Landmarks Commission Meeting Minutes
Thursday March 8, 2017 – 7:00 pm
City Hall, Ed Overland Room, Lower Level, 381 E. Main Street, Stoughton, WI.

Members Present: Peggy Veregin, Chair; Alan Hedstrom, Vice-Chair; Kimberly Cook; Todd Hubing and Tim Swadley
Absent: Greg Pigarelli
Staff: Michael Stacey, Zoning Administrator
Guests: Michael Engelberger; Emily Bahr; Cathy Jaglin; and Don Dargel

1. **Call to order.** Veregin called the meeting to order at 7:00 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of February 8, 2018.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Swadley**. Motion carried 5 – 0.

3. **Request to designate the former South School building at 1009 Summit Avenue a local landmark building.**
   Veregin summarized the request.

   Veregin opened the public hearing.

   Cathy Jaglin – Spoke in favor of the designation.

   Peggy Veregin – Explained the reasoning to go through this process since records could not be found to verify the building was ever approved as a local landmark.

   Tim Swadley – Stated one of the benefits of being designated a local landmark is the local grant funds that are offered for exterior renovations.

   Don Dargel – Spoke in favor of the designation.

   Mike Engelberger – Spoke in favor of the designation.

   Veregin closed the public hearing.

   Motion by **Hedstrom** to recommend the Common Council approve designating the South School building at 1009 Summit Avenue as a Local Landmark building based on the building being of Queen Anne style architecture; for its significance reflecting the work of master architect Allan D. Conover; and for its association with the history of education in Stoughton, contingent on the amendments as discussed at the Landmarks meeting of March 8. 2018, 2nd by **Swadley**. Motion carried 5 – 0.

4. **Request by Calvin Merath, Building and Grounds Supervisor, SASD for certificate of appropriateness approval to repair the mortar joints on the 1892 High School, 211 N. Forrest Street.**
   Swadley, who is also on the school facilities committee, explained the need for the mortar repair. Swadley stated this will prevent water from getting in and provide much needed minimum maintenance until a use is found for the building.

Motion by **Hubing** to approve the certificate of appropriateness as presented, 2nd by **Cook**. Motion carried 5 – 0.

5. **Discuss marketing Stoughton with Susan Liimatta, Stoughton Chamber of Commerce.**
Susan Liimatta could not make it to the meeting so this agenda item will be tabled until June 14, 2018.

6. **Discuss the process to create a Local District for the Main Street Commercial Historic District.**
Currently, property owners within the Downtown Design Overlay Zoning District which is the Main Street Commercial Historic District have to go through a Planning Commission approval process for any changes to the exterior of the building unless the building is a local landmark which in that case goes through the certificate of appropriateness process through the Landmarks Commission.

The commission discussed:

- Outreach to property owners.
- Potential code changes for non-contributing or non-conforming buildings within the district.
- The many benefits of creating a local district.
- Potential future funding for exterior repairs/remodeling.
- Simplifying the approval process by having one commission charged with approving exterior projects.
- Providing expertise in repairing historic buildings.

Hubing and Hedstrom will bring back ideas next month for providing information to property owners about the benefits of creating a local district.

7. **Discuss local landmark status of 148/154 E. Main Street, 118 N. Page Street and 515 E. Main Street.**
The commission will plan do have public hearings for these properties all at once. Veregin will check the records at City Hall for nomination paperwork and evaluate how to proceed.

8. **Discuss ordinances related to exterior building maintenance standards.**
Veregin stated this is too much to tackle right now but maybe the commission could partner with another committee.

Swadley stated the commission should seek direction from the Council.

Motion by **Swadley** to seek direction from the Common Council regarding minimum maintenance standards for all buildings within the City using the minimum maintenance standards Attorney Dregne provided from the Village of Oregon for comparison, 2nd by **Hedstrom**. Motion carried 5 – 0.

9. Status update for Highway Trailer / Moline Plow building redevelopment.
Swadley stated the Council approved over $700,000 to demolish the highway trailer building but saving the portion known as the blacksmith shop. The redevelopment authority will have to decide how to proceed.

10. Discuss 2017 & 2018 local landmark grants.
Veregin provided the 2017 application and letter sent to property owners and asked the commissioners to review and provide feedback for the 2018 application and letter.

Stacey stated the sooner the application is available the better so property owners can line up contractors

The commission discussed other ways to provide incentives to landmark property owners such as waving permit fees.

Veregin stated we could survey other communities to find out what they are doing to help landmark property owners.

Veregin and Cook will work to have the application and letter ready for review/comment at the next meeting.

11. Discuss the Wisconsin Association of Historic Preservation Commissions (WAHPC) 33rd Annual Meeting and Conference to be held in Platteville on April 27 – 28, 2018.
Motion by **Hubing** to reimburse the registration fee for any members who attend, 2nd by **Cook**. Motion carried 5 – 0.

12. Discuss prospective new Commissioner.
Veregin asked the commissioners to bring ideas to the next meeting.

13. Commission Reports/Calendar.
The commission discussed the Linderud photos.

Veregin read the agreement document for use of the photos which essentially gives the Stoughton Historical Society control over how the photos are used according to the family's wishes.

Hubing plans to contact Dave Bjerke of the Bryant Foundation about interest in providing the photos for public viewing at the Norwegian Heritage Center.

14. Future agenda items.
Preservation awards for 2018 and Linderud photos.

15. Adjournment. Motion by **Hedstrom** to adjourn at 9:05 pm, 2nd by **Cook**. Motion carried 5 - 0.

Respectfully Submitted,

Michael P. Stacey

Planning Commission Meeting Minutes
Monday, March 12, 2018 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Mayor Donna Olson; Todd Barman; Matt Bartlett; Michael Engelberger and Matt Hanna
Members Absent: Todd Krcma and Scott Truehl
Staff: Rodney Scheel, Director of Planning & Development and Michael Stacey, Zoning Administrator
Press: None
Guests: Scott Skavlen; Linda Baxter Page and Emily Bahr

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.

2. **Consider approval of the Planning Commission meeting minutes of February 12, 2018.**
   Motion by **Engelberger** to approve the minutes as presented, 2nd by **Hanna**. Motion carried 5 - 0.

3. **Council Representative Report.** Engelberger stated the Common Council approved the following: rezoning for the public works property; CSM for the public works property; conditional use permit for the public works facility; ETJ land division in the Town of Rutland; fee schedule amendment for the Planning Department; GDP for 565 Kensington Square; and rezoning for 1035 Sundt Lane.

4. **Status of Current Developments.**
   Scheel gave an overview of the status of developments as outlined in the packet of materials. There was a short discussion regarding the clearing of land near the Eggleson's Woods development, both of which are not within the City limits except a sliver of land along the north property line.

5. **Request by Scott Skavlen, SDS Builders for General Development Plan amendment approval to construct a deck addition and for an existing deck conversion to a screen porch at 815 Berry Street.**
   Scheel explained the request.

   Mayor Olson opened the public hearing.

   No one registered to speak.

   Mayor Olson closed the public hearing.

   Barman questioned if approval of a screen porch would allow future conversion to a 4 season porch. Scheel stated zoning would cover the building envelope which in this case would allow a 4 season porch.

   Motion by **Engelberger** to recommend the Common Council approve the general development plan amendment as presented, 2nd by **Hanna**. Motion carried 5 - 0.

Motion by **Engelberger** to approve the site plan as presented, 2nd by **Hanna**. Motion carried 5 - 0.

6. Request by Linda Baxter Page, Aro Eberle Architects, for design approval to replace the second story windows at the Chorus Public House, 154 W. Main Street.
Scheel introduced the request.

Linda Baxter Page explained the request.

Barman questioned if repairing of the existing windows was considered. Ms. Page stated they did consider that but the windows had too much rot. Barman also questioned the reflective quality of the proposed paint. Ms. Page stated the paint will be flat.

Motion by **Engelberger** to approve the window replacement as presented, 2nd by **Barman**.

Engelberger stated this type of request is better suited for the Landmarks Commission who have the expertise to review changes to historic buildings.

Motion carried 5 - 0.

7. Request by the City of Stoughton for a conditional use permit to allow a composting operation at 1101 Collins Road.
Scheel explained the request.

Mayor Olson opened the public hearing.

No one registered to speak.

Mayor Olson closed the public hearing.

Motion by **Engelberger** to recommend the Common Council approve the conditional use resolution as presented, 2nd by **Hanna**. Motion carried 5 – 0.

Motion by **Engelberger** to approve the site plan as presented, 2nd by **Hanna**. Motion carried 5 – 0.

8. Request by Bill and Carly Miller for certified survey map (CSM) approval to adjust the side lot line at 904 and 920 Dunkirk Avenue.
Scheel explained the request.

Bartlett questioned if a letter was provided by the property owners acknowledging the request. Stacey stated he received a letter today.

Motion by **Engelberger** to recommend the Common Council approve the certified survey map as presented, 2nd by **Bartlett**. Motion carried 5 – 0.

9. Discuss proposed ordinance amendments related to the request by the Common Council to develop an ordinance for consideration by the council that would amend existing City ordinances such that no building in a historic district listed on the National Register of Historic Places may be demolished without review and recommendation by Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.

Scheel gave an overview of the proposed changes to section 78-517 and noted that staff has added the existing design requirements and the design guideline language for comparison. Scheel stated we hoped to be able to craft language using both standards.

A discussion took place about the existing ordinance design regulations vs the historic downtown design guidelines.

The Commissioner's expressed interest in combining the existing regulations with the design guidelines and possibly add commentary referencing the design guideline booklet for further explanation.

Hanna questioned what to do about the non-contributing buildings within the district and how to treat the areas that are out of the public view.

Scheel stated we should have a list of contributing properties that would have to conform to the design requirements and we'll have to decide how to handle the non-contributing buildings and areas out of public view.

Hanna stated the non-contributing buildings should be in keeping the character of the district but not be required to meet all design requirements but maybe meet some of the requirements.

Engelberger suggested updates to ordinances related to building minimum maintenance and repairs. He has noticed building minimum maintenance issues in the downtown area. Scheel stated we need to discuss minimum maintenance standards and acknowledged a need for a code enforcement officer in the future. Stacey noted the Landmarks Commission has requested direction from the Common Council regarding updates to ordinances related to minimum maintenance standards.

The Commission discussed the new demolition requirements and the need for further updates such as using an occupancy standard rather than the vision of the owner.

10. Future agenda items.

Ordinance amendment for section 78-517 and Arnett USAA materials.

11. Adjournment.

Motion by **Engelberger** to adjourn at 7:00 pm, 2nd by **Bartlett**. Motion carried 5 – 0.

Respectfully Submitted,

Michael Stacey

FINANCE COMMITTEE MINUTES
March 27, 2018
Council Chambers, Public Safety Building

Present:
Chairperson Pat O'Connor, Tom Majewski, Lisa Reeves, Tim Swadley and Mayor Donna Olson

Others Present:
Finance Director LaBorde, Clerk Licht, and Planning Director Scheel, Public Works Director Hebert, Utilities Director Kardasz, Karl Schulte of Running Inc., and Joe Murray of Springsted

Absent and Excused:
None

Call to Order:
Chairperson O'Connor called the meeting to order at 5:30 p.m.

Communications:
Finance Director LaBorde announced that the City was still waiting on final numbers from the auditors.

Reports:
Finance Director LaBorde announced that the February 2018 Treasurer's Report was in the packet.

OLD BUSINESS

Continued discussion and possible action regarding request from Running Inc. related to Shared-ride Taxi Service
Karl Schulte continued to report the request Running, Inc. to the Finance Committee. He said that Running Inc. would like to change the mileage range identified in the RFP from 7 miles to 3 miles. He added that the City should establish an Agency Fare at $8.00 per one-way trip. Finally, he reported that Running, Inc. would honor punch cards that were previously purchased. Mr. Schulte added that Running is looking at doing something with tickets in order to track usage better.

Motion by Majewski, second by Reeves to accept the changes presented by Running, Inc. Motion carried 5-0.

Discussion and possible action regarding 2018 Street and Utility Construction contract 1-2018
Public Works Director Hebert said that the City only received one bid for the project from Maddrell Excavating, LLC in the amount of $1,756,948. He stated that the bid was within $60,000 of the original budgeted cost. He added that there was not sufficient funds in the CIP budget as they were part of a two year borrowing program submitted in 2016. Hebert reported that unused construction funds would be reallocated to the CIP to fund the project.

Motion by O'Connor, second by Olson to approve 2018 Street and Utility Construction Contract 1-2018 and award the bid to Maddrell Excavating, LLC in the amount of $1,756,948. Motion carried 5-0.

Discussion and possible action regarding agreement with Harvest Farms LLC for the Third Phase of the Nordic Ridge Plat

Planning Director Scheel stated that there could be additional phases. He added that 6 duplex lots and one multi-family with 75 units will be part of this phase.

Motion by Swadley, second by Reeves to approve an agreement with Harvest Farms, LLC for the Third Phase of the Nordic Ridge Plat. Motion carried 5-0.

Discussion and possible action to approve a resolution awarding the sale of $12,565,000 General Obligation Corporate Purpose Bonds, Series 2018A

Joe Murray of Springsted reported that the City's credit rating was confirmed by Moodys as Aa2. He added that there were 6 competitive bids for the sale of the bonds. Swadley asked if the borrowing could be paid off early. Murray responded saying that there was a 10 year call off provision.

Motion by O'Connor, second by Majewski to approve a resolution awarding the sale of $12,585, 000 General Obligation Corporate Purpose Bonds, Series A to Piper Jaffray. Motion carried 5-0.

Discussion and possible action to approve a resolution Authorizing the Issuance and Sale of $775,000 Taxable General Obligation Promissory Notes, Series 2018B

Joe Murray said that is was efficient to do the borrowing for the demolition of the Highway Trailer Complex at the same time as the other borrowing. He said that there were 5 bids and the City would save $11,000 from the original projections. Joe Murray also stated that it would be more cost effective for the City to sell bonds that to go to borrow from the state trust fund.

Motion by Swadley, second by Reeves to approve a resolution authorizing the issuance and Sale of $755,000 Taxable General Obligation Promissory Notes, Series 2018B to BOK Financial Securities, Inc. Motion carried 5-0.

Discussion and possible action to award the bid for the Solar Panels at the Nordic Ridge Park Shelter

Parks and Recreation Director Glynn said that $14,000 was budgeted for the project. The City received 2 bids.

Motion by Reeves, second by O'Connor to award the bid for the Solar Panels at the Nordic Ridge Park Shelter to Full Spectrum Solar in the amount of $10,995. Motion carried 5-0

Discussion and possible action regarding the purchase of electric locks at the Nordic Ridge Park Shelter

Parks and Recreation Director Glynn said that electric locks are standard in parks throughout the City. Going forward, the locks will be accounted for in the bid process.

Motion by Reeves, second by Swadley to approved the purchase of electric locks at the Noridc Ridge Park shelter in the amount of $3,368. Motion carried 5-0.

Discussion and possible action regarding Parks and Open Space Plan

Parks and Recreation Director Glynn said that previously Director Lynch did the Parks and Open Space Plan in-house. Gylnn said that by contracting the work out, the plan will be more detailed. He added that the money will come from the Parks Development Fund.

Motion by O'Connor, second by Swadley to contract the Parks and Open Space Plan out to Ayres and Associates in the amount of $17, 320. Motion carried 5-0.

Discussion and possible action regarding DNR Grant Application for Street Sweeper

Motion by Olson, second by Majewski to authorize and direct the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management for Street Sweeper. Motion carried 5-0.

Discussion and possible action regarding DNR Grant Application to Convert Bioretention Basin in Industrial Park South to a Wet Detention Basin

Motion by Majewski, second by Reeves to authorize and direct the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management (Bioretention Basin Conversion). Motion carried 5-0.

Adjournment

Motion by Swadley, second by Majewski to adjourn at 6:30 p.m. Motion carried 5-0.

REDEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, March 14, 2018 ï 5:30 p.m.
Fire Dept. Training Room

Present:
Scott Truehl, Roger Springman, Peter Sveum, Regina Hirsch, John Kramper, Ron Christianson and Finance Director Tammy LaBorde

Absent and excused:
None

Others Present:
Gary Becker and Todd Nelson

Call to order:
Truehl called the meeting to order at 5:30 p.m.

Communications:
LaBorde passed out a flyer from the Stoughton Chamber of Commerce about a Community Expo they were having on April 19, 2018. If RDA is interested in participating there is a $75.00 fee.

Approval of the February 14, 2018 RDA Meeting Minutes:
Moved by Hirsch, second by Christianson, to approve the minutes of the February 14, 2018 RDA meetings as presented. Springman requested minutes be changed to reflect that the RDA wait until after the April elections to select a member for the Whitewater Park steering committee. Motion carried unanimously with the requested change.

RDA Financial Report:
LaBorde presented the RDA financial report. She reported the charges for 433 & 439 East South Street was for the Holley Moulding property for storm water charges. Questions were raised if we would be getting a credit or if the charges would be reevaluated after the demolition takes place. LaBorde will check with Planning Director Scheel about credits. Moved by Sveum, seconded by Christianson, to adopt the financial report as presented. Motion carried unanimously.

Discussion and possible action regarding RDA members:
Discussion took place on the status of various RDA members. Kramper has resigned due to the fact he will be leaving Stoughton and moving to McFarland. Duranczyk had to resign due to being selected to fill a council seat and Truehl will be resigning April 17th with his decision not to seek reelection as a council member. Upcoming absences were discussed with Christianson and Becker being out of the country for several weeks. LaBorde stated the new Mayor is responsible for making appointments to committees. Appointments will take place at the reorganizational meeting on April 17th.

Discussion and possible action regarding Revolving Loan Fund:

Kramper reported that he talked with An, our loan officer at WWBIC, about possibly changing to a 0% interest for the loans. An said we would have to adopt and amend our contract with WWBIC to make any changes to the program. Kramper believes dropping interest rate to 0% would generate more interest. Hirsch suggested bringing in downtown business owners to see what they would like the program to look like. Discussion also included making a sub-committee, simplifying the program and changing loan criteria as ways to jump start the program. It was decided to keep this as an agenda item to keep it moving forward.

Discussion and possible action regarding Marathon site:

Discussion took place about correspondence that was received by Sveum from Todd Nelson and True North Consultants right before the start of the meeting. Nelson is requesting to move the closing date to June to allow time for him to do a Phase 1 study to determine what clean up needs to be done on the site before construction can start. Sveum stated a study and all reports were provided to Nelson in August of 2017 and to ask for an extension once again on the closing date was unacceptable. Discussion took place on requiring a clause in the closing that there be a guarantee of $800,000 assessed value on the property by 12/31/18.

Moved by Hirsch, second by Springman, to extend the closing date to 6/4/18. Discussion took place. Truehl made a friendly amendment to add no later than 6/4/18. Motion passed unanimously with Kramper abstaining.

Moved by Sveum, second by Christianson, to amend the motion to include not later than 6/4/18 and to include a payment in lieu of taxes of $800,000 guarantee of taxable valuation as of 12/31/18. Amended motion passed unanimously, with Kramper abstaining.

Sveum will let broker know the decisions made at the meeting to see if they would like to continue to move forward.

Discussion and possible action regarding TIF restructure:

a. **Review TID Plan for subtraction from TID #5:**
   Becker reminded committee that subtracting TID#5 will require an amendment. He went through the information he brought to the meeting and asked for any suggested changes. Contact page will need to be updated, Map 2 needs to say Map 1 and Becker will review the boundary descriptions. Reviewed list of parcels that will be removed and that the 2010 values will be used as to what amount gets subtracted out. Becker mentioned that the list of parcels that will stay in are about 51% blighted which is above the 50% that is required. LaBorde stated the TID #5 audits will be done in a few weeks and Becker will use those numbers for the economic feasibility study. Becker added the carpet warehouse demolition and may have to add the highway trailer building as well. Becker said this was a review of the first draft and no motion or action was needed at this time.

Meeting paused at 7:00 p.m. for the City of Monona Riverfront Development presentation by Sonja Reichertz.

Meeting reconvened at 7:52 p.m. with 5 members present. Christianson was absent.

b. Review land use and zoning maps for new TID #8:
No discussion.

c. Set Public Hearing Date:
Discussion took place on when to have a public hearing- May or June? It was discussed if there was a need to have a meeting between Council and RDA with Mindy Habecker as the facilitator. June was decided to be a better month for the Council/RDA meeting.

Riverfront Redevelopment Area:

a. Update regarding Powerhouse:
Truehl reported he received questions on the maintenance of the historic building. LaBorde will talk with Planning Director Scheel about the broken windows, roof and access to the building. We will need to get a quote for roof repairs and remobilization costs. Becker stated there may be a grant to help cover the costs.

b. Millfab/Carpet Warehouse demolition update:
Truehl reported that Millfab is expected to be completed by the end of March and then the fencing will be compressed. Carpet Warehouse will start in April and take about a month and the demolition of the Highway Trailer buildings would then begin and should be down by December 1st.

c. Follow up on Access to Highway Trailer Building:
Truehl referenced the memo that was provided in the packet about gaining access to the Highway Trailer Building.

d. Update on Highway Trailer Building:

- **Plan for demolition:**
  Truehl will ask for sequencing of demolition and will share the demo plan when he has it. Hirsch inquired about saving the bricks. Truehl said we would have to secure the site once demolition is complete.

- **Idle Sites Grant application:**
  Becker will start work on the application process.

Discussion regarding rescheduling April meeting date:

After discussion, Monday, April 16th at 5:30 was decided on for the April meeting date.

Future agenda items – Review and Discussion:

Historic Structures
Revolving Loan Fund
Riverfront project

Adjourn:

Moved by Sveum, second by Kramper, to adjourn at 8:25 p.m. Motion carried unanimously.

Respectfully submitted,
Lisa Aide
Deputy Treasurer

Tree Commission Meeting Minutes
Thursday, March 8, 2018 at 4:30 PM
Ed Overland Room, City Hall, 381 E Main St, Stoughton

Members Present: Kevin Short, Mike Point, Dean Tangeman, Sid Boersma and Mitch Bergeson

Absent & Excused: Bob Kardasz and Nick Yuknis

Guest:

Staff: Director of Public Works Brett Hebert, City Forester John Kemppainen and Street Department Secretary Vickie Erdahl

Call to order: Short called to order @ 4:35 PM

1) **Communications:**

Kemppainen stated:

- Capital City Tree Experts have trimmed 80 trees last month.
- Jim's Tree Service removed a large Ash tree @ Schefelker Park that was not on the inventory.
- Parks Maintenance Supervisor, *Pat Groom*, is going to do a controlled burn for the prairie @ Schefelker.
- *Kemppainen* will be meeting with the nursery to discuss stock for the spring tree planting.

Tangeman stated:

- That Stoughton might have the 2nd largest Tulip Tree in the state. It is a private tree located on Manilla St. Dean is waiting to hear back from the DNR.

2) **Forestry Reports:** *Kemppainen* attended and presented at the annual DNR WAA Conference regarding the cities wood utilization project. John also met with Mark Asleson regarding wood sales. Mark will contact John when stock is needed. At the April meeting frame work for pricing will be discussed.

Kemppainen & Hebert met with Jeff Lasoski regarding miling of logs. Jeff wanted to structure a deal for ten logs where he would keep two logs for the work and the city would keep the rest.

3) **Update and changes to the Stoughton Municipal Zoning Ordinance: Appendix B:** *This was tabled until the changes are put together and then will be brought back to the committee for review.*

4) **Wood Inventory Plan – Draft Update:** *Kemppainen* presented a draft that included structure for the program for: wood chips, logs, milled boards and wood sales. Other items to be included and discussed are: funding, account numbers for revenue and sales, where & how to sell and restrictions on how the monies are spent – must have Tree Commission approval.

Auctioning the wood on the Wisconsin Surplus on-line government site was suggested which the members thought would be a great option for selling.

This item will be an on-going agenda item to work out the details.

Sid Boersma left the meeting at 5:25 PM.

5) **<u>EAB Treatments Discussion:</u>** *Kemppainen* stated that there are 97 trees left that have been treated and presented four options to cover these trees:

1) Remove remaining and replace in 2018

   Committee decided against this option.

2) Treat all remaining ash 2a) TreeAzin in house, 2b) TreeAge contractual and 2c) TreeAge in house

   Kemppainen stated that after he developed these options he was made aware that he could treat the trees without a license so 2b is no longer valid. The committee was concerned with the TreeAge product, which is a more effective chemical, however, it may be harmful to pollinators that feed on ash trees and may have other "unintended consequences". Whereas, TreeAzin is a natural botanical product that will not harm pollinators.

3) Hybrid remove/replace – retain & treat trees under 17" dbh 3a) TreeAzin in house, 2b) TreeAge contractual and 3c) TreeAge in house

   Committee after discussion decided that all 97 ash trees should be treated. Committee feels that an integrated pest management approach with TreeAzin would be better with an occasional use of TreeAge.

4) Hybrid remove/retain – retain & treat trees 17" dbh and larger 4a) TreeAin in house, 4b) TreeAge contractual and 4c)TreeAge in house

   Committee decided all 97 ash trees should be treated for the same reasons in option 3 above.

   After discussing the four options, the committee developed a fifth option which incorporated parts from options 2-4.

5) To treat all 97 ash trees with TreeAzin and use TreeAge in a limited capacity and replace all 97 trees now to take advantage of the current CIP funds that are available. Some of the trees may have to be planted in other spots at this time. This approach would reduce the funds needed to replace trees in the future by utilizing the current CIP funding source allocated to ash tree replacement.

Motion by Tangeman, seconded by Short to recommend Option 5 to treat all trees with TreeAzin, then continue to monitor for this growing season and if needed treat with TreeAge and also plant trees as replacements for the treated trees as this is already budgeted for in the current CIP. Motion carried 4-0.

6) **<u>Discussion for Arbor Day Event:</u>** *Erdahl* distributed the Fourth Grade List for tree seedling distribution. Members will visit the school as follows: Sandhill – *Short*, Kegonsa – *Tangeman*, Fox Prairie – *Kemppainen* and St Ann's – *Bergeson.* If arrangements can be made, the kiln will visit the schools while trees are being distributed.

7) **<u>Discussion for Tree City USA Growth Award Ideas:</u>** *Tabled until April meeting.*

8) **<u>Approval of minutes from February 8, 2018 Meeting</u>**: **Motion by Bergeson seconded by Short to approve the minutes. Carried 4-0.**

9) **<u>Future Agenda Items:</u>** Arbor Day Event/ Tree City USA, Wood Inventory Plan, Wood (board) pricing

Motion by Short, seconded by Tangeman to adjourn the meeting at 6:05 p.m. Respectfully submitted 3/13/18, Vickie Erdahl - Staff

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 19, 2018 – 5:00 p.m.
Stoughton, WI

Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Pat O'Connor, Mayor Donna Olson

Excused: Citizen Member Kym Ackerman, Citizen Member John Kallas

Absent: None

Others Present: Jodi Dobson, CPA - Partner - Baker Tilly Virchow Krause, LLP, Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E.

Call to Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Pat O'Connor, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the February 19, 2018 Regular Utilities Committee Meeting, Stoughton Utilities January 2018 Financial Summary, Stoughton Utilities January 2018 Statistical Report, Stoughton Utilities February 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 5 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee January 16, 2018 Meeting Minutes
- Stoughton Utilities December 2017 Financial Summary
- Stoughton Utilities December 2017 Statistical Report
- Bad debt account write-offs through December 31, 2017
- Ordinance to amend Chapter 74 of the City of Stoughton Code of Ordinances, relating to utilities and sewer use (first reading)
- Request to authorize the bid award for the replacement of sewer-cleaning truck #17
- Adoption of the Addendum to the American Public Power Association (APPA) Safety Manual 16th Edition, 2017, Section 407(c)

Stoughton Utilities 2017 audit reports and management letter: Stoughton Utilities staff introduced Jodi Dobson from Baker Tilly Virchow Krause, LLP who presented the Stoughton Utilities 2017 Audit Reports and Management Letter. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Matt Bartlett, to approve the Stoughton Utilities 2017 audit reports and management letter and recommend the Stoughton Common Council approve the audit reports and management letter, and adopt the accompanying resolution at their April 10, 2018 meeting. The motion carried 5 to 0.

Stoughton Utilities 2017 Annual Water Consumer Confidence Report (CCR): Stoughton Utilities staff presented the Stoughton Utilities annual water CCR for the year 2017. Staff is proud to announce that the utility continues to meet or surpass all state and federal water quality standards under the Safe Drinking Water Act. Staff has completed all required water quality monitoring, sampling, and testing, and no significant changes to the quality or safety of our drinking water were noted. Discussion followed.

West Substation construction status update: Stoughton Utilities staff presented and discussed the status of the ongoing construction of the new West Substation, including work done by SU's construction contractor to construct the substation structure and outbound underground distribution lines, as well as work being done by American Transmission Company (ATC) to construct the incoming transmission line. Plans and construction photos were shared. Discussion followed.

Utilities Committee future agenda items: Discussion regarding the potential rate impacts of overhead to underground electric system reconstruction, presentation of the PSC Annual Reports for 2017 for the electric and water utility, and proposed tax-stabilization dividends.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:42 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
March 21, 2018 @ 6:30 P.M.
CARNEGIE ROOM, STOUGHTON PUBLIC LIBRARY

PRESENT: Sam Baughn, Student Representative; Sandra Black, Sid Boersma, City Council Representative; Heather Danielson; Jeff Fimreite, Stoughton Area School District Representative; Eric Hohol, Dane County Representative; Petra Horst, Library Board President; Jean Ligocki; Linda Schaefer; Mike Vienneau, Library Board Vice-President
ALSO PRESENT: Richard MacDonald, Library Director; Sarah Monette, Library Administrative Assistant

I. CALL TO ORDER. *President Horst called the meeting to order at 6:30 P.M. Eight voting Board members, Black, Boersma, Danielson, Hohol, Horst, Ligocki, Schaefer, Vienneau, were present, constituting a quorum.*

II. REVIEW OF AGENDA. It was agreed by consensus to move item XIV to the end.

III. REVIEW/APPROVAL OF MINUTES OF FEBRUARY 21, 2018. A correction to item XV.D was noted. *Moved by Black, second by Boersma, to approve the minutes as amended. Motion carried 8-0.*

IV. RECOGNITION OPPORTUNITIES. The Board signed thank you notes to Stoughton Floral and SCLS, as per the decision of the February meeting.

V. PUBLIC COMMENT PERIOD. Schaefer announced the formation of the River Bluff Middle School Parents' Action Network. She praised Adult Services Assistant Cynthia Schlegel for her assistance with the middle school's Crew Day Away. Boersma said that he would like to formally mention the Library's 110th Anniversary at the next City Council meeting. MacDonald agreed to help.

VI. CORRESPONDENCE. MacDonald shared an email from a patron with praise for the Teen Book Boxes. The Library has received a $30,000 grant from the Bryant Foundation. Hohol is resigning from the Library Board due to his responsibilities as a fire fighter.

VII. EDUCATION UPDATES. Schaefer shared information about the upcoming referendum on eliminating the Wisconsin State Treasurer.

VIII. BOARD IN-SERVICE. To be combined with XIV.

IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR FEBRUARY 2018.
MacDonald presented.

A. Fund 215. *Moved by Black, second by Boersma, to approve the February 2018 financial statements for Fund 215 as presented. Motion carried 8-0*
B. Fund 217. *Moved by Black, second by Vienneau, to approve the February 2018 financial statements for Fund 217 as presented. Motion carried 8-0.*

C. Stoughton Area Community Foundation. The Board reviewed the financial statements for the SACF's pass-through account for the Library. The statements were accepted by consensus.

X. REVIEW/APPROVAL OF BILLS FOR FEBRUARY 2018.

MacDonald presented.

A. Fund 215, *Moved by Hohol, second by Boersma, to approve the February 2018 bills for Fund 215 as presented. Motion carried 8-0.*
B. Fund 217. *Moved by Black, second by Boersma, to approve the February 2018 bills for Fund 217 as presented. Motion carried 8-0.*

[Fimreite arrived 7:00 P.M.]

XI. DIRECTOR'S REPORT.

A. MacDonald presented the statistics for January 2018. He noted that the door count may be shifting, as the Library has a new and more accurate door counter.
B. In addition to his written report, MacDonald announced that the planetarium visit has been rescheduled to October; he praised Stoughton Utilities for their swift action in repairing one of the street lights near the Library; he said he is investigating a donation tracking software called Little Green Light. Cale Ryan of Famous Yeti's Pizza wants to come soon to present the Library with his annual Wish Tree donation. Horst noted the dramatic increase in teen programming thanks to the Library's intern, Hannah Klapperich-Mueller.

XII. COMMITTEE REPORTS.

A. Development Committee: Meeting March 29.
B. Finance Committee: Did not meet.
C. Personnel Committee: Report will be combined with XIV below
D. Planning Committee: Vienneau reported that the committee is still investigating the implementation of a needs assessment. Ligocki noted that the committee has clarified its goals, separating the need for a short term strategic plan (1-3 years) from more long range planning. Boersma suggested that the City Council representative should have a term longer than one year. Horst pointed out that this is problematic when the Council representative is not as diligent as Boersma himself.
E. Policies Committee: Action items in XV below.

XIII. FRIENDS OF THE LIBRARY REPORT.

The next meeting is in May. MacDonald shared his allocations of this year's Friends donation.

XV. NEW BUSINESS.

A. Authorization for SCLS to request adjacent county reimbursements. *Moved by Hohol, second by Danielson, not to request a reimbursement from Iowa County. Motion carried 9-0. Moved by Hohol, second by Boersma, to request a reimbursement from Sauk County, per the Library Director's recommendation. Motion carried 9-0. Moved by Black, second by Fimreite, to request reimbursements from Columbia, Green, Jefferson, and Rock Counties. Motion carried 9-0.*

B. Emergency Closing Policy. Black presented. *Moved by Hohol, second by Boersma, to accept the policy as presented. Motion carried 9-0.*
C. Internet Acceptable Use Policy. MacDonald presented. An amendation to section VII.A was recommended. *Moved by Hohol, second by Fimreite, to accept the policy as amended. Motion carried 9-0.*
D. Library Materials Use Policy. Black and MacDonald presented. There was considerable discussion about section III and about how often patrons should be allowed to check out library materials without a library card.

[Hohol left at 7:48 P.M.]

An amendation to section III paragraph 3 was suggested. *Moved by Fimreite, second by Ligocki, to approve the policy as amended. Motion carried 7-1 with Schaefer opposed.*

E. Terms and term limits for student trustees. Moved by Schaefer, second by Fimreite, to table to the April meeting. Motion carried 8-0.

[MacDonald and Monette left at 7:50 P.M.]

XIV. OLD BUSINESS.

A. **CLOSED SESSION.** The Library Board may go into closed session per Wisconsin statute s. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility. *Moved by Boersma, second by Fimreite, to go into closed session at 7:52 P.M. Motion carried 8-0 by roll call vote.*

[Hohol returned at 8:40 P.M.]

Moved by Boersma, second by Fimreite, that the Board follow the recommendation of the Personnel Committee.

B. **OPEN SESSION.** *Moved by Boersma, second by Ligocki, to reconvene in open session at 9:00 P.M. Motion carried 9-0 by roll call vote.*

XVII. PENDING AGENDA ITEMS.

A. High School Fab Lab (Boersma)
B. Student trustee terms and term limits.
C. Discuss ways that the Library can take advantage of the opportunity provided by the Art Walk

XVIII. ADJOURNMENT. *Moved by Boersma, second by Ligocki, to adjourn the meeting at 9:00 P.M. Motion carried 9-0.*

Respectfully submitted,
Sarah Monette