Capital Improvement Plan (CIP) Committee of the City of Stoughton
Thursday, August 17, 2023 at 7:30 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, Greg Jenson, Tom Majewski, Lisa Reeves, Brett Schumacher and Tim Swadley (ex-officio)
Members absent: Jonathon Schroerlucke
Guests present: Brandon Hill, Dave Ehlinger, Dan Glynn (remote), Brett Hebert, Dan Jenks, Cindy McGlynn, John Montgomery and Jim Ramsey (remote)

1. **Call to order** – Hirsch called the meeting to order at 7:31 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Swadley indicated the meeting was properly noticed.
4. **Approval of minutes from August 10, 2023** – Motion by Schumacher/Caravello to approve the minutes as drafted. The motion passed 7-0.
5. **CIP Budget overview 08-16-2023** – Ehlinger gave an overview of total bonding requests along with (a) projected debt to equalized value ratio through 2028 and (b) projected mill rates through 2028.
6. **Reports – Impact fees** – Ehlinger recapped the projections by park as to impact fees in relation to the related capital outlay requests for park developments.
7. **R-40-2023 Request for clarification regarding ARPA funds for digital welcome signs** – Ehlinger recapped his request for clarification as to whether the city digital signs included in the 2022 adopted CIP budget were funded with American Rescue Plan Act (ARPA) funds or not. General discussion occurred.
8. **Departmental presentations of Capital Improvement Plan**
    a. **City Clerk** – Ehlinger gave highlights regarding the Clerk's request for four (4) additional Badger Books devices for elections. General discussion occurred. Ehlinger indicated the PowerPoint would be provided to the committee.
    b. **Finance Department** – Ehlinger recapped the request for BS&A Cloud software conversion in calendar year 2025. General discussion occurred.
    c. **Police Department** – Hill and Jenks discussed their PowerPoint presentation. General discussion occurred.
    d. **Public Works** – Hebert went over his updated PowerPoint presentation. General discussion occurred.
    e. **Recreation Programs** – Glynn went over his PowerPoint presentation. General discussion occurred.
    f. **Senior Center** – McGlynn discussed the need for additional parking for the Senior Center. General discussion occurred.
9. **Discussion and possible action regarding Capital Improvement Plans**
    a. **City of Stoughton – Capital Improvement Plan v5**
    b. **City of Stoughton – Construction Capital Improvement Plan v2** – The committee indicated they will discuss these spreadsheets at the August 23rd meeting.
10. **Future agenda items**
    a. **Wednesday, August 23, 2023 at 7:00 p.m.**

i. **Presentation – City Clerk (if needed)**
ii. **Presentation - Planning and Development**
iii. **Finalize and approve Capital Improvement Plan 2024-2028**
iv. **Finalize and approve Construction Capital Improvement Plan 2024-2028**

11. **Adjourn** – Motion by Caravello/Majewski to adjourn at 10:23 p.m. The motion passed 7-0.

Respectfully submitted,

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