



**Departments
within the
City of
Stoughton**

**DEPARTMENTS WITHIN
THE CITY OF STOUGHTON**

Mayor's Office

City Clerk's Office

Court Clerk

Emergency Medical Services

Finance Department/Treasurer's Office

Fire Department

Human Resources/ Risk Management

Library

Media Services

Opera House

Parks and Recreation Department

Planning Department

Police Department

Senior Center

Streets and Parks Department

Utilities Department

MAYOR'S OFFICE
381 East Main Street

Mayor

Donna L. Olson • dolson@ci.stoughton.wi.us • tel 873-6459

The City of Stoughton operates under the laws of the State of Wisconsin as a City of the fourth class. Its Mayor-Council form of government is the most common form in the State of Wisconsin (Wis. Stats. Ch. 62). The Mayor, elected at-large for a four-year term of office, together with twelve Alderpersons elected for three-year staggered terms and representing specific districts of the City, comprise the Stoughton Common Council.

The mayor is the city's chief executive officer, and as such is responsible to supervise and direct the city government's day-to-day operations. The mayor performs all duties for the office as set forth in Wis. Stats. § 62.09(8) as amended. Beginning in April 1982, the mayor shall be elected at the regular city spring election for a four-year term. This is a full-time position.

The Mayor is the presiding officer at all council meetings. It is the Mayor's duty to provide the Council with information and recommend measures deemed advantageous to the city.

By law, the Mayor is considered a member of the Council. However, he or she is not counted in determining whether or not a quorum is present. The Mayor votes as directed by the Ordinance and Roberts Rules of Order. The Mayor has no voting power on the council except in certain situations. When there is a tie, the Mayor may (but is not required to) vote to break the tie. Wis. Stat 62.11(1) and (3) (b). The Mayor is part of the lawmaking body and as such, must concur in the legislative acts of the Council before such acts may take effect. The Mayor's approval of Council action is officially given by signing legislation within five (5) days of the time it is submitted to him or her by the Clerk. Disapproval is expressed by mayoral veto, also within five (5) days.

Executive Powers and Duties of Mayor

- As Chief Executive Officer of the City of Stoughton, the Mayor has the statutory duty to "take care that City ordinances and state laws are observed and enforced and that all City officials and employees discharge their duties."
- The Mayor appoints all members to committees, boards, and commissions as described by City ordinances. The appointments are submitted by the Mayor to the Council for approval.
- The Mayor supervises and directs the day-to-day operation of the city government. He or she is responsible for supervising the work of all City Officers and employees.
- The Mayor is a member of the Utilities committee, Board of Review, the Opera House Board and Planning Commission and may vote, make or second a motion in those groups. The Mayor is an ex-officio member of all city council committees and most other committees, with voting privileges.
- Negotiation as necessary for the city with reference to business and industrial development.
- Review and revision of the annual operating executive budget.
- Executive liaison and representative of the city in official contacts between the city and other governmental units.

- Representation of the city in all ceremonial functions when present in the city.

City of Stoughton Leadership Team

City Clerk Lana Kropf
Human Resources Director Amy Jo Gillingham
EMS Director Lisa Schimelpfenig
Finance Director/Treasurer Laurie Sullivan
Fire Chief Scott Wegner
Library Director Richard MacDonald
Media Services Director Bill Brehm
Opera House Director Bill Brehm
Parks & Recreation Director Tom Lynch
Planning Director Rodney Scheel
Police Chief Greg Leck
Senior Center Director Cindy Mc Glynn
Street Superintendent Karl Manthe
Utilities Director Robert Kardasz

Goals

The City's overall goal can be found in our Mission Statement:

We are dedicated to providing quality services in a fiscally responsible manner.

Economic development is vital today and for the future of the City of Stoughton. Providing jobs, goods, and services here at home is always a top priority. We will work together with the Chamber of Commerce and other community partners, Thrive and other regional partners to support local business and attract new business to our community.

last revised 2015

CITY CLERK'S OFFICE
381 East Main Street

City Clerk

Lana Kropf • lkropf@ci.stoughton.wi.us • tel 873-6692 • fax 873-5519

Deputy Clerk

Debbie Blaney • dblaney@ci.stoughton.wi.us • tel 873-6677

The City Clerk is directly responsible for a wide variety of City Governmental tasks, which include planning, organizing, and coordinating the activities of the Clerk's Office as defined in State Statutes and City Ordinances. The City Clerk's Office is required to keep a timeline of many State Statute requirements and to see that they are fulfilled accordingly. The City Clerk's Office is responsible for all aspects of the election process from start to finish; liquor and municipal licensure; keeping of records; and front desk reception services for City Hall.

Responsibilities of the City Clerk's Office (not all inclusive)

- Custodianship of all City records. Current records are kept in the Clerk's Office, and older information in the record storage rooms at City Hall.
- Preparation of agendas for City Council meetings, plus packets containing related materials and committee minutes and department reports (these packets are posted on the City website prior to each Council meeting); preparation of the official minutes for Council meetings; Council follow-up procedures.
- Preparation of agendas and packets for other standing committee meetings; follow-up including typing of minutes; staffing of meetings as required; posting notices and packet information to the City website prior to meetings as required.
- Preparation of agendas and packets for City committees, boards, and commissions; posting to City website as required; follow-up if necessary.
- Preparation of resolutions and ordinances for Council meetings.
- Publication of all legal notices for the City
- Publication and maintenance of updates to the Municipal Code Book of Ordinances for the City of Stoughton; liaison with the Municipal Code Corporation.
- Filing of all resolutions and ordinances.
- Maintenance of LaserFiche repository for official minutes and Code of Ordinances.
- Maintenance of all City files including minutes, contracts, memoranda of understanding, agreements, etc.
- Posting of all notices as required by State Statutes.
- Administration of all phases of the election process: voter registration and the maintenance of registration information; preparation of the ballots; administration of the absentee ballot process; preparation of legal notices; finding and training poll workers; holding public tests of the voting equipment; preparing the polling places for election day; certification and submission of election results to the Dane County Clerk's Office; updating voter histories; serving as filing official; maintenance of files; performance of pre-election and post-election procedures in the State Voter Registration System (SVRS); maintaining ongoing procedural training related to election law changes and SVRS program changes.

- Maintenance of the official register of bonds.
- Administration of personnel and property insurance programs; involvement in the loss control program.
- Maintenance of personnel records.
- Assisting employees with enrollment/termination/dependent changes in health and dental insurance; making changes as appropriate; submission of forms to employees and insurance carriers; liaison between employees and insurance companies.
- Maintenance of garbage information; primary contact/liaison between the garbage contracted service and the customers.
- Receiving applications for licenses and permits and issuing them after approval of the Public Safety Committee and Council (if needed).
- Processing dog licenses.
- Receiving incoming money for donations, dog licenses, building permits, liquor and municipal licenses; reconciling all cash received in at the end of the day.
- Assisting with many of the City contracts.
- Compilation the annual Council Orientation handbook.
- Compilation and publication of all notices as required by State Statute
- Maintenance of the City website, and the City meeting calendar.
- Countersigning all checks for payroll, bills, and utilities.
- Signing all official documents related to purchases, Wisconsin Retirement Fund, contracts, budgets, and other financial documents.
- Compilation of Open Records requests.
- Staff member of the Board of Review.
- Administration of the oaths of office.
- Performance of Notary Public duties for City and citizens.
- Front desk reception services for City Hall; answering incoming calls and assisting customers with questions; serving as information center and making proper referrals to City Departments.
- Sale of Syttende Mai coins and buttons; reconciling money.

Clerk's Office Personnel

City Clerk: Lana Kropf

Deputy Clerk: Debbie Blaney

last revised 2015

STOUGHTON MUNICIPAL COURT
Second Floor, Public Safety Building
321 South Fourth Street

Municipal Judge

Matthew T. Roethe

The Stoughton Municipal Court, which includes the Townships of Dunkirk, Pleasant Springs, and Rutland, hears all non-criminal traffic and municipal ordinance violations for which the penalty is a forfeiture. The Court furnishes information to the Wisconsin Department of Transportation and the Director of State Courts. The Court also authenticates, certifies, and transmits documents.

Court is held twice monthly. On the first court date of the month, juvenile cases are heard with Initial Appearances beginning at 4:30 p.m.; Hearings and Trials are held starting at 6:00 p.m. On the second court date of the month, adult cases are heard with Initial Appearances beginning at 4:30 p.m.; Hearings and Trials are held starting at 6:00 p.m. The adult session is broadcast live on WSTO, our local cable television station.

STOUGHTON MUNICIPAL COURT OFFICE
381 East Main Street

Municipal Court Clerk

tel 873-6676 • fax 873-5519

The Municipal Court Clerk provides comprehensive administrative support to the Municipal Judge, coordinates a computer system with the Stoughton Police Department, and responds to a broad spectrum of inquiries and requests. The Court Clerk attends Municipal Court twice a month and prepares documents and correspondence as directed by the Municipal Judge. She schedules Court proceedings and maintains the Court calendar; she docket initial Court appearances. She prepares and sends default letters, plea-by-mail letters, pre-trial notices, hearing notices, and trial notices. She prepares operating-while-intoxicated conviction status reports and compiles occupational license information for defendants. She compiles lists of tickets not paid and completes court orders of suspension or tax intercept; she compiles and updates lists for payments due, subpoenas, suspended licenses, etc. She compiles Court activity statistics and completes quarterly reports. She maintains familiarity with State and local laws, and revises forms and documents accordingly.

The Court Clerk coordinates the Sentencing Program for Juvenile Habitual Truancy; monitors student attendance with middle school and high school attendance office personnel; notifies juveniles in violation of the program regarding their convictions. She coordinates the Community Service Program for juvenile ordinance convictions in lieu of payment of forfeiture.

The Court Clerk processes appeals and transfers to the Dane County Circuit Court and other Municipal Courts. She completes citation information for the Wisconsin Department of Transportation. She provides information to the City Attorney, Municipal Judge, Stoughton

Police Department, Wisconsin Department of Motor Vehicles, and defendants regarding Court matters. She prepares monthly financial reports and distributes monies to Dane County and the State of Wisconsin; she distributes restitution payments for bad checks to local merchants.

last revised 2013

STOUGHTON AREA EMERGENCY MEDICAL SERVICES
516 South Fourth Street
(mailing address 381 E. Main St., Stoughton WI 53589)

EMS Director

Lisa Schimelpfenig • lschimelpfenig@ci.stoughton.wi.us • tel 873-6500 ext. 670 • cell 501-8285
• fax 873-0771

EMS Operations Specialist

Jim Baldauf • jbaldauf@ci.stoughton.wi.us • tel 873-6500 ext. 674
• fax 873-0771

Stoughton Area EMS (SAEMS) is a pre-hospital medical care service, providing an emergency medical response to 911 calls. It is municipality owned by the City of Stoughton, serving all of the city's residents, designated areas in surrounding towns and those emergencies occurring within its jurisdictional boundaries. SAEMS provides assistance to non-jurisdictional areas through Dane County Mutual Aid Agreements and the Mutual Aid Box Alarm System (MABAS 115).

Collaborative partnerships between all city departments are essential for maintaining efficiencies and success. For instance:

- Stoughton Police Department is many times the first department to respond to our emergencies, identifying/providing scene safety, first responder/patient information as well as first-aid/oxygen as needed.
- Stoughton Fire Department is also an important part of our department, as they provide assistance at motor vehicle incidents, lift assists and scene response as needed.
- We work hand-in-hand with the Stoughton Senior Center, as they are a center for resources and referrals for the patient we identify in need of other support services.
- Stoughton Streets Department assists our department, provide road clearance/access for our vehicle(s) in snow emergencies and vehicle maintenance with our ambulances.
- Planning and Development provide building maintenance and IT support as needed.
- The finance department provides financial reporting.
- The clerk's office provides human resource/organizational support.
- Stoughton's media department works closely with our department as they provide video taping of our EMS meetings and other audio visual support as requested.

Functions and responsibilities of the Stoughton Area Emergency Medical Services:

- Stoughton Area EMS, operating as a volunteer service, is licensed through the State of Wisconsin at the EMT-Intermediate Technician level.
- Stoughton Area EMS provides a fully equipped and staffed ambulance service twenty-four hours per day, seven days a week.
- A combination of three Emergency Medical Technicians, or two Emergency Medical Technicians and a Driver, are scheduled on the primary ambulance on a 24/7 rotation to respond to emergency calls.
- Secondary calls (a/k/a back-up calls) are paged out to the full service, with available EMTs/drivers responding as needed. This vehicle is also scheduled from 9p to 5a to ensure

coverage.

- In 2014, Stoughton Area EMS responded to 1,365 calls; continuing to have the highest call volume for a volunteer EMT-Intermediate Technician service in Dane County.
- The district response area of Stoughton Area EMS is approximately 105 square miles, serving a population of 19,076. The territorial coverage area is as follows:

Dunkirk	1945	100% of total population	1945	100%
Dunn	5,255	1/3 of total population	1627	33%
Pleasant Springs	3166	Less than 60% total population	1,890	59%
Rutland	1,997	1/3 of total population	604	30%
Stoughton	12,680	100% of total population	12,680	100%
	Total	Population Served:	<u>18,746</u>	

Infrastructure

A full building remodel began in September of 2010, with completion in April, 2011. The remodel included interior demolition of the area formally occupied by SAEMS and the Stoughton Youth Center. The new facility houses three (3) ambulances, supply room, laundry facility, decontamination area, uniform storage area, medical equipment storage, EMS radio – work/scheduling area, offices, work cubicles, training/conference rooms, and living quarters.

Our vehicle fleet consists of three (3) medically equipped ambulances:

- 2003 Braun (Ford)
- 2007 Horton (GMC)
- 2012 Braun (Ford)

Personnel

The operations of Stoughton Area EMS include a paid full-time EMS Director, a 40-hour per week Operations Specialist and 40 volunteers. Volunteer members receive a stipend based on a per call basis. Of the 40 members, 30 are licensed at the EMT-Intermediate Technician level, 4 are licensed at the EMT-Basic level and 6 hold the position as ‘Driver-Only’.

EMTs are licensed by the State of Wisconsin and operate under the medical license of our medical director. In 2006 a Service Medical Director Contract was established between the City of Stoughton and the firm that employs Dr. Tripp.

EMS Directors/Officers/Leaders

Medical Director: Dr. Warren Tripp

EMS Director: Lisa Schimelpfenig

Assistant EMS Director: Gary Hanson

Training Director: Renee Noltemeyer

Personnel Director: Kristin Ott

Infection Control Officer: Wanda Keniston

Quality Assurance Officer: Renee Taylor

Vehicle Maintenance Officer: Bryce Bronstad, Street Dept.

Stoughton Hospital Liaison: Rebecca Romaine, RN

Operations Specialist: Jim Baldauf

Squad Leaders

Monday: Garry Hanson

Tuesday: Scott Holm

Wednesday: Bill Brue

Thursday: Lisa Schimelpfenig

Friday: Dave Vernig

EMT's

Ed Bailey	Scott Holm	Scott Ruef
Jim Baldauf	Wanda Keniston	Bette Schieldt
Andrew Boersma	Jackie Mastny	Lisa Schimelpfenig
Bill Brue	Dan McGonagil	Patrick Shields
Kate Collins	Melanie Meckley	Shawn Skerpan
David Erdman	Fred Nepple	Richard Smithback
Mary Erdman	Renee Noltemeyer	Renee Taylor
Margit Frisch	Kristin Ott	David Vernig
Scott Griffin	Steve Pulley	Derek Weum
Lucas Hale	Cathy Rigdon	Steve Wiese
Chris Halverson	Josh Ripp	
Garry Hanson	Meegan Rowe	

EMS Members (Driver Only)

Jeremy Beck	Robert Christofferson	Paul Pellett
Mike Donahue	Karl Manthe	Terry Rigdon

Last Revised 2015

2012 Short-Term Goals

- Grant Writing Efforts: Continue grant writing efforts to obtain needed equipment that cannot be obtained due to budget constraints or, to offset annual budget.
- Electronic Run Scheduling: Purchase, train and implement new electronic scheduling software; providing membership with the technology to submit, retrieve and review real-time data. The new software will also assist in data management, tracking on-call hours, scheduling trends, shift changes, shift schedules, vehicle assignments, etc.
- Recruitment & Retention: This is both a short-term and long-term goal. We continue to pursue and recruit new members to maintain a volunteer department and assist with our increasing call volume. On average, the timeframe for applicants to become a “regular” member of our service take approximately one (1) year; including the application process, EMT-Basic Course (1 semester) and riding along as a 4th member of the squad – being able to demonstrate proficiencies.
- Vehicle Replacement: Our ambulance replacement is on a 5-year cycle, rotating out the oldest vehicle from the fleet. A 2012 Vehicle Purchasing Committee was established in late 2011. The committee is currently meeting with vendors, viewing other ambulances in Dane County districts and obtaining preliminary specs.
- 12-Lead Defibrillator Upgrade: New 12-Lead AEDs (currently Medtronic Life Pack 12) will be replaced in all three (3) of our vehicles. Funding for these devices (approximately \$23,000 each) will come from grant writing efforts and equipment replacement funding.
- Radio Communication Upgrade: The implementation of a county-wide radio system will take place in 2013. All districts in Dane County need to purchase the compatible equipment. Our department has the majority of the equipment purchased (through past grant writing efforts) and will be purchasing remaining equipment in 2012.
- CAD (Computer Aided Dispatching) Upgrade: Along with the radio communication upgrade, Dane County 911 Communication Center is upgrading their CAD System. Our service will need to have all pertinent data (response zones, MABAS cards, and priority dispatch requests) identified and submitted. Additionally, Wi-Fi cards will be needed for the new technology.

2013 - 2014 Long Term Goals

- Expansion Plan: Conduct a comprehensive in-depth feasibility study of pros and cons of expanding service to include non-emergency transports in an effort to provide a service to our community and increasing our revenue base to help offset overall budget constraints.
- Recruitment & Retention: Will remain a short-term and long-term goal for our service.

last revised 2012

FINANCE DEPARTMENT/TREASURER'S OFFICE
381 East Main Street

Director of Finance and Economic Development

Laura Sullivan • lsullivan@ci.stoughton.wi.us • tel 873-6691 • cell 209-4043 • fax 873-5519

The Director of Finance and Economic Development supervises, directs, and coordinates the financial activities of the City, serving as comptroller and as City Treasurer with duties as defined in State Statutes and City Ordinances. Other key functions include supervising, directing and coordinating the Economic Development activities in the City. This department is also responsible for the benefit administration for the employees of the City of Stoughton. This department provides support to the Mayor, City Council, and City departments in their financial management, budgeting, and reporting responsibilities, presentation of issues and recommendations to the Mayor and City Council for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City.

Summary of Responsibilities of the Finance Department (not all inclusive)

- Has over-all responsibility for the integrity of the central accounting system, and performs responsible administrative and supervisory work in planning, organizing, and directing the financial activities of the City.
- Coordinates and oversees preparation of the annual City budget including advising the Mayor, City Council, and City Department heads in the review of estimates and the preparation of individual department budget requests.
- Prepares and updates the Five-Year Capital Improvement Plan and the Five-Year Financial/Operating Budget Forecast after meetings with Department Heads of the City and the Mayor.
- Provides the Mayor/City Council with monthly financial statements regarding City financial activities.
- Provides quantitative analysis for various projects and planning.
- Maintains a system of control to ensure that expenditures do not exceed budgeted appropriations.
- Manages all City investments and banking relationships.
- Coordinates activities of City Assessor contract compliance.
- Collects quarterly Room Tax.
- Is available to all committees of the Council, as needed, to be a resource when making financial decisions, and is especially active with the Finance Committee. Also works on special projects - such as negotiations involving the acquisition or sale of city property.
- Manages the day to day treasury functions, including receipts of money paid to the City and daily and monthly banking responsibilities.
- Is responsible for the review, input and payment of invoices for all City Departments.
- As City Treasurer, administers the Firemen's Pension Fund, and serves on the Board of Trustees - Firemen's Pension Fund.
- Coordinates the City's Economic Development efforts.

- Serves as the Executive Director for the Redevelopment Authority committee.
- Serves on the Board of Trustees – Riverside and Wheeler Prairie Cemeteries.
- Serves on the Housing Authority Committee.
- Prepares tax bill mailing. Collects tax payments, refunds overpayment of taxes, balances tax collection and prepares tax collection reports.
- Collects personal property taxes and handles delinquencies.
- Coordinates and oversees Employee Benefit Administration.
- Reviews and inputs timesheet information into payroll system and generates paychecks. Prepares monthly, quarterly, and yearly reports regarding employee benefits.
- Reviews and enters all new employee information into payroll system, setting up their withholdings, payroll deductions, leave time, and other employee benefits.
- Administers the purchase card program for the City of Stoughton.
- Audits all purchase orders, receipts and disbursements.
- Bills all special assessments for curb and gutter, sidewalk, sewer and water mains, parks, etc.; and special charges for mowing or shoveling. Prepares and submits unpaid special assessments to the tax roll.
- Prepares the mill rate worksheet, approves the tax roll, and presents the roll to the County Treasurer for collection.
- Provides administrative oversight and reviews financial activities of duly authorized volunteer organizations.
- Administers the Shared Ride Taxi service for the City of Stoughton.
- Coordinates Community Development Building Grant home improvement loan program.
- Serves as Notary Public.

Personnel

Director of Finance and Economic Development: Laura Sullivan

Deputy Treasurer: Julie Roberts

Finance Accounting Specialist: Lisa Aide

City Assessor: Accurate Appraisal, LLC (Lee DeGroot & Jim Danielson)

last revised 2015

STOUGHTON FIRE DEPARTMENT

Fire Chief

Scott R. Wegner • Swegner@ci.stoughton.wi.us • 873-7218 • 209-7753

Deputy Chief/Fire Marshal

Mark Miller • Mmiller@ci.stoughton.wi.us • 873-7218

The main responsibility of the Fire Department is the preservation of life and property.

The Stoughton Fire Department provides fire protection for the City of Stoughton and all or parts of the Towns of Dunkirk, Rutland, Pleasant Springs and Dunn. All fire service areas share in the operational costs of the department. The townships contract for service with the City of Stoughton.

As a public safety department of the City of Stoughton we work closely with Stoughton Police, Stoughton Area EMS, Public Works and the Building Inspector as needed.

Responsibilities of the Stoughton Fire Department

- The fire department is responsible to conduct fire prevention safety inspections in all commercial buildings and apartments complexes of three units and more. Inspections are performed once or twice a year depending on occupancy type in the area served by the department. Approximately 1100 inspections are performed annually by the department.
- The Stoughton Fire Department has a Mutual Aid Agreements with all Fire Departments in Dane County. We are a charter member of the Dane County Mutual Aid Box Alarm System (MABAS) Division 115 which is part of MABAS Wisconsin.
- The Stoughton Fire Department is dispatched through the Dane County 911 Communication Center, using the MABAS system.
- The department has two modes of incident response. For minor incidents, the department staffs an "On Call" crew, nights, weekends and holidays. The "On Call" crew is made up of three personnel, (1) Officer in Charge (OIC), (1) Driver and (1) firefighter. The "On Call" crew responds to minor incidents that can be handled by a minimal crew. For incidents other than minor, the full complement of firefighters will respond.

Our staffing is 42 members including (1) full-time Chief, (1) full-time Deputy Chief / Fire Marshal, (1) permanent part time Fire Technician and 39 stipend on-call volunteers.

Full-time Personnel

Chief: Scott Wegner

Deputy Chief/Fire Marshal: Mark Miller

Fire Technician: Tracie Kluever

Volunteer Personnel

Asst. Chief: Dick Kittleson

Asst Chief/Safety Officer: Donald Hanson

Asst Chief: Mark Hale

Asst Chief: currently vacant

Captain Rob Lamers	Captain Roger Strandlie	Captain Scott Broughton
Firefighter Bill Jess	Firefighter Brad Rask	Firefighter Jerry King
Firefighter Mary Erdman	Firefighter Robert Nelson	Firefighter Peter Gander
Firefighter Tracie Kluever	Firefighter Paul Updike	Firefighter Mike Carpenter
Firefighter Forrest Anderson	Firefighter Chad Cartwright	Firefighter Jordann Olson
Firefighter Trent Nihles	Firefighter Shelly Johnson	Firefighter Andy O'Conner
Captain Alex DeWitt	Captain Mike Olson	Captain John Halverson
Firefighter Jarrod King	Firefighter Brian Lauretic	Firefighter Brett Topp
Firefighter Mike Lamberty	Firefighter Lisa Schimelpfenig	Firefighter Brian Alme
Firefighter Justin Richter	Firefighter Travis Miller	Firefighter Matt Wegner
Firefighter Andrew Boersma	Firefighter Scott Helm	Firefighter Pat Lewis
Firefighter currently vacant	Firefighter Matt Hamilton	Firefighter Don Dushack

Facility

The Stoughton fire department operates out of one station located at 401 East Main Street. The 24,000 square foot facility, built in 2008, meets the needs of all department functions.

Rolling Equipment

- 1 Incident Command Vehicle, 2006 GMC Yukon
- 1 1500 gpm Pumper 2015 Pierce Saber
- 1 1500 gpm Pumper 1997 Pierce Saber
- 1 100 ft. aerial platform, 2000 gpm 2004 Pierce/Dash
- 1 Heavy-Duty Rescue 2003 Pierce/Kenworth
- 1 2000 Gallon Pumper/Tender 2002 Pierce/Kenworth
- 1 3500 Tender, 1200 gpm 2009 Rosenbauer/Kenworth
- 2 4-wheel drive Grass fire Units
- 1 ½ ton Pickup Truck / Support Unit
- 1 Incident Support Trailer
- 1 Boat 40hp Jet Drive Rescue Boat
- 1 Incident support trailer.
- 1 6-wheel all-terrain vehicle Polaris
- 1 Re-Hab Unit

We are equipped with apparatus to meet the needs of a modern multi discipline emergency response agency. As a department we are responsible for fire suppression, rescue from a variety of situations, water and ice rescue as and deal with any weather condition. We assist other emergency agencies when requested as well as assisting the public as needed.

We carry three full sets of Hurst “Jaws-of-Life” extrication tools for auto, farm and industrial accidents. We have air bags capable of lifting up to 70 tons. Specialized equipment includes saws, air masks, hose, nozzles, struts, lighting equipment, jacks, ropes, smoke ejection fans, three

thermal imaging cameras, and many other small items for rescue and fire fighting. We have 9 cold water exposure suits for surface water rescue and an inflatable Fortuna rescue boat. The Heavy rescue has full SCBA air re-supply capabilities. We are equipped to provide de-con and assist the regional Hazmat Team with the release of hazardous materials. We carry level B hazardous material encapsulating suits.

Stoughton Fire Department Goals

Ongoing

- **Review/Update department By-laws.** Final draft being reviewed by department committee.
- **Participate** in the Budget for Outcomes process year 4.
- **Fill vacancies that may occur** for 2015 to maintain staffing at recommended levels.
- **Maintain preparedness** level under budget constraints.
- **Seek grant funding** availability.
- **Work toward a smooth transition** to new public safety radio system (2013 - 2016).
- **Provide training required annual training to emergency personnel**

Long Term Goals with Updates

- **Review full time staff and volunteer staff** positions for possible updates to meet the needs of the department for the future. Daytime coverage abilities, proactive public fire prevention programs, public awareness for emergency preparedness are possible areas for future consideration. *As our ability to provide fire service changes we need to be prepared to change as well. Being able to provide some of these services will make our community safer.*
- **Develop and maintain the Department staff ranks at the levels recommended by the 2004 study** to maintain a high level of quality within the volunteer ranks. Stay abreast of the trends of the fire service community that may affect our ability to maintain a high quality volunteer base. *Budget issues are having an impact on the volunteer fire service nationwide. The failure of the volunteer system would have a huge monetary impact on the city.*
- **Continue Development and maintain Priority Dispatch fire preplan programs** that will address the needs of the responders at commercial, residential and rural incidents. We have the technology, now we must continue to build on the process. *Data bases are being developed and changed; plans are always a work in progress.*
- **Maintain or improve the updating of apparatus and equipment** to provide the firefighters with adequate tools to perform their duties. As new advancements in the fire service become available, we need to be looking at how we can best take advantage of advancements. *Continuation of the programs change as budget warrants.*
- **Develop a department physical fitness program** for all members, full time as well as volunteer. Our personal fitness needs to become a bigger part of daily lives. The rigors of emergency services warrants that our people to be as physically fit as possible. *Investigation into NFPA requirements for Firefighter Health and Welfare requirements are ongoing, a program that is patterned after NFPA will require a phased in approach as budget constraints allow. Funding is the major obstacle at this time.*
- **Continue dialog with neighbor departments** for an automatic aid response policy and procedure to aid in manpower and apparatus resources. *Automatic aid is a neighbor department being paged and assigned to initial response to specific incident types.*

Human Resources & Risk Management Departments

*City Hall
381 East Main Street
Stoughton, WI 53589*

Director of Human Resources & Risk Management: Amy Jo Gillingham

ajgillingham@ci.stoughton.wi.us 608-646-0272

Human Resources & Risk Management Generalist: Position Open

The Human Resources and Risk Management Department is staffed with one full time Director and one part-time Generalist.

Summary of Responsibilities-Human Resources:

The Human Resources Department is responsible for the City of Stoughton's hiring, employee development, benefits negotiation, monitoring and management, compliance at the federal, state and local levels. Also responsible for on boarding, terminations, Human Resources Software system management (employee entry and maintenance) and the management of all lines of insurance. This includes negotiating and monitoring the benefit plans.

Personnel: Human Resources assists with the development and coaching of employee's and management. The Human Resources Department works closely with the Leadership to ensure proper management methods are being utilized. The Human Resources Team also works closely with employees, providing tools for them to be successful or to listen and provide resources such as EAP.

Benefits: The Director of Human Resources & Risk Management is responsible for negotiating and monitoring the self insured health plan as well as Broker Performance. When large claims or high volumes of claims occur the Director is responsible for researching the claims to see if there are corrective measures that can be taken to contain the claim cost or duration. The claim history is used to determine plan design changes that are discussed during annual renewal.

Hiring: The Human Resources Department is involved in the hiring for all of the City of Stoughton Departments. This includes the Fire and Police Departments (PFC), EMS, Senior Center, Library, Youth Center, Streets Department, Recreation Department, Administration and City Hall. The HR/RM Department designs job postings, assists with job description updates, posts positions, conducts interviews, designs interview questions, conducts phone screens and works with the hiring manager to determine compensation package for offer. The HR/RM Director works with the hiring Director to determine final candidate.

On boarding: Prepares all paperwork to be presented and reviewed to the new hire. We hire many different type of workers: Seasonal, Part-time, LTE, Full time, 30 HR/week, all of which have different benefit offerings.

Discipline/Terminations- Human Resources works with the Director to assist with the disciplinary process. At the City of Stoughton we typically follow a progressive disciplinary process. In the event of gross negligence, a more aggressive plan up to and including termination may occur. The HR/RM Department believes in investing in our employees. We strive to create an environment where the employee is aware if there are performance concerns and what they need to do to correct them. Our progressive disciplinary process involves a verbal discussion, written warning, performance improvement plan, last chance agreement and termination. The steps followed are dependent on the discipline and violation(s) involved. The City of Stoughton reserves the right to immediately terminate employment, based on the seriousness of the violation. Employment at the City of Stoughton is at-will. In the event of termination the Director of Human Resources & Risk Management provides legal guidance and recommendations to the head of the department involved. The Director of HR/RM Heads participates in the termination and process.

Exit Interviews: The Human Resources Department conducts exit interviews for all full-time and regular part-time employees. The information gathered is used to recognize potential trends within the departments. It is also used to identify if there are areas for improvement or discussion. The HR Department meets with the employee that is terminating and asks a set list of questions.

Compliance - Notices, COBRA, WCHRA- Human Resources is heavily mandated by local, state and Federal laws. There are many legal notices, documents, forms and other information that we must legally provide to our employees. Non-compliance can result in fines and penalties.

Legal: The HR department is also responsible for reviewing all HR related legal notices such as unemployment responses, handling of wrongful terminations or other HR related cases brought against the City. The HR Director must have previous legal case handling experience with a successful track record.

FMLA Administration & Management: The Human Resources/Risk Management Department is responsible for handling the FMLA Administration. HR will meet with the employee to review the qualifiers, WFLMA and FMLA rights. Once the paperwork is received from the overseeing physician, the Director of HR/RM will review the documentation and determine if additional information is needed, if the event is ineligible or eligible.

Policies & Procedures: The Human Resources Department is responsible for the maintenance and upkeep of all policies and procedures tied to personnel such as the work rules, personnel files, medical files and training files.

Summary of Responsibilities-Risk Management

Insurance management- Work with the insurance agencies to ensure proper coverage for all lines of insurance-property and casualty, liability, worker's compensation. Handle all claims made against the city.

WC Reporting and case management- responsible for the case management of WC report of injury. This involves investigation of the accident or incident, report to carrier, and case management if treatment goes beyond one physicians visit. Work with the employee and leadership to return the employee to work if light duty is available. This process helps drive down the costs of the claim. If necessary may order independent medical exams and nurse case managers. Responsible for evaluating the cause of injury to see if changes could be made to reduce the opportunity for injury.

Incident/Accident Reporting and case management- In the event the City is named in a law suit or the city causes harm to other vehicles, property, etc... The case is handled by the Director of HR & RM. The Director will work with other department heads to review the incident/accident and to determine compensability. Corrective measures will also be discussed and implemented where applicable.

Contract review- responsible for the review of risk management verbiage in City contracts, to limit the liability.

Safety Training/OSHA- Responsible for working with Leadership to identify training needs and to ensure required training is being completed. This includes the necessary OSHA training and awareness.

MSDS Binder Management- Maintains the master set of MSDS binders at City Hall. Ensures that all departments are following the procedure for updating their manuals and the master set. Works directly with Leadership to ensure compliance.

Vehicle & Asset Inventory – responsible for the inventory and insurance of all city vehicles and assets. Works with Leadership to ensure that all vehicles and assets purchased and sold are accounted for and insured properly.

Drug Screens/DOT- Manages the DOT Random drug screen program. Work with the provider to coordinate who is sent and appointment times. In the event of a positive test, works with Leadership to determine next steps.

CVMIC- Works with the insurance carrier to discuss active claims, training needs, OSHA updates etc...

The Director of Human Resources and Risk Management is a staff member to the Personnel Committee and the Risk Management Committees.

Stoughton Public Library
A Member of South Central Library System
304 South Fourth Street
873-6281 • www.stoughtonpubliclibrary.org

Director

Richard MacDonald • rmacdonald@stolib.org • 876-6281 ext. 511 or 873-0108

Mission

The Stoughton Public Library will educate, enrich, empower, and engage our community.

Library Building History

The original Stoughton Public Library Carnegie building was built with a donation of \$13,000 from Andrew Carnegie, the city having purchased the corner lot on Main Street for \$4,000. Design for the building was completed by architects Louis Claude and Edward Starck, and the building was completed by a local contractor Fred Hill. The Stoughton Public Library was dedicated on March 6, 1908.

A major expansion and renovation project was completed in 1990, the first in the Library's long history, making the library a four level building of just under 16,000 square feet. In 2006, the Library Board retained the services of architectural firm Frye Gillan Molinario to remodel and upgrade the mezzanine level of the original Carnegie building. The project brought this area back to the appearance of a turn of the century reading room while also addressing building maintenance issues.

Early spring of 2008 at Stoughton Public Library saw a closure of the Children's Area on the first floor of the Library for 6 weeks to complete a renovation funded entirely by donations. Updates included fresh paint, carpet, colorful décor, furnishings and library standard steel shelving at child friendly sizes and heights. Children, families, and caregivers have shown their appreciation for this space with higher than ever use.

The Library and the City are currently working together to plan, fund, and complete renovation of the second floor.

Vision Statement

Stoughton Public Library will...

- Be welcoming, attractive, comfortable, and well-maintained.
- Employ a talented, customer service-oriented staff.
- Be well funded from a variety of reliable sources.
- Provide current, innovative services and programs for all ages.
- Support the community's economic development.
- Preserve the community's cultural heritage and include the diverse cultures in Stoughton.

Adopted: March 11, 2004. Revised: March 20, 2013.

Hours

Monday – Thursday 9:00 a.m. – 9:00 p.m.
Friday – Saturday 9:00 a.m. – 5:00 p.m.

All four levels of the library are open for use by the community for 64 hours each week, except holidays.

Library Board of Trustees

The Library Board meets on the 3rd Wednesday of each month at 6:30 p.m. in the Carnegie Meeting Room located on the lower level of the library. Current Library Board Trustees are: Alderperson Paul Lawrence, Sandra Black, Karol Castle, Denise Duranczyk, Petra Horst, Linda Schaefer, Elva Tyson, Paul Vande Hei, and Mike Vienneau.

Library Board members protect and advance the interests of the broader Stoughton community by effectively governing the operations and promoting the development of the Stoughton Public Library. Library Board members...

- Prepare for and attend regular board meetings
- Work with the Mayor and City Council to obtain adequate library funding
- Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director
- Participate in the development and approval of library policies, and review policies on a regular, systematic schedule
- Help determine and advocate for reasonable staff salaries and benefits
- Hire, supervise, and evaluate the library director
- Study the needs and interests of the community and see that they are addressed, as appropriate, by the library
- Act as advocates for the library through contacts with civic groups and public officials
- Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services
- Assist in the formulation and adoption of a long-range plan for the library, and periodically review and revise long-range plan
- Attend Wisconsin Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership

The Library Board has four standing Committees: Finance, Personnel, Planning, and Policies. There is also an ad hoc Second Floor Renovation Committee and an ad hoc Fundraising Committee.

The primary law concerning the operation of Wisconsin public libraries, including the appointment and terms of office for library boards, is Wis. Stats. Chapter 43. The full text of Chapter 43 is available at <http://www.legis.state.wi.us/statutes/Stat0043.pdf>

Personnel

The library employs one director, two librarians, two full time library assistants, seven part time library assistants, one part time clerical assistant, a pool of six limited

part time shelvers, and one part time custodian. The library's FTE for 2014 was 11.49, including the part time custodian. The library also has a dedicated group of adult and teen volunteers who completed 1,700 hours of volunteer service in 2014.

The Stoughton Public Library and Dane County

The Dane County Board established a County Library Service and levies a county library tax as authorized under Section 43.57 (3) of Wisconsin Statutes. Since the Stoughton Public Library meets the minimum standards of operation established by County Board, and since the City of Stoughton levies a tax for public library service at levels at least equal to the county library tax rate, the City of Stoughton is exempt from paying the County library tax.

The Stoughton Public Library fully participates in the Dane County Library Service which in Stoughton provides outreach service to 7 nursing homes and care facilities, plus the Stoughton Senior Center. Dane County Library Service also pays for the cost of the South Central Library delivery to the Stoughton Public Library.

In addition, the Stoughton Public Library receives annual funding from Dane County based upon usage of the Stoughton Public Library by people who reside in rural Dane County or in a Dane County community without a library. In 2014 this amount was \$225,000.

2014 Library Statistics

Collection

- Printed Books 64,793
- E-Books 123,095
- Audio Books & Music CDs 4,310
- Downloadable Audio Books & Music CDs 28,414
- DVDs 8,996
- Downloadable DVDs 1,035
- Databases 53
- Magazine & Newspaper subscriptions 173

Services

- Library Visits 144,647
- Reference & Research Questions 16,244
 - Library Computer Use 30,317
 - Wireless Use 108,945
 - Database Use 1,922

Collections

- Checkouts 268,811
- Items Loaned to Other Libraries 108,357
- Items Borrowed from Other Libraries 96,688

Library Programs

- Children's Programs 188
- Children's Program Attendance 5,868
- Teen Programs 28
- Teen Program Attendance 244
- Adult Programs 87
- Adult Program Attendance 8,443

last revised 2015

MEDIA SERVICES DEPARTMENT
Second Floor, 421 South Fourth Street
873-7523

Director

William Brehm • bbrehm@ci.stoughton.wi.us • tel 646-0433 • cell 347-8441

Production Supervisor

Derek Westby • dwestby@ci.stoughton.wi.us • tel 646-0435

Staff Duties

- The City of Stoughton Media Services Department manages the operation of WSTO-TV, the cityofstoughton.com website, and both wired and wireless telecommunications technologies and services for all City staff and buildings.
- The Media Services Department also provides video production, technology support, and multi-media production/duplication for all City agencies as well as local and county-wide businesses, community organizations, and individuals.
- Additionally, the Director of Media Services serves as the Public Information Officer for the City - providing a point of contact for media outlets and distributing press releases regarding local events and services.

WSTO-TV

- WSTO began cablecasting in 1968 and is the oldest continually operating local origination cable station in the world.
- WSTO is the City of Stoughton and surrounding townships' municipal access television station, representing all three letters in the PEG (Public, Education, and Government) concept of cable access television programming. WSTO works to provide top-quality, local programming at a state of the art level.
- WSTO programming includes complete coverage of all Stoughton City Council, Planning Commission, and School Board meetings as well as public hearings, public policy forums and other government meetings. Each week WSTO also produces a wide variety of LIVE and taped community programs including Stoughton Area School District sports, informational talk shows, musical programs, weekly magazine programs, and coverage of local cultural events, parades, and social gatherings.
- WSTO makes use of fully automated playback systems and operates on a 24-hour, 7-day-a-week basis. WSTO is a small format station and operates two television studios equipped with broadcast quality digital cameras, several non-linear edit suites, and a remote production vehicle.
- WSTO is carried on channels 98 and 981 - reaching every cable subscriber in the City of Stoughton, the surrounding Townships and the southern third of the City of Madison. In addition, programming can be viewed real-time or on demand via the World Wide Web at wsto-online.com

Facility

The Media Services Department is located on the second floor of the public safety building adjacent to the City Council chambers. The Media Services area is comprised of the following

rooms or areas: Directors office, Production Supervisors office, videotape and DVD archive / copy room, video editing and duplication area, parts storage and repair area, head-end equipment room (video server, character generator, encoding workstation), production equipment storage room, studio control room, small video studio, and large video studio (a.k.a. council chambers / court room / etc.). In addition, the Media Services Department maintains a small video production vehicle which is stored in the former FD garage at the rear of City Hall when not in use.

Funding

Historically the Media Services Department has been funded by the City through a cable franchise fee paid by Charter Communication as well as a PEG equipment fee also paid by Charter. In addition, the Media Services department is funded by revenues produced primarily through contracted projects, sponsorships, and DVD sales.

Beginning in 2011 Charter Communications was no longer required to pay the PEG equipment fee (approx. \$9,000 annually), however, the City continued to receive the cable franchise fee and used those fees to fund the Department.

Goals

Increased Internet Presence

- Development of increasingly intuitive user interfaces on City web pages
- Investigation of additional tools to make more City services available via the web
- Expand “On Demand” WSTO programs to include all programs
- Easy links for embedding WSTO videos in outside web pages

Additional Funding Sources

- Expand WSTO-Online Ads and Underwriting
- Continue to increase Contracted Video Production by outsourcing post-production services
- More targeted Underwriting Packages for H.S. Sports community programs coverage
- Offer consulting services to other regional PEG stations
- Continued push for Digital Conversion Services of outdated media to contemporary mediums

Staff Efficiency

- Create hypothetical position description for Network Specialist Video Production Combo (IP Phones, Video Servers, Web, Graphic Design, Etc.)
- Increase Use of Volunteer Labor
- Increase Cross-Training of Technical Part-Time Staff

Video Equipment Updates

- Maintain an Up-to-Date Inventory of All Media Equipment on an Interdepartmental Level
- Enhance Remote Streaming Capabilities for WSTO to expand live television capable spaces
- Refine/Update Council Chamber A/V Systems
- Web Design and Video Editing Computer Replacements
- Investigate Long-term Digital Video Archiving and Storage

Special Projects

- Transition of School Channel Control Systems to the PSB
- Refine School Board Room Cable Runs and Camera System
- Develop Plans for Permanent Cable Runs in Fire Station & H.S. Gym

last revised 2012

STOUGHTON OPERA HOUSE
381 East Main Street

Director

William Brehm • bbrehm@ci.stoughton.wi.us • tel 646-0433 • cell 347-8441

Event Coordinator

Christina Dollhausen • cdollhausen@ci.stoughton.wi.us • tel 646-0019 • cell 209-7727

Mission

The Stoughton Opera House is an integral part of the community, providing a wide range of high quality cultural experiences in a restored Victorian theatre.

The events in the Opera House serve the people of Stoughton by providing a cultural outlet, a tourist attraction, and a place to gather. Constituents may take part in the offerings of the Opera House either as an audience member, a volunteer, or as an event producer.

In an effort to bring cultural programming to Stoughton, the Opera House Event Coordinator and Managing Director contract professional artists who are recognized locally and/or nationally. Some programs fulfill the public service mission, others are educational in the nature, and still others are opportunities to elevate the Opera House's visibility in the arts community.

Besides regular series programming, the Opera House also offers its space for rental by outside groups to hold Weddings, Performances, Recitals, Meetings, Trainings, Public Service Events (free to the public – may be entertaining or educational/informational in focus), and Fundraising Events. As a representation of its historical background, the Opera House holds Open Houses during local festivals and events and is available for tours...both by drop-in and appointment for individuals or groups throughout the year.

Staff Duties

- Booking the 2012-2013 regular performance season: contacting agents and artist management, negotiating compensation, issuing and review of performance contracts, working with local organizations to incorporate their events into the season (e.g. Stoughton Festival Choir, City Band, Chamber Singers, School performances, local theater groups, artists).
- Advancing of on-going performances with the 2011-2012 performance season: review of technical and hospitality requirements as outlined in contractual documents with performer staff, making arrangements for requirements to be fulfilled.
- Marketing and Promotion of the 2011-2012 performances through advertisements, the season brochure, press releases, bulk emails, and through other partnerships or outreach efforts with regional and local arts organizations and media.
- Creation of the season brochure for the 2012-2013 performance season: work with graphic designers, publishing company, and printers. Solicit advertising and sponsorships to contribute to the funding of the brochure.
- Staff on-going performances: perform tasks related to technical needs (lighting, sound, video projection, etc.), hospitality needs (dressing room stocking, dinner arrangements, hotel

arrangements), will-call box office ticket pick-up, and final settlement with performers.

- Ensure staffing of box office through full-time, part-time, or volunteer staff from 9am-4:30pm on weekdays.
- Preparation of calendar year budget to coincide with the City fiscal year.
- Preparation of a budget and projections to coincide with the Opera House performance season which runs from September through mid-June.
- Giving walk-up tours and coordinating accommodations for group tours.

Facility

The Stoughton Opera House is located on the second and third floors of City Hall at 381 E. Main St. The Opera House is maintained through a combination of efforts by volunteers, City staff, and contracted specialists (e.g. plaster repair, cleaning services).

Restoration History

Restoration of the City Hall building began in 1983. The council at the time agreed to renovate/restore the lower levels of the building but stipulated that no tax dollars would be used in the restoration of the theater. The Friends of the Opera House group was formed to raise funds. The restoration continued with an all volunteer staff until its grand re-opening in February of 2001.

Funding

Beginning in 2001 transfers of funds from the City general fund were made to help support the operation of the Opera House. The amount of the transfer was reduced gradually from \$40,000 annually to \$10,000 in the 2009 fiscal year. There were no direct transfers of funds in 2010 or 2011 to the Opera House fund. The Opera House Director and Media Services Director positions were merged in 2005 and the City continues to pay more than 50% of the salary and benefits for that position.

Attendance

During the '08-'09 season 5,873 individual reserved tickets were sold for Opera House performances. As of March 1st 2012 15,345 individual reserved tickets have been sold for performances in the '11-'12 season. Most performances by local groups are general admission and attendance numbers for those shows are gathered by room counts. There have been an estimated 1200 general admission attendees as of March 2012 in '11-'12.

At last count 19% of Opera House reserved ticket patrons live within the 53589 zip code and 81% of Opera House reserved ticket patrons reside outside the 53589 zip code. Of those patrons living outside 53589 there is a fairly even distribution throughout Dane and the surrounding counties. The Opera House also consistently drawing patrons from the Chicago, Milwaukee, and Minneapolis areas.

2011-2012 Season Goals

Facility Upgrades and Restoration Maintenance

- Maintaining the restoration of the Opera House is essential to its role as a cultural asset, a destination location, and a historic space. There is always a list of items that require attention, some on-going. In the absence of additional staff, it is one of my goals to recruit a new group

of locals and regional patrons who may be interested in volunteering in these sorts of areas. Many of the individuals who performed the original work are aging and the lion share of the information available is in the form of an oral history. It is vital that this information is relayed and recorded for the next generation.

- Facility Upgrades have already taken place in some aspects of sound reinforcement. These upgrades made it possible to book the level of artists required to be as successful as we have been with ticket sales. It is important to continually evaluate throughout the year what upgrades in sound, lights, seating, etc. will work to enhance ticket sales and/or reduce costs for outside contractors.

Additional Funding Sources

- Acquire more robust corporate sponsorships
- Add a summer series of events
- High ticket fundraisers with the more well-known artists
- Expand ticket insert ads and program ads
- Apply for a Dane County Cultural Affairs Capital Grant in every cycle
- Pursue grant opportunities

Staffing

- Expand use of volunteer labor to areas other than box office and ushering.
- As revenue production allows additional staff would allow for additional volume to be added to current season offerings. A part-time tech and box office manager are the highest priority. Additional staff would create additional time for existing staff to pursue funding opportunities.

Performance Schedule

- Increase individual ticket sales by at least 10% over 2010-2011 from 15,000 to 16,500.

Promotion

- Continue to work towards revenue neutrality for the annual brochure.
- Expand upon professional relations with regional associations and groups.
- Expand advertising and communications in the areas of social media and bulk email.

Box Office

9 am-4:30 pm Monday-Friday

877-4400

operahouse@ci.stoughton.wi.us

last revised 2012

STOUGHTON PARKS AND RECREATION DEPARTMENT

381 East Main Street

tel 873-6746

fax 873-5519

Director

Tom Lynch • tlynch@ci.stoughton.wi.us

Recreation Supervisor

Dan Glynn • dglynn@ci.stoughton.wi.us

Youth Center Director

Greg Hoyte • ghoyte@ci.stoughton.wi.us • tel 877-9980

The Parks and Recreation Department has changed and evolved over the last 35 years. Currently the department oversees the development of new parks, the improvement of current parks, the operations of the Youth Center, the management of the swimming pool, while providing over 75 recreation programs.

The Stoughton Parks system includes 14 city parks and 3 trails covering approximately 144 acres. The Parks and Recreation Department directs all development decisions for these parks as well as new ones. Volunteer projects help provide assets to the system at an affordable price. This department coordinates over a dozen projects a year. Parks maintenance is operated through the Street Department.

The Youth Center is managed through the Recreation Department. Thirty to forty students attend the center each day. The Youth Center program is provided by the Friends of the Stoughton Area Youth Center using grants and funds from the City. Greg Hoyte, Pam Tuttle and Hunter Harrison, with the help of volunteers, provide students a safe place to spend the critical "after school" hours being with friends, improving their school work and participating in community service.

In 2015, Troll Beach will be improved with an additional inflatable waterslide, increased staffing, and better attendance and money handling.

The Recreation Supervisor manages a wide variety of recreation programs providing social connections and physical fitness for all seasons. The 75+ programs provide over 40,000 person/activity hours.

The department also coordinates field usage for the private sports groups, helping them to bring more recreation options to the City. The department is responsive to the needs of people of all abilities, creating inclusive programming while supporting Special Olympics. Revenues cover about 70% of the total recreation budget. This is up about 17% over the last two years. Part of the budget covers as many as 100 part time employees. Throughout the year over 120 volunteers assist the department with program operation and park improvement.

Summary of Responsibilities

- Development, coordination, planning, implementation, supervision, and evaluation of all recreational activities.
- Coordination of the development of new parks and the redevelopment of existing parks.
- Direction and coordination of the Youth Center.
- Development and administration of a yearly budget.
- Selection of all part-time and seasonal employees: their recruitment, orientation, training, supervision, termination, and evaluation.
- Schedule and reservations for all ball diamonds and picnic shelters.
- Active promotion of positive public relations and publicity for all programs.
- Coordination of volunteer projects in parks
- Providing community access opportunities for people with disabilities
- Meeting regularly with the Parks & Recreation Committee, Friends of the Stoughton Area Youth Center and River and Trails Task Force.

Goals

- To provide the tools for citizens to embark on a life of recreation and fitness.
- To provide high quality functional open space
- To provide activities that create positive economic impact for Stoughton
- To provide youth with a safe and educational afterschool program

Short Term Goals

- Improve the pool operations to better manage the larger crowds.
- Sell the value of physical literacy on local sport groups.
- Increase trail options from Amundson Park to Stoughton Hospital.
- Identify a location for a large sports park.

Long Term Goals

- Increase our value to the community with greater economic impact
- Lower the price of Parks and Recreation to the City.
- Lead to effort to improve local physical literacy and long term play.

Personnel

Director: Tom Lynch

Recreation Supervisor: Dan Glynn

Youth Center Director: Greg Hoyte

Youth Center Assistants: Pam Tuttle, Hunter Harrison, Mike Shiner

Seasonal Staff

Pool Staff: 7 positions, 2200 hrs.

Program Staff: 2880 hours

Youth Coaches (softball, basketball, baseball)

Instructors (dance, fitness, athletics, art, etc)

Supervisors (gyms, fields, scorers)

Officials (softball, basketball, golf, tennis etc)

DEPARTMENT OF PLANNING AND DEVELOPMENT
381 East Main Street

Director of Planning and Development

Rodney J. Scheel • rjscheel@ci.stoughton.wi.us • tel 873-6619

Summary of Responsibilities

- The Department of Planning & Development through its building permit & inspection services assists property owners, citizens, contractors, and the public in the compliant design and construction of structures in the City. This includes issuing building permits, performing building plan reviews, and conducting field inspections, all with exceptional customer service, while understanding our key role in the safety, health, security of our community and protection of property. This service includes: Buildings, Electrical, Plumbing, Heating, Ventilating & Air-Conditioning (HVAC), and Erosion Control for residential, commercial and industrial properties. Plumbing is inspected for compliance with the State Plumbing Code. The State Uniform Dwelling Code is used to inspect one and two family dwellings for HVAC, electrical, plumbing, and construction. State Commercial Building Codes are used to inspect commercial construction projects. City employees who are State licensed to conduct these inspections.
- The Department of Planning & Development provides City Facility Operation Management; City Facility Equipment Maintenance & Repair; and City Building Improvement Project Oversight. This service includes the expenses necessary to manage, maintain, and clean specific City facilities at minimum service levels and encompasses basic, ongoing, regular maintenance of 8 major buildings owned and managed by the City of Stoughton. We utilize department staff for some activities and arrange for third party contracted services as necessary and coordinate ongoing replacement and capital upgrades as determined annually. General maintenance of City owned buildings (City Hall, Public Safety Building, Library, Senior Center, EMS area of the Municipal Utilities Building, Youth Center Facility, and Depot) including the subletting and contracting of work. Staff makes routine maintenance and repairs, with larger projects being coordinated through outside resources. The department recommends capital improvements for these City Buildings and seeks appropriate funding during the budget process.
- The Department of Planning & Development uses the City Comprehensive Plan as a policy guide to direct community development and land use decisions. Department staff members play a key role in community development and serve the community (both internal and external) with land use development coordination, local regulation administration, comprehensive planning, and special project management in order to enhance the quality of life and community development of Stoughton. In many cases this department is the first responder to development inquiries from potential developers, contractors, property owners, and the public. Community development creates jobs for residents, provides desired goods and services for the community, helps foster the City Comprehensive Planning goals, objectives, and recommendations, and provides necessary tax revenues to maintain and enhance City services.
- Staff provides assistance to the Redevelopment Authority and Business Park North Committee coordinates updates and revisions to the Comprehensive Plan, and works with developers to prepare plats in accordance with City plans. We provide zoning administration

services through maintenance of the Zoning Map, zoning inspections, issuance of appropriate permits to ensure compliance with City ordinances, and we make recommendations on zoning code changes. The Zoning Administrator is staff to the Zoning Board of Appeals and coordinates meetings, prepares publications, and transacts Board business as required. With daily requests for information we provide parcel information such as lot dimension, zoning, setbacks, etc. The department issues permits for fences, signs, sidewalks, and driveways, etc., and coordinates new subdivision review and approval.

- The department is the assigned staff of the Planning Commission. Staff transacts all Planning Commission business, keeps minutes of meetings, prepares the agenda items, posts necessary publications, sets meeting dates, and supplies the commission members with meeting agendas and necessary backup materials.
- The Department of Planning & Development ensures minimum maintenance standards through the Buildings & Building Regulations Ordinance are met at privately owned property throughout the City. Staff also ensures compliance with zoning standards and regulations related to the following: land uses, landscaping, bufferyard, property access, visibility at intersections, off-street parking & circulation, signage, bicycle parking, exterior storage, exterior lighting, vibration, air pollution, odor, glare & heat, fire & explosion, toxic or noxious materials, waste materials, exterior construction material, hazardous materials, fencing, signal receiving antennas, noise, swimming pools, and outdoor storage of firewood. Staff contracts with Dane County Land Conservation to review and inspect erosion control and stormwater management for development and redevelopment except for one and two family properties.
- The Department of Planning & Development provides City of Stoughton employees and the public the technology and services to help deliver effective quality services to citizens and customers. Information technology & services bring knowledge and expertise to ensure the City's systems can support the delivery of those services by providing highly reliable, available and state of the art systems. We function as the network administrator for the City Hall/Public Safety Building/Senior Center/Street Department/Fire Department/EMS/Youth Center computer network.
- Coordinate public works construction projects, traffic signal installation, storm water projects, new city building projects, etc.
- Develops and implements the 5-year Capital Projects Plan for storm water projects and City building projects and assists with other major construction projects.
- Oversees the storm water management system within the City and manages the Stormwater Utility.
- Represents the City on various technical transportation committees such as the MPO Transportation Planning Committee and USH 51 Corridor Study Technical Advisory Committee.

Personnel

Director of Planning & Development: Rodney J. Scheel

Zoning Administrator /Assistant Planner: Michael P. Stacey

Building Inspector: Steven T. Kittelson

Commercial Electrical Inspector/Facilities Maintenance/Master Electrician: Norman C. Brekken

Administrative Assistant: Kelli Krma

last revised 2015

STOUGHTON POLICE DEPARTMENT
321 South Fourth Street
873-3374

Chief of Police

Greg Leck • gleck@ci.stoughton.wi.us

The purpose of the Stoughton Police Department is to promote, preserve, and protect the public safety of all our citizens and visitors. We provide quality law enforcement services to the community through the dedication of a highly trained and professional staff. We accomplish our mission through the investigation and enforcement of violations of State Statutes and local ordinances, preventative patrol, and response to other needs of the community.

The Police Chief, who is responsible for department activities, reports to the Mayor and City Council. The five member Stoughton Police and Fire Commission is a citizen body that has responsibility for hiring of police officers and overseeing the promotional & disciplinary processes of all sworn personnel.

The Police Department operates with a \$2,700,000 annual budget and is the largest department of the city. The department operates full-time 24 hours per day, 365 days per year. The department is staffed with 28 full-time positions including 5 dispatchers, 1 Administrative Assistant, and 22 sworn police officers. The department also has a pool of part-time dispatchers that supplement the communications division. The dispatchers also provide all the department's clerical needs as well as providing call taking and customer service at the department. Administrative Assistant Barb Veum leads our dedicated dispatch staff, which includes fulltime dispatchers Karla Gander, Barbi Natvig-Gowan, Mary Lincoln, Lori Bell, and Alex Mathison. Veum has supervisory responsibility for dispatch & school crossing guards, and coordinates criminal & municipal court activities.

Our sworn supervisory staff includes Chief of Police Greg Leck, Lieutenants Pat Conlin and Dan Jenks, Sergeants Brian Gowan and Patrick Frisch. There are three investigators: Detective Erik Veum, Detective Al Adams, and Detective Brandon Hill. The Sworn Patrol staff is David Vogel, Tom Nelson, Pat Lewis, Sean Poole, Chad O'Neil, Andy Johnson, Cole Sargent, Joe Kellogg, Chris Stachel, Carson Hoeper, Nathan Hartwig, Hector Covarrubias, Robert Miller, Todd Dovichi, and K-9 Ole.

The Stoughton Police Department is dedicated to maintaining the City's wonderful quality of life. Our violent and property crimes are significantly lower than many comparable cities of our size. The numbers for traffic accidents are also less than comparable communities. Stoughton continues to be a safe place to live, work, and play. For more information please visit our website at: www.cityofstoughton.com/police

last revised 2015

STOUGHTON AREA SENIOR CENTER
248 West Main Street

Director

Cindy McGlynn • cmcglynn@ci.stoughton.wi.us • tel 873-8585 • cell 209-6227

Assistant Director

Hollie Camacho • hcamacho@ci.stoughton.wi.us • tel 873-8585 • 234-2226

Senior Center website: www.ci.stoughton.wi.us/senior

Senior Center Mission Statement

We are dedicated to the enrichment of the lives of older adults and their families by providing diverse programs, social services, and volunteer opportunities.

The Stoughton Area Senior Center provides a variety of programs, services, and opportunities to serve many interests to individuals over 55 years of age and their families in the Stoughton area, including the 5 surrounding Townships. We often work with the Police, EMS, Fire Department, and Planning Department to address older adults who are in crisis. We also collaborate with the Library, Recreation Department, and Youth Center with programming and events. The Senior Center fundraises for \$29,500 each year to contribute towards our operational expenses.

The Stoughton Area Senior Center's duties and responsibilities include:

- **Case Management:** Senior Center staff link older adults with services to help them remain as safe and independent as possible in their own homes and community; these services range from educating individuals on medical, legal, housing, financial, food, and transportation options to coordinating, evaluating, and advocating for services to meet the needs and preferences of the individual. Case Management services are available to all individuals 55 years old and older who reside in the City of Stoughton, Towns of Albion and Dunkirk.
- **Nutrition Services:** In accordance with the Older Americans Act (OAA Title IIIC), the Senior Center provides well-balanced congregate on-site and home delivered meals, nutrition screening, education, nutrition assessment, transportation coordination, social engagement, and volunteer opportunities, which contribute to the overall health and well-being of older adults and their caregivers. In 2011, 4,108 meals were served on-site to 172 individuals and 19,761 meals were delivered to 137 homebound in the Stoughton School District.
- **Programming:** The Senior Center promotes activities that provide opportunities for growth, life-long learning, leadership, intergenerational interaction, fitness, wellness, recreation, and socialization. In 2011, approximately 950 people attended some sort of program or activity 29,570 times.
- **Information & Assistance (I&A):** Through one-on-one interactions, public education, printed and online publications our Senior Center serves as a clearinghouse of information for older adults, their families, the community and agencies that serve older adults. In 2011, our staff provided over 4,000 one-on-one I&A contacts with someone not currently on a Case Manager caseload (i.e. phone calls, drop-in visits, emails, etc.)

- **Health/Supportive Services:** The Senior Center offers monthly foot care clinics and blood pressure screening and coordinates an annual health fair to offer flu shots and other health-related information; hosts various support groups; administers an assistive equipment loan closet for short-term use of walkers, wheelchairs, canes, etc.; provides a computer lab for citizens of all ages. Staff continually field questions and calls for other preventative service agencies that utilize our space (Energy Assistance, START (Stoughton Area Resource Team), Veterans Assistance, UW-Extension Financial Education Center).
- **Volunteer Services:** Senior Center staff coordinate volunteer services that provide two-fold results: meaningful opportunities to individuals and valuable community services so more money can be spent on direct programs and services. In 2011, 150 volunteers provided 10,984 hours of service to the Senior Center.

Facility

The facility is a three-story freestanding building of approximately 10,000 square feet. The building, formerly a First Federal Savings Bank, was purchased by the City of Stoughton in 1993. The building was reconstructed to accommodate a multi-purpose senior center.

Senior Center Goals

Short Term Goals

- Expand fundraising
- Complete National Re-Accreditation process
- Update flooring in all three levels
- Update and improve ergonomics in staff offices.
- Market our new iPads to our participants.
- Evaluate and expand programming.

Long Term Goals

- **Review full time staff positions**
- **Maintain financial stability:** Establish new and more diverse funding streams to enable the Center not just to meet existing needs, but to respond to an increase in program and service demand brought on by a growing aging population.
 - Conduct a broad operations and program review to identify and pursue opportunities to improve efficiency
 - Establish a fund development program (i.e., establish a planned giving program, pursue grants and find a volunteer grant writer, establish a sponsorship program in which businesses sponsor specific needs, etc)
 - Review program fee structure, raise fees where appropriate, and establish new fees where appropriate
- **Become more effective in our outreach efforts:** We have learned that many people who are eligible for our programs and services know very little about us or what we have to offer. In addition many potential members face significant challenges getting to our facility.
 - Conduct more outreach with surrounding Towns in our service area (i.e., conduct some programs at sites within the Towns, develop and circulate a SC newsletter within the Towns, establish “Community Champion” within the towns to concentrate on outreach efforts within their town of residence, etc.)

- Develop promotional outreach material and tools (i.e., create a Speakers Bureau with SASC members, expand media relations with surrounding community newspapers, develop first-person narratives)
- Develop and expand outreach activities (i.e., develop a partner/buddy program to provide transportation options, expand the Dane County TimeBank program, collect data to determine how people found out about the programs they attend, etc)
- **Expand our pool of volunteers:** As aging demographics are expected to increase, we will need to expand the use of volunteers throughout the Center to enable us to continue to provide relevant, high-value programs and services.
 - Improve our organizational capacity to manage volunteers (i.e., ensure more support among our newly established COA Volunteer Committee, improve database management capacity to manage volunteers more effectively)
 - Expand and improve our existing volunteer program (i.e., identify volunteers to manage components of the volunteer program, develop a mentor-match program to pair volunteers perhaps across generations, develop volunteer profiles of active volunteers for publication, expand our volunteer orientation process, etc.)
- **Attract a younger and more diverse older adult population:** We recognize that younger-older adults are likely to have age-appropriate program and service needs that may be very different from what we have historically provided. We need to generate new program and service options that are consistently seen as relevant for a growing population to attract them as members and potential volunteers.
 - Develop responsive programs and services (i.e., study Census data and results from outcome-based evaluations to better understand and address the demographics)
 - Make necessary adjustments to our image and communication strategy (i.e., use more social marketing tools and techniques, communicate more broadly to diverse audiences and populations of what we are doing and hope to do)
- **Expand Collaborative Activities:** Given the combination of financial/funding constraints and anticipated increases in demand for services, we recognize that there are efficiencies to be gained, and duplication of services avoided, by collaborating more with organizations and agencies with which we share constituencies and program/service interests.
 - Explore barter and fee-based options (i.e., provide gallery space to local artists in exchange for their providing education programs for members)
 - Pursue new and expand existing partnerships and collaborations (i.e., develop broader business contacts, collaborate with and enlist the support of City Depts. to promote SASC programs, establish and develop scholarship partnerships with service organizations where doing so will provide access to programs for people with limited resources, expand intergenerational collaboration with the School District, Youth Center, and home schools, etc.)

For more details of these goals, please request a copy of our (2012-2016) Action Plan.

Personnel

Senior Center staffing includes 9 staff members and 150 volunteers.

Full time personnel

Director: Cindy McGlynn

Assistant Director: Hollee Camacho (32 hrs/week)

Nutrition Site Coordinator: Lisa Hanson

Case Manager: Kelly Janda

Case Manager: Jean Truss

Part time personnel

Case Manager: JoAnn Seymour (20 hrs/week)

Receptionist: Kristin Ott (28 hrs/week)

Township Case Manager: Becky Kelly (10 hrs/week) *No city funds contribute to this position, which is supported by township and County funds.*

Program/Volunteer Coordinator: Teresa Pellett (19 hours/week) *No city funds contribute to this position, which is supported by grant funds.*

150 Volunteers

last revised 2013

City of Stoughton
Streets and Parks Department
2015

Street Superintendent

Karl D. Manthe

515 S. Fourth Street

608-873-6303 ext 622

608-577-1897

kmanthe@ci.stoughton.wi.us

The Streets and Parks Department perform many different tasks throughout the year depending on the time of the year to provide excellent public service to the residents of the city. The street department always has one employee on-call to respond to emergencies that occur after normal working hours.

The Streets and Parks Complex is four separately built buildings that are the headquarters for streets/parks offices, fleet maintenance bay, vehicle storage and employees. There is also a salt shed, salt brine tanks, and powerhouse (non-generating) located on the property as well.

The Streets Department has been budgeted approximately \$1.8 million for 2015, this includes capital outlay and projects, including the pulverization & overlay of streets, curb & gutter replacement, and equipment acquisitions.

Our main responsibilities are to maintain the 57 miles of streets and street right-of way so that it is safe for motorists and pedestrian travel, maintain storm water system to prevent flooding and polluting waterways, enhance and protect urban forestry, comply with MUTCD on restrictive and regulatory signage, city fleet maintenance, maintain park facilities & structures and staff Public Works Committee, Tree Commission, and Cemetery Board.

The Street and Parks Department interacts with all city departments in one way or another during the year. The Streets Department assists the Clerks Department with elections and recycling grants, moving furniture and other items for many city departments, planning of construction projects with Utilities & Planning Department, emergency assistance with Police, Fire, and EMS, snow removal and mowing at all city department buildings, providing fleet maintenance for Fire, Police, EMS, and Planning Departments.

Day to Day Operations

Our street construction and maintenance consists of rating streets every 2 years to comply with State of Wisconsin Transportation WISLAR requirements to secure transportation aids and funding for local road improvements. Major street construction projects, curb & gutter replacement, pulverization and overlay, crack sealing, and boiler slag projects are also determined by street staff using the street rating process. Parking lots and alleys are also maintained through street department.

Our spray patching program has helped us minimize reoccurring potholes by spraying defect in street with hot emulsion and applying stone chip that once it hardens will be stronger than original pavement. Other street pavement related tasks are the issuing and inspection of “street opening permits” that tracks all work done within the right-of-way by private utility companies, homeowners, and public agencies.

Storm water maintenance includes monthly street sweeping throughout the city and weekly sweeping in the downtown corridor from April through November, cleaning storm water inlets prior to and after major rainfall events, yearly pumping/vacuuming out sediment from storm tanks, mowing and sediment removal in greenways, and repairing damaged catch basins or broken storm water pipes.

Another element of storm water maintenance is the curbside leaf collection program. The Street Department uses 2 self contained 25 yard leaf vacuums to remove leaves from the terrace area for six weeks in the fall and for two weeks in the spring. Leaves are hauled to organic farmers just outside the city. Along with the curbside service, the Street Department has a yardwaste drop off site where residents can purchase a permit for \$20 dollars to drop off grass clippings, garden waste, sod, and leaves on Tuesday, Thursday, and Saturdays from April through November. On average we sell 850 permits yearly. Yardwaste is hauled to some organic farmers.

Protecting and enhancing our urban forestry includes curbside brush collection (First Monday of the month April, May, October, November), tree trimming and removal of 5,000 terrace and city owned properties, maintaining computerized tree inventory program, planting new trees, and removal of stumps. City has been recognized Tree City USA for 21 years (Growth 18 years) and provides city staff to Tree Commission.

Our sign maintenance consists of installing and maintaining 1,274 regulatory, restrictive, and informational signs that are all computerized on street sign inventory program “Signview”, street name signs, maintaining five controlled traffic signalized intersections and pavement markings in accordance to the Manual on Uniformed Traffic Control Devices (MUTCD). Signs are installed on break-away system that allows re-use of sign posts. Painting of pavement markings normally occurs during July and August and crews have been also installing pavement tape in crosswalks.

Street crews will use many different techniques to remove snow and ice from streets, alleys, sidewalks and parking lots. Anti-icing is used to pre treat streets with brine solution before snow fall events to achieve early melting of snow on major streets, hills, and intersection. Salting is done when snow fall events are less than 2 inches, and plowing occurs when snow fall events are 3 inches or more. Snow Emergencies can be called when 3 or more inches of snow is forecasted, fallen or if conditions warrant. Crews can normally plow the entire city in 8 to 10 hours depending on snowfall amount and weather conditions.

Fleet maintenance of city wide fleet falls within the street department mechanic. The mechanic provides preventive maintenance and performs repairs on 54 pieces of fleet for streets and parks along with maintaining EMS, Fire, Police, Planning, Recreation and Cable Department fleet.

Other responsibilities completed by street staff include; maintenance of downtown street lights, weekly garbage collection of downtown containers, maintenance of Lynn Street Water Fountain, install, maintenance, and remove flags, banners, and Christmas decorations downtown, participate in Special Events (Syttende Mai, Coffee Break, etc) with setting up barricades and cones and cleanup after events, review and approve "Street Closing Permits" (block parties, parades, etc.), maintenance of bridges, maintenance of dam and monitoring of water levels for Yahara River, maintain computerized "Cemetery Program", selling cemetery plots and locating burial sites for interment, maintenance of 2 city cemeteries (mowing is contracted), assist with elections (setup, open/close and take down), confer with citizens regarding complaints or requests, responsible for equipment used in the operation of the streets and parks departments, maintain Street and Parks Department Facility and City Park buildings.

Parks Departments is responsible for the management of 20 park properties that encompass 145 acres. Limited time employees along with seasonal complete the many tasks that include; maintenance of parks facilities (playground equipment, athletic field preparations, shelter buildings, tennis courts, trash collection, cleaning restrooms, etc), mowing of city parks & buildings, maintain bike and pedestrian trail system, snow removal from sidewalks at city buildings and other city owned properties, ice rink start-up and maintenance.

Staffing

The Street and Parks Department is a team of twelve full-time employees, four limited time employees (1039 hours) and three seasonal employees (550 hours).

Full-Time Personnel

Street Superintendent – Karl Manthe
Street Foreman – Rick Gullickson
Parks Supervisor – John Halverson
Administrative Assistant – Vickie Erdahl
Fleet Manager – Bryce Bronstad
Machine Operator – Dave Juve
Machine Operator – Roger Strandlie
Machine Operator – Chip Vike
Machine Operator – Ryan Dalsoren
Machine Operator – Dale Teigen
Machine Operator – John Udstuen
Forester-Machine Operator – Randy Nelson
LTE (4 @ 1039 hrs)
Seasonal (6 @ 550 hrs)

Major Equipment/Vehicles

This is a list of the major equipment/vehicles used to perform the day to day operations. There are many hand tools and small equipment that are also used to assist employees with completing tasks.

- 10 – 33,000 G.V.W. Dump Trucks with plow, sander, wing
- 4 – Pickup Trucks (Streets)
- 3 – Pickup Trucks (Parks)
- 3 – One Ton Dump Trucks (Streets)
- 2 – One Ton Dump Trucks (Parks)
- 2 – Front End Loaders
- 1 – Backhoe Loader
- 1 – Mechanical Street Sweeper
- 1 – Vacuum Street Sweeper
- 2 – Leaf Vacuums
- 1 – Bucket Truck
- 1 – Motor Grader
- 1 – Hot Patch Unit
- 1 – Skid Steer (with assorted attachments)
- 1 – Tool Cat (with assorted attachments)
- 2 – Tractors
- 1 – Zero Turn Mowers
- 1 – Batwing Mower
- 4 – Pull Behind Mowers (Ditch, Gyro, Rotary)
- 1 – Brush Chipper
- 1 – Snow Blower Attachment (for loader)
- 1 – Snow Plow Attachment (for Loader)
- 1 – Road Roller
- 2 – Self Contained Trailers
- 2 – Flatbed Trailer
- 1 – Spray Patcher
- 1 – Emulsion Tank
- 1 – Paint Sprayer

STOUGHTON UTILITIES (SU) – 2015

600 South Fourth Street
www.stoughtonutilities.com

Utilities Director

Robert P. Kardasz, P.E.
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877-7423

Operations Superintendent

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Finance & Administrative Manager

Kim M. Jennings, CPA
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Wastewater System Supervisor

Brian G. Erickson
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877-7421

Technical Operations Supervisor

Brian R. Hoops
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About Us:

SU is a locally-owned, not-for-profit municipal utility charged with providing electric, water, and wastewater service to approximately 6,200 city and 2,300 rural electric customers in parts or all of five townships in Dane and Rock Counties, and 4,900 wastewater and water customers within the city.

The SU Water Utility was founded in 1886. It was followed by the establishment of the Electric Utility in 1891, and the Wastewater Utility followed soon thereafter. SU is operated under the direction of the seven-member Utilities Committee, the Mayor, and the Stoughton Common Council. The Utilities committee consists of the Mayor, three alderpersons, and three citizen members appointed by the Mayor.

Our staff currently includes the Utilities Director and twenty-five employees, with one vacancy. Assistance is provided by an Energy Services Representative provided by SU's power supplier, WPPI Energy, and a Regional Safety Coordinator from Municipal Electric Utilities of Wisconsin (MEUW), the state association representing Wisconsin's locally owned municipal utilities.

SU serves a 24 square mile territory from the Utilities Administration Building located at 600 S. Fourth Street and the Wastewater Treatment Facility located at 700 Mandt Parkway.

Electric service is provided to customers via three substations and 220 miles of overhead and underground electric lines. Water service is provided via four production wells, two elevated storage tanks, one ground storage reservoir, one booster station, and 61 miles of water main. Wastewater collection and treatment service is provided via 54 miles of sanitary sewer mains, five lift stations, one treatment facility, and two inverted siphon stations. All remote locations are monitored and controlled by two supervisory control and data acquisition (SCADA) systems.

Equipment:

SU's field equipment include nine service trucks, two passenger vehicles including one plug-in hybrid electric automobile, two digger-derrick trucks, three elevated bucket trucks including two hybrid electric vehicles, two dump trucks, one mobile tree chipper, one pole trailer, one stringing trailer with brake system, two wire reel trailers, one sanitary sewer jet-vac cleaning truck, one sanitary sewer video televising truck, one backhoe, one asphalt roller, one forklift, one equipment trailer with excavation shield, one power valve turner, two mobile emergency generators, and six fixed emergency generators.

Operations:

Each month SU staff reads approximately 8,600 electric and 4,900 water meters using our drive-by automated meter reading (AMR) system, generates approximately \$1.6 million in monthly customer billings, and processes approximately 8,600 customer payments.

Staff also processes and provides customer service, low income financial assistance, customer collections, conservation education and programming, accounts payable and receivable, construction and other invoicing, employee payroll, and state and federal reporting services.

In addition, staff provides information technology and systems maintenance and support, materials and equipment acquisition, equipment and building maintenance scheduling and completion of work order billings, material retirements, project design and engineering, customer construction and development estimates, records retention, continuing property records maintenance and reporting, systems data acquisition and reporting, custom software programming, mobile systems access, and offline and online GIS mapping services.

Revenues:

SU operates under the enterprise fund financial system which establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Under enterprise accounting, the revenues and expenditures of services are separated into individual funds with their own financial statements, rather than commingled with the revenues and expenses of all other government activities.

SU realizes annual electric revenues of \$15.7 million from the sale of 142 million kilowatt-hours of electricity, wastewater revenues of \$2.1 million from the conveyance and treatment of 330 million gallons of wastewater, and \$1.8 million from the production, treatment and sale of 471 million gallons of water annually.

Regional Partnerships:

SU is one of 51 municipal utilities located in Wisconsin, Iowa and Upper Michigan that are members and joint owners of WPPI Energy, a regional Joint Action Agency. WPPI Energy maintains a power supply portfolio consisting of ownership in coal and natural gas power plants, and contracts for coal, hydro, landfill bio-gas, natural gas, nuclear, solar, and wind power producing facilities. This power producing mix has allowed WPPI Energy to meet all State and Federal renewable energy and other regulatory standards.

SU is one of 82 locally-owned, not-for-profit members of Municipal Electric Utilities of Wisconsin (MEUW). MEUW is the state association representing the interests of Wisconsin's locally-controlled municipal electric utilities. The association has been providing service,

advocacy and safety initiatives to municipal electric utilities in Wisconsin since 1928. Collectively, these public power utilities distribute over 11 percent of the electricity in Wisconsin.

SU is also a member of American Public Power Association, American Water Works Association, Wastewater Municipal Environmental Group, Wisconsin Rural Water Association, Wisconsin Wastewater Operators Association, and the Yahara Watershed Improvement Network.

Goals:

The Utilities Committee has established the following goals for SU and addresses them semi-annually. All goals are considered both short term and long term, are achievable, and evolve on a regular basis as costs, conditions, and state and federal laws and regulations change.

- Provide safe and reliable electric, water, and wastewater service at competitive rates in compliance with all applicable regulations.
- Influence State and Federal regulation and law making that benefit our customers.
- Ensure that all customers are categorized for the optimum rate available to them.
- Provide our customers with accurate, timely, and easy to understand billing statements.
- Offer billing payment opportunities that meet or exceed our customers' expectations.
- Maintain a business culture of environmental stewardship.
- Develop customer programs and rate options that promote conservation.
- Seek new, and maintain existing joint action partnerships that benefit our customers.
- Remain a utility informational clearinghouse for our customers.
- Provide staff that is open, understanding, and accessible to our customers.
- Operate a highly professional utility with appreciation for our history and vision for our future.
- Create career pathways and educational opportunities for our staff, and ensure that they are compensated appropriately with competitive benefit packages.
- Use evolving methods, technologies, and independent studies that create new opportunities to improve the service to our customers.

Personnel:

SU staff is organized in five cooperative divisions, with employees, equipment, and tasks shared throughout the organization.

Administration:

Utilities Director

Operations Superintendent

Finance & Administrative Manager

Technical Operations Division:

Technical Operations Supervisor

Utilities Accountant II
Billing and Consumer Services Technician
Collections Technician
Two Customer Service Technicians
GIS Analyst

Utilities Planning Division:

Engineering Technician
Water & Wastewater Operator / Meter Technician
MEUW - Regional Safety Coordinator
WPPI Energy - Energy Services Representative

Electric System Division

Lead Journeyman Lineman
Metering Lead Journeyman Lineman
Four Journeyman Linemen
Three Apprentice Journeyman Linemen

Wastewater System Division

Wastewater System Supervisor
Two Wastewater System Operators
Laboratory Technician / Wastewater System Operator

Water System Division

Lead Water System Operator
Water System Operator

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