

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, October 15, 2018 – 5:00 p.m.

Stoughton, WI

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Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Citizen Member David Erdman, Alderperson Regina Hirsch, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Tim Swadley

Excused: Alderperson Nicole Wiessinger

Absent: None

Others Present: Debra Ehlinger, Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Operations Specialist Marty Seffens

Call to Order: Utilities Committee Chairperson David Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by O'Connor, the motion seconded by Kallas, to approve the following consent agenda items as presented: Draft Minutes of the September 17, 2018 Regular Utilities Committee Meeting, Stoughton Utilities Payments Due List Report, Stoughton Utilities July 2018 Financial Summary, Stoughton Utilities August 2018 Financial Summary, Stoughton Utilities August 2018 Statistical Report, Stoughton Utilities September 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 5 to 0.

Citizen Member Kym Ackerman arrived at the meeting at 5:08 p.m.

Debra Ehlinger of 2301 Korgen Drive addressed the committee seeking a wastewater billing credit for water used for landscaping following the construction of a new home. Stoughton Utilities staff presented a 2002 policy regarding wastewater billing credits that stated that no credits shall be issued in certain circumstances, including outdoor landscaping. Discussion followed. This policy will be added to a future Utilities Committee meeting agenda for further discussion and possible action.

Ehlinger left the meeting at 5:12 p.m.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee August 20, 2018 Meeting Minutes
- Stoughton Utilities July 2018 Statistical Report

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Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved by the Stoughton Finance Committee, and recommended to the Stoughton Common Council:

- Proposed Stoughton Utilities 2019 budget and five year (2019-2023) Capital Improvement Plan (CIP)

Update on the Utilities Director position recruitment and transition/interim management plan:

Chairperson Erdman, Mayor Swadley, and Stoughton Utilities staff discussed transition plans. An ad hoc committee consisting of members of the Stoughton Personnel Committee, Utilities Committee Chairperson David Erdman, and Stoughton Utilities employee Sean Grady met to review the position description and propose possible modifications, as well as discuss Interim Director plans and the timing of posting the position opening. The revised Utilities Director position description was approved by the Stoughton Personnel Committee and Stoughton Common Council earlier in October.

Changes to the City of Stoughton ordinance relating to the supervision of the Utilities Director were recommended by the Stoughton Personnel Committee, reviewed by the City Attorney, and approved by the Stoughton Common Council earlier in October.

A handout was provided that outlined the proposed schedule. The Utilities Director position has been posted, and applications will be accepted through November 9, 2018. Interviews are scheduled to occur in late-November or early-December, with a goal of extending a contingent offer by the week of December 21, 2018. It is expected that the new Utilities Director will begin the week of January 21, 2019.

Discussion followed. Questions arose regarding the committee's involvement. Section 2-286 of the Stoughton Code of Ordinances was reviewed, and discussion followed regarding the timing of this involvement. The ad hoc committee will discuss this further.

Pole Attachment License Agreement revisions for a new licensee: Stoughton Utilities staff presented and discussed a revised pole attachment license agreement that is currently undergoing legal review. This agreement is based on our existing license agreements for other licensed parties with attachments on our poles, with minor updates to the language surrounding insurance, costs, procedures, etc. as recommended by our legal counsel. Discussion followed. Motion by O'Connor, the motion seconded by Kallas, to approve the revised Pole Attachment License Agreement, with such changes necessary to finalize the agreement as are acceptable to, and recommended by our legal counsel, and recommend approval to the Stoughton Common Council at a future meeting. The motion carried unanimously 6 to 0.

Real estate listing of the vacant land located at 3201 McComb Rd: Stoughton Utilities staff presented and discussed the history of the vacant land, and informed the committee of the intent to market this land for future development. Discussion followed. Motion by Hirsch, the motion seconded by Ackerman, to approve the listing of 10.683 acres of vacant land located at 3201 McComb Road, to direct staff to solicit proposals from commercial real estate brokers, with such proposals to be reviewed and approved by the Stoughton Finance Committee and Stoughton Common Council at a future meeting, and to bring all offers to purchase the land to the Stoughton Utilities Committee for their review and approval. The motion carried unanimously 6 to 0.

Stoughton Utilities Lead Awareness pamphlet and distribution strategy: Stoughton Utilities staff presented and discussed a draft pamphlet containing educational materials, including testing and filter resources, to be provided to customers who may have lead service laterals. Staff discussed the distribution plans. Discussion followed. The committee requested that staff continue to research funding assistance programs for the replacement of privately owned lead water services.

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Invitation to attend an orientation to WPPI Energy: Stoughton Utilities staff presented and discussed an upcoming half-day educational program about WPPI Energy and the benefits of joint action. This orientation is open to utility staff and governing officials. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law. Discussion followed.

Scheduling of the Utilities Committee regular meetings in November and December: Stoughton Utilities staff explained that there is currently no new business items scheduled for the November or December Utilities Committee meetings, and that historically these meetings have been cancelled. Discussion followed. The committee directed staff to maintain these meetings on the calendar due to the ongoing recruitment process of the Utilities Director, with cancellation to be determined by the Committee Chairman following receipt of the draft agenda if there is insufficient new business to warrant a meeting.

Utilities Committee future agenda items: Staff informed the committee that upcoming topics include updates on the Utilities Director position transition, a review of the policy regarding wastewater billing credits, and information regarding funding assistance programs for the replacement of privately owned lead water services, including a future ordinance mandating such replacement.

Adjournment: Motion by O'Connor, the motion seconded by Hirsch, to adjourn the regular Stoughton Utilities Committee Meeting at 6:24 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director