

# **STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, April 20, 2015 – 5:00 p.m.**  
**Edmund Malinowski Board Room**  
**Stoughton Utilities Administration Building**  
**600 S. Fourth Street**  
**Stoughton, Wisconsin**

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

**Absent:** Alderperson Thomas Majewski.

**Excused:** None.

**Others Present:** Baker Tilly Virchow Krause, LLP Partner John Andres, CPA, Alderperson Ron Christianson, 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 Citizen Member Alan Staats, 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 16, 2015 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities February 2015 Financial Summary, Stoughton Utilities February 2015 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities March 2015 Activities Reports. The motion carried unanimously 6-0.

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

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- Stoughton Utilities proposed updated position descriptions for the Utilities Accountant II, Utilities Accounts Collection Technician, Utilities Customer Service Technician, Utilities GIS Analyst, Utilities Water/Wastewater Operator/Meter Technician, and the Utilities Water Operator I.
- Stoughton Utilities Customer Service Technician Position.
- Payments Due List.
- Stoughton Utilities Committee February 16, 2015 Regular Meeting Minutes.
- Stoughton Utilities January 2015 Financial Summaries.
- Stoughton Utilities January 2015 Statistical Worksheet.

**Stoughton Utilities 2014 Audit Report And Management Letter:** Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz introduced John Andres from Baker Tilly Virchow Krause, LLP who presented and discussed the Stoughton Utilities 2014 Audit Report and Management Letter. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman, to approve the Stoughton Utilities 2014 Audit Report and recommend their approval and the adoption of the corresponding resolution to the Stoughton Common Council on April 28, 2015. The motion carried unanimously 6-0.

**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 proposed Stoughton Utilities Electric and Water Tax Stabilization Dividends. Discussion followed. Motion by Citizen member David Erdman, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the proposed Stoughton Utilities Electric and Water Tax Stabilization Dividends of \$23,455 and \$59 respectively which when combined with the Payments in Lieu of Taxes (PILOTs) yield totals of \$389,487 and \$352,759 respectively, for a combined total of \$742,246, and recommend them and the adoption of the corresponding resolution to the Stoughton Common Council on April 28, 2015. The motion carried unanimously 4-2 with Citizen Member John Kallas and Citizen Member Alan Staats voting no.

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**Stoughton Utilities Proposed Water Rate Adjustment:** Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities proposed water rate adjustment. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member John Kallas, to accept the proposed Stoughton Utilities water rate adjustment and authorize staff to submit the application to the Wisconsin Public Service Commission on April 21, 2015. The motion carried unanimously 6-0.

**Stoughton Utilities Light Emitting Diode (LED) Streetlight Conversion Program):** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities LED streetlight conversion program. Discussion followed.

Alderperson Ron Christianson excused himself from the Stoughton Utilities Committee Meeting at 5:55 p.m.

## **Stoughton Utilities Committee Future Agenda Item(s):**

- Stoughton Utilities recommendations status from the March 16, 2015 Investigation of Elevated Lead Concentration In River Bluff Middle School Drinking Water.

**Adjournment:** Motion by Citizen Member David Erdman, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:05 p.m. The motion carried unanimously 6-0.

Respectfully submitted,

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

