

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 17, 2014 – 5:00 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Citizen Member David Erdman, Citizen Member Jonathan Hajny, Alderperson Eric Hohol, Alderperson Paul Lawrence, Mayor Donna Olson, Citizen Member Alan Staats, and Alderperson Elvin (Sonny) Swangstu.

Excused: None.

Absent: None.

Others Present: Jodi Dobson, CPA, Partner with Baker Tilly, Stoughton Utilities Office and Information Systems Supervisor Brian Hoops, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, and Stoughton Utilities Director Robert Kardasz, P.E.

Call To Order: Mayor Donna Olson called the regular Stoughton Utilities Committee Meeting to order at 5:00 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 Elvin (Sonny Swangstu, the motion seconded by Citizen Member David Erdman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the February 17, 2014 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities January 2014 Financial Summary, Stoughton Utilities January 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities February 2014 Activities Reports. The motion carried unanimously.

Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Stoughton Utilities Director Robert Kardasz presented and discussed that the following items from the Stoughton Utilities Committee were approved and placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee January 21, 2014 Regular Meeting Minutes.
- Stoughton Utilities December 2013 Financial Summary.
- Stoughton Utilities December 2013 Statistical Worksheet.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 17, 2014 – 5:00 p.m.

Stoughton, WI

Page No. 2

Stoughton Utilities 2013 Audit Report and Management Letter: Jodi Dobson, CPA, Partner of Baker Tilly presented and discussed the 2013 Stoughton Utilities Audit Report and Management Letter. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Paul Lawrence, to accept the Stoughton Utilities 2013 Audit Report and Management Letter, and recommend the Audit and Management Letter and the adoption of the corresponding resolution to the Stoughton Common Council on April 8, 2014. The motion carried unanimously.

Stoughton Utilities Proposed Water Rate Adjustment: Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed water rate adjustment. Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member Jonathan Hajny, to authorize staff to file a simplified water rate adjustment. The motion carried unanimously.

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. Motion by Alderperson Paul Lawrence, the motion seconded by Alderperson Eric Hohol, to approve the proposed electric and water tax stabilization dividends of \$19,212 and \$6,001 respectively and to recommend their acceptance by the Stoughton Common Council and the adoption of the corresponding resolution on April 8, 2014. The motion carried 5 to 2 with Citizen Members Jonathan Hajny and Alan Staats voting no.

Stoughton Utilities Bad Debt Account Write-Offs Through December 31, 2013: Stoughton Utilities Finance and Administrative Manager Kim Jennings presented and discussed the Stoughton Utilities Bad Debt Write-Offs through December 31, 2014. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen member Jonathan Hajny, to approve the Stoughton Utilities Bad Debt Write-Offs through December 31, 2013 of \$5,489.91 and recommend their approval and the adoption of the corresponding resolution by the Stoughton Common Council on March 25, 2014. The motion carried unanimously.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 17, 2014 – 5:00 p.m.

Stoughton, WI

Page No. 3

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Director, Utilities Operations Superintendent, Utilities Finance and Administrative Manager, Utilities Technical Operations Supervisor, and Utilities Wastewater System Supervisor: Stoughton Utilities Director Robert Kardasz presented and discussed the proposed referenced position descriptions. Discussion followed.

Wisconsin Department of Natural Resources (WDNR) February 4, 2014 Sanitary Survey of the Stoughton Utilities Waterworks: Stoughton Utilities Director Robert Kardasz presented and discussed the February 4, 2014 WDNR sanitary survey of the Stoughton Utilities Waterworks. Discussion followed.

Wisconsin Department of Natural Resources (WDNR) February 12, 2014 Evaluation of the Stoughton Utilities Wastewater Treatment Facility Laboratory: Stoughton Utilities Director Robert Kardasz presented and discussed the February 12, 2014 WDNR evaluation of the Stoughton Utilities Wastewater Treatment Facility Laboratory. Discussion followed.

Wisconsin Department of Natural Resources (WDNR) January 23, 2014 Approval of the Stoughton Utilities Annual Mercury Pollutant Minimization Program: Stoughton Utilities Director Robert Kardasz presented and discussed the January 23, 2014 approval of the Stoughton Utilities annual mercury pollutant minimization program. Discussion followed.

Stoughton Utilities Committee Future Agenda Items:

- Proposed Stoughton Utilities Management Position Descriptions.
- Stoughton Utilities Electric, Wastewater and Water Financial Forecasts.

Adjournment: Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member Jonathan Hajny, to adjourn the regular Stoughton Utilities Committee Meeting at 6:50 p.m. The motion carried unanimously.

Respectfully submitted,

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