



## OFFICIAL NOTICE AND AGENDA

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

Meeting of: **COMMON COUNCIL OF THE CITY OF STOUGHTON**  
Date//Time: Tuesday, March 11, 2025, at 7:00 p.m.  
Location: The meeting of the Common Council will be held as a hybrid meeting.  
Join Google Meet

Video call link: <https://meet.google.com/wzm-zgwb-tyt>

Or dial: (US) +1 315-858-8248 PIN: 995 280 809#

**In-person:** Council Chambers, (2<sup>nd</sup> Floor of Public Safety Building)  
321 South Fourth Street, Stoughton, Wisconsin

**Live streamed:** The meeting can also be live-streamed on <https://wsto.tv/live> and Spectrum Channel 981 or TDS Channel 981. The WSTO-TV app is also available on Roku, Apple TV, Fire TV, Android and iOS.

Members: Mayor Tim Swadley, Sarah Abel, Patrick Butler, Phil Caravello, Regina Hirsch, Greg Jenson, Jean Ligoeki, Tom Majewski, Daniel Payton, Jonathan Schroerlucke, Brett Schumacher, Christina Wozniak Scanlon, and Adrienne Nienow

ATTENTION COUNCIL MEMBERS: TWO-THIRDS OF THE MEMBERS NEEDED FOR A QUORUM (EIGHT). The Council may only conduct business when a quorum is present. If you are unable to attend the meeting, please notify the City Clerk's office via telephone (608)873-6677 or via email at [cchristen@cityofstoughton.com](mailto:cchristen@cityofstoughton.com)

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### **CALL TO ORDER**

1. Roll Call
2. Certification of compliance with open meetings law
3. **Public Comment Period:**
  - A. If you would like to speak during the public comment period, please fill out the form and submit it by 5:45 p.m. on March 11, 2025, <http://speak.cityofstoughton.com>.
4. **Communications and Presentations:**
  - A. Introduction of a Historical Fact of Stoughton – Brett Schumacher
5. **Consent Agenda:**

A. Council Minutes – February 25, 2025

B. Committee Minutes and Reports:

Library Board (01/15/2025); Public Safety Committee (1/22/2025)

C. **R-17-2025** Temporary Class “B” Fermented Malt Beverage License and Special Event License to Emma Capuano, Madison Revolution Inc., for the Revolution Rumble Softball Tournament to be held May 30 - June 1, 2025. *(PSC recommends approval 5-0 on 2/26/2025)*

D. **R-18-2025** Temporary Class "B"/Class "B" Retailer's License and Special Event License to the Stoughton Chamber of Commerce for the Syttende Mai Festival 2025. *(PSC recommends approval 5-0 on 2/26/2025)*

## **OLD BUSINESS**

6. **R-11-2025** Authorizing and directing the proper City official(s) to direct staff to use the previously budgeted funds to proceed with a feasibility study of constructing a new Stoughton Utilities Administration Building at [3201 McComb Rd](#) and begin preliminary site engineering *(Utilities Committee recommended approval 5-1 (Swadley) on 02/17/2025)*

## **NEW BUSINESS**

7. **O-07-2025** Amending Section 14-470 of the Stoughton Municipal Code: relating to the requirements for holding a Special Event License.

**FIRST READING**

8. **R-19-2025** Adoption of Fund Balance Policy *(Finance Committee recommended approval 5-0 on 02/25/2025)*

9. **R-20-2025** Adoption of Debt Management Policy *(Finance Committee recommended approval 5-0 on 02/25/2025)*

10. **R-21-2025** Adoption of Post-Issuance Compliance Policy *(Finance Committee recommended approval 5-0 on 02/25/2025)*

11. **R-22-2025** Adoption of Disposal Policy *(Finance Committee recommended approval 5-0 on 02/25/2025)*

12. **R-23-2025** Adoption of Budget Policy *(Finance Committee recommended approval 5-0 on 02/25/2025)*

13. **R-24-2025** Amend 2025 Adopted Budget – Fund 410 Capital Outlay Carryforwards

**TIME SENSITIVE**

14. **O-08-2025** To Amend Sec. 70-135. - Reserved EMS, City Hall, Public Safety Building and Senior Center parking. *(Public Safety Committee recommended approval 5-0 on 2/26/2025)*

**FIRST READING**

15. **R-25-2025** Conditionally Approving A Right Of First Refusal And Right Of Reentry And Reconveyance Agreements For 532 East Main Street In The City Of Stoughton.

**TIME SENSITIVE**

16. Amendment to offer to purchase to survey contingency delivery – 532 East Main Street

17. **R-26-2025** Authorizing and directing the proper city official(s) to approve updates to the EMS/Fire Department reporting structure and updated Captain (former Squad Leader) Position Description. *(Personnel Committee approved 3-0 on 3/4/2025)*

18. **R-27-2025** Authorizing and directing the proper city official(s) to approve the three newly created Seasonal Recreation position descriptions including Recreation Assistant, Recreation Site Supervisor, and Recreation Program Supervisor. *(Personnel Committee approved 3-0 on 3/4/2025)*

19. **R-28-2025** Authorizing and directing the proper city official(s) to approve the updated Public Works Facilities Maintenance Specialist position description with the new title of Facilities Maintenance Manager and updated duties. *(Personnel Committee approved 3-0 on 3/4/2025)*

20. **R-29-2025** Authorizing and directing the proper city official(s) to approve the updated Public Works Engineering Technician position description with the new title of Construction & Stormwater Project Manager and updated duties. *(Personnel Committee approved 3-0 on 3/4/2025)*

21. **R-30-2025** Authorizing and directing the proper city official(s) to approve the updated Senior Center Case Manager position description. *(Personnel Committee approved 3-0 on 3/4/2025)*

22. **R-31-2025** Authorizing and directing the proper city official(s) to approve the updated Leadership Vacation Policy. *(Personnel Committee approved 3-0 on 3/4/2025)*

23. **O-09-2025** Repealing Zoning Code Section 78-517. - Downtown design overlay district of the Stoughton Municipal Code. *(Landmarks recommends approval to the Planning Commission 6-0 on 2/13/2025; Plan Commission to consider on March 10, 2025)*

#### **FIRST READING**

24. **R-32-2025** Approving a Conditional Use Permit for a Multiplex and Apartments over 10 units per acre located at 2801 Blue Grass Drive, Parcel Number: 051001181542, Lot 5 of 51 West. *(Plan Commission to consider on March 10, 2025)*

25. **\*\*Discussion and possible action regarding JT Klein Tax Increment Financing request\*\***

*\*\*The Common Council may convene in closed session per State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Common Council may reconvene in an open session to discuss and take action on the subject matter discussed in the closed session.*

#### **ADJOURNMENT**

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Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request such assistance, please call the City Hall at (608) 873-6677.

By: Mayor Tim Swadley and Council President Brett Schumacher

Google Meet joining info

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More phone numbers: <https://tel.meet/wzm-zgwb-tyt?pin=8503589686456>



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** September 25, 2024  
**To:** Stoughton Utilities Committee  
**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Facilities Needs Assessment

*\*\*The Stoughton Utilities Committee may convene in closed session per State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Common Council may reconvene in an open session to discuss and take action on the subject matter discussed in the closed session.*

Included in the City of Stoughton 2025 operating budget was the start of engineering for construction of a new Stoughton Utilities Administration Building. Prior to the start of building and site engineering, staff has been considering short- and long-term operational needs to develop a preliminary plan for future needs.

At its May 20, 2024, staff began discussions with the Utilities Committee regarding utility facility needs, potential future uses for the current Stoughton Utilities Administration Building, and the ownership of land adjacent to the Stoughton Utilities West Substation. Since that time, staff has also considered alternate potential sites for construction.

The Utilities Committee and City Council will be engaged in future facilities planning and budgeting, as will the Public Service Commission of Wisconsin due to requirements to obtain a Certificate of Authority (CA) approval prior to the start of accruing costs associated with construction. However, prior to those efforts staff is recommending that the committee authorize staff to proceed with site selection, after which building and site engineering can begin.

This agenda item is a continuation of past discussions related to this topic. It is listed as an action item, with action to be taken at the committee's discretion.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 17, 2025 – 5:30 p.m.

Stoughton, WI

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**Stoughton Utilities Facilities Needs Assessment:** Stoughton Utilities staff informed the committee that included in the Stoughton Utilities 2025 operating budget were funds to be used for site and facility engineering for construction of a new Stoughton Utilities Administration Building. During discussions with the committee on this topic throughout 2024, staff pointed to the ownership of land at 3201 McComb Rd adjacent to the Stoughton Utilities West Substation as the best possible location for a new facility, however staff has also considered alternate potential sites for construction. Alternate sites would come with additional expense for land appraisals, surveys, and purchase costs, with land within and near the city limits currently selling at high costs per acre.

Staff explained that they are asking the committee to express a commitment to a specific site prior to the utility beginning to accrue costs, or to express interest in having staff continue to explore alternate sites and bring forth a budget amendment to the committee for funds for land acquisition.

Swadley informed the committee that he saw potential for other development on the land owned by the utility adjacent to the West Substation. Potential uses might include the city funding the construction of underground utilities to the site to make it more attractive for sale to private developers and the city or the DOT acquiring the adjacent property and constructing an extension of the existing roundabout. Swadley stated that the city is currently discussing a future public safety building, with part of the planning efforts including a study to locate potential sites based on historical call data. Swadley also discussed a prior DOT review of the utility substation site as a park-and-ride location, and potential concerns about utility site access from McComb Rd. Swadley also recommended the committee take a tour of the current building at a future meeting to understand the utility's needs. Discussion followed.

Chenoweth and Hirsch expressed support for committing to the substation site for construction of a new utility building. Reasons given included the fact the utility already owned the land, the unknown costs and timelines of potential development and sale of the existing site, the unknown costs for acquisition of a new site, and the timeline the utility will be facing for relocation if the current building is sold. Hirsch requested the input of Erdman, Payton, and Thoren, who all concurred. Discussion followed.

Staff discussed the site and potential layout options, including potential subdivision of excess lands not required for utility facility construction, which could have a variety of potential uses including the potential as a future site of a park-and-ride.

Motion by Hirsch, the motion seconded by Chenoweth, to direct staff to use the previously budgeted funds to proceed with a feasibility study of constructing a new Stoughton Utilities Administration Building at 3201 McComb Rd and begin preliminary site engineering, and to recommend the same to the Stoughton Common Council at an upcoming meeting. The motion carried 5 to 1 with Swadley voting No.

**Stoughton Utilities Administration Building Lease Agreement Between Stoughton Utilities and the City of Stoughton:** Stoughton Utilities staff presented and discussed a draft lease agreement between the City of Stoughton and Stoughton Utilities. Staff explained that there has been a rental agreement for the Stoughton Utilities Administration Building at 600 South Fourth Street between the city and the utility since 1996 when the utility first remodeled and occupied space within the building following the city's purchase of the building. Since that time, the rental lease agreement terms have expired and been renewed several times. The city originally purchased the building for approximately \$368,000 in 1995 and since that time the utility has invested over \$2.2M in building improvement and maintenance.

Staff explained that the current rental lease agreement expired February 28, 2023, and Stoughton Utilities and City of Stoughton staff have been working together to draft a revised lease agreement that better reflects the relationship between Stoughton Utilities and the City of Stoughton. This effort has included completion of a

**RESOLUTION FROM THE UTILITIES COMMITTEE TO THE  
STOUGHTON COMMON COUNCIL**

Authorizing and directing the proper City official(s) to direct staff to use the previously budgeted funds to proceed with a feasibility study of constructing a new Stoughton Utilities Administration Building at 3201 McComb Rd and begin preliminary site engineering.

Committee Action: Utilities Committee recommended Common Council approval 5 – 1

Fiscal Impact: Up to \$500,000

**File Number:** R-11-2025

**Date Introduced:** February 25, 2025

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

**WHEREAS**, Stoughton Utilities used ratepayer funds to purchase 16.5 acres of property at 3201 and 3221 McComb Rd. in the City of Stoughton in 2009 with the intended use of construction of an electric substation and other future utility needs, and

**WHEREAS**, the utility has been considering its short- and long-term operational needs to develop a preliminary plan for a future utility administration facility, with the 10.7 acre parcel at 3201 McComb Rd. adjacent to the recently constructed Stoughton Utilities West Substation as the most likely potential location for a new facility, and

**WHEREAS**, the City of Stoughton has been considering other potential future uses for the current Stoughton Utilities Administration Building, including the potential sale of the building to a private owner, and

**WHEREAS**, included in the approved Stoughton Utilities 2025 operating budget was \$500,000 for the start of site and building engineering for construction of a new Stoughton Utilities Administration Building, and

**WHEREAS**, in addition to the parcel at 3201 McComb Rd currently owned by the utility, staff has also considered alternate potential sites for construction which would come with additional expense including the purchase of land for construction, and

**WHEREAS**, if the current Stoughton Utilities Administration Building is sold, the utility may find itself with a narrow window of time for construction of a new administration building before being required by the new owners to vacate the current Stoughton Utilities Administration Building, and

**WHEREAS**, the utility will soon need to engage the Public Service Commission of Wisconsin in its facility planning efforts due to requirements to obtain a Certificate of Authority (CA) approval prior to the start of accruing costs associated with construction, a process which can take up to 12-months for approval, and

**WHEREAS**, prior to the start of accruing costs associated with site and building design it is prudent to express a commitment to a specific building site prior to the utility beginning to accrue costs, and

**WHEREAS**, your Stoughton Utilities Committee met on February 17, 2025 to direct staff to use the previously budgeted funds to proceed with a feasibility study of constructing a new Stoughton Utilities

