

# STOUGHTON UTILITIES COMMITTEE SPECIAL MEETING MINUTES

Tuesday, July 22, 2014 – 6:15 p.m.  
Common Council Chambers  
Stoughton Public Safety Building  
321 S. Fourth St.  
Stoughton, Wisconsin

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

**Absent:** Alderperson Thomas Majewski.

**Excused:** None.

**Others Present:** 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 special Stoughton Utilities Committee Meeting to order at 6:15 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. Alderperson Eric Hohol discussed the Stoughton Police Department dispatch service during significant weather-related power interruptions. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member Alan Staats to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the June 16, 2014 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities May 2014 Financial Summary, Stoughton Utilities May 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities June 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 Compliance Maintenance Annual Report.
- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee May 19, 2014 Regular Meeting Minutes.

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- Stoughton Utilities April 2014 Financial Summaries.
- Stoughton Utilities April 2014 Statistical Worksheet.

**Resolution Authorizing The Submission Of An Application For The WPPI Energy Community Solar Garden Pilot Project:** Stoughton Utilities Finance and Administrative Manager Kim Jennings and Stoughton Utilities Director Robert Kardasz presented and discussed the resolution authorizing the submission of an application for the WPPI Energy Community Solar Garden Pilot Project. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu to approve and recommend the approval of the resolution authorizing the submission of an application for the WPPI Energy Community Solar Garden Pilot Project to the Stoughton Common Council on July 22, 2014. The motion carried unanimously.

**Stoughton Utilities Proposed Updated Position Description For The Utilities Finance And Administrative Manager:** Stoughton Utilities Director Robert Kardasz presented and discussed the proposed updated position description for the Utilities Finance and Administrative Manager. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman to approve the proposed updated position description for the Utilities Finance and Administrative Manager, and recommend the approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously.

**Stoughton Utilities Proposed Lead Water Operator II Position Description and Reclassification:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities proposed Lead Water Operator II position description and reclassification. Discussion followed. Alderperson Eric Hohol emphasized that although modest, the wage adjustment is to be budgeted. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman to approve the Stoughton Utilities Lead Water Operator II position description at an hourly wage scale of \$23.54-\$26.01, contingent upon a Fair Labor Standards Act review by Stoughton Human Resources and Risk Management Director Amy Jo Gillingham, and recommend approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously.

**State Of Wisconsin Clean Water Fund Loan Program (CWF) – Status Report No. 3:** Stoughton Utilities Director Robert Kardasz presented and discussed the CWF Status Report No. 3. Discussion followed.

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

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

**Adjournment:** Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas to adjourn the special Stoughton Utilities Committee Meeting at 6:42 p.m. The motion carried unanimously.

Respectfully submitted,

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