Landmarks Commission Meeting Minutes
Thursday February 11, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing; Greg Pigarelli, Secretary; Kimberly Cook; Jean Ligocki and Alan Hedstrom, Vice-Chair; Peggy Veregin, Chair and Kristi Panthofer
Staff: Michael Stacey, Zoning Administrator
Absent: None
Guests: Jordan Tilleson; Kathleen Kelly; Joanne Grassman; Mayor Tim Swadley; Michael Collins; Sid Boersma; Lisa Reeves; Dale Otradovec and Kristen Zoerner.
Press: None

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

2. **Consider approval of the Landmarks Commission meeting minutes of January 14, 2021.**
   Motion by **Pigarelli** to approve the minutes as presented, 2nd by **Hubing.** Motion carried 6 - 0.

   Hedstrom arrived at 6:32 pm.

3. **Local Downtown District.**
   Veregin explained the intent of the public hearing which is not required and indicated where the Commission is at in the Local Downtown District planning process.

   Veregin stated we have become aware that the survey used to gather information has been deem worthless because it was determined that numerous responses were submitted by one person. Stacey stated out of 200 responses at least 105 were from one IP address or one person. There is also indication that the same person used other computers to submit additional negative responses.

   Veregin opened the public hearing.

   Kathleen Kelly spoke in favor of creating the Local Downtown District.

   Veregin closed the public hearing.

   The Commission will continue with the Local Downtown District planning process.

4. **Depot Hill Historic District.**
   Veregin explained the intent and process to approve the Depot Hill Historic District. The initial plan is to have a meeting with property owners within the district and discuss what the district will mean for them.

   Stacey will assist in getting notices out to property owners.

   Sid Boersma questioned what the hashed buildings mean. Veregin stated those were deemed non-contributing buildings when the district was first planned. All buildings would be evaluated again to determine which are contributing or non-contributing to the district. Non-contributing

means either the building was altered from its original state or the building was built after the historic period that the district represents.

Joanne Grassman, who is interested in purchasing a property within the proposed district spoke in favor of creating the district because it may allow her to gain tax credits to update the building.

Veregin stated the plan is to move quickly on this project and we'll keep Joanne Grassman informed of the progress.

5. **Discuss creating a new Landmarks Commission website.**
   Veregin stated there is a need to get moving on this project.

   Stacey stated the City is looking to hire back Derek Westby on a temporary basis and he could assist the Commission in creating a website using Squarespace.

   The Commission discussed websites such as the RDA and Opera House as examples of the direction they could go.

   Stacey stated the Commission should have an outline of what they would like so if Derek Westby becomes available we'll be ready.

   Ligocki questioned if Derek was involved in creating the RDA website. Mayor Swadley stated he believe he was involved.

6. **Historic Preservation Awards.**
   Veregin plans to provide a letter to Stacey to mail out to the award recipients. Veregin would like a virtual presentation before a Common Council meeting. Stacey stated that can be achieved. Ligocki agreed.

7. **CLG grant**.
   Veregin stated the Commission should find out by Friday Feb 19th if we got the grant.

8. **Mini-Grants 2020 and 2021.**
   Stacey provided a spreadsheet of the 2020 and 2021 mini-grants. Ligocki noted $9,000 is slated for 2021.

   Mayor Swadley suggested providing a summary and pictures for a presentation to Council. Veregin agreed.

   Veregin to provide Stacey with the 2021 mini-grant letter to be sent to Local Landmark property owners.

9. **Commission Reports/Calendar.**
   Mayor Swadley stated there may be some grant funding available for downtown properties and to contact Gary Becker for more information. Mayor Swadley sent an email to Veregin and Stacey with more info.

10. Future agenda items.
Depot Hill Historic District; Downtown Local District; Mini-Grants.

11. Adjournment. Motion by **Hubing** to adjourn at 7:20 pm, 2nd by **Hedstrom**. Motion carried 7– 0.

Respectfully Submitted,

Michael P. Stacey

Plan Commission Meeting Minutes
Monday, February 8, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Majewski; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: None
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Jim Bricker; Dennis Steinkraus; Kirk Biodrowski; Attorney Rachel Snyder; Attorney Matt Dregne; Mackenzie Krumme; Peter Sveum; Rachel Venegas; C. Perret

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

2. **Consider approval of the Plan Commission meeting minutes of January 11, 2021.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Caravello**. Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated on January 26th the Common Council approved ordinances 1, 2, and 3 and resolutions 7 and 8.

4. **Staff Report - Status of Current Developments.**
   Scheel gave an overview of the status of developments as outlined in the packet of materials. There were no questions.

5. **Request by James and Michelle Gerber for Certified Survey Map (CSM) approval to combine the parcels at 404 W. Wilson Street and 900 Bickley Court.**
   Scheel explained the request.

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

6. **Request by Kirk Biodrowski for approval of a conditional use permit (CUP) to allow an Indoor Commercial Entertainment use (restaurant type use) and for an In-Vehicle Sales and Service use (drive-thru) at 1720 US Highway 51-138.**
   Scheel introduced the request.

   Robinson has concerns about traffic safety and conflicts with the mobile vending use.

   Rachel Venegas questioned the ownership of the lots. Kirk Biodrowski stated the same entity owns the Pick and Save lot and the proposed Starbucks lot. Starbucks will lease the property as outlined in the application and packet of materials.

   Attorney Dregne gave an overview of the requirements to review/approve a conditional use permit application.

   Barman stated there is nothing in the ordinance that allows review of a local vs national business rather this request is for the evaluation of the coffee use. Attorney Dregne agrees.

Mayor Swadley opened the public hearing.

- Rachel Venegas is in favor of mobile vending for more than 180 days per year.
- Phil Harrison is not opposed to Starbucks if they meet all requirements.
- Kirk Biodrowski is in favor of the request and can answer questions if necessary.
- Rachel Venegas questioned access to the site and how traffic would flow. Kirk Biodrowski explained the route of the drive-thru and the exiting toward the south.

Mayor Swadley closed the public hearing.

Majewski is concerned about traffic flow and exiting for traffic wishing to head east on Hwy 51.

Kirk Biodrowski stated the previous bank had the same configuration.

The group discussed safety and traffic flow concerns on the adjacent Pick and Save site.

Caravello stated increasing bike parking spots would be a good idea.

The group discussed conditional use vs site plan review and it was determined the site plan is part of the conditional use review according to the conditional use requirements within the zoning code and as outlined in the resolution.

Attorney Dregne questioned if the Commissioners have enough information from the application to make a decision.

Robinson there are not enough signs or arrows directing traffic out of the site.

Barman stated there is not enough evidence to show how traffic would flow out of the site.

Kirk Biodrowski is concerned about what is being required.

Attorney Dregne stated it sounds like a site plan needs to be provided that demonstrates appropriate traffic flow. Attorney Dregne stated the application and CUP packet materials are part of the record for the CUP application.

Motion by **Majewski** to postpone the conditional use request until an updated site plan is provided to show the appropriate traffic flow, 2nd by **Selsor**.

A discussion took place about what the easement allows. Kirk Biodrowski stated the easement agreement gives the right to use any part of the parking lot for access.

Mayor Swadley stated the Plan Commission could have a special meeting if necessary to review an updated site plan.

Barman stated he would like to see traffic circulation off the Starbucks site including signage and potentially striping.

Schumacher stated if available he'd like to see incident rates of accidents on the site and average volume of traffic.

Dregne stated the resubmittal should speak to the easement for ingress and egress.

Motion carried unanimously.

Motion by **Barman** to postpone the site plan review until the site plan resubmittal for the conditional use review, 2nd by **Majewski**. Motion carried unanimously.

7. Request by KPW LLC for Preliminary Plat approval to re-plat Outlot 1, Block 1 of the KPW Meadows Addition.
Scheel gave an overview of the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Majewski stated cul-du-sac's are discourage by Public Works due to the difficulty to remove snow.

Scheel stated cul-du-sac's were anticipated within this development and is allowable by ordinance.

Motion by **Barman** to recommend the Common Council approve the preliminary plat resolution as presented, 2nd by **Schumacher**. Motion carried unanimously.

8. Request by KPW LLC for rezoning approval of the parcels within the re-plat to Outlot 1, Block 1 of the KPW Meadows Addition.
Scheel gave an overview of the request.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

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

9. **Future agenda items.**
   Mobile vending ordinance; Kettle Park West final plat; Starbucks CUP and site plan.

10. **Adjournment.** Motion by **Majewski** to adjourn at 7:23 pm, seconded by **Schumacher**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey

Plan Commission Special Meeting Minutes
Wednesday, February 24, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: Tom Majewski
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Steve Shulfer; Phil Harrison; C. Perret

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

2. **Request by Kirk Biodrowski for approval of a conditional use permit (CUP) to allow an Indoor Commercial Entertainment use (restaurant type use) and for an In-Vehicle Sales and Service use (drive-thru) at 1720 US Highway 51-138.**
Mayor Swadley introduced the request.

The following additional items have been provided for consideration:
- Traffic Review Plan sheet provided on behalf of the applicant that illustrates their anticipated traffic flow along with anticipated traffic metrics
- Existing Cross-Easement Agreement with Covenants and restrictions provided on behalf of the applicant
- Traffic Accident Exhibit provided by Stoughton Police Department
- A draft Easement Agreement that has been provided on behalf of the applicant
- Traffic circulation concept provided by Commissioner Barman

Steve Shulfer, representing Starbucks, referenced the provided Traffic Review plan and explained how traffic could flow through the site.

Barman provided a traffic circulation plan to explain how he thought traffic could best flow through the site including an entrance only in the northeast corner of the Starbucks site. Barman is not in favor of an exit only at the northeast corner because the angle parking for Pick and Save will have traffic heading south to that entrance.

Steve Shulfer stated they don't have a preference and just want the site to be safe for everyone.

Robinson arrived at 6:09 pm

The Commission discussed having an entrance only, exit only or completely closing the access at the northeast corner.

Selsor stated he believes the Starbuck proposed traffic flow with the exit only at the northeast access point is a good start.

Scheel noted the existing site (proposed Starbucks site) does have enough width between parking stalls to allow for two-way traffic.

Robinson stated he drove through the site and found it easy to navigate out to the north from the northeast access.

Barman is in favor of the northeast access being either entrance only or closing it off altogether due to the Pick and Save parking lot layout.

Caravello stated he is in favor of leaving it exit only and see how it works.

Selsor believes the Starbucks plan is a good plan and Schumacher agrees.

Mayor Swadley likes the Starbucks proposal as presented and believes traffic flow can be revisited in the future if necessary.

The Commission discussed the few traffic incidents in that area of US Highway 51 as provided by Stoughton Police Department.

The Commission briefly discussed the provided new easement agreement.

Scheel stated any conditional use recommendation should list the reasons for the recommended approval.

Motion by **Barman** to recommend the Common Council approve the conditional use resolution and to require the northeast access be an entrance only based on Commission deliberation of the application, Starbucks Traffic Review plan, traffic accident statistics, the new access easement agreement and Commissioner Barman's traffic circulation concept. Motion failed for lack of a second.

Motion by **Selsor** to recommend the Common Council approve the conditional use resolution as presented using the Traffic Review Plan submitted by Starbucks with traffic flow adjustments as needed based on Commission deliberation of the application, Starbucks Traffic Review plan, traffic accident statistics, the new access easement agreement and Commissioner Barman's traffic circulation concept, 2nd by **Robinson**. Motion carried 6 – 0.

Motion by **Barman** to approve the site plan resolution as presented, 2nd by **Robinson**. Motion carried 6 – 0.

3. **Adjournment.** Motion by **Robinson** to adjourn at 6:44 pm, seconded by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Meeting of the:	**PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON**
Date /Time:	**Tuesday, January 19, 2021 at 6:00 pm**
Location:	**Please join my meeting from your computer, tablet or smartphone.** https://global.gotomeeting.com/join/493565933

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Present: Alderpersons: Phil Caravello, Regina Hirsch, Ben Heili, Joyce Tikalsky, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Guests: Dan Schmidt

Meeting called to order at 6:11 pm.

Approval of Minutes from December 15, 2020;
Motion to approve the Minutes from December 15, 2020 by Hirsch seconded by Heili
Motion carried unanimously

Communication; Committee of the Whole meeting February 4th at 6:30.
Dunkirk Dam District meeting January 20th at 6:00

Directors Report-Director Glynn highlighted updates on High School Baseball light removal and potential Osprey nest relocation and the Stoughton Area Youth Center programming

ADA Transition Plan; Dan Schmidt from MSA presented the plan and answered questions.
Motion by Tikalsky, seconded by Heili to recommend city council accept the plan
Motion carried unanimously

Rotary Park Project Bids; Director Glynn reviewed the project and bids
Motion by Hirsch, seconded by Heili to recommend Finance Committee accept the bid and alternative bid from Speedway Sand and Gravel and use Park Development Funds to cover the budget gap
Motion carried unanimously

Yahara Riverfront Project-Riverwalk Design Review; Director Glynn provided an overview of the trail system progress on the RDA property

Future Agenda Items

Virgin Lake Trail Designing and Engineering
Park Design Guidelines/ Acquisition
Park Impact Fee & Fee in Lieu of Study
Future Parkland Dedication money uses
Council Goals

Motion to adjourn by Hirsch seconded by Tikalsky
Motion carried unanimously at 7:47 pm

River and Trails Task Force Minutes
Monday, November 2, 2020
Virtual Meeting

Present: Jon Lewis, Jim Wilcox, Sandra Black, Bob Diebel, Joni Dean, Jim Killian, Andrew Hoffman, Council Person Phil Caravello, Parks and Recreation Director Dan Glynn.

CALL TO ORDER

1. Call to order: Sandra called the meeting to order at 5:30 pm.
2. September 14 2020 Minutes: Approved by Jon with a second by Andrew. Carried.
3. Communications:
   (a) Single Track Mountain Bike Trail at Lowell Park: The Capital Off Road Pathfinders is asking for help from the River Task Force to create the trail. Phil stated he may have a contact who could help. This trail would need approval with Parks and Recreation. Dan estimates about ½ mile of area for the trail.
   (b) Division Street Park Shoreline Vegetation: It was assumed someone sprayed Round-Up in the middle of the shoreline. Dan did send a letter to the neighbors in the area. Discussed using signage or public education about the area for preservation including a future article in the Stoughton Hub. Dan will check with the staff about cleaning up the planters in the park for the winter season.
   (c) 51 West Development Park and Trails: Dan shared a map of the Dvorak development. The trail east of Hwy 51 shoud be developed by the end of next year. The Task Force discussed the link across Hwy 51 to the west development, which is not shown in the plan.
4. Yahara Riverfront Project Phase 1 Prelim Design Review-Bridge and Trail: Dan confirmed the DNR grant approval which covers 80% of the bridge cost. There are two separate grants; one for the bridge and one for the trail. Dan shared a map of the proposed trail along the river. If Stoughton Trailers provides an easement, the trail can be extended.
5. Bike Transportation Plan & Map Update Projects; Dan shared the current map and asked for any recommendations for changes which was discussed. Motion by Phil with a second by Sandra to amend our bike route to the changes recommended by the Department of Transportation. Phil has 7 more bike signs to place.
6. 2021 Committee Goals:
   (a) Nancy asked Sandra to make sure to stay on top of the bike plan and wants signage on trails and Division Street Park.
   (b) Andrew agreed to continue working on the Single Track Mountain Bike Trail.
   (c) Bob discussed the trail from Skaalen to Cooper's Causeway and asked for an update on the two homeowners. Discussed the right of way of the two landowners and possibly offering money. The City Attorney will get involved if the Mill Pond recedes and the land opens up. IKI has agreed to give up land for the trail. Dan reported trying for a county or DNR grant to try and get boardwalk money for that part of the trail.

7. Future Agenda Items: None.

ADJOURNMENT
The meeting was adjourned at 6:42 pm by Jim, with a second by Phil.

Respectfully submitted,

Joni Dean

Tree Commission Meeting Minutes
Thursday February 11, 2021 @ 5:00 PM
Virtual Meeting - Stoughton, WI

Members Present: Mitch Bergeson, Mike Point, Kevin Short, Jim Fitzgibbon, Fred Hundt and Dean Tangeman

Absent & Excused: None

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

Guest:

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

1) **Communications:**
   - Bergeson attended Tree City USA and put feelers out for canopy cover within the City to target tree location with the grant

2) **Approval of minutes from January 14, 2021 Meeting:** **Motion by Tangeman, seconded by Short to approve the minutes. Carried 5-0.**

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

- In-house tree trimming continued in January for the winter season. City staff has been focusing on small tree trimming (6" in diameter and less) while a tree trimming contractor will trim larger trees.
- I assisted with snow plowing operations on several occasions in December.
- I attended (virtually) weekly meetings of the Woody/Ornamentals Species Advisory Group for the DNR Invasive Species Council. These meetings are being held to review currently regulated trees and shrubs under NR40, and also to assess new species to add to the regulated list.
- I contacted all of the elementary schools in Stoughton to determine which 4th and 5th grade classrooms are interested in receiving tree seedlings for Arbor Day this coming April.

4) **OLD BUSINESS: Discussion on 2021 DNR Grant – Gravel Beds, Outreach and Tree Application & Criteria:** *Bergeson proposed a list of trees to choose from and tracking for time for Grant*

   - *Kemppainen* will make the final decisions on what trees to order based on the grant money from McKay Nursery
   - Each member will need to track their time spent on grant work and *Bergeson* will keep track of meeting time spent discussing the grant for each member
   - Trees will need to be ordered by early March from McKay Nursery
   - Required for the grant is to teach people how to properly plant the trees; this will also need to be documented
   - Courier Hub is interested in a follow up article on the Grant; get verbiage to them the week before in April

5) **NEW BUSINESS: Discussion on Arbor Day 2021:**

- *Kemppainen* will reach out to St. Ann's to see if they are also interested in participating
- Will need trees to school on that Thursday and Friday
- *Bergeson* suggested we contact St. Ann's school for Arbor Day trees

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

- Canopy Project Update
- Maintaining Old Trees
- Verbiage for Hub due in April

Motion by Bergeson seconded by Short to adjourn the meeting at 6:05 p.m. Respectfully submitted 2/12/21, Jen Wagner - Staff

FINANCE COMMITTEE MINUTES
February 23, 2021 @ 6:00 p.m.
GoToMeeting

Present:
Schumacher, Reeves, Doom, Jenson, and Mayor Swadley

Also Present:
Finance Director Friedl, Clerk Licht, Utilities Director Weiss, and Planning Director Scheel, Alder Hundt

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

Communications:

Reports: the following reports were entered into the record.

- Contingency Report
- December 2020 Treasurer's Report
- January 2021 Treasurer's Report

COMMITTEE BUSINESS

Approval of the January 26, 2021 Finance Committee Minutes
Motion by Jenson, second by Doom to approve the January 26, 2021 Minutes. Motion carried 5-0.

Discussion regarding draft 2020 financial statements and forecasted ending fund balance
Finance Director Friedl highlighted revenues, and expenditures, and COVID-19 lost revenues for 2020. Reeve suggested using the unassigned funds for a sinking fund.

Resolution authorizing City staff to forego the small claims process related to the amounts owed by BUD-MAR LLP and BEEANDBEE Investment Company LLP and write off the remaining balance of $5,344.22
Motion by Jenson, second by Doom to recommend that council approve a Resolution authorizing City staff to forego the small claims process related to the amounts owed by BUD-MAR LLP and BEEANDBEE Investment Company LLP and write off the remaining balance of $5,344.22. Motion carried 5-0.

Resolution authorizing City staff to enter into an agreement with Ehlers to create Tax Increment District No. 9
Motion by Jenson, second by Reeves to recommend that council approve a resolution authorizing City staff to enter into an agreement with Ehlers to create Tax increment District No. 9. Motion carried 5-0.

Discussion and possible action regarding the City collaborating with MadREP, Madison Development Corporation and regional Counties and Municipalities to participate in funding through the US EDA to establish a Revolving Loan Fund

MadREP presented the Revolving Loan Fund option for the City. The committee took no action on this item.

Discussion and possible action regarding the timeline and process related to the creation of TIF No. 9 and the HWY 51 West project

The committee did not discuss or take action on this item. It will be back before the committee at its March 9, 2021 meeting.

FUTURE AGENDA ITEMS

- Future Treatment of Costs Eligible for Special Assessments

Adjournment:
Motion by Jenson, second by Reeves to adjourn at 7:00 p.m. Motion carried 5-0.

Respectfully Submitted,
Holly Licht, City Clerk