

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 16, 2025 – 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 754-090-909

**Members Present:** Citizen Member Carl Chenoweth, Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Alderperson Greg Jenson, Mayor Tim Swadley, Alderperson Jordan Tilleson

**Excused:** Citizen Member Dustin Thoren (Vice-Chair)

**Absent:** None

**Others Present:** City of Stoughton Director of Human Resources & Risk Management Amy Jo Gillingham, WPPI Energy / Stoughton Utilities Energy Service Manager Darren Jacobson, Stoughton Utilities Finance Manager Shannon Statz, Stoughton Utilities Director Jill Weiss

**Call to Order:** The chair called the regular Stoughton Utilities Committee Meeting to order at 5:35 p.m. Erdman, Hirsch, Jenson, Swadley, and Tilleson were present in person. Chenoweth 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 Jenson, the motion seconded by Tilleson, to approve the following consent agenda items as presented:

- a. Minutes of the May 19, 2025 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Financial Report
- d. Stoughton Utilities Investment Summary
- e. Stoughton Utilities Statistical Report
- f. Stoughton Utilities Activities Report
- g. 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:

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 16, 2025 – 5:30 p.m.

Stoughton, WI

Page No. 2

## Presentation:

1. Stoughton Utilities Facilities – Current System Capacities

## Consent Agenda:

1. Minutes of the March 17, 2025 Regular Utilities Committee Meeting
2. Minutes of the April 21, 2025 Regular Utilities Committee Meeting
3. Stoughton Utilities Payments Due List Reports
4. Stoughton Utilities Investment Summary
5. Stoughton Utilities Financial Reports
6. Stoughton Utilities Statistical Report
7. Stoughton Utilities Activities Reports

## Business:

1. Release of Easement Rights to a Platted Utility Easement on Lots 32-43, 77-88, and 97-104 of Magnolia Springs
2. Wastewater 2024 Compliance Maintenance Annual Report (CMAR)
3. Stoughton Utilities 2024 Audit Reports and Management Letter

Discussion followed.

**Update: PSCW Water Rate Application:** Stoughton Utilities staff provided an update on the status of the ongoing water rate application that was submitted to the Public Service Commission of Wisconsin (PSCW) in 2024. A public hearing was held on Wednesday, May 21, 2025, after which the PSCW issued a final decision. The new rates will have an overall increase of 18.92%, an additional \$4.88 per month for the average customer, and will take effect July 1, 2025. Discussion followed.

**Stoughton Utilities Director Position Update:** It had been previously announced that Utilities Director Jill Weiss had submitted her resignation, with her final day being July 18, 2025. Gillingham shared information on recruitment efforts, an interim plan, and an anticipated timeline for filling the vacancy. Discussion followed.

**Amendment to the Stoughton Utilities 2025 Operating Budget to Fund Primary Clarifier Repairs and Possible Purchase of Land:** Stoughton Utilities staff presented a proposed amendment to the 2025 operating budget, and discussed the problems experienced at the plant with a primary clarifier and the potential for plant expansion on adjacent land currently owned by the City of Stoughton. Staff discussed that wetlands may be a concern on the adjacent land, and further study is required. Discussion followed. Chenoweth recommended that the budget amendment be increased \$10,000 over what was being proposed by staff to conduct a wetland delineation. Discussion continued.

Motion by Chenoweth, the motion seconded by Hirsch, to approve an amendment to the Stoughton Utilities 2025 Operating Budget in the total amount of \$170,000 to fund the primary clarifier repairs and the potential to purchase land for expansion, and recommend approval of the budget amendment to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Stoughton Utilities Sponsorship and Donation Policy:** Stoughton Utilities staff presented a proposed policy intended to outline the guidelines and criteria for when and how Stoughton Utilities provides donations to local

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 16, 2025 – 5:30 p.m.

Stoughton, WI

Page No. 3

non-profit organizations and sponsors local community events. These funds are provided through the Value of Local Utility Program funded by SU's wholesale power provider, WPPI Energy. Staff explained that past practice has been for staff to determine donations to various organizations on a first-come, first-served basis subject to available funding. This revised policy will allow staff to provide funds to projects, programs, and events put on by the City of Stoughton or Stoughton Chamber of Commerce, but any donations to outside organizations would be awarded by the Utilities Committee using the same application process and eligibility requirements used for Project RoundUP. Discussion followed.

Motion by Hirsch, seconded by Tilleson, to approve the proposed Stoughton Utilities Project RoundUP Guidelines and Procedures. The motion carried unanimously 6 to 0.

**Stoughton Utilities Project RoundUP Guidelines and Procedures:** Stoughton Utilities staff provided a history of the Project RoundUP program, and presented a proposed guidelines and procedures document that was drafted in an attempt to formally document the decisions and recommendations related to the program that the Stoughton Utilities Committee had been made over time. Discussion followed.

Motion by Tilleson, seconded by Hirsch, to approve the proposed Stoughton Utilities Project RoundUP Guidelines and Procedures. The motion carried unanimously 6 to 0.

**Sewer Utility Extension Agreement Between the City of Stoughton and Natter Commercial Properties, LLC:** Stoughton Utilities staff presented the proposed agreement and discussed the intent of the agreement and the background leading up to its creation. This agreement outlines each party's responsibilities while protecting the interests of the public and other Stoughton Utilities ratepayers as it relates to a sanitary sewer main extension on Chalet Drive and East Main Street. Discussion followed.

Motion by Hirsch, seconded by Tilleson, to approve the sewer utility extension agreement between Natter Commercial Properties, LLC and the City of Stoughton, and recommend approval to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Stoughton Utilities Service Line Material Inventory:** Stoughton Utilities staff provided a brief history of the U.S. Environmental Protection Agency's (EPA) Federal Lead and Copper Rule Revisions (LCRR) that went into effect in 2021, and the utility's requirement to prepare a service line material inventory. Staff informed the committee that notices will be mailed to all customers that have an unknown service line material, which are typically at homes constructed between 1960 and 1986. These customers will be encouraged to self-identify their service line material and report it to the utility. Notices will be sent annually in accordance with LCRR requirements. Discussion followed.

**Utilities Committee Future Agenda Items:** Stoughton Utilities staff requested that the committee meeting occur earlier in July and suggested July 14. The committee agreed, noting that the meeting should start at 5:00 p.m. due to a later meeting of the Stoughton Planning Commission. Future agenda items will include an update on open items to be addressed following the departure of Weiss, a discussion on grease traps and the findings of staff inspections, an update on responses received from the LCRR notification, and the annual budget and capital improvement plan. Discussion followed.

**Adjournment:** Being no further business before the committee, motion by Jenson, seconded by Tilleson, to adjourn the meeting at 7:06 p.m. The motion carried unanimously 6 to 0.

# **STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, June 16, 2025 – 5:30 p.m.**

**Stoughton, WI**

**Page No. 4**

Respectfully submitted,

Brian R. Hoops

Assistant Stoughton Utilities Director