

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 19, 2014 – 5:00 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

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

Excused: Citizen Member David Erdman

Absent: None.

Others Present: 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 Chairperson And Vice-Chairperson Election: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Chairperson and Vice-Chairperson election process. Discussion followed. Motion by Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to nominate Mayor Donna Olson as the Stoughton Utilities Committee Chairperson. Discussion followed. The motion carried unanimously.

Discussion followed. Motion by Alderperson Elvin (Sonny) Swangstu, the motion seconded by Citizen Member Alan Staats, to nominate Alderperson Eric Hohol as the Stoughton Utilities Committee Vice-Chairperson. Discussion followed. The motion carried unanimously.

Stoughton Utilities Committee Liaison and Alternate Liaison To The Stoughton Common Council Election: Mayor Donna Olson presented and discussed the Stoughton Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council election process. Discussion followed. Motion by Citizen Member Alan Staats, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to nominate Alderperson Eric Hohol as the Stoughton Utilities Committee Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously.

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Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member John Kallas, to nominate Alderperson Elvin (Sonny) Swangstu as the Stoughton Utilities Committee Alternate Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously.

Stoughton Utilities Committee Monthly Meeting Date And Time Designation:

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee monthly meeting date and time designation and explained that keeping the Monday monthly meeting date between the two regularly schedule Stoughton Common Council Meetings held on the second and fourth Tuesdays of the month allowed business to receive Stoughton Common Council action at their second regularly scheduled Tuesday meeting of the month. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member Alan Staats, to designate the regularly scheduled monthly Stoughton Utilities Committee Meeting to be held on the Monday between the two regularly scheduled Stoughton Common Council Meetings held on the second and fourth Tuesdays of the month at 5:00 p. m. The motion carried unanimously.

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 Eric Hohol, 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 April 14, 2014 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities March 2014 Financial Summary, Stoughton Utilities March 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities April 2014 Activities Reports. The motion carried unanimously.

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

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee March 17, 2014 Regular Meeting Minutes.
- Stoughton Utilities February 2014 Financial Summaries.
- Stoughton Utilities February 2014 Statistical Worksheet.

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- Mayor Donna Olson's appointment of John Kallas to the Stoughton Utilities Committee.

Resolution Authorizing the Issuance and Sale of Up to \$3,483,369 Sewerage System Revenue Bonds, Series 2014, and Providing for Other Details and Covenants With Respect Thereto, and Approval of Related \$3,483,369 Financial Assistance Agreement, and Consideration and Acceptance of the Engagement Letter with Quarles and Brady: Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed resolution. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve and recommend the resolution authorizing the issuance and sale of up to \$3,483,369 sewerage system revenue bonds, series 2014, and providing for other details and covenants with respect thereto, and approval related \$3,483,369 financial assistance agreement, and consideration and acceptance of the engagement letter with Quarles and Brady to the Stoughton Common Council on May 27, 2014. The motion carried unanimously.

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Director And The Utilities Technical Operations Supervisor: Stoughton Utilities Robert Kardasz presented and discussed the proposed updated Utilities Director and the Utilities Technical Operations Supervisor. Discussion followed. Motion by Alderperson Elvin (Sonny) Swangstu, the motion seconded by Citizen Member John Kallas, to approve the Stoughton Utilities proposed updated position description for the Utilities Director, and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously.

Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Thomas Majewski, to approve the Stoughton Utilities proposed updated position description for the Utilities Technical Operations Supervisor, and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously.

Stoughton Utilities Declarations Of Official Intent Nos. 2014-1 Through 2014-3: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Declarations of Official Intent Nos. 2014-1 through 2014-3. Discussion followed. Motion by Alderperson Thomas Majewski, the motion seconded by Alderperson Eric Hohol, to approve the following Declarations of Official Intent:

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- Declaration No. 2014-1 for the Stoughton Utilities Forton Street Water Main Replacement Project for \$300,000.
- Declaration No. 2014-2 for the Stoughton Utilities Forton Street Sanitary Sewer Enhancements Project for \$115,000.
- Declaration No. 2014-3 for the Stoughton Utilities Well No. 6 Rehabilitation Project for \$10,000.

The motion carried unanimously.

Stoughton Utilities May 2014 Projects Status Report: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities May 2014 Projects Status Report. Discussion followed.

Stoughton Utilities Renewable Energy Report: Stoughton Utilities Director Robert Kardasz presented and discussed the Renewable Energy Report. Discussion followed.

Stoughton Utilities 2014 Funding Transfers to the City of Stoughton: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities 2014 funding transfers to the City of Stoughton. Discussion followed.

WPPI Energy Orientation: Stoughton Utilities Director Robert Kardasz presented and discussed the WPPI Energy June 11, 2014 Orientation. 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 Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to adjourn the regular Stoughton Utilities Committee Meeting at 6:02 p.m. The motion carried unanimously.

Respectfully submitted,

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

