FINANCE COMMITTEE MEETING MINUTES
December 12, 2017 – 6:00 p.m.
Council Chambers, Public Safety Building

Present:
Chairperson Pat O'Connor, Lisa Reeves, Tim Swadley and Mayor Olson

Others Present:
Finance Director LaBorde, Planning Director Scheel, Gary Becker,

Absent and Excused:
Tom Majewski

Call to order:
Chairperson O'Connor called the meeting to order at 6:04 p.m.

Communications:
Finance Director LaBorde noted that the Real Estate and Personal Property tax bills were mailed out on Friday, December 8th. Mayor Olson stated that the City received a refund of $4,000 from the Stoughton Fair Board as credit toward the cost of the July 4, 2017 fireworks that were shorter in duration than anticipated.

Reports:
None.

Discussion and action regarding Carryover of budgeted funds from 2017 to 2018:
Finance Director LaBorde noted that she has received two requests to transfer funds and has confirmed with the other departments that there are no additional requests. The request from Information Technology was reduced to carryover $10,000 for the purchase of hardware. Department of Public Works is requesting the carryover of $14,000 for tree trimming. The total for the tree trimming contract request is $24,000.

Motion by Swadley, to approve the carryover of $24,000 from 2017 to 2018 and refer to Council for consideration, second by Reeves. Motion carried 4-0.

Discussion and possible action regarding McFarland State Bank proposal to donate property, located at 207 Forrest Street, to the City:
Director Scheel noted that an estimate of the cost for demolition is in the packet. Swadley would like to know the costs for the maintenance and repairs if the building were to be acquired for City use. Swadley also mentioned that perhaps the Bank would want to share the space. Swadley would like the Bank to provide information as to the condition of the building – roof leaks, building falling apart, hvac, etc. He has received comments regarding a possible community center or moving City offices to the location so that the Opera House could use the first floor in City Hall. Reeves noted that she received calls from people that don't want the building to come down. She would also like to give the Opera House more space.

Motion by O'Connor, to thank McFarland State Bank for their offer but say no thanks at this time and to refer to Council for consideration, second by Mayor Olson. Motion tied, O'Connor and Olson aye, Swadley and Reeves no.

Approval of the November 28, 2017 Finance Committee Minutes:
Motion by Swadley, to approve the November 28, 2017 Finance Committee Meeting minutes, second by Reeves. Motion carried 4-0.

Discussion and possible action regarding Resolution Initiating Planning for an Amendment of Tax Increment District #5 and a New Tax Increment District for the Riverfront Development Area:
Mr. Becker stated that Tax Increment District 5 is ten years old and in a decrement situation where the value is less than when it started. He presented a resolution for consideration that would begin the planning process to determine boundaries, identify what would be included in the TID and what type of development is anticipated. There is no time crunch but the RDA would like to develop a framework for the area. Planning costs are estimated at $15,000 to $20,000. Swadley noted that he wouldn't want to start a new TID until a development is approved. He would like the Council and RDA to come to an understanding of what is needed for the area.

Motion by Swadley, to approve initiating planning for an amendment of Tax Increment District #5 and a New Tax Increment District for the Riverfront Development Area and refer to Council for consideration, second by O'Connor. Motion carried 4-0.

Discussion and possible action regarding environmental screening proposal for the new public works facility:
Director Scheel stated that the request is related to environmental testing and quantification on the two homes and eight out buildings on the public works site. This information would then be included in the bid packet. They propose to use the same company that tested the Milfab site.

Motion by Reeves, to approve the environmental screening proposal for the new public works facility and refer to Council for consideration, second by O'Connor. Motion carried 4-0.

Discussion and possible action regarding contract for tree trimming services:
Director Hebert stated that they have established five trimming zones in the city and each zone will be trimmed once in every five year period. The first area will be in the southwest area of the city. They received three bids and are looking to move forward with Capitol City Tree Experts.

Motion by Mayor Olson, to approve the contract for tree trimming services and to refer to Council for consideration, second by O'Connor. Motion carried 4-0.

Discussion and possible action regarding Focus on Energy Incentive Agreement for Stoughton Public Works Facility:
Director Hebert presented information on the incentive funding available. The City would not receive any funds until the items are built and confirmed.

Motion by Mayor Olson, to approve the Focus on Energy Incentive Agreement for Stoughton Public Works Facility and refer to Council for consideration, second by Reeves. Motion carried 4-0.

Future Agenda Items
Debt Management Policy

Adjournment
Motion by O'Connor, to adjourn the December 12, 2017 meeting of the Finance Committee, second by Mayor Olson. Motion carried 4-0. The meeting of the Finance Committee adjourned at 6:35 p.m.

Landmarks Commission Meeting Minutes
Thursday December 7, 2017 – 7:00 pm
City Hall, Hall of Fame Room, Lower Level, 381 E. Main Street, Stoughton, WI.

Members Present: Peggy Veregin, Chair; Alan Hedstrom, Vice-Chair; Todd Hubing; Kimberly Cook and Tim Swadley
Absent: Greg Pigarelli
Staff: Michael Stacey, Zoning Administrator
Guests: Attorney Matt Dregne; Dennis and Amy Kittleson; Emily Bahr; Tom Majewski; Bob McGeever; Michael Engelberger.

1. **Call to order.** Veregin called the meeting to order at 7:00 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of October 23, November 9 and November 20, 2017.**
   Motion by **Swadley** to approve the minutes as presented, 2nd by **Hubing**. Motion carried 5 – 0.

3. **Continue discussions related to the request by the Common Council to develop an ordinance for consideration by the council that would amend existing City ordinances such that no building in a historic district listed on the National Register of Historic Places may be demolished without review and recommendation by Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.**
   Attorney Matt Dregne gave an overview of the material he provided including the new State law Wisconsin Act 67.

   The following is a summary of what was discussed:
   - Wisconsin Act 67
   - Proposed changes to Chapter 38
   - The lack of minimum maintenance standards
   - Proposed changes to Chapter 78 including eliminating section 78-913
   - Other communities such as Cedarburg or Milton which may have regulations related to demolition within a downtown historic district
   - Landmarks Commission to meet on January 4, 2018 prior to the Planning Commission meeting in order to provide a recommendation related to all proposed ordinance amendments
   - Proposed ordinance amendments will go to the Planning Commission for discussion at their January 8, 2018 meeting
   - A public hearing at the Planning Commission meeting of February 12, 2018 is anticipated

   Hedstrom left at 9:05 pm

   Attorney Dregne left at 9:20 pm

4. **Discuss invitation for prospective new Commissioner.**
   Veregin stated she will contact Patricia Micetic who has expressed interest in becoming a Commissioner.

5. **Status update for Highway Trailer / Moline Plow building redevelopment.**
   Nothing new to report.

6. **Status update for 2017 local landmark grants.**
   Veregin has not heard from anyone yet. The Commission will discuss further in February.

   Stacey to send a COA application to Michael Engelberger.

7. **Commission Reports/Calendar.**
   Veregin provided information about the presentation she attended for the 1892 High School which was presented by UW Madison students.

   Discussed the potential State tax credit changes (LRB 4780)

8. **Future agenda items.**
   Review minimum maintenance standards in Chapter 10.

9. **Adjournment.** Motion by **Hubing** to adjourn at 9:40 pm, 2nd by **Cook**. Motion carried 4 - 0.

Respectfully Submitted,

Michael P. Stacey

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
November 15, 2017 @ 6:30 P.M.
CARNEGIE ROOM, STOUGHTON PUBLIC LIBRARY

PRESENT: Sam Baughn, Student Representative; Sid Boersma, City Council Representative; Heather Danielson; Jeff Fimreite, Stoughton Area School District Representative; Petra Horst, Library Board President; Eric Hohol, Dane County Representative; Linda Schaefer; Mike Vienneau, Library Board Vice-President
ABSENT: Sandra Black; Jean Ligocki
ALSO PRESENT: Richard MacDonald, Library Director; Sarah Monette, Library Administrative Assistant; Hannah Klapperich-Mueller, Teen & Tween Services Intern.

I. CALL TO ORDER. *President Horst called the meeting to order at 6:30 P.M. Seven voting Board members, Boersma, Danielson, Fimreite, Horst, Hohol, Schaefer, Vienneau, were present, constituting a quorum.*

II. REVIEW OF AGENDA. n/a

III. REVIEW/APPROVAL OF MINUTES OF OCTOBER 18, 2017. *Moved by Boersma, second by Vienneau, to approve the minutes as presented. Motion carried 7-0.*

IV. RECOGNITION OPPORTUNITIES. The Board signed a thank you note for Paul Vande Hei for his help in administering the Board self-evaluation.

V. PUBLIC COMMENT PERIOD. n/a

VI. CORRESPONDENCE. Although Jean Ligocki could not be present, she sent an invitation to a book signing; MacDonald shared a thank you from a patron for the Freaky Friday event put on by Cynthia Schlegel, Adult Services Assistant, and Hannah Klapperich-Mueller, and a thank you from the artist whose work was displayed on the second floor during October.

VII. EDUCATION UPDATES. MacDonald shared a PSA from a comic book from the 1960s: "The Mystery of the Million-Dollar Briefcase."

VIII. BOARD IN-SERVICE. MacDonald introduced Hannah Klapperich-Mueller to the Board. The Board then went to view the remodel/renovation of the Technical Services Department. Kelli Miller, the Technical Services Assistant, answered their questions. MacDonald and Horst then told the board about the SCLS Foundation Program Wizard Award, won this year by Cynthia Schlegel.

IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR OCTOBER 2017.

A. Fund 215. MacDonald presented. *Moved by Schaefer, second by Fimreite, to approve the October 2017 financial statement for Fund 215 as presented. Motion carried 7-0.*
B. Fund 217. MacDonald presented. *Moved by Hohol, second by Vienneau, to approve the October 2017 financial statement for Fund 217 as presented. Motion carried 7-0.*
C. Stoughton Area Community Foundation. The Board reviewed the financial statements for the SACF's pass-through account for the Library. The statements were accepted by consensus.

X. REVIEW/APPROVAL OF BILLS FOR OCTOBER 2017.

MacDonald presented the bills lists.

A. Fund 215 (General Fund). There was discussion of the expenditure to Journey Mental Health Center for mental health first aid classes. Fimreite remarked that his wife is a trainer for mental health first aid &

would be happy to do a staff in-service at the Library. *Moved by Schaefer, second by Fimreite, to approve the November 2017 bills for Fund 215 as presented. Motion carried 7-0.*

B. Fund 217 (Special Gift Fund). *Moved by Vienneau, second by Danielson, to approve the November 2017 bills for Fund 217 as presented. Motion carried 7-0.*

XI. DIRECTOR'S REPORT.

A. Statistics. MacDonald presented the statistics for October 2017.

B. Director's Report. In addition to his written report, MacDonald explained that because of a shipping snafu, SCLS is buying the Library two computer monitors. Therefore, the Library has the funds this year to buy the equipment to take credit card payments at the Circulation Desk. He also shared pictures of Schlegel's creative Black Friday display and mentioned that Monette has been honored by the Wisconsin Library Association as a Notable Wisconsin Author. MacDonald is judging for the Ben Franklin Awards again this year; his category is Business & Career, and he is the design judge. He showed the Board some of the books he will be judging. MacDonald relayed a suggestion from Amy Jo Gillingham, the City's Human Resources and Risk Management Director, that the Board should advocate to the City and the City Council for the McFarland State Bank site to be turned into City parking. Patrons with mobility issues and patrons with small children would be greatly benefited by more parking close to the Library. Steve Hanson from Jo Daniels Construction is going to provide an estimate for repairing the wall damage in the Carnegie Room and installing protective panels. Next year the Library will replace the carpet. Schaefer suggested using brighter colors for paint and carpet. MacDonald described how the internet filtering system works. He shared the 2017 Dane County Arts poster & encouraged the Board to take one if they wished. He mentioned some of the upcoming events at the Library, and showed the new bookmark design featuring the Library's logo. Heather Danielson suggested making t-shirts.

XII. COMMITTEE REPORTS.

A. Finance: did not meet

B. Personnel: discussed the Director evaluation

C. Planning: see XIV B. Two questions were raised about the Board self-evaluation: (1) include an optional field for name; (2) change from 1 to 5 ratings to "strongly agree" to "strongly disagree."

D. Policies: see XIV.A-C. Vienneau mentioned planning for the "Strategic Cohesion" meeting in December, which Boersma returned as "Strategic Collusion." Hohol insisted on this being read into the record.

[Vienneau left at 7:25 P.M.]

XIII. FRIENDS OF THE LIBRARY REPORT. The Friends cancelled their November meeting. MacDonald described the Fall Fundraiser.

XIV. UNFINISHED/OLD BUSINESS.

A. Discussion of information from Stoughton Area Community Foundation and Edward Jones. Although Ligocki could not be present, she had sent three questions: (1) Were the important points covered by the presentation from Bill Hasz & Jessican Knutson? Answer: Yes, by consensus. (2) Is it wise to continue to maintain this account with the SACF? (3) Are there other questions the Board should ask them? Discussion followed, and it was agreed that the Board should maintain the account with the SACF and set up an annual review. Schaefer thanked Danielson for initiating exploration of the relationship between the Board and the SACF.

B. Development Committee. Danielson made a presentation about "development" vs. "short-term" vs. "long-term" planning.

[Vienneau returned ca. 7:50 P.M.]

Danielson, Horst, and Ligocki have all volunteered to be on the Development Committee. *Moved by Schaefer, seconded by Vienneau, that the Library Board create an ad-hoc Development Committee with the goals of (1) making options for donating to the Library more visible; (2) Library advocacy. Boersma made an amendment, seconded by Hohol, that it would also be the committee's responsibility to make materials (e.g., brochures) for Library advocates to use. Amendment carried 7-0. Motion carried 7-0.*

C. Completion of Library Board self-evaluation. This was discussed under XII.C above.

XV. NEW BUSINESS.

A. Hiring Policy (Library Director). Schaefer presented. The policy was reviewed by Amy Jo Gillingham; all items that are now the purview of Human Resources were removed and the language was streamlined. *Moved by Vienneau, second by Danielson, to approve the amended Library Director Hiring Policy as presented. Motion carried 7-0.*
B. Social Media Policy. Schaefer presented. The policy was streamlined and revised to use positives rather than negatives. *Moved by Boersma, second by Vienneau, to approve the amended Social Media Policy as presented. Motion carried 7-0.*
C. Security Camera Policy. Schaefer presented. The policy was revised to use positives rather than negatives. *Moved by Boersma, second by Vienneau, to approve the amended Security Camera Policy as presented. Motion carried 7-0.*
D. Review 2018 Calendar of Work. Vienneau presented. *Moved by Hohol, second by Boersma, to approve the 2018 Calendar of Work as presented. Motion carried 7-0.*
E. Funding for refreshments at December meeting. This meeting will be at 6:30 P.M. at Wendigo (121 East Main Street, Stoughton). *Moved by Vienneau, second by Fimreite to approve spending up to $75 for refreshments at the December meeting. Motion carried 7-0.*
F. November 2018 Library Board Meeting. *Moved by Hohol, second by Boersma, to move the November 2018 meeting to November 14. Motion carried 7-0.*

XVI. PENDING AGENDA ITEMS.

A. Discuss Board self-evaluation.
B. Dane County Library Service Agreement.
C. Authorization to pay bills for the second half of December.
D. Revised 2018 Library calendar.
E. Addition of a Student Member Comment Section to the agenda.

XVI. ADJOURNMENT. *Moved by Vienneau, second by Fimreite, to adjourn the meeting at 8:15 P.M. Motion carried 7-0.*

Respectfully submitted,
Sarah Monette, Library Administrative Assistant

Planning Commission Meeting Minutes
Monday, December 11, 2017 at 6:00 pm
Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Scott Truehl, Vice-Chair; Todd Barman; Matt Bartlett; Michael Engelberger; and Todd Krcma
Members Absent: Matt Hanna and Mayor Donna Olson
Staff: Rodney Scheel, Director of Planning & Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Kevin Yeska; Dennis Steinkraus; Greg Jenson; and Peter Sveum

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

2. **Consider approval of the Planning Commission meeting minutes of November 13, 2017.**
   Motion by **Engelberger** to approve the minutes as presented, 2nd by **Bartlett**. Motion carried 5 - 0.

3. **Council Representative Report.** Truehl reported the extra-territorial land division on Quam Drive in the Town of Dunn was approved and the rezoning request for 314 W. Main Street was a first reading.

4. **Status of Current Developments.**
   Scheel gave an overview of current developments as outlined in the packet of materials. Scheel noted that staff will be meeting next week to discuss an urban service area amendment for the Norse View Heights development at the north end of Page Street.

   Scheel gave an update on North American Fur who has taken occupancy and the street is planned to be finished by 2020 unless there is further development to the east.

   Krcma stated the lighting at First Choice Dental appears to be very bright. Scheel stated staff has not yet checked the photometric at that location.

5. **Request by Chris McGuire for site plan approval to expand a screening wall including building accessibility improvements at Kwik Trip, 2400 Roby Road.**
   Scheel explained the request.

   Engelberger asked if there are any exceptions requested. Scheel stated there are none.

   Engelberger questioned if there will be new signage. Scheel stated there will be and signage is permitted administratively.

   Barman questioned the parking stall requirements and location of the 2 stalls along the west lot line and directly in line with the drive to the car wash. Scheel stated the stalls are required and though not ideal there is still 24 feet of width for access to the car wash.

   Motion by **Bartlett** to approve the site plan resolution as presented, 2nd by **Krcma**. Motion carried 5 - 0.

6. Request by Kevin Yeska for approval of a conditional use permit (CUP) and site plan for TRU by Hilton Hotel and Convention Center, 2500 Jackson Street.
Scheel explained the request.

Truehl opened the public hearing.

Kevin Yeska explained the proposed site plan and requested exceptions.

Greg Jenson expressed concerned that the convention center is not being constructed at the same time and questioned the timeline for construction.

Dennis Steinkraus stated he expects the hotel to start construction in the spring of 2018 and there is no exact timeline for construction of the convention center at this time. The hotel and convention center will have one ownership but separate operators.

Barman questioned the exception requested for trees. Kevin Yeska stated the street trees will be north of the bike path.

Truehl closed the public hearing.

Scheel stated the exception related to the developer agreement for payment of utility installations could be stricken since all utilities have been installed.

A discussion took place regarding off-site terrace trees and onsite street tree requirements. Engelberger would like to see terrace trees to be consistent with the rest of the development. Scheel stated he would check with the public works department regarding the terrace trees and provide that information prior to the Council meeting.

Motion by **Engelberger** to recommend the Common Council approve the conditional use permit resolution while striking the exception related to the development agreement, 2nd by **Krcma**. Motion carried 5 - 0.

Motion by **Krcma** to approve the site plan resolution contingent on staff working with the public works department regarding installation of terrace trees, 2nd by **Bartlett**. Motion carried 5 - 0.

7. Discuss letter from Attorney Matt Dregne regarding recent Wisconsin law changes which affect conditional use applications and substandard lot regulations.
Scheel gave an overview of Attorney Dregne's letter.

Bartlett questioned if there are any known non-conforming lots. Scheel stated there are none that he can think of that would be an issue.

Engelberger stated this is another example of the State taking away local control which may spark litigation.

8. Future agenda items.
Norse View Heights urban service area amendment and code changes related to Landmark's Commission review of downtown design overlay zoning district regulations.

9. Adjournment
Motion by **Engelberger** to adjourn at 6:35 pm, 2nd by **Krcma**. Motion carried 5 – 0.

Respectfully Submitted,

Michael Stacey

Tree Commission Meeting Minutes
Thursday, November 30, 2017 at 4:30 PM
Ed Overland Room, City Hall, 381 E Main St, Stoughton

Members Present: Kevin Short, Mike Point, Dean Tangeman, Sid Boersma and Mitch Bergeson

Absent & Excused: Nick Yuknis and Bob Kardasz

Guest:

Staff: Director of Public Works Brett Hebert, City Forester John Kemppainen and Street Department Secretary Vickie Erdahl

Call to order: Meeting called to order @ 4:30 PM

1) **Communications:**

Hebert stated:

- Request for bids were sent out for tree trimming. *Kemppainen* divided the city into five zones with the south west zone being the starting point. The trimming will start in 2018. Some of 2017 funds will be rolled over. *Kemppainen* would like the city to be on a five year cycle plan. When bids are returned, they will need to go to Finance and then to Council for approval.
- The new forester's truck has been ordered. It is a one ton F550 w/box and is expected to arrive in the spring of 2018
- The city acquired an additional 55 acres off Cty.Trk A by the property that the new facility will be built on. The hope is to be able to have the wood chips and wood stored on site by 2019.

Kemppainen stated:

- A homeowner brought to his attention that the city had a tree tribute program. After some searching he found the brochure. This brochure is very out dated and needs to be reviewed. **Placed on January agenda**.

Point stated:

- The Senior Center was approached by the Youth Center requesting sawdust & chips to make fire compressed fire logs – does anyone know where they could get these materials?

2) **Forestry Reports:** *Kemppainen* spoke with Asleson's and they stated they haven't sold any wood. *Kemppainen* stated that he will be a speaker in February at the WI Arborist Association convention in Green Bay. His topic is Urban Wood.

3) **Update on Chapter 66 & Ord 10-2 (d) Terrace Trees:** *Hebert* shared a memo he received from the City Attorney which stated that in Ordinance 10-2 (d) where it states that an owner of a current developed lot, if expanding, to plant a tree violates the 5th amendment. This language will be removed from the ordinance and the requirement would only be for undeveloped properties. Chapter 66 would remain the same as it strictly pertains to new developments.

Motion by Boersma, seconded by Short to approve the changes to Ordinance 10-2 as written and recommend to the Public Works Committee to adhere to City Attorney Dregnes' recommendation. Motion carried 5-0.

4) **Discuss and Recommend changes to the Stoughton Municipal Zoning Ordinance: Appendix B:** *Short,* after reviewing/comparing the city tree inventory, broke down the list of trees with point values from the zoning ordinance into three parts – foundation, parking lots and frontage trees divided by size and deciduous trees. Higher points would be assigned to trees that are deemed to be "more desirable" and diversify the forest as the city already has too many trees of certain species in case a disease strikes -- such as the emerald ash borer.

The Tree Commission would like certain invasive/nuisance species of trees to be removed from the current list as well as some others added. More discussion is needed and the committee is reviewing the lists and categories that *Short* suggested.

Hebert suggested that Planning Director Rodney Scheel be invited to the January meeting to explain how his department utilizes the list.

5) **Review and Recommendations for Private Property Tree Planting Consent Form:** ***Has been completed.***

6) **Approval of minutes from September 14, 2017 Meeting**: **Motion by Boersma seconded by Tangeman to approve the minutes. Carried 5-0.**

7) **Wood/Board Sales – Inventory & Tracking:** The current calculation for board feet that we have is around 1000 board feet out at the Racetrack barn. *Hebert* suggested having a wood auction and that we need to keep better track of the materials we have. Other suggestions mentioned: 1) offer wood to the public, 2) sell on-line – Wisconsin Surplus, 3) Craig's List, 4) ask Stoughton Lumber and have a structured sale to the public at the new facility. Will be discussed further at the next meeting.

8) **Future Agenda Items:** Stoughton Municipal Zoning Ordinance, wood sales, Tree Tribute Program

Motion by Boersma, seconded by Tangeman to adjourn the meeting at 6:00 p.m. Respectfully submitted 12/6/17, Vickie Erdahl - Staff

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, October 16, 2017 – 5:00 p.m.
Stoughton, WI

Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Pat O'Connor, Mayor Donna Olson, Citizen Member Alan Staats

Excused: Alderperson Michael Engelberger, Citizen Member John Kallas

Absent: None

Others Present: Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E.,

Call to Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities Director Robert Kardasz, Stoughton Utilities Finance Manage Jamin Friedl, CPA, and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Pat O'Connor, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the September 25, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities August 2017 Financial Summary, Stoughton Utilities August 2017 Statistical Information, Stoughton Utilities September 2017 Activities Report, Utilities Committee Annual Calendar, and Communications. The motion carried unanimously 5 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities Director Robert Kardasz presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor
- Proposed Position Description for the Utilities Operations Specialist
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee August 17, 2017 Meeting Minutes
- Stoughton Utilities July 2017 Financial Summary
- Stoughton Utilities July 2017 Statistical Report

Stoughton Utilities Director Robert Kardasz presented and discussed the following items from the Stoughton Utilities Committee that were approved by the Stoughton Committee of the Whole:

- Proposed Stoughton Utilities 2018 budget and five year (2018-2022) Capital Improvement Plan (CIP)

Stoughton Utilities personnel status: Stoughton Utilities Director Robert Kardasz presented and discussed the recent hires of Jesse D. Mowery and Mark A. Bakken into vacant positions in the Electric and Wastewater System Divisions. Discussion followed.

Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit: Stoughton Utilities Director Robert Kardasz presented and discussed the draft permit. Discussion followed.

Round-Up program eligibility: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the current Round-Up Program eligibility requirements. An email from Alderperson Michael Engelberger was distributed to members that included a recommended change to program eligibility. Mayor Donna Olson stated that she did not feel a change to program eligibility should be made. Discussion followed. Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member David Erdman, to reaffirm the current qualifying criteria for applicants of Round-Up program funding. The motion carried unanimously 5 to 0.

Scheduling of the Utilities Committee meetings in November and December: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops explained that there currently is no business scheduled for the November or December Utilities Committee meetings, and the meetings shall be cancelled unless urgent new business requires a meeting. Discussion followed.

Utilities Committee future agenda items: None.

Tour of the Stoughton Utilities Wastewater Treatment Facility: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops invited the committee members to participate in a tour of the wastewater treatment facility immediately following the meeting. Discussion followed.

Adjournment: Motion by Citizen Member Alan Staats, the motion seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:30 p.m. The motion carried unanimously 5 to 0.

Alderperson Matt Bartlett joined Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops for a tour of the wastewater treatment facility.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director