

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 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, 53589

**Members Present:** Citizen Member David Erdman (Chair), Alderperson Ben Heili, Citizen Member John Kallas, Mayor Tim Swadley (Vice-Chair), Citizen Member Dustin Thoren

**Excused:** Alderperson Regina Hirsch

**Absent:** None

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Operations Specialist Martin Seffens, Stoughton Utilities Director Jill Weiss, Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen

**Call to Order:** Utilities Committee Chairperson David Erdman 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.

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

- a. Draft Minutes of the November 18, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities November Payments Due List Report
- c. Stoughton Utilities December Payments Due List Report
- d. Stoughton Utilities October Financial Summary
- e. Stoughton Utilities November Financial Summary
- f. Stoughton Utilities October Statistical Report
- g. Stoughton Utilities November Statistical Report
- h. Stoughton Utilities November Activities Report
- i. Stoughton Utilities December Activities Report
- j. 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:

**Consent Agenda:**

1. Minutes of the October 14, 2019 Regular Utilities Committee Meeting
2. Stoughton Utilities October Payments Due List Report
3. Stoughton Utilities September Financial Summary

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 5:30 p.m.

Stoughton, WI

Page No. 2

4. Stoughton Utilities September Statistical Report
5. Presentation of the Proposed Electric Rate Application Filing

## Business:

1. Change Order No. 3 to the 2019 Street and Utility Construction Project

Discussion followed.

**Stoughton Utilities 2019 Annual LED Holiday Light Customer Incentive:** Stoughton Utilities staff presented and discussed the recent LED holiday light customer incentive that ran throughout the holiday season. This year SU conducted a food drive for the City of Stoughton Food Pantry. Customer participation was significantly higher than in past years, and 377 customers donated more than 1,700 pounds of non-perishable food items. 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 2019 program funding, with an applicant pool of 15 local non-profit organizations. Discussion followed.

Motion by Erdman, the motion seconded by Heili, to donate \$1,000 from the Stoughton Utilities Round-Up Program fund to Housing Advocacy Team of Stoughton. The motion carried unanimously 6 to 0.

**Reallocation of 2020 Wastewater Capital Improvement Project Funding:** Stoughton Utilities staff presented and discussed the planned 2020 utility reconstruction project design for the sanitary sewer replacement along Prospect Street. Presently, the sanitary sewer runs along the river, which poses access and environmental challenges. Staff presented a plan to reroute the existing sanitary sewer flow through several reconstruction efforts, which would allow the utility to abandon the sewer along the river.

Homeowners in this project area would install new privately-owned laterals at their expense to connect to the new sanitary sewer main that would be installed. Staff informed the committee that the legal requirements regarding mandatory connection are still under review by the city attorney. Staff will be strongly recommended to homeowners that they connect due to the age and condition of the existing laterals, the potential for environmental damage, and the potential for reduced installation costs if installed in cooperation with the planned reconstruction project and lead later replacements.

Funds for this revised project scope are available in the previously approved 2020 Wastewater Utility Capital Improvement Plan, but would require funds to be reallocated from other planned projects.

Motion by Erdman, the motion seconded by Jenson, to approve the proposed reallocation of approved 2020 CIP funds and direct staff to proceed with the project redesign, contingent upon a legal opinion being received from the City Attorney concluding that existing ordinances do not mandate immediate customer connection to the new sewer main, and recommend approval to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Lead Service Line Replacement Program Status Report:** Stoughton Utilities staff provided the committee with a draft framework for a program to eliminate lead services in the City of Stoughton by 2035. The program's goal is to continue to educate the public, eliminate all known public-only lead services by December 31, 2024

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 5:30 p.m.

Stoughton, WI

Page No. 3

and all known private-only and full lead services by December 31, 2035. Potential scheduling, ordinance requirements, and funding options were discussed.

Discussion followed, and staff was directed to begin drafting an ordinance mandating lead service line replacement in accordance with the provided draft framework, and to provide the committee with sample ordinances for review and discussion at the February meeting.

## **Direction of Community Affairs/Council Policy (CACP) Committee Items Related to Stoughton Utilities:**

Staff informed the committee that this item was requested to be placed on the agenda by Heili, who informed the committee on an ongoing discussion at CACP related to energy sustainability, including Stoughton Utilities' member-ownership of WPPI Energy. Discussion followed. The committee agreed that it is important that the Stoughton Utilities Committee remain aware of, and involved in discussions regarding utility sustainability, WPPI Energy, wholesale power purchases, and other items that would have an impact on utility rates.

**Utilities Committee Future Agenda Items:** Staff informed the committee that upcoming meeting topics include an ordinance requiring the completion of cross-connection inspections, 2019 bad debt write offs, SU's ongoing social media efforts, and follow up discussions on lead service line replacement programs, ordinances, and funding. Mayor Swadley informed the committee of a need to update the city's emergency management policies and ordinances. Discussion followed.

**Adjournment:** Being no further business before the committee, the Chair adjourned the regular Stoughton Utilities Committee Meeting at 6:49 p.m.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director