

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, October 16, 2017 – 5:00 p.m.

Stoughton, WI

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

Members Present: Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Pat O'Connor, Mayor Donna Olson, Citizen Member Alan Staats

Excused: Alderperson Michael Engelberger, Citizen Member John Kallas

Absent: None

Others Present: Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, 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.

Utilities Committee Consent Agenda: Stoughton Utilities Director Robert Kardasz, Stoughton Utilities Finance Manager Jamin Friedl, CPA, and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Pat O'Connor, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the September 25, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities August 2017 Financial Summary, Stoughton Utilities August 2017 Statistical Information, Stoughton Utilities September 2017 Activities Report, Utilities Committee Annual Calendar, and Communications. The motion carried unanimously 5 to 0.

Status of the 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/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor
- Proposed Position Description for the Utilities Operations Specialist
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee August 17, 2017 Meeting Minutes
- Stoughton Utilities July 2017 Financial Summary
- Stoughton Utilities July 2017 Statistical Report

Stoughton Utilities Director Robert Kardasz presented and discussed the following items from the Stoughton Utilities Committee that were approved by the Stoughton Committee of the Whole:

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- Proposed Stoughton Utilities 2018 budget and five year (2018-2022) Capital Improvement Plan (CIP)

Stoughton Utilities personnel status: Stoughton Utilities Director Robert Kardasz presented and discussed the recent hires of Jesse D. Mowery and Mark A. Bakken into vacant positions in the Electric and Wastewater System Divisions. Discussion followed.

Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit: Stoughton Utilities Director Robert Kardasz presented and discussed the draft permit. Discussion followed.

Round-Up program eligibility: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the current Round-Up Program eligibility requirements. An email from Alderperson Michael Engelberger was distributed to members that included a recommended change to program eligibility. Mayor Donna Olson stated that she did not feel a change to program eligibility should be made. Discussion followed. Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member David Erdman, to reaffirm the current qualifying criteria for applicants of Round-Up program funding. The motion carried unanimously 5 to 0.

Scheduling of the Utilities Committee meetings in November and December: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops explained that there currently is no business scheduled for the November or December Utilities Committee meetings, and the meetings shall be cancelled unless urgent new business requires a meeting. Discussion followed.

Utilities Committee future agenda items: None.

Tour of the Stoughton Utilities Wastewater Treatment Facility: Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops invited the committee members to participate in a tour of the wastewater treatment facility immediately following the meeting. Discussion followed.

Adjournment: Motion by Citizen Member Alan Staats, the motion seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:30 p.m. The motion carried unanimously 5 to 0.

Alderperson Matt Bartlett joined Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops for a tour of the wastewater treatment facility.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director