

OFFICIAL NOTICE AND AGENDA

There will be a Regular meeting of the City of Stoughton Utilities Committee on Tuesday, January 17, 2017 to be held at 5:30 p.m. in the Edmund T. Malinowski Board Room of the Stoughton Utilities Administration Office in the Stoughton Utilities Building, 600 S. Fourth Street, Stoughton, WI 53589

AGENDA:

Call To Order.

Stoughton Utilities Committee Consent Agenda. (All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.) **(Action.)**

- a) Stoughton Utilities Payments Due List Report.
- b) Draft Minutes of the November 14, 2016 Regular Stoughton Utilities Committee Meeting.
- c) Stoughton Utilities Communications.
- d) Stoughton Utilities Committee Annual Calendar.
- e) Stoughton Utilities November and December 2016 Activities Report.

BUSINESS:

1. Status of the Stoughton Utilities Committee Recommendation(s) to the Stoughton Common Council. **(Discussion)**
2. Stoughton Utilities Proposed Updated Position Description for the Utilities Finance Manager. **(Action.)**
3. Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor. **(Action)**
4. Proposed Alternate Director to the WPPI Energy Board of Directors. **(Action.)**
5. Stoughton Utilities Declarations of Official Intent Numbers 2017-1 and 2017-2. **(Action.)**
6. Stoughton Utilities RoundUp Program. **(Action.)**
7. Stoughton Utilities Staffing Updates. **(Discussion.)**
8. Inclusion of City Informational Flyers in the Utility Billing Statements. **(Discussion)**
9. Stoughton Utilities Committee Future Agenda Item(s). **(Discussion)**

ADJOURNMENT:

Mayor Donna L. Olson, Chairperson
Stoughton Utilities Committee
January 10, 2017

Notices Sent To:

Mayor Donna Olson, Chair
Aldersperson Michael Engelberger, Liaison to the Stoughton Common Council
Aldersperson Greg Jenson, Vice-Chair and Alternate Liaison to the Stoughton Common Council
Stoughton Utilities Committee Citizen Member David Erdman
Stoughton Utilities Committee Citizen Member John Kallas
Stoughton Utilities Committee Citizen Member Alan Staats
Aldersperson Matt Bartlett

Stoughton Utilities Director Robert P. Kardasz, P.E.
Stoughton Utilities Assistant Director Brian Hoops
Stoughton Utilities Operations Superintendent Sean Grady
Stoughton Utilities Wastewater System Supervisor Brian G. Erickson

cc: Stoughton City Attorney Matthew Dregne
Stoughton City Clerk Lana Kropf
Stoughton Common Council Members
Stoughton Leadership Team
Stoughton Newspapers, Oregon Observer, and Wisconsin State Journal

IMPORTANT: FOUR MEMBERS ARE NEEDED FOR A QUORUM: If a Stoughton Utilities Committee member encounters a situation that may affect your scheduled participation, please contact Robert Kardasz or Brian Hoops at (608) 877-7423 or (608) 877-7412 respectively, or via email at RKardasz@stoughtonutilities.com or BHoops@stoughtonutilities.com, prior to 5:30 p.m..

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 the above-mentioned meeting to gather information. No action will be taken by any such group(s) at the above-mentioned meeting other than the Stoughton Utilities Committee consisting of Mayor Donna Olson, Alderperson Michael Engelberger, Alderperson Greg Jenson, Citizen Member David Erdman, Citizen Member John Kallas, and Citizen Member Alan Staats.

Please note that items taken on the Consent Agenda will not be discussed. Any individual Stoughton Utilities Committee member may request an item be removed from the consent.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request this service, please contact the Stoughton Utilities Director at (608) 877-7423.

An expanded meeting may constitute a quorum of the Common Council.

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>.