Planning Commission Meeting Minutes
Monday, May 14, 2018 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Todd Barman, Matt Bartlett, Phil Caravello, Greg Jenson, Tom Robinson, and Tom Selsor
Members Absent: Mayor Tim Swadley
Staff: Rodney Scheel, Director of Planning & Development and Michael Stacey, Zoning Administrator
Press: None
Guests: Attorney Richard Yde; Brian Spanos; Ryan Quam; Kevin and Diana Hanson; Sonja Vike; Mike Lamberty; Ashley and Mathew Weiss; Luke Johnson; Julie and Todd Merow; Emily Bahr; Ray West; Matt Bellin; Abby Starks; Jennifer Hull

1. **Call to order.** Rodney Scheel called the meeting to order at 6:00 pm.

2. **Elect Vice-Chair.** Jenson nominated Bartlett as Vice-Chair. There were no other nomination.

   Motion by **Jenson** to approve a unanimous ballot for Bartlett as Vice-Chair, 2nd by **Caravello**. Motion carried 5 - 0.

3. **Consider approval of the Planning Commission meeting minutes of April 9, 2018.**
   Motion by **Jenson** to approve the minutes as presented, 2nd by **Caravello**. Motion carried 5 - 0.

4. **Council Representative Report.**
   Bartlett stated an extra-territorial request was approved and there was discussion regarding the make-up of the planning commission. It was decided the planning commission will continue with the same composition of members. There was a first reading for the chapter 38 amendments.

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

6. **Request by Bruce Sime for an extra-territorial jurisdictional (ETJ) land division (CSM) request to split off an existing home from the family farm at 1150 Starr School Road, Town of Rutland.**
   Scheel explained the request.

   Motion by **Jenson** to recommend the Common Council approve the land division request as presented, 2nd by **Selsor**. Motion carried 5 – 0.

7. **Request by Tom Hirsch, Hirsch Group Architecture for site plan approval to construct a new shed and dumpster enclosure at Greenspire Apartments, 1040-1070 Jackson Street.**
   Scheel explained the request.

   Motion by **Selsor** to approve the resolution for construction of the shed and dumpster enclosure as presented, 2nd by **Caravello**. Selsor stated he is glad this is happening. Motion carried 5 – 0.

8. Discuss changes in State law regarding conditional uses with Attorney Richard Yde.
Attorney Richard Yde gave some background information about zoning and conditional uses. Barman arrived at 6:10 pm.

Attorney Yde explained recent changes in state law (Act 67) regarding conditional uses. Approvals and denials of conditional use applications have to be based on facts and information; not feelings. Public hearing testimony is useful if based on facts.

Selsor questioned if we can let the public speak. Attorney Yde stated the public can speak but decisions must be based on facts and information.

Robinson questioned the burden on the City to review conditional use applications in the future. Attorney Yde stated the burden has shifted from the applicant to the city. The burden is on the city to prove factually the basis for a denial.

Jenson stated the commission is essentially a quasi-judicial body that has to rely on facts. Attorney Yde agreed.

Robinson questioned the environmental impacts of a request and the burden to prove such impacts. Attorney Yde stated that in a denial the burden is on the city to prove the impacts.

Barman suggested there may need to be changes to the ordinance and more importantly the application. Attorney Yde stated that makes sense.

Scheel stated some conditional uses may need to be changed to being permitted outright.

9. Request by Lakestone Properties for site plan approval and conditional use permit approval to allow more than 12 residential units per apartment building and to allow more than one principal building on a lot at 1601 Hoel Avenue.
Brian Spanos gave an overview of the project.

Jenson asked what the price point is for the units. Spanos stated $1,300-$1325 for 2 BR unit; $1,000 for a 1 BR unit; and $700's for a studio unit.

Selsor questioned the number of units as being an issue. Spanos stated the units are easy to manage. Spanos noted they have a 61 unit building in the Village of Oregon. Scheel stated 77 units is the maximum number of units allowed under this zoning classification; MR-24.

<u>Bartlett opened the public hearing.</u>

<u>The following people spoke opposed to the conditional use:</u>

Kevin Hanson	Diana Hanson
Sonja Vike	Matt Bellin
Jennifer Hull	Luke Johnson
Ray West	Todd Merow
Abby Starks	

Primary concerns were stormwater management; traffic and safety.

The following spoke in favor of the conditional use:
Ryan Quam
Brian Spanos

Bartlett closed the public hearing.

Selsor questioned the process and stated he would like to table the request until the next meeting.

Motion by **Selsor** to Table the request until the next meeting to allow more information to be provided, 2nd by **Caravello**. Motion failed 2 – 4 (Selsor and Caravello voted yes).

Motion by **Barman** to recommend the Common Council approve the conditional use to allow more than 12 residential units per apartment and to allow more than one principal building per lot at 1601 Hoel Avenue, 2nd by **Jenson**.

Barman explained his reasoning for recommending approval is because the density is allowable by zoning and that this building configuration allows for more landscaping and a more cohesive layout for the site.

Motion carried 4 – 2 (Selsor and Caravello voted no).

Site Plan
Barman questioned if permeable pavement was considered. Ryan Quam stated they decided on traditional pavement due to having a wet pond and potentially poor drainage soils.

Jenson questioned if covenants would allow accessory structures such as playground equipment. Scheel stated the city does not control covenants but accessory structures would be allowed by zoning.

Motion by **Barman** to approve the site plan as presented, 2nd by **Jenson**. Motion carried 4 – 2. (Selsor and Caravello voted no)

10. Request by Kathy Kamp, Wisconsin Partnership for Housing Development for certified survey map (CSM) approval to split the property at 309 Pine Street.
Scheel explained the request.

Motion by **Barman** to recommend the Common Council approve the land division request as presented, 2nd by **Caravello**. Motion carried 6 – 0.

11. Request by City of Stoughton to rezone a parcel along the Yahara River and behind Stoughton Hospital, 900 Ridge Street from PD – Planned Development to I – Institutional (Park).
Scheel explained the request.
Bartlett opened the public hearing.

No one registered to speak.

Bartlett closed the public hearing.

Motion by **Bartlett** to recommend the Common Council approve the rezoning request as presented, 2nd by **Jenson**. Motion carried 6 – 0.

12. Discuss proposed ordinance amendments related to the request by the Common Council to develop an ordinance for consideration by the council that would amend existing City ordinances such that no building in a historic district listed on the National Register of Historic Places may be demolished without review and recommendation by Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.
Jenson stated that his recent discussions with Mayor Tim Swadley indicated the desire to have a special meeting for this topic in order to complete the amendment in a timely manner.

Scheel gave an overview about where we are at in the process.

Selsor suggested the contributing properties be named specifically as having to meet the requirements of the ordinance.

Scheel explained the difference between local landmarks, contributing properties within the commercial main street historic district; non-contributing properties within the commercial main street historic district and the downtown design overlay zoning district.

Jenson stated non-contributing properties should be allowed to be demolished that way a new building will have to meet the City design criteria for the downtown. Attorney Yde agreed with this.

Jenson also suggested a special meeting with the Mayor and City Attorney Matt Dregne.

Barman stated allowing non-contributing properties to be demolished could pose a problem in that now we have a property that could end up as parking or greenspace and not be developed.

Scheel polled the commission for the best day to have a special meeting. A meeting date will be decided soon.

13. Future agenda items. None discussed.

14. Adjournment.
Motion by **Jenson** to adjourn at 7:40 pm, 2nd by **Selsor**. Motion carried 6 – 0.

Respectfully Submitted,

Michael Stacey

Special Planning Commission Meeting Minutes
Tuesday, June 5, 2018 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Mayor Tim Swadley, Chair; Matt Bartlett, Vice-Chair; Phil Caravello; Greg Jenson; Tom Robinson; and Tom Selsor
Members Absent: Todd Barman
Staff: Rodney Scheel, Director of Planning & Development and Michael Stacey, Zoning Administrator
Press: None
Guests: Attorney Matt Dregne; Intern from Stafford-Rosenbaum; Dorann Bradford; Peggy Veregin and Jordan Tilleson

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

2. **Staff recommendation to lift the temporary demolition moratorium for the East Park Historic District, East Side Historic District, Northwest Side Historic District and Southwest Side Historic District.**
Scheel explained the staff recommendation to lift the moratorium for the East Park Historic District, East Side Historic District, Northwest Side Historic District and Southwest Side Historic District. Attorney Dregne stated no regulations are being reviewed related to these districts.

Motion by **Jenson** to recommend the Common Council approve the resolution to lift the temporary demolition moratorium for the East Park Historic District, East Side Historic District, Northwest Side Historic District and Southwest Side Historic District, 2nd by **Bartlett**.

Jenson questioned if Peggy Veregin who is the Chair of the Landmarks Commission has any objections. Veregin stated she did not.

Mayor Swadley agrees with the removal of these districts from the Moratorium.

Motion carried 6 – 0.

3. **Discuss proposed ordinance amendments to section 78-517, downtown design overlay zoning district requirements.**
Scheel gave an overview of the agenda item.

Attorney Dregne asked if the commission thinks demolitions should be regulated under chapter 78.

The consensus was that the commission wants to regulate demolitions but would like to tour the downtown with someone knowledgeable in historic preservation to help decide what buildings should be regulated. Caravello has interest in regulating demolition for all buildings while the majority would like to regulate only contributing buildings.

Peggy Veregin explained the difference between a nationally recognized property vs a local landmarked property. A nationally recognized property is more honorary with no regulation and a local landmarked property is regulated locally under City Ordinances Chapter 38 – Historical Preservation.

Scheel began a discussion about creating a local historic district which would be regulated under chapter 38. Chapter 38 has specific regulations for demolition. Veregin agreed it would be best to create a local historic district so all properties are regulated equally.

Selsor left at 7:47pm

Veregin stated that guidelines are created when a local historic districts are established. Designation of contributing and non-contributing properties is initially done at the time the district is created. Creating a local district can take time since each building in the district needs to be evaluated. However, some of this work was done when the (Downtown) Main Street Historic District was created a National District.

The group discussed regulating only the street façade of contributing buildings. Veregin agreed that the architectural significance is with the front street façade's.

Attorney Dregne outlined decisions that need to be made after the downtown tour as follows:

- Should chapter 78 only regulate contributing structures in the downtown design overlay zoning district.
- Decide what part of the building should be regulated such as street façade only. Does it include side street facades?
- Decide how to designate contributing properties.
- Decide how to define demolition.
- Decide what standards govern demolition related to fault of owner.
- Decide what guidelines should apply to other projects (other than demo) for contributing, non-contributing and new construction.

The commission discussed availability for a tour of the downtown.

4. Future agenda items.
Special meeting to tour the downtown.

5. Adjournment.
Motion by **Caravello** to adjourn at 8:15 pm, 2nd by **Jenson**. Motion carried 5 – 0.

Respectfully Submitted,

Michael Stacey

REDEVELOPMENT AUTHORITY MEETING MINUTES
Monday, April 16, 2018 – 5:30 p.m.
Hall of Fame Room

Present:
Scott Truehl, Roger Springman, Peter Sveum, Regina Hirsch, John Kramper, Ron Christianson and Finance Director Tammy LaBorde

Absent and excused:
None

Others Present:
Gary Becker and Mayor Swadley, Brian Girgen, Denise Duranczyk, Dale Reeves, Carl Chenoweth, Emily Bahr, Abby Abramovich.

Call to order:
Truehl called the meeting to order at 5:30 p.m.

Communications:
LaBorde passed out a newsletter from the Clean Lake Association. Springman asked to add the Monona presentation to the packet and place on the website. The Marathon site was extended until the first Monday in June and contains the valuation guarantee of $800,000. LaBorde noted that the packet included a response from Planning Director Scheel regarding the future calculations of storm water fees related to the riverfront development area. Springman thanked Scott, Peter and John for their service to the RDA.

Approval of the March 14, 2018 RDA Meeting Minutes:
Moved by Hirsch, second by Springman, to approve the minutes of the March 14, 2018 RDA meeting as presented. Denise Duranczyk asked why the minutes didn't include that she was present for the meeting. Truehl stated that there also were others present and that we usually only include those who are on the agenda. Motion carried unanimously.

RDA Financial Report:
LaBorde presented the RDA financial report. Moved by Sveum, second by Springman, to adopt the financial report as presented. Motion carried unanimously.

Discussion and possible action regarding By-laws with changes recommended by the City Attorney:
Discussion took place on the response from the City Attorney and his suggestions have been incorporated into version four. Mayor Swadley asked the needs related to an Executive Director and possibly this could be a new opportunity for the Planning Director. He believes that both Finance and Planning should be represented at the RDA. Hirsch suggested adding "and/or" related to the Executive Director. Truehl suggested forwarding this to the City Attorney for his review. Mayor Swadley stated that he would be meeting with the City Attorney.
Moved by Hirsch, second by Springman, to approve the RDA by-laws to include pending "Finance Director and/or Planning Director" language related to the Executive Director. Motion carried unanimously.

Discussion and possible action regarding Revolving Loan Fund:

LaBorde stated that she had referred two parties to WWBIC – Fosdal Bakery and a new Art Gallery. She stated that she had not followed up with An to determine the status. Hirsch requested that An attend the next RDA meeting to discuss the program and the latest interest. Springman would like a summary of what has occurred with this program. LaBorde is to contact An and see if he can attend the next RDA meeting.

Discussion and possible action regarding TIF restructure:

a. Review and discuss the TID #8 Project Plan draft:

Gary reviewed the proposed draft of TID 8. He noted that it is starting to come together and reviewed all of the attachments. The financial projections assume a ½% per year property appreciation which is being conservative, and a 1.3% annual construction inflation factor. Development is spread out over time and had taken the phased in approach to development. The City will need to borrow funds initially. He utilized the Engberg Anderson Plan to put this together so if density is significantly less than this plan, he would have to redo all of the projections. The City passes the 12% TIF Test and is at 4.8% so there is still TIF capacity available. There should be no changes to zoning needed however it will need to be rezoned for Plan Development. The project should have a signed development agreement to outline all of the issues. If a lift station is needed and serves in and outside the TID, he would have to do some recalculating. This plan also includes 25% of the Whitewater Park which ultimately benefits the TID. Gary is meeting with Director Glynn regarding the Whitewater Park on Friday. Springman asked about the Uniroyal odors; Becker stated that the TID can incur expenses within ½ mile that benefit the TID.

b. Set date in May for facilitated joint meeting with COW to discuss TID restructure:

Becker stated that the Public Hearing should be scheduled for June. There was discussion as to when a meeting with the Council should be scheduled. The RDA directed Becker to continue moving forward with the TIF restructure.

c. Review Idle Sites Grant application and authorize submission:

Becker noted that the grant must be for a minimum of five acres. He is putting Milfab and Highway Trailer sites together for this grant. The reduced assessed value for the property as well as the reduction in electricity usage shows that the shutdown began in 2018. He still has some work to do on the application and plans to present the information at the April 24th meeting of Finance and Council. There are other expenses that the grant will cover and the grant period is for a twenty-four (24) month period. The RDA could also request an extension if needed. The grant may not be approved until July. Becker also noted that he is working on a WAM grant for the Milfab project to do a phase II study.

Riverfront Redevelopment Area:

a. Vision Statement:

Springman and Hirsch created a draft vision statement for everyone to review. Becker stated that he would like to include this with the TID plan. Mayor Swadley noted that this is a step in the right direction.

b. Update regarding Powerhouse:

Abby Abramovich stated that she is still interested in the building and has started their financial analysis. She is concerned with portions of the building and the degradation along the east wall and damage to the northeast corner. The southeast wall also has degradation and the corner. There is also a destabilization issue with the river wall. Mayor Swadley suggested discussing this at the joint meeting and to also discuss what to do with the building issues prior to developing the area. Becker noted that the Public Works Garage is also related to the discussion. Truehl suggested that Abramovich bring her proposal on the site to the RDA first once she is ready.

c. Millfab/Carpet Warehouse demolition update:

Truehl reported that the Carpet warehouse came down last week and that Milfab is nearing completion. By the end of May the site should be cleaned up. Vierbicher continues to monitor the project.

d. Update on Highway Trailer Building:

Truehl stated that he signed the Change order for the demolition of the HTB excluding the Blacksmith shop. They plan to begin around June and it will take a number of months to complete. He has asked for a staging plan. Our consultant stated that it would be useful to have a structural engineer available when it comes close to demolition near the blacksmith shop. Truehl will send out the plan when he receives it. He noted the ultimate goal is to get South Street open to traffic. He encouraged the RDA to continue to report to the Council at least quarterly if not monthly.

Future agenda items – Review and Discussion:

Create June Meeting with Council
An - Revolving Loan Fund update
By-law update for next meeting

Adjourn:

Moved by Sveum, second by Christianson, to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully submitted,
Tammy LaBorde
Director of Finance & Economic Development

REDEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, May 9, 2018-5:30 p.m.
Hall of Fame Room

Present:
Roger Springman, Ron Christianson, Carl Chenoweth, Gary Becker, Denise Durancyzk, Regina Hirsch and Brian Girgen

Absent and excuse:
Finance Director Tammy Laborde

Others Present:
Mayor Swadley, Bill Livick, Dorann Bradford, Suzanne Vincent, Gary Blazek, Robert Kardasz, An Nguyen, Roger Thompson, Jamin Freidl, Abby Abramovich, Emily Bah, Lisa Aide

Call to order:
Springman called the meeting to order at 5:30 p.m.

Introduction of new RDA members:
Springman introduced new members Carl Chenoweth and Brian Girgen. Lucas Trow will be joining at the next meeting on May 30th. Chenoweth and Girgen introduced themselves. Carl is a civil engineer, semiretired and is involved in building construction/destruction and contract management. Brian works at JP Cullen as an estimator. Has knowledge in restoration and reconstruction. Lucas works for McFarland State Bank as a Commercial Loan Officer. Denise Durancyzk and Regina Hirsch will be the alderpersons representing Council. Welcome to all.

Elect RDA Chair:
Springman opened up nominations for Committee Chair. Durancyzk nominated Springman to serve as Committee Chair. No other nominations were made. Chenoweth motioned to elect Springman, Hirsch second. Springman was elected as Committee Chair unanimously.

Elect RDA Vice Chair:
Springman opened up nominations for Committee Vice Chair. Duranczyk nominated Chenoweth. No further nominations. Hirsch motioned, second by Durancyzk. Chenoweth was elected as Vice Chair unanimously.

Communications:
Discussion on Finance Director Laborde's last day with the City of Stoughton. Please sign card for her.

Hirsch let everyone know that Parks & Rec will be hosting the unveiling of their Whitewater Rapids plan next Wednesday, May 16 at 6:00 p.m. at Opera House. Also brought up needing a volunteer for white water task force committee

Springman stated he has kept in contact with Mark Ernst in regards to the blacksmith shop. May have potential developers for the site. He will keep committee updated.

Mayor Swadley introduced Jamin Freidl, Director of Finance/Administration, Stoughton Utilities and said that Utilities Director Kardasz and Planning Director Scheel will be joining the RDA meetings in the future.

Approval of the April 16, 2018 RDA Meeting Minutes:

Moved by Hirsch, Durancyzk second with the following corrections: please add the names of the people that were present in the audience last meeting. Motion carried unanimously with requested change.

Discussion on Revolving Loan Fund-An Nguyen, WWBIC:

An Nyguen from WWBIC gave an overview and update on the RDA's revolving loan program and ways in which it might be modified or improved in the future. He passed out a document entitled "Companion Loan Program" and another example of what WWBIC can offer aside from basic administrative services. Stoughton's fund began with a $250,000 balance and a loan of $50,000 was made to Viking Brew Pub. Mr. Nyguen is very willing to work with the RDA to make essential improvements in the future. Springman said that the RDA will be appointing a member to oversee the fund and that person would be contacting him.

Discussion and possible action regarding Adoption of By-laws:

Springman gave an overview of the remaining issue needing resolution which is language regarding the Executive Director and who will serve in that capacity. As the City has yet to determine who might serve in that capacity and as Attorney Dregne suggested language that would avoid the need for a specific city title identification, it was broadly agreed to move in the direction of the attorney's position. Durancyzk motioned to accept the By-Laws as-is with the changes noted to Section 3. Second by Chenoweth. Hirsch made a friendly amendment to make all changes in the current draft to Executive Director wherever the Finance Director is mentioned. Chenoweth accepted the friendly amendment. Motion to change By-Laws was moved by the Chair and passed unanimously. With this motion, the new By-Laws will be effect at the next RDA meeting and all members need to be aware of the code of ethics requirement.

Update on Marathon site:

Springman discussed the intended June 4th closing date by purchaser Todd Nelson. Closing date has already been moved from April 1 to June 4th. Todd Nelson has not acquired building permits or contacted the Zoning Department as of this date. Springman would like to visit with Nelson to make sure his plans for purchase have not changed.

RDA Financial Report:

None

Discussion and possible action regarding TIF Restructure

a. **Timetable, draft progress, and remaining needs:**

Springman visited with Council President Majewski and learned that a number of changes will be needed to expedite efficient work with the Council. Specifically, Majewski believes a joint RDA-City Council COW meeting in June would not be useful and prefers some other mechanism for feedback or input. Also, he would like to see the Whitewater Park integrated into a new map of the Riverfront Project area and not the Ernst "B" option from the June 2017 charrette. He also wanted to make clear that the city has yet to transfer the PowerHouse parcel and the Public Works Dept. parcel to the RDA.

Gary Becker reviewed the purpose of the concept plan and noted that it is meant to be a living document to work with potential developers. Chenoweth agreed that the current concept plan should be kept, but modified as needed to reflect current conditions. The notion of soliciting direct Council input was mentioned as it was decided that such a survey should contain questions on major topics, (e.g. housing, green space, commercial-retail). Suzanne Vincent said it would be possible to add the whitewater park scheme to the current concept plan. Springman will work with Gary Becker and Suzanne Vincent to prepare appropriate materials for the May 22nd Council meeting. Chenoweth moved a motion to let Gary Becker hire Suzanne Vincent under his contract with the RDA for the purposes of concept plan development. Second by Hirsch. Motion passed unanimously.

b. <u>Set Dates for Public Hearing and facilitated COW meeting:</u>

Gary Becker would like to lock the date for the Public Hearing as soon as possible to retain sufficient time for preparation and legal notification. If the RDA seeks to work with the Council for a hearing on June 26th, that decision must be made on May 30th. Otherwise, the hearing would have to be moved to July. At this point there will be no COW meeting.

c. <u>Review grant application:</u>

Gary Becker briefly mentioned that the Idle Sites Grant has been submitted to WEDC. Because of the quality of Stoughton's application, there is chance that the grant could yet be funded in the upcoming cycle.

<u>Riverfront Redevelopment Area:</u>

a. <u>Discussion on vision statement and need for "Riverfront At-a Glance Flyer"</u>

Discussion on vision statement on need for "Riverfront-at-a-glance" Flyer.

Springman discussed the current vision statement that was completed in March by himself and Hirsch. He said it incorporated key finding from June 2017 charrette and provides a good basis for final version adoption. Also, because the public will need an easy-to-understand summary of the Riverfront Project, a flyer of some sort is needed. He would like to see this work done through an RDA subcommittee.

b. <u>Discussion on creation of an Ad-Hoc committee on public gathering space needs</u>

Springman raised this need for the RDA to consider. He pointed out that owing to the importance of both green space and a public gathering area from June 2017

charrette findings, it makes sense to give this a priority going into summer. This need seems especially critical for the eastern side of the Riverfront area as the western side is dominated by the potential Whitewater Park. This might make for an excellent ad hoc committee comprised of interested and motivated citizens.

c. <u>WAM Grant for Phase II MillFab Remediation:</u>
No discussion

d. <u>Update on discussions involving Powerhouse Building:</u>
Gary Becker mentioned that he met with city officials and Abby Abramovich and her husband recently regarding PowerHouse matters. It was made clear that the City currently controls the site. Ms. Abramovich came forward to provide an update on their distillery plans and seek some answers to questions that remain on their minds. They have visited the building, prepared some preliminary estimates, and reached out to historical architects. Her questioning on ownership spurred an additional discussion on the process by which the City needs to discuss property transfer arrangements with the RDA. Utilities Director Kardasz, reviewed the process as he understands it and Mayor Swadley agreed that it may be time to meet with Attorney Dregne and Council President Majewski on how to move the process forward.

e. <u>Update on MillFab/Carpet Warehouse demolition:</u>
Gary Blazek from Vierbicher said work on the Carpet Warehouse is effectively completed. MillFab work continues for the final leveling and debris removal.

f. <u>Update and possible action on Highway Trailer Building complex:</u>

i. <u>Update on change order and staging plan for demolition-Gary Blazek, Vierbicher:</u>

<u>ii. Idle Sites Grant appliction:</u>

iii. **<u>Structural Engineer need for Highway Trailer Building Demolition:</u>**
Chenoweth gave an overview of what he learned about existing change orders and the status of Blacksmith Shop protection needs. He discovered that Change Order #2 does not provide adequate protection for the Blacksmith Shop nor does it provide sufficient detail for Earth Construction to proceed with Highway Trailer demolition. It was written too vaguely and openly. He also pointed out that owing to the common wall that exists between the Blacksmith Shop and building “C”, great care must be taken during deconstruction. Questions then arose on who should take responsibility for both improving the change order and protecting the Blacksmith Shop. Chenoweth found an engineering company, Facilities Engineering, willing to provide a structural assessment for protecting the Blacksmith Shop. Chenoweth motioned to have Earth Construction, not the RDA, work directly with Facilities Engineering for structural engineering assistance and to give a report at the May 30th meeting. Second by Brian Girgen. Motion passed unanimously.

Gary Blazek from Vierbicher reviewed their role in developing Change Order #2. Chenoweth said he would work with Blazek to update change order language and make it consistent with the new goal of tearing down Highway Trailer Buildings along South Street by July 4th. Both Chenoweth and Blazek agreed that this would require changing the initial staging plan prepared by Earth Construction. Preliminary discussion with Jon Onsguard from Earth Construction suggested that this timing is doable. Chenoweth will report back to the RDA on May 30th with all current updates on the Change Order.

Other demolitions matter. Springman passed out late-arriving requests for payment involving demolition. Pay request #2 for the sum of $125,000 involves payment to Earth Construction for work conducted on the MillFab site over the past several months. Chenoweth motioned to approve, second by Hirsch. Motion passed unanimously. The other pay request involved asbestos-related abatement services performed by Earth Construction subcontractor on the MillFab site for the sum of $4851. Motion to approve by Hirsch and second by Chenoweth. Motion passed unanimously.

Discuss and set additional May meeting date- possibly May 30:

It was concluded that an additional meeting is essential and May 30th was selected.

Future agenda items:

Marathon property site update
Highway Trailer demolition and change order update
CIP and future budgeting
Committee and topic assignments
Executive director assignment update
Results from Council survey
Selection of TID 8 Hearing date

Adjourn:

Motioned to adjourn by Chenoweth, second Regina. Motion carried unanimously.

REDEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, May 30, 2018-5:30 p.m.
Hall of Fame Room

Present: Roger Springman, Carl Chenoweth, Denise Duranczyk, Lukas Trow

Absent: Regina Hirsch and Brian Girgen

Unexcused: Ron Christianson

Others Present: Gary Becker, Todd Nelson, Bill Livick, Charles Vervoot, Bob Kardasz, Rodney Scheel, Dale Reeves, and Mayor Swadley

Call to order:
Springman called the meeting to order at 5:35 p.m.

Introduction of new member Lukas Trow
Lukas introduced himself and gave his background information. He has worked at McFarland State Bank for 5 years as a commercial loan officer.

Communications:
Chair Springman discussed the updated By-Laws. One more minor correction needs to be made and they then will be placed on our website. The RDA roster lists all new members, but some contact information may need to be updated. Members were encouraged to send correction needs to Chair Springman ASAP. Springman met with Finance Director Laborde on her last day to wish her well and give her a little gift and card. He thanked her for her time with us. Springman presented a 1929 grounds map of the Stoughton Mfg. Company which is now the backbone of the Riverfront Project area. Building Inspector Kittleson received the map from a Stoughton resident several years ago. Mayor Swadley and Springman met with Olivia Parry of the Dane County Housing Initiative last week. She talked about the importance of creating "Co-working spaces" for millennial telecommuting. She said at least four such companies now operate in Madison and she encouraged us to learn more about them. She is also keenly interested in workforce housing and encouraged Stoughton to consider such needs in the Riverfront area. Parry can come back and discuss this topic in more detail. Mayor Swadley is interested in working with her to see what resources and help she can provide on this topic and is working toward a proposal that would allow her to provide a variety of housing and economic development assistance. Springman passed out some handouts that Marlene Widra provided. She is very interested in housing and serving on an ad hoc committee or helping in other ways. Springman reviewed a packet handout on "middle housing" (housing of 2 to 10 dwelling units) that Gary Becker had provided. Duranczyk stated she is concerned about the amount of increment generated by these smaller housing units. She wondered if it economically viable for the amount of TIF involved in the Riverfront Project. Chair Springman said that a development team led by Mark Earnst will be coming to Stoughton next Monday afternoon to tour the Blacksmith Shop and Riverfront Project area.

Public Comment: No citizens spoke.

Approval of May 9, 2018 minutes:
Duranczyk moved to approve, seconded by Chenoweth. All voted; passed unanimously.

Agenda Repair
None

Old Business Items:

a. Update on Marathon site
Closing will not happen on June 4th. Chair Springman was informed by Todd Nelson yesterday that it would not happen because his lender was not comfortable with site remediation uncertainties. Nelson said soil tests were done in 5 locations, all were contaminated with petroleum products and, ground water, which was at 30", was also contaminated. Nelson is concerned with remediation costs as he has spent a considerable amount already. Springman said action cannot be taken tonight owing to the lack of agenda preparation, but options can be reviewed and then an action can be taken on June 13th. Chair Springman met with the Mayor, Planning Director Scheel and Attorney Affatati to review options. There are three options: 1) Let offer lapse, but this would mean that we did not let Nelson satisfy the counter offer. 2) Could work with Nelson to create a new closing date, perhaps in middle of July, to allow one final time to remove all contingencies. A stipulation would be created to allow both parties to walk away if contingencies were not met and City would keep earnest money, and 3) Same as above with new closing date, but RDA could accept a secondary offer until closing. Attorney Affatati would draft these options into a usable form for next meeting. Duranczyk stated she thought the site was cleaned up and ready to go and doesn't understand how this situation happened. How can we avoid this in the future and how did the process fail? Mayor Swadley stated that from now on, all paperwork will run through the clerk's office so we have a record of site and project activities. We need a "keeper of the record" which should be City Hall.

b. Update on Highway Trailer Demolition and Possible Action on Change Order # 2.
Chenoweth gave an update on his work with Gary Blazek and Jon Onsguard. Even though Change Order has still not been developed, Earth Construction is committed to removing buildings along South St. to meet opening target of July 4th. Big problem has been coordinating schedules with structural engineer Dan Maki. Onsguard will be on vacation until June 11th, but he is confident that sufficient work will be completed to meet imposed deadline. Will walk through again and talk to contractor when get gets back from vacation. . Chenoweth will get a cost quote on various options to stabilize the Blacksmith Shop and how to fix the roof.

c. Update on blacksmith Shop Stabilization and Structural Assessment.
Little formal work has been done on structural assessment as Dan Maki has been unavailable. However, Chenoweth said that site walks have shown that the south wall of the Blacksmith Shop (the Annex wall) is very fragile and also a major stabilization concern along with the common wall between the Blacksmith Shop and Building "C". It is hoped that all parties will be able to do another site walk the week of June 11th to determine options for costing out.

d. Update son TID 8 Project Plan and Public Hearing Needs with Possible Selection of a Hearing Date.
With confirmation from Council President Majewski that June 26th was available to the RDA for our two Public Hearings, Gary Becker reviewed the situation and said that he believes all notices and materials are in good order to meet that date. Chair Springman said that if this date was not selected, our next opportunity would be July 10th or 11th. If the 26th was chosen, our RDA Hearings would begin at 6:00 p.m. and run until 7:15 or perhaps 7:30. The regular City Council meeting would begin immediately after our meeting adjourns. Chenoweth moved to have the meeting on June 26th, Duranczyk seconded. Motion carried 4-0. Gary Becker will immediately begin assembling official hearing notices and Project Plan materials for release to the City Clerk early next week.

New Business Items:

a. Report of May 22nd presentation to Council and findings from Council Riverfront Project Survey
Chair Springman said he received six responses from council members. All were supportive of the direction the RDA is taking and current efforts to keep the process open and transparent. Council members liked the flyer and they are comfortable with RDA leadership. It still remains that council members are supportive of significant green space and a reasonable amount of ownership housing.

b. Development of Draft Flyer for May 22nd Meeting and Future Directions.
Becker gave a brief overview of the current draft flyer. Much of the layout and graphics work was done by Suzanne Vincent. A number of changes and tweaks will be needed to get it ready for Public Hearing use in June.

c. RDA Committee and Task Assignments with Possible Formation of Ad Hoc committees.
Chair Springman spoke to the need to make sure that key topics were being addressed by the RDA over the coming months. He reviewed the draft table and said we should get as far as possible this evening with essential assignments. This topic will also be taken up at June 13th meeting. Following are the results of the discussion and assignments:
Revolving Loan Program: Led by Lukas Trow and could turn into ad hoc committee
Riverfront I/E: Led by Regina Hirsch and she may seek additional help.
Green space/public gathering: Likely ad hoc but not assigned
Housing: Likely ad hoc but not assigned
Communication/Website: Not assigned
Whitewater Park Steering Committee: Led by Carl Chenoweth

Chenoweth offered two more topic or issues for the RDA to consider: project development and railroad corridor redevelopment. May be included in future assignment listing.

d. Executive Director update: Not covered.

e. CIP and future budget planning needs

Duranczyk reviewed the current process being used by the city to establish annual budgets and capital expenditure needs within them. She said the RDA has never really formally engaged the process even though we have had on-going operational and administrative expenses. Duranczyk said CIP requests are due by June 15th, two days after our next meeting, and that is why she would like to flush out some capital needs items tonight. The CIP process takes into account capital expenditure needs five years out.

CIP Draft for RDA:

2019

Blacksmith Shop restoration	
Riverbank restoration	
Phase 2 Stoughton Hwy Trailer Building	grant

2020

River walk	$70,000
Pedestrian Bridge	$497,025
Lift Station	$400,000
Public Works Garage Demolition	$200,000

2021

Public Works Environmental Test/remediation	$100,000
E. South Street improvements	$200,000
4th Street improvements	$200,000
Bury electric power lines, E. South St	$400,000

2022/2023?

Purchase additional properties	$1.1-1.4 million?

Discussion on Water main as well, no decisions were made.

d. Communications and Website Updating Needs.

Duranczyk provided a handout that summarized the architecture of the current site with updated suggestions for 2018. She pointed out that consistent administration and oversight will be needed to keep it current in what will be a most busy period of time. She recommended that we step back and work with John Montgomery and Derek Westby to make sure we have a plan that works going forward. Some RDA member must review and approve content placement before it gets added to the site.

Future Agenda Topics and Date for Next Meeting:

Next meeting will be June 13th.

Task and Ad Hoc Committee Update
2019 CIP Review and Decision Making
Property Acquisition Needs and Process
Website Update
Highway Trailer Change Order Update and Possible Approval
Marathon Site Decision Making
TID 8 Public Hearing Update and Promotion Needs

Adjournment:
Motion to adjourn by Chenoweth, second by Duranczyk, carried 4-0. Adjourned at 7:52p.m.

Respectfully submitted,
Deb Blaney
Accounting Specialist

Landmarks Commission Meeting Minutes
Thursday May 10, 2018 – 7:00 pm
City Hall, Hall of Fame Room, Lower Level, 381 E. Main Street, Stoughton, WI.

Members Present: Peggy Veregin, Chair; Alan Hedstrom, Vice-Chair; Greg Pigarelli, Secretary; Kimberly Cook; Todd Hubing and Tom Majewski
Absent: Kristi Panthofer
Staff: Michael Stacey, Zoning Administrator
Guests: None

1. **Call to order.** Veregin called the meeting to order at 7:05 pm.

2. **Elect Chair.** Hubing nominated Veregin to be Chair. There were no other nominations. Motion by **Hubing**, 2nd by **Cook** to approve Veregin as Chair. Motion carried 6-0

3. **Elect Vice-Chair.** Cook nominated Hedstrom to be Vice-Chair. There were no other nominations. Motion by **Cook**, 2nd by **Hubing** to approve Hedstrom as Vice-Chair. Motion carried 6-0

4. **Elect Secretary.** Hubing nominated Pigarelli to be Secretary. There were no other nominations. Motion by **Hubing**, 2nd by **Cook** to approve Pigarelli as Secretary. Motion carried 6-0

5. **Consider approval of the Landmarks Commission meeting minutes of April 12, 2018.** Motion by **Cook** to approve the minutes as presented, 2nd by **Pigarelli**. Motion carried 6–0.

6. **Discuss exhibit for the Linderud photo collection.**
   Hubing has been checking on display options before contacting the Bryant Foundation. Hubing stated the cost is between $3000 and $5000 for folding displays/easels. Hubing is looking in to online access to the photo collection. The Commission discussed options for the public to access the collection.

7. **Discuss local landmark designation plaques.**
   Stacey provided an inventory of the known plaques. Veregin plans to send a letter to the property owner's where it is unknown if there are plaques. Veregin plans to seek costs to provide plaques to the properties that have none for next year's budget request. The commission discussed providing instructions for proper installation of the plaques.

8. **Discuss outreach to Main Street property owners.**
   Hubing and Hedstrom plan to work together to come up with outreach ideas. The commission discussed the purpose of providing outreach. There is much confusion related to regulations for the downtown properties. Cook suggested the commission have a specific meeting to just discuss this topic. The commission agreed to meet next month regarding this topic.

   Hubing left at 8:00 pm.

9. **Local landmark status update for 148/154 E. Main St, 118 N. Page St and 515 E. Main St.**
   Stacey provided nomination paperwork for all but 118 N. Page Street. There is nothing else to report at this time.

10. Status update for Highway Trailer / Moline Plow building redevelopment.
Majewski gave an update regarding the blacksmith shop. Stacey stated the highway trailer building demolition is planned to start June 11th with E. South Street reopening by July 4th.

Majewski stated the Jeffris Foundation came to look at the site.

11. Status of Power Plant building redevelopment.
Nick and Abby Abramovich continue to seek development of the power plant. The commission discussed potential changes to the power plant if the parks plan for the river moves forward.

12. Status of 2017 local landmark grants.
Currently 2 of the 3 grants awarded have approved COA's to proceed. An extension has been requested for 3rd.

Motion by **Hedstrom** to allow a 1-year extension for the property at 327 E. Washington Street with a grant award of $625, 2nd by **Cook**. Motion carried 5-0.

13. Discuss 2018 local landmark grant applications.
Letters will be sent tomorrow to the local landmark property owners. This item will need to be on the June agenda. Veregin will mail the meet-up postcards from Madison tomorrow.

The commission reviewed the application from Woodland Studios. Cook stated we need more details about the repair of the windows.

14. Commission Reports/Calendar.

- The commission discussed upcoming budget items.
- Hedstrom mentioned he talked to Richard Albright who would like to discuss possible options for use of the McFarland State Bank building.
- Majewski stated the City recently approved the gift of the building to the City from McFarland State Bank with details still pending.
- Stacey stated Dave Kalland is seeking interested parties to become a members of the Stoughton Historical Society.
- Stacey suggested an earlier meeting time and the group agreed with a 6:30 start time. Veregin to contact Hubing and Panthofer for confirmation.

15. Future agenda items.
Next agenda shall be:

1. Budget; 2. Mini grant applications; 3. Main Street outreach

16. Adjournment. Motion by **Hedstrom** to adjourn at 9:05 pm, 2nd by **Pigarelli**. Motion carried 5 - 0.

Respectfully Submitted,

Michael P. Stacey

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 14, 2018 – 5:00 p.m.
Stoughton, WI

Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Tim Swadley, Alderperson Nicole Wiessinger

Excused: Alderperson Regina Hirsch

Absent: None

Others Present: Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E., Stoughton Utilities Operations Specialist Martin Seffens

Call to Order: Stoughton Utilities Director Robert Kardasz called the regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the April 16, 2018 Regular Utilities Committee Meeting, Stoughton Utilities March 2018 Financial Summary, Stoughton Utilities March 2018 Statistical Report, Stoughton Utilities April 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 6 to 0.

Election of the Utilities Committee Chairperson and Vice-Chairperson: Motion by Alderperson Pat O'Connor to nominate Citizen Member David Erdman to the position of Stoughton Utilities Committee Chairperson. Discussion followed. The motion carried unanimously 6 to 0.

Motion by Alderperson Pat O'Connor to nominate Citizen Member John Kallas to the position of Stoughton Utilities Committee Vice-Chairperson. Discussion followed. The motion carried unanimously 6 to 0.

Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council: Motion by Alderperson Pat O'Connor to nominate Alderperson Regina Hirsch to the position of Utilities Committee Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 6 to 0.

Motion by Alderperson Nicole Wiessinger to nominate Alderperson Pat O'Connor to the position of Alternate Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 6 to 0.

Selection of the Utilities Committee date and time: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to designate the monthly meeting date to remain as the Monday after the first regularly scheduled meeting of the Stoughton Common Council at 5:00 p.m. Discussion followed. The motion carried unanimously 6 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee March 19, 2018 Meeting Minutes
- Stoughton Utilities February 2018 Financial Summary
- Stoughton Utilities February 2018 Statistical Report

Proposed Electric and Water Tax Stabilization Dividends: Stoughton Utilities staff presented and discussed proposed electric and water tax stabilization dividends of $27,975 and $6,261 respectively. Discussion followed. Motion by Alderperson Pat O'Connor, the motion seconded by Alderperson Nicole Wiessinger, to approve the electric and water tax-stabilization dividends as presented, and to present them to the Stoughton Common Council. The motion carried 5 to 1, with Citizen Member John Kallas voting noe.

Anticipated 2017 Fund Transfers to the City of Stoughton: Stoughton Utilities staff presented and discussed the following anticipated transfers to the City of Stoughton in 2018:

Payment in lieu of taxes	$814,931
Tax-Stabilization Dividends	$34,235
Rent: Stoughton Utilities Administration Building	$97,415
Administration Charges	$64,000
Police Department Emergency Contact Service	$9,000
Stormwater Management Fee	$7,567
Economic Development Contribution	$1,000
Total:	$1,028,148

Staff informed the committee that these transfers do not include fees for construction related permits, street opening permits, Project RoundUP donations, Commitment to Community donations, renewable energy project grants, or other applicable fees and charges. It was further explained that Stoughton Utilities pays all employment wages and overhead, insurance costs, and legal expenses, and does not receive any taxpayer funding. Discussion followed.

Stoughton Utilities goals status report: Stoughton Utilities staff presented and discussed the Stoughton Utilities goals status report. It was explained that these goals are presented to the Utilities Committee annually, and staff continues to review and revise these goals, noting both

organizational accomplishments, as well as designating new areas for growth. Discussion followed.

Customer collections status report and disconnection timeline: Stoughton Utilities staff presented and discussed a number of items related to Stoughton Utilities' collection efforts. Topics discussed included:

- The amount of current delinquencies 30 or more days past due, a comparison of these amounts to past years, and a discussion of delinquency trends and patterns;
- Historical collection practices prior to 2008;
- Collection practices put into place since 2008, including policies passed by the Utilities Committee and Common Council regarding deferred payment agreements and customer deposits, adherence to the Wisconsin Public Service Commission (PSC) administrative rules, policies regarding notification of delinquencies, partnership with the Wisconsin Department of Revenue, PSC rule tariffs regarding tenant customers, and the utilization of the property tax roll;
- The typical disconnected account has three bills outstanding, and has received service without payment for approximately 115 days;
- A summary of April's disconnection activity, including a timeline of all customer notifications provided prior to disconnection;
- A theoretical timeline for a new customer taking service on January 1 who may have been subject to disconnection in April;
- A sampling of actual anonymized payment histories for customers recently disconnected.

Discussion followed.

Commitment to Community program funding and customer return: Stoughton Utilities staff presented and discussed Stoughton Utilities' Commitment to Community program funding, including the separate funds for both energy conservation and low-income assistance. A brief history of the program and how each fund has been managed was presented.

Stoughton Utilities currently partners with the State of Wisconsin Focus on Energy Program for energy conservation funding, while also maintaining funding for locally administered energy conservation programs unique to Stoughton Utilities. Historical data from 2016, 2017, and 2018 YTD was provided showing the program's return to customers.

Stoughton Utilities currently partners with the State of Wisconsin Home Energy Assistance Program for low income assistance funding. Historical data from the past four heating seasons was provided showing the program's return to customers, and a comparison was provided to the last four heating seasons that Stoughton Utilities maintained a self-administered program.

Discussion followed.

West Substation construction status update: Stoughton Utilities staff presented and discussed the status of the ongoing construction of the new West Substation, including work done by SU's construction contractor to construct the substation structure and outbound underground distribution

lines, as well as work recently completed by American Transmission Company (ATC) to construct the incoming transmission line. Plans and construction photos were shared. Discussion followed.

Cost analysis of an overhead to underground electric system conversion: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Pat O'Connor, to table this item until a future meeting when all members are present. The motion carried unanimously 6 to 0.

Invitation to attend an Orientation to WPPI Energy: Stoughton Utilities staff presented and discussed an upcoming half-day educational program about WPPI Energy and the benefits of joint action. This orientation is open to utility staff and governing officials. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law. Discussion followed.

Utilities Committee future agenda items: Cost analysis of an overhead to underground electric system conversion, annual wastewater Compliance Maintenance Annual report (CMAR).

Adjournment: Motion by Citizen Member John Kallas, the motion seconded by Alderperson Nicole Wiessinger, to adjourn the regular Stoughton Utilities Committee Meeting at 5:50 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director

Cemetery Board Meeting Minutes
Thursday, March 8, 2018 @ 3:00 PM
Mayor's Office, City Hall, 381 E. Main Street, Stoughton, WI 53589

Members Present: Alderperson Greg Jenson, Odean Teigen, Jean Lamers and Dave Kalland, Public Works Director Brett Hebert and Finance Director Tammy LaBorde

Absent & Excused:

Staff: Mayor Donna Olson, Administrative Asst. Vickie Erdahl and Street Supervisor John Halverson

Guests: Ron Wick

Call to Order: Meeting called to order by Hebert @ 3:00 PM

1. **Communications:** *Hebert* 1) *Ron Wick* is working with the department on reconciling information by physically checking the cemetery with the maps and computer information. 2) *John Montgomery* has a meeting on March 8, 2018 and working with Ramaker & Assc. to discuss the cemetery program - *CIMS Light* for upgrades or feasible solutions to the database discrepancies (i.e. costs for conversion).

   Erdahl suggested purchasing a subscription to a searchable obituary database in order to find missing data/records for the Riverside Cemetery.

2. **Re Elect Vice-Chair:** *Jenson* nominated Dave Kalland for vice-chair Lamers seconded for vice chair. **Motion carried 5-0 (with the Mayor voting yes).**

New Business:

3. **Approval of minutes from January 25, 2018:** Motion by *Mayor Olson* seconded by *Lamers* to approve minutes with changes to Item # 4, paragraph 4 to delete "*and include the new perpetual care fee structure*". Motion carried 6-0 (with the Mayor voting yes).

4. **Discussion / Possible Action on Cemetery Rules and Regulations Draft Changes:** *Hebert* presented a draft update of the rules/regulations. Changes made included titles and a few grammatical errors. Hebert feels these rules should be reviewed annually. A suggestion was made to have new signs made with the changes and install at the cemetery.

   Motion by Jenson, seconded by Kalland to accept the changes to the Rules & Regulations as amended. Motion carried 6-0.

5. **Presentation of Cemetery Fee Structure Flyer:** *Hebert* presented the new Cemetery Rate Schedule for the sale of graves, perpetual care and updated fees charged for burials. This format displays each category and makes it easier to see where the fees are going. This fee will be posted on the web, sent to the funeral homes or other avenues for advertising.

6 **Discussion and Possible Action Regarding the Purchase of Flowers from City Funds Currently Placed on Six Specific Graves – (Collins, Goth, Ham, Moore, Nicholls and Wait:** *Erdahl* presented some history on the people who were receiving flowers on Memorial Day from the city. No records were found as to who made the decision for placement of these flowers, other than the Bailey Sisters. The flowers have been placed on these six graves

(Collins, Goth, Ham, Moore, Nicholls and Wait) at least from 1999 (or earlier) to current. The committee, at this time, as decided to no longer place the flowers on the graves due to budgetary restrictions. Stoughton Garden Center will be contacted to discontinue placement of the flowers.

Motion by Teigen, seconded by Lamers to suspend flower placement from Stoughton Garden Center on the following six graves – Herman Collins, Georgia Goth, Emily & George Ham, Jessie Moore, Harlan Nicholls and Ben Wait. Motion carried 6-0.

Stoughton Garden Center is also placing flowers on Stella Baileys' grave which needs to be discussed as her will specified all four Baily graves were to receive flowers which Stoughton Floral was already providing. Stoughton Floral, in 2014, started placing a wreath on Stella's grave which also needs to be discussed.

7. **Discuss Options to Install Section Markers for Riverside Cemetery:** *Hebert* stated that The cemetery sections were hard to identify especially were there were no roads to split the sections apart. It had been suggested in the past to install upright markers with Section numbers on them. The committee suggested two posts per section in different corners on posts etched into the posts and perhaps the Fab Lab at the high school or a Boy Scout troop could be involved. These ideas will be examined, and when developed seek approval from the Cemetery Board.

8. **Future Agenda Items:** State Statues, Selling of Unused Graves, Cemetery Markers

Moved by Kalland, seconded by Jenson to adjourn meeting at 3:55 pm. Carried 6-0.

Respectfully submitted by Vickie Erdahl, staff member 3/15/18

PARKS AND RECREATION COMMITTEE MEETING MINUTES

May 15 2018
6:00 PM
Stoughton City Hall, Ed Overland Room

Present: Alderpersons: Regina Hirsch, Phil Caravello, Nicole Wiessinger, Mayor Tim Swadley, and Parks & Recreation Director Dan Glynn
Guests: Pat Groom, Dylan Lehmann

1. Call to Order
Meeting called to order by Regina Hirsch at 6:00 pm.

2. Approval of the Minutes from April 11, 2018
Motion by Regina Hirsch seconded by Phil Caravello to approve the minutes of April 11 as requested. Motion carried 3-0.

3. Communications

Bike Route Installation
Caravello shared that weather has delayed the installation. There are four teams of two people that are volunteering to install the signs and they will be up by June.

Lower Yahara River Trail Signs
Groom shared that the signs are in the City's possession and be installed within the next week.

Pickleball Construction
Glynn shared that area pickleball players have donated enough money to cover the cost of interior fencing. Glynn shared that there was an issue with the way the contractor laid out the courts and he caught the mistake prior to them paving. The contractor was going to reorient the court north south instead of the east west orientation they had.

Old Business

4. Park Development Fund Report
Glynn shared that Director LaBorde was working on finalizing the report and it was not ready for the meeting. LaBorde committed to having the report finalized prior to her departure from the City.

5. School District Use of the Youth Center
Glynn shared that the School District uses the facility for their special education transition program and that is used outside of the Youth Center's program hours. Mayor Swadley shared that he attended a meeting with the School District about a possible lease for the facility and there were concerns about liability.

6. Fair Contract
Glynn shared that he communicated with the Fair about the status of the contract and was informed by them that they didn't cover the contract at their meeting since they were working on their event. Glynn shared the list of the Fair's events with the committee.

7. Yahara River Whitewater Park Update
Glynn shared that he finalized the WDNR Stewardship Fund application and sent it in. Glynn shared with the committee that he will be meeting with WDNR representatives and Gary Lacy about permitting on May 16. Glynn shared that he thinks the Conceptual Plan Presentation will be well attended and that the Facebook event went viral. Glynn shared that he is continuing to work with the UW Urban Planning Department on developing an economic impact analysis for the project.

8. Criddle Park Natural Playground

Glynn shared the history of the project with the committee. Glynn shared that there will be a neighborhood potluck on May 31 where he will get input from users of the park.

9. Park Development Standard Guidelines
Glynn shared to the committee some of the issues in the past and the reasoning behind having guidelines. Hirsch shared that she would like more detailed criteria on different types of parks and the way they should be designed. Glynn shared the outline of the project and that it needs to be broken down by section so that it gets done.

New Business

10. Rotary Park Benches & Rain Garden
Hirsch shared that we need to invite Rotary Club to our next meeting for a discussion about the future of Rotary Park. Glynn shared the background about the park furnishings.

11. Chalet Court Land
Hirsch shared that the property has unique natural features and is utilized by Kegonsa School. The committee discussed about investigating how much the property is used by the school. Caravello suggested that there may be potential to have a trail go through the property to connect Main St and the school

12. Election of Chair

Motion made by Phil Caravello seconded by Nicole Wiessinger to nominate Regina Hirsch as Chair. Motion passed 3-0.

13. Election of Vice Chair

Motion made by Phil Caravello seconded by Regina Hirsch to nominate Nicole Wiessinger as Vice Chair. Motion passed 3-0.

14. Eagle Scout Bird Houses

Lehmann presented his eastern bluebird project to the committee. He noted the decline of bluebirds in local populations as the need for the houses. He explained that he would build 8 to 10 houses and the specifications for the houses. He explained that he was looking at Norse Park as a location for one, but didn't have locations for the other houses. The committee shared that when he goes to City Council for final approval that he should provide locations for each of the houses.

Motion made by Phil Caravello seconded by Nicole Weissinger to recommend to City Council to approve the project. Motion passed 3-0.

15. Future CIP Items

Glynn shared future CIP items with the committee and highlighted the importance of an ADA Transition Plan. Mayor Swadley said to focus on the next two years and use the updated Parks and Open Space Plan after that.

16. Future Agenda Items
Park Friends Group
Park Development Guidelines
Whitewater Park Steering Committee Appointment
Whitewater Park Update
Fair Contract
Collector Roads vs Off Road Trails
Signs for Trail
Chalet Court – Talk to Kegonsa Principal

Adjournment

Motion made by Nicole Wiessinger seconded by Phil Caravello at 9:15 pm. Motion passed 3-0.

SENIORS IN NEED MEETING MINUTES
Wednesday, May 16, 2018 - 8:00 am
Hall of Fame Room, City Hall

PRESENT: Cindy McGlynn, Pat Satori-Wharton, Mary Lou Fendrick, Bill Hasz, Evelyn Kahl, Dennis Pince and Cathy Rigdon.

Call to Order: Chairperson McGlynn called the meeting to order at 8:00 am.

Welcome: Dennis Pince was welcomed as a new committee member. Dennis is replacing Polly Schnese. Chairperson McGlynn also gave a historical overview of the committee and its mission.

Approval of the April 18, 2018 Meeting Minutes: *Motion by Satori-Wharton, second by Fendrick, to approve the minutes as presented.* Motion carried.

Treasurer's Report: No report available at this time.

Correspondence: None.

New Referral:

18-08: (77-year old male & 62-year old female): Requesting $1,600 in past rent. *Motion by Satori-Wharton, second by Hasz to approve $800 with the encouragement to move to a one bedroom apartment, and in addition, this couple could come back again if needed.* Motion carried.

Adjourn: *Motion by Hasz, second by Kahl, to adjourn meeting*. Meeting adjourned at 8:36 am.

Respectfully Submitted,
Cathy Rigdon, Secretary

The next meeting of the Seniors In Need Committee will be held on Wednesday, June 20, 2018 at 8:00 a.m. in the Hall of Fame Room, City Hall.

City of Stoughton Police and Fire Commission Meeting Minutes

City of Stoughton Fire Department Conference Room
401 East Main Street, Stoughton, WI

Monday, July 24, 2017

Members Present: Dan Kittleson, Amy Kahl, Peter Sveum, Dave Bursack

Staff: Police Chief Greg Leck, Fire Chief Scott Wagner, AJ Gillingham

Guests: None

1). **Call to order**

The July, 24, 2017 meeting of the Stoughton (WI) Police and Fire Commission was called to order by commission President Kittleson at 5:00 pm.

2). **Approval of meeting minutes from April 24, 2017**

April 24, 2017 PFC meeting minutes reviewed. Motion by Sveum, Second by Bursack to approve as written. Motion carried unanimously.

3). **Police Chief Leck's Quarterly Report**

Police Chief Leck presented his 2nd quarter (April, May, June) report. Motion by Sveum, Second by Kahl to accept as presented. Motion carried unanimously. (See Attached)

Chief Leck has indicated that there are substantial budget requirements in order to keep Stoughton safe and attract families to the area. Based on the incidents that we've had we should be at 26 officers and we are at 22. We are in immediate need of 2 offices plus a clerical/disbatcher/court person. The 3rd investigator position has not been filled. Right now there is a lot of overtime being paid to make up for the shortage of officers.

4). **Fire Chief Wegner's Quarterly Report**

Fire Chief Wegner presented his 2nd quarter (April, May, June) report. Motion by Sveum, Second by Bursack to accept as presented. Motion carried unanimously. (See attached)

5). **Fire Department Hiring Needs**

The Fire Department is struggling with recruiting as discussed in the Chief's report. They are going to try and reach out to local businesses to see if they can encourage local employers to allow their employees to volunteer in the Department, in turn, being close to the station to fill day time calls. The Utilities/Public Works departments might be

a good place to start. There is a request in for 2 staff: fire technicians that can be around the station during the day.

6). **Adjournment**

Moved by Sveum, Second by Bursack to adjourn at 6:00 pm.

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, January 22, 2018
Stoughton Fire Department Conference Room

Members Present: Dan Kittleson (President), David Bursack, Jonathon Lewis (Vice President) and Peter Sveum
Members Absent and Excused: Amy Kahl (Secretary)
Staff Present: PD Chief Greg Leck, FD Chief Scott Wegner and AJ Gillingham, Director of Human Resources and Risk Management

Call to Order
The meeting was called to order by President Kittleson at 5:00pm.

Fire Chief Quarterly Report
Chief Wegner presented his report of fourth quarter, 2017 incidents, training and community service performed. Motion by Sveum, second by Lewis, to accept the report. Motion carried.

Police Chief Quarterly Report
Chief Leck presented his report of fourth quarter, 2017 incidents, training and community service performed. Motion by Sveum, second by Lewis, to accept the report. Motion carried.

Police Department Hiring Process and Schedule
Chief Leck presented a schedule for the hiring of one additional police officer. Applications are due January 29, 2018 at 5:00pm. There will be a review for minimum qualifications February 1, 2018. Tentative dates to schedule State examination and the examination itself are February 5, and 24, 2018. Review of the top qualifiers March 5, 2018. PFC interviews March 19 and 20, 2018. Top six applicants Assessment Center and internal interviews April 2, 2018. Dates for PFC certification, background investigations and final selection by Chief to be determined.

Police Department Succession Planning
Chief Leck discussed the idea of how the review of job descriptions will assist PD officers prepare for future leadership opportunities.

Adjournment
Motion by Lewis, second by Sveum, to adjourn at 6:45pm

Minutes submitted by Sveum, on behalf of Secretary Kahl.

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, March 19, 2018
Stoughton Fire Department Conference Room

Members Present: David Bursack, Jonathon Lewis (Vice President) and Peter Sveum
Members Absent and Excused: Dan Kittleson (President), Amy Kahl (Secretary)
Staff Present: PD Chief Greg Leck, AJ Gillingham, Director of Human Resources and Risk Management

Call to Order
The meeting was called to order by Vice President Lewis at 3:56pm.

Conduct interviews for the Police Officer position within the City of Stoughton Police Department: Move to closed session

Member Sveum made the motion to move into closed session and read State Statute 19.85 (1) (c). Second by Bursack to move to closed session. Motion carries (3-0)

Interviews conducted (5 total)

1. H. Chesmore
2. C. Gallagher
3. K. Knoeck
4. J. Weaver
5. R. Hanson
6. N. Crystal

Move to open session

Motion by Sveum to move out of closed session, second by Bursack. Motion carries (3-0)

Adjournment
Motion by Bursack, second by Sveum to adjourn at 8:03pm

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, March 20, 2018
Stoughton Fire Department Conference Room

Members Present: David Bursack, Jonathon Lewis (Vice President), Amy Kahl (Secretary), and Peter Sveum
Members Absent and Excused: Dan Kittleson (President),
Staff Present: PD Chief Greg Leck, AJ Gillingham, Director of Human Resources and Risk Management

Call to Order
The meeting was called to order by Vice President Lewis at 4:09pm.

Conduct interviews for the Police Officer position within the City of Stoughton Police Department: Move to closed session:

Secretary Kahl made the motion to move into closed session and read State Statute 19.85 (1) (c). Second by Bursack to move to closed session. Motion carries (4-0)

Interviews conducted (5 total)

1. C. Julseth
2. P. Kennedy
3. C. Jazdzewski
4. M. Hernandez
5. K. Harper

Discussion regarding candidate selection for Assessment Center (6 participants, 1 alternate)

1. N. Crystal
2. R. Hanson
3. K. Harper
4. C. Jazdzewski
5. C. Julseth
6. K.Knoeck

Alternate: P. Kennedy

Motion by Sveum to submit the six candidates and one alternate noted above to the Chief of Police for consideration, second by Kahl, motion carries (4-0)

Move to open session

Motion by Bursack to move out of closed session, second by Sveum. Motion carries (4-0)

Lieutenant Promotional Process
The PFC reviewed the process used in 2014 for the Lt. promotional process, when Sergeant Jenks was promoted to Lieutenant. It was requested that the same process be utilized when filling the Lieutenant's position for the replacement of Lt. Jenks as he will be retiring in May of 2018.

Motion by Sveum to follow the 2014 Lieutenant hiring process and to authorize the start of the Lieutenant hiring process, second by Bursack, motion carries (4-0)

Adjournment
Motion by Kahl, second by Bursack, to adjourn at 6:35pm