

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, August 20, 2018 – 5:00 p.m.

Stoughton, WI

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**Location:** Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
600 South Fourth Street  
Stoughton, Wisconsin, 53589

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

**Excused:** Alderperson Nicole Wiessinger

**Absent:** None

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, Stoughton Director of Human Resources & Risk Management Amy Jo Gillingham, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E.

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

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

Motion by Alderperson Regina Hirsch, the motion seconded by Citizen Member John Kallas, to approve the following consent agenda items as presented: Draft Minutes of the July 16, 2018 Regular Utilities Committee Meeting, Stoughton Utilities Payments Due List Report, Stoughton Utilities June 2018 Financial Summary, Stoughton Utilities June 2018 Statistical Report, Stoughton Utilities July 2018 Activities Report, Utilities Committee Annual Calendar, 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:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee June 18, 2018 Meeting Minutes
- Stoughton Utilities May 2018 Financial Summary
- Stoughton Utilities May 2018 Statistical Report

**Regulatory review of Water Utility rates:** Stoughton Utilities and City staff presented and discussed an update on the application to the Wisconsin Public Service Commission (PSC) for authority to increase water rates. Staff had applied to the PSC in February for a regulatory rate review, seeking an average 13% increase. The PSC returned an overall increase in water rates of 12.05%, which will result in a monthly increase to the average residential customer of \$3.30. Staff informed the committee that a public hearing has been scheduled for Thursday, August 30, 2018 at 2:00 p.m., and that it is anticipated that the new rates will go into effect in early September or October. Discussion followed.

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**City of Stoughton Finance & Accounting Restructuring – Update:** Stoughton Utilities and City staff presented and discussed an update on the restructuring of the City of Stoughton Finance Department, including an update on the hiring of a new Assistant Finance Director. Discussion followed.

**Wastewater treatment facility and sanitary sewer collection system 2017 Compliance Maintenance Annual Report (CMAR) – DNR Responses:** Stoughton Utilities staff presented an update to our annual CMAR filing, which was approved by the Utilities Committee and Common Council in June. The Wisconsin Department of Natural Resources (DNR) has received and approved our filing, providing favorable comments, and no further action is needed until the 2018 CMAR filing to occur in June 2019. Discussion followed.

**Retirement of the Utilities Director:** Stoughton Utilities Director Robert Kardasz submitted notice of his upcoming retirement after 38 years of dedicated service to the City of Stoughton. Stoughton Utilities and City staff discussed plans for how the vacancy will be filled. Director of Human Resources & Risk Management Amy Jo Gillingham indicated that she and Mayor Swadley were evaluating possible opportunities and discussing all options, and would be reporting out plans for refilling the position. Director Gillingham stated that there will be regular meetings held with utility staff to provide updates and to solicit their opinions. Citizen Member Erdman asked what action items would need to be taken by the Utilities Committee, and Director Gillingham indicated that there would be none, however there will be an ad-hoc committee formed that will include members of the Utilities Committee. Discussion followed.

**Employee succession planning for 2018 and beyond:** Stoughton Utilities staff presented the annual employee succession plan. Staff anticipates that two employees will be retiring within the next four years, and potentially eight more employees retiring in the five years after that. SU does not currently have any vacancies to be filled. Staff will continue cross-training efforts as employees approach possible retirement age. Discussion followed.

**Sampling of wastewater discharge from the Stoughton Junior Fair's cattle wash:** Stoughton Utilities staff and Mayor Swadley provided information about the wastewater sampling that occurred during the 2018 fair. The Stoughton Fair Association has not provided SU with any analysis of the wastewater discharge. The lease renewal between the City of Stoughton and the Stoughton Fair Association was executed on Friday, August 18, 2018, and included a provision that all waste generated by animals and animal washing station be properly disposed of off-site. This matter is considered resolved, and no wastewater will be discharged to the Wastewater Treatment Facility. Discussion followed.

**WPPI Energy Annual Meeting:** Stoughton Utilities staff invited members of the Stoughton Utilities Committee to WPPI Energy's Annual Meeting, to be held in Middleton Wisconsin on Thursday, September 13, 2018. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law. Discussion followed.

**Public Power Customer Appreciation Day:** Stoughton Utilities staff informed the Committee that our Public Power Customer Appreciation Day was originally scheduled for August 20, 2018 between 1:00 to 4:00 p.m. Due to inclement weather, this event was postponed to the rain date of August 21, 2018. This event will be held at the Nordic Ridge splash pad and shelter, and will include snacks and refreshments, park and pool toy giveaways, energy efficient lightbulb giveaways, and more. SU staff will be present to provide information on the new shelter solar array, and to promote our *Choose Renewable* program. Discussion followed.

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**Utilities Committee future agenda items:** Staff informed the committee that upcoming topics include the Stoughton Utilities 2019 Budget and five year Capital Improvement Projects plan.

**Tour of the Stoughton Utilities Wastewater Treatment Facility:** Stoughton Utilities staff informed the committee that the scheduled tour of the wastewater treatment facility has been cancelled due to inclement weather, and will be rescheduled following a future meeting. Discussion followed.

**Adjournment:** Motion by Citizen Member David Erdman, the motion seconded by Alderperson Pat O'Connor, to adjourn the regular Stoughton Utilities Committee Meeting at 6:06 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director