

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, October 20, 2014 – 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: 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 Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the September 15, 2014 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities August 2014 Financial Summary, Stoughton Utilities August 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities September 2014 Activities Reports. The motion carried unanimously.

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:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee August 18, 2014 Special Meeting Minutes.
- Stoughton Utilities July 2014 Financial Summaries.

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- Stoughton Utilities July 2014 Statistical Worksheet.

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Operations Superintendent and the Utilities Wastewater System Supervisor:

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities proposed updated position descriptions for the Utilities Operations Superintendent and the Utilities Wastewater System Supervisor. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the Stoughton Utilities proposed updated position descriptions for the Utilities Operations Superintendent and the Wastewater System Supervisor and recommend them to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously.

Request To Participate In The WPPI Energy/Stoughton Utilities Shared Savings Program From The Stoughton Garden Center Located At 1471 USH

51 West: Stoughton Utilities Director Robert Kardasz presented and discussed request from the Stoughton Garden Center to participate in the WPPI Energy/Stoughton Utilities Shared Savings Program. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman, to approve the request from the Stoughton Garden Center located at 1471 USH 51 West to participate in the WPPI Energy/Stoughton Utilities shared savings program consisting of the installation of 52 exterior fixtures of LED lighting upgraded fixtures at a cost of \$8,299 minus a \$901 Focus on Energy rebate yielding an advance payment of \$7,396. The motion carried unanimously.

Stoughton Utilities Employee Status: Stoughton Utilities Director Robert Kardasz presented and discussed Stoughton Utilities employee status, emphasizing that eight employees, or 33% of the workforce have left since 2010, compensation was a contributing factor to seven of eight, and the continued support of the Stoughton Utilities Committee and the Stoughton Common Council to move market employee compensation in three annual steps culminating in 2015 will improve recruitment and retention. Discussion followed.

WPPI Energy Orientation: Stoughton Utilities Director Robert Kardasz presented and discussed the October 30 WPPI Energy Orientation and encouraged the committee members to participate. Discussion followed.

Stoughton Utilities Committee Future Agenda Items:

- Stoughton Utilities Electric, Wastewater and Water Financial Forecasts.

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Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:00 p.m. The motion carried unanimously.

Respectfully submitted,

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