Capital Improvement Plan (CIP) Committee of the City of Stoughton
Thursday, September 8, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the Council Chambers of the Public Safety Building located at 321 S. Main Street as well as concurrently held via Zoom.

Committee members present: Regina Hirsch (Chair, remote), Lisa Reeves, Brett Schumacher, Joyce Tikalsky (remote, arrived 6:50 p.m.) and Rachel Venegas (remote)
Members absent: Greg Jenson and Thomas Majewski
Guests present: Dave Ehlinger, John Montgomery (remote), Jim Ramsey, and Josh Ripp

1. **Call to order** – The meeting was called to order at 6:09 p.m. by Hirsch.
2. **Establish a quorum** – A quorum was present.
3. **Reports**
    a. **City policy regarding capital asset threshold memo 09-02-2022** – Ehlinger recapped the memo along with pros/cons of the various choices.
    b. **Capital Projects fund balance analysis 09-02-2022** – Ehlinger recapped the memo. Schumacher indicated that the Finance Committee should look at this topic after the budget has been adopted.
    c. **Capital Improvement Plan 2023-2027, version 3** – Ehlinger recapped the summary document as well as explaining the various categories. Hirsch requested the summary page includes the calculations for debt limit percentages.
4. **Elect vice-chair** – Motion by Reeves/Hirsch to nominate Schumacher as Vice Chair of the committee. No other nominations occurred. The motion passed 5-0.
5. **Approve minutes of 09-23-2021** – Motion by Schumacher/Reeves to approve the minutes as drafted. The motion passed 5-0.
6. **Discussion and possible action regarding capitalization threshold policy** – By consensus, the committee directed Ehlinger to use a capitalization threshold of $1,000.
7. **Discussion and possible action regarding combining groups of similar assets together** – By consensus, the committee directed that like items purchased at the same time can continue to be classified as capital assets.
8. **Review and approve Capital Improvement Plan 2023-2027**
    a. **Presentation – Fire Department** – Josh Ripp recapped the Fire Department requests. It was noted that each set of coat/pants costs $3,400 per person. It was also noted that Item #9 on the PowerPoint presentation for the dispatch radio updates was not on the spreadsheet. The fire trucks need to be change to 20 year estimated life.
    b. **Presentation – Information Technology/Media Services** – Montgomery verbally recapped his department requests.
    c. **Presentation – Library** – Jim Ramsey recapped the Library capital requests.
    d. **Presentation – Police Department** – No departmental presentation was provided. *[Editorial note: It was discovered after the meeting that the Interim Police Chief was not included in the Outlook group for department heads. The police presentation will occur at the September 22nd meeting.]*
    e. **Presentation – Parks and Recreation** – Past practice was the Parks & Recreation presents at the same time Planning and Public Works.
9. **Future agenda items- Thursday, September 22, 2022 @ 6:00 p.m.**
    a. **Presentation – Parks and Recreation (if needed)**

b. **Presentation – Planning and Development**
c. **Presentation – Public Works**
d. **Finalize Capital Improvement Plan 2023-2027**

10. **Future agenda items – Thursday, September 29, 2022 @ 6:00 p.m.**
    a. **Finalize Capital Improvement Plan 2023-2027 (if needed)**
11. **Adjourn** – Motion by Schumacher/Reeves to adjourn at 8:14 p.m. The motion passed 5-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller