PARKS AND RECREATION COMMITTEE MEETING MINUTES

July 17, 2018
6:00 PM
Stoughton Fire Department Training Room

Present: Alderpersons: Phil Caravello, Denise Duranczyk, Regina Hirsch, Nicole Wiessinger, Mayor Tim Swadley, and Parks & Recreation Director Dan Glynn
Guests: Alderperson Tom Majewski

1. Call to Order
Meeting called to order at 6:47 pm.

2. Approval of the Minutes from June 19, 2018

Duranczyk made a request that the CIP portion of the minutes be updated to reflect the discussion about priorities and whitewater park project items.

Motion to approve with the CIP item portion of the minutes amended by Hirsch and seconded by Caravello. Motion carried unanimously.

3. Communications

Pickleball Court Construction Update:
Glynn shared that he was working with Director Hebert and the engineer to remedy the drainage issue at the pickleball court. A six inch corrugated pipe was installed by the contractor and Public Works graded the area to make that area of the park drier. The committee was concerned with the time and resources needed on the City's end for this project.

Whitewater Park Update:
Glynn shared that he was working with steering committee members about their availability to get the meetings scheduled. Glynn also shared that he was meeting with UW Extension about business planning and that there was a draft of the economic impact study.

Yahara River Trail Update:
Glynn shared that Jim Wilcox from Rivers and Trails Taskforce was helping to get cost estimates for different elements of the project. The Rivers and Trails Taskforce was hopeful that if the project was split up that it could still get completed in 2018.

Troll Beach, Recreation, and Youth Center Update:
Glynn shared that Troll Beach had 6,500 visits in June which was high considering the number of closed days due to rain. Wiessinger shared that the swim lessons at the high school were often booked and not at great times. That it may make sense to offer them at Troll Beach in the future. Glynn said that he would check with the pool manager at the high school to see if offering swim lessons at Troll Beach would create a conflict. Glynn shared that the Youth Center had 2,900 visits during the first half of the year. That the Youth Center Manager may have an issue with staffing due to both of his assistant starting new jobs and they are working night shifts.

Old Business

4. Fair Contract (Discussion & Possible Action)
Mayor Swadley gave an update about the recent meeting with the Fair Board. He relayed that the Fair Board is still concerned with the language in the new contract and he was unsure if they were going to sign it before the end of August. He also shared with the Fair that the City is going to have a master plan done on Mandt Park and that they would be included as a stakeholder group.

5. Future CIP Items (Discussion)
Duranczyk directed Glynn to ungroup the Mandt Park Master Plan, and the Soil Sediment Sampling items from the Whitewater Park Engineering phases in the CIP. These changes should provide clarity for alderpersons not on the committee. Duranczyk also asked to have the true

costs of the projects listed with potential grants. Glynn said he would work with Director Friedl to make it clearer. The Committee and Glynn discussed the different funding mechanisms for the projects including impact fees and grants.

6. Park & Open Space Plan Survey Questions

The Committee and Glynn discussed the survey questions. Minor changes were made including corrections to typographical errors. Alderperson Majewski asked if there was a question about swimming facilities and Glynn shared that there was a question towards the end of the survey that asked about new facility options. The Committee discussed issues about geese control and adding a question about it.

7. Future Agenda Items
Yahara River Trail
Park & Open Space Plan
Pickleball Court
Whitewater Park
Bike Route Signs
Operational Budget

Adjournment
Motion made by Duranczyk and seconded by Caravello at 8:15 pm. Motion carried unanimously.

Meeting of the:	**FINANCE COMMITTEE OF THE CITY OF STOUGHTON**
Date /Time:	**Tuesday, July 24, 2018 @ 6:00 p.m.**
Location:	Council Chambers (Stoughton Police Department 2nd floor), 321 S Fourth St, Stoughton
Members:	Denise Duranczyk (Chair), Pat O'Connor (Vice-Chair), Kathleen Johnson, Greg Jenson and Mayor Tim Swadley (ex-officio)

Present
Denise Duranczyk, Pat O'Connor, Greg Jenson, Kathleen Johnson, and Mayor Tim Swadley

Others Present
Planning Director Scheel, Clerk Licht, Finance Director Friedl, Alder Boersma

Absent and Excused
None

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

Communications
Friedl said that the payroll process has started to move over to the Finance department. He added that the treasurer posting has closed and they will start interviews in the next couple weeks.

Reports
- Updated Contingency Report
- June 2018 Treasurer's Report
- Year-to-Date Financial Summary—Duranczyk directed Finance Director Friedl and Mayor Swadley to look at line items that have spent over 50% of the budgeted money for 2018.

OLD BUSINESS

NEW BUSINESS

Approval of the July 10, 2018 Finance Committee Minutes
Motion by Jenson, second by Johnson to approve the July 10, 2018 Finance Committee minutes. Motion carried 5-0.

Discussion regarding December 31, 2017 unassigned fund balance and historical trends
Friedl presented the unassigned fund balance. He said that unassigned fund balance has increased every year 2013-2017. He said that the city's policy is to maintain an unassigned general fund balance within a range of 20-25% of general fund annual budget expenditures. Friedl said that at the end of 2017 the unassigned general fund balance was approximately $3.7 million of 28.9% of general fund budgeted expenditures.

Discussion and possible action regarding options to cover cost overruns in the calendar year 2018 budget cycle including amending the calendar year 2018 budget
Friedl said that the current balance of the contingency fund is around $12,000. He said that we could amend the budget and use funds from the unassigned funds. Duranczyk said that the City should wait until the fall to see if a budget amendment is necessary.

Discussion and possible action regarding the sale of City-owned property north of Business Park North (Corner of Progress Lane and future Glacier Moraine Drive)
Scheel said that the City committed to construct the portion of Glacier Moraine Drive contiguous to NAFA by 2020. Mayor Swadley added that selling the lot will create more TIF revenue to complete the entire street. Without selling the lot, it will make it difficult to construct the entire street.

Discussion regarding expectations and deliverables from the newly appointed Finance Director/Comptroller
Duranczyk and Johnson said they liked what they have seen so far and to keep providing information.

FUTURE AGENDA ITEMS
Review of financial reports and fund balances in the Library, Senior Center, and Food Pantry Funds
Mad Rep
Net New Construction – Information available mid to late August
Audit – RDA/TIF – To be presented at the August 8th RDA meeting

Adjournment
Motion by Jenson, second by Johnson to adjourn at 6:51 p.m.

Ad Hoc Committee of Stoughton City Council, Stoughton Area School District and Stoughton Chamber of Commerce
Monday, July 23, 2018 @7:00 p.m. Location: Stoughton Area School District
MIUNUTES

Present
Jon Coughlin, Kathleen Hoppe, Jill Patterson, Nicole Wiessinger, Sid Boersma, Regina Hirsch. Ex Officio: Tim Swadley, and Laura Trotter

Others Present
Joe Frye, Steve Jackson, Frank Sullivan

Absent and excused
Tim Onsager

Appointment of Chair
Motion by Boersma, second by Hirsch to appoint Nicole Wiessinger as co-chair. Motion carried 6-0

Discussion and possible action regarding mission statement.
Motion by Coughlin, second by Patterson to approve mission statement "Make Stoughton a community of choice that attracts and retains young families." Motion carried 6-0.

Discussion regarding "Gaining and Maintaining Young People in Wisconsin Communities (University of Wisconsin) https://apl.wisc.edu/shared/youngadults
Trotter and Swadley identified potential facilitators. Coughlin discussed shaping policies vs marketing,

Boersma suggested unified efforts.

Future Agenda Items
Discuss SWOT/Economic Development Report, Ex Officio Role, township representation, contacting Mindy from UW Extension.

Schedule Next Meeting
Next meeting will be August 27, 2018

Adjournment
Motion by Boersma, second by Sullivan to adjourn at 8:32 p.m. Motion carried 6-0.

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, August 7, 2018 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present:
Alderpersons Lisa Reeves, Regina Hirsch, Nicole Wiessinger, Tim Riley, and Mayor Tim Swadley

Absent:
None

Also Present:
City Clerk Holly Licht, Bill Foster, Steve Schimeleski, and Alderperson Denise Duranczyk

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

Communications:
None

OLD BUSINESS

Discussion and possible action regarding City Facebook and social media policy
The committee agreed that the City of Milwaukee social media policy seemed like a good policy to start with. Mayor Swadley stated that he would talk to the City Attorney about options for a policy and requirements of storing social media posts.

Discussion and possible action regarding Economic Development Director Position
Mayor Swadley said that City Staff will work on creating a job description and bring it back to CA CP when it is complete for the committee's approval.

NEW BUSINESS

Approval of the May 1, 2018 CA CP Minutes
Motion by Reeves, second by Hirsch to approve the May 1, 2018 CA CP Minutes. Motion carried 5-0.

Presentation by Bill Foster regarding a Community Survey Proposal
Bill Foster and Steve Schmileski gave a presentation regarding a community survey. They said that since 2002 they have done over 500 community surveys. They completed a survey for the Stoughton Area School District. Foster said that they use an inclusive survey and typically get an 18-20% response rate. The survey could be mailed and returned via mail or there could be a unique code per household and residents could respond online. The committee liked the idea for the survey. They instructed Mayor Swadley to keep working with Foster and Schimeslski and budget for the survey in 2019.

Discussion and possible action regarding goals/objectives for the 2018-2019 Council term
Wiessinger said that she would touch base with president Majewski and bring this item back for the next CA CP meeting.

Discussion and possible action on records retention for materials handed out at Committee and Council meetings
Clerk Licht said that this has already been addressed with City Staff. The staff person of each committee will be responsible for sending the Clerk's office additional meeting materials. The Clerk's office will then make the documents available on the City website

Discussion and possible action on curation of policy and procedures into an easily accessible repository
Mayor Swadley noted that this is will be taken care of administratively. The leadership team discussed this and will update policies on the new website.

Discussion and possible action on Committee Chair report out at Common Council meetings
Mayor Swadley said this could be difficult to do because everything discussed at a Council meeting needs to be noticed. He added that he would talk to the City Attorney to see if this would be in violation of notice requirements.

Discussion and possible action on oversight committee review of financials
Alder Duranczyk said that she would like to see more oversight of the City financials. She added that she will work with Jamin to draft a policy to that requires committee oversight of City department financials. She would like oversight committee to see finance reports on a quarterly basis. The committee directed Alder Duranczyk to start drafting the policy.

R-123-2018- Resolution authorizing and directing the proper City official(s) to adopt a policy relating to attending City meetings via remote access
The Committee took no action on this item. This item will be on the September 4th agenda.

Adjournment:
Motion by Reeves, second by Hirsch to adjourn at 7:52 p.m. Motion carried 5-0.