



Council Orientation 2012

The City Of Stoughton Mission Statement

"The City of Stoughton is dedicated to providing quality services in a fiscally responsible manner necessary to maintain a comfortable, safe and healthy community. We will be friendly, open-minded and professional."

Stoughton City Council

Aldersperson Primer on Committee Work

Congratulations on your election to the Stoughton City Council. You are a member of a select group of individuals who have chosen to accept city governance responsibilities. Beyond your participation at bi-monthly City Council meetings, alders are assigned to one or more Standing Committees and possibly other boards or commissions.

Every department in the city has a corresponding governing group, known as its Standing Committee. Alders who serve on Standing Committees research, study, and discuss the myriad of issues that confront city departments. Based on a committee's investigations, it makes recommendations to the City Council. Alders on Standing Committees also work with department heads on budgetary and CIP issues.

Alder Committee Participation/Expectations

Committee appointments are made by the mayor and approved by the City Council. Alders should know their assigned committees by the installation meeting in early April. A newly elected alder should schedule an initial walking tour of all city departments with the City Clerk immediately following the installation meeting. This tour should occur within two weeks of the installation meeting. During this initial tour, the new alder will visit each city department and meet all department heads and available staff.

Alders need a detailed understanding of departmental duties and responsibilities to be effective on the standing committee(s) on which they serve. It is expected that all alders will establish a follow up meeting with the respective department head(s) for further edification. Returning alders should schedule their follow up meeting(s) within two weeks of the installation meeting. New alders should schedule their follow up meeting(s) within two weeks of their initial walking tour.

The First Committee Meeting

To prepare for the first committee meeting, alders should review the *Local Government Handbook*. In addition to discussing regular business, the following occurs during the first meeting of a committee:

1. Elect committee chair and vice chair.
2. Discuss questions resulting from the review of the *Local Government Handbook*.
3. Review departmental short term and long term plans.
4. Review specific departmental policies that may affect the relationship between committee and department members.

Responsibilities of the Committee Chair & Vice Chair

The ability of city departments to successfully execute their duties is highly dependent on the committee chair doing his/her job diligently.

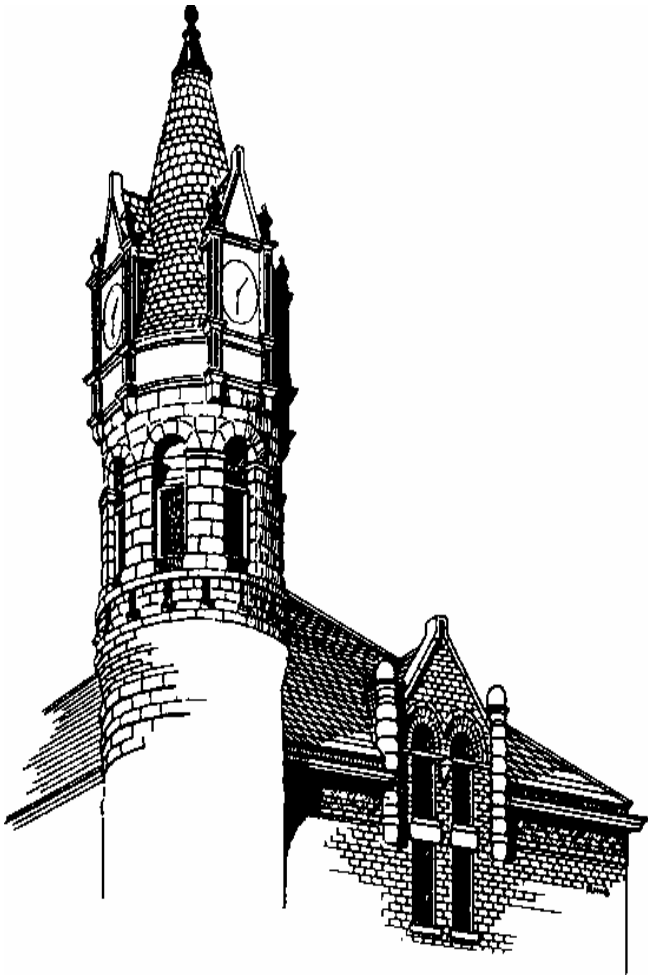
The responsibilities of a committee chair include the following:

- Establish monthly meeting agendas with the department head or appropriate staff member.
- Review any agenda suggestions from the public, the mayor, or any alder and place said items on the appropriate agendas. All requests for agenda items must be satisfied within two months of receipt. If an item is not appropriate for the committee, a written explanation should be provided.
- If an item is not appropriate for one committee but may be appropriate for another, the chair is responsible for forwarding the item to the chair of the correct committee expeditiously.
- Study all available information on noticed agenda items in preparation for the meeting.
- Call all meetings to order.
- Run the meeting in a timely, orderly fashion.
- Lead the discussion on noticed agenda items only.
- Recognize people interested in speaking.
- Impose time limits (if any) on citizens wishing to speak.
- Act as parliamentarian.
- Follow up on delegated work to ensure timely completion.

Through his/her leadership, the chair of a committee determines the quality of work achieved by the committee and its department. The chair is expected to commit all the time necessary to ensure the committee successfully completes its assigned duties. To find out more about committee structure and procedures, please refer to the Council Policies and Procedures document Section 2-66 through 2-69 (adopted 9-13-2011).

This will be
revised for
2012-2013

2011 – 2012



City Of Stoughton Directory

Revised: 09/26/2011

Mayor and Alderpersons

<u>NAME & ADDRESS</u>	<u>PHONE</u>	<u>E-MAIL</u>	<u>ALDERMANIC DISTRICT / TERM ENDING</u>
<u>MAYOR</u>			
OLSON, DONNA 820 Pleasant View Dr.	Home 873-9127 Work 873-6459	DOlson@ci.stoughton.wi.us	2014
<u>ALDERPERSONS</u>			
CHENOWETH, CARL 409 Garfield St.	Home 873-5015 Cell 444-9893	CChenoweth@ci.stoughton.wi.us	DISTRICT 3 2013
CHRISTIANSON, RON 401 Fourth St.	Home 444-7022	RChristianson@ci.stoughton.wi.us	DISTRICT 2 2013
JENSON, GREG 724 Berry St.	Home 873-9567 Cell 206-3170	GJenson@ci.stoughton.wi.us	DISTRICT 3 2014
LAWRENCE, PAUL 305 S. Page St.	Work 205-3233 Cell 516-2392	PLawrence@ci.stoughton.wi.us (MAIL TO: PO Box 516)	DISTRICT 2 2014
McKICHAN, DAVE 1324 Vernon St	Home 873-4531	DMcKichan@ci.stoughton.wi.us	DISTRICT 2 2012
HOHOL, ERIC 1716 Roby Road	Home 873-0930	EHohol@ci.stoughton.wi.us	DISTRICT 4 2012
OLSTAD, ERIC 618 Nottingham Rd.	Home 877-5846 Cell 219-0942	EOlstad@ci.stoughton.wi.us	DISTRICT 4 2013
PETERSON, LARRY 1409 Kings Lynn Rd. 2014	Home 877-0738 Cell 658-5074	LPeterson@ci.stoughton.wi.us	DISTRICT 4
SCOVOTTI, ROSS 819 Berry St.	Home 873-6268	RScovotti@ci.stoughton.wi.us	DISTRICT 3 2012
SWADLEY, TIM DISTRICT 1 1617 N Page St.	Home 873-1790 Work 235-0824	TSwadley@ci.stoughton.wi.us	2014
SWANGSTU, ELVIN (SONNY) 701 Bickley Ct.	Home 873-9428	SSwangstu@ci.stoughton.wi.us	DISTRICT 1 2013
TONE, STEVE 105 W Wilson St.	Cell 205-8663	STone@ci.stoughton.wi.us	DISTRICT 1 2012

DEPARTMENT HEADS -- CITY SERVICES

NAME / POSITION

PHONE/FAX/HOME PHONE/E-MAIL

Building Inspection (Steve Kittelson)
381 E. Main St.

873-7626 (Office) / 577-1893 (Cell)
skittelson@ci.stoughton.wi.us

CITY CLERK / PERSONNEL DIRECTOR
Vacant
381 E. Main St.

873-6692(Office) / (Home)
873-5519 (Fax) / (Cell)
ci.stoughton.wi.us

EMS DIRECTOR
Cathy Rigdon
516 S. Fourth St.

873-6500 (EMS Garage) / 873-5818 (Home)
873-0771 (Fax) / 712-5312 (Cell)
CRigdon@ci.stoughton.wi.us

FINANCE DIRECTOR / TREASURER
Laurie Sullivan
381 E. Main St.

873-6691 (Office) / 209-4043 (cell)
873-5519 (Fax)
LSullivan@ci.stoughton.wi.us

FIRE CHIEF
Marty Lamers
401 E. Main St.

873-7218 (Fire Station) / 209-7752 (cell)
873-5519(fax) / 873-5854 (Home)
MLamers@ci.stoughton.wi.us

LIBRARY DIRECTOR
Richard MacDonald
304 S. Fourth Street

873-6281 (Library)
873-0108 (Fax)
rmacdonald@scls.lib.wi.us

MEDIA SERVICES DIRECTOR
Bill Brehm
321 S. Fourth Street

873-7523 (Office) / 646-0433 (Direct Line)
873-5519 (Fax) / 209-3859 (Cell)
BBrehm@ci.stoughton.wi.us

OPERA HOUSE DIRECTOR
Bill Brehm
381 E. Main Street

646-0433 (Office) / 877-4400 (Box Office)
873-0875 (Fax) / 209-3859 (Cell)
BBrehm@ci.stoughton.wi.us

PARKS AND RECREATION DIRECTOR
Tom Lynch
381 E. Main Street

873-6746 (Office) / 873-6550 (Home)
873-5519 (Fax) / 209-7760 (Cell)
TLynch@ci.stoughton.wi.us

PLANNING DIRECTOR
Rodney Scheel
381 E. Main St.

873-6619 (Office) / 873-0811 (Home)
873-5519 (Fax) / 577-1891 (Cell)
rjscheel@ci.stoughton.wi.us

POLICE CHIEF
Greg Leck
321 S. Fourth Street

873-3374 (Office)
873-0286 (Fax)
gleck@ci.stoughton.wi.us

SENIOR CENTER DIRECTOR**Cindy McGlynn**

248 W. Main Street

873-8585 (Senior Center) / 877-0540 (Home)

873-8162 (Fax) / 209-6227 (Cell)

CMcglynn@ci.stoughton.wi.us**STREET SUPERINTENDENT****Karl Manthe**

515 S. Fourth Street

873-6303 (Street Garage) / 873-0963 (Home)

877-8387 (Fax) / 577-1897 (Cell)

KManthe@ci.stoughton.wi.us**UTILITIES DIRECTOR****Robert Kardasz**

600 S. Fourth Street

873-3379 EXT. 123 (Office) / 873-6196 (Home)

873-4878 (Fax) / 209-7807 (Cell)

rkardasz@stoughtonutilities.com**Youth Center****Tom Lynch**

518 S. Fourth Street

646-0470 (Youth Center)

873-6746 (Office) / 873-6550 (Home)

873-0875 (Fax) / 209-6670 (Cell)

TLynch@ci.stoughton.wi.us**ASSESSOR****ACCURATE APPRAISAL**

P.O. Box 415 Menasha, WI 54952

1-800-770-3927 (Office)

CITY ATTORNEY**MATT DREGNE**

Stafford Rosenbaum LLP

222 West Washington Ave.

Madison WI 53707-1784

608-259-2618

mdregne@staffordlaw.com**COUNTY SUPERVISORS****DIST. # 35: DENISE DURANCZYK**

324 Sherman St. Stoughton WI 53589

873-8302 (Home)

MUNICIPAL JUDGE**JONATHAN M. HAJNY**

1401 Moline St.

Stoughton WI 53589

873-8473 (Home)

DIST. # 36: CYNDA SOLBERG

3703 County Hwy N, Cottage Grove WI 53527

839-9583 (Home)

APRIL 2011 – 2012

MAYOR'S APPOINTMENTS TO CITY COUNCIL STANDING COMMITTEES

(Note: The number in front of the alderperson's name is the district they serve)

PUBLIC WORKS

1. Steve Tone
2. Dave McKichan-Chair
3. Ross Scovotti-Vice Chair
4. Eric Olstad

Staff: Karl Manthe, Street Superintendent

Staff: Vickie Erdahl, Street Dept. Admin. Asst.

PERSONNEL

1. Sonny Swangstu
2. Paul Lawrence-Vice Chair
3. Greg Jenson-Chair
4. Larry Peterson

Staff: Vacant, City Clerk

COMMUNITY AFFAIRS / COUNCIL POLICY

1. Tim Swadley
2. Paul Lawrence
3. Ross Scovotti-Chair
4. Eric Olstad-Vice Chair

Staff: Vacant, City Clerk

Staff: Pili Hougan, Deputy Clerk

PUBLIC SAFETY

1. Steve Tone
2. Ron Christianson-Chair
3. Carl Chenoweth
4. Larry Peterson-Vice Chair

Staff: Greg Leck, Police Chief

Staff: Pili Hougan, Deputy Clerk

FINANCE

1. Tim Swadley-Vice Chair
2. Paul Lawrence- Chair
3. Carl Chenoweth
4. Eric Hohol

Staff: Laurie Sullivan, Finance Director

PARKS AND REC. COMMITTEE

1. Sonny Swangstu-Vice Chair
2. Dave McKichan
3. Greg Jensen
4. Eric Olstad - Chair

Staff: Tom Lynch, Parks & Rec. Director

2011 – 2012

CITY OF STOUGHTON

BOARDS / COMMISSIONS / COMMITTEES

(Note: The following Boards, Commissions or Committees are established by State Statute or City Ordinance)

BOARD OF APPEALS

01. Russ Horton, 100 S. Monroe St.	877-4732	3 yr, 2013
02. David Erdman, Chair, 436 Seamonson Circle	873-7229	3 yr, 2012
03. Robert Busch, 717 Bickley Ct.	873-5428	3 yr, 2014
04. Kristin Ott, Vice-Chair, 409 Greig Tr.	873-8942	3 yr, 2014
05. Al Wollenzien, 809 Hoel Ave.	873-9556	3 yr, 2012
06. Bob Barnett, (Alternate 1), 1225 Lincoln Ave.	873-5527	3 yr, 2013
07. Gilbert Lee (Alternate 2), 621 Clyde St.	445-1222	3 yr, 2013
Staff: Michael Stacey, Assistant Planner / Zoning Technician	646-0421	

BOARD OF REVIEW

01. Sonny Swangstu, 701 Bickley Ct. (Council Rep.)	873-9428	1 yr, 2012
02. Dave McKichan, 1324 Vernon St. (Council Rep.)	873-4531	1 yr, 2012
03. Carl Chenoweth, 409 Garfield St. (Council Rep.)	873-5015	1 yr, 2012
04. Larry Peterson, 1409 Kings Lynn Rd. (Council Rep.)	873-0738	1 yr, 2012
05. Paul Lawrence, 305 S Page St. (Alternate Council Rep.)	516-2392	1 yr, 2012
06. Donna Olson, Mayor		1 yr, 2012
Staff: Vacant, City Clerk	873-6692	

BUSINESS PARK NORTH COMMITTEE

01. Mike Sasse, 1517 Felland St.	873-8357	1 yr, 2012
02. Randy McLaury, Vice-Chair, Chamber Rep., 2757 Esquire Dr.	873-8332	1 yr, 2011
03. Keith Comstock, Chair, 900 Eisenhower Road	877-1115	1 yr, 2012
04. Dave Phillips, Executive Director, Stoughton Chamber of Commerce	873-7912	1 yr, 2012
05. Ross Scovotti, 819 Berry St. (Council Rep.)	873-6268	1 yr, 2012
06. Carl Chenoweth 409 Garfield St., (Council Rep.)	873-5015	1 yr, 2012
07. Laurie Sullivan, Finance Director	873-6691	
08. Rodney Scheel, Planning Director	873-6619	

CABLE TV COMMISSION

01. Greg Jensen, Chair, Council Member, 724 Berry St.	873-9567	1 yr, 2012
02. Bill Mansfield, Vice-Chair, 1509 Oak Opening Dr.	873-6961	3 yr, 2013
03. David Sharpe, 316 Amundson Pkwy.	877-8724	1 yr, 2012
04. Henry Verden, 224 N. Harrison St.	877-1393	3 yr, 2012
05. VACANT		
Consultant: Tim Vowell, Charter Comm. 2701 Daniels St. Madison WI 53718-6792	288-6823	
Staff: Bill Brehm, Media Services Director	873-7523	

CARPC

01. Eric Hohol, 1716 Roby Rd.	873-0930
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CEMETERY BOARD

01. Paul Olson, P.O. Box 141	873-9244	3 yr, 2012
02. Dianne Anderson, 1133 Virgin Lake Rd.	873-4606	3 yr, 2013
03. Oscar Forton, 1310 Severson Dr.	873-6277	3 yr, 2014
04. VACANT		1 yr, 2012
Staff: Laurie Sullivan, Finance Director	873-6691	
Staff: Karl Manthe, Street Superintendent	873-6684	
Staff: Vickie Erdahl, Street Department Administrative Assistant	873-6303	

COMMISSION ON AGING

01. Charlotte Snow, 1735 Severson Dr.	205-1281	3 yr, 2012
02. Betty Thompson, Rutland Rep. 4293 State Rd. 138, Oregon 53575	835-5145	3 yr, 2013
03. Kelli Krcma, 621 Kriedaman Dr.	877-0070	3 yr, 2012
04. Kay Davis, 1021 Riverview Dr.	873-4886	3 yr, 2014
05. Don Mix, 1718 W. Main St.	873-3637	3 yr, 2014
06. Mary Onsager, School Rep. 1096 Taylor Lane	873-3999	3 yr, 2012
07. Jeanne Schwass-Long, Dunkirk Rep. 3065 Sams Miles Rd.	873-9227	3 yr, 2012
08. Carol Heidenway, Dunn Rep. 2142 Sand Hill Rd., Oregon, 53575	835-5472	3 yr, 2012
09. David Bacon, Pleasant Springs Rep., 2552 Penny Lane	877-9777	3 yr, 2012
10. Open Seat, Albion Rep	xxx-xxxx	3 yr, 2012
11. Edna Cloutier, 1363 Vennevoll Dr.	873-3809	3 yr, 2013
12. VACANT		1 yr, 2012
Staff: Cindy McGlynn, Senior Center Director	873-0165	

COMMITTEE OF THE WHOLE

(Comprised of Council Members)

ECONOMIC DEVELOPMENT COMMITTEE

01. Dan Matson, 708 E. Main St.	205-9692
02. Randy McLaury, Stoughton Chamber of Commerce President	873-8232
03. Liz Menzer, School Board President.	
04. Dan Kittleson, 356 Stoney Ridge Tr.	877-9180
05. Tim Carter, (Council President), 1648 Roby Rd.	877-2641
06. Dan McGlynn, 1408 Matthew Way	877-0540
07. Donna Olson, Mayor	
Staff: Laurie Sullivan, Finance Director	873-6691
Staff: David Phillips, Chamber Executive Director	873-7912

ELECTRICAL EXAMINING BOARD

01. James Oler, Electrical Contractor, 4056 Lally Rd., Oregon 53575	873-8745	1 yr, 2012
02. Bruce Goplen, Journeyman, 1277 Hwy A, Edgerton 53534	873-6532	1 yr, 2012
03. Mark Cook, Electrician, 2142 Utica Rd., Cambridge 53523	423-7091	1 yr, 2012
04. Dave McKichan, (Council Rep.), 1324 Vernon St.	873-4531	1 yr, 2012
Staff: Steve Kittelson, Electrical Inspector, Secretary	873-7626	
Staff: Marty Lamers, Fire Chief	873-7218	

ETHICS BOARD

01. Odean Teigan, 101 Isham St.	873-7518	3 yr, 2014
02. Yolanda Staats, 709 Paradise Dr.	873-6604	3 yr, 2013
03. Steve Grady, 100 E. Broadway St.	873-7946	3 yr, 2012
04. Robert Kardasz, Utilities Director	873-6196	1 yr, 2012
05. Sonny Swangstu, (Council Rep.) 701 Bickley Ct.,	873-9428	1 yr, 2012
Staff: Vacant, City Clerk	873-6692	
Staff: Matt Dregne, City Attorney	884-3391	

FIREMAN'S PENSION BOARD

01. Dick Kittleson, 2 nd Asst. Fire Chief, 824 Johnson St.	873-6433	1 yr, 2012
02. Bob Bradley, Member Rep., 959 Gilrust Ave.	873-5948	1 yr, 2012
03. Jerry King, Member Rep., 889 Cty.Trk. N	873-7135	1 yr, 2012
04. Donna Olson, Mayor	873-6459	
05. Laurie Sullivan, Finance Director		
Staff: Marty Lamers, Fire Chief, Staff Rep.	873-7218	

HALL OF FAME COMMITTEE

01. Oscar Forton, 1310 Severson Dr.	873-6277	1 yr, 2012
02. Barb Furseth, 1224 Lincoln Ave.	873-7184	1 yr, 2012
03. Ruby Hauge, 1201 Moline St.	873-6302	1 yr, 2012
04. Paul Selbo, 3604 Tura Rd. McFarland 53558	873-3152	1 yr, 2012
05. Douglas Pfundheller, 3354 Quam Dr.	873-3611	1 yr, 2012
06. Cindy McGlynn, Senior Center Director	873-8585	
07. Cathy Rigdon, EMS Director	873-6500	
08. Donna Olson, Mayor	873-6459	

HOUSING AUTHORITY

01. Bob McGeever, 309 W. Randolph St.	873-4529	5 yr, 2013
02. Michael Engelberger, 1011 Summit Ave. # 10	444-5990	5 yr, 2014
03. Helen Johnson, 629 Kriedeman Dr.	873-7521	5 yr, 2016
04. Shirley Nygaard, 707 Kensington Sq.	873-7659	5 yr, 2013
05. Dave Kalland, 901 Hwy 51	873-8005	5 yr, 2015

LANDMARKS COMMISSION

01. Alan Hedstrom, Chair, 1300 Schefelker Lane W. # 890-1009	873-1583	3 yr, 2014
02.		3 yr, 2014
03. Kathleen Kelly, 909 Summit Ave.	205-2218	3 yr, 2013
04. Elizabeth Boone, Vice-Chair, 415 W Washington St.	873-5223	3 yr, 2014
05. Peggy Veregin, Treasurer, 225 N. Monroe St.	847-323-1622	3 yr, 2013
06. Tom Majewski, 516 S. Madison St.	877-0832	3 yr, 2012
07.		
08. Debbie Harris, Secretary, 148 E. Prospect St.	(850) 445-1129	3 yr, 2012
09 Tim Swadley, (Council Rep.), 1617 N Page St.	205-8663	1 yr, 2012
Staff: Mike Stacey, Assistant Planner / Zoning Technician	646-0421	

LIBRARY BOARD

01. George Craig, (President), 825 King Street	877-0908	3 yr, 2013
02. Bill Cress, 1717 Barberry Rd.	873-8006	3 yr, 2012
03. Kathleen Kelly, 909 Summit Ave.	205-2218	3 yr, 2014
04. Denise Duranczyk, 324 Sherman St.	873-9588	3 yr, 2012
05. Tricia Suess, (Vice- President) 316 Pine St.	438-9472	3 yr, 2012
06. Linda Schaefer, 405 N. Page St.	873-1967	3 yr, 2013
07. Elva Tyson, 1614 Spring Rd. (County Rep.),	873-1106	3 yr, 2014
08. Erlene Killeen, (School Rep.), 320 North St.	877-5000	1 yr, 2012
09. Carl Chenoweth, (Council Rep.), 409 Garfield St.	873-5015	1 yr, 2012

Staff: Richard MacDonald, Library Director

873-6281

OPERA HOUSE BOARD

01. Mary-Carel Verden, 224 N. Monroe St.	877-1393	3 yr, 2013
02. Sonny Swangstu, (Council Rep.) 701 Bickley Ct.	873-9428	1 yr, 2012
03.		3 yr, 2013
04.		
05. Amy McFarland, 2677 Rolling View Rd.	877-0207	3 yr, 2012
06. John Beutel, P.O. Box 14	873-9420	3 yr, 2014
07. Bob Degroot, 800 Roosevelt Rd	873-3556	3 yr, 2013
Staff: Bill Brehm, Media Services Director / Opera House Director	873-7523	

PLANNING COMMISSION

01. Donna Olson, Mayor, Chair	873-6459	
02. Eric Hohol, (Council Rep.), Vice-Chair, 1716 Roby Rd	873-0930	1 yr, 2012
03. Todd Krcma, 621 Kriedeman Dr.	877-0070	3 yr, 2013
04. Scott Truehl, 916 Devonshire Ct.	873-8817	3 yr, 2014
05. Rollie Odland, (Citizen Rep.), 724 Roby Rd.	873-7396	3 yr, 2012
06. Dave McKichan (Council Rep.), 1324 Vernon St	873-4531	1 yr, 2012
07. Ron Christianson, (Council Rep.), 401 S. Fourth St.	873-0797	1 yr, 2012
Staff: Rodney Scheel, Planning Director	873-6619	
Staff: Mike Stacey, Assistant Planner / Zoning Technician	646-0421	

POLICE AND FIRE COMMISSION

01. Pat O'Connor, 1612 Erin Hill	877-0811	5 yr, 2015
02. Dan Kittleson, 356 Stoney Ridge Tr.	877-9180	5 yr, 2016
03. Karen Benson, 3053 Course View Dr.	873-5047	5 yr, 2012
04. Peter Sveum, P.O. Box 516	873-7731	5 yr, 2013
05. Bob Barnett, 1225 Lincoln Ave.	873-5527	5 yr, 2014

REDEVELOPMENT AUTHORITY (Note: The Façade Improvement Committee will currently serve as a subcommittee of this committee)

01. Dan Kittleson, 356 Stoney Ridge Tr.	877-9180	4 yr, 2015
02. Steve Sletten, 1305 Furseth Rd.	877-0212	5 yr, 2014
03. Peter Sveum, P.O. Box 516	873-7731	5 yr, 2013
04. Jim Schaefer, Vice-Chair, Vandewalle & Associates	255-3988	5 yr, 2015
05. Scott Truehl, Chair, 916 Devonshire Ct.	873-8817	5 yr, 2012
06. Ron Christianson, (Council Rep.) 401 S. Fourth St.	873-0797	1 yr, 2012
07. Carl Chenoweth, (Council Rep.) 409 Garfield St.	873-5015	1 yr, 2012
08. Brad Crowley (Alternate), 616 Larvik Lane	877-4045	3 yr, 2013
Staff: Laurie Sullivan, Finance Director		

FAÇADE IMPROVEMENT COMMITTEE

01. Dan Hanson, Radio Shack, 2380 Jackson St.	877-9548
02. Dick Entwistle, 1110 Sundt Lane	873-3539
03. Rodney Scheel, Planning Director	873-6619
Staff: Laurie Sullivan, Finance Director	873-6691

RIVER AND TRAILS TASK FORCE (Note: This committee will be considering staggering terms)

01. Nancy Hagen, Chair, 3505 Halvorson Dr.	873-1943	1 yr, 2012
02. Jon Lewis, Vice-Chair, 1124 E. Main St.	873-5268	1 yr, 2012
03. Jim Wilcox, 2970 Tracy Lane Work # 222-5100	873-8831	1 yr, 2012
04. Sandra Black, 341 W. McKinley St.	873-6288	1 yr, 2012
05. Jeffery (Cori) Schlegel, 407 W Jefferson St.	205-9786	1 yr, 2012
06. Tom Majewski, 516 S. Madison St.	877-0832	1 yr, 2012
07. Joni Dean, 2738 Rolling View Dr.	873-1875	1 yr, 2012
08. Bob Diebel, 316 Grant St.	873-7910	1 yr, 2012
09. David Sharpe, 316 Amundson Pkwy.	877-8724	1 yr, 2012
10. Larry Liebmann, 116 E. Milwaukee St.	873-4549	1 yr, 2012
11. Greg Jensen, (Council Rep.) 724 Berry St.,	873-9567	1 yr, 2012
Staff: Tom Lynch, Parks and Recreation Director	846-0432	

SAFETY AND HEALTH COMMITTEE

01. Karl Manthe, Street Department Superintendent	873-6303
02. Robert Kardasz, Utilities Director	873-3379
03. Scott Wagner, Fire Department	873-7218
04. Greg Leck, Police Chief	
05. Sean Brusegar, Parks and Recreation Department	873-6303
06. Norm Brekken, Planning and Zoning Department	873-7626
07. John McLain, Utilities	873-0388
08. Ryan Dalsoren, Street Department	873-6303
09. Lisa Hanson, Senior Center	873-8585
10. Bob Bradley, Fire Department	873-7218

TECHNICAL ADVISORY COMMITTEE

01. Donna Olson, Mayor	873-6459
02. Karl Manthe, Street Department Superintendent	873-6303
03. Tom Lynch, Parks and Recreation Director	873-6746
04. Sean Grady, Utilities Operations Superintendent	873-3379
05. Scott Grady, Utilities Engineering Technician	873-3379
06. Robert Kardasz, Utilities Director	873-3379
07. Rodney Scheel, Planning Director	873-6619
08. Martin Lamers, Fire Chief	873-7218

TREE COMMISSION

01. Todd Fossum, 1725 N Page St.	873-6287	3 yr, 2013
02. Dean Tangeman, Chair, 100 S. Prairie St.	877-0944	3 yr, 2014
03. Joshua LaPointe, 208 Randolph St.	205-9610	3 yr, 2013
04. Darren Marsh, 833 Bergen Ct.	873-6349	3 yr, 2013
05. Kevin Short, Vice-Chair, Citizen Rep., 316 W Jefferson St.	692-3536	3 yr, 2014
06. Jay Schotzko, Citizen Rep., 2698 Cty. Trk. B	516-9101	3 yr, 2014
07. Randy Nelson, 1029 Cty Rd. A, Edgerton 53534	873-6303	3 yr, 2012
08. Craig Wood, Electric Systems Supervisor	873-6303	3 yr, 2012
09. Dave McKichan, (Council Rep.) 1324 Vernon St.	873-4531	1 yr, 2012
Staff: Rick Gullickson, Street Department Foreman	873-0446	
Staff: Vickie Erdahl, Street Department Administrative Assistant	873-6303	

UTILITIES COMMITTEE

01. Donna Olson, Mayor	873-6459	1 yr, 2011
02. Eric Hohol, (Council Rep.) 1716 Roby Rd.	873-0930	1 yr, 2011
03. Jon Hajny, 1401 Moline St.	873-8473	3 yr, 2014
04. Angie Halverson, 601 Larvik Lane	873-0807	3 yr, 2012
05. David Erdman, 436 Seamonson Circle	873-7229	3 yr, 2013
06. Greg Jensen, (Council Rep.) 724 Berry St.	873-9567	1 yr, 2012
07. Larry Peterson, (Council Rep.) 1409 Kings Lynn Rd.	877-0738	1 yr, 2012
Staff: Robert Kardasz, Utilities Director	873-3379	

CITY REPRESENTATIVES ON NON-CITY COMMITTEES

MCCI:

Paul Lawrence, (Council Rep.), 305 S Page St.	516-2392	1 yr, 2012
Donna Olson, Mayor	873-6459	

CHAMBER VISITORS SERVICES COMMITTEE:

Tim Swadley, (Council Rep.), 1617 N. Page St.	873-1790	1 yr, 2012
Donna Olson, Mayor	873-6459	

2011 – 2012

COMMUNITY OF STOUGHTON

BOARDS / COMMISSIONS / COMMITTEES

(Note: The following Boards, Commissions or Committees provide a valuable service to the City of Stoughton, but are not established by State Statute or City Ordinance and therefore do not require oversight by the city)

ARTS COUNCIL

01. Bill Howard, 194 W. Main St.	873-5199
02. John Buetel, P.O. Box 14	873-9420
03. Kathryn Jones, 215 N. Prairie St.	873-5189
04. Amy McFarland, 2677 Rolling View Rd.	877-0207
05. Mary Carel Verden, 224 N. Monroe St.	877-1393
06. Dave Phillips, Executive Director, Stoughton Chamber of Commerce	873-7912
07. Norma Standing, 200 Brickson St.	877-1042
08. Lynn Gifford, 1246 Washington Rd.	877-9413

CULTURAL DIVERSITY COMMITTEE

01. Andrew Burke, SHS, 600 Lincoln Ave.	877-5600
02. Nancy Crassweller, River Bluff, 235 N. Forrest St.	877-5500
03. Deena Ferguson, River Bluff, 235 N. Forrest St.	877-5500
04. Pastor Lamarr Gibson, UMC, 525 Lincoln Ave.	873-3273
05. Thao Nuon, 509 Larum Lane	877-4097
06. Trish Gates, River Bluff Principal, 235 N. Forrest St.	877-5500
07. Greg Jenson, 724 Berry St.	877-3883
08. Jim Walker, Cummins Filtration, P.O. Box 428	873-4334
09. Greg Leck, Police Chief	873-3374
10. Pat Conlin, Police Lieutenant	873-3374

FRIENDS OF MANDT PARK

01. Dennis Barkenhagen, 320 North St.	877-5000
02. Ron Christianson, (Council Rep.), 401 Fourth St.	873-0797
03. Sonny Swangstu, (Council Rep.), 701 Bickley Ct.	873-9428
04. Rob White, 3341 Old Stone Rd.	873-3962
05. Scott Gunsolus, 1774 Lunde Circle	205-9769
06. Erica Dial, Visitor Services, Stoughton Chamber of Commerce	873-7912
07. Donna Olson, Mayor	873-6459
08. Sean Brusegar, Parks Maintenance Supervisor	873-6303

09. Scott Truehl, MCCI President, 916 Devonshire Ct.	873-8817
10. Bart Quale, MCCI Manager, 1100 Schefelker Lane	873-0683

HOLIDAY FUND COMMITTEE

01. Chris Nygaard, 1284 Racetrack Rd.	877-4239
02. Scott Wegner, 953 Taylor Lane	209-7753
03.	
04.	
05. Heather Patrinos, 2686 Rolling View Rd.	219-1835
06. Susan Greenler, 1720 Tower Valley Rd.	873-2032
07. Janice Wegner, 953 Taylor Lane	873-5767
08. Bonnie Kiss, 930 Lincoln Ave.	877-9038
09. Amy Lemoine	692-0696

JOINING FORCES FOR FAMILIES COMMITTEE(JF3)

01. Pastor Lamarr Gibson, UMC, 525 Lincoln Ave.	873-3273
02. Donna Tarpinian, 1956 Quam Point Rd.	541-8326
03. Polly Schnese, 701 Christianson Way	873-7001
04. Linda Vernig	
05. Betsy McClimon, Wahlin Foundation, P.O. Box 328	xxx-xxxx
06. Trish Gates, Sandhill School, 1920 Lincoln Ave.	877-5400
07. Nancy Crassweller, River Bluff, 235 N. Forrest St.	877-5500
08. Kurt Schneider, 320 North St.	877-5000
09. David Sharpe, 316 Amundson Pkwy	877-8724
10. Sharon Mason-Boersma, 125 Veterans Rd.	873-5636
11. Ron Chance, 1202 Northport Dr., Madison 53704	xxx-xxxx
12. Rich Pertzborn, River Bluff, 320 North St.	877-5500
13. Cindy Holmes, Dane County Deputy, DCSO SE Precinct, 2354 Cty Hwy N	xxx-xxxx
14. Donna Olson, Mayor	873-6459
15. Cindy McGlynn, Senior Center Director	873-8585
16. Kelly Verheyden, Stoughton Public Library	873-6281

SENIORS IN NEED

01. Evelyn Kahl, 1734 Severson Dr.	873-6852
02. Mary Lou Fendrick, 517 W. South St.	873-9665
03. Polly Schnese, 701 Christianson Way	873-7001
04. Kathleen Ziemba, 4040 Old Stone Rd. Oregon 53575	455-1156
05. Pam Griggs, 1729 N. Van Buren St. (Dane County Social Services)	873-5636
06. Susan Albright, 940 Brookside Circle	873-5041
07. Ted Ormond, 437 Nottingham Rd.	873-3886
08. Cindy McGlynn, Chair , Senior Center Director	873-8585
09. Cathy Rigdon, Vice-Chair , EMS Director	873-6500
10. Donna Olson, Mayor	873-6459

SISTER CITY COMMITTEE

01. Rudy and Janet Silbaugh, 924 Skogdalen Dr.	873-3619
02. Dorothy Wilcox, 1117 Furseth Rd.	873-5052
03. Ann Nelson, 1825 County Club Rd.	873-6077
04. Lisa Nygaard, 409 Oak St.	873-7659
05. Virgil Martinson, 1425 Severson Dr.	873-5308
06. Don and Ruth Marsh, 409 Kings Lynn Rd.	873-6419
07. Oscar and Beverly Forton, 604 Grant St.	873-6277
08. David and Marg Listug, 840 Devonshire Rd.	873-7617
09. Kay Mathison, 1201 Skogdalen Dr.	873-4823

SOME ACRONYMS AND DEFINITIONS:

Amendment-Separate motion to the main motion

Friendly Amendment- Offer a slight change to an original motion

Motion-a proposal to act on an item

Resolution-An act to describe purpose and outcome of an action

Table a Motion-Passage delays further action until a later date

Quorum-Number of members needed to constitute a legal meeting

Roberts Rules-Parliamentary procedures and rules for conducting a meeting

BFO- Budgeting for Outcomes-a budgeting method used to prioritize city services vs. available funds

CARPC- Capitol Area Regional Planning Commission-Appointed body to facilitate land issues

CBGB-Communtiy Development Block Grant-Funds used for housing, economic development, and community service initiatives

CIP-Capitol Improvement Process-Budget for repairs to buildings and streets, typically using borrowed funds

TIF-Tax Incremental financing-Method used to borrow developers using deferred tax payments

Committee of the Whole-Meeting that includes Alders and City staff

Alderpersons

Each Alderperson is elected by the voters of his or her district. The term of office is three (3) years. If an Alderperson moves from their district, they should notify the Mayor by letter of their resignation from the Council. If the resignation is after December 1st, the seat will remain vacant until filled at the next spring election.

As a member of the City Council, the Alderperson's chief responsibility is that of a policy maker, in a way, similar to the board of directors of a private company. In addition to setting policy, the Council approves and oversees the budget and City spending, is involved in community planning, establishing programs and review of those programs, has the responsibility of administrative oversight and lastly, vote on final steps for conflict resolution.

In general, an alderperson should not become involved in the day to day operation of the City departments, but should go through the proper channels if he or she has individual concerns.



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:

Date /Time:

Location:

Members:

COMMUNITY AFFAIRS/COUNCIL POLICY OF THE CITY OF STOUGHTON

Tuesday, January 3, 2012 at 6:00 p.m.

Hall of Fame Room/City Hall (381 E Main St, Stoughton WI 53589)

Ross Scovotti (Chair), Eric Olstad (Vice Chair), Tim Swadley, Paul Lawrence, Mayor Olson (ex-officio)

Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

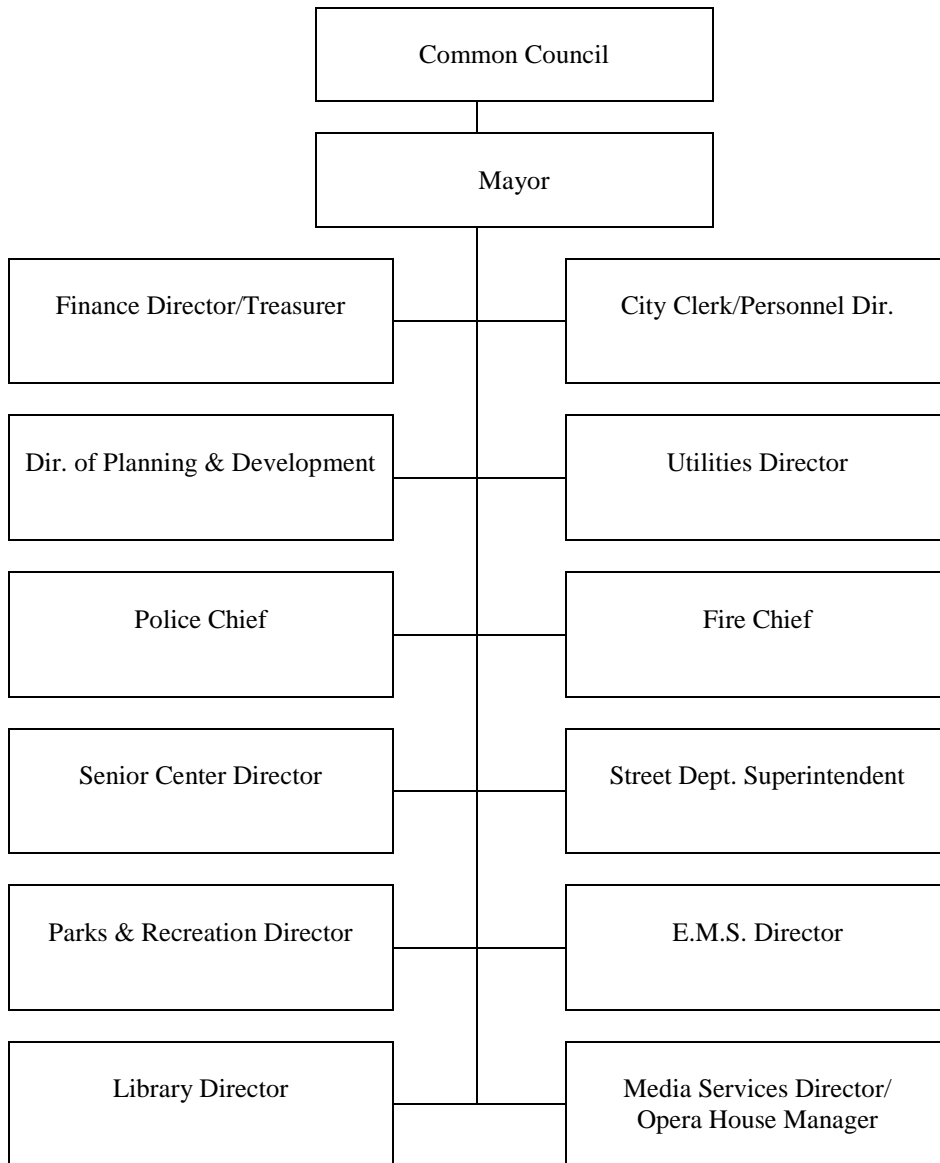
Item #	CALL TO ORDER
1.	Communications : BFO process as viewed by Finance Director.
Item #	OLD BUSINESS
2.	Review draft document(s) regarding Council Orientation manual and guidelines of committee chairs (work session).
3.	Final decision and recommendation regarding a policy on the financial oversight of community based committees.
Item #	NEW BUSINESS
4.	Minutes of the December 6, 2011 CA/CP meeting.
5.	Future agenda items

cc: Mayor Olson, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn, City Council Members, Department Heads, City Attorney, Stoughton Newspapers/Wi State Journal, Deputy Clerk Pili Hougan, Library Administrative Assistant Debbie Myren.

Note-An expanded meeting may constitute a quorum of the Council.

ADJOURNMENT

City of Stoughton



City of Stoughton Government

A. History

The first meeting of the Village Board was held on April 9, 1868. Mr. James Norris was elected President and Frank Allen was appointed Clerk. Stoughton remained a village until February 6, 1882, when the City Charter was adopted. Mr. Jacob Wettleson was elected the first mayor. Since that date the form of city government has been the Mayor-Council type. This is the dominant type of government in Wisconsin and is used in 181 of the 190 cities in the state.

B. Organization of City Government

Stoughton politically is comprised of four (4) aldermanic districts. Three (3) alderpersons are elected from each district and serve a term of three (3) years. The Mayor is elected at large and serves a term of four (4) years. The Mayor's position became full-time in 1944.

C. Common Council Standing Committees and Their Areas of Responsibilities

Each Standing Committee is made up of one alderperson from each aldermanic district. Appointments to these committees are made annually by the Mayor at the organizational meeting of the Council in April. These appointments are subject to confirmation by the Council.

Ethics for a Better Public Official

With the changes taking place in many of the state's committees, it seems fitting to repeat a code of ethics published in a League of Municipalities Newsletter several years ago. It was prepared by Earl Rathe, who died March 25, 1978, while serving as Mayor of New Berlin.

- Don't act as a committee of one. Remember that your only authority lies in your membership on the board or council.
- Don't use your official position for personal gain or to promote your own interests. Disqualify yourself if your board or council is considering a matter in which you have a personal interest.
- Don't let honest differences of opinion degenerate into personality conflicts.
- Visit other communities, particularly those that have the reputation of being well run. If your community is about to undertake a special project, inspect similar projects in other communities.
- Keep the public informed. Issue frequent news releases; accept invitations to speak before local groups.
- Never accept gifts or favors from individuals of firms doing business with your municipality.
- Represent all the people in your community, not just your friends, neighbors or business associates.
- Express your honest convictions, although you are in the minority, but support major decisions.
- Don't be misled by the vocal demands of special interest groups. When in doubt, ask yourself: "Is this in the best interest of the whole community?"
- Remember that there are at least two sides to each question. Listen politely, but reserve making a decision until you have all the facts.
- Don't try to be an expert on all phases of local government. Seek the advice of real experts.
- Cooperate with other public agencies and with all citizen groups working in the best interest of your community.
- Work for and insist that the affairs of your municipality be conducted on a sound businesslike basis.
- Don't be content just "hold office". Use your office to provide the kind of dedicated, creative, forceful leadership that your citizens have a right to expect.

MOTIONS

Types of Motions:		Description / Function	Examples
Main		Lowest ranking	A motion to adopt to get the measure on the floor
Subsidiary		applies to pending motions	A motion that assists in treating or disposing of a main motion. It is always applied to another motion while pending and fits into an order of precedence.
Privileged		a matter of immediate importance and does not relate to pending motions	Takes precedence over the main motion, all subsidiary motions and lower ranking privileged motions. Fix time to adjourn, adjourn, recess, questions of privilege or agenda order
Incidental		stops what is being done and needs a decision before voting on the main motion	Point of Order - Points out that the rules are being violated. Appeal - to disagree with the Chair's ruling. Suspend the Rules - to ignore a particular rule. Division of a Question - to consider separately two separate parts of a question Division of the Assembly - to question the results of a voice vote. Object to the Consideration of a Question - objects to even discussing a motion. Parliamentary Inquiry - asks a question about proper parliamentary facts Request to Withdraw a Motion - Asks for permission to withdraw your motion after it has been stated by the Chair. To withdraw your motion once given requires permission from the assembly.
Reconsider		to bring back a previous action	Take from the Table - takes up a motion that was tabled previously in the same or the previous meeting. Rescind - repeals an action previously taken at the meeting. Amend - changes an action previously taken at the meeting. Reconsider - to consider a question again that was already decided at the same meeting. Member must have voted on the prevailing side. 1st a vote is taken on the motion to reconsider. If passes, the question can be debated and voted on again.
Renewal of a Motion		to bring back a defeated motion	Agenda rules must be followed. A motion must have been disposed of without being adopted at the previous meeting. The question must be substantially difference through a significant change in wording, difference in time or circumstances.

Rules of Debate: The maker of the motion is entitled to speak first.

No one may speak more than twice to the same question on the same day.

No member is entitled to speak a second time before any other member wishes to make a first statement (speak)

Having obtained the floor, a member may speak for ten minutes.

Rights in debate are not transferable. If a speaker yields for a question, the time consumed is charged to the speaker.

A speaker may not speak against the motion he/she has made, but may vote against it.

A 2/3 vote is required to close debate. The chair may not close debate without the consent of the assembly.

Decorum in Debate: Remarks must be confined to the merits of the pending question. A members motives must not be attacked. All remarks must be addressed to or through the Chair. Members may not speak directly to one another. The use of a member or officer's name is to be avoided.

In order of Preference		Second			Motion		Motion		Simple		Subject to		Interruption of the	
		Required?	Amendable?	Debatable?	Majority?	Reconsideration?	Motion Allowed?	Motion Allowed?	Type					
Fix a Time to Adjourn	sets a time to continue business to another day without closes the meeting	Y	Y	N	Y	Y	N	N	Privileged					
Adjourn		Y	N	N	Y	N	N	N	Privileged					
Recess	Takes a short break period in the meeting	Y	Y	N	Y	N	N	N	Privileged					
Questions of Privilege	Questions of comfort or decision - Noise in the Room, Unable to hear speaker, missing handouts, etc.	N	N	N	Chair Rules	N	Y	Privileged						
Agenda Order	"stick to the agenda"	N	N	N	Any 1 Member	N	Y	Privileged						
Table	Sets aside the pending question temporarily while you conduct other agenda business. Discussion stops	Y	N	N	Y	N	N	Subsidiary						
Call for the Question	Closes debate. Discussion stops	Y	N	N	2/3	Y	N	Subsidiary						
Limit or Extend the Limits of Debate	Changes the rules of debate	Y	Y	N	2/3	Y	N	Subsidiary						
Postpone Definitely	Puts off a decision until later in the same meeting or moves it to a time certain at the next meeting.	Y	Y	Y	Y	Y	N	Subsidiary						
Refer	sends a pending question to a small group for further study	Y	Y	Y	Y	Y	N	Subsidiary						
Amend	changes a main motion by inserting or deleting words or a paragraph. (Must be Germane to the resolution)	Y	Y	Y	Y	Y	N	Subsidiary						
Postpone Indefinitely	Rejects a main motion or kills it for the session	Y	N	Y	Y	Y	N	Subsidiary						
Main	Puts the question on the floor for discussion	Y	Y	Y	Y	Y	N	Main						

* You can't make a lower level motion while higher level motions are under consideration. Motions above are ranked in order from high to low.