

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, April 15, 2013 – 5:08 p.m.  
Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
Stoughton Utilities Building  
600 S. Fourth St.  
Stoughton, Wisconsin**

**Members Present:** Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Eric Hohol, Mayor Donna Olson, Citizen Member Alan Staats, and Alderperson Elvin (Sonny) Swangstu.

**Excused:** Citizen Member Jonathan Hajny.

**Absent:** None.

**Others Present:** John Andres, CPA, Partner, Baker Tilly Virchow Krause, LLP, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, Stoughton Utilities Director Robert Kardasz, P.E., and Charles VerVoort.

**Call To Order:** Mayor Donna Olson called the regular Stoughton Utilities Committee Meeting to order at 5:08 p.m.

**Stoughton Utilities Committee Consent Agenda:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda Items. Discussion Followed. Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the March 18, 2013 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities February 2013 Financial Summary, Stoughton Utilities February 2013 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities March 2013 Activities Report. The motion carried unanimously.

**Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council:** Alderperson Eric Hohol informed the committee that the Stoughton Common Council approved the following recommendations:

- Stoughton Utilities Bad Debt Write-Offs through December 31, 2012.
- Proposed Rental Of Stoughton Utilities Agricultural Land.

Also forwarded to the Stoughton Common Council were the Stoughton Utilities Payments Due List, the Stoughton Utilities Committee Regular February 12 and 18, 2013 Special and Regular Meetings Minutes, Stoughton Utilities January 2013 Financial Summary, and the Stoughton Utilities January 2013 Statistical Worksheet.

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, April 15, 2013 – 5:08 p.m.**

**Stoughton, WI**

**Page No. 2**

**Stoughton Utilities Audit Report And Management Letter:** Stoughton Utilities Finance and Administrative Manager Kim Jennings introduced John Andres of Baker Tilly Virchow Krause who presented and discussed the Stoughton Utilities Audit Report and Management Letter. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member Dave Erdman, to approve the Stoughton Utilities Audit Report and Management Letter and recommend and the approval and the adoption of the corresponding resolution to the Stoughton Common Council on May 14, 2013. The motion carried unanimously.

The Stoughton Utilities Committee expressed their appreciation to Stoughton Utilities staff for the favorable position of Stoughton Utilities as presented by John Andres.

## **Stoughton Utilities Proposed Electric And Water Tax Stabilization Dividends:**

Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities proposed Electric and Water Tax Stabilization Dividends. Discussion followed. Alderperson Eric Hohol suggested that the Tax Stabilization Dividend decision be addressed during the rate review process. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the Stoughton Utilities proposed Electric and Water Tax Stabilization Dividends of \$29,989 and \$10,879 respectively and recommend the dividends and the adoption of the corresponding resolution to the Stoughton Common Council on May 14, 2013. The motion carried unanimously.

## **Stoughton Utilities Declarations Of Official Intent Nos. 2013-3 Through 2013-6:**

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Declarations of Official Intent Nos. 2013-3 through 2013-6 for:

- |                        |   |
|------------------------|---|
| Declaration No. 2013-3 | Stoughton Utilities 2013 Fourth Street and Milwaukee Street Sanitary Sewer Main Replacement Project for \$70,385.         |
| Declaration No. 2013-4 | Stoughton Utilities 2013 Fourth Street and Milwaukee Street Water Main Replacement Project for \$180,075.                 |
| Declaration No. 2013-5 | Stoughton Utilities 2013 Hillside Avenue and Ridge Street Sanitary Sewer Main Replacement Project for \$115,870.          |
| Declaration No. 2013-6 | Stoughton Utilities 2013 Hillside Avenue and Ridge Street Water Main Replacement and Reinforcement Project for \$133,675. |

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, April 15, 2013 – 5:08 p.m.**

**Stoughton, WI**

**Page No. 3**

Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve Stoughton Utilities Declarations of Official Intent Nos.2013-3 through 2013-6. The motion carried unanimously.

**Stoughton Utilities Committee Governance:** Stoughton Utilities Director Robert Kardasz presented and discussed information regarding Stoughton Utilities Committee Governance, information provided by the American Public Power Association, and City Attorney Matthew Dregne. Discussion followed. It was decided to place Stoughton Utilities Committee Governance on the May 20, 2013 Stoughton Utilities Committee Meeting Agenda.

## **Stoughton Utilities Committee Future Agenda Items:**

- Stoughton Utilities Committee Governance on May 20, 2013.
- Stoughton Utilities Committee Hearings for placement of delinquent utilities bills on the tax roll.
- Stoughton Utilities Financial Forecasts.

Citizen Member David Erdman excused himself from the Stoughton Utilities Committee Meeting at 6:18 p.m.

**Adjournment:** Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:30 p.m. The motion carried unanimously.

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