Plan Commission Meeting Minutes
Monday, December 11, 2023 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Tom Robinson; Phil Caravello, Vice-Chair and Al Farrow
Members Absent: Tom Majewski; Brett Schumacher; and Dorann Bradford
Staff: Director of Planning & Development, Rodney Scheel
Guests: None

1. **Call to Order.** Mayor Swadley called the meeting to order at 6:07 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 November 13, 2023.**
   Motion by **Caravello** to approve the minutes as presented, 2nd by **Farrow**. Motion carried unanimously.

5. **Council Representative Report.**
   Caravello reported the Common Council approved R-164-2023 and R-186-2023.

6. **Status of Current Developments.**
   Scheel introduced the status of developments as outlined in the packet of materials.

7. **Extra-territorial land division at 2326 Skaalen Road, Town of Pleasant Springs.**
   Scheel introduced the request.

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

   Motion carried unanimously

8. **Site plan review for a building demolition and new maintenance facility at 900 W. Wilson Street for Stoughton Area School District.**
   The design team for the School District discussed the modifications to the building that have been made since the November Plan Commission meeting.

   Motion by **Robinson** to approve the resolution for the site plan as presented, 2nd by **Farrow**.

   Motion carried unanimously.

9. **Future agenda items.** No specific items were identified.

10. Adjournment.

Motion by **Caravello** to adjourn at 6:25 pm, 2nd by **Farrow**. Motion carried unanimously.

Respectfully Submitted,

Rodney J. Scheel

Tree Commission Meeting Minutes
Wednesday, December 13th, 2023 @ 6:00 PM
Hybrid Meeting - Stoughton, WI

Members Present: Mike Point, Kevin Short, Dean Tangeman, Denise Duranczyk & Ed Meachin

Absent & Excused:

Staff: City Forester John Kemppainen

Guest:

Call to order: Kemppainen called to order @ 6:04 PM

- **Communications:**
- *Duranczyk* introduced new members to one another
- *Duranczyk* informed members that ARPA funds may be available for Tree Commission in Sustainability – will discuss with *Director Hebert*.
- *Kemppainen* stated seven logs were milled last week for the wood utilization program
- *Kemppainen* informed members that the 2023 tree sale broke even; Forestry bought 20 of the 76 trees that were sold

- **NEW BUSINESS: Canopy Cover:**

Group discussed the possibility of restarting planting on private property when terrace space is unavailable. *Kemppainen* stated he doesn't think it is appropriate in most situations to spend city funds to plant on private property. Trees aren't often maintained well and become sidewalk obstructions.

Group agrees that planting on private property would need to be in very specific circumstances; ex: no or very small terrace

Communication/interaction with Public Works Committee:

Discussion on current Commission structure and how it can be changed/improved under current recommendation to Council. If group is reduced we could invite non-voting members to meetings for regular discussion. Committee will be reduced to five total members and group understands that not all members currently serving will be able to continue serving.

2024 Tree Commission Members:

Currently we have more members than the new ordinance will require. The group is happy with that and shrinking the group will happen once the new ordinance is complete. Once new ordinance is adopted, final decisions can be made on who will continue to serve.

Elect new TC Chair

New Chair is supposed to be elected in May and should stay in place until following May. Tangeman agrees to serve as chair until May.

Future Agenda Items:
Spring Plant Sale for 2024
ARPA Fund Discussion
New Chair Election in May 2024

FAA Arboretum

Motion by Short, seconded by Tangeman to adjourn the meeting at 7:35 p.m. Motion carried 5-0

Respectfully submitted 12/18/23, Jen Wagner - Staff

Finance Committee of the City of Stoughton
Open session minutes
Tuesday, December 12, 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, Ben Heili (remote, arrived 5:36 pm), Greg Jenson (arrived 5:54 pm), Tim Swadley (Mayor, ex-officio) and David Thomas (arrived 5:36 pm)
Members absent: None
Guests present: Gary Becker (remote, Becker Professional Services), Michael Carlson (Tapestry Building & Real Estate), Dave Ehlinger, Matt Dregne (remote, Stafford Rosenbaum), Brett Hebert, Rick Manthe (Stafford Rosenbaum), Richard Muma (FloClaire Group LLC), Josh Ripp and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 5:35 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 -** None
6. **Approval of minutes for 11-14-2023 and 11-28-2023** – Motion by Reeves/Doom to approve the minutes from both meetings as drafted. The motion passed 6-0.
7. **Reports**
    a. **Treasurer reports October 2023 – Bank reconciliation, cash summary by fund, TIF District negative cash, receipt register**
    b. **Budget amendment and journal entry report October 2023**
    c. **General Fund revenue / expenditure reports October 2023 – City Council, Municipal Court, City Attorney, Mayor, Finance, General Revenues**
    d. **Balance sheet / revenue-expenditure reports October 2023 – Tourism Fund, Affordable Housing Fund, ARPA fund, Redevelopment Authority Fund, Shared Ride Services Fund, Firefighters Pension Fund**
    e. **Retirement payouts October/November 2023 – None**
    f. **Final 2024 budget technical corrections as per R-171-2023** – Schumacher noted there was an outstanding check issued to Schumacher Elevator Co, Inc for $21, 159 on the bank reconciliation report and that he was affiliated in any way with this company. Ehlinger noted that another long-term employee has given their retirement notice in addition to those already indicated on the General Revenues revenue/expenditure report. No other questions/comments were raised.
8. **Discussion regarding financing options for future fire apparatus purchases** – Dregne, Ehlinger, Manthe and Ripp spoke about the topic. General discussion on the topic occurred.
9. **Discussion and possible action regarding STI Holdings, Inc. Tax Increment Financing request** – Becker and Swadley spoke on the topic and explained this proposal was simply to begin the Tax Increment District creation. Ehlinger noted the fiscal amount will decrease by $2,000 due to two Tax Increment Districts being created at the same time. Motion by Doom/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **Offer to purchase 521 Glacier Moraine Drive **** - Carlson and Muma discussed the Offer to

Purchase and the plans for the property. General questions were answered. Motion by Reeves/Doom at 6:26 p.m. to go into closed session pursuant to Wis. Stat. 19.85(1)(e) for deliberating or negotiating the purchase of public properties whenever competitive or bargaining reasons. By roll call vote, the motion passed 7-0. General discussion on the topic occurred. Motion at 6:59 p.m. by Jenson/Thomas to close. The motion passed 7-0.

11. **Future agenda items**
    a. **January 9, 2024**
        i. **R-xxx-2023 GIP-Glacier Moraine LLC line of credit reduction**
        ii. **R-xxx-2023 Establish city policy for facility rental charges to Stoughton Utilities and Emergency Medical Services**
        iii. **November fiscal reports**
    b. **Date to be determined – Other items**
        i. **DPW site remediation bid specs (time sensitive item)**
        ii. **Investment portfolio review**
    c. **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**
        vi. **Modification of ordinance regarding**
12. **Adjourn**

Respectfully submitted,

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

Redevelopment Authority of the City of Stoughton
Wednesday, December 13, 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, David Pluymers, and Roger Springman
Members absent: Dale Reeves and Lukas Trow (Vice Chair
Guests present: Gary Becker (Becker Professional Services, remote), Katrina Becker (Becker Professional Services), Curt Brink (Stoughton Riverfront Development), Matt Dregne (Stafford Rosenbaum), Dave Ehlinger, Erin (Prohaska (360 Homes), Tim Swadley (remote and in-person) and Scott Walker (360 Homes)

1. **Call to order** – Manley called the meeting to order at 6:01 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification of compliance with open meeting law** – Ehlinger indicated the meeting was properly noticed.
4. **Public Comment** - None
5. **Communications** - Manley/Hirsch reminded everyone there was a Wisconsin Department of Natural Resources public hearing meeting tomorrow evening regarding the river plans.
6. **Reports – None**
7. **Approval of 11/08/2023 minutes** – Motion by Payton/Springman to approve the minutes as drafted. The motion passed 5-0.
8. **Chair report** – Manley indicated there have been some potential miscommunications regarding the Yahara Riverfront Development project and that the property cannot currently be listed on the Multiple Listing Service.
9. **For discussion – Stoughton Riverfront Development** – Brink and Walker gave an update regarding where the marketing for the property is at this time. After general discussion on the topic, the consensus was for 360 Homes provide Dregne with an updated timeline based upon information discovered regarding the marketing of the property. It was tentative decided to schedule another Redevelopment Authority meeting on 01/03/2024 at 6:00 p.m.
10. **For discussion – Innovation Center update** - None
11. **For discussion -- Depot Hill and East Main Street Plan** - None
12. **For discussion -- Stoughton hydro power adaptive reuse design project** – Manley indicated that he received the UW Madison presentation on 12/12/2023 and will be providing it to the committee members.
13. **Future agenda items** – In addition to the potential meeting on 01/03/2024, it was required that the website be added to the subsequent agenda.
14. **Adjourn** – Motion by Springman/Pluymers to adjourn at 7:26 p.m. The motion passed 5-0.

Respectfully submitted,

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

Redevelopment Authority of the City of Stoughton
Tuesday, January 2, 2024 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), Lukas Trow (Vice Chair, remote), Regina Hirsch, Daniel Payton, David Pluymers, Dale Reeves and Roger Springman
Members absent: None
Guests present: Gary Becker (Becker Professional Services, remote), Katrina Becker (Becker Professional Services), Curt Brink (Stoughton Riverfront Development), Matt Dregne (Stafford Rosenbaum), Dave Ehlinger, Erin (Prohaska (360 Homes, remote), Tim Swadley and Scott Walker (360 Homes)

1. **Call to order** – Manley called the meeting to order at 6:00 p.m.
2. **Roll call and verification of quorum** – All members were present.
3. **Certification of compliance with open meeting law** – Ehlinger indicated the meeting was properly noticed.
4. **Public Comment** - None
5. **Communications** - None
6. **Approval of Amended Purchase Agreement with Stoughton Riverfront Development LLC**** - Dregne gave a high-level recap regarding the new milestones. General discussion on the topic occurred. Brink indicated he and his team would be making a presentation to the City Council on this topic on January 9, 2024. Motion by Springman/Reeves to approve the amended purchase agreement with Stoughton Riverfront Development LLC as drafted. The motion passed 7-0.
7. **Old business - None**
8. **Future agenda items – January 10, 2024 meeting** – No discussion occurred.
9. **Adjourn** – Motion by Payton/Reeves to adjourn at 7:10 p.m. The motion passed 7-0.

Respectfully submitted,

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

SENIORS IN NEED MEETING MINUTES
Wednesday, December 20, 2023
Stoughton Senior Center

PRESENT: Cindy McGlynn, Joyce Kaping, Amy Allen, Corrine McGeever, Joann Lewandowski

Call to Order: Chairperson McGlynn called the meeting to order at 9:05 am.

Motion by Allen, second by Lewandowski to approve minutes from November 15th meeting. Motion carried.

New Referrals:

23-28: 62 year old Stoughton resident who is requesting assistance with security deposit due to being off of work to help family member. They are moving to more affordable apartment and will be able to afford monthly expenses now that they can be employed again. **$800** is the request for the referral. We have not helped this person before.

Motion by Allen, second by Kaping to approve. Motion carried.

23-29: 75 year old Stoughton resident who is requesting assistance with rent/parking fee due to extra expense of caregiving for family member. $1100 for rent. We have not helped this person before.

Motion by Lewandowski*, second by Allen to approve.* Motion carried.

23-30: 78 year old Stoughton resident who is requesting assistance with rent due to having to pay for recent moving expenses. $1095 for monthly rent. We have not helped this person before.

Motion by McGeever, second by Allen to approve. Motion carried.

23-31: 67 year old Stoughton resident who is requesting assistance with purchasing a water softener due to not having funds to afford one. $1259. We have not helped this person before.

Motion by Lewandowski*, second by McGeever to approve.* Motion carried.

Motion to ajourn by Lewandowski, second by McGeever. Motion carried.

Respectfully Submitted,
Cindy McGlynn, Secretary Pro-Tem

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, DECEMBER 20, 2023, @ 6:30 P.M.
IN PERSON MEETING AT DEAK'S PUB & GRILL

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

I. CALL TO ORDER. 6:37 p.m. by President Teri LeSage
II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
III. CONSENT AGENDA. *Motion to approve:* Ketterer. *Second:* Rosenberg. *Vote:* 7-0
IV. RECOGNITION OPPORTUNITIES. None.
V. PUBLIC COMMENT PERIOD. None.
VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a thank you letter about the book groups.
VII. EDUCATION UPDATES. Rosenberg shared an op-ed about not demonizing libraries and announced that the SASD and the Library are partnering to bring Aaron Reynolds on a series of school visits. Meilahn Bartlett mentioned an author event.
VIII. BOARD IN-SERVICE: "Gen Z and Millenials: How They Use Public Libraries" report from the ALA. Ramsey presented.
IX. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he shared that February 6 is Library Legislative Day.
X. COMMITTEE REPORTS
   A. Finance: did not meet
   B. Personnel: did not meet
   C. Planning: Planning is working on the Board Goals
   D. Policies: Policies will present at the January meeting.
XI. Friends of the Library Report. None.
XII. OLD BUSINESS
   A. Update on Director Evaluation process. Postponed to January meeting.
   B. Update on process of setting 2024 Board Goals. Postponed to January meeting
XIII. NEW BUSINESS. None.
XIV. PENDING AGENDA ITEMS.
   A. 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.
   B. Discussion of Board officer nomination process and the need for the appointment of an ad hoc Board Officer Nominating Committee in March.
XV. ADJOURNMENT. *Motion to adjourn at 7:03 P.M.:* Meinholz. *Second:* Ketterer. *Vote:* 7-0.

Minutes taken by Sarah Monette.

Landmarks Commission Meeting Minutes
Thursday December 14, 2023

Members Present: Todd Hubing, Chair; Lisa Reeves; Greg Pigarelli, Vice-Chair; Peggy Veregin; David Udstuen and Alan Hedstrom.
Staff: Michael Stacey, Zoning Administrator
Absent: Kimberly Cook
Guests: Katherine Simdon and Katrina Becker

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

2. **Roll Call and Verification of Quorum.**
   Hubing verified a quorum is present.

3. **Certification and Compliance with Open Meetings Law.**
   Hubing stated the meeting has been noticed and is open to the public.

4. **Discuss Potential Improvements to Viking Brew Pub Building, 211 E. Main Street.**
   The Commission discussed the potential for the building becoming listed on the National Registry and what that would take to achieve it.

   The Commission would like to meet with owner, Vik Malling to discuss bringing the building back to the original integrity.

   Hubing requested this item remain for the January agenda.

5. **Review/approval of the Landmarks Commission meeting minutes of November 1 and 9, 2023.**
   Hubing introduced the agenda item.

   Veregin found one typo to be corrected.

   Motion by **Veregin** to approve the minutes as corrected, 2nd by **Hedstrom.** Motion carried unanimously.

6. **Approval of the 2023 Mini-Grant Project at 400 Garfield Street.**
   Hubing introduced the request.

   The Commission discussed the finished project and noted the change in the cost of the project was less than the original amount. The total grant amount is reduced to $1,283.00

   Motion by **Veregin** to approve the project as presented and to payout $1.283.00 in grant funding to the owner, 2nd by **Reeves**. Motion carried unanimously.

7. **Approval of the 2022 Mini-Grant Project at 130 E. Main Street (tabled on 11.9.23).**
   Hubing introduced the request.

Katherine Simdon was available on Zoom to discuss the project.

The Commission discussed what was approved as part of the mini-grant project and COA approval. The awning was completed according to the approval however, the painting on the front façade was to match the existing cream color. White paint was used on the lower half of the building.

The Commission agreed under the circumstances to approve the awning and allow the applicant to paint the lower front wall the approved matching cream color next spring.

The amount of the mini-grant funding for the awning portion is $850.

Motion by **Hedstrom** to approve the awning portion of the project and defer the painting portion of the project until the April 2024 meeting, 2nd by **Veregin**. Motion carried unanimously.

8. Review of 2024 Mini-Grant Letter and Application.

The Commission discussed the provided letter and application.

Motion by **Hedstrom** to approve of the letter and application to send to all Local Landmark property owners, 2nd by **Reeves**. Motion carried unanimously.

9. Review COA Application.

This will be reviewed at the January meeting.

10. Historic Downtown District Plaque.

The Commission discussed having a Local District plaque at the ends of the district instead of individual plaques on each contributing building.

Veregin suggested having a subcommittee to plan the expansion of the Local District to the Youth Center Building to the east. Veregin, Hedstrom and Udstuen are interested in being on the subcommittee.

The district plaques will be discussed once a decision is made on the expansion.

Any subcommittee meeting will be noticed in case of a quorum.

11. Discuss Hyland Building Maintenance, 217 W. Main Street.

The Commission discussed potential safety issues and the overall building condition.

The Commission would like to meet with the owner to discuss maintenance of the building.

Motion by **Reeves** to have the City Building Inspector inspect the building at 217 W. Main Street for safety and maintenance issues and report back to the Commission, 2nd by **Udstuen**. Motion carried unanimously.

12. Commission Reports/Calendar.

Discussed the potential future of the Power Plant.

Stacey provided information about the foundation poured at 144 E. Main Street.

Stacey noted this will be his last meeting as he is retiring on Jan 5, 2024.

13. Future agenda items.

None discussed.

14. Adjournment.

Motion by **Reeves** to adjourn the meeting at 7:44 pm, 2nd by **Udstuen**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Public Works Committee
Thursday, October 19th, 2023
(Hybrid Meeting)

Members Present:, Lisa Reeves, Tom Majewski, Kay Rashka, Ben Heili, Jordan Tilleson & Mayor Tim Swadley

Absent/Excused: Christina Scanlon

Staff: Public Works Director Brett Hebert & Office Manager Jen Wagner

Guests: Kevin Short

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

1) **Communications:**

- *Director Hebert* stated 138 trees were planted this week
- *Director Hebert* stated that leaf collection has begun and will continue until December 3rd with brush collection starting next week Monday, October 23rd
- *Director Hebert* presented the magnets with the 2024 Collection Schedule that will go out with the tax bill. This Collection Schedule will also be on the website as well as social media.
- *Director Hebert* stated that the road projects are wrapping up for the year
- *Director Hebert* informed the Committee that the Industrial South sign has been painted
- *Director Hebert* stated that he received bids for the line stripping on Page St.

2) Approve September 21st, 2023 Meeting Minutes: Motion by Reeves to approve the minutes and seconded by Helli. Motion carried 5-0.

New Business:

3) Discussion and Possible Action to Restructure the Tree Commission:

Alder Majewski stated he wanted to revisit this topic because concerns were brought to him from Commission members. Ultimately there really hasn't been great communication between the Commission and the City as well as not having quorum to even have meetings most months.

Kevin Short who is on the Commission was present and advised that he thinks they fulfill a role and knows recruitment hasn't been great but he has found a few people interested and committed so he would like to continue with the Commission.

Director Hebert suggested changing the ordinance to less members so that there will be a quorum every month – dropping it down to 5 vs the 8 members the ordinance states now. Discussion was also had about downgrading to a Committee vs Commission or even a Task Force.

Motion by Reeves to rescind last month's motion to dissolve the Commission and move to rewrite Ordinance 64-14 to restructure the Tree Commission to include five members, 3 of which are citizen members, one staff person, and representative from the Public Works Committee. Staff is to also look into the differences between a Commission, Committee and Task Force, and present the findings at the next Public Works Committee Meeting. seconded by Rashka. Motion carried 5-0

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

a) **Snow and Ice Update from Council**
b) **Pedestrian Hill Surface Remediation**

5) <u>Adjourn:</u> Motion by Reeves to adjourn, seconded by Helli to adjourn the meeting at 6:50pm. Motion carried 5-0

Respectfully submitted by Jen Wagner 10/20/2023