

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 14, 2022 – 5:30 p.m.

Stoughton, WI

Page No. 1

Location: Online Attendance: GoToMeeting ID 476-866-173

Members Present: Alderperson Ben Heili, Alderperson Regina Hirsch, Citizen Member John Kallas (Vice-Chair), Mayor Tim Swadley, Citizen Member Dustin Thoren, Alderperson Rachel Venegas

Excused: Citizen Member David Erdman (Chair)

Absent: None

Others Present: Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Finance Manager Shannon Statz, Stoughton Utilities Director Jill Weiss

Call to Order: Vice-Chairperson Kallas 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.

Staff highlighted the November Financial Summary and the stated deficit cash balance for the water utility, explaining that the deficit balance was due to the payment of invoices associated with the lead service line replacement construction efforts. Grant reimbursement from the Wisconsin Department of Natural Resources was received in January, bringing the balances back to positive.

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

- a. Draft Minutes of the December 20, 2021 Regular Utilities Committee Meeting
- b. Stoughton Utilities December Payments Due List Report
- c. Stoughton Utilities January Payments Due List Report
- d. Stoughton Utilities November Financial Summary
- e. Stoughton Utilities Statistical Report
- f. Stoughton Utilities Activities Report
- g. Communications

The motion carried unanimously 6 to 0.

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 2021 program funding, with an applicant pool of 17 local non-profit organizations. Discussion followed.

Motion by Thoren, the motion seconded by Venegas, to donate \$1,000 from the Stoughton Utilities Round-Up Program fund to the Neighborhood Free Health Clinic. The motion carried unanimously 6 to 0.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 14, 2022 – 5:30 p.m.

Stoughton, WI

Page No. 2

Bad Debt Account Write-Offs through December 31, 2021: Stoughton Utilities staff presented and discussed the Bad Debt Account Write-Offs through December 31, 2021. Customer account balances and invoices totaling \$15,451.64 were proposed to be written off as uncollectible and recorded as a 2021 operating expense. Discussion followed.

Motion by Hirsch, the motion seconded by Venegas, to approve the Bad Debt Account Write-offs through December 31, 2021 and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council. The motion carried unanimously 6 to 0.

Stoughton Utilities Development Plan Review Cost Reimbursement Agreement: Stoughton Utilities staff presented and discussed a proposed cost reimbursement agreement for development plan reviews that would allow Stoughton Utilities to recover the administrative costs associated with staff review time and for professional services, including planning, engineering, inspection, and legal consultation. The agreement would be executed with developers prior to the commencement of any utility review work. Discussion followed.

Motion by Hirsch, the motion seconded by Thoren, to approve the proposed Stoughton Utilities development plan review cost reimbursement agreement, and authorize the Utilities Director and Assistant Utilities Director to execute the agreement on behalf of Stoughton Utilities, and recommend the Stoughton Common Council approve the same. The motion carried unanimously 6 to 0.

Stoughton Utilities Easement Release Cost Reimbursement Agreement: Stoughton Utilities staff presented and discussed a proposed cost reimbursement agreement for easement release reviews that would allow Stoughton Utilities to recover the administrative costs associated with staff review time and for professional services, including planning, engineering, inspection, and legal consultation. The agreement would be executed with property owners prior to the commencement of any easement review work. Discussion followed.

Motion by Venegas, the motion seconded by Heili, to approve the proposed Stoughton Utilities easement release cost reimbursement agreement, and authorize the Utilities Director and Assistant Utilities Director to execute the agreement on behalf of Stoughton Utilities, and recommend such to the Stoughton Common Council. The motion carried unanimously 6 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 from Spring Road to Fifth 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 Venegas, the motion seconded by Heili, to approve the utility-related aspects of the financial agreement, and recommend acceptance of the agreement to the Stoughton Common Council. The motion carried unanimously 6 to 0.

Mayor Swadley left the meeting at 5:57 p.m.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 14, 2022 – 5:30 p.m.

Stoughton, WI

Page No. 3

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 September 20, 2021 Regular Utilities Committee Meeting
2. Minutes of the December 13, 2021 Regular Utilities Committee Meeting
3. Stoughton Utilities September Payments Due List Report
4. Stoughton Utilities October Payments Due List Report
5. Stoughton Utilities November Payments Due List Report
6. Stoughton Utilities August Financial Summary
7. Stoughton Utilities September Financial Summary
8. Stoughton Utilities October Financial Summary
9. Stoughton Utilities Statistical Report

Business:

1. Stoughton Utilities Proposed 2022 Budget and Five Year (2022 – 2026) Capital Improvement Projects (CIP) Plan
2. Authorizing the Partial Release (From 12' to 10') of a Platted Public Utility Easement on Lot 157 of Nordic Ridge Plat, recorded as Document No. 4613105, Dane County Registry

Discussion followed.

Status Update: Lead Service Line Replacement Program: Stoughton Utilities staff presented and discussed the year-end efforts that occurred to finalize the 2021 citywide lead service line replacement project of public and privately-owned lead service lines. Staff informed the committee that all construction efforts, including lawn, sidewalk, and asphalt restoration work, was completed in late 2021. Administrative staff finalized and approved all pay requests, issued payment to the contractor, and submitted grant reimbursement requests to the Wisconsin DNR, with such requests having been approved and funded.

Staff further discussed mapping and asset management work associated with the project, financial allocation and audit review, and other efforts to close the project. Staff explained that final project costs are being tallied, with the final calculations being related to street degradation fees, and that will be the final lead service line replacement program status update until the final reporting of total project costs. Discussion followed.

Motion by Hirsch, the motion seconded by Venegas, to table the following agenda items until a future meeting:

- Overhead to Underground Electric Distribution System Conversion Projects
- State of the Utility
- 2021 – Year in Review

. The motion carried unanimously 6 to 0.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 14, 2022 – 5:30 p.m.

Stoughton, WI

Page No. 4

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that upcoming meeting topics include the items tabled at this meeting: a presentation on the impacts and considerations associated with overhead to underground conversion projects, a presentation on the state of Stoughton Utilities, and a presentation on the 2021 year in review. Alderperson Hirsch requested more information be provided on PFAS sampling regulatory and legislative updates, and discussed an upcoming celebratory event being planned to recognize the completion of the lead service line replacement project. Alderperson Venegas requested an agenda item to discuss promotion of the Choose Renewable program

Adjournment: Being no further business before the committee, motion by Venegas, the motion seconded by Thoren, to adjourn the regular Stoughton Utilities Committee Meeting at 6:09 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director