



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a regular meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**
Date/Time: Monday, February 20, 2017 at 5:30 p.m.
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Members: Mayor Donna Olson (Chair), Alderperson Greg Jenson (Vice-Chair), Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, Citizen Member Alan Staats

AGENDA:

CALL TO ORDER

CONSENT AGENDA

(All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.)

- a. Stoughton Utilities Payments Due List Report
- b. Draft Minutes of the January 17, 2017 Regular Stoughton Utilities Committee Meeting
- c. Stoughton Utilities October 2016 and November 2016 Financial Summaries
- d. Stoughton Utilities Full 2016 Statistical Information
- e. Stoughton Utilities January, 2017 Statistical Information
- f. Stoughton Utilities Communications
- g. Stoughton Utilities Committee Annual Calendar
- h. Stoughton Utilities January 2017 Activities Report

OLD BUSINESS

1. Status of the Stoughton Utilities Committee Recommendation(s) to the Stoughton Common Council **(Discussion)**
2. Inclusion of City Informational Flyers in the Utility Billing Statements **(Action)**

NEW BUSINESS

3. Proposed Position Description for the Utilities Operations Specialist **(Action)**
4. Bad Debt Account Write-Offs through December 31, 2016 **(Action)**
5. American Transmission Company, LLC (ATCLLC) Restructuring Status **(Discussion)**
6. Stoughton Utilities Committee Future Agenda Item(s) **(Discussion)**

ADJOURNMENT

Notices Sent To:

Stoughton Utilities Committee Members
Stoughton Utilities Director Robert P. Kardasz, P.E.
Stoughton Utilities Assistant Director Brian Hoops
Stoughton Utilities Finance Manager Jamin Friedl, CPA

cc: Stoughton City Attorney Matthew Dregne
Stoughton City Clerk Lana Kropf
Stoughton Common Council Members
Stoughton Leadership Team
Stoughton Utilities Operations Superintendent Sean Grady
Stoughton Utilities Wastewater System Supervisor Brian Erickson
Unified Newspaper Group - Stoughton Courier Hub

ATTENTION COMMITTEE MEMBERS: Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Robert Kardasz or Brian Hoops via telephone at (608) 877-7423 or (608) 877-7412 respectively, or via email at RKardasz@stoughtonutilities.com or BHoops@stoughtonutilities.com.

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request such assistance, please contact Stoughton Utilities at (608) 873-3379.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at <http://stoughtonutilities.com/uc>.