

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, June 15, 2015 – 5:00 p.m.**

**Edmund T. Malinowski Board Room**

**Stoughton Utilities Administration Office**

**600 S. Fourth St.**

**Stoughton, Wisconsin**

**Members Present:** Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Donna Olson, Citizen Member Alan Staats, and Alderperson Elvin (Sonny) Swangstu.

**Excused:** None.

**Absent:** None.

**Others Present:** Stoughton Utilities Technical Operations Supervisor Brian Hoops, 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 Elvin (Sonny) Swangstu, the motion seconded by Alderperson Greg Jenson, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the May 18, 2015 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities April 2015 Financial Summary, Stoughton Utilities April 2015 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities May 2015 Activities Reports. The motion carried unanimously 7 to 0.

**Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council:** 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 April 20, 2015 Regular Meeting Minutes.
- Stoughton Utilities March 2015 Financial Summaries.
- Stoughton Utilities March 2015 Statistical Worksheet.
- Stoughton Utilities 2014 Audit Report and Management Letter.

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**Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Wastewater Certified Operator/Laboratory Technician, and Utilities Engineering Technician:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities proposed updated position descriptions for the Utilities Wastewater Operator, Wastewater Advanced Certified Wastewater Operator, Utilities Advanced Wastewater Certified Operator/Laboratory Technician, and Utilities Engineering Technician. Discussion followed. Motion by Alderperson Greg Jenson, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the four Stoughton Utilities position descriptions and recommend their approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

**Resolution Recognizing WPPI Energy For 35 Years Of Joint Action Service For Public Power Utilities:** Stoughton Utilities Director Robert Kardasz presented and discussed the Resolution recognizing WPPI Energy for 35 years of Joint Action service for Public Power Utilities. Discussion followed. Motion by Alderperson Greg Jenson, the motion seconded by Citizen Member John Kallas, to approve the Resolution recognizing WPPI Energy for 35 years of Joint Action Service to public Power Utilities and recommend the adoption of the resolution to the Stoughton Common Council. Discussion followed. The motion carried unanimously 7 to 0.

**Agreement For Disposition Of Surplus Fill At The Stoughton Utilities West Electric Substation Property At 3201 McComb Road:** Stoughton Utilities Director Robert Kardasz presented and discussed the Agreement for disposition of surplus fill at the Stoughton Utilities West Electric Substation property at 3201 McComb Road. Discussion followed.

**Stoughton Utilities Committee Future Agenda Items:** None.

**Adjournment:** Motion by Alderperson Elvin (Sonny) Swangstu, the motion seconded by Citizen Member John Kallas, to adjourn the regular Stoughton Utilities Committee Meeting at 5:15 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted,

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