

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Thursday, April 6, 2017, 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Greg Jenson, Tim Swadley, Kathleen Johnson and Matt Bartlett

Absent: Mayor Olson

Guests: Brian Hoops and Lisa Reeves

Call to Order: The meeting was called to order at 6:00 p.m. by Chairperson Jenson.

Communications:

None

Approval of March 2, 2017 Community Affairs and Council Policy Committee Minutes:

Motion by Swadley, to approve the March 2, 2017 Community Affairs and Council Policy Committee Minutes, second by Bartlett. Motion carried 5-0.

Discussion and possible action on the proposed utilities policy regarding adding notifications to the monthly billing:

Jenson noted that this comes forward as an ongoing effort to provide transparency to the citizens of Stoughton. Brian Hoops explained the proposed policy regarding adding notifications to the utilities monthly bill. He noted that the Public Service Commission did allow for inserts to be included with the monthly utility bills as long as no costs associated with the insert were passed on to the tax payer. He explained this policy would address what the City could include in an insert and would the City would need to pay for in regards to the inserts.

Committee discussion included if the City needed to have a companion policy regarding what could be included in the inserts. The Committee noted that they would like more time to review the policy; possible to discuss it at the next meeting. Hoops explained that there wouldn't be any issue with waiting to discuss the policy, other than any individual could request something to be included as an insert without any standards or procedures in place. Hoops explained that the inserts should be created by a professional designer and would need to be approved by the Utilities Director at least thirty days prior to its inclusion. Mayor Olson noted that she would like to see the policy allow for four monthly mailings, versus three as outlined in the current policy.

Motion by Olson, to amend 9c of the proposed policy, to state that "No more than four bill inserts not funded by ratepayers shall be included in the utility statement mailings during any calendar year, unless approved by the Stoughton Utilities Committee on a case-by-case basis", second by Johnson. Motion carried 5-0.

The Community Affairs/ Council Policy committee directed staff to see if there are any other communities that had any policies regarding the inclusion of inserts with the utilities' billings.

Future Agenda Items:

- Proposed utilities policy regarding adding notifications to the monthly billing
- Dissolving of Holiday Fund

Adjournment

Motion by Swadley, to adjourn the meeting of the April 6, 2017 Community Affairs and Council Policy meeting, second by Johnson. Motion carried 5-0. The meeting of the Community Affairs and Council Policy Committee adjourned at 6:37 p.m.