

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, October 17, 2022 – 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
Optional Virtual Participation: GoToMeeting ID 346-703-973

Members Present: Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Citizen Member John Kallas, Mayor Tim Swadley, Alderperson Joyce Tikalsky

Excused: Citizen Member Dustin Thoren

Absent: Alderperson Fred Hundt

Others Present: Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Finance Manager Shannon Statz, Stoughton Utilities Director Jill Weiss

Call to Order: Chairperson Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:30 p.m. with a quorum present. Erdman, Hirsch, Swadley, and Kallas were present in person. Tikalsky was present by webinar.

Public Comments: None

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

Motion by Kallas, the motion seconded by Hirsch, to approve the following consent agenda items as presented:

- a. Draft Minutes of the August 15, 2022 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Financial Summary – July and August
- d. Stoughton Utilities Statistical Report
- e. Communications

The motion carried unanimously 5 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 recently approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

1. Minutes of the July 18, 2022 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities May Financial Summary
4. Stoughton Utilities Statistical Report

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Business:

1. Stoughton Utilities Strategic Alignment and Position Description Updates

Swadley and Weiss highlighted that the position updates outlined in the strategic alignment plan have been implemented, noting that there has been one internal promotion, two new employees that started at the utility today, and two new employees planned to start in the upcoming weeks. Discussion followed.

Stoughton Utilities Proposed 2023 Budget and Five Year (2023 – 2027) Capital Improvement Projects

(CIP) Plan: Stoughton Utilities staff presented and discussed the proposed 2023 Stoughton Utilities budget. Discussion followed. Stoughton Utilities staff presented and discussed the proposed five-year (2023-2027) Capital Improvement Projects (CIP) Plan. Discussion followed.

Motion by Kallas, the motion seconded by Hirsch, to approve the Stoughton Utilities five-year (2023-2027) Capital Improvement Projects (CIP) Plan and the Stoughton Utilities 2023 budget appropriations in the sum of \$20,935,837, and recommend approval to the Stoughton Common Council at their November 15, 2022 meeting. The motion carried unanimously 5 to 0.

Stoughton Utilities Position Description Updates: Finance Division:

Stoughton Utilities staff presented and discussed proposed position description updates for the existing Payroll & Accountant II and the Utilities Finance Manager positions, noting there will be a title change of Accounting Specialist for the former and no title change for the latter. The position description updates were made to reflect the positions' current job duties and responsibilities. Staff presented proposed final and redlined versions of the updated job descriptions.

Motion by Tikalsky, the motion seconded by Hirsch, to approve the proposed Stoughton Utilities Finance Manager and Accounting Specialist position descriptions and recommend approval to the Stoughton Personnel Committee and Stoughton Common Council, with such changes as are acceptable to and recommended by the City of Stoughton Director of Human Resources & Risk Management. The motion carried unanimously

Wastewater Treatment Facility and Sanitary Sewer Collection System 2021 Compliance Maintenance

Annual Report (CMAR): DNR Response: Stoughton Utilities staff presented an update to our annual CMAR filing, which was approved by the Utilities Committee and Common Council in June. The Wisconsin Department of Natural Resources (DNR) has received and approved our filing, providing favorable comments, and no further action is needed until the 2022 CMAR filing to occur in June 2023. Discussion followed.

2021 Public Power Week Community Outreach Event Summary:

Stoughton Utilities staff presented and discussed our recent Public Power Week scavenger hunt customer outreach program. On Monday, Wednesday, and Friday during the week, SU published clues directing participants to a secret Stoughton location where customers could photograph themselves next to a SU face cutout board and submit the photos to SU. All scavenger hunt locations were community parks. On Tuesday and Thursday, we offered a prompt for customers to provide responses to SU regarding several topics. Staff provided the committee with the daily clues and their answers, and a sampling of participant photos and customer feedback. Discussion followed.

Utilities Committee Future Agenda Items:

Stoughton Utilities staff informed the committee that there are no agenda items planned for upcoming meetings, noting that the upcoming November and December meetings may be cancelled if no agenda items arise.

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Adjournment: Being no further business before the committee, motion by Hirsch, the motion seconded by Kallas, to adjourn the regular Stoughton Utilities Committee Meeting at 07:00 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director