



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Common Council of the City of Stoughton, Wisconsin, will hold a regular or special meeting as indicated on the date and at the time and location given below.

Meetings of: **COMMON COUNCIL OF THE CITY OF STOUGHTON**

Date//Time: Tuesday, January 24, 2023, 7:00 p.m.

Location: The meeting of the Common Council will be conducted as a hybrid meeting.

Virtual: You can join the meeting from your computer, tablet, or smartphone via **Zoom:**

<https://us06web.zoom.us/j/89661456223?pwd=WHErQyTvT2dldUNTEkFjcEZOVkhsZz09>

Meeting ID: 896 6145 6223

Passcode: 309049

One tap mobile

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In-person: Council Chambers, (2nd Floor of Public Safety Building)
321 South Fourth Street, Stoughton, Wisconsin

The meeting can also be live-streamed on <https://wsto.tv/live> and Spectrum Channel 981 or on TDS Channel 12.

Members: Mayor Tim Swadley, Phil Caravello, Ben Heili, Regina Hirsch, Fred Hundt, Greg Jenson, Jean Ligocki, Tom Majewski, Frank Raff, Lisa Reeves, Brett Schumacher, Joyce Tikalsky, and Rachel Venegas

ATTENTION COUNCIL MEMBERS: TWO-THIRDS OF MEMBERS ARE NEEDED FOR A QUORUM (EIGHT). The Council may only conduct business when a quorum is present. If you are unable to attend the meeting, please notify the City Clerk's office via telephone at (608) 873-6677 or via email at cchristen@ci.stoughton.wi.us

CALL TO ORDER

1. **Roll Call**

2. **Minutes and Reports:**

Finance Comm. (10/11/22, 10/25/22, 11/15/22, 12/13/22, 11/15/22); Landmarks (12/08/22); Plan Comm. (12/12/22); RDA (12/14/22); Tree Commission (12/14/22); Public Works (12/16/22)

3. **Public Comment Period:**

- If you would like to speak during the public comment period, please fill out the form and submit it by 6:30 p.m. on January 24, 2023. <http://speak.cityofstoughton.com>.

4. **Communications and Presentations:**

- Introduce Stoughton Trailers Development Concept and Draft Public Participation Plan for Comprehensive Plan Amendment
- Sustainability survey

5. Consent Agenda:

A. Council Minutes – January 10, 2023

B. **R-08-2023** Authorizing and directing the proper city official(s) to issue Operator licenses to various applicants.

OLD BUSINESS

6. **O-01-2023** Amending City Ordinance Chapter 2, Article II, Division 2, Sec. 2-67(a) of the Stoughton Municipal Code (*CA-CP Committee recommends approval 6-0 on 12/6/22*)

SECOND READING

NEW BUSINESS

7. **R-09-2023** Certified survey map to combine the parcels at Cummins Emission Solutions, 1801 and 1715 US Highway 51-138 for a future warehouse addition. (*Plan Commission recommends approval 6-0 on January 9, 2023*)

8. **R-10-2023** Conditional Use for an Indoor Commercial Entertainment Use (restaurant) at Black Cat Café, 183 W. Main Street. (*Plan Commission recommends approval 6-0 on January 9, 2023*)

9. **R-11-2023** Amend 2022 adopted budget for Landmarks Commission (*Finance Committee recommends approval 6-0 on January 10, 2023*)

10. **O-02-2023** Amending Section 2-585 Hotel/Motel Tax of the City of Stoughton Municipal Code (*Finance Committee recommends approval 6-0 on January 10, 2023*) **FIRST READING**

11. **R-12-2023** City of Stoughton mileage reimbursement rates indexed to IRS rates (*Finance Committee recommends approval 6-0 on January 10, 2023*)

12. **R-13-2023** Amend 2023 adopted budget for city employee market adjustments (*Finance Committee considering on January 24, 2023*) **TIME SENSITIVE ITEM**

13. **R-14-2023** Approving cost reimbursement agreement – Stone Crest Development (*Finance Committee considering on January 24, 2023*) **TIME SENSITIVE ITEM**

14. **R-15-2023** Enter into an agreement with Parisi Construction, LLC for roadway improvements to Deer Point Drive and Oak Opening Drive (*Finance Committee recommends approval 6-0 on January 10, 2023*)

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request such assistance, please call the City Hall at (608) 873-6677.
By: Mayor Tim Swadley, Council President Regina Hirsch

Join Zoom Meeting

<https://us06web.zoom.us/j/89661456223?pwd=WHErQyTvT2dIdUNTekFjcEZOVkhsZz09>

Meeting ID: 896 6145 6223

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+13017158592,,89661456223#,,,,*309049# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 896 6145 6223

Passcode: 309049

Find your local number: <https://us06web.zoom.us/u/kdlEYpGmII>

Finance Committee of the City of Stoughton
Tuesday, October 11, 2022 @ 6:30 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves and Tim Swadley (Mayor, ex-officio)

Members absent: David Thomas

Guests present: Dave Ehlinger and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 6:30 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications**
 - a. **Pending Finance Department absences** – Ehlinger noted that he would be on vacation from October 26th through November 12th.
5. **Reports** – Swadley updated the committee on the status of the 2023 budget.
6. **Approval of September 13, 2022 minutes** – Motion by Reeves/Jenson to approve the minutes as drafted. The motion passed 5-0 with Doom abstaining.
7. **Discussion and possible action regarding City of Stoughton shared ride services request for proposal (RFP)**
 - a. **Public rate fares for calendar year 2023** – By consensus, the committee agreed for the 2023 fares to be increased by \$0.25 from 2022 (regular \$4.75 one way and senior/handicapped \$3.75 one way).
 - b. **Proposal review committee members** - By consensus, the committee agreed the proposal review time should be Ehlinger and two Finance Committee members.
 - c. **Timing of contract award** – Ehlinger noted the Common Council is anticipated to award the contract on Tuesday, December 13th.
8. **Discussion and possible action regarding Finance Committee review of monthly revenue/expenditure reports for various departments and/or funds** – Ehlinger requested this item be deferred until the 10/25/2022 agenda.
9. **Discussion and possible action regarding moving November 8, 2022 Finance Committee meeting to November 15, 2022** - Motion by Jenson/Doom to move the 11/08/2022 Finance Committee meeting to 11/15/2022. The motion passed 6-0.
10. **Discussion and possible action regarding cancellation of November 22, 2022 Finance Committee meeting** – Motion by Jenson/Doom to cancel the 11/22/2022 Finance Committee meeting. The motion passed 6-0.
11. **Future agenda items**
 - a. **10/25/2022 – September financial reports** – Ehlinger confirmed that the 12/13/2022 meeting would include the October financial reports and the 12/27/2022 meeting would include the November financial reports.
 - b. **10/25/2022 – Approve minutes of 09/27/2022**
 - c. **12/13/2022 – Finance Committee and Common Council award contract for shared ride services**
 - d. **To be determined** – Future treatment of costs eligible for special assessments
 - e. **To be determined** - Potential revisions to Fund Balance Policy (last revised 1/25/22)

- f.* To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion* – No additional items were requested for subsequent agendas.
12. **Adjourn** – Motion by Jenson/Heili to adjourn at 6:54 p.m. The motion passed 6-0.

Respectfully submitted,



David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Finance Committee of the City of Stoughton
Tuesday, October 25, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas

Members absent: None

Guests present: Dave Ehlinger (remote)

1. **Call to order** – The meeting was called to order by Schumacher at 6:21 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications**
 - a. **Shared Ride Services – VendorNet bid information** – Ehlinger indicated that proposals are due November 15th and that the current vendor is aware that the city has started the bid process.
 - b. **Shared Ride Services – Request for Proposal (RFP)** – Ehlinger indicated this a copy of the final Request for Proposal.
 - c. **Delinquent room taxes – Interest and penalties** – Ehlinger indicated that the current ordinance is silent on row interest and penalties are allocated.
5. **Reports**
 - a. **Bank reconciliation 09/30/2022**
 - b. **Cash summary by fund 09/30/2022**
 - c. **Check reconciliation report 09/30/2022**
 - d. **Journal entry report 09/30/2022**
 - e. **Budget amendment report 09/30/2022**
 - f. **Receipt register 09/30/2022**
 - g. **Revenue / expenditure report – Finance Department 09/30/2022**
 - h. **Revenue / expenditure report – Shared Ride Services 09/30/2022**
 - i. **Revenue / expenditure report – General Revenues 09/30/2022**
 - j. **Committee overview recap 10-21-2022** – No specific questions were raised.
6. **Approval of September 27, 2022 minutes** – Motion by Heili/Reeves to approve the minutes as previously corrected by Ehlinger. The motion passed unanimously.
7. **Approval of October 13, 2022 minutes** – Motion by Doom/Reeves to approve the minutes as drafted. The motion passed unanimously.
8. **Discussion and possible action regarding committee overview of financial reports** – Schumacher requested the topic be added to a future Common Council agenda. Ehlinger indicated that he would work with the Clerk's office to achieve this.
9. **R-xxx-2022 – Amend 2022 adopted budget for ARPA funds – Innovation Center Stoughton** – Motion by Jenson/Thomas to recommend the resolution for adoption as drafted. The motion passed unanimously.
10. **Selection of two (2) Finance Committee members for Shared Ride Services ranking of bids** – Reeves and Doom volunteered for this review committee. They indicated a 5:30 meeting time would work best with their schedules.
11. **R-xxx-2022 Adoption of 2023 budget and tax levy** – Ehlinger recapped the new resolution

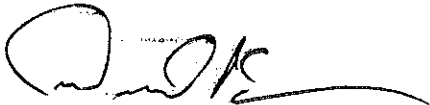
format. No questions were asked and the committee felt that the new format was more transparent.

12. Future agenda items

- a. **12/13/2022 – October financial reports**
- b. **12/27/2022 – November financial reports**
- c. **To be determined – Future treatment of costs eligible for special assessments**
- d. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
- e. **To be determined – Potential boundary amendment for Tax Incremental District #6 – *Business Park Expansion***
- f. **Revise room tax ordinance regarding penalties and interest**
- g. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management – No additional items were requested.**

13. Adjourn – Motion by Jenson/Reeves to adjourn at 6:45 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David P. Ehlinger', with a long horizontal flourish extending to the right.

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Finance Committee of the City of Stoughton
Tuesday, November 15, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom (arrived 6:29 p.m. during closed session), Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas

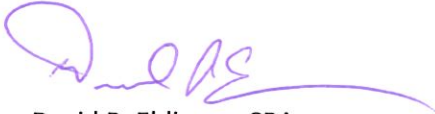
Members absent: None

Guests present: Dave Ehlinger, AJ Gillingham, Brett Hebert (remote), Dan Jenks, and Rodney Scheel

1. **Call to order** – The meeting was called to order by Schumacher at 6:00 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications – Summary of Shared Ride Services proposals received** – Ehlinger indicated that one (1) proposal was received and that proposal was from our current vendor.
5. **Reports**
 - a. **Bank reconciliation 10/31/2022**
 - b. **Cash summary by fund 10/31/2022** – Ehlinger indicated the posting error for Fund 241 EMS Trust Fund was corrected in November. Reeves asked about the cash balance for Fund 242 Fire Department Special. Ehlinger indicated he was not familiar with the fund and would have to get back to the committee for a response.
 - c. **Check reconciliation report 10/31/2022**
 - d. **Journal entry report 10/31/2022**
 - e. **Budget amendment report 10/31/2022** – Ehlinger indicated the low amount of activity on this report should be consistent with future reports as the bulk of the amendments for 2022 are probably complete.
 - f. **Receipt register 10/31/2022**
 - g. **Revenue / expenditure report – Finance Department 10/31/2022**
 - h. **Revenue / expenditure report – Shared Ride Services 10/31/2022**
 - i. **Revenue / expenditure report – General Revenues 10/31/2022** – No addition questions on the other reports occurred.
6. **R-xxx-2022 Amend 2022 adopted budget for Emergency Operations Center (EOC) – TIME SENSITIVE ITEM** – Jenks recapped the reason for the proposed budget amendment. Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 6-0.
7. **R-xxx-2023 Amend 2023 proposed budget for Capital Improvement Plan for Public Works – TIME SENSITIVE ITEM** – Hebert discussed the need for the proposed budget amendment due to price changes in the state contract. Motion by Jenson/Reeves to recommend approval as drafted. The motion passed 6-0.
8. **Future agenda items**
 - a. **12/27/2022 – November financial reports**
 - b. **To be determined – Future treatment of costs eligible for special assessments**
 - c. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**
 - d. **To be determined – Potential boundary amendment for Tax Incremental District #6 – Business Park Expansion**
 - e. **Revise room tax ordinance regarding penalties and interest**

- f. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** - No additional items were requested.
9. **Closed session – Police union contract negotiations **** - Motion by Reeves/Jenson to move into closed session as per Wis. Stat. 19.85(1)(e). The motion passed 6-0 by roll call vote. During closed session, Doom arrived at 6:29 p.m. After related discussion, motion by Jenson/Reeves to move into open session and adjourn at 6:45 p.m. The motion passed 7-0.
10. **Adjourn**

Respectfully submitted,



David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Finance Committee of the City of Stoughton
Tuesday, December 13, 2022 at 5:30 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom, Ben Heili (remote), Lisa Reeves (remote), Tim Swadley (Mayor, ex-officio) and David Thomas

Members absent: None

Guests present: Dave Ehlinger, AJ Gillingham, Rodney Scheel and Shannon Statz

1. **Call to order** – Schumacher called the meeting to order at 5:30 p.m.
2. **Establish a quorum** – A quorum was present.
3. **Public comment** - None
4. **Communications** - None
5. **Reports**
 - a. **Tax Incremental Financing Districts tax increment worksheet 2023** – Ehlinger recapped the tax increments provided by each taxing district to the TIF as well as the actual amounts versus the 2023 adopted budget.
 - b. **State Shared Revenue payment November 2022** – Ehlinger recapped the State Shared Revenue July/November payments and indicated the 2022 revenue was \$5,951 above the budgeted amounts.
 - c. **2023 adopted budget revisions – Debt Service Fund** – Ehlinger indicated the only change to the adopted budget was the allocation of Debt Service Fund principal payments for Form C purposes.
6. **Approval of minutes**
 - a. **October 25, 2022**
 - b. **November 15, 2022 – Open session**
 - c. **November 15, 2022 – Closed session** – Ehlinger requested the various minutes be tabled as corrections were needed to be made.
7. **Update regarding Fund 242 Fire Department Special** – Ehlinger updated the committee regarding the activity in this fund. General discussion occurred. The committee requested a printout showing current year activity.
8. **R-xxx-2022 Third Amendment – Stoughton Riverfront Development, LLC – TIME SENSITIVE ITEM** – Ehlinger, Scheel and Swadley recapped the recent events leading up to the proposed amendment. Motion by Jenson/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
9. **R-xxx-2022 Stoughton Riverfront Development, LLC gap analysis – TIME SENSITIVE ITEM** – Ehlinger, Scheel and Swadley recapped the recent events leading up to the proposed amendment. Motion by Jenson/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **R-xxx-2022 Cost reimbursement agreement - Stone Crest Development TIME SENSITIVE ITEM** – Scheel updated the committee regarding the agreement. Motion by Doom/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
11. **R-xxx-2022 Amend depositories for funds of the City of Stoughton – TIME SENSITIVE ITEM** = Ehlinger indicated the addition of First Business Bank for Stoughton Utilities and also indicated that Fidelity Investments should have been previously included. Motion by Jenson/Thomas to

recommend approval to the Common Council as drafted. The motion passed 7-0.

12. **R-xxx-2022 Amend Fireman's Pension Board investment trustees – TIME SENSITIVE ITEM** – Ehlinger recapped the history of the investment account, changing the trustees to the Director of Finance/Comptroller and City Treasurer and that the Fireman's Pension Board had already supported these changes at their meeting of 11-21-2022. Motion by Reeves/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
13. **R-xxx-2022 Shared Ride Services 2023-2024 with options through 2027– TIME SENSITIVE ITEM** – Ehlinger recapped the Requests for Proposal process and that one (1) bid from the current vendor was received. General discussion occurred. Motion by Jenson/Doom to recommend approval to the Common Council as drafted. The motion pass 7-0.
14. **R-xxx-2022 Amend 2023 budget related to refugee settlement activities – TIME SENSITIVE ITEM** – Ehlinger and Swadley recapped the request to carryover funds from the 2022 budget into the 2023 budget. Motion by Jenson/Doom to recommend the approval to the Common Council as drafted. The motion passed 7-0.
15. **O-xxx-2023 Amend Section 2-585 Hotel/Motel Tax of the City of Stoughton Municipal Code** – Ehlinger recapped the proposed changes to the ordinance. Motion by Reeves/Jenson, contingent upon no edits made by the City Attorney, to recommend adoption of the ordinance as drafted to the Common Council. The motion passed 7-0.
16. **R-xxx-2022 Acceptance of TID #4 audit for 2021 and TID #7 audit for 2020** – Ehlinger recapped the reports along with timing of the audits. General discussion occurred. Motion by Reeves/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
17. **R-xxx-2022 Creation of irrevocable fiduciary trust for Firefighters Pension Fund** – Ehlinger recapped the recommendation for the creation of the irrevocable fiduciary trust. General discussion occurred. Motion by Doom/Jenson to recommend approval to the Common Council as drafted. The motion passed 7-0.
18. **R-xxx-2022 Approve Police Department 2023-2024 Union Contract and related budget amendment - TIME SENSITIVE ITEM** – Ehlinger recapped the budget amendment funding sources for the committee. Motion by Jenson/Reeves to recommend approval to the Common Council as drafted. The motion passed 7-0.
19. **Reports**
 - a. **Bank reconciliation 11/30/2022**
 - b. **Cash summary by fund 11/30/2022**
 - c. **Check reconciliation report 11/30/2022**
 - d. **Journal entry report 11/30/2022**
 - e. **Budget amendment report 11/30/2022**
 - f. **Receipt register 11/30/2022** - Ehlinger indicated no comments other than those already provided on the PDF documents. No additional questions were raised.
 - g. **Revenue / expenditure report – Finance Department 11/30/2022**
 - h. **Revenue / expenditure report – Shared Ride Services 11/30/2022**
 - i. **Revenue / expenditure report – General Revenues 11/30/2022**
 - j. **Redevelopment Authority – projected deficit 11-30-2022**
 - k. **Revenue / expenditure report – City Council 11-30-2022** – Ehlinger recapped each individual report. No additional questions were raised.
20. **Future agenda items**
 - a. ~~12/27/2022 – November financial reports~~
 - b. **To be determined – Future treatment of costs eligible for special assessments**
 - c. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)**

d. **To be determined – Potential boundary amendment for Tax Incremental District #6 – Business Park Expansion**

e. **Potential revisions of City policies regarding Capital Improvement Plan and Debt Management** – No additional agenda items were requested.

21. **Adjourn** – Motion by Jenson/Doom to adjourn at 6:40 p.m. The motion passed 7-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David P. Ehlinger', with a long horizontal flourish extending to the right.

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Finance Committee of the City of Stoughton
Tuesday, November 15, 2022 @ 6:00 p.m.
CLOSED SESSION minutes

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Leonard "Ozzie" Doom (arrived 6:29 p.m. during closed session), Ben Heili (remote), Lisa Reeves, Tim Swadley (Mayor, ex-officio) and David Thomas

Members absent: None

Guests present: Dave Ehlinger, AJ Gillingham, Brett Hebert (remote), Dan Jenks, and Rodney Scheel

9. **Closed session – Police union contract negotiations **** - Motion by Reeves/Jenson to move into closed session as per Wis. Stat. 19.85(1)(e). The motion passed 6-0 by roll call vote. During closed session, Doom arrived at 6:29 p.m.

Gillingham and Ehlinger recapped the rationale and funding source for an additional 5% increase for sworn union members on top of the 4% already included in the 2023 Mayor's proposed budget. Motion by Jenson/Reeves to recommend to the Common Council to give authority to Gillingham to approve up to an additional 5% increase in wages for sworn union members for the 2022 contract year during union contract negotiations. The motion passed 7-0.

10. After related discussion, motion by Jenson/Reeves to move into open session and adjourn at 6:45 p.m. The motion passed 7-0.

Respectfully submitted,



David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Landmarks Commission Meeting Minutes
Thursday December 8, 2022 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Kimberly Cook, Secretary; Alan Hedstrom; Lisa Reeves; David Udstuen and Peggy Veregin

Staff: Michael Stacey, Zoning Administrator

Absent:

Guests: None

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

2. **Welcome new Commission member David Udstuen.**

The Commissioners welcomed Mr. Udstuen.

3. **Consider approval of the Landmarks Commission meeting minutes of November 10, 2022.**

Motion by **Veregin** to approve the minutes as presented, 2nd by **Reeves**. Motion carried 7 - 0

4. **Approve the mini-grant project for 160 E. Main Street.**

The Commission discussed the finished grant project. Udstuen stated that he had worked on the project.

Motion by **Veregin** to approve the mini-grant project as presented, 2nd by **Reeves**. Motion carried 6 – 0. (Udstuen abstained)

5. **Review of proposed Communication Tower at 516 E. Main Street.**

The Commission discussed and agreed that the proposed tower would have adverse effects in this area of the downtown where there are existing local landmarked buildings.

Cook offered to draft a letter to send to the State Historic Preservation Office.

Motion by **Hedstrom** to have Cook write a letter to the State Historic Preservation Office and send to Stacey, 2nd by **Reeves**. Motion carried 7 - 0

6. **Review US Highway 51 reconstruction project details.**

The Commission discussed to project. Cook recused herself from the discussion.

Motion by **Hedstrom** to respond that the Commission has no concerns about the proposed reconstruction project, 2nd by **Veregin**.

Reeves stated she would check with Public Works Director Brett Hebert about changes to the street lighting similar to what exists downtown.

Motion carried 6 - 0

7. Downtown Local District.

The Commission discussed the draft nomination form provided by Erica Ruggiero.

There were a number of corrections that have been discovered which will be provided to Erica Ruggiero for updates to the document.

Additionally, the address list needs to be checked as one address was found to be wrong.

Stacey will look into potential ordinance changes that will need to be made once the Local District is created.

Stacey received 2 bids to make copies of the design guidelines. McGuire, Igleski and Associates quoted \$83.00 plus costs per copy and Inkworks quoted \$65.00 per copy.

Hedstrom will look into potential grants to help pay for making copies of the new design guidelines.

8. Community Engagement.

The Commission discussed options for community engagement including presentations at the Public Library and at a Lunch and Learn.

Hubing to draft a letter to send out in January for mini-grants.

Stacey provided a draft letter to Hubing to send out to property owners and tenants within the proposed Local District.

9. Commemorative Signage for the Riverfront Redevelopment.

Hubing stated the only update is a proposal to use decals instead of etchings on the sidewalks downtown.

10. Commission Reports/Calendar.

Stacey provided an update to the procedures manual.

Udstuen stated the salt used on the sidewalk at the Public Library is causing deterioration at the bottom of the exterior wall and recommended the City use a product made by Sonneborn that is a salt inhibitor to protect the building. Stacey to contact the Public Works Director and Building Maintenance about the product.

11. Future agenda items.

None discussed.

12. Adjournment.

Motion by Reeves to adjourn the meeting at 8:15 pm, 2nd by Veregin. Motion carried unanimously.

Respectfully Submitted, *Michael P. Stacey*

Plan Commission Meeting Minutes
Monday, December 12, 2022 at 6:00 pm
Hybrid Meeting

Members Present: Mayor Swadley, Chair; Brett Schumacher, Vice-Chair; Phil Caravello; Dorann Bradford and Tom Majewski

Members Absent: Tom Robinson and Al Farrow

Staff: None

Guests: Tracy Bellefeuille; Jessica Gross and Paul Spetz

1. **Call to Order.** Mayor Swadley called the meeting to order at 6:00 pm.
2. **Plan Commission meeting minutes of November 14, 2022.**
Motion by **Caravello** to approve the minutes as presented, 2nd by **Schumacher**. Motion carried unanimously.
3. **Council Representative Report.**
Caravello stated the Common Council approved ordinance 26 and 27, 2022
4. **Status of Current Developments.**
Swadley gave an overview of the status of developments as outlined in the packet of materials. There were no questions.
5. **Awning and signage improvements at 139 E. Main Street.**
Swadley explained the request.

Motion by **Caravello** to approve the awning and signage as presented, 2nd by **Bradford**. Motion carried unanimously.
6. **Extra-territorial land division (CSM) at 1781 Oakview Drive and 2745 Yahara Road, Town of Pleasant Springs.**
Swadley explained the request.

Jessica Gross and Paul Spetz explained the request in more detail.

Motion by **Schumacher** to recommend the Common Council approve the land division as presented, 2nd by **Caravello**. Motion carried unanimously.
7. **Extra-territorial land division (CSM) at 1343 Starr School Road, Town of Rutland.**
At the request of the applicant, no action taken.

8. Future agenda items.

- Magnolia Springs Final Plat and Rezoning.
- Stoughton Hospital Addition
- Cummins CSM and Building Addition
- Ridge Street Vacation at IKI

9. Adjournment.

Motion by Schumacher to adjourn at 6:10 pm, 2nd by Caravello. Motion carried unanimously.

Respectfully Submitted,
Mayor Tim Swadley

Redevelopment Authority of the City of Stoughton
Wednesday, December 14, 2022 @ 6:00 p.m.

The meeting was a hybrid meeting located in the Fire Department training room located at 401 E Main St. as well as concurrently held via Zoom.

Committee members present: Dale Reeves (Chair, remote), Lukas Trow (Vice-Chair, remote), Ben Heili (remote), Regina Hirsch, David Pluymers (remote) and Roger Springman

Members absent: Pete Manley

Guests present: Gary Becker (remote), Katrina Becker (remote), Curt Brink, Lydia DeBauche and Dave Ehlinger

1. **Call to order** – The meeting was called to order at 6:01 by Reeves.
2. **Verify quorum is present** – A quorum was present.
3. **Communications** - None
4. **Public comments** - None
5. **Approval of minutes**
 - a. **September 27, 2022 as amended**
 - b. **November 9, 2022**
 - c. **December 8, 2022** – Motion by Hirsch/Springman to approve the September 27th minutes as amended and approve both the November 9th and December 8th minutes as drafted. The motion passed 6-0.
6. **Fiscal updates - Redevelopment Authority fiscal reports November 2022**
 - a. **RDA balance sheet 11-30-2022**
 - b. **RDA income statement 11-30-2022**
 - c. **RDA carryforward request 2023** – Ehlinger recapped the projected 2022 RDA deficit and that the Common Council will need to provide additional funding in order to carryforward \$12,000 from the 2022 budget into the 2023 budget.
7. **Chair report** - None
8. **Vice Chair report – Stoughton Armory building warranty deed** - General discussion on the property owners as listed on the warranty deed occurred.
9. **UW Madison student report/presentation** – DeBauche provided a PowerPoint presentation. General discussion occurred.
10. **New Business**
 - a. **Discussion and possible action regarding 12-08-2022 property tour** – Springman recapped the tour events. General discussion occurred including the possibility of WSTO filming a discussion with the property owner.
 - b. **Discussion and possible action regarding 12-09-2022 Stoughton Sustainability Committee, Stoughton Innovation Center, Stoughton Redevelopment Association Meet-Up** – K. Becker recapped the intent of gathering all three groups together and indicated another meet-up is being planned.
11. **Old Business**
 - a. **Discussion and possible action regarding Riverfront Project** – Reeves recapped the events leading up to the extension of the sale agreement and developer agreement. Brink spoke extensively on the topic. General discussion on the topic occurred.
 - b. **Discussion and possible action regarding Depot Hill** - None
 - c. **Stoughton Area School District communication** – Reeves asked that this topic be

removed from future agendas.

12. Future agenda items - None

13. Adjourn – Motion by Springman/Hirsch to adjourn at 7:43 p.m. The motion passed 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David P. Ehlinger', with a long, sweeping underline that extends to the right.

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Tree Commission Meeting Minutes
Wednesday, December 14th, 2022 @ 5:00 PM
Hybrid Meeting - Stoughton, WI

Members Present: Kevin Short, Aaron Mazzone, Dean Tangeman & Fred Hundt

Absent & Excused: Jim Fitzgibbon & Mike Point

Staff: City Forester John Kempainen

Guest:

Call to order: Tangeman called to order @ 5:00 PM

- **Communications:**

- *Short* stated he spoke to a Sustainability Committee member and will speak to Committee at Jan. 23 meeting at 6:00pm
- *Kempainen* stated he spoke to a resident about commission vacancy and she may be joining soon.
- **Approval of minutes from November 9th, 2022 Meeting:** Motion by Mazzone, seconded by Short to approve the minutes. Carried 4-0.

- **November Forestry Reports:** *Kempainen* stated:

- Fall tree trimming began on larger trees. Tree Wise Men began fall/winter trimming in Zone 1 (southwest side of the City).
- The City Forester, John Kempainen attended training to receive the Tree Risk Assessment Qualification through the ISA.
- Several trees were planted around the Public Works facility to replace trees which died. The trees were all purchased in the spring and placed in the gravel bed nursery to grow new roots throughout the summer. Cummins volunteers assisted with this work.
- A Basic Tree Risk Assessment was completed for a private tree at 200 Rowe St. as part of road and sidewalk construction. The city will attempt to save this tree during sidewalk installation in 2023.
- No city trees were removed in November.
- No ordinance violation notices were sent out to residents in November.
- No terrace tree planting applications for new construction were submitted in November.

- **OLD BUSINESS: Canopy Cover – Sustainable Urban Forest**

Short will be speaking with the Sustainability Committee to see if there are ways to collaborate moving forward and possibly help with tree planting projects. Discussion was also had about having the city adopt a canopy cover and how this would need to go to Public Works Committee before it would go to Council. *Short* proposed that the group should set a canopy cover percentage goal at the next Commission meeting. *Tangeman* would like this tabled for next month's meeting to discuss further.

- **NEW BUSINESS: Spring tree sale – add species:**

Tangeman proposed that everyone think of species that would be a good fit and discuss at the January meeting.

- **Continue meetings as hybrid or in person only:**

Discussion was had that recruitment may be easier if we keep hybrid format.

Motion by Mazzone, seconded by Tangemen to proceed with hybrid meeting and continue to evaluate going forward. Carried 4-0

Future Agenda Items:

Arbor Day Celebration
Canopy Coverage – continued
Spring Tree Sale - continued

Motion by Short, seconded by Mazzone to adjourn the meeting at 5:55 p.m.

Respectfully submitted 12/15/22, Jen Wagner - Staff

Public Works Committee
Thursday, December 15th, 2022
(Hybrid Meeting)

Members Present: Tom Majewski, Jean Ligocki, Kay Rashka, Rachel Venegas, Rodney Scheel and Mayor Swadley

Absent/Excused: Fred Hundt & Jeffrey Bartzten

Staff: Public Works Director Brett Hebert

Guests:

Call to Order: *Majewski* called the meeting to order at 6:03 PM

1) Communications:

- *Hebert* stated that there have been two snow event in the last two weeks. There was some minor turf damage but will be repaired in the Spring. The crew we have is a veteran crew and do a nice job but we are short on the Parks side and with the maintenance of the new roundabouts, he alone spent an hour and half cleaning that up.
- *Hebert* stated that he met with the parents and the kids that recently vandalized Mandt Park and with their help will be putting in some security enhancements vs issuing citations. He thought the meeting went really well.
- *Rashka* asked about putting out videos on social media about snow removal so that the public knows what it all entails. *Hebert* advised we have actually been in discussion with IT to help put this together and will after the first of the year.
- *Majewski* asked about where the Snow Emergency sign up is as he thought it was a bit difficult to locate on the website. *Hebert* advised it is on the Public Works page but will get in contact with IT to get it front and center on the main City page.

2) Approve November 17th, 2022 Meeting Minutes: Motion by Venegas to approve and seconded by Rashka to approve the minutes. Motion carried 4-0.

Old Business:

New Business:

3) Discuss Public Stormwater Pond Aesthetics Ordinance:

Majewski stated that he was quite disappointed with the developer and how it was perceived. He would like to suggest the language in the ordinance to be changed to; *Basins shall be designed to appear as a naturally formed body of water with irregular and imperfect flowing shoreline with curving appearance and no angular or geometric shapes.*

Scheel asked if he could provide a visual or some graphics of what he would like to see so that he can present it to the council. *Venegas* also suggested he provide examples of what is acceptable and what is not. *Majewski* advised he could certainly do that and will bring it to next month's meeting. This has been tabled for next month.

4) Discuss the Sidewalk Assessment Policy as it Pertains to Multi-Use Paths:

Hebert stated the removal and replacement of traditional sidewalks are assessed to the property owner at 50% of the cost. He looked at the ordinances currently in place and neither 64-5 or 64-6 speak to assessing for multi-use paths; as they only speak to sidewalks. *Majewski* brought up the concern of snow removal for these paths as well; are owners going to be responsible for this or City. Discussion was then had about what the Committee would like to see as far as special assessments and snow removal. This will need to be in writing by next year and *Scheel* advised that he will draft an ordinance language based on the feedback tonight and we can further discuss in next month's meeting.

5) Discuss Winter Trash Can Placement in the Winter Months:

Hebert presented a map of where all the trash receptacles are throughout the City. *Ligocki* was thankful for the information and will pass along as needed.

6) Future Agenda Items:

Pedestrian Hill surface treatments

7) Adjourn: Motion to adjourn by Venegas, seconded by Rashka to adjourn the meeting at 6:53 pm. Motion carried 4-0

Respectfully submitted by Jen Wagner 12/16/22

Proposal to Amend the City of Stoughton Comprehensive Plan

January 19, 2023

Overview

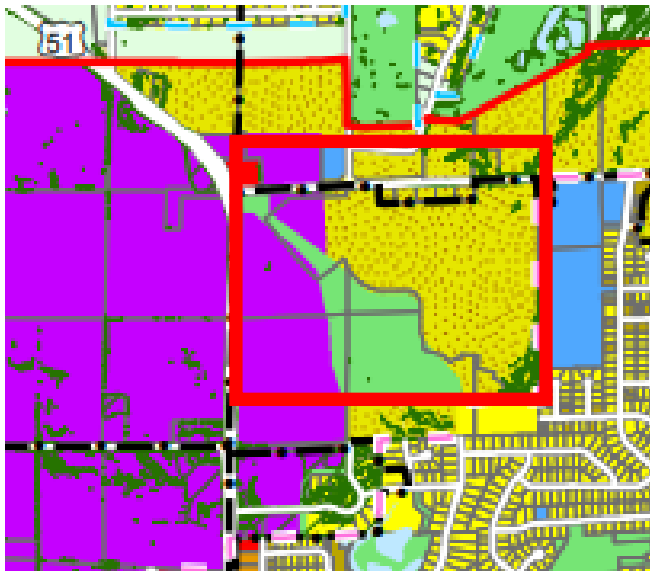
STI Holding, Inc. is preparing a development proposal for a mix of business, residential, park and open space uses on 182 acres at the southeast corner of State Highway 51 and County Highway B.

This land is currently identified on the future land use map (excerpt below, outlined in red), for Planned Mixed Use (purple), Planned Neighborhood (speckled yellow), and Recreation or Public Open Space (green). It is also the focus of Appendix B: 2006 Linnerud Detailed Neighborhood Plan (“Linnerud Plan”).

What is STI Holding, Inc. Proposing?

STI Holdings, Inc. envisions for this land the following uses:

- A mix of high-quality office and retail uses, including the new world headquarters facility for Stoughton Trailers
- New homes, including a varied mix of attached-unit housing in various forms and single-family lots
- A large community park (minimum 30 acres) to accommodate both neighborhood and community-wide recreation needs and extensive wetland and stormwater management features



An initial site plan is included with this submittal.

Why is a Comprehensive Plan Amendment Needed?

While the intended uses are consistent with the uses identified in the Linnerud Plan, their configuration on the site is expected to vary from the current plan. Most notably, the area identified in green for Recreation and Open Space is expected to be larger than currently shown due to more stringent stormwater management standards and the intent to dedicate more parkland than is required by ordinance to develop a large community park. Enhanced understanding of the natural characteristics of the site may alter which parts of the site are reserved for these purposes.

The Linnerud Plan was adopted into the Comprehensive Plan and the City is therefore required to demonstrate consistency with the very detailed land use configurations in the plan. That plan was created around a proposed Walmart that was later developed elsewhere. While the mix of uses is generally similar to what STI intends to propose, there is concern that the consistency requirement cannot be satisfied due to the detailed land use mapping in the neighborhood plan.

Following discussion with City staff, STI Holdings, Inc. prefers to amend the Comprehensive Plan to ensure, through a public process, that the plan and the development proposal will be compatible.

How will the Plan be Amended?

STI Holdings, Inc. proposes to revise the Future Land Use Map and remove the Linnerud Plan from the Comprehensive Plan. In place of the neighborhood plan we will propose text describing design parameters for the site, including description of expectations for:

- diversity of uses,
- diversity of housing types,
- opportunities for employment,
- attention to public spaces, and
- safe, comprehensive bicycle and pedestrian routes.

Specific sections to be amended would likely include Planned Mixed Use (p. 58) and Northwest Planned Neighborhood (p. 65). The specific language and map changes will be provided for review by all stakeholders during the process.

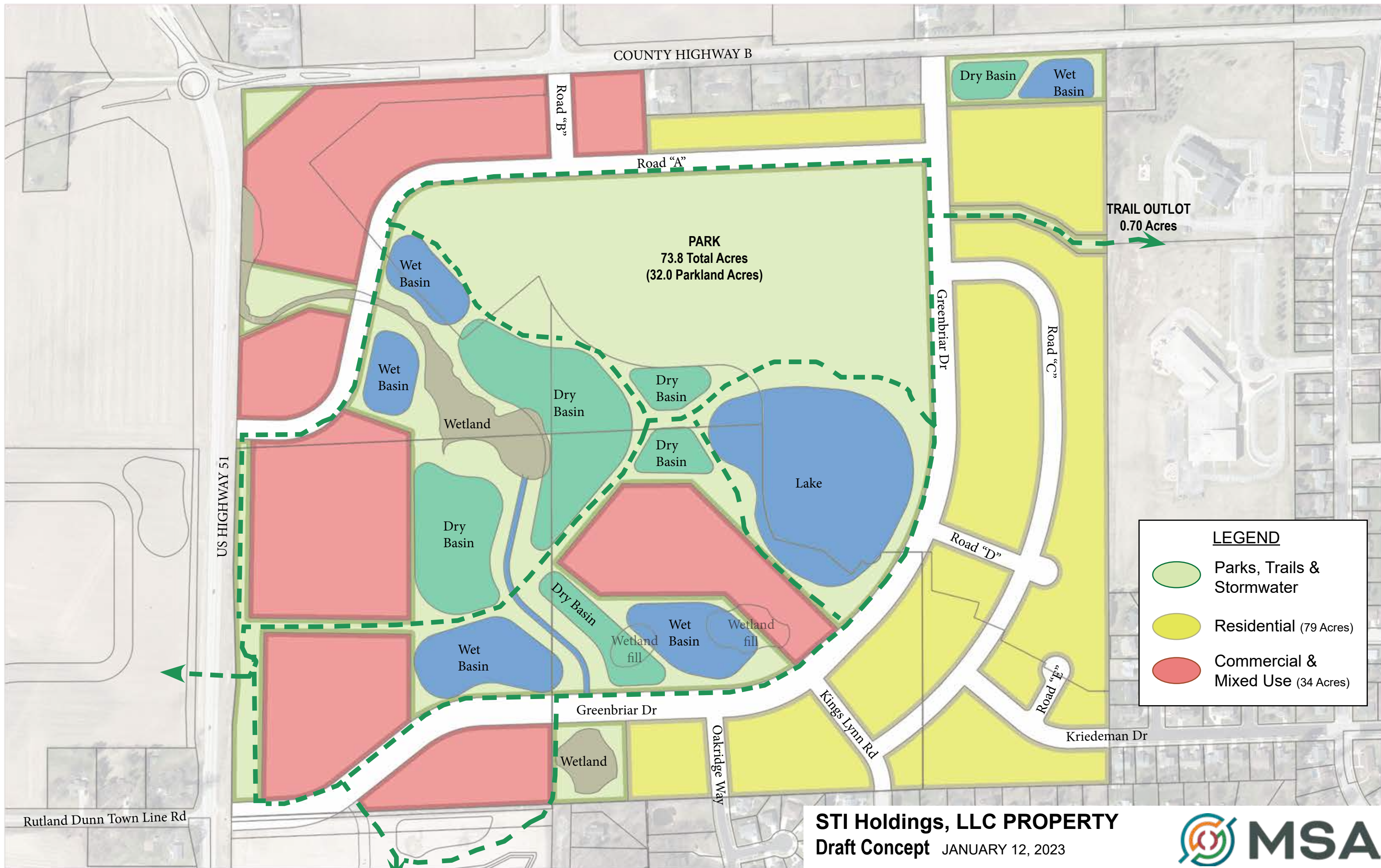
What is the Process and Schedule for this Plan Amendment?

We are providing a draft Public Participation Plan, which includes a developer-led public meeting in February. We intend to discuss the proposed Comprehensive Plan amendment with Plan Commission in February and March, request a public hearing and recommendation on the amendment at Plan Commission in early April, and request Council adoption of the amendment in late April.

The development team is currently engaged in preliminary engineering to support the Comprehensive Plan amendment and an Urban Service Area (USA) amendment that will bring these lands into the USA boundary. The Urban Service Area Amendment is expected to be introduced alongside the comprehensive plan amendment for consideration and approval.

What are we Requesting Tonight?

The intent of tonight's discussion is to inform Council about STI Holdings' development intentions and begin the process to amend the Comprehensive Plan. The draft Public Participation Plan is provided tonight for your review, however we are not yet asking for approval. We will introduce and seek a recommendation on the Public Participation Plan at the February 13th Plan Commission meeting. If Plan Commission recommends approval by Council, we intend to request approval of the Public Participation Plan at the February 14th Council meeting. Your feedback tonight is appreciated, especially regarding the prospect of a Comprehensive Plan amendment and the process for doing so.



COUNTY HIGHWAY B

Dry Basin Wet Basin

Road "B"

Road "A"

PARK
73.8 Total Acres
(32.0 Parkland Acres)

TRAIL OUTLOT
0.70 Acres

Wet Basin

Wet Basin

Dry Basin

Dry Basin

Dry Basin

Lake

Wetland

Dry Basin

Dry Basin

Road "D"

Wetland fill

Wet Basin

Wetland fill

Wet Basin

Greenbriar Dr

Wetland

Oakridge Way

Kings Lynn Rd




Road "E"

Kriedeman Dr

US HIGHWAY 51

Rutland Dunn Town Line Rd

LEGEND

-  Parks, Trails & Stormwater
-  Residential (79 Acres)
-  Commercial & Mixed Use (34 Acres)

STI Holdings, LLC PROPERTY
Draft Concept JANUARY 12, 2023



Stoughton Comprehensive Plan Amendment

Public Participation Plan

The City has developed the following public participation plan to inform and engage the public as part of the requirements of the Comprehensive Planning state statutes (Wis. Stat. 66.1001(4)a).

Public Participation Opportunities:

The City is considering amendment to its Comprehensive Plan with opportunities for public participation including, but not limited, to the following activities:

1. Project Meetings:

a. **Standing Committee Meetings** All meetings which involve agenda items related to the Comprehensive Plan amendment are anticipated to occur in open session and will be noticed according to City's agenda posting practices.

I. **Plan Commission Meetings**. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan amendment prepared by the STI Holdings Inc. Development Team. The planning process includes at least two (2) Plan Commission meetings to review the Comp Plan amendment, including a public hearing on the draft amendment.

II. **City Council Meetings**. The planning process will include at least one (1) meeting attended by the development team with the City Council. The City Council shall have the authority to adopt the amendment to the Comprehensive Plan.

III. **Public Hearing**. At least one (1) public hearing will be held on the Comprehensive Plan amendment prior to adoption by either the Plan Commission or City Council as required under Wis. Stat. 66.1001(4)d.

2. **Public Meeting:** The development team will setup and host a public meeting to share the concept and allow for opportunities to provide feedback.

3. Digital Engagement:

a. Promotional Methods:

I. **City Website**. The City will utilize the its website to post draft plan materials, project and meeting notices, and meeting minutes as they become available.

II. **Social Media**. During the process social media will be used to keep the general public informed.

III. **Newspaper Articles**. The City with support of the STI Holding Inc. Development Team will reach out to the local newspaper prior to key project events and milestones to encourage and inform articles about the process.

Plan Adoption Procedures:

1. The Plan Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to amend the Comprehensive Plan (Wis. Stat. 66.1001(4)b).

2. Prior to adopting the Comprehensive Plan amendment, the City will hold at least one (1) Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of

30 days prior to the hearing. Said notice shall contain at least the following information:

- a. The date, time and place of the hearing.
 - b. 66.1001(4)(d)2. A summary, which may include a map, of the proposed comprehensive plan amendment.
 - c. 66.1001(4)(d)3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
 - d. 66.1001(4)(d)4. Information relating to where and when the proposed comprehensive plan amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
3. At least 30 days before the public hearing is held the City shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
- a. An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the City.
 - b. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
 - c. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the City provide the property owner or leaseholder notice of the hearing.
 - d. Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
4. An electronic copy of the draft plan, or notification on how to view/download a copy of the plan amendment online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (4)b, providing 30 days for written comments. A copy of the Draft amendment will be sent to:
- a. The Clerk for the Towns of Pleasant Springs and Dunn shall receive a copy of the plan.
 - b. Stoughton Public Library
5. The City Council, by a majority vote, shall enact the ordinance adopting the amendment (Wis. Stat. 66.1001(4)c). An electronic copy of the adopted amendment and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)b.



HAVE YOUR VOICE HEARD

The City of Stoughton is developing a plan to make the city more sustainable

Focus Areas:

- ✓ Land Use
- ✓ Transportation
- ✓ Water
- ✓ Solid Waste Management
- ✓ Energy
- ✓ Community Engagement and Education



SCAN TO ACCESS THE SURVEY!

<https://tinyurl.com/StoughtonSustainability2023>

We value your input. Please let us know what you think about sustainability in Stoughton by taking the survey here or pick up a paper copy at the Library or City Hall!

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.



Extension
UNIVERSITY OF WISCONSIN-MADISON
DANE COUNTY

Meetings of: **COMMON COUNCIL OF THE CITY OF STOUGHTON**

Date//Time: Tuesday, January 10, 2023, 7:00 p.m.

Location: The meeting of the Common Council will be conducted as a hybrid meeting.

Members: Mayor Tim Swadley, Phil Caravello, Ben Heili, Regina Hirsch, Fred Hundt, Greg Jenson, Jean Ligocki, Tom Majewski, Frank Raff, Lisa Reeves, Brett Schumacher, Joyce Tikalsky, and Rachel Venegas

CALL TO ORDER – The meeting was called to order at 7:02 p.m. by Mayor Swadley.

Roll Call – Clerk Christen called the roll and noted there were 11 alders present. Venegas was absent and excused.

Minutes and Reports: The following minutes were entered in the records.

Housing Authority (5/18/22); Stoughton Food Pantry (10/19/22); Redevelopment Authority (9/27/22, 10/12/22, 11/9/22, 12/8/22); Public Works (11/17/22); Tree Commission (11/9/22); Plan Commission (11/14/22)

Public Comment Period: None

Communications and Presentations:

- Clerk Christen noted that there were not candidate papers submitted for Districts 1 or 4. If a person is interested in running as a Write-In candidate the Campaign Registration Form (CF-1) form should be submitted to the clerk before any funds are raised or spent on a campaign.
- President Hirsch wanted to encourage anyone to run for Districts 1 and 4 and that the Clerk and Alders are available to answer questions about the positions. Representation of the districts is important and your voices are heard on City Council, new people, and new ideas are always very beneficial.
- ARPA President Hirsch, VP Reeves, Mayor Swadley, and Director Ehlinger will be meeting soon to begin discussion of the processes ahead for ARPA funds.

Consent Agenda:

A. Council Minutes – December 13, 2022

B. **R-01-2023** Authorizing and directing the proper city official(s) to issue Operator licenses to various applicants.

C. **R-02-2023** Resolution confirming the Mayor's Committee Appointments to Boards, Committees, and Commissions

Motion by Jenson, second by Hirsch to approve the consent agenda. Motion carried 11-0.

OLD BUSINESS

None

NEW BUSINESS

R-03-2023 Extra-territorial land division (CSM) at 1781 Oakview Drive and 2745 Yahara Road, Town of Pleasant Springs.

Motion by Caravello, second by Jenson to approve R-03-2023 Extra-territorial land division (CSM) at 1781 Oakview Drive and 2745 Yahara Road, Town of Pleasant Springs. Motion carried 11-0.

R-04-2023 A Resolution to adopt Park Master Plans for Outlot 3 and Outlot 6 of the 51 West Development.

Motion by Tikalsky, second by Caravello to approve R-04-2023 A Resolution to adopt Park Master Plans for Outlot 3 and Outlot 6 of the 51 West Development. Motion carried 11-0.

R-05-2023 Acceptance of TID #4 audit for 2021 and TID #7 audit for 2020.

Motion by Schumacher, second by Reeves to approve R-05-2023 Acceptance of TID #4 audit for 2021 and TID #7 audit for 2020. Motion carried 11-0.

R-06-2023 Creation of irrevocable fiduciary trust for Firefighters Pension Fund.

Motion by Schumacher, second by Hirsch to approve R-06-2023 Creation of irrevocable fiduciary trust for Firefighters Pension Fund. Motion carried 11-0.

R-07-2023 Reduction in GIP-Glacier Moraine, LLC Letter of Credit.

Motion by Schumacher, second by Reeves to approve R-07-2023 Reduction in GIP-Glacier Moraine, LLC Letter of Credit. Motion carried 11-0.

O-01-2023 Amending City Ordinance Chapter 2, Article II, Division 2, Sec. 2-67(a) of the Stoughton Municipal Code.

Reeves read O-01-2023 Amending City Ordinance Chapter 2, Article II, Division 2, Sec. 2-67(a) of the Stoughton Municipal Code as a first reading. This will be back before the council on January 25.

Motion by Reeves, second by Jenson to approve the name Egglson/Egglsons Woods Park for the 51 West Park. The family will be contacted for the correct name. Motion carried 11-0.

Motion by Heili, second by Reeves to approve the name Tee Naasak Park (translates to Maple Tree Lake) for the Kettle West Park. The name is approved by the Ho-Chunk nation, the pronunciation and meaning will be signed at the park as well. Motion carried 11-0.

ADJOURNMENT

Motion by Caravello, second by Schumacher to adjourn. Motion carried 11-0. 8:01 p.m.

CITY OF STOUGHTON, 207 S. Forrest Street, Stoughton, WI 53589

ORDINANCE OF THE COMMON COUNCIL	
Amending City Ordinance Chapter 2, Article II, Division 2, Sec. 2-67(a) of the Stoughton Municipal Code	
Committee Action:	CACP recommends 6 -0 on 12/06/22
Fiscal Impact:	
File Number:	O-01-2023
First Reading:	January 10, 2023
Second Reading:	January 24, 2023

The Common Council of the City of Stoughton do ordain as follows:

Section 1. Sec. 2-67(a) is amended to read:

- (a) Appointments to the standing committees set out in section 2-66 will be comprised of four city council members, one from each aldermanic district and up to two City of Stoughton residents from different districts who are not immediate family members of city council members appointed to the same standing committee, with the exception of the personnel committee, which will be comprised of four city council members, one from each district. The citizen members shall count in determining a quorum. The citizen members shall not serve as chair ~~or vice-chair~~ of a committee. ~~If a citizen member serves as vice-chair of a committee, a second city council member shall be selected at the time of the vice-chair's selection to be the alternate (absent of the chair) at the Ad-hoc CIP Committee.~~ Whenever possible, the mayor will appoint a member of the previous year's committee as a hold over to insure committee continuity. Appointments to standing committees shall be made annually by the mayor at the reorganizational meeting of the city council, subject to confirmation by the council.

This ordinance shall be in full force and effect from and after its date of publication.

Date Council Adopted: _____

Mayor Approved: _____

Tim Swadley, Mayor

Published: _____

Attest: _____

Candee Christen, City Clerk

DRAFT

-
- **Sec. 2-66. - Established; meetings; responsibilities.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a)

Generally. The committees set out in this section shall constitute the standing committees of the council. Such committees shall be responsible for the areas provided in this section.

(b)

Committees and their responsibilities.

(1)

Public works committee. The oversight responsibilities of the public works committee include street department, streets and alleys, signing of streets, sidewalks, disposal of stormwater, maintenance of municipally owned property, permits, installation and maintenance of traffic signs, public transportation, tree commission, planning department, Main Street enhancement committee, cemetery board, and all ordinances and policies concerning or affecting such subjects.

(2)

Community affairs/council policies committee. The oversight responsibilities of the community affairs/council policies committee include food pantry, hall of fame, opera house, information technology/media services, commission on aging, arts council, seniors in need, and other committees related to community or social projects, as well as rules and procedures to be followed by all standing committees and the council, policies to be followed by elected and appointed officials in the conduct of city business and all ordinances and policies concerning or affecting such subjects.

(3)

Public safety committee. The oversight responsibilities of the public safety committee include licenses, ambulance, police, fire, judiciary, traffic regulation and related signage, safety committee, and all ordinances and policies concerning or affecting such subjects.

(4)

Finance committee. The oversight responsibilities of the finance committee include finance department, financial transactions, treasurer's reports, claims for payment, claims for damages, contract approval/award/expenditure oversight, insurance purchasing and

oversight, bonds, borrowing resolutions, financial policies, budgets, revenue generation, assessment/assessor selection/oversight, purchase, lease and sales of property, taxi grant, grant applications/expenditure oversight, facade improvement committee and all ordinances and policies affecting or concerning such subjects.

(5)

Personnel committee. The oversight responsibilities of the personnel committee include the clerk's department, policy decisions and necessary interpretation of work rules and union agreements, all personnel policies, hearings or decisions related to employee hiring, discipline, and status as required by ordinance and/or city policy union and employee negotiation personnel position requests, payroll questions, position description creation and appeals, any matter dealing with firms retained for personnel purposes, exclusive of their contract, and all ordinances and policies concerning or affecting such subjects.

(6)

Parks and recreation committee. The oversight responsibilities of the parks and recreation committee include parks and recreation department, parks, park development, recreation, river and trails task force, youth center, friends of Mandt Park, and all ordinances and policies concerning or affecting such subjects.

(Ord. No. 0-19-11, § 2, 9-13-2011; Ord. No. 0-2-2018, 1-23-2018)

- **Sec. 2-67. - Appointments.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a)

Appointments to the standing committees set out in [section 2-66](#) will be comprised of four members, one from each aldermanic district. Whenever possible, the mayor will appoint a member of the previous year's committee as a hold over to insure committee continuity. Appointments to standing committees shall be made annually by the mayor at the reorganizational meeting of the city council, subject to confirmation by the council.

The citizen members shall count in determining a quorum. The citizen members shall not serve as chair or vice-chair of a committee.

(b)

Each committee shall elect its own chair and vice-chair at the first meeting following the reorganizational meeting. No alderperson shall serve as chair of more than one standing committee.

(Ord. No. 0-19-11, § 2, 9-13-2011)

CACP AGENDA ITEM, July 6, 2021:

Request from Alder Jenson additional language proposed in red

Sec. 2-67. - Appointments.

Appointments to the standing committees set out in section 2-66 will be comprised of four city council members, one from each aldermanic district and two community members, with the exception of the personnel committee, which will be comprised of four city council members, one from each district.

The citizen members shall count in determining a quorum. The citizen members shall not serve as chair or vice-chair of a committee. The citizen member may participate in a closed door meeting unless there is a conflict of interest that requires them to recuse themselves or if an alderperson objects for a stated reason.

Whenever possible, the mayor will appoint a member of the previous year's committee as a hold over to insure committee continuity. Appointments to standing committees shall be made annually by the mayor at the reorganizational meeting of the city council, subject to confirmation by the council. Each committee shall elect its own chair and vice-chair at the first meeting following the reorganizational meeting. No alderperson shall serve as chair of more than one standing committee.

Recommended by CACP – July 6, 2021

Motion by Jenson, second by Ligocki to approve adding the following language to the Ordinance.

Motion carried 7-0.

The citizen members shall count in determining a quorum. The citizen members shall not serve as chair or vice-chair of a committee. ~~The citizen member may participate in a closed door meeting unless there is a conflict of interest that requires them to recuse themselves or if an alderperson objects for a stated reason.~~

CACP Minutes December 6, 2022 @ 6:00 p.m.

The meeting of the CA/CP will be held as a hybrid meeting (virtually and in person).

IN PERSON: Fire Department Training Room, 401 East Main Street

Via Zoom: You can join the meeting from your computer tablet or smartphone:

<https://us06web.zoom.us/j/87873318991?pwd=Z0RzUmo5ZW83R2JPdUMrSGRpa2NWZz09> Meeting ID: 878 7331 8991

Passcode: 449078

Call to Order: Vice-Chairperson Tilleson called the meeting to order 6:02 p.m.

Present: Heili, Reeves, Majewski, Masa-Myers, Tilleson and Mayor Swadley

Absent: Venegas

Guests: Alder Greg Jenson

Communications-Alder Jenson provided reasons to name 51 West (Eastside) Park after Walt Eggelson

Approval of the November 1, 2022 CACP Minutes

Motion by Reeves, second by Majewski to approve November 1, 2022 CACP Minutes

Motion carried 6-0

Sustainability Committee update-Alder Heili gave an update of the committees work including survey

Diversity, Equity and inclusion (DEI) Task Force- Mayor Swadley gave an update of the Task Force work including survey and discussion regarding hiring a Facilitator/Project Manager

Discussion and possible action regarding Park Naming- 51 West Eastside Park-no action taken

Discussion and possible action regarding Park Naming KPW-no action taken

Discussion and possible action regarding O-18 Chair-Vice Chair section

Motion by Heili, second by Majewski to approve changes O-18 Chair-Vice Chair section

The citizen members shall count in determining a quorum. The citizen members shall not serve as chair ~~or vice chair~~ of a committee. If a citizen member serves as vice-chair of a committee, a second city council member shall be selected at the time of the vice-chair's selection to be the alternate (absent of the chair) at the Ad-hoc CIP Committee.

Motion carried 6-0

Non-profit list updates- Tilleson and Mesa-Myers will continue to update master list of nonprofits

Future Agenda Items

Sustainability Committee update

Diversity, Equity and inclusion (DEI) Task Force update

Park Naming Rights Policy

Park Naming- 51 West Eastside Park

Park Naming-KPW

Park Naming-Magnolia Springs

Non-profit list updates

Adjourn: Motion by Masa-Myers to Adjourn, second by Reeves at 7:00 p.m. Motion carried 6-0

RESOLUTION OF THE COMMON COUNCIL

Approving a Certified Survey Map (CSM) to combine the properties at 1801 and 1715 US Highway 51-138

Committee Action: Plan Commission recommends Council approval 6 – 0

Fiscal Impact:

File Number: R-09-2023

Date Introduced: January 24, 2023

RECITALS

1. The CSM is referred to the Plan Commission for review and recommendation to the City Council.
2. Todd Kane of Cummins Emissions Solutions is requesting to combine the properties for a proposed future building addition.
3. The Plan Commission reviewed the CSM on January 9, 2023 and determined the CSM is consistent with the City of Stoughton ordinances, Chapter 236 of Wisconsin Statutes, and the City of Stoughton Comprehensive Plan.
4. The Plan Commission recommends approval of the CSM by the Common Council as presented. The Common Council agrees with the Plan Commission’s recommendation.

RESOLUTION

The Common Council of the City of Stoughton hereby approves the CSM, subject to:

- The CSM being recorded at Dane County Register of Deeds and a copy being provided to the City of Stoughton Department of Planning & Development;

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Mayor Tim Swadley Date

Council Action: _____ **Override** **Vote** _____



CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL
DIRECTOR

(608) 873-6619 www.ci.stoughton.wi.us

Date: December 30, 2022

To: Plan Commission and Common Council

From: Rodney J. Scheel
 Director of Planning & Development

 Michael P. Stacey
 Zoning Administrator/Assistant Planner

Subject: Agenda Item for the January 9, 2023 Plan Commission Meeting and Common
 Council Meeting of January 24, 2023.

Request by Todd Kane of Cummins Emissions Solutions to combine the lots at 1801 and 1715 US Highway 51-138 by Certified Survey Map (CSM) to prepare for a future building addition.

This CSM is proposed to combine the parcels to prepare for a future warehouse addition. The site plan review for the warehouse addition is expected in February 2023. The resolution and survey are provided. A recommendation to the Council is necessary.

RESOLUTION OF THE COMMON COUNCIL

Approving a Certified Survey Map (CSM) to combine the properties at 1801 and 1715 US Highway 51-138

Committee Action: Plan Commission recommends Council approval – 0

Fiscal Impact:

File Number: R - - 2023

Date Introduced:

RECITALS

1. The CSM is referred to the Plan Commission for review and recommendation to the City Council.
2. Todd Kane of Cummins Emissions Solutions is requesting to combine the properties for a proposed future building addition.
3. The Plan Commission reviewed the CSM on January 9, 2023 and determined the CSM is consistent with the City of Stoughton ordinances, Chapter 236 of Wisconsin Statutes, and the City of Stoughton Comprehensive Plan.
4. The Plan Commission recommends approval of the CSM by the Common Council as presented. The Common Council agrees with the Plan Commission’s recommendation.

RESOLUTION

The Common Council of the City of Stoughton hereby approves the CSM, subject to:

- The CSM being recorded at Dane County Register of Deeds and a copy being provided to the City of Stoughton Department of Planning & Development;

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Mayor Tim Swadley Date

Council Action: _____ **Override** **Vote** _____

CITY OF STOUGHTON
DEPARTMENT OF PLANNING & DEVELOPMENT
CERTIFIED SURVEY MAP/PLAT APPLICATION
FEES EFFECTIVE 1.14.22

Date of Application 12/23/2022

Applicant Name Cummins Emission Solutions Phone 608-873-4200

Applicant Email todd.kane@cummins.com

Owners Name (if different than applicant) _____ Phone _____

Subject Property Address 1801 HWY 51 & 138 WEST STOUGHTON

Application for: CSM PRELIMINARY PLAT _____ FINAL PLAT _____

CURRENT FEES

CERTIFIED SURVEY MAP: \$175 AND \$40/LOT*
PRELIMINARY PLAT FEE: \$450 AND \$40/LOT*
FINAL PLAT FEE: \$270 AND \$40/LOT*

Number of Lots: _____.

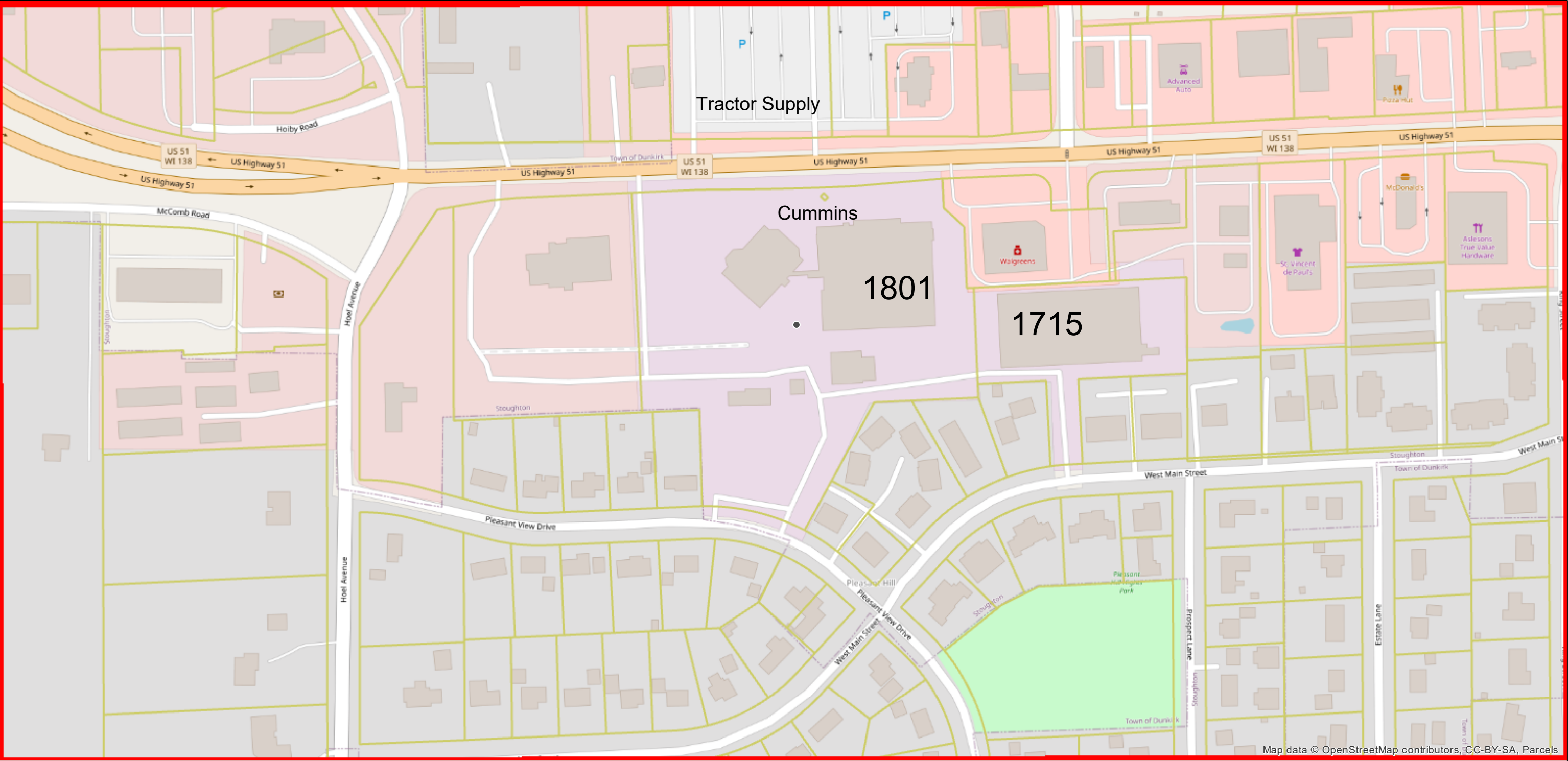
Fee Amount: \$ _____.

Owner/Applicant Signature Todd Kane Date 12/23/2022



ANY QUESTIONS, CALL THE DEPT. OF PLANNING & DEVELOPMENT AT 608-646-0421.

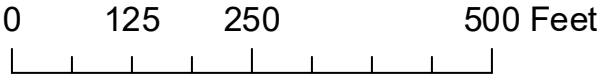
***ANY ADDITIONAL COST INCURRED OVER THE PERMIT FEE AMOUNT WILL BE BILLED TO THE PROPERTY OWNER AND/OR RESPONSIBLE PARTY. DWELLING UNITS INCLUDE EXISTING AND PROPOSED DWELLINGS.**

1801-1715 US Highway 51-138



December 30, 2022

-  Dane County Mask
-  Parcels



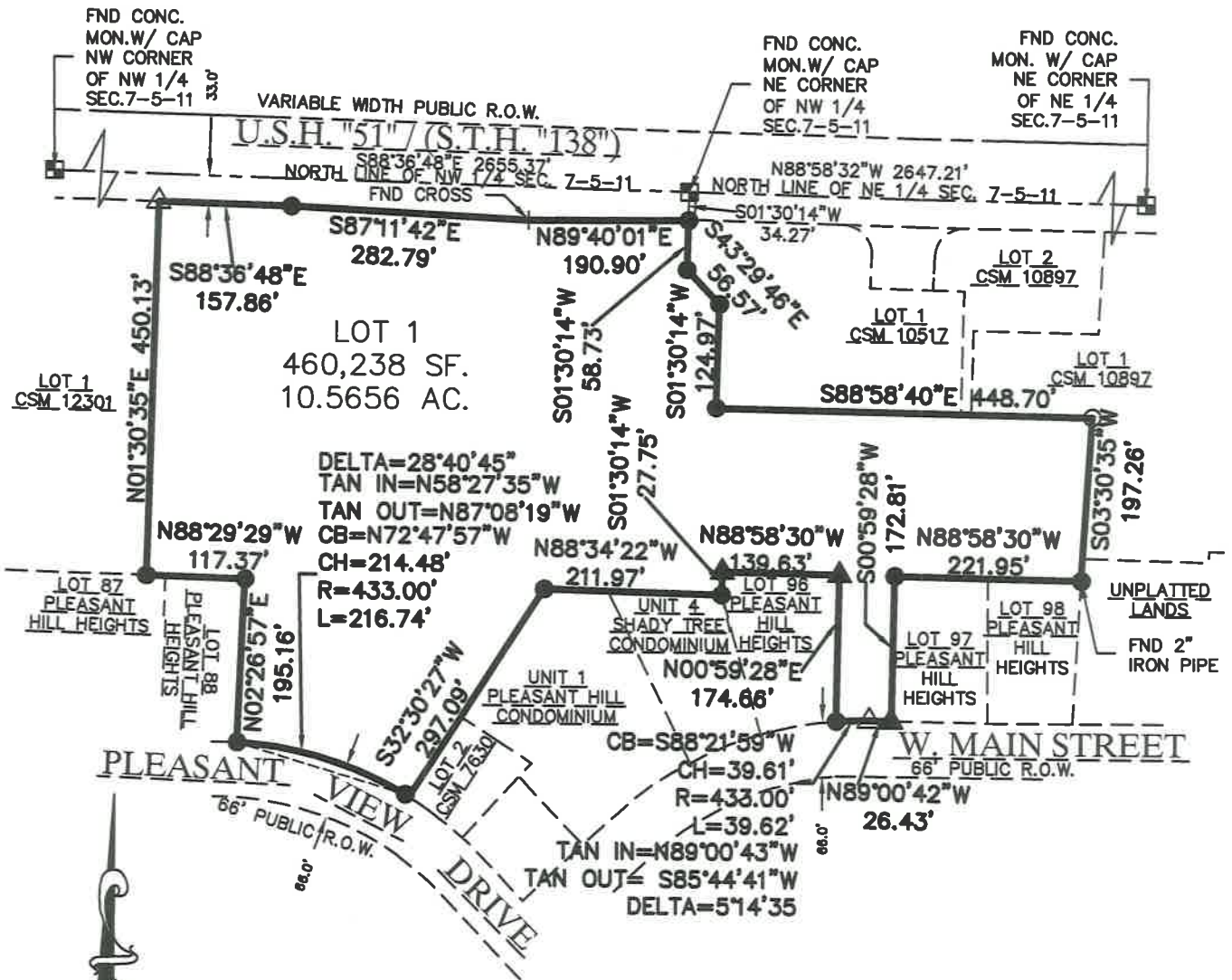
CERTIFIED SURVEY MAP NO.

Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin.

- △ INDICATES SET MAG NAIL
- ▲ INDICATES FOUND 3/4" IRON PIPE
- INDICATES FOUND 3/4" IRON ROD
- INDICATES FOUND 1" IRON PIPE
- INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

ALL BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 7, T 5 N, R 11 E, WHICH BEARS NORTH 88°36'48" WEST. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



DEC 23, 2022

PREPARED FOR:
 CUMMINS EMISSION SOLUTIONS, INC.
 500 JACKSON STREET
 COLUMBUS, IN 47201

PREPARED BY:

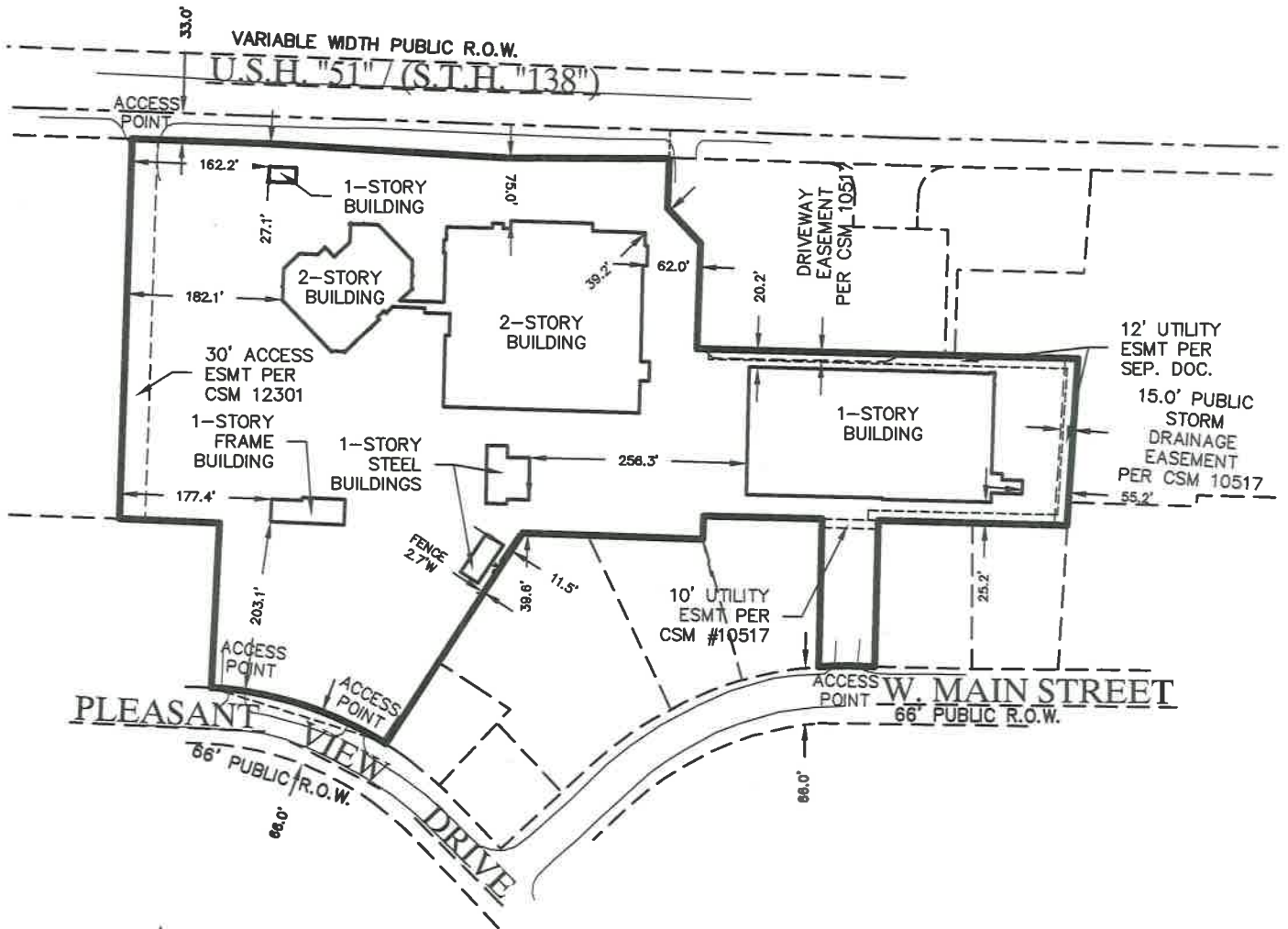


16745 W. Bluemound Road
 Brookfield, WI 53005-5938
 (262) 781-1000
 rasmith.com

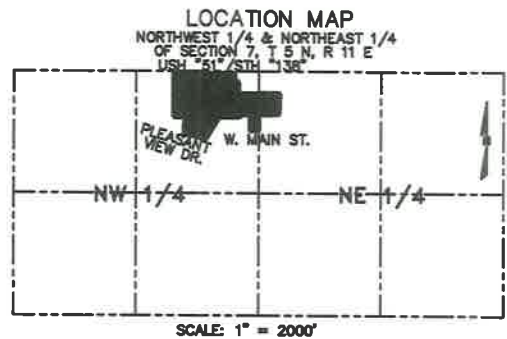
CERTIFIED SURVEY MAP NO. _____

Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin.

EASEMENT & IMPROVEMENT DETAIL SHEET



DEC. 23, 2022



raSmith
 CREATIVITY BEYOND ENGINEERING
 16745 W. Bluemound Road
 Brookfield, WI 53005-5938
 (262) 781-1000
 rasmith.com

CERTIFIED SURVEY MAP NO. _____

Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
:SS
WAUKESHA COUNTY }

I, Eric R. Sturm, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Northwest 1/4 of said Section 7; thence South 01°30'14" West 34.27 feet to a point on the South line of U.S.H. "51" (also known as S.T.H. "138") and the point of beginning; thence South 01°30'14" West along the West line of Lot 1 of Certified Survey Map No. 10517, a distance of 58.73 feet to a point; thence South 43°29'46" East along said West line 56.57 feet to a point; thence South 01°30'14" West along said West line 124.97 feet to the Southwest corner of said Lot 1; thence South 88°58'40" East 448.70 feet to a point on the West line of Lot 1 of Certified Survey Map No. 10897; thence South 03°30'35" West 197.26 feet to a point; thence North 88°58'30" West 221.95 feet to a point; thence South 00°59'28" West 172.81 feet to a point on the North line of West Main Street; thence North 89°00'42" West along said North line 26.43 feet to a point; thence Southwesterly 39.62 feet along the arc of a curve, whose center lies to the South, whose radius is 433.00 feet, and whose chord bears South 88°21'59" West 39.61 feet to a point; thence North 00°59'28" East along the East line of Lot 96 of Pleasant Hill Heights 174.66 feet to the Northeast corner of said Lot 96; thence North 88°58'30" West along the North line of said Lot 96, a distance of 139.63 feet to the Northwest corner of said Lot 96; thence South 01°30'14" West along the West line of said Lot 96, a distance of 27.75 feet to the Northeast corner of Unit 4 of Shady Tree Condominiums; thence North 88°34'22" West 211.97 feet to the Northerly most corner of Unit 1 of Pleasant Hill Condominiums; thence South 32°30'27" West 297.09 feet to a point on the North line of Pleasant View Drive; thence Northwesterly 216.74 feet along the arc of a curve, whose center lies to the Southwest, whose radius is 433.00 feet, and whose chord bears North 72°47'57" West 214.48 feet to the Southeast corner of Lot 88 of Pleasant Hill Heights; thence North 02°26'57" East along the East line of said Lot 88, a distance of 195.16 feet to the Northeast corner of said Lot 88; thence North 88°29'29" West 117.37 feet to the Southeast corner of Lot 1 of Certified Survey Map No. 12301; thence North 01°30'35" East along the East line of said Lot 1, a distance of 450.13 feet to a point on the South line of U.S.H. "51" (also known as S.T.H. "138"); thence South 88°36'48" East along said South line 157.86 feet to a point; thence South 87°11'42" East along said South line 282.79 feet to a point; thence North 89°40'01" East along said South line 190.90 feet to the point of beginning.

Containing 10.5656 acres or 460,238 square feet.

THAT I have made this survey, land division and map by the direction of Cummins Emission Solution Inc. owner of said lands.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Chapter 236 of the Statutes of the State of Wisconsin and the Land Division and Platting Regulations of the City of Stoughton in surveying, dividing and mapping the same.

DATE DECEMBER 23, 2022



Eric R. Sturm (SEAL)
ERIC R. STURM
PROFESSIONAL LAND SURVEYOR S-2309
Sheet 3 of 5 Sheets

CERTIFIED SURVEY MAP NO. _____

Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

Cummins Emission Solutions, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, certifies that said corporation has caused the land described on this map to be surveyed, divided, and mapped as represented on this map in accordance with the subdivision regulations of the City of Stoughton.

Cummins Emission Solutions, Inc., does further certify that this map is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection: City of Stoughton

IN Witness Whereof, Cummins Emission Solutions, Inc, has caused these presents to be signed by _____ it's _____ on this _____ day of _____, 20_____.

Cummins Emission Solutions, Inc.

STATE OF WISCONSIN }
 :SS
_____ COUNTY }

PERSONALLY came before me this _____ day of _____, 20_____.

_____ of the above named Cummins Emission Solution, Inc., to me known as the person who executed the foregoing instrument, and to me known to be the _____ of said Cummins Emission Solution, Inc., and acknowledged that he executed the foregoing instrument as such officer as the deed of the company, by its authority.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION EXPIRES _____



CERTIFIED SURVEY MAP NO. _____

Lot 3 in Certified Survey Map No. 10517 and Lot 2 of Certified Survey Map No. 12301, being part of the Northeast 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northeast 1/4 of Section 7, Township 5 North, Range 11 East, in the City of Stoughton, Dane County, Wisconsin.

CITY OF STOUGHTON PLAN COMMISSION APPROVAL

APPROVED by the Planning Commission of the City of Stoughton on this _____ day
of _____, 20_____.

CHAIRPERSON

SECRETARY

DANE COUNTY PLANNING AND PARK COMMISSION APPROVAL

This Certified Survey Map has been submitted to and approved by the Dane County Planning and Park Commission as complying with the Subdivision Regulations for Dane County and Wisconsin Statute Chapter 236 on this _____ day of _____, 20_____.



166463.csm

THIS INSTRUMENT WAS DRAFTED BY ERIC R. STURM,
PROFESSIONAL LAND SURVEYOR S-2309

Sheet 5 of 5 Sheets

CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Approving a Conditional Use Permit for an Indoor Commercial Entertainment (restaurant) use at 183 W. Main Street, Stoughton, Wisconsin.

Committee Action: Plan Commission recommends Common Council 6 - 0

Fiscal Impact: None.

File Number: R-10-2023

Date Introduced: January 24, 2023

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

WHEREAS, on January 9, 2023 the City of Stoughton Plan Commission held a public hearing and reviewed the proposed conditional use permit application for an Indoor Commercial Entertainment use at 183 W. Main Street, Stoughton, Wisconsin; and

WHEREAS, the Zoning Administrator has determined:

- The proposed conditional use (the use in general and at the proposed specific location) is in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive Plan, zoning ordinance or any other plan;
- The conditional use in its proposed location and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city of other government agency having jurisdiction to guide development;
- The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property;
- The proposed conditional use is located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property;
- The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts; and

WHEREAS, the Plan Commission and Common Council determined the proposed conditional use permit will not create undesirable impacts on nearby properties, the environment, nor the community as a whole; now therefore

BE IT RESOLVED, by the City of Stoughton Common Council that the Conditional Use Permit request for an Indoor Commercial Entertainment use at 183 W. Main Street is hereby approved as presented.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Tim Swadley, Mayor Date

Council Action: _____ **Override** **Vote** _____



CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL
DIRECTOR

(608) 873-6619 www.ci.stoughton.wi.us

Date: December 30, 2022

To: Plan Commission and Common Council

From: Rodney J. Scheel
 Director of Planning & Development

 Michael P. Stacey
 Zoning Administrator/Assistant Planner

Subject: Agenda Item for the January 9, 2023 Plan Commission Meeting and Common
 Council Meeting of January 24, 2023.

Conditional use for an indoor commercial entertainment use (restaurant) at 183 W. Main Street.

This request is to allow a restaurant use at 183 W. Main Street. A public hearing is scheduled for the January 9, 2023 Plan Commission meeting. A recommendation to the Common Council is necessary. Notices were sent to all property owners within 300 feet of this property and we have heard from no one at this point. We see no issues with this request. This is a change of use from retail to assembly. The owner has met with the Fire Department and Building Inspection staff. The resolution, application information, and staff review are provided.

CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Approving a Conditional Use Permit for an Indoor Commercial Entertainment (restaurant) use at 183 W. Main Street, Stoughton, Wisconsin.

Committee Action: Plan Commission recommends Common Council - 0

Fiscal Impact: None.

File Number: R- -2023

Date Introduced:

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

WHEREAS, on January 9, 2023 the City of Stoughton Plan Commission held a public hearing and reviewed the proposed conditional use permit application for an Indoor Commercial Entertainment use at 183 W. Main Street, Stoughton, Wisconsin; and

WHEREAS, the Zoning Administrator has determined:

- The proposed conditional use (the use in general and at the proposed specific location) is in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive Plan, zoning ordinance or any other plan;
- The conditional use in its proposed location and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city of other government agency having jurisdiction to guide development;
- The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property;
- The proposed conditional use is located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property;
- The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts; and

WHEREAS, the Plan Commission and Common Council determined the proposed conditional use permit will not create undesirable impacts on nearby properties, the environment, nor the community as a whole; now therefore

PUBLIC HEARING NOTICE

The City of Stoughton Plan Commission will hold a Hybrid Public Hearing on Monday, January 9, 2023 at 6:00 o'clock p.m., or as soon after as the matter may be heard, to consider a Conditional Use Permit Application by Alexandra Tepp-Marwitz (Black Cat Café and Gallery) at 183 W. Main Street, Stoughton, WI. 53589. The applicant is requesting approval for an Indoor Commercial Entertainment use (Restaurant). The property description is as follows:

Parcel Number: 281/0511-082-1656-5

Description for tax purposes: ORIGINAL PLAT BLOCK 22 E 22 FT OF W 44 FT LOT 4

*This property description is for tax purposes. It may be abbreviated. For the complete legal description please refer to the deeds.

See additional information including location map at can be viewed at:

<http://stoughtoncitydocs.com/planning-commission>

In-Person: Council Chambers (2nd floor of the Public Safety Building), 321 S. Fourth Street, Stoughton, WI

Virtual: You can join the meeting via Zoom or Phone below:

<https://us06web.zoom.us/j/81157545973?pwd=SHIWS0ZaVWZaQ0Y2aDdvL3h5c1BwZz09>

Phone in: +1 312 626 6799

Meeting ID: 811 5754 5973

Passcode: 595103

If you wish to call in and speak at the meeting, please register at <http://speak.cityofstoughton.com> by 5:45 on or before the day of the meeting. Any written comments will be forwarded on to the “Organizer” and Commissioners.

For questions regarding this notice, please contact Michael Stacey, Zoning Administrator at 608-646-0421.

Published December 22 and 29, 2022 Hub

Black Cat Cafe & Gallery is focused on providing designated gluten free, dairy free, and allergen friendly foods to vegetarians, vegans, and those with food allergies like lactose intolerance, gluten intolerance, and celiac disease. The National Foundation for Celiac Awareness says about 1% (1 in every 133 people or 3.19 million) of the general population has been diagnosed with celiac disease, while 83% of people with the condition aren't even diagnosed.* People with celiac disease are often found to be lactose intolerant and sometimes even fructose intolerant too. When you consider these people, who have no choice but to go gluten free and possibly dairy free, alongside the people that choose to have a plant based diet, those groups represent a large chunk of the population. At Black Cat Cafe & Gallery such people would have a safe place to eat where they would not have to worry about cross contamination and they can eat healthy versions of some of their favorite foods. Black Cat Cafe & Gallery wants to create a safe and comfortable space for everyone no matter their age, race, sexual preferences, or health issues.

The renovations needed inside Black Cat Cafe & Gallery at 183 W Main Street are mainly for the creation of a bathroom and a kitchen/prep area.

A 13' 6" wall will be placed in the second room in order to separate the kitchen/prep area from the customer space. The wall will extend out from the corner of the hallway and towards the barn doors. In addition to the wall, a series of sinks will be put into place along the wall opposite the newly placed wall. These sinks include a handwashing sink, a prep sink, 2 sinks for washing dishes (in case dishwasher breaks) and a mop sink. Depending on the size of these sinks, the kitchen may only have 1 dish sink that would be used for rinsing dishes before placing them in the dishwasher.

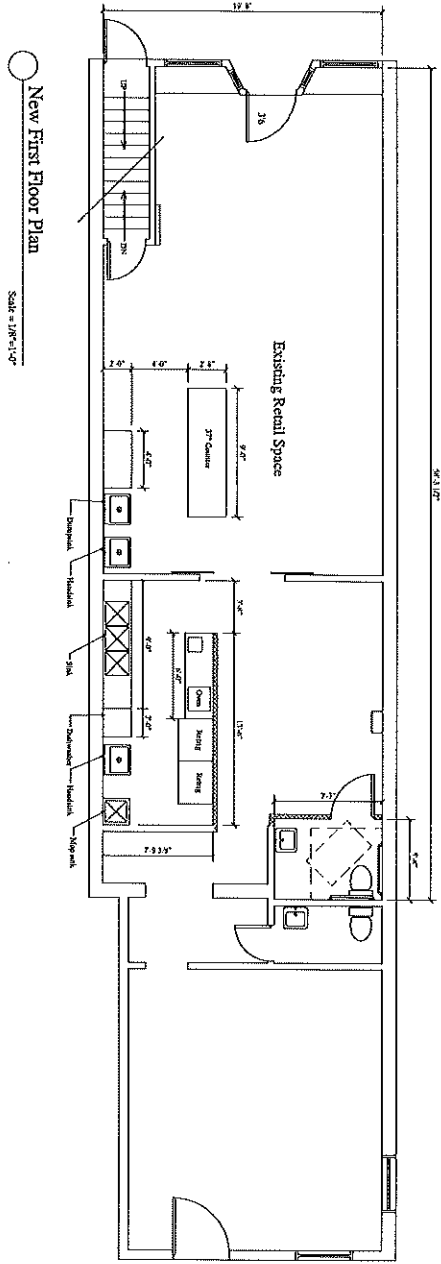
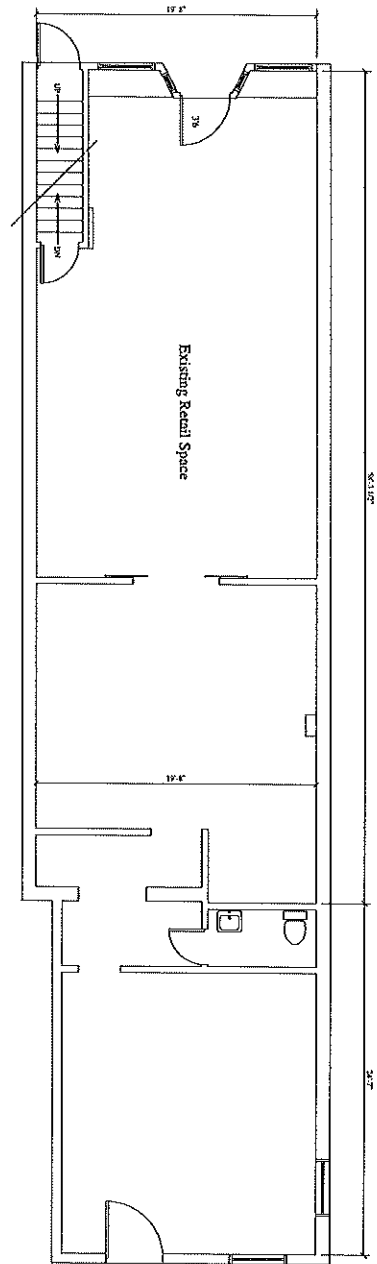
A 7' 7" wall and door will be placed in the second room to close off space to create a new handicap accessible bathroom. The wall will extend from the corner of the hallway and over towards the brick wall. The bathroom will have a toilet on the back bathroom wall with a sink placed along the hallway wall.

In the front room a hand wash sink and dump sink will be installed. The hand wash sink will be placed on the outer wall, in the corner where it meets with the wall the double doors are on. Next to the hand wash sink will be the second smaller sink for dumping drink waste.

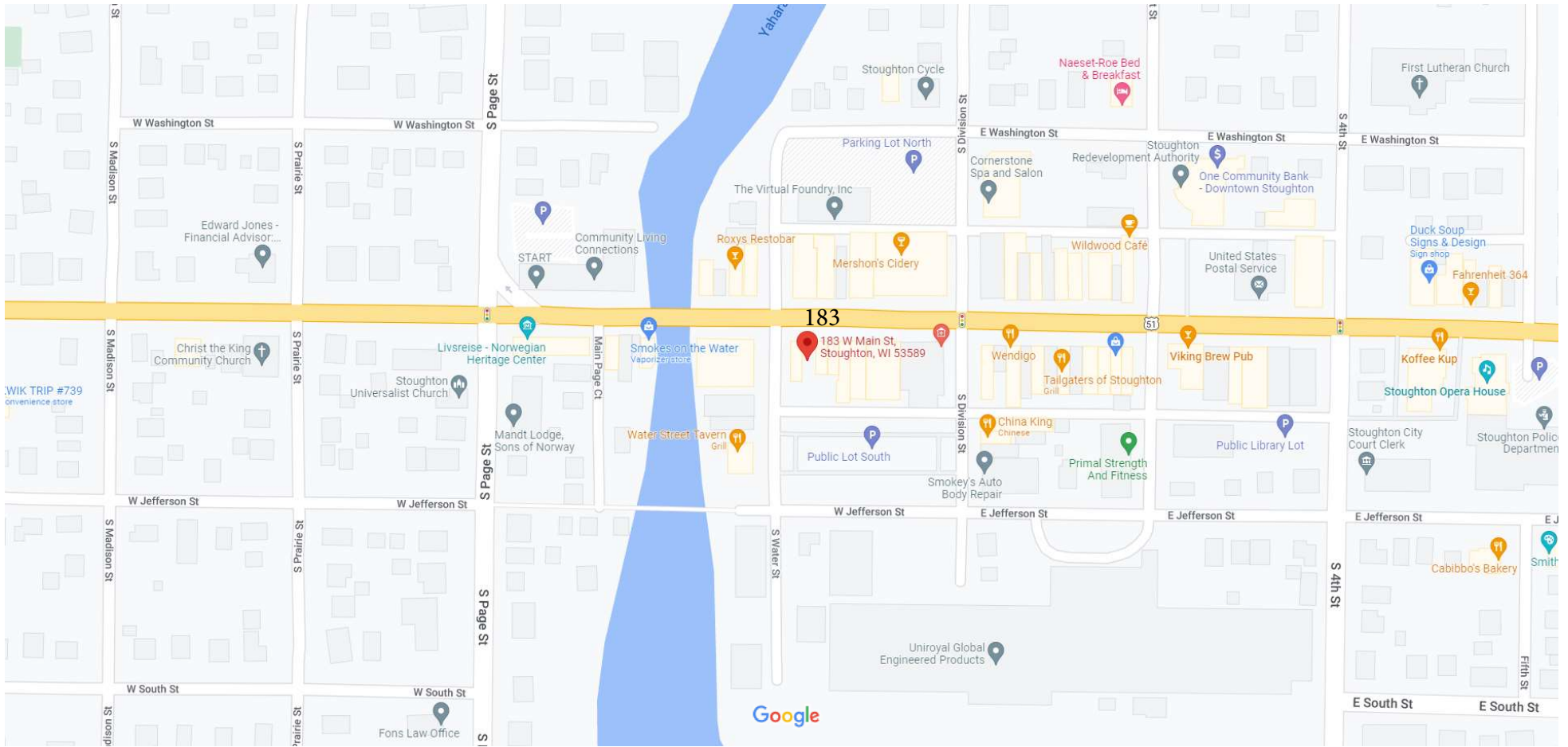
These changes are justified, in order for a food establishment to meet health code and city guidelines it must have a designated area for preparing food and drinks that is kept separate from customer space. A handicap accessible restroom is needed to also meet these guidelines. The several sinks are needed to meet health codes for washing produce, dishes, and for employees to wash their hands. Without meeting all of the guidelines, the cafe will not be able to supply healthy food and beverages to customers in a safe and timely manner. The cafe will not be able to open in general if it does not meet these guidelines.

Sources:

<https://www.beyondceliac.org/celiac-disease/facts-and-figures/>



SHEET 1	Date: 10-18-2023 Scale: As Noted Job #: 05-01	Project: 183 W. Main Street Address: Stoughton, WI Sheet Title: First Floor Plan	Proposed for: Black Cat Cafe and Gallery, LLC Address: 183 W. Main Street Stoughton, WI 608-957-2554	Concepts In Architecture, LLC	Jeffery Greco, Architect 1125 Arliden Road Brooklyn, WI 53521 608-698-3196 <small>This document contains confidential or proprietary information of Concepts In Architecture, LLC. Neither this document nor the information herein is to be reproduced, distributed, used or disclosed without authorization.</small>
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**City of Stoughton Application for Conditional Use Review and Approval
(Requirements per Section 78-905)**

Applicant Name: Alexandra Tepp-Marwitz
Applicant Address: 410 S Lewis Street, Columbus, WI 53925
Applicant Phone and Email: 608-957-2554 blackcatcafe.gallery@gmail.com
Property Owner Name (if different than applicant): Erica Beckman
Property Owner Phone: 612-655-9294
Subject Property Address: 183 W Main Street, Stoughton, WI 53589

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use review *and* by the City to process said application. Parts II and III are to be used by the Applicant to submit a complete application. (See conditional use review and approval procedures attached)

I. Record of Administrative Procedures for City Use

Application form filed with Zoning Administrator Date: 12/9/2022
Application fee of \$ 480 received by Zoning Administrator Date: 12/12/22

II Application Submittal Packet Requirements

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review at least 30 days prior to a Planning Commission meeting, followed by one revised draft final application packet based upon staff review and comments. The final application materials are required to be submitted at least 2 weeks prior to the Planning Commission meeting.

Initial Packet

(1 electronic 11 x 17 copy of plans to Zoning Administrator) Date: _____

Final Packet

(1 electronic 11 x 17 copy of plans
and if necessary one large scalable copy of plans to Zoning Administrator) Date: 12/12/22

(a) A map of the proposed conditional use:

- Showing all lands under conditional use consideration.
- All lot dimensions of the subject property provided.
- Graphic scale and north arrow provided.

- (b) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.**
- (c) A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)). A proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.**
- (d) Written justification for the proposed conditional use indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(5)(c)1.-6, as follows.**

III Justification of the Proposed Conditional Use Request.

1. How is the proposed conditional use and location in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted?

The proposed conditional use and location is in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton. We've worked with the mayor of Stoughton along the way and we've spoken with multiple other business owners in the downtown area to generate ideas and understand where we can fit in making the downtown area more attractive to potential shoppers. We also want to ensure our cafe and gallery is welcoming and can be considered a place where members of the community can hang out, read, and listen to music without being pressured to buy anything.

2. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(4)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map or ordinance adopted?

No, it does not have any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way and etc.

3. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the surroundings of the subject property?

The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the surroundings in many ways.

- Opening a gallery and cafe in this building helps maintain its use and consistency as an operating place of business within the downtown area.

- There are currently no designated gluten free, dairy free AND allergen sensitive places within the Madison and Stoughton area. The proposed changes for the property will open up a location for an underserved portion of the community to dine out safely. Our hope is that this will attract more people to Stoughton and other downtown businesses.

-We hope that our gallery will encourage artists and those in a younger demographic to come to the area.

-Our business and products are tailored towards validating marginalized groups. This will likely have a positive effect on said groups within the community and may serve to draw additional traffic to nearby downtown businesses.

4. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

The proposed conditional use is located where it can be adequately served by and will not impose any undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the property.

5. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(5)(c)1-5.), after taking into consideration any proposed options to minimize such impacts?

Yes, the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use.

IV. Application Information for City Use

Notified Neighboring Property Owners (within 300 feet)

Date: 12/16/22

Notified Neighboring Township Clerks (within 1,000 feet)

Date: 12/27/22

Class 2 legal notice sent to official newspaper by City Clerk

Date: 12/13/22

Class 2 legal notice published on DEC 22 and DEC 29 2022

Conditional Use recorded with the County Register of Deeds Office after approval



CITY OF STOUGHTON
DEPARTMENT OF PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589
www.cityofstoughton.com/planning

RODNEY J. SCHEEL
DIRECTOR
(608) 873-6619
fax: (608) 873-5519

December 14, 2022

Alexandra Tepp-Marwitz
183 W. Main Street
Stoughton, WI. 53589

Dear Ms. Marwitz:

I have completed a review of the proposed conditional use for an Indoor Commercial Entertainment use (restaurant) at 183 W. Main Street, Stoughton – application provided 12/12/2022. As noted, additional information may be required or shown on the plans. A public hearing is planned for the January 9, 2023 Plan Commission meeting of which a notice will be sent to you. You and/or a representative will need to attend the public hearing. It is anticipated the Common Council will act on the Conditional Use request at their January 24, 2023 meeting.

1. The property at 183 W. Main Street is currently zoned CB – Central Business. **An Indoor Commercial Entertainment use is allowed by conditional use permit within the CB district.**
2. Ordinance section 78-905(5)(c) provides the following criteria which the Zoning Administrator may use to evaluate the conditional use application to determine whether the request is in harmony with the recommendations of the Comprehensive Plan:
 - a) Is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, this chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city?
We believe the conditional use is consistent with the Comprehensive Plan and zoning code.
 - b) Is the proposed conditional use (in its specific location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive plan, this chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city?
We believe the conditional use is consistent with the Comprehensive Plan and zoning code.
 - c) Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see subsection (4)(d), above), result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors,

traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city or other governmental agency having jurisdiction to guide development? **We do not see any substantial or major adverse impacts related to the use.**

- d) Does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? **The use is consistent with the Central Business zoning classification.**
- e) Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property? **The use should not impose a burden on utilities or services.**
- f) Do the potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use (as identified in subsections 1. through 5., above), after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts? **No adverse impacts identified.**
3. The Comprehensive Plan, future land use map designates the property at 183 W. Main Street as Central Business. **The zoning and proposed use are consistent with the future land use map.**
4. Relevant site plan review and approval procedural requirements per zoning section 78-908 are as follows:
- A. Written description of the intended use. **Provided**
5. Regulations applicable to an Indoor Commercial Entertainment use is as follows:
- Facility shall provide a bufferyard with a minimum opacity of .60 along all property borders abutting residentially zoned property (See zoning section 78-610). **N/A**
 - If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property. **N/A**
6. There are no parking requirements in the Central Business district.
7. Any proposed signage will require a detailed plan, application and fee prior to installation. **Plan Commission approval is necessary for any exterior work including signage.**
8. Check with the Fire Marshal and Building Inspector for any change of use requirements.

If you have any questions, please contact me at 608-646-0421

Sincerely,
City of Stoughton

Michael P. Stacey

Michael P. Stacey
Zoning Administrator



McGuire Igleski & Associates, Inc.

Architecture, Preservation, Planning

1330 Sherman Avenue
Evanston, IL 60201
847.328.5679
www.mlarchitects.com

Date August 25, 2022
Invoice No. 2128-01
Owner Name: City of Stoughton
Owner Address: 207 S. Forrest Street
Stoughton, WI. 53589
Attn. Michael Stacey
Project Name: City of Stoughton Main Street Design Guidelines
MIA Project No.: 2128
Pay Period: from 07/08/21 to 08/25/22

Contract Summary
Design Guidelines for the
Stoughton Main Street
Historic District \$16,925.00

Services	Original Contract	Contract to Date	Previous Payments	Previously Requested (Not Paid)	This Request	Balance
Design Guidelines	\$16,925.00	\$16,925.00	\$0.00	\$0.00	\$16,925.00	\$0.00
Total	\$16,925.00	\$16,925.00	\$0.00	\$0.00	\$16,925.00	\$0.00

Total Invoice No. 2128-01

\$16,925.00

8/31/2022 budget amendment

		<u>Increase</u>	<u>Decrease</u>
235-56700-43315	Federal grant	16,925.00	
235-56700-50405	Professional services	16,925.00	

Dave Ehlinger

From: Dave Ehlinger
Sent: Thursday, September 1, 2022 10:13 AM
To: Lisa Aide; Michael Stacey; Rodney J. Scheel
Cc: Brett Schumacher; Tim Swadley
Subject: Architect invoice 08-25-2022.pdf
Attachments: Architect invoice 08-25-2022

Lisa,

The attached invoice is related to a federal grant that the Landmarks Commission has received. Unfortunately, with the federal government's fiscal year ending 9/30/22, we need to:

- Pay this invoice by September 15th, and
- Submit for reimbursement from the federal government by September 15th.

Although I have not seen the actual grant award, I have seen some grants require not only proof of payment but a copy of the cancelled check as well.

Can you please add this invoice into BS&A for payment with your next check run?

I am assuming that either Michael or Rodney should approve the expenditure in BS&A.

My next step is to contact the vendor to get a copy of their W-9.

Michael,

Can you please provide me a copy of the grant (all pages)? Baker Tilly is going to need this information to prepare the Single Audit for 2022.

Michael/Rodney,

Is the RDA aware of this work being done?

Brett,

This grant was not included in the 2022 adopted budget. We will have to amend the budget for Fund 235 Landmarks Commission to allow for this expenditure. As such, you will see a resolution for this topic on a subsequent Finance Committee agenda.

If anyone has any problems or questions, please feel free to contact me.

Thanks,

Dave

CITY OF STOUGHTON, 207 S. Forrest Street, Stoughton, WI 53589

ORDINANCE OF THE COMMON COUNCIL	
Amending Section 2-585 Hotel/Motel Tax of the City of Stoughton Municipal Code;	
Committee Action: Finance Committee recommended approval 6-0 on 01/10/2023	
Fiscal Impact: Potential increase in delinquent penalties (amount unknown) Increased room tax revenue (amount unknown)	
File Number: O-02-2023	Date Introduced: First reading – January 24, 2023 Second reading – February 14, 2023

WHEREAS, the City of Stoughton has not revised the city ordinance for hotel/motel taxes since its adoption in November 2003; and,

WHEREAS, the Director of Finance/Comptroller suggests the following changes to the ordinance:

- 1) Update the ordinance language regarding the allocation of room tax revenue to be consistent with current practice,
- 2) update the ordinance for consistency with hospitality industry practice regarding names on lodging invoices consistent with the USA Patriot Act of 2001,
- 3) establish that any related forfeitures, interest, and penalties shall be reported within the General Fund,
- 4) increase the forfeiture for late filing to be calculated on a quarterly basis as opposed to an annual basis due to the fact that these room taxes are collected on a fiduciary basis by the establishment,
- 5) increase the room tax rate effective 07-01-2022;

NOW THEREFORE BE IT ORDAINED by the Common Council of the City of Stoughton as follows:

Amend Section 2-585 Hotel/Motel Tax of the City of Stoughton Municipal Code as per the attached Exhibit A

This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted: _____

Mayor Approved: _____

Published: _____

Attest: _____

Timothy Swadley, Mayor

Candee Christen, City Clerk

Exhibit A

Sec. 2-585 Hotel/motel room tax.

(a) *Definitions.* In this section, the following definitions shall apply:

Bed and breakfast establishment. Any place of temporary lodging that provides four or fewer rooms for rent, which is open for rental more than ten nights in a 12-month period, is the owner's personal residence and is occupied by the owner at the time of rental, and in which the only meal served is breakfast.

Gross receipts. Has the meaning as defined in Wis. Stats. § 77.51(4)(a) insofar as applicable.

Hotel or motel. A building or group of buildings in which the public may obtain accommodations for a consideration, including, without limitation, such establishments as inns, motels, tourist homes, tourist houses or courts, bed and breakfast establishments, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other building or group of buildings in which accommodations are available to the public, except accommodations rented for a continuous period of more than one month and accommodations furnished by any hospital, sanatorium or nursing home or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes provided that no part of the net earnings of such corporations and associations inures to the benefit of any private share- holder or individual.

Transient. Any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodation available to the public.

(b) *Imposition of tax.*

(1) Pursuant to Wis. Stats. § 66.0615, a tax is hereby imposed on the privilege and services of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations. **Effective June 1, 2023, such tax shall be at increase from the prior rate of six percent to eight percent (8%)** of the gross receipts from such retail furnishing of rooms or lodgings. Such tax shall not be subject to the selective sales tax imposed by Wis. Stats. 77.52(2)(a)1.

~~Effective January 1, 2004, Ten (10) 30~~ percent of such tax shall be appropriated to the City's General Fund for purposes of promoting economic development. ~~Ninety (90) Seventy~~ percent of such tax shall be deposited in the city tourism fund to be used exclusively for the purpose of tourism promotion and development in the City of Stoughton. The City shall use room tax revenue deposited within the City's tourism fund to contract with a tourism entity or tourism entities to provide tourism promotion and development services for the City.

(2) Exemptions. The following room sales are exempt from this tax:

- a. Sales to the federal government;
- b. Sales to persons listed under Wis. Stats. § 77.54(9a).

(3) Exemption conditions. The following conditions must occur for a sale to be exempt from the room tax:

Exhibit A

- a. The lodging establishment must issue the billing or invoice for the lodging in the name of the exempt entity and/or the guest's name in compliance of the USA Patriot Act of 2001 (Public Law 107-56 October 26, 2001); and
 - b. The lodging establishment must receive from the exempt entity:
 1. In the case of federal and Wisconsin state or local governmental units, a purchase order or similar written document (such as a letter of authorization), or
 2. In the case of nonprofit religious, charitable, scientific or educational organization, the organization's certificate of exempt status number.
 - c. The exemption still applies if the individual pays with his or her own funds, as long as the above conditions are met.
- (c) *Collection of tax.*
- (1) *Administration by city treasurer.* This tax shall be administered by the city treasurer who shall, at city expense, provide the necessary application and reporting forms at no cost to the taxpayer.
 - (2) *Reporting periods.* The tax imposed for the months of January, February and March, and for each calendar quarter thereafter, is due and payable on the last day of the month next succeeding the calendar quarter for which imposed. A return shall be filed with the city treasurer, by those furnishing at retail such rooms and lodging, on or before the same date on which such tax is due and payable. Such returns shall show the gross receipts of the preceding calendar quarter from such retail furnishing of room or lodging, the amount of taxes imposed for such period, and such other information as the city treasurer deems necessary. Every person required to file such quarterly return shall, with his first return, elect to file an annual calendar year or fiscal year return. Such annual return shall be filed within 90 days of the close of each such calendar or fiscal year. The annual return shall summarize the quarterly returns, reconcile and adjust for errors in the quarterly returns, and shall contain certain such additional information as the city treasurer requires. Such annual returns shall be made on forms as prescribed by the city treasurer. All such returns shall be signed by the person required to file a return or duly authorized agent, but need not be verified by oath. The city treasurer may, for good cause, extend the time for filing any return, but in no event longer than one month from the filing date.
 - (3) *Sale or conveyance of business.* If any person liable for any amount of tax under this section sells out his business or stock of goods or quits the business, his successors or assigns shall withhold sufficient portion of the purchase price to cover such amount until the former owner produces a receipt from the city treasurer that it has been paid or a certificate stating that no amount is due. If a person subject to the tax imposed by this section fails to withhold such amount of tax from the purchase price as required, he shall become personally liable for payment of the amount required to be withheld by him to the extent of the price of the accommodations valued in money.
 - (4) *Determination of tax by audit.*

Exhibit A

- a. The city treasurer may, by office audit, determine the tax required to be paid to the city or the refund due to any person under this section. This determination may be made upon the basis of the facts contained in the return being audited or on the basis of any other information within the city treasurer's possession that meets the criteria set forth in Wis. Stats. § 66.0615(2). One or more such office audit determination may be made of the amount due for any one or for more than one period.
 - b. The city treasurer may, by field audit, determine the tax required to be paid to the city or the refund due to any person under this section. The determination may be made upon the basis of the facts contained in the return being audited or upon any other information with the city treasurer's possession. The city treasurer is authorized to examine and inspect the books, records, memoranda, and property of any person in order to verify the tax liability of that person or of another person. Nothing herein shall prevent the city treasurer from making a determination of tax at any time.
- (5) *Failure to file return.* If any person fails to file a return as required by this section, the city treasurer shall make an estimate of the amount of the gross receipts under subsections (2) and (3). Such estimates shall be made for the period for which such person failed to make a return and shall be based upon any information which is in the city treasurer's possession or may come into the treasurer's possession. On the basis of this estimate, the city treasurer shall compute and determine the amount required to be paid to the city, adding to the sum thus arrived at a penalty equal to ten percent thereof. One or more such determinations may be made for one or more than one period. Any penalty assessed shall be placed in the City's General Fund.
- (6) *Interest on unpaid taxes.* All unpaid taxes under this section shall bear interest at the rate of 12 percent per year from the due date of the return until the first day of the month following the month in which the tax is paid or deposited with the city treasurer. An extension of time within which to file a return shall operate to extend the due date of the return for purposes of interest computations. If the city treasurer determines that any overpayment of tax has been made intentionally or by reason of carelessness or neglect, or if the tax which was overpaid was not accompanied by a complete return, he shall not allow any interest thereon. Any interest assessed on unpaid taxes shall be placed in the City's General Fund.
- (7) *Delinquent returns and payments: Late fees and penalties.*
- a. The tax imposed by this section shall become delinquent if not paid:
 1. In the case of a timely filed return, within 30 days after the due date of the return, or within 30 days after the expiration of an extension period, if one is granted.
 2. In the case of no return being filed or a return filed late, by the due date of the return.
 - b. Any person or establishment failing to pay the tax imposed by this section when due shall be subject to a forfeiture not to exceed \$5,000 or 25% of the room tax due for the delinquent calendar quarter previous year, whichever is less. Any forfeiture assessed on delinquent returns and penalties shall be placed in the City's General Fund.

Exhibit A

- c. Any person or establishment subject to this section that fails to file a correct return when due shall be subject to a forfeiture of \$100.00.
- (d) *Records to be maintained.* Every person liable for the tax imposed by this section shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as the city treasurer and this section shall require. Such records shall be retained and made available for a period of five years from the date of a filing period.
- (e) *Confidentiality maintained.*
 - (1) All tax returns, schedules, exhibits, writings, or audit reports relating to such returns on file with the city treasurer are deemed to be confidential, except the city treasurer may divulge their contents to the following and no others:
 - a. The person who filed the return.
 - b. Officers, agents or employees of the Federal Internal Revenue Service or the State Department of Revenue.
 - c. Officers, employees or agents of the city auditors.
 - d. Such other public officials of the City of Stoughton when deemed necessary to discharge the duties of their office imposed by law or by order of a court.
 - (2) No person having an administrative duty under this section shall make known in any manner the business affairs, operations or information obtained by an investigation of records of any person on whom a tax is imposed by this section or the amount or source of income, profits, losses, expenditures or any particulars thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by any person, except as provided above. Any person who violates this subsection shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00. Any forfeiture pursuant to this section shall be placed in the City's General Fund.
- (f) *Other penalties.* Any person or establishment subject to this section that fails or refuses to permit the inspection of records by the city treasurer after such inspection has been duly required by such treasurer, or that violates any other provision of this section not containing a specific penalty, shall be subject to a forfeiture pursuant to section 1-3. Each day, or portion thereof, that such violation continues is hereby deemed to constitute a separate offense. Any forfeitures pursuant to this section shall be placed in the City's General Fund.

(Ord. No. 0-50-03, § 1, 11-25-2003)

Amended – Ord. No. O-xx-2023, 01-24-2023



IRS issues standard mileage rates for 2023; business use increases 3 cents per mile

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2023-03](#) [PDF](#) contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 29-Dec-2022



Standard Mileage Rates

The following table summarizes the **optional** standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2022	58.5	14	18	IR-2021-251
2021	56	14	16	IR-2020-279
2020	57.5	14	17	IR-2019-215
2019	58	14	20	IR-2018-251
2018	54.5	14	18	IR-2017-204 <ul style="list-style-type: none"> IR-2018-127
• TCJA				
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02

Tax Professionals Topics

- Serve Your Clients
- Tax Pro News and Resources
- Circular 230 Tax Professionals
- Tax Code, Regulations and Official Guidance
- e-Services
- Topic No. 161
Returning an Erroneous Refund – Paper Check or Direct Deposit
- Appeals
- Tax Professionals

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
7/1/2011- 12/31/2011	55.5	14	23.5	IR-2011-69
1/1/2011- 6/30/2011	51	14	19	IR-2010-119

Page Last Reviewed or Updated: 09-Nov-2022

Effective July 1, 2012, the personal mileage reimbursement rate is \$.51/mile, plus all applicable sales taxes. Enter your personal mileage in the box next to your county of residence to calculate the amount of reimbursement due the State.

COUNTY NAME	PERSONAL MILES	STATE TAX RATE	COUNTY TAX RATE	STADIUM TAX RATE	TOTAL TAX RATE	MILE REIMBURSE RATE	TOTAL MILEAGE RATE	AMOUNT DUE
Adams		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Ashland		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Barron		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Bayfield		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Brown		5%		0.50%	5.50%	\$0.51	\$0.538	\$0.00
Buffalo		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Burnett		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Calumet		5%			5.00%	\$0.51	\$0.536	\$0.00
Chippewa		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Clark		5%			5.00%	\$0.51	\$0.536	\$0.00
Columbia		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Crawford		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Dane		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Dodge		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Door		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Douglas		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Dunn		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Eau Claire		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Florence		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Fond du Lac		5%			5.00%	\$0.51	\$0.536	\$0.00
Forest		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Grant		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Green		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Green Lake		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Iowa		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Iron		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Jackson		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Jefferson		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Juneau		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Kenosha		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Kewaunee		5%			5.00%	\$0.51	\$0.536	\$0.00
La Crosse		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Lafayette		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Langlade		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Lincoln		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Manitowoc		5%			5.00%	\$0.51	\$0.536	\$0.00
Marathon		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Marinette		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Marquette		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Menominee		5%			5.00%	\$0.51	\$0.536	\$0.00
Milwaukee		5%	0.50%	0.10%	5.60%	\$0.51	\$0.539	\$0.00
Monroe		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Oconto		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Oneida		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Outagamie		5%			5.00%	\$0.51	\$0.536	\$0.00
Ozaukee		5%	0.50%	0.10%	5.60%	\$0.51	\$0.539	\$0.00
Pepin		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Pierce		5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00

Polk	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Portage	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Price	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Racine	5%		0.10%	5.10%	\$0.51	\$0.536	\$0.00
Richland	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Rock	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Rusk	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
St. Croix	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Sauk	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Sawyer	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Shawano	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Sheboygan	5%			5.00%	\$0.51	\$0.536	\$0.00
Taylor	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Trempealeau	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Vernon	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Vilas	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Walworth	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Washburn	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Washington	5%	0.50%	0.10%	5.60%	\$0.51	\$0.539	\$0.00
Waukesha	5%		0.10%	5.10%	\$0.51	\$0.536	\$0.00
Waupaca	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Waushara	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00
Winnebago	5%			5.00%	\$0.51	\$0.536	\$0.00
Wood	5%	0.50%		5.50%	\$0.51	\$0.538	\$0.00

CITY OF STOUGHTON, 207 S FORREST ST, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL	
Amend 2023 adopted budget for city employee market adjustments	
Committee Action:	Finance Committee recommended approval ___ on 01/24/2023 TIME SENSITIVE ITEM
Fiscal Impact:	Expenditures/expenses increased by \$294,967
File Number:	R-013-2023
Date	01/24/23

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

RECITALS:

WHEREAS, the Human Resources & Risk Management Department reviewed the compensation plan for Stoughton Utilities to ensure the compensation plan reflects the current salary ranges and stays competitive; and,

WHEREAS, the City of Stoughton Common Council approved the Stoughton Utilities re-alignment and compensation plan changes with R-178-2022 approved on August 23, 2022; and,

WHEREAS, the proposed contract with the Stoughton Professional Police Association included an additional 5% pay increase for budget year 2023 due to existing market conditions in law enforcement throughout the State of Wisconsin; and,

WHEREAS, the Director of Human Resources and Risk Management has worked with department heads to look at current market conditions for the remaining city employees; and,

WHEREAS, the Director of Human Resources and Risk Management, Director of Finance/Comptroller and Mayor also looked at salary compression issues, consistency between departments for similar positions, employee retention/satisfaction and areas where recruiting qualified applicants has been difficult; and,

WHEREAS, the Director of Finance/Comptroller looked for sustainable revenue sources within the city in order to implement market adjustments where applicable for the remaining city employees; and,

WHEREAS, the Director of Human Resources and Risk Management, Director of Finance/Comptroller and Mayor recommend starting the pay increase to be effective January 1, 2023,

WHEREAS, the Personnel Committee reviewed the proposed market adjustments at their meeting on January 19, 2023 and recommended approval of the proposed market adjustments with an implementation date of January 1, 2023 to the Finance Committee with a vote of 5-0;

City of Stoughton
Positional Market Adjustments
January 24, 2023

Department	Allocation	Account Description	Account Number	Budget Ledger			
				Revenues		Expenditures	
				Increase	Decrease	Increase	Decrease
General Fund							
Municipal Court		Wages	100-51200-50120			\$	9,830
Municipal Court		FICA taxes	100-51200-50160			\$	752
Municipal Court		WRS - General	100-51200-50161			\$	668
Municipal Court		Intrafund transfer - wages	100-51200-49205	\$	11,250		
City Clerk		Salaries	100-51420-50110			\$	834
City Clerk		Wages	100-51420-50120			\$	3,300
City Clerk		FICA taxes	100-51420-50160			\$	316
City Clerk		WRS - General	100-51420-50161			\$	281
City Clerk		Intrafund transfer - wages	100-51420-49205	\$	4,731		
Finance		Salaries	100-51510-50110			\$	14,222
Finance		FICA taxes	100-51510-50160			\$	1,088
Finance		WRS - General	100-51510-50161			\$	967
Finance		Intrafund transfer - wages	100-51510-49205	\$	16,277		
Human Resources / Risk Mgmt		Salaries	100-51550-50110			\$	15,000
Human Resources / Risk Mgmt		Wages	100-51550-50120			\$	4,855
Human Resources / Risk Mgmt		FICA taxes	100-51550-50160			\$	1,519
Human Resources / Risk Mgmt		WRS - General	100-51550-50161			\$	1,350
Human Resources / Risk Mgmt		Intrafund transfer - wages	100-51550-49205	\$	22,724		
Police		Salaries	100-52100-50110			\$	8,187
Police		Wages	100-52100-50120			\$	6,377
Police		FICA taxes	100-52100-50160			\$	1,114
Police		WRS - Protective	100-52100-50162			\$	1,922
Police		Intrafund transfer - wages	100-52100-49205	\$	17,600		
Fire		Salaries	100-52200-50110			\$	13,987
Fire		Wages	100-52200-50120			\$	10,000
Fire		FICA taxes	100-52200-50160			\$	1,835
Fire		WRS - Protective	100-52200-50162			\$	3,166
Fire		Intrafund transfer - wages	100-52200-49205	\$	28,988		
Public Works	Streets	Salaries	100-53300-50110			\$	8,125
Public Works	Streets	Wages	100-53300-50120			\$	27,616
Public Works	Streets	Seasonal	100-55300-50128			\$	3,329
Public Works	Streets	FICA taxes	100-53300-50160			\$	2,989
Public Works	Streets	WRS - General	100-53300-50161			\$	2,430
Public Works	Streets	Intrafund transfer - wages	100-53300-49205	\$	44,489		
Public Works	Parks	Salaries	100-55200-50110			\$	1,016
Public Works	Parks	Wages	100-55200-50120			\$	7,897
Public Works	Parks	Seasonal	100-55200-50128			\$	11,502
Public Works	Parks	FICA taxes	100-55200-50160			\$	1,562
Public Works	Parks	WRS - General	100-55200-50161			\$	606
Public Works	Parks	Intrafund transfer - wages	100-55200-49205	\$	22,583		
Senior Center		Salaries	100-52200-50110			\$	9,000
Senior Center		Wages	100-52200-50120			\$	16,390
Senior Center		FICA taxes	100-52200-50160			\$	1,942
Senior Center		WRS - General	100-52200-50161			\$	1,727

City of Stoughton
Positional Market Adjustments
January 24, 2023

Department	Allocation	Account Description	Account Number	Budget Ledger			
				Revenues		Expenditures	
				Increase	Decrease	Increase	Decrease
Senior Center		Intrafund transfer - wages	100-52200-49205	\$ 29,059			
Recreation	Rec Programs	Salaries	100-55300-50110			\$ 1,606	
Recreation	Rec Programs	Wages	100-55300-50120			\$ 2,435	
Recreation	Rec Programs	Wages - part time	100-55300-50127			\$ 6,325	
Recreation	Rec Programs	FICA taxes	100-55300-50160			\$ 793	
Recreation	Rec Programs	WRS - General	100-55300-50161			\$ 705	
Recreation	Rec Programs	Intrafund transfer - wages	100-55300-49205	\$ 11,864			
Recreation	Youth Center	Salaries	100-55400-50110			\$ 294	
Recreation	Youth Center	FICA taxes	100-55400-50160			\$ 22	
Recreation	Youth Center	WRS - General	100-55400-50161			\$ 20	
Recreation	Youth Center	Intrafund transfer - wages	100-55400-49205	\$ 336			
Planning	Planning	Salaries	100-56300-50110			\$ 3,297	
Planning	Planning	Wages	100-56300-50120			\$ 1,359	
Planning	Planning	FICA taxes	100-56300-50160			\$ 356	
Planning	Planning	WRS - General	100-56300-50161			\$ 317	
Planning	Planning	Intrafund transfer - wages	100-56300-49205	\$ 5,329			
Planning	Inspection	Wages	100-52400-50120			\$ 10,000	
Planning	Inspection	FICA taxes	100-52400-50160			\$ 765	
Planning	Inspection	WRS - General	100-52400-50161			\$ 680	
Planning	Inspection	Intrafund transfer - wages	100-52400-49205	\$ 11,445			
Planning	City Buildings	Wages	100-53200-50120			\$ 9,315	
Planning	City Buildings	FICA taxes	100-53200-50160			\$ 713	
Planning	City Buildings	WRS - General	100-53200-50161			\$ 633	
Planning	City Buildings	Intrafund transfer - wages	100-53200-49205	\$ 10,661			
Info Technology		Salaries	100-55500-50110			\$ 5,000	
Info Technology		Wages	100-55500-50120			\$ 11,803	
Info Technology		Wages - part time	100-55500-50127			\$ 370	
Info Technology		FICA taxes	100-55500-50160			\$ 1,314	
Info Technology		WRS - General	100-55500-50161			\$ 1,143	
Info Technology		Intrafund transfer - wages	100-55500-49205	\$ 19,630			
General Revenues		PILT - ELECTRIC UTILITY	100-88888-41310	\$ 59,369			
General Revenues		PILT - WATER UTILITY	100-88888-41312	\$ 59,368			
General Revenues		TOWN FIRE CHARGES	100-88888-47323	\$ 31,742			
General Revenues		TOWN FIRE CHARGES	100-88888-47323	\$ 114,714			
General Revenues		FUND BAL APPLIED - TAX LEVY	100-88888-49910		\$ (248,737)		
General Revenues		RETENTION INITIATIVE	100-88888-50135				\$ (248,737)
General Revenues		Intrafund transfer - wages	100-88888-50925			\$ 256,966	
General Revenues		Transfer to other fund	100-88888-50930			\$ 8,227	
Balance Sheet		Primary checking	100-00000-11100				
		Fund totals		\$273,422		\$273,422	
<u>Library Fund</u>							
Library		Primary checking	215-00000-11100				
Library		Wages	215-55110-50120			\$ 6,107	
Library		Wages - part time	215-55110-50127			\$ 1,150	
Library		FICA taxes	215-55110-50160			\$ 555	

City of Stoughton
Positional Market Adjustments
January 24, 2023

Department	Allocation	Account Description	Account Number	Budget Ledger			
				Revenues		Expenditures	
				Increase	Decrease	Increase	Decrease
Library		WRS - General	215-55110-50161			\$ 415	
Library		Transfer In - General Fund	215-55110-49210	\$ 8,227			
		Fund totals		\$8,227		\$8,227	
<u>Storm Sewer Fund</u>							
Public Works	Storm Sewer	Salaries	224-53300-50110			\$ 3,125	
Public Works	Storm Sewer	Wages	224-53300-50120			\$ 6,806	
Public Works	Storm Sewer	Seasonal	224-53300-50128			\$ 1,196	
Public Works	Storm Sewer	FICA taxes	224-53300-50160			\$ 851	
Public Works	Storm Sewer	WRS - General	224-53300-50161			\$ 596	
Public Works	Storm Sewer	Net position applied	224-53300-49950	\$ 12,574			
		Fund totals					
Planning	Storm Sewer	Salaries	224-56300-50110			\$ 326	
Planning	Storm Sewer	FICA taxes	224-56300-50160			\$ 25	
Planning	Storm Sewer	WRS - General	224-56300-50161			\$ 22	
Planning	Storm Sewer	Net position applied	224-56300-49950	\$ 373			
		Fund totals				\$12,947	\$12,947
<u>Refuse Fund</u>							
Public Works	Refuse	Salaries	249-53620-50110			\$ 234	
Public Works	Refuse	Wages	249-53620-50120			\$ 73	
Public Works	Refuse	FICA taxes	249-53620-50160			\$ 23	
Public Works	Refuse	WRS - General	249-53620-50161			\$ 41	
Public Works	Refuse	Fund balance applied	249-53620-49930	\$ 371			
		Fund totals				\$371	\$371
<u>Capital Outlay Fund</u>							
Capital Outlay Fund		TOWN FIRE CHARGES	410-00000-47323		\$ (114,714)		
Capital Outlay Fund		FUND BAL APPLIED - TAX LEVY	410-00000-49910	\$ 114,714			
		Fund totals			\$0		\$0
<u>Equipment Replacement Fund</u>							
Equipment Replacement Fund		PILT - ELECTRIC UTILITY	412-88888-41310		\$ (59,369)		
Equipment Replacement Fund		PILT - WATER UTILITY	412-88888-41312		\$ (59,368)		
Equipment Replacement Fund		TOWN FIRE CHARGES	412-52200-47323		\$ (31,742)		
Equipment Replacement Fund		FUND BAL APPLIED - TAX LEVY	412-88888-49910	\$ 150,479			
		Fund totals			\$0		\$0
		City wide totals			\$294,967		\$294,967

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper city official(s) to approve the Utilities Re-alignment.

Committee Action: Personnel Committee recommends approval 4-0

File Number: R-178-2022

Date Introduced: August 23, 2022

WHEREAS, Stoughton Utilities Re-alignment includes changes to the reporting structure, position descriptions and compensation. The Re-alignment creates an efficient and effective way for the Utility to operate as well as retain and attract staff. The organization chart has been updated, new and updated position descriptions have been completed as well as a new compensation plan. The 2021 Utilities Budget was approved to cover the compensation changes. This funding was approved to be carried into the 2022 Budget as the re-alignment was not completed in 2021. The compensation plan will be reviewed annually by Human Resources to ensure the compensation plan reflects the current salary ranges and stays competitive, and

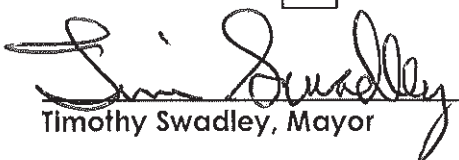
WHEREAS, the Personnel Committee met on Tuesday, August 16, 2022, and the entire re-alignment was presented to them, and

WHEREAS, the Personnel Committee recommends approval (4-0) of the re-alignment now therefore,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the Utilities Re-alignment.

Council Action: Adopted Failed Vote 12-0

Mayoral Action: Accept Veto



Timothy Swadley, Mayor

8-24-22
Date

Council Action: _____ Override Vote _____

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper City official(s) to approve the Police Department 2023-2024 Union Contract and related budget amendment.

The contract applies to sworn officers, detectives and agreed upon me-too clause for the non-union members holding the position of sergeant and lieutenant.

Committee action: Personnel Committee recommended approval 5-0 on 12/06/2022
Finance Committee recommended approval 7-0 on 12/13/2022

TIME SENSITIVE ITEM

Fiscal impact: \$101,463

File Number: R-220-2022

Date Introduced: December 13, 2022

WHEREAS, the Director of Human Resources & Risk Management received a tentative agreement from the Stoughton Professional Police Association seeking ratification for the 2023-2024 Union Contract; and,

WHEREAS, the proposed union contract includes a nine percent (9%) wage increase; and,

WHEREAS, the adopted budget included a wage increase of four percent (4%) for all employees in each department budget excluding Stoughton Utilities; and,

WHEREAS, the additional five percent (5%) is calculated at \$101,463 including wages, overtime, step increases, Social Security taxes and pension contributions; and,

WHEREAS, the adopted budget set aside sufficient funds in General Revenues for Retention Incentives (A/C 100-88888-50135) in anticipation of the approval of the union contract; and,

NOW THEREFORE BE IT RESOLVED, that the proper city official(s) of the City of Stoughton are hereby authorized and directed to approve the Police Department 2023-2024 Union Contract; and,

BE IT FURTHER RESOLVED, that the adopted 2023 be amended as per the following table to increase the authorized budget for the City of Stoughton Police Department:

Account description	Account number	Revenues		Expenditures	
		Increase	Decrease	Increase	Decrease
<u>General Revenues</u>					
PILT - Electric Utility	100-88888-41310	50,631		A	
PILT - Water Utility	100-88888-41312	50,632		B	
Fund balance applied	100-88888-49910		(101,263)	C	
Retention incentive	100-88888-50135			D	(101,263)
Intrafund transfer out	100-88888-50920			E	101,263
Department subtotals		0			0
<u>Police Department</u>					
Intrafund transfer in	100-52100-49204	101,263		E	
Wages	100-52100-50120				77,643
Overtime	100-52100-50126				6,150
FICA taxes	100-52100-50160				6,410
WRS - Protective	100-52100-50162				11,060
Department subtotals		101,263		D	101,263
<u>K-9 Fund</u>					
Fund balance applied	252-52100-49910	200			
Wages	252-52100-50120				165
FICA taxes	252-52100-50160				13
WRS - Protective	252-52100-50162				22
Department subtotals		200			200
<u>Equipment Replacement Fund</u>					
PILT - Electric Utility	412-88888-41310		(50,631)	A	
PILT - Water Utility	412-88888-41312		(50,632)	B	
Fund balance applied	412-88888-49910	101,263		C	
Fund subtotal		0			0
City totals		101,463			101,463

Fiscal note: Total expenditures increased due to intrafund transfers between General Revenues and Police Department. The K-9 Officer is allocated 95.2% to the General Fund and 4.8% to the K-9 Fund. The adopted budget for the Equipment Replacement Fund included a surplus of \$251,742.

Council Action: Adopted Failed Vote 10-0

Mayoral Action: Accept Veto

Tim Swadley
Tim Swadley, Mayor Date 12/13/22

Council Action: Override Vote _____

Position	Annual Hours	Current hr	Current gross	Market	Wages 2023	2023 hourly
Four (4) elected		\$ -	\$ 43,200.00		\$ 43,200.00	
Court Clerk	1,664.00	\$ 17.32	\$ 28,820.48	\$ 9,830.00	\$ 39,803.00	\$ 23.92
CITY CLERK	2,080.00	\$ 35.21	\$ 73,236.80	\$ 834.00	\$ 77,000.00	\$ 37.02
DEPUTY CLERK	2,080.00	\$ 21.24	\$ 44,179.20	Okay	\$ 45,946.00	\$ 22.09
ADMINISTRATIVE ASST	1,170.00	\$ 17.00	\$ 19,890.00	\$ 3,300.00	\$ 23,986.00	\$ 20.50
FINANCE DIRECTOR/COMPTROLLER	2,080.00	\$ 57.22	\$ 119,017.60	\$ 14,222.00	\$ 138,000.00	\$ 66.35
CITY TREASURER	2,080.00	\$ 32.07	\$ 66,705.60	Okay	\$ 69,374.00	\$ 33.35
ACCOUNTING SPECIALIST	2,080.00	\$ 23.40	\$ 48,672.00	Okay	\$ 50,619.00	\$ 24.34
HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR	2,080.00	\$ 47.00	\$ 97,760.00	\$ 15,000.00	\$ 120,000.00	\$ 57.69
HUMAN RESOURCES & RISK MANAGEMENT GENERALIST	2,080.00	\$ 22.50	\$ 46,800.00	\$ 2,075.00	\$ 51,995.00	\$ 25.00
HR & RM ADMIN ASSISTANT	1,560.00	\$ 18.00	\$ 28,080.00	\$ 2,780.00	\$ 31,983.00	\$ 20.50
Police Chief	2,080.00	\$ 54.00	\$ 112,320.00	\$ 8,187.00	\$ 125,000.00	\$ 60.10
POLICE LIEUTENANT	2,080.00	\$ 43.50	\$ 90,480.00	\$ 6,377.00	\$ 105,000.00	\$ 50.48
POLICE SERGEANT	1,946.88	\$ 38.00	\$ 73,981.44	Jenks okayed	\$ 80,640.00	\$ 41.42
POLICE SERGEANT	1,946.88	\$ 40.34	\$ 78,537.14	Jenks okayed	\$ 85,605.00	\$ 43.97
POLICE SERGEANT	1,946.88	\$ 40.34	\$ 78,537.14	Jenks okayed	\$ 85,605.00	\$ 43.97
POLICE SERGEANT	1,946.88	\$ 38.00	\$ 73,981.44	Jenks okayed	\$ 80,640.00	\$ 41.42
CIVILIAN SERVICE EMPLOYEE	1,040.00	\$ 22.09	\$ 22,973.60	Okay	\$ 23,893.00	\$ 22.97
PD OFFICE MANAGER	2,080.00	\$ 30.00	\$ 62,400.00	Okay	\$ 64,896.00	\$ 31.20
DISPATCHER	2,080.00	\$ 24.31	\$ 50,564.80	No change	\$ 52,587.00	\$ 25.28
DISPATCHER	2,080.00	\$ 24.00	\$ 49,920.00	No change	\$ 51,917.00	\$ 24.96
DISPATCHER	2,080.00	\$ 21.00	\$ 43,680.00	No change	\$ 45,427.00	\$ 21.84
DISPATCHER	2,080.00	\$ 24.31	\$ 50,564.80	No change	\$ 52,587.00	\$ 25.28
DISPATCHER	2,080.00	\$ 24.00	\$ 49,920.00	No change	\$ 51,917.00	\$ 24.96
DISPATCHER	5,607.16	\$ 22.48	\$ 126,048.96	No change	\$ 131,091.00	\$ 23.38
DISPATCHER	0.00		\$ 11,500.00	No change	\$ 11,960.00	
Crossing Guards	Pool		\$ 20,600.00		\$ 21,424.00	
FIRE CHIEF	2,080.00	\$ 43.46	\$ 90,396.80	\$ 13,987.00	\$ 108,000.00	\$ 51.92
DEP CHIEF/FIRE MARSH	2,080.00	\$ 33.75	\$ 70,200.00	\$ 10,000.00	\$ 85,000.00	\$ 40.87
EQUIPMENT SUPPORT TECHNICIAN	2,080.00	\$ 25.75	\$ 53,560.00	okay	\$ 55,702.00	\$ 26.78
Fire volunteers	0.00		\$ 100,000.00		\$ 104,000.00	
DIRECTOR PUBLIC WORKS DEPT	1,352.00	\$ 44.32	\$ 59,920.64	\$ 8,125.00	\$ 73,125.00	\$ 54.09
DIRECTOR PUBLIC WORKS DEPT	169.00	\$ 44.32	\$ 7,490.08	\$ 1,015.63	\$ 9,140.00	\$ 54.08
DIRECTOR PUBLIC WORKS DEPT	520.00	\$ 44.32	\$ 23,046.40	\$ 3,125.00	\$ 28,125.00	\$ 54.09
DIRECTOR PUBLIC WORKS DEPT	39.00	\$ 44.32	\$ 1,728.48	\$ 234.38	\$ 2,110.00	\$ 54.10
ADMINISTRATIVE ASST	1,690.00	\$ 20.78	\$ 35,118.20	\$ 4,780.60	\$ 41,304.00	\$ 24.44

Position	Annual Hours	Current hr	Current gross	Market	Wages 2023	2023 hourly
Short term Parks maintenance - seasonal	89.96	\$ 16.00	\$ 1,439.36		\$ 1,497.00	\$ 16.64
4 hours per weekend X 20 weekends X \$0.50/hr				\$ 40.00	\$ 40.00	
YARD WASTE ATTENDENT	374.92	\$ 13.00	\$ 4,873.96	\$ 1,168.00	\$ 6,237.00	\$ 16.64
CITY FORESTER	1,976.00	\$ 27.82	\$ 54,972.32	\$ 2,100.00	\$ 59,271.00	\$ 30.00
CITY FORESTER	104.00	\$ 27.82	\$ 2,893.28	\$ 111.00	\$ 3,120.00	\$ 30.00
DOWNTOWN HORTICULTURE SEASONAL	509.08	\$ 14.00	\$ 7,127.12	\$ 1,241.66	\$ 8,654.00	\$ 17.00
DOWNTOWN HORTICULTURE SEASONAL	89.96	\$ 14.00	\$ 1,259.44	\$ 219.33	\$ 1,529.00	\$ 17.00
FORESTRY INTERN	509.08	\$ 12.00	\$ 6,108.96	\$ 2,120.00	\$ 8,473.00	\$ 16.64
FORESTRY INTERN	89.96	\$ 12.00	\$ 1,079.52	\$ 374.00	\$ 1,497.00	\$ 16.64
SENIOR CTR DIRECTOR	2,080.00	\$ 37.22	\$ 77,417.60	\$ 9,000.00	\$ 90,000.00	\$ 43.27
ASST DIRECTOR	2,080.00	\$ 27.27	\$ 56,721.60	\$ 6,250.00	\$ 66,570.00	\$ 32.00
RECEPTIONIST	1,456.00	\$ 18.51	\$ 26,950.56	\$ 1,820.00	\$ 29,849.00	\$ 20.50
NUTRITION SITE MANAGER	2,080.00	\$ 22.03	\$ 45,822.40	\$ 8,320.00	\$ 58,240.00	\$ 28.00
CASE MANAGER	2,080.00	\$ 24.74	\$ 51,459.20	okay	\$ 53,518.00	\$ 25.73
CASE MANAGER	1,040.00	\$ 22.91	\$ 23,826.40	okay	\$ 24,960.00	\$ 24.00
CASE MANAGER	2,080.00	\$ 23.82	\$ 49,545.60	okay	\$ 52,000.00	\$ 25.00
TOWNSHIP CASE MANAGER	520.00	\$ 14.75	\$ 7,670.00	okay	\$ 10,000.00	\$ 19.23
VOLUNTEER/PROGRAM CO-ORDINATOR	1,664.00	\$ 17.53	\$ 29,169.92	okay	\$ 30,337.00	\$ 18.23
RECREATION DIRECTOR	1,757.60	\$ 35.78	\$ 62,886.93	\$ 1,606.00	\$ 67,600.00	\$ 38.46
RECREATION DIRECTOR	322.40	\$ 35.78	\$ 11,535.47	\$ 294.00	\$ 12,400.00	\$ 38.46
RECREATION SUPERVISOR	2,080.00	\$ 28.36	\$ 58,988.80	\$ 2,435.00	\$ 65,000.00	\$ 31.25
Open administrative position	1,300.00	\$ 15.03	\$ 19,539.00	\$ 6,325.48	\$ 26,646.00	\$ 20.50
Seasonal/temporary			\$ 49,272.00		\$ 51,243.00	
YOUTH CENTER MANAGER	2,080.00	\$ 40.46	\$ 84,156.80	Okay	\$ 87,523.00	\$ 42.08
Youth Center part-time			\$ 17,000.00		\$ 17,680.00	
PLANNING DIRECTOR	1,892.80	\$ 56.11	\$ 106,205.01	\$ 3,297.00	\$ 113,750.00	\$ 60.10
PLANNING DIRECTOR	187.20	\$ 56.11	\$ 10,503.79	\$ 326.00	\$ 11,250.00	\$ 60.10
ASSISTANT PLANNER	2,080.00	\$ 37.26	\$ 77,500.80	okay	\$ 80,601.00	\$ 38.75
BUILDING INSPECTOR	2,080.00	\$ 33.17	\$ 68,993.60	\$ 10,000.00	\$ 93,000.00	\$ 44.71
ADMIN ASST	1,040.00	\$ 18.45	\$ 19,188.00	\$ 1,359.00	\$ 21,315.00	\$ 20.50
BUILDING MAINTENANCE	2,080.00	\$ 28.95	\$ 60,216.00	\$ 4,375.00	\$ 67,000.00	\$ 32.21
CUSTODIAN FT	2,080.00	\$ 20.36	\$ 42,348.80	\$ 1,720.00	\$ 45,763.00	\$ 22.00
CUSTODIAN PT	1,040.00	\$ 16.25	\$ 16,900.00	\$ 3,220.00	\$ 20,796.00	\$ 20.00
ENGINEERING TECHNICIAN	2,080.00	\$ 28.71	\$ 59,716.80	okay	\$ 62,105.00	\$ 29.86
IT/MEDIA SERVICES DIRECTOR	2,080.00	\$ 50.48	\$ 104,998.40	\$ 5,000.00	\$ 115,000.00	\$ 55.29
COMMUNICATIONS MANAGER AND IT OPERATIONS SPECIALIS	2,080.00	\$ 26.82	\$ 55,785.60	okay	\$ 58,017.00	\$ 27.89
SENIOR NETWORK ADMINISTRATOR	2,080.00	\$ 38.46	\$ 79,996.80	\$ 11,803.00	\$ 95,000.00	\$ 45.67
Media Technician	186.68	\$ 15.00	\$ 2,800.20	\$ 74.00	\$ 2,986.00	\$ 16.00
Media Technician	186.68	\$ 15.00	\$ 2,800.20	\$ 74.00	\$ 2,986.00	\$ 16.00
Media Technician	186.68	\$ 15.00	\$ 2,800.20	\$ 74.00	\$ 2,986.00	\$ 16.00

Position	Annual Hours	Current hr	Current gross	Market	Wages 2023	2023 hourly
Media Operator	186.68	\$ 15.00	\$ 2,800.20	\$ 74.00	\$ 2,986.00	\$ 16.00
Media Technician	186.68	\$ 15.00	\$ 2,800.20	\$ 74.00	\$ 2,986.00	\$ 16.00
LIBRARY DIRECTOR	2,080.00	\$ 41.71	\$ 86,756.80	okay	\$ 90,227.00	\$ 43.38
CIRCULATION SUPERVIS	1,560.00	\$ 22.17	\$ 34,585.20	okay	\$ 35,969.00	\$ 23.06
ADULT SERVICES LIB	2,080.00	\$ 30.37	\$ 63,169.60	\$ 4,304.00	\$ 70,000.00	\$ 33.65
TECH SERVICES SUPERVISOR	2,080.00	\$ 23.88	\$ 49,670.40	\$ 1,393.23	\$ 53,050.00	\$ 25.50
YOUTH SERVICES ASSISTANT	1,248.00	\$ 22.42	\$ 27,980.16	okay	\$ 29,099.00	\$ 23.32
YOUTH/CIRCULATION SERVICES ASSISTANT	2,080.00	\$ 21.15	\$ 43,992.00	okay	\$ 45,752.00	\$ 22.00
LIBRARY CUSTODIAN	1,300.00	\$ 18.19	\$ 23,647.00	okay	\$ 24,593.00	\$ 18.92
CIRCULATION ASST-LIB	1,040.00	\$ 17.98	\$ 18,699.20	okay	\$ 19,447.00	\$ 18.70
YOUTH SERVICES LIBRARIAN	2,080.00	\$ 27.84	\$ 57,907.20	okay	\$ 60,223.00	\$ 28.95
ADULT SERVICES ASSISTANT	1,248.00	\$ 20.83	\$ 25,995.84	\$ 410.00	\$ 28,750.00	\$ 23.04
CIRCULATION ASST-LIB	1,040.00	\$ 17.70	\$ 18,408.00	okay	\$ 19,144.00	\$ 18.41
TECH SERVICES ASSISTANT	1,040.00	\$ 17.70	\$ 18,408.00	okay	\$ 19,144.00	\$ 18.41
ADULT SERVICES ASSISTANT	1,144.00	\$ 22.15	\$ 25,339.60	okay	\$ 26,353.00	\$ 23.04
ADMINISTRATIVE ASST	936.00	\$ 18.53	\$ 17,344.08	\$ 1,150.00	\$ 19,188.00	\$ 20.50
SHELVER	3,500.00	\$ 10.00	\$ 35,000.00		\$ 36,400.00	\$ 10.40
LIBRARY SUBSTITUTE	1,400.00	\$ 12.88	\$ 18,032.00		\$ 18,753.00	\$ 13.40
Adult/Teen Services Intern	240.00	\$ 15.85	\$ 3,804.00	okay	\$ 3,956.00	\$ 16.48
Seasonal/Sunday hours (with WRS)			\$ 8,500.00		\$ 8,840.00	
OPERA HOUSE DIRECTOR	2,080.00	\$ 40.29	\$ 83,803.20	okay	\$ 87,155.00	\$ 41.90
BOX OFFICE MANAGER/VOLUNTEER COORDINATOR	2,080.00	\$ 24.74	\$ 51,459.20	okay	\$ 53,518.00	\$ 25.73
HOUSE MANAGER	2,080.00	\$ 24.74	\$ 51,459.20	okay	\$ 53,518.00	\$ 25.73
OPERA HOUSE ADMIN ASSISTANT	666.64	\$ 15.00	\$ 9,999.60	\$ 3,264.00	\$ 13,664.00	\$ 20.50
EMS DIRECTOR	2,080.00	\$ 41.83	\$ 87,006.40	okay	\$ 90,487.00	\$ 43.50
OPERATIONS SUPPORT SPECIALIST	2,080.00	\$ 21.99	\$ 45,739.20	okay	\$ 47,569.00	\$ 22.87



CITY OF STOUGHTON 2023 MARKET ADJUSTMENTS

A LITTLE HISTORY

- 2014 The Springsted Study was started
- Springsted Study was never implemented due to no funding mechanism
- Salaries fell behind as increases were not equivalent to COLA- (**Cost Of Living Adjustments**) and market adjustments were not made.
- Neighboring communities, Dane County and State jobs can be way more attractive as we have not made any effort to correct pay other than when someone leaves or has an offer.

TODAY'S ENVIRONMENT

EMPLOYEES LEAVE DUE TO COMPENSATION NOT BEING COMPETITIVE

NEW HIRES MAY MAKE MORE THAN THE INCUMBENT

NEW HIRES MAY MAKE MORE THAN EXISTING STAFF

MESSAGE THIS SENDS:

WE DO NOT VALUE OUR EXISTING STAFF THAT ARE NOT PAID AT MARKET

UTILITIES COMPENSATION WAS REVIEWED AND CORRECTED IN 2022, WILL THE CITY DO ANYTHING? THE CITY STATES THEY NEVER HAVE ENOUGH FUNDING TO PROVIDE MARKET CORRECTIONS AND COLA.

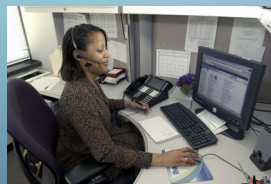
WHY SHOULD I STAY WORKING HERE WHEN THERE ARE OTHER JOBS THAT PAY AT MARKET?





OUR GREATEST ASSET- OUR STAFF

- EMPLOYEES RECEIVED 4% ON 1/1/2023- THE LARGEST INCREASE IN 9+ YEARS
 - Note COLA 8.7% for 2023
- THIS IS A ONE TIME ADJUSTMENT TO MOVE THOSE NOT AT MARKET TO MARKET COMPENSATION
- TO RETAIN STAFF WE NEED TO HAVE A COMPETITIVE PACKAGE THAT INCLUDES COMPENSATION



RESOURCES USED

- Dane County Cities and Villages Report
- Neo Gov
- Human Resources Contacted neighboring communities
 - Middleton, Monona, Verona, Sun Prairie, Oregon, Cottage Grove, McFarland
- Positions that are Private and Public (IT, HR& RM, Finance, Planning etc.)



INFORMATION GATHERED FROM NEIGHBORING COMMUNITIES

HRS	2022 Position	DEPT	Middletown	Monmouth	Verona	Sun Prairie	Oregon	Cottage Grove	McFarland	Notes
PT	32.93 CITY CLERK	MAJOR						Leif Messing 11/7		
32	33 COURT CLERK	COURT	\$44,699.235 - \$57,992.02			\$53,020.19		\$27.15	\$24,159.78	
PT	47 HUMAN RESOURCES & RISK MANAGEMENT GENERALIST	HR	\$64,681.67 - \$110,086.17			\$63.63				No R/W, Cert & 25+
PT	22.5 HUMAN RESOURCES & RISK MANAGEMENT GENERALIST	HR				\$76,000.00 - \$84,000.00				No prior experience or degree
30	18 HR ADMIN ASSISTANT	HR				\$13.12 - \$14.52		\$27.15		No prior Experience
PT	21.24 CITY CLERK	CLERK	\$53,000.00 - \$60,000.00			\$50,000.00 - \$57,000.00			\$40,000.00 - \$45,000.00	
PT	32.07 TREASURER	FIN	\$64,797.76 - \$84,237.09			(Finance Director)				
PT	23.4 ACCOUNT SPECIALIST	FIN				\$76,000.00 - \$87,000.00		\$56.19	\$111,235.40	City & 25+
PT	22.22 FINANCE DIRECTOR/CONTROLLER	FIN				\$64,936.83				
PT	28.93 BUILDING MAINTENANCE	PLAN				\$70,000.00 - \$75,000.00				
PT	27.88 ENGINEERING TECHNICIAN	PLAN				\$64,000.00 - \$69,000.00				
PT	33.17 BUILDING INSPECTOR	PLAN				\$64,000.00 - \$69,000.00				25+ years and cert.
PT	36.11 PLANNING DIRECTOR	PLAN	\$76,000.00 - \$104,000.00			\$104,000.00 - \$130,000.00			\$85,739.11	
PT	37.26 ASSISTANT PLANNER	PLAN	\$49,697.23 - \$77,206.40			\$60,000.00 - \$65,000.00				
20	18.45 PLANNING ADMIN ASSISTANT	PLAN								
PT	32.75 FIRE EQUIPMENT SUPPORT TECHNICIAN	FIRE								
PT	33.73 DEP CHIEF FIRE MARSH	FIRE	N/A			N/A				
PT	43.66 FIRE CHIEF	FIRE	\$113,332 Private Dept			\$113,332				
PT	21.99 OPERATIONS SUPPORT SPECIALIST	EMS				\$110,669		\$98.500	\$67,808.00 - \$88,088.00	*Fire Inspector/ Public Education Specialist \$56,929.60 - \$49,763.20
PT	41.83 EMS DIRECTOR	EMS	\$89,000.00 - \$110,000.00			\$110,000.00			\$90,730.40 - \$117,873.60	
PT	35.17 TEST MAINTENANCE MANAGER	PWF	\$80,000.00 - \$110,000.00			\$110,000.00		\$82,400		Cert
PT	36.27 MACHINE OPERATOR	PWF	\$50,125.91 - \$65,159.83			\$65,159.83		\$54,080 (\$26 hour)		CDL
PT	30.85 PARKS MAINTENANCE SUPERVISOR	PWF				\$97,276.39			\$56,929.60 - \$65,436.80	Prior Director & Cert
PT	29.52 MECHANIC	PWF	\$63,279.07 - \$82,262.29		\$32.86 (week)	\$31.24		\$29.18 - \$29.18 - \$37.52	\$47,796.40 - \$62,088.00	20+
PT	35.12 STREETS SUPERVISOR	PWF	\$63,279.07 - \$82,262.29			\$82,262.29		\$43.43	\$67,808.00 - \$88,088.00	
PT	44.32 DIRECTOR PUBLIC WORKS DEPT	PWF	\$100,000.00 - \$110,000.00			\$110,000.00		\$56.78	\$90,730.40 - \$117,873.60	
PT	27.82 CITY FORESTER	PWF	\$60,000.00 - \$65,000.00			\$65,000.00			\$58,837.09	
PT	20.78 ADMINISTRATIVE ASST- Office Manager *	PWF	\$47,000.00 - \$60,000.00			\$60,000.00				
PT	33.76 RECREATION DIRECTOR	REC	\$60,000.00 - \$70,000.00			\$70,000.00			\$74,836.84	Cert, 4+ Dg
PT	46.46 YOUTH CENTER MANAGER	REC	\$60,000.00 - \$70,000.00			\$70,000.00				
PT	28.36 RECREATION SUPERVISOR	REC	\$60,000.00 - \$70,000.00			\$70,000.00				Program Exp.
30	22.17 CIRCULATION SUPERVISOR	LIB				\$65,000.00			\$25.49	
PT	30.37 YOUTH SERVICES LIBRARIAN	LIB	\$61,130.00 - \$79,499.00			\$79,499.00	\$84,506.21		\$53.17	
PT	23.88 CIRCULATION SUPERVISOR	LIB				\$60,000.00			\$32.93	
24	22.42 YOUTH SERVICES ASSISTANT	LIB				\$60,000.00			\$25.49	
PT	18.19 LIBRARY CLERK/STAFF	LIB				\$60,000.00			\$25.49	
PT	21.18 YOUTH COUNSELOR SERVICES ASSISTANT	LIB				\$60,000.00			\$25.49	
22	22.84 ADULT SERVICES ASSISTANT	LIB				\$60,000.00			\$23.89	
20	17.98 CIRCULATION ASST LIB	LIB				\$60,000.00			\$43.43	\$47,796.40 - \$62,088.00
20	27.84 YOUTH SERVICES LIBRARIAN	LIB				\$60,000.00			\$76,190.40 - \$98,966.40	
PT	41.71 LIBRARY DIRECTOR	LIB	\$80,000.00 - \$100,000.00			\$100,000.00				
24	20.82 ADULT SERVICES ASSISTANT	LIB				\$60,000.00			\$200.03 - \$21.17	
20	17.77 CIRCULATION ASST LIB	LIB				\$60,000.00				
PT	17.77 TECH SERVICES ASSISTANT	LIB				\$60,000.00				
PT	24.74 CASE MANAGER	SC	\$27.15 - \$34.48			\$34.48			\$29.18 - \$30.85	
PT	27.27 ASST DIRECTOR	SC				\$34.48			\$32.93	
32	17.23 PROGRAM & VOLUNTEER COORDINATOR	SC	\$27.15 - \$34.48			\$34.48			\$29.18 - \$30.85	
20	22.91 CASE MANAGER	SC	\$27.15 - \$34.48			\$34.48			\$29.18 - \$30.85	
PT	42.82 CASE MANAGER	SC	\$70,000.00 - \$80,000.00			\$80,000.00			\$29.18 - \$30.85	
PT	37.21 SENIOR CTR DIRECTOR	SC	\$70,000.00 - \$80,000.00			\$80,000.00			\$43.92	25+
28	18.51 RECEPTIONIST	SC	\$20,000.00 - \$24,000.00			\$24,000.00			\$20.03	1/2 Admin Ass.
PT	20.02 RECEPTIONIST	SC	\$20,000.00 - \$24,000.00			\$24,000.00			\$20.03	
PT	26.82 COMMUNICATIONS MANAGER & \$64.81 (HOURS) SERVICES DIRECTOR	IT/NEEDA	\$60,000.00 - \$80,000.00			\$80,000.00			\$28.92	
PT	38.46 SENIOR NETWORK ADMINISTRATOR	IT	\$60,000.00 - \$80,000.00			\$80,000.00			\$50,668.80 - \$65,811.20	
PT	40.29 OPERA HOUSE DIRECTOR	OH				\$60,000.00				
PT	24.74 BOX OFFICE MANAGER/VOLUNTEER COORDINATOR	OH				\$60,000.00				
PT	24.74 HOUSE MANAGER	OH				\$60,000.00				
PT	30 PD OFFICE MANAGER	PD	\$60,000.00 - \$70,000.00			\$70,000.00			\$45,094.40 - \$58,372.80	
PT	24.31 FT DISPATCHER	PD	\$37.14 - \$38.43			\$38.43				
	*Admin Assistant/ Various Departments		\$27.15 - \$34.48		\$76,000.00	\$50,019.10 (\$1.82 - \$22.14 P/W)		\$47,500		
	Fire Chief/ EMS Director		\$60,000.00 - \$70,000.00							
	Cost of Living Increase				2.50%					

PROCESS

- Began by evaluating each position and did not take into consideration how much money was available to ensure a fair process.
- Current Compensation and PD's were compared to the data provided
- Considered years of applicable experience
- Many employees have hybrid positions-comp's reviewed
- Met with each Director to review the process and each position adjustment

END RESULTS

- After all of the market adjustments were made and discussions with the Department Heads we were around 25K over-Dave found the funding.
- 84 employees out of 94 were identified for a market adjustment
- Those that were not identified were more recent hires, had position changes/adjustment or by chance they were in range
- REMEMBER- this is about the POSITION, not the PERSON!

FUNDING- DIRECTOR EHLINGER





QUESTIONS?



**PLEASE SHOW YOUR SUPPORT FOR OUR
EMPLOYEES BY PAYING THEM A FAIR WAGE**

CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Resolution by the Common Council of the City of Stoughton
Approving Cost Reimbursement Agreement - Stone Crest Development

Committee Action: Finance Committee approved _____ on 01/24/2023 **TIME SENSITIVE ITEM**

Fiscal Impact: N/A

File Number: R-14-2023

Date Introduced: January 24, 2023

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

RECITALS

- A. This Cost Reimbursement Agreement arises from Developer’s wish to develop certain property located in Stoughton, Wisconsin.
- B. Developer would like the City to apply to the Capital Area Regional Planning Commission and the Wisconsin Department of Natural Resources to add the Territory to the Urban Service Area, and intends to ask the City to review and act upon applications for land division, zoning and stormwater management, all of which will require the City to incur costs for internal review and for professional review.
- C. The City requires Developer to enter into this Agreement to avoid undue expense to the City

RESOLUTION

The Common Council of the City of Stoughton hereby approves the Cost Reimbursement Agreement City of Stoughton – Stone Crest Development, attached as Exhibit A.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Tim Swadley, Mayor Date

Council Action: _____ **Override** **Vote** _____



CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S. Forrest Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: January 17, 2023

To: Finance Committee

From: Rodney J. Scheel
 Director of Planning & Development

Subject: Finance Committee Agenda Item
 R- - 2023 Approving Cost Reimbursement Agreement – Stone Crest
 Development

Following the previous approval, the developer requested a change. The revised agreement has been drafted by the City Attorney is recommended for approval.

If you have any questions, please contact me.

COST REIMBURSEMENT AGREEMENT

CITY OF STOUGHTON – STONE CREST DEVELOPMENT

This Agreement is made and entered into by the City of Stoughton, a Wisconsin municipal corporation (the "City"), and Matson Developers, Inc., a Wisconsin corporation (hereafter referred to as the "Developer").

RECITALS

- A. This Cost Reimbursement Agreement arises from Developer's wish to develop certain property located in Stoughton, Wisconsin, and described in the phasing plan attached as Exhibit B (the "Territory").
- B. Developer would like the City to apply to the Capital Area Regional Planning Commission and the Wisconsin Department of Natural Resources to add the Territory to the Urban Service Area, and intends to ask the City to review and act upon applications for land division, zoning and stormwater management, all of which will require the City to incur costs for internal review and for professional review.
- C. The City requires Developer to enter into this Agreement to avoid undue expense to the City

AGREEMENT

In consideration of the recitals and the mutual covenants and agreements set forth in this Agreement, the parties agree as follows.

1. DEVELOPMENT OF THE TERRITORY.
 - A. Zoning and Compliance with Plans and Regulations. The parties anticipate that Developer will apply for zoning of the Territory that is consistent with the City's Comprehensive Plan. Any development of the Territory shall be consistent with the City's Comprehensive Plan, and shall be reviewed and considered in accordance with the City's Comprehensive Plan, and land division, zoning, stormwater management, building and other regulations relating to the development of the Territory.

- B. Public Improvements. Developer shall be solely responsible for the cost of constructing any and all public improvements needed to serve the development of the Territory, including the cost of extending any off-site improvements to the Territory. The City shall have no obligation to obtain any property interests needed to extend public improvements to the Territory, through the exercise of eminent domain or otherwise.
- C. Water Main Looping. Development of the Territory shall require the looping of water main. Developer shall be responsible for the cost of any water modeling the City deems necessary, and for the cost of constructing any off-site water infrastructure the City deems necessary to provide adequate water quality, capacity and pressures to serve the Territory when developed.
- D. Sanitary sewer capacity. Development of the Territory shall require evaluation of the capacity of the sanitary sewer infrastructure downstream of the Territory. Developer shall be responsible for the cost of any sanitary sewer capacity study deemed necessary by the City, and for the cost of any off-site sanitary sewer infrastructure the City deems necessary to provide adequate sanitary sewer capacity to serve the development of the Territory. For purposes of this section, “development” means the construction of public or private improvements within the Territory.
- E. Other Requirements Apply. Nothing in this Agreement is intended to relieve, nor shall it be construed as relieving, or in any way satisfying, obligations, procedures or requirements to the City of Stoughton pertaining to the future development or division of the Territory.

2. FEES AND COSTS.

- A. Application, Review and Administrative Fees. Developer shall pay to the City, within 15 days after delivery of a written request for payment, all legal, engineering, and other consulting or administrative fees, costs and expenses incurred or accrued before or after the execution of this Agreement in connection with: (1) the review and processing of petitions, applications and plans for the zoning, division or development of the Territory; (2) the negotiation, preparation, consideration and review of this Agreement and other agreements relating to the Development of the Property; (3) the rezoning, subdivision or development of the Territory, including costs incurred in connection with the construction or acceptance of public improvements. Consulting, planning, engineering, and legal fees shall be the actual costs to the City on the basis of submitted invoices.

Administrative fees including city staff time shall be calculated based on the actual cost to the City, including all wages and benefits paid to City employees. Inspection and observation fees during construction shall be the actual cost to the City on the basis of submitted invoices. Before processing any application for approval of any land division, change in zoning, erosion control or stormwater management plan, or other approval, Developer shall deposit \$10,000.00 with the City to secure Developer's payment of costs pursuant to this Section. The City may apply the deposit to pay costs that are past due, in the City's sole discretion. If the deposit amount falls below \$5,000.00, the City may require Developer to supplement the deposit by such amount as the City may request, up to a total deposit of not more than \$10,000.00. If Developer fails to pay any deposit or pay any cost when due, the City may suspend the processing of any and all pending applications, and may order Developer to suspend the construction of public improvements within the Territory, and Developer hereby agrees that any legally or contractually imposed time periods for acting on any land division, zoning, acceptance of public improvements or other approvals will be tolled until Developer makes any required deposit or pays any required costs pursuant to this Section. Nothing in this Agreement prevents the City from requiring, in subsequent agreements relating to the division or development of the territory, a letter of credit, performance bond, deposit or other surety to secure the performance of Developer's obligations under this Agreement, subsequent agreements or both. Upon the earlier of the termination of this Agreement, Developer's withdraw of all applications and requests relating to any proposed development of the Territory, or the eventual acceptance of all public improvements to be constructed within the Territory pursuant to any subsequently executed development agreement, the City shall return any unused portion of the deposit to Developer.

- B. Developer shall pay to the City, within 15 days after delivery of a written request for payment, all legal, engineering, and other consulting or administrative fees, costs and expenses incurred by the City in connection with any application to amend the Stoughton Urban Service Area, the Dane County Water Quality Plan or the Dane County Land Use and Transportation Plan to facilitate development of the Territory. Prior to the City applying to add the Territory to the Stoughton Urban Service Area, Developer shall deposit \$25,000.00 with the City which the City shall apply to pay the costs it may incur in connection with the Urban Service Area amendment process. The City shall use the deposit before billing Developer for such costs. If the City's total costs in connection with the

Urban Service Area amendment process are less than \$25,000.00, then the balance of the deposit shall be returned to Developer.

- C. Impact and Connection Fees. The City requires the payment of certain impact fees pursuant to Chapter 67 of the Municipal Code of the City of Stoughton. As of the effective date of this Agreement, the City does not require the payment of a fee to connect to the City's sanitary sewer system or water system. Nothing in this Agreement is intended to relieve Developer from paying to the City fees and costs related to the zoning, division or development of the Territory, and required by the City's ordinances or policies.
- D. Interest on unpaid fees and costs. Any amounts not paid when due under this Agreement shall accrue interest at the rate of one percent permonth.
- E. Stoughton Utilities Reimbursement Agreement. At or before the time this Agreement is executed, Developer shall execute a Reimbursement Agreement with the City, acting through Stoughton Utilities, in the form attached as Exhibit A.

3. OTHER PROVISIONS.

- A. Effective Date. This Agreement shall be effective upon execution.
- B. Duration. Either party may terminate this Agreement at any time by giving written notice of termination to the other party. Developer shall be responsible for reimbursing the City pursuant to this Agreement for all costs, expenses and staff time incurred by the City through the date of termination.
- C. Delivery of Notices and Requests for Payment. Requests for payment and other notices authorized or required by this Agreement shall be made by U.S. Mail, personal delivery or by email as follows:
 - (1) If to Developer: Matson Developers, Inc.
P.O. Box 333
Stoughton, WI 53589
 - (2) If to the City: Rodney Scheel, Planning Director
207 S. Forrest Street
Stoughton, WI 53589

rjscheel@ci.stoughton.wi.us

- D. Governing Law. This Agreement shall be governed by, and enforced in accordance with the laws of the State of Wisconsin. Any claim arising under this Agreement shall be brought in Dane County Circuit Court, Dane County, Wisconsin.
- E. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person shall be valid against the City or Developer.
- F. Amendments and Modifications. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement.
- G. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement. This Agreement shall be construed simply and fairly to both parties.
- H. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.
- I. Severability. If any part of this Agreement or its application to any person or property be held invalid by a court of competent jurisdiction, the remaining provisions of this Agreement shall not be impaired thereby, and the remaining provisions shall be interpreted, applied and enforced so as to achieve, as near as may be, the purpose and intent of the Agreement to the greatest extent permitted by applicable law.

IN WITNESS WHEREOF, the parties have executed this Pre-Annexation Agreement.

DEVELOPER:
MATSON DEVELOPERS INC

By: _____

CITY:
CITY OF STOUGHTON
Dane County, Wisconsin

By _____
Tim Swadley, Mayor

By: _____
Candee Christen, City Clerk

Exhibits:

- A - Stoughton Utilities Reimbursement Agreement
- B – Phasing Plan Map

Approved as to Form:

STAFFORD ROSENBAUM LLP
Attorneys for the City of Stoughton

By _____
Matthew P. Dregne

EXHIBIT A

**STOUGHTON UTILITIES
DEVELOPMENT PLAN REVIEW COST REIMBURSEMENT AGREEMENT**

Agreement entered into this _____ day of _____, 20__, by and between _____ (“Developer”) and the City of Stoughton, a Wisconsin municipal corporation, acting by and through Stoughton Utilities (“Utility”).

RECITALS

- D. This Cost Reimbursement Agreement arises from Developer’s wish to develop the property at _____, Stoughton, Wisconsin.
- E. Developer would like the Utility to review the proposed development plan (“Development Plan”) to identify the impacts it will have on utility services, including any increased need for services, which will require the Utility to incur costs for internal review and for professional review.
- F. The Utility requires Developer to enter into this Agreement to avoid undue expense to the Utility rate payers.

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals, Developer agrees as follows:

SECTION 1. PAYMENT FOR REVIEW SERVICES

1.1. Developer shall pay all costs (“Administrative Costs”) incurred by the Utility for internal staff review time and for professional services performed by outside consultants on behalf of the Utility in conjunction with the Development Plan, including but not limited to planning, engineering, inspection, and legal consultation. Developer acknowledges that Administrative Costs will be incurred in connection with, among other things: review of existing utilities; new or proposed utilities construction; review of developments concepts, plans and specifications; review of potential utility infrastructure impacts and all other professional services necessary. Administrative Costs shall be the actual costs for the internal work performed and the actual costs to the Utility on the basis of submitted invoices.

1.2. Bills shall be considered delivered upon personal delivery to Developer or upon mailing to Developer at the following address:

Matson Developers, Inc.
P.O. Box 333
Stoughton, WI 53589

1.3. Developer shall pay the Administrative Costs within thirty (30) days of the time when the Utility delivers its bill. Failure to do so entitles the Utility to withdraw the amount of such unpaid bill from the guarantee of payment under section 2 below.

1.4. Developer acknowledges and understands that the professional consultants retained by the Utility are acting exclusively on behalf of the Utility and not Developer.

SECTION 2. GUARANTEE OF PAYMENT

2.1. Developer shall guarantee reimbursement of the Administrative Costs by depositing with the Stoughton Utilities Finance Manager cash or a cashier's check payable to the Utility in the amount of \$10,000.00, subject to refund or release of unused amounts within 60 days following termination of this Agreement as defined in Section 3.

2.2. If at any time the monies on deposit with the Utility pursuant to section 2.1 are insufficient to pay expenses incurred or anticipated by the Utility for Administrative Costs, Developer shall deposit additional amounts within thirty (30) days of written demand by the Utility.

2.3. Violation of this Agreement, including but not limited to failure to pay amounts when due or failure to deposit amounts required under this section 2, shall entitle the Utility to suspend the Utility's work relating to the proposed development plan.

2.4. The remedies provided in this Agreement are cumulative and not exclusive and shall be in addition to, and not in lieu of, any other remedies available to the Utility at law or in equity.

SECTION 3. TERMINATION

3.1. This Agreement shall terminate upon (a) final rejection of the Development Plan by the City Council (b) City Council final approval of the utility infrastructure proposed after Utility review of the Development Plan, or (c) Utility receipt of a written statement from Developer withdrawing the Development Plan from further consideration.

3.2. Developer's obligation to reimburse the Utility for Administrative Costs incurred to and including the date of termination and the Utility's rights and remedies to enforce such reimbursement shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Cost Reimbursement Agreement to be effective when executed by Developer.

Date

By _____
(print name) _____

**CITY OF STOUGHTON,
acting through Stoughton Utilities**

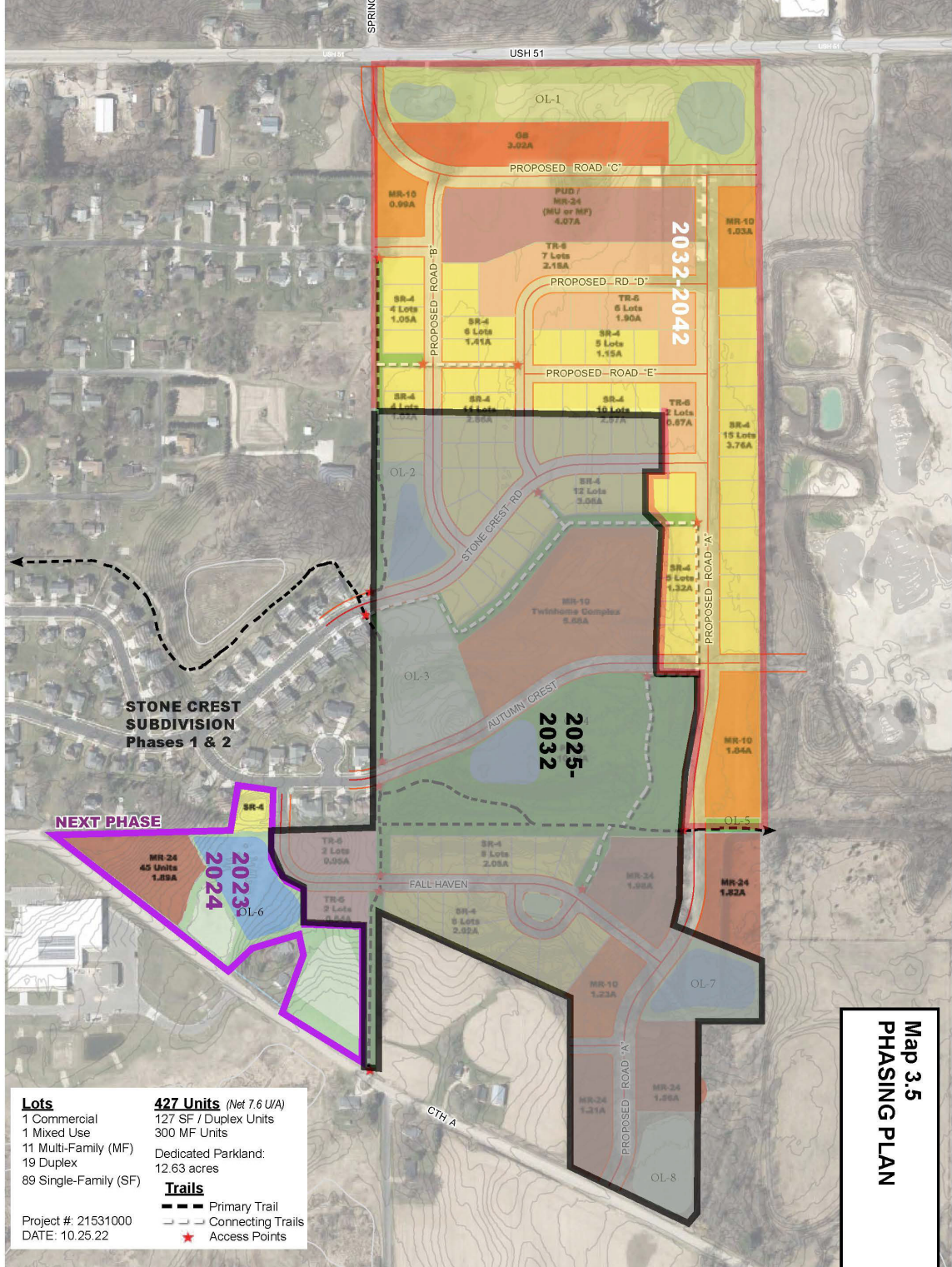
Date

By _____
Jill Weiss, Utilities Director

EXHIBIT B

STONE CREST SUBDIVISION

Phase 3 (And Future Phases)



Lots
 1 Commercial
 1 Mixed Use
 11 Multi-Family (MF)
 19 Duplex
 89 Single-Family (SF)

427 Units (Net 7.6 U/A)
 127 SF / Duplex Units
 300 MF Units

Dedicated Parkland:
 12.63 acres

Trails
 - - - Primary Trail
 - - - Connecting Trails
 * Access Points

Project #: 21531000
 DATE: 10.25.22

Map 3.5
PHASING PLAN

CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper City official(s) to enter into an agreement with Parisi Construction, LLC for Roadway Improvements to Deer Point Drive and Oak Opening Drive

Committee Action: Finance Committee recommended approval 6-0 on 01/10/2023

Fiscal Impact: \$399,475.57

File Number: R-15-2023

Date Introduced: 1/24/2023

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

RECITALS

WHEREAS, The City received two competitive bids to make roadway improvements to Deer Point Drive and Oak Opening Drive; and

WHEREAS, MSA, the City’s contracted engineering firm, has reviewed the bids and supports awarding the contract to the low responsible bidder, Parisi Construction, LLC; and

WHEREAS, the low bid is \$399,457.75; now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed and authorized to enter into an agreement with Parisi Construction, LLC for \$399,457.75, conditioned upon approval as to form by the City Attorney.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Tim Swadley, Mayor Date

Council Action: _____ **Override** **Vote** _____



CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S. Forrest, Stoughton, WI. 53589

RODNEY J. SCHEEL
DIRECTOR

(608) 873-6619 www.ci.stoughton.wi.us

Date: December 16, 2022

To: Finance Committee

From: Rodney J. Scheel
 Director of Planning & Development

Subject: Oak Opening & Deer Point Drive Roadway Improvements

The City has budgeted \$690,000 for the above project that includes pavement replacement and widening of Deer Point Drive and Oak Opening Drive between the 51 West and Kettle Park West developments.

The City received two bids for this project. It is our recommendation to award the contract to the low bidder, Parisi Construction, LLC with a base bid of \$399,457.75.

If you have any questions, please contact me.

City of Stoughton Oak Opening Drive and Deer Point Drive Watermain and Roadway Improvements (#8313586)

Owner: City of Stoughton

Solicitor: MSA Professional Services - Madison

12/16/2022 01:00 PM CST

MSA Project #09360028

					Parisi Construction , LLC.		Rock Road Companies, Inc.	
Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
General								
	1	Mobilization/Bonds/Insurance	LS	1	\$15,500.00	\$15,500.00	\$33,000.00	\$33,000.00
	2	Traffic Control	LS	1	\$3,200.00	\$3,200.00	\$2,500.00	\$2,500.00
	3	Erosion Control (Silt Fence, Tracking Pad, Inlet Protection)	LS	1	\$4,800.00	\$4,800.00	\$4,375.00	\$4,375.00
	4	Topsoil Stripping & Stockpile	SY	4800	\$0.25	\$1,200.00	\$3.80	\$18,240.00
	5	Unclassified Excavation	LS	1	\$50,000.00	\$50,000.00	\$40,000.00	\$40,000.00
	6	Remove & Relocate Mailbox	EA	3	\$380.00	\$1,140.00	\$225.00	\$675.00
	7	Relocate Light Pole	EA	1	\$2,500.00	\$2,500.00	\$7,800.00	\$7,800.00
General Total:								
						\$78,340.00		\$106,590.00
Demolition								
	8	Pulverize & Grade Existing Asphalt Pavement	SY	2400	\$1.90	\$4,560.00	\$0.01	\$24.00
	9	Remove Storm Sewer W/Endwalls	LF	418	\$27.50	\$11,495.00	\$26.20	\$10,951.60
Demolition Total:								
						\$16,055.00		\$10,975.60
Streets								
	10	Excavation Below Subgrade (EBS)	CY	500	\$18.00	\$9,000.00	\$30.32	\$15,160.00
	11	3-Inch Breaker Run w/ Fabric	CY	500	\$36.50	\$18,250.00	\$46.22	\$23,110.00
	12	Crushed Aggregate Base Course, 12-Inch Thick	TN	4050	\$14.00	\$56,700.00	\$19.17	\$77,638.50
	13	Asphaltic Concrete Pavement, 2.25-Inch Thick Surface Course, 4MT 58-28S	TN	635	\$73.00	\$46,355.00	\$85.00	\$53,975.00
	14	Asphaltic Concrete Pavement, 2.75-Inch Thick Binder Course, 3MT 58-28 S	TN	775	\$72.00	\$55,800.00	\$77.00	\$59,675.00
	15	Asphaltic Concrete Pavement, 3-Inch Thick Drives, 4MT 58-28 S	TN	125	\$85.00	\$10,625.00	\$105.00	\$13,125.00
	16	Concrete Curb and Gutter, 24-Inch W/Base	LF	90	\$49.00	\$4,410.00	\$69.07	\$6,216.30
	17	2 FT. Wide Gravel Shouldering	LF	2450	\$4.50	\$11,025.00	\$3.72	\$9,114.00
	18	Pavement Marking, Bike Lane	LF	2650	\$1.70	\$4,505.00	\$1.60	\$4,240.00
	19	Pavement Marking, 18-Inch Stop Bar	LF	11	\$21.25	\$233.75	\$20.00	\$220.00

	20	Sign - R1-1 Stop Sign and Post	EA	1	\$880.00	\$880.00	\$450.00	\$450.00
Streets Total:						\$217,783.75		\$262,923.80
Erosion Control & Landscaping								
	21	Restoration, Seed, Fertilize, & Matting	SY	3700	\$7.50	\$27,750.00	\$6.60	\$24,420.00
Erosion Control & Landscaping Total:						\$27,750.00		\$24,420.00
Storm Sewer								
	22	24-Inch RCP Culvert	LF	48	\$91.00	\$4,368.00	\$128.03	\$6,145.44
	23	24-Inch RCP Apron Endwall	EA	2	\$4,700.00	\$9,400.00	\$3,246.23	\$6,492.46
	24	24-Inch HDPE	LF	16	\$120.00	\$1,920.00	\$114.85	\$1,837.60
	25	24-Inch HDPE Endwall Remove and Reinstall	EA	2	\$1,800.00	\$3,600.00	\$1,086.93	\$2,173.86
	26	18-Inch CMP Culvert	EA	165	\$75.00	\$12,375.00	\$102.84	\$16,968.60
	27	18-Inch CMP Apron Endwall	EA	6	\$1,300.00	\$7,800.00	\$544.26	\$3,265.56
	28	Adjust CB Casting	EA	1	\$530.00	\$530.00	\$585.84	\$585.84
	29	24-Inch CMP Culvert	LF	122	\$88.00	\$10,736.00	\$110.60	\$13,493.20
	30	24-Inch CMP Apron Endwall	EA	4	\$2,200.00	\$8,800.00	\$630.38	\$2,521.52
Storm Sewer Total:						\$59,529.00		\$53,484.08
Base Bid Total:						\$399,457.75		\$458,393.48