Call to Order and Confirmation of Appropriate Meeting Notice
Mayor Anissa Welch called the September 7, 2021 meeting of the Common Council to order at 6:00 p.m. City Clerk Jenny Salvo confirmed appropriate meeting notice.


Also Present: City Administrator Al Hulick, Library Director Ashlee Kunkel, City Clerk Jenny Salvo, City Engineer Mark Langer, Public Works Director Howard Robinson, Police Chief Scott Marquardt, and Administrative Services Director Inga Cushman.

Approval of Agenda
Ald. Rusch motioned to approve the agenda. Ald. Wilson seconded, and the motion carried unanimously.

Pledge of Allegiance
Mayor Welch led the Council in the Pledge of Allegiance.

Public Comments Regarding Items Which Can Be Affected by Council Action
Mayor Welch welcomed those in attendance and asked if anyone in attendance wanted to speak.

There was none.

Mayoral Proclamation – International Underground Railroad Month
Mayor Welch read the International Underground Railroad Month Proclamation.

Mayoral Proclamation – Halloween
Mayor Welch read the Halloween Proclamation.

Approval of the Consent Agenda
a. Approval of Minutes - August 17, 2021
b. Municipal Court Report – August 2021

Ald. Clark motioned to approve the consent agenda. Ald. Holbrook seconded, and the motion carried unanimously.

Discussion and Possible Action on 108 MW, LLC’s DBA Casa Fiesta application for a Class “B” retail license Fermented Malt Beverage and a “Class C” Retail License – Wine
Ald. Wilson motioned to approve the application for a Class “B” retail license Fermented Malt Beverage and a “Class C” Retail License – Wine. Ald. Holbrook seconded, and the motion carried on a 4-2 vote. Ald. Clark and Ald. Rusch opposed the motion.
Discussion and Possible Action Regarding a Final Plat for Journey Hills Subdivision
Ald. Clark motioned to approve the final residential subdivision plat for the first phase of the Journey Hills subdivision with the listed contingencies:

- Provide permits and approvals from regulatory agencies not limited to but including Wisconsin Department of Natural Resources (WDNR) and Wisconsin Department of Safety and Professional Services (DSPS).
- Designate lots intended to be developed with duplexes.
- Execute the developer’s agreement.
- Complete the sight distance analysis.
- Endangered Species Resources Report to be reviewed and updated as necessary.

Ald. Laehn seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding a Residential Developer’s Agreement for Journey Hills Residential Subdivision Along North Janesville Street
Ald. Clark motioned to approve the developer’s agreement with Woodfield Homes, Inc as presented. Ald. Rusch seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding the TEA Grant Agreement and Facilities Use Agreement for the TEA Track rail Extension for Clasen Quality Chocolates, Inc
Ald. Rusch motioned to approve the TEA Grant Agreement and Facilities Use Agreement between the City of Milton and the Wisconsin Department of Transportation as presented while authorizing the City Administrator to accept any changes from the Department of Transportation as long there are no substantial changes. Ald. Clark seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding the Homecoming Parade Application for Special Event Permit
Ald. Wilson motioned to approve the homecoming parade application for special event permit. Ald. Elliot seconded, and the motion carried unanimously.

Discussion and Possible Action Regarding Special Event Process
Ald. Clark motioned to direct staff to prepare an amendment to the special event ordinance consistent with Option #1 as presented:

Option 1
- Public Events on Public Premises including city parks, city streets, or sidewalks must fill out an application and receive a permit
- Public Events on private property that includes a requirement for a Temp Class B and/or city services are requested must fill out and receive a permit
- Public Event Permit Application is reviewed by the Police Chief, Public Works Director and City Clerk for approval
- If there is any concerns expressed with approval the City Council will review and make final determination
- City service fees may be waived for events hosted by non-profits. For profit events, fees may be waived by Council determination
Ald. Rusch seconded, and the motion carried unanimously.

**Discussion and Possible Action on the Purchase of Playground Equipment for North Goodrich Park**
Director Cushman provided the details for the playground equipment purchase.

Ald. Holbrook motioned to approve the purchase of the playground equipment from Minnesota Wisconsin Playground in the amount of $37,492.60 for North Goodrich Park. Ald. Clark seconded, and the motion carried unanimously.

**General Items**
Mayor Welch reminded Council the League of WI Municipalities Elected Official Conference will be held in October.

**Staff Reports**
Clerk Salvo provided an update that the Board of Review met on August 26th. There were no requests for hearings on assessments. The final information for the 2021 revaluation has been submitted to the Wisconsin Department of Revenue. Suzy Q’s in Milton is in the process of transferring to a new owner. The liquor license approval will be on the next Council agenda for consideration. The new City Hall employee, Tammy Pickert-Menge, started on August 30th.

Chief Marquardt reported there have been traffic challenges with the start of the school year and requested the community remain patient during the school pick up and drop off times. A new crossing guard, Justin Schroeder, has been hired with an additional substitute crossing guard recruitment process being completed.

Director Kunkel stated the new library assistant, Denise Molidor, started today. The Food Truck Rally held on August 29th was successful. September is library card sign-up month and the library’s goal is 60. If the goal is met, five people will be able to color bomb staff members. The repairs on the Library roof have started. Director Kunkel said the library is back to full hours including Sunday.

Director Robinson stated the flushing of hydrants started this week. Brush collection is taking place this week, and Blanche Drive and Cottonwood Lane are ready to be paved. The splash pad will continue to be open until the weather changes.

Engineer Langer stated Blanche Drive will be paved next week. The lead service line program is continuing. The utility work on Putman Parkway will finish the end of next week. Curb and gutter will be installed by the end of September.

Director Cushman stated prairie seed collections are scheduled at Crossridge Park on October 9th and Tower Hill Park on October 23rd from 10 a.m. to noon both days. The next due date for the Veterans Memorial Brick order is September 30th. The bricks will be placed prior to Veterans Day.
Administrator Hulick stated the budget process for 2022 has started. The health insurance renewal will have a 0% increase.

**Team Building Exercise**
Mayor Welch led the Council in a team building exercise.

**Consideration of a motion to convene into Closed Session, pursuant to Section 19.52(1)(e), Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: City Treasurer**
Ald. Holbrook motioned to convene Closed Session, pursuant to Section 19.85(1)(c), Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: City Treasurer at 7:10 PM. Ald. Clark seconded, and the motioned carried unanimously.

**Reconvene into open Session**
Ald. Holbrook motioned to reconvene into open session at 8:03 p.m. Ald. Clark seconded, and the motion carried unanimously.

Ald. Laehn motioned to recommend the City Administrator and/or the leadership team continue working through an employment agreement including salary, benefits, and background check with Kelsie Bannach. Ald. Holbrook seconded, and the motion carried unanimously.

**Next Meeting – September 21, 2021 at 6:00 p.m.**

**Motion to Adjourn**
Ald. Holbrook motioned to adjourn the September 7, 2021 meeting of the Common Council at 8:06 p.m. Ald. Clark seconded, and the motion carried unanimously.

Respectfully Submitted,

Jenny Salvo
City Clerk