

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 15, 2023 – 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 706-672-805

Members Present: Citizen Member Carl Chenoweth, Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Alderperson Greg Jensen, Alderperson Daniel Payton

Excused: Mayor Tim Swadley, Citizen Member Dustin Thoren (Vice-Chair)

Absent: None

Others Present: Megan Cahill of Baker Tilly US, LLP, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities & WPPI Energy Service Manager Darren Jacobson (virtual), Stoughton Utilities Finance Manager Shannon Statz, Stoughton Utilities Director Jill Weiss

Call to Order: Director Weiss called the regular Stoughton Utilities Committee Meeting to order at 5:30 p.m. Chenoweth, Erdman, Hirsch, Jensen, and Payton were present in person. No members attended virtually.

Verification of Quorum: The chair verified that a quorum of the committee membership was present.

Certification of Compliance with Open Meetings Law: Hoops certified that the meeting had been properly noticed in compliance with open meetings law.

Public Comments: There were no public comments.

Election of the Utilities Committee Chairperson and Vice-Chairperson: Motion by Hirsch to nominate Erdman to the position of Stoughton Utilities Committee Chairperson. Discussion followed.

Motion by Erdman to nominate Thoren to the position of Stoughton Utilities Committee Vice-Chairperson. Discussion followed.

The nominations carried unanimously 5 to 0.

Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council: Motion by Hirsch to nominate Payton to the position of Utilities Committee Liaison to the Stoughton Common Council. Discussion followed.

Motion by Hirsch to nominate Jensen to the position of Alternate Liaison to the Stoughton Common Council. Discussion followed.

The nominations carried unanimously 5 to 0.

Swadley joined the meeting by webinar at 5:38 p.m.

Selection of the Utilities Committee Date and Time: Motion by Erdman, seconded by Hirsch, to designate the monthly meeting date to remain the third Monday of the month, and the meeting time to be set as 5:30 p.m. Discussion followed. The motion carried unanimously 6 to 0.

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

Staff highlighted that Erdman had received the Charlie Bradburn Pillars of Public Power awards at the recent MEUW Awards Ceremony, recognizing his 16 years on the committee. The committee congratulated Erdman and thanked him for his service.

Motion by Jenson, the motion seconded by Payton, to approve the following consent agenda items as presented:

- a. Draft Minutes of the April 17, 2023 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Financial Summary
- d. Stoughton Utilities Statistical Report
- e. Stoughton Utilities 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 recently approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

1. Minutes of the March 20, 2023 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities Financial Summary – December 2022, January 2023, and February 2023
4. Stoughton Utilities Statistical Report

Business:

None

Discussion followed.

Swadley left the meeting at 4:45 p.m.

Status of the PSCW Electric Rate Application Filing: Staff provided the committee with an update on the electric rate application that was filed with the Public Service Commission of Wisconsin (PSCW) in February 2023. Background information on the rate filing and the review process was provided. Staff informed the committee that this agenda item will be a standing item through the review process. Discussion followed.

Stoughton Utilities 2022 Audit Reports and Management Letter: Erdman informed the committee that he would abstain from any discussion and vote, and left the meeting at 5:55 p.m. Staff introduced Ms. Megan Cahill from Baker Tilly US, LLP, who presented the Stoughton Utilities 2022 Audit Reports and Management Letter. Discussion followed. Erdman returned to the meeting at 6:09.

Motion by Chenoweth, seconded by Jenson, to acknowledge receipt of the Stoughton Utilities 2022 audit reports and management letter and recommend the Stoughton Common Council accept receipt of the audit reports and management letter, and adopt the accompanying resolution. The motion carried 4 to 0, with Erdman abstaining.

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Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin:

Stoughton Utilities staff presented and discussed the Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin:

Stoughton Utilities staff presented and discussed the Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

Authorizing the Partial Release of a Platted Public Utility Easement on Lot 141 of John Nygaard's Virgin Lake Estates (2108 Wood View Dr), recorded as Document No. 5618013, Dane County Registry:

Stoughton Utilities staff discussed a customer request for a partial release of a platted public utility easement. Staff informed the committee that Stoughton Utilities does not have any existing utility infrastructure located in the easement and that there were no plans to utilize the easement in the future. Staff noted that the Dane County Registration Document No. 5592538 included on the meeting notice was incorrect and should be Document No. 5618013. Staff also noted that following attorney review it was recommended that an illustration of the easement to be released should be included in the documentation prior to approval by the Common Council. Discussion followed.

Motion by Chenoweth, seconded by Hirsch, to authorize the partial release of a platted public utility easement on Lot 141 of John Nygaard's Virgin Lake Estates (2108 Wood View Dr), recorded as Document No. 5618013, Dane County Registry, and recommend approval of the partial easement release following the addition of an illustration of the easement to be released to the Stoughton Common Council. The motion carried unanimously 5 to 0.

Wastewater 2022 Compliance Maintenance Annual Report (CMAR):

Stoughton Utilities staff presented and discussed the 2022 CMAR. Staff informed the committee that annual submittal of an electronic CMAR form (eCMAR) is required to be completed no later than June 30. Staff further informed the committee that there were no concerns noted in the CMAR. Discussion followed.

Motion by Payton, seconded by Jenson, to approve the 2022 Compliance Maintenance Annual Report and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council at their May 23, 2023 meeting. The motion carried unanimously 5 to 0.

Revisions to the City of Stoughton Investment Policy:

Stoughton Utilities staff presented and discussed a proposed policy that was drafted by City of Stoughton staff with input and review from Stoughton Utilities staff. Staff explained the proposed policy would replace procedures currently specified in the Stoughton code of ordinances and how the proposed policy would impact future new investments as well as the information that would be presented to the Utilities Committee at upcoming meetings. Discussion followed.

Motion by Jenson, seconded by Payton, to approve the revised City of Stoughton Investment Policy and recommend approval to the Stoughton Finance Committee and Stoughton Common Council. The motion carried 4 to 1 with Chenoweth voting No.

Utilities Committee Future Agenda Items:

Stoughton Utilities staff informed the committee that the annual water Consumer Confidence Report (CCR) will be presented at the June meeting. Committee members requested that a comparison of Stoughton Utilities electric rates with the rates of neighboring investor-owned utilities be provided at an upcoming meeting, and that a tour of the wastewater treatment facility be offered prior

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to the start of a future meeting. Tour details were discussed, as well as possible tours of water wells and elevated storage towers, and an electric substation.

Adjournment: Being no further business before the committee, motion by Jenson, seconded by Hirsch, to adjourn the meeting at 6:49 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director