PERSONNEL COMMITTEE MEETING MINUTES
Monday, November 27, 2017 6:00pm
Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett, Mayor Olson and Director Gillingham
Also in Attendance: Director Tom Lynch, Dan Glynn, Regina Hirsch, Bob McGeever, Greg Jensen, Lisa Reeves, Charles Vervoort, Tricia Suess

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm

2. **Approval of the Minutes** of the November 6, 2017 Personnel Committee meeting minutes.
   Motion to approve Boersma, second by Bartlett, Approved 5-0

3. **Communications**
   Director Gillingham updated the Committee on:
   - **Employee Benefits – Open enrollment**
   - **Posted Open Positions – Apprentice Lineman. Journeyman Lineman, City Clerk**
   - **Assessment of the structure of the Parks & Recreation Department**

4. **Discussion and possible action regarding the Parks & Recreation Director position**
   Director Gillingham read her memo to the Personnel Committee dated 11/21/2017. She stated that she and Mayor Olson had met with the Parks & Recreation Dept. as well as the Public Works Dept. to see if any changes could be made to see if any changes could be made. They did not find a viable option that would change the structure of the Department. Director Gillingham stated her recommendation that Dan Glynn be moved into the vacant position as Director of Parks & Recreation. She informed the Committee of Glynn's education and experience and stated he has years of institutional knowledge. **Bartlett stated he was in favor of this and moved to promote Glynn to the Director position. Boersma second.** Majewski asked if Director Gillingham had reached out to other communities to see how their Parks Departments were structured. She stated that she had indeed done so and gave Majewski the spreadsheet with that information. Majewski suggested splitting the Parks & Recs positions and hiring a Parks Planning Analyst. There was much discussion as whether this was a feasible option. Bartlett stated he was afraid the City would lose Glynn's talent if he was not promoted. He also stated that it could cost the City at least $15,000 more if the position was hired out. Majewski stated the parks planning position could be moved to the planning department. Mayor Olson stated that there is too much work for one person in the Rec Dept., there needs to be two. As it stands the Dept. is set up very well. It works. Bartlett stated he agrees with the Mayor. **Boersma asked Chairperson Majewski to Call the Question. Chairperson Majewski stated he could not Call**

the Question as that was for Council only. Hirsch stated her belief that both jobs need to be under one roof. She further stated that if we were to lose Dan it would mess up RDA as well. Reeves stated that the work done by Lynch and Glynn was visionary and they had gotten us past major roadblocks in the riverfront development. She stated there was no way she would support moving the position to the Planning Dept. **Jensen advised Majewski that, according to Roberts Rule, Majewski needed to call the question. Majewski called the question. Motion by Bartlett to approve promotion of Glynn to Director of Parks & Recreation, second Boersma, Approved 4-1 with Majewski voting Noe**

5. **Discussion and possible action regarding the request to change the title of the Public Works part time year round position description from "Parks Maintenance/Mowing" to "Parks Maintenance Worker"**
   Director Gillingham informed the Committee of the request to change the aforementioned position title.
   Motion by Johnson to approve, second Bartlett, Approved 5-0

6. **Discussion and possible action regarding the IT/Media Department's WSTO Media Technician position description**
   Director Gillingham noted that the existing position had no prior position description.
   Motion by Boersma to approve, second Bartlett, Approved 5-0

7. **Future Agenda Items**
   - Director Gillingham stated that Human Resources is working on moving to paperless paystubs in 2018.
   - Director Gillingham stated that we are waiting on the joint meeting of the CACP and Personnel committees.
   - Director Gillingham reminded the Committee that the December meeting would be canceled.

Motion to adjourn Bartlett, Second Johnson, Approved 5-0. Meeting adjourned 7:45pm.

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, October 23, 2017
Stoughton Fire Department Conference Room

Members Present: Dan Kittleson, David Bursack, Jonathan Lewis and Peter Sveum
Members Absent and Excused: Amy Kahl
Staff Present: PD Chief Greg Leck, Deputy FD Chief Mark Miller and AJ Gillingham, Director of Human Resources and Risk Management

Call to Order
The meeting was called to order by President Kittleson at 5:00pm.

Approval of Meeting Minutes
Motion by Sveum, second by Lewis, to approve minutes from the July 24, 2017 meeting. Motion carried.

Police Chief Quarterly Report
Chief Leck presented his quarterly report. Motion by Lewis, second by Sveum, to accept the report. Motion carried.

Fire Chief Quarterly Report
Deputy Chief Miller presented his quarterly report. Motion by Bursack, second by Sveum, to accept the report. Motion Carried

Discussion continued regarding ways to increase daytime firefighter coverage. Motion by Sveum, second by Lewis, to recommend to the City Personnel Committee to change Fire Department work rules from the requirement to reside in the City to reside or work in the City. Motion carried.

Six firefighter candidates will be interviewed for the six vacant positions on November 13, 2017 starting at 5:00pm at the Fire Department Conference Room.

Deputy Chief Miller was asked to send current Fire Department Bylaws to PFC members.

Adjournment
Motion by Bursack, second by Sveum to adjourn at 6:15pm

Minutes submitted by Sveum, on behalf of Secretary Kahl.

PUBLIC SAFETY COMMITTEE MEETING MINUTES
Wednesday, December 6, 2017
Mayor's Office, City Hall

Present: Chair, Scott Truehl, Alderpersons, Greg Jenson, Kathleen Johnson, Dennis Kittleson, and Police Chief Greg Leck

Excused: Mayor Olson

Guests: John Thompson, Tyiece Oninski, Teressa Pellett, Tom Howald (Aldi's)

Call to Order: 6:00 p.m.

Communications: Chief Leck gave a brief update on the homicide investigation reporting that the entire case was handled by STPD staff. The PD staff did a tremendous job!

Old Business

2. **Further discussion and possible action regarding Aldi's intoxicating liquor license application and premises.** Chief Leck gave a brief overview of the application and the agreement prepared by City Attorney Dregne. Tom Howald then spoke regarding that Aldi's was comfortable with the language and agreement. Howald explained that the agreement still needs to go to his corporate office for review. Following discussion;

Motion by Jenson, 2nd by Johnson, to approve the license contingent on the signed agreement. Motion carried 4-0

3. **Discussion and possible action on a request to explore the licensing of cats within the City. Motion by Jenson, 2nd by Johnson to table the item.**

Motion carried 4-0

4. **Discussion and possible action regarding the creation of an ordinance relating to the keeping of Bees within the City.** John Thompson provided the Committee with recommended changes to the draft ordinance. Discussion followed to request additional review by Fire Chief Wagner regarding the language of the ordinance. No further action was taken.

New Business

5. **Approval of Minutes: Motion by** Jenson, 2nd by Johnson to approve the minutes from the 10-25-17 meeting. **Motion passed 4-0**

6. **Discussion and possible action regarding issuing of an Operator's License to Tyiece L. Oninski.** Ms. Oninski appeared in person. Chief Leck explained his recommendation for denial. Ms. Oninski spoke on regarding the circumstances of the pending OWI charge and explained that she was expecting a dismissal at a future court date. Committee member recommend that once the case is settled Ms. Oninski should complete a new application.

   Motion by Jenson, 2nd by Kittleson to take no other action taken at this time. Motion passed 4-0

7. **Discussion and possible action regarding amending Section 70-200 of the Stoughton Municipal Code.** Chief Leck recommended eliminating the parking

restrictions on Williams Drive involving the former arboretum. Leck advised that the arboretum no long exists at this location

Motion by Jenson, 2nd by Kittleson to amend Section 7-200. Motion passed 4-0

8. **Discussion and possible action regarding amending Section 70-198 & 199 regarding Physically Disabled Parking.** Leck advised that this change removed the wording referencing Handicap Parking to Physically Disabled Parking.

   Motion by Jenson, 2nd by Johnson to approve the wording change. Motion passed 4-0

9. **Discussion and Possible action on amending Section 70-183 to prohibit parking on the north side of the 400 Block of North Street between 7:00 a.m. to 4:00 p.m.** Chief Leck reported that this request came from the Stoughton Area School District and was due to difficulties getting delivery trucks into maintenance building at this location. Request is to apply only on school days to facilitate truck traffic.

   Motion by Jenson, 2nd by Johnson to approve. Motion carried 4-0

Future agenda items:

- Ordinance change to allow Keeping of Bees.
- Discussion and information regarding Through Streets in the City
- Best Practices for Special Event Temporary Class "B" licenses

Moved by Jenson, 2nd By Johnson to adjourn at 6:35 p.m. Carried unanimously.

Respectfully Submitted,
Greg Leck,
Chief of Police

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, January 2, 2018, 6:00 p.m.
Mayor's Office, City of Stoughton, WI

Present: Alderpersons Lisa Reeves, Regina Hirsch, Scott Truehl, Tim Swadley, and Mayor Olson

Absent: None

Guests:

Call to Order: The meeting was called to order at 6:00 p.m. by Chairperson Reeves.

Communications:
1. The new City Clerk Holly Licht is starting January 16, 2018.
2. Reeves stated that the Committee needs to figure out where the committee is at with goals and objectives and focus on what the Committee wants to accomplish. The Committee needs to figure out which of the Goals and Objectives for 2017/2018 Council Term are done and which were successful.

Approval of the November 7, 2017 Community Affairs and Council Policy Meeting Minutes:
Motion by Hirsch, to approve the November 7, 2017 Community Affairs and Council Policy meeting minutes, second by Swadley. Motion carried 5-0.

Discussion Regarding Goals & Objectives:

Economic Development Director
The Committee is working on setting up a Joint Meeting with the Personnel Committee to discuss the Economic Development Director position.

Collaboration with Stoughton School Area District
The Committee will be discussing this during this meeting with regards to creating a Mission Statement.

Improve Internal/External Communications
Reeves suggested that IT/Media Director John Montgomery attend meetings occasionally. She suggested Director Montgomery work to make the website more user friendly, and also, to make the website easier to access. A future agenda item would be to set a plan for what people want to see on the City website and to talk with staff, SASD, Utilities, and Committee members for suggestions or ideas for the City Website. Attorney Dregne was looking at the social media account and City Facebook page. Discussion took place regarding the website, the calendar and agendas and minutes. Discussion also took place regarding amending the council rules and the list of responsibilities for the chairperson should be updated.

The Committee should review council rules regarding internal communications and the responsibilities of the chairperson. Discussion took place regarding the Directory of Committees and when/where the directory should be posted. The Mayor recommends the appointments to the Committees. The Mayor sends a letter to those members whose term is up to see if they are interested in continuing to serve. The chair reports out when an item comes up. Orientation needs to be updated each year.

SASD/Council Ad Hoc Committee proposed mission statement and whether it fits with the intent of the Ad Hoc Committee

The Committee discussed the proposed Mission Statement of the Ad Hoc committee. The directive was to promote marketing. In 2009, the UW Extension came to Stoughton to evaluate the Strengths, Weaknesses, and Opportunities of the community (SWOT). Perhaps the Ad Hoc Committee could go through the SWOT analysis and update it. The Committee should look at Housing growth, Business growth, and schools.

The proposal for a Mission Statement was made by Jenson to…
Create a collaborative atmosphere for the City, School District, and Chamber of Commerce to collectively promote and enhance business communities in the City and School District. It was further directed that the proposed mission statement should be taken back to the Ad Hoc Committee for their review.

Swadley recommended that a SWOT Analysis be completed and that the School District and the City should do this together.

Continued Discussion Regarding Goals & Objectives:

Process for Committee/Commission Appointments
Review Council Rules to include Responsibilities of Chairperson.

Budget Process
The Budget process should be reviewed after the next reorganization meeting.

Affordable/Subsidized Housing/Homelessness
It was determined that it is a good idea to remind people that there is affordable housing and/or shelter to get out of the cold if needed. There are no homeless people living in their cars or outside of their homes at this time.

Ordinance Review Procedure
Look at this as a group more closely when things come up.

Sidewalk/Special Assessment Policy
It has already been noted that the Public Works Committee has reviewed the policy and recommends no change in policy.

Improve Efficiency and Compliance of City Council Meetings
No update.

Council Development
The Committee felt that the Council needs to set ground rules and treat people at the meetings with respect. While staff needs to anticipate what may be asked of them at meetings, Alderpersons should call staff ahead of time if they have specific questions so that staff can prepare to have the answers for them. The majority of the leadership team is uncomfortable when they are required to come to meetings because of the way that the Council has been treating

them. It is important for Council members to ask questions respectfully. Sometimes the questions come across as a personal attack and accusation as to why the leadership team doesn't have the answer they are requesting.

Comprehensive Planning

Review the list of action items from the Comprehensive Plan.

Miscellaneous

Alderperson Hirsch would like to have the Public Works Committee review the Integrated Pest Management policy.

Future Agenda Items

1. Invite John Montgomery to the next meeting to discuss the City website and the use of a city Facebook page. Determine if there are any attorney opinions regarding social media.

2. Review the Council Rules and include responsibilities of the Chairperson.

3. Review the list of action items from the Comprehensive Plan.

Adjournment:

Motion by Hirsch, second by Swadley, to adjourn 7:26 p.m. Motion carried 5-0.

FINANCE COMMITTEE MEETING MINUTES
January 9, 2018 – 6:30 p.m.
Council Chambers, Public Safety Building

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

Others Present:
Finance Director LaBorde, Planning Director Scheel, Gary Becker, and Tim Carter

Absent and Excused:
None

Call to order:
Chairperson O'Connor called the meeting to order at 6:30 p.m.

Communications:
Finance Director LaBorde noted that the City collected $14.4 million in property taxes in December which was up from $11 million collected in December of 2016.

Reports:

- **November 2017 Treasurer's Report**
- **December 2017 Treasurer's Report (pre-audit)**

Finance Director LaBorde noted that the November and December reports were included in the packet. The December report is preliminary in that staff is still processing invoices for 2017, journal entries, and the audit entries that will need to be made. She noted that the auditors will be here in February. Updated information will be provided when that information is available.

Tim Carter – 1648 Roby Road – spoke about the financial reports. He noted that he believed that the debits and credits could be transposed as they didn't make sense to him.

Approval of the December 12, 2017 Finance Committee Minutes:
Motion by O'Connor, to approve the December 12, 2017 Finance Committee Meeting minutes, second by Swadley. Motion carried 5-0.

Discussion and possible action regarding request to award demolition contract for 425 E. South Street to Earth Construction LLC:
Finance Director LaBorde noted that the RDA had requested a proposal to demolish the carpet warehouse building. Planning Director Scheel noted that Earth Construction provided a proposal which would be added as a change order to the original demolition contract for the Milfab site. Mr. Becker noted that these costs are TIF eligible costs and that once the new TIF is created the City can take the difference between the sale price of the property and the cost to assemble the site and that amount can be transferred to

the new TIF. Finance Director LaBorde recommended that the funds come from the city's undesignated fund balance.

Motion by Swadley, to approve the change order for the demolition contract of 425 E. South Street to Earth Construction LLC and the asbestos abatement contract to Dirty Ducts with the total of $58,583 to come from the undesignated fund balance and to refer to Council for consideration, second by Reeves. Motion carried 5-0.

Future Agenda Items

Debt Management Policy
Financial report concerns
Change in 2018 wages affecting the 2018 approved budget

Adjournment

Motion by O'Connor, to adjourn the January 9, 2018 meeting of the Finance Committee, second by Majewski. Motion carried 5-0. The meeting of the Finance Committee adjourned at 6:49 p.m.

COMMISSION ON AGING MEETING MINUTES
Tuesday, December 12, 2017
Stoughton Room, Stoughton Area Senior Center

Present: Bob Barnett, Roz Gausman, Lou Havlik, Nancy Hoffman, Dennis Kittleson, Barb Manson, Mary Onsager, Jeanne Schwass-Long, Faith Schuck, Susan Wollin
Staff Present: Cindy McGlynn, Hollee Camacho
Absent & Excused: David Sharpe, Charlotte Snow,

Call to order: J. Schwass-Long called the meeting to order at 11:00 AM.

October Minutes: Moved by B. Barnett, L. Havlik seconded to approve; passed unanimously.

Welcomed Barb Manson as our new City representative member to COA.

Director Comments

- The Volunteer/Program Coordinator position was not supported in the 2018 Budget; we will keep trying.
- Case Managers have a 2-week waiting list for connecting with new non-emergency referrals.
- Medicare Part D enrollment period is now over. The Case Managers helped many review their options online and we are thankful for our trained volunteer who also helped with this.
- Beginning in January, Kim will be cooking lunch on Thursdays for the congregate site. The menu is on p. 14 of the newsletter. We have an agreement with the County for the Center to be reimbursed, so the meal will still available on a donation basis. Meals on Wheels will still be given the meals from the contracted catering site's menu.

Fundraiser Update:
The fundraiser at Vik's Viking Brew Pub was very successful earning us $2,200. Many thanks to Vik and Lori for their generosity. We appreciate everyone who was able to come. There was a nice mix of people. J. Schwass-Long added, the food provided by Kim was awesome!

Senior Center Brochures: each committee is reviewing the brochure they worked on; Fund Development: Ways of Giving and envelope, Volunteer: Friendly Visitor, Public Relations: general brochure. The final drafts should be available by January's meeting.

Accreditation: Cindy appreciated everyone's time. Sub-committees are beginning to meet to review the worksheets and to gather necessary materials to submit. Each completed section will be given to COA for review. The review of all standards is expected to be complete by Summer.

Committee Reports: We are putting the action plans submitted by each committee into the larger Strategic Plan document. The completed copy will be available for the COA to review in January.

- **Public Relations:** met this morning and finalized the general brochure; discussed how to go about updating the service group contact list and how to best use email for communicating Center's news; and plans to continue to review the Marketing Plan to make sure we are

not missing avenues of addressing connections to frail elderly, mid-older adult and younger seniors.

- **Program:** last met in October. The intergenerational rock painting event was a success. Group received a lesson from WSTO on how to videotape and edit videos. They are looking for other volunteers to take on this project as it was quite overwhelming.
- **Volunteer:** presented their recommendations to staff for the latest Volunteer Handbook
- **Fund Development:** met in November to discuss the fundraiser, finalized the Ways of Giving brochure and envelope. In January they hope to have enough people available to meet as a focus group to give feedback on how best to approach entities about remembering the Center as an option estate planning.
- **Evaluation:** via email the committee reviewed and updated last year's survey for evaluating service organizations who use the Center to provide services to older adults. Hollee created the survey with SurveyMonkey and will be sending it soon.

Legislative Update:

- Case Management received a small increase in funding from the County.
- Family Care is to begin in in Dane County in 2018; COA discussed concerns of how well frail seniors may be served by these now for-profit large managed care companies. We are told by the County it will take their ADRC staff three years to sign everyone up who are currently on waiting lists for the managed care system. If the result of the State's medical assistance transportation service switch from a local service provider to a lower-bid "cost-saving" company is any indication for how Family Care may be, it will likely be so frustrating to consumers that many who'll need services will opt out and/or it will create more opportunities for our case managers to become involved as advocates.

Meeting Adjourned: Moved by R. Gausman, seconded by L. Havlik to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:45 AM.

Next Meeting: Tuesday, January 2, 2018 at 11:00 AM

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
December 20, 2017 @ 6:30 P.M.
WENDIGO, 121 East Main Street, Stoughton

PRESENT: Sam Baughn, Student Representative; Sandra Black; Sid Boersma, City Council Representative; Heather Danielson; Jeff Fimreite, Stoughton Area School District (SASD) Representative; Eric Hohol, Dane County Representative; Petra Horst, President; Jean Ligocki, Linda Schaefer; Mike Vienneau, Vice-President.
ALSO PRESENT: Richard MacDonald, Library Director; Sarah Monette, Library Administrative Assistant.

I. CALL TO ORDER. *President Horst called the meeting to order at 6:32 P.M. Six voting Board members--Black, Boersma, Hohol, Horst, Schaefer, Vienneau--were present, constituting a quorum.*

II. REVIEW OF AGENDA. The in-service was moved to the penultimate place, just before adjournment.

[Danielson arrived at 6:33 P.M.]
[Fimreite and Ligocki arrived at 6:34 P.M.]

III. REVIEW/APPROVAL OF MINUTES OF NOVEMBER 15, 2017. *Moved by Boersma, second by Schaefer, to approve the minutes as amended. Motion carried 9-0.*

IV. RECOGNITION OPPORTUNITIES. The Board signed a thank you card for Tessa Michaelson-Schmidt.

V. PUBLIC COMMENT PERIOD. Schaefer encouraged everyone to call their representative in the state legislature to object to the defunding of school libraries.

VI. CORRESPONDENCE. n/a

VII. EDUCATION UPDATES. This was part of V, above.

VIII. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR NOVEMBER 2017.

A. Fund 215. MacDonald presented. *Moved by Boersma, second by Fimreite, to approve the November 2017 financial statement for Fund 215 as presented. Motion carried 9-0.*
B. Fund 217. MacDonald presented. *Moved by Boersma, second by Vienneau, to approve the November 2017 financial statement for Fund 217 as presented. Motion carried 9-0.*
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.

IX. REVIEW/APPROVAL OF BILLS FOR DECEMBER 2017.
MacDonald presented the bills lists.

A. Fund 215 (General Fund). *Moved by Boersma, second by Black, to approve the December 2017 bills for Fund 215 as presented. Motion carried 9-0.*
B. Fund 217 (Special Gift Fund). *Moved by Hohol, second by Fimreite, to approve the December 2017 bills for Fund 217 as presented. Motion carried 9-0.*

X. DIRECTOR'S REPORT.

A. Statistics. MacDonald presented the statistics for November 2017.
B. Director's Report. In addition to his written report, MacDonald updated the Board on the inaccuracy of the door counter. He presented staff concerns about safety. The fire alarm has not been connected to Police Dispatch, but will be. March 2018 is the 110th anniversary of the original Carnegie library building, and there are plans for a celebration.

XI. COMMITTEE REPORTS.

A. Finance: did not meet
B. Personnel: the Personnel Committee discussed the director's wages and the tripartite director evaluation, with input from staff, an external review, and the director's own assessment. Fimreite asked if MacDonald ever uses surveys with Library Staff.
C. Planning: See XV.D.
D. Policies: Did not meet.

XII. FRIENDS OF THE LIBRARY REPORT. The Friends are eliminating Friday night from their Syttende Mai Pie Place schedule. They are planning to schedule future book sales to coincide with events at the Library.

After the Friends of the Library Report, Schaefer asked Baughn if he had anything to discuss. Baughn said that he is still trying to schedule meetings with school librarians.

XIII. UNFINISHED/OLD BUSINESS.

A. 2018 Calendar. MacDonald distributed the corrected Library calendar for 2018.

XIV. NEW BUSINESS.

A. Authorization of Dane County Service Agreement for 2018. MacDonald presented. *Moved by Black, second by Vienneau, to authorize the Dane County Service Agreement for 2018. Motion carried 9-0.*
B. Authorization for library administration to pay bills for the second half of December. *Moved by Hohol, second by Fimreite, to authorize library administration to pay bills for the second half of December. Motion carried 9-0.*
C. Discuss Board self-evaluation. The evaluation presented the question: *does the Board have a succession policy?* It was realized that that question itself needed clarification: *Is that for the Board or for the director?* Schaefer says that she will be confident and secure about the Board's future when she leaves. Ligocki presented a summary of the written comments and showed that there were two major concerns: (1) Long-range planning; (2) Advocacy.
D. Presentation of 2018 Library Board Goals. After some discussion, the Board agreed that the first priority should be the community needs assessment. The suggestion was made to invite community leaders to strategic planning sessions. Fimreite remarked that there was no point in making a fifteen-year plan because Stoughton's situation is changing too rapidly to predict that far in advance. *Moved by Boersma, second by Black, to approve the 2018 Library Board Goals. Motion carried 9-0.*
E. Appointment of Sam Baughn to the Planning Committee. Horst appointed Baughn to the Planning Committee.

XV. PENDING AGENDA ITEMS.

A. Library Board Succession Policy
B. Library Director Hiring Policy
C. Addition of a Student Member Comment Section to the agenda.

XVI. BOARD IN-SERVICE: STRATEGIC COHESION FESTIVITIES.

[Monette left at 8:00 P.M.]

XVII. ADJOURNMENT. *Moved by Hohol, second by Fimreite, to adjourn the meeting at 8:23 P.M. Motion carried 8-1, with Boersma against.*

Respectfully submitted,
Sarah Monette, Library Administrative Assistant

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday December 19, 2017
6:00 PM
Stoughton City Hall, Mayor's Office

Present: Alderpersons: Regina Hirsch, Lisa Reeves, Matt Bartlett, Mayor Donna Olson, and Parks & Recreation Director Tom Lynch
Guests: Recreation Supervisor Dan Glynn, Youth Center Manager Greg Hoyte, and Bob McGeever

1. Call to Order
Meeting called to order by Regina Hirsch at 6:00 pm.

2. Approval of the Minutes from November 21, 2017
Motion by Lisa Reeves seconded by Matt Bartlett, to approve the minutes of November 21 as requested. Motion carried 4-0.

3. Communications

Nordic Ridge Solar Panel
The City received two bids for the Nordic Ridge Park solar panel. Cory Neeley from WPPI Energy who helped create the bid packet said both companies met what was asked and both were reputable companies. The next step is to apply for a grant that is due January 7th.

Virgin Lake Trail
There is no new news about the trail project. City staff needs to meet with volunteers from Cummins to discuss options for the trail.

Amundson Trail
Royal Oak Engineering is moving forward with creating a bid package for the trail construction.

Pickleball Court
Bids for the pickleball court at Mandt Park have been sent out and the bid opening is January 12th.

Mandt Park Project Updates
The City received a proposal from Recreation Engineering and Planning for planning services for the whitewater park. This includes three conceptual designs, outlining the permitting process, and obtaining appropriate mapping. The cost for the services was quoted at $23,100. Glynn will be meeting with DNR executives in January about the whitewater park. Glynn met with Dave Marcoullier from UW-Madison and UW-Extension. Marcoullier specializes in recreational tourism and economics. Marcoullier agreed to create an economic impact analysis including cost recovery options and a market analysis for the whitewater park project at no cost. Glynn and Lynch attended the December Redevelopment Authority meeting and provided an update about the project.

Youth Center – Greg Hoyte
Hoyte explained the three basic rules for the Youth Center which are based around respect. This allows the Youth Center to have high participation and how the structure changes children who attend. Hoyte also explained how he provides mentoring and other services such as healthy snack and homework help.

Parks and Recreation Vision – Dan Glynn
Glynn discussed the National Park & Recreation Association's three pillars which are social equity, conservation, and health and wellness. He explained how these are the three major guiding principles and communities can mold them to better fit their community. Glynn then explained how funding for parks and recreation is different around the country. He then explained that the best agencies in Wisconsin were moving towards an enterprise fund model and how operating a livery for a possible whitewater park could generate funds that could be used for other capital projects. He then explained that a strategic plan and an update to the Park and Open

Space Plan was critical to get valuable public input. He then discussed trends with sport participation and outdoor recreation, and possible opportunities that may exist.

Old Business

New Business

4. Future Agenda Items

Criddle Park Playground
Park Development Fund Quarterly Report
Fair Contract
Recreation Supervisor Hiring
Nordic Ridge Park Solar Panel Grant
Mandt Park Project
Mandt Park Pickleball Court

Adjournment
Motion made by Lisa Reeves, seconded by Matt Bartlett at 7:35 pm. Motion passed 4-0.

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, January 3rd, 2018 6:00pm
Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Mayor Olson and Director Gillingham
Also in Attendance: Chief Greg Leck, Greg Jensen, LT Patrick Conlin, Patrick Frisch, Nathan Hartwig, LT Dan Jenks

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm

2. **Approval of the Minutes** of the November 27, 2017 Personnel Committee meeting minutes.
   Motion to approve Boersma, second by Johnson, Approved 4-0

3. **Communications**
   Director Gillingham updated the Committee on:
   - **Human Resources entry of wage rates.**
   - **Benefit renewal- Human Resources & Risk Management took over the duties of both wage entry and cost of benefit entry for the Finance Dept. She stated that it been an enormous task and that kept the Human Resources & Risk Management Dept. from working on anything other than renewal and system entry.**
   - **Met with the Attorney regarding a wage discrepancy. There was one wage in the Police contract that did not match the City's contract copy.**
   - **New employees:**
     - **2 new linemen: one a journeyman lineman (Tony Wieczorek) the other an apprentice (Aaron Mattingly) but will move to journeyman lineman status in the spring.**
     - **New City Clerk, Holly Licht, starting on Tuesday the 16th.**
   - **Posted Open Positions –**
     - **Police Dispatcher – Mary Lincoln is retiring and will need to be replaced.**
     - **Recreation Supervisor – With Dan Glynn moving into the Rec Director position this leaves the Supervisor position empty.**
     - **Troll Beach Supervisor – the supervisor from last summer is not returning.**
     - **Advertising for extra Police Officer**
     - **Will be advertising for CSE- Civilian Service Employee as soon as it passes through Personnel and Council.**
   - **Assessment of the structure of the Parks & Recreation Department**

Chair Majewski wanted to discuss the promotion of the Recreation Supervisor to Director of Parks & Recreation but Mayor Olson stated the topic had not been noticed on the agenda and it would not be appropriate. Majewski stated that from now on, while he is the chair of the Personnel Committee, anyone not on the committee will be not be allowed to sit at the table unless he is asked.

4. **Discussion and possible action regarding Community/Civil Service Officer position**
   Director Gillingham asked Chair Majewski if she could please call Chief Leck to the table. Chair Majewski stated Leck could come to the table. Majewski stated he had heard from Alderperson Tim Swadley who wanted to know if this Community Service Employee was a new or existing position and if it had been approved in the PD budget. Leck stated that there was some struggle with the position due to the Union contract. The department needs a non-bargaining unit for the work being performed by part time employees. He stated that Alderman Jensen suggested this six months ago. Part time funds will convert to this position. The wage will be $20 per hour and will be 599 hours or less per year. The wage was verified with Springsted. Mayor Olson stated there would be a second phase where they would not have any part time police officers but will add the CSE instead. She stated the employee does not have to be a police officer. Boersma asked if the position was justified and budgeted for. Leck stated that the position has been budgeted for years but hey had had difficulty with the bargaining and non-bargaining unit. Boersma asked if no CSE were added how would that affect the PD. Leck stated that it ends up putting the police into overtime or officers not having enough time to finish their duties during their regular hours. Boersma asked if the position goes to Finance first. Director Gillingham stated that it had already been budgeted and that had passed through Finance. Majewski stated he would like it to go to Finance first and then Council for approval. Majewski stated that Alderperson Swadley thought maybe the person in this position could also do maintenance compliance and then report to the Planning Department. The Planning department has said they do not have the staff to do this at this time. Leck stated that all of the officers and in the future the CSE would also pass along any violations that they see.

   Motion by Boersma to approve, second Johnson, Approved 4-0

   Majewski stated that this needs to go to Finance and then Council. Director Gillingham asked if it could be done back to back, to which Majewski stated that it could.

5. **Discussion and possible action regarding R-58-2015**
   Majewski stated he received no information about this item and no information had been included in the packet. Boersma moved to table the item until the next Personnel meeting. Majewski stated he wanted backup for the items on the next agenda.
   Motion by Boersma to table the item, second Johnson, Approved 4-0

6. **Discussion and possible action regarding Performance Review form recommendation**

Director Gillingham asked to table the item until the next Personnel meeting for the same reason as #5.

Motion by Boersma to table the item, second Johnson, Approved 4-0

7. **Future Agenda Items**
    - Director Gillingham stated that Human Resources is working on moving to paperless paystubs in 2018.
    - Director Gillingham stated that we are waiting on the joint meeting of the CACP and Personnel committees. She stated that the CACP wanted to join a Personnel meeting to discuss the addition of an Economic Development Department. Director Gillingham asked if the committee would mind having the CACP join them at one of the regularly scheduled Personnel meetings. The Committee agreed that would be fine.
    - Contracting out Payroll

Chair Majewski asked that the item regarding R-58-2015 and Performance Review form recommendation be brought back to the next Personnel meeting with backup. Director Gillingham stated that Human Resources & Risk Management has been stretched beyond its capacity with the duties they had performed for the Finance department during wage & benefit entry this year and would not be taking on the task next year. Majewski stated that Alderperson Swadley had asked about contracting out payroll as well. He directed Director Gillingham to research the cost. He also wants the review of probationary Department Heads added to a future agenda as well as a set policy on how and when succession planning and when it is appropriate. Boersma asked that the Personnel Committee take a look at all of the position descriptions. He stated he thought there were lingering issues when tweaking the Parks & Rec position descriptions. Director Gillingham stated the position descriptions are not written by the Personnel Committee, they are written by the Human Resources & Risk Management department, analyzed by department staff, and then brought to Personnel to discuss.

Motion to adjourn Johnson, Second Majewski, Approved 4-0. Meeting adjourned 6:45pm.

REDEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, December 13, 2017 ï 5:30 p.m.
Hall of Fame Room

Present:
Scott Truehl, Roger Springman, Peter Sveum, Regina Hirsch, Denise Durancyzk, John Kramper and Finance Director Tammy LaBorde

Absent and excused:
Ron Christianson

Others Present:
Gary Becker, Parks and Recreation Director Tom Lynch and Recreation Secretary Dan Glynn

Call to order:
Truehl called the meeting to order at 5:30 p.m.

Communications:
None

Approval of the November 8, 2017 RDA Meeting Minutes:
Moved by Sveum, seconded by Durancyzk, to approve the minutes of the November 8, 2017 RDA meeting as presented. Discussion took place regarding outstanding items (Press Release, Access to Blacksmith Shop for photos, Handouts added to packet and how to alert residents that the packet was updated, and minutes should reflect what items were assigned to which individual for completion). Motion carried unanimously.

Discussion regarding whitewater park with Park/Recreation staff:
Recreation Supervisor Dan Glynn distributed several handouts. The cost for the proposed study is $23,000. The water quality is fine, flow of water is good, and they liked the proximity to the downtown area as well as being a good location for access to Madison, Milwaukee and Chicago. Glynn is meeting with the DNR on January 11th to do a walk-through of the site and plans with Mandt Park. If the DNR is in favor of the project then staff will look to funding for the conceptual design. Staff is looking at a Stewardship Grant through the DNR. UW-Madison will conduct an economic impact report at no cost to the City. These reports usually cost between $20,000 and $50,000. The report would include how to pay for the project as well as a market analysis. UW-Madison will be utilizing student assistance to complete the report the end of May or early June. Staff will need to then meet with stakeholders ï the fishing community, kayakers, canoers, etc. and that would start happening in January. Springman reported that he toured a similar project in Ann Arbor Michigan and provided information on that park. Issues of concern from the RDA were increased traffic to the riverfront area, explore how this would attract young families to the community, how much space along the riverfront would be needed, make this a planned growth, explore a Linear Recreation Corridor for Boats, contact the Town of Dunkirk to involve in the process as this has more implications for the region, look at potential cost sharing opportunities through grants or private foundations. An update will be provided following the meeting with the DNR.

Discussion and possible action regarding demolition estimates for Highway Trailer and update on Millfab demolition:

Gary Blazek from Vierbicher was present for this item. He stated that the first of the five buildings will begin demolition in January and the last building should be completed by the end of March. The company will haul scrap at the end of the day and then be back in the morning. They are currently working with the Police Department to establish routes to remove the items. They are also looking at the cost to demolition the Carpet Warehouse building, True North submitted a proposal for $48,300. By February the RDA needs to let Earth Construction know about the demolition of the Carpet Warehouse building.

Moved by Hirsch, seconded by Durancyzk, to recommend to the Common Council approval of the bid for Earth Construction LLC for $48,300 to demolish the Carpet warehouse building at 425 E. South Street. It was noted that the abatement report is pending and will cost an additional $10,000. Mr. Blazek noted that the contractor plans to salvage materials. Motion carried unanimously.

Update and possible action regarding TIF restructure:

Mr. Becker provided an update of the Council's approval to move forward with the TIF restructure. He recommends that there be a standing item on each agenda. The next step will be to look at land uses, general layout, and housing types. Discussion took place regarding how to let residents know that the RDA is working on a vision. The RDA will look to schedule meetings in early January/February in order to be able to report back. The agenda needs to be set for the vision sessions and be able to drive the discussion at the sessions. Mr. Springman will contact someone with Dane County UW Extension to see if we can get a facilitator to conduct the process. Members would like the visioning session to be at a meeting other than the regular RDA meeting and plan to work on the objective for the session at the January 10th RDA meeting.

Future agenda items – Review and Discussion:

By-Laws
Financial Report
TIF Process
Grants
Demolitions

Adjourn:

Moved by Sveum, seconded by Springman, to adjourn at 7:20 p.m. Motion carried unanimously.

Respectfully submitted,
Lisa Aide
Deputy Treasurer