



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a special meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**
Date/Time: Monday, January 7, 2019 at 5:30 p.m.
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Members: Citizen Member Kym Ackerman, Citizen Member David Erdman (Chair),
Aldersperson Regina Hirsch, Citizen Member John Kallas (Vice-Chair), Aldersperson
Pat O'Connor, Mayor Tim Swadley

AGENDA:

CALL TO ORDER

NEW BUSINESS

1. Hiring of Utilities Director position (**Action**)

ADJOURNMENT

Notices Sent To:

Stoughton Utilities Committee Members
Stoughton Utilities Assistant Director Brian Hoops

cc: Stoughton City Attorney Matthew Dregne
Stoughton Common Council Members
Stoughton City Clerk Holly Licht
Stoughton Leadership Team
Stoughton Utilities Electric System Supervisor Bryce Sime
Stoughton Utilities Operations Superintendent Sean Grady
Stoughton Utilities Water System Supervisor Kent Thompson
Stoughton Utilities Wastewater System Supervisor Brian Erickson
Unified Newspaper Group - Stoughton Courier Hub

ATTENTION COMMITTEE MEMBERS: Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Brian Hoops via telephone at (608) 877-7412, or via email at BHoops@stoughtonutilities.com.

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information, or to request such assistance, please contact Stoughton Utilities at (608) 873-3379.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at <http://stoughtonutilities.com/uc>.



600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: January 4, 2018

To: Stoughton Utilities Committee

From: Brian R. Hoops
Stoughton Utilities Assistant Director

Subject: Hiring of the Utilities Director position

The recruitment and interviewing process has concluded, and the Director of Human Resources and Risk Management, along with the ad-hoc hiring committee, is making a hiring recommendation. Excerpts from the candidate's cover letter, application, and resume are attached.

It is requested that the Stoughton Utilities Committee review the candidate's qualifications, and recommend the hiring of the candidate to the Stoughton Personnel Committee at their January 7, 2019 meeting, and Stoughton Common Council at their January 8, 2019 meeting.

November 4, 2018

Mayor Tim Swadley
381 East Main Street
Stoughton, WI 53589

Amy Jo Gillingham, Director of Human
Resources / Risk Management
381 East Main Street
Stoughton, WI 53598

RE: Utilities Director

Dear Honorable Mayor Swadley, Director Gillingham and Human Resources Team:

Through my former Director position on the WPPI Board of Directors and through my sister, I became aware of the retirement of Utilities Director Bob Kardasz. I have had the opportunity, on a number of occasions, to hear of the exciting happening in the City of Stoughton and at its Utility through my involvement with WPPI and working with Director Kardasz. I continue to be impressed by the caliber of the City of Stoughton workforce, as I have had the opportunity meet Brian Hoops through WPPI and work with Jamin Friedl. Although I love the work that I presently do for Alliant Energy, the exciting Utility opportunities, the quality of the Stoughton community and the caliber of its team that has driven me to pursue this opportunity.

I feel very strongly that my education, previous experience especially Jefferson Utilities and current experience with Alliant Energy makes me a perfect match for this position. The City of Stoughton has been a thriving area that has been the benchmark for many other communities. I would like to continue the tradition of being a proactive utility leader for the Community. When the City is confronted with challenges, we can face these challenges and develop long term solutions that will continue to make Stoughton the community that others aspire to become like. I believe that strong, transparent customer service and fiscal responsibility is critical. Further, I am interested in continuing to develop utility efficiencies, while achieving the following:

- Continuing to engage our customers through open communication,
- Providing the reliable power our customers have grown to expect at a reasonable price,
- Maintaining and improving, as possible, the drinking water quality and quantity to keep the Community thriving, and
- Maintaining regulatory compliance, with cost effective wastewater management.

I have over 20 years of experience in engineering and project management, over 17 years of employee supervision and 14 years of direct Utilities oversight. Through my utilities experience, my responsibilities included the following:

- Supervision of the Distribution System Operations, Public Works, Water Department, Electrical Department, Utility Billing and Customer Services, Electric Meter Department, Fleet Mechanics, Meter Readers, Project Teams and Drafting Department,
- Budgeting and fiscal oversight of entire Utility Budget (over \$15 Million),
- Budgeting and fiscal oversight of approximately 25% of the overall City Budget – Public Works Department (\$2.3 Million),
- Implement standardized SCADA process to monitor and control the distribution system,
- Collaboratively united a multi-disciplinary team to support the Distribution Systems Operations to implement SCADA monitor and control of the Distribution System,

- Developed and implemented training program for Operator qualifications for SCADA monitoring and control,
- Change management lead for transforming the Distribution Dispatch Center into the Distribution System Operations,
- Business leadership in the analysis, design, development, implementation, enhancement, and operation and maintenance of the complex automated systems within the Distribution System Operations Center,
- Responsible for communicating with and responding to field operations, regarding switching and dispatching related activities – 24 hours/7 days a week,
- Outage owner during major storm events,
- Electric, Water, Wastewater, Street and Storm Sewer Infrastructure,
- Electric and Water Utility,
- Billing of Utility Services as well as all of the City of Jefferson user fees,
- Billing overhaul to implement Quality Assurance processes,
- Refuse and Recycling Program,
- Storm Sewer Utility,
- Global Information System (GIS) program,
- Maintenance and service of the Utility and City fleet,
- Building maintenance – Utility-wide/City-wide,
- Street and utility capital improvements planning,
- Assistance with economic development (residential, commercial, and industrial) and developer's agreements,
- Grant writing and grant administration (Obtained over \$2 Million in grants and administered the programs)
- Customer education,
- Customer and Community outreach programs,
- Energy independence initiative,
- Auditing principles and asset tracking,
- Engineering/design of new Utility and City infrastructure,
- Construction oversight of projects, and
- Review of all proposed new projects and redevelopment projects.

My previous experience has provided me with a wide range of experiences in both the private and public sector. Upon graduation from the University of Wisconsin-Madison in Engineering, I working in the public sector for the Polk County Land and Water Resources Department, where I assisted property owners of Polk County with a wide range of engineering projects that were groundwater and surface water protection based. While with the County, I was contacted by a private engineering firm and as a result I moved to the private sector. This experience taught me a lot about staff supervision, project management, working with municipal boards, working with demanding clients, and maintaining my ethical responsibility of completing only high quality engineering work. While with this firm, I was contacted by another firm that mostly caters to municipal clients. My experience with this firm educated me further on staff supervision, project management, the inner workings of municipalities, and further sharpened my engineering abilities. These early experience lead me to seek greater challenges. Please review my attached resume for more experience information.

My qualifications and operational experience with the City of Jefferson, Jefferson Utilities and Alliant Energy provide me the knowledge and expertise, which makes me uniquely qualified for the Stoughton Utilities Director position. I very much love the position that I presently hold at Alliant Energy, yet I believe that I would be a greater asset to the City of Stoughton and am very excited to

be considered further as a candidate for the position. I would like the opportunity to discuss this position with you as well as my qualifications. Please contact me to discuss the position and my qualification or I will contact you to answer any questions you may have and to see if you need any other information from me. I leave for vacation on November 9 and will not return until November 18. I will be checking messages during this time and will reach out following my return from vacation. Thank you very much for your time and consideration.

Sincerely,

85 - Utilities Director

Contact Information -- Person ID: 28859537

Name: Address: Fort Atkinson, Wisconsin 53538
US

Home Phone: Alternate Phone:
Email: Former Last
Name:

Month and Day of
Birth:

Personal Information

Driver's License: Yes, Wisconsin ,
Can you, after employment, submit proof of
your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation: \$60.00 per hour;
Are you willing to relocate? Maybe
Relocation would not be
necessary as we are close
but we would consider
relocating to be within the
school district in the
future.

Types of positions you will accept: Regular
Types of work you will accept: Full Time
Day , Evening , Night ,
Types of shifts you will accept: Rotating , Weekends , On
Call (as needed)

Objective

My objective is to have a challenging role where I am able to make improvements and reduce waste - improve customer service, improve the quality and reputation of the service area and infrastructure, add cost and time saving efficiencies and build my staff so that they have ownership and pride in their success and the team's success.

Education

College

University of Wisconsin - Madison
<https://www.wisc.edu/>
9/1991 - 5/1999
Madison , Wisconsin

Did you graduate: Yes
College Major/Minor: Biological Systems
Engineering
Units Completed: 137 Semester
Degree Received: Bachelor's

High School

Fort Atkinson Senior High School
<https://www.fortschools.org/>
1987 - 6/1991
Fort Atkinson , Wisconsin

Did you graduate: Yes
Highest Level Completed: Other
Did you receive a GED?
Degree Received: High School Diploma

Work Experience

Distribution System Operations, Supervisor
9/2016 - Present

Alliant Energy

Hours worked per week: 40
Monthly Salary: \$9,825.00
of Employees Supervised: 10
May we contact this employer? No

<https://www.alliantenergy.com/>
3730 Kennedy Road
Janesville, Wisconsin

Duties

- Supervise and direct operations of the Distribution System Operations - electric outages, electric emergencies and gas emergencies.
- Sets goals and department vision including standardizing process and programs for operational efficiencies and increased safety.
- Develop and improve training through establishing curriculum and operator qualifications, including proficiency assessment and qualifying testing parameters for qualifying Operators.
- Responsible for restructuring and changing the Distribution Dispatch Center into the Distribution System Operations
- Implementing SCADA monitoring and control; key member of team implementing change and change management for company wide acceptance
- Responsible for creating switching processes to ensure safety and proper clearance.
- Maintain fair and equitable labor relations with bargaining unit employees.
- Implemented safety programs and innovation to improve system reliability, customer satisfaction and profitability.
- Increased department viability through standardizing processes and ensuring regulatory compliance and safety rule compliance.
- Responsible for 24 hours a day, 7 days a week emergency response back-up in process - electrical outages and emergencies and gas emergencies. Determine labor resources, assist with resource deployment, collaborating with transmission providers, collaborate with leadership regarding switching activities, managing callout procedures, and monitoring of employees or contractors involved with emergency response.
- Achieve Full Regulatory Compliance - DNR, PSC, NERC, OSHA, MISO

Utility Manager

6/2014 - 9/2016

Jefferson Utilities
<https://www.jeffersonutilities.com/>
Jefferson, Wisconsin 53549

Hours worked per week: 40
Monthly Salary: \$7,417.00
of Employees Supervised: 16
Name of Supervisor: Utility Commission
May we contact this employer? Yes

Duties

- Supervise and directs electric and water operations, and staff - Customer Service/Billing, Electrical Lineman (Techs) and Apprentices, Water Operators, Meter Technicians, Meter Readers, WPPI services and Contractors.
- Responsible for Jefferson Utilities Budget of over \$15 Million Dollars Annually including Capital Improvements Planning and Budget.
- Maintain Reliable Power and Water, at a Reasonable Rate.
- Address Customer Concerns and Maintain Positive Customers Relations Especially During Outages, Disconnection Issues and during PSC Rate Cases.
- Maintain Utility Programs and Develop New Programs to ensure Reliability and Long Term Viability and Regulatory Compliance. (Implementation of Cross Connection Program Compliance, Safety Program and additional PPE requirements, Meter Testing, Wrote and obtained lead service grant, Private well tracking and abandonment, write annual water report, write PSC maintenance reporting, etc.)
- Facilitate monthly public Utility Commission Meetings. Set agenda and develop meeting materials.
- Enact and facilitate weekly meetings with Supervisors to ensure Utility efficiency. Developed performance assessments and coaching feedback to support and ensure staff development.
- Complete in-house project engineering and coordinate engineering firms to complete additional engineering work.
- Serve as Jefferson Utilities Director on the WPPI Board of Directors, and representative at MEUW, Wisconsin Rural Water, AWWA and APPA
- Achieve Full Regulatory Compliance - DNR, DOE, PSC, NERC, OSHA, DSPS

Reason for Leaving

Greater opportunity with Alliant Energy.

Director of Public Works/City Engineer

Hours worked per week: 40

3/2009 - 5/2014

Monthly Salary: \$6,833.00
of Employees Supervised: 9
May we contact this employer?

City of Jefferson
<http://www.jeffersonwis.com/>
Jefferson, Wisconsin 53549

Duties

-Supervise and direct Public Works and Fleet. Responsible for complete oversight of Storm Water Utility, Refuse/Recycling, Machines and Equipment, Engineering, Global Information System (GIS) and Streets/Highways Budget which is approximately 2.3 million dollars annually and Capital Improvements Budget (25% of City Budget). Attend and report out at all Common Council meetings

-Implemented collaboration process between Public Works and Utilities to ensure Capital Improvements projects were completed to meet all department priorities and in a financial responsible manner.

-Complete in-house project engineering and coordinate engineering firms to complete additional engineering work.

-Responsible for developing and managing long term Capital Improvement Projects and opinions of probable costs.

-Design, bid and complete construction oversight municipal projects.

-Develop and Oversee Energy Independence Initiative including completing City-wide Energy Benchmarking.

-Grant writing - preparing and submitting grant application (responsible for obtaining over \$2 million), grant administration and record keeping.

Reason for Leaving

Interested in the opportunities at Jefferson Utilities.

Certificates and Licenses

Type: State of Wisconsin - Professional Engineering License (Civil)

Number: 37180-6

Issued by: Wisconsin Department of Safety and Professional Services

Date Issued: 10 /2004 Date Expires: 7 /2020

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Summary of Qualifications

Over twenty years of experience in staff supervision, project management, planning, design and construction of municipal and private engineering projects. Approximately fourteen years of direct utility oversight experience. Responsibilities have included budgeting, fiscal management, purchasing and planning, promote and oversee facility safety, public/customer interaction, problem solving, create and manage long-term capital improvements programs, City/Town Engineer for municipalities, construction oversight, project scoping/planning/estimating, feasibility studies, cost estimating, preliminary and final design, plan and specification preparation, obtaining contractors, vendors, and consultants through all procurement procedures meeting internal policies and State of Wisconsin bid law requirements. The projects include implementation of SCADA monitor and control, electrical planning and design, renewable energy and sustainability planning, municipal sewer and water main design, highway and street construction, storm water management practice design, feasibility plans, grant writing, boat launch designs, site development (single sites and full developments-residential/industrial/commercial, well siting, mine reclamation planning, federal/state/local permitting, and general municipal engineering.

EXPERIENCE

September 2016 - present

Alliant Energy

Janesville, WI

Distribution System Operations, Supervisor

- Supervise and direct operations of the Distribution System Operations – electric outages, electric emergencies and gas emergencies.
- Sets goals and department vision including standardizing process and programs for operational efficiencies and increased safety.
- Develop and improve training through establishing curriculum and operator qualifications, including proficiency assessment and qualifying testing parameters for qualifying Operators.
- Responsible for restructuring and changing the Distribution Dispatch Center into the Distribution System Operations
- Implementing SCADA monitoring and control; key member of team implementing change and change management for company wide acceptance
- Responsible for creating switching processes to ensure safety and proper clearance.
- Maintain fair and equitable labor relations with bargaining unit employees.
- Implemented safety programs and innovation to improve system reliability, customer satisfaction and profitability.
- Increased department viability through standardizing processes and ensuring regulatory compliance and safety rule compliance.
- Responsible for 24 hours a day, 7 days a week emergency response back-up in process – electrical outages and emergencies and gas emergencies. Determine labor resources, assist with resource deployment, collaborating with transmission providers, collaborate with leadership regarding switching activities, managing callout procedures, and monitoring of employees or contractors involved with emergency response.
- Achieve Full Regulatory Compliance – DNR, PSC, NERC, OSHA, MISO

EXPERIENCE
(Continued)**Utility Manager**

- Supervise and directs electric and water operations, and staff – Customer Service/Billing, Electrical Lineman (Techs) and Apprentices, Water Operators, Meter Technicians, Meter Readers, WPPI services and Contractors.
- Responsible for Jefferson Utilities Budget of over \$15 Million Dollars Annually including Capital Improvements Planning and Budget.
- Maintain Reliable Power and Water, at a Reasonable Rate.
- Address Customer Concerns and Maintain Positive Customers Relations Especially During Outages, Disconnection Issues and during PSC Rate Cases.
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- Facilitate monthly public Utility Commission Meetings. Set agenda and develop meeting materials.
- Enact and facilitate weekly meetings with Supervisors to ensure Utility efficiency. Developed performance assessments and coaching feedback to support and ensure staff development.
- Complete in-house project engineering and coordinate engineering firms to complete additional engineering work.
- Serve as Jefferson Utilities Director on the WPPI Board of Directors, and representative at MEUW, Wisconsin Rural Water, AWWA and APPA
- Achieve Full Regulatory Compliance – DNR, DOE, PSC, NERC, OSHA, DSPS

March 2009 – May 2014

City of Jefferson

Jefferson, WI

Director of Public Works/City Engineer

- Supervise and direct Public Works and Fleet. Responsible for complete oversight of Storm Water Utility, Refuse/Recycling, Machines and Equipment, Engineering, Global Information System (GIS) and Streets/Highways Budget which is approximately 2.3 million dollars annually and Capital Improvements Budget (25% of City Budget). Attend and report out at all Common Council meetings
- Implemented collaboration process between Public Works and Utilities to ensure Capital Improvements projects were completed to meet all department priorities and in a financial responsible manner.
- Complete in-house project engineering and coordinate engineering firms to complete additional engineering work.
- Responsible for developing and managing long term Capital Improvement Projects and opinions of probable costs.
- Design, bid and complete construction oversight municipal projects.
- Develop and Oversee Energy Independence Initiative including completing City-wide Energy Benchmarking.
- Grant writing - preparing and submitting grant application (responsible for obtaining over \$2 million), grant administration and record keeping.

August 2005 – March 2009 Short Elliott Hendrickson Inc. New Richmond / Madison / Milwaukee, WI

PROJECT MANAGER

**EXPERIENCE
(Continued)**

- Supervise project teams.
- Act as City/Town Engineer for municipalities.
- Design municipal projects including:
 - Streets, storm water management practices, storm sewer improvements, water improvements, sewer improvements, site grading plans, industrial parks, subdivisions, commercial developments, well siting.
- Municipality storm water planning including:
 - WPDES permitting, flood management, storm water management plans, SLAMM water quality modeling.

May 2002 - August 2005 JEO Consulting Group, Inc. New Richmond, WI

PROJECT ENGINEER

- Supervise engineering department of branch office.
- Responsible for project scoping, client contact, and municipal approvals.
- Design water, sewer, storm water management practices, urban and rural roadways meeting applicable regulations.
- Obtain storm water and erosion control permitting meeting requirement within NR 103, NR 151, NR 216 and Wis. Stats. Ch. 30.
- Writing of Non-Metallic Reclamation Plans and Storm water Pollution Prevention Plans.
- Designing of site grading and erosion control practices.
- Storm water Management Modeling using HEC-RAS, HydroCAD, StormCAD, WILMS, BATHTUB, and P8.

May 1999 - May 2002 Polk County Land and Water Resources Dept. Balsam Lake, WI

ENGINEERING TECHNICIAN

- Survey, design, & construction observation of conservation practices, including:
 - Storm sewers, gully stabilizations, barnyard runoff controls, waterways, diversions, culverts, drop inlets, manure pit abandonment, stream bank and lakeshore protection, etc.
- Supervise Polk County Non-Metallic Mining Ordinance and write and review reclamation plans under the program.
- Review and oversight of Erosion Control and Storm Water Management Plans under the Polk County Subdivision Ordinance.

1991-1993/1995-May 1999 University of Wisconsin-Madison Madison, WI

EDUCATION

**B.S. AGRICULTURE ENGINEERING/BIOLOGICAL SYSTEMS ENGINEERING
EMPHASIS ENVIRONMENTAL & NATURAL RESOURCES ENGINEERING**

**LICENSE,
CERTIFICATION
&
PROFESSIONAL
SERVICE**

- **Profession Engineer License - Civil Engineering - State of Wisconsin - October 2004**
- Fundamentals of Engineering Exam (WI) - Engineer in Training - October 1999
- WPPI Board of Directors, 2014-2016
- Representative MEUW, Wisconsin Rural Water, AWWA and APPA, 2014 - 2016
- 2012 President of Southern Wisconsin Association of Public Works Supervisors (SWAPS)
- Member APWA, 2009 – 2014

**ADDITIONAL
ACHIEVEMENTS,
EXPERIENCE &
SKILLS**

- Grant writing and administration – Over \$3 Million:
 - HVAC Replacement – City Hall – Energy Grant, \$250,000
 - Paving / Reconstruction – Various Transportation Grants- Federal, State & Local, approximately \$500,000
 - Riverbank Stabilization / Flood Protection – Public Works / Construction of New Boat Launch Facility, \$2.3 Million
 - Replacement of Lead Water Service Lines – WDNR, \$300,000
- Presented at State Energy Office programs 2010-2014.
- Presented Amery Storm Water Project at St. Croix Riverway Workshop.
- Presented "Storm Water Pond Maintenance" lecture at 7th State Wide Meeting of Public Works Supervisors.
- Created Education & Outreach – Energy Seminar Series for City of Jefferson, 2010 – 2014.
- Presented "Storm Water Utility" lecture at area Public Works meeting.
- Designed Olympic Rowing and Recreational Facility in Dane County.
- Co-wrote comprehensive water "run-on" and sediment control plans for the University of Wisconsin-Madison Arboretum, included open and closed channel designs, sedimentation basins, and estimated dredging times.
- Wrote technical research paper on water "run-on" controls for the University of Wisconsin Madison's Greene Prairie, considering future watershed development and land use planning.
- Computer Languages: Pascal, Fortran, C & Visual Basic.
- Computer Software: ArcView/Arc FM, Oracle Outage Management System, Workforce Management – CLICK, OSI Electric SCADA, Gas SCADA, Cisco Phone Systems, Zetron/Tait Radio System, AutoCAD 2014 with Softdesk and Land Development Desktop/Civil Design, MicroStation V7 - V8, Eagle Point Design Software, Word, WordPerfect, Excel, Peachtree, Internet.

REFERENCES

See Reference attachment for listing of references.