Stoughton Food Pantry

Minutes of September 9, 2021 Meeting

1. 1:00 pm The meeting was called to order
2. Attendance: Mike Heger , Linda Lane, Sandy Fleming, Val Macho, Diane Williams - all 5 board members are present
3. Approval of the Minutes from the May 21, 2021 meeting. Motion to approve: L Lane, Second: V Macho. All in favor
4. Welcome to our new board member, Diane Williams. Special thank you to Diane for volunteering to take on this position
5. Review of Pantry Finances: The finances remain exceedingly positive with a large cash balance. All board members should review the monthly information each month and come in with any questions they may have.
6. Bread distribution to clients. Putting bread in the freezer/ cooler takes up space and often results in the bread being left in there a very long time. Additionally there is no way to know which bread items have or have not been frozen thus making the package dating of little use. From now on all bread and buns will be placed on the hall cart between the doors. Clients will be advised to take what they need. Volunteers taking orders over the phone will no longer need to ask if they want any bread, buns etc. At the end of the week bread will be discarded by giving it to a farmer for livestock.
7. Thanksgiving and Holiday Vouchers
    a. The amounts will stay the same. $50 to families with one or more children under 19, and $25 for other families for both the Thanksgiving and Holiday Vouchers
    b. To keep track and with families able to come to the pantry 2 times per month, it is needed to know who may have already receoved their voucher. Mike H will modify the software to allow the computer user to enter this Special Event. Once a volunteer hits the button he/she will see if the voucher has already been distributed. If not one need to simply click the $25 or $50 button and it will mark that voucher as given to the client. Additionally we can run reports to show the total of the vouchers distributed. Mike will prepare specific directions for volunteers.
    c. Linda will take charge of printing up the vouchers which will be printed on colored paper to distinguish them
8. Tasks to be done when there is extra time at the pantry. Volunteers have expressed boredom with fewer clients. Mike H will create a To Do chart with a list of tasks to be done and a place to enter the date when it is done. Items will include cleaning shelving, cleaning each refrigerator, freezer, cooler etc.
9. Discussion of the current pantry hours was held in response to the thought that with a great decline in pantry usage that volunteers have little to do during some shifts. It was agreed by all that the current hours would be continued without change to offer as much flexibility as

possible to clients. This linked with the preceding discussion that a To Do List might give volunteers a list of tasks that could be done during spare time if they desire to do so.

10. Allowing some clients to take a second meat of the same item (ie 2 packages of hamburger, etc.) After considerable discussion it was decided to allow a 2nd package of hamburger could be given to a client requesting this meat only. All other meats will remain as 1/choice.
11. Holiday Dates of closure. Following city hall the pantry will be closed on Thanksgiving Day and the Monday after Christmas (Nov 25 and Dec 27) . Other days where the city hall is closed fall on days where the pantry is closed.
12. Sandy prepared a list of jobs and who is the primary and reserve person who does each of those. Some discussion occurred and Sandy will have a slightly revised list available to the board members and posted in the pantry for volunteers.
13. Girl Scout Food Drive will occur on Sat. Oct. 16th. Mike will be with lead person on the drive. Mike and his wife Sue and 3 volunteers are needed to take the items and put them on pallets. The pallet will be weighed and after all the food is collected approximated 50% will be set aside for Methodist Food Pantry to come in and pick up. Having only a few volunteers will make for a much safer situation over the 20 or so people that might typically come in. Sorting and storing of our food will be done that afternoon for a while with the rest done later that week. Mike will contact Methodist Pantry (This is essentially the same procedure as done during the Boy Scout drive this spring. Traditionally the Girls with smaller numbers, bring in about half of what the Boy Scouts have brought it. Sandy will include this event inhere weekly email closer to the event for any volunteer that is interested.
14. Due to scheduling conflicts, it was decided that future meetings will be held on the 2nd Wednesday of every other month. Next meeting will be on November 10, 2021
15. Additional Items of Discussion.
    a. Discussion occurred regarding vaccination status. Since this was not on the agenda no policy could be adopted at this meeting. A special meeting will be held on Sep 29 at 2:15 to discuss whether vaccines should be mandatory for all volunteers. Linda L will draft a policy requiring vaccination for all volunteers.
    b. The Stoughton Community Farmer's Market has contacted Sandy Fleming regarding the pantry being a partner with them in providing food – meats, produce etc. They will be invited to a future meeting to present their ideas
16. Adjournment : A motion was made by L Lane and Seconded by V. Macho to adjourn. All in favor. Meeting adjourned at 2:40pm.

CACP Minutes September 7, 2021 @ 6:00 p.m.

The meeting of the CA/CP will be conducted virtually due to COVID-19.
You can join the meeting from your computer tablet or smartphone: https://global.gotomeeting.com/join/901593469
You can also dial in using your phone.
United States: +1 (571) 317-3116 - One-touch: tel:+15713173116,,901593469#
Access Code: 901-593-469

GoToMeeting Call to Order: Chairperson Heili called the meeting to order 6:03 p.m.

Present: Heili, Jenson, Ligocki, Venegas, Tilleson and Mayor Swadley

Absent and excused: Masa-Myers

Also Present: Sarah Ebert, Dayna Verstegen

Sustainability Committee update-Alder Venegas reviewed the results of the first meeting

Listening Session update- Ligocki and Heili summarized the first two Listening Sessions, discussed next steps

Approval of the August 3, 2021 CACP Minutes

Motion by Venegas, second by Ligocki to approve the minutes from July 6, 2021. Motion carried 6-0.

R-102-2021 Discussion and possible action regarding Resolution Approving Rules for Virtual Meeting

Motion by Venegas, second by Ligocki to add language to council rules. "Committees, boards and commissions shall meet at such times and in such locations as they may determine from time-to-time, and in the absence of a determination by the full committee, board or commission, the chair may determine the times and locations of meetings~~, in the council chambers~~ Motion carried 6-0.

Discussion and possible action on park naming

Motion by Jenson, second by Ligocki to submit Heritage Park and Carl Sampson Park to the City Council for consideration of the West. Washington park name. Motion carried 6-0.

Discussion and possible action regarding the H.A.T.S request.

Mark Peterson provided the history and nature of the request. Motion by Ligocki, second by Heili to accept the recommendation from the Finance Committee and recommend the HATS request be approved by the city council. Motion carried 6-0.

Future Agenda Item

Social Media Policy-limits and consistency of public use

Diversity, equity and inclusion

Adjourn: Motion by Jenson, second by Ligocki to adjourn at 7:33 p.m. Motion carried 6-0.

FINANCE COMMITTEE MINUTES
Tuesday, September 14, 2021 @ 6:00 p.m.
GoToMeeting

Present:
Schumacher, Reeves, Hirsch, Engelberger, Doom, Neigum (arrived at 6:10 pm), Mayor Swadley

Absent Excused:
None

Also Present:
Director Friedl, Curt Brink, Attorney Dregne, Utilities Director Weiss

Call to Order:
Schumacher called the meeting to order at 6:00 p.m.

Communications:

None.

Reports:

- None

Approval of the August 24, 2021 Finance Committee Minutes
Motion by Reeves, second by Engelberger to approve the August 24, 2021 minutes. Motion carried 5-0, with Doom abstaining.

***** Discussion and possible action regarding potential changes to the verbiage in the Agreement to Undertake Development between City of Stoughton Redevelopment Authority, the City of Stoughton, and Stoughton Riverfront Development, LLC as it relates to the Public Improvements definition and the Municipal Revenue Obligation (MRO) *****

Motion by Engelberger to approve the amended Agreement to Undertake Development and move to Council for final approval, second by Reeves. Motion carried 7-0.

Discussion and possible action regarding amending the 2021 TIF No. 8 Riverfront Pedestrian Bridge, Trail and Restoration CIP budgets

Motion by Engelberger to amend to the 2021 TIF No. 8 Riverfront Pedestrian Bridge, Trail and Restoration CIP budgets and move to Council for approval, second by Doom. Motion carried 7-0.

Resolution authorizing and directing the proper City official(s) to approve an amendment to the 2021 Water Utility capital improvement project funding to relocate the existing water main crossing Wisconsin Highway 138

Motion by Engelberger to approve the resolution amending the 2021 Water Utility capital improvement project funding to relocate the existing water main crossing at Wisconsin Highway 138, second by Reeves. Motion carried 7-0.

Resolution authorizing the future acceptance of Wisconsin Department of Natural Resources Forest Fire Protection Grant funds pending review of the final grant agreement terms by the appropriate City staff

Motion by Engelberger authorizing the future acceptance of Wisconsin Department of Natural Resources Forest Fire Protection Grant funds pending review of the final grant agreement terms by the appropriate City staff, second by Hirsch. Motion carried 7-0.

Adjournment:
Motion by Reeves, second by Doom to adjourn at 6:40 p.m. Motion carried 7-0.

Respectfully Submitted,

Jamin Friedl, Finance Director

Landmarks Commission Meeting Minutes
Thursday September 9, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Jean Ligocki, Secretary; Kimberly Cook; Kristi Panthofer and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Peggy Veregin
Guests: Doug Deegan and 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 August 12, 2021.**
   Motion by **Panthofer** to approve the minutes as presented, 2nd by **Pigarelli.** Motion carried unanimously.

3. **Request by Doug Deegan for Certificate of Appropriateness approval to repair the rear porch at the Dragon House, 327 E. Washington Street.**
   Hubing introduced the request and stated the project is to replace existing bracing and other porch boards with like materials.

   Doug Deegan agreed and was available for questions.

   Motion by **Cook** to approve the COA as presented, 2nd by **Panthofer**. Motion carried unanimously.

4. **Discuss Creation of the Main Street Historic District Design Guidelines.**
   Erica Ruggiero stated the intent is to replace the existing guidelines that were created in the 1990's. Erica will be doing field work this weekend in Stoughton and hopes to provide a summary at the end of the month. Erica questioned if the Commission had any ideas about a future public meeting.

   Ligocki arrived at 6:38 pm

   Hubing stated we should wait to discuss a public meeting when Veregin is available. Cook stated Veregin would be the best member to gain input regarding public meetings.

   Stacey provided the timeline for the CLG grant which requires the project be completed by the end of August of 2022.

   Ligocki stated the guidelines will be a wonderful tool to make the Local District more appealing to property owners.

   Hubing stated the guidelines need to be clear as to what is required.

   Stacey questioned what the requirements will be for the non-contributing buildings and will they be addressed in the guidelines or the ordinance. Erica stated the non-contributing buildings and vacant sites will have a separate section within the guidelines.

Pigarelli stated recent COA requests have been about type of materials such as wood vs vinyl or aluminum. Pigarelli stated new methods and materials could be utilized only after it is determined that the old/original materials are non-repairable or replaceable. New materials should be a second choice and not the only option.

Hubing stated that maintaining the existing material should be first priority such as a wood window. Erica stated a multi-tiered approach is typically used.

Cook stated the first tier could be preferred materials and the next tier alternative materials.

Erica stated there will be a section on guiding principles to address the types of acceptable materials.

Erica stated they try not to use photos from the respective community rather from other communities. Cook suggested historic buildings in Sun Prairie or Oregon. Ligocki suggested Janesville and Hedstrom suggested Evansville for potential photos.

5. **CLG Grant 2021.**
Stacey stated a progress report is due by October 15th.

Hubing stated we'll know what Erica has done by the next meeting.

6. **Downtown Local District.**
Erica has the new property survey form formatted and will be doing field work in Stoughton this weekend. Erica also has an appointment at the Public Library and is working to get into the Historical Society.

7. **Depot Hill Historic District.**
Stacey stated the City received a letter informing us of the creation of the district.

Cook stated Commission and community members can send letters of support to be read by the board.

8. **Commission Reports/Calendar.**
Hedstrom stated the Preservation Conference is coming up. Cook stated it will be October 20-22.

Motion by **Hedstrom** to approve reimbursement of the $50 fee for all Commission members who want to attend, 2nd by **Ligocki**. Motion carried 5-0 (Cook abstained)

9. **Preservation Award Presentations.**
Ligocki suggested Veregin and Hedstrom present at the Common Council meeting.

Ligocki plans to contact the award recipients about the future presentation.

Hubing is still trying to find a photo of Dave Kalland.

10. Seeking New Landmarks Members and Discuss Member Criteria.
Hubing stated he talked to Mayor Swadley about finding new members. Mayor Swadley suggested we seek members through the City website.

The Commission discussed potential criteria such as knowledge of historic preservation as a prerequisite.

Hubing plans to contact Mayor Swadley about moving forward with the posting in the City website.

Ligocki suggested the Commission seek more than one member in the advertisement.

Hubing plans to draft something for the website and send to Commission members for review.

Ligocki suggested posting on the Landmarks website. Stacey suggested posting on the Landmarks Facebook page. Panthofer stated she could post to the FB page once the article is created.

11. Future agenda items. None discussed.

12. Adjournment. Motion by **Hedstrom** to adjourn at 7:30pm, 2nd by **Cook**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Plan Commission Meeting Minutes
Monday, September 13, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Phil Caravello; Al Farrow; Tom Majewski; Tom Robinson; and Brett Schumacher, Vice-Chair
Members Absent: Todd Barman
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Brent Ellifson; Randy Rozema; Colette Spranger; Kathy Rozema; Joanne Grassman; Paul Kojo; Mike Conner; Jean Ligocki and Todd Kane.

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

2. **Consider approval of the Plan Commission meeting minutes of August 9, 2021.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Majewski**. Motion carried unanimously.

3. **Council Representative Report.** Mayor Swadley stated the Common Council will be reviewing the conditional use request for 210 Water Street tomorrow night.

4. **Staff Report - Status of Current Developments.** Scheel gave an overview of the current status of development as outlined in the packet of materials.

5. **Request by Todd Kane, Cummins CES for approval of a site plan for an employee shelter and patio area at Cummins, 1801 US Highway 51**
   Scheel explained the request.

   Caravello arrived at 6:04 pm.

   Robinson questioned the ADA compliance of the patio area and site. Todd Kane stated the site is ADA compliant.

   Motion by **Schumacher** to approve the resolution as presented, 2nd by **Robinson**.

   Majewski stated the term handicap should not be used rather use disabled instead.

   Motion carried unanimously.

6. **Request by Forward Development Group to rezone right of way and open space lands within the Replat of the Meadows at Kettle Park West to SR-5 Single Family Residential.**
   Scheel explained the request.

   Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

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

7. **Request by Forward Development Group for approval of a final plat named "Replat of the Meadows".**
Scheel explained the request.

Schumacher questioned how the lot sizes changed after the reconfiguration. Scheel stated there were only slight changes to Block 6; there is a reconfiguration of the large corner lot to Block 11; there are now a few larger lots due to the elimination of the irregular right-of-way to Block 4.

Motion by **Schumacher** to recommend the Common Council approve the Final Plat as presented, 2nd by **Farrow**. Motion carried unanimously.

8. **Request by Randy Rozema to rezone the property at 2124 Hoel Circle from SR-4 Single Family Residential to SR-5 Single Family Residential.**
Scheel explained the request.

Farrow questioned what the addition would be used for. Randy Rozema stated it is for a 3-season porch.

Mayor Swadley opened the public hearing.

No one registered to speak

Mayor Swadley closed the public hearing.

Motion by **Caravello** to recommend the Common Council approve the rezoning as presented, 2nd by **Farrow**. Motion carried unanimously.

9. **Request by Joanne Grassman for conditional use permit (CUP) approval to allow an Artisan Production Shop use at 501 E. Main Street.**
Scheel explained the request.

Joanne Grassman explained the proposed use of the building which is planned to be used as a maker space and offered to individuals similar to a gym membership.

Schumacher questioned how the membership would work. Joanne Grassman stated the memberships will be monthly, 6 month or professional.

Farrow stated parking appears to be a challenge and questioned if the adjacent property owner has any issues with the proposed use. Scheel stated property owners within 300 feet of this property were notified of the proposed use and public hearing. Scheel also noted that providing parking within the downtown Central Business District is not a requirement.

Mayor Swadley opened the public hearing.

Mike Conner spoke in favor of the use.

Mayor Swadley closed the public hearing.

Schumacher questioned how this building and the adjacent bar were constructed the way they are. Scheel stated the buildings and parcels are separate.

Jean Ligocki congratulated Joanne Grassman and stated the Landmarks Commission is working to gain approval of the Depot Hill Historic District which will provide potential tax credits for building improvements.

Motion by **Robinson** to recommend the Common Council approve the conditional use as presented, 2nd by **Caravello**. Motion carried unanimously.

10. **Request by Paul Kojo for extra-territorial jurisdictional approval for a land division at 1442 Lake Kegonsa Road, Town of Rutland.**
Scheel explained the request.

Schumacher questioned if the parcel is being split off from the agricultural lands. Scheel stated that is correct.

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

11. **Future agenda items.** Mayor Swadley stated that tomorrow night the Common Council will consider giving Committee/Commission Chairs the option to have in person or virtual meetings.

Scheel stated there will be more agenda items coming for the 51 West Development.

12. **Adjournment.**
Motion by **Robinson** to adjourn at 6:40 pm, 2nd by **Majewski**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Tree Commission Meeting Minutes
Thursday June 10, 2021 @ 5:00 PM
Virtual Meeting - Stoughton, WI

Members Present: Mike Point, Fred Hundt, Jim Fitzgibbon, Dean Tangeman & Kathy Engelberger

Absent & Excused: Kevin Short

Staff: City Forester John Kemppainen and Admin Asst. Jen Wagner

Guest:

Call to order: Tangeman called to order @ 5:03 PM

1) **Communications:**

Kemppainen stated he has been working on sidewalk repairs with Kevin & the DNR this week due to root issues. New sidewalks should be in next week
Kemppainen stated a new member for the commission should be approved for next month by Council.

2) **Approval of minutes from May 13th, 2021 Meeting: Motion by Point, seconded by Hundt to approve the minutes. Carried 4-0.**

3) **May Forestry Reports:** *Kemppainen* stated:

- Spring tree planting was completed. 69 new trees were planted, along with several replacement trees under warranty
- I worked with Brain Wahl from the WIDNR regarding a tree root/sidewalk study that we are partnering on in Stoughton
- The Forestry Intern began work in May. Tyler Drost is a student at UWSP going into his sophomore year this fall. He has already proven to be a hard worker
- The trees for the DNR UF Grant continue to do well in the gravel bed nursery. They are now being watered twice daily due to the heat and dry conditions we are experiencing
- The Lead Service Replacement Project being completed by SU is now ongoing and is beginning to require multiple site visits per week to discuss tree issues.

4) **OLD BUSINESS: Discussion on 2021 DNR Grant – Timeline, forms and report on hours:**

- *Kemppainen* stated all trees plated are still alive and asked for suggestions on how to further more get the word out about the free trees available to residents
- *Engelberger* suggested putting a message on the digital solar traffic sign that is in front of the Fire Department
- *Hundt* will mention something at the next Council meeting
- *Engelberger* offered to write a letter to the editor to encourage residents to water their trees as well as more information about the trees available
- *Kemppainen* will be keeping track of everyone's hours for the Grant now that *Bergeson* is no longer on the Commission

5) **NEW BUSINESS: List for Legacy Tree Program:**

- *Tangeman* stated this list is still a work in progress and hopes to be able to update as time goes on

6) <u>Review Tree Applications:</u>

- *Kemppainen* stated he has received 6 applications so far. The majority of them have stated they would like new trees due to losing trees in the past
- Any leftover/unused trees need to be planted on private property within the City limits; will address where when the time comes

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

- Elect Chair and co-chair

Motion by Hundt seconded by Tangeman to adjourn the meeting at 5:35 p.m. Respectfully submitted 6/11/21, Jen Wagner - Staff