

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 17, 2012 – 5:00 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Citizen Member David Erdman, Citizen Member Jonathan Hajny, Alderperson Eric Hohol, Mayor Donna Olson, and Alderperson Elvin (Sonny) Swangstu.

Excused: Alderperson Paul Lawrence and Citizen Member Alan Staats.

Absent: None.

Others Present: Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, Stoughton Utilities Director Robert Kardasz, P.E., and Charles VerVoort.

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. Mr. Kardasz emphasized the May 30, 2013 Wisconsin Department of Natural Resources invoice for the wastewater treatment facility discharge, the May 31, 2013 News Release regarding Roger Thorson's retirement, and his June 3, 2013 memorandum regarding fertilizers, herbicides and pesticides use. Discussion followed. Motion by Citizen Member Jonathan Hajny, 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 May 20, 2013 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities April 2013 Financial Summary, Stoughton Utilities April 2013 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities May 2013 Activities Reports. The motion carried unanimously.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 17, 2013 – 5:00 p.m.

Stoughton, WI

Page No. 2

Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Alderperson Eric Hohol reported that the following items recommended by the Stoughton Utilities Committee received Stoughton Common Council action:

- Municipal Electric Utilities of Wisconsin (MEUW) Governing Principles for Mutual Aid.
- Ended the moratorium on filling vacancies.

and the following information was accepted by the Stoughton Common Council:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee April 15, 2013 Regular Meeting Minutes.
- Stoughton Utilities March 2013 Financial Summaries.
- Stoughton Utilities March 2013 Statistical Worksheets.

Stoughton Utilities Water System Division Transition: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Water System Division transition. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Eric Hohol, to approve the \$4.13 hourly compensation adjustment for the Utilities Operations Superintendent effective June 1, 2013, and recommend the hourly compensation adjustment to the Stoughton Personnel Committee and the Stoughton Common Council. (An annual savings of \$63,216 shall be realized.) The motion carried unanimously.

Stoughton Utilities Proposed 2013 Ten-Year (2014-2023) Capital Projects Program: Stoughton Utilities Director Robert Kardasz presented and discussed the proposed Stoughton Utilities Ten-Year (2014-2023) Capital Projects Program. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the Stoughton Utilities Ten-Year (2014-2023) Capital Projects Program including the 2014 Frontage Road Project consisting of \$500,000 for water infrastructure and \$350,000 for sanitary sewer infrastructure, and recommend approval to the Stoughton Common Council. The motion carried unanimously.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 17, 2013 – 5:00 p.m.

Stoughton, WI

Page No. 3

Stoughton Utilities Wastewater Treatment Facility And Sanitary Sewer Collection System 2012 Compliance Maintenance Annual Report (CMAR):

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Wastewater Treatment Facility and Sanitary Sewer Collection System 2012 CMAR. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member Jonathan Hajny, to approve the Stoughton Utilities Wastewater Treatment Facility and Sanitary Sewer Collection System CMAR and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council on June 25, 2013. The motion carried unanimously.

Stoughton Utilities Proposed Transfer Of Commitment-To-Community (CTC) Low Income Assistance Funds To The Wisconsin Energy Assistance Program:

Stoughton Utilities Director Robert Kardasz and Stoughton Finance and Administrative Manager Kim Jennings presented and discussed the Stoughton Utilities proposed transfer of CTC low income funds to the Wisconsin Energy Assistance Program. Discussion followed. Motion by Elvin (Sonny) Swangstu, the motion seconded by Citizen Member David Erdman, to approve the Stoughton Utilities transfer of CTC low income assistance funds to the Wisconsin Energy Assistance Program and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council on June 25, 2013. The motion carried unanimously.

Stoughton Utilities staff was requested to provide annual reports to the Utilities Committee on the results of the Wisconsin Energy Assistance Program.

Stoughton Utilities Proposed Filling Of The Vacant Electric System Lead Lineman Position:

Stoughton Utilities Director Robert Kardasz presented and discussed the proposed filling of the vacant Electric System Lead Lineman position. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to fill the vacant Electric System Lead Lineman position. The motion carried unanimously.

Stoughton Utilities Committee Governance: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee governance. Discussion followed. Mr. Kardasz was requested to contact Alderperson Eric Hohol and Alderperson Paul Lawrence to assist in preparing a resolution to the Stoughton Common Council delineating the responsibilities of a Stoughton Utilities Commission and those areas designated for Stoughton Common Council action.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 17, 2013 5:00 P.M.

Stoughton, WI

Page No. 4

State of Wisconsin Clean Water Fund Program (CWF) Status Report No. 1:

Stoughton Utilities Finance Director Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the State of Wisconsin CWF Status Report No. 1. Discussion followed. Citizen Member David Erdman suggested that Ms. Jennings contact a financial advisor regarding funding options and report back to the Stoughton Utilities Committee on July 15, 2013.

Stoughton Utilities Committee Future Agenda Items:

- Stoughton Utilities Governance on July 15, 2013.
- Stoughton Utilities Wastewater Treatment Facility funding options on July 15, 2013.
- Stoughton Utilities Committee hearings for placing delinquent utilities bills on the tax roll.
- Stoughton Utilities Financial Forecasts.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member Jonathan Hajny, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:07 p.m. The motion carried unanimously.

Respectfully submitted,

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