Finance Committee of the City of Stoughton
Tuesday, January 10, 2023 at 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), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves and Tim Swadley (Mayor, ex-officio)
Members absent: David Thomas
Guests present: Dave Ehlinger and Shannon Statz (remote)

1. **Call to order** – The meeting was called to order by Schumacher at 6:00 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** – None
4. **Communications** - None
5. **Reports**
    a. **Fund 242 Fire Dept Special Fund** – Ehlinger indicated the packet included December 2022 balance sheet, 2022 revenue/expenditure report and a historical revenue/expenditure report for 2013 through 2022. No questions were raised.
    b. **Retirement payouts transfers 2022** – Ehlinger indicated the retirement calculation has not been completed yet so this will be covered at the next meeting.
6. **Approval of minutes**
    a. **October 25, 2022**
    b. **November 15, 2022 – Open session**
    c. **November 15, 2022 – Closed session**
    d. **December 13, 2022** - Ehlinger indicated the header dates on both November 15th minutes had to be changed to reflect the proper date. Motion by Reeves/Jenson to approve all four minutes as drafted/corrected. The motion passed 6-0.
7. **R-xxx-2023 Amend 2022 adopted budget – Landmarks Commission** – Ehlinger explained the budget amendment was needed to grant activity not included in the adopted budget. Motion by Reeves/Jenson to recommend approval to the Common Council as drafted. The motion passed 6-0.
8. **R-xxx-2023 Reduction in GIP-Glacier Moraine, LLC Letter of Credit– TIME SENSITIVE ITEM** – Ehlinger recapped the rationale for the reduction. General discussion occurred regarding actual construction dates for the various buildings. Motion by Doom/Reeves to recommend approval to the Common Council as drafted. The motion passed 6-0.
9. **R-xxx-2023 Contract with Parisi Construction for Deer Point Drive and Oak Opening Drive** – Ehlinger and Swadley gave an overview of the resolution. Motion by Reeves/Jenson to recommend approval to the Common Council as drafted. The motion passed 6-0.
10. **O-xx-2023 Amend municipal code Section 2-585 Hotel-Motel tax – Option A**
11. **O-xx-2023 Amend municipal code Section 2-585 Hotel-Motel tax – Option B** – Ehlinger indicated the City Attorney made some modification to the ordinance. The only difference between Option A and Option B is the tax rate. Ehlinger also recapped the room tax rates for the other cities in Dane County. Motion by Jenson/Reeves to recommend approval of Option B with a room tax rate of 8% to the Common Council as drafted. The motion passed 6-0.
12. **R-xxx-2023 City of Stoughton mileage reimbursement rate indexed to IRS rates** – Ehlinger recapped the rationale for the indexing to IRS rates. Motion by Jenson/Doom to recommend

approval to the Common Council as drafted. The motion passed 6-0.

13. **Discussion and possible action regarding authorized depositories** – Ehlinger recapped the rationale for possibly opening up authorized depositories with interest rates increasing over where they have historically been. By general consensus, the Finance Committee requested the Director of Finance/Comptroller review the current investment policy and authorized depositories together with the consideration of (a) no investments less than AA3 Moody's Investor Service rating or similar ratings from Standard & Poor's or Fitch Ratings, (b) no corporate debt, (c) depositories and investment companies must have a presence in the State of Wisconsin and (d) a minimum of quarterly reporting to the Finance Committee regarding cash and investments.
14. **Discussion and possible action regarding offer to purchase buildings owned by Stoughton Housing Authority** – Ehlinger gave a very high-level recap of the offer to purchase Stoughton Housing Authority buildings to achieve tax credits to rehab the remaining the 73 (approximate) remaining apartments.
15. **R-xxx-2023 Amend 2023 adopted budget for the Diversity, Equity and Inclusion Task Force** – Motion by Jenson/Heili to refer the matter to the Community Affairs/ / Council Policy Committee before any potential budget amendment is dealt with. The motion passed 6-0.
16. **Future agenda items**
    a. **01/24/2023 – December 2022 financial reports**
    b. **01/24/2023 – Action required regarding offer to purchase buildings owned by Stoughton Housing Authority**
    c. **01/24/2023 – Amend 2023 budget for city employee market rate adjustments**
    d. **02/14/2023 – City of Stoughton meal reimbursement rate indexed to IRS rate**
    e. **To be determined – Future treatment of costs eligible for special assessments**
    f. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    g. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
    h. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional items were requested.
17. **Adjourn** – Motion by Jenson/Reeves to adjourn at 6:58 p.m. The motion passed 6-0.

Respectfully submitted,

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

Minutes of the Stoughton Food Pantry Board Meeting – Dec 14, 2022

1. The meeting was called to order at 3:10pm. Present Mike Heger, Linda Lane, Val Macho, Diane Williams Absent Sandy Fleming Quorum was established

2. Approval of the minutes of the Oct. 19, 2022 Board Meeting – Motion to approve by L Lane and seconded by V Macho. All approve 4-0

3. Vaccination requirement for all volunteers. Discussion centered on abolishing the required Covid vaccine for all volunteers. After discussion L Lane made a motion to eliminate the requirement and V Macho seconded the motion . All approved the motion 4-0

4 Revising the quantity of food and vouchers given to clients. In an effort to make the distribution of food more equal on a per person basis numerous changes were agreed to.

JELLY :	CURRENT: (1-2) 2 (3-4) 2 (5+) 3	CHANGED TO: (1-2) 1 (3-4) 2 (5+) 3
PEANUT BUTTER:	CURRENT: (1-2) 3 (3-4) 4 (5+) 5	CHANGED TO: (1-2) 1 (3-4) 3 (5+) 5
VEGETABLES:	CURRENT: (1-2) 6 (3-4) 10 (5+) 12	CHANGED TO: 2 per person
TUNA LARGE:	CURRENT: (1-2) 1 (3-4) 1 (5-6) 2 (7+) 3	CHANGED TO: (1-2) 1 (3-4) 2 (5+) 3
CEREAL:	CURRENT: (1-2) 3 (3-4) 4 (5-6) 5 (7+) 6	CHANGED TO: 1 per person
FRUIT:	CURRENT: (1-2) 5 (3-4) 6 (5-6) 7 (7+) 8	CHANGED TO: 2 per person
MAC & CHEESE:	CURRENT: (1-2) 4 (3-4) 5 (5-6) 6 (7+)7	CHANGED TO: (1-2) 3 (3-4) 6 (5+) 9
JUICE:	CURRENT: (1-2) 1 (3-4) 1 (5+) 2	CHANGED TO: (1-3) 1 (4+) 2
CHEESE:	CURRENT: 1 per household	CHANGED TO: (1-3) 1 (4+) 2
SPAGHETTI SAUCE:	(1-2) 2 (3-4) 3 (5-6) 4 (7+)5	CHANGED TO : (1-2) 1 (3-4) 2 (5-6) 3 (7+)4
PRODUCE VOUCHERS -	CURRENT: $15/ HOUSEHOLD	CHANGED TO: (1-3) $15 HOUSEHOLD 4+ $30
REGULAR VOUCHERS:	CURRENT: (1-3) $20 4+ $30	CHANGED TO: (1-3) $20 4+ $40

MEATS: NO CHANGE IN QUNANTITY – HOWEVER LARGE MEATS (IE HAMS, PORK LOINS, TURKEY) CAN COUNT AS 2 OR 3 SELECTIONS. MEATS GREATER THAN 5# WILL COUNT AS 2 SELECTIONS, GREATER THAN 10# COUNT AS 3

All of the above changes will begin in January

5. Length of shifts, pantry hours and deliveries

There was general surprise that the heavy load of visits in November has been much lighter in December. Thus it as agreed to go back to the 10-12 and 12-2 shifts (arriving 15 minutes prior). With the amount of food we are distributing it is very important that every volunteer helps in stocking the pantry when there are open times in the schedules. We will review how to handle the 1st of each month's Saturday shift and whether that should be expanded. More research is needed before a decision is made.

As for deliveries we will begin to offer deliveries every Wed beginning in January. We will need to have 3 people able to do deliveries so that if there are vacations or other personal issues someone is able to do deliveries. No client shall receive a deliver on successive Wednesday. Additionally NEW clients seeking delivery will be asked for the reason for the delivery. The purpose of delivery is to assist clients with physical issues to obtain groceries. We do not have the staff to service more than that. If they have a medical issue, they should also be asked if they have someone who could pick up the order. If so they can simply make their selections over the phone and have that ready for pickup at the selected time. Clients without transportation need to be asked if they can have someone pick up their order or drive them to the pantry. Linda will provide a script to read regarding questioning if a new delivery client qualiifies

6. Working on a 501c3 for a Friends of the Stoughton Food Pantry. – this is required to have a 501c3 act as our fiscal agent with Second Harvest. Second Harvest has provided us with 4000 pounds of food. Linda and Mike will begin working on our application so that the Stoughton Area Community Foundation does not need to act for us for very long.

7 Other Business-

Mike made the board aware that we have received lots of eggs, milk, and chicken of all types from Second Harvest. Many of those products will likely not continue to be available as many were a result of a large Dane County grant.

Mike will meet with the mayor and the head of the Stoughton Area Community Foundation on Dec 15. They hope to come up with a simple way to reimburse the foundation for their costs.

Mike had a long phone conversation with Ruth Lawson from the Methodist Pantry. We discussed the possibility of picking up some of the excess foods being donated to Second Harvest directly. Methodist currently picks up from Aldi and 3 of the 4 Quick Trips in Stoughton. Methodist pantry is willing to share these resources with us. We will be looking into the possibility of picking up from the downtown Quick Trip on Main Street. We will need someone to pick up this food and stock it into the pantry. At this time it was felt we would not go into Aldi. Mike will see if we have anyone interested in doing pickups from Quik Trip on Mon and Wed mornings

Finally it was agreed that all changes to be implemented will take effect on Jan 1. Thus on Jan 1 2023 we will be changing the quantities of food, vouchers, adding deliveries on the 2nd and 4th Wed, etc.

8. Adjourn - a motion was made by V Macho to adjourn the meeting at 5:000 pm. Seconded by D Williams. All were in favor.

PERSONNEL COMMITTEE MEETING MINUTES
Monday, October 3, 2022 @ 5:30 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher, Greg Jenson, Mayor Swadley (ex-officio member), Director Gillingham
Present remotely: at 5:45pm: Fred Hundt (Vice Chair)

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 5:30 pm.

2. **Approval of the minutes from Tuesday, August 16, 2022**
   Motion to approve Schumacher, Jenson second, Approved 4-0

3. **Communications/Updates**
   Director Gillingham stated that HR has been very busy recruiting & hiring as well benefit negotiations, all of the renewals for January 1, 2023 and keeping up with the day-to-day duties. She stated there was a lot of time put in to the budget & comp for Utilities and that Director Ehlinger, Mayor and here are working on the increases for the City employees. She stated that most people don't realize what goes into recruiting, interviewing, hiring and onboarding but there a lot of steps that need to be accomplished before someone is actually working. She also talked about how a termination is a lengthy process with removing the employee from all of the benefits and the system.

4. **Discussion and possible action regarding eliminating physicals for office positions**
   Director Gillingham stated that she has never had a prospective employee have a finding during their pre-employment physical and would like to eliminate the sedentary/office type positions from having to complete a physical in order to hire. She stated that the cost was $57 per physical and in 2021 there had been 65 of which 28 would be excluded under her recommendation. This would have saved $1596 in 2021. For 2022, so far there have been 51 physicals, of which 15 could have been eliminated saving the City $855 ytd. She stated it is her recommendation that physicals be done only for labor intensive or physical positions:

   - DPW (all except Admin)
   - All sworn Police
   - All EMS
   - None at Senior Center
   - None in HR
   - None at Library
   - Parks & Rec – Rec Supervisor & Youth CTR Manager
   - Finance none
   - Clerk none
   - Opera House none

If approved, Director Gillingham would meet with each Department Head to finalize the list as she stated the Director's for each Department are close to the positions and would have a better perspective.
Chair Reeves stated that this makes sense. There was some discussion.
Motion to approve recommendation to Council once list is finalized, Schumacher 2nd, Approved 5-0

5. **Recruiting Update**
Director Gillingham stated that August – September has been very busy for HR with recruiting & hiring. There has been an influx with the Utilities positions being approved. There were 6 open Utilities positions and altogether there were17 at one time including all other positions. She stated that there had been some promotions and position changes at Utilities due to the restructure. She stated that interviews had been held all day& evening last Monday & Tuesday and that offers had been made to several applicants. She stated that our part time & full-time custodians and rec assistant had all quit and that interviews would be this week for all of those positions.

6. **Update & discussion regarding 2023 Budget**
Mayor Swadley gave the committee an update on the status of the budget. He stated they (he & Director Gillingham) were meeting with Finance Director Ehlinger on Tuesday to go over what would likely be available for increases. Mayor Swadley stated that after the meeting they would be able to give Personnel an update if there is any funding for additional positions. At this time, they were confident that there was no extra funding. If something changed, we would use the November Personnel meeting to hear from the Directors that requested additional personnel. There was some discussion regarding the pay for Council members. Some of the Personnel Committee members stated they were not in agreement with raises in Council member pay and hope that it will be taken off the table.

7. **Future Agenda Item**
Director Gillingham stated there are no additions to future agenda items at this time.

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation

8. ***Motion to adjourn Schumacher, second Jenson, Approved 5-0.***
Meeting adjourned 6:35pm

Respectfully submitted 10/04/2022 by HR Generalist Skarda

PERSONNEL COMMITTEE MEETING MINUTES
Monday, November 7, 2022, @ 5:30 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Fred Hundt (Vice Chair), Brett Schumacher, Greg Jenson, Mayor Swadley (ex-officio member), Director Gillingham

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 5:30 pm.

Director Gillingham asked if item numbers 6 & 7 could be moved to 1 and 2 in order that Chief Jenks & Director Montgomery would not have to wait. Chair Reeves said that would be fine.

Alder Schumacher made a motion to close the meeting for items 6 and 7 reading "May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility", Vice-Chair Hundt 2nd, All in Favor 4-0

6. ****Discussion and possible action regarding employee issue**

7. ****Discussion and possible action regarding Police Union contract compensation**

Jenson motion to make a recommendation to take to Finance Committee to approve the extra $88,397 needed to come from identified funds and then to Council to make an amendment to the 2023 budget, second Hundt, All in Favor 4-0

Alder Schumacher made a motion to come out of closed session, second Hundt, All in Favor 4-0

2. **Approval of the minutes from Monday, October 3, 2022**
   Motion to approve Schumacher, Jenson second, Approved 4-0

3. **Communications/Updates**
   Director Gillingham stated that HR had been busy with the following tasks:
   - Quartz -negotiated to 8.9% for 2023
   - Delta Dental – no increase for 2023
   - Section 325 increased to $3050
   - Open Enrollment November 14-28
   - Working on benefits handout & renewal process with Director Montgomery to better streamline the open enrollment process
   - WPPA Negotiations – held a meeting with Chief Jenks and the attorney
   - Working through an employee issue – more in closed session
   - Generalist Skarda & Admin Assistant Updike have moved into their new office and have been working on: agendas, minutes, recruiting, posting ads, orientations, interviews, schedule ng of background checks, pre-employment physicals & drug screens. As well as an I9 Project, the annual Flu Clinic, and annual hearing screens

- Amanda did some research for TPA-DOT Testing – Meeting was held to determine the next steps. Director Gillingham working with Jen at the hospital to see if they can become in-network - $70 vs $40 cost
- Flu Clinic 50 employees vaccinated
- Hearing screens complete (2 with significant change)
- Generalist Skarda has completed the benefits spreadsheet used for keeping track of changes.

4. **Discussion and possible action regarding January 2023 Personnel Meeting**
   Director Gillingham stated that the January meeting falls on the New Year's Day holiday for City employees therefore she would like to try to get a new date for it so it could be posted. There was some discussion and the date of Tuesday, January 17th was agreed upon.

5. **Discussion regarding 2023 Compensation**
   Director Gillingham stated that the plan for 2023 compensation is to retain the employees that the City has by right sizing as many as possible. There will be no requests for additional employees in any department.

8. **Future Agenda Items**
   Director Gillingham stated there are no additions or changes to future agenda items at this time.
   - Leadership Backup Plan
   - Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
   - Disciplinary Action & Compensation

9. ***Motion to adjourn Schumacher, second Hundt, Approved 4-0. Meeting adjourned 7:05 pm.***

Respectfully submitted 11/08/2022 by HR Generalist Skarda

City of Stoughton Police and Fire Commission Meeting Minutes

Monday August 15, 2022 @ 5:30pm
Stoughton Utilities – Ed Malinowski Room
600 S 4th Street, Stoughton, WI 53589

Members Present: Jon Lewis (President), Donna Olson (Vice-President), Martin Lamers, Amie Edgington, Peter Sveum

Staff Present: HR Director AJ Gillingham

1. **Call to Order**
   Meeting called to order at 5:34 pm.

2. **Decision to follow the recommended process from Director Gillingham. Determined Chief interview on September 15th expert panel same day but separate. Other decision to interview police applicants on the 24th of august at 4:00**

3. **PFC reviewed the complaint and body camera. The decision was unanimous that Sargent Hoeper did fulfill his duty as an officer in the Citizen complaint.**

   * Donna made the motion and Amie seconded it. All in favor
   *Jon said he would work with AJ as far as writing a letter to the complainant.

4. **Adjournment**
   Motion to adjourn Lamers, second Sevum. All in favor. Adjourned at 6:40pm.

Minutes submitted 05/26/22 by Director Gillingham

City of Stoughton Police and Fire Commission Meeting Minutes

Wednesday August 24, 2022 @ 4:00pm
Stoughton Utilities – Ed Malinowski Room
600 S 4th Street, Stoughton, WI 53589

Members Present: Jon Lewis (President), Donna Olson (Vice-President), Martin Lamers, Amie Edgington,

Staff Present: HR Director AJ Gillingham, Interim Police Chief Jenks, LT. Frisch

1. **Call to Order**
   Meeting called to order at 4:00 pm.

2. **Interview candidates for Police Officer Position**
   ***** Moved to close session under state statue 19.85 (1) (c). Motion made by J. Lewis, second A. Edgington
   * Motion to come out of close- A. Edgington, second M. Lamers

3. **PFC discussed candidates, will move both candidates to interim Police Chief Jenks**

4. **Adjournment**
   Motion to adjourn D. Olson, second M. Lamers. All in favor. Adjourned at 5:15pm.

Minutes submitted 05/26/22 by Director Gillingham

City of Stoughton Police and Fire Commission Meeting Minutes

Thursday September 15, 2022 @ 4:00pm
Stoughton Utilities – Ed Malinowski Room
600 S 4th Street, Stoughton, WI 53589

Members Present: Jon Lewis (President), Donna Olson (Vice-President) ZOOM, Martin Lamers, Amie Edgington,

Staff Present: HR Director AJ Gillingham, Derek Westby (present for IT needs)

1. **Call to Order**
   Meeting called to order at 4:45 pm by President Lewis

2. **Interview candidates for Police Chief Position**
   * Moved to close session under state statue 19.85 (1) (c). Motion made by P. Sveum, second M. Lamers
   * Commissioner Edgington was excused early due to a family emergency
   * Motion to come out of close- P. Sveum, second M. Lamers

3. **Motion by Sveum to extend an offer of employment as the Chief of Police for the City of Stoughton to Daniel Jenks** – 2nd by M. Lamers- all in favor

4. **Adjournment**
   Motion to adjourn President Lewis, second M. Lamers. All in favor. Adjourned at 8:50pm.

Minutes submitted 09/16/22 by Director Gillingham

City of Stoughton Police and Fire Commission Meeting Minutes
Thursday, November 10, 2022 @ 6:00 pm
Stoughton Utilities – Ed Malinowski Room
600 S 4th Street, Stoughton, WI 53589

Members Present: Jon Lewis (President), Donna Olson (Vice-President), Martin Lamers, Peter Sveum,

Staff Present: HR Director Gillingham, Fire Chief Joshua Ripp, Police Chief Dan Jenks, Deputy Fire Chief Mark Miller, Fire Captain Paul Updike

1. **Call to Order**
   Meeting called to order at 5:30 pm

2. **Approval of the minutes**
   Motion placed by Commissioner Olson, 2nd by Commissioner Lamers. All in favor

3. **Chief Jenks- 3rd Quarter Report**
   Reviewed report, trends, volume. Chief Jenks will condense reports and have a narrative. He will also have report to HR before the meeting and not have long graphs included

4. **Chief Jenks discussion regarding structure**
   Joe Fitters- part time offer accepted
   Lt. Frisch Retirement- *Will post job for three internal applicants
   Department Overview

5. **Interviews for Volunteer Firefighter** / Feedback from Chief Ripp, DC Miller, Captain Updike
   Matthew Miller, Bryce Bischel
   *Bryce gives more day time coverage. He is a flight risk due to being a paramedic
   *Matt- Strong Military background
   Chief Ripp likes both

6. **Chief Ripps 3rd Quarter Report**
   *Status of volunteers having difficulties making it to meetings and trainings
   *Talked about trucks rolling out, not just first truck
   *Duty Crew Discussion
   *Chief Ripp will get job descriptions to Director Gillingham

7. **Commissioner Olson to go into close session** – 2nd by Commissioner Lamers
   *Move both candidates to Chief Ripp

Motion to come out of closed session by Commissioner Lamers. 2nd by Commissioner Sveum.

8. **Adjournment** – Motion made by Commissioner Lamers, 2nd Commissioner Sveum

Minutes submitted 05/26/22 by Director Gillingham

City of Stoughton Police and Fire Commission Meeting Minutes
Wednesday, December 14, 2022 @ 11:00 am
Stoughton Fire Department – Training Room
413 E. Main St., Stoughton, WI 53589

Members Present: Jon Lewis (President), Donna Olson (Vice-President), Martin Lamers,

Staff Present: HR/RM Director Gillingham, Chief Dan Jenks

1. **Call to Order**
   Meeting called to order at 10:53am

2. **Approval of the minutes**
   Motion placed by Commissioner Lamers, 2nd by Commissioner Lewis. All in favor.

3. **Move to closed session**
   Motion placed by Commissioner Lamers, 2nd by Commissioner Olson. All in favor.

4. **Move out of closed session**
   Motion placed by Commissioner Lamers, 2nd by Commissioner Olson. All in favor.

5. **Certify top three candidates to Chief Jenks**
   Candidates to move forward: Brandon Hill, Carson Hoeper, Chad O' Neil
   Motion placed by Commissioner Olson, 2nd by Commissioner Lamers. All in favor.

6. **Adjournment**
   Motion made by President Lewis, 2nd Commissioner Lamers. All in favor.

Minutes taken by and submitted 12/15/22 by Director Gillingham

Stoughton Housing Authority
Thursday, December 15, 2022 at 3:00 p.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St) as well as concurrently held via Zoom.

Committee members present: Cindy McGlynn (Chair), Dave Ehlinger (remote) and Bob McGeever
Members absent: Fred Hundt (Vice-Chair) and Jessica Royko
Guests present: Kathy Olson (remote) and Tim Swadley

1. **Call to order** – McGlynn called the meeting to order at 3:04 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Communications** - All parties present were introduced.
4. **Approval of May 18, 2022 Stoughton Housing Authority minutes** – Motion by Ehlinger/McGeever to approve the minutes as drafted. The motion passed 3-0.
5. **Reports**
    a. **Paul Schechter, Sunny Side Development** – See below
    b. **Menachem Rapoport, Crown Court Properties** – See below
    - Rapoport recapped the background of their firm and their current and past projects in the State of Wisconsin.
    - He reminded the group that ownership of the buildings passes to the limited partnership due to the tax credits being applied for.
    - The sale of the buildings will pay off the current debt.
    - The affordability component for the tax credit lasts 30 years, but the limited partnership sells the buildings back to the Housing Authority after 15 years.
    - The Housing Authority will still own the land and will lease the land to the limited partnership for fifty (50) to ninety (90) years.
    - The current PILOT (Payment in Lieu of Taxes) will have to be modified for the first fifteen-year compliance period
    - The following documents were highlighted *(and have subsequently been included in the amended packet for this meeting.)*
        - Housing and Urban Development (HUD) Form 9624 – Contract Renewal Request Form
        - Greenspire I II Rental Comparability Study December 2022
        - Request for Housing Assistance Payment (HAP) contract greater than five years
6. **Discussion and possible action regarding housing grant and Low-Income Housing Tax Credit (LIHTC)** –
    - The committee requested that the City Attorney needs to review the documentation related to this process.
    - The committee asked the Mayor to discuss a new PILOT with the limited partnership on the same term as the current PILOT with the Stoughton Housing Authority.
    - Motion by McGeever/Ehlinger to give blanket authority to Broihahn Management Company (BMC) to disclose information to both Sunny Side Development and Crown Court Properties in relation to housing grants and Low-Income Housing Tax Credits. The motion passed 3-0.
    - Motion by McGeever/Ehlinger to authorize Cindy McGlynn to sign both HUD Form 9624 – Contract Renewal Request Form and the Request for Housing Assistance Payment

(HAP) contract greater than five-years. Motion passed 3-0.

- Motion by McGeever/Ehlinger to authorize Sue Broihahn to sign both of these forms also. The motion passed 3-0.

7. **Discussion and possible action regarding latest management report, financials, and renovation update** – Olson indicated that the 2023 budget has been approved.
8. **Update regarding Baker Tilly annual audit for calendar year 2022 -** The 2022 financial audit by Baker Tilly has begun. Baker Tilly has expressed that the Stoughton Housing Authority needs to meet on a regular basis.
9. **Discussion and possible action regarding fire system update –** Olson indicated the work has still not been completed as the vendor needs an electrician.
10. **Discussion and possible action regarding insurance coverage -** The topic was deferred to the next meeting as Sue Broihahn was not in attendance.
11. **Next scheduled meeting: To be determined** – It was requested that the next meeting be scheduled during the week of December 27th dependent upon the City Attorney's availability. It was also requested that all committee members be in attendance.
12. **Future agenda items** – Continuation of housing grant and low-income housing tax credits
13. **Adjourn** – Motion by McGeever/Ehlinger to adjourn at 4:08 p.m. The motion passed 3-0.

Respectfully submitted,

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

Stoughton Housing Authority
Thursday, January 12, 2023 at 2:30 p.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St).

Committee members present: Cindy McGlynn (Chair), Dave Ehlinger and Bob McGeever
Members absent: Fred Hundt (Vice-Chair) and Jessica Royko
Guests present: Matt Dregne (City Attorney, Stafford Rosenbaum, remote), Kathy Knaak (Dane County Housing Authority, remote), Rick Manthe (Stafford Rosenbaum, remote) and Tim Swadley (Mayor)

1. **Call to order –** McGlynn called the meeting to order at 2:33 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Communications –** Knaak recapped her past experience dealing with housing properties as well as her interacting with Crown Point Properties. Knaak provided potential attorneys with past tax experience dealing with housing properties. *[Knaak ended participation in Zoom meeting at this point.]*
4. **Closed Session – Consideration of offer to purchase Greenspire I / III properties**** - Motion by Ehlinger/McGeever to enter into closed session as per State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. By roll call vote, all three members present voted aye.

   General discussion occurred in closed session regarding the offer to purchase. Motion by Ehlinger/McGeever to direct staff to contact Crown Point Properties to inform them that
   a) the committee did not feel there was enough time for proper due diligence reviewing the offer to purchase before the application deadline of 01/27/2023,
   b) the committee wishes to continue to work with Crown Point Properties on this tax credit process for rehabilitating Greenspire I / III properties with the intention to apply for the tax credits with the December 2023 deadline, and
   c) the committee wishes to meet with Crown Point and Sunnyside Development on Friday, January 13th at their convenience to discuss the continuation of the tax credit project. The motion passed 3-0.

5. **Next scheduled meeting: January 24, 2023 –** No discussion on this topic.
6. **Adjourn** – Motion by Ehlinger/McGeever to adjourn from closed session at 3:39 p.m. By roll call vote, all three members present voted aye.

Respectfully submitted,

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

Stoughton Housing Authority
Friday, January 27, 2023 at 8:30 a.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St) and via Zoom.

Committee members present: Cindy McGlynn (Chair), Dave Ehlinger, Fred Hundt (Vice-Chair), Bob McGeever (remote) and Jessica Royko (remote)
Members absent: None
Guests present: Matt Dregne (City Attorney, Stafford Rosenbaum, remote), Rick Manthe (Stafford Rosenbaum, remote), Mark O'Neill (Godfrey & Kahn, remote), Menachem Rapoport (Crown Point Properties, remote) Paul Schechter (Sunny Side Development, remote) and Tim Swadley (Mayor)

1. **Call to order** – The meeting was called to order by McGlynn at 8:31 a.m.
2. **Roll call and verification of quorum** – A roll call was taken and all members are present.
3. **Certification of compliance with open meetings law** – Ehlinger indicated the meeting was properly noticed as required by the statutes.
4. **Public Comment** - None
5. **Communications** - None
6. **Consideration of offer to purchase Greenspire I / III properties** – A high level recap of the topic to date was provided for the benefit of committee members who have not been present at recent Stoughton Housing Authority meetings. General discussion and questions ensued. A motion was made by at 9:16 a.m. by McGlynn/McGeever to enter into closed session as per State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. By roll call vote, the vote was 5-0 to enter into closed session.

   Closed session – Included in the discussion were all committee members, the Mayor, and legal counsel (Stafford Rosenbaum). General discussion on the topic occurred. A motion was made by Ehlinger/Hundt at 10:03 a.m. to return to open session. By roll call vote, the vote was 5-0 to enter into open session.

   After a brief recess, O'Neill, Rapoport and Schechter rejoined the meeting remotely. General discussion on the topic occurred. Based upon comments received, Dregne drafted the final option to purchase the buildings and related infrastructure located at 924 Jackson Street in the City of Stoughton. The final option was shared on the participants' screens via Zoom. A motion was made by Ehlinger/McGeever at 10:22 a.m. to accept the final option to purchase the buildings and related infrastructure located at 924 Jackson Street in the City of Stoughton as presented. The motion passed 4-1 with Hundt voting against the motion.

   Rapoport indicated that signatures via PDF document were okay. Dregne indicated that he would proceed with locating and recommending tax counsel with experience in Low Income Housing Tax Credits.

7. **Next scheduled meeting: To be determined** – No discussion on this topic occurred.

8. **Adjourn** – A motion was made by Ehlinger/Hundt to adjourn at 10:42 a.m. The motion passed 5-0.

Respectfully submitted,

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