

# STOUGHTON UTILITIES COMMITTEE SPECIAL MEETING MINUTES

Tuesday, March 26, 2019 – 5:00 p.m.

Stoughton, WI

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**Location:** City of Stoughton Council Chambers  
Stoughton Public Safety Building  
321 South Fourth Street  
Stoughton, Wisconsin, 53589

**Members Present:** Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Regina Hirsch, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Tim Swadley

**Excused:** Citizen Member Kym Ackerman

**Absent:** None

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

**Call to Order:** Utilities Committee Chairperson David Erdman called the special Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Erdman introduced Jill M. Weiss, P.E. as the new Stoughton Utilities Director. Weiss provided the committee with a summary of her background and employment history prior to starting at Stoughton Utilities on March 4, 2019. The committee welcomed Weiss, and congratulated her on her new role at Stoughton Utilities.

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

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

- a. Draft Minutes of the February 18, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities February Payments Due List Report
- c. Stoughton Utilities January Financial Summary
- d. Stoughton Utilities January Statistical Report
- e. Stoughton Utilities February Activities Report
- f. Utilities Committee Annual Calendar
- g. 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:

**Business:**

1. Bad Debt Account Write-Offs through December 31, 2018

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## Consent Agenda:

1. Minutes of the January 14, 2019 Regular Utilities Committee Meeting
2. Stoughton Utilities January Payments Due List Report
3. Stoughton Utilities December 2018 Financial Summary
4. Stoughton Utilities December 2018 Statistical Report

**Appointment of Jill M. Weiss as Director to the WPPI Energy Board of Directors:** Stoughton Utilities staff presented and discussed the request to appoint the new Utilities Director, Jill M. Weiss, P.E., as Director to the WPPI Energy Board of Directors. Staff informed the committee that historically since joining WPPI Energy as a member/owner in 2003, the Utilities Director has served as the appointed Director to the WPPI Energy Board of Directors. Discussion followed.

Motion by O'Connor, the motion seconded by Bartlett, to approve the appointment of Jill M. Weiss as the Director representing Stoughton Utilities on the WPPI Energy Board of Directors, and recommend the appointment and the adoption of the corresponding resolution to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Approval of the 2019 Water Infrastructure Reconstruction Project:** Stoughton Utilities staff presented and discussed the upcoming 2019 water infrastructure reconstruction project. Staff informed the committee that the original approved funding for this project was \$690,000, along with an additional \$15,000 for lead service replacements. Following the CIP approval and final design work, the project scope was slightly expanded to include one block of South Monroe Street, from Main to Patterson, and was included in the final project design as a bid alternative.

The low bidder for the project was Advance Construction, Inc., with costs for the base-scope water system reconstruction totaling \$703,029. The addition of the additional block on South Monroe Street adds an additional cost of \$68,923.75 for the expanded scope, for a total of \$771,952.75. Staff recommended the Committee approve funding for the expanded scope be approved due to the age and size of the water main, as well as the replacement of existing lead services. Discussion followed.

The committee chose to move on to the next agenda without making a motion.

**Approval of the 2019 Sanitary Sewer Infrastructure Reconstruction Project:** Stoughton Utilities staff presented and discussed the upcoming 2019 sanitary sewer infrastructure reconstruction project. Staff informed the committee that the original approved funding for this project was \$799,000. Following the CIP approval and final design work, the project scope was slightly expanded to include additional main replacement in one block of Main Street, between Monroe and Harrison, where the existing main has deteriorate and can no longer be maintained. Additional minor changes to the project scope were presented.

The low bidder for the project was Advance Construction, Inc., with costs for the sanitary sewer system reconstruction totaling \$912,166.50. Staff recommended the Committee approve funding for the expanded scope of work due to the importance of completing these repairs prior to the 2020 Wisconsin DOT Main Street Reconstruction Project. Discussion followed.

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Motion by Hirsch, the motion seconded by Bartlett, to approve accepting the low project bids of \$771,952.75 for the Water Infrastructure Reconstruction Project including the Alternative Bid No. 1, and \$912,166.50 for the Sanitary Sewer Infrastructure Reconstruction Project, and recommend approval to the Stoughton Common Council at the March 26, 2019 meeting to be held at 7:00 p.m. The motion carried unanimously 6 to 0.

**Stoughton Utilities 2018 Annual Water Consumer Confidence Report:** Stoughton Utilities staff presented and discussed the annual Consumer Confidence Report (CCR). The CCR provides information about Stoughton's drinking water quality and any detected contaminants during the previous monitoring year. This report will be distributed to customers during the month of May. Discussion followed.

**Utilities Committee future agenda items:** Staff informed the committee that upcoming topics include presentation of the 2018 financial audit report and management letter, presentation of the Electric and Water Utility Annual Reports filed with the Wisconsin Public Service Commission, and the proposed electric and water tax-stabilization dividends. The committee requested that upcoming topics also include information regarding funding assistance programs for the replacement of privately-owned lead water services, including a future ordinance mandating such replacement, and an update on the FCC Small Cell Order 18-133, the legal challenges to the order, and the effects it may have on Stoughton Utilities and the City of Stoughton.

**Adjournment:** Motion by O'Connor, the motion seconded by Bartlett, to adjourn the special Stoughton Utilities Committee Meeting at 5:30 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director