

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, January 14, 2019 – 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, Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Regina Hirsch, Alderperson Pat O'Connor, Mayor Tim Swadley

Excused: Citizen Member John Kallas

Absent: None

Others Present: Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops

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 Bartlett, the motion seconded by Ackerman, to approve the following consent agenda items as presented: Draft Minutes of the November 27, 2018 Special Utilities Committee Meeting, Draft Minutes of the January 7, 2019 Special Utilities Committee Meeting, Stoughton Utilities November Payments Due List Report, Stoughton Utilities December Payments Due List Report, Stoughton Utilities October 2018 Financial Summary, Stoughton Utilities November 2018 Financial Summary, Stoughton Utilities October 2018 Statistical Report, Stoughton Utilities November 2018 Statistical Report, Stoughton Utilities November 2018 Activities Report, Stoughton Utilities December 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 6 to 0.

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:

- Hiring of the Utilities Director position
- Stoughton Utilities Committee October 15, 2018 Meeting Minutes
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities September 2018 Financial Summary
- Stoughton Utilities September 2018 Statistical Report

Stoughton Utilities staff presented and discussed the following item from the Stoughton Utilities Committee that was presented to and/or acted upon in closed session by the Stoughton Finance Committee:

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- Real estate purchase and sale agreement from Junction 138, LLC for the purchase of the vacant land located at 3201 McComb Rd

Stoughton Utilities staff presented and discussed the following item from the Stoughton Utilities Committee that was not approved by the Stoughton Common Council:

- Real estate purchase and sale agreement from Junction 138, LLC for the purchase of the vacant land located at 3201 McComb Rd

Selection of the Utilities Committee meeting date and time: Stoughton Utilities staff informed the committee that the current meeting time has sometimes posed challenges for Committee members that work outside the City of Stoughton, and have to leave work and travel in evening commuter traffic to attend the meeting. Following discussion, the committee chose to make no changes to the regular scheduled meeting date and time.

Stoughton Utilities Water & Wastewater Billing Credits Policy: Stoughton Utilities staff presented and discussed Stoughton Utilities' February 2002 policy on issuing water & wastewater billing credits. This policy covers when billing credits are provided to customers for indoor and outdoor water leaks, and intentional outdoor usage for purposes such as filling pools and landscaping. Discussion followed. Motion by O'Connor, the motion seconded by Ackerman, to reaffirm the existing Water & Wastewater Billing Credits Policy. The motion carried unanimously 6 to 0.

Stoughton Utilities Round-Up Program: Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. A brief description and history of staff's efforts to recruit new organizations to apply for funding was provided to the committee. This is the second of two donations to be made using 2018 program funding, with an applicant pool of 16 local non-profit organizations. Discussion followed. Motion by Erdman, the motion seconded by Bartlett to donate \$500 from the Stoughton Utilities Round-Up Program fund to the Stoughton Police Department Safety Camp, and \$500 from the Stoughton Utilities Round-Up Program fund to the Stoughton United Methodist Food Pantry. The motion carried unanimously 6 to 0.

Results from SU's annual LED holiday light customer incentive: Stoughton Utilities staff presented and discussed the annual Stoughton Utilities LED holiday light customer incentive, and changes that were made for the 2018 incentive. This holiday season, 239 customers participated in the holiday light customer incentive, contributing over 1,400 items for the Stoughton Personal Essentials Pantry. Stoughton Utilities also donated an additional \$750 to the Stoughton Personal Essentials Pantry, as well as \$750 to the Stoughton Food Pantry, funded by our WPPI Energy Community Contributions Fund. Discussion followed.

Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit: Stoughton Utilities staff presented and discussed the draft of the DNR's proposed WPDES permit, the currently active public notice and comment period, and the provided supporting documentation. The public hearing on the permit issuance occurred on December 7, 2018. The reissued permit will have an effective date of April 1, 2019, and will remain in effect for a period of five years, expiring on March 31, 2024. Discussion followed.

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Utilities Committee future agenda items: Staff informed the committee that upcoming topics include bad debt write-offs from the 2018 year, a summary review of 2018 year-end financial data, a discussion about wastewater treatment and Stoughton Utilities' required efforts to meet the new WPDES permit requirements, presentation of the annual Water Consumer Confidence Report, 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 Hirsch, the motion seconded by Bartlett, to adjourn the regular Stoughton Utilities Committee Meeting at 5:50 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director