

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 15, 2017 – 5:30 p.m.

Stoughton, WI

Page No. 1

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

**Members Present:** Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, and Citizen Member Alan Staats

**Excused:** Mayor Donna Olson

**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 Bethany Ryers, CPA of Baker Tilly Virchow Krause, LLP

**Call to Order:** Stoughton Utilities Director Robert Kardasz called the Regular Stoughton Utilities Committee Meeting to order at 5:30 p.m.

**Stoughton Utilities Committee Consent Agenda:** Stoughton Utilities Finance Manager Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, and Stoughton Utilities Director Robert Kardasz 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 April 17, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities March 2017 Financial Summary, Stoughton Utilities April 2017 Activities Report, Utilities Committee Annual Calendar, and Communications. The motion carried unanimously 6 to 0.

**Election of the Utilities Committee Chairperson and Vice-Chairperson:** Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member John Kallas, to nominate Mayor Donna Olson to the position of Stoughton Utilities Committee Chairperson. Discussion followed. The motion carried unanimously 6 to 0.

Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to nominate Alderperson Michael Engelberger to the position of Stoughton Utilities Committee Vice-Chairperson. Discussion followed. The motion carried unanimously 6 to 0.

**Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council:** Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member David Erdman, to nominate Alderperson Matt Bartlett to the position of Utilities Committee Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 6 to 0.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 15, 2017 – 5:30 p.m.

Stoughton, WI

Page No. 2

Motion by Alderperson Matt Bartlett, the motion seconded by Citizen Member David Erdman, to nominate Alderperson Pat O'Connor to the position of Alternate Liaison to the Stoughton Common Council. Discussion followed. The motion carried unanimously 6 to 0.

**Selection of the Utilities Committee date and time:** Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member Alan Staats, to designate the monthly meeting date to remain as the Monday after the first regularly scheduled meeting of the Stoughton Common Council at 5:00 p.m. Discussion followed. The motion carried unanimously 6 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:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee March 20, 2017 Regular Meeting Minutes
- Stoughton Utilities February 2017 Financial Summary
- Stoughton Utilities March 2017 Statistical Information
- Stoughton Utilities Billing Statement Messages and Inserts Policy

**Stoughton Utilities 2016 Audit Reports and Management Letter:** Stoughton Utilities Finance Manager Jamin Friedl introduced Bethany Ryers from Baker Tilly Virchow Krause LLP who presented the Stoughton Utilities 2016 Audit Reports and Management Letter. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the Stoughton Utilities 2016 Audit Reports and Management Letter and recommend them to the Stoughton Common Council for approval and adoption of the corresponding resolution on June 13, 2017. The motion carried unanimously 6 to 0.

**Proposed Electric and Water Tax Stabilization Dividends:** Stoughton Utilities Director Robert Kardasz, Stoughton Utilities Assistant Director Brian Hoops, and Stoughton Utilities Finance Manager Jamin Friedl presented and discussed proposed electric and water tax stabilization dividends of \$12,698 and \$3,743 respectively. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member Alan Staats, to Table until the June 19, 2017 Stoughton Utilities Committee Meeting. The motion carried unanimously 6 to 0.

**Anticipated 2017 Fund Transfers to the City of Stoughton:** Stoughton Utilities Director Robert Kardasz, Stoughton Utilities Finance Manager Jamin Friedl, and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the following anticipated transfers to the City of Stoughton in 2017:

Payment in lieu of taxes	\$764,640
Rent: Stoughton Utilities Administration Building	\$89,000
Administration Charges	\$55,000

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, May 15, 2017 – 5:30 p.m.

Stoughton, WI

Page No. 3

Police Department Emergency Contact Service	\$9,000
Stormwater Management Fee	\$7,508
Economic Development Contribution	\$1,000
Total:	\$926,148

Discussion followed.

**Declarations of Official Intent Nos. 2017-3 through 2017-5:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops presented and the following Declarations:

- Declaration No. 2017-3     Electric Digger-Derrick for \$240,570
- Declaration No. 2017-4     Electric Bucket Truck for \$207,928
- Declaration No. 2017-5     Forklift Truck for \$24,900

Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve Declarations of Official Intent Nos. 2017-3, 2017-4, and 2017-5. The Motion Carried Unanimously 6 to 0.

**Electrical Infrastructure Improvements Adjacent to Riverfront Development Area:**

Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops discussed electrical infrastructure improvements in the Riverfront Development Area and surrounding areas emphasizing funding, planning, and the establishment of appropriate grades. Discussion followed regarding potential funding sources, timelines, feasibility, and pole attachments.

**Stoughton Utilities Committee Future Agenda Items:** Electric and Water Tax Stabilization Dividends.

**Adjournment:** Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:43 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director