

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, February 16, 2015 – 5:00 p.m.

Edmund Malinowski Board Room

Stoughton Utilities Administration Building

600 S. Fourth Street

Stoughton, Wisconsin

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

Absent: Alderperson Thomas Majewski and Citizen Member Alan Staats.

Excused: None.

Others Present: Stoughton Utilities Technical Operations Supervisor Brian Hoops and 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 Alderperson Elvin (Sonny) Swangstu, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the January 20, 2015 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities December 2014 Financial Summary, Stoughton Utilities December 2014 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities January 2015 Activities Reports. The motion carried unanimously 5-0.

Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Alderperson Eric Hohol and 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:

- ATCLLC (American Transmission Company) Restructuring Option.
- Payments Due List.
- Stoughton Utilities Committee November 17, 2014 Regular Meeting Minutes.

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

Stoughton Utilities Bad Debt Account Write-Offs Through December 31, 2014:

Stoughton Utilities Technical Operations Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the proposed \$2,348.49 bad debt account write-offs. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Eric Hohol, to approve the \$2,348.49 Stoughton Utilities bad debt account write-offs through December 31, 2014 and recommend it and the adoption of the corresponding resolution to the Stoughton Common Council on February 24, 2015. The motion carried unanimously 5-0.

Stoughton Utilities Proposed Updated Position Descriptions For The Utilities Electric System Lead Lineman And The Lead Meter Technician/Journeyman:

Stoughton Utilities Director Robert Kardasz presented and discussed the proposed updated position descriptions for the Utilities Electric System Lead Lineman and the Lead Meter Technician/Journeyman Lineman. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Alderperson Elvin (Sonny) Swangstu, to approve the updated position descriptions for the Utilities Electric System Lead Lineman and the Lead Meter Technician/Journeyman Lineman with one addition each, and recommend them to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 5-0.

Stoughton Utilities Procedures For Electric And Water Rate Adjustment Submittals To The Wisconsin Public Service Commission (WPSC):

Stoughton Technical Operations Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities procedures for electric and water rate adjustments to the WPSC. Discussion followed. Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member John Kallas to approve the Stoughton Utilities procedures for electric and water rate adjustments to the WPSC with one modification. The motion carried unanimously 5-0.

Stoughton Utilities McComb Road Property: Stoughton Utilities Director Robert Kardasz presented and discussed the Forward Development Group interest in purchasing fill material from the Stoughton Utilities property on McComb Road. Discussion followed.

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Stoughton Utilities Committee Future Agenda Item(s):

- Light Emitting Diode (LED) street lighting use.

Stoughton Utilities Director Robert Kardasz displayed the Wisconsin Wastewater Operators' Association (WWOA) Recognition Award presented to Stoughton Utilities for hosting the February 10, 2015 Southern Region Meeting and presented a discussed a program describing past projects at the wastewater treatment facility.

Adjournment: Motion by Alderperson Eric Hohol, the motion seconded by Citizen Member David Erdman, to adjourn the Regular Stoughton Utilities Committee Meeting at 6:00 p.m. The motion carried unanimously 5-0.

Respectfully submitted,

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