

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 17, 2024 – 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 909-089-237

**Members Present:** Citizen Member Carl Chenoweth, Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Alderperson Greg Jensen, Alderperson Daniel Payton, Mayor Tim Swadley, Citizen Member Dustin Thoren (Vice-Chair)

**Excused:** None

**Absent:** None

**Others Present:** Megan Cahill of Baker Tilly US, LLP, Stoughton Utilities & WPPI Energy Service Manager Darren Jacobson (virtual), 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. Chenoweth, Erdman, Hirsch, Jensen, Payton, Swadley, and Thoren were present in person. No members attended virtually.

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

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

**Public Comments:** There were no public comments.

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

Motion by Chenoweth, the motion seconded by Payton, to approve the following consent agenda items as presented:

- a. Minutes of the May 20, 2024 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 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 recently approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

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1. Minutes of the April 15, 2024 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities Financial Summary
4. Stoughton Utilities Statistical Report

Discussion followed.

**Stoughton Utilities 2023 Audit Reports and Management Letter:** Erdman informed the committee that he would abstain from any discussion and vote, and left the meeting at 5:33 p.m. Staff introduced Ms. Megan Cahill from Baker Tilly US, LLP, who presented the Stoughton Utilities 2023 Audit Reports and Management Letter. Discussion followed. Erdman returned to the meeting at 5:56.

Motion by Chenoweth, seconded by Payton, to acknowledge receipt of the Stoughton Utilities 2023 audit reports and management letter and recommend the Stoughton Common Council accept receipt of the audit reports and management letter, and adopt the accompanying resolution. The motion carried 6 to 0, with Erdman abstaining.

**Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin:** Stoughton Utilities staff presented and discussed the Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

**Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin:** Stoughton Utilities staff presented and discussed the Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

**Wastewater 2023 Compliance Maintenance Annual Report (CMAR):** Stoughton Utilities staff presented and discussed the 2023 CMAR. Staff informed the committee that annual submittal of an electronic CMAR form (eCMAR) is required to be completed no later than June 30. Staff further informed the committee that there were no concerns noted in the CMAR. Discussion followed.

Motion by Hirsch, seconded by Thoren, to approve the 2023 Compliance Maintenance Annual Report and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council at their June 25, 2023 meeting. The motion carried unanimously 7 to 0.

**Authorizing the Partial Release of a Platted Public Utility Easement on Lot 98 of Nordic Ridge (2225 Korgen Dr):** Stoughton Utilities staff discussed a customer request for a partial release of a platted public utility easement. Staff informed the committee that the partial release will reduce the public utility easement from 12-feet to 10-feet in width along the parcel's rear lot line. Stoughton Utilities has utility infrastructure located within the existing easement, but the infrastructure is not located in the portion of the easement proposed to be released. Staff noted that attorney review of the submitted documents is still pending, and committee approval should be subject to such changes necessary to finalize the release as are acceptable to and recommended by the city attorney. Discussion followed.

Motion by Hirsch, seconded by Jenson, to authorize the partial release of a platted public utility easement on Lot 98 of Nordic Ridge (2225 Korgen Dr), with such changes necessary to finalize the release as are acceptable to and recommended by the city attorney, and recommend approval of the partial easement release to the Stoughton Common Council at a future meeting. The motion carried unanimously 7 to 0.

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**Revision #1 to Wisconsin Department of Transportation State/Municipal Financial Agreement:** Stoughton Utilities staff presented and discussed a revised cost sharing agreement between the City of Stoughton and the Wisconsin Department of Transportation (WisDOT) related to a project to reconstruct US Highway 51 / East Main Street between Harrison Street and Roby Road. 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.

Staff explained that the Stoughton Utilities Committee previously approved a WisDOT State/Municipal financial cost sharing agreement with the City of Stoughton at its July 18, 2022 meeting using preliminary cost estimates in the estimated amount of \$1,350,450. At that time, Stoughton Utilities' estimated share of the agreement was \$764,700, with preliminary estimated costs for sanitary sewer of \$400,000 and \$364,700 for water main. The agreement was subsequently approved by the Stoughton Common Council and executed by the municipality and WisDOT.

Staff further explained that WisDOT has now issued Revision #1 to the 2022 agreement to reflect updated construction cost estimates. The updated estimated cost of the sanitary sewer reconstruction is \$676,166 and the estimated cost for the water main reconstruction is \$540,317, for a total estimated Stoughton Utilities project cost of \$1,216,483. It was requested that the committee review the portion of the revised financial agreement relevant to the aspects of the revised agreement that would affect Stoughton Utilities financial obligations. Discussion followed.

Motion by Chenoweth, the motion seconded by Thoren, to accept the utility-related aspects of Revision #1 to Wisconsin Department of Transportation State/Municipal Financial Agreement, and recommend acceptance of the revised agreement to the Stoughton Common Council at its June 25, 2024 meeting. The motion carried unanimously 7 to 0.

**Bid Award for Contract No. 5-2024: Mandt Park Improvements – Phase 1A:** Stoughton Utilities staff presented and discussed the June 5, 2024 bid tabulation for the Mandt Park Improvements Phase 1A Contract 5-2024. The bid for Contract 5-2024 includes the following approximate quantities of work: 850 linear feet (LF) of sanitary sewer; 2,500 LF of water main; 2,000 LF of storm sewer; 3,800 LF of curb and gutter; 20,000 square feet of sidewalk and driveway apron; 7,500 tons (T) of base course; 2,500 T of asphalt pavement; 950 vertical square feet of retaining wall; site grading; grandstands relocation; parking lot lighting; restoration; and related miscellaneous work.

Staff informed the committee that four bids were received for Contract 5-2024, ranging from \$2,908,372.51 to \$3,796,930.00, and Fischer Excavating, Inc. of Freeport, Illinois was the apparent low bidder with a bid of \$2,908,372.51. The bid was deemed to be responsive.

Staff explained that the bid included \$117,400.50 for sanitary sewer reconstruction and \$536,528.00 for water system reconstruction, for a total of \$653,928.50 of utility financed work. These amounts are within the amounts budgeted in the approved Stoughton Utilities 2024 Capital Improvement Plan, which combined totaled \$854,000 for this project.

Motion by Chenoweth, the motion seconded by Payton, to approve the bid award for Contract 5-2024: Mandt Park Improvements – Phase 1A to Fischer Excavating, Inc. of Freeport, Illinois, and recommend approval of the bid award to the Stoughton Common Council at their June 25, 2024 meeting. The motion carried unanimously 7 to 0.

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**MEUW Honors Award Recipients – 2024:** Staff presented and discussed MEUW’s recognition of Stoughton Utilities’ safety achievements, as well as four Stoughton Utilities’ employees and committee members:

- Stoughton Utilities was awarded a Bronze 2023 Safety Achievement Award that recognizes safety performance and proactive safety activities.
- Scott Adler, distribution system coordinator, received MEUW’s Exemplary Service Award that recognizes outstanding service, achievements, or other noteworthy acts, including contributions to MEUW through committee meetings and groups
- Journeymen lineworkers Joe Adler and Ryan Jefferson received MEUW’s Excellence in Line Work Award, recognizing individuals who consistently demonstrate dedication to their profession as a lineworker. Staff explained that Joe’s nomination was submitted for his mutual aid restoration work performed in Florida helping local municipal utilities recover from Hurricane Idalia, and Ryan’s nomination was submitted to recognize his completion of the 4-year Wisconsin Lineworker Apprenticeship classroom program in a single year.
- Stoughton Utilities Committee Chairperson David Erdman was recognized for his time as a member of the committee with MEUW’s Charlie Bradburn Pillars of Public Power, awarded to individuals with at least 10 years as a member of a public power governing body.

Discussion followed.

**Utilities Committee Future Agenda Items:** Stoughton Utilities staff informed the committee that staff is currently working to finalize the Stoughton Utilities 2025 operating budget and five-year capital improvement plan (CIP) which is planned for presentation to the committee in August. Other future agenda items include the award of funds from the Stoughton Utilities Project RoundUP program. Staff explained that a lack of time-sensitive agenda items may result in the July meeting being cancelled. Discussion followed.

**Adjournment:** Being no further business before the committee, motion by Thoren, seconded by Chenoweth, to adjourn the meeting at 6:34 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted,

Brian R. Hoops

Assistant Stoughton Utilities Director