

# **STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, June 16, 2014 – 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, Alderperson Eric Hohol, Citizen Member John Kallas, Mayor Donna Olson, Citizen Member Alan Staats, and Alderperson Elvin (Sonny) Swangstu.

**Excused:** Alderperson Thomas Majewski.

**Absent:** None.

**Others Present:** 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 Eric Hohol, the motion seconded by Citizen Member John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the May 19, 2014 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities April 2014 Financial Summary, Stoughton Utilities April 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities May 2014 Activities Reports. The motion carried unanimously.

**Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council:** Alderperson Eric Hohol and 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 14, 2014 Regular Meeting Minutes.
- Stoughton Utilities March 2014 Financial Summaries.
- Stoughton Utilities March 2014 Statistical Worksheet.

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- Mayor Donna Olson's appointment of John Kallas to the Stoughton Utilities Committee.
- Resolution authorizing the issuance and sale of up to \$3,483,369 sewerage revenue bonds and acceptance of the Quarles and Brady engagement letter.
- Revised Utilities Director and Utilities Technical Services Supervisor position descriptions.

## **Stoughton Utilities Wastewater Treatment Facility And Sanitary Sewer Collection System 2013 Compliance Maintenance Annual Report (CMAR):**

Stoughton Utilities Director Robert Kardasz presented and discussed the CMAR and proposed corresponding resolution. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman to approve the CMAR and recommend the approval of the CMAR and corresponding resolution to the Stoughton Common Council on June 24, 2014. The motion carried unanimously.

**Stoughton Utilities Round-Up Program:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Round-Up Program. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Eric Hohol, to donate \$900 from the Stoughton Utilities Round-Up Program to the Stoughton Area Resource Team. The motion carried unanimously.

## **Stoughton Utilities Declarations Of Official Intent Nos. 2014-4 And 2014-5:**

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Declarations of Official Intent Nos. 2014-4 and 2014-5. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the following Declarations of Official Intent:

- Declaration No. 2014-4 for the Stoughton Utilities Church Street and Ridge Street Sanitary Sewer Main Replacement Project for \$130,000.
- Declaration No. 2014-5 for the Stoughton Utilities Church Street and Ridge Street Water Main Replacement Project for \$170,000.

The motion carried unanimously.

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**Stoughton Utilities Goals Status Report:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Goals Status Report. Discussion followed.

**Tour Of The Stoughton Utilities West Substation Property:** Stoughton Utilities Director Robert Kardasz presented and discussed West Substation property and invited the committee members to join the tour. Discussion followed.

## **Stoughton Utilities Committee Future Agenda Items:**

- Proposed Stoughton Utilities Management Position Descriptions.
- Stoughton Utilities Electric, Wastewater and Water Financial Forecasts.

Alderspersion Elvin (Sonny) Swangstu joined the Stoughton Utilities Committee at 5:26 p.m.

**Adjournment:** Motion by Alderspersion Eric Hohol, the motion seconded by Citizen Member Alan Staats, to adjourn the regular Stoughton Utilities Committee Meeting at 5:28 p.m. The motion carried unanimously.

Respectfully submitted,

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