Finance Committee of the City of Stoughton
Tuesday, May 10, 2022 @ 6:00 p.m.

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

Committee members present: Brett Schumacher (Chair), Greg Jenson (Vice Chair), Ben Heili (remote), Lisa Reeves, vacant public (2) and Tim Swadley (Mayor, ex-officio).
Members absent: None
Guests present: Dave Ehlinger (Director of Finance), Rodney Scheel (Director of Planning & Development, remote), Joyce Tikalsky (Council member, remote), Lukas Trow (One Community Bank), and Jill Weiss (Stoughton Utilities, remote)

1. **Call to order** – The meeting was called to order at 6:01 p.m. by Swadley
2. **Establish a quorum** – A quorum of committee members was present.
3. **Communications** – Swadley indicated that he is still looking for two public members for this committee.
4. **Reports**
    a. **Notification to new elected council members about waiver of salary** – Ehlinger recapped the document sent out. Tikalsky suggested the document for next new members should indicate the statutory deadline for filing a waiver.
    b. **Update regarding loan from Board of Commissioner of Public Lands regarding Tax Incremental District #8 for riverfront environmental remediation (estimated at $219,824)** – Ehlinger indicating the loan process was fairly simple and that once remediation costs are known we can proceed through the loan process.
    c. **American Rescue Plan Act (ARPA) report 04-29-2022 and subsequent activity** – Ehlinger indicated the City on the filing its official intent was to use all funds under the lost revenue capacity in order to give the City the most flexibility.
    d. **American Rescue Plan Act (ARPA) report backup documentation** – Ehlinger indicated that these documents were backup used for filing the recent filing. The only expenditure to date was the fee from Baker Tilly for lost revenue calculations.
    e. **One Community Bank financials 12-31-2021** – Ehlinger indicated the documentation provided by One Community Bank was from the Federal Deposit Insurance Corp (FDIC). In his due diligence search on the FDIC website that the bank's delinquent receivables were only 0.08% of their portfolio.
5. **Approval of March 22, 2022 Finance Committee minutes** – Motion by Jenson/Reeves to approve the minutes as drafted. The motion passed 3-0 with Heili abstaining.
6. **Approval of April 26, 2022 Finance Committee minutes** – Motion by Jenson/Reeves to approve the minutes as drafted. The motion passed 4-0.
7. **R-107-2022 – Irrevocable Standby Letter of Credit regarding Developer Agreement with RHD Properties, LLC for 51 West Development** – Ehlinger recapped resolution related to One Community Bank not having a debt rating. Trow recapped only 15 banks nationally held ratings by the ratings agencies and the One Community Bank compared better than BNY Mellon (largest national bank) in five key categories. Motion by Reeves/Jenson for recommendation to the Common Council for passage as drafted. The motion passed 4-0.
8. **R-108-2022 – Irrevocable Standby Letter of Credit Regarding Developer Agreement with R.O.B.**

Real Estate Brokerage & Builders, LLC re Parker Cole Addition - Ehlinger indicated the same scenario applies as with the previous resolution. Motion by Reeves/Jenson for recommendation to the Common Council for passage as drafted. The motion passed 4-0.

9. **R-106-2022 – First Amendment to Agreement to Undertake Development with RHD Properties LLC for 51 West Development** – Ehlinger indicated the City Attorney will be making a recommendation for amendment at the Common Council meeting later this evening. Motion by Jenson/Reeves for recommendation to the Common Council for passage as drafted. The motion passed 4-0.
10. **R-105-2022 – Authorizing and directing the proper City official(s) to enter into an agreement with Wolf Paving & Excavating of Madison for the 2022 Academy Street Reconstruction Contract 1-2022** – Both Scheel and Weiss spoke on the projects, bids coming in higher than anticipated, portions of bids being rejected, and the cooperation between the City and Utilities on finding funding for the projects. Motion by Jenson/Heili for recommendation to the Common Council for passage as drafted. The motion passed 4-0.
11. **R-104-2022 – Authorizing and directing the proper City official(s) to enter into an agreement with Payne & Dolan, Inc. for the 2022 Street Construction Contract 2-2022** - Motion by Jenson/Heili for recommendation to the Common Council for passage as drafted. The motion passed 4-0.
12. **R-109-2022 – Resolution to Authorized Signatures for the City of Stoughton with Local Depositories** – Ehlinger explained the current physical checks have facsimile signatures for the City Treasurer so this position should be authorized also. Motion by Jenson/Reeves for recommendation to the Common Council for passage as drafted. The motion passed 4-0.
13. **Future agenda items**
    a. **05/24/2022 – April 2022 Treasurer Reports**
    b. **To be determined – Future treatment of costs eligible for special assessments**
    c. **To be determined - Potential revisions to Fund Balance Policy (last revised 1/25/22)** – No additional items were requested to be added.
14. **Adjourn** – Motion by Jenson/Reeves for adjournment at 6:36 p.m. The motion passed 4-0.

Respectfully submitted,

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

Tree Commission Meeting Minutes
Thursday, April 14th,, 2022 @ 5:00 PM
Virtual Meeting - Stoughton, WI

Members Present: Mike Point, Kevin Short, Aaron Mazzone & Dean Tangeman & Kathy Esch

Absent & Excused: Fred Hundt. Jim Fitzgibbon

Staff: City Forester John Kemppainen and Admin Asst. Jen Wagner

Guest:

Call to order: Tangeman called to order @ 5:03 PM

- **Communications:**
  - *Kemppainen* stated he received a donation from Urban Wood Network for $1,700.00 for grant work that he did on a project. The grant will be used as we see to be fit.
  - *Kemppainen* stated he sold lumber to Grand Inspired a few times this past month amounting to $110.00
  - *Point* stated that the Arbor Day Art Show set up went well and he was able to check in several times throughout the week for any new possible pieces.
  - *Kemppainen* stated that the Kiln was decommissioned and Public Works Department is building a new stationary solar Kiln to be at the Yard waste site.

- **Approval of minutes from March 10th, 2022 Meeting: Motion by Point, seconded by Mazzone to approve the minutes. Carried 5-0.**

- **March Forestry Reports:** *Kemppainen* stated:

  - There was a large storm event on 3/5/22 which resulted in the loss of several trees. A special brush collection event was scheduled because of the storm and 8 days were spent picking up brush. An additional 3-4days were spent on remediation tree work and removals
  - I assisted with snow removal for one storm event in March. Unfortunately, this snow event took place during the cleanup efforts of the wind event on 3/5/22 and slowed the cleanup effort
  - Road construction project planning continued in March. Meetings and phone calls with residents who will be impacted by the road projects and subsequent tree removals took up a sizable amount of time.
  - No residents were notified of code violations in March.

- **OLD BUSINESS: Update on Tree Planting Sale:**

- *Kemppainen* stated he picked up 25 trees from Wheeler Nursery, each priced at $22/each and stand 4-6 feet in height. He still needs to pick up trees from McKay and there are already 25 trees planted in the gravel bed that could also be sold; which are much bigger. There are a total of 75 trees that will be available for sale. He suspects there should be a large interest in this, this year due to the March storm we endured. Plant sale is April 30th from 9:00am to Noon.

- **Update on Arbor Day school meeting:**

  Kemppainen stated the only school that he heard back from was Fox Prairie so he has a time set up with them to go there on Arbor Day and talk with the kids.

- **<u>NEW BUSINESS: Discussion of meeting day/time for future meetings:</u>**

- *Kemppainen* stated it might be in the best interest of the Commission to change the day so that more are able to attend. Everyone agreed it would be helpful if the meeting was moved to the 2nd Wednesday of every month but remain the same time.

Motion by Tangeman, seconded by Mazzone to move the meeting to the 2nd Wednesday of every month at 5:00pm. Motion carried 5-0

- **<u>Discuss recruitment for new members of Tree Commission:</u>**

  Kemppainen asked for members to help recruit by word of mouth and Public Works will put some advertising on social media and the website. *Mazzone* also suggested we could make up a flyer for social media and/or hand them out at the Plant Sale.

Motion by Short, seconded by Mazzone to adjourn the meeting at 5:45 p.m. Motion carried 5-0

Respectfully submitted 4/15/22, Jen Wagner - Staff

City of Stoughton

Alcohol Policy Subcommittee

Meeting notes for May 3, 2022

The Alcohol Policy Subcommittee held its monthly meeting on Tuesday, May 3, 2022 at the EMS Training Room, 516 S. 4th Street, Stoughton, WI 53589. Individuals present included: Teressa Pellett, John Basco, Joseph Baird, Jim Baldauf, Todd McVey and Chad O'Neil. Member Jerry Deschane was unable to attend. Also in attendance was Mayor Tim Swadley.

Item #	AGENDA

1. Call to Order: The meeting was called to order at 2:00 pm by Subcommittee Chair Joseph Baird

OLD BUSINESS
: No old business was discussed

NEW BUSINESS

2. **Approval of meeting minutes 4-5-22**: Motion to approve made by Jim Baldauf and seconded by Todd McVey.
3. **Presentation from Maureen Busalacchi, WI Alcohol Policy Project**: Maureen provided a presentation entitled Alcohol Policy 101 with content including data showing the Problem of Alcohol and several strategies municipalities can use to strengthen the community alcohol environment. Discussion ensued including several questions regarding current challenges in the city and possible options the committee can consider.
4. **Next steps and committee roles**: Jim Baldauf will share research he has gathered. All members will review resources shared by Maureen Busalacchi as well as the Municipal Alcohol Inventory.
5. **Other items:** It was agreed by the committee that future meetings will be in person at the EMS Training Room.

FUTURE AGENDA ITEMS/Guests: Joseph Baird suggested that the topic of Operator Licensing be on the agenda for the June meeting. Maureen suggested that her colleague Felice Borisy-Rudin join to share legal practices. Teressa Pellett suggested that the group also begin completing the Municipal Alcohol Inventory as current policies are identified.

6. Adjournment: Todd McVey motioned and Jim Baldauf seconded at 2:17 pm.

Sustainability Committee Minutes-Monday, March 28, 2022 @ 6:00 p.m.

The meeting of the Sustainability Committee will be conducted virtually due to COVID- 19.

Meeting: Join Zoom Meeting:
https://zoom.us/j/97417076778?pwd=cEhKTnFFaXpEWC9nUnRCRVY4QS9EUT09 Meeting ID: 974 1707 6778 Passcode: 498291

Members Present Ben Heili, Rachel Venegas, John Hallinan, Donelle Scaffidi, Jeff Leverich, Scott Taylor, Stephan Jackson, Yvonne Meichtry, Denise Duranczyk

Absent and excused- Brady Troeller

Guests- Sharon Lezberg, Michelle Probst, Mayor Swadley

Call to Order: by Chairperson Venegas 6:00 pm

Presentations - Sharon Lezberg, Michelle Probst UW Extension

Communications- Alder Venegas will be going on maternity leave, Donelle will become Chair

Approve February 28, 2022 minutes
Motion to approve February 28, 2022 by Duranczyk, seconded by Heili

Motion carried unanimously

Discuss next steps and timeline on community survey and visioning sessions. Agreed to draft a resolution for ARPA funds for survey, discussed having two separate groups-Inform and Survey/Envisioning

Provide feedback on the update of the plan-this is on hold until more information is gathered

Set agenda for next meeting

Inform group will meet consisting of Stephan Jackson-Chair, Yvonne Meichtry, John Hallinan, Donelle Scaffidi

Survey/Envisioning group will meet consisting of Scott Taylor-Chair, Jeff Leverich, Ben Heili, Brady Troeller

Future Agenda Items- next meeting April 25, 2022

Review John Hallinan piece

Adjourn-Motion to Adjourn by Jackson, seconded by Leverich

Motion carried unanimously at 7:37 p.m.

Sub-committee of Sustainability Committee to Discuss Public Input Gathering Strategies, April 11th, 2022, 6:30 PM, Stoughton Public Library.

Members present: Scott Taylor, Ben Heili, Jeff Leverich

The Sustainability Committee has already agreed to the importance of 2 means of gathering public input: (1) a public visioning session, and (2) a survey.

The sub-committee decided to recommend that the visioning session take place before sustainability metrics, goals and objectives are completed. That way public input gathered at the visioning session can be incorporate into the metrics, goals and objectives.

The sub-committee decided to recommend that the survey take place after the metrics, goals and objectives have been drafted so that it can be a means to gauge public opinion about the specific metrics, goals and objectives.

The sub-committee decided to recommend that we contact Sharon Lezberg of UW-Madison Extension to discuss how her office can assist us in design of both the visioning session and the survey.

It is important to think about the issue of scope as we approach our public input process, including questions about how much we can realistically accomplish, and at what cost.

It makes sense to document all that the city of Stoughton has already accomplished to provide a starting point for discussion with the public.

Sustainability Sub-committee on Public Informing
April 11, 2022 06:00 PM - Stoughton Public Library

Meeting called to order at 6:06

Communications - Steve - attended SLC meeting and it was really informative and helpful.

Purpose of this meeting - Discuss how to inform the community about the sustainability committee and what the city has done regarding sustainability

<u>Ideas for how to reach the public:</u>
Create a Sustainability page on City of Stoughton website

Social media - Community facebook pages (Stoughton neighbors,
Organizations - Sustainable Stoughton, Senior center,
Mayor - direct communications with public (coffee with the Mayor, Lion's Club,
Library
Newspaper - Stoughton Hub (accessible to all?), Tower Times,
Video clips
WSTO TV

In-person opportunities - events (gazebo musik, syttende mai, Stoughton fair, etc.), signage

<u>Content of information going out to public:</u>
What has the city done regarding sustainability?

Need: Structure for how the sustainability committee will collaborate with city staff and other committees to generate this content. Does the city have an information management system? What is the committee's scope?

What is the sustainability committee doing and what are our next steps?
- Consult and Involve
- Development of a Sustainability Plan with public input

* Focus area groups - what do you think is important to share with the community?

Adjourned at 7:30pm

Meeting of:	**PUBLIC SAFETY COMMITTEE OF THE CITY OF STOUGHTON**
Date /Time:	**Tuesday, April 26, 2022 @ 5:30 p.m.**
Location:	The meeting of the Public Safety Committee will be conducted as a hybrid meeting. (Virtual and in person) **Virtual:** You can join the meeting from your computer, tablet, or smartphone via Zoom: https://us06web.zoom.us/j/83839158249?pwd=K3hNR0ViRmxmclZGUFErVjBtbG85Zz09 Meeting ID: 838 3915 8249 Passcode: 251338 **In person:** Council Chambers, (2nd Floor of Public Safety Building) 321 South Fourth Street, Stoughton, Wisconsin
Members:	Greg Jenson (Chair), Joyce Tikalsky, Jean Ligocki, Frank Raff, Tricia Suess Charleston, Eric Quam and Tim Swadley (ex-officio)

Call to Order

Chair Jenson called the meeting to order at 5:34 p.m. Jenson, Tikalsky, Ligocki, Quam, Chief Leck and Mayor Swadley

OLD BUSINESS

None

NEW BUSINESS

Election of Chair and Vice Chair

Tikalsky made the motion to approve Alder Jenson as Chair, second by Quam. No other motions. Motion carried.

Set meeting dates and times

4th Wednesday of the month, 6 p.m.

Communications

Chief Leck noted the retirements and positions filled

Approval of the March 23, 2022 Public Safety Committee Minutes

Motion by Quam, second by Ligocki to approve the minutes with 2 grammar changes. Motion carried.

Discussion and possible action regarding approval of a Special Event License and Temporary Class B Beer/Wine License for Taste of Stoughton for event scheduled for June 18, 2022

Chief Leck noted that the application had been reviewed by himself and Clerk Christen. Crystal Welsh noted the changes made on the map. ID scanners will be implemented. Motion by Quam to recommend to Council the application of a Special Event License and Temporary B Beer/Wine License for Taste of Stoughton., second by Ligocki. Motion carried.

FUTURE AGENDA ITEMS: none

1. Adjournment