Meetings of: **COMMON COUNCIL OF THE CITY OF STOUGHTON**

Date//Time: Tuesday, June 27, 2023, 7:00 p.m.
Location: The meeting of the Common Council will be conducted as a hybrid meeting.

Members: Mayor Tim Swadley, Phil Caravello, Ben Heili, Regina Hirsch, Greg Jenson, Jean Ligocki, Tom Majewski, Daniel Payton, Lisa Reeves, Jonathan Schroerlucke, Brett Schumacher, Rachel Venegas

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CALL TO ORDER
Mayor Swadley called the meeting to order at 7:01 p.m.

Roll Call
Clerk Christen called roll and noted 11 alders present.

Certification of compliance with open meetings law
Mayor Swadley stated the meeting had been properly noticed.

Public Comment Period:
None

Communications and Presentations:
Alder Venegas informed the Council that she would be resigning effective June 30. She is moving within the city and could no longer represent her current district.
Mayor Swadley informed the council of the need for an alder to fill Venegas's vacancy on the Sustainability Committee.
He also noted that a few alders would be necessary on the newly formed DEI Subcommittee

Consent Agenda:

A. Council Minutes – June 13, 2023
B. Committee Minutes and Reports: Finance (5/23/23); Food Pantry Committee (4/12/23); Plan Commission (5/8/23); Public Works (5/18/23); RDA (5/10/23); Tree Commission (4/10/23)
C. R-103-2023 Confirmation of the Mayor's Aldermanic Appointments to Non-Standing Boards, Committees and Commissions
D. R-104-2023 Approving the Mayor's Citizen Appointments to Standing Committees

Motion by Jenson, second by Majewski to approve the consent agenda. Motion carried 11-0.

OLD BUSINESS
None

NEW BUSINESS

O-21-2023 Amend Section 70-176 of the Stoughton Code of Ordinances, Related to parking prohibited at all times on the northside of West Wilson St. 40 feet west from Lincoln Avenue

Jenson read O-21-2023 Amend Section 70-176 of the Stoughton Code of Ordinances, Related to parking prohibited at all times on the northside of West Wilson St. 40 feet west from Lincoln Avenue as a first reading. It will be back before council on July 11.

O-22-2023 Repeal Section 2-583 of the Stoughton Code of Ordinances, Related to the Investment Policy

Schumacher read O-22-2023 Repeal Section 2-583 of the Stoughton Code of Ordinances, Related to the Investment Policy as a first reading.

Motion by Jenson, second by Reeves to waive the second reading. Motion carried 11-0, roll call vote.

Motion by Schumacher, second by Jenson to approve O-22-2023 Repeal Section 2-583 of the Stoughton Code of Ordinances, Related to the Investment Policy. Motion carried 11-0.

R-105-2023 Amend City of Stoughton Investment Policy

Motion by Schumacher, second by Majewski to approve R-105-2023 Amend City of Stoughton Investment Policy. Motion carried 11-0.

R-106-2023 City of Stoughton meal reimbursement indexed to US General Service Administration rates

Motion by Schumacher, second by Reeves to approve R-106-2023 City of Stoughton meal reimbursement indexed to US General Service Administration rates. Motion carried 11-0.

R-107-2023 Repeal City of Stoughton Interest on Donated Funds Policy.

Motion by Schumacher, second by Jenson to approve R-107-2023 Repeal City of Stoughton Interest on Donated Funds Policy. Motion carried 11-0.

R-108-2023 Amend 2023 adopted budget for Library HVAC system evaluation.

Motion by Schumacher, second by Hirsch to approve R-108-2023 Amend 2023 adopted budget for Library HVAC system evaluation. Motion carried 11-0.

R-109-2023 Amend 2023 adopted budget for Sustainability Committee.

Motion by Schumacher, second by Hirsch to approve R-109-2023 Amend 2023 adopted budget for Sustainability Committee. Motion carried 11-0.

R-110-2023 Approving Food Pantry Mission Statement

Motion by Hirsch, second by Payton to approve R-110-2023 Approving Food Pantry Mission Statement. Food Pantry Chairperson Mike Heger provided the background behind the current mission statement and the need to amend it. Motion carried 11-0.

Discussion and possible action regarding the aldermanic seat vacancy in District 1 due to the resignation of Alder Rachel Venegas.

Motion by Jenson, second by Hirsch to follow the same timeline set forth for Alder raff's resignation for Alder Venegas's resignation. Publish for 3 weeks and interview/seat the candidate if approved at the July 25 council meeting. The approved candidate's term would fill the seat until April 2024 and then could seek election for the remaining term of 1 year.

ADJOURNMENT

Motion by Venagas, second by Majewski to adjourn. Motion carried 11-0. 7:54 p.m.

Respectfully submitted,

Candee Christen
City Clerk

Finance Committee of the City of Stoughton
Tuesday, June 13, 2023 at 5:30 p.m.

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

Committee members present: Brett Schumacher (Chair), Lisa Reeves (Vice Chair), Leonard "Ozzie" Doom, Ben Heili (remote), Greg Jenson, Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Emily Barr, Gary Becker (Becker Professional Services), Katrina Becker (Becker Professional Services, remote), Bill Brehm (remote), Dave Ehlinger, Rob Fisher (Emmi Roth), Thane Hutcheson (Baker Tilly, remote), Rick Manthe (Stafford Rosenbaum), Rodney Scheel (remote), Daniele Thompson (St. Marie Law), Gabriel Wilkins (remote) and Jill Weiss (remote)

1. **Call to order** – Schumacher called the meeting to order at 5:33 p.m.
2. **Roll call and verification of quorum** – All members were present.
3. **Certification and compliance with open meetings law** – Schumacher indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications** – Swadley indicted the state budget bill with the additional shared revenues is proceeding through the legislature.
    a. **American Rescue Plan Act update regarding debt ceiling deal** – Ehlinger indicated the federal debt ceiling bill will not claw back any unspent American Rescue Act (ARPA) funds.
    b. **Tru by Hilton delinquent room taxes** – Ehlinger indicated that Tru by Hilton still owes the city $179.78 for unpaid room taxes and that their liquor license will be withheld until payment is received.
6. **Reports**
    a. **Tax Increment District #5 – Rail Corridor – interim financial statements 05-31-2023** – Ehlinger indicated this was on the agenda due to a question raised at the last meeting which he was not in attendance for. The fund started the year with a deficit fund balance of $586,122 with a planned deficit of $93,021 for 2023.
    More development would definitely help the TID with the last year of project costs being in 2032. TID #4 Downtown could potentially be a donor district with the closure in 2026, but TID #4 has a deficit fund balance of $16,036 at December 31, 2022. TID #7 Kettle Park West will probably need to be the donor district.
    b. **Shared Ride Services audit 2021** – Ehlinger indicated that the preliminary audit report submitted shows we will have to reimburse the Department of Transportation (DOT) $27,735.94 due to excess grant funds being received and that those monies were already placed into unearned revenue.
    c. **Shared Ride Services budget 2023 update** – With the (DOT) publishing the 2023 grant revenue, the fiscal projections is for a deficit in operations in 2023 of $48,774. This figure was in line with the DOT's local investment calculation of $44,210. Ehlinger indicated the tax levy for Shared Ride Services will have to go up in 2024 but could potentially come from the anticipated increased shared revenue for road related activities.
7. **Approval of minutes of May 23, 2023** – Motion by Jenson/Reeves to approve the minutes as

drafted. The motion passed 7-0.

8. **O-xx-2023 Repeal Ordinance Section 2-583 related to Investment Policy** – Ehlinger and Manthe spoke regarding the investment policy and repeal of the ordinance. Motion by Jenson/Heili to recommend approval of the ordinance as drafted to the Common Council. The motion passed 7-0.
9. **R-xxx-2023 Amendment to City of Stoughton Investment Policy** – Ehlinger and Manthe spoke regarding the proposed investment policy. Motion by Jenson/Reeves to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
10. **R-xxx-2023 Meal reimbursement indexed to US General Service Admin** – Ehlinger spoke regarding the proposed meal reimbursement policy. Motion by Reeves/Jenson to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
11. **R-xxx-2023 Repeal City of Stoughton Interest on Donated Funds Policy** – Ehlinger spoke on the proposed repeal of the policy. Motion by Jenson/Doom to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
12. **R-95-2023 Amend 2023 adopted budget for auto license plate recognition cameras** – Ehlinger and Jenson spoke regarding the cameras and related resolution. Motion by Jenson/Thomas to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
13. **R-96-2023 Agreement to modify boundaries for Tax Increment District No. 6 – Business Park** – G. Becker, Ehlinger, Fisher and Scheel spoke regarding the boundary amendment and related construction projects. Motion by Reeves/Thomas to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
14. **R-97-2023 Authorize contract with Ehlers for STI Holdings TIF request review** – G. Becker, Ehlinger, and Scheel spoke regarding the Tax Increment Financing request and related resolution. Motion by Reeves/Jenson to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
15. **R-98-2023 Initial remedial actions steps for former Dept of Public Works site** – Ehlinger and Scheel spoke regarding the remediation on the site, funding for the project, and the related remediation on the Riverfront Development site. Motion by Doom/Heili to recommend approval of the resolution as drafted to the Common Council. The motion passed 7-0.
16. **R-101-2023 Amend 2023 adopted budget for Opera House women's restroom expansion** – Brehm spoke on the construction project and related donations that will be received. Motion by Reeves/Jenson to recommend approval of the resolution using General Fund unassigned fund balance as drafted to the Common Council. The motion passed 7-0.
17. **Future agenda items**
    a. **June 27, 2023**
        i. **May 2023 financial reports**
        ii. **Magnolia Springs wetland and woodland restoration plan**
        iii. **Amendment and extension of real estate lease – Stoughton Utilities**
    b. **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. **Creation of debt collection policy**
        v. **Update policy regarding city asset disposal**
    c. **To be determined – Other**
        i. **Update regarding marketing of ARPA business revolving loan program**

ii. **Yahara Riverfront Development developer and property sale agreements**
iii. **Municipal Court receivables**
iv. **Creation of overlay downtown Tax Incremental District –** No additional items were requested for future agenda items.

18. **Adjourn** – Motion by Jenson/Doom to adjourn at 6:48 p.m. The motion passed 7-0.

Respectfully submitted,

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

PUBLIC SAFETY COMMITTEE OF THE CITY OF STOUGHTON

Wednesday, May 24, 2023, at 6:00 p.m.
Held virtually and in person

Members present: Greg Jenson (Chair), Jean Ligocki, Tricia Suess Charleston, Daniel Payton, Tim Swadley (ex-officio)
Absent: Eric Quam
Staff present: Chief Jenks and Clerk Christen
Others: APC Teressa Pellett

1. Call to Order-Certification of compliance with open meetings law
   Chair Jenson called the meeting to order at 6:02 p.m. He stated the meeting had been properly noticed.
2. Communication
   Chief Jenks wanted to thank the PSC for the support of the drone purchase and the EOC. It was used for the Syttende Mai event, the live feed was good practice and the license plate reader worked well and will be used for investigations. Use of the EOC was not under pressure so was good to work through questions.
3. Approval of April 26, 2023 Public Safety Committee minutes
   Motion by Payton, second by Suess Charleston to approve the April 26, 2023 minutes. Motion carried 5-0.

OLD BUSINESS

None

NEW BUSINESS

9. Catfish River Music Festival Special Event License
Chair Jenson moved item 9 to the first action item. Motion by Suess Charleston, second by Ligocki to recommend approval to council the Special Event application for the Catfish River Music Festival. Motion carried 5-0.

4. Alcohol Retailer Information Discussion
Pellett reviewed the draft agenda for an informational meeting she is setting up. Time TBD but in the afternoon and not on a Monday.

5. Liquor License Resolution
   a. Aldi
   b. American Legion Post 59
   c. Argo Craft Tavern
   d. Ashlie's LLC
   e. Banushi's Bar & Grill
   f. Bear Arms
   g. Best Plaza
   h. BP
   i. Caliber Coffee
   j. Cheeser's
   k. Dairyland Desserts LLC
   l. Deak's Pub & Grill
   m. Drikke DBA The Lageret
   n. El Rio Grande
   o. Fahrenheit 364

p. Famous Yeti's
q. Gemini Games
r. Koffee Kup
s. Kwik Trip 738
t. Kwik Trip 739
u. Kwik Trip 893
v. Kwik Trip 967
w. La Cantina
x. Mandt Community Center
y. Mershon's Cidery
z. Pancake Café
aa. Pick N Save
bb. Roxy's Restobar
cc. Stoughton Merchants
dd. Stoughton Opera House Friends Association
ee. Stoughton Spirits
ff. Tailgater's of Stoughton
gg. The Feiring
hh. The Revival
ii. Tru by Hilton
jj. VFW
kk. VFW Motherpost 328
ll. Viking Brew Pub
mm. Viking Lanes
nn. Walgreens
oo. Walmart
pp. Water Street Tavern
qq. Wendigo
rr. Whatever Bar

Motion by Payton, second by Suess Charleston to recommend approval to Council the Liquor License renewal. Motion carried 5-0.

6. Outdoor Consumption Resolution

Motion by Suess Charleston, second by Ligocki to recommend approval to Council the Outdoor Consumption permits. Argot Craft Tavern is approved pending approval by Zoning. Motion carried 5-0.

7. Sidewalk Café Resolution

Motion by Suess Charleston, second by Payton to recommend to Council the Sidewalk Café applicants. Motion carried 5-0.

8. Page Street Mart New Liquor Application

Motion by Payton, second by Ligocki to recommend to Council the application for Neighborhood Liquor (formerly the Food Pantry). Motion carried 5-0.

10. Sean Anderson Liquor License non-approval
The applicant was not present as required for discussion of the application. Chair Jenson recommended the application be tabled until next month to allow legal counsel to attend. Motion by Payton, second by Ligocki. Motion carried 5-0.

11. Coopers Causeway Parking
Brief discussion, Ligocki explained the request to be an agenda item, pedestrian safety being a big concern. Suess Charleston noted she uses it and does not feel there is a safety issue.

12. a. Wilson Street parking
Chief Jenks reviewed the photo requesting no parking at the intersection. (#91)

12. Maple Court Parking
Discussion followed with the recommendation to paint yellow for no parking 70 feet at the intersection. (#92)

Motion by Ligocki, second by Suess Charleston recommends approval of prohibited parking at all times for item #91 but does not recommend approval of item #92. Item #92 should be removed from the amendment to the ordinance Sec. 70-176. Motion carried 5-0.0

FUTURE AGENDA ITEMS:

~Coopers Causeway
~Antiquated language in ordinances section 14
~Downtown parking

13. Adjournment
Motion by Suess Charleston, second by Payton to adjourn. Motion carried 5-0. 7:24 p.m.

Respectfully submitted,

Candee Christen
City Clerk

RESOLUTION OF THE COMMON COUNCIL			
Confirming the Mayor's Aldermanic Appointments to Non-Standing Boards, Committees, and Commissions for the 2023-2024 Term, Pursuant to 2-127 of the Municipal Code.			
Committee	Not applicable		
Fiscal Impact:	Zero		
File Number:	R-111-2023	**Date**	July 11, 2023

WHEREAS, the Mayor has submitted aldermanic appointments for non-standing boards, committees, and commissions for the 2023-2024 term; and,

WHEREAS, the appointments are as follows:

Sustainability Committee
Lisa Reeves (District 2)

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Stoughton that the proper city official(s) confirm the Mayor's aldermanic appointments to non-standing boards, committees and commissions.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____
Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

RESOLUTION OF THE COMMON COUNCIL			
Confirming the Mayor's Citizen Appointments to Standing Committees for the 2023-2024 Term, Pursuant to 2-67 of the Municipal Code.			
Committee	Not applicable		
Fiscal Impact:	Zero		
File Number:	R-112-2023	**Date**	July 11, 2023

WHEREAS, the Mayor has submitted citizen appointments for standing committees for the 2023-2024 Term; and,

WHEREAS, the appointments are as follows:

Sustainability Committee

Rachel Venegas

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Stoughton that the proper city official(s) confirm the Mayor's citizen appointments to standing committees.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____