-0).

**2019 Year in Review:**

- **Town Hall:** The old town hall property was sold for \$50,000 in the spring of 2019. The new town hall was completed by November of 2019, on time and under budget. The amount budgeted was \$234,000 and the project cost \$171,655.76. An additional \$20,000 was budgeted in 2020 for completion of the town hall project, primarily intended for parking lot paving and landscaping. Approval was given by the electors in 2019 for the sale of the extra acreage adjacent to the town hall. Chairperson Adank would like to place this item on an upcoming town board agenda to decide issues relating to the sale of this land.
- **Plan Commission/Comprehensive Plan:** The Comprehensive Plan was not completed in 2019, but is on task for completion in 2020. Chairperson Adank appointed a seven member plan commission, which is chaired by Kalene Engel. The group has met twice thus far in 2020 and is working through the required elements of a Comprehensive Plan.
- **Emergency Management Update:** Supervisor Jensen worked with Bruce Fuerbringer, Interim Emergency Management Supervisor, to draft an emergency plan for the township. Under their guidance, a plan for the township was completed and adopted.
- **Zoning Update:** There were no major updates to the Buffalo County Zoning Ordinance. The new address signs were not installed in 2019. They are currently in the process of being installed and should be completed soon.

- **Road Report:** In 2019, the major road projects included crackfill and chipseal in the Badger Road Subdivision as well as riprap on Waumandee Creek Road. Two culverts were due to be replaced in 2019, but the replacements were delayed due to the closure of Highway 35 for a sewer project which, in turn, necessitated the rerouting of traffic onto Lower Eagle Valley Road.
- **Election Update:** It was a quiet year for elections in 2019, with only one election, which was held at the school.
- **Recycling/Garbage:** The Town of Milton officially joined the BBC Waste & Recycling Center, and it is now called BBC&M (Buffalo City, Belvidere, Cochrane & Milton) Waste and Recycling Center. The reason that was done is that the township is legally obligated to provide a recycling site and the site and Snapper's was closed due to continuing problems, including the lack of an attendant. The membership allows Town of Milton residents to take garbage, recyclables and compost to the BBC&M site in Cochrane. The cost for garbage is \$3 for the BBC&M bag or \$4 for a bag of choice. The town's annual contribution, is \$1,100. This amount is based upon a per capita amount and pro-rated among the participating municipalities. Currently, the township also pays approximately \$2,300 to Waste Transport for the cost of the dumpster at Snapper's each year. Snapper collects \$3/bag for the tipping fee and keeps those proceeds. The question was raised as to whether the town should continue to duplicate the garbage service. About the only justification for doing so is that it may be more convenient to some residents; however, encouraging the use of the BBC&M site may promote more recycling. Discussion was held on pros and cons, including the ability of Snapper to continue the service on his own. Rich Bagniewski made a motion to discontinue the town's payment of the dumpster at Snapper's, effective July 1<sup>st</sup>. Jeff Jandl seconded the motion. No additional discussion. Motion passed 9-0.
- **Town Assessor/Attorney:** The current town assessor is Eric Kleven and the current town attorney is Robert Loberg. Eugene Bagniewski, Jr. 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 9-0.
- **Board of Review (2019 & 2020):** Both Board of Reviews were slow, with no objections filed. The Open Book in 2020 was held both via teleconference and in-person.
- **Broadband Update:** Both phases of the broadband project are complete. Relevant statistics for the project are as follows:
  - 225 residences took services; 51 had drops only; 19 of those receiving services had it extended to a 2<sup>nd</sup> building; 22 residences denied service
  - There were 295 connections made comprising 56 miles of fiber
  - The total cost for the project was \$2,155,992, which was \$136,000 under budget.
  - The Town of Milton's share of the project came in \$158,000 under budget
  - The Town's annual stipend payment for the project is \$24,260, payable from 2019 through 2028.

Pam Jensen noted that she has received very positive feedback on the project from residents. She feels that it is one of the better things that the Town Board did and has increased the attractiveness of living in the township. Others commented that the existence of broadband access during the COVID-19 crisis has been very much appreciated. Chairperson Adank noted that CCT provides free wi-fi to the town hall and also provided a free hotspot during the COVID shutdown.

- **Fire Association Update:** The fire station is nearing completion, with an expected move-in date in June. The budget is in good shape overall, despite the fact that the project is currently \$20,000 over budget with an additional \$7,000 expected to address some drainage issues. Those costs are more than offset by the \$85,000 in donations received. Overall, the project should come in approximately \$14-\$15,000 under budget. The FEMA grant application for the fire truck was denied. However, the fire association has located a used fire truck in Alabama for a cost of \$110,000. If purchased, the truck would reflect a savings of \$22,500 from the amount originally approved. Based upon current projections, the townships share of the fire station and fire truck costs should come in \$35-\$40,000 under budget.
- **License Fees:** Clerk Engel reviewed the current alcohol license fees. Due to the COVID-19 shutdown, the bars were unable to be opened for approximately two months. Other municipalities have reduced the license fees for liquor licenses. Kalene Engel noted that the reduction would need to be via ordinance and would apply to renewal licenses. Kalene Engel made a motion to reduce license fees associated with beer and alcohol license renewals for the 20-21 license year by a pro-rata share of the months that the bars were closed (2/12ths). Paul Duellman seconded the motion. Motion passed 7-0. Jeff Jandl abstained.
- **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 Roles/Responsibilities:** The clerk and treasurer have compiled descriptions of their work duties. Through training, it was discovered that the current method of handling check writing is not in compliance with the law. The clerk should be preparing the checks and the treasurer depositing funds and mailing out checks. Discussion was had on pros/cons of changing responsibilities. Bev Engel made a motion to have the clerk issue the checks and treasurer send them out. Pam Jensen seconded the motion. Motion passed 8-0.
- **Compensation of Town Board:** 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 any changes to the current compensation would take effect in April of 2021. He noted that it has been over 10 years since the clerk's salary was increased and that, over that time, the duties of the position have significantly increased. He suggested that the salary be increased to \$12,000. Discussion was also held on the change in workload of the treasurer. At the time the treasurer's salary was increased to \$5,000, the justification for the increase was the receipt of the CapX monies and need to manage the funds in different accounts and CDs. Now that the initial impact CapX funds have been mostly spent, there are fewer accounts to manage. Jane Baures felt that a reduction in the treasurer salary to \$4,500 was appropriate. Kalene Engel noted that the responsibilities and work assumed by the chairperson over the past few years merited an increase, suggesting a \$1,000 increase. Eugene Bagniewski, Jr. suggested that the inconsistencies in pay raises could be resolved if everyone's pay was increased a certain percentage each year. The following motions were made regarding town officer compensation:

- Ben Adank moved to increase the clerk salary from \$10,000 to \$12,000. Pam Jensen seconded the motion. Motion passed 7-0. Kalene Engel abstained.
- Kalene Engel moved to decrease the treasurer pay from \$5,000 to \$4,500. Eugene Bagniewski, Jr. seconded the motion. Motion passed 7-0. Jane Baures abstained.
- Jane Baures made a motion to increase the chairperson's pay from \$5,500 to \$6,500. Bev Engel seconded the motion. Motion passed 7-0. Ben Adank abstained.

**Adjournment:** A motion to adjourn was made by Eugene Bagniewski, Jr. and seconded by Bev Engel. Motion passed unanimously (8-0).

Meeting adjourned 7:14 p.m.

Submitted by Kalene Engel, Town Clerk



**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**May 27, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 at 7:21 p.m. with Supervisor Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were three community members.

**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 April 21, 2020 meeting, the May 7, 2020 Board of Review and the May 18, 2020 Road Survey 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.

**Fire Station/Fire Truck Project Update:** The fire station is nearing completion, with an expected move-in date in June. The budget is in good shape overall, despite the fact that the project is currently \$27,000 over budget with an additional \$7,000 expected to address some drainage issues. Those costs are more than offset by the \$85,000 in donations received. Overall, the project should come in approximately \$14-\$15,000 under budget. The FEMA grant application for the fire truck was denied. However, the fire association has located a used fire truck in Alabama for a cost of \$110,000. If purchased, the truck would reflect a savings of \$22,500 from the amount originally approved. Based upon current projections, the townships share of the fire station and fire truck costs should come in \$35-\$40,000 under budget.

**Fire Run Billing Update:** Treasurer Baures has obtained templates for the fire run billing and has established a process by which she can collect information about fire calls from the sheriff's department and fire association. She will prepare bills to be sent to the insurance company and individuals for whom the fire department was called, following the town's ordinance on fire runs.

**Consideration of Assessor's Contract:** Supervisor Jensen moved to approve the assessor's contract as presented. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Census/Complete Count Committee:** The census has taken a back burner for the past few months due to COVID-19. Clerk Engel has posted census notices on the town's Facebook page. She has also been notified that census takers will be starting to follow-up with people who have not yet completed their census.

**Comprehensive Plan Update:** The Plan Commission has met twice thus far in 2020 and is working through the required elements of a Comprehensive Plan.

**Town Input on Graham Kaczmarek Planned Use for S3028 Waumandee Creek Road:** Mr. Kaczmarek submitted a proposal for a rezone of his property from residential to commercial so he can have a nanobrewery in the current residence on the property. Mr. Kaczmarek was contacted via telephone to discuss his plans. He stated that he was planning to brew in small batches and make it available to the community and bars for festivals and events. In the future, he would like to have a small tasting room on the property. With respect to parking, he believes approximately 10 parking spaces could be created on the north side of the home, which would be more than enough for any traffic. The board and residents in attendance expressed concerns about the parking spots, noting that it would be on road right of way and that there could be some erosion issues. Mr. Kaczmarek stated that he would not be looking to do this until 1 to 1.5 years in the future. Chairperson Adank noted that the town had three options: to support the request, oppose the request or take no position on the request. Supervisor Jandl made a motion to support the project, noting concerns regarding parking and erosion. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

**Operator's License Applications:** The board reviewed operator's license applications submitted by the following individuals: Rachel Moen, Jamie Isakson, Brandi Joswick, Hailee Cisewski, Jamie Joswick, Dean Bakkum, Julie Bogstad, Jessica Semling, Mary Engler, Jan Knott and Katherine Halling. Supervisor Jensen moved to grant licenses to all individuals requested them. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0. Supervisor Jandl abstained.

**Reduction in License Fees:** At the Annual Town Meeting which was held just prior to the Town Board Meeting, the residents voted to reduce license fees for renewal applications by 17 percent. Supervisor Jensen made a motion to reduce the license fees for renewal applications for the 20-21 license year by 17%. Chairperson Adank seconded the motion. Motion passed 2-0. Supervisor Jandl abstained. Clerk Engel noted that a special meeting in June would be needed to consider license applications. The meeting was set for June 25<sup>th</sup> at 6 p.m. Clerk Engel will notify past license holders of the deadline and reduction in license fees.

**Recycling/Garbage:** At the Annual Town Meeting, the residents voted to discontinue the town's funding of the garbage dumpster at Snapper's, effective July 1, 2020. Supervisor Jensen made a motion to discontinue payment of the dumpster effective July 1, 2020. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Chairperson Adank will notify Snapper of the decision; Clerk Engel will notify Waste Transport.

**Road Work:** The Town Board held its annual road survey on May 18<sup>th</sup>. The cost for a mile of chipseal through the county is approximately \$16,000, while the cost of reconstruction is \$170,000 per mile. Complaints regarding the Badger Road chipseal (completed in 2019) were discussed. Highway Commissioner Platteter indicated that he did have some issues with material and will take a look at the road. The bridge report was reviewed. Two culverts on Lower Eagle Valley Road are slated for replacement this year. The only other bridge work needed this year is to add riprap on the Kamrowski Road Bridge, which may require a DNR permit. A concern was raised by a resident regarding visibility issues on Kennebeck Road. Paul Duellman feels that he can widen the roadway in two locations for a cost of approximately \$5,000, which will increase visibility. This would be done as part of the normal summer maintenance on town roads. The

major summer project for 2020 will be Schlawin Road. Commissioner Platteter suggested a grind and double chip seal solution for .7 miles of the roadway as well as a single chip seal for another portion of the roadway. The cost of that project would be approximately \$37,500. A smaller project for the summer will be crackfilling on Henry Lane, at an approximate cost of \$5,000. Because of a late-received bill of over \$30,000 from the County for 2019 roadwork, the 2020 budget amount is not sufficient to cover the cost of the proposed work. Chairperson Adank suggested that the town board do a budget amendment to transfer some of the money that was allocated to the town hall to roadwork. This could be done in June 2020. Supervisor Jensen made a motion to approve the summer roadwork projects as described above. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Indian Creek Road Right-of-Way:** Steve Duellman advised Chairperson Adank that he moved his business sign out of the road right-of-way. Chairperson Adank will check to see if the sign has been moved in accordance with the agreement reached.

**Other Roadwork:** A concern was raised about heavy (possibly overweight) loads of corn being hauled down Schlawin Road. Chairperson Adank will look into the issue.

**Announcements/Discussion:**

- CCT Public Wi-Fi: CCT provided a public wi-fi spot at the town hall during the COVID-19 shutdown. The board agreed that its use could be discontinued.
- Remonumentation: Chairperson Adank discussed remonumentation with Jason Poser, who included Max Wiess on the discussion. Chairperson Adank was told "it is complicated." Clerk Engel noted that the town paid Buffalo County \$10,000 in 2013 as advance payment for remonumentation. Chairperson Adank will continue to follow up on the issue.

**Adjournment:** Supervisor Jandl moved to adjourn the meeting. Supervisor Adank seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:58 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**June 10, 2020**

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 Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were 4 community members. Two additional community members arrived at 6:26 p.m.

**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 May 27, 2020 Town Board Meeting 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.

**Insurance Review – Steve Berger:** Steve Berger was present to discuss the insurance policies that the town has with his agency, including property liability, workers' compensation, business officials liability and coverage on the Prairie Moon Museum statutes. Mr. Berger asked questions for his four year audit of the township and answered questions regarding the insurance coverages.

**Fire Station/Fire Truck Update:** Work continues on the fire station. The official move-in date is Saturday. There was no update available on the firetruck.

**Census/Complete Count Committee Update:** The township census response is 71.9%, which is higher than the state average. The U.S. Census Bureau is advertising for jobs paying \$17 per hour, but not in our area.

**Comprehensive Plan (Plan Commission) Update:** Clerk Engel updated the comprehensive plan with agreed-upon changes from the last meeting. The next meeting is scheduled for June 16.

**Budget Amendment:** Chairperson Adank would like to take \$10,000 from the town hall budget and \$20,000 from reserves to cover this year's road expenses. This matter will be further addressed at the June 25<sup>th</sup> meeting.

**Remonumentation Update:** Chairperson Adank has not been able to speak with anyone at Buffalo County to get an update on remonumentation.

**Town Input on Greshik Farm/Big Lake Farm proposed solar project:** Keith and Rita Greshik provided background information on the solar energy project for which they are seeking a conditional use permit. They have been looking into such a project for a couple of years and received guidance from Jeff Rich, who has worked on clean energy projects for Gundersen Clinic. The project includes the placement of solar panels on a parcel of land which will provide

solar energy which will be sold by the leasor (OneEnergy) to Riverland Energy. The Greshiks will lease the land to OneEnergy and will still pay taxes on the land. If approved, the project would begin next year and produce 100% of the output by October. Supervisor Jensen moved to support the project. Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

**Request for Donation to Scenic Valley Swimming Pool:** Sherry Lorenz from Scenic Valley Swimming Pool was present to discuss her e-mailed request for a contribution from the township to the swimming pool. The governing board has decided to open the pool on July 1<sup>st</sup>, but will be abiding by the CDC guidelines, which means that they will limit the occupancy to ½ of the normal occupancy (94 patrons). They felt the easiest way to limit occupancy was to allow memberships only to municipalities who contributed to the operation of the pool. Currently, the City of Cochrane, Town of Belvidere and City of Buffalo City provide financial contributions to the pool. If the Town of Milton would contribute or promise to contribute next year, they would allow Town of Milton residents to purchase memberships. In 2019, 18 families from the Town of Milton purchased memberships at the pool (out of a total memberships of 102). When opened, the pool will have restrictions including the following: no swimming lessons, no food sold, no toys in the pool, no non-household members, proper distancing required and frequent cleaning. If the pool is too crowded, they will look at doing reservations. If not many people come to the pool, they will re-evaluate. They still plan to hold water aerobics classes. After discussion, Supervisor Jandl made a motion to donate \$1,800 for 2020. Chairperson Adank seconded the motion. No additional discussion. Motion passed 2-1.

**Ordinance to Reduce License Fees:** A reduction in the alcohol license fees was discussed at the May 27, 2020 Annual Meeting and Town Meeting. Clerk Engel prepared a proposed ordinance based upon that discussion. Supervisor Jensen moved to approve the ordinance. Chairperson Adank seconded the motion. Motion passed 2-0 with Supervisor Jandl abstaining.

**Operator's License Applications:** The board reviewed operator's license applications submitted by the following individuals: Debra Hund Morem, Deanna Wiersgalla and Lacey Gauthie as well as the cigarette license application of Drift Inn. Supervisor Jandl made a motion to grant all licenses as requested. Supervisor Jensen seconded the motion. There was no additional discussion. Motion passed 3-0.

**Recycling/Garbage:** The township will discontinue payment for the dumpster at Snapper's Towing as of June 30<sup>th</sup>, but Snapper intends to continue offering the service at the same rates. There is a Buffalo County Recycling Meeting on June 18<sup>th</sup> and a BBCM Board Meeting on June 24<sup>th</sup>.

#### **Road Work:**

- **WisDOT Proposed Roadwork on Highway 35:** The Wisconsin Department of Transportation plans to complete some roadwork on Highway 35 between old Highway 35 and Indian Creek Road sometime between 2023 and 2026. Chairperson Adank will attend a webinar on the project and report back to the board.
- **Consider Ordinance for Weight Limit on Schlawin Road:** Attorney Loberg prepared an ordinance for Schlawin Road modeled after the ordinance that was passed last year for

Lower Eagle Valley Road. Supervisor Jensen moved to adopt the ordinance. Supervisor Jandl seconded the motion. Chairperson Adank stated that the ordinance would help preserve the work that will be done on the roadway this summer. No additional discussion was had. Motion passed 3-0.

- **Indian Creek Road Right-of-Way:** Chairperson Adank measured the distance from the Northwoods sign to the edge of the roadway and found that it was 12.5 feet of the pavement, which was not in compliance with the agreement. Steve Duellman requested that Chairperson Adank place a marker in the ground where the sign should be located, so Chairperson Adank will do so.
- **Other Roadwork:** The Kamrowski Road Project received approval from the Department of Natural Resources and Corps of Engineers so it can be started at any time.

**Announcements/Discussion:**

- Chairperson Adank is waiting to hear back from Steve Duellman regarding the painting of the columns at the town hall. He would also like to obtain quotes on gutters for the town hall, which Supervisor Jensen indicated would cost around \$2,000. He will obtain quotes.
- Chairperson Adank has a conflict with the July meeting date and would like to move it to July 14<sup>th</sup>. Board members were in agreement with the request.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:19 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**SPECIAL TOWN BOARD MEETING**  
**June 25, 2020**

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 Jeff Jandl, Supervisor Pam Jensen and Clerk Kalene Engel present. Treasurer Baures was absent with prior notice to the Board. Also present was one community member.

**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 Budget Amendment:** The proposed budget amendments that were discussed at the June 10<sup>th</sup> meeting were presented in table format, as follows:

|                             | <u>2020</u>     | <u>June 2020</u> |
|-----------------------------|-----------------|------------------|
| <u>Category</u>             | <u>Approved</u> | <u>Amendment</u> |
| <b><u>REVENUES:</u></b>     |                 |                  |
| General Property Taxes      | 57,849          | 57,849           |
| Intergovernmental Revenues  | 108,762         | 108,762          |
| Licenses and permits        | 2,800           | 2,800            |
| Miscellaneous revenue       | 2,000           | 2,000            |
| Other Financing Sources     |                 |                  |
| Sale of Land                | 0               |                  |
| Unrestricted CapX Funds     | 73,694          | 73,694           |
| From Reserves               | 178,346         | 198,346          |
| <b>TOTAL REVENUES:</b>      | <b>423,451</b>  | <b>445,251</b>   |
| <b><u>EXPENDITURES:</u></b> |                 |                  |
| General Government          | 47,141          | 47,141           |
| Public Safety               | 18,600          | 18,600           |
| Firetruck/Fire Hall         | 175,000         | 175,000          |
| Public Works                | 138,420         | 168,420          |
| Recreation                  |                 | 1,800            |
| Capital Outlay              |                 |                  |
| Broadband                   | 24,260          | 24,260           |
| New Town Hall               | 20,000          | 10,000           |
| <b>TOTAL EXPENDITURES:</b>  | <b>423,451</b>  | <b>445,221</b>   |

Supervisor Jensen made a motion to approve the budget amendments. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Licenses:** Supervisor Jensen made a motion to approve the following licenses: "Class B" Intoxicating Liquor and Class "B" Beer Combination to Bar Creations, LLC and operator's licenses

to Cienna Thorn and Hailey Horstmann. Chairperson Adank seconded the motion. No discussion. Motion passed 2-0 with Supervisor Jandl abstaining.

Supervisor Jensen made a motion to approve the issues of "Class B" Intoxicating Liquor and Class "B" Beer Combination licenses to Drift Inn, LLC; Mississippi Thunder Speedway, Inc.; and Robert Fort, Jr. d/b/a Road House Bar. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:03 p.m.

Minutes by Kalene Engel, Town Clerk



**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**July 14, 2020**

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 Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were 3 community members.

**Informal Public Comment:** Treasurer Baures will be sending out a billing for a recent fire call that occurred withing the Town of Milton. Sharon Kamrowski complimented Paul Duellman for his work on the bridge on Kamrowski Road.

**Bills:** Bills were presented. Supervisor Jensen expressed concerns about the level of town expenditures, particularly with respect to public works and asked that the board consider curbing expenditures. Chairperson Adank noted that two of the larger projects (fire station/truck and town hall) were still significantly under budget, so the overall expenditures were under budget. He noted that more information about the fire projects will be available at the August meeting. 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 June 10, 2020 Town Board Meeting and June 25, 2020 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.

**Fire Station/Fire Truck Update:** A fourth pay request on the fire station was received and paid this month, bringing the town's total paid contributions to \$175,000. The Fountain City Fire Association (FCFA) has apparently purchased the fire truck. The anticipated cost was \$110,000, but Chairperson Adank will not have firm numbers on expenses until after the upcoming FCFA Budget Meeting.

**Census/Complete Count Committee Update:** No update.

**COVID Grants:** Clerk Engel discussed the two grants that are available to the town as a result of COVID. The Wisconsin Elections Commission has awarded a WEC Cares Grant in the amount of \$620.20 to assist with additional election costs incurred due to COVID. Specifically, the funds can be spent on additional postage, printing, ballot supplies, cleaning supplies, protective equipment, staffing, mailings and equipment (such as tabulators). The Routes to Recovery (RtR) Grant is for local governments to use on specific categories of expenditures. The Town of Milton's allocation, based upon population, is \$9,072. The eligible expense categories are emergency operations, paid leave for public health/safety employees, increased work comp costs; medical and protective services and equipment, testing/contact tracing costs in excess of that covered by the County, temporary isolation housing costs, cleaning/sanitizing costs for public areas/facilities, services and equipment to facilitate telework by public employees. Clerk Engel has already incurred additional costs for postage, printing, ballot supplies, cleaning supplies, protective equipment and staffing for the elections. She is looking into a tabulator for

the November election to minimize exposure for election officials. She also feels that purchasing a sanitizer station and additional cleaning supplies, face shields, forehead thermometers, a conference cam and Plexiglas separators are necessary. By consensus, the board gave approval for her to incur those expenses for payment approval at the August meeting. Supervisor Jandl suggested that a filtration system, similar to one that was installed by a local business, would assist with the air flow in the town hall, thereby reducing risk to election officials who are required to sit for long periods at the town hall. Chairperson Adank asked him to look into the cost of such a system. Clerk Engel also noted that she had reached out to April Loeffler of Buffalo County Public Health to inquire about the possibility of using some of the funds for testing purposes. Any funds that are not used from the RtR Grant can be transferred to another local government (such as Buffalo County), but it must be done so in time for the money to be spent by November 6<sup>th</sup>—otherwise it reverts back to the State of Wisconsin.

**Comprehensive Plan (Plan Commission) Update:** The Plan Commission updated the Transportation and Utilities and Community Facilities Elements of the Plan at its June meeting. At its upcoming meeting on July 21<sup>st</sup>, it will address the next three sections of the plan. Jason Poser will be providing the Commission with some updated maps.

**Remonumentation Update:** Chairperson Adank spoke to Jason Poser in the Land Information Department about this issue. Prior to 2014, the County Board funded a program whereby the County would pay matching funds when a municipality decided to participate in its remonumentation program. Joe Nelson, Surveyor, gave a presentation to the Milton Town Board in late 2013 and suggested that the project could be completed in 10 years, with the town paying \$10,000 per year. A \$10,000 payment was issued to the County in late 2013 for the project. However, after the April 2014 election, the County Board decided to discontinue the program. It is unknown what work, if any, was completed on the Town of Milton's remonumentation project prior to the discontinuation of the program—Mr. Poser is checking into that. The current County Board recently received a \$64,000 grant and has renewed interest in a remonumentation program. It is unknown how much of the grant, if any, would be allocated to municipalities. The county board committee that is handling the grant will be reaching out to municipalities to determine interest levels in participating in a remonumentation project. Chairperson Adank expects to receive an update on what happened with the \$10,000 payment prior to the next board meeting.

**Town Hall Gutters:** Chairperson Adank received a \$1,200 quote from Latsch Island Gutter for installing 6" gutters around the entire town hall, with two downspouts. Supervisor Jensen suggested that he obtain another quote from Marley's Seamless Gutters in Trempealeau. Supervisor Jandl made a motion to proceed with gutter installation for the cost of the lower of the two quotes. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

**Operator's License Application:** The board reviewed an operator's license application submitted by the Fawn Anderson. Supervisor Jandl made a motion to grant the license. Supervisor Jensen seconded the motion. There was no additional discussion. Motion passed 3-0.

**Recycling/Garbage:** The BBCM Meeting was held on June 24<sup>th</sup>. During the COVID shutdown, the BBCM facility was the only one in Buffalo County that was operational, resulting in significantly more volume and additional expense. Due to the additional expense, BBCM will be seeking a portion of the Buffalo County funding that was allocated to the Mondovi facility, which was closed. The Board is also looking at installing some cameras on site.

**ATV Trails:** Buffalo County is seeking input on a proposed procedure to allow townships to apply to use county roads for ATV trails. The procedure involves a number of steps and will be discussed at the upcoming WTA Unit meeting.

**Roadwork:**

- **Consider amendment to ordinance for weight limit on Schlawin Road:** The town board previously passed an ordinance to establish a weight limit on Schlawin Road; however, the 7200 limit that was included is not a “standard” limit, so obtaining signage has been difficult. A standard limit would be 4 tons, so Chairperson Adank is requesting that the board consider an amendment to the ordinance to change it to 4 tons. Supervisor Jandl made a motion to amend the ordinance to be a 4-ton limit. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.
- **Indian Creek Road Right-of-Way:** Chairperson Adank measured the distance from the Northwoods sign to the edge of the roadway and it is 14 feet, so the issue is now resolved.
- **Other Roadwork:** A Public Input Meeting on the County Road G Eagle Creek Bridge Replacement Project was held just prior to the board meeting. During the Summer of 2022, the bridge will be replaced. During the approximate 2.5 months that it will take to replace the bridge, the road will be closed with the detour being Baertsch Valley Road. Paul Duellman is currently working on replacing the bridge near the town hall with a culvert. Rip rap work was completed on Prairie Moon Road. Roadwork on Schlawin Road is in progress.

**Announcements/Discussion:**

- There is a WTA Unit Meeting on July 20<sup>th</sup>.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:54 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**August 13, 2020**

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 Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were 4 community members.

**Informal Public Comment:** Thank you to Bay's End for its donation of a UVC Germicidal Light which was installed in the town hall and is being used to disinfect the air in the town hall. The germicidal light greatly reduces the growth and proliferation of mold and other bacteria/viruses on illuminated services.

**Bills:** Bills were presented. Supervisor Jensen 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 July 14, 2020 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.

**Fire Station/Fire Truck Update:** The fire truck was purchased for \$130,000 and the Town paid its share of \$32,500 this month. The current total for the fire station is \$760,000. Several verbal donations are pending, so the Fire Association plans to wait until spring to issue any final bills to the township. The Town of Milton agrees to pay up to \$200,000 of the cost, and has already paid \$175,000. The final bill should be between \$3,750 and \$15,000.

**Census/Complete Count Committee Update:** Chairperson Adank reviewed and approved a physical boundary survey requested by the Census Bureau.

**COVID Grants:** Clerk Engel reviewed the status of the two grants that are available to the town as a result of COVID.

- **WEC Cares Grant:** The Wisconsin Elections Commission Cares Grant in the amount of \$620.20 has already been received and must be spent on for additional election costs incurred due to COVID. Current expenditures on the WEC grant total \$371.95. Clerk Engel plans to purchase additional supplies and postage which will use up the remaining funds.
- **Routes to Recovery Grant:** The Routes to Recovery (RtR) Grant is for local governments to use on specific categories of expenditures. The Town of Milton's allocation, based upon population, is \$9,072. In general, the money must be used for unanticipated COVID-related expenses for the township or another municipality, which includes school districts (as verified by Clerk Engel by a call to the State). The money must be used by November and any unused money can be transferred to another eligible municipality (county, city, town, village). Unspent funds revert back to the State of Wisconsin for redistribution. Based upon approval received at the last meeting, costs of \$967.86 have been incurred, with no additional anticipated township-related expenses. Thus, approximately \$8,100 remains. The C-FC School District has indicated a need for

take-out containers and related supplies for its food program. Since these expenses are due to COVID and are for another municipality (school district), they would qualify as expenditures. Buffalo County also has an anticipated need for the funds, although the exact nature of the need is unknown at this time. Clerk Engel noted that she had reached out to other clerks to find out what their towns were doing with the funds. Some had indicated that they were purchasing equipment for fire departments; many did not respond. Discussion was held on the possible use of the funds. Supervisor Jandl made a motion to purchase food service consumable supplies necessitated by COVID for the C-FC School District in an amount up to the remaining RtR allocation for the Town of Milton. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

**Comprehensive Plan (Plan Commission) Update:** The Plan Commission met just prior to the town meeting and completed its update of the plan. The Plan Commission will meet prior to the September Town Board Meeting to consider a recommendation to the Town Board that it adopt the plan. Following that, the statutory process for adoption will be followed.

**Remonumentation Update:** Chairperson Adank met with the Buffalo County Land Information Committee. The \$10,000 that the Town of Milton paid for remonumentation services in 2013 has been spent and there is documentation of the work performed. The Town of Milton is one of five municipalities in the township which have not been remonumented. The County has proposed that each remaining municipality contribute up to \$60,000 (to be paid over a three year period) towards the cost of the project (which, for the Town of Milton, is anticipated to be \$260,000). Because our township has already paid \$10,000, our remaining share would be \$50,000, paid over three years, with the first payment due in 2021. The work would be performed from late 2021 through 2023. The benefits to the project are that it would save between \$1,000 and \$2,000 for any landowner in the Town who needs a survey (and the County is considering an ordinance requiring surveys to be completed for land sales). It would also allow GPS to be used in a more effective manner. By consensus, the board directed Chairperson Adank to have the County move forward with next steps. Any agreement would be formalized in the future by a written contract.

**Town Hall Use for Hot Spot and Food Distribution Site:** Clerk Engel reviewed the requested uses. In the spring, CCT has set up a public wi-fi hotspot at the Town of Milton at no cost to assist with the need for broadband access, particularly by public school students. The proposal is to re-activate the hot spot. Additionally, the C-FC Backpack Meal Program which supplies weekend meals to needy children during the school year is exploring alternative options for a distribution site as the school is limiting access by outside groups. The school wants the program to continue in some format and suggested the Town Hall as a possible distribution location, given its close proximity to the school. The current proposal being considered is to have the food bank deliver food to the town hall once a month for packaging into boxes and distribution via a drive through method to the participants. Treasurer Baures offered to clean the town hall following its use by the backpack program. Supervisor Jandl made a motion to proceed approve the use of the town hall as a public wi-fi spot and for use by the C-FC Backpack Meal Program. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

**Operator's License Application:** The board reviewed an operator's license application submitted by Caitlin Ruble and Jodi Bakkum. Supervisor Jandl made a motion to grant the license. Supervisor Jensen seconded the motion. There was no additional discussion. Motion passed 3-0.

**Recycling/Garbage:** The next BBCM meeting will be held at the end of the month.

**Klebig Septic Location Request:** Merlyn Klebig's septic system was damaged as a result of the broadband installation and needs to be relocated. The only viable location for the system would put it within the town right of way (on Bay Street), but at a location which should not affect the town's ability to maintain or use the road. Supervisor Jensen moved to approve the request to locate the system within the road right-of-way as depicted on the location map. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

**ATV Trails:** Supervisor Jandl attending the WTA Unit Meeting at which the Buffalo County ATV trail proposal was discussed. Some townships have requested changes to the proposal. Since the Town of Milton only has one County Road, our township has not taken a position..

**Roadwork:**

- **Schlawin Road:** The roadwork has been completed and, per Supervisor Jensen, turned out great. The bill has not yet been received.
- **Kennebeck Road:** Paul Duellman completed the work needed to widen the roadway. He indicated that the road would benefit from several loads of gravel, to which the board agreed.
- **Bridges/Culverts:** The culvert near the old Town Hall is complete. A nearby landowner contacted Chairperson Adank to compliment Paul Duellman on the workmanship and speed of replacement. The other bridge will be replaced with a culvert in the fall.

**Adjournment:** Supervisor Jandl moved to adjourn the meeting. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:50 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**September 9, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on September 9, 2020 at 6:00 p.m. with Supervisor Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were two 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 additional discussion. Motion passed 3-0.

**Approval of Minutes:** Clerk Engel distributed the draft minutes from the August 12, 2020 Town Board Meeting 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.

**Fire Station/Fire Truck Update:** No new updates. This item can be removed from the agenda until the spring, when the Fire Association will determine final payment numbers. The Association is still accepting donations and will recognize donations of \$1,000 or over with a plaque.

**Census/Complete Count Committee Update:** No updates.

**COVID Grants:** Clerk Engel reviewed the status of the two grants that are available to the town as a result of COVID.

- **WEC Cares Grant:** The Wisconsin Elections Commission Cares Grant in the amount of \$620.20 has already been received and must be spent on for additional election costs incurred due to COVID. Current expenditures are around \$425. The remaining funds will be used for postage and/or Plexiglas dividers.
- **Routes to Recovery Grant:** The Routes to Recovery (RtR) Grant is for local governments to use on specific categories of expenditures. The Town of Milton spent all of its allocation on cleaning supplies/sanitizer as well as food service containers for the school. Clerk Engel has submitted the request for reimbursement of the funds (\$9,072).

**Comprehensive Plan (Plan Commission) Update:** The Plan Commission met just prior to the town meeting and passed a resolution for the Town Board to adopt the plan. The Plan needs to be distributed to surrounding municipalities and scheduled for a public input hearing. Unless there is a legal requirement to have it at a different time, the public hearing will be held on the same evening as the November budget hearing. Plan Commission Chairperson, Kalene Engel, thanked the members of the commission for their work on the plan: Paul Duellman, Eugene Bagniewski, Jr., Jeff Jandl, Pam Jensen, Nicki Adank (Vice-Chairperson) and Ben Adank (Secretary).

**Remonumentation Update:** Chairperson Adank summarized the proposed Resolution which was prepared by Attorney Loberg as a result of the direction provided by the Board at the August meeting. The Resolution outlines the township's contribution to the project, including a credit for the \$10,000 previously paid. It also sets forth a timeline for completion and penalties for non-completion. Supervisor Jensen made a motion that the board adopt the Resolution as presented. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Recycling/Garbage:** Buffalo County's cost for the single stream recycling by the entity receiving the recyclables is higher than what was quoted, so Bruce Fuerbringer is attempting to negotiate with the provider. A BBCM meeting is due to be scheduled.

**Roadwork:**

- **Updates on Summer Roadwork:** The county completed the projects on Schlawn Road and Fern Circle but has not sent a bill. Paul Duellman completed the Kennebeck Road project and is waiting for the culvert to be delivered for the 2<sup>nd</sup> culvert replacement on Lower Eagle Valley Road.
- **Other Roadwork:** The town received communication from Buffalo County Zoning regarding the address sign replacement project, requesting that the town verify that all necessary road signs were replaced. Clerk Engel posted a notice on Facebook and received one response, which was referred for an application for an address. Jeff Jandl stated that he was missing a road sign. Discussion was held on how the township could verify completion and a suggestion was made that Buffalo County put an ad in the paper. Another issue has arisen with respect to the Indian Creek Road right-of-way. Chairperson Adank will explore options for resolution.

**Adjournment:** Supervisor Jandl moved to adjourn the meeting. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:25 p.m.

Minutes by Kalene Engel, Town Clerk



**RESOLUTION NO. 2020- 2**  
**TOWN OF MILTON**

**WHEREAS**, the County of Buffalo and the Town of Milton (as well as other Towns) entered into an understanding in 2013 whereunder it was agreed the County would undertake a survey remonumenting project in the County under a cost sharing arrangement with the Towns; and

**WHEREAS**, the Town of Milton agreed to contribute \$60,000 toward the project and, in fact, actually contributed \$10,000 before the project was halted; and

**WHEREAS**, the County has determined to reinstate the remonumenting project, with work to commence near year end 2021, or in early 2022, with a completion date of December 31, 2023; and

**WHEREAS**, the County seeks contribution from the Town at it would remain \$60,000 (including the \$10,000 already paid); and

**WHEREAS**, the project to cost is estimated to be approximately \$240 - \$250,000 with County contracting for the remonumenting survey services; and

**WHEREAS**, the County is willing to commit to completing the project as aforesaid, and will budget sufficient funds to pay for same;

**NOW THEREFORE**, Be It Hereby Resolved by the Town Board of the Town of Milton, as follows:

1. The Town of Milton agrees to contribute the total sum of \$60,000 for the remonumenting project. This sum shall include credit for the \$10,000 already paid to the County. The balance of \$50,000 shall be paid to the County in annual installments on or about July 1 of each year, as follows: 2021 (\$17,000), 2022 (\$17,000), and 2023 (\$16,000).
2. This Agreement to contribute is predicated upon the County entering into a binding Contract with the Town to remonument the Town in accordance with the foregoing schedule and to complete the project not later than December 31, 2023.
3. The Contract with the County shall provide that in the event the project is not completed as scheduled, as aforesaid, then funds paid to the County by the Town shall be reimbursed to the Town.

It is so Resolved by the Town Board of the Town of Milton.

Resolution adopted this 9<sup>th</sup> day of September, 2020.

**TOWN OF MILTON**

By:   
Ben Adank, Town Chair

ATTEST:   
Kalene Engel, Town Clerk

**RESOLUTION NO. 2020-3**  
**TOWN OF MILTON**

**WHEREAS**, Buffalo County (hereinafter the "County") acting through Buffalo County Health and Human Services, represented by its Public Health Supervisor/Health Officer, April Loeffler, has approached the Town of Milton (hereinafter the "Town") on behalf of Buffalo County seeking to use the Milton Town Hall as a site for limited drive-through COVID-19 testing; and

**WHEREAS**, the Town Board has sought input from its insurance agent regarding coverage with respect to injuries that might befall County employees, contracted County personnel, Town employees and/or the general public as a result of the County use of the Town Hall site and has received recommendation that if permission be granted to the County to use the Town Hall site the County should name the Town as an additional insured on the County liability policy with respect to use of the Town of Milton Town Hall for drive-through COVID-19 testing purposes and the Town should obtain assurance that the County will follow certain safety procedures (cleaning, social distancing and other appropriate state and federal guidelines);

**NOW THEREFORE**, It is Hereby Resolved by the Town Board of the Town of Milton, as follows:

1. The Buffalo Department of Health and Human Services, by and through its Public Health division, may use the Town Hall and Town Hall site on Thursday mornings, each week, at such times deemed suitable to the County, for drive-through only COVID-19 testing. The permitted hours of use may be any time between 9:00 a.m. and noon. The hours may be extended upon approval by the Town Chair.
2. It is recognized that because of approaching inclement/cold weather, staff employed or contracted (collectively "staff") by the County may need shelter between tests administered by them and therefore these staff shall have access to the Town Hall for shelter and may use the facilities of the Town Hall, such as the restroom, as reasonably necessary.
3. The County shall be responsible for sanitizing all Town Hall site areas used by staff prior to and at the conclusion of each Thursday morning testing operation. During use of the Town Hall site all staff shall wear suitable face masks and practice the then current recommended social distancing between themselves and Town employees. Staff shall not interact with public users of the COVID-19 testing drive-through facility in any manner inconsistent with the then current social distancing standards except as reasonably necessary to administer tests. Note: the current recommended social distancing standard is 6 feet, but this may be subject to change. The County shall monitor the most recent recommendations issued by state and federal authorities regarding same and shall adhere to same.

4. The County shall follow all recommended practices as are posted on the Buffalo County Public Health website, including those listed under "COVID-19 Local Coronavirus Updates." The County shall also follow the Wisconsin Department of Health Services recommendations regarding COVID-19 public safety measures, including those presently listed under "COVID-19: Decision Tool for Individuals and Families" and shall follow the "Best Practices for Safety Regardless of Risk" posted on the Wisconsin Department of Health Services website. In addition, all recommended practices with respect to COVID-19 testing and prevention shall be followed with respect to and in connection with use of the Town Hall by the County. Any County staff exposed to a COVID-19 carrier, or thought to be infected with same, shall complete the Exposure Reporting Form found on the Buffalo County website.
5. Use of the Town Hall facilities may be revoked at any time by directive of the Town Board of the Town of Milton or by the Town Board Chair.
6. Use of the Town Hall may be undertaken by Buffalo County as soon as:
  - A. The Buffalo County Chair, Clerk and Public Health Supervisor/Health Officer execute a counterpart of this Resolution agreeing to be bound by the terms hereof.
  - B. Buffalo County produces to the Town Clerk an endorsement to the Buffalo County liability coverage policy naming the Town of Milton as an additional insured either (i) generally, or (ii) with respect to the testing contemplated by this Resolution and in connection with any injuries or damages resulting to any person as a result of such testing or resulting from the transmission of disease in association therewith.
  - C. Buffalo County agrees to hold the Town of Milton harmless from any and all claims of injury or damage arising out of the use of the Town Hall and Town Hall site by Buffalo County for COVID-19 testing purposes including any incidental or consequential injuries or damages resulting to any person or property.

This Resolution adopted unanimously by the Town Board of the Town of Milton the 28<sup>th</sup> day of September, 2020.

**TOWN OF MILTON**

By:   
Ben Adank, Town Chair

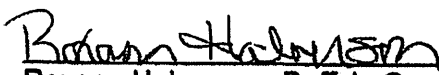
ATTEST:   
Kalene Engel, Town Clerk

We, the undersigned, being duly authorized by the Buffalo County Board of Supervisors, do hereby agree that the Buffalo County use of the Town of Milton Town Hall site and facilities for COVID-19 drive-through testing as set forth hereinabove shall be subject to each and every term of the foregoing Resolution and Buffalo County agrees to be bound by those terms.

Date: 10-6-2020

  
Dennis Bork, Buffalo County, Chair

Date: 10-6-2020

  
Roxann Halverson, Buffalo County, Clerk

Date: 10/5/20

  
April Loeffler  
Public Health Supervisor/Health Officer

**MINUTES OF THE TOWN OF MILTON**  
**SPECIAL TOWN BOARD MEETING**  
**September 28, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on September 9, 2020 at 5:00 p.m. with Supervisor Jeff Jandl (via phone), Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present.

**Consideration of Resolution to Authorize the Use of the Town of Milton Property for a Buffalo County-sponsored COVID Weekly Testing Site:** Chairperson Adank and Clerk Engel described the history of the request by Buffalo County Public Health to use the town hall parking lot and town hall for a weekly COVID-testing site. When the Routes to Recovery funding became available, Clerk Engel had reached out to Buffalo County Public Health regarding setting up a testing site at the town hall. The grant money was spent elsewhere; however, April Loeffler of Public Health recently inquired whether the town hall location could be used for a weekly testing site. The testing would be conducted in a drive-thru fashion; however, the public health personnel doing the testing, would need the use of the building for bathrooms, wi-fi and warmth during winter months. Public health personnel would clean the town hall following each use. Testing would be done weekly on Thursday mornings. The Town's insurance agent recommended having the Township named as an additional insured on the County's insurance and obtaining a certificate of insurance. The Town's attorney recommended having a formal resolution outlining the agreement, signed by Town and County officials. Chairperson Adank reviewed the proposed resolution. Supervisor Jensen made a motion to approve the resolution to allow the use of the town hall site for a Buffalo County-sponsored COVID weekly testing site. Supervisor Jandl seconded the motion. Motion passed 3-0.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 5:07 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**October 14, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on October 14, 2020 at 6:00 p.m. with Supervisor Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were five community members.

**Informal Public Comment:**

- Card from C-FC School Board: The town received a thank you card from the C-FC School Board for the donation of disposable food service containers/items and the wi-fi hotspot at the Town Hall.
- Business Honor Roll Award: The C-FC School Board nominated the Town of Milton for a Wisconsin Association of School Board's "Business Honor Roll Award." The Town was selected as a recipient and is invited to the October 21, 2020 regular school board meeting to receive the award. Following is the information that was provided to WASB in the nomination:

*The Town of Milton, through grants and a partnership with Cochrane Co-Op Telephone, has played an essential role in bringing broadband internet access not only to the C-FC schools but to the families within the township. Free public wi-fi is available in the parking lot of the Town of Milton Town Hall. The Wisconsin Routes to Recovery Grant provided federal funding to every Wisconsin town, village, city, county or recognized Indian tribe to use on COVID-related expenses. The Town of Milton Board voted to use their remaining funds to purchase disposable food distribution products (to-go containers, plasticware, etc.) for C-FC's Food Service Program. This purchase should provide the supplies needed to package food for C-FC's food service program for the entire year.*

- Thank you from residents for roadwork: The town board received an e-mailed note of thanks from Karla and John Patzner for allocating funding for repairing Kennebeck Road and for the "fantastic job" that Paul Duellman did on the project. Sharon Kamrowski also thanked Paul for the excellent job done on the Bechly bridge.
- Town Hall: Thank you to Paul Duellman and Kalene Engel for providing supplies for and painting the treated wood columns at the entrance to the Town Hall.

**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 September 9, 2020 Town Board Meeting and September 28, 2020 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.

**Presentation by Mark Tallman, Regional Economic Development Coordinator for the Wisconsin Economic Development Corporation:** Mark Tallman provided an overview of the

services offered by the Wisconsin Economic Development Corporation and fielded questions about how the WEDC could assist the Town of Milton in its economic development efforts.

**Resolution to Exceed Levy Limits:** Chairperson Adank and Clerk Engel reported on the proposed 2021 town budget. In order to maintain an appropriate level of contingency funds as well as meet current and future anticipated roadwork, public safety, broadband and other needs, it will be necessary to raise the levy beyond the current levy limit. The Town of Milton has historically had one of the lowest levies in the area, if not the state. Chairperson Adank distributed a summary of levy and budget information for surrounding communities. The proposed increase in levy of approximately \$25,000 would put the Town more in line with other area municipalities. Questions were asked and answered about the budget items. Supervisor Jandl moved to approve the proposed resolution to increase the levy to \$83,295. Discussion was held on the value that residents are or could get for their tax dollars. Supervisor Jensen seconded the motion. No additional discussion. Motion passed 3-0.

**Fire Station/Fire Truck Update:** Chairperson Adank distributed a financial report from the Fountain City Fire Association which showed the estimates for and actual costs of the fire station and fire truck projects. Although many of the bid costs came in at or under budget, there were large overages in the excavating and concrete costs (\$17,000) which were explained as being the result of change orders or other unforeseen issues. There were also \$68,000 in "miscellaneous" costs that were mostly unplanned or unbudgeted expenses, including \$11,000 for building plans and several thousand dollars for furniture and appliances. Fortunately, over \$100,000 in donations has also been received, with additional donations expected by the time the bill will be settled this spring. The town has \$25,000 remaining to pay on its pledged contribution amount. The Fire Association plans to do a recognition ceremony for donors once the current pandemic allows this to occur safely.

**Census/Complete Count Committee Update:** Chairperson Adank and Clerk Engel received e-mails from the Census Bureau indicating that the census work is wrapping up as of October 15th.

**COVID Grants:** Reimbursement for the Routes to Recovery expenditures of \$9,072 has already been received. The final expenses for the WEC Cares Grant of \$620.20 were paid tonight. Clerk Engel will submit the final report for that grant tomorrow.

**Recycling/Garbage:** The BBCM Board decided to lower the annual contribution amount to \$2,500, of which Milton's share is \$555. It was able to do this because the program is now self-sustaining. Buffalo County raised its per capita recycling fee to \$3 per person (from \$2), which created concern among the BBCM Board. The Board is exploring an alternative arrangement of hiring a private contractor to handle the BBCM recycling site.

#### **Roadwork:**

- **Updates on Summer Roadwork:** With the exception of the culvert replacement on Lower Eagle Valley Road, the rest of the summer roadwork projects are complete.
- **Consider and act upon proposed Order for removal of encroachments from Indian Creek Rd:** Chairperson Adank reviewed the history of the encroachments on Indian Creek Road placed by or on behalf of Steve Duellman. After reaching an agreement with



the township to move the sign for his business further off the roadway, he then caused a fence to be constructed in the road right-of-way. The Town's attorney has been in communication with Mr. Duellman's attorney who has indicated that Mr. Duellman will not move the obstruction. Therefore, per the Town's attorney, the next step is for the Town Board to issue an Order to remove the obstructions. Questions about the history of the dispute were asked and answered. Supervisor Jensen made a motion to issue the Order directing Mr. Duellman to remove the encroachments (fence and sign). Supervisor Jandl seconded the motion. No additional discussion. Motion passed 3-0.

**Announcements/Discussion Items:**

- **Fort Property Complaints:** Clerk Engel received an anonymous letter of complaint about the properties owned by Robert Fort along and near Highway 35. In discussing the matter with Buffalo County Zoning, Chairperson Adank learned that the County is already working on the concerns regarding the property adjacent to Highway 35 and has turned it over to the Wisconsin Department of Transportation.
- **Wisconsin Towns Association Unit Meeting:** The WTA Unit Meeting is scheduled for Monday, October 19<sup>th</sup> at the Courthouse. Board members received an e-mail invite.

**Adjournment:** Supervisor Jandl moved to adjourn the meeting. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 7:34 p.m.

Minutes by Kalene Engel, Town Clerk

**RESOLUTION NO. 2020-04**  
**TOWN OF MILTON, BUFFALO COUNTY**  
**RESOLUTION OF TOWN BOARD PROPOSING TO EXCEED LEVY LIMIT**

Whereas, the State of Wisconsin has imposed levy limits on town, village, city, and county levies for 2020 and thereafter under s. 66.0602, Wis. Stat.;

Whereas s. 66.0602, Wis. Stat. limits the allowable local levy for 2020 to a percentage increase of no more than the greater of (a) zero percent of the 2019 payable 2020 adjusted actual levy as calculated under the state's levy limit law\* or (b) a percentage equal to the percent change in equalized value due to net new construction less improvements removed, which for the Town of Milton is .766%;

Whereas, the town board of the Town of Milton, Buffalo County, believes that for the 2020 tax levy (to be collected in 2021) it is in the town's best interest to exceed the state levy limit as described above by a greater percentage than .766%;


Whereas, the Town of Milton's 2019 payable 2020 adjusted actual tax levy was \$58,172, and further whereas the state law would limit this year's increase to \$445.60 ( $\$58,172 \times .766\%$ ), for a total allowable town tax levy of \$58,295 ( $\$58,172$  less  $\$323.18$  for the 2021 personal property aid payment) before adjustments for 2020 (to be collected in 2021);

THEREFORE, the town board of the Town of Milton, Buffalo County does hereby resolve and order as follows:

1. The town board supports an increase in the town tax levy for 2020 that will exceed the amount allowed by the state levy limit.
2. The town board directs that the question of increasing the allowable town tax levy for 2020 (to be collected in 2021) by 43 percent ( $\$25,000 + \$58,295$ ) which would increase the town levy by \$25,000 for a total town tax levy (after adjustments) of \$83,295 ( $\$58,295 + \$25,000$ ), shall be placed on the agenda for the special town meeting to be held on November 11, 2020.

Adopted this 14 day of October, 2020.

Signature of Town Chair: 

Attested by Town Clerk: 

Note that the town clerk must post or publish a Class 1 notice of this resolution within 30 days of adoption. See s. 60.80(1)(c), Wis. Stat.. Further, this resolution must be adopted by the town board at least 15 days prior to the special town elector meeting at which it will be voted on. This is because the special town elector meeting must be noticed at least 15 and not more than 20 days in advance. See s. 60.12, Wis. Stat.

**MINUTES OF THE TOWN OF MILTON**  
**HEARING ON COMPREHENSIVE PLAN**  
**November 11, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on November 11, 2020 at 5:00 p.m. with 6 community members were present.

**Presentation and discussion of the Town of Milton Comprehensive Plan 2020:** The Comprehensive Plan that was recommended for adoption by the Town of Milton Plan Commission was presented. Discussion was held on the plan.

**Discussion of Ordinance 2020-20 Town of Milton Comprehensive Plan 2020:** Proposed Ordinance 2020-20 regarding the adoption of the Comprehensive plan was reviewed and discussed.

**Adjournment:** Jeff Jandl moved to adjourn the meeting. Pam Jensen seconded the motion. No discussion. Motion passed 6-0. Meeting adjourned at 5:04 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**HEARING ON 2021 BUDGET**  
**November 11, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on November 11, 2020 at 5:30 p.m. Twelve community members were present.

**Presentation and discussion of the proposed 2021 Town of Milton Budget:** Chairperson Adank and Clerk Engel presented the proposed 2021 town budget. Discussion was held on the budget.

**Adjournment:** Jeff Jandl moved to adjourn the meeting. Bev Engel seconded the motion. No discussion. Motion passed 12-0. Meeting adjourned at 5:44 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**SPECIAL MEETING OF ELECTORS**  
**November 11, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on November 11, 2020 at 5:45 p.m. Twelve community members were present.

**Resolution to exceed levy limit:** Proposed Resolution No. 2020-05 to exceed the 2020 levy limit was presented and reviewed. Jeff Jandl moved to adopt the proposed resolution. Jane Baures seconded the motion. No discussion.

9 Town electors voted aye

2 Town electors voted nay

1 Town electors abstained

Motion to adopt resolution passed.

**Resolution to approve tax levy:** Proposed Resolution No. 2020-06 to approve the 2021 tax levy was presented and reviewed. Jeff Jandl moved to adopt the proposed resolution. Am Pam Jensen seconded the motion. No discussion.

9 Town electors voted aye

0 Town electors voted nay

1 Town electors abstained

Motion to adopt resolution passed.

**Adjournment:** Pam Jensen moved to adjourn the meeting. Jeff Jandl seconded the motion. No discussion. Motion passed 12-0. Meeting adjourned at 5:50 p.m.

Minutes by Kalene Engel, Town Clerk

**RESOLUTION NO. 2020-05  
TOWN OF MILTON, BUFFALO COUNTY  
RESOLUTION BY ELECTORS TO ENDORSE THE  
TOWN BOARD'S RESOLUTION TO EXCEED THE LEVY LIMIT**

**Town of Milton, Buffalo County**

Whereas, the State of Wisconsin has imposed levy limits on town tax levies for 2020 and thereafter under s. 66.0602, Wis. Stat.;

Whereas, s. 66.0602(5), Wis. Stat. allows the town electors in a town with a population of less than 3,000 to exceed the maximum allowable levy limit by adoption of a resolution at a town meeting of the electors;

Whereas, the town board has adopted a resolution supporting an increase in the town tax levy which would exceed the maximum allowable state levy limit for the Town of Milton;

Whereas, a special town meeting of the town electors has been called and properly noticed to consider the adoption of a resolution to endorse a town board resolution to exceed the state levy limits, specifically by increasing the allowable town tax levy for 2020 (to be collected in 2021) by 43 percent;

THEREFORE, the special town meeting of the Town of Milton, Buffalo County, Wisconsin, by a majority vote of the eligible electors duly assembled and voting on this 11th day of November, 2020, hereby resolves and orders as follows:

1. The town electors of the Town of Milton, Buffalo County, Wisconsin endorse the town board resolution to increase the town tax levy for 2020 (to be collected in 2021) by 43 percent over the allowable 2020 levy, which is a dollar increase of \$25,000 over the allowable 2020 town tax levy.
2. The town clerk shall properly post or publish this resolution as required by law under s. 60.80(1)(a), Wis. Stat. within 30 days of adoption.

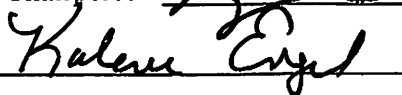
Adopted this 11th day of November, 2020, at a Special Town Meeting.

Number of town electors voting aye 9

Number of town electors voting nay 2

Number abstaining or not voting (if determined) 1

Signature of Town Meeting Chairperson 

Attested by Town Clerk\* 

\* Within 14 days after adoption of the resolution, the town clerk shall certify the results of the vote to the Wisconsin Department of Revenue. See s. 66.0602(5), Wis. Stat.

\* Note that the town clerk must post or publish a Class 1 notice of this resolution within 30 days of adoption. See s. 60.80(1)(a), Wis. Stat.

**RESOLUTION NO. 2020-06**  
**TOWN OF MILTON, BUFFALO COUNTY**  
**RESOLUTION FOR ELECTORS TO ADOPT THE TOWN TAX LEVY**  
**AT SPECIAL TOWN MEETING OF TOWN ELECTORS**

**Town of Milton, Buffalo County**

Whereas, s. 60.10(1)(a), Wis. Stat. 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 town electors has been called and properly noticed to approve the 2020 total town tax levy (to be collected in 2021), pursuant to s. 60.10(1)(a), Wis. Stat.;

Whereas, the town electors, after proper notice, have, via a special town meeting vote, authorized the Town of Milton to exceed the allowable state levy limit;

THEREFORE, the special town meeting of the Town of Milton, Buffalo County, Wisconsin, by a majority vote of the eligible electors duly assembled and voting on this 11th day of November, 2020, hereby resolves and orders as follows:

1. The town electors of the Town of Milton, Buffalo County, Wisconsin adopt the town tax levy for 2020 (to be collected in 2021) in the amount of **\$83,295**, which amount should be inserted on Section A, Line 11 of the Municipal Levy Limit Worksheet and which represents an increase of \$25,000 from the allowable tax levy of \$58,295.
2. The town clerk shall properly post or publish this resolution as required by law under s. 60.80(1)(a), Wis. Stat. within 30 days of adoption.


Adopted this 11th day of November, 2020, at a Special Town Meeting.

Number of town electors voting aye 9

Number of town electors voting nay 0

Number abstaining or not voting (if determined) 3

Signature of Town Meeting Chairperson 

Attested by Town Clerk\* 

**\* Note that the town clerk must post or publish a Class 1 notice of this resolution within 30 days of adoption. See s. 60.80(1)(a), Wis. Stat.**

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**November 11, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on November 11, 2020 at 6:00 p.m. with Supervisor Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were seven community members.

**Informal Public Comment:**

**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 October 14, 2020 Town Board Meeting 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.

**Approval of 2021 Budget:** Supervisor Jensen made a motion to approve the 2021 town budget; Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0.

**Comprehensive Plan Ordinance:** Supervisor Jensen made a motion to adopt Ordinance No. 2020-20 Town of Milton Comprehensive Plan 2020. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Clerk Engel will distribute copies of the ordinance and adopted plan to the parties specified in the comprehensive plan statute. Thank you to the Plan Commission for its work on completing the plan

**Fire Station/Fire Truck Update:** No updates.

**Election Update:** Clerk Engel reported that the November 3, 2020 election went very smoothly, despite the very high (95%) voter turnout and COVID-related adjustments. She thanked the election officials who worked the election for a job well done.

**Recycling/Garbage:** No update.

**Roadwork:**

- **Updates on Roadwork:** The remaining culvert on Lower Eagle Valley Road will be completed next summer.
- **Update on encroachments on Indian Creek Rd:** Last month the town board issued an order asking him to remove the encroachment. Mr. Duellman has until November 20<sup>th</sup> to remove the obstruction and if he does not, the Town will seek action in circuit court to have the obstruction removed. Chairperson Adank was asked by the snowmobile club to be able to sign the roadway and he advised them that there was a dispute regarding the road right-of-way and that it was not yet decided.
- **Other roadwork:** None.



**Announcements/Discussion Items:**

- **ATV Vote:** Supervisor Jandl inquired as to the next steps for the ATV. Chairperson Adank stated that the next move was up to the County, as the referendum vote was advisory. The only county road we have in the Town of Milton is on County Road G.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:07 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF THE TOWN OF MILTON**  
**TOWN BOARD MEETING**  
**December 9, 2020**

Chairperson Ben Adank called the meeting to order at the Milton Town Hall, S2794 State Road 88, Fountain City, WI 54629 on December 9, 2020 at 6:00 p.m. with Supervisor Jeff Jandl, Supervisor Pam Jensen, Clerk Kalene Engel and Treasurer Jane Baures present. Also present were two community members.

**Informal Public Comment:** Collins Plumbing adjusted the fan and finished the tune-up for the heat/vent system.

**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 November 11, 2020: Comprehensive Plan Hearing; Budget Hearing; Town Electors Meeting, 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.

**Set Date for Caucus:** Supervisor Jandl moved to set the Caucus Date on January 13, 2021 at 5:45 p.m. Supervisor Jensen seconded the motion. No discussion. Motion passed 3-0.

**Routes to Recovery Grant:** Clerk Engel submitted a request for reimbursement for \$7,550 for the new election machine. The request was denied at first, but after Clerk Engel provided additional information, was approved. Chairperson Adank extended his thanks to Clerk Engel for pursuing the grant funds, which were available because other municipalities did not use up their allotted amounts.

**Recycling/Garbage:** No update.

**Roadwork:**

- **Discussion of County-provided roadwork:** The final total for the Schlawin Road project performed by Buffalo County was \$45,765, which was significantly more than the estimate of \$37,500. Chairperson Adank exchanged several e-mails with the office manager and interim commissioner regarding the bills. After double checking the bills, they indicated that the overage was due extra width (in excess of 22') and approximately 1000 gallons in extra oil. The Board discussed some of the difficulties encountered over the last few years with county-provided roadwork including the present overage and tardy billings (which affect both budget preparations and transportation aid calculations). As a result, in the future, the Board plans to seek competitive bids in lieu of or in addition to an estimate from the county. This afternoon, the County Office Manager provided a draft agreement for roadwork done by the County for municipalities, a copy of which was distributed to board members.
- **Update on encroachments on Indian Creek Rd:** In addition to the sign and fence that were placed within the Indian Creek Road right-of-way, a trailer with expired plates has

now been placed in the right-of-way. Attorney Loberg has filed the lawsuit against Steve Duellman in Buffalo County Circuit Court, but it is unknown how long the process will take. Attorney Loberg also sent a letter to Mr. Duellman's attorney about the trailer (about which the town has received a complaint) and requested that it be moved, noting that liability for injuries caused by the trailer would be the responsibility of Mr. Duellman. Members of the Buffalo County Sheriff's Department have made contact with town officials and others and were also going to contact Mr. Duellman. Chairperson Adank will follow up with the Sheriff's Department.

- **Other roadwork:** None.

**Announcements/Discussion Items:** None.

**Adjournment:** Supervisor Jensen moved to adjourn the meeting. Supervisor Jandl seconded the motion. No discussion. Motion passed 3-0. Meeting adjourned at 6:15 p.m.

Minutes by Kalene Engel, Town Clerk

**MINUTES OF CAUCUS**  
**January 13, 2021 at Milton Town Hall**

Chairperson Adank. opened the caucus at 5:45 p.m. Eleven residents were present at the start of the meeting; one resident arrived during the nominations for Treasurer. Chairperson Adank requested nominations for President of the Caucus. Upon a nomination by Kalene Engel and a second by Jane Baures, Eugene Bagniewski, Jr. selected as President of the Caucus. The following nominations and motions took place:

- **Nominations for Chairperson:** Ben Adank was nominated by Kalene Engel and seconded by Jane Baures. Motion to close nominations for office by Jackie Killian with a second by Penny Schmidtknecht.
- **Nomination for Clerk:** Kalene Engel was nominated by Jane Baures with a second by Jackie Killian. Motion to close nominations for office by Pam Jensen with a second by Jeff Jandl.
- **Nomination for Treasurer:** Jane Baures was nominated by Penny Schmidtknecht with a second by Jackie Killian. Motion to close nominations by Pam Jensen, with a second by Jeff Jandl.
- **Nominations for Supervisors:** Jeff Jandl was nominated by Paul Duellman with a second by Jane Baures. Pam Jensen was nominated by Rich Bagniewski with a second by Paul Duellman. Motion to close nominations by Ben Adank, seconded by Jeff Jandl.
- **Close Nominations:** Motion to close caucus by Jackie Killian, seconded by Jeff Jandl. Motion approved unanimously.

Caucus ended at 6:06 p.m.

Respectfully submitted,  
Kalene Engel, Town Clerk