Redevelopment Authority of the City of Stoughton
Wednesday, October 11, 2023 at 6:00 p.m.

The meeting was a hybrid meeting located in the Fire Department training room located at 411 E. Main St. as well as concurrently held via Zoom.

Committee members present: Pete Manley (Chair), Regina Hirsch, Daniel Payton, Dale Reeves and Roger Springman
Members absent: David Pluymers and Lukas Trow (Vice Chair)
Guests present: Gary Becker (Becker Professional Services), Katrina Becker (Becker Professional Services), Curt Brink (Stoughton Riverfront Development LLC), Matt Dregne (Stafford Rosenbaum), Dave Ehlinger, Rick Manthe (Stafford Rosenbaum, remote), Erin Prohaska (360 Homes LLC), Janine Punzel (360 Homes LLC), Tim Swadley (remote) and Scott Walker (360 Homes LLC)

1. **Call to order** – Manley called the meeting to order at 6:02 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification of compliance with open meeting law** – Manley indicated the meeting was properly noticed.
4. **Public Comment** - None
5. **Communications** - None
6. **Reports – September 2023 fiscal reports** – Ehlinger indicated time constraints did not allow for creation of the reports.
7. **Approval of 09/13/2023 minutes** – Motion by Motion by Reeves/Hirsch to approve the minutes as drafted. The motion passed 5-0.
8. **Chair report** – Manley recapped the meeting with Swadley and Ehlinger regarding agenda topics and meeting length. Manley indicated future agendas will still include non-action items as he felt discussion of future activity is important.
9. **Discussion and possible action regarding Yahara Riverfront Development project****
   Brink and his marketing team from 360 Homes LLC gave a PowerPoint presentation of their marketing plan. General discussion on the topic occurred. Brink indicated they would need until June 1, 2024 to get a lender construction commitment with the goal of 70% of condominium units pre-sold by that date. Construction would occur in Fall 2024.

   Motion at 7:43 p.m. by Springman/Reeves to move into closed session as per Wis. Stat. 19.85(1)(e) for bargaining reasons. The motion passed unanimously. General discussion on the topic occurred including required milestones. Dregne was authorized to communicate with Brink's attorney Dan O'Callaghan on a framework for new agreements for approval by the RDA at their 11/08/2023 meeting and by the Common Council at their 11/14/2023 meeting. Motion by Reeves/Payton to adjourn from closed session at 8:56 p.m.
10. **Future agenda items**
11. **Adjourn**

Respectfully submitted,

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

Plan Commission Meeting Minutes
Monday, October 9, 2023 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher; Dorann Bradford; Tom Robinson; Phil Caravello, Vice-Chair; Tom Majewski and Al Farrow
Members Absent: None
Staff: Director of Planning & Development, Rodney Scheel; Michael Stacey, Zoning Administrator
Guests: Daniele Thompson; Lisa Mensink; Amber Cederstrom; Marcus Cederstrom; Adrianne Nienow; Tyler Denig; Ashley Kirch; Ashlie Severson; Troy Mleziva; Gary Becker; Katrina Becker; Andre Rosteing; Connor Nett; Drew Martin; Maclain Schramm; Mike Klinzing; Attorney Matt Dregne; Austen Conrad; Areal Gunther; Bob Krueger; Dr. Dan Keyser and Gabrielle Ballard.

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

2. **Roll call and verification of quorum.** Mayor Swadley verified a quorum is present.

3. **Certification and compliance with open meetings law.** Mayor Swadley certified compliance with open meetings law.

4. **Plan Commission meeting minutes of September 11, 2023.**
   Motion by **Caravello** to approve the minutes as presented, 2nd by **Bradford**. Motion carried unanimously.

5. **Council Representative Report.**
   Caravello reported the Common Council approved Ordinances 26 and 27 of 2023 and Resolutions 136, 138, 146 and 151-155 of 2023.

6. **Status of Current Developments.**
   Scheel introduced the status of developments as outlined in the packet of materials. There were no questions.

7. **Zoning Ordinance Amendment Request for Section 78-206(4)(g) related to In-Vehicle Sales and Service uses.**
   Scheel introduced the request.

   Attorney Matt Dregne explained the procedure as outlined in the zoning ordinance.

   Mayor Swadley opened the public hearing.

   The following individuals spoke in favor of the request:

   Amber Cederstrom

Marcus Cederstrom
Adrienne Nienow
Areal Gunther
Tyler Denig
Bob Krueger

Mayor Swadley closed the public hearing.

Farrow questioned how the in-vehicle sales and service use is treated as an accessory use. Attorney Dregne explained that many in-vehicle sales and service uses are accessory to another use. Stacey stated that accessory in-vehicle sales and service uses are treated the same as if they were principle uses. Attorney Dregne stated that in-vehicle sales and service uses whether accessory or principle uses are allowed as conditional uses.

Attorney Dregne made some clarifications from the public hearing testimony as follows:
This request is the only time Attorney Dregne and City Staff can recall that a request has been made by a group of individuals to amend the zoning code which prompted Attorney Dregne' s involvement.

Attorney Dregne stated the Plan Commission can take into account scientific evidence but it must be substantial evidence.

Mayor Swadley stated that Attorney Dregne has recommended the City amend several sections of the zoning code including the conditional use language. The City will budget to update the Comprehensive Plan in 2025 and follow that up with a rewrite of the zoning ordinance.

Caravello appreciates the effort to provide all of this information.

Mayor Swadley has concerns about the information provided and gave examples of studies provided which are not conclusive. Mayor Swadley stated that if the studies were conclusive there would be class action lawsuits and County or Statewide regulations for these types of uses.

Majewski stated the same could be said for any particular parking lot and questioned whether a parking lot should be 100 feet from any building.

Schumacher reported he went through all of the related documents provided and indicated most of the documents are lackluster, outdated and not sound scientific evidence. Schumacher reported he is a 30-year bench scientist. Schumacher stated he would like to review any scientific evidence that can be provided relative to this request.

Bradford appreciates the passion but agrees with Mayor Swadley and Schumacher.

Farrow, who is a civil engineer, questioned if a reasonable person could make a determination about the provided information. Attorney Dregne stated the reasonable person is a reference from the conditional use process, this request to amend the zoning code allows more discretion for making policy.

Schumacher questioned the number of existing in-vehicle sales and services uses provided in the Attorney/Staff review. Stacey stated there is a total number for all existing uses and of those 7 are fueling stations.

Dregne stated the Plan Commission has 60 days to make a decision on the request.

Caravello asked if the rules could be waived to allow more testimony tonight. Attorney Dregne stated it would be better to have another public hearing next month.

Bradford stated the proposed ordinance amendment as a whole goes too far.

Attorney Dregne stated the Plan Commission can recommend approval, denial or postpone to a later date.

Attorney Dregne recommends any new information be provided to Stacey instead of directly to a Plan Commissioner.

Motion by **Bradford** to postpone this agenda item until next month to allow further discussion, 2nd by **Schumacher**.

Caravello made a motion to amend the motion to include a public hearing. There was no second.

Motion carried 5 – 2 (Caravello and Robinson voted no)

8. **Conditional use request for a Bed and Breakfast use at 217-219 S. Fourth Street**. Scheel explained the request.

Farrow stated parking is not a requirement for this request. Scheel stated that is correct.

Mayor Swadley opened the public hearing.

Lisa Mensink spoke in favor
Mike Klinzing spoke in favor

Mayor Swadley closed the public hearing.

Schumacher asked what the existing business is and would that run simultaneously with the bed and breakfast. Ashley Kirch stated it is a resale store which would be primarily replaced by the bed and breakfast.

Motion by **Robinson** to recommend Common Council approval of the conditional use permit as requested, 2nd by **Bradford**. Motion carried unanimously.

9. Conditional use request for a Personal and Professional Service use (tattoo parlor) at 529 E. Main Street.
Scheel gave an overview of the request and noted the applicant will need to work with the adjacent property owner for a parking agreement.

Mayor Swadley opened the public hearing.

Gabrielle Ballard, who is part owner of the tattoo business, spoke in favor of the request.

Mayor Swadley closed the public hearing.

Schumacher questioned if the use is in the front portion of the building. Stacey stated yes.

Caravello questioned the parking requirements. Scheel explained the code requirement and condition within the resolution.

Motion by **Bradford** to recommend Common Council approval the conditional use permit as presented, 2nd by **Caravello**. Motion carried unanimously.

10. Site plan review for a multi-family residential project at 2605 Cromwell Court.
Connor Nett provided an overview of the site plan including the addition of native plantings and sidewalk connection to the commercial center as requested by the Common Council.

Bradford likes the final product.

Schumacher likes the plantings and quality of trees.

Scheel noted the parkland requirement as a condition of approval.

Majewski questioned the location of the sidewalk connection to the commercial center that connects to the TRU Hilton parking lot. Majewski suggested the sidewalk be located between the Aldi site and TRU Hilton site. Connor Nett stated that due to the elevation and amount of grading required, they settled on the proposed location. Scheel also noted there are utility easements to consider between the properties.

Motion by **Bradford** to approve the site plan as presented, 2nd by **Farrow**. Motion carried unanimously.

11. Site plan review for the Stoughton Trailers Headquarters at 1800 Greenbriar Drive.
Scheel provided an overview of the request.

Austen Conrad gave an overview of the site plan and building, noting that trash will be screened and external of the building. There will also be two monument signs instead of one.

Scheel stated the request is contingent on the CSM being recorded and a development agreement.

Majewski questioned the parking lot stall count and landscaping coverage. Scheel stated the number of parking stalls is determined by building square footage. Stacey noted the parking stalls had to be reduced to meet code maximum parking stall requirements.

The applicant gave an overview of the landscaping plan.

Majewski stated he would like to see more shade coverage and plans to amend the code to in the future for 60% shade coverage.

Motion by **Farrow** to approve the site plan as presented, 2nd by **Bradford**. Motion carried unanimously.

12. Site plan review for building demolitions, new gym and district administration building entrance additions including parking expansion for Stoughton Area School District at 235 N. Forrest Street.
Dr. Dan Keyser introduced the project and development team.

Andre Rosteing gave an overview of the project.

Schumacher questioned the timeline of the project. Dr. Dan Keyser and Andre Rosteing explained the intent to break ground between Jan and March 2024 with project completion in Jan 2025.

Scheel stated there is a request within the application to widen the drive access at Fifth Street and is included in the resolution as part of the approval.

Farrow suggested limiting the shrubs near the gym exit for safety reasons. Maclain Schramm stated they will bring that back to the team for discussion.

Schumacher discussed the historic drainage issues with the site.

Motion by **Bradford** to approve the site plan as presented, 2nd by **Schumacher**. Motion carried unanimously.

13. Future agenda items.

Preliminary condo plat for Stoughton Hospital in December.
Final plat for lot 6 at 51 West Subdivision.
Solar array at United Methodist Church.
Yahara School demo and maintenance building site plan.

14. Adjournment.

Motion by **Caravello** to adjourn at 8:10 pm, 2nd by **Bradford**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Finance Committee of the City of Stoughton
Tuesday, October 24, 2023

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), Lisa Reeves (Vice Chair), Leonard "Ozzie" Doom (arrived 5:55 p.m.), Ben Heili (remote, arrived 5:35 p.m.), Greg Jenson, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger, Dan Glynn (remote), Thane Hutchinson (Baker Tilly/Emmi Roth, remote), Rick Manthe (Stafford Rosenbaum), Rodney Scheel (remote) and Fred Swed (Emmi Roth)

1. **Call to order** – Schumacher called the meeting to order at 5:33 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Schumacher indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications**
    a. **501 E South St property update** – Ehlinger recapped what had occurred in relation to the property purchased in 2013 and the resulting notice required going forward on subsequent debt issues. General conversation on the topic occurred.
6. **Approval of minutes for 09/12/2023, 09/26/2023 and 10/10/2023** – Motion by Heili/Jenson to approve the minutes for all meetings as drafted. The motion passed 6-0.
7. **Reports**
    a. **Treasurer reports September 2023 – Bank reconciliation, cash summary by fund, TIF District negative cash, receipt register** – Ehlinger indicated the TIF District negative cash report was new and will be provided in subsequent months.
    b. **Budget amendment and journal entry report September 2023**
    c. **General Fund revenue / expenditure reports September 2023 – City Council, Municipal Court, City Attorney, Mayor, Finance, General Revenues**
    d. **Balance sheet / revenue-expenditure reports September 2023 – Tourism Fund, Affordable Housing Fund, ARPA fund, Redevelopment Authority Fund, Shared Ride Services Fund, Firefighters Pension Fund**
    e. **Retirement payouts September 2023 – None** – No questions were raised regarding the reports.
8. **R-168-2023 Offer to purchase property located at 2464 County A, Town of Dunkirk** – Glynn, Manthe, Scheel and Swadley spoke on the topic. General discussion on the topic occurred. Motion by Reeves/Jenson to recommend approval to the Common Council as drafted. The motion passed 6-0.
9. **R-170-2023 Negotiate developer agreement with Emmi Roth USA for installation of solar panels**** - Motion by Reeves/Jenson to go into closed session as per Wisconsin Statute 19.85(1)(e) for competitive or bargaining reasons. By roll call vote, the motion passed 6-0. Doom arrived at the meeting. General discussion on the topic occurred along with a related motion. Motion by Thomas/Jenson to return to open session at 6:49 p.m. By roll call vote, the motion to return to open session passed 7-0. Motion by Jenson/Reeves to recommend to Common Council as per motion approved in closed session. The motion passed 7-0.

10. **Future agenda items**
    a. **November 14, 2023 - Yahara Riverfront Development developer and property sale agreements – time sensitive item**
    b. **November 28, 2023 – October financial reports**
    c. **Date to be determined – Other items**
        i. **R-xxx-2023 Debt Issue 2023B – Promissory note issue**
        ii. **DPW site remediation bid specs (time sensitive item)**
        iii. **Investment portfolio review**
        iv. **R-xxx-2023 Establish city policy for facility rental charges to Stoughton Utilities and Emergency Medical Services**
    d. **Date to be determined – Creation and/or modification of city policies**
        i. **Future treatment of costs eligible for special assessments and related interest rate**
        ii. **Updates to fund balance policy, including policy specific to K-9 Fund**
        iii. **Potential revisions of Capital Improvement Plan and Debt Management policy**
        iv. **Update policy regarding city asset disposal**
        v. **Municipal Court receivables / debt collection policy –** No discussion on the topic of future agenda items occurred.
11. **Adjourn –** Motion by Reeves/Doom to adjourn at 6: 51 p.m. The motion passed 7-0.

Respectfully submitted,

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

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 18, 2023, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM

PRESENT: Ken Axe; Lora Klitzke; Jean Ligocki, Vice-President/City Council Representative; Sharon Meilahn Bartlett (virtual); Erin Meinholz; Dayna Verstegen (virtual)
ABSENT: Amy Ketterer; Teri LeSage, President; Kristin Rosenberg, Stoughton Area School District Representative; Siri Vienneau, Student Trustee
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, President, Friends of the Stoughton Public Library

I. CALL TO ORDER. 6:31 p.m. by Vice-President Jean Ligocki
II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. Item XI and Item XIII.A were moved up.
III. WELCOME TO NEW LIBRARY BOARD TRUSTEE LORA KLITZKE. Board members introduced themselves.
IV. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Verstegen. *Vote:* 5-0
V. RECOGNITION OPPORTUNITIES. None.
VI. PUBLIC COMMENT PERIOD. None.
VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared (1) email from a patron praising the Library's book discussion groups; (2) thank you from Heartland Farm Sanctuary; (3) email from patron praising the Mini Renaissance Faire.

[Lesley Johnson arrived at 6:40 pm]
[Ken Axe arrived at 6:43 pm]

VIII. FRIENDS OF THE LIBRARY REPORT FROM FRIENDS BOARD PRESIDENT LESLEY JOHNSON. Johnson shared that the profit from the Friends' Fall Fundraiser was $5000; profit from the book sale was $300; the Friends chose new Board members at their October meeting, Johnson remaining President; the Friends will give $17,000 to the Library in 2024, $2000 of that coming from honor/remember gifts.

[Johnson left at 6:54 pm]

IX. EDUCATION UPDATES. Klitzke mentioned a recent episode of NPR's podcast Life Kit about library systems throughout the country; Meilahn Bartlett shared a moment of appreciation for the science of library work.
X. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #22: FREEDOM OF EXPRESSION AND INQUIRY. Ramsey presented.
XI. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he shared that the Library is receiving a bequest of $50,000. There was discussion about recognizing the donor and about encouraging people in the community to think about planned giving.
XII. COMMITTEE REPORTS
A. <u>Finance:</u> See New Business, XIV.A & C

B. Personnel: See New Business, XIV. B.
C. Planning: did not meet.
D. Policies: did not meet.

XIII. OLD BUSINESS. None.

XIV. NEW BUSINESS.

A. Discussion and possible action regarding resolution to restrict use of Fund 217 fund balance for future library expansion project. *Motion to approve the resolution as written and recommend it to Council:* Axe *Second:* Verstegen *Vote:* 6-0.

B. Discussion and possible action regarding creation of a grant-funded limited term employment (LTE) position in Technical Services in 2024. Ramsey presented. *Motion to approve the creation of a grant-funded LTE position for the purpose of RFID tagging the Library's collections:* Axe *Second:* Meinholz. *Vote:* 6-0.

C. Approval of 2024 Library Operating Budget. Ramsey presented. The City budget includes a 4.5% Cost of Living Adjustment (COLA). The City's contribution to the Library budget is increasing by 3.6% over last year. The overall library budget is increasing by 6.1%. Ramsey described discrepancies with how wages are allocated in the Wages and Wages-Part Time lines and reported that he is trying to resolve them with the Finance Director and Human Resources Director. *Motion to approve the 2024 Library Operating Budget, contingent on the adjustment of the Wages and Wages Part-Time lines:* Meinholz *Second:* Verstegen *Vote:* 5-0 with Ligocki abstaining.

XV. PENDING AGENDA ITEMS. DISCUSSION OF LIBRARY CLOSURE ON FEDERAL HOLIDAYS NOT CURRENTLY DESIGNATED AS PAID HOLIDAYS BY THE CITY OF STOUGHTON: PRESIDENTS' DAY, JUNETEENTH, INDIGENOUS PEOPLES' DAY, AND VETERANS DAY..

XVI. ADJOURNMENT. *Motion to adjourn at 7:50 P.M.:* Meinholz *Second:* Meilahn Bartlett. *Vote:* 6-0.

Minutes taken by Sarah Monette.

Seniors In Need Meeting Minutes
Wednesday, October 18, 2023 – 9:00 am
Stoughton Senior Center

Present: Cindy McGlynn, Joann Lewandowski, Joyce Kaping, Bill Hasz and Cathy Rigdon.

Absent: Amy Allen, Pat Satori-Warton, Judy Olson, Corinne McGeever and Mayor Tim Swadley

Call to Order: Chairperson McGlynn called the meeting to order at 9:08 am.

Meeting Minutes: *September 18, 2023 minutes not available to approve.*

Referrals:

23-26 (year old female): Requesting $660.45 for the purchase of an electric dryer. Cost includes tax, installation and delivery. *Motion by Kaping, second by Lewandowski to approve.* Motion carried.

Motion to adjourn: *Motion by Hasz, second by Lewandowski to adjourn.* Motion carried.

Meeting adjourned at 9:22 am.

Respectfully Submitted,
Cathy Rigdon, Secretary

Next Meeting of the Seniors In Need will be on Wednesday, November 15, 2023 at 9:00 am at the Stoughton Senior Center.