

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 20, 2019 – 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, Alderperson Ben Heili, Alderperson Regina Hirsch, Alderperson Greg Jenson, Mayor Tim Swadley

**Excused:** Citizen Member David Erdman, Citizen Member John Kallas

**Absent:** None

**Others Present:** Ms. Megan Cahill of Baker Tilly Virchow Krause, LLP, Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Alderperson Brett Schumacher, Stoughton Utilities Director Jill Weiss, Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen

**Call to Order:** Stoughton Utilities Director Jill Weiss 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 Jenson, the motion seconded by Heili, to approve the following consent agenda items as presented:

- a. Draft Minutes of the April 15, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities April Payments Due List Report
- c. Stoughton Utilities March Financial Summary
- d. Stoughton Utilities March Statistical Report
- e. Stoughton Utilities April Activities Report
- f. Communications

The motion carried unanimously 5 to 0.

**Election of the Utilities Committee Chairperson and Vice-Chairperson:** Motion by Jenson to nominate Erdman to the position of Stoughton Utilities Committee Chairperson. Discussion followed. The motion carried unanimously 5 to 0.

Motion by Jenson to nominate Swadley to the position of Stoughton Utilities Committee Vice-Chairperson. Discussion followed. The motion carried unanimously 5 to 0.

**Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council:** Motion by Jenson to nominate Hirsch to the position of Utilities Committee Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 5 to 0.

Motion by Hirsch to nominate Heili to the position of Alternate Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 5 to 0.

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**Selection of the Utilities Committee Date and Time:** Following discussion, the committee chose to designate the monthly meeting date to remain the Monday after the first regularly scheduled meeting of the Stoughton Common Council, and the meeting time to be set as 5:30 p.m.

**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 March 26, 2019 Regular Utilities Committee Meeting
2. Stoughton Utilities March Payments Due List Report
3. Stoughton Utilities February Financial Summary
4. Stoughton Utilities February Statistical Report

A brief discussion was held regarding the tax-stabilization dividend payment that was approved by the committee at its April 2019 meeting.

**Stoughton Utilities 2018 Audit Reports and Management Letter:** Vice-Chair Swadley introduced Ms. Megan Cahill from Baker Tilly Virchow Krause, LLP, who presented the Stoughton Utilities 2018 Audit Reports and Management Letter. Discussion followed.

Motion by Jenson, the motion seconded by Ackerman, to approve the Stoughton Utilities 2018 audit reports and management letter and recommend the Stoughton Common Council approve the audit reports and management letter, and adopt the accompanying resolution at their May 28, 2019 meeting. The motion carried 5 to 0.

**Stoughton Utilities Data Sharing and Non-Disclosure Agreement for Proprietary and Confidential Mapping Information:** Stoughton Utilities staff shared that from time to time, Stoughton Utilities shares our mapping data with a variety of entities. These requests typically come from developers, or their contractors or engineers. The information requested is typically general in detail and limited to small areas, and presents little security concern. Staff presented a proposed Sharing and Non-Disclosure Agreement for Proprietary and Confidential Mapping Information, as well as an associated fee schedule.

Motion by Heili, the motion seconded by Jenson, to approve the Stoughton Utilities Data Sharing and Non-Disclosure Agreement for Proprietary and Confidential Mapping Information. Discussion followed. The motion carried unanimously 5 to 0.

**Anticipated Annual Fund Transfers to the City of Stoughton:**

Stoughton Utilities staff presented and discussed the following anticipated transfers to the City of Stoughton in 2019:

Payment in lieu of taxes	\$855,940
Tax-Stabilization Dividends	\$27,902
Rent: Stoughton Utilities Administration Building	\$103,187
Administration Charges	\$64,000
Police Department Emergency Contact Service	\$9,000
Stormwater Management Fee	\$9,325

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Economic Development Contribution	\$1,000
<b>Total:</b>	<b>\$1,070,354</b>

Staff informed the committee that these transfers do not include fees for construction related permits, street opening permits, Project RoundUP donations, Commitment to Community donations, renewable energy project grants, or other applicable fees and charges. It was further explained that Stoughton Utilities pays all employment wages and overhead, insurance costs, and legal expenses, and does not receive any taxpayer funding. Discussion followed.

### **Invitation to Attend an Orientation to WPPI Energy:**

Stoughton Utilities staff presented and discussed an upcoming half-day educational program about WPPI Energy and the benefits of joint action. This orientation is open to utility staff and governing officials. 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:** Staff provided information to the committee about a draft ordinance that is being prepared by city and utility staff to address the location, siting and aesthetics of 5G small cellular antennas should a telecommunications company wish to install any in the city in the future. Staff informed the committee that upcoming meeting topics include discussions regarding funding assistance programs for the replacement of privately-owned lead water services, including a future ordinance mandating such replacement, and the resumption of periodic tours of utility facilities as weather allows. Hirsch requested a future discussion on changes occurring in the electric industry relating to renewables, storage, and distributed generation, and how Stoughton Utilities will adapt to such changes. Discussion followed.

**Adjournment:** Motion by Ackerman, the motion seconded by Jenson, to adjourn the regular Stoughton Utilities Committee Meeting at 6:10 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director