

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Tuesday, January 17, 2017 – 5:30 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Donna Olson, and Citizen Member Alan Staats.

Excused: None.

Absent: None.

Others Present: Alderperson Dennis Kittleson, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E., and Martin Seffens.

Call To Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:30 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 Citizen Member John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the November 14, 2016 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities November and December 2016 Activities Report. The motion carried unanimously 7 to 0.

Inclusion Of City Informational Flyers In The Utility Billing Statement: Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the inclusion of City informational flyers in the Utility Billing statements. Discussion followed. Alderperson Dennis Kittleson offered to contact the Wisconsin Public Service Commission.

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 placed on file by the Stoughton Common Council:

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- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee October 17, 2016 Regular Meeting Minutes.
- Stoughton Utilities September 2016 Financial Summaries.
- Stoughton Utilities September 2016 Statistical Worksheet.

Stoughton Utilities Proposed Updated Position Description For The Utilities

Finance Manager: Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed updated position description for the Utilities Finance Manager, emphasizing that there is no fiscal impact. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to approve the proposed updated position description for the Utilities Finance Manager with updates as discussed and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Wastewater Operator, The Utilities Basic Certified Wastewater Operator, The Utilities Advanced Certified Wastewater Operator, The Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System

Supervisor: Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed updated position descriptions for the Utilities Wastewater Operator, the Utilities Basic Certified Wastewater Operator, the Utilities Advanced Certified Wastewater Operator, the Utilities Advanced Certified Wastewater Operator Laboratory Technician, and the Wastewater System Supervisor, emphasizing that there is no fiscal impact. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the proposed updated position descriptions for the Utilities Wastewater Operator, the Utilities Basic Certified Wastewater Operator, the Utilities Advanced Certified Wastewater Operator, the Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and the Wastewater System Supervisor, and recommend their approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

Proposed Alternate Director To The WPPI Energy Board Of Directors:

Stoughton Utilities Director Robert Kardasz presented and discussed his recommendation to appoint Stoughton Utilities Assistant Director Brian Hoops to the Alternate Director position on the WPPI Energy Board of Directors. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member John Kallas, to appoint Stoughton Utilities Assistant Director Brian Hoops to the Alternate Director position on the WPPI Energy Board of Directors, and recommend the approval

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of the appointment and the adoption of the corresponding resolution to the Stoughton Common Council on January 24, 2017. The motion carried unanimously 7 to 0.

Stoughton Utilities Declarations Of Official Intent Nos. 2017-1 And 2017-2:

Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and Discussed Stoughton Utilities Declarations of Official Intent Nos. 2017-1 and 2017-2. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to approve:

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| Declaration No. 2017-1 | Stoughton Utilities Electric Vegetative Management Program for \$150,000.00. |
| Declaration No. 2017-2 | Stoughton Utilities Wastewater Adaptive Management Program Assessment for \$5,000.00. |

The motion carried unanimously 7 to 0.

Stoughton Utilities Round-Up Program: Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Round-Up Program. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to donate \$1,000 from the Stoughton Utilities Round-Up Program to St. Ann Catholic Parish. Discussion followed. The motion and second were withdrawn. Discussion followed. Motion by Alderperson Matt Bartlett, the motion seconded by Citizen Member Alan Staats, to donate \$1,000 from the Stoughton Utilities Round-Up Program to PEPartnership. The motion carried unanimously 7 to 0.

Stoughton Utilities Staffing Updates: Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed that Adam Frederick joined Stoughton Utilities as a Utilities Journeyman Lineman on December 12, 2016 and Jamin Friedl is scheduled to join Stoughton Utilities as our Utilities Finance Manager on January 23, 2017. Discussion followed.

Stoughton Utilities Committee Future Agenda Items: Inclusion of City informational flyers in the Utility billing statements if new information is available.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Greg Jenson, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:35 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted

Brian R. Hoops, Stoughton Utilities Assistant Director