CACP Minutes January 3, 2023 @ 6:00 p.m.

The meeting of the CA/CP will be held as a hybrid meeting (virtually and in person).
IN PERSON: Fire Department Training Room, 401 East Main Street

Via Zoom: You can join the meeting from your computer tablet or smartphone:
https://us06web.zoom.us/j/87873318991?pwd=Z0RzUmo5ZW83R2JPdUMrSGRpa2NWZz09 Meeting ID: 878 7331 8991
Passcode: 449078

Call to Order: Vice-Chairperson Tilleson called the meeting to order 6:02 p.m.

Present: Heili, Reeves, Masa-Myers, Tilleson and Mayor Swadley

Absent: Venegas, Majewski

Guests: Alder Greg Jenson

Communications- Mayor Swadley highlighted Park Naming Policy and park names that were submitted after packet was sent out. Alder Jenson provided reasons to name 51 West (Eastside) Park "Eggelson'S Woods Park"

Approval of the December 6, 2022 CACP Minutes

Motion by Reeves, second by Masa-Myers to approve December 6, 2022 CACP Minutes

Motion carried 5-0

Sustainability Committee update-Alder Heili gave an update of the committees work including survey

Diversity, Equity and inclusion (DEI) Task Force- Mayor Swadley gave an update of the Task Force work including survey and discussion regarding hiring a Facilitator/Project Manager

Park Naming- 51 West Eastside Park & Kettle Park West

Motion by Reeves, second by Masa-Myers to name 51 West Eastside Park Eggelsons Woods Park

Motion carried 5-0

Discussion and possible action regarding Park Naming KPW

Motion by Heili, second by Reeves to name KPW Park Tee Nasak Park

Motion carried 5-0

Non-profit list updates- Tilleson and Mesa-Myers will continue to update master list of nonprofits

Future Agenda Items

Sustainability Committee update

Diversity, Equity and inclusion (DEI) Task Force update

Park Naming-Magnolia Springs

Non-profit list updates

Adjourn: Motion by Masa-Myers to Adjourn, second by Reeves at 6:54 p.m. Motion carried 5-0

CACP Minutes February 7, 2023 @ 6:00 p.m.

The meeting of the CA/CP will be held as a hybrid meeting (virtually and in person).
IN PERSON: Fire Department Training Room, 401 East Main Street

Via Zoom: You can join the meeting from your computer tablet or smartphone:
https://us06web.zoom.us/j/87279659664?pwd=OHZlSmRhZjRIZ2xGM3l2Y0FqUjdEdz09
Meeting ID: 872 7965 9664 Passcode: 547114

Call to Order: Chairperson Venegas called the meeting to order 6:06 p.m.

Present: Venegas, Heili, Reeves, Masa-Myers, Majewski and Mayor Swadley

Absent: Tilleson

Guests: Abah Thakkar

Presentation- Abah Thakkar proposal for Diversity, Equity and Inclusion (DEI) consulting-Abah Thakkar presented her proposal and answered questions.

Discussion and possible action regarding the dissolving of DEI Task Force and CA/CP completing the DEI plan

Discussion possible action regarding Abah Thakkar proposal for Diversity, Equity and Inclusion

Approval of the January 3, 2023 CACP Minutes

Motion by Masa-Myers, second by Heili to approve January 3, 2023 CACP Minutes

Motion carried 6-0

Sustainability Committee update-Alders Venegas and Heili gave an update of the committees work including survey

Discussion and possible action regarding dissolving DEI and transferring to CA/CP

Motion by Reeves, second by Masa-Myers to approve resolution with the following changes;

Whereas, the DEI Task Force has recommended dissolving the DEI Task Force and having the CA/CP Committee oversee completion of the DEI Plan.

Motion carried 6-0

Discussion possible action regarding Egglesons' Woods Park Shelter naming rights

Motion by Masa-Myers, second by Heili approve Park Shelter naming rights of Eggelsons' Woods Park to the Lions Club contingent on payment of the 50% donation for costs of the shelter.

Motion carried 6-0

Park Naming-Magnolia Springs –Alder Heili will research potential Ho Chunk Nation names for consideration

Non-profit list updates- Tilleson and Mesa-Myers will continue to update master list of nonprofits

Future Agenda Items

Sustainability Committee update

Park Naming-Magnolia Springs

Non-profit list updates

Adjourn: Motion by Reeves to Adjourn, second by Masa-Myers at 7:19 p.m.

Motion carried 6-0

City of Stoughton – Committee of the Whole
Wednesday, October 19, 2022 @ 6:00 p.m.

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

Committee members present:

Phil Caravello	Tom Majewski (remote)	Joyce Tikalsky (remote)
Ben Heili (remote)	Lisa Reeves	Rachel Venegas (remote)
Regina Hirsch (Chair)	Brett Schumacher	
Greg Jenson	Tim Swadley	

Members absent:

Fred Hundt	Jean Ligocki	Frank Raff

Guests present:

Nate Anfinson (Police, remote)	AJ Gillingham (HR/Insurance)	John Montgomery (IT/Media, remote)
Bill Brehm (Opera House, remote)	Dan Glynn (Rec Programs, remote)	Jim Ramsey (Public Library, remote)
Candee Christen (City Clerk, remote)	Dan Jenks (Police)	Josh Ripp (Fire Dept)
Dave Ehlinger (Finance)	Cindy McGlynn (Senior Center)	Lisa Schimelpfenig (EMS, remote)

1. **Call to order** – The meeting was called to order at 6:03 p.m. by Hirsch.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Approval of October 13, 2022 Committee of the Whole meeting minutes** – The draft minutes were not available at the time of the meeting.
5. **Reports**
    a. **2023 City of Stoughton operating budget summary (v1 10-17-2022)** – Ehlinger discussed the changes to the mayor's proposed budget since the October 13th meeting. He also indicated that various Recreation Programs Capital Improvement Plan (CIP) items had to be moved yet from Fund 410 Capital Outlay to Fund 208 – Tax Increment District #8 Riverfront Development.
    b. **2023 proposed budget line-item detail**
    c. **2023 proposed Capital Projects Funds project detail** – Ehlinger summarized the changes to the Capital Improvement Plan from version 9 that was approved by the Ad Hoc Capital Improvement Plan committee on September 29, 2022.
    d. **2023 draft budget / tax levy resolution** – Ehlinger highlighted the revised format from prior years in order to be compliant with Wisconsin Statute 65.90.
6. **October 19, 2022 reviews of remaining scheduled department / fund operating budgets**
    a. **City Council**
    b. **Emergency Medical Services**
    c. **Fire Department**
    d. **Mayor**
    e. **Municipal Court**

f. **Opera House**
g. **Parks and Recreation**
h. **Police Department**
i. **Senior Center**
j. **Refuse**
k. **Storm Sewer** – Ehlinger highlighted that the City Council budget was adjusted to reflect no increase in salaries from 2022 to 2023. No other questions were brought up specific to any department.

7. **Discussion and possible action regarding referendum for budget year 2025** – No discuss on this topic matter occurred.
8. **Discussion and possible action regarding funding opportunities for employee market adjustments** – Ehlinger briefly highlighted the potential revenue funding sources being proposed along with the inter-relation with the Expenditure Restraint Program (ERP). Multiple department heads spoke on the subject and the need for these market adjustments.
9. **Finalize 2023 City of Stoughton budget and tax levy** – Motion by Schumacher/Jenson to recommend approval of the mayor's budget to the full Common Council. The motion passed 10-0.
10. **Adjourn** – Motion by Venegas/Reeves to adjourn at 7:26 p.m. The motion passed 10-0.

Respectfully submitted,

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

Finance Committee of the City of Stoughton
Tuesday, February 14, 2023 at 5:30 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: Brett Schumacher (Chair), Greg Jenson (Vice Chair, arrived 5:54 p.m.), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas (arrived 5:40 p.m.)
Members absent: None
Guests present: Dave Ehlinger, Brett Hebert (remote, arrived 6:35 p.m.) and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 5:34 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Ehlinger indicated that this would be standard for all City of Stoughton meetings going forward. Ehlinger indicated that the meeting was properly noticed and posted.
4. **Public comment** - None
5. **Communications**
    a. **Firefighters' pension irrevocable trust update 02/03/2023** – Ehlinger updated the committee that employee benefits attorney has been retained for this project.
    b. **Property tax collections December 2022 to January 2023** – Ehlinger recapped the efforts of his staff for the property tax collections.
    c. **Update regarding accrued payroll activity for 2023** – Ehlinger recapped the changes being made so that fiscal projections for 2023 are not missing a half month of payroll activity.
6. **Reports**
    a. **Municipal court receivables 12/31/2022** – Ehlinger recapped the municipal court receivables at year end and that he had met with the Municipal Judge and Court Clerk earlier in the day on this topic. After discussion, it was the general consensus of the committee that:
        i. The Court Clerk is authorized to work up to 40 hours a week so as to work on collections with anticipated revenues offsetting additional hours.
        ii. The Court Clerk's authorized hours increase shall not extend past 12/31/2023 without additional funds being included in the 2024 adopted budget.
        iii. The Finance Committee shall be updated on a periodic basis on collection efforts and additional payroll hours incurred.
        iv. The Wisconsin Department of Revenue's State Debt Collection (SDC) program shall continue to be the primary collection service and the Municipal Clerk shall work on collections for those items not active with the SDC.
        v. The Finance Director shall contact another collection agency to regarding the three non-traffic citation debtors with large balances.
        vi. The Finance Director should draft, in cooperation with the Municipal Court, a debt collection policy for adoption by the Finance Committee and Common Council.
    b. **Special assessments revenue / expenditure report 12/31/2022** – Ehlinger recapped the accounting error and the overstatement of prior fund balances. General discussion

occurred.

c. **Bank reconciliation 12/31/2022**
d. **Cash summary by fund 12/31/2022**
e. **Check reconciliation report 12/31/2022**
f. **Journal entry report 12/31/2022**
g. **Budget amendment report 12/31/2022**
h. **Receipt register 12/31/2022**
i. **Revenue / expenditure report – Finance Department 12/31/2022**
j. **Revenue / expenditure report – Shared Ride Services 12/31/2022**
k. **Revenue / expenditure report – General Revenues 12/31/2022**
l. **Revenue / expenditure report - Redevelopment Authority 12/31/2022**
m. **Revenue / expenditure report – City Council 12/31/2022** – No specific questions occurred on reports C through M were raised.

7. **Approval of minutes of January 24, 2023** – it was noted that David Thomas was listed as both present and absent. Motion by Doom/Reeves to approve the minutes as corrected. The motion passed 7-0.
8. **R-xxx-2023 Approve cost reimbursement agreement – Stoughton Trailers Hwy 51 Development** – Scheel recapped the cost reimbursement agreement. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
9. **R-XXX-2023 Approve financial agreement with Department of Transportation – Fourth St – Milwaukee to Isham** – Scheel recapped the financial agreement. Motion by Thomas/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **R-xxx-2023 Preliminary resolution declaring intent to exercise special assessment powers for 2023 street and sidewalk projects** – Scheel recapped the special assessments and related resolution. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
11. **Discussion and possible action regarding funding legal expenditures for Stoughton Housing Authority regarding option to purchase Greenspire properties** – Ehlinger apologized for failing to include his memo on this topic into the packet. Ehlinger recapped the memo. By consensus, the committee was supporting of funding the legal expenditures with a transfer from the General Fund and requested that Ehlinger draft a resolution as such.
12. **Discussion and possible action regarding uncollectible municipal court receivables as per Wisconsin Department of Revenue State Debt Collection program** – No additional conversation on this topic occurred.
13. **Future agenda items**
    a. **02/28/2022 – December 2022 financial reports and January 2023 financial reports**
    b. **To be determined – City of Stoughton meal reimbursement rate indexed to IRS rate**
    c. **To be determined – Amendment to investment policy and authorized depositories**
    d. **To be determined – Future treatment of costs eligible for special assessments**
    e. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    f. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
    g. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional topics were requested to be added.

14. Adjourn – Motion by Jenson/Reeves to adjourn at 6:58 p.m. The motion passed 7-0.

Respectfully submitted,

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

Stoughton Housing Authority
Wednesday, February 22, 2023 at 2:00 p.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, remote), Dave Ehlinger (remote), Fred Hundt (Vice-Chair), Bob McGeever (remote) and Jessica Royko (remote)
Members absent: None
Guests present: Sue Broihahn (Broihahn Management, remote), Daniel LaFrenz (Carlson Black, remote) and Tim Swadley (Mayor)

1. **Call to order** – McGlynn called the meeting to order at 2:03 p.m.
2. **Roll call and verification of quorum** – All members were present.
3. **Certification of compliance with open meetings law** – McGlynn indicated the meeting was properly noticed and posted.
4. **Public comment** - None
5. **Communications -** None
6. **Approval of minutes for 02/15/2023** – Motion by McGeever/Ehlinger to approve the minutes as drafted. The motion passed 5-0.
7. **Discussion and possible action regarding Term Sheet amendment to option to purchase Greenspire properties by Crown Point Properties**

   LaFrenz explained various sections of the following draft documents that were emailed to Ehlinger in the evening of 02/21/2023
   - SHA Loan Term Sheet _DRAFT 2.22.23.docx
   - Addendum 1-Letter Agreement (Option Agreement).pdf
   - Addendum 2-Sources and Uses.pdf
   - Addendum 3-Forecast of Net Cash Flow.pdf

   General discussion took place on these documents and related questions. Broihahn indicated she and Kathy Olson would review the latest Capital Needs Assessments for any potential changes to the above document(s) by next week's meeting. LaFrenz indicated the Housing Authority should be able to vote upon final documents at the next meeting in order to send to Crown Point Properties and Sunnyside Development. Ehlinger indicated he would update those parties of the anticipated timeline.

8. **Discussion and possible action regarding approval of promissory note related to option to purchase Greenspire properties by Crown Point Properties** - None
9. **Next scheduled meetings**
   a. **Wednesday, March 1, 2023 – Greenspire properties sale**
   b. **Wednesday, March 8, 2023 – Greenspire properties sale**
   c. **Wednesday, March 15, 2023 – Greenspire properties sale**
   d. **Wednesday, March 22, 2023 – Annual meeting** – No additional meetings were requested.

10. Adjourn – Motion by McGeever/Hundt to adjourn at 3:02 p.m. The motion passed 5-0.

Respectfully submitted,

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

Stoughton Housing Authority
Wednesday, March 1, 2023 at 1:30 p.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), Fred Hundt (Vice-Chair, remote), Dave Ehlinger (remote) and Bob McGeever
Members absent: Jessica Royko
Guests present: Sue Broihahn (Broihahn Management, remote), Matt Dregne (Stafford Rosenbaum, remote), Daniel LaFrenz (Carlson Black, remote) and Tim Swadley (Mayor)

1. **Call to order** – McGlynn called the meeting to order at 2:00 p.m. once a quorum was present.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification of compliance with open meetings law** – Ehlinger indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications** - None
6. **Approval of minutes for 02/22/2023** – Motion by McGeever/Hundt to approve the minutes as drafted. The motion passed 4-0.
7. **Discussion and possible action regarding review of Capital Needs Assessments (CNAs) for Greenspire properties in relation to Term Sheet amendment for option to purchase Greenspire properties by Crown Point Properties**

Broihahn indicated that she is working with the Hirsch Group on various aspects of the latest CNAs.

- Asphalt and a number of other things are missing
- Ranking/accurate condition of a number of items needs to be updated
- Lift needs to be added in Greenspire III
- It was also noted that Health & Safety items would have a higher priority during the construction project

8. **Discussion and possible action regarding Term Sheet amendment to option to purchase Greenspire properties by Crown Court Properties** – General discussion regarding this topic occurred. LaFrenz indicated that he could have the final document ready by the end of day on Thursday. Motion by Ehlinger/McGeever to provide the final Term Sheet to Crown Court Properties once completed by LaFrenz. The motion passed 4-0.
9. **Discussion and possible action regarding approval of promissory note related to option to purchase Greenspire properties by Crown Court Properties** – None
10. **Next scheduled meetings**
    a. **Wednesday, March 8, 2023 – Greenspire properties sale**
    b. **Wednesday, March 15, 2023 – Greenspire properties sale**
    c. **Wednesday, March 22, 2023 – Annual meeting**

11. **Adjourn** – Motion by McGeever/Ehlinger to adjourn at 3:12 p.m.

Respectfully submitted,

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

Landmarks Commission Meeting Minutes
Thursday January 12, 2023 – 6:30 pm
Hybrid

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

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

2. **Consider approval of the Landmarks Commission meeting minutes of December 8, 2022.**
   Motion by **Veregin** to approve the minutes as presented, 2nd by **Hedstrom.** Motion carried unanimously.

3. **Downtown Local District.**
   The Commission discussed updates to the nomination form with Erica Ruggiero.

   Erica Ruggiero questioned if some of the historic photos she found should be included in the nomination. The Commission liked the idea of including some photos.

   Erica Ruggiero stated she found historic photos at Vintage Stoughton on Facebook and through the Stoughton Historical Society Facebook page and website.

   The group discussed the benefits of creating the Local Historic District and next steps in the process as follows:

   - Send letters and provide outreach to property owners in the Local District area;
   - Plan for a public hearing on March 9, 2023 at the Council Chambers (Erica is available for an in-person presentation);
   - Send recommendation to the Common Council;
   - Change ordinances as necessary once approved.

4. **Community Engagement.**
   Hedstrom gave an overview of a meeting he attended regarding the River Bluff campus. Next meeting is in January.

   Hedstrom is looking in to a Dane Arts Matching Grant to help pay for making copies of the Design Guideline. Deadline is January 31st. The Commission suggested seeking a $650 matching grant to make 20 copies of the guide.

   Hubing gave an overview of a recent presentation he gave.

5. **Commemorative Signage for the Riverfront Redevelopment.**
   Nothing new to report.

6. **2023 Mini Grants.**
   Stacey provided a draft letter and application. The Commission agreed that the letter and application should be sent out soon. Stacey to mail to property owners and occupants next week.

7. **Commission Reports/Calendar.**
   Stacey stated the City is looking into a suggestion by Udstuen to apply a salt inhibitor on the masonry at City buildings.

8. **Future agenda items.**
   Discuss acquiring plaques for properties without.

   Udstuen stated there may be a request from Phillip Knutson to add an accessible ramp to his property at Edward Jones.

9. **Adjournment.**
   Motion by **Hedstrom** to adjourn the meeting at 8:00 pm, 2nd by **Udstuen.** Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Landmarks Commission Meeting Minutes
Thursday February 9, 2023 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Kimberly Cook, Secretary; Alan Hedstrom; David Udstuen; Lisa Reeves and Peggy Veregin
Staff: Michael Stacey, Zoning Administrator
Absent: None
Guests: Erica Ruggiero

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

2. **Consider approval of the Landmarks Commission meeting minutes of January 12, 2023.** Motion by **Udstuen** to approve the minutes as presented, 2nd by **Veregin.** Motion carried 6-0 (Reeves abstained)

3. **Downtown Local District.**
   The Commission discussed updates to the nomination form with Erica Ruggiero.

   A public hearing is planned for March 9, 2023. Letters and notices to affected property owners and tenants will be sent out next week. Hubing plans to send the letter to Stacey. Erica Ruggiero will give a 10-15 minute presentation and answer questions at the public hearing.

   A presentation is planned at the Public Library for February 25th by Veregin and Udstuen. All Commission members are planning to attend.

4. **Community Engagement.**
   Hedstrom worked on a cultural affairs grant but found it to be very complicated. He plans to be prepared for the next grant cycle on August 1, 2023.

   Hedstrom plans to go to the next River Bluff meeting coming up on February 22nd regarding possible Armory actions.

5. **Commemorative Signage for the Riverfront Redevelopment.**
   Hubing attended the latest meeting where the Committee decided on decals and QR codes. Funding is coming from area businesses.

6. **Local Landmark Plaques.**
   The Commission discussed how to proceed with the purchase of plaques for Local Landmarks that are without. Stacey will contact the properties that are believed to be without plaques and bring that information back.

7. **Commission Reports/Calendar.**
   The Wisconsin Association of Historic Preservation Commission Conference is planned for April 22 and 23 in Marshfield.

8. Future agenda items.
Veregin stated May is preservation month and the Commission should plan something soon.

9. Adjournment.
Motion by **Hedstrom** to adjourn the meeting at 7:34 pm, 2nd by **Reeves.** Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, August 16, 2022 at 6:00 pm

In-Person Option: Stoughton Council Chambers (321 S. Fourth Street)

Virtual Option: Join Zoom Meeting Virtual Option:
https://us02web.zoom.us/j/86523111877?pwd=b1lWK1lmZm9TOHRRd2pqSU11K0xuZz09

Members Present: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Frank Raff, Ethan Scheiwe, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Guest: Jordan Oosterhouse, Aaron Welsh
Meeting called to order at 6:01 pm.

Approval of Minutes from July 19, 2022
Motion by Caravello to approve the minutes from July 19, 2022 as presented, seconded by Hirsch. Motion carried unanimously

Communication-none
Directors Report-Director Glynn shared updates from the Director's Report.

Park Design Guidelines
Discussion centered on the point system and the criteria. The committee agreed to bring ideas to the September meeting.

No action taken

Mandt Park Utility License
Director Glynn shared the backstory to Alliant Energy wanting the license which included the due diligence for the term, license amount, and routing. Aaron Welsh from Alliant Energy fielded questions from committee members.

Motion by Caravello to recommend approval of the license as presented, seconded by Raff. Motion carried unanimously.

Future Agenda Items

Bicycle Federation logo promotion
Park Design Guidelines
Bike Repair Station

Motion to adjourn by Caravello, seconded by Scheiwe.
Motion carried unanimously at 7:23 pm

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, September 20, 2022 at 6:00 pm

In-Person Option: Stoughton Council Chambers (321 S. Fourth Street)

Virtual Option: Join Zoom Meeting Virtual Option:
https://us02web.zoom.us/j/88211375350?pwd=QVZwZVExRERBSGIwUFNiMFlTVkN0QT09

Members Present: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Frank Raff, Ethan Scheiwe, Jim Brandt and Parks & Recreation Director Dan Glynn

Guest: None

Meeting called to order at 6:00 pm.

Approval of Minutes from August 16, 2022
Motion by Caravello to approve the minutes from July 19, 2022 as presented, seconded by Scheiwe. Motion carried unanimously

Communication-none
Directors Report-Director Glynn shared updates from the Director's Report.

Park Design Guidelines
Discussion centered on the point system and the criteria. The committee suggested a few edits to have conformity in the document.

No action taken

Norse Park Baseball Diamond Dugout Project
Item tabled

Future Agenda Items

River Park Final Design
Park Design Guidelines
TIF Discussion
Bike & Pedestrian Survey Results

Motion to adjourn by Brandt, seconded by Caravello.
Motion carried unanimously at 7:02 pm

SPECIAL PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Wednesday, October 5, 2022 at 4:30 pm

Virtual Meeting Information: Join Zoom Meeting Virtual Option:
https://us02web.zoom.us/j/83225800613?pwd=OElqZlhSb1R0eFJpaEN6YmdNcHVvdz09

Members Present: Regina Hirsch, Joyce Tikalsky, Frank Raff, Jim Brandt, Mayor Tim Swadley, and Parks & Recreation Director Dan Glynn

Guest: Brett Hebert

Meeting called to order at 4:49 pm.

Norse Park Dugout Project & Approval of Developer's Agreement Between Stoughton Area Baseball Association and the City
Glynn shared the condition of the current dugouts and the details of the agreement between the City and Stoughton Area Baseball Association. Hebert shared information about the new dugouts including their design.

Motion by Hirsch and seconded by Brandt to recommend to City Council to approve the project and enter into an agreement with Stoughton Area Baseball Association. Motion passed unanimously.

Motion to adjourn by Brandt, seconded by Hirsch.
Motion carried unanimously at 5:00 pm

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, October 18, 2022 at 6:00 pm

In-Person Option: Stoughton Council Chambers (321 S. Fourth Street)

Virtual Option: Join Zoom Meeting Virtual Option:
https://us02web.zoom.us/j/85792117248?pwd=a09vcVRacTdWUkl4UkxFR2grcTllZz09

Members Present: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Frank Raff, Jim Brandt and Parks & Recreation Director Dan Glynn

Guest: None

Meeting called to order at 6:02 pm.

Approval of Minutes from September 20, 2022
Motion by Brandt to approve the minutes as presented from September 20, 2022 as presented, seconded by Raff. Motion carried unanimously

Approval of Minutes from October 5, 2022
Motion by Brandt to approve the minutes as presented from October 5, 2022 as presented, seconded by Hirsch. Motion carried unanimously

Communication-none
Directors Report-Director Glynn shared updates from the Director's Report and preliminary results from the Bike & Pedestrian Safety Survey.

Park Design Guidelines
Glynn shared updates to the guidelines. Committee discussion centered on point minimums and how it would be a working document. The committee requested that a resolution be drafted for the next meeting.

Motion by Hirsch to move forward with the changed, seconded by Raff. Motion carried unanimously.

Kettle Park West Park Master Plan Request for Proposals
The committee recommended to add the River & Trails Taskforce to the project stakeholders and move forward with that change.

Future Agenda Items

River Park Final Design
Park Design Guidelines
TIF Discussion
Bike & Pedestrian Survey Results

Motion to adjourn by Hirsch, seconded by Caravello.
Motion carried unanimously at 6:46 pm

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, November 15, 2022 at 5:30 pm

In-Person Option: Stoughton Fire Department Training Room

Virtual Option: Join Zoom Meeting Virtual Option: https://us02web.zoom.us/j/89414107144

Members Present: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Ethan Scheiwe, Frank Raff, Jim Brandt and Parks & Recreation Director Dan Glynn

Guest: Dan Schmitt, Mark Hale

Meeting called to order at 5:32 pm.

Approval of Minutes from October 18, 2022
Motion by Caravello to approve the minutes as presented from September 20, 2022 as presented, seconded by Hirsch. Motion carried unanimously

Communication-none
Directors Report-Director Glynn shared updates from the Director's Report

Park Design Guidelines
Glynn shared that he made a minor change with the order of items, but no other changes were made.

Motion by Hirsch to recommend to City Council to approve the Park Design Guidelines, seconded by Raff. Motion carried unanimously.

90% Design Review – Riverfront Development Phase II
Glynn shared the updates regarding the River Park with the major change being the pneumatic gate located at the entrance of the surfing wave. The gate has two benefits: 1. Improve usability of the novice channel, and 2. it improves the water surface elevations upstream.

Motion by Schiewe to recommend to City Council to approve the 90% design, seconded by Caravello. Motion carried unanimously.

51 West Development Park Master Plans
Schmitt presented the draft master plan for Outlot 3 (west side park) to the committee. Discussion centered on parking. Further discussion was tabled until the next meeting where a schematic of the parking and cost estimate could be presented to the committee for review. No action was taken.

Future Agenda Items

River Park Final Design
Park Design Guidelines
TIF Discussion
Bike & Pedestrian Survey Results

Motion to adjourn by Caravello, seconded by Raff.
Motion carried unanimously at 6:41 pm

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, December 20, 2022 at 6:00 pm
This is a hybrid meeting with the option of meeting virtually and in-person.
In-Person Option: Stoughton Council Chambers (321 S. Fourth St, Stoughton, WI 53589)
Virtual Option: Join Zoom Meeting
https://us02web.zoom.us/j/88596551696?pwd=cmx2bXR0TVlsbUlQYlFJUUlKWkpZ Zz09
Meeting ID: 885 9655 1696 Passcode: 505862

Present: Alderpersons: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Jim Brandt, Ethan Scheiwe, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Absent: Frank Raff
Guest: Daniel Schmitt
Meeting called to order at 6:00 pm.

Approval of Minutes from November 15, 2022
Motion to approve the Minutes from November 15, 2022 by Caravello, seconded by Brandt
Motion carried unanimously

Communication-Mayor Swadley gave CA/CP update regarding Park Names for 51 west

Directors Report-Director Glynn gave update regarding River Park and Virgin Lake Trail

51 West Development Park Master Plans

Motion to recommend to city council approval of 51 West Park Master Plan (Eastside) to include moving park equipment south away from storm water pond by Caravello, seconded by Hirsch

Motion carried unanimously

Westside Park, additional information on parking was requested for future meeting.

**Kettle Park West Park Master Plan Consultant Selection

Motion to move into closed session per State Statute 19.85(e) for 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 Hirsch, seconded by Caravello

Motion carried unanimously

No action was taken, additional information on parking was requested for future meeting.

Motion to move into open session by Hirsch, seconded by Caravello

Motion carried unanimously

Future Agenda Items

Cell Tower Lease
Public Information meeting Virgin Lake Trail

Motion to adjourn by Caravello seconded by Brandt
Motion carried unanimously at 7:15 pm

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON
Tuesday, January 17, 2023
This meeting was done hybrid
In-Person Option: Stoughton Council Chambers (321 S. Fourth Street)

Virtual Option: Join Zoom Meeting
https://us02web.zoom.us/j/85969241822?pwd=K0RCUDlkS0hBUm84VkFVWmwzN E1adz09
Meeting ID: 859 6924 1822 Passcode: 863695 One tap mobile

Present: Alderpersons: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Frank Raff, Jim Brandt, Ethan Scheiwe, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Guest: Bob Wahlin, Ken Wahlin, Ron Jake, Daniel Schmitt, Blake Theisen
Meeting called to order at 6:05 pm.

Approval of Minutes from December 20, 2022
Motion to approve the Minutes from December 20, 2022 by Brandt, seconded by Scheiwe

Motion carried unanimously

Communication-Alder Tikalsky provided an updated on Park Naming, 51 West-Eastside Eggleson Woods Park, 51 West-Westside Greg Standard Park, Kettle Park West-Tee Naasak Park

Directors Report-Director Glynn highlighted DNR review process at River Park

Kettle Park West Park Master Plan Consultant Selection- Daniel Schmitt-MSA, Blake Theisen-Parkitecture and Planning gave presentations on their proposals

STI Development – Park Site Selection & Trails Bob Wahlin provided an overview of concept of property at Hwy. 51 and Hwy. B.

Virgin Lake Trail Alignment- Daniel Schmitt provided an overview of the project

Motion to approve the Virgin Lake Trail Alignment by Caravello, seconded by Hirsch

Motion carried 6-1 with Brandt voting no
Brandt left meeting

Chalet Drive Open Space Director Glynn provided an overview regarding a potential development plan, direction was given to discuss with school district and City Forester

Motion to go into to closed session per State Statute 19.85(e) for 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 Caravello, seconded by Hirsch

Motion carried unanimously

Motion to select MSA to Facilitate the Kettle Park West Master Plan by Caravello, seconded by Raff
Motion carried unanimously

Future Agenda Items

Cell Tower Lease
Chalet Drive Open Space

Motion to adjourn by Caravello seconded by Hirsch
Motion carried unanimously at 8:22 pm

Redevelopment Authority of the City of Stoughton
Wednesday, February 8, 2023 at 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: Dale Reeves (Chair), Lukas Trow (Vice-Chair, remote), Ben Heili (remote), Regina Hirsch, Pete Manley and Roger Springman
Members absent: David Pluymers
Guests present: Katrina Becker, Lydia DeBauche (remote), Dave Ehlinger and Tim Swadley (remote)

1. **Call to order** – Reeves called the meeting to order at 6:03 p.m.
2. **Verify quorum is present** – A quorum was present.
3. **Communications – Wisconsin Women's Business Initiative Corp. (WWBIC)** – Ehlinger recapped that WBBIC still owes the City for 2nd, 3rd and 4th quarter revolving loan fund payments and the collection efforts to date.
4. **Public comments** - None
5. **Approval of January 11, 2023 minutes** – Motion by Springman/Manley to approve the minutes as drafted. The motion passed 6-0.
6. **Fiscal updates - Redevelopment Authority fiscal reports December 2022** – Ehlinger recapped the WWBIC receivable, December balance sheet and year to date deficit requiring a General Fund transfers. General discussion took place regarding TIF #4 and the related revolving loan fund.
7. **Chair report** – Reeves indicated that he will be stepping down as chair for the next term. He also indicated Trow wishes to remain vice chair.
8. **UW Madison student report** – DeBauche gave a PowerPoint presentation on her progress.
9. **New Business – Discussion and possible action regarding draft Tax Incremental Financing (TIF) application** – The committee requested that the "city goals" section be move up and should be expanded to indicate how the applicant intends to achieve these goals.
10. **Old Business**
    a. **Discussion and possible action regarding Riverfront Project** – Reeves indicated that Curt Brink is still looking at numbers and has not provided any data yet to Ehlers & Associates. After general discussion, it was agreed that the Redevelopment Authority should meet again on Wednesday, February 15th on this topic. Ehlinger suggested a staff meeting along with Reeves on Monday, February 13th to discuss this topic.
    b. **Discussion and possible action regarding Depot Hill** - None
    c. **Discussion and possible action regarding Ayres' report for Market Revitalization Plan for Downtown Stoughton** – Becker provided an updated PowerPoint regarding the Ayres report, the IKI site and Stoughton Innovation Center. General discussion took place regarding the Ayres report.
11. **Future agenda items** – Ehlinger suggested Stoughton Innovation Center update be added as a standing agenda item.
12. **Adjourn** – - Motion by Hirsch/Springman to adjourn at 8:11 p.m. The motion passed 6-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller

Redevelopment Authority of the City of Stoughton
Wednesday, February 15, 2023 at 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: Dale Reeves (Chair), Lukas Trow (Vice-Chair), Ben Heili (remote), Regina Hirsch, Pete Manley, David Pluymers and Roger Springman
Members absent: None
Guests present: Matt Dregne (Stafford Rosenbaum), Dave Ehlinger, Rick Manthe (Stafford Rosenbaum) and Tim Swadley (remote)

1. **Call to order** – The meeting was called to order at 6:01 p.m. by Reeves.
2. **Roll call and verification of quorum** - A quorum was present
3. **Certification and compliance with open meetings law** – Ehlinger explained that all City of Stoughton agendas will have this agenda item. Ehlinger indicated that the meeting was properly noticed and posted.
4. **Communications** - None
5. **Public comments** - None
6. **Approval of February 8, 2023 minutes** – Motion by Trow/Springman to approve the minutes as drafted. The motion passed 7-0.
7. **Discussion and possible action regarding Riverfront Project****

   Reeves brought the Redevelopment Authority up to date regarding the topic and financial numbers provided by Curt Brink. A motion was made by Hirsch/Trow to move into closed session as per State Statute 19.85(1)(e) Deliberating or negotiating the purchase 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 motion passed 7-0. General discussion on the topic occurred.

   A motion was made at 7:30 p.m. by Manley/Trow to return to open session. By roll call vote, the motion passed 7-0.

   A motion was made by Trow/Springman to (a) extend the Real Estate Purchase and Sale Agreement between Stoughton Riverfront Development, LLC, the City of Stoughton Redevelopment Authority and the City of Stoughton and (b) extend the Agreement to Undertake Development between Stoughton Riverfront Development, LLC, the City of Stoughton Redevelopment Authority and the City of Stoughton to May 31, 2023, with both extensions contingent upon Stoughton Riverfront Development, LLC providing both the City of Stoughton Redevelopment Authority and City of Stoughton (1) a letter of commitment from a lender of their own choosing and (2) an appraisal by Friday, March 31, 2023 at 3:30 p.m. The motion passed 7-0.

8. **Adjourn** – Motion to adjourn by Trow/Springman at 7:32 p.m. The motion passed 7-0.

Respectfully submitted,

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

River and Trails Task Force Minutes
July 11, 2022
Bjoin Park – Park Shelter

Present: Jim Wilcox, Nancy Hagen, Joni Dean, Larry Liebmann, Ralph Erickson, Jim Killian, Kurt Byfield, Dan Glynn, Phil Caravello. Brief guest: Tim Swadley

CALL TO ORDER

1. The meeting was called to order by Jim K. at 1733.
2. Approval of May 2, 2022 Minutes: Approved by Ralph with a second by Nancy.
3. Communications:
   a. Magnolia Meadows will be a new subdivision at the corner of Aaker Road and Fourth Street. This will connect the trail from the bike park. A feasibility study will be completed next year. There was discussion of a complete boardwalk trail but the flood plain consists of only 50 yards.
   b. Nancy mentioned tree roots in the trail coming in from Industrial Park North and discussion ensued about fixing it.
   c. There will be a site visit in early August for evaluation for placement of a new cell tower that will net $2000 a month. Discussed who would be the recipient of the funds. A handout of tower specifics was shared.
   d. There is some leftover boardwalk that can be used to create spots for river view access near Amundson Park.
4. Project updates:
   a. Riverfront: A picture was shared of the new rock wall structure on the river that also includes steps for ease of getting to the water. The Department of Public Works contamination site needs to be fixed and there will be a remedial action plan.
   b. Phase 2 of the Yahara Chain of Lakes includes removing 152,000 cubic yards of sediment to improve water flow , flood storage capacity along with fish and wildlife habitat, from an update with Joe Parisi.
   c. Virgin Lake Trail Design: Preliminary plans are being drawn for Jackson Street through Hwy 51 West.

NEW BUSINESS

1. Winter Special Event: Discussed a winter (December) get-together on a trail with a bonfire. Discussed obtaining a groomer for part of the trail. The Task Force is interested in pursuing this event.
2. River Trail Planning Grant: It will cost $35,000 to do a study looking at different routes from the Pedestrian Bridge to Mandt Park. This will be in the 2023 budget.
3. Future Agenda Items: There will be a River Park Development meeting on July 12, 2022 at the Town of Pleasant Springs Hall for residents. It was reported there are no changes currently being made to the County B garage or creation of a boat ramp. Nancy mentioned seeing someone using a weed wacker at the Division Street Park and Dan will check it out.

ADJOURNMENT:
The meeting was adjourned at 1845 by Nancy with a second by Kurt. Carried.

Respectfully submitted,
Joni Dean

Minutes: Rivers and Trails Task Force. Nov. 7, 2022.

Present:

Dan Glynn (Director, Parks and Recreation)
Jim Killian
Kurt Byfield
Nancy Hagen
Jim Wilcox
Phil Caravello
*Jon Lewis
*Ralph Erickson
*Rachel Venegas (Representative, City Council)
(* remote attendance)

I. Passing of last meeting's minutes

II. Update and Discussion of Virgin Lake Trail Extension
   a. Preference to preserve large oak tree adjacent to trail
   b. Easement from condo assoc. received positive feedback, MSA Engineers have staked out the corridor, 10' width.
   c. Approval sought at next Council Meeting, NOV. 15

III. City Parks public survey
   a. Dan presented survey responses and public information meeting addressing priorities for city parks

IV. Mandt Park pedestrian bridge
   a. Schedule to be completed Spring 2023
   b. Bridge will be lighted
   c. Will need to ensure ADA accessible (as required as part of Land and Water Conservation Program funding)

V. KPW
   a. Expanding to west
   b. Request for Proposals now out
   c. Dan suggested R&T be included in design decisions (agreement)

VI. Capital Improvement Plan review
   a. Magnolia Springs south loop trail needs naming (team tasked)

VII. DOT TAP grant (will be used to identify/design best way to connect the city's parks with pedestrian/bike trails)
   a. City's responsibility $7k
   b. Will include Jefferson Street wooden bridge evaluation (rebuild; increase width)
   c. Shoreline work at river/park ($2k)

d. Bjoin Park; access improvements ($3k)

VIII. Other items of note

a. Virgin Lake Trail construction; funding still in the works. No grants applicable at this time. Estimates are approx. $640k
b. Mandt Park design should be at 60% to 90% by Summer 2023
c. The *bicycle and Pedestrian survey* is currently live on City's website

IX. For further discussion next meeting:

a. Planning "Winter Walk" (county park?)
b. Trail Naming; informal discussion
c. KPW Master Plan updates and additions

- JW made Motion to Adjourn; Seconded by KB

River and Trails Task Force Minutes
January 9, 2023.
Virtual meeting.

Present: Jim Lewis, Bob Diebel, Joni Dean, Larry Liebmann, Ralph Erickson, Jim Killian, Kurt Byfield, Dan Glynn.
Guest: Phil Caravello.

CALL TO ORDER

1. Call to Order: The meeting was called to order at 1731.
2. Approval of November 7, 2022. Approved by Bob with a second by Jon. Carried.
3. Communications:
   Project Updates:
   a) Riverfront: The first phase is on hold until the spring. The DNR received a grant extension, if needed. The second phase is the permitting process with approval as dam reconstruction. This will be classified as a large dam. Every 10 years there will be an inspection to make sure it is structurally sound with drops, etc. There will be a booth at Canoecopia the weekend of March 10-12, 2023. Dan will be present at the booth and would welcome other volunteers. Mandt Part will be obtaining a $172,000 stewardship grant, Dan provided scaled down coverage in a handout provided.
   b) Cell Tower: The business offered $24,000 per year. Dan has asked for $30,000 per year, which is apparently the going rate.
   c) Feasibility Study: Stoughton Trailers has closed on the feasibility study. There is discussion of a big park, perhaps a recreation center, on 1/3 of the 180 total acreage.
   d) 51 West Master Plans: Dan shared a map for the members to view.
   e) Lower Yahara River Trail: Dan stated he is working on the grant agreement.
   f) River Trail interpretive Signs: Dan shared the new Yahara River Trail Prairie sign, the new Osprey sign and a new Catttail sign. The total cost was $5500. These signs will be installed in the spring by the Boy Scouts as a project.
   g) Winter Hike: Dan shared an email from Tony King regarding the event scheduled for February 10, 2023 from 6:00-8:00 pm. Pre-registration for the event is recommended because of parking limitations. Dan will be seeking volunteers for the event.
   h) Kettle Park West Master Plan: Dan updated this will take six months to complete.
   i) Discussed a 10 foot wide trail from Fourth Street to Milwaukee Street in the Magnolia subdivision.

OLD BUSINESS

4. Virgin Lake Trail Design – Roby to 51 West. Dan discussed the design and shared a map. The road crossing will change now. Dan also explained slope changes including a guard rail in one location. Once this is updated, it will be shared in a public meeting.

NEW BUSINESS

5. Trail Naming: Dan shared a Park Naming Policy and asked River and Trails Task Force Committee Members to consider naming the new trails.
6. Future Agenda Items: Spring Clean-Up will be discussed at the next meeting.

ADJOURNMENT

The meeting was adjourned at 1833 by Joni, with a second by Bob. Carried.

Respectfully submitted,

Joni Dean

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
September 20, 2021
8:00 AM
Virtual Meeting

Present Members: Regina Hirsch, Jamie Patrick, Brandon Holstein, Vik Malling, Alex DeSmidt, Bob Diebel, Pete Manley, Brandon Holstein, and Parks & Recreation Director Dan Glynn

Guests: Tim Swadley, Marvin Hodge, Eric Olson, Mark Hale, Sid Boersma, John Bottoroff

1. Call to Order
Meeting called to order at 8:02 am.

2. Approval of the August 16, 2021 Minutes
Motion by DeSmidt and seconded by Holstein to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None

4. Communications
Glynn shared a recap of the City Council and Park & Recreation Committee meetings regarding the project.

New Business

5. Authorizing the submittal of an EDA ARPA Travel, Tourism, and Outdoor Recreation Grant for the Yahara River Corridor Project.
Glynn shared the details of the grant program and the submittal requirements. Some of the details were unknown at the time, but he has an upcoming meeting with an EDA rep to get clarification.
Motion by Malling and seconded by Manley to recommend to the Parks & Recreation Committee that the proper staff person submit an EDA ARPA Travel, Tourism, and Outdoor Recreation Grant for the Yahara River Corridor Project. Motion passed unanimously.

6. Future Agenda Items
30% Design for Mandt Park

Adjournment
Motion made by Diebel and seconded by Manley at 9:12 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
January 24, 2022
8:00 AM
Virtual Meeting

Present Members: Regina Hirsch, Jamie Patrick, Brandon Holstein, Vik Malling, Pete Manley, Alex DeSmidt, Matt Dregne, and Parks & Recreation Director Dan Glynn

Guests: Cheryl Saam, Al Waller, Tony King, Mark Hale, Audra Dalsoren, Deana Zentner, Dan Hanson, Marvin Hodge, Lila Lemananski, Laura Davis, Robert Regan

1. Call to Order
Meeting called to order at 8:12 am.

2. Approval of the September 20, 2021 Minutes
Motion by Manley and seconded by Malling to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None

4. Communications
Glynn gave an update on the developments of grants, Mandt Park 30% design, and River Park design.

New Business

5. Cheryl Saam, Ann Arbor Parks & Recreation Department, Livery Operations and Facility (Discussion)
Saam gave a presentation of the Ann Arbor livery operation and history. Saam then took questions from the committee. She said that support facilities such as restrooms, river access (docks and ramps), and parking are important. She also shared details of how they purchase equipment, shuttle service, and types of kayaks they rent.

6. Future Agenda Items
30% Design for Mandt Park
Tyler Leeper – Madison Boats
Bend, OR Parks & Recreation Park Operations

Adjournment
Motion made by Dregne and seconded byDeSmidt at 9:26 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
February 21, 2022
8:00 AM
Virtual Meeting

Present Members: Regina Hirsch, Jamie Patrick, Brandon Holstein, Pete Manley, Alex DeSmidt, Bob Diebel, and Parks & Recreation Director Dan Glynn

Guests: Al Waller, Tony King, Mark Hale, Janice Kellogg, Phil Caravello, Dan Hanson, John Bottoroff, Tim Swadley, and Laura Davis

1. Call to Order
Meeting called to order at 8:04 am.

2. Approval of the January 24, 2022 Minutes
Motion by Manley and seconded by Patrick to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None

4. Communications
Glynn gave an update on the developments of grants, and upcoming permitting and Mandt Park meetings.

New Business

5. Tyler Leeper, Madison Boats Facility (Discussion)
Item tabled.

6. Future Agenda Items
30% Design for Mandt Park
Tyler Leeper – Madison Boats
Bend, OR Parks & Recreation Park Operations

Adjournment
Motion made by Manley and seconded by Diebel at 8:30 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
March 21, 2022
8:00 AM
Virtual Meeting

Present Members: Regina Hirsch, Matt Dregne, Brandon Holstein, Pete Manley, Bob Diebel, and Parks & Recreation Director Dan Glynn

Guests: Tim Swadley, Mark Hale, John Bottoroff, Al Waller, Zach Simpson, Stephen Reinke, Tyler Leeper

1. Call to Order
Meeting called to order at 8:01 am.

2. Approval of the February 21, 2022 Minutes
Motion by Holstein and seconded by Diebel to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None

4. Communications
Glynn shared that they met with the regulatory agencies for feedback on permitting. There was a discussion about the format for future meetings and that a hybrid option was preferred.

New Business

5. Tyler Leeper, Madison Boats Facility (Discussion)
Leeper shared information about their business renting paddle crafts in Madison parks. This included their challenges of starting up, building the business, and maintaining the business. Leeper also shared some insight on what facilities are needed for a rental operation.

6. Mandt Park 30% Design
Glynn shared the 30% design for the first phase of improvements at Mandt Park. Improvements include a pedestrian trail, river nodes, parking, and a restroom.

7 Future Agenda Items
Mandt Park Tour

Adjournment
Motion made by Manley and seconded by Holstein at 10:27 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
April 18, 2022
8:00 AM
Stoughton Council Chambers (321 S. Fourth Street, Stoughton, WI 53589)

Present Members: Regina Hirsch, Matt Dregne, Pete Manley, Bob Diebel, and Parks & Recreation Director Dan Glynn

Guests: Tim Swadley, Laura Davis, John Bottoroff, Kathryn Foster, Janice Kellogg

1. Call to Order
Meeting called to order at 8:07 am.

2. Approval of the March 21, 2022 Minutes
Motion by Diebel and seconded by Manley to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
Foster shared that she has invited members of City Council to visit the site and that most declined. This was the first time the committee toured the site.

4. Communications
Glynn shared that the permit applications have been submitted. He hasn't received the results of the EDA grant and that there is a WDNR grant application due at the beginning of May. He also shared that he toured the site with Tyler Leeper and Stephan Reinke of Madison boats and WDNR grants staff.

New Business

5. Site Tour (Discussion)
People present at the meeting did a site tour of Mandt and Riverside Parks, and the Stoughton Powerhouse.

6 Future Agenda Items
Bend, OR representatives

Adjournment
Motion made by Manley and seconded by Diebel at 9:12 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES
May 16, 2022
8:00 AM
Stoughton Council Chambers (321 S. Fourth Street, Stoughton, WI 53589) and Zoom

Present Members: Regina Hirsch, Brandon Holstein, Pete Manley, Alex DeSmidt, and Parks & Recreation Director Dan Glynn

Guests: Tim Swadley, Laura Davis, Curt Brink, Dan Bowers, Mark Hale, Mason Lacy, John Bottoroff, Phil Caravello, Zach Simpson, John Thousand, Hannah Childs

1. Call to Order
Meeting called to order at 8:08 am.

2. Approval of the April 18, 2022 Minutes
Motion by Holstein and seconded by DeSmidt to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None.

4. Communications
Glynn shared that the City has been awarded the Municipal Flood Control Grant for the restoration of the millpond. Glynn also shared that the City was not selected for an EDA grant for the Mandt Park improvements.

New Business

5. Design Update (Discussion)
Mason Lacy shared the latest design updates. The underpass is designed to handle flood flows. Once the flows exceed 750 CFS, then the underpass is inunadated by water and is used to pass the additional flows. This is similar to many of their projects including multiple underpasses in Boulder. The trail veers off to the north and the road crossing can be utilized. Lacy shared that at flows exceeding 900 CFS, there is not enough clearance for people to go through the bridge, but there are two takeouts immediately upstream and people can portage. Lacy shared that they have been working on a design for a pneumatic gate where the surfing wave is located. The gate would be used in flows less than 250 CFS. This would direct water entirely through the south channel which is usable at flows of 50 CFS. The gate would help minimize impacts to upstream water surface elevations at flows less than 250 CFS.

6 Future Agenda Items
Bend, OR representatives

Adjournment
Motion made by DeSmidt and seconded by Manley at 9:26 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES

November 14, 2022
8:00 AM
Stoughton Council Chambers (321 S. Fourth Street, Stoughton, WI 53589) and Zoom

Present Members: Regina Hirsch, Brandon Holstein, Pete Manley, Alex DeSmidt, Bob Diebel, Vik Malling, and Parks & Recreation Director Dan Glynn

Guests: Tim Swadley, Laura Davis, Curt Brink, Mark Hale, Mason Lacy, John Bottoroff, Charles Sweeney, Eric Olsen, David Pluymers, Dan Hanson, Brett Hebert, Al Waller, Riley Gelatt, and Jack Soceka

1. Call to Order
Meeting called to order at 8:03 am.

2. Approval of the May 16, 2022 Minutes
Motion by Manley and seconded by Malling to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
Bottoroff communicated that he was representing the Friends of Lake Kegonsa in attending the meeting and that he was collecting information for them. He commented that the Bend, OR park has recently had two fatalities.

4. Communications
Glynn shared that the City has been going through the permitting and approval process with the DNR and Army Corp of Engineers. The latest design was submitted on Friday and that it would be 30-75 days for them to review the plans.

New Business

5. Design Update (Discussion)
Mason Lacy addressed Bottoroff's comments about the Bend, OR park since he is a resident of Bend. The one fatality is not attributed to their whitewater park and was just where a body was found. The other fatality was due to entrapment between two gates and the design differs from Stoughton's. The Stoughton design has one gate across the entire structure which would eliminate any entrapment issues.

Lacy then shared how the pneumatic gates worked and looked like. The lifespan of the gates are 20 years and the rest of the park is 50 years. Lacy covered the hydraulic analysis with the gate up which would be for flows under 250 CFS.

6 Future Agenda Items
Ryan Richards, Bend Parks & Recreation – Bend Wave Operation & Livery.
Luke Hellerman, Strand – Soil Management Plan

Adjournment
Motion made by Diebel and seconded by Malling at 9:54 am. Motion carried unanimously.

WHITEWATER PARK STEERING COMMITTEE MEETING MINUTES

December 19, 2022
8:00 AM
Stoughton Council Chambers (321 S. Fourth Street, Stoughton, WI 53589) and Zoom

Present Members: Regina Hirsch, Matt Dregne, Jamie Patrick, Bob Diebel, Brandon Holstein, and Parks & Recreation Director Dan Glynn

Guests: Janice Kellogg, John Bottoroff, Tim Swadley, and Ryan Richards

1. Call to Order
Meeting called to order at 8:04 am.

2. Approval of the November 14, 2022 Minutes
Motion by Diebel and seconded by Holstein to approve the minutes as presented. Motion passed unanimously.

3. Public Comment
None

4. Communications
Glynn shared that the DNR determined that the design for the park falls under the large dam definition due to the structural height being over six feet. The ramifications are that the City will need to perform a dam failure analysis and continue inspections like the current dam.

New Business

5. Ryan Richards – Bend OR Whitewater Park (Discussion)
Richards explained his position with the Bend Parks District and his past position with the Boise Parks & Recreation Department. He has 10 years of experience operating whitewater parks for public agencies. He currently is responsible for the operation of the surfing wave in Bend, OR. He explained that their surfing wave has 24 different underwater bladders that adjust the surfing wave depending on the flow of the river. The bladders are controlled by computers and iPads. He explained that the bladders are robust. They need overhauls about every 25 years.

He explained that tubers will be “lappers” where they will float down the rapids in their park and return to the top when finished. He also explained briefly that a private contractor does rentals and shuttles. There are three different pickup locations for the shuttle service with their whitewater park being the middle stop.

6 Future Agenda Items
Surfing Wave Design – Mason Lacy

Adjournment
Motion made by Dregne and seconded by Diebel at 9:53 am. Motion carried unanimously.