



AGENDA
City of Milton
Virtual Common Council Meeting
Tuesday, June 2, 2020
6:00 PM

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/87985439529>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 879 8543 9529 to monitor the meeting via telephone.

1. Call to Order and Confirmation of Appropriate Meeting Notice.
2. Approval of Agenda
3. Pledge of Allegiance
4. Public comments regarding items which can be affected by Council Action
Presenters must sign in with the City Clerk in order to speak.
5. Approval of Common Council Meeting Minutes - May 19, 2020
6. Public Hearing, Discussion and Possible Action on Resolution 2020-16 Regarding Curb and Gutter Assessments for the Elizabeth Street Reconstruction Project and Bid Approval

Documents:

[Memo - Elizabeth Street Assessments.pdf](#)
[2020 Pavement Improvement Project Directors Report Elizabeth Street.pdf](#)
[Resolution 2020-16 Final Resolution Elizabeth St. Curb and Gutter Replacement.pdf](#)
[Award Letter.pdf](#)

7. Discussion and Possible Action Regarding Ordinance #474 Amending Section 78-1233 of the Code of Ordinances Concerning Mini Warehouse Off-Street Parking Requirements

Documents:

[Memo - Ordinance 474 - Mini Storage Unit Parking Requirements.pdf](#)
[Ordinance 474 - An Ordinance Amending Section 78-1233 Concerning Miniwarehouse Off-Street Parking Requirements.pdf](#)

8. Discussion and Possible Action Regarding the City of Milton Reopening Phased Plan

Documents:

[Memo - City of Milton Reopening Plan.pdf](#)
[Reopening City Facilities Plan - Final DRAFT.pdf](#)

9. General Items

- a. Committee Reports**
- b. Staff Reports**
- c. Team Building Exercise.**

10. Next Meeting ~ June 16, 2020

11. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted by Leanne Schroeder May 29, 2020 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.



Department of Public Works

To: Mayor Welch, Common Council Members
From: Howard Robinson, Director of Public Works
Date: August 20, 2019
Subject: Public Hearing, Discussion and Possible Action on Resolution 2020-16 Regarding Curb and Gutter Assessments for the Elizabeth Street Reconstruction Project

Summary

As part of the Elizabeth Street reconstruction projects, portions of curb and gutter will be replaced along both sides of the street. Pursuant to State Statutes and City Ordinances, assessments will be levied to the affected property owners. Notification was sent to each affected property owners informing them of their respective amount due and the opportunity of this public hearing.

Payne and Dolan was the low bidder on this project in the amount of \$78,855.00.

Recommendation

The City Administration recommends, upon completion of the public hearing, the Common Council approve Resolution 2020-16 assessing properties along Elizabeth Street and approve the bid for Payne and Dolan in the amount not to exceed \$78,855.00.

May 5, 2020
Report of Director of Public Works
2020 Curb and Gutter Replacement

In accordance with Preliminary Public Works Resolutions #2020-09 adopted by the Milton Common Council on May 5th, 2020, I hereby submit my report on the assessments of benefits and damages for public improvements to be made as part of the Curb and Gutter Installation as outlined in Schedule A of this report.

The report consists of the following schedules attached here to:

- Schedule A – Preliminary Plan describing the scope of construction.
- Schedule B – Estimated cost of the proposed improvements.
- Schedule C – List of property owners affected and estimated assessments.
- Schedule D – Map of area affected.
- Schedule E – Assessment Ordinance

Respectfully Submitted
Howard Robinson
Director Public Works
City of Milton

Schedule A - Public Works Improvements Project Preliminary Plan
Curb and Gutter Replacements

This project consists of the replacement of pavement and curb and gutter sections and other miscellaneous items of work on East and West Elizabeth Street and abutting intersections.

The work will take place on East and West Elizabeth Street from Rainbow Drive through the East Elizabeth Street and Skyview Drive intersection.

This work is to be accomplished by the City of Milton under the direction of the City of Milton with improvements to be installed in accordance with the City of Milton specifications and inspected by City of Milton personnel. The cost of the proposed improvements will be born by the City of Milton and affected property owners.

Accurate records of all costs will be maintained by the City of Milton. The amount of assessment for each parcel shall be computed and assessed when the project is complete.

Schedule B - Estimated Cost of Improvements – Curb and Gutter Replacement

Lineal Feet of Replacement Curb and Gutter	
Total Entire Project Cost	\$78,855.00
(Includes curb and gutter, asphalt pavement, engineering and other miscellaneous items of work)	
Total Estimated Cost of Curb and Gutter Replacement	\$19,026.00
Assessable Portion of Total Cost to Property Owners	\$9,513.00
(Assessment Ordinance allows ½ the cost of curb and gutter to be paid by the property owner.)	

**Schedule C - Property Owners Affected and Estimated Assessments
2020 East and West Elizabeth Street Curb and Gutter Replacement**

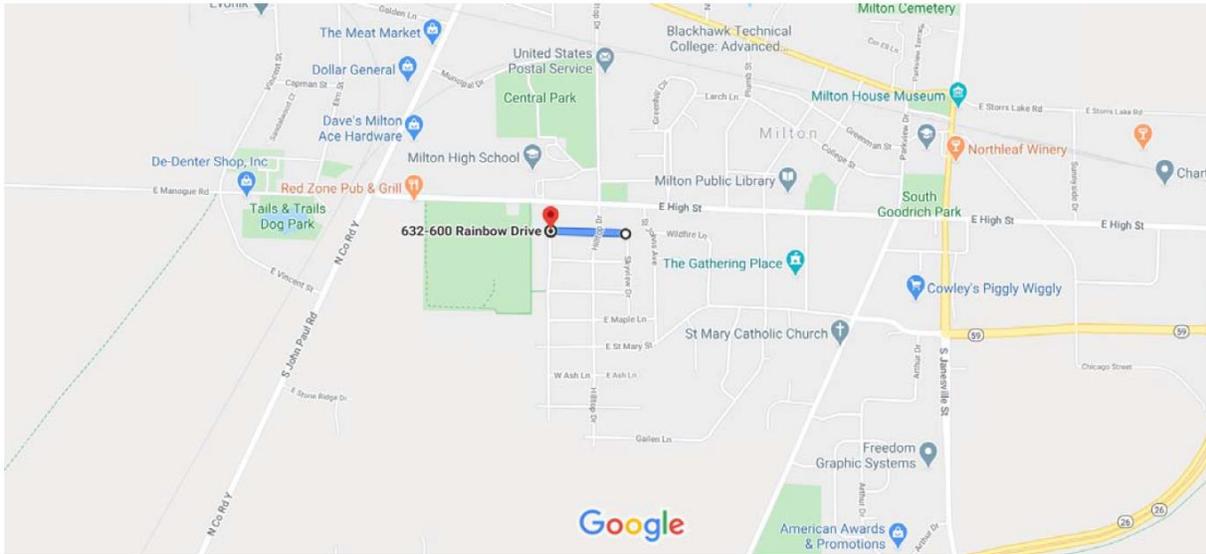
Parcel Number	Tax ID Number	Owner1 Last Name	Location	Estimated Lineal Feet	Total Cost at \$42.00 Per Foot	Assessable	Estimated
				of Curb and Gutter Replacement		Percentage Curb and Gutter	Assessment Curb and Gutter
V-23-290	257 034008	LANGER	600-602 SKYVIEW DR	18	\$ 756.00	50%	\$ 378.00
V-23-296.30	257 036010	COOLEY JR	19 W ELIZABETH ST	32	\$ 1,344.00	50%	\$ 672.00
V-23-296.29	257 0360099	HILGENDORF	27 W ELIZABETH ST	10	\$ 420.00	50%	\$ 210.00
V-23-296.28	257 0360098	O BRIEN REVOCABLE L	35 W ELIZABETH ST	20	\$ 840.00	50%	\$ 420.00
V-23-296.7	257 0360071	BEREBITSKY	47 W ELIZABETH ST	35	\$ 1,470.00	50%	\$ 735.00
V-23-296.26	257 0360096	HENDERSON	24 W ELIZABETH ST	26	\$ 1,092.00	50%	\$ 546.00
V-23-296.25	257 0360095	KEMPF	30 W ELIZABETH ST	40	\$ 1,680.00	50%	\$ 840.00
V-23-289	257 034007	TIPPELT	40 E ELIZABETH ST	18	\$ 756.00	50%	\$ 378.00
V-23-295	257 035004	LOHMEIER	609 HILLTOP DR	40	\$ 1,680.00	50%	\$ 840.00
V-23-288	257 034006	THOSTENSON TRUST	32 E ELIZABETH ST	25	\$ 1,050.00	50%	\$ 525.00
V-23-285	257 034003	COLEMAN	520 HILLTOP DR	10	\$ 420.00	50%	\$ 210.00
V-23-287	257 034005	FRIEDRICH	20-22 E ELIZABETH ST	11	\$ 462.00	50%	\$ 231.00
V-23-286	257 034004	CLEMO	14 E ELIZABETH ST	34	\$ 1,428.00	50%	\$ 714.00
V-23-282	257 033008	MATKOWSKI	521 HILLTOP DR	10	\$ 420.00	50%	\$ 210.00
V-23-296.27	257 0360097	JOHNSON	16 W ELIZABETH ST	41	\$ 1,722.00	50%	\$ 861.00
V-23-292	257 035001	KANOFF JR	607 SKYVIEW DR	15	\$ 630.00	50%	\$ 315.00
V-23-293	257 035002	ROEHL	15 E ELIZABETH ST	25	\$ 1,050.00	50%	\$ 525.00
V-23-296.24	257 0360094	NELSON	38 W ELIZABETH ST	43	\$ 1,806.00	50%	\$ 903.00
V-23-296.6	257 036007	RUNAAS	524 RAINBOW DR	0	\$ -	50%	\$ -
V-23-294	257 035003	SPLINTER JR	608 HILLTOP DR	0	\$ -	50%	\$ -
Totals				453	\$ 19,026.00		\$ 9,513.00

Location Map



42-2 E Elizabeth St, Milton, WI 53563 to 632-600
Rainbow Dr, Milton, WI 53563

Drive 0.2 mile, 1 min



Map data ©2020 1000 ft

Schedule E – Assessment Ordinance

Sec. 66-241. - Assessment schedule for public works improvements.

- (a) *Enumeration.* All costs as referred to in this subsection (a) shall include engineering, inspection and clerical costs. The following schedule shall be used in assessing costs for all public works improvements within the city:
- (1) New curb and gutter: 100 percent of the cost, except the corner radius of street intersections which lie outside of the property boundaries.
 - (2) Paving and repaving:
 - a. One hundred percent of the cost of the bituminous paving in new developments will be paid by the developer including but not limited to gravel, base of street and grading. For all frontage roads, the developer or owner will pay 100 percent of the costs, including intersections.
 - (3) Curb and gutter repair and replacement: 50 percent of the cost, except the corner radius of street intersections which lie outside of the property boundaries.

PUBLIC WORKS RESOLUTION #2020-16

Final Resolution Authorizing Special Assessment against Benefitted Properties for the Replacement of Curb and Gutter on East and West Elizabeth Street

WHEREAS, the Common Council of the City of Milton, Wisconsin held a virtual public hearing on June 2, 2020; for the resolution and report of the Director of Public Works on the following described project;

CURB AND GUTTER REPLACEMENT

Property	Street Frontage
East and West Elizabeth Street and abutting Hilltop Drive, Rainbow Drive, and Skyview Drive Intersections	From Rainbow Drive and West Elizabeth Street intersection, through the Hilltop Drive Intersection, ending at the East Elizabeth Street and Skyview Drive intersection.

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

That the report of the Director of Public Works dated May 5, 2020 pertaining to the above-described project is hereby adopted, approved, and incorporated herein. That payment of said improvement be made by assessing the cost to the abutting property owner. Those benefits shown on the report are true and correct, have been determined on a reasonable basis and are hereby confirmed.

The assessments as proposed in the report of the Director of Public Works as set forth above are adopted and approved as an exercise of the police power of the City.

Current assessments will be due on November 1, 2020. Any unpaid amounts (along with accumulated interest) will be included on the property's 2020 property tax bill.

The City Clerk is directed to mail a copy of this Resolution and a statement of the final assessment against the property to every property owner whose name appears on the assessment role whose post office address is known or can with reasonable diligence be ascertained. The City Clerk is further directed to publish this Resolution as a Class 1 notice in the Milton Courier.

Approved this 2nd day of June, 2020.

Anissa M. Welch, Mayor

Attest:

Leanne Schroeder, City Clerk



DEPARTMENT PUBLIC WORKS

April 30, 2020

Mayor Welch and Common Council
City of Milton
710 S. Janesville Street
Milton, WI 53563

Subject: Elizabeth Street Improvements - Bid Award

Dear Mayor Welch and Council Members:

Two bids were received via QuestCDN vBid on April 30th, 2020 at 1:00 P.M. for the subject project. The Bidders and bid totals are provided below. A bid tabulation is attached.

Bidder	Total Bid	Bid Bond
Payne & Dolan, Inc.	\$78,855.00	5%
Rock Road Companies, Inc.	\$89,983.80	5%

After analyzing the bids Payne & Dolan, Inc. was determined to be the lowest responsive and responsible bidder. The Low bid submitted was approximately 3% below our pre bid estimate of \$81,000.00.

Bid Award Considerations

The bid submitted acknowledged the required items for a responsive bid, including a 5% bid bond. The contractor has also successfully completed past projects for the City of Milton. Based on the above, the low responsive and responsible bidder is Payne & Dolan, Inc. with a Total Bid of \$78,855.00.

If you have any questions regarding this letter or the bids received, please feel free to contact me.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

Mark E. Langer, P.E.
City Engineer

C: Howard Robinson, City of Milton, (via e-mail)
Leanne Schroeder, City of Milton, (via e-mail)



Office of the City Administrator

To: Mayor Welch, Milton Plan Commission
From: Al Hulick, City Administrator
Date: June 2, 2020
Subject: Public Hearing, Discussion and Possible Action Regarding Ordinance #474 Amending Section 78-1233 of the Code of Ordinances Concerning Mini Warehouse Off-Street Parking Requirements

Summary

Over the past several months, the City of Milton has received several proposals for “Mini-Storage Units” to be developed within the City. Each one of these proposals has been stalled or withdrawn because of the City’s off-street parking requirement for this type of development. As currently written, Section 78-1233 of the Code of Ordinances for the City of Milton requires one parking stall per storage unit. In discussions with the various developers as well as researching common development practices with other communities, the City Administration agrees that the current parking requirement is not in line with current development practices. Therefore, Ordinance #474 amends the parking requirements for mini storage unit development to effectively remove the one stall per unit requirement. The Ordinance still requires one stall per 10 units. This requirement is much more in line with current development practices.

Analysis

The Milton Plan Commission will hold a public hearing regarding the Ordinance change at their June 2, 2020 meeting. Additionally, the ZBA reviewed and approved a proposal regarding a variance request to further decreased the parking requirement to 1 per 20 units at their May 28, 2020 meeting.

Recommendation

The City Administration recommends following the public hearing, the Milton Plan Commission forward a favorable recommendation to the Common Council regarding Ordinance #474.

ORDINANCE NUMBER #2020-474

AN ORDINANCE AMENDING SECTION 78-1233 OF THE CODE OF ORDINANCES OF THE CITY OF MILTON CONCERNING MINIWAREHOUSE OFF-STREET PARKING REQUIREMENTS

WHEREAS, Section 78-1233 of the Code of Ordinances of the City of Milton currently requires 1 space per 10 storage units, plus spaces in front of units as the minimum off-street parking requirements for miniwarehouses; and

WHEREAS, the significant minimum off-street parking requirements for miniwarehouses is currently preventing a number of proposed miniwarehouse developments from occurring on the basis that the parking requirements remove such a significant amount of available space for the development of miniwarehouses so as to make such developments uneconomical; and

WHEREAS, the Plan Commission of the City of Milton having held a duly noticed public hearing on the proposed amendment to section 78-1233 of the Code of Ordinances of the City of Milton to reduce the off-street parking requirements for miniwarehouses to 1 space per 10 storage units; and

WHEREAS, following said public hearing the plan commission having determined that the proposed amendment to Section 78-1233 of the Code of Ordinances of the City of Milton is appropriate, is consistent with existing miniwarehouses in the city, and having voted to recommend to the common council that said section be so amended; and

WHEREAS, the Common Council of the City of Milton having determined that it is appropriate to adopt the recommendation of the plan commission concerning the minimum required off-street parking requirements for miniwarehouses.

NOW, THEREFORE, the Common Council of the City of Milton do ordain as follows:

Section I. The off-street parking requirements table of Section 78-1233 pertaining to miniwarehouses is hereby amended to read as follows:

Miniwarehouses		1 space per 10 storage units
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Section II. This ordinance will take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Milton this _____ day of _____, 2020.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Leanne Schroeder, City Clerk

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Public Hearing: _____

Date Adopted: _____
Date Published: _____
Effective Date: _____

Effect of Ordinance: Reduces the minimum number of off-street parking spaces required for mini-warehouses to 1 space per 10 storage units.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: June 2, 2020
Subject: Discussion and Possible Action Regarding the City of Milton Reopening Phased Plan

Summary

As the County, State, and Country cautiously move towards “reopening” in the wake of the Coronavirus Pandemic, the City of Milton has prepared a Reopening Plan for public facilities. The attached plan outlines 3-phases for public facilities to follow as reopening occurs. The Milton Public Library has an additional 5-phase reopening plan that will be reviewed and approved by the Library Board on June 1, 2020.

Analysis

The Plan follows the guidance as provided by the Rock County Health Department Reopening Phased Plan. The Rock County Plan follows public health metrics to guide reopening in our region for businesses and organization. The City of Milton’s plan follows those metrics, which are updated on a 14-day basis by the Rock County Health Department. Additionally, the City of Milton Plan closely mirrors the State of Wisconsin Organizational reopening plan.

As the Rock County Health Department reevaluates their metrics on a 14-day basis, so will the City of Milton. As the Rock County Plan moves through their phased reopening guidelines, the City of Milton will closely follows those movements within its plan.

The goal of the plan is to avoid bouncing back and forth between opening and closing. Therefore, any changes to phases or the plan will be closely linked to information provided by the Rock County Health Department.

The City of Milton remains sensitive to the health of our employees and our constituents. Therefore, all movements and/or changes throughout the plan will be cautiously evaluated and fully vetted with the Mayor, Staff, health experts and the Common Council when necessary.

Additionally, the City of Milton remains committed to serving the citizens of our community. Since the beginning of the pandemic, services have still been provided every day. This will not change, irrespective of the phase of reopening. Employees will continue to work their FTE allocation and services will still be delivered in a professional, responsive, and effective manner.



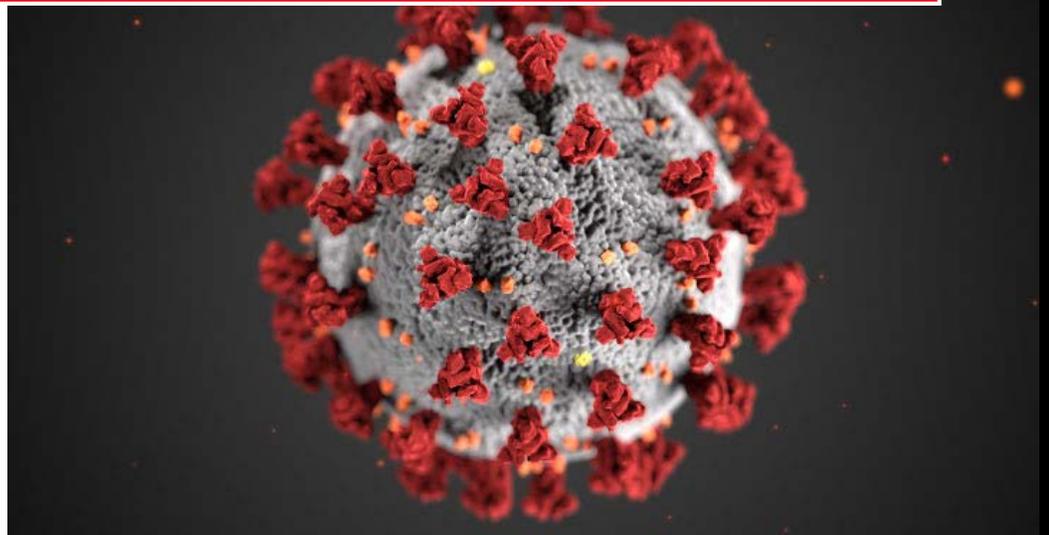
Employees remain committed to the community and their coworker's health and safety throughout these unprecedented times.

Recommendation

The City Administration recommends the Common Council approve the City of Milton Reopening Plan.



City of Milton Reopening City Facilities Plan



City of Milton, Wisconsin
710 S. Janesville Street
Milton, WI 53563
www.milton-wi.gov
(608) 868-6900

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Introduction

Throughout the COVID-19 crisis, the City of Milton has taken steps to ensure our community members, our staff, and their families are as safe as possible by making operational changes and closing facilities. As Rock County implements their Phased Reopening Plan, the City of Milton will also be working to reopen our facilities. During this process, staff will take steps in line with guidance provided by the Rock County Public Health Department, Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention (CDC). In addition, we will continue to follow any orders provided by the State of Wisconsin.

Contact Information – Key Personnel

Title	Name	Phone	Email
City of Milton			
Mayor	Anissa Welch	Office – (608) 868-6900 x7 Cell – (608) 751-7198	awelch@milton-wi.gov
City Administrator	Al Hulick	Office – (608) 868-6900 x6 Cell – (608) 359-9612	ahulick@milton-wi.gov
Police Chief	Scott Marquardt	Office – (608) 868-6910 Cell – (608) 778-7978	smarquardt@milton-wi.gov
Public Works Director	Howard Robinson	Office – (608) 868-6914 Cell – (608) 751-3130	hrobinson@milton-wi.gov
Administrative Services Director	Inga Cushman	Office – (608) 868-6900 x 5 Cell – (262) 374-9299	icushman@milton-wi.gov
Library Director	Ashlee Kunkel	Office – (608) 868-7462 Cell – (608) 751-6481	Kunkel.ashlee@als.lib.wi.us
Finance Director	Dan Nelson	Office – (608) 868-6900 x 3 Cell – (608) 228-4731	dnelson@milton-wi.gov
City Clerk	Leanne Schroeder	Office – (608) 868-6900 x 2 Cell – (608) 931-6150	lschroeder@milton-wi.gov
IT Service Provider – Ignatek	Trever Brandenburg	Office – (608) 314-0895 Cell – (608) 290-4644	trever@ignatek.com
Phone Service Provider – Dimax	Jared Kas	Office – (608) 442-1100 Cell – (608) 436-3434	j.kas@dimaxusa.com
Rock County			
Emergency Management Sergeant (Sheriff's Office)		EOC Manager – (608) 757-5496 Emergency Management After Hours – (608) 290-6135	EOC.EOC@co.rock.wi.us
Director PIO (Public Health Department)	Marie-Noel Sandoval	24 hour call service outside of business hours – (608) 757-5440	Marie-Noel.Sandoval@co.rock.wi.us

Rock County Reopening Phased Plan

The Rock County Public Health Department's Reopening Phased Plan includes guidance for a phased reopening of Rock County's businesses and activities, along with a data dashboard that shows local

metrics that should be met in order to move into the next phase. This plan includes recommendations to help guide various business sectors and community members to opening and operating in a safe way.

The metrics, as outlined in the plan are based on the Federal Gating Criteria and Core State Preparedness Responsibilities found in *Guidelines for Opening up America Again* issued by the White House on April 16, 2020. The metrics will be used to determine when the County, as a whole, will be ready to move to the next phase. All criteria must be satisfied in the County before entering a re-emerging phase as outlined below:

SYMPTOMS	CASES	HOSPITALS
Downward trajectory of influenza-like illnesses reported in the state or region within a 14-day period	Downward trajectory of documented cases in state or region within a 14-day period	Hospitals in the state or region are able to treat all patients without crisis care
AND	OR	AND
Downward trajectory of COVID-like syndromic cases reported in the state or region within a 14-day period.	Downward trajectory of positive tests as a percent of total tests in the state or region within a 14-day period (flat or increasing volume of tests).	A robust testing program is in place for at-risk healthcare workers, including emerging antibody testing.

More on the Rock County Reopening Phased Plan can be found online: <https://www.co.rock.wi.us/publichealth>.

City of Milton Reopening Phases

Each of the phases described below are flexible and will allow for some variance depending on the set of circumstances at the times decisions are made about reopening. The City of Milton will review the reopening plan and phases every 14 days in line with the Rock County Reopening Phased Plan. It is important for staff and the community to understand this is a fluid situation, and there may be times where decisions will need to be changed based on new information.

During each phase of the plan, employees will continue to be asked to do the following:

- Continue physical distancing by maintaining six feet of distance whenever possible at least through Phase 2 outlined below.
- Wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching their face.
- Sneeze or cough into a tissue or the inside of their elbow.
- Notify their supervisor and stay home if they have any COVID-19 symptoms as described by the Centers for Disease Control and Prevention (CDC).
- Stay home if they are generally feeling sick.
- Regularly sanitize their work areas and high-traffic areas.

- Wear a face mask or cloth face covering when inside City of Milton facilities at least through Phase 2 outlined below. Follow the Cloth Face Coverings During the COVID-19 Pandemic policy approved by the Common Council on May 19, 2020 (included in this document as Appendix A).
- Other best practices as identified by public health officials.

Beginning on the first day of the first full payroll period of June (June 8), employees will be expected to work their full budgeted Full-Time Equivalent allotment through a mix of remote work and/or in-office work depending on the approved arrangements with their supervisor or Department Head. If employees are not able to work their full hours, they will be required to utilize PTO, Personal Holidays, FMLA, FFRCA, or unpaid leave. Situations will be evaluated on a case-by-case basis, but the expectation will be to work their full FTE allocation.

The Milton Public Library will be opening based on the five phase plan approved by the Library Board, but library staff will be expected to follow the guidelines above.

Phase 1

Trigger

This phase begins when the Rock County Health Department has announces the beginning of Phase 1 of the Rock County Reopening Phased Plan and based on guidance from public health officials.

Action items

- The City of Milton will maintain the same operational changes as when the Safer at Home order at the State level was put into place.
- Some Public Facilities, including the Community House and park pavilions, will still remained closed to the public. There will be no rentals of these facilities.
- Appointments can be made with the public on an as needed basis to meet, but physical distancing requirements and wearing a cloth face covering will still be required.
- Staff will continue to stagger their schedules in order to limit overlap and cross contamination between shifts/teams.
- Playgrounds will be open, but they will not be sanitized. Signs will be added to the playgrounds stating this information and for those using the equipment to “play at their own risk.” Users will also be encouraged to continue to practice physical distancing and good hygiene and to remain home if they are sick.
- Park bathrooms will remain closed to the public.
- The Goodrich Square Splash Pad will remain closed.

Phase 2

Trigger

This phase begins when the Rock County Health Department announces the beginning of Phase 2 of the Rock County Reopening Phased Plan and based on guidance from public health officials.

Action items

- All employees will return to work at their job site. Remote work and staggered schedules may take place if an arrangement is established with the employee’s supervisor.

- Common Council and committee/commission/board meetings will be in-person and open to the public as long as physical distancing can be maintained and the number of people recommended to be allowed at public gatherings has increased to 50.
- City Hall, Police Department, and Public Works Department lobbies will open to the public for in-person business during their full, regular hours.
- Park bathrooms will open and be sanitized on a daily basis. Signs will be added to the facilities indicating this information.
- The Goodrich Square Splash pad will remain closed.
- Park pavilion and Community House rentals will resume as long as the number of people recommended to be allowed at public gatherings has increased to at least 50 and there must be 24 hours between rentals for proper sanitation procedures.

Phase 3

Trigger

This phase begins when the Rock County Health Department announces the beginning of Phase 3 of the Rock County Bounce Back Plan and based on guidance from public health officials.

Action Items

- All employees will be working their regularly scheduled shifts prior to the Safer at Home order at their job site.
- Common Council and committee/commission/board meetings will be in-person with no restrictions on physical distancing or number of people at the meetings.
- Park pavilion rentals and Community House rentals will be back to their normal process and expectations prior to the Safer at Home order.
- The Goodrich Square Splash Pad will open.

Cloth Face Covering Information

Refer to Appendix A for the Cloth Face Covering During the COVID-19 Pandemic policy approved by the Common Council on May 19, 2020.

Overview of Phases

Action	Safer at Home	Phase 1	Phase 2	Phase 3
Employee Behavior				
Wash hands often or use hand sanitizer	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Stay home if ill	Yes	Yes	Yes	Yes
Wear a face mask / cloth face covering	Yes, required	Yes, required	Yes, required	No, staff may choose to still wear one
Physical distancing to 6 feet when possible	Yes	Yes	Yes	No
Refrain from social gestures (shaking hands, etc.)	Yes	Yes	Yes	No
Operations				
City Hall, Police Department, and Public Works Department Lobbies open to the public	No	No	Yes	Yes
Milton Public Library Services	The Milton Public Library has developed their own 5-phase reopening plan which is shown on the following page (adopted June 1, 2020)			
All other City facilities open to the public (park restrooms, park shelters, Community House, etc.)	No	No	Yes	Yes
Breakrooms should be limited to the extent possible to no more than 2-5 people depending on the size of the space. Staggered breaks and meals.	Yes	Yes	Yes	No
No communal exposed food in breakrooms	Yes	Yes	Yes	No
Meetings should be conducted virtually or via phone whenever possible or practicable	Yes	Yes	Yes (Council and committees may resume in-person meetings)	No
Only employees allowed past the main lobby areas of each facility	Yes	Yes	Yes	Yes
High traffic areas, surface, and object cleaning	Yes	Yes	Yes	Yes
Discourage use of shared work tools and equipment	Yes	Yes	Yes	Yes
No out-of-state travel for work unless it's related to COVID-	Yes	Yes	Yes	Yes

19. Limited in-state travel for work.				
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CLOTH FACE COVERINGS DURING THE COVID-19 PANDEMIC

APPROVED MAY 19, 2020 BY THE COMMON COUNCIL

Purpose

This policy outlines the work rule for City of Milton staff and elected officials to wear cloth face coverings when inside City of Milton facilities in public, shared, or common areas and when conducting business with the public.

Policy

In March, the City of Milton implemented preparedness and response efforts related to the coronavirus or COVID-19. Since the beginning, public health officials and scientists have been gathering information about this new virus to better provide recommendations and guidance to the public. This information has continually evolved as new discoveries are made.

The current guidance from the Centers for Disease Control and Prevention (CDC) recommends the wearing of cloth face coverings to slow the spread of COVID-19. Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

The City of Milton's primary objective in issuing work rules and organizational changes related to the COVID-19 pandemic is to maintain the health and safety of our staff members and our community members. Based on this and the information above from the CDC, the City of Milton has adopted this guidance as a work rule and require all staff and elected officials to wear cloth face coverings inside City of Milton facilities in public, shared, or common areas and when conducting business with the public. This policy will be incorporated into a future reopening plan for the City of Milton and will expire when the reopening plan phases are complete.

Cloth face coverings will be required in all public, shared, or common areas and when conducting business with the public. If an employee is alone in their office or cubicle working, they may remove their cloth face covering. If the employee leaves their workspace to access a copier, go the breakroom, or other such tasks, they must wear their cloth face covering.

Procedures

The City of Milton will provide cloth face coverings for all employees to use when they are in public, shared, or common areas in City of Milton facilities and when conducting business with the public. However, employees will be allowed to wear a different face covering of their choosing, so long as it follows the guidelines as outlined by the CDC and meets the City's dress code policy.

According to the CDC, cloth face coverings should:

- Fit snugly but comfortably against the side of the face

Appendix A

- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

If the cloth face covering provided by the City of Milton does not fit an employee appropriately based on the above CDC recommendations, they are to contact their Department Head or supervisor to discuss alternate styles or options.

The cloth face coverings should be routinely washed by the employee using a washing machine.

Employees should practice safe removal of their cloth face covering by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands after removing the face covering. The face covering can be stored in a paper bag between uses during the same day of use.

Please refer to the infographic on the next page for additional information from the CDC about how to safety wear and take off a cloth face covering.

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)