

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 27, 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 868-051-533

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

**Excused:** None

**Absent:** Alderperson Fred Hundt

**Others Present:** 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. with a quorum present. Erdman, Kallas, Swadley and Thoren were present in person, and Hirsch and Tikalsky were present by webinar.

**Public Comments:** Erdman announced that his upcoming retirement from the State of Wisconsin Department of Administration and invited the committee to his retirement party on June 30.

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

Staff highlighted the included billing insert on higher than anticipated purchase power costs, currently running about 20% higher than average, and explained that these costs are passed through to customers via the power cost adjustment clause charge on their bills.

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

- a. Draft Minutes of the May 16, 2022 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities April Financial Summary
- d. Stoughton Utilities Statistical Report
- e. Stoughton Utilities Activities Report
- f. 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 recently approved and/or placed on file by the Stoughton Common Council:

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## Consent Agenda:

1. Minutes of the April 18, 2022 Regular Utilities Committee Meeting
2. Minutes of the May 4, 2022 Special Utilities Committee Meeting
3. Stoughton Utilities Payments Due List Report
4. Stoughton Utilities March Financial Summary
5. Stoughton Utilities Statistical Report

## Business:

1. Amendment to the Water Utility 2022 Capital Improvement Plan to Fund the 2022 Academy Street Reconstruction Contract 1-2022
2. Amendment to the Wastewater Utility 2022 Capital Improvement Plan to Fund the 2022 Academy Street Reconstruction Contract 1-2022
3. Amendment to the 2022 Stoughton Utilities Operating Budget to Fund the 2022 Academy Street Reconstruction Contract 1-2022
4. Bid Award of 2022 Academy Street Reconstruction Contract 1-2022 to Wolf Paving & Excavating of Madison, Inc.
5. Authorizing the Release of a Platted Public Utility Easement on Lot 8 of Greig Addition to Norse View Heights (1617 Johnson St), recorded as Document No. 2038870, Dane County Registry

Discussion followed.

**Stoughton Wastewater Utility 2022 Rate Adjustment:** Staff presented and discussed a proposed rate adjustment affecting customers of the wastewater utility. The last wastewater rate adjustment occurred on June 1, 2020. The proposed rate adjustment amounts to an average increase of retail rates by 5.59%, bringing the total wastewater bill for an average residential customer to \$30.50 per month, a monthly increase of \$1.91. The proposed adjustment date is effective for consumption on or after July 1, 2022.

Staff informed the committee that wastewater utility rates are solely governed by the Stoughton Common Council and changes in rates require a revision to Section 74 of the Stoughton Municipal Code of Ordinances.

Motion by Thoren, the motion seconded by Kallas, to approve the Wastewater Utility 2022 rate adjustment and adopt modifications to Subsections 74-112 and 74-113 of the City of Stoughton Municipal Code of Ordinances, and recommend approval of the rate adjustment and adoption of the ordinance revisions to the Stoughton Common Council at their June 28, 2022 meeting. The motion carried unanimously 6 to 0.

Swadley left the meeting at 5:45 p.m.

**Wastewater 2021 Compliance Maintenance Annual Report (CMAR):** Stoughton Utilities staff presented and discussed the 2021 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 Kallas, the motion seconded by Thoren, to approve the 2021 Compliance Maintenance Annual Report and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council at their June 28, 2022 meeting. The motion carried unanimously 5 to 0.

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**Stoughton Utilities 2021 Annual Water Consumer Confidence Report (CCR):** Stoughton Utilities staff presented and discussed the annual Consumer Confidence Report (CCR). The CCR provides information about Stoughton's drinking water quality and any detected contaminants during the previous monitoring year. Also included in this year's report is information about lead, discussing last year's replacement project and additional steps to take to address lead in internal plumbing. Staff discussed the report format, crediting customer service technician Brandi Yungen for her creativity in its development. This report will be distributed to all residential postal customers during the month of June and distributed to and posted in various public locations. Discussion followed.

**Utilities Committee Future Agenda Items:** Stoughton Utilities staff informed the committee that upcoming meeting topics include the presentation of the annual financial audit report and public service commission annual reports that were originally planned to be presented in June, and approval of the financial assistance agreement for the loan from the WDNR Safe Drinking Water Fund.

**Adjournment:** Being no further business before the committee, motion by Kallas, the motion seconded by Thoren, to adjourn the regular Stoughton Utilities Committee Meeting at 6:06 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops

Stoughton Utilities Assistant Director