

DEPARTMENTS WITHIN THE CITY OF STOUGHTON

Updates for the Mayor, Media Services, and Parks & Recreation will be added once revisions are finalized

MAYORS OFFICE

CITY CLERK/PERSONNEL DIRECTOR

EMERGENCY MEDICAL SERVICES

FINANCE DEPARTMENT

FIRE DEPARTMENT

LIBRARY

MEDIA SERVICES

OPERA HOUSE

PARKS AND RECREATION

PLANNING DEPARTMENT

POLICE DEPARTMENT

SENIOR CENTER

STREET AND PARKS DEPARTMENT

UTILITY DEPARTMENT

City Clerk/Personnel Department 2012

City Clerk/Personnel Director

Nick Probst
608 873-6692
608-213-8795
nprobst@ci.stoughton.wi.us

Deputy Clerk/Confidential Secretary

Maria "Pili" Hougan
608-646-0423
mhougan@ci.stoughton.wi.us

Court Clerk Lois Fosdal 608-873-6676 lbenson@ci.stoughton.wi.us

Clerical Assistant Debbie Blaney 608-873-6677 dblaney@ci.stoughton.wi.us

The City Clerk/Personnel Department is directly responsible for planning, organizing, and coordinating the activities in the department as defined in state statutes and city ordinance. The department also coordinates and serves the human resources function for the city. Additional responsibilities include elections operations and special projects as assigned.

The City Clerk/Personnel Director and his staff are directly responsible for a wide variety of City Governmental tasks which includes all statutory duties of the City Clerk, administration of elections, licensing, Clerk for the Common Council, Personnel Committee, Community Affairs and Council Policy, and Board of Review. The City Clerk/Personnel Director prepares the budget for the Clerk's office including the Court Clerk, Council, and Budget for elections including poll workers, etc. The City Clerk/Personnel Director implements city policies, keeps records of all council proceedings, executes council directives, assists the public and serves as a statutory municipal officer for the City. The City Clerk is required to keep a timeline of many Governmental State Statutes requirements and to see they are fulfilled accordingly. The department is also responsible for front desk and City Hall reception services.

The City Clerk/Personnel Director directs and manages the overall function of personnel and human resources services, policies, and programs for the City. Personnel functions include recruitment and hiring of new employees, implementation of work rules, new employee orientation, and the review of contracts, policies and benefits for new hires. Serves as the liaison to the Labor Attorney. Administers CDL random drug and alcohol screening. Assists department heads and supervisors with personnel problems and disciplinary actions. Assists the Personnel Committee in collective bargaining, and handling of labor grievances. Assists with interpretation of the Work Rules and Union Contracts. Maintains regular and confidential personnel records. Assists with performance reviews, recommendation of pay increases, discipline and hiring and terminations.

The City Clerk/Personnel Director and his staff are actively involved with all other City Departments and Municipal Operations on a regular basis.

Summary of Responsibilities of the Clerk/Personnel Department

- Custodian of all City records. Current records are kept in the Clerk's Office, and older information is stored in the record storage rooms at City Hall.
- Prepares the agenda for City Council meetings along with packets containing related materials, and committee and department reports (these packets are posted on the City website prior to each council meeting); responsible for the official minutes of these meetings.
- Staff prepares agendas for committee meetings along with packets containing related materials. Staffs meetings as required. Posts meeting notices and packet information to the City website prior to meetings. Performs minutes and follow up as necessary.
- Publication of all legal notices for the City.
- Administration of all phases of the election process: voter registration, maintaining registration information, preparation of the ballots, administering the absentee ballot process, preparation of legal notices, obtaining and training poll workers, holding public tests of the voting equipment, preparing the polling places for election day, certifying and submitting election results to Dane County Clerk's Office, manages election files, performs election follow up procedures in the SVRS system, updating voter histories and serving as filing official.
- Administers all insurance programs relating to personnel and property insurance needs and is involved with the loss control program.
- Receives applications for licenses and permits and issues them after approval of the Public Safety Committee and Council.
- Maintains the official register of bonds.
- Administers benefits for all City Employees, including but not limited to: monitoring of vacations, comp. time, sick leave, longevity, payment of insurance premiums by retired and part-time employees, etc.
- Prepares payroll and benefit figures for the budget.
- As Personnel Director, maintains personnel records.
- Countersigns all checks for payroll, bills and utilities.
- Signs all official documents relating to purchases, Wisconsin Retirement Fund, contracts, budget and other financial documents.
- Orders office supplies in bulk for most city departments.
- The Clerk administers the oaths of office, and is a notary.
- The Clerk is the staff member of the Board of Review.
- Administers and maintains records for the CDL Drug and Alcohol Random Testing.
- Maintains LaserFische scanning of official minutes and Code of Ordinances.
- Serves as information center and makes proper referrals to City Departments.
- Compiles Open Records requests.
- Acts as the Risk Manager for the City of Stoughton.

- Front desk and City Hall reception services.

City Clerk/Personnel Department Goals

The short term and ongoing goal of the department is the active assessment of City Clerk and Personnel workflow to develop efficient processes that will effectively operate city functions both within the department and across the municipality. These processes will include a uniform simplification of meetings document creation, filing procedures, and the use and training on new software as available.

The long term goals of the department include the development and maintenance of a systematic approach for daily clerk & personnel duties to enable productivity increase in the areas of special projects, elections, and legal research. Achievement of this goal will result in the increased output of higher level functions to limit expenditure on contracted professional services.

2012 Budget for the Clerks Office:

Council	\$ 47,505
Judicial & Court Clerk	\$ 84,934
Clerk	\$ 205,668
Elections	\$ 32,600
Assessor	\$ 43,700

Stoughton Area Emergency Medical Services

Mailing Address:
381 E. Main Street
Stoughton, WI 5389

Physical Address:
516 S. 4th Street
Stoughton, WI 53589

Contact Information:

Cathy J. Rigdon, CEM, EMS Director
Stoughton Area Emergency Medical Services
crigdon@ci.stoughton.wi.us
(608) 873-6500 ext. 670
(608) 712-5312 (cell)
(608) 873-0771 fax

Lisa A. Schimelpfenig, EMS Administrative Assistant
Stoughton Area Emergency Medical Services
lschimelpfenig@ci.stoughton.wi.us
(608) 873-6500 ext. 674
(608) 873-0771 fax

Stoughton Area EMS (SAEMS) is a pre-hospital medical care service, providing an emergency medical response to 911 calls. It is municipality owned by the City of Stoughton, serving all of the city's residents, designated areas in surrounding towns and those emergencies occurring within its jurisdictional boundaries. SAEMS provides assistance to non-jurisdictional areas through Dane County Mutual Aid Agreements and the Mutual Aid Box Alarm System (MABAS 115).

Collaborative partnerships between all city departments are essential for maintaining efficiencies and success. For instance:

- Stoughton Police Department is many times the first department to respond to our emergencies, identifying/providing scene safety, first responder/patient information as well as first-aid/oxygen as needed.
- Stoughton Fire Department is also an important part of our department, as they provide assistance at motor vehicle incidents, lift assists and scene response as needed.
- We work hand-in-hand with the Stoughton Senior Center, as they are a center for resources and referrals for the patient we identify in need of other support services.
- Stoughton Streets Department assists our department as first responders, provide road clearance/access for our vehicle(s) in snow emergencies and vehicle maintenance with our ambulances.
- Planning and Development was the key component in our recent building remodel, they also provide building maintenance and IT support as needed.

- Stoughton Utilities has a good working relationship with SAEMS, as we share the same building; work on collaborative efforts with departmental safety standards, first aid, CPR Courses and sharing of training room space.
- The finance department provides financial reporting.
- The clerk's office provides human resource/organizational support.
- Stoughton's media department works closely with our department as they provide video taping of our EMS meetings and other audio visual support as requested.
- Stoughton Parks & Recreation Department works hand-in-hand with our department as we certify many of their employees in CPR/first aid.
- Although we generally have the least interactions with Stoughton Library, we have found them to be very helpful as a reference center. We have also partnered with them on meeting room space.

Although it may not be on a daily basis for all departments, we do coordinate efforts with CPR/First Aid training, AED recertification, restocking of on-site medical supplies, etc. In addition, both the senior center and street department have employees that are members of Stoughton Area EMS and able to help us as we respond to our continuous high call volume.

Functions and responsibilities of the Stoughton Area Emergency Medical Services:

- Stoughton Area EMS, operating as a volunteer service, is licensed through the State of Wisconsin at the EMT-Intermediate Technician level.
- Stoughton Area EMS provides a fully equipped and staffed ambulance service twenty-four hours per day, seven days a week.
- A combination of three Emergency Medical Technicians, or two Emergency Medical Technicians and a Driver, are scheduled on the primary ambulance on a 24/7 rotation to respond to emergency calls.
- Secondary calls (a/k/a back-up calls) are paged out to the full service, with available EMTs/drivers responding as needed. This vehicle is also scheduled from 9p to 5a to ensure coverage.
- In 2011, Stoughton Area EMS responded to 1,314 calls; continuing to have the highest call volume for a volunteer EMT-Intermediate Technician service in Dane County.
- The district response area of Stoughton Area EMS is approximately 105 square miles, serving a population of 19,076. The territorial coverage area is as follows:

Dunkirk	2,025	100% of total population	2,025	100%
Dunn	5,255	1/3 of total population	1,752	33.3%
Pleasant Springs	3166	Less than 60% total population	1,865	59%
Rutland	1,997	1/3 of total population	594	33.3%
Stoughton	12,840	100% of total population	12,840	100%
Total Population Served:			<u>19,076</u>	

In addition, Stoughton Area EMS responds to a small portion of I-90, which is located in the Township of Christiania.

Infrastructure:

A full building remodel began in September of 2010, with completion in April, 2011. The remodel included interior demolition of the area formally occupied by SAEMS and the Stoughton Youth Center. The new facility houses three (3) ambulances, supply room, laundry facility, decontamination area, uniform storage area, medical equipment storage, EMS radio - work/scheduling area, offices, work cubicles, training/conference rooms, and living quarters.

Our vehicle fleet consists of three (3) medically equipped ambulances:

- 1997 Braun (Ford)
- 2003 Braun (Ford)
- 2007 Horton (GMC)

Personnel

The operations of Stoughton Area EMS include a paid full-time EMS Director, a 40-hour per week administrative assistant and 42 volunteers. Volunteer members receive a stipend based on a per call basis. Of the 42 members, 30 are licensed at the EMT-Intermediate Technician level, 7 are licensed at the EMT-Basic level and 5 hold the position as 'Driver-Only'.

EMTs are licensed by the State of Wisconsin and operate under the medical license of our medical director. The time and efforts provided by our Medical Director, Dr. Warren Tripp are on a volunteer basis, although in 2006 a Service Medical Director Contract was established between the City of Stoughton and the firm that employs Dr. Tripp.

EMS Members Directors/Officers/Leaders

Medical Director	Dr. Warren Tripp
EMS Director	Cathy Rigdon
Assistant EMS Director	Garry Hanson
Training Director	Edward Bailey
Personnel Director	Kristin Ott
Infection Control Officer	Peggy Hendrickson
Quality Assurance Officer	Renee Taylor
Vehicle Maintenance Officer	Duties performed by the street dept. mechanic
Stoughton Hospital Liaison	Rebecca Romaine, RN
Stoughton Schools Liaison	Jennifer Allred

Administrative Assistant Lisa Schimelpfenig

Squad Leaders Jerry Hendrickson (interim leader) – Monday’s Squad
Scott Holm – Tuesday’s Squad
Bill Brue – Wednesday’s Squad
Lisa Schimelpfenig – Thursday’s Squad
Dave Vernig – Friday’s Squad

EMS Members (Regulars)

Jennifer Allred	Chris Halverson	Cathy Rigdon
Ed Bailey	Garry Hanson	Meegan Rowe
Pam Barrett	Jerry Hendrickson	Scott Ruef
Darwin Belcourt	Peggy Hendrickson	Bette Schieldt
Andrew Boersma	Scott Holm	Lisa Schimelpfenig
Bill Brue	Nathan Hruska	Patrick Shields
Kate Collins	Ann Johnson	Richard Smithback
Christine Dargis	Luke Johnson	Renee Taylor
Christopher Eddy	Wanda Keniston	David Vernig
David Erdman	Linda Krieder	Derek Weum
Mary Erdman	Melanie Meckley	Steve Wiese
Scott Griffin	Kristin Ott	
Lucas Hale	Steve Pulley	

EMS Members (Driver Only)

Jeremy Beck	Robert Christofferson	Karl Manthe
Terry Rigdon	Sue Sveum	

2012 Short-Term Goals:

Grant Writing Efforts: Continue grant writing efforts to obtain needed equipment that cannot be obtained due to budget constraints or, to offset annual budget.

Electronic Run Scheduling: Purchase, train and implement new electronic scheduling software; providing membership with the technology to submit, retrieve and review real-time data. The new software will also assist in data management, tracking on-call hours, scheduling trends, shift changes, shift schedules, vehicle assignments, etc.

Recruitment & Retention: This is both a short-term and long-term goal. We continue to pursue and recruit new members to maintain a volunteer department and assist with our increasing call volume. On average, the timeframe for applicants to become a “regular” member of our service take approximately one (1) year; including the application process, EMT-Basic Course (1 semester) and riding along as a 4th member of the squad – being able to demonstrate proficiencies.

Vehicle Replacement: Our ambulance replacement is on a 5-year cycle, rotating out the oldest vehicle from the fleet. A 2012 Vehicle Purchasing Committee was established in late 2011. The committee is currently meeting with vendors, viewing other ambulances in Dane County districts and obtaining preliminary specs.

12-Lead Defibrillator Upgrade: New 12-Lead AEDs (currently Medtronic Life Pack 12) will be replaced in all three (3) of our vehicles. Funding for these devices (approximately \$23,000 each) will come from grant writing efforts and equipment replacement funding.

Radio Communication Upgrade: The implementation of a county-wide radio system will take place in 2013. All districts in Dane County need to purchase the compatible equipment. Our department has the majority of the equipment purchased (through past grant writing efforts) and will be purchasing remaining equipment in 2012.

CAD (Computer Aided Dispatching) Upgrade: Along with the radio communication upgrade, Dane County 911 Communication Center is upgrading their CAD System. Our service will need to have all pertinent data (response zones, MABAS cards, and priority dispatch requests) identified and submitted. Additionally, Wi-Fi cards will be needed for the new technology.

2013 - 2014 - Long Term Goals:

Expansion Plan: Conduct a comprehensive in-depth feasibility study of pros and cons of expanding service to include non-emergency transports in an effort to provide a service to our community and increasing our revenue base to help offset overall budget constraints.

Recruitment & Retention: Will remain a short-term and long-term goal for our service.

Finance Director/City Treasurer

Laurie Sullivan
Director of Finance and Economic Development
Office: 608-873-6691
Cell: 608-209-4043

The Finance Director has the over-all responsibility for the integrity of the central accounting system, and performs responsible administrative and supervisory work in planning, organizing, and directing the financial activities of the City.

Summary of Responsibilities

- Coordinates and oversees preparation of the annual budget and prepares and updates the Five-Year Capital Improvement Plan for City facilities
- Coordinates and oversees Employee Benefit Administration.
- Provides the Mayor/City Council with monthly financial statements regarding City financial activities.
- Provides quantitative analysis for various projects and planning.
- Coordinates the City's Economic Development efforts.
- Serves on the RDA committee.
- Maintains a system of control to ensure that expenditures do not exceed budgeted appropriations.
- Manages all City investments and banking relationships.
- Oversees City's assessing function.
- Responsible for collection of quarterly Room Tax.
- Is available to all committees of the Council, as needed, to be a resource when making financial decisions, and is especially active with the Finance Committee. Also works on special projects - such as negotiations involving the acquisition or sale of city property.
- As City Treasurer, administers the Firemen's Pension Fund, and serves on the Board of Trustees - Firemen's Pension Fund.
- Manages the day to day treasury functions, including receipts of money paid to the City and daily banking responsibilities
- Reports to the Council through the Mayor.
- Manages the accounts payable, accounts receivable and payroll functions of the city, and works with the Department Heads to manage the city budget.
- Audits all purchase orders, receipts and disbursements.
- Bills all special assessments for curb and gutter, sidewalk, sewer and water mains, parks, etc.; and special charges for mowing or shoveling. Prepares and submits unpaid special assessments to the tax roll.
- Is responsible for preparing the mill rate worksheet, approving the tax roll and presenting the roll to the County Treasurer for collection.

Personnel

Finance Director/Treasurer- Laura Sullivan

Deputy Treasurer -- Julie Roberts

Accounting Specialist – Lisa Aide

Finance Administrative Assistant -- Tamarah Fleres

City Assessor – Accurate Appraisal, LC (Lee DeGroot & Jim Danielson)

Facilities- None

Equipment-None

Finance Department Goals

Short Term Goals 2012

- Update the City's Financial Accounting Software and train personnel
- Create new accounting procedures for tracking BFO offers
- Reaffirm and maintain City's Aa2 credit rating
- Create Building Maintenance Fund, cash flow spreadsheets, and policies
- Create Equipment Replacement fund, cash flow spreadsheets, and policies

Long Term Goals:

- Ongoing: Update City's 5 year Financial Plan
- Ongoing: Update City's Equipment Replacement Plan
- Ongoing: Update City's CIP
- Paperless City Hall: For finance department: Includes Payroll, Accounts Payable

DIVISION 2. BUDGET

Sec. 2-601. Budget procedure.

(a) *Departmental proposals.* Each city department head shall submit a budget proposal to the finance director on or before August 15 of each year, stating the department's needs for the ensuing calendar year, utilizing formats and procedures provided for that purpose. Such proposals shall be of assistance in the preparation of the annual operating and capital budgets.

(b) *The finance director to prepare.* After review of departmental requests with department heads and mayor, the finance director shall prepare and submit to the finance committee a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing calendar year. The budget shall include the following information:

(1) The expense of conducting each department and activity of the city for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for any increase and decrease recommended as compared with appropriations for the current year.

(2) An itemization of all anticipated income of the city from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the city from each of the same or similar sources for the last preceding and current fiscal year.

(3) An estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.

(c) *Budget policies.*

(1) The proposed budget shall keep in mind the following goals:

a. *Fund balance.* The year-end undesignated fund balance in the general fund should be targeted at 12.5 percent of the proposed general fund spending.

b. *Mill rate.* (Policy to be developed.)

c. *Debt service.* The debt management policy, as approved by the council on June 8, 2008, and as it may be amended from time to time, contains guidelines and goals which are incorporated in this section by reference.

(2) The city shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens upon request.

(d) *Public hearing.* The finance committee shall submit to the council, at the time the annual budget is submitted, the draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the council, it shall be deemed to have been regularly introduced therein. The council shall hold a public hearing on the budget and the proposed appropriation ordinance as required by law. A reasonable number of copies of a budget summary shall be made available for distribution to citizens at the hearing. Following the public hearing, the proposed appropriation ordinance may be changed or amended and shall take the same course in the council as other ordinances.

(e) *Other information.* Such other information as may be required by the council and by law for budget consideration shall be provided.

(Code 1986, § 3.03)

CITY OF STOUGHTON CAPITAL ASSET POLICY

Part 1: Acquisition – Capital Improvement Policy

The CIP is to be used as a guide for future capital improvements and will incorporate the following elements:

GENERALLY, Capital Assets are defined as assets with an initial cost of more than \$5,000 for general capital assets and \$15,000 for infrastructure assets with an estimated useful life in excess of 3 years.

The CIP will cover the next 5 years. It is intended to be a tool to help eliminate property tax 'spikes', and an effort to 'level out' debt service resulting from the implementation of the CIP Plan. The CIP will be reviewed and updated on an annual basis.

CIP Projects will be coordinated between departments of the City and a designated CIP Committee.

DEFINED: Capital Assets are further broken down into four (4) categories:

1. Infrastructure Assets: include such items as Street Improvements, Curb and Gutter, Sidewalk, Storm Water, Bridges and Dams and Buildings.
2. Equipment: Vehicles, Machinery, Fire Trucks, Ambulances, Tractors, etc.
3. Building Improvements and Maintenance: Roof replacements, HVAC, other major building improvements and repairs.
4. Computer/Office Equipment: Network equipment, workstations, major software

FUNDING: The Finance Director will identify funding sources for Capital Asset items. Only those Capital Assets with a useful life of more than 10 years will be considered for Debt Financing. Other Assets will be financed through other sources including Levy, Fund Balance, Donations, and Grants.

COORDINATION: The Finance Director will annually prepare a CIP Coordination Calendar and distribute to the Mayor, Council and Departments. Departments will submit requests and updates on an annual basis. The Finance Director will compile all requests and updates to prepare a proposed 5 – year CIP Plan.

A CIP Committee made up of the Chair (or their Designee) of each Standing Committee along with Departmental Staff will review the proposed CIP Plan and make recommend changes to the plan.

The Finance Director will prepare the financing plan for the recommended CIP and submit to the Finance Committee for review. The Finance Committee will review and make a funding recommendation for the plan.

Final review of the CIP Plan and Financing will be done by the CIP Committee. The CIP Committee will make a recommendation for Approval to the City Council.

REDEVELOPMENT AUTHORITY OF THE CITY OF STOUGHTON, WISCONSIN

By-Laws And Rules of Procedure

1. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTIONS

The Redevelopment Authority of the City of Stoughton shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the City of Stoughton as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the within rules of procedure. All provisions of the Wisconsin Statutes, ordinances or resolutions of the City of Stoughton as may be enacted from time to time, shall take precedence over the rules of procedure.

2. GENERAL POWERS AND DUTIES

The Authority shall exercise all powers conferred and perform all duties imposed, by state and local ordinance of the City of Stoughton, and shall perform such further and other duties as may properly from time to time be required by the Common Council.

Specific action taken related to eminent domain and the issuance of debt other than "conduit debt" which is not supported in any way by the City or RDA, shall be subject to review and approval by the Common Council:

3. OFFICERS AND THEIR DUTIES

Presiding Officers. The presiding officer of the Authority shall be designated as chair and shall be elected annually at the meeting of the Authority in May of each and every year. To act in the absence of the chair, the Authority shall elect a vice-chair to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance within the rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned to him/her, or as may be assigned to him/her.

Secretary. The Authority shall appoint an executive director who shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications; request any and all documents directed to the Authority; to mark each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The secretary may utilize such members of the City of Stoughton staff (clerk, finance director, planning director, etc.) as may be made available by the Common Council to accomplish his/her tasks.

The Authority may elect to open nominations for the office of chair or vice-chair prior to the expiration of either the chair's or vice-chair's term. Should two (2) Authority members request to open nominations, the next RDA meeting agenda shall include said request.

A motion to open nominations for the selection of chair or vice-chair of the Authority, prior to the expiration of either the chair's or vice-chair's term, shall be carried only by affirmative vote of two-thirds of the Authority's members. Should said motion to open nominations carry, the Authority shall immediately select a chair or vice-chair from among the Commissioners to serve the remainder of the respective term.

4. **AGENDA**

The City Finance Director or designee shall prepare the agenda with the assistance of the chairperson.

5. **MEETINGS**

Meetings. Meetings shall be held at a place and time designated by the Authority at its last regular meeting or, if this does not occur, at a place and time convenient for the Authority.

Special meetings. Special meetings may be called by the presiding officer whenever in his/her judgement such meeting is necessary, and the presiding officer shall call such special meeting whenever he/she is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting and by written or telephone notice as hereinafter provided, to such members not present at such meetings, by written notice mailed not less than 48 hours before the time fixed for such hearing; or by telephone notice not less than 24 hours before the time fixed for such meeting. Any business, which could be done at a regular meeting, may be done at such special meeting.

Quorum. A quorum for all meetings shall consist of four (4) members and the presiding officer shall be included in such a count.

Order of Business. The order of business at all meetings, regular and special unless varied by a suspension of rules agreed upon by a majority of the Authority shall be as follows:

Call to Order
Public Hearings
Approval of Minutes of Previous Meeting
Old Business
New Business
Persons Desiring to Be Heard
Adjournment

6. **VOTING**

Provided a quorum is present and except as otherwise by law or these rules provide, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

In the event that any member shall disqualify himself/herself to vote on any matter, he/she shall nonetheless, be counted in determining whether a quorum is present, but his/her disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

7. **PUBLIC HEARINGS**

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he/she states his/her name and address. The presiding officer shall briefly explain the order of business. He/She shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttals shall be limited to a specified period of time, and he/she shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw his/her request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. **DECISION**

All final decisions by the Authority shall be in writing and shall be the form of an order or decisions duly adopted by resolution. All such decisions shall be signed by the presiding officer, attested by the secretary, and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision. The executive director shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his/her attorney and to every other interested public official.

9. **RECOMMENDATIONS TO THE COMMON COUNCIL**

Recommendations should be reviewed by the Common Council. Recommendations to the Common Council may be by resolution or in such other form as the Common Council deems appropriate and upon adoption of any recommendation, the secretary shall deliver a copy of the same to the Common Council. Each such recommendation shall contain a full and complete recital of reasons therefor.

10. **AMENDMENT OF RULES**

These rules may be amended from time to time upon a concurring vote of a majority of all members of the authority and upon approval of the Common Council.

Robert Rules of Order where no specific statute, law or ordinance controls shall govern the general rules of procedure of the Authority.

Stoughton Fire Department 2012

Chief

Martin W. Lamers
608-873-7218
608-209-7752
mlamers@ci.stoughton.wi.us

Deputy Chief/Fire Marshal

Scott Wegner
608-873-7218
608-209-7753
swegner@ci.stoughton.wi.us

The main responsibility of the Fire Department is the preservation of life and property.

The Stoughton Fire Department provides fire protection for the City of Stoughton part or all of the Towns of Dunkirk, Rutland, Pleasant Springs and Dunn. All fire service areas share in the operational costs of the department, the towns contract for service with the City of Stoughton. As a public safety department of the City of Stoughton we work closely with Stoughton Police, EMS and Public works as needed.

- The department is responsible for fire safety inspections in all commercial and apartments complexes of three units and above. Inspections are performed twice a year in the area served by the department. Approximately 1100 inspections are performed annually by the department.
- The Stoughton Fire Department has a Mutual Aid Agreements with all Fire Departments in Dane County. We are a charter member Dane County MABAS Division 115 which is part of MABAS Wisconsin.
- The Stoughton Fire Department is dispatched through the Dane County 911 Communication Center, using the MABAS system.
- The department has two modes of incident response. For minor incidents, the department staffs an "On Call" crew, nights, weekends and holidays. The "On Call" crew is made up of three personnel, (1) Officer In Charge (OIC), (1) Driver and (1) firefighter. The "On Call" crew responds to minor incidents that can be handled by a minimal crew. For incidents other than minor, the full compliment of firefighters will respond.

Our staffing is 42 members including (1) full-time Chief, (1) full-time Deputy Chief / Fire Marshal, and 39 paid on call volunteers.

Full time Personnel

Chief, Martin W. Lamers
Deputy Chief/ Fire Marshal, Scott Wegner

Volunteer Personnel

Asst Chief Melvin 'Red' Benschop
Asst Chief Dick Kittleson
Asst Chief/Safety Officer Donald Hanson
Asst Chief/Training Officer Dave Bursack

Captain Mark Miller
Captain Patrick Fath
Captain Terry Rigdon
Captain Mark Hale
Captain Mike Olson
Captain John Halverson

Scott Broughton
Alex DeWitt
Mary Erdman
Bill Jess
Wanda Keniston
Jarrod King
Jerry King
Mike Lamberty
Rob Lamers
Robert Bradley

Brian Lauretic
Lisa Schimelpfenig
Ann Johnson
Paul Johnson Jr.
Michael Carpenter
Darwin Belcourt
Roger Strandlie
Brett Topp
Brian Alme
Peter Gander

Bradley Rask
Travis Miller
Matt Wegner
Aaron Skinner
Justin Richter
Robert Nelson
Patrick Lewis
Paul Updike
Scott Helm
Tracie Kluever

LTE Support Technicians

Volunteer members work as department Support Technicians, performing the apparatus and equipment maintenance, keeping all apparatus and equipment in a state of readiness.

Facility

The Stoughton fire department operates out of one station located at 401 East Main Street. The 24000 square foot facility, built in 2008 meets the needs of all department functions.

Rolling Equipment

- 1 - Incident Command Vehicle, 2006 GMC Yukon
- 1 - 1500 gpm Pumper 1997 Pierce Saber
- 1 - 100 ft. aerial platform, 2000 gpm 2004 Pierce/Dash
- 1 - Heavy-Duty Rescue 2003 Pierce/Kenworth
- 1 - 2000 Gallon Pumper/Tender 2002 Pierce/Kenworth
- 1 - 3500 Tender, 1200 gpm 2009 Rosenbauer/Kenworth
- 1 - 1800 Gallon Tanker 600 gpm 1992 GMC/Monroe
- 2 - 4-wheel drive Grassfire Units
- 1 - Ford F350 Van Staff Van
- 1 - Incident Support Trailer
- 1 - Boat 40hp Jet Drive Rescue Boat
- 1 - Boat 15hp 16ft aluminum.
- 1 - Incident support trailer.
- 1 - 6-wheel all-terrain vehicle Polaris
- 1 - ReHab Apparatus

We are equipped with apparatus to meet the needs of the modern multi discipline emergency response agency. As a department we are responsible for fire suppression, rescue from auto accidents, water and ice as well as dealing with weather related incidents as Tornados. We assist other emergency agencies when requested as well assisting the public as needed.

We carry three full sets of Hurst jaws-of-life extrication tools for auto, farm and industrial accidents. We have air bags capable of lifting up to 32 tons. Specialized equipment includes saws, air masks, hose, nozzles, lighting equipment, jacks, ropes, smoke ejection fans, two thermal imaging cameras, and many other small items for rescue and fire fighting. We have 9 cold water exposure suits for surface water rescue and an inflatable Fortuna rescue boat. The Heavy rescue carries full SCBA air supply capabilities. We are equipped to assist the regional Hazmat Team with the release of hazardous materials. We carry level B hazardous material encapsulating suits.

Stoughton Fire Department Goals

Short Term Goals 2011 Updated

- **Ongoing:** Continue to update the apparatus MDC systems. Next generation connectivity will be by air cards and VPN replacing 800 MHz modem.
- **Ongoing:** Review/ Update department By-laws. Final draft being reviewed by department committee.

Short Term Goals for 2012

- **Participate** in the Budget for Outcomes process year 2.
- **Fill vacancies** that may occur for 2012 to maintain staffing at recommended level.

- **Maintain preparedness level** under budget constraints.
- **Seek grant funding** availability.
- **Work toward a smooth transition** to new public safety radio system (2011 - 2013).
- **Work with ISO (Insurance Services Office)** to re-evaluate the City of Stoughton's Public Protection Classification. Insurance companies use ISO's PPC in marketing, underwriting and pricing homeowners and commercial property insurance. *Substantial improvements in Stoughton's ability to provide fire protection may raise our ISO rating, prompting rate improvements.* A Stoughton review is planned for 2012.

Long Term Goals with Updates

- **Review full time staff positions** for possible updates to meet the needs of the department for the future. Day time coverage abilities, proactive public fire prevention programs, public awareness for emergency preparedness are possible areas for future consideration. *As our ability to provide fire service changes we need to be prepared to change as well. Being able to provide some of these services will make our community safer.*
- **Maintain the Department ranks at the level recommended by the 2004 study** to maintain a high level of quality in the volunteer ranks. Stay abreast of the trends of the fire service community that may affect our ability to maintain a high quality volunteer base. *Budget issues are having an impact on the volunteer fire service nationwide. The failure of the volunteer system would have a huge monetary impact on the city.*
- **Continue Development and maintain a fire preplan program** that will address the needs of the responders to commercial as well as rural incidents. We have the technology, now we must continue to build on the process. *Data bases are being developed; initial plans are a work in progress.*
- **Maintain or improve the updating of apparatus and equipment** to provide firefighters with adequate tools to perform their duties. As new advancements in the fire service become available, we need to be looking at how we can best take advantage of advancements. *Continuation of the program change as budget warrants.*
- **Develop a department physical fitness program** for all members, full time as well as volunteer. Our personal fitness needs to become a bigger part of daily lives. The rigors of emergency services warrants that our people to be as physically fit as possible. *Investigation into NFPA requirements for Firefighter Health and Welfare requirements are ongoing, a program that is patterned after NFPA will require a phased in approach as budget constraints allow. Funding is the major obstacle at this time.*
- **Start dialog with neighbor departments** for an automatic aid response policy and procedure to aid in manpower and apparatus resources. *Automatic aid is a neighbor department being paged and assigned to a first response to incidents.*

Stoughton Public Library

A Member of South Central Library System

304 S. Fourth Street Stoughton, WI 53589

Phone: 873-6281 www.stoughtonpubliclibrary.org

Richard MacDonald, Director 876-6281, ext. 511 rmacdonald@scls.lib.wi.us

It is the mission of the Stoughton Public Library to educate, enrich and empower our community.

Library Building History

The original Stoughton Public Library Carnegie building was built with a donation of \$13,000 from Andrew Carnegie, the city having purchased the corner lot on Main Street for \$4,000. Design for the building was completed by architects Louis Claude and Edward Starck, and the building was completed by a local contractor Fred Hill. The Stoughton Public Library was dedicated on March 6, 1908.

A major expansion and renovation project was completed in 1990, the first in the Library's long history, making the library a four level building of just under 16,000 square feet. In 2006, the Library Board retained the services of architectural firm Frye Gillan Molinario to remodel and upgrade the mezzanine level of the original Carnegie building. The project brought this area back to the appearance of a turn of the century reading room while also addressing building maintenance issues.

Early spring of 2008 at Stoughton Public Library saw a closure of the Children's Area on the first floor of the Library for 6 weeks to complete a renovation funded entirely by donations. Updates included fresh paint, carpet, colorful décor, furnishings and library standard steel shelving at child friendly sizes and heights. Children, families, and caregivers have shown their appreciation for this space with higher than ever use.

The Library and the City are currently working together to plan, fund, and complete renovation of the second floor.

Vision Statement

We recognize and care for the community of Stoughton by employing the following guiding principles:
Promote free exploration of ideas, interests, and answers

- Educate by providing free and timely access to information
- Enrich through a broad array of innovative activities and services for all ages
- Empower through interlibrary cooperation and community partnership initiatives
- Encourage lifelong education and the love of reading
- Provide research support for the City's economic development initiatives
- Provide a safe, clean, comfortable, up-to-date library facility with talented, customer service-oriented staff in a courteous and responsive atmosphere
- Preserve Stoughton's cultural heritage through the Kvamme Local History Library

Adopted: March 11, 2004; Reviewed January 14, 2009

Hours

Monday – Thursday 9:00 a.m. – 9:00 p.m.

Friday – Saturday 9:00 a.m. – 5:00 p.m.

All four levels of the library are open for use by the community for 64 hours each week, excepting holidays.

Stoughton Public Library

Library Board of Trustees

The Library Board meets on the 3rd Wednesday of each month at 6:30 p.m. in the Carnegie Meeting Room located on the lower level of the library. Current Library Board Trustees are: Alderperson Carl Chenoweth, George Craig, Bill Cress, Denise Duranczyk, Erlene Killeen, Linda Schaefer, Tricia Suess, and Elva Tyson.

Library Board members protect and advance the interests of the broader Stoughton community by effectively governing the operations and promoting the development of the Stoughton Public Library. Library Board members...

- Prepare for and attend regular board meetings
- Work with the Mayor and City Council to obtain adequate library funding
- Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director
- Participate in the development and approval of library policies, and review policies on a regular, systematic schedule
- Help determine and advocate for reasonable staff salaries and benefits
- Hire, supervise, and evaluate the library director
- Study the needs and interests of the community and see that they are addressed, as appropriate, by the library
- Act as advocates for the library through contacts with civic groups and public officials
- Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services
- Assist in the formulation and adoption of a long-range plan for the library, and periodically review and revise long-range plan
- Attend Wisconsin Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership

The Library Board has four standing Committees: Finance, Personnel, Planning, and Policies, plus ad hoc committees as needed. For 2012, the Board has created an ad hoc Second Floor Renovation Committee.

The primary law concerning the operation of Wisconsin public libraries, including the appointment and terms of office for library boards, is Wisconsin Statutes Chapter 43. The full text of Chapter 43 is available at <http://www.legis.state.wi.us/statutes/Stat0043.pdf>.

Personnel

The library employs one director, two librarians, two full time library assistants, seven part time library assistants, one part time clerical assistant, a pool of six limited part time shelvers, and one part time custodian. The library's FTE for 2011 was 10.52, excluding the part time custodian. The library also has a dedicated group of volunteers who completed 1,763 hours of volunteer service in 2011.



The Stoughton Public Library and Dane County

The Dane County Board established a County Library Service and levies a county library tax as authorized under Section 43.57 (3) of Wisconsin Statutes. Since the Stoughton Public Library meets the minimum standards of operation established by County Board, and since the City of Stoughton levies a tax for public library service at levels at least equal to the county library tax rate, the City of Stoughton is exempt from paying the County library tax.

The Stoughton Public Library fully participates in the Dane County Library Service which in Stoughton provides outreach service to 7 nursing homes and care facilities, plus the Stoughton Senior Center. Dane county Library Service also pays for the cost of the South Central Library delivery to the Stoughton Public Library.

In addition, the Stoughton Public Library receives annual funding from Dane County based upon usage of the Stoughton Public Library by people who reside in rural Dane County or in a Dane County community without a library. In 2011 this amount was \$217,286.

2011 Library Use Statistics

	2011	Percentage Change Over 5 Years (since 2006)
Services		
• Library Visits	165,068	1.5% Increase
• Reference & Research Questions	9,620	2.8% Increase
• Library Computer Use	39,163	19% Decrease
(Note: Many people who did use library computers now bring in their own laptops to use the wireless network.)		
• Wireless Use	5,702	1,064% Increase since 2010
(Note: Installation of the new Enterprise Wireless system has greatly increased usage.)		
• Meeting Room Use	818	145% Increase
• An average of 50.57 individual people visited the library during each open hour of 2011		
Collections		
• Checkouts	278,548	6% Increase
• Items Loaned to Other Libraries	76,782	2% Decrease
• Items Borrowed from Other Libraries	97,542	17% Increase
• Checkouts to residents of the City of Stoughton Increased 8% during the last 5 years		
• An average of 85 items were checked out during each open hour of 2011		
Programming		
• Total Children's Programs	161	53% Increase
• Total Children's Program Attendance	6,480	104% Increase
• Total Teen Programs	21	162% Increase
• Total Teen Program Attendance	661	114% Increase
• Total Adult Programs	27	237% Increase
• Total Adult Program Attendance	352	46% Decrease
(Note: Two adult services librarians were on maternity leave for 3 months each in 2011.)		

Stoughton Opera House 2012

Director

William Brehm
608-646-0433 (desk)
608-347-8441 (cell)
bbrehm@ci.stoughton.wi.us

Event Coordinator

Christina Dollhausen
608-646-0019 (desk)
608-209-7727 (cell)
cdollhausen@ci.stoughton.wi.us

Mission: *The Stoughton Opera House is an integral part of the community, providing a wide range of high quality cultural experiences in a restored Victorian theatre.*

The events in the Opera House serve the people of Stoughton by providing a cultural outlet, a tourist attraction, and a place to gather. Constituents may take part in the offerings of the Opera House either as an audience member, a volunteer, or as an event producer.

In an effort to bring cultural programming to Stoughton, the Opera House Event Coordinator and Managing Director contract professional artists who are recognized locally and/or nationally. Some programs fulfill the public service mission, others are educational in the nature, and still others are opportunities to elevate the Opera House's visibility in the arts community.

Besides regular series programming, the Opera House also offers its space for rental by outside groups to hold Weddings, Performances, Recitals, Meetings, Trainings, Public Service Events (free to the public – may be entertaining or educational/informational in focus), and Fundraising Events. As a representation of its historical background, the Opera House holds Open Houses during local festivals and events and is available for tours...both by drop-in and appointment for individuals or groups throughout the year.

Staff Duties:

- Booking the 2012-2013 regular performance season: contacting agents and artist management, negotiating compensation, issuing and review of performance contracts, working with local organizations to incorporate their events into the season (e.g. Stoughton Festival Choir, City Band, Chamber Singers, School performances, local theater groups, artists).
- Advancing of on-going performances with the 2011-2012 performance season: review of technical and hospitality requirements as outlined in contractual documents with performer staff, making arrangements for requirements to be fulfilled.
- Marketing and Promotion of the 2011-2012 performances through advertisements, the season brochure, press releases, bulk emails, and through other partnerships or outreach efforts with regional and local arts organizations and media.

- Creation of the season brochure for the 2012-2013 performance season: work with graphic designers, publishing company, and printers. Solicit advertising and sponsorships to contribute to the funding of the brochure.
- Staff on-going performances: perform tasks related to technical needs (lighting, sound, video projection, etc.), hospitality needs (dressing room stocking, dinner arrangements, hotel arrangements), will-call box office ticket pick-up, and final settlement with performers.
- Ensure staffing of box office through full-time, part-time, or volunteer staff from 9am-4:30pm on weekdays.
- Preparation of calendar year budget to coincide with the City fiscal year.
- Preparation of a budget and projections to coincide with the Opera House performance season which runs from September through mid-June.
- Giving walk-up tours and coordinating accommodations for group tours.

Facility:

The Stoughton Opera House is located on the second and third floors of City Hall at 381 E. Main St. The Opera House is maintained through a combination of efforts by volunteers, City staff, and contracted specialists (e.g. plaster repair, cleaning services).

Restoration History:

Restoration of the City Hall building began in 1983. The council at the time agreed to renovate/restore the lower levels of the building but stipulated that no tax dollars would be used in the restoration of the theater. The Friends of the Opera House group was formed to raise funds. The restoration continued with an all volunteer staff until its grand re-opening in February of 2001.

Funding:

Beginning in 2001 transfers of funds from the City general fund were made to help support the operation of the Opera House. The amount of the transfer was reduced gradually from \$40,000 annually to \$10,000 in the 2009 fiscal year. There were no direct transfers of funds in 2010 or 2011 to the Opera House fund. The Opera House Director and Media Services Director positions were merged in 2005 and the City continues to pay more than 50% of the salary and benefits for that position.

Attendance:

During the '08-'09 season 5,873 individual reserved tickets were sold for Opera House performances. As of March 1st 2012 15,345 individual reserved tickets have been sold for performances in the '11-'12 season. Most performances by local groups are general admission and attendance numbers for those shows are gathered by room counts. There have been an estimated 1200 general admission attendees as of March 2012 in '11-'12.

At last count 19% of Opera House reserved ticket patrons live within the 53589 zip code and 81% of Opera House reserved ticket patrons reside outside the 53589 zip code. Of those patrons living outside 53589 there is a fairly even distribution throughout Dane and the surrounding counties. The Opera House also consistently drawing patrons from the Chicago, Milwaukee, and Minneapolis areas.

2011-2012 Season Goals:

Facility Upgrades and Restoration Maintenance

- Maintaining the restoration of the Opera House is essential to its role as a cultural asset, a destination location, and a historic space. There is always a list of items that require attention, some on-going. In the absence of additional staff, it is one of my goals to recruit a new group of locals and regional patrons who may be interested in volunteering in these sorts of areas. Many of the individuals who performed the original work are aging and the lion share of the information available is in the form of an oral history. It is vital that this information is relayed and recorded for the next generation.
- Facility Upgrades have already taken place in some aspects of sound reinforcement. These upgrades made it possible to book the level of artists required to be as successful as we have been with ticket sales. It is important to continually evaluate throughout the year what upgrades in sound, lights, seating, etc. will work to enhance ticket sales and/or reduce costs for outside contractors.

Additional Funding Sources

- Acquire more robust corporate sponsorships
- Add a summer series of events
- High ticket fundraisers with the more well-known artists
- Expand ticket insert ads and program ads
- Apply for a Dane County Cultural Affairs Capital Grant in every cycle
- Pursue grant opportunities

Staffing

- Increase Use of Volunteer Labor to areas other than box office and ushering.
- As revenue production allows additional staff would allow for additional volume to be added to current season offerings. A part-time tech and box office manager are the highest priority. Additional staff would create additional time for existing staff to pursue funding opportunities.

Performance Schedule

- Increase individual ticket sales by at least 10% over 2010-2011 from 15,000 to 16,500.
-

Promotion

- Continue to work towards revenue neutrality for the annual brochure.
- Expand upon professional relations with regional associations and groups.
- Expand advertising and communications in the areas of social media and bulk email.

Box Office Contact and Hours:

9am-4:30pm Monday-Friday

608-877-4400

operahouse@ci.stoughton.wi.us

Department of Planning and Development 2012

Personnel

Director of Planning & Development - Rodney J. Scheel

rjscheel@ci.stoughton.wi.us or 608-873-6619

Zoning Admin. /Asst. Planner – Michael P. Stacey

mstacey@ci.stoughton.wi.us or 608-646-0421

Building Inspector - Steven T. Kittelson

skittelson@ci.stoughton.wi.us or 608-873-7626

Building Maintenance Worker/Com. Electric Insp. – Norman C. Brekken

nbrekken@ci.stoughton.wi.us or 608-646-0425

The primary responsibilities of the Department of Planning & Development are: City planning and development through administration of the City's Comprehensive Plan and various economic development activities in cooperation with the Mayor, Finance Director and Chamber of Commerce; Building/zoning permitting and inspection services; Community health, safety and property compliance; Information technology and services for city departments; and City facility operation, maintenance and repair.

Staff includes: Planning & Development Director; Zoning Administrator/Assistant Planner; Building Inspector and Building Maintenance Worker/Commercial Electric Inspector

Summary of Responsibilities

- The Department of Planning & Development uses the City Comprehensive Plan as a policy guide to direct community development and land use decisions. Department staff members play a key role in community development and serve the community (both internal and external) with land use development coordination, local regulation administration, comprehensive planning and special project management in order to enhance the quality of life and community development of Stoughton. In many cases this Department is the first responder to development inquiries from potential developers, contractors, property owners and the public. Community development creates jobs for residents, provides desired goods and services for the community, helps foster the City Comprehensive Planning goals, objectives, and recommendations, and provides necessary tax revenues to maintain and enhance City services.

Staff provides assistance to the Redevelopment Authority and Business Park North Committee, coordinates updates and revisions to the Comprehensive Plan and, works with developers to prepare plats in accordance with City plans. We provide Zoning administration services through maintenance of the Zoning Map, zoning inspections and issuance of appropriate permits to insure compliance with City ordinances and make recommendations on zoning code changes. The Zoning Administrator is staff to the Zoning Board of Appeals and coordinates meetings, prepares publications and transacts Board business as required. With daily requests for information we provide parcel information

such as lot dimension, zoning, setbacks, etc. The Department issues permits for fences, signs, sidewalks, and driveways, and coordinates new subdivision review and approval.

The department is the assigned staff of the Planning Commission. Staff transacts all Planning Commission business, keeps minutes of meetings, prepares the agenda items, posts necessary publications, sets meeting dates and supplies the commission members with meeting agendas and necessary backup materials.

- The Department of Planning & Development through its building permit & inspection services assists property owners, citizens, contractors and the public in the compliant design and construction of structures in the City. This includes the issuance of building permits, performing building plan reviews, and conducting field inspections, all with exceptional customer service, while understanding our key role in the safe, healthy, security of our community and protection of property. This service includes: Buildings; Electrical; Plumbing; Heating, Ventilating & Air-Conditioning and Erosion Control for residential, commercial and industrial properties. Plumbing is inspected for compliance with the State Plumbing Code. The State Uniform Dwelling Code is used to inspect one and two family dwellings for HVAC, electrical, plumbing, and construction. State Commercial Building Codes are used to inspect commercial construction projects. State Certified staff conducts these inspections.
- The Department of Planning & Development provides City Facility Operation Management; City Facility Equipment Maintenance & Repair; and City Building Improvement Project Oversight. This service includes the resources necessary to manage, maintain and clean specific City facilities at minimum service levels and encompasses basic, ongoing, regular maintenance of 8 major buildings, owned and managed by the City of Stoughton. We arrange for third party contracted services, staffing, staff support and ongoing replacement and capital upgrades as determined annually. Maintenance of City owned buildings (City Hall, Public Safety Building, Library, Senior Center, EMS/Youth Center area of the Municipal Utilities Building and the Depot) including the subletting and contracting of work. Staff makes routine maintenance and repairs, with larger projects being coordinated with outside resources. The department recommends capital improvements for these City Buildings and seeks appropriate funding during the budget process.
- The Department of Planning & Development ensures minimum maintenance standards through the Buildings & Building Regulations Ordinance are met at privately owned property throughout the City. Staff also ensures compliance with zoning standards and regulations related to the following: land uses, landscaping, bufferyard, property access, visibility at intersections, off-street parking & circulation, signage, bicycle parking, exterior storage, exterior lighting, vibration, air pollution, odor, glare & heat, fire & explosion, toxic or noxious materials, waste materials, exterior construction material, hazardous materials, fencing, signal receiving antennas, noise, swimming pools, and outdoor storage of firewood. Staff contracts with Dane County Land Conservation to review and inspect erosion control and stormwater management for development and redevelopment except for one and two family properties.
- The Department of Planning & Development provides City of Stoughton employees the technology and services to help deliver effective quality services to citizens and customers. Information technology & services brings knowledge and expertise to ensure the City's

systems can support the delivery of those services by providing highly reliable, available and state of the art systems. We function as the network administrator for the City Hall/Public Safety/Senior Center/Street Department/Fire Department/EMS/Youth Center computer network.

- Coordination of public works construction projects, traffic signal installation, storm water projects, including new city building projects, etc.
- Develop and implement the 5-year Capital Projects Plan for storm water projects and other major construction projects; including City building projects.
- Oversees the storm water management system within the City. The City operates under a WPDES storm water discharge permit. Our office manages the tracking and reporting necessary to comply with this permit and prepares projects necessary to achieve the State standards as they change.
- Represent the City on various technical transportation committees such as the MPO Transportation Planning Committee and USH 51 Corridor Study Technical Advisory Committee.

Equipment

- 1 – Pickup Truck
- 1 – Van

Buildings

- City Hall/Opera House – 17,160 sq. ft.
- Library - 18,076 sq. ft
- Public Safety Building – 19,150 sq. ft.
- Fire Department – 20,000 sq. ft.
- Depot – 3,700 sq. ft.
- Youth Center – 12,000 sq. ft.
- Senior Center – 13,334 sq. ft.
- Senior Center Annex – 4,300 sq. ft.
- Street Department – 27,000 sq. ft.
- EMS – 10,282 sq. ft.
- Food Pantry – 720 sq. ft.

CITY OF STOUGHTON BUILDING/ZONING PERMIT TRENDS					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Total Permits Issued:	645	715	706	762	672
Permit Fees Collected:	\$80,041	\$67,577	\$55,321	\$64,367	\$52,112
Residential Units:	30	11	1	7	1

Stoughton Police Department

321 S Fourth Street
Telephone (608) 873-3374

Gregory W. Leck,
Chief of Police
608-873-4057
gleck@ci.stoughton.wi.us

Patrick J. Conlin,
Lieutenant
608-873-6859
pconlin@ci.stoughton.wi.us

Barbara A. Veum,
Administrative Assistant
608-646-9454
bveum@ci.stoughton.wi.us

The purpose of the Stoughton Police Department is to promote, preserve and protect the public safety of all our citizens and visitors. We provide quality law enforcement services to the community through the dedication of a highly trained and professional staff. We accomplish our mission through the response to emergency incidents, investigations, enforcement of violations of State Statutes and local ordinances, preventative patrol, and response to other needs of the community.

The Police Chief, who is responsible for department activities, reports to the Mayor and City Council. The five member Stoughton Police and Fire Commission is a citizen body is responsible for the hiring of police officers, and overseeing the promotional and disciplinary processes of all sworn personnel.

The Police Department operates with a \$2,400,000 annual budget and is the largest department of the city. The department operates full-time, 24 hours per day, 365 days per year. The department is staffed with 26 full-time positions including 5 dispatchers, 1 Administrative Assistant, and 20 sworn police officers.

The Stoughton Police Department Dispatch handles over 18,419 (2011) incidents per year. The dispatch center is a modern well equipment center with state of the art radio and monitoring equipment. The dispatch center supports the 2-4 officers that are on duty during each 8 hour shift. The dispatchers are responsible for dispatching of emergency police calls, taking complaints by phone and in-person, assigning officers to these complaints, provide emergency call taking for other City departments, and act as a community wide resource. The department also has a pool of part-time dispatchers that supplement the communications division.

The Dispatchers also provide all the department's clerical needs as well as providing call taking and customer service at the department. Administrative Assistant Barb Veum, leads our dedicated dispatch staff that includes fulltime dispatchers; Karla Gander, Barbi Natvig-Gowan, Mary Lincoln, and Jennie Sigg. Administrative Assistant Barb Veum has supervisory responsibility for dispatch, school crossing guards, and coordinates criminal and municipal court activities.

Our sworn supervisory staff includes; Chief of Police Greg Leck, Lieutenant Pat Conlin, Sergeants Rick Helstad, Brian Gowan, Dan Jenks, and Patrick Frisch. There are three investigators: Detective Erik Veum, Youth Investigator Al Adams, and Detective Brandon Hill. The Sworn Patrol staff consists of: David Vogel, Wally Wurtzler, Tom

Nelson, Sean Poole, Pat Lewis, Chad O'Neil, Andy Johnson, Cole Sargent, Joe Kellogg, Chris Stachel, and Nicholas Auz.

These officers respond to emergency and non-emergency calls on a daily bases, conduct criminal investigations, enforce traffic laws, and provide other assistance as needed. During peak times, between the hours of 7:00 pm. and 3:00 a.m., the required minimum patrol staff is 3 officers, which includes the supervisor. Current minimum patrol staffing for all other hours is at 2 officers per shift.

The department has a fleet of emergency vehicles and equipment resources that include; 6 patrol vehicles, 4 administrative/investigative vehicles, a parking enforcement unit (electric), and many other pieces of modern police equipment that provide service to staff and the community. The State of Wisconsin requires that each sworn police officer complete a minimum of 24 hours of annual in-service training to maintain State Law Enforcement Certification. The department normally provides a minimum of an additional 24 hours of training to each officer in specialized areas of law enforcement.

Over the last several years the department has seen steady growth in all types of activities as the community matures and demographics change. Although still below average for our size of community, crime rates have been trending upward. A snapshot of the department's 2011 Uniform Crime Report, reports the following crimes; 4 Robberies, 38 Assaults, 70 Burglaries, and 325 Thefts. These numbers in comparison to 2010 are; 2 Robberies, 42 Assaults, 39 Burglaries, and 188 Thefts. The department also processes a large percentage of cases as non-criminal offenses through our local municipal court system.

The Stoughton Police Department is dedicated to maintaining the City's wonderful quality of life. Our violent and property crimes are significantly lower than many comparable cities of our size. The numbers of traffic accidents are also less than comparable communities. Stoughton continues to be a safe place to live, work, and play. For more information please visit our website at: www.cityofstoughton.com/police

2012 Short Term Goals

- Complete radio system upgrade with new equipment and configurations to comply with 2013 FCC mandates.
- Complete Records Management System changeover to the New World RMS
- Complete Public Safety Building remodeling project to include department expansion to second floor.
- Redesign squad car interiors to better accommodate ergonomic use and redesign squad car exteriors to improve visibility.
- Continue discussions with the Stoughton School District on developing a Police/School Liaison Officer position.
- Analyze current staffing levels to maximize patrol coverage and case follow-ups.

Long Term Goals

- Conducting analysis of department activities to determine maximum efficiencies of current staffing levels
- Complete formal department wide strategic planning process
- Evaluate current supervisory functions and position descriptions to determine adequate supervisory alignment to minimize potential liability risks.
- Analyze future staffing needs based on crime trends and workloads to determine projected future staffing levels.
- Evaluate current facilities and to determine future needs.

Major Equipment & Vehicles

- 6 marked and unmarked Ford Police Squad cars
- 1 unmarked Ford Explorer
- 2 Unmarked police minivans
- 1 NEV parking enforcement vehicle,
- 1 Speed Trailer
- 1 Portable toilet (wheeled port-a-potty)

Major Equipment in Marked Police Vehicles

- 1 Radio console with 1 VHF high band radio 50 watts
- 1 Code 3 Z siren control station
- 1 Laptop computer and mount with printer
- 1 Moving radar unit
- 1 AMR in-car video system with remote microphone
- 1 Prostraint rear fiberglass molded prisoner seat
- 1 rollover protection prisoner cage with sliding window
- 1 AR-15 rifle with secure lock mount
- 1 Stop Stick tire deflation kit
- 1 Federal Signal Arjent light bar with controller and pre-emption traffic signal device (turn traffic signal green in emergency)

- Fire extinguisher, cell phone, first aid kit with oxygen, defibrillator, vehicle unlock kit, protective suit, protective gear, camera, flares, Preliminary Breath Tester (PBT), barricade tape, measuring wheel, spit net, broom.

Major Equipment for Police Department

- 1 Telex Radio console
- 1 Zybiz dispatch console workstation
- 1 HP document scanner/sender
- 1 Canon ImageRUNNER 3225 copier/printer/fax workstation
- 1 Heavy Duty Master III VHF high band repeater
- 1 Pinnacle door control system
- 1 16 channel audio/video DVR system
- 1 Tipss Records Management System (RMS)
- 1 records management server
- 1 Citrix management server (mobile computers)
- 1 AMR video server with wireless receiver
- 25 Portable radios
- 23 X-26 Tasers
- 23 Glock 40 caliber handguns
- 6 Smith and Wesson M&P AR-15 rifles
- 1 Bullard Thermal Imaging System
- 1 heavy duty shredder

Stoughton Area Senior Center - 2012

248 W. Main Street

Cindy McGlynn – Director
608-873-8585
608-209-6227
cmcglynn@ci.stoughton.wi.us

Hollee Camacho -- Assistant Director
608-873-8585
608-234-2226
hcamacho@ci.stoughton.wi.us

Senior Center website: www.ci.stoughton.wi.us/senior

Senior Center Mission Statement:

We are dedicated to the enrichment of the lives of older adults and their families by providing diverse programs, social services and volunteer opportunities.

The Stoughton Area Senior Center provides a variety of programs, services and opportunities to serve many interests to individuals over 55 years of age and their families in the Stoughton area, including the 5 surrounding Townships. We often work with the Police, EMS, Fire and the Planning Department to address older adults who are in crisis. We also collaborate with the Library, Recreation and Youth Center with programming and events. The Senior Center fund raises for \$29,500 each year to contribute towards our operational expenses.

The Stoughton Area Senior Center's duties and responsibilities include:

- **Case Management:** Senior Center staff link older adults with services to help them remain as safe and independent as possible in their own homes and community; these services range from educating individuals on medical, legal, housing, financial, food and transportation options to coordinating, evaluating and advocating for services to meet the needs and preferences of the individual. Case Management services are available to all individuals 55 years old and older who reside in the City of Stoughton, Towns of Albion and Dunkirk.
- **Nutrition Services:** In accordance with the Older American's Act (OAA Title IIIC), the Senior Center provides well-balanced congregate on-site and home delivered meals, nutrition screening, education, nutrition assessment, transportation coordination, social engagement and volunteer opportunities, which contribute to overall health and well-being of older adults and their caregivers. In 2011, 4,108 meals were served on-site to 172 individuals and 19,761 meals were delivered to 137 homebound in the Stoughton School District.
- **Programming:** The Senior Center promotes activities that provide opportunities for growth, life-long learning, leadership, intergenerational interaction, fitness, wellness, recreation and socialization. In 2011, approximately 950 people attended some sort of program or activity 29,570 times.

- **Information & Assistance (I&A):** Through one-on-one interactions, public education, printed and online publications our Senior Center serves as a clearinghouse of information for older adults, their families, the community and agencies that serve older adults. In 2011, our staff provided over 4,000 one-on-one I&A contacts with someone not currently on a Case Manager caseload (i.e. phone calls, drop-in visits, emails, etc.)
- **Health/Supportive Services:** The Senior Center offers monthly foot care clinics and blood pressure screening and coordinates an annual health fair to offer flu shots and other health-related information; hosts various support groups; administers an assistive equipment loan closet for short-term use of walkers, wheelchairs, canes, etc.; provides a computer lab for citizens of all ages; and staff continually fields questions and calls for other preventative service agencies that utilize our space (Energy Assistance, START, Veterans Assistance, UW-Extension Financial Education Center).
- **Volunteer Services:** Senior Center staff coordinates volunteer services that provide two-fold results -meaningful opportunities to individuals and valuable community services so more many can be spent on direct programs and services. In 2011, 150 volunteers provided 10,984 hours of service to the Senior Center.

Staff

Senior Center staffing includes 8 staff members and 150 volunteers.

Full time personnel

Director, Cindy McGlynn
 Assistant Director, Hollee Camacho (32 hrs/week)
 Nutrition Site Coordinator, Lisa Hanson
 Case Manager, Kelly Janda
 Case Manager, Jean Truss

Part time personnel

Case manager, JoAnn Seymour (20 hrs/week)
 Receptionist, Kristin Ott (28 hrs/week)
 Township Case Manager, Susan Brodd (10 hrs/week) *No city funds contribute to this position, supported from township and County funds.*

150 Volunteers

Facility

The facility is a three-story freestanding building of approximately 10,000 square feet. The building, formally a First Federal Savings Bank, was purchased by the city of Stoughton in 1993. The building was reconstructed to accommodate a multi-purpose senior center.

Senior Center Goals

Short Term Goals

- Expand fund raising
- Establish Endowment Fund for the Senior Center
- Replace carpet on lower level and 2nd floor
- Purchase outdoor sign for front of Senior Center
- Pursue a grant for help with volunteer and program coordination
- Market our new I pads to our participants.

Long Term Goals

- **Review full time staff positions**
- **Maintain financial stability:** Establish new and more diverse funding streams to enable the Center to not just meet existing needs, but to respond to an increase in program and service demand brought on by a growing aging population.
 - Conduct a broad operations and program review to identify and pursue opportunities to improve efficiency
 - Establish a fund development program (i.e. planned giving program, pursue grants and find a volunteer grant writer, establish a sponsorship program in which businesses sponsor specific needs, etc)
 - Review program fee structure, raise fees where appropriate, and establish new fees where appropriate
- **Become more effective in our outreach efforts:** We have learned that many people who are eligible for our programs and services know very little about us or what we have to offer. In addition many potential members face significant challenges getting to our facility.
 - Conduct more outreach with surrounding Towns in our service area (i.e. conduct some programs at sites within the Towns, develop and circulate a SC newsletter within the Towns, establish "Community Champion" within the towns to concentrate on outreach efforts within their town of residence, etc.)
 - Develop promotional outreach material and tools (i.e. Speakers Bureau with SASC members, expand media relations with surrounding community newspapers, develop first-person narratives
 - Concentrate outreach activities more closely with faith-based groups (i.e. extend "Community Champion" for members to promote the SASC within their faith-

based group, hold an open house for area church leaders, work with groups to include SASC materials in new member orientation materials

- Develop and expand outreach activities (i.e. develop a partner/buddy program to provide transportation options, expand the Dane County TimeBank program, collect data to determine how people found out about the programs they attend, etc)
- **Expand our pool of volunteers:** As aging demographics are expected to increase, we will need to expand the use of volunteers throughout the Center to enable us to continue to provide relevant, high-value programs and services.
 - Improve our organizational capacity to manage volunteers (i.e. ensure more support among our newly established COA Volunteer Committee, improve database management capacity to more effectively manage volunteers)
 - Expand and improve our existing volunteer program (i.e. identify volunteers to manage component of the volunteer program, develop a “mentor-match program to pair volunteers perhaps across generations, develop volunteer profiles of active volunteers for publication, expand our volunteer orientation process, etc.)
- **Attract a younger and more diverse older adult population:** We recognize that younger-older adults are likely to have age-appropriate program and service needs that may be much different than what we have historically provided. We need to generate new program and service options that are consistently seen as relevant for a growing population to attract them as members and potential volunteers.
 - Develop responsive programs and services (i.e. study Census data and results from outcome-based evaluations to better understand and address the demographics)
 - Make necessary adjustments to our image and communication strategy (i.e. use more social marketing tools and techniques, communicate more broadly to diverse audiences and populations of what we doing and hope to do)
- **Expand Collaborative Activities:** Given the combination of financial/funding constraints and anticipated increases in demand for services, we recognize that there are efficiencies to be gained, and duplication of services avoided, by collaborating more with organizations and agencies with whom we share constituencies and program/service interests.
 - Explore barter and fee-based options (i.e. provide gallery space to local artists in exchange for their providing education programs for members)
 - Pursue new, and expand existing partnerships and collaborations (i.e. develop broader business contacts, collaborate with and enlist the support of City Depts. to promote SASC programs, establish and develop scholarship partnerships with service organizations where doing so will provide access to programs for people with limited resources, expand intergenerational collaboration with the School District, Youth Center and home schools, etc.)

For more details of these goals, please request a copy of our (2010-2015) Strategic Plan.

City of Stoughton

Streets and Parks Department

2012

Street Superintendent

Karl D. Manthe

515 S. Fourth Street

608-873-6303 ext 622

608-577-1897

kmanthe@ci.stoughton.wi.us

The Streets and Parks Department perform many different tasks throughout the year depending on the time of the year to provide excellent public service to the residents of the city. The street department always has one employee on-call to respond to emergencies that occur after normal working hours.

The Streets and Parks Complex is four separately built buildings that are the headquarters for streets/parks offices, fleet maintenance bay, vehicle storage and employees. There is also a salt shed, powerhouse and the yardwaste drop off located on the property as well.

The Streets Department has been budgeted approximately \$1.8 million for 2012, this includes capital outlay and projects, including the pulverization & overlay of streets, curb & gutter replacement, and equipment acquisitions.

Our main responsibilities are to maintain the 57 miles of streets and street right-of way so that it is safe for motorists and pedestrian travel, maintain storm water system to prevent flooding and polluting waterways, enhance and protect urban forestry, comply with MUTCD on restrictive and regulatory signage, city fleet maintenance, maintain park facilities & structures and staff Public Works Committee, Tree Commission, and Cemetery Board.

The Street and Parks Department interacts will all city departments in one way or another during the year. The Streets Department assists the Clerks Department with elections and recycling grants, moving furniture and other items for many city departments, planning of construction projects with Utilities & Planning Department, emergency assistance with Police, Fire, and EMS, snow removal and mowing at all city department buildings, providing fleet maintenance for Fire, Police, EMS, and Planning Departments.

Day to Day Operations

- Our street construction and maintenance consists of rating streets every 2 years to comply with State of Wisconsin Transportation WISLAR requirements to secure transportations aids and funding for local road improvements. Major street construction projects, curb & gutter replacement, pulverization and overlay, crack sealing, and boiler slag projects are also determined by street staff using the street rating process. Parking lots and alleys are

also maintained through street department.

- Our spray patching program has helped us minimize reoccurring potholes by spraying defect in street with hot emulsion and applying stone chip that once it hardens will be stronger than original pavement. Other street pavement related tasks are the issuing and inspection of "street opening permits" that tracks all work done within the right-of-way by private utility companies, homeowners, and public agencies.
- Storm water maintenance includes monthly street sweeping throughout the city and weekly sweeping in the downtown corridor from April through November, cleaning storm water inlets prior to and after major rainfall events, yearly pumping/vacuuming out sediment from storm tanks, mowing and sediment removal in greenways, and repairing damaged catch basins or broken storm water pipes.
- Another element of storm water maintenance is the curbside leaf collection program. The Street Department uses 2 self contained 25 yard leaf vacuums to remove leaves from the terrace area for six weeks in the fall and for two weeks in the spring. Leaves are hauled to organic farmers just outside the city. Along with the curbside service, the Street Department has a yardwaste drop off site where residents can purchase a permit for \$20 dollars to drop off grass clippings, garden waste, sod, and leaves on Tuesday, Thursday, and Saturdays from April through November. On average we sell 850 permits yearly. Yardwaste is hauled to same organic farmers.
- Protecting and enhancing our urban forestry includes monthly curbside brush collection (First Monday of the month from April until November), tree trimming and removal of 5,000 terrace and city owned properties, maintaining computerized tree inventory program, planting new trees, and removal of stumps. City has been recognized Tree City USA for 17 years and provides city staff to Tree Commission.
- Our sign maintenance consists of installing and maintaining 1,274 regulatory, restrictive, and informational signs that are all computerized on street sign inventory program "Signview", street name signs, maintaining five controlled traffic signalized intersections and pavement markings in accordance to the Manual on Uniformed Traffic Control Devices (MUTCD). Signs are installed on break-away system that allows re-use of sign posts. Painting of pavement markings normally occurs during July and August and crews have been also installing pavement tape in crosswalks.
- Street crews will use many different techniques to remove snow and ice from streets, alleys, sidewalks and parking lots. Anti-icing is used to pre treat streets with brine solution before snow fall events to achieve early melting of snow on major streets, hills, and intersection. Salting is done when snow fall events are less than 2 inches, and plowing occurs when snow fall events are 3 inches or more. Snow Emergencies can be called when 3 or more inches of snow is forecasted, fallen or if conditions warrant. Crews can normally plow the entire city in 8 to 10 hours depending on snowfall amount and weather conditions.

- Fleet maintenance of city wide fleet falls within the street department mechanic. The mechanic provides preventive maintenance and performs repairs on 54 pieces of fleet for streets and parks along with maintaining EMS, Fire, Police, Planning, Recreation and Cable Department fleet.
- Other responsibilities completed by street staff include; maintenance of downtown street lights, weekly garbage collection of downtown containers, maintenance of Lynn Street Water Fountain, install, maintenance, and remove flags, banners, and Christmas decorations downtown, participate in Special Events (Syttende Mai, Coffee Break, etc) with setting up barricades and cones and cleanup after events, review and approve "Street Closing Permits" (block parties, parades, etc.), maintenance of bridges, maintenance of dam and monitoring of water levels for Yahara River, maintain computerized "Cemetery Program", selling cemetery plots and locating burial sites for interment, maintenance of 2 city cemeteries (mowing is contracted), assist with elections (setup, open/close and take down), confer with citizens regarding complaints or requests, responsible for equipment used in the operation of the streets and parks departments, maintain Street and Parks Department Facility and City Park buildings.
- Parks Departments is responsible for the management of 20 park properties that encompass 145 acres. Limited time employees along with seasonal complete the many tasks that include; maintenance of parks facilities (playground equipment, athletic field preparations, shelter buildings, tennis courts, trash collection, cleaning restrooms, etc), mowing of city parks & buildings, maintain bike and pedestrian trail system, ice rink start-up and maintenance.

Goals

Department short term goals for 2012 include;

- Creating joint partnership with Dunkirk Township for yardwaste/brush drop off site.
- Continue cross training among staff, remain compliant with safety training requirements, and provide advancement training for employees to improve their skills.
- Review day to day operations for efficiencies without jeopardizing safety and to see if the efficiencies can be implemented into Budgeting for Outcomes process (BFO).

Department long term goals include;

- Install and produce own brine system to use on streets for anti-icing. If successful could sell product to other local municipalities or private snow removal companies to produce more revenues.
- Removal of Ash trees from city terraces/properties to proactively address Emerald Ash Borer.
- Work on identifying sites to build new facility that would address space issues city wide, proper tools/equipment for city wide fleet maintenance, on site green waste recycling center, and city wide fueling.

Staffing

- The Street and Parks Department is a team of twelve full-time employees, four limited time employees (1039 hours) and three seasonal employees (550 hours).

Full-Time Personnel

Street Superintendent – Karl Manthe
Street Foreman – Rick Gullickson
Parks Supervisor – Sean Brusegar
Administrative Assistant – Vickie Erdahl
Mechanic-Machine Operator – Bryce Bronstad
Machine Operator – Dave Juve
Machine Operator – Roger Strandlie
Machine Operator – John Halverson
Machine Operator – Ryan Dalsoren
Machine Operator – Dale Teigen
Machine Operator – John Udstuen
Forester-Machine Operator – Randy Nelson
LTE (4 @ 1039 hrs)
Seasonal (3 @ 550 hrs)

Major Equipment/Vehicles

This is a list of the major equipment/vehicles used to perform the day to day operations. There are many hand tools and small equipment that are also used to assist employees with completing tasks.

- 9 – 33,000 G.V.W. Dump Trucks with plow, sander, wing
- 4 – Pickup Trucks (Streets)
- 3 – Pickup Trucks (Parks)
- 3 – One Ton Dump Trucks (Streets)
- 2 – One Ton Dump Trucks (Parks)
- 2 – Front End Loaders
- 1 – Backhoe Loader
- 1 – Mechanical Street Sweeper
- 1 – Vacuum Street Sweeper
- 2 – Leaf Vacuums
- 1 – Bucket Truck
- 1 – Motor Grader
- 1 – Skid Steer (with assorted attachments)
- 1 – Tool Cat (with assorted attachments)
- 3 – Tractors
- 2 – Zero Turn Mowers
- 4 – Pull Behind Mowers (Ditch, Gyro, Rotary)
- 1 – Brush Chipper

- 1 – Snow Blower Attachment (for loader)
- 1 – Snow Plow Attachment (for Loader)
- 1 – Road Roller
- 2 – Self Contained Trailers
- 2 – Flatbed Trailer
- 1 – Spray Patcher
- 1 – Emulsion Tank
- 1 – Paint Sprayer

STOUGHTON UTILITIES (SU) 2012 www.stoughtonutilities.com.

SU is charged with providing electric, wastewater and water service to approximately 6,200 city and 2,300 rural electric customers in parts or all of five townships in Dane and Rock Counties, and 4,900 wastewater and water customers within the city.

Our staffing includes the Utilities Director and twenty-four employees, seventeen possessing state certifications, in five divisions, a WPPI Energy Services Representative, and an MEUW Regional Safety Coordinator. Senior staff contact information follows.

Director - Robert P. Kardasz, P.E. 877-7423 bkardasz@stoughtonutilities.com
Operations Superintendent - Sean O Grady 877-7416 sogrady@stoughtonutilities.com
Finance & Administrative Manager - Kim M. Jennings, CPA 877-7415 kjennings@stoughtonutilities.com

The SU Water Division was founded in 1886 and was followed by the establishment of the Electric Division in 1891 and the Wastewater Division followed soon thereafter.

SU serves a 24 square mile territory from the Administration Complex located at 600 S. Fourth Street and the Wastewater Treatment Facility located at 700 Mandt Parkway with three electric substations, 220 miles of overhead and underground electric lines, a supervisory control and data acquisition system (SCADA), an automated meter reading system, two digger-derricks, three elevated bucket trucks including two hybrid electric vehicles, one mobile tree chipper, two dump truck, one pole trailer, two wire reel trailers, nine service trucks, one stringing trailer, one automobile, one hybrid electric automobile, one neighborhood electric vehicle, 54 miles of sanitary sewer mains, three inverted siphon stations, five lift stations, one sanitary sewer cleaning truck, one sanitary sewer-televising truck, one confined space rescue unit, a mobile generator, 61 miles of water main, four production wells, two elevated storage tanks, one ground storage reservoir, one booster station, one backhoe, one roller, one forklift, and one equipment trailer with excavation shield.

SU staff provides approximately \$1.5 million in monthly customer billing, low income financial assistance, collections, conservation education and programming, accounts payable and receivable, payroll, and electronic operations, communications, control and data acquisition support, and state and federal reporting services, materials and equipment acquisition and maintenance scheduling, material retirements, project design and engineering, supervision and closeout, work order maintenance, records retention, continuing property records maintenance, and mapping services.

SU operates under the enterprise system and realizes annual electric revenues of \$14 million from the sale of 150 million kilowatt-hours of electricity, wastewater revenues of \$2 million from the conveyance and treatment of 350 million gallons of wastewater, and \$1.7 million from the sale of 450 million gallons of water annually.

As the SU Electric, Wastewater and Water Divisions are strongly influenced by State and Federal Laws promulgated by numerous regulatory agencies, SU retains numerous partnerships.

SU is staffed as follows:

Accounting and Customer Service Division

Office and Information Systems Supervisor - Brian R. Hoops 877-7412 bhoops@stoughtonutilities.com
Billing and Consumer Services Technician - Erin N. Bothum
Account Specialist - Shannon R. Gunsolus
Consumer Services Specialist - Lisa A. Halverson
Accounts Receivable Technician - Enecia G. Sabroff

Utilities Planning Division

Engineering Technician - Scott S. Grady

Engineering Technician II - Jamie J. Sieren

Water System and Wastewater System Operator/Meter Technician - Vacant

MEUW Regional Safety Coordinator-Christopher Belz

WPPI Energy and SU Energy Services Representative-Vacant

Electric System Division

Journeyman Lead Worker - Craig A. Wood

Journeyman Lineman - Larry E. Donaldson

Journeyman Lineman – Donald L. Hanson

Journeyman Lineman - John E. Leigh

Journeyman Lineman - John V. McLain

Journeyman Lineman - Brian R. Scheel

Journeyman Lineman - Bryce A. Sime

Journeyman Lineman - David W. Zweep

Wastewater System Division

Wastewater System Supervisor - Brian G. Erickson 877-7421 berickson@stoughtonutilities.com

Wastewater System Operator II - Scott S. Gunsolus

Wastewater System Operator I - Paul A. Johnson

Laboratory Technician & Wastewater System Operator II - Phillip O. Linnerud

Water System Division

Water System Supervisor - Roger M. Thorson 877-7422 rthorson@stoughtonutilities.com

Water System Operator II - Martin O. Seffens

Water System Operator II - Charles C. Vike II

SU is operated under the direction of the seven-member Utilities Committee, the Mayor and the Stoughton Common Council. The Utilities committee consists of the Mayor, three alderpersons and three citizen members. The Utilities Committee has established the following SU goals and addresses them semi-annually. All goals are evolving daily, achievable, and considered short term and long term in nature.

- Provide safe reliable electric, wastewater and water service at competitive rates in compliance with all applicable regulations.
- Influence State and Federal rule making that benefit our customers.
- Insure that all customers are categorized for the optimum rate available to them.
- Provide our customers accurate and timely billing statements.
- Offer billing payment opportunities that meet and exceed our customers' expectations.
- Maintain a business culture of environmental stewardship.
- Develop customer programs and rate options that promote conservation.
- Seek new and maintain existing joint action partnerships that benefit our customers.
- Remain a utility informational clearinghouse for our customers.
- Provide staff that is open, understanding, and accessible to our customers.
- Operate a highly professional utility with appreciation for our history and vision for our future.
- Create career pathways and educational opportunities for our staff and insure that they are compensated appropriately and receive competitive benefit packages.
- Use evolving methods, technologies and independent studies that create new opportunities to improve the service to our customers.