

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, September 17, 2018 – 5:00 p.m.

Stoughton, WI

Page No. 1

Location: Edmund T. Malinowski Board Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Citizen Member David Erdman, Alderperson Regina Hirsch, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Tim Swadley, Alderperson Nicole Wiessinger

Excused: None

Absent: None

Others Present: Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, John Hallinan, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E., Stoughton Utilities Operations Specialist Marty Seffens, Al Waller

Call to Order: Utilities Committee Chairperson David Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Staff explained that the Stoughton Utilities July 2018 Financial Statements would be presented at the October meeting due to staff training in the City Finance & Accounting Department. Discussion followed.

Motion by Hirsch, the motion seconded by Wiessinger, to approve the following consent agenda items as presented: Draft Minutes of the August 20, 2018 Regular Utilities Committee Meeting, Stoughton Utilities Payments Due List Report, Stoughton Utilities July 2018 Statistical Report, Stoughton Utilities August 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 7 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee July 16, 2018 Meeting Minutes
- Stoughton Utilities June 2018 Financial Summary
- Stoughton Utilities June 2018 Statistical Report

Update on the Utilities Director position transition: Chairperson Erdman, Mayor Swadley, and Stoughton Utilities staff discussed transition plans. An ad hoc committee consisting of members of the Stoughton Personnel Committee, Utilities Committee Chairperson David Erdman, Stoughton resident Michael Engelberger, and Stoughton Utilities employee Sean Grady has been formed and will be meeting to review the position description and propose possible modifications, as well as discuss Interim Director

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Page No. 2

plans and the timing of posting the position opening. Utilities Director Kardasz provided a handout detailing suggested changes to the position description, and discussion followed.

Changes to the City of Stoughton ordinance relating to the supervision of the Utilities Director were recommended by the Stoughton Personnel Committee and are being reviewed by the City Attorney. Discussion followed.

Stoughton Utilities Proposed 2019 Budget and Five Year (2019 – 2023) Capital Improvement Projects

(CIP) Plan: Stoughton Utilities and City staff presented and discussed the proposed 2018 Stoughton Utilities budget. Discussion followed. Erdman discussed the “rightsizing” proposal that was presented at the September 13, 2018 meeting of the Stoughton Personnel Committee. Staff explained that the presented budget included a 3% increase to employee compensation, but would be adjusted prior to final approval if the City Council decides to move forward with a revised compensation plan for all city employees. Staff discussed their concerns with recovering any rightsizing compensation increases due to PSC regulation and their review of labor costs during regulatory rate reviews. Motion by Wiessinger, the motion seconded by Hirsch, to approve the Stoughton Utilities 2019 budget and recommend its approval to the Stoughton Common Council. The motion carried unanimously 7 to 0.

Stoughton Utilities and City staff presented and discussed the proposed 2019 five year Capital Improvement Projects (CIP) Plan. Staff noted that following the distribution of packet materials, an additional project was requested to be added to the Wastewater Division CIP in the amount of \$25,000 for 2019. Discussion followed. Motion by Ackerman, the motion seconded by Wiessinger, to approve the Stoughton Utilities 2019 five year (2019-2023) Capital Improvement Projects (CIP) Plan with the addition of a \$25,000 Wastewater Division project, and recommend its approval to the Stoughton Common Council. The motion carried unanimously 7 to 0.

Utilities Committee future agenda items: Staff informed the committee that upcoming topics include updates on the Utilities Director position transition, a review of the informational brochure being developed to inform the public of lead water services, and revisions to a pole attachment contract between Stoughton Utilities and a telecommunications provider.

Tour of the Stoughton Utilities Wastewater Treatment Facility: Stoughton Utilities staff invited the committee members to participate in a tour of the Stoughton Utilities Wastewater Treatment Facility immediately following the meeting. Discussion followed.

Adjournment: Motion by Hirsch, the motion seconded by O'Connor, to adjourn the regular Stoughton Utilities Committee Meeting at 6:31 p.m. The motion carried unanimously 7 to 0.

The tour of the Stoughton Utilities Wastewater Treatment Facility did not occur due to committee members having other commitments.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director