



AGENDA
City of Milton
Virtual Common Council Meeting
Tuesday, July 28, 2020
6:00 PM

PLEASE NOTE: In-person attendance by members of the public is temporarily discouraged 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/86917768503?pwd=TDBSeG9mN1k5MFhPcVRWR1NoU2VJUT09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799.

Meeting ID: 869 1776 8503
Passcode: 275399

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. Discussion and Possible Action Regarding a Public Mask Advisory for the City of Milton

Documents:

[Memo - Mask Advisory.pdf](#)
[ADVISORY - Cloth Face Coverings and Face Masks.pdf](#)

6. Discussion and Possible Action Regarding a Mask Policy for Public Facilities

Documents:

[Memo - Face Mask Policy.pdf](#)
[DRAFT Cloth Face Coverings Policy - Employees and Public.pdf](#)

7. Discussion and possible action on the 2020-2024 Strategic Plan

Documents:

8. General Items

9. 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 July 24, 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.



Office of the Mayor

To: Common Council Members
From: Anissa Welch, Mayor of Milton
Date: July 28, 2020
Subject: Discussion and Possible Action Regarding the Issuance of a Public Health Advisory Related to Face Mask

Summary

As many of you are aware, municipalities across the state have been passing mask advisories, mandates, and ordinances. This is due to the dramatic increase in positive COVID-19 tests as 4th of July activities and other high risk activities continue to occur and are impacting the health and well-being of folks across the State of Wisconsin.

This is a public health issue with impactful physical, mental, and economic consequences. Rock County and the State of Wisconsin are on a dangerous trend of significant increases in positive cases and they are negatively effecting health care workers and hospitalization rates, too. Rock County positives increased to 7.25% (target is 5%) and 13 new cases in health care workers (target is 5) decreasing are capabilities of providing adequate care to all patients. Hospitalizations increased from 4 to 14. This is for the week ending on July 15th.

Additionally, the City of Milton has had at least two businesses that have had to temporary close due to employee exposures. Therefore, I believe it is important that we show support to those businesses who have lost revenues due to their closures as well as showing support to those businesses who have already taken the courageous step of enacting mask mandates within their private facilities. These decisions have had their detractors and they need to know that City leadership supports their decisions to do what they feel is best for their customers and employees.

Analysis

The CDC and the Journal of the American Medical Association (JAMA) presented new studies overwhelmingly indicating “cloth coverings are one of the most powerful weapons to slow and stop the spread of the virus-particularly when used universally in a community setting. All Americans have a responsibility to protect themselves, their families, and their communities.”

Wearing masks will limit the spread along with social distancing and hand-washing/sanitizing. It will help our economy by keeping our businesses open, protect frontline workers, keep our children, elderly, disadvantaged, and health compromised residents safer.



I believe, as mayor and council, we have an obligation to do all we can to keep our residents safe. Therefore, I am requesting we issue a mask advisory (we do not have the authority to issue a mandate communitywide) and a requirement for all persons in City of Milton facilities to wear a mask with the exception of in-person absentee voting. The advisory would not be a mandate, or enforceable, but serve as a reminder that the leadership of Milton believes wearing a mask is important for the health, safety, and economy of our community.

This has been placed on the agenda as we have included the council in many of the decisions during this pandemic. It also, gives staff time to prepare and sound policies to be created. If approved, the advisory would be issued Wednesday and policies for city facilities would commence Wednesday, too. I strongly believe that I am obligated as mayor to advise the public and communicate with them health and safety issues as well as a legal responsibility to have a safe work environment for our employees.

The county is considering a similar advisory. However, that is not scheduled to go before the board until August 14th and quite frankly, we do not have that kind of time.

Recommendation

To approve the issuance of the Public Health Advisory encouraging the wearing of masks within the City of Milton.



a community since 1838

PUBLIC HEALTH ADVISORY

July 24, 2020

Contact: Mayor Anissa Welch
Phone: (608) 868-6900 ext. 7
Email: awelch@milton-wi.gov

FOR IMMEDIATE RELEASE

Cloth Face Coverings and Face Masks Advisory In Brief:

- This is only a public health advisory. *This is not a mandate, requirement, or ordinance and is therefore, not enforceable.*
- This is a public health advisory, recommending individuals within the community to wear a mask to help slow the spread of COVID-19.
- Community spread of the virus continues to be an issue in Milton and Rock County.
- Wearing a mask is proven to be the most effective way to slow the spread of the COVID-19 virus in conjunction with washing hands with soap and water or using hand sanitizer and physical distancing.
- This public health advisory shows support for those community members and businesses who are already wearing and requiring masks, while strongly encouraging those to wear face masks and require masks in their establishments who have not done so yet.
- Please do NOT call the Milton Police Department or the Rock County Communications Center (911) to report a person not wearing a mask.

Cloth Face Coverings and Face Masks Advisory In Full:

The City of Milton is issuing this advisory stating that everyone age 2 and older, in accordance with guidelines released by the Rock County Public Health Department, Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO), should wear a cloth face covering or face mask when in any enclosed building where other people, except for members of the person's own household or living unit, could be present. In addition, the City of Milton is encouraging businesses in our community to implement a mask requirement for those entering their facilities.

Community members should wear a cloth face covering or face mask that covers their nose and mouth simultaneously when in public visiting businesses, health providers, and other locations. Cloth face coverings or face masks should also be worn when visiting someone's home outside of the same family group. Understandably, the masks cannot be worn while eating or drinking at



a restaurant, but 6 feet distancing of individuals not from the same household or living unit should be followed. Some people may be exempted if they have a physical, mental, or developmental condition that prevents them from wearing a mask.

If someone is unable to wear a cloth face covering or face mask in a business or indoor public space due to a reason stated above, community members should ask for a reasonable accommodation, like a curbside pickup or delivery option. If your child is not able to wear a mask, only bring them to necessary places so your child does not contract and/or spread COVID-19 to others.

Community members can cover their faces a variety of ways to comply with this advisory. Simply wear a bandana, scarf, or neck gaiter around your nose and mouth. Cloth face coverings are also available for purchase at local businesses or through local artisans. Instructions to sew your own cloth face covering or create one with a no-sew method are also available on the CDC website. Medical-grade surgical masks or N95 respirators are not required or necessary for general public use and should be saved for professionals who need them most.

“The City of Milton and Rock County as a whole are experiencing an increase in positive COVID-19 cases,” Mayor Anissa Welch said. “Because of this, it’s important that all of our community members do their part to stop the spread of the virus. In addition to washing our hands with soap and water or using hand sanitizer, physically distancing whenever possible, and covering our nose and mouth when we cough or sneeze, we also need to take this step as a community to wear face masks or cloth face coverings. By doing our part, we will help businesses stay in business by keeping their staff and customers as healthy as possible, protect others if we are positive with COVID-19 but don’t have symptoms, and help to ensure we will one day return to ‘normal.’”

In support of this advisory, the City of Milton will be requiring all visitors to City of Milton facilities to wear cloth face coverings or face masks beginning **Wednesday, July 29, 2020**. The Common Council approved this policy at their meeting on **July 28, 2020** meeting, and previously approved a policy requiring all employees and elected officials to wear cloth face coverings or face masks in City of Milton facilities.

“This is an important step for the City of Milton in order to protect our staff and their families from contact they may have with a community member who is positive for COVID-19 or who may be positive but don’t know it because they are asymptomatic,” Mayor Welch said. “We request our community members to be understanding and compliant with this requirement. The purpose is to do our part to keep everyone as healthy and safe as possible who we are serving and who are working to serve you, our community members.”

For additional information contact Mayor Anissa Welch, at 608-751-7198 or by e-mail at awelch@milton-wi.gov.



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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: July 28, 2020
Subject: Discussion and Possible Action Regarding and Update to the City's Face Mask Policy

Summary

The City of Milton has updated their existing Face Mask Policy to now include visitors to all public facilities. This policy establishes a uniform policy requiring face masks be worn by City of Milton employees, elected officials, contractors/vendors, and members of the public when inside City of Milton facilities in public, shared, or common areas, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible.

City of Milton Facilities refers to City Hall (710 S. Janesville Street), Police Department (690 S. Janesville Street), Public Works Facility (150 Northside Drive), and the Milton Public Library (430 E. High Street). Parks and their facilities (shelters, Community House, etc.) and polling locations are excluded, but the City encourages community members in those spaces to wear a face mask.

Citizens who appear at these facilities without a face mask, will be provided one by the City of Milton. Individuals who cannot wear a face mask, or refuse to wear a mask will be provided alternative accommodations to conduct their business with the City. These may include online payments, curbside collection from the library, or telephone transactions.

Recommendation

The City Administration recommends the Common Council approve the update to the existing City Face Mask Policy as presented.



~~CLOTH FACE COVERINGS /~~ FACE MASKS

DURING THE COVID-19 PANDEMIC

APPROVED MAY 19, 2020 BY THE COMMON COUNCIL

REVISED _____

Purpose

This policy establishes a uniform policy requiring face masks be worn by City of Milton employees, elected officials, contractors/vendors, and members of the public ~~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, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~

Definitions

For purposes of this policy, the following definitions apply:

Face Mask – Refers to all types of face masks used to cover the nose and mouth of an individual.

City of Milton Facilities – Refers to City Hall (710 S. Janesville Street), Police Department (690 S. Janesville Street), Public Works Facility (150 Northside Drive), and the Milton Public Library (430 E. High Street). Parks and their facilities (shelters, Community House, etc.) and polling locations are excluded, but the City encourages community members in those spaces to wear a face mask.

Member of the Public or Visitor – Refers to individuals who are accessing services from a City facility.

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~~ face masks to slow the spread of COVID-19. ~~Cloth face coverings~~ Face masks prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, breathing, or coughing. Since people can spread the virus before symptoms start or be asymptomatic, ~~or even if people never have symptoms,~~ wearing a ~~cloth face covering~~ face mask can protect others around you. Face ~~mask coverings~~ maskseoverings 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~~ policies 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 as a work rule a policy~~ and requires all staff, elected officials, contractors/vendors, and members of the public ~~and elected officials~~ to wear ~~cloth face coverings~~ face masks inside City of Milton

facilities in public, shared, or common areas, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~ This policy ~~will is expected to be incorporated into a future reopening plan for the City of Milton and will~~ expire when the ~~reopening plan phases~~ phases of the City of Milton Reopening Phased Plan 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 to the breakroom, or other such tasks, they must wear their cloth face covering.~~

Procedures

The City of Milton will provide ~~cloth face coverings~~ face masks for all employees to use when they are in public, shared, or common areas in City of Milton facilities, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~ However, ~~e~~Employees will be allowed to wear ~~a different face covering~~ different styles of face masks of their choosing, so long as it follows the guidelines as outlined by the CDC and meets the City's dress code policy.

In the event a member of the public does not have a face mask, they will be provided a disposable face mask by the City of Milton.

According to the CDC, ~~cloth face coverings~~ face masks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric for cloth face coverings
- Allow for breathing without restriction
- Reusable face masks should ~~B~~be able to be laundered and machine dried without damage or change to shape
- All face masks must simultaneously cover the nose and mouth entirely

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

Employees should practice safe removal of their ~~cloth face covering~~ face mask by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands or use hand

| [sanitizer](#) 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 below](#) for additional information from the CDC about how to safely 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)

Exemptions

The following exemptions apply to this policy:

- Children under two years of age are exempted from wearing a mask.
- If wearing a mask while completing a task will create an unsafe work environment for the employee or the public.
- When consuming food or beverages.
- If an employee is alone inside their enclosed office or sitting in their cubicle, vehicle, or workspace while maintaining physical distancing. If someone else enters that space, both individuals must immediately wear a face mask. If the employee leaves their workspace to access a copier, go to the breakroom, or other such tasks, they must wear their cloth face covering or face mask.
- If an employee is working alone outdoors or is not in close proximity to other people (e.g., mowing grass).
- Employees who submit a request for accommodation and sufficient certification from a health care provider will enter into the interactive process to determine what accommodations can be made.
- When the visitor has a medical condition or disability that prevents them from wearing a face mask.
- The visitor is hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- When directed by a City employee to remove their face mask for a specific service or to confirm an individual's identity.

Enforcement

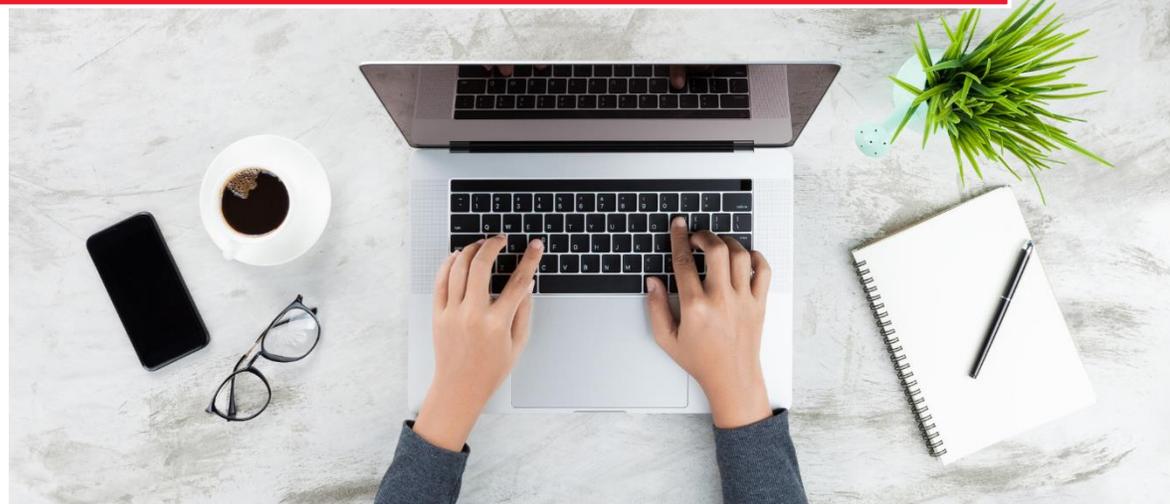
- Employees
 - City of Milton employees are expected to follow the mandatory requirements of this policy. Any exemption from this policy will require a request for accommodation and sufficient certification from a health care provider.

Employees who fail to follow any of the work rules outlines in this policy may be subject to disciplinary action.
- Members of the Public
 - Individuals who refuse to or are unable to wear a face mask will be provided with alternative accommodations for conducting City business.
 - Any member of the public who refuses to wear a face mask when required will be refused entrance or asked to leave the facility.

- Individuals who disregard this policy and enter or remain within or upon a City facility without a face mask where one is required, or who cause a disturbance thereon, could be subject to a civil ordinance violation citation (e.g., trespassing or disorderly conduct).



City of Milton 2020 – 2024 Strategic Plan Project Charter & Work Plan



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

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Project Charter

Background

In 2007, the City of Milton Common Council approved a strategic plan. Since then the strategic plan has not been updated or revised. The Common Council and staff will be working together to develop a new strategic plan for the City of Milton that will span 2020 – 2024 with input from the community

Goals

- Establish a transparent and inclusive strategic planning process that involves elected officials, employees, and community members.
- Adopt a strategic plan that serves as a guide for decision making in all areas of operation for the City of Milton.
- Provide regular communication to elected officials, staff, and the public about the strategic planning process and the implementation and use of the completed strategic plan.
- Develop a process for annual reviews of the strategic plan.

Scope

- Establish the project charter and timeline to develop a strategic plan for the City of Milton.
- Create a mission, vision, and values for the City of Milton as a whole.
- Perform internal and external scans of the current climate in the City of Milton to determine strengths and major issues and challenges for the community and organization.
- Provide internal and external engagement and input opportunities for staff and community members.
- Develop goals, objectives, strategies, and actions based on the strengths and major issues and challenges identified through community, elected official, and staff feedback.
- Finalize a complete document that summarizes the information obtained through the strategic planning process and that showcases the finalized strengths, issues, challenges, goals, objectives, strategies, and actions to move the community forward.

Project Team

Project Management

Title	Name	Phone	Email
Project Manager / Admin. Services Director	Inga Cushman	(608) 868-6900 ext. 5	icushman@milton-wi.gov

Department Heads

Title	Name	Phone	Email
City Administrator	Al Hulick	(608) 868-6900 ext. 6	ahulick@milton-wi.gov
Finance Director / Treasurer	Dan Nelson	(608) 868-6900 ext. 3	dnelson@milton-wi.gov
Police Chief	Scott Marquardt	(608) 868-6910	smarquardt@milton-wi.gov
Public Works Director	Howard Robinson	(608) 868-6914	hrobinson@milton-wi.gov
Library Director	Ashlee Kunkel	(608) 868-7462	kunkel.ashlee@als.lib.wi.us
City Clerk	Leanne Schroeder	(608) 868-6900 ext. 2	lschroeder@milton-wi.gov

Elected Officials

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Mayor	Anissa Welch	(608) 751-7198	awelch@milton-wi.gov
Aldersperson	Lynda Clark	(608) 290-5674	lclark@milton-wi.gov
Aldersperson	Devin Elliott	(608) 921-5105	delliott@milton-wi.gov
Aldersperson	Ryan Holbrook	(608) 577-0492	rholbrook@milton-wi.gov
Aldersperson	Larry Laehn	(920) 540-9927	llaehn@milton-wi.gov
Aldersperson	Theresa Rusch	(608) 295-5468	trusch@milton-wi.gov
Aldersperson	Bill Wilson	(608) 868-9180	bwilson@milton-wi.gov

Employee Focus Group

This group will convene to discuss the strengths and major issues and challenges facing the City of Milton. The Department Heads will recommend employees from their departments to the Employee Focus Group. The Employee Focus Group will consist of three representatives from the Police Department, two from the Public Works Department, one from the Milton Public Library, and one from City Hall. These allocations are based on the number of employees in each department.

Community Workshop

This group will convene to discuss the strengths and major issues and challenges facing the City of Milton. This group will be representative of the community. The goal is to have a representative from the following organizations (in no particular order):

Milton Area Chamber of Commerce (MACC)	Milton Historical Society / Milton House Museum	The Gathering Place Senior Activity Center
School District of Milton	Milton Area Youth Center (MAYC)	Rock County Supervisor
Milton College Preservation Society	Milton Masonic Temple	Milton Lions Club
Milton Optimist Club	United Way	Community Action
Rock County Economic Development	Milton Food Pantry / Milton Community Action	Janesville Area Convention & Visitors Bureau (JACVB)
Local Businesses (Five Representatives)	Faith Community (Three Representatives)	Citizens (Five Representatives)

Those interested in serving will be asked to complete an application. The Mayor will review the applications for the workshop, and then make a recommendation to Council.

High School Student Focus Group

This group will convene to discuss the major issues and challenges facing the City of Milton, and what the City of Milton is doing well. This group will be representative of the Milton High School population with three representatives from each grade level, 9-12. The City of Milton will work with the School District of Milton on promoting this community service opportunity to the students. The City of Milton will inquire whether this opportunity will qualify for Silver Cord Hours. The Mayor will review applications for the focus group, and then make a recommendation to Council.

Key Stakeholders

	Low Support	High Support
High Impact	<ul style="list-style-type: none"> • Staff and elected officials who lack “buy-in” for the strategic planning process or who don’t understand the process or need. • Community members who view strategic planning as a “waste of time.” 	<ul style="list-style-type: none"> • Staff and elected officials who are motivated to complete the strategic planning process and see the value in its completion. • Community members who are in support of the organization spending time to complete a strategic planning process. • Media who are interested and supportive of the process.
Low Impact	<ul style="list-style-type: none"> • Individuals who don’t follow news about the City of Milton. • Employees who are not invested in the progress of the City of Milton as a community or organization. • People who live in surrounding townships. 	<ul style="list-style-type: none"> • People from outside of the community who are interested and supportive of the process, such as other local government professionals. • People who live in surrounding townships.

Project Milestones

- Community Survey
- Employee Survey
- Employee Focus Group – Department Heads will determine who will serve as representatives for their departments.
- Community Workshop Group – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the workshop group.
- High School Student Focus Group – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the focus group.
- Strategic Plan Completed
 - Mission
 - Vision
 - Values
 - Major Issues / Challenges – External & Internal
 - Goals
 - Objectives
 - Strategies / Actions
 - Major Strategic Initiatives (Optional)

Project Budget

There is not a specified budget for this process. Since the group meetings will like all be virtual due to the ongoing COVID-19 pandemic, all that is expected to be needed is a virtual platform, time, computers, and internet. Zoom will be used as the platform because the City of Milton already has a subscription.

Constraints, Assumptions, Risks, and Dependencies

The major constraint will be time. Will elected officials, staff, and others involved in the process have enough time to dedicate to the strategic planning process? The assumption is that all involved believe this is an important process to continue to move the community and organization in a positive direction, and those involved will make time in order for the process to be successful. The assumption leads to the risk

those involved are not committed or motivated to follow through with the process. This process will be dependent upon the buy-in from elected officials, staff, and others involved. Leaders in the organization will need to educate staff members about the importance of strategic planning.

Another major constraint is the on-going COVID-19 pandemic. Due to the pandemic, much of the community engagement and discussions with Council and staff will take place virtually. The assumption is our community members will be engaged and attend the virtual meetings and that we will have valuable discussion in a virtual format. The risk is our assumptions won't be fulfilled, and it will be more difficult to gather meaningful information from our community members. In order to mitigate this constraint, the process will be dependent on providing sufficient information and opportunities to provide input to our community members in a variety of formats.

Project's Criteria for Success

All deadlines will be met or adjusted as necessary to keep the project on track. The final strategic plan will be approved by Council on or before October 20, 2020 to assist in 2021 budget deliberations.

Work Plan

Phase 1: Preparation

Action	Tasks	Timeline	Lead
Meeting 1: Present an overview of the proposed strategic planning initiative to the Department Head Team.	<ul style="list-style-type: none"> • Present the project charter, work plan, and timeline to the Department Head Team for feedback. 	<p>Initial Discussion: Monday, March 2, 2020 at 11:30 a.m.</p> <p>Update Department Heads on starting the process: Tuesday, June 30, 2020, at 10:30 a.m.</p>	Inga Cushman, Administrative Services Director
Meeting 2: Present the proposed strategic plan initiative to the Common Council	<ul style="list-style-type: none"> • Present the project charter, work plan, and timeline to the Common Council. 	<p>Initial Discussion: Tuesday, March 3, 2020 at 6 p.m.</p> <p>Update Common Council on starting the process: Tuesday, July 7, 2020, at 6 p.m.</p>	Al Hulick, City Administrator
Establish a webpage on City of Milton’s website for the strategic planning process, and consider additional social media and other outreach options during the strategic planning process.	<ul style="list-style-type: none"> • Determine what documents, links, and text to include on the webpage. • Determine whether subpages are necessary and create those as needed. • Create electronic versions of the focus group applications. • Explore additional ways to engage and update the community on the process. 	<p>Publish webpage(s) on July 9, 2020.</p> <p>Ongoing updates throughout process.</p>	Inga Cushman, Administrative Services Director
Identify members of focus groups	<ul style="list-style-type: none"> • Contact potential focus group members for the Employee Focus Group, Community Focus Group, and High School Student Focus Group. • Open application process. 	<p>Begin process July 9, 2020.</p> <p>Council Review of Focus Group Members: Tuesday, July 21, 2020, at 6 p.m.</p>	Mayor Anissa Welch

Action	Tasks	Timeline	Lead
Employee Survey	<ul style="list-style-type: none"> • Create paper and electronic versions of the survey. 	Begin Survey Distribution: Monday, July 13, 2020,	Inga Cushman, Administrative Services Director
Community Survey	<ul style="list-style-type: none"> • Create paper and electronic versions of the survey. 	Begin Survey Distribution: Monday, July 13, 2020,	Inga Cushman, Administrative Services Director

Phase 2: Mission, Vision, & Values

Action	Tasks	Timeline	Lead
Meeting 1: Joint Meeting of the Common Council and Department Head Team	<ul style="list-style-type: none"> • Kick-off strategic planning process. • Review project charter. • Develop Mission, Vision, and Values 	Tuesday, July 21, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Mission, Vision, & Values Report	<ul style="list-style-type: none"> • Create a document outlining the Mission, Vision, & Values as discussed in the previous meeting. 	Final report due July 30, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 2: Presentation of completed Mission, Vision, and Values to the Common Council	<ul style="list-style-type: none"> • The Mission, Vision, and Values will be presented to the Common Council based on the July 21, 2020 discussions. • Common Council will have the opportunity to provide feedback for modifications and approval 	Tuesday, August 4, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 3: Major Issues / Challenges			
Action	Tasks	Timeline	Lead
Meeting 1: Department Head Team	<ul style="list-style-type: none"> Identify Major Issues / Challenges 	Monday, August 3, 2020, at 10 a.m.	Inga Cushman, Administrative Services Director
Meeting 3: Common Council	<ul style="list-style-type: none"> Identify Major Issues / Challenges 	Tuesday, August 4, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 4: Employee Focus Group	<ul style="list-style-type: none"> Identify Major Issues / Challenges 	Thursday, August 5, 2020, time 2:30 p.m.	Inga Cushman, Administrative Services Director
Meeting 5: Community Workshop	<ul style="list-style-type: none"> Identify Major Issues / Challenges 	Thursday, August 6, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 2: High School Student Focus Group	<ul style="list-style-type: none"> Identify Major Issues / Challenges 	Monday, August 10, 2020 at 10:30 a.m.	Inga Cushman, Administrative Services Director
Employee Survey	<ul style="list-style-type: none"> Distribute the survey and collect responses. Review responses and develop a report. 	Distribute: July 13, 2020. Response Deadline: August 11, 2020 Report Deadline: August 13, 2020	Inga Cushman, Administrative Services Director
Community Survey	<ul style="list-style-type: none"> Distribute the survey and collect responses. Review responses and develop a report. Include with Bi-Monthly Utility Bill Newsletter 	Distribute: July 13, 2020. Response Deadline: August 11, 2020 Report Deadline: August 13, 2020	Inga Cushman, Administrative Services Director
Major Issues / Challenges Report	<ul style="list-style-type: none"> Create a document outlining the Major Issues / Challenges as discussed in the meetings and surveys for this phase. 	Ongoing from the first meeting in this phase until the last. Final report due August 13, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 6: Presentation of Major Issues / Challenges to Common Council	<ul style="list-style-type: none"> Present information obtained from the steps above regarding Milton's major issues / challenges. Common Council will have an opportunity to provide feedback. 	Tuesday, August 18, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 4: Goals, Objectives, Strategies, & Actions

Action	Tasks	Timeline	Lead
Meeting 1: Joint Meeting of the Common Council and Department Head Team	<ul style="list-style-type: none"> Develop Goals based on identified Major Issues / Challenges determined in Phase 3. 	Tuesday, August 18, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 2: Joint Meeting of the Common Council and Department Head Team	<ul style="list-style-type: none"> Develop Objectives based on the established goals at the August 18, 2020 meeting 	Tuesday, September 1, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 3: Joint Meeting of the Common Council and Department Head Team	<ul style="list-style-type: none"> Develop Strategies and Actions based on the established objectives at the September 1, 2020 meeting 	Tuesday, September 15, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Goals, Objectives, Strategies Report	<ul style="list-style-type: none"> Create a document outlining the Goals, Objectives, Strategies, and Actions as discussed in the meetings for this phase. 	Ongoing from the first meeting in this phase until the last. Final report due September 22, 2020 for Council packet.	Inga Cushman, Administrative Services Director
Meeting 4: Presentation of Goals, Objectives, and Strategies to the Common Council	<ul style="list-style-type: none"> Present the established Goals, Objectives, Strategies, and Actions to the Common Council. A draft of the Strategic Plan will be available for the Common Council to review. The Common Council will have the opportunity to provide feedback on the Goals, Objectives, and Strategies or other aspects of the Strategic Plan. 	*Special Meeting* Tuesday, September 29, 2020, at 6 p.m.	Al Hulick, City Administrator

Phase 5: Approval

Action	Tasks	Timeline	Lead
Meeting 1: Community Presentation of Completed Strategic Plan	<ul style="list-style-type: none"> • Formal presentation of the draft strategic plan. • Attendees will have the opportunity to provide additional comments on the completed plan. • Create document outlining the feedback from the community. 	<p>Meeting: Thursday, October 1, 2020, at 6 p.m.</p> <p>Community Feedback Report Deadline: Friday, October 2, 2020, at 9 a.m. for Council packet</p>	Al Hulick, City Administrator
Meeting 2: Common Council review of Community Presentation	<ul style="list-style-type: none"> • Common Council will review the feedback received from the community on the draft strategic plan. • Common Council will provide direction to staff regarding what to modify in the draft plan based on the feedback. • Final opportunity for the Common Council to provide their own feedback on the draft plan. 	Tuesday, October 6, 2020, at 6 p.m.	Al Hulick, City Administrator
Meeting 3: Common Council Approval of Strategic Plan	<ul style="list-style-type: none"> • The Common Council will approve the Strategic Plan. 	Tuesday, October 20, 2020, at 6 p.m.	Al Hulick, City Administrator