

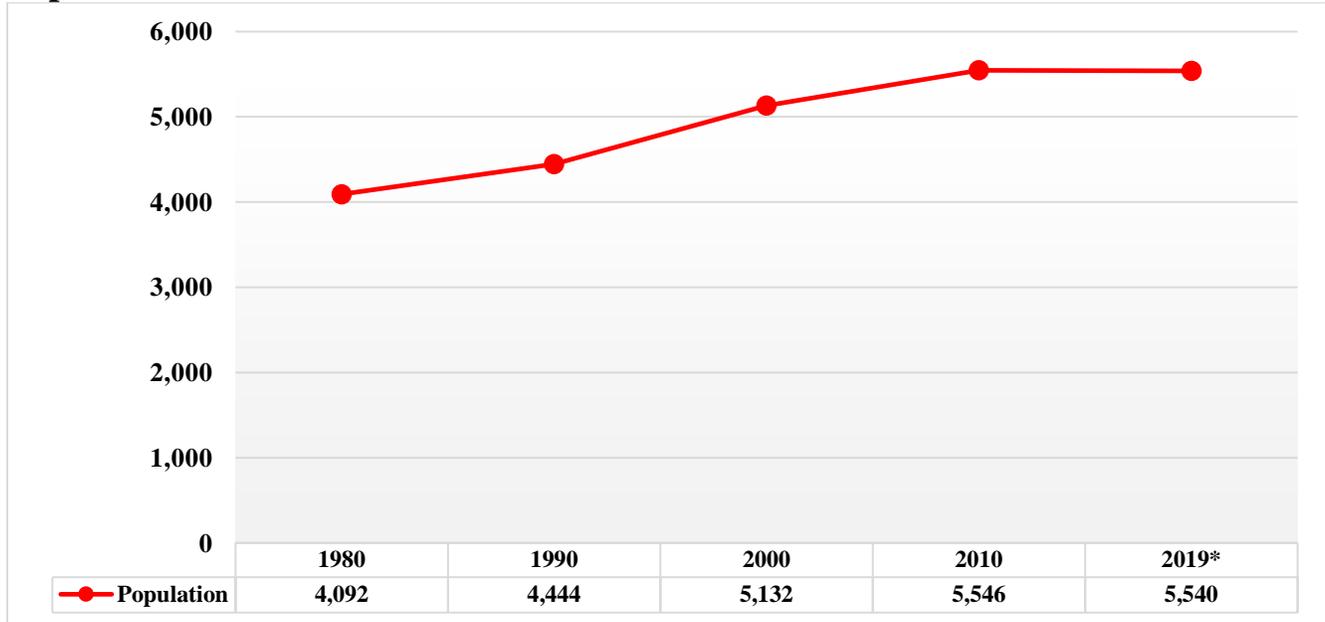


# COMMUNICATIONS REPORT

QUARTER 3 2020

## City of Milton Demographics

### Population



\*2019 Wisconsin Department of Administration Population Estimate. All other data is official census numbers.

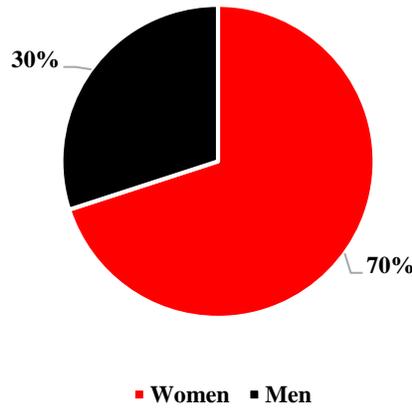
### Information from 2013-2017 American Community Survey 5-Year Estimates

- Total Households: 2,322
- Family Households (families): 1,423
- Average household size: 2.39 people
- Average family size: 3.02 people
- Occupied Housing Units: 2,322
- Vacant Housing Units: 38
- Owner-Occupied Housing: 1,507
- Renter-Occupied Housing: 815
- Males: 53%
- Females: 47%
- Males 15 and over: 2,166
- Females 15 and over: 2,265
- Median Age: 37.4

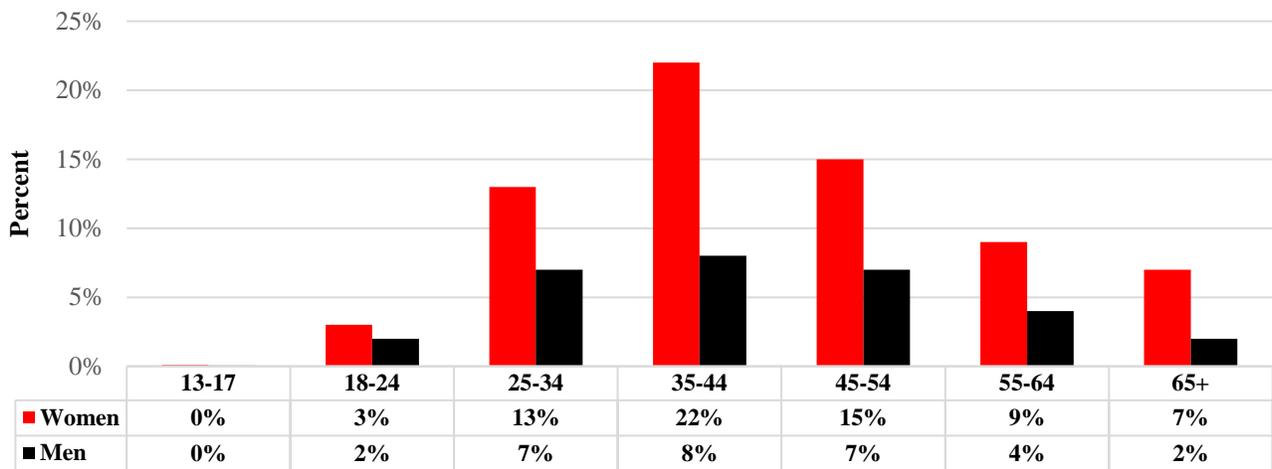
## Facebook Demographics

The number of people who saw any of our posts on the City of Milton Facebook page at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.

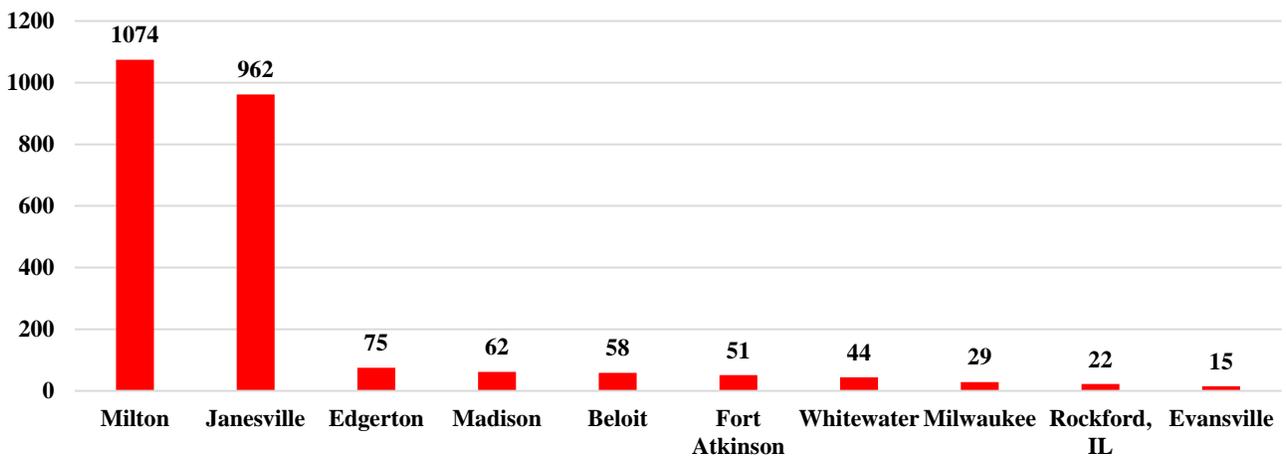
### Facebook - Gender



### Facebook - Fans by Gender and Age



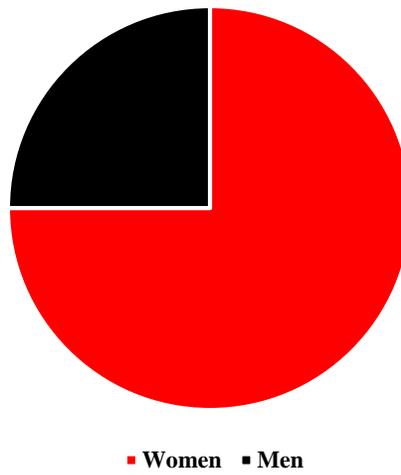
### Facebook - Fans by Top 10 Locations



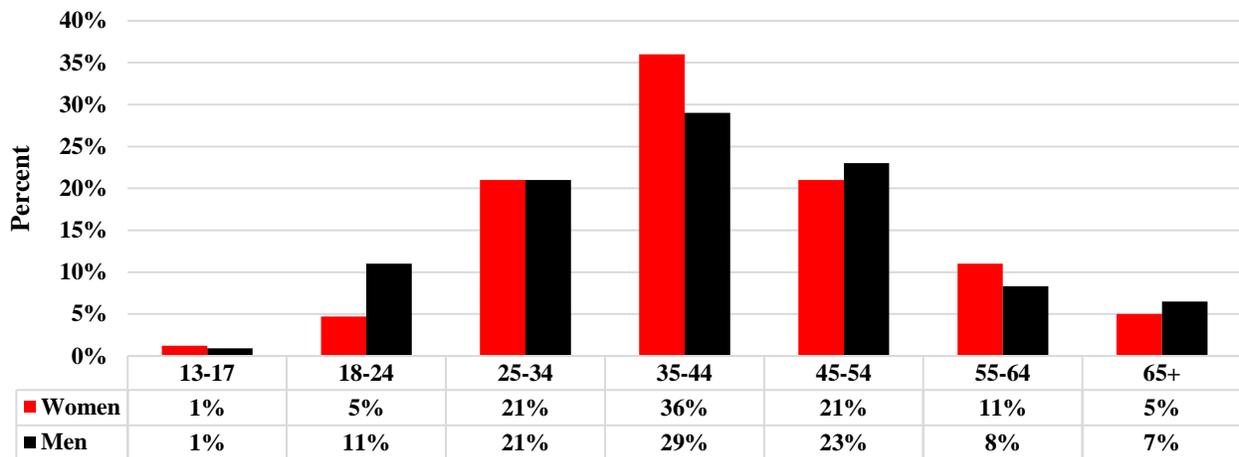
## Instagram Demographics

These statistics were obtained in March 2020 from Instagram Insights for the milton\_wi account.

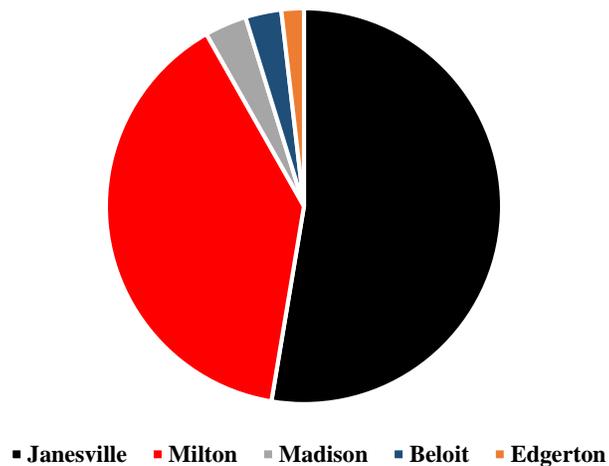
### Instagram - Gender



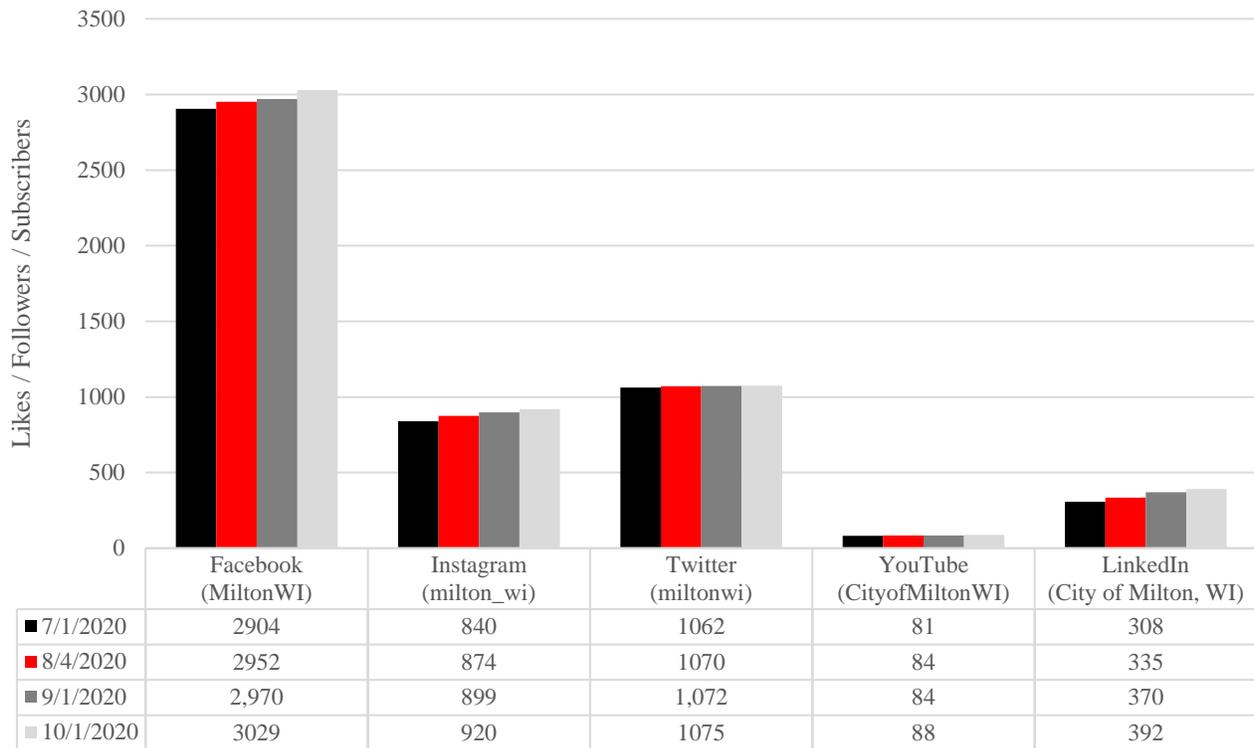
### Instagram - Gender by Age Range



### Instagram - Top Locations



## Social Media Likes / Followers / Subscribers



### Percentage Change for Each Platform

	July	August	September
<b>Facebook</b>	1.65%	0.61%	1.99%
<b>Instagram</b>	4.05%	2.86%	2.34%
<b>Twitter</b>	0.75%	0.19%	0.28%
<b>YouTube</b>	3.70%	0.00%	4.76%
<b>LinkedIn</b>	8.77%	10.45%	5.95%

### Total Posts for Each Platform

	July	August	September
<b>Facebook</b>	48	29	53
<b>Instagram</b>	28	18	22
<b>Twitter</b>	17	9	10
<b>YouTube</b>	7	5	7
<b>LinkedIn</b>	7	7	10

### “We Are Milton” Podcasts

- Stay Safe This 4<sup>th</sup> of July – July 1, 2020
- Strategizing for Milton’s Future – July 28, 2020
- Accreditation: A Building Block for Trust – September 18, 2020

# Top Posts

## July

### Facebook

8,475 Reached

**City of Milton, Wisconsin Government**  
Published by Inga Cushman (7) · July 1 ·

As our traditional parade has been cancelled this year, an alternative event, the 4th of July Community Parade, is taking place Saturday, July 4, from 1 p.m. to 4 p.m.

Residences and businesses signed up to decorate their homes for the 4th of July using the theme "The Heart of Milton." The map of all of the entrants is available on the City's website (<https://tinyurl.com/y7ugjxox>). Community members are invited to drive around the community and see the decorated homes and b... See More



8,475 People Reached    985 Engagements    [Boost Post](#)

Barb Weber Buchanan, Karen L Hanson and 21 others · 8 Comments · 40 Shares

### Instagram

292 Reached

**milton\_wi**



**Post Insights**

17    1    1    1

2 Profile Visits    292 Reach

### Twitter

386 Impressions

**City of Milton @MiltonWI**  
um Happy Independence Day from all of us at the City of Milton. We hope you have a fun and safe holiday! um <pic.twitter.com/n9XbXEr4eY>

**HAPPY INDEPENDENCE DAY**

Impressions: 386  
Total engagements: 5  
Media engagements: 2  
Likes: 2  
Retweets: 1

### YouTube

3,173 Overall Impressions

**WE ARE Milton**



**Episode 10: Milton's 4th of July Community Parade**

Your top videos in this period

Video	Average view duration	Views
1. "We Are Milton" Podcast - Milton's 4th of July Community Parade (Episode 10) Jan 18, 2020	2:18 (21.7%)	27
2. Goodrich Square Splash Pad Grand Opening 7-19-13 Aug 19, 2013	1:03 (13.9%)	21
3. City of Milton, Wisconsin Common Council 06-16-2020 Jun 23, 2020	7:45 (9.2%)	20
4. City of Milton, Wisconsin Common Council 07-21-2020 Jun 24, 2020	22:28 (12.4%)	19
5. City of Milton, Wisconsin Common Council 09-09-2020 May 6, 2020	12:50 (19.3%)	18

### LinkedIn

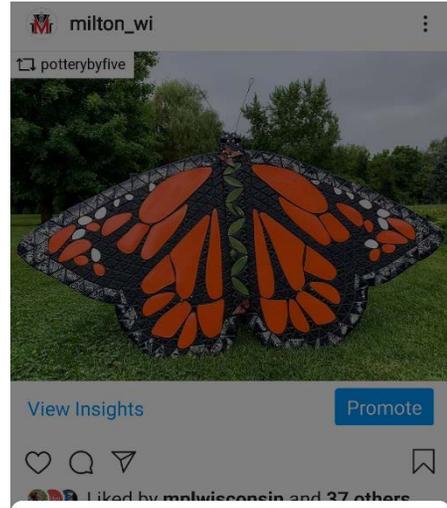
135 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
On the agenda for the Common Council meeting on Tuesday, July 7, at 6 p.m. ther... All followers	Inga Cushman	7/5/2020	135	-	6	4.44%	2	0	0	

# August

**Facebook**  
2,741 Reached

**Instagram**  
347 Reached



**Post Insights**

38 1 1 1

4 347  
Profile Visits Reach

**Twitter**  
280 Impressions

**YouTube**

2,609 Overall Impressions

Impressions	280
Total engagements	2
Media engagements	2



**LinkedIn**

177 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
This week, one of the main topics of conversation at City meetings will be the... All followers	Inga Cushman	8/17/2020	177	-	2	1.13%	4	0	1	

# September

## Facebook

14,115 Reached

**City of Milton, Wisconsin Government**  
Published by Inga Cushman · 18h

The City of Milton set Halloween Trick-or-Treat hours as 3 p.m. to 6 p.m. on Saturday, October 31. This is a change from previous years to allow for additional time and more daylight hours to properly physically distance and take other precautions while enjoying the festivities.

To add to the fun, Mayor Anissa Welch is organizing a community wide scavenger hunt from 1 p.m. to 4 p.m., the Milton Public Library-Wisconsin will have a StoryWalk® available outside at the library from noon to 6 p.m., and there will be a virtual costume contest.

More details are available on the City's website: <https://www.milton-wi.gov/540/Halloween>.

14,115 People Reached    1,477 Engagements    [Boost Post](#)

👍👍👍 Marlys Howe, Teresa Harper Philo and 89 others    14 Comments    202 Shares

## Instagram

348 Reached

**milton\_wi**

**Post Insights**

32    4    0    1

2    348

Profile Visits    Reach

## Twitter

286 Impressions

**City of Milton @MiltonWI**  
The @MiltonWI officially won the King of the Rock Contest for the #2020Census with an 82.1% self-response rate and the City of Edgerton and @City\_Janesville close behind at 81% and 79% respectively.

More information: <https://tinyurl.com/y2lmkyp>  
[pic.twitter.com/XZt3XDYbTo](https://pic.twitter.com/XZt3XDYbTo)

Impressions	286
Media views	77
Total engagements	13
Detail expands	6
Retweets	3
Likes	2
Replies	1
Media engagements	1

## YouTube

1,778 Overall Impressions

A Community at Play Since 1838

Your top videos in this period

Video	Average view duration	Views
1. Milton Wisconsin: A Community At Play Since 1838 Mar 20, 2016	0:42 (70.5%)	31
2. Joint Fire Commission Meeting - September 3, 2020 Sep 4, 2020	0:24 (7.5%)	37
3. "We Are Milton" Podcast - Accreditation: A Building Block for Trust (Episode 14) Sep 18, 2020	0:24 (17.5%)	21
4. Water tower Park - Milton, WI Aug 21, 2020	1:56 (54.2%)	15
5. City of Milton, Wisconsin Common Council 04-01-2020 Dec 9, 2020	0:11 (13.5%)	14

## LinkedIn

124 Impressions

Update title	Posted by	Created	Impressions	Video views	Clicks	CTR	Reactions	Comments	Shares	Follo
"We Are Milton" Podcast – Accreditation: A Building Block for Trust (Episode 14) All followers	Inga Cushman	9/23/2020	124	-	5	4.03%	3	0	2	

# Website (www.milton-wi.gov)

Total Visits: 22,386  
Total Site Searches: 960  
Average Visit Duration: 1 min 49s

Total Page Views: 32,267  
Total Unique Page Views: 25,925  
Actions per Visit: 2.5

## Top Visited Pages

1. [4<sup>th</sup> of July](#)
2. [Make a Payment](#)
3. [Police Department](#)
4. [Goodrich Square Splash Pad](#)
5. [Refuse & Recycling](#)
6. [Departments](#)

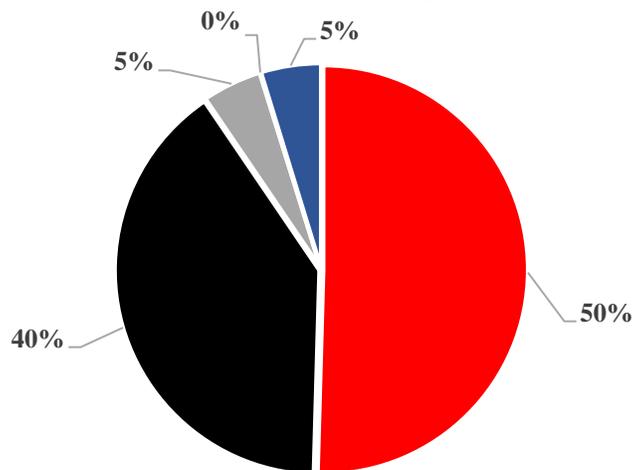
## Top Searched Terms

1. Jobs
2. Fireworks
3. Bid
4. Voting
5. Parade
6. Garbage

## Top Document Downloads

1. [2020 Collection Schedule](#)
2. [4<sup>th</sup> of July Community Parade Loop](#)
3. [4<sup>th</sup> of July Community Parade Map](#)
4. [Architectural and Historical Survey of Milton, Wisconsin - 2013](#)
5. [Zoning Map](#)
6. [Common Council – July 7, 2020](#)

## Visits by Device Type



■ Desktop ■ Smartphone ■ Tablet ■ Phablet ■ Unknown / Other

## Pages Updated:

- July
  - [“We Are Milton” Podcast](#)
  - [Board of Review](#)
  - [Committees](#)
  - [COVID-19 \(Coronavirus\)](#)
  - [Historic Preservation Commission](#)
  - [Library Board](#)
  - [Parks & Recreation Commission](#)
  - [Plan Commission](#)
  - [Police Commission](#)

- [Zoning Board of Appeals](#)
- [Police Department](#)
- August
  - [Pavement Improvement Program](#)
  - [Policies](#)
- September
  - [Community Events](#)
  - [Halloween](#)
  - [Organization & Funding Discussions](#)

News Flash:

- July
  - July 27 – 2020-2024 Strategic Plan – Community Survey
  - July 27 – Absentee Voting for the August 11 Election
  - July 30 – Brush Collection – August 1-9
  - July 29 – Face Mask Advisory and Face Mask Policy for City Facilities
- August
  - August 30 – Parkview Drive Chip Sealing
- September
  - September 30 – Halloween Trick-or-Treat Hours – 10/31/20, 3 p.m. to 6 p.m.

Form Center:

- Community Workshop Application
- High School Student Focus Group Application

Calendar:

- Updated calendar regularly with new meetings or cancelled meetings

Redirects:

- Created multiple website redirects for easier navigation for community members

## Bi-Monthly Utility Bills

### July



## City of Milton Newsletter

Vol. 2020-4 (Page 1)

**Deadlines and Other Information for August 11 Partisan Primary**

**July 22 - Deadline to Register by Mail** - Your voter registration form, along with proof of residence, must be postmarked to City Clerk Lenore Schroeder, 710 S. Danville Street.

**July 22 - Deadline to Register Online** - Voters who are able to reach their same date of birth, Wisconsin Driver License or State ID number, and address with the Wisconsin DMV can register to vote online at [www.wisconsin.gov](http://www.wisconsin.gov).

**August 7, 5 p.m. - Deadline to Register at City Hall** - Voters may register in-person at City Hall during business hours. City Hall will be open until 5 p.m. on Friday, August 7, for voter registration.

**August 11, 7 a.m. to 8 p.m. - Register to Vote at Your Polling Place** - Voters can register to vote at their polling place on Election Day.

**Absentee Voting**

All voters in Wisconsin can request an absentee ballot to be mailed to them for any reason. Voters must be registered before they can request an absentee ballot. You must provide a photo ID with your absentee ballot request, whether the request is done online ([www.wisconsin.gov](http://www.wisconsin.gov)), in person at City Hall, or through a form in the mail. More information can be found on the City of Milton's website.

**2020 Water Quality Report**

The 2020 Water Quality Report (WQR) is on the City's website ([www.miltonwi.gov](http://www.miltonwi.gov)), and paper copies are at City Hall. This is the Milton Water Utility's annual drinking water quality report telling voters where the water comes from and what's in it.

**Important Dates to Remember**

**2020 Remaining Elections:**

- Partisan Primary - August 11
- General and Presidential Election - November 3
- Consider registering to vote and/or requesting an absentee ballot at [www.wisconsin.gov](http://www.wisconsin.gov)

**Officers Council:**

- September 7 - Labor Day

**Strategic Plan, 2020-2024**

The City of Milton is beginning the process of developing a strategic plan, and we need your help! Apply to be considered for the Community Workshop Group and complete the community survey.

Think in both forms and more information about the Strategic Plan are available on the City's website at [www.miltonwi.gov](http://www.miltonwi.gov).

**MPL Programs**

Find information and upcoming virtual programs offered by the Milton Public Library on their website ([www.miltonpubliclibrary.org](http://www.miltonpubliclibrary.org)) and their social media accounts.

**Department Numbers**

City Hall - 888-2000  
710 Park - 868-2842  
Library - 868-2462  
Public Dept. - 868-0310  
Public Works - 868-6924

[miltonwi.gov](http://miltonwi.gov) | [facebook.com/MiltonWI](https://www.facebook.com/MiltonWI) | [twitter.com/MiltonWI](https://twitter.com/MiltonWI) | [instagram.com/MiltonWI](https://www.instagram.com/MiltonWI)



## City of Milton Newsletter

Vol. 2020-4 (Page 2)

**Open Book and Board of Review Scheduled**

Open Book is an opportunity for property owners to meet with the City Assessor to discuss their assessment.

The 2020 Open Book dates are July 29 through August 21 by appointment only. Property owners should contact City Assessor Paul Mosser directly to schedule an appointment at (508) 712-6238 or by email at [pa.mosser@dmil.gov](mailto:pa.mosser@dmil.gov).

The Board of Review is a group of citizens who hear their property owners regarding their assessments if the property owners are not satisfied with the response from the City Assessor during Open Book.

September 21 is the deadline for property owners to file an objection form available at City Hall with City Clerk Lenore Schroeder who serves as the Board of Review Clerk.

The Board of Review will meet on September 22 at 6 p.m. The Board of Review will hear from property owners about their assessments and make a determination on possible changes. The Board of Review will be open for a maximum of two hours.

If you have questions, please contact Clerk Schroeder at (508) 868-6900 ext. 2 or by email at [lschroeder@miltonwi.gov](mailto:lschroeder@miltonwi.gov).

**Moratorium Ends on Charging Late Fees for Utility Delinquencies**

The Public Service Commission (PSC) voted unanimously on June 11 to lift a moratorium on disconnection and other penalties that was put in place following executive orders issued by Governor Tony Evers in March.

The City of Milton Utility will be required to again charge late fees for unpaid balances after July 15, which means any unpaid balances after August 10 will be subject to the monthly 1% late fee. The actual amount due and the amount to be paid after the August 10 due date with the 1% late fee, will both appear on the bills to be sent on July 15.

If you have any questions about your utility bill, please contact Utility Billing Clerk Carrie Cusack at (508) 868-6900 ext. 1 or by email at [ccusack@miltonwi.gov](mailto:ccusack@miltonwi.gov).

**Milton Public Library Updates**

The library is currently closed and limited to brief browsing, books pick up, computer appointments, and curbside service. The book drop is now open 24/7. Hours of operation are Monday, Tuesday, Thursday, and Friday, 10 a.m. to 6 p.m., and Saturday, 10 a.m. to 4 p.m. The library is closed on Wednesdays and Sundays. For more information on current operations and restrictions, please visit the library website ([www.miltonpubliclibrary.org](http://www.miltonpubliclibrary.org)) or call the library at 868-666-7462.

In the meantime, visit the library online for virtual programming! Upcoming programs include:

**Virtual Storyline Wednesdays, 10:30 a.m.** - Join us for our fun, free story, action figures, and songs on our Facebook page.

**Weekend Wind Down Sundays, 6 p.m.** - A quiet story time with a book club on our Facebook Page. Activities include stories, singing songs, yoga, and more.

**1 Minute Film Challenge** - Submit a one-minute film created, directed, and edited by you! Visit the library's website for more information. The creators of the top three videos will win a cash prize for \$100 to \$150.

**Check out CreativeBug**, a new online service for kids with your library card that gives you access to over 1,000 real video and tutorials from world-renowned artists. Watch your own page. It's a new hobby and makes your creative side shine. Visit [www.creativebug.com](http://www.creativebug.com) for more information on the library's website.

**City Meeting Schedule:**

*At this time, all meetings are being held virtually using the platform Zoom. Information on how to monitor each meeting are included on the agendas posted at City Hall. Agenda - The Board of Review - Paged 1, Paged 2, and on the City's website. If you have any questions about meeting a meeting, please contact City Administrator AJ Hunkler at (508) 868-6900 ext. 6.*

- July 20, 6:15 p.m. - Story Council Presentation
- July 20, 6 p.m. - Parks & Recreation Commission
- July 21, 4 p.m. - Plan Commission
- July 21, 6 p.m. - Common Council
- July 21, 8:30 p.m. - Zoning Board of Appeals
- August 3, 6:00 p.m. - Library Board
- August 4, 4 p.m. - Plan Commission
- August 4, 6 p.m. - Common Council
- August 12, 6 p.m. - Police Commission
- August 17, 6 p.m. - Parks & Recreation Commission
- August 18, 6 p.m. - Common Council
- September 1, 4 p.m. - Plan Commission
- September 1, 6 p.m. - Common Council
- September 2, 5:30 p.m. - Historic Preservation Commission
- September 2, 6:30 p.m. - Library Board
- September 15, 6 p.m. - Common Council

*Dates and times for meetings may change. All agendas and minutes are posted on the City of Milton's website.*

[miltonwi.gov](http://miltonwi.gov) | [facebook.com/MiltonWI](https://www.facebook.com/MiltonWI) | [twitter.com/MiltonWI](https://twitter.com/MiltonWI) | [instagram.com/MiltonWI](https://www.instagram.com/MiltonWI)

City of Milton Newsletter

Vol. 2020-5 (Page 1)

Wisconsin Elections Commission Mailer & November 3 Election

At a voter request an absentee ballot will be sent to you through the mail. You do not have the option of returning the sealed envelope with the completed ballot directly to the front counter at City Hall or they will be sent to the election office at City Hall.

The absentee ballot request form can be completed and sent back using the included envelope to WEC. Voters must include a copy of their photo ID information on what an acceptable form of photo ID can be found on the City's website.

PLEASE NOTE: The mailer went out to all registered voters in Wisconsin who did not already have an absentee ballot request on file at the end of June. If you submitted your absentee ballot request since the end of June, the City will have your application on file, and you do NOT need to do anything additional.

You can also request a ballot online at www.myvote.wis.gov. Through this website you can also track your absentee ballot request.

2020 Pavement Improvement Program

Pavement maintenance was performed on 2.1 miles of streets in the City of Milton, or about 12.5% of total road miles. The streets where work was performed are as follows:

- Street Rehabilitation: Elizabeth Street
City Hall Parkway Drive (Madison Avenue to Towhee Road), Homestead Road (Green Hill Circle to end of road), Green Hill Circle (Homestead Road to Leah Lane), Gladwin Lane (Green Hill Circle to end of street), Walden Way (Green Hill Circle to end of road), Jackson Drive (High Street to parentage ending), Beagraw Lane (Tow to end of road) and the Hilltop Drive

milton.wi.gov | facebook.com/MiltonWI | twitter.com/MiltonWI | instagram.com/MiltonWI

Important Dates to Remember

- 2020 Remaining Elections:
General and Presidential Election - November 3
Candidate registration to vote and/or requesting an absentee ballot at www.milton.wi.gov
If going to vote in person on Election Day, all City of Milton residents vote at the Council Chambers at City Hall, 710 E. Johnson Street
Office Closed:
November 20 & 27
Thanksgiving

Monarch Butterfly Migration

Here you see the monarch butterfly migrate at the Milton Public Library created by local artist Heather Hansen (Photo by Emily). Live migration is part of the Story Garden project. Stop by to learn more.

Learn more about the Story Garden project online. Help us with it. It's so fun! 25.09.2020



Department Numbers:
City Hall - 858-6000
7th Dept. - 858-2482
Library - 858-7267
Court - 858-2230
Public Dept. - 858-6010
Police - 858-6014

City of Milton Newsletter

Vol. 2020-5 (Page 2)

Census Deadline - September 30

As of September 3, the City of Milton has an 82% percent self-response rate for the 2020 Census. This shows the City at 787 out of over 9500 cities and villages in the entire country and 23 out of approximately 600 cities and villages in Wisconsin. This is an amazing accomplishment.

Our goal is to reach 100% and we need your help to do that. The deadline to complete the 2020 Census is September 30. The data gathered during the 2020 Census will affect the lives of our community members over the next 10 years.

Census data is used to inform decisions about how billions of dollars are allocated to federal and state programs, to determine how many seats each state has in the House of Representatives, to draw congressional and state legislative district lines, and to inform decisions about where businesses

will locate, schools and clinics will be built, and more. If you've already completed the 2020 Census, reach out to your family, friends, coworkers, and others (following physical distancing guidelines) and remind them to complete the census. They can complete the census online at www.2020census.gov by calling 1-855-345-7373, or by mail when they receive the paper questionnaire.

The Census Bureau will never ask for your full Social Security number, bank account or credit card numbers, anything on behalf of a political party, or money or donations. If you have any questions about the census, please contact Administrative Services Director Inga Gustafson at City Hall at (508) 858-6000 ext. 5 or by email at igustafson@milw.wi.gov.

City Meeting Schedule

At this time, all meetings are being postponed until further notice. Information on how to monitor each meeting is included on the agenda posted at City Hall. Please do not attend, especially if you have any questions about meeting a meeting, please contact City Administrator at (508) 858-6000 ext. 6.

- September 21, 5:15 p.m. - City Council
September 21, 6 p.m. - Parks & Recreation Commission
September 22, 6 p.m. - Board of Review
September 24, 6 p.m. - Joint Use Commission
September 29, 6 p.m. - Planning Commission
October 6, 6 p.m. - Plan Commission
October 20, 6 p.m. - Planning Commission
October 27, 7 p.m. - Joint Use Commission
November 2, 6:30 p.m. - Library Board
November 4, 6 p.m. - Plan Commission
November 6, 6 p.m. - Control Council
November 10, 6 p.m. - Parks & Recreation Commission
November 20, 6 p.m. - Control Council
November 27, 7 p.m. - Joint Use Commission
December 2, 6:30 p.m. - Library Board
November 4, 6 p.m. - Plan Commission
November 6, 6 p.m. - Control Council

Dates and times for meetings may change. All agendas and minutes are posted on the City of Milton website.

Milton Public Library Updates

The Milton Public Library has recently launched two new online services that are FREE with a library card: Creativebug and Brainfuse.

Creativebug features high-quality, on-demand arts and crafts instruction and videos by world-renowned artists. Access features materials lists, discussion boards, and videos that allow you to work at your own pace. Explore lettermaking, painting, fiber arts, and more.



Brainfuse is an online tutoring service in which students connect with a live tutor in a wide variety of subjects. There is also a Learning Library with videos and practice books, a question center, and a Writing Lab for writing assistance. Tutors are available every day for students in kindergarten through college. Furthermore, an

milton.wi.gov | facebook.com/MiltonWI | twitter.com/MiltonWI | instagram.com/MiltonWI

Adult Learning Center

Adult Learning Center continues our courses, classes, help, and high school equivalency preparation.

You can log into Creativebug and Brainfuse by going to the library's website, www.milton.wi.gov, and using all of our available online services under the Online Tools tab. Both have a library card. Stop by the library, create an account, and have access to more than 100 books.

And with the start of the school year, we wanted to remind everyone that the library is continuing to operate in a manner that is safe for the staff and patrons. We are encouraging all visits for picking up books and checking out items. Computer use is limited to 1 hour. All keys are not away, most of our furniture is also in storage, and the study rooms and the Community Room are closed. At this time, we are not open for socialization or group gathering. We further note that those under 15 be accompanied by an adult. If you have any questions, please contact Inga Gustafson, Library Director, at inga.gustafson@milw.wi.gov or any questions.

Bi-Monthly Employee Newsletters

THE TELEPHONE CITY OF MILTON BI-MONTHLY EMPLOYEE NEWSLETTER



4TH OF JULY COMMUNITY PARADE

Congrats to Howard Robinson, Public Works Director, and his family for winning third place in the 4th of July Community Parade! (Photo credit: Milton Gazette)



Reminder: Complete the Employee Survey

Please take a few moments to complete the Employee Survey available online (www.milton.wi.gov/EmployeeSurvey) or paper copies are available at City Hall. The deadline to complete the survey is August 11. Thank you to all those who have already completed the survey.

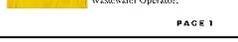
If you have any questions about the survey, please contact Administrative Services Director Inga Gustafson at (508) 858-6000 ext. 5 or by email at igustafson@milw.wi.gov.

THUMBS UP TO...

- Elaine Hollenbach - For completing 6 years of service on June 16
Joshua Hollenbach - For completing 6 years of service on June 16
Cassie Anderson - For completing 2 years of service on June 28
Inga Gustafson - For completing 10 years of service on July 18 (Full Time, 1st Intern)
Ryan Spangler - For completing 25 years of service on July 13 (Full Time, 1st Part-Time)
Ryan Schneider - For completing 6 years of service on July 13
Lon Liefke - For completing 11 years of service on July 20
Scott Marquardt - For completing 5 years of service on July 20

NEW EMPLOYEE: NOAH MIELKE

Welcome to our newest employee, Noah Mielke. He is the new Assistant Wisconsin Operator at the Public Works Department. Mike Griffin retired earlier this year from this position. Noah previously worked for the City of Kiel for 4.5 years at a Water / Wastewater Operator.



SAFETY REMINDERS: EXIT ROUTES, YOUR PATH TO SAFETY

Use of the building, or arrangement of the workplace will not allow employees to evacuate safely. Exit routes must be located at far away as practical from each other in case one is blocked by fire or smoke.



Information from Cities & Villages Mutual Insurance Company (CVMIG)

Here are a few things to consider when inspecting the fire exits in your buildings:
- Can all the occupants escape to a place of safety in a reasonable time? (Consider scheduling a fire drill)
- Are the exits in the right place and do the escape routes lead as directly as possible to a place of safety?
- If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain unobstructed?
- Are the escape routes and final exits kept clear at all times?
- Do the doors on escape routes open in the direction of escape?
- Can all fire exit doors be opened easily and immediately if there is an emergency?
- Are the exits fully illuminated at all times?
- Are the people who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. More than two exits are required, however, if the number of employees,

2020-2024 STRATEGIC PLAN INFORMATION AND UPDATE

- Community Survey - Available online and paper copies are at City Hall. Completed surveys are due on August 1.
Employee Survey - Available online and paper copies are at City Hall. Completed surveys are due on August 1.
Employee Focus Group - The focus group met for the first time on August 3, and will meet again on August 12 to provide additional input. There will be representatives from all departments.
Community Workshop - A group of leaders from community organizations and citizens met on August 6.
High School Student Focus Group - A group of high school students from the Milton High School will meet to provide input.

Additional information about the strategic plan can be found online (www.milton.wi.gov/StrategicPlan).

If you have any questions, please contact your department head, City Administrator Al Hultsch, or Administrative Services Director Inga Gustafson.

Links to resources about COVID-19 (coronavirus) and information about its impact on City operations can be found on the City's website (www.milton.wi.gov/COVID19).

## **All-Employee Emails**

- Strategic Planning Surveys – July 20, 2020
- Face Masks – July 28, 2020
- Employee Newsletter – August 10, 2020
- Additional Employee Updates – August 12, 2020
- City of Milton Meetings – Week of August 17 – August 17, 2020
- Common Council Meeting Recap – August 19, 2020
- Common Council Meeting Recap – 8/19/20 – August 19, 2020
- 2020-2024 Strategic Plan – Strengths, Issues, Challenges Report – August 24, 2020
- FW: CVMIC Webinar Notice: Cyber Security – Something seem Phishy? – August 27, 2020
- City of Milton Meetings – Week of August 31 – August 28, 2020
- Parkview Drive Chip Sealing – August 30, 2020
- Plan Commission and Council Recap Email – September 2, 2020
- Council Recap Email – September 16, 2020
- Telecommuting Policy and Strategic Plan – September 23, 2020
- Donnie Zimmerman's Last Day – September 24, 2020
- Council Meeting Recap – September 30, 2020
- FW: Log-on and Learn with YWCA's Virtual Lunch and Learns – September 30, 2020