

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 19, 2018 – 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, 53589

Members Present: Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Donna Olson

Excused: None

Absent: None

Others Present: Stoughton Utilities Wastewater System Supervisor Brian Erickson, Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E.

Call to Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

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

Motion by Alderperson Pat O'Connor, the motion seconded by Alderperson Michael Engelberger, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the January 16, 2018 Regular Utilities Committee Meeting, Stoughton Utilities December 2017 Financial Summary, Stoughton Utilities December 2017 Statistical Report, Stoughton Utilities January 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 7 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:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee October 16, 2017 Meeting Minutes
- Stoughton Utilities September 2017 Financial Summary
- Stoughton Utilities October 2017 Financial Summary
- Stoughton Utilities November 2017 Financial Summary
- Stoughton Utilities September 2017 Statistical Report
- Stoughton Utilities October 2017 Statistical Report
- Stoughton Utilities November 2017 Statistical Report
- Proclamation in Honor of Donald Hanson's Service to the City of Stoughton

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Information regarding Stoughton Utilities' Renewable Energy Program: Stoughton Utilities staff discussed the Renewable Energy Program and distributed generation, including customer participation rate, national recognition, and environmental impacts. Discussion followed.

Bad debt account write-offs through December 31, 2017: Stoughton Utilities staff presented the annual list of bad debt account write-offs for calendar year 2017. The delinquent balances presented remain after collection efforts of at least six months in duration have proven to be unsuccessful. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the Bad Debt Account Write-offs through December 31, 2017, and recommend the Stoughton Common Council approve the write-offs and adopt the accompanying resolution. The motion carried 7 to 0.

Customer collections status report: Stoughton Utilities staff presented and discussed a status report on delinquent customer collections, including past history and current collection strategies. Stoughton Utilities' efforts in working with our customers to meet their financial obligations continue to be successful. Discussion followed.

Regulatory review of Water Utility rates: Stoughton Utilities Staff has conducted a thorough review of our current water rates and has determined that the water utility income has fallen below adequate levels to continue routine replacement of aging water mains and lead services. Staff presented current financial information and a residential bill comparison. Discussion followed.

Ordinance to amend Chapter 74 of the City of Stoughton Code of Ordinances, relating to utilities and sewer use: Stoughton Utilities Staff presented revisions to Chapter 74 of the City of Stoughton Code of Ordinances. Changes to the ordinance largely focus on allowed discharges, fats, oils, and greases (FOG) prevention including our grease trap inspection program, as well as other updates required to conform to our Capacity, Management, Operation, and Maintenance (CMOM) program, and the requirements set forth by the Wisconsin Department of Natural Resources and United States Environmental Protection Agency. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the amended ordinance, and recommend the ordinance to be adopted by the Stoughton Common Council, to be introduced on March 13, 2018. The motion carried unanimously 7 to 0.

Request to authorize the bid award for the replacement of sewer-cleaning truck #17: Stoughton Utilities Staff presented and discussed bid results for the replacement of sewer-cleaning truck #17. All bids came in significantly under the budgeted amount due to the trade-in credits. After careful consideration, it is staff's recommendation that the bid be awarded to Bruce Equipment for the purchase of a Vactor 2100 combination machine. Discussion followed. Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member John Kallas, to approve the bid award and purchase of the Vactor 2100+ from Bruce Equipment at the cost of \$392,920, less a trade in credit of \$85,000, and recommend approval to the Stoughton Common Council. The motion carried unanimously 7 to 0.

Revisions to Section III of the City of Stoughton Work Rules related to On-Call status: Stoughton Utilities Staff presented and discussed Stoughton Utilities' on-call rotation, including normal, holiday, and other schedules, and requested that changes be made to the language in

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Section III of the City of Stoughton Work Rules related to On-Call Status. This change will ensure staff trades the paging equipment and assumes on-call status at the end of the workday preceding any scheduled office closure, documenting past practice with an official work rule. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the proposed revisions to Section III of the City of Stoughton Work Rules related to On-Call status, and recommend approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

Adoption of the Addendum to the American Public Power Association (APPA) Safety Manual 16th Edition, 2017, Section 407(c): Stoughton Utilities Staff presented and discussed an addendum to the APPA Safety Manual currently used by Stoughton Utilities line workers. This addendum is related to rubber-gloving guidelines and worker safety. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to adopt the Addendum to the APPA Safety Manual 16th Edition, 2017, Section 407(c), and recommend adoption to the Stoughton Common Council. The motion carried unanimously 7 to 0.

Utilities Committee future agenda items: Discussion regarding the potential rate impacts of overhead to underground electric system reconstruction, presentation of the Utilities 2017 annual audit and management letter, annual Drinking Water Consumer Confidence Report (CCR), status update on the ongoing construction of the new West Substation.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:35 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director