PUBLIC SAFETY MINUTES
WEDNESDAY, JULY 24, 2019 @ 6:00 P.M.
OPERA HOUSE BUILDING, HALL OF FAME ROOM, 381 EAST MAIN STREET

Present:
Greg Jenson, Jean Ligocki, Tim Riley, Ozzie Doom, Mayor Swadley, Chief Leck, and City Clerk Holly Licht

Guests:
Brianna and Tyler Fero, Laura Trotter, Callie LaPoint, Linda Schaefer, Teressa Pellett, Lourdes Aranda

Absent and Excused:
None

Call to Order:
Greg Jenson called the meeting to order at 6:01 p.m.

Communications:
Chief Leck announced that Lt. Nate Hartwig is going to be resigning as he will be moving with his family out of state. He also announced that the Police Department would be hosting its first annual National Night out on August 6th at the Nordic Ridge Park.

Approval of the June 26, 2019 Public Safety Minutes:
Motion by Ligocki, second by Riley to approve the minutes. Motion carried 5-0.

Discussion and possible action regarding an application for a Class "B" Fermented Malt Beverage and Reserve "Class B" Intoxicating Liquor License for La Cantina, LLC., d/b/a La Cantina located at 620 Nygaard Street
Lourdes Aranda, the applicant, stated that the restaurant would be serving authentic Mexican dishes. She stated that this is their 3rd location in Wisconsin. The hours for the restaurant will be Sunday-Thursday 11:00 a.m.-9:00 p.m., weekends 11:00 a.m.-10:00 p.m. Motion by Doom, second by Riley to recommend that the council approve a Class "B" Fermented Malt Beverage and Reserve "Class B" Intoxicating Liquor License for La Cantina, LLC., d/b/a La Cantina located at 620 Nygaard Street. Motion carried 5-0.

Discussion and possible action regarding an application for a Class "B" Fermented Malt Beverage for Gemini Games, LLC., d/b/a Gemini Games located at 193 West Main Street
Brianna Fero, the applicant explained the concept of the business. She said that it would be a novelty game store with free-to-play space. They would also like to serve beer for people to consume on premises. Chief Leck said that the alcohol would have to be completely separate from where minors were. The committee discussed having the downstairs for 21+ only, but that there would need to an operator overseeing the area the whole time. Clerk Licht passed out copies of Wis. Stat. sec. 125.07 (3). The committee agreed that, with the space it would be difficult to allow unaccompanied minors in. The committee took no action on the item.

Discussion and possible action regarding a special event license and Temporary Class "B"/ "Class B" Retailer's License for Stoughton Chamber of Commerce for a Wine Walk
Callie LaPoint, Stoughton Chamber of Commerce, stated that they are going to have 15 businesses participate. She said that all wine will be in the front of the store. She noted that there will be dump

buckets by the door and signs that say “no alcohol beyond this point.” Chief Leck and Clerk Licht both stated that there were no issues with the application. Motion by Riley, second by Ligocki to recommend that the council approve a temporary Class B Wine license for the Stoughton Chamber Wine Walk. Motion carried 5-0.

Adjournment:
Motion by Ligocki, second Riley to adjourn at 6:53 p.m. Motion carried 5-0.

Respectfully Submitted,

Holly Licht, City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, August 6, 2019 @ 6:00 PM
ED OVERLAND ROOM, OPERA HOUSE, 381 E MAIN ST. STOUGHTON, WI

Present:
Alders Jean Ligocki, Ben Heili, Brett Schumacher, Regina Hirsch and Mayor Tim Swadley

Also Present:
City Clerk Holly Licht

Absent and Excused:
None

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

Communications:
Ligocki stated that she would like to propose a social media policy for alders. Schumacher mentioned that the school district has a similar policy and would make a good starting point. Heili stated that he would like City Climate Change and Renewal Energy target be put on the agenda for September.

Discussion and Possible Action regarding a charitable donation policy:
Clerk Licht stated that Attorney Dregne suggested dealing with requests on a case-by-case basis instead of drafting a policy. Hirsch stated that it was necessary to have a policy to lay out the process. The committee agreed. They directed clerk to make the following language changes in the policy: add limited to monetary funds, not in-kind, take out the officially affiliated, explicitly call out the food pantry and the City Band. The committee wants to see the policy at the next meeting before it went to council.

Discussion regarding mobile food carts:
The committee stated that food carts that are part of a special event or city should be exempt from getting a permit. They added that the ordinance should read that a food cart cannot be within 300 of the perimeter of a special event. The ordinance should not reference private property. They wanted to make a designate food cart area to present to the public safety committee and get feedback from the chief of police. Hirsch stated that there should be no food carts on HWY 51 unless part of a special event. They suggested listing the county sanitary requirements in an appendix instead of listing them all twice within the ordinance. The committee directed Clerk Licht to make the changes. The committee wants to work on this for another meeting before the attorney reviews it.

Approval of the June 4, 2019 CACP Minutes
Motion by Heili, second by Hirsch to approve the minutes with the correction under the mobile food cart policy. Clerk Licht stated she would finish the sentence. Motion carried 5-0.

Discussion and possible action regarding Building Use Policy Fees
Motion by Heili, second by Schumacher to change the fee to $10/hour, change the time charged before and after the meeting to ¼ hour, and include the normal business hours for each building within the policy. Motion carried 5-0.

Adjournment:
Motion by Ligocki, second by Hirsch to adjourn at 7:47 p.m. Motion carried 5-0.

FINANCE COMMITTEE MINUTES
Tuesday, August 13, 2019 @6:00 PM
COUNCIL CHAMBERS, 321 S FOURTH STREET, STOUGHTON,WI

Present:
Brett Schumacher, Ozzie Doom, Lisa Reeves, and Mayor Swadley

Others Present:
Finance Director Friedl, Clerk Licht, Planning Director Scheel, Human Resources Director Gillingham, Police Chief Leck, Senior Center Director McGlynn

Absent and Excused:
Greg Jenson

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

Communications:

Reports: the following report was entered into the record.

- Contingency Report

Discussion regarding revisions to the City of Stoughton Purchasing Policy
Finance Director Friedl said at times it is very difficult to follow the current policy. He said the current policy doesn't address sole source and continuity purchases, cooperative procurement programs, large supply orders and emergency purchases. The proposal from the Finance Department would be to create separate policies for CIP and operational budget costs. Under the new policy, for CIP purchases, if the purchase is under budget, no further approval is required. If over budget, finance committee approval is required, and if it is not budgeted for it will need to go through Finance and Council. For the operational budget we need to trust the annual budget and the monthly reporting process. He added that Department Heads need to be held accountable for overages. Schumacher suggested looking at CIP budgeted amounts to actuals for the next year to gauge where we are.

Approval of the July 23, 2019 Finance Committee Minutes
Motion by Reeves, second by Schumacher to approve the minutes. Motion carried 4-0.

Discussion and possible action regarding 2019 Business Park Expansion Contract No. 3-2019 (Glacier Moraine Drive)
Planning Director Scheel stated that the City received 4 competitive bids for the project. The project will begin in 2019 and will be completed in 2020. The City has a good relationship with the contractor.

Motion by Reeves, second by Doom to recommend that the council 2019 Business Park Expansion Contract No. 3-2019 (Moraine Drive). Motion carried 4-0.

Discussion and possible action to reserve an amount of unassigned fund balance not to exceed $20,000 to fund the Senior Center Program Volunteer Coordinator position through 2020
Finance Director Friedl said that the Bryant foundation has reduced the amount they are committing to the position to only fund it for 19 hours/week rather than the 32 hours/week they are currently committed to. The amount would come out of the 2020 fund balance.

Motion by Reeves, second by Doom to approve funding up to $20,000 for the Senior Center Program Volunteer Coordination position through 2020. Motion carried 4-0.

Discussion and possible action to utilize Contingency Funds not-to-exceed $3,000 to complete the purchase of a new handicap accessible van

Motion by Doom, second by Reeves to recommend that the council approve the purchase of a new handicap accessible van with funds from contingency not to exceed $3,000. Motion carried 4-0.

Discussion and possible action to pursue a small claims lawsuit in an effort to collect amounts owed to the City in relation to an existing annexation agreement

Motion by Reeves, second by Doom to recommend that that the council approve the recommendation to take the amounts owed to small claims court. Motion carried 4-0.

Discussion and possible action to shift money available in the 2019 CIP and request an additional $2,000 in funding to complete Squad Laptop Replacements

Motion by Reeves, second by Doom to approve the transfer of funds to complete Squad Laptop Replacements. Motion carried 4-0.

Discussion and possible action to pursue a 1-year full revaluation contract extension or pursue a 5-year full revaluation contract with Accurate Appraisal

The committee recommended a 1 year contract.

Adjournment

Motion by Reeves, second by Doom to adjourn at 6:53 p.m. Motion carried 4-0.

Respectfully Submitted,

Holly Licht, City Clerk