

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 20, 2023 – 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
Optional Virtual Participation: GoToMeeting ID 934-638-317

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

Excused: None

Absent: Alderperson Fred Hundt

Others Present: Tyler Denig, Stoughton Utilities Assistant Director Brian Hoops, 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 5:30 p.m. Erdman, Hirsch, Swadley, and Thoren were present in person. Tikalsky was present by webinar.

Verification of Quorum: The chair verified that a quorum of the committee membership was present.

Certification of Compliance with Open Meetings Law: Hoops certified that the meeting had been properly noticed in compliance with open meetings law.

Public Comments: None

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items, highlighting the 2023 residential incentive programs, information materials that had been developed for distribution to landlords and businesses, and recent billing statement inserts that are available in the packet of committee materials. Staff also presented efforts towards the implementation of an outage management system.

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

- a. Draft Minutes of the February 20, 2023 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Statistical Report
- d. Stoughton Utilities Activities Report
- e. Communications

The motion carried unanimously 5 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 recently approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

1. Minutes of the November 21, 2022 Regular Utilities Committee Meeting

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 20, 2023 – 5:30 p.m.

Stoughton, WI

Page No. 2

2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities Financial Summary – October and November
4. Stoughton Utilities Statistical Report

Business:

1. Bad Debt Account Write-Offs through December 31, 2022
2. Approving a waiver of the requirements to issue a notice of intent to dispose and the solicitation of sealed bids for the as-is, where-is sale of a used Virginia substation transformer as required by policy

Discussion followed.

Action to Repeal Section 74-5 of the Stoughton Municipal Code, Relating to the Appointment of an Operations Superintendent of Utilities: Stoughton Utilities staff presented information regarding the current ordinance requirement that an operations superintendent of utilities position be appointed, and discussed the history of the position including that it has been vacant since March 2022 and later eliminated as part of the 2022 strategic realignment effort approved by the committee and city council. Since the position would not be refilled, it was requested that the ordinance be repealed. Discussion followed.

Staff informed the committee that the final ordinance document presented to the Stoughton Common Council would have slight verbiage updates from what was presented in the committee packet.

Motion by Thoren, the motion seconded by Hirsch, to approve the repeal of Section 74-5 of the City of Stoughton Code of Ordinances, relating to the appointment of an operations superintendent of utilities, and recommend approval to the Stoughton Common Council. The motion carried unanimously 5 to 0.

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that the April meeting is expected to include a staffing and reorganization update, and an introduction to Stoughton Utilities WPPI Energy Service Manager Darren Jacobson with a presentation of sustainability efforts being undertaken by Stoughton Utilities. The May meeting is expected to include a presentation of the annual financial audit report and the annual committee reorganization materials. The current citizen member vacancy was briefly discussed by the committee and it was recommended that the utility post information on social media soliciting interested candidates.

Adjournment: Being no further business before the committee, motion by Thoren, the motion seconded by Erdman, to adjourn the meeting at 6:02 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops
Stoughton Utilities Assistant Director