

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, September 16, 2019 – 5:30 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 Ben Heili, Alderperson Regina Hirsch, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Tim Swadley (Vice-Chair)

**Excused:** Citizen Member David Erdman (Chair)

**Absent:** None

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Water System Supervisor Kent Thompson, Stoughton Utilities Director Jill Weiss, Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen

**Call to Order:** Utilities Committee Vice-Chairperson Tim Swadley called the regular Stoughton Utilities Committee Meeting to order at 5:30 p.m.

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

Weiss informed the committee that the visitation for Odean Teigan was being held tonight and may pose a conflict with the tour that was scheduled followed the meeting. The Committee chose to postpone the tour.

Ackerman informed the committee that she had provided her notice of resignation from the committee due to a personal scheduling conflict, and that this would be her last meeting. Ackerman has been a member of the committee for just under two years. Committee members thanked Ackerman for her service.

Motion by Ackerman, the motion seconded by Heili, to approve the following consent agenda items as presented:

- a. Draft Minutes of the August 19, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities August Payments Due List Report
- c. Stoughton Utilities July Financial Summary
- d. Stoughton Utilities July Statistical Report
- e. Stoughton Utilities August Activities Report
- f. 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:

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## Consent Agenda:

1. Minutes of the July 18, 2019 Regular Utilities Committee Meeting
2. Minutes of the July 18, 2019 Special Joint Meeting of the Utilities Committee and Stoughton Public Works Committee
3. Stoughton Utilities July Payments Due List Report
4. Stoughton Utilities June Financial Summary
5. Stoughton Utilities June Statistical Report

## Business:

1. Licensing Agreement for Communications Attachments to Utility Poles Between the City of Stoughton Utilities and TDS Metrocom, LLC

Discussion followed.

**Principles and Considerations of Stoughton Utilities Rate Design:** Stoughton Utilities and City of Stoughton staff provided an educational presentation on the utility rate design process, including rate terminology, principle requirements, regulatory considerations, and the timeline of an application for a regulatory rate review. Discussion followed.

**Change Order No. 2 to the 2019 Street and Utility Construction Project:** Stoughton Utilities staff presented and discussed the ongoing 2019 Street and Utility Construction Project and the opportunity it provided the utility to address the ongoing problem of clearwater entry into the sanitary sewer collection system along West Main Street. While the street was excavated and the sanitary sewer main exposed to complete this work, it was discovered that the sanitary sewer main on West Main Street east of Prairie Street was 6-inch pipe rather than the expected 8-inch pipe, despite all previous records and investigations indicating it was 8-inch. This pipe was 117 feet in length and located between two manholes planned for replacement as part of the change order.

Because this section of main is experiencing significant clearwater entry and requires either replacement or lining, and lining is not a feasible option, it was determined to issue Change Order No. 2 to add the replacement of this 117-foot section of pipe on West Main Street east of Prairie Street with new 8-inch sanitary sewer, which was completed during the active closure of West Main Street. Discussion followed.

The City of Stoughton Purchasing Policy allows staff to approve project change orders with the approval of the City Finance Director and the Mayor. Such approval was received, and Change Order No. 2 to the 2019 Street and Utility Construction Project in the amount of \$23,645.89 was effected. The purchasing policy directs that the Stoughton Common Council approve the change order prior to submittal of the final project payment.

Motion by Hirsch, the motion seconded by Kallas, to approve Change Order No. 2 to the 2019 Street and Utility Construction Project, and recommend approval to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Stoughton Utilities 2019 Water Revenue Bonds Issuance:** Stoughton Utilities staff presented and discussed a 2019 Waterworks Revenue Bond Issue in the approximate amount of \$1,900,000. The proceeds will be used to pay for all costs related to 2019 and 2020 water infrastructure projects including but not limited to engineering, legal, construction, etc., and lead meter replacement, lead service replacement, water system study and water service truck #23 replacement. Discussion followed.

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Motion by Hirsch, the motion seconded by Heili, to approve and recommend that staff proceed with preparations for a 2019 Waterworks Revenue Bond Issue of approximately \$1.900 million, and recommend approval to the Stoughton Finance Committee and Stoughton Common Council. The motion carried unanimously 6 to 0.

**Utilities Committee Future Agenda Items:** Staff informed the committee that upcoming meeting topics include a utility facility tour of the wastewater treatment facility, continued discussions on the ongoing lead education program, a proposed ordinance related to the mandatory replacement of customer-owned lead service lines, the Stoughton Utilities 20-year Capital Improvements Plan, the Stoughton Utilities proposed 2020 operating budget, the Wisconsin Department of Natural Resources response to our submitted 2018 Wastewater Compliance Maintenance Annual Report (CMAR), and a continuing discussion of upcoming 5G technology. Discussion followed.

**Tour of the Stoughton Utilities Well No. 5:** The tour of the Stoughton Utilities Water Distribution Well No. 5 and Storage Reservoir was postponed until a future date to be determined.

**Adjournment:** Motion by Ackerman, the motion seconded by Jenson, to adjourn the regular Stoughton Utilities Committee Meeting at 6:23 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops

Stoughton Utilities Assistant Director