Finance Committee of the City of Stoughton
Tuesday, October 11, 2022 @ 6:30 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), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves and Tim Swadley (Mayor, ex-officio)
Members absent: David Thomas
Guests present: Dave Ehlinger and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 6:30 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications**
    a. **Pending Finance Department absences** – Ehlinger noted that he would be on vacation from October 26th through November 12th.
5. **Reports** – Swadley updated the committee on the status of the 2023 budget.
6. **Approval of September 13, 2022 minutes** – Motion by Reeves/Jenson to approve the minutes as drafted. The motion passed 5-0 with Doom abstaining.
7. **Discussion and possible action regarding City of Stoughton shared ride services request for proposal (RFP)**
    a. **Public rate fares for calendar year 2023** – By consensus, the committee agreed for the 2023 fares to by increased by $0.25 from 2022 (regular $4.75 one way and senior/handicapped $3.75 one way).
    b. **Proposal review committee members** - By consensus, the committee agreed the proposal review time should be Ehlinger and two Finance Committee members.
    c. **Timing of contract award** – Ehlinger noted the Common Council is anticipated to award the contract on Tuesday, December 13th.
8. **Discussion and possible action regarding Finance Committee review of monthly revenue/expenditure reports for various departments and/or funds** – Ehlinger requested this item be deferred until the 10/25/2022 agenda.
9. **Discussion and possible action regarding moving November 8, 2022 Finance Committee meeting to November 15, 2022** - Motion by Jenson/Doom to move the 11/08/2022 Finance Committee meeting to 11/15/2022. The motion passed 6-0.
10. **Discussion and possible action regarding cancellation of November 22, 2022 Finance Committee meeting** – Motion by Jenson/Doom to cancel the 11/22/2022 Finance Committee meeting. The motion passed 6-0.
11. **Future agenda items**
    a. **10/25/2022 – September financial reports** – Ehlinger confirmed that the 12/13/2022 meeting would include the October financial reports and the 12/27/2022 meeting would include the November financial reports.
    b. **10/25/2022 – Approve minutes of 09/27/2022**
    c. **12/13/2022 – Finance Committee and Common Council award contract for shared ride services**
    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*** – No additional items were requested for subsequent agendas.

12. **Adjourn** – Motion by Jenson/Heili to adjourn at 6:54 p.m. The motion passed 6-0.

Respectfully submitted,

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

Finance Committee of the City of Stoughton
Tuesday, October 25, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger (remote)

1. **Call to order** – The meeting was called to order by Schumacher at 6:21 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications**
    a. **Shared Ride Services – VendorNet bid information** – Ehlinger indicated that proposals are due November 15th and that the current vendor is aware that the city has started the bid process.
    b. **Shared Ride Services – Request for Proposal (RFP)** – Ehlinger indicated this a copy of the final Request for Proposal.
    c. **Delinquent room taxes – Interest and penalties** – Ehlinger indicated that the current ordinance is silent on row interest and penalties are allocated.
5. **Reports**
    a. **Bank reconciliation 09/30/2022**
    b. **Cash summary by fund 09/30/2022**
    c. **Check reconciliation report 09/30/2022**
    d. **Journal entry report 09/30/2022**
    e. **Budget amendment report 09/30/2022**
    f. **Receipt register 09/30/2022**
    g. **Revenue / expenditure report – Finance Department 09/30/2022**
    h. **Revenue / expenditure report – Shared Ride Services 09/30/2022**
    i. **Revenue / expenditure report – General Revenues 09/30/2022**
    j. **Committee overview recap 10-21-2022** – No specific questions were raised.
6. **Approval of September 27, 2022 minutes** – Motion by Heili/Reeves to approve the minutes as previously corrected by Ehlinger. The motion passed unanimously.
7. **Approval of October 13, 2022 minutes** – Motion by Doom/Reeves to approve the minutes as drafted. The motion passed unanimously.
8. **Discussion and possible action regarding committee overview of financial reports** – Schumacher requested the topic be added to a future Common Council agenda. Ehlinger indicated that he would work with the Clerk's office to achieve this.
9. **R-xxx-2022 – Amend 2022 adopted budget for ARPA funds – Innovation Center Stoughton** – Motion by Jenson/Thomas to recommend the resolution for adoption as drafted. The motion passed unanimously.
10. **Selection of two (2) Finance Committee members for Shared Ride Services ranking of bids** – Reeves and Doom volunteered for this review committee. They indicated a 5:30 meeting time would work best with their schedules.
11. **R-xxx-2022 Adoption of 2023 budget and tax levy** – Ehlinger recapped the new resolution

format. No questions were asked and the committee felt that the new format was more transparent.

12. **Future agenda items**
    a. **12/13/2022 – October financial reports**
    b. **12/27/2022 – November financial reports**
    c. **To be determined – Future treatment of costs eligible for special assessments**
    d. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    e. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
    f. **Revise room tax ordinance regarding penalties and interest**
    g. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional items were requested.
13. **Adjourn –** Motion by Jenson/Reeves to adjourn at 6:45 p.m. The motion passed unanimously.

Respectfully submitted,

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

Finance Committee of the City of Stoughton
Tuesday, November 15, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom (arrived 6:29 p.m. during closed session), Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger, AJ Gillingham, Brett Hebert (remote), Dan Jenks, and Rodney Scheel

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 – Summary of Shared Ride Services proposals received** – Ehlinger indicated that one (1) proposal was received and that proposal was from our current vendor.
5. **Reports**
    a. **Bank reconciliation 10/31/2022**
    b. **Cash summary by fund 10/31/2022** – Ehlinger indicated the posting error for Fund 241 EMS Trust Fund was corrected in November. Reeves asked about the cash balance for Fund 242 Fire Department Special. Ehlinger indicated he was not familiar with the fund and would have to get back to the committee for a response.
    c. **Check reconciliation report 10/31/2022**
    d. **Journal entry report 10/31/2022**
    e. **Budget amendment report 10/31/2022** – Ehlinger indicated the low amount of activity on this report should be consistent with future reports as the bulk of the amendments for 2022 are probably complete.
    f. **Receipt register 10/31/2022**
    g. **Revenue / expenditure report – Finance Department 10/31/2022**
    h. **Revenue / expenditure report – Shared Ride Services 10/31/2022**
    i. **Revenue / expenditure report – General Revenues 10/31/2022** – No addition questions on the other reports occurred.
6. **R-xxx-2022 Amend 2022 adopted budget for Emergency Operations Center (EOC) – TIME SENSITIVE ITEM** – Jenks recapped the reason for the proposed budget amendment. Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 6-0.
7. **R-xxx-2023 Amend 2023 proposed budget for Capital Improvement Plan for Public Works – TIME SENSTIVE ITEM** – Hebert discussed the need for the proposed budget amendment due to price changes in the state contract. Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 6-0.
8. **Future agenda items**
    a. **12/27/2022 – November financial reports**
    b. **To be determined – Future treatment of costs eligible for special assessments**
    c. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
    d. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
    e. **Revise room tax ordinance regarding penalties and interest**

f. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management -** No additional items were requested.

9. **Closed session – Police union contract negotiations **** - Motion by Reeves/Jenson to move into closed session as per Wis. Stat. 19.85(1)(e). The motion passed 6-0 by roll call vote. During closed session, Doom arrived at 6:29 p.m. After related discussion, motion by Jenson/Reeves to move into open session and adjourn at 6:45 p.m. The motion passed 7-0.
10. **Adjourn**

Respectfully submitted,

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

Finance Committee of the City of Stoughton
Tuesday, December 13, 2022 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), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves (remote), Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger, AJ Gillingham, Rodney Scheel and Shannon Statz

1. **Call to order** – Schumacher called the meeting to order at 5:30 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications** - None
5. **Reports**
    a. **Tax Incremental Financing Districts tax increment worksheet 2023** – Ehlinger recapped the tax increments provided by each taxing district to the TIF as well as the actual amounts versus the 2023 adopted budget.
    b. **State Shared Revenue payment November 2022** – Ehlinger recapped the State Shared Revenue July/November payments and indicated the 2022 revenue was $5,951 above the budgeted amounts.
    c. **2023 adopted budget revisions – Debt Service Fund** – Ehlinger indicated the only change to the adopted budget was the allocation of Debt Service Fund principal payments for Form C purposes.
6. **Approval of minutes**
    a. **October 25, 2022**
    b. **November 15, 2022 – Open session**
    c. **November 15, 2022 – Closed session** – Ehlinger requested the various minutes be tabled as corrections were needed to be made.
7. **Update regarding Fund 242 Fire Department Special** – Ehlinger updated the committee regarding the activity in this fund. General discussion occurred. The committee requested a printout showing current year activity.
8. **R-xxx-2022 Third Amendment – Stoughton Riverfront Development, LLC – TIME SENSTIVE ITEM** – Ehlinger, Scheel and Swadley recapped the recent events leading up to the proposed amendment. Motion by Jenson/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
9. **R-xxx-2022 Stoughton Riverfront Development, LLC gap analysis – TIME SENSITIVE ITEM** – Ehlinger, Scheel and Swadley recapped the recent events leading up to the proposed amendment. Motion by Jenson/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **R-xxx-2022 Cost reimbursement agreement - Stone Crest Development TIME SENSTIVE ITEM** – Scheel updated the committee regarding the agreement. Motion by Doom/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
11. **R-xxx-2022 Amend depositories for funds of the City of Stoughton – TIME SENSITIVE ITEM** = Ehlinger indicated the addition of First Business Bank for Stoughton Utilities and also indicated that Fidelity Investments should have been previously included. Motion by Jenson/Thomas to

recommend approval to the Common Council as drafted. The motion passed 7-0.

12. **R-xxx-2022 Amend Fireman's Pension Board investment trustees – TIME SENSITIVE ITEM** – Ehlinger recapped the history of the investment account, changing the trustees to the Director of Finance/Comptroller and City Treasurer and that the Fireman's Pension Board had already supported these changes at their meeting of 11-21-2022. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
13. **R-xxx-2022 Shared Ride Services 2023-2024 with options through 2027– TIME SENSITIVE ITEM** – Ehlinger recapped the Requests for Proposal process and that one (1) bid from the current vendor was received. General discussion occurred. Motion by Jenson/Doom to recommend approval to the Common Council as drafted. The motion pass 7-0.
14. **R-xxx-2022 Amend 2023 budget related to refugee settlement activities – TIME SENSITIVE ITEM** – Ehlinger and Swadley recapped the request to carryover funds from the 2022 budget into the 2023 budget. Motion by Jenson/Doom to recommend the approval to the Common Council as drafted. The motion passed 7-0.
15. **O-xxx-2023 Amend Section 2-585 Hotel/Motel Tax of the City of Stoughton Municipal Code** – Ehlinger recapped the proposed changes to the ordinance. Motion by Reeves/Jenson, contingent upon no edits made by the City Attorney, to recommend adoption of the ordinance as drafted to the Common Council. The motion passed 7-0.
16. **R-xxx-2022 Acceptance of TID #4 audit for 2021 and TID #7 audit for 2020** – Ehlinger recapped the reports along with timing of the audits. General discussion occurred. Motion by Reeves/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
17. **R-xxx-2022 Creation of irrevocable fiduciary trust for Firefighters Pension Fund** – Ehlinger recapped the recommendation for the creation of the irrevocable fiduciary trust. General discussion occurred. Motion by Doom/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
18. **R-xxx-2022 Approve Police Department 2023-2024 Union Contract and related budget amendment - TIME SENSITIVE ITEM** – Ehlinger recapped the budget amendment funding sources for the committee. Motion by Jenson/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
19. **Reports**
    a. **Bank reconciliation 11/30/2022**
    b. **Cash summary by fund 11/30/2022**
    c. **Check reconciliation report 11/30/2022**
    d. **Journal entry report 11/30/2022**
    e. **Budget amendment report 11/30/2022**
    f. **Receipt register 11/30/2022** - Ehlinger indicated no comments other than those already provided on the PDF documents. No additional questions were raised.
    g. **Revenue / expenditure report – Finance Department 11/30/2022**
    h. **Revenue / expenditure report – Shared Ride Services 11/30/2022**
    i. **Revenue / expenditure report – General Revenues 11/30/2022**
    j. **Redevelopment Authority – projected deficit 11-30-2022**
    k. **Revenue / expenditure report – City Council 11-30-2022** – Ehlinger recapped each individual report. No additional questions were raised.
20. **Future agenda items**
    ~~a. **12/27/2022 – November financial reports**~~
    b. **To be determined – Future treatment of costs eligible for special assessments**
    c. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**

d. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
e. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional agenda items were requested.

21. **Adjourn –** Motion by Jenson/Doom to adjourn at 6:40 p.m. The motion passed 7-0.

Respectfully submitted,

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

Finance Committee of the City of Stoughton
Tuesday, November 15, 2022 @ 6:00 p.m.
CLOSED SESSION minutes

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 (arrived 6:29 p.m. during closed session), Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger, AJ Gillingham, Brett Hebert (remote), Dan Jenks, and Rodney Scheel

9. **Closed session – Police union contract negotiations** ** - Motion by Reeves/Jenson to move into closed session as per Wis. Stat. 19.85(1)(e). The motion passed 6-0 by roll call vote. During closed session, Doom arrived at 6:29 p.m.

   Gillingham and Ehlinger recapped the rationale and funding source for an additional 5% increase for sworn union members on top of the 4% already included in the 2023 Mayor's proposed budget. Motion by Jenson/Reeves to recommend to the Common Council to give authority to Gillingham to approve up to an additional 5% increase in wages for sworn union members for the 2022 contract year during union contract negotiations. The motion passed 7-0.

10. After related discussion, motion by Jenson/Reeves to move into open session and adjourn at 6:45 p.m. The motion passed 7-0.

Respectfully submitted,

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

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

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

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

2. **Welcome new Commission member David Udstuen.**
   The Commissioners welcomed Mr. Udstuen.

3. **Consider approval of the Landmarks Commission meeting minutes of November 10, 2022.**
   Motion by **Veregin** to approve the minutes as presented, 2nd by **Reeves.** Motion carried 7 - 0

4. **Approve the mini-grant project for 160 E. Main Street**.
   The Commission discussed the finished grant project. Udstuen stated that he had worked on the project.

   Motion by **Veregin** to approve the mini-grant project as presented, 2nd by **Reeves.** Motion carried 6 – 0. (Udstuen abstained)

5. **Review of proposed Communication Tower at 516 E. Main Street.**
   The Commission discussed and agreed that the proposed tower would have adverse effects in this area of the downtown where there are existing local landmarked buildings.

   Cook offered to draft a letter to send to the State Historic Preservation Office.

   Motion by **Hedstrom** to have Cook write a letter to the State Historic Preservation Office and send to Stacey, 2nd by **Reeves.** Motion carried 7 - 0

6. **Review US Highway 51 reconstruction project details.**
   The Commission discussed to project. Cook recused herself from the discussion.

   Motion by **Hedstrom** to respond that the Commission has no concerns about the proposed reconstruction project, 2nd by **Veregin.**

   Reeves stated she would check with Public Works Director Brett Hebert about changes to the street lighting similar to what exists downtown.

   Motion carried 6 - 0

7. Downtown Local District.
The Commission discussed the draft nomination form provided by Erica Ruggiero.

There were a number of corrections that have been discovered which will be provided to Erica Ruggiero for updates to the document.

Additionally, the address list needs to be checked as one address was found to be wrong.

Stacey will look into potential ordinance changes that will need to be made once the Local District is created.

Stacey received 2 bids to make copies of the design guidelines. McGuire, Igleski and Associates quoted $83.00 plus costs per copy and Inkworks quoted $65.00 per copy.

Hedstrom will look into potential grants to help pay for making copies of the new design guidelines.

8. Community Engagement.
The Commission discussed options for community engagement including presentations at the Public Library and at a Lunch and Learn.

Hubing to draft a letter to send out in January for mini-grants.

Stacey provided a draft letter to Hubing to send out to property owners and tenants within the proposed Local District.

9. Commemorative Signage for the Riverfront Redevelopment.
Hubing stated the only update is a proposal to use decals instead of etchings on the sidewalks downtown.

10. Commission Reports/Calendar.
Stacey provided an update to the procedures manual.

Udstuen stated the salt used on the sidewalk at the Public Library is causing deterioration at the bottom of the exterior wall and recommended the City use a product made by Sonneborn that is a salt inhibitor to protect the building. Stacey to contact the Public Works Director and Building Maintenance about the product.

11. Future agenda items.
None discussed.

12. Adjournment.
Motion by **Reeves** to adjourn the meeting at 8:15 pm, 2nd by **Veregin**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey

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

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Phil Caravello; Dorann Bradford and Tom Majewski
Members Absent: Tom Robinson and Al Farrow
Staff: None
Guests: Tracy Bellefeuille; Jessica Gross and Paul Spetz

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

2. **Plan Commission meeting minutes of November 14, 2022.**
   Motion by **Caravello** to approve the minutes as presented, 2nd by **Schumacher**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved ordinance 26 and 27, 2022

4. **Status of Current Developments.**
   Swadley gave an overview of the status of developments as outlined in the packet of materials. There were no questions.

5. **Awning and signage improvements at 139 E. Main Street.**
   Swadley explained the request.

   Motion by **Caravello** to approve the awning and signage as presented, 2nd by **Bradford**. Motion carried unanimously.

6. **Extra-territorial land division (CSM) at 1781 Oakview Drive and 2745 Yahara Road, Town of Pleasant Springs.**
   Swadley explained the request.

   Jessica Gross and Paul Spetz explained the request in more detail.

   Motion by **Schumacher** to recommend the Common Council approve the land division as presented, 2nd by **Caravello**. Motion carried unanimously.

7. **Extra-territorial land division (CSM) at 1343 Starr School Road, Town of Rutland.**
   At the request of the applicant, no action taken.

8. Future agenda items.

- Magnolia Springs Final Plat and Rezoning.
- Stoughton Hospital Addition
- Cummins CSM and Building Addition
- Ridge Street Vacation at IKI

9. Adjournment.

Motion by **Schumacher** to adjourn at 6:10 pm, 2nd by **Caravello**. Motion carried unanimously.

Respectfully Submitted,
Mayor Tim Swadley

Redevelopment Authority of the City of Stoughton
Wednesday, December 14, 2022 @ 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, remote), Lukas Trow (Vice-Chair, remote), Ben Heili (remote), Regina Hirsch, David Pluymers (remote) and Roger Springman
Members absent: Pete Manley
Guests present: Gary Becker (remote), Katrina Becker (remote), Curt Brink, Lydia DeBauche and Dave Ehlinger

1. **Call to order** – The meeting was called to order at 6:01 by Reeves.
2. **Verify quorum is present** – A quorum was present.
3. **Communications** - None
4. **Public comments** - None
5. **Approval of minutes**
    a. **September 27, 2022 as amended**
    b. **November 9, 2022**
    c. **December 8, 2022 –** Motion by Hirsch/Springman to approve the September 27th minutes as amended and approve both the November 9th and December 8th minutes as drafted. The motion passed 6-0.
6. **Fiscal updates - Redevelopment Authority fiscal reports November 2022**
    a. **RDA balance sheet 11-30-2022**
    b. **RDA income statement 11-30-2022**
    c. **RDA carryforward request 2023** – Ehlinger recapped the projected 2022 RDA deficit and that the Common Council will need to provide additional funding in order to carryforward $12,000 from the 2022 budget into the 2023 budget.
7. **Chair report** - None
8. **Vice Chair report – Stoughton Armory building warranty deed** - General discussion on the property owners as listed on the warranty deed occurred.
9. **UW Madison student report/presentation** – DeBauche provided a PowerPoint presentation. General discussion occurred.
10. **New Business**
    a. **Discussion and possible action regarding 12-08-2022 property tour** – Springman recapped the tour events. General discussion occurred including the possibility of WSTO filming a discussion with the property owner.
    b. **Discussion and possible action regarding 12-09-2022 Stoughton Sustainability Committee, Stoughton Innovation Center, Stoughton Redevelopment Association Meet-Up** – K. Becker recapped the intent of gathering all three groups together and indicated another meet-up is being planned.
11. **Old Business**
    a. **Discussion and possible action regarding Riverfront Project** – Reeves recapped the events leading up to the extension of the sale agreement and developer agreement. Brink spoke extensively on the topic. General discussion on the topic occurred.
    b. **Discussion and possible action regarding Depot Hill** - None
    c. **Stoughton Area School District communication** – Reeves asked that this topic be

removed from future agendas.

12. **Future agenda items** - None
13. **Adjourn** – Motion by Springman/Hirsch to adjourn at 7:43 p.m. The motion passed 5-0.

Respectfully submitted,

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

Tree Commission Meeting Minutes
Wednesday, December 14th, 2022 @ 5:00 PM
Hybrid Meeting - Stoughton, WI

Members Present: Kevin Short, Aaron Mazzone, Dean Tangeman & Fred Hundt

Absent & Excused: Jim Fitzgibbon & Mike Point

Staff: City Forester John Kemppainen

Guest:

Call to order: Tangeman called to order @ 5:00 PM

- **Communications:**
- *Short* stated he spoke to a Sustainability Committee member and will speak to Committee at Jan. 23 meeting at 6:00pm
- *Kemppainen* stated he spoke to a resident about commission vacancy and she may be joining soon.

- **Approval of minutes from November 9th, 2022 Meeting: Motion by Mazzone, seconded by Short to approve the minutes. Carried 4-0.**

- **November Forestry Reports:** *Kemppainen* stated:
  - Fall tree trimming began on larger trees. Tree Wise Men began fall/winter trimming in Zone 1 (southwest side of the City).
  - The City Forester, John Kemppainen attended training to receive the Tree Risk Assessment Qualification through the ISA.
  - Several trees were planted around the Public Works facility to replace trees which died. The trees were all purchased in the spring and placed in the gravel bed nursery to grow new roots throughout the summer. Cummins volunteers assisted with this work.
  - A Basic Tree Risk Assessment was completed for a private tree at 200 Rowe St. as part of road and sidewalk construction. The city will attempt to save this tree during sidewalk installation in 2023.
  - No city trees were removed in November.
  - No ordinance violation notices were sent out to residents in November.
  - No terrace tree planting applications for new construction were submitted in November.

- **OLD BUSINESS: Canopy Cover – Sustainable Urban Forest**

  Short will be speaking with the Sustainability Committee to see if there are ways to collaborate moving forward and possibly help with tree planting projects. Discussion was also had about having the city adopt a canopy cover and how this would need to go to Public Works Committee before it would go to Council. *Short* proposed that the group should set a canopy cover percentage goal at the next Commission meeting. *Tangeman* would like this tabled for next month's meeting to discuss further.

- **NEW BUSINESS: Spring tree sale – add species:**

  Tangeman proposed that everyone think of species that would be a good fit and discuss at the January meeting.

- **Continue meetings as hybrid or in person only:**

  Discussion was had that recruitment may be easier if we keep hybrid format.

Motion by Mazzone, seconded by Tangemen to proceed with hybrid meeting and continue to evaluate going forward. Carried 4-0

Future Agenda Items:

Arbor Day Celebration
Canopy Coverage – continued
Spring Tree Sale - continued

Motion by Short, seconded by Mazzone to adjourn the meeting at 5:55 p.m.

Respectfully submitted 12/15/22, Jen Wagner - Staff

Public Works Committee
Thursday, December 15th, 2022
(Hybrid Meeting)

Members Present: Tom Majewski, Jean Ligocki, Kay Rashka, Rachel Venegas, Rodney Scheel and Mayor Swadley

Absent/Excused: Fred Hundt & Jeffrey Bartzen

Staff: Public Works Director Brett Hebert

Guests:

Call to Order: *Majewski* called the meeting to order at 6:03 PM

1) Communications:

- *Hebert* stated that there have been two snow event in the last two weeks. There was some minor turf damage but will be repaired in the Spring. The crew we have is a veteran crew and do a nice job but we are short on the Parks side and with the maintenance of the new roundabouts, he alone spent an hour and half cleaning that up.
- *Hebert* stated that he met with the parents and the kids that recently vandalized Mandt Park and with their help will be putting in some security enhancements vs issuing citations. He thought the meeting went really well.
- *Rashka* asked about putting out videos on social media about snow removal so that the public knows what it all entails. *Hebert* advised we have actually been in discussion with IT to help put this together and will after the first of the year.
- *Majewski* asked about where the Snow Emergency sign up is as he thought it was a bit difficult to locate on the website. *Hebert* advised it is on the Public Works page but will get in contact with IT to get it front and center on the main City page.

2) Approve November 17th, 2022 Meeting Minutes: Motion by Venegas to approve and seconded by Rashka to approve the minutes. Motion carried 4-0.

Old Business:

New Business:

3) Discuss Public Stormwater Pond Aesthetics Ordinance:

Majewski stated that he was quite disappointed with the developer and how it was perceived. He would like to suggest the language in the ordinance to be changed to; *Basins shall be designed to appear as a naturally formed body of water with irregular and imperfect flowing shoreline with curving appearance and no angular or geometric shapes.*

Scheel asked if he could provide a visual or some graphics of what he would like to see so that he can present it to the council. *Venegas* also suggested he provide examples of what is acceptable and what is not. *Majewksi* advised he could certainly do that and will bring it to next month's meeting. This has been tabled for next month.

4) <u>Discuss the Sidewalk Assessment Policy as it Pertains to Multi-Use Paths:</u>

Hebert stated the removal and replacement of traditional sidewalks mare assessed to the property owner at 50% of the cost. He looked at the ordinances currently in place and neither 64-5 or 64-6 speak to assessing for multi-use paths; as they only speak to sidewalks. *Majewksi* brought up the concern of snow removal for these paths as well; are owners going to be responsible for this or City. Discussion was then had about what the Committee would like to see as far as special assessments and snow removal. This will need to be in writing by next year and *Scheel* advised that he will draft an ordinance language based on the feedback tonight and we can further discuss in next month's meeting.

5) <u>Discuss Winter Trash Can Placement in the Winter Months:</u>

Hebert presented a map of where all the trash receptacles are throughout the City. *Ligocki* was thankful for the information and will pass along as needed.

6) <u>Future Agenda Items:</u>

Pedestrian Hill surface treatments

7) <u>Adjourn:</u> Motion to adjourn by Venegas, seconded by Rashka to adjourn the meeting at 6:53 pm. Motion carried 4-0

Respectfully submitted by Jen Wagner 12/16/22