

DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, June 20, 2011 – 5:22 p.m.

Stoughton Utilities Wastewater Treatment Facility

700 Mandt Parkway

Edmund T. Malinowski Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, WI

Members Present: Citizen Member David Erdman, Citizen Member Jonathan Hajny, Citizen Member Angie Halverson, Alderperson Eric Hohol, Alderperson Greg Jenson, Mayor Donna Olson, and Alderperson Larry Peterson.

Excused: None.

Absent: None.

Others Present: Stoughton Utilities Wastewater System Supervisor Brian Erickson, Stoughton Utilities Operations Superintendent Sean Grady, Stoughton Utilities Office and Information Systems Supervisor Brian Hoops, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, Stoughton Utilities Director Robert Kardasz, P.E., and Stoughton Utilities Water System Supervisor Roger Thorson.

Tour Of The Stoughton Utilities Wastewater Treatment Facility: A tour of the Stoughton Utilities Wastewater Treatment Facility was conducted. Participants included Citizen Member David Erdman, Citizen Member Angie Halverson, Alderperson Eric Hohol, Mayor Donna Olson, Stoughton Utilities Wastewater System Supervisor Brian Erickson, Stoughton Utilities Operations Superintendent Sean Grady, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, and Stoughton Utilities Water System Supervisor Roger Thorson. At the completion of the tour, the participants moved to the Edmund T. Malinowski Board Room of the Stoughton Utilities Administration Office.

Call To Order: Mayor Donna Olson called the regular Stoughton Utilities Committee Meeting to order at 5:22 p.m. immediately after the tour of the Stoughton Utilities Wastewater Treatment Facility.

Stoughton Utilities Payments Due List: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Payments Due List. Discussion followed. The Stoughton Utilities Payments Due List was placed on file as presented.

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 David Erdman, motion seconded by Citizen Member Jonathan Hajny, to approve the following consent agenda

DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, June 20, 2011 – 5:22 p.m.

Page No. 2

Stoughton, WI

items as presented: Draft Minutes of the May 16, 2011 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities April 2011 Financial Summary, April 2011 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities May 2011 Activities Report. The motion carried unanimously.

Municipal Electric Utilities Of Wisconsin (MEUW) 2011 Pillar Of Public Power Award: Stoughton Utilities Director Robert Kardasz presented the 2011 Pillar of Public Power Award to Citizen Member Jonathan Hajny for ten years of service to customers on the Stoughton Utilities Committee. Discussion followed.

Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Stoughton Utilities Director Robert Kardasz reported that on May 24, 2011, the Stoughton Common Council approved the 2010 Stoughton Utilities Audit Report and accepted the Stoughton Utilities Electric and Water Tax Stabilization Dividends. Discussion followed.

Stoughton Utilities Wastewater Treatment Facility And Sanitary Sewer Collection System 2010 Compliance Maintenance Annual Report (CMAR): Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Wastewater System Supervisor Brian Erickson presented and discussed the Stoughton Utilities CMAR. Discussion followed. Motion by Alderperson Greg Jenson, motion seconded by Alderperson Eric Hohol, to approve the Stoughton Utilities CMAR and recommend it and the adoption of the corresponding resolution to the Stoughton Common Council on June 28, 2011. The motion carried unanimously.

Rural Development Loan And Grant Program (REDLG) Status Update No. 4: Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities REDLG Status Update No. 4. Discussion followed. Motion by Alderperson Eric Hohol, motion seconded by Alderperson Larry Peterson, to approve and recommend the approval for Stoughton Utilities to apply for a \$740,000 REDLG loan from the United States Department of Agriculture to the Stoughton Common Council on June 28, 2011, with the final completed loan submittal to be brought back to the Stoughton Utilities Committee and the Stoughton Common Council for approval. The motion carried unanimously.

Wisconsin Retirement System – Unfunded Actuarial Accrued Liability (Prior Service Liability): Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the Prior Service Liability. Discussion followed. Motion by Citizen Member David Erdman, motion seconded by Citizen Member Jonathan Hajny, to approve and recommend the

DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, June 20, 2011 – 5:22 p.m.

Page No. 3

Stoughton, WI

approval of the payment of the Stoughton Utilities portion of the Prior Service Liability in 2011 to the Stoughton Finance Committee and the Stoughton Common Council. The motion carried unanimously.

Aldersperson Greg Jenson excused himself from the Stoughton Utilities Committee Meeting at 6:05 p.m.

Stoughton Utilities Proposed 2011 Ten-Year (2012-2021) Capital Projects Program

(CIP): Stoughton Utilities Director Robert Kardasz presented and discussed the Proposed Stoughton Utilities 2011 Ten-Year (2012-2021) CIP. Discussion followed. Motion by Aldersperson Eric Hohol, motion seconded by Citizen Member Jonathan Hajny, to approve the Stoughton Utilities Proposed 2011 Ten-Year (2012-2021) Capital Projects Program and recommend its approval to the Stoughton Common Council when the City of Stoughton CIP is presented . The motion carried unanimously.

Proposed Two-Lot Certified Survey Of The West Electric Substation Property:

Stoughton Utilities Director Robert Kardasz presented and discussed the proposed two-lot survey of the West Electric Substation Property. Discussion followed. Motion by Aldersperson Eric Hohol, motion seconded by Citizen Member David Erdman, to approve and recommend the approval of the preparation of a two-lot certified survey of the West Electric Substation Property to the Stoughton Common Council on June 28, 2011. The motion carried unanimously.

Stoughton Utilities Electric Service Rules And Information Manual:

Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Operations Superintendent Sean Grady presented and discussed the Stoughton Utilities Electric Service Rules and Information Manual. Discussion followed. Motion by Citizen Member David Erdman, motion seconded by Aldersperson Eric Hohol, to approve and recommend the approval of the Stoughton Utilities Electric Service Rules and Information Manual to the Stoughton Common Council on June 28, 2011. The motion carried unanimously.

Stoughton Utilities – WPPI Energy Emergency Operation Procedures For Load Reduction And Operation Of Standby Generation Policy:

Utilities Director Robert Kardasz and Stoughton Utilities Operations Superintendent Sean Grady presented and discussed the Stoughton Utilities – WPPI Energy Emergency Operation Procedures for Load Reduction and Operation of Standby Generation Policy. Discussion followed. Motion by Aldersperson Eric Hohol, motion seconded by Aldersperson Larry Peterson, to approve the Stoughton Utilities – WPPI Energy Emergency Operation Procedures For Load Reduction and Operation of Standby Generation. The motion carried unanimously.

Stoughton Utilities RoundUp Program: Stoughton Utilities Office and Information Systems Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz

DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, June 20, 2011 – 5:22 p.m.

Page No. 4

Stoughton, WI

presented and discussed the Stoughton Utilities RoundUp Program. Discussion followed. Motion by Citizen Member David Erdman, motion seconded by Citizen Member Jonathan Hajny, to donate \$600 to the American Cancer Society Relay For Life, the Friends of the Stoughton Public Library, and the American Legion Post 59. The motion carried unanimously.

Stoughton Utilities Studies Annual Status Report: Stoughton Utilities Director Robert Kardasz presented the Stoughton Utilities Studies Annual Status Report. Discussion followed.

Stoughton Utilities Committee Agenda Items Requiring Post-Committee Action: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Agenda Items Requiring Post-Committee Action and distributed the American Public Power Association Handbook For Public Power Policy Makers. Discussion followed. Citizen Member David Erdman requested that Stoughton Utilities Committee Agenda Items Requiring Post-Committee Action be placed on the July 18, 2011 Stoughton Utilities Committee Meeting.

Stoughton Utilities Public Power Walk: Stoughton Utilities Director Robert Kardasz presented and discussed the June 23, 2011 Stoughton Utilities Public Power Walk and encouraged the Stoughton Utilities Committee members to participate.

Stoughton Utilities Committee Future Agenda Items:

- Stoughton Utilities Committee agenda items requiring post-committee action on July 18, 2011.
- Stoughton Utilities wastewater financial objectives report.
- Stoughton Utilities Investment Policy.
- WPPI Energy Presentation To The Stoughton Common Council.

Adjournment: Motion by Citizen Member Jonathan Hajny, motion seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:55 p.m. The motion carried unanimously.

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