

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

**Monday, February 20, 2017 – 5:30 p.m.**

**Edmund T. Malinowski Board Room**

**Stoughton Utilities Administration Office**

**600 S. Fourth St.**

**Stoughton, Wisconsin**

**Members Present:** Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Donna Olson, and Citizen Member Alan Staats.

**Excused:** None.

**Absent:** None.

**Others Present:** Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E., and Alderperson Dennis Kittleson.

**Call To Order:** Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:30 p.m.

**Stoughton Utilities Committee Consent Agenda:** Stoughton Utilities Director Robert Kardasz introduced Stoughton Utilities Finance Manager Jamin Friedl and they presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda items. Discussion Followed. Motion by Alderperson Michael Engelberger, 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 January 17, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities October 2016 and November 2016 Financial Summaries, Stoughton Utilities 2016 Statistical Information, January 2017 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities January 2017 Activities Report. The motion carried unanimously 7 to 0.

**Status of The Stoughton 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 placed on file by the Stoughton Common Council:

- Appointment of Stoughton Utilities Assistant Director Brian Hoops as the Alternate Director to the WPPI Energy Board of Directors.
- Stoughton Utilities Payments Due List.

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- Stoughton Utilities Committee November 14, 2016 Regular Meeting Minutes.

**Inclusion Of City Informational Flyers In The Utility Billing Statement:** Stoughton Utilities Assistant Director Brian Hoops presented and discussed the inclusion of City informational flyers in the Utility Billing statements. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to authorize Stoughton Utilities to include non-Utility-related inserts in Stoughton Utilities billing statement mailings, and to direct Utility staff to draft a policy regarding inclusion of such materials, with said policy to include language restricting inserts to Stoughton Utilities and other City of Stoughton Departments, ensuring utility ratepayers are not charged for any expenditures for advertising except those conveyed in Wis. Stat. 196.595(2), which establishes a methodology for assessing service charges to recoup any Utility expenses, and establishes professional content and design standards for future approval by the Stoughton Utilities Committee, and recommend its approval to the Stoughton Community Affairs and Council Policy Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

Alderperson Dennis Kittleson excused himself from the meeting at 5:48 p.m.

**Proposed Position Description For Utilities Operations Specialist:** Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed position description for the Utilities Operations Specialist, emphasizing that there are funds available for the fiscal impact to be determined. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member John Kallas, to approve the proposed position description for the Utilities Operations Specialist and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

**Bad Debt Account Write-Offs Through December 31, 2016:** Stoughton Utilities Finance Manager Jamin Friedl and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the Stoughton Utilities Bad Debt Account Write-Offs through December 31, 2016. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the Stoughton Utilities Bad Debt Account Write-offs through December 31, 2016 and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council on March 14, 2017. The motion carried unanimously 7 to 0.

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**American Transmission Company, LLC (ATCLLC) Restructuring Status:**

Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and explained that ATCLLC is pursuing further corporate restructuring. Discussion followed.

**Stoughton Utilities Committee Future Agenda Items:** Policy for the inclusion of City informational flyers in the Utility billing statement and the December 2016 Financial Summaries.

**Adjournment:** Motion by Alderperson Greg Jenson, the motion seconded by Citizen Member Alan Staats, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:58 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director