

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 20, 2017 – 5:35 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Alderperson Michael Engelberger, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Donna Olson, and Citizen Member Alan Staats.

Excused: Alderperson Matt Bartlett and Citizen Member David Erdman.

Absent: None.

Others Present: Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director 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 5:38 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 John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the February 20, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities December 2016 and January 2017 Financial Summaries, Stoughton Utilities February 2017 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities February 2017 Activities Report. The motion carried unanimously 5 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 Bad Debt Account Write-Offs through December 31, 2016.
- Position Descriptions for the Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor.

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- Stoughton Utilities Payments Due List
- Stoughton Utilities Committee January 17, 2017 Regular Meeting Minutes
- Stoughton Utilities October and November 2016 Financial Summaries
- Stoughton Utilities 2016 and January 2017 Statistical Information

Inclusion of City Informational Flyers in Utility Billing Statements: Stoughton Utilities Assistant Director Brian Hoops presented and discussed the inclusion of City informational flyers in the Utility Billing statements. Discussion followed. Motion by Alderperson Michel Engelberger, the motion seconded by Alderperson Greg Jenson, to table. The motion carried unanimously 5 to 0.

Stoughton Utilities 2016 Annual Water Consumer Confidence Report (CCR): Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Annual Water CCR. Discussion followed.

Tour of the Stoughton Utilities Nordic Ridge Wastewater Lift Station: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Nordic Ridge Wastewater Lift Station and invited the committee members to participate in a tour immediately following the meeting. Discussion followed.

Stoughton Utilities Committee Future Agenda Items: Utility billing statement messages and inserts policy and the Stoughton Utilities 2016 financial audit report.

Adjournment: Motion by Citizen Member Alan Staats, the motion seconded by Alderperson Greg Jenson, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:58 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted

Brian R. Hoops
Stoughton Utilities Assistant Director