

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Tuesday, January 16, 2018 – 5:00 p.m.

Stoughton, WI

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Location: Gary A. Graham Conference Room
Stoughton Utilities Administration Office
600 South Fourth Street
Stoughton, Wisconsin, 53589

Members Present: Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Donna Olson

Excused: Alderperson Michael Engelberger

Absent: None

Others Present: Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, 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.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. An update was provided on recent personnel changes and water main breaks. Discussion followed.

Motion by Alderperson Pat O'Connor, the motion seconded by Alderperson Matt Bartlett, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the October 16, 2017 Regular Utilities Committee Meeting, Stoughton Utilities September 2017 Financial Summary, Stoughton Utilities October 2017 Financial Summary, Stoughton Utilities November 2017 Financial Summary, Stoughton Utilities September 2017 Statistical Report, Stoughton Utilities October 2017 Statistical Report, Stoughton Utilities November 2017 Statistical Report, Stoughton Utilities October 2017 Activities Report, Stoughton Utilities November 2017 Activities Report, Stoughton Utilities December 2017 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 6 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Proposed Stoughton Utilities 2018 budget and five year (2018-2022) Capital Improvement Plan (CIP)
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee September 24, 2017 Meeting Minutes
- Stoughton Utilities August 2017 Financial Summary
- Stoughton Utilities August 2017 Statistical Report

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Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit: Stoughton Utilities staff provided an update on the status of the issuance of the revised WPDES permit. Discussion followed.

Resignation of Utilities Committee Citizen Member Alan Staats: Stoughton Utilities staff presented the notice of resignation provided following the October 16, 2017 meeting, and the appointment of a replacement citizen member at the December 12, 2017 meeting of the Stoughton Common Council. Citizen Member Kym Ackerman was welcomed to the committee. Discussion followed.

Stoughton Utilities RoundUp Program: Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Matt Bartlett, to donate \$1,000 from the Stoughton Utilities Round-Up Program to Eyes of Hope Stoughton, Inc. The motion carried 6 to 0.

Personnel status: Stoughton Utilities Staff presented and discussed the Stoughton Utilities personnel status and reported the recent retirement of Journeyman Lineman Don Hanson, the resignation of an Apprentice Lineman, and the recent additions of a new Apprentice Lineman and a new Journeyman Lineman. Discussion followed. Citizen Member David Erdman requested that a proclamation be presented to the Stoughton Common Council to recognize Don Hanson's 41 years of dedicated service.

Proposed position description for Utilities Water System Supervisor: Stoughton Utilities Staff presented and discussed the proposed position description for the Utilities Water System Supervisor, emphasizing that there are funds available for the fiscal impact to be determined. Discussion followed. A recommendation was made by Alderperson Matt Bartlett to change the language included in the Purpose of the Position. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the proposed position description for the Utilities Water System Supervisor, with the change recommended by Alderperson Matt Bartlett, and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 6 to 0.

Staffing plan and needs assessment: Stoughton Utilities Staff presented and discussed the Stoughton Utilities' anticipated staffing needs for 2020, 2022, and 2027. Discussion followed.

Utilities Committee future agenda items: Bad debt account write-offs through December 31, 2017, portions of Chapter 74 of the Municipal Code of Ordinances related to the Wastewater Utility, and a discussion regarding the potential rate impacts of overhead to underground electric system reconstruction.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Alderperson Matt Bartlett, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:50 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director