PUBLIC SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 30, 2018
Mayor's Office, City Hall

Present: Chair, Scott Truehl, Alderpersons, Greg Jenson, Kathleen Johnson, Mayor Donna Olson, Police Chief Greg Leck, and City Clerk Holly Licht.

Excused:

Guests: John Thompson, Nikki Rowin, Teressa Pellett, Gary Tierman (Pancake Café), Brent Kooima (Ducks Unlimited), Lonny Pastorius (Lon's Tailgater LLC), Mary Giemza (Municipal Court)

Call to Order: 6:10 p.m.

Communications: Chief Leck introduced new City Clerk Holly Licht

Old Business

2. **Further discussion and possible action regarding the creation of an ordinance relating to the keeping of bees within the city.** Chief Leck requested that this item be tabled as the ordinance was still being revised.

Motion by Johnson, 2nd by Jenson to table. **Motion carried 4-0**

New Business

3. **Approval of Minutes: Motion by** Jenson, 2nd by Johnson to approve the minutes from the 12-06-17 meeting. **Motion passed 4-0**

4. **Discussion and possible action regarding 2018 Joint Court Agreement with the Town of Dunkirk.**

   Items 4-6 where discussed jointly. Municipal Court Clerk Giemza explained that these agreements were to renew current agreements for Joint Municipal Court with the three Townships. Giemza pointed out that the most significant change is the fee structure hasn't been used in well over 5 years. Giemza indicated that the Court has been charging the Townships only the court fee ($33.00) per citation and that the balance is then distributed per State Statute requirements. Giemza reported that the new agreements now match practice.

   Mayor Olson asked for explanation of the current $80.00. Giemza stated that on traffic citations the State regulates the division and disbursement of citation fees. Mayor Olson questioned whether the court fee covers the actual expenses that the Court has in processing the citations. Giemza reported that it currently does. Giemza went onto explain that only the Town of Pleasant Springs has been using the court on a regular basis. She explained that Pleasant Springs contracts with the Dane County Sheriff's Office for approximately 8 hours of mostly traffic enforcement each month. This results in an average of about 46 citations a month and that it hasn't been a burden on the court so far.

   Johnson asked for further explanation on how the court currently operates. Giemza stated that since she has been clerk (5 years), the court has only assessed the $33.00 court costs from the citations. Mayor Olson reported that the Sheriff's Office is negotiating with the Town of Dunkirk for possible contract policing in the future.

Mayor Olson stated that she would like the court to monitor the numbers and if the amount of time it takes to process the Town(s) citations becomes a burden the agreements should be reexamined. Leck highlighted that the agreements all have a 60 day clause that could be used to reopen and reevaluate the agreements.

Motion by Johnson, 2nd by Jenson to approve.

Motion passed 4-0

5. **Discussion and possible action regarding 2018 Joint Court agreement with the Town of Pleasant Springs.**

Motion by Johnson, 2nd by Jenson to approve.

Motion passed 4-0

6. **Discussion and possible action regarding 2018 Joint Court Agreement with the Town of Rutland.**

Motion by Johnson, 2nd by Jenson to approve.

Motion passed 4-0

7. **Discussion and Possible action regarding Liquor License Application for William & Charlene Peterson, DBA, Pancake Café of Stoughton LLC.**

Pancake Café was represented by Gary Tierman. Both City Clerk Licht and Chief Leck recommended approval with two corrections to the Application. First, Johnson recommended a change on the application form to change a Town reference to City of Stoughton. Second, was the misspelling of Café being changed to the correct spelling. The business plans to be open from 7:00 am. to 2:00 pm daily.

Motion by Jenson, 2nd by Johnson to approve. Motion carried 4-0

8. **Discussion and possible action regarding amending Section 70-1 regarding the Adoption of SS 343.301 pertaining to Installation of Ignition Interlock Device.**

Chief Leck explained that City Ordinance 70-1 is a listing of State Statutes adopted for local enforcement. Adding 343.301 by reference allows enforcement of Ignition Interlock Devices ordered as a post-conviction in OWI cases.

Motion by Jenson, 2nd by Johnson to approve. Motion carried 4-0

9. **Discussion and possible action to approve a Special Event Permit and Temporary Class B Liquor License for Ducks Unlimited.**

Duck's Unlimited was represented by Brent Kooima, who explained that this year's event will again occur at the Lageret in the Tobacco Junction Building. Both City Clerk Licht & Chief Leck recommended approval.

Motion by Johnson, 2nd by Jenson to approve. Motion carried 4-0

10. Discussion and possible action regarding a Class B Beer & and B Liquor License Application for Lonny Pastorius, DBA, Lon's Tailgaters, LLC.

Lonny Pastorius was present and explained that he is purchasing the current Sonny's Tavern on Main Street. City Clerk Licht and Chief Leck commented that the license application was in order and recommended approval

Motion by Johnson, 2nd by Jenson to approve. Motion carried 4-0

Future agenda items:

- Ordinance change to allow Keeping of Bees.
- Discussion and information regarding Through Streets in the City
- Best Practices for Special Event Temporary Class "B" licenses

Moved by Jenson, 2nd By Johnson to adjourn at 6:36 p.m. Carried unanimously.

Respectfully Submitted,
Greg Leck,
Chief of Police

FINANCE COMMITTEE MEETING MINUTES
February 13, 2018- 5:30 p.m.
Council Chambers, Public Safety Building

Present:
Chairperson Pat O'Connor, Tom Majewski, Lisa Reeves, Tim Swadley and Mayor Olson

Others Present:
City Attorney Matt Dregne, Finance Director LaBorde, Clerk Licht, Planning Director Scheel, Parks and Recreation Director Glynn, Public Works Director Hebert, IT Director Montgomery, Court Clerk Giemza, and Joe Murray of Springsted

Absent and Excused:
None

Call to Order:
Chairperson O'Connor called the meeting to order at 5:30 p.m.

Communications:
None

Reports
Finance Director LaBorde provided the Contingency Fund report for 2017.

OLD BUSINESS
Old business was moved to the end of the agenda.

Discussion and possible action regarding McFarland State Bank proposal to donate property, located at 207 Forrest Street, to the City
Swadley asked if there had been any response from the Bank since the last meeting. Planning Director Scheel contacted a company who conducts building assessments and stated that the cost for this would be approximately $3,000. Olson stated that she contacted all of the leadership team and there does not appear to be a need at this time for the building. O'Connor noted that it doesn't seem like the needs justify the whole building. The Mayor stated that she would follow up with McFarland State Bank.

NEW BUSINESS

Approval of the January 23, 2018 Finance Committee Minutes
Motion by Majewski, second by Reeves, to approve the January 23, 2018 Finance Committee minutes. Motion carried 5-0.

Discussion and possible action to enter into an agreement with Kenneth F. Sullivan Co. for the 2018 New Public Works Facility Project
Planning Director Scheel stated that there were several competitive bids for the project. He added the awarded bid would be under project costs estimates from October and included the

solar option. Scheel stated the project is estimated to take 270 construction days.

Motion by Majewski, second by Reeves to recommend that the Common Council enter into an agreement with Kenneth F. Sullivan Co. for the 2018 New Public Works Facility Project in the amount of $7,544,300 with the contingency to wait to execute the agreement after the bond paperwork is in order. Motion carried 5-0.

Authorizing and Directing the proper City Official(s) to Approve the network infrastructure Agreement with Spectrum to deliver Tele-Data service to the proposed Public Works Building located at 2439 CTH A

IT Director Montgomery said that there would be a fiber connection from the new Public Works Facility to the Public Safety Building because there is already a fiber connection in the Public Safety Building. He added that fiber would be reliable and provide adequate bandwidth. Montgomery said that the monthly payment would decrease as the City starts to add fiber to more City buildings.

Motion by Swadley, second by Majewski, to recommend that the Common Council approve a resolution authorizing and directing the proper City official(s) to approve the infrastructure agreement with Spectrum to deliver Tele-Data service to the Proposed Public Works Building, located at 2439 CTH A in the amount of $1,000 for a onetime installation fee and a reoccurring monthly payment of $1,460. Motion carried 5-0.

Discussion and action to borrow funds for the Public Works Facility Project and Refinancing of 2015 Note Anticipation Notes as follows:

A. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed $9,000,000 for Public Works Facility Project
B. Initial Resolution Authorizing $4,070,000 General Obligation Refunding Bonds
C. Resolution Directing Publication of Notice to Electors Relating to Bond Issue
D. Resolution Providing for the Sale of Not to Exceed $13,070,000 General Obligation Corporate Purpose Bonds, Series 2018A

Joe Murray of Springsted provided financial background for the project. The refunding of the 2015 note anticipation notes will utilize $600,000 of increment generated by TIF 7 to pay down the amount to be borrowed. The proposal is to have level debt service over a 20-year period. The impact of a new Public Works Facility is $5.75 per $100,000 of equalized value, with the overall tax impact estimated at $115. A permissive referendum could be required if residents were to pursue. There is a 30 day period where residents would have time to collect the required signatures.

Motion by Olson, second by O'Connor to recommend that the Common Council approve an Initial Resolution Authorizing General Obligation Bonds in an Amount Not to exceed $9,000,000 for Public Works Facility Project. Motion carried 5-0.

Motion by O'Connor, second by Swadley to recommend that the Common Council approve an Initial Resolution Authorizing $4,070,000 General Obligation Refunding Bonds. Motion carried 5-0.

Motion by O'Connor, second by Reeves to recommend that the Common Council approve a Resolution Directing Publication of Notice to Electors Relating to Bond Issue. Motion carried 5-0.

Motion by Swadley, second by Majewski to recommend that the Common Council approve a Resolution providing for the Sale of Not to Exceed $13,070,000 General Obligation Corporate Purpose Bonds, Series 2018A. Motion carried 5-0.

Discussion and possible action regarding Joint Court Agreements with the Town of Dunkirk, Town of Pleasant Springs, and Town of Rutland

Court Clerk Giemza explained that the Townships of Dunkirk, Pleasant Springs, and Rutland have asked to use court resources to process traffic citations. She added that City would receive $33 per citation for administrative costs. Mayor Olson said that if the number of citations coming from the towns were to significantly increase and the workload became cumbersome, the City should reevaluate the agreement.

Motion by Majewski, second by Swadley to recommend that the Common Council approve Joint Court Agreements with the Town of Dunkirk, Town of Pleasant Springs and Town of Rutland. Motion carried 5-0.

Discussion and possible action to authorize a reduction in the amount of the TIF Guarantee Letter of Credit provided by McFarland State Bank

Attorney Dregne explained this is part of the Memorandum of Understanding the City signed. He added that based on values from January 1, 2017, DOR certified that Kettle Park West has generated more than 110% of the debt service costs.

Motion by O'Connor, second by Reeves to recommend that the Common Council approve a resolution to authorize a reduction in the amount of the TIF Guarantee Letter of Credit provided by McFarland State Bank. Motion carried 5-0.

Discussion and possible action regarding authorizing and directing the proper city official(s) to execute the return of the Mandt Center at completion of repayment of loan

Attorney Dregne said that the City currently owns the building and land the Mandt Center is on. He added that MCCI has paid off all the debt relating to the building and the City will transfer the title of the building to MCCI. The land will still be owned by the City and leased by MCCI.

Motion by Olson, second by Swadley to recommend that the Common Council approve an amendment and reinstatement of ground lease and bill of sale relating to the building and land located at 400 Mandt Parkway (Mandt Community Center). Motion carried 5-0.

Discussion and possible action regarding Stoughton Electric Utility Lease and Leaseback Addendum to Amendment and Extension of Real Estate Lease

Finance Director LaBorde noted that Stoughton Utilities rent would increase (9.5%) and the EMS rent would decrease. She also recommended moving forward with the First Renewal for

a period of 5 years.

Motion by O'Connor, second by Majewski to recommend that the Common Council approve the Stoughton Utility Lease and Leaseback Addendum to Amendment and Extension of Real Estate Lease for Stoughton Utilities for the First Renewal Period. Motion carried 5-0.

Discussion and possible action to authorize and direct the proper city official(s) to award the contract for the Pickleball Court at Mandt Park

Parks & Recreation Director Glynn stated that the 6 court pickleball complex would go over the existed basketball court that is in disrepair. He said that the Lions Club donated $20,000, the City received a $20,000 grant from the Bryant Foundation, and $20,000 would come from the Park Development fund. Majewski said that the project was not well thought out because there is not a master plan for Mandt Park. He added that he was concerned about parking, especially for the fair grounds.

Motion by O'Connor, second by Olson to authorize and direct the proper city official(s) to award the contract for the Pickleball Court at Mandt Park to Tri-County Paving in the amount of $56,535.71. Motion carried 4-1 with Majewski voting 'no'.

Discussion and possible action regarding declaring intent to exercise special assessment powers for the 2018 Streets Projects

Director Scheel presented the information for the 2018 Street Projects. Majewski requested that this go to the next Council meeting for discussion related to the Special Assessment Policy.

Motion by O'Connor, second by Majewski to recommend that the Common Council approve a resolution declaring intent to exercise special assessment powers for the 2018 Streets Projects. Motion carried 5-0.

Discussion and possible action to authorize and direct the proper city official(s) to establish a fee structure for perpetual care costs and to increase fees for interments at Riverside Cemetery and Wheeler Prairie Cemetery

Public Works Director Hebert explained that free for interments have increased effective January 1, 2018 and that the City has not raised fees in the previous years the internment frees have increased. He added that the City would set a mixed rate for perpetual care fee: $400 for full burials and $365 for cremations.

Motion by Swadley, second by Reeves to recommend that the Common Council approve a resolution to authorize and direct the proper city official(s) to establish a fee structure for perpetual care costs and to increase fees for interments at Riverside Cemetery and Wheeler Prairie Cemetery. Motion carried 5-0.

Adjournment:

Motion by Swadley, second by Majewski to adjourn at 6:51 p.m. Motion carried 5-0.

FINANCE COMMITTEE MEETING MINUTES
January 23, 2018- 6:00 p.m.
Council Chambers, Public Safety Building

Present:
Chairperson Pat O'Connor, Tom Majewski, Lisa Reeves, Tim Swadley and Mayor Olson

Others Present:
Finance Director LaBorde, Clerk Licht, HR Director Gillingham, Parks and Recreation Director Glynn, Director of Planning and Development Scheel, Police Chief Leck, Alder Johnson, Alder Hirsch, Alder Bartlett Alder Boersma, Bob Mc Geever and Phil Caravello

Absent and Excused:
None

Call to Order:
Chairperson O'Connor called the meeting to order at 6:00 p.m.

Communications:
None

Reports:
None

Discussion and possible action regarding McFarland State Bank proposal to donate property, located at 207 Forrest Street, to the City:
Swadley suggested that city leadership reference the last space needs study to see if there is a need for additional space for city offices and to evaluate changes that have been made since the last study. He also said that it would be necessary to know how much work would need to be completed on the current building to make it feasible. Director Scheel noted that the last space needs study was completed in the 1990s and it probably was not accurate. Majewski agreed that a space needs study was necessary and said that this would be an opportunity for expansion without having to construct new building. Reeves added that she thought the space study was necessary and that the city would need to find out what condition the building is currently in. She added that the building could also be used for additional meeting spaces for the community.

Motion by O'Connor, second by Reeves to direct city leadership to review the old space needs study and request a maintenance and costs history of the current McFarland State Bank building. Motion carried 5-0.

Approval of the January 9, 2018 Finance Committee Minutes:
Motion by Majewski, second by Reeves, to approve the January 9, 2018 Finance Committee minutes. Motion carried 5-0.

Discussion and action to designate signers for EMS Checking Account:
Finance Director LaBorde explained that during the annual audit, it was found that the

authorized signers on the EMS Checking account were not up-to-date. She noted that the authorized signers should be Tammy A. LaBorde, Finance Director; Lisa A. Schimelpfenig, EMS Director; and Robert J. Baldauf, Operations Specialist.

Motion by Swadley, second by O'Connor to approve the designation of Tammy A. LaBorde, Lisa A. Schimelpfenig, and Robert J. Baldauf as signers for the EMS Checking Account. Motion carried 5-0.

Discussion and possible action to amend the 2018 CIP to include the Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park and Authorizing and Directing the proper City official(s) to Award the Recreation Engineering and Planning Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park:

Parks and Recreation Director Glynn presented the proposed Whitewater Park project. He explained that he had met with WI DNR and they had no issues with the project and it would not affect water navigability. He added that he spoke with a grants specialist at DNR and they had informed him that he could apply for a Stewardship grant that would cover half the price of the project. A planning proposal is required as part of the grant application process. Glynn spoke with Recreation Engineering and Planning and it was determined that a planning proposal would take 8-10 weeks to complete. The proposal by Recreation Engineering and Planning would cost $23, 100 and would be funded by an amendment to the 2018 CIP.

Majewski said that this process shouldn't be rushed when there is no master plan for Mandt Park. Glynn replied saying that if the City were to wait, there would be a possibility the grant money would not be available. O'Connor stated that it was a great project and fit well with proposed future development of the area. Mayor Olson agreed and added that it would be the only Whitewater Park in the area. Glynn said he estimated that the park would bring 500-1000 visitors a day in the summer. Alder Johnson said that a soil study needed to happen to ensure the sediment was safe. Alder Boersma said that he was concerned about the timing of the project and thought it should happen in conjunction with the development of the rest of the area.

Motion by O'Connor, second by Swadley to approve the amendment to 2018 CIP to include the Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park and authorizing the proper City official(s) to award the Recreation Engineering and Planning Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park in the amount of $23,100 with funds from capital outlay fund. Motion carried 4-1 with Majewski voting 'no'.

Discussion and possible action to increase the Park Shelter Fee over a two-year period beginning in 2018:

Parks and Recreation Director Glynn explained that there would be a $20 increase over a two year period to generate more revenue and make Stoughton park shelter fees more consistent with other communities in Dane County.

Motion by Swadley, second by Reeves, to approve the park shelter fee increase over a two year period beginning in 2018. Motion carried 5-0.

Discussion and Possible action to authorize and direct the proper city officials to approve the hiring of the City of Stoughton Police Department Civilian Service Employee at an hourly wage of $20.00 per hour and at <599 hours per year:
Chief Leck and HR Director Gillingham explained that the Civilian Service Employee would be a part time position that would not be part of the bargaining unit. The funds for the position are available and were included in the 2018 budget. Chief Leck added that this position would cut down on overtime for sworn police officers and ensure that routine police department service duties would be carried out more routinely and efficiently.

Motion by Reeves, second by O'Connor to authorize and direct the proper city officials to approve the hiring of the City of Stoughton Police Department Civilian Service Employee at an hour wage of $20.00 per hour and at <599 hours per year. Motion carried 5-0.

****** The Finance Committee may meet in closed session per State Statute 19.85 (1)(c) and 19.85(1)(e) considering the compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically regarding wage adjustments for specific employees not included in 2018 budget. The Finance Committee may reconvene in open session to take action on matters discussed in closed session.***

****Discussion and possible action regarding wage adjustments for specific employees not included in the 2018 budget:**
Motion by Majewski, second by Reeves to convene in closed session. Motion carried 5-0. The Finance Committee convened in closed session at 6:50 p.m.

Motion by Swadley, second by Majewski to reconvene in open session. Motion carried 5-0. The Finance Committee reconvened in open session at 7:00 p.m.

Adjournment
Motion by Majewski, second by O'Connor, to adjourn the January 23, 2018 meeting of the Finance Committee at 7:00 p.m. Motion carried 5-0.

Landmarks Commission Meeting Minutes
Thursday February 8, 2017 – 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; Kimberly Cook; Greg Pigarelli; Todd Hubing and Tim Swadley
Absent: None
Staff: Michael Stacey, Zoning Administrator
Guests: Richard MacDonald, Greg Jenson and Abby Abramovich

1. **Call to order.** Veregin called the meeting to order at 7:08 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of January 4, 2018.**
   Motion by **Swadley** to approve the minutes as presented, 2nd by **Cook**. Motion carried 6 – 0.

3. **Request by Michael Engelberger for a certificate of appropriateness to allow repairs associated with the redirection of stormwater away from the foundation at South School, 1009 Summit Avenue.**
   Veregin summarized the request. Michael Engelberger was available for questions.

   Veregin is working on the nomination form for the local landmark designation and plans to be ready for a public hearing at the next Landmarks meeting on March 8th. The Common Council would likely make their decision on March 27th.

   Motion by **Swadley** to approved the COA request contingent on the building being approved as a local landmark, 2nd **Hedstrom**. Motion carried 6 – 0.

4. **Review 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.**
   Veregin stated the Planning Commission recommended a couple changes to the Chapter 38 amendment.

   The Commission discussed changes offered by the Planning Commission and Michael Stacey.

   Changes were made to definitions and other areas of the code and included in the draft that will go to Council on February 27th.

   Motion by **Hubing** to recommend the Common Council approve the chapter 38 ordinance amendment as amended at the meeting of February 8, 2018, 2nd by **Hedstrom**. Motion carried 6 – 0.

5. **Discuss prospective new Commissioner.**
   Veregin stated we are still looking for a replacement Commissioner, preferably someone with an architectural or engineering background.

6. **Discuss request to update the Linderud photo display at the Public Library for the upcoming 110 year anniversary.**
   Richard MacDonald, Library Director stated he has interest in making a nice display of Linderud pictures for the 110 year anniversary and for the future. Richard stated he has volunteers that would like to help with the exhibit.

   Veregin stated it would be great to partner with the Library especially since the Commission has lacked the time to update the display.

   Hubing stated he would be interested in helping with the display.

   Richard MacDonald and Hubing will contact Michael Stacey in the future to gain access to the Linderud photos and work to update the display prior to March.

7. **Status update for Highway Trailer / Moline Plow building redevelopment.**
   Swadley gave a status update and stated the City is planning to create a new tax incremental district in this area to essentially restart the clock for the 20-27 year payback.

8. **Status update for 2017 local landmark grants.**
   Veregin sent reminder letters out a while ago and to date there has only been one out of four that have responded. The South School is working towards gaining grant funding for their project. The excess funds may just be used for 2018 Grant funding if they are not claimed.

   Stacey noted the new owner of the freight depot is very interested in gaining grant funding for an exterior project that will include a new roof and brick repair.

   Veregin and Cook plan to update the grant application for 2018.

9. **Commission Reports/Calendar.**
   The Wisconsin Association of Historic Preservation Commissions (WAHPC) is planning a meeting on April 27th in Platteville.

10. **Future agenda items.**
    Public hearing for the South School local landmark status.
    Discuss exterior building maintenance standards including discussion what committee should review these standards.
    Discuss the other properties that need to be brought into local landmark status.
    Discuss process to create a local district for the Main Street Commercial Historic District.

11. **Adjournment.** Motion by **Hedstrom** to adjourn at 8:45 pm, 2nd by **Cook**. Motion carried 6 - 0.

Respectfully Submitted,

Michael P. Stacey

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday January 16, 2018
6:00 PM
Stoughton City Hall, Ed Overland Room

Present: Alderpersons: Regina Hirsch, Lisa Reeves, Matt Bartlett, Mayor Donna Olson, and Parks & Recreation Director Dan Glynn
Guests: None

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

2. Approval of the Minutes from December 19, 2017
Motion by Lisa Reeves seconded by Matt Bartlett, to approve the minutes of November 21 as requested. Motion carried 3-0.

3. Communications

Quarterly Report on Park Development Funds
Glynn told the Committee that the Finance Director was working on reconciling the account. Enough was known at the time that there was not enough money in the account to pay for the Whitewater Park proposal. The report will be brought to the Committee for our meeting in February.

Criddle Park playground timeline and results from City open house
Glynn shared that he gathered input from children at the 2017 Family Fun Night. Different playground elements were displayed and children could pick their top three. Glynn plans on having a public meeting in March with neighbors of the park along with an online survey to gather more public input. He discussed with the Cummins Community Involvement Team leaders about peeling the logs in the spring so they are ready to be used in 2019. Glynn shared that he would put it in the CIP for 2019 for the playground to be replaced. Glynn shared that it would be a community build project in the spring of 2019.

Recreation Supervisor hiring process update
Glynn shared that the deadline to apply for the position was January 19, 2018. The City had received 48 applications as of January 12, 2018. Glynn shared that he reached out to his contacts with the Aspen Institute's Sport & Society program and that they aided in advertising the position. Glynn shared that Brady Brusegar has been hired part-time for office help until the position can be filled. Glynn discussed that January is a really busy time for recreation activities as programs were underway and planning for spring and summer is done during this time. Glynn asked the committee who would be interested in taking part with the interviews. Bartlett and Hirsch both said that they would be interested with being on the interview panel.

Nordic Ridge Park update including solar panel grant and shelter furnishing fundraising
Glynn shared that we had two bids for the project and Full Spectrum Solar (FSS) was the low bid. Based on the City's Purchasing Policy that they should be selected. Glynn shared that he worked with Burke O'Neal from FSS to fill out the WPPI grant to cover 30% of the cost of the panel. Glynn shared that with the WPPI grant and the Focus on Energy grant that the total cost for the project would be around $6,000 and that $14,000 was budgeted for the project.
Glynn shared that there was no money budgeted to furnish the park shelter or splash pad. Glynn shared that former Parks & Recreation Director Lynch sent out a fundraising letter prior to his retirement and that we had two commitments from that letter. Glynn shared that he went to the Rotary Club meeting and that they were looking for ideas for a community grant. Glynn said he pitched the idea of using the possible grant money to help furnish the park. Glynn shared that earlier that day that Rotary had received notice that their grant request was awarded. Mayor Olson shared that the grant was for $5,000 and that Rotary would need to donate an unspecified amount as well.
Glynn shared that the developer for Nordic Ridge would like to enter into a developer's agreement to pay for the playground at Nordic Ridge so that it could be installed before the Parade of Homes. The developer would pay for the shelter this spring and that the City would have until June of 2019 to pay him back. This was based off impact fees of a multi-unit housing

complex on lot 134. Glynn shared that he believed the park needed a playground and that is in the park's master plan, but there are some risks involved with entering the agreement. Glynn shared that he would like to see smaller initial playground and phase it in over time. Hirsch, Reeves, and Bartlett agreed that phasing in would be a good plan.

Mandt Park pickleball court project update
Glynn shared that the bid opening for the pickleball court project was on Friday, January 12 at 2:00 pm. Glynn shared that there was an addendum to the bid and he still needed to review the bids to see if they followed it. Glynn shared that initial review looked like two out of the four bids were within the budgeted amount.

Discussion regarding the status of the Stoughton Fair Contract
Glynn shared that he met with the Fair Board's City Liaison and the City's Risk Manager to go over the contract. Glynn shared the changes that were made after the meeting and that the City's Risk Manager needed to have a conversation with the City's insurance to provider. Glynn shared that the City needs to inform the Fair by February 28, 2018 that it intends to pull out of the current contract and that this is a formality since the Fair understands that the contract is being negotiated.

Discussion regarding updating the Parks and Open Space Plan
Glynn shared that he has been really busy since the Recreation Supervisor position hasn't been filled. Glynn shared his concerns that he wouldn't have sufficient time since there are multiple projects ongoing along with training the future Recreation Supervisor. Glynn shared that the previous plan was done in-house, but there were far less projects going on at the time. Glynn shared that contracting it out would cost the City between $10,000 and $20,000. Hirsch shared that she thought public involvement was critical to a successful plan and had concerns about the cost of contracting it out. The committee agreed to continue the discussion at the next meeting in February.

Discussion about developing guidelines for park development standards
Glynn shared that he searched online if other communities have guidelines for park developer standards and that he found a few of them. Glynn shared that they range from extremely detailed to less specific. Hirsch and Bartlett shared that they would like to read them and Glynn said that he would share them. The committee agreed to continue the discussion at the next meeting in February.

Old Business

New Business

<u>4. Discussion and possible action regarding updating park shelter reservation fees for 2018</u>
Glynn shared that the last time park shelter fees were looked at was 2014 and with Nordic Ridge Park opening this summer that it was a good time to look at them again. Glynn shared that the current fee of $30 for residents and $50 for non-residents was below what other neighboring communities were charging. Bartlett asked where the revenue generated by park shelter reservation fees went and Glynn shared that they went back to the City's General Fund. Glynn shared that other communities charged different rates for shelters based on the capacity of the shelter and that Nordic Ridge Park might be a candidate for a different rate. Bartlett asked who typically reserves park shelters and Glynn shared that they were typically family events. Glynn shared that there is a special event form that a group needs to fill out if the event is large in scale. Bartlett shared that he felt the shelter reservation fees should be the same for all shelters if larger events need to follow the special event protocol. Glynn recommended that the park shelter fees should be phased in over a two year period, and be $40 for residents and $60 for non-residents in 2018, and be $50 for residents and $70 for non-residents in 2019.

Motion by Bartlett and seconded by Reeves to increase park shelter fees to $40 for residents and $60 for non-residents in 2018, and $50 for residents and $70 for non-residents in 2019. The motion carried 4-0 with the Mayor voting.

<u>5. Discussion and possible action regarding funding Recreation Engineering & Planning's Proposal for Planning Services</u>

Glynn shared that he had a conversation with the Dane County Parks Director on how to prepare for his meeting with DNR Officials on 1/11/2018. Glynn shared that he followed the advice and the meeting was successful. Glynn shared that he had a conversation with the DNR about applying for the Stewardship Fund and that they encouraged him to apply in 2018 due to a provision to remove their bonding authority in their 2019-2020 budget. Glynn shared that they will need cost estimates for the project to apply for the grant which means the City would need to pay for the Planning Proposal from Recreation Engineering and Planning. Glynn shared that he was meeting with the DNR on 1/17/2018 about the grant and he was going to find out how strong of a candidate the project would be for the grant. Glynn recommended to fund the proposal if the meeting went well. Glynn shared there was not enough money in the Park Development Fund to fund the proposal and that after meeting with the Finance Director that she recommended amending the 2018 CIP to fund the proposal.

Motion by Hirsch and seconded by Bartlett to amend the 2018 CIP to include $23,100 to fund the Recreation Engineering and Planning Proposal based on the successful outcome of the Parks and Recreation Director's meeting with DNR on 1/17/2018. The motion carried 4-0 with the Mayor voting.

6. Future Agenda Items
Mandt Park Waterfront Development Update
Parks & Open Space Plan
Park Development Standard Guidelines
Impact Fees
Park Shelter Fee Allocation
Fair Contract Update
Award Pickleball Contract
Award Nordic Ridge Park Solar Contract
Update on Nordic Ridge Park Playground Options
Park Development Fund Quarterly Report
Parkland Dedication Discussion
Recreation Supervisor Hiring Update
Rotary Park Vision

Adjournment
Motion made by Lisa Reeves, seconded by Matt Bartlett at 7:20 pm. Motion passed 4-0 with the Mayor voting.

River and Trails Task Force Minutes
Monday, January 8, 2018
Ed Overland Room

Present: Sandra Black, Bob Diebel, Joni Dean, Larry Liebmann, Ralph Erickson, Phil Caravello, David Sharpe, Dan Glynn.

1. Call to order by Bob Diebel at 5:30 pm
2. November 11, 2017 Minutes: Approved by Sandra with a second by Phil. Carried.
3. Communications:
   a. Update of the Mandt Park plan including future meeting with DNR officials in regards to Whitewater Park: The plan and design proposal will cost $23,000. Dan is checking out a stewardship grant and other grants. Discussed options of removing the dam, keeping the dam or using a bypass.
   b. Amundson Trail project update including bid packet: Dan reported that the packet is being put together with a contract to be done in the spring.
   c. Future meeting with Cummins volunteers on how they would like to move forward with Virgin Lake Trail: Tabled for future discussion.
   d. Yahara River rail highlighted in Rail to Trails blog: Joni provided a handout on the Rails to Trails blog which mentions the Lower Yahara River Trail as one of the "Nine Hot New Rail Trails in 2017".

Old Business

4. Plan for volunteers to install bike route signs: Signs and supplies to install them are set to go. Will address this at the next meeting.
5. Update on the timeline for install and locations of the Yahara River Trail informational boards: The signs have been ordered and will be installed in the spring, both at the Pedestrian Bridge and Amundson Park.
6. Trail location, timeline and funding options for Settlers Point Trail: This is a 2019 project at the corner of County Roads N&B. The Bryant Foundation has offered a 50/50 match. The trail will be a gravel 10 foot trail.
7. Future agenda items: The Spring Clean-Up will be on Saturday April 21 at 9:00 am. An announcement of this date should be placed in the Tower Times. Dan will contact scouts to inform them of the date.

Adjournment: Motion by David with a second by Ralph to adjourn at 6:27 pm.

Respectfully submitted,
Joni Dean

Tree Commission Meeting Minutes
Thursday, February 8, 2018 at 4:30 PM
Ed Overland Room, City Hall, 381 E Main St, Stoughton

Members Present: Kevin Short, Mike Point, Nick Yuknis, Sid Boersma and Mitch Bergeson

Absent & Excused: Bob Kardasz and Dean Tangeman

Guest:

Staff: Director of Public Works Brett Hebert, City Forester John Kemppainen and Street Department Secretary Vickie Erdahl

Call to order: Meeting called to order @ 4:30 PM

1) **Communications:**

Kemppainen stated:

- Contractor who was awarded the tree trimming bid started 2/8/18. *Kemppainen* has drafted a letter that will be sent to all residents in Zone 1.

Hebert stated:

- There is a meeting which Kemppainen and he will be attending on Monday 2/12/18 at a mill in Madison with a sawyer Jeff Lasoski to discuss milling the city's wood as the current sawyer may not be milling much longer.
- *Boersma* reminded the committee of Sustainable Stoughton's Earth Day event which the Tree Commission is participating in on Saturday 4/21/18. *Pointe* asked if the Senior Center could sell bird houses.

2) **Forestry Reports:** *Kemppainen* evaluated all the remaining ash trees in the city that had been treated. 32 of these trees were removed as they were dead. Not much other trimming was completed as the crews were dealing with snow events.

3) **Discuss and Recommend changes to the Stoughton Municipal Zoning Ordinance: Appendix B:** *This was tabled until March's meeting.*

4) **Update on Wood Sales – Inventory & Tracking:** *Kemppainen* is developing a written plan for selling and tracking the inventory. *Kemppainen* is going to reach out to the DNR for wholesale pricing to use for the wood to be sold to Asleson's , Senior Center, High School and other avenues for wood sales.

Hebert, Kemppainen and Pointe will meet with *Mark Asleson* to discuss the wood plan for his store.

Pointe stated that he knew a resident who had (private) cherry trees and are having them taken down. The Senior Center would like the wood and is wondering if someone could bring the wood to them. There is no cost for the wood.

5) **Tree Tribute Program:** *Hebert & Kemppainen* developed and presented a new flyer for the program. The name has now been changed to the City of Stoughton – *Memory Tree Program*. The cost will be $325.00 which includes a tree and plaque. The number of characters on the plaque may need to be

limited to stay within the price range. More designing on the flyer is in progress (an area if someone just wants to donate a tree) and think of ways to advertise the program.

6) **EAB Treatments Discussion:** *Kemppainen* stated there was approximately 96 manicured ash trees remaining in the inventory that have been treated with TreeAzin and are in good condition with an average dbh of 12". There are other ash trees that are on city property but never identified in the inventory. *Kemppainen* will be identifying / locating all of these trees.

   If the city wants to continue treating these trees, should it be with the same chemical (TreeAzin) which we already have the equipment or another option is to purchase the product (TreeAge) but that would mean also spending about $10,000 for equipment and product plus *Kemppainen* would need to get an applicator license. Two companies on our tree lists already have licenses. If treating is the option the city chooses, we need to know by March so the product can be ordered as there is a short time frame when the product can be injected into the trees.

   Currently we still have funds in the EAB budget which are available until the end of 2018. This budget covers removal and replanting. If the trees remain the costs for treating, removal and replanting will go up and, if treated, may still die.

   Bergeson is going to draft a plan which different options and scenarios to bring to the March meeting for the committee to make a decision. This decision needs to be forwarded to the Public Works Committee to review.

7) **Approval of minutes from January 11, 2018 Meeting**: **Motion by Boersma seconded by Bergeson to approve the minutes. Carried 5-0.**

8) **Arbor Day Event:** The Commission will be participating with Sustainable Stoughton and the Earth Day Event on Saturday, April 21. Trees will be planted in a park(s) and fourth grade classes will be visited and tree seedlings distributed. (Cummins usually helps with the packaging of these seedlings) *Yuknis* suggested a nature walk and also developing a CD to show the tree cycle to the fourth grade classes and have some high school students involved in the development.

9) **Tree City USA Growth Award Ideas:** *Erdahl* provided the explanation sheets for the four categories that are used to qualify for an award. The city needs to get at least ten (10) points a year from the various categories to qualify. The members will be reviewing these sheets and make suggestions at the March meeting.

10) **Future Agenda Items:** Arbor Day Event/ Tree City USA, Stoughton Municipal Zoning Ordinance, Wood Inventory Plan, EAB Treatments, Tree Tribute Program

Motion by Yuknis, seconded by Bergeson to adjourn the meeting at 6:00 p.m. Respectfully submitted 2/14/18, Vickie Erdahl - Staff

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Tuesday, January 16, 2018 – 5:00 p.m.
Stoughton, WI

Location: Gary A. Graham Conference Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Donna Olson

Excused: Alderperson Michael Engelberger

Absent: None

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

Call to Order: Mayor Donna Olson 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. An update was provided on recent personnel changes and water main breaks. Discussion followed.

Motion by Alderperson Pat O'Connor, the motion seconded by Alderperson Matt Bartlett, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the October 16, 2017 Regular Utilities Committee Meeting, Stoughton Utilities September 2017 Financial Summary, Stoughton Utilities October 2017 Financial Summary, Stoughton Utilities November 2017 Financial Summary, Stoughton Utilities September 2017 Statistical Report, Stoughton Utilities October 2017 Statistical Report, Stoughton Utilities November 2017 Statistical Report, Stoughton Utilities October 2017 Activities Report, Stoughton Utilities November 2017 Activities Report, Stoughton Utilities December 2017 Activities Report, Utilities Committee Annual Calendar, Communications. 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:

- Proposed Stoughton Utilities 2018 budget and five year (2018-2022) Capital Improvement Plan (CIP)
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee September 24, 2017 Meeting Minutes
- Stoughton Utilities August 2017 Financial Summary
- Stoughton Utilities August 2017 Statistical Report

Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit: Stoughton Utilities staff provided an update on the status of the issuance of the revised WPDES permit. Discussion followed.

Resignation of Utilities Committee Citizen Member Alan Staats: Stoughton Utilities staff presented the notice of resignation provided following the October 16, 2017 meeting, and the appointment of a replacement citizen member at the December 12, 2017 meeting of the Stoughton Common Council. Citizen Member Kym Ackerman was welcomed to the committee. Discussion followed.

Stoughton Utilities RoundUp Program: Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Matt Bartlett, to donate $1,000 from the Stoughton Utilities Round-Up Program to Eyes of Hope Stoughton, Inc. The motion carried 6 to 0.

Personnel status: Stoughton Utilities Staff presented and discussed the Stoughton Utilities personnel status and reported the recent retirement of Journeyman Lineman Don Hanson, the resignation of an Apprentice Lineman, and the recent additions of a new Apprentice Lineman and a new Journeyman Lineman. Discussion followed. Citizen Member David Erdman requested that a proclamation be presented to the Stoughton Common Council to recognize Don Hanson's 41 years of dedicated service.

Proposed position description for Utilities Water System Supervisor: Stoughton Utilities Staff presented and discussed the proposed position description for the Utilities Water System Supervisor, emphasizing that there are funds available for the fiscal impact to be determined. Discussion followed. A recommendation was made by Alderperson Matt Bartlett to change the language included in the Purpose of the Position. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the proposed position description for the Utilities Water System Supervisor, with the change recommended by Alderperson Matt Bartlett, and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 6 to 0.

Staffing plan and needs assessment: Stoughton Utilities Staff presented and discussed the Stoughton Utilities' anticipated staffing needs for 2020, 2022, and 2027. Discussion followed.

Utilities Committee future agenda items: Bad debt account write-offs through December 31, 2017, portions of Chapter 74 of the Municipal Code of Ordinances related to the Wastewater Utility, and a discussion regarding the potential rate impacts of overhead to underground electric system reconstruction.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Matt Bartlett, 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