Capital Improvement Plan (CIP) Committee of the City of Stoughton
Thursday, August 10, 2023 at 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Regina Hirsch (Chair), Phil Caravello (arrived 6:04 p.m.), Tom Majewski, Lisa Reeves, Jonathon Schroerlucke (remote), Brett Schumacher and Tim Swadley (ex-officio
Members absent: Greg Jenson
Guests present: Dave Ehlinger, John Montgomery, Daniel Payton (remote), Jim Ramsey, Josh Ripp, Lisa Schimelpfenig, Derek Westby and Christina Wozniak-Scanlon

1. **Call to order** – Hirsch called the meeting to order at 6:01 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Ehlinger indicated the meeting was properly noticed.
4. **Election of chair and vice chair** – By Council rules, the Council President chairs the ad hoc Capital Improvement Plan (CIP) Committee unless s/he declines. Motion by Reeves/Hirsch to nominate Schumacher. The motion passed 7-0.
5. **Approval of minutes from September 22, 2022** – Motion by Reeves/Schumacher to approve the minutes as drafted. The motion passed 7-0.
6. **Budget overview** – Ehlinger went over his PowerPoint presentation. General discussion on the topic occurred.
7. **Departmental presentations of Capital Improvement Plan**
    a. **Emergency Medical Services** – Ehlinger indicated that because the ambulance chassis is not anticipated to be received until 2024, the 2024 requested budget will assume the usage of ARPA funds as per R-39-2023 unless directed otherwise. General discussion occurred on whether to vote on each department's request at this time or to wait until after all departments have made their presentations. By general consensus, the committee indicated to wait until the August 23rd meeting for any adjustments to department requests.
    b. **Fire Department** – Ripp went over his PowerPoint presentation. General discussion on the requests occurred. Ripp also went over the need for a space planning study for Police, Fire and Emergency Medical Services. Ripp indicated that the CIP request for "Mezzanine in Fire Station" be moved to 2025 as the funding for a Public Safety space needs study is requested in 2024.
    c. **Information Technology/Media Services** – Montgomery and Westby went over their PowerPoint presentation. General discussion on the requests occurred.
    d. **Public Library** – Ramsey went over his PowerPoint presentation. General discussion on the topic occurred.
    e. **Senior Center –** Ehlinger/Swadley indicated that McGlynn was not able to attend tonight's meeting gave a high-level overview of the request for parking expansion. Reeves inquired whether the Livsreise parking lot could be rented for parking. The CIP committee requested McGlynn attend the August 17th meeting to discuss this topic, including whether to move this item into calendar year 2025.
8. **Discussion and possible action regarding Capital Improvement Plans**
    a. **City of Stoughton – Capital Improvement Plan v3** – Ehlinger gave an overview of the

request document and related pivot tables

b. **City of Stoughton – Construction Capital Improvement Plan v1** – Ehlinger indicated that the Street and Storm Sewer construction requests were shown in a separate document for ease of reading. Ehlinger/Swadley indicated that timing of the projects was coordinated with Public Works / Planning & Development / Stoughton Utilities / Wisconsin Department of Transportation. Ehlinger cautioned moving projects to different years would have a cascading effect. Hirsch requested (1) a projection of debt to equalized value ratio and (2) a projection of mill rates.

9. **Future agenda items**
   a. **Thursday, August 17, 2023 at 7:30 p.m.**
      i. **Presentation - Police Department**
      ii. **Presentation - Public Works**
      iii. **Public Works - Discussion and possible action regarding usage of American Rescue Plan Act (ARPA) funds – City Welcome Signs**
      iv. **Presentation - Recreation Programs**
   b. **Wednesday, August 23, 2023 at 6:00 p.m.**
      i. **Presentation - Planning and Development**
      ii. **Finalize and approve Capital Improvement Plan 2024-2028**
      iii. **Finalize and approve Construction Capital Improvement Plan 2024-2028** – Other than the request to add Senior Center to the August 17th agenda, no other changes were requested.

10. **Adjourn** – Motion by Reeves/Schumacher to adjourn at 7:43 p.m. The motion passed 7-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton