

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 25, 2024 – 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
Optional Virtual Participation: GoToMeeting ID 571-300-325

Members Present: Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Alderperson Greg Jensen, Alderperson Daniel Payton, Mayor Tim Swadley

Excused: Citizen Member Carl Chenoweth, Citizen Member Dustin Thoren (Vice-Chair)

Absent: None

Others Present: Stoughton Utilities Assistant Director Brian Hoops, WPPI Energy Services Manager Darren Jacobson (Virtual), Stoughton Utilities Journeyman Metering Technician Marty Seffens, 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 5:04 p.m. Erdman, Hirsch, Jensen, Payton, and Swadley 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: Weiss certified that the meeting had been properly noticed in compliance with open meetings law.

Public Comments: There were no public comments.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Hoops handed out a printed copy of the Stoughton Utilities 2023 Year in Review that was presented at the February meeting. Discussion followed.

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

- a. Draft Minutes of the February 19, 2024 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Statistical Report
- d. Stoughton Utilities Activities Report
- e. Communications

The motion carried unanimously 5 to 0.

The chair opted to go straight to the New Business items on the agenda, with Old Business agenda items to follow.

Bid Award for Project No. S11-23F: Multiple-Year Underground Electric Facility Installation Unit Price Contract: Stoughton Utilities staff presented and discussed the bid results for Stoughton Utilities Project No. S11-23F: Multiple-Year Underground Electric Facility Installation Unit Price Contract. Bids for this project were opened earlier in the day, and Stoughton Utilities' consulting engineers tabulated and analyzed the results, provided an award recommendation following careful analysis of the provided unit pricing, including applying the

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pricing to an example upcoming development project. Staff explained that the expedited bid award is required to meet upcoming development schedules, with mobilization anticipated to occur in the first weeks of April.

Stoughton Utilities staff recommended the committee contract to J&R Underground of Blanchardville, Wisconsin, and recommend the same to the Stoughton Common Council. Staff explained that they have reviewed the provided qualifications and has determined that J&R Underground is a responsible bidder, and has reviewed the recommendation provided by its consulting engineers and concurs with their findings. Discussion followed.

Motion by Jenson, the motion seconded by Payton, to approve entry into an agreement with J&R Underground of Blanchardville, Wisconsin for Stoughton Utilities Project No. S11-23F: Multiple-Year Underground Electric Facility Installation Unit Price Contract, conditioned upon approval as to form following City Attorney review, and recommend the same to the Stoughton Common Council at their March 26, 2024 meeting. The motion carried unanimously 5 to 0.

Bid Award for Contract No. 1-2024: 2024 Street and Utility Construction: Stoughton Utilities staff presented and discussed the March 6, 2024 bid tabulation for the 2024 Street and Utility Construction Contract 1-2024. Staff explained that the bid for Contract 1-2024 includes the following work: 1,700 linear feet (LF) of sanitary sewer; 2,200 LF of water main; 2,200 LF of storm sewer; 5,000 LF of curb and gutter; 30,000 square feet of sidewalk and driveway apron; 9,000 tons (T) of base course; 2,800 T of asphalt pavement; street lighting; restoration; and related miscellaneous work.

Staff informed the committee that bids received for Contract 1-2024 ranged from \$3,126,724.01 to \$3,659,901.81, and Fischer Excavating Inc. of Freeport, Illinois was the apparent low bidder with a bid of \$3,126,724.01. The bid was deemed to be responsive.

Staff explained that the bid included \$479,190.01 for sanitary sewer reconstruction, \$627,625.00 for water system reconstruction, and \$77,595 for repaving the Stoughton Utilities Administration Building municipal parking lot, for a total of \$1,184,410.01 of utility financed work. These amounts are within the amounts budgeted in the approved Stoughton Utilities 2024 Capital Improvement Plan, which combined totaled \$1,367,000.00 for this project.

Motion by Hirsch, the motion seconded by Jenson, to approve the bid award for Contract 1-2024: 2024 Street and Utility Construction to Fischer Excavating, Inc. of Freeport, Illinois, and recommend approval of the bid award to the Stoughton Common Council at their March 26, 2024 meeting. The motion carried unanimously 5 to 0.

Wisconsin Department of Transportation State/Municipal Financial Agreement: Stoughton Utilities staff presented and discussed a proposed cost sharing agreement between the City of Stoughton and the Wisconsin Department of Transportation related to a project to reconstruct US Highway 51 / East Main Street between Fifth Street to Harrison Street. Staff explained that Stoughton Utilities will be replacing the water main and sanitary sewer, including completing the project design and engineering, and funding associated construction costs, mobilization, and project oversight. The proposed financial agreement defines the project scope and state vs. utility financial obligations. It was requested that the committee review the portion of the financial agreement relevant to the aspects of the agreement that would affect Stoughton Utilities financial obligations. Discussion followed.

Motion by Jenson, the motion seconded by Payton, to approve the utility-related aspects of the financial agreement and recommend acceptance of the agreement to the Stoughton Common Council at their March 26, 2024 meeting. The motion carried unanimously 5 to 0.

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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 December 18, 2023 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities Financial Summary
4. Stoughton Utilities Statistical Report

Business:

1. Bad Debt Account Write-Offs through December 31, 2023
2. Release of Easement Rights to a Platted Utility Easement on Lot One of Certified Survey Map No. 13878, Recorded as Document No. 5119200
3. Release of Easement Rights to a Platted Utility Easement on Lot One of Certified Survey Map No. 16341, Recorded as Document No. 5920529

Discussion followed.

WPPI Energy Services Manager Darren Jacobson joined the meeting by webinar at 5:27 p.m.

Mayor Swadley left the meeting at 5:30 p.m. The meeting continued without a quorum of the committee in attendance as no additional action items were included on the meeting agenda.

2024 Operating Budget: Market Based Compensation: Stoughton Utilities staff discussed the 2024 Stoughton Utilities operating budget, specifically as related to the funding that was approved by the Utilities Committee and Common Council to conduct a market-based compensation analysis.

Director Weiss presented a history of the Stoughton Utilities Strategic Alignment Plan, a summary of compensation discussions held during the 2024 budget approval process, including committee member remarks noted in past minutes in support of a market-based compensation analysis, details about the market wage analysis methodology, implementation actions taken to date, and recommended next steps. Examples of regional comparable utility wages were presented and discussed, and recent wage actions taken by neighboring utilities. A summary of the 2022 strategic alignment process was provided, including the position descriptions and staffing levels that came out of that process. Discussion followed.

Erdman asked what the next step will be in the process to implement the results of the current market wage analysis. There was further discussion of the 2022 strategic alignment process and that the methodology that was approved at that time has not changed. It was further discussed that the Personnel Committee has had discussions about implementation, and at this time it is unclear what the next step is.

The committee discussed the possibility of a new policy being created to outline how current and future utility market wage analysis findings will be implemented following the Committee's approval during the budget process, including schedule and subsequent implementation approval steps, recognizing that a separate utility and city policy may be required due to regulatory, budgetary, and operational differences. Payton expressed support for such a policy, and stated that if market reviews aren't being conducted regularly then the utility is falling behind. Discussion followed.

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Mayor Swadley rejoined the meeting at 6:08 p.m., and a quorum of the committee was again present.

Invitation to Attend a WPPI Energy Regional Power Dinner: Stoughton Utilities staff informed the committee that each year WPPI Energy offers a series of six dinner meetings across the state for member utility staff, local elected officials, and utility governing bodies to network with other member community leaders and learn more about electric industry issues and key initiatives within the WPPI Energy organization. Stoughton Utilities staff will be present at the dinner event to be held Wednesday, April 24 at Buck & Honey's in Mount Horeb, Wisconsin, and committee members were encouraged to attend this event, or any other date that may better fit their schedule. If a quorum of the Stoughton Utilities Committee may be present, the appropriate public notice will be posted as required by law. Erdman informed the committee that he had already registered to attend the April 24 event, and there was interest from others in attending that and/or the June 5 event. Discussion followed.

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that future agenda items include a bid award for the upcoming West South Street reconstruction projects, presentation of the audit report, and a tour of Stoughton Utilities facilities, with the East Substation being discussed as a likely location. Discussion followed.

Adjournment: Being no further business before the committee, motion by Jenson, seconded by Erdman, to adjourn the meeting at 6:14 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops

Assistant Stoughton Utilities Director