

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 19, 2023 – 5:30 p.m.

Stoughton, WI

Page No. 1

Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Optional Virtual Participation: GoToMeeting ID 373-035-757

Members Present: Citizen Member Carl Chenoweth, Citizen Member David Erdman (Chair), Alderperson Greg Jensen, Alderperson Daniel Payton, Mayor Tim Swadley, Citizen Member Dustin Thoren (Vice-Chair)

Excused: Alderperson Regina Hirsch

Absent: None

Others Present: Stoughton Utilities Assistant Director Brian Hoops, WPPI Energy Services Manager Darren Jacobson (Virtual), 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 5:00 p.m. Chenoweth, Erdman, Jensen, Payton, Swadley, and Thoren 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.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Weiss highlighted recent emailed newsletters sent to member of the Utilities Committee and Common Council and discussed emergency assistance provided to Evansville Water & Light following a recent tornado in their community. Discussion followed.

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

- a. Draft Minutes of the December 18, 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:

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 19, 2023 – 5:30 p.m.

Stoughton, WI

Page No. 2

Consent Agenda:

1. Minutes of the October 16, 2023 Regular Utilities Committee Meeting
2. Minutes of the November 20, 2023 Regular Utilities Committee Meeting
3. Stoughton Utilities Payments Due List Report
4. Stoughton Utilities Financial Summary
5. Stoughton Utilities Statistical Report

Business:

1. Stoughton Wastewater Utility 2024 Rate Adjustment (First Reading)
2. Stoughton Wastewater Utility 2024 Rate Adjustment (Second Reading)

Discussion followed.

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 2023 program funding, with an applicant pool of 21 local non-profit organizations. Discussion followed.

Motion by Thoren, the motion seconded by Erdman, to donate \$500 from the Stoughton Utilities Round-Up Program fund to the Neighborhood Free Health Clinic and \$500 to the Stoughton Area Resource Team (START). The motion carried unanimously 6 to 0.

Bad Debt Account Write-Offs through December 31, 2023: Stoughton Utilities staff presented and discussed the Bad Debt Account Write-Offs through December 31, 2023. Customer account balances totaling \$28,224.31 were proposed to be written off as uncollectible and recorded as a 2023 operating expense. Discussion followed.

Motion by Chenoweth, the motion seconded by Jenson, to approve the Bad Debt Account Write-offs through December 31, 2023 and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council. The motion carried unanimously 6 to 0.

Release of Easement Rights to a Platted Utility Easement on Lot One of Certified Survey Map No. 13878, Recorded as Document No. 5119200: Stoughton Utilities staff provided background information regarding a request by the property owner of 900 Ridge Street to release our rights to a platted easement on their property to facilitate construction of an expansion to their current facility. This is one of two easements to be released, with action being taken separately on each release. Staff indicated they have no concerns since the existing infrastructure is being abandoned and rebuilt by the property owner in a new location. Discussion followed.

Motion by Chenoweth, the motion seconded by Payton, to approve the release of easement rights to the platted utility easement on Lot One of Certified Survey Map No. 13878, Recorded as Document No. 5119200, and recommend approval of the release of easement rights to the Stoughton Common Council. The motion carried 6 to 0.

Release of Easement Rights to a Platted Utility Easement on Lot One of Certified Survey Map No. 16341, Recorded as Document No. 5920529: Stoughton Utilities staff provided background information regarding a request by the property owner of 900 Ridge Street to release our rights to a platted easement on their property to facilitate construction of an expansion to their current facility. This is the second of two easements to be released, with action being taken separately on each release. Staff indicated they have no concerns since the

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 19, 2023 – 5:30 p.m.

Stoughton, WI

Page No. 3

existing infrastructure is being abandoned and rebuilt by the property owner in a new location. Discussion followed.

Motion by Chenoweth, the motion seconded by Payton, to approve the release of easement rights to the platted utility easement on Lot One of Certified Survey Map No. 16341, Recorded as Document No. 5920529, and recommend approval of the release of easement rights to the Stoughton Common Council. The motion carried 6 to 0.

Renewal of the Stoughton Utilities Administration Building Rental Lease Agreement Between Stoughton Utilities and the City of Stoughton: Staff recommended that this item be postponed to a future meeting due to the fact that the draft documents are still undergoing legal review and final versions have not yet been received by staff for presentation to the committee. Discussion followed.

Motion by Chenoweth, the motion seconded by Jenson, to postpone this item until a future meeting when the final draft documents are ready for presentation and action. The motion carried 6 to 0.

2024-2028 Utility Rate Projections Communication Plan: Stoughton Utilities staff presented a rate transparency report and communications plan, as was requested by the committee at its September 2023 meeting. This outreach will be an ongoing effort, with periodic distribution and educational efforts being made to provide customers with information about current and forecasted rates, and the causes for planned increases. Discussion followed.

2023 – Year in Review: Stoughton Utilities staff presented and discussed the Stoughton Utilities 2023 Year In Review publication, which discussed the utility's efforts and activities in the community, including energy efficiency, renewable energy, system reliability, economic development, community outreach, and more. Discussion followed.

Scheduling of the Utilities Committee Regular Meeting in March: Stoughton Utilities staff informed the committee that due to the bid opening schedule in March for an upcoming utility reconstruction project, contract approval could be expedited if the regular meeting was postponed a week to Monday, March 25. Discussion followed. Chenoweth and Thoren indicated they would be unable to attend a meeting on March 25. Staff informed the committee that they will follow up with Hirsch to determine her availability and may propose an alternate date if it appears a third member will be absent. Additional communications from staff will follow.

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that future agenda items include the administration building lease renewal and bid awards for upcoming reconstruction projects. Discussion followed.

Adjournment: Being no further business before the committee, motion by Thoren, seconded by Jenson, to adjourn the meeting at 6:21 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director