

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 16, 2015 – 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 via telephone conference call and Alderperson Elvin (Sonny) Swangstu.

Absent: None.

Excused: Alderperson Thomas Majewski and Citizen Member Alan Staats.

Others Present: Stoughton Utilities Technical Operations Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz, P.E.

Call To Order: Alderperson Eric Hohol 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 Citizen Member David Erdman, 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 February 16, 2015 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities January 2015 Financial Summary, Stoughton Utilities January 2015 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities February 2015 Activities Reports. The motion carried unanimously 5-0.

Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Alderperson Eric Hohol and 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 Bad Debt Account Write-Offs through December 31, 2015.

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- Stoughton Utilities proposed updated position descriptions for the utilities Electric System Lead Lineman and the Utilities Lead Meter Technician/Journeyman Lineman.
- Payments Due List.
- Stoughton Utilities Committee January 20, 2015 Regular Meeting Minutes.
- Stoughton Utilities December 2014 Financial Summaries.
- Stoughton Utilities December 2014 Statistical Worksheet.

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Accountant II, Utilities Accounts Collections Technician, Utilities Customer Service Technician, Utilities GIS Analyst, Utilities Water/Wastewater Operator/Meter Technician and the Utilities Water Operator I:

Stoughton Utilities Technical Operations Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed updated position descriptions for the Utilities Accountant II, Utilities Accounts Collection Technician, Utilities Customer Service Technician, Utilities GIS Analyst, Utilities Water/Wastewater Operator/Meter Technician, and the Utilities Water Operator I. Discussion followed. Motion by Citizen Member John Kallas, the motion seconded by Citizen Member David Erdman, to approve the updated position descriptions for the Utilities Accountant II, Utilities Accounts Collections Technician, Utilities Customer Service Technician, Utilities GIS Analyst, Utilities Water/Wastewater Operator/Meter Technician and the Utilities Water Operator I, and recommend them for approval to the Stoughton Personnel Committee and the Stoughton Common Council on March 24, 2015. The motion carried unanimously 5-0.

Stoughton Utilities Customer Service Technician Position: Stoughton Utilities Technical Operations Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed Stoughton Utilities Customer Service Position. Discussion followed. Motion by Alderperson Elvin (Sonny) Swangstu, the motion seconded by Citizen Member John Kallas, to approve the proposed Stoughton Utilities Customer Service Technician and recommend it to the Stoughton Personnel Committee and the Stoughton Common Council on March 24, 2015. The motion carried unanimously 5-0.

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Stoughton Utilities Declarations Of Official Intent Nos. 2015-1 Through 2015-3: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Declarations of Official Intent as follows:

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| Declaration No. 2015-1 | Stoughton Utilities 2015 Hults Road Sanitary Sewer and Water Main Project for \$850,000.00. |
| Declaration No. 2015-2 | Stoughton Utilities 2015 Purchase of Electric Service Truck No. 8 for \$30,000.00. |
| Declaration No. 2015-3 | Stoughton Utilities Church Street and Ridge Street Water Main Project for \$65,000.00. |

Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve Stoughton Utilities Declarations of Official Intent Nos. 2015-1 through 2015-3. The motion carried unanimously 5-0.

Stoughton Utilities Consumer Confidence Report (CCR): Stoughton Utilities Director Robert Kardasz presented and discussed the CCR. Discussion followed.

Stoughton Utilities Electric and Water Annual Reports To The Wisconsin Public Service Commission: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Electric and Water Annual Reports to the WPSC. Discussion followed.

Stoughton Utilities Committee Future Agenda Item(s):

- Light Emitting Diode (LED) street lighting use.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:43 p.m. The motion carried unanimously 5-0.

Respectfully submitted,

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

