Plan Commission Meeting Minutes
Monday, September 12, 2022 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Dorann Bradford; Phil Caravello; Tom Robinson and Tom Majewski
Members Absent: Al Farrow
Staff: Rodney Scheel, Planning and Development Director
Guests: Bob Dvorak; Rick Manthe; Tim Kotlowski; Austin Kotlowski; Eric Olson; Alexi Heidkamp and M. Havlik.

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

2. **Plan Commission meeting minutes of August 8, 2022.**
   Motion by **Schumacher** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved O-16-2022 and R-169-2022.

4. **Status of Current Developments.**
   Scheel gave an overview of the status of developments as outlined in the packet of materials. He highlighted the number of single-family home permits and that there are several new permit applications being processed now. Schumacher inquired whether the easement and site plan are still in the works by the owners of 314 W. Main Street and Scheel reported we plan to have them at a future meeting once the information becomes available.

5. **Rezoning request for 1008 Riverview Drive from SR-4 Single Family Residential to SR-5 Single Family Residential.**
   Scheel explained the request. Schumacher inquired about the future driveway orientation and Eric Olson reported the driveway will be on Riverview Drive. Olson also acknowledged the need to work with Stoughton Utilities regarding water and sanitary sewer laterals for the new parcel.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

   Motion by **Schumacher** to recommend the Common Council approve the rezoning ordinance as presented, 2nd by **Bradford**.

   Motion carried unanimously.

6. **Certified survey map (CSM) request to split the parcel at 1008 Riverview Drive to create a new single family lot.**
   Scheel explained the request and reinforced the need to work with Stoughton Utilities regarding how the new parcel will be served with sanitary sewer and water laterals.

   Motion by **Caravello** to recommend the Common Council approve the CSM resolution as presented, 2nd by **Schumacher**.

   Motion carried unanimously.

7. **Rezoning request for 2232 Otteson Drive from Institutional to Planned Development – General Development Plan**.
   Scheel explained the request.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

   Motion by **Caravello** to recommend the Common Council approve the rezoning ordinance as presented, 2nd by **Bradford**.

   Motion carried unanimously.

8. **Vacation of a portion of Velkommen Way at US Highway 51.**
   Scheel explained the request.

   Alder Majewski suggested that a 15-foot pedestrian/bicycle easement be preserved in the area to be vacated to connect Nygaard Street to USH 51. The easement is intended to accommodate a 10-foot wide sidewalk or shared-use path. It is not intended to be construct at this time but will be a logical connection to the 10-foot sidewalk planned to be installed along USH 51 in 2026 with the DOT Majors Project.

   Motion by **Majewski** to recommend the Common Council approve the vacation as presented with the condition that a 15-foot pedestrian/bicycle easement be preserved in the area to be vacated to connect Nygaard Street to USH 51, 2nd by **Caravello**.

   Motion carried unanimously.

9. **Extra-territorial land division at 3511 State Highway 138, Town of Rutland.**
   Scheel explained the request.

Motion by **Bradford** to recommend the Common Council approve the CSM resolution as presented, 2nd by **Majewski**.

Motion carried unanimously.

10. Discuss a zoning code amendment for communication towers.
Attorney Rick Manthe discussed the state of City ordinances along with an overview of State and Federal regulations governing communication towers. He discussed the concept to provide setback distances from properties that allow single-family homes and the more complicated process to develop a Conditional Use Permit (CUP) process. He discussed challenges with using a CUP process for regulation of such towers.

The Commissioners agree we should move forward with considering ordinance amendments to restrict the setback distances from properties that allow single-family homes.

11. Future agenda items.
314 W. Main Street site plan; GDP for Lots 1, 3 and 4 at 51 West; Stone Crest Urban Service Area Amendment; Magnolia Springs Preliminary Plat

12. Adjournment.
Motion by **Majewski** to adjourn at 6:55 pm, 2nd by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Rodney J. Scheel

Finance Committee of the City of Stoughton
Tuesday, September 13, 2022 @ 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: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Ben Heili (remote), Lisa Reeves (remote), Tim Swadley (Mayor, ex-officio), and David Thomas
Members absent: Leonard "Ozzie" Doom and Tim Swadley
Guests present: Dave Ehlinger, Josh Ripp and Rodney Scheel (remote)

1. **Call to order** – The meeting was called to order at 6:03 p.m. by Schumacher.
2. **Establish a quorum** – A quorum was present.
3. **Communications** – None
4. **Reports – Baker Tilly US, LLP audited financial statements 2021 and related audit communications** – Andrea Jansen provided a high-level recap of both (a) the Financial Statements and Supplementary Information and (b) Reporting and Insights from 2021 Audit.
5. **Approval of August 9, 2022 Finance Committee minutes** – Motion by Jenson/Thomas to approve the minutes as drafted. The motion passed 5-0.
6. **Approval of August 23, 2022 Finance Committee minutes** – Motion by Jenson/Reeves to approve the minutes as drafted. The motion passed 5-0.
7. **R-186-2022 – Accept Financial Statements and Management Letter reports dated December 31, 2022** – Motion by Reeves/Jenson to recommend approval as drafted. The motion passed 5-0.
8. **R-xxx-2022 – Amend 2022 adopted budget for Community Development Investment grant** – Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 5-0.
9. **R-xxx-2022 – Amend 2022 adopted budget for Landmarks Commission grant** – Motion by Jenson/Thomas to recommend approval as drafted. The motion passed 5-0.
10. **Discussion and possible action regarding Fire Department Swiftwater Grant request** - Josh Ripp updated the committee on the subject. Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 5-0.
11. **Update regarding delinquent room taxes, interest charges, and related penalties** – Ehlinger informed the committee that Tru By Hilton was still delinquent on second quarter room taxes and that late penalties as per Ordinance Section 2-585.
12. **Discussion and possible action regarding 2023 addendum to the 2018 Shared Ride Taxi Contract** – Ehlinger inquired about possibly extending the 2018 contract for a sixth year. Motion by Jenson/Thomas to proceed with a possible contract extension for 2023 with the matter coming back to the Finance Committee for final approval before signing. The motion passed 5-0.
13. **Future agenda items**
    a. **09/27/2022 – August financial reports**
    b. **09/27/2022 – 5:30 p.m. – Joint meeting with Stoughton Redevelopment Authority regarding receivable balances**
    c. **To be determined – Future treatment of costs eligible for special assessments**
    d. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    e. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion*** – Ehlinger recapped the proposed joint meeting with the

Redevelopment Authority. No additional items were requested for future agendas.

14. Adjourn – Motion by Jenson/Heili to adjourn at 6:44 p.m. The motion passed 5-0.

Respectfully submitted,

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

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

Redevelopment Authority of the City of Stoughton
Wednesday, September 14, @ 6:00 p.m.

The meeting was a hybrid meeting located in the Fire Department training room located at 401 E Main St. as well as concurrently held via Zoom.

Committee members present: Ben Heili (remote), Regina Hirsch (Council member), Pete Manley, David Pluymers and Roger Springman
Members absent: Dale Reeves (Chair) and Lukas Trow (Vice Chair)
Guests present: Katrina Becker, Dave Ehlinger, and Tim Swadley

1. **Call to order** – The meeting was called to order at 6:01 p.m. by Springman.
2. **Verify quorum is present** – A quorum was present.
3. **Communications** – Heili indicated an open house for the Sustainability Committee will be held at the Chorus House on Wednesday, September 21, 2022 at 5:30 p.m.
4. **Public comments** - None
5. **Approval of minutes from August 10, 2022** – Motion by Manley/Pluymers to approve the minutes as drafted. The motion passed 5-0.
6. **Fiscal updates - Redevelopment Authority fiscal reports August 2022** – Ehlinger provided a recap of the report.
7. **Chair Report** – The report is included with the activity below.
8. **New Business**
    a. **Discussion and possible action regarding Stoughton Area School District communication – Attended by school district representative** – Springman indicated that Reeves has not been successful in getting responses from Frank Sullivan on this topic matter. General discussion on the topic occurred.
    b. **Discussion and possible action regarding 2023 requested budget for professional services** – Motion by Hirsch/Pluymers to request the following from the City of Stoughton for 2023 budget. The motion passed 5-0.

RDA normal operating budget, including Becker Professional Services	$15,500
Carryover from 2022 – E Main St plan completion (Becker Professional)	12,000
Design charette services from UW Madison plus related expenditures	5,000
Redevelopment exploration (River Bluff, 101 W Main, Innovation Center	7,500
Subtotal – total expenditures	40,000
Less fund balance applied for carryforward	(12,000)
Total levy request	$28,000

-Motion by Manley/Pluymers to recommend that the City of Stoughton include the following items for the 2023 General Fund budget for Becker Professional Services. The motion passed 5-0.

Funding strategy for economic development in relation to grant submissions	$43,200
Business retention and expansion	7,500
General Fund total	$50,700

Mayor Swadley arrived at 6:54 p.m.

9. **Old Business**
    a. **Discussion and possible action regarding Riverfront Project and contamination findings** – It was indicated that Curt Brink anticipates receiving fiscal estimates by September 23rd. It was

requested that both Curt Brink and Rodney Scheel ~~School~~ be invited to the October 12 ~~18~~, 2022 meeting to discuss this topic.

b. **Discussion and possible action regarding design charrette for downtown area** – Becker indicated they are waiting on the UW Madison student application status to be completed.
c. **Discussion and possible action regarding Innovation Center** – A strategic planning session of all Innovation Board members is planned for September 17, 2022.
d. **Discussion and possible action regarding Depot Hill** – It was noted that the Nevermind Saloon has a new owner.
e. **Discussion and possible action regarding website updates** – None at this time.
f. **Discussion and possible action regarding East Main Street stakeholder focus group** – It was requested that this topic be deleted from the subsequent agenda

10. **Future agenda items**
    a. **09/27/2022 5:30 p.m. – Joint meeting with Stoughton Finance Committee to discuss payable balance** – Ehlinger recapped the purpose of the joint meeting. It was requested that the fence security topic be added to the next agenda.
11. **Adjourn** – Motion by Manley/Hirsch to adjourn at 7:22 p.m. The motion passed 5-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller

Landmarks Commission Meeting Minutes
Thursday September 8, 2022 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Peggy Veregin; Greg Pigarelli, Vice-Chair; Kimberly Cook and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Lisa Reeves
Guests: Dave Udstuen and Phillip Knutson

1. **Call to order.** Hubing called the meeting to order at 6:30 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of August 11, 2022.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Pigarelli.** Motion carried unanimously.

3. **Consider a Certificate of Appropriateness for façade improvements at 219 S. Division Street.**
   Dave Udstuen of Brickworks explained the project including issues trying to save the old brick that was under the existing stucco. Significant damage was done to the brick while removing the stucco. Work was done to protect the building prior to COA approval.

   The group discussed other options to replace the stucco and agreed the proposed approach would be acceptable.

   Phillip Knutson questioned whether or not to install the new rock material to the top of the building or just to the top of the window.

   Cook joined the meeting at 6:44 pm.

   Hubing suggested not covering the top portion of the wall along Division Street with new material and Veregin agreed. Leaving the older brick at the top may help eliminate the potential false impression that the building was constructed at a different period in time.

   Motion by **Veregin** to approve the Certificate of Appropriateness as presented, 2nd by **Hedstrom**. Motion carried 4-0 (Pigarelli abstained)

4. **Review Final Draft of the Main Street Historic District Design Guidelines.**
   Hubing asked if we received the guidelines in Word format. Stacey to request an electronic Word copy from Erica Ruggiero.

   Motion by **Veregin** to approve paying the MIA invoice in the amount of $16,925.00, 2nd by **Hedstrom**.

   Hedstrom noted a change needed on page 19 regarding a reference to page 2, which should be page 4. Hedstrom stated there are a lot of good examples and pictures in the final document.

The group discussed requesting reimbursement to the maximum $17,000.00 amount. Stacey to process and send off to Jason Tish on Friday including $75.00 for making copies.

Motion carried 4-0 (Cook abstained)

5. **Downtown Local District.** This will be discussed next month now that the design guidelines are finished.

6. **1892 High School and Old Gym/Armory Building.**
Hubing stated there is a referendum question on the November ballot that if approved would allow demolition of the Old Gym.

The group discussed how to get information out to citizens about saving this historic building and the exorbitant cost for demolition.

Hubing stated information is not easy to find but he believes the cost to remove the building is $7 -7.5 Million.

Veregin stated a letter to editor of the Stoughton Courier Hub is one way to get the word out. Hubing stated all Commission members should send a letter to the editor. Hubing plans to send one himself and one for the Commission.

Veregin left a message for Roger Springman about getting the 1892 Coalition back together.

Hubing plans to contact the R Olde House Group. Stacey to contact the Stoughton Historical Society.

Hubing plans to meet with the School District Administrator this month and attend the next Chamber of Commerce meeting where the referendum questions will be discussed.

Hubing plans to provide the Commissioner's with links to the information about the school plan for the old gym.

7. **Community Engagement.**
Hubing is working on a letter to provide information to Local Landmark owners.

Veregin suggested a couple presentations at the Library to provide information about the new design guidelines and would like another Commission member or two to assist. Cook stated she could help.

Stacey suggested sending a notice to all property owners within the proposed Local District about the presentations at the Library. This notice could be tied to Hubing's proposed letter.

8. **Commemorative Signage for the Riverfront Redevelopment.**
Veregin plans to attend the next Committee meeting to discuss signage.

9. Discuss seeking new Commission members.
Hedstrom plans to reach out to someone he met at a conference.

Stacey to contact Patricia Micetic and Dave Udstuen.

10. Commission Reports/Calendar.
The annual Historic Preservation Conference is planned for October 12-14, 2022

The group discussed Landmark owners doing work without a COA or permit.

The group discussed a communication tower planned for 516 E. Main Street adjacent to the Depot Hill Historic District.

11. Future agenda items. Nothing discussed.

12. Adjournment.
Motion by **Hedstrom** to adjourn the meeting at 8:08 pm, 2nd by **Cook**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey