CITY OF STOUGHTON
Administrative Services

MEMORANDUM

September 22, 2017

To: City of Stoughton Common Council

From: Lana Kropf, City Clerk

RE: Community Affairs and Council Policy Committee's Continued Work on Council Goals

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In April 2017, Council President Swadley tasked the Council to generate goals to be followed during the 2017/2018 term. Council members turned in the goals they wished the CA/CP committee to review and find possible answers for, to the City Clerk. The CA/CP Committee has worked diligently with City staff on these goals and these are the goals that have been addressed thus far:

ECONOMIC DEVELOPMENT DIRECTOR
Create economic development director to actively bring in businesses

This goal is being addressed by HR Director Gillingham along with the Personnel Committee. The Personnel Committee was given job descriptions from various communities to review and this was discussed at their September 18, 2017 meeting. This discussion will continue with the CA/CP Committee and the Personnel Committee. More information to come.

COLLABORATION WITH STOUGHTON AREA SCHOOL DISTRICT
Create subcommittee with school board to identify and act on solvable issues

The Committee of the Whole has been meeting jointly with the Stoughton School Board. At the July 20, 2017 joint meeting, the two bodies agreed to create a subcommittee to discuss the marketing of the school district and the City and to create policies to encourage more single family housing. This committee will meet on September 25, 2017. More information to come.

IMPROVE INTERNAL/EXTERNAL COMMUNICATIONS
CA/CP committee will develop mechanisms to improve internal and external communications

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This goal will be addressed in the near future with the new IT/Media Services Director, John Montgomery. More information to come. See attached exhibits from Utilities Director Kardasz (Exhibit B) and from Planning Director Scheel (Exhibit A)

Develop plan for website and social media communications/document storage etc.

Attorney Dregne is in the process of reviewing the possibilities and potential uses for a City-run social media account. More information to come.

IT position outsourced until the City hires someone.

This goal was met on July 11, 2017 when John Montgomery accepted the position of IT/Media Services Director.

PROCESS FOR COMMITTEE/COMMISSION APPOINTMENTS

CA/CP Committee-Develop procedure/ application process and timeline for community member commissions and committee appointments.

City Clerk to send link to council with committee member names and when their term is up, so council can be proactive in offering suggestions for community appointments. See attached exhibit from Utilities Director Kardasz (Exhibit B). More information to come.

BUDGET PROCESS-FINANCE AND STANDING COMMITTEES

Create a budget process that includes input from all Standing Committees

The Capital Improvement Plan Committee (or CIP Committee) consists of the chair of each standing committee with the Council president overseeing. This committee was created to be the "super committee" to address the City's budget and offer any suggestions that may come from their respective standing committees. This committee is currently being used and will continue to be used.

AFFORDABLE/SUBSIDIZED HOUSING/HOMELESSNESS

Discuss and create policy if needed on locating subsidized housing throughout the community as opposed to creating problem areas by placing large amounts of subsidized housing in one area.

Planning Director Scheel addresses this question in the attached memo date July 25, 2017 (Exhibit A)

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ORDINANCE REVIEW PROCEDURE
Have committees review our ordinances to make sure they comply with state law/statutes and make sure they do not conflict with other ordinances.

Planning Director Scheel addresses this question in the attached memo dated July 25, 2017 (Exhibit A). Also see Utilities Director Kardasz's response (Exhibit B).

SIDEWALK/SPECIAL ASSESSMENT POLICY
Review and update City Sidewalk Policy/Ordinance-Review and update City Special Assessment Policy

Public Works Committee evaluated Sidewalk Installation Policy/Ordinance at May 16th, 2017 meeting and recommended no change Planning Director Scheel addresses this in his memo dated July 25, 2017 (Exhibit A). Also see Utilities Director Kardasz's response (Exhibit B).

Look at policy to review how we can assist our citizens to replace the lead pipes to houses when we are replacing sidewalks and utilities and upgrading our roads.

Utilities Director Kardasz addresses this question in the attached memo dated July 25, 2017 (Exhibit B).

IMPROVE EFFICIENCY AND COMPLIANCE OF CITY COUNCIL MEETINGS
Alder come to Council Meeting prepared. Questions regarding packet information made in writing 3 days prior to Council meeting to allow for response by staff.

Utilities Director Kardasz addresses this question in the attached memo dated July 25, 2017 (Exhibit B).

Implement process/plan to send out agenda and supporting documents 7 days prior to meetings.

Utilities Director Kardasz addresses this question in the attached memo dated July 25, 2017 (Exhibit B). Also see Clerk Kropf's memo dated July 26, 2017 (Exhibit C).

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COMPREHENSIVE PLANNING

Brainstorming sessions each year to generate ideas for our city on smart growth/growth and ordinance revisions to include citizens like we did at last planning meeting.

Planning Director Scheel addresses this in his memo dated July 25, 2017 (Exhibit A).

MISCELLANEOUS

Create an Integrated Pest Management policy for city owned land, parks and green space.

Public Works Director Hebert addresses this question in memo dated July 25, 2017 (Exhibit D).

Look at ways to reduce spending through energy saving lighting, heating and cooling etc...with city owned buildings and park structures. Perhaps look at alternative energy sources.

Planning Director Scheel addresses this question in the attached memo dated July 25, 2017 (Exhibit A). Also see Utilities Director Kardasz's response (Exhibit B).

Get utility to create long term plan to move power lines underground by a section of the City at a time.

Utilities Director Kardasz addresses this question in the attached memo dated July 25, 2017 (Exhibit B).

Limit on numbers of alcohol licensing in the city. 35 is enough. Best practice requirements for all special events if children are present.

Clerk Kropf addresses this question in the attached memo dated July 25, 2017 (Exhibit C)

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COUNCIL GOAL THEMES

ECONOMIC DEVELOPMENT DIRECTOR

Create economic development director to actively bring in businesses.

COLLABORATION WITH STOUGHTON AREA SCHOOL DISTRICT

Create subcommittee with school board to identify and act on solvable issues

IMPROVE INTERNAL/EXTERNAL COMMUNICATIONS

Develop ways to better communicate with the public and city staff.
Encourage active participation outside of normal meeting times.
An Oral report by all commissions, Task Forces, or non-Council Committees be given
One Report per Council meeting?
Develop city newsletter for public distribution
Develop plan for website and social media communications/document storage etc.
IT position outsourced until the City hires someone.

PROCESS FOR COMMITTEE/COMMISSION APPOINTMENTS

Develop procedure/ application process and timeline for community member commissions and committee appointments

BUDGET PROCESS

Create a budget process that includes input from all Standing Committees

AFFORDABLE/SUBSIDIZED HOUSING/HOMELESSNESS

Discuss and create policy if needed on locating subsidized housing throughout the community as opposed to creating problem areas by placing large amounts of subsidized housing in one area.
Discuss the homelessness problem in Stoughton to see what our options are with regard to financial help from the city, grants or other county, state or federal programs. Then follow through with proper remedies such as through the Housing Authority, RDA, CDA or other means.

ORDINANCE REVIEW PROCEDURE Have committees review our ordinances to make sure they comply with state law/statutes and make sure they do not conflict with other ordinances.

SIDEWALK/SPECIAL ASSESSMENT POLICY

Review and update City Sidewalk Policy/Ordinance
Review and update City Special Assessment Policy
Look at policy to review how we can assist our citizens to replace the lead pipes to houses when we are replacing sidewalks and utilities and upgrading our roads

IMPROVE EFFICIENCY and COMPLIANCE of CITY COUNCIL MEETINGS (Are we in compliance with statutes)

Reduce the number of Agenda items that come back to the council by 50% period ending
All presentations to Council be limited to 15 minutes with no more than two (2) presentations per meeting.
Alderpersons limited to two responses with a time limit of three minutes per response.
Alder come to Council Meeting prepared. Questions regarding packet information made in writing 3 days prior to Council meeting to allow for response by staff.
Debating Committee decisions on Council floor prohibited
Implement process/plan to send out agenda and supporting documents 7 days prior to meetings.
No voting on same day discussions (committee approvals)
Clarify approval process of committees… which items must come to council for approval.
Example: (Rotary Park) when they still had committee work to finalize plans to present to Council.

COUNCIL DEVELOPMENT

Council orientation policy and implementation plan

COMPREHENSIVE PLANNING

Discuss and create policy if needed to help guide the Planning Commission, RDA and council on issues related to housing, development, affordable housing options, TIF and the like. It seems we are always finding a way to cut corners, bend over backwards to make something work and acting on spur of the moment decisions based on what developers and others proposals which sometimes skirt our ordinances. We should be discussing these things rather than always just reacting to last minute decisions.
Brainstorming sessions each year to generate ideas for our city on smart

growth/growth and ordinance revisions to include citizens like we did at last planning meeting.

MISC

Create an Integrated Pest Management policy for city owned land, parks and green space.

Look at ways to reduce spending through energy saving lighting, heating and cooling etc...with city owned buildings and park structures. Perhaps look at alternative energy sources.

Get utility to create long term plan to move power lines underground by a section of the City at a time.

Limit on numbers of alcohol licensing in the city. 35 is enough. Best practice requirements for all special events if children are present.

Conduct a City Wide Survey by 3-22-18. (on what)?

Establish consistent Policies/Ordinances regarding Historic Buildings by 8-31-17.

The IT position again. It seems to me that it needs to be outsourced until the City can get someone.

Review the safety issues at hand on intersections relating to Hwy 51 going north out of Town