

DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday July 19, 2010 – 5:00 p.m.

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Stoughton, WI

Stoughton Utilities May Financial Summary: Alderperson Steve Tone discussed the wastewater financial summary and the appropriateness of the current rate structure. Discussion followed. Motion by Alderperson Carl Chenoweth, seconded by Alderperson Steve Tone to initiate a wastewater rate review to become effective in the first quarter of 2011 and to receive a status report at the August 16, 2010 Stoughton Utilities Committee Meeting. Carried unanimously.

Stoughton Utilities Bad Debt Write-Offs History: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Finance and Administrative Manager Kim Jennings presented and discussed the Stoughton Utilities Bad Debt Write-Offs history. Discussion followed. Alderperson Steve Tone expressed his appreciation for the information and requested that the history be expanded in 2011 when appropriate.

Wisconsin Public Service Commission Rate Making Guidance: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Finance and Administrative Manager Kim Jennings introduced WPPI Energy Director of Rate Services Tim Ament and WPPI Energy Rate Analyst Mallory Stanford who presented and discussed rate making and the current electric rate review. Discussion followed.

Citizen Member Jonathan Hajny excused himself from the meeting at 5:50 p.m.

 **Stoughton Utilities Committee Governance:** Stoughton Utilities Director Robert Kardasz introduced City Attorney Matthew Dregne who presented and discussed the Stoughton Utilities Committee governance efforts from November 16, 2009 through February 15, 2010. Discussion followed.

Motion by Alderperson Steve Tone to approve the following ordinance amendment and recommend the proposed ordinance amendment to the Stoughton Common Council on July 27, 2010:

**CITY OF STOUGHTON
ORDINANCE NO. _____**

AN ORDINANCE AMENDING SECTIONS 2-526, 2-527, 2-528, 2-529, 2-530, 74-3 AND 74-4 OF
THE MUNICIPAL CODE
OF THE CITY OF STOUGHTON, DANE COUNTY, WISCONSIN
RELATED TO MANAGEMENT OF THE ELECTIC, WATER
AND WASTEWATER UTILITIES

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The City Council of the City of Stoughton, Dane County, Wisconsin, do ordain that the Municipal Code of the City of Stoughton, Wisconsin is amended as follows:

The title of Chapter 2, Division 11 is amended to read:

DIVISION 11. UTILITIES COMMITTEE

Sections 2-526 through 2-530 are amended as follows:

Sec. 2-526. Composition.

The utilities committee shall consist of the mayor, three at large members of the common council appointed annually by the mayor and confirmed by the council and three city residents appointed by the mayor and confirmed by the council for three-year staggered terms, one for one year, one for two years, one for three years, and thereafter for three-year terms. The committee will elect an alderperson to be the liaison and an alternate liaison with the city council annually at its first regularly scheduled meeting after the council reorganization meeting. Citizen members shall serve with such compensation as determined by the city council by resolution from time to time.

Sec. 2-527. Organization.

The utilities committee shall annually at its first regularly scheduled meeting after the council reorganization ~~choose~~ choose a chair and vice chair from its members. The committee shall meet regularly once a month and at such times within the month as the committee shall determine.

Sec. 2-528. Rules.

The city council may make the rules for the government and conduct of business by the utilities committee.

Sec. 2-529. Record; Report.

The utilities committee shall keep a public record of its proceedings. The utilities committee shall report to the city council each month.

Sec. 2-530. Responsibilities, Powers and Duties.

The utilities committee, ~~under~~ shall serve in an advisory capacity to the direction of the common council, shall have oversight of all on matters related to public electric, water and wastewater utilities and be vested with all powers and charged with all duties prescribed such matters relating thereto as are requested by statute and the city common council.

Sections 74-3 and 74-4 are amended as follows:

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Sec. 74-3. Management of Utilities.

- (a) The electric utility, the wastewater utility, and the water utility shall be separate utilities, all of which shall be under the supervision and operated by the ~~utilities committee which shall have all of the powers of the utility commission provided for by § 66.0805(6), Wis. Stats.~~ common council pursuant to Wis. Stat. § 66.0807(6).
- (b) ~~The utilities committee shall choose from among their number a chair and vice chair. They~~ The common council may command the services of the utilities director and fix the compensation of such subordinates as shall be necessary. ~~They may make rules for their own proceedings and for the government of their department. They~~ The common council shall keep books of account, in the manner and form prescribed by the public service commission, which shall be open to the public.

Sec. 74-4. Utilities Director.

The utilities director shall have charge of the electric utility, wastewater utility and the water utility, under the supervision of the common council. The utilities director shall be appointed ~~by the utilities committee subject to confirmation~~ by the common council.

The foregoing ordinance was duly adopted by the City Council of the City of Stoughton at a meeting held on _____, _____.

CITY OF STOUGHTON

Jim Griffin Donna Olson, Mayor

(seal)

Luann Alme, City Clerk

ENACTED: _____

PUBLISHED: _____

Motion died for a lack of a second.

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Motion by Alderperson Eric Hohol, seconded by Citizen Member David Erdman to approve the following ordinance amending Sections 2-526, 2-527, 2-528, 2-529, 2-530, 74-3 and 74-4 of the Municipal Code of Ordinances related to the management of the Electric, Water, and Wastewater Utilities and recommend the proposed ordinance amendment to the Stoughton Common Council on July 27, 2010:

CITY OF STOUGHTON ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 2-526, 2-527, 2-528, 2-529, 2-530, 74-3 AND 74-4 OF
THE MUNICIPAL CODE
OF THE CITY OF STOUGHTON, DANE COUNTY, WISCONSIN
RELATED TO MANAGEMENT OF THE ELECTIC, WATER
AND WASTEWATER UTILITIES

The City Council of the City of Stoughton, Dane County, Wisconsin, do ordain that the Municipal Code of the City of Stoughton, Wisconsin is amended as follows:

The title of Chapter 2, Division 11 is amended to read:

DIVISION 11. UTILITIES COMMITTEE

Sections 2-526 through 2-530 are amended as follows:

Sec. 2-526. Composition.

The utilities committee is created pursuant to Wis. Stat. § 66.0805(6), and shall consist of the mayor, three at large members of the common council appointed annually by the mayor and confirmed by the council and three city residents appointed by the mayor and confirmed by the council for three-year staggered terms, one for one year, one for two years, one for three years, and thereafter for three-year terms. The committee will elect an alderperson to be the liaison and an alternate liaison with the city council annually at its first regularly scheduled meeting after the council reorganization meeting. Citizen members shall serve with such compensation as determined by the city council by resolution from time to time. Citizen members shall be deemed to be city officers, pursuant to Wis. Stat. § 62.09(1)(a).

Sec. 2-527. Organization.

The utilities committee shall annually at its first regularly scheduled meeting after the council reorganization choose a chair and vice chair from its members. The committee shall meet regularly once a month and at such times within the month as the committee shall determine.

Sec. 2-528. Rules.

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The city council may make the rules for the government and conduct of business by the utilities committee.

Sec. 2-529. **Record; Report.**

The utilities committee shall keep a public record of its proceedings. The utilities committee shall report to the city council each month.

Sec. 2-530. **Responsibilities, Powers and Duties.**

The utilities committee, under the direction of the council, shall have oversight of all public electric, water and wastewater utilities and be vested with all powers and charged with all duties prescribed by statute and the city council.

Sections 74-3 and 74-4 are amended as follows:

Sec. 74-3. **Management of Utilities.**

- (a) The electric utility, the wastewater utility, and the water utility shall be separate utilities, all of which shall be under the supervision and operated by the utilities committee which shall have all of the powers of officers appointed to operate public utilities pursuant to the utility commission provided for by § 66.0805(6), Wis. Stats.
- (b) The utilities committee shall choose from among their number a chair and vice-chair. They may command the services of the utilities director and fix the compensation of such subordinates as shall be necessary. They may make rules for their own proceedings and for the government of their department. They shall keep books of account, in the manner and form prescribed by the public service commission, which shall be open to the public.

Sec. 74-4. **Utilities Director.**

The utilities director shall have charge of the electric utility, wastewater utility and the water utility. The utilities director shall be appointed by the utilities committee subject to confirmation by the common council.

The foregoing ordinance was duly adopted by the City Council of the City of Stoughton at a meeting held on _____, _____.

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Stoughton, WI

Donna Olson, Jim Griffin, Mayor

(seal)

Luann Alme, City Clerk

ENACTED: _____

PUBLISHED: _____

The motion passed 4 to 1 and one abstention with Alderperson Carl Chenoweth, Citizen Member David Erdman, Mayor Donna Olson and Alderperson Eric Hohol voting Aye, Alderperson Steve Tone voting No, and Citizen Member Angie Halverson abstaining

WPPI Energy And Stoughton Utilities GreenMax Home Tour: Stoughton Utilities Director presented and discussed the WPPI Energy and Stoughton Utilities GreenMax Home tour. Discussion followed. Thursday was selected by the Stoughton Utilities Committee for a future GreenMax Home tour.

Stoughton Utilities Committee Future Agenda Items:

- Stoughton Utilities Governance on August 16, 2010.
- Stoughton Utilities wastewater rate review status report on August 16, 2010.
- Stoughton Utilities wastewater financial objectives report on August 16, 2010.
- Stoughton Utilities Customer Collections Status Report on September 20, 2010.
- Stoughton Utilities Investment Policy.

Adjournment: Motion by Alderperson Carl Chenoweth, seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 7:33 p.m. The motion carried unanimously.

Respectfully submitted,

Robert P. Kardasz, P.E.
Stoughton Utilities Director