

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, August 15, 2022 – 5:30 p.m.

Stoughton, WI

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Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Optional Virtual Participation: GoToMeeting ID 950-482-685

Members Present: Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Mayor Tim Swadley, Alderperson Joyce Tikalsky, Citizen Member Dustin Thoren

Excused: Citizen Member John Kallas

Absent: Alderperson Fred Hundt

Others Present: City of Stoughton Director of Human Resources Amy Jo Gillingham, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Operations Specialist Marty Seffens, 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 5:44 p.m. with a quorum present. Erdman, Hirsch, Swadley, Thoren, and Tikalsky were present in person. There were no attendees present by webinar.

Erdman thanked Stoughton Utilities staff for hosting a tour of the Stoughton Utilities Wastewater Treatment Facility prior to the meeting. Erdman, Hirsch, Thoren, and Tikalsky of the Stoughton Utilities Committee, as well as John Hallinan of the Stoughton Sustainability Committee, attended the tour.

Public Comments: None.

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

Motion by Thoren, the motion seconded by Tikalsky, to approve the following consent agenda items as presented:

- a. Draft Minutes of the July 18, 2022 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Financial Summary
- d. Stoughton Utilities Statistical Report
- e. Communications

The motion carried unanimously 5 to 0.

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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:

Consent Agenda:

1. Minutes of the June 27, 2022 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities May Financial Summary
4. Stoughton Utilities Statistical Report

Business:

1. Stoughton Utilities 2021 Audit Reports and Management Letter
2. Resolution Authorizing the Issuance and Sale of up to \$1,659,096 Waterworks System revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto
3. Wisconsin Department of Transportation State/Municipal Financial Agreement

Erdman highlighted that the closing had recently occurred for the revenue bonds issued by the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program. Discussion followed.

Lease Inquiry Regarding the Placement of Communication Antennas on Stoughton Utilities Tower No. 2

Located at 1430 Furseth Road: Stoughton Utilities staff informed the committee that the utility has been contacted by a wireless cellular communications provider expressing interest in negotiating a lease to place communication antennas on Tower No. 2. A lease would be negotiated that would provide an additional source of revenue to the water utility, with the provider being responsible for all legal and engineering expenses. Discussion followed.

Motion by Hirsch, the motion seconded by Tikalsky, to direct staff to proceed with negotiations for the placement of communication antennas on Stoughton Utilities Tower No. 2. The motion carried unanimously 5 to 0.

Stoughton Utilities Strategic Alignment and Position Description Updates:

Stoughton Utilities and City of Stoughton staff presented the final version of its strategic planning documents, including an organizational chart, updated Stoughton Utilities personnel position descriptions, redlined versions of the current Stoughton Utilities position descriptions, and the strategic alignment compensation structure.

Staff explained that the committee had previously authorized the strategic alignment in the 2021 and 2022 Utilities operating budgets. The committee had also voted at its March 14, 2022 meeting to approve the strategic alignment plan and position description updates with such changes as are acceptable to and recommended by the City of Stoughton Director of Human Resources. The final strategic alignment plan and position description updates have been prepared in cooperation with and reviewed by the City of Stoughton Director of Human Resources and is scheduled to be presented to the Stoughton Personnel Committee on August 16, 2022, and the Stoughton Common Council on August 23, 2022. Discussion followed.

Motion by Hirsch, the motion seconded by Thoren, to approve the proposed Stoughton Utilities final strategic plan, including position descriptions and compensation structure, and recommend approval to the Stoughton Personnel Committee and Stoughton Common Council. The motion carried unanimously 5 to 0.

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Invitation to Attend the WPPI Energy Annual Meeting: Stoughton Utilities staff invited members of the Stoughton Utilities Committee to join staff in attending WPPI Energy's Annual Meeting, to be held in Middleton Wisconsin on Thursday, September 15, 2022. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law. Discussion followed.

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that upcoming meeting topics include the 2023 operating budget and five-year Capital Improvement Plan (CIP).

Adjournment: Being no further business before the committee, motion by Thoren, the motion seconded by Hirsch, to adjourn the regular Stoughton Utilities Committee Meeting at 6:52 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director