

# OFFICIAL NOTICE AND AGENDA

There will be a Regular meeting of the City of Stoughton Utilities Committee on Monday, November 14, 2016 to be held at 5:30 p.m. in the Edmund T. Malinowski Board Room of the Stoughton Utilities Administration Office in the Stoughton Utilities Building, 600 S. Fourth Street, Stoughton, WI 53589

## AGENDA:

### Call To Order.

Stoughton Utilities Committee Consent Agenda. (All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.) **(Action.)**

- a) Stoughton Utilities Payments Due List Report.
- b) Draft Minutes of the October 17, 2016 Regular Stoughton Utilities Committee Meeting.
- c) Stoughton Utilities September 2016 Financial Summary.
- d) Stoughton Utilities September 2016 Statistical Information.
- e) Stoughton Utilities Communications.
- f) Stoughton Utilities Committee Annual Calendar.
- g) Stoughton Utilities October 2016 Activities Report.

## BUSINESS:

1. Status of the Stoughton Utilities Committee Recommendation(s) to the Stoughton Common Council. **(Discussion)**
2. Stoughton Utilities Meter Pit Abandonment Program. **(Discussion.)**
3. Cancellation Of The December 19, 2016 Stoughton Utilities Committee Meeting. **(Action)**
4. Stoughton Utilities Committee Future Agenda Item(s). **(Discussion)**

## ADJOURNMENT:

Mayor Donna L. Olson, Chairperson  
Stoughton Utilities Committee  
November 8, 2016

## Notices Sent To:

Mayor Donna L. Olson, Chair  
Aldersperson Michael Engelberger, Liaison to the Stoughton Common Council  
Aldersperson Greg Jenson, Vice-Chair and Alternate Liaison to the Stoughton Common Council  
Stoughton Utilities Committee Citizen Member David Erdman  
Stoughton Utilities Committee Citizen Member John D. Kallas  
Stoughton Utilities Committee Citizen Member Alan Staats  
Stoughton Utilities Director Robert P. Kardasz, P.E.  
Stoughton Utilities Assistant Director Brian R. Hoops  
Stoughton Utilities Operations Superintendent Sean Grady  
Stoughton Utilities Finance and Administrative Manager Kim M. Jennings, CPA  
Aldersperson Matt Bartlett

cc: Stoughton City Attorney Matthew P. Dregne  
Stoughton City Clerk Lana Kropf  
Stoughton Common Council Members  
Stoughton Leadership Team  
Stoughton Newspapers, Oregon Observer, and Wisconsin State Journal  
Stoughton Utilities Wastewater System Supervisor Brian G. Erickson  
Stoughton Utilities and Municipal Electric Utilities of Wisconsin Safety Coordinator Andrew Paulson  
WPPI Energy and Stoughton Utilities Energy Services Representative Cory Neeley

**IMPORTANT: FOUR MEMBERS ARE NEEDED FOR A QUORUM:** If a Stoughton Utilities Committee member encounters a situation that may affect your scheduled participation, please contact Robert Kardasz or Brian Hoops at (608) 877-7423 or (608) 877-7412 respectively prior to 5:30 p.m. or via email at [RKardasz@stoughtonutilities.com](mailto:RKardasz@stoughtonutilities.com) or [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com) respectively.

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any such group(s) at the above-mentioned meeting other than the Stoughton Utilities Committee consisting of Mayor Donna Olson, Alderperson Michael Engelberger, Alderperson Greg Jenson, Citizen Member David Erdman, Citizen Member John Kallas, and Citizen Member Alan Staats.

Please note that items taken on the Consent Agenda will not be discussed. Any individual Stoughton Utilities Committee member may request an item be removed from the consent.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request this service, please contact the Stoughton Utilities Director at (608) 877-7423.

An expanded meeting may constitute a quorum of the Common Council.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at <http://stoughtonutilities.com/uc>.

Date: Wednesday, November 02, 2016  
 Time: 09:13: AM  
 User: SGUNSOLUS

## Stoughton Utilities

Page: 1 of 6  
 Report: 03699W.rpt  
 Company: 7430

### Check Register Summary - Standard

Period: - As of: 11/2/2016

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
001305	EP	10/13/2016	28,142.94	516 WELLS FARGO BANK	VO for check batch: 307188
001306	HC	10/30/2016	40.72	421 FIRST DATA CHARGES	First Data-Oct Ach/First Data-Oct Ach/First Data-Oct Ach/First Data-Oct Ach
001307	HC	10/30/2016	719.28	002 Employee Benefits Corp - Ach	EBC - Oct Ach/EBC - Oct Ach/EBC - Oct Ach/EBC - Oct Ach
001308	HC	10/30/2016	1,081.24	001 Delta Dental - Ach	Delta Dental - Oct Ach/Delta Dental - Oct Ach/Delta Dental - Oct Ach
001309	HC	10/30/2016	165.13	952 AT&T	AT&T - Oct Ach/AT&T - Oct Ach/AT&T - Oct Ach
001310	HC	10/30/2016	415.61	547 Charter Communications-Ach	Charter-Oct Ach/Charter-Oct Ach/Charter-Oct Ach/Charter-Oct Ach
001311	HC	10/30/2016	124.21	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-Oct Ach/Gordon Flesch-Oct Ach/Gordon Flesch-Oct Ach/Gordon Flesch-Oct Ach
001312	HC	10/30/2016	336.57	003 Alliant Energy - Ach	Alliant Energy - Oct Ach/Alliant Energy - Oct Ach/Alliant Energy - Oct Ach/Alliant Energy - Oct Ach/Alliant Energy - Oct Ach/Alliant Energy - Oct Ach
001313	HC	10/30/2016	800.13	004 Us Cellular - Ach	Us Cellular - Oct Ach/Us Cellular - Oct Ach/Us Cellular - Oct Ach
001314	HC	10/30/2016	459.04	007 TDS Metrocom - Ach	TDS Metrocom - Oct Ach/TDS Metrocom - Oct Ach/TDS Metrocom - Oct Ach/TDS Metrocom - Oct Ach
001315	HC	10/30/2016	9,854.97	020 Wells Fargo Bank-Ach	Client Analysis-Oct Ach/Client Analysis-Oct Ach/Client Analysis-Oct Ach/Client Analysis-Oct Ach
001316	HC	10/30/2016	16,398.78	015 Associated Bank-Ach	Assoc Bank-Oct Ach
001317	HC	10/30/2016	39,182.69	025 Payroll Federal Taxes- Ach	Fed Taxes - Oct Ach/Fed Taxes - Oct Ach/Fed Taxes - Oct Ach/Fed Taxes - Oct Ach

001318	HC	10/30/2016	7,161.81	008 Payroll State Taxes - Ach	State Taxes - Oct Ach/State Taxes - Oct Ach
001319	VC	10/30/2016	0.00	014 A T C Company - Ach	A T C Co - Oct Ach
001320	HC	10/30/2016	64,664.36	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev-Oct Ach/Dept of Rev-Oct Ach
001321	HC	10/30/2016	1,013,397.87	009 WPPI	WPPI -Renewable energy/WPPI -Buy Back Solar Credit/WPPI -Shared Savings/WPPI -Large Power/WPPI -Support Services/WPPI -Support Services/WPPI -Support Services
001322	HC	10/30/2016	5,380.00	014 A T C Company - Ach	A T C Co - Oct Ach
024531	CK	10/3/2016	40,774.03	131 CITY OF STOUGHTON	City Stoton-August Stormwater
024532	CK	10/3/2016	288,277.69	131 CITY OF STOUGHTON	City Stoton-July Aflac/City Stoton-July Aflac/City Stoton-July Aflac/City Stoton-Aug Aflac/City Stoton-Aug Aflac/City Stoton-Sept Rent/City Stoton-Sept Rent/City Stoton-Sept Rent/City Stoton-Van buren #1/City Stoton-Sept Rent+
024533	CK	10/6/2016	5,042.54	327 BORDER STATES ELECTRIC SUPPLY	Border States-KPW suppleis/Border States-Inventory
024534	CK	10/6/2016	250.00	415 STOUGHTON CHAMBER OF COMMERCE	Stoton Chamber-Member Dues/Stoton Chamber-Member Dues/Stoton Chamber-Member Dues
024535	CK	10/6/2016	30,455.37	448 STRAND ASSOCIATES INC.	Strand-Cummins discharges/Strand-Nordic Ridge Project/Strand-WPDES Permit app/Strand-Van buren Project/Strand-Clyde-Van buren project/Strand-Clyde-Van buren project/Strand-Van buren Project/Strand-Uniroyal discharges/Strand-RAS Check Valve
024536	CK	10/6/2016	1,542.66	781 DUNKIRK WATER POWER CO LLC	Dunkirk-Sept Dunkirk Dam
024537	CK	10/6/2016	179.40	400 RESCO	Resco-Inventory
024538	CK	10/6/2016	1,776.48	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump Fees/Rosenbaum-Dump Fees
024539	CK	10/6/2016	9,750.10	729 SHC SUGAR HILL CONSULTING, LLC	SHC Sugar hill-Scada work
024540	CK	10/6/2016	20.00	756 ID-ACCESS	Id Access-Id cards
024541	CK	10/6/2016	234.78	579 LAUREN MEYER	L Meyer-Const Refund
024542	CK	10/6/2016	315.38	583 PATRICIA KARLEN	P Karlen-Const refund



					locates
024564	CK	10/20/2016	18,031.00	131 CITY OF STOUGHTON	City Stoton-Oct Retirement/City Stoton-Oct Retirement/City Stoton-Oct Retirement
024565	CK	10/20/2016	124.33	246 MICHAEL LAMBERTY	M Lamberty-Customer Refund
024566	CK	10/20/2016	1,000.00	273 JESSE MOWERY	J Mowrey-Scholarship money
024567	CK	10/20/2016	60.00	293 UNITED WAY OF DANE COUNTY	United Way-Oct Contr.
024568	CK	10/20/2016	200.35	613 RICHARD VAN NATTA	R VanNatta-Customer Refund
024569	CK	10/24/2016	175.00	712 WISCONSIN DEPT. OF TRANSPORTATION	Wi trans-Permit
024570	CK	10/26/2016	627.97	709 CURT BREKKEN	C Brekken-Const Refund
024571	CK	10/26/2016	1,972.00	713 CHIPPEWA VALLEY TECH. COLLEGE	Chipp Valley-Technical college/Chipp Valley-Technical college
024572	CK	10/26/2016	741.75	923 FUN EVENTS	Fun Events-Carnival
024573	CK	10/26/2016	755.27	947 JEFF DALE	J Dale-Const Refund
024574	CK	10/26/2016	14,470.37	400 RESCO	Resco-Inventory/Resco-Supplies/Resco-Supplies/Resco-Inventory/Resco-Transformers/Resco-Transformers/Resco-Inventory
024575	CK	10/26/2016	1,147.80	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump Fees/Rosenbaum-Dump Fees/Rosenbaum-Dump Fees/Rosenbaum-Dump Fees
024576	CK	10/26/2016	60.00	584 VINING SPARKS IBG, L.P.	Vining Sparks-Safekeeping
024577	CK	10/26/2016	1,750.00	959 G. FOX & SON, INC.	G Fox & Son-New service 1"
024578	CK	10/26/2016	27.05	074 JAMES MCMILLIAN	J Mcmillian-Const Refund
024579	CK	10/26/2016	1,885.26	128 RON GRASSO	R Grasso-Const Refund
024580	CK	10/26/2016	4,333.00	729 SHC SUGAR HILL CONSULTING, LLC	SHC Sugar Hill-Scada work
024581	CK	10/26/2016	100.00	999 STATE OF WISCONSIN	St of WI-Permits
024582	CK	10/27/2016	1,041,188.39	131 CITY OF STOUGHTON	City Stoton-Sept Aflac/City Stoton-Sept Aflac/City Stoton-Sept Legal Shield/City Stoton-Oct Delta Vision/City Stoton-Oct Delta vision/City Stoton-Oct Delta vision/City Stoton-tax stabilization/City Stoton-tax stabilization/City Stoton-Oct Health prem+

101329	CK	10/6/2016	3,400.00	463 GREAT-WEST	Great West-Oct A Def Comp
101330	CK	10/6/2016	1,076.83	718 CGC, INC.	CGC-Van buren & clyde project/CGC-Van buren & clyde project
101331	CK	10/6/2016	350.00	731 NORTH SHORE BANK FSB	N Shore Bank-Oct A Def Comp
101332	CK	10/6/2016	569.55	809 CINTAS CORPORATION #446	Cintas-bldg cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-bldg cleaning/Cintas-bldg cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning
101333	CK	10/6/2016	4,943.87	852 INFOSEND, INC	Infosend-billing & mailing/Infosend-billing & mailing/Infosend-billing & mailing/Infosend-billing & mailing
101334	CK	10/6/2016	100.00	995 MEUW	MEUW-Registration fees
101335	CK	10/20/2016	372.75	135 CTW CORPORATION	CTW-Supplies/CTW - supplies
101336	CK	10/20/2016	190.00	177 CORY HESTEKIN	C Hestekin-School Exp
101337	CK	10/20/2016	3,400.00	463 GREAT-WEST	Great West-Oct B Def Comp
101338	CK	10/20/2016	190.00	525 TYLER HARDING	T Harding-School Reimb
101339	CK	10/20/2016	5,418.85	603 SEERA	Seera-Comm to comm funds
101340	CK	10/20/2016	65.00	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilly-Class Expense
101341	CK	10/20/2016	350.00	731 NORTH SHORE BANK FSB	N Shore Bank-Oct B Def Comp
101342	CK	10/20/2016	455.33	809 CINTAS CORPORATION #446	Cintas-Clothes cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes Cleaning
<b>Company Total</b>			<b>2,793,726.48</b>		

Date: Thursday, October 13, 2016

Time: 01:02PM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000065'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000065</b>							
7450	920	000000	894	62023 - MONANA TERRACE	12.00	PARKING FOR AWWA CONFERENCE	09/19/2016	4000	-
7430	933	000000	626	663 STOUGHTON BUMPER TO B	91.76	vehicle maintenance	09/22/2016	6910	-
7460	833	000000	626	663 STOUGHTON BUMPER TO B	2.63	Cable for fire eye	09/29/2016	8200	-
7430	593	000000	422	AMAZON.COM	101.65	label makers	09/29/2016	4100	-
7450	921	000000	422	AMAZON.COM	54.34	WT/WW SCADA dialer USB to IP	09/09/2016	5250	-
7460	851	000000	422	AMAZON.COM	54.34	WT/WW SCADA dialer USB to IP	09/09/2016	5250	-
7430	921	000000	422	AMAZON.COM	24.61	General office supplies - ID badges	09/26/2016	5250	-
7450	921	000000	422	AMAZON.COM	8.95	General office supplies - ID badges	09/26/2016	5250	-
7460	851	000000	422	AMAZON.COM	11.20	General office supplies - ID badges	09/26/2016	5250	-
7430	593	000000	422	AMAZON.COM AMZN.COM/BILL	55.40	Igloo water coolers	09/21/2016	5285	-
7430	593	000000	422	AMAZON.COM AMZN.COM/BILL	166.20	Igloo coolers	09/21/2016	5285	-
7430	920	000000	439	AMER PUBLIC POWER ASSO	1,200.00	RP3 APPLICATION FEE	09/30/2016	3650	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	-33.99	RETURN 1 RESPIRATOR	09/29/2016	8720	-
7430	597	000000	108	ASLESON'S TRUE VALUE HDW	16.39	hardware	09/19/2016	5200	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	26.00	hardware	09/23/2016	5200	-
7430	107.14	000000	108	ASLESON'S TRUE VALUE HDW	15.29	hardware	09/29/2016	5200	160175XX - 1
7450	677	000000	108	ASLESON'S TRUE VALUE HDW	11.08	hardware	09/26/2016	8700	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	30.25	curb stop repair	09/14/2016	7400	-
7450	652	000000	108	ASLESON'S TRUE VALUE HDW	4.99	bushing for chlorine injector	09/23/2016	7400	-
7430	934	000000	108	ASLESON'S TRUE VALUE HDW	73.34	hardware	09/14/2016	6910	-
7430	932	000000	108	ASLESON'S TRUE VALUE HDW	51.56	hardware	09/22/2016	6910	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	18.98	filter and hose connector	09/29/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	4.29	hardware	09/30/2016	8200	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	1,200.00	Chain saw replacements 3	09/01/2016	4100	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	50.00	HVAC screens	09/13/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	3.92	Stainless screws	09/15/2016	8200	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	6.80	Parts for waster burner	09/02/2016	8720	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	67.98	toxic dust respirators	09/28/2016	8720	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	6.58	Drill bit	09/01/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	25.96	Rivet gun	09/02/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	11.99	gas cylinder	09/01/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	5.49	hardware	09/26/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	19.77	hardware	09/27/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	39.45	chain	09/30/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	6.99	hardware	09/30/2016	8710	-
7450	920	000000	105	AWWA.ORG	20.00	AWWA Seminar	09/14/2016	4000	-
7460	833	000000	390	BADGER WATER	33.80	LAB WATER	09/02/2016	8300	-
7460	833	000000	390	BADGER WATER	33.80	LAB WATER	09/07/2016	8300	-
7430	920	000000	894	BANUSHIS BAR & GRILL	58.53	Interview expense - Apprentice lineman	09/12/2016	5250	-
7460	831	000000	894	BOB'S BITCHIN BBQ	15.93	TRAINING EXPENSE	09/19/2016	8720	-
7430	593	000000	327	BORDER STATES ELECTRIC	53.18	ampact covers	09/08/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	14.10	connectors	09/09/2016	4100	-



Date: Thursday, October 13, 2016

Time: 01:02PM

User: SGUNSOLUS

## Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000065'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	593	000000	327	BORDER STATES ELECTRIC	40.15	connectors	09/09/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	8.03	connectors	09/09/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	124.08	connectors	09/09/2016	4100	-
7430	232	001099	327	BORDER STATES ELECTRIC	207.41	electric inventory	09/23/2016	4100	-
7430	232	001099	327	BORDER STATES ELECTRIC	58.39	electric inventory	09/28/2016	4100	-
7450	921	000000	604	CDW GOVERNMENT	55.74	Modem for WW/WT SCADA	09/23/2016	5250	-
7460	851	000000	604	CDW GOVERNMENT	55.75	Modem for WW/WT SCADA	09/23/2016	5250	-
7450	933	000000	317	CENEX D M SERV07083686	32.00	forklift propane	09/14/2016	5275	-
7460	852	000000	800	CLASS 1 AIR INC	105.00	Fume hood testing	09/05/2016	8200	-
7460	831	000000	994	CMC - MADISON EAST	102.00	cement adjusting rings	09/21/2016	8720	-
7430	932	000000	994	COMPLIANCESIGNS.COM	26.00	sign for small truck room	09/14/2016	4100	-
7430	921	000000	994	COSTCO WHSE #1121	318.92	FOOD AND SUPPLIES FOR PPW CARNIVAL	09/29/2016	3300	-
7430	232	001099	484	CREE LIGHTING	1,480.58	LED Street Lights	09/13/2016	4100	-
7460	831	000000	894	CULVER'S OF DODGEV	10.01	TRAINING EXPENSE	09/13/2016	8720	-
7460	831	000000	894	CULVER'S OF DODGEV	8.95	TRAINING EXPENSE	09/14/2016	8720	-
7460	831	000000	894	CULVER'S OF DODGEV	8.85	TRAINING EXPENSE	09/15/2016	8720	-
7460	831	000000	894	CULVER'S OF DODGEV	8.43	TRAINING EXPENSE	09/16/2016	8720	-
7450	626	000000	994	DECKER SUPPLY INC	120.40	BARRICADE LIGHT AND BATTERY	09/15/2016	4100	-
7460	833	000000	907	ENVIRONMENTAL CONSULTING	1,400.00	WET TESTING	09/13/2016	8300	-
7430	934	000000	251	EXTREMETACTICALDYNAMICS.C	659.84	LED LIGHT BARS	09/08/2016	5285	-
7460	827	000000	148	FASTENAL COMPANY01	40.91	cutter	09/20/2016	8720	-
7460	833	000000	148	FASTENAL COMPANY01	73.01	parts for final clarifier	09/22/2016	8710	-
7460	827	000000	148	FASTENAL COMPANY01	4.73	hardware	09/23/2016	8710	-
7460	827	000000	148	FASTENAL COMPANY01	50.13	hardware	09/27/2016	8710	-
7460	827	000000	148	FASTENAL COMPANY01	0.43	hardware	09/28/2016	8710	-
7430	594	000000	148	FASTENAL COMPANY01	12.89	hardware	09/27/2016	5200	-
7460	827	000000	148	FASTENAL COMPANY01	22.57	hardware	09/01/2016	8200	-
7460	827	000000	148	FASTENAL COMPANY01	46.30	hardware	09/02/2016	8200	-
7450	232	001099	550	FIRST SUPPLY#2010 WFPG	1,714.25	WATER INVENTORY	09/27/2016	4100	-
7450	232	001099	550	FIRST SUPPLY#2010 WFPG	59.25	water inventory	09/30/2016	4100	-
7430	593	000000	601	FOSDAL BAKERY LLC	25.50	Safety School	09/08/2016	5285	-
7430	920	000000	601	FOSDAL BAKERY LLC	4.82	MEETING EXPENSE - UTILITIES COMMITTEE	09/21/2016	3650	-
7450	920	000000	601	FOSDAL BAKERY LLC	1.75	MEETING EXPENSE - UTILITIES COMMITTEE	09/21/2016	3650	-
7460	850	000000	601	FOSDAL BAKERY LLC	2.21	MEETING EXPENSE - UTILITIES COMMITTEE	09/21/2016	3650	-
7430	593	000000	894	HAMPTON INN EAU CLAIRE	410.00	Apprentice school	09/20/2016	6940	-
7450	641	000000	309	HAWKINS INC	1,676.41	Chemicals at wells	09/30/2016	4000	-
7450	232	001099	492	HD SUPPLY WATERWORKS 233	376.00	water inventory	09/07/2016	4100	-
7430	920	000000	894	HEIDEL HOUSE RESORT	238.00	TRAINING EXPENSE - LODGING - WPPI ANNUAL CONFERENCE	09/19/2016	1000	-
7430	920	000000	894	HEIDEL HOUSE RESORT	238.00	TRAINING EXPENSE - LODGING - WPPI ANNUAL CONFERENCE	09/19/2016	5250	-
7430	586	000000	894	HOTEL MARSHFIELD	396.96	METER SCHOOL	09/26/2016	5275	-
7430	586	000000	894	HOTEL MARSHFIELD	-40.96	METER SCHOOL	09/26/2016	5275	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	250.00	Cleaning service	09/16/2016	4000	-
7430	586	000000	259	ITRON, INC.	1,145.20	ITRON HARDWARE AND SOFTWARE MAINTENANCE CONTRACT - QUAR	09/29/2016	3650	-
7430	586	000000	259	ITRON, INC.	416.43	ITRON HARDWARE AND SOFTWARE MAINTENANCE CONTRACT - QUAR	09/29/2016	3650	-

Date: Thursday, October 13, 2016

Time: 01:02PM

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7460	851	000000	259	ITRON, INC.	520.56	ITRON HARDWARE AND SOFTWARE MAINTENANCE CONTRACT - QUAR	09/29/2016	3650	-
7460	833	000000	994	KWIK TRIP 73900007393	5.97	ice for samples	09/01/2016	8710	-
7430	920	000000	994	LAZ BISTRO & BAR	16.41	INTERVIEW EXPENSE - CUSTOMER SERVICE TECHNICIAN	09/23/2016	5250	-
7450	920	000000	994	LAZ BISTRO & BAR	5.97	INTERVIEW EXPENSE - CUSTOMER SERVICE TECHNICIAN	09/23/2016	5250	-
7460	850	000000	994	LAZ BISTRO & BAR	7.47	INTERVIEW EXPENSE - CUSTOMER SERVICE TECHNICIAN	09/23/2016	5250	-
7430	933	000000	894	LOVES COUNTRY 00003459	6.00	Apprentice school	09/19/2016	6940	-
7460	831	000000	480	MECHANICAL SAFETY EQUIP C	217.11	Confined space equipment repair	09/22/2016	8200	-
7460	833	000000	652	MENARDS MONONA WI	47.45	Gasket for sludge heater	09/26/2016	8200	-
7450	346	493300	165	MIDWEST METER - JACKSON	4,074.50	30 meters and erts	09/30/2016	5275	-
7430	921	000000	836	MSFT E04002MSIY	27.50	HOSTED MICROSOFT LYNC LICENSING	09/13/2016	5250	-
7450	921	000000	836	MSFT E04002MSIY	10.00	HOSTED MICROSOFT LYNC LICENSING	09/13/2016	5250	-
7460	851	000000	836	MSFT E04002MSIY	12.50	HOSTED MICROSOFT LYNC LICENSING	09/13/2016	5250	-
7430	593	000000	786	NAPA PARTS - SNP 0027410	18.99	safety vests	09/02/2016	4100	-
7430	594	000000	786	NAPA PARTS - SNP 0027410	17.28	glove liners	09/09/2016	4100	-
7450	626	000000	775	NOR NORTHERN TOOL	999.00	Portable generator	09/15/2016	4100	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	449.00	LAB WORK FOR PERMIT	09/15/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	90.00	LAB PERMIT WORK	09/20/2016	8300	-
7460	831	000000	674	NORTHERN SEWER EQUIP	284.11	Televising equipment	09/05/2016	8200	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.23	Credit card processing - My Account online	09/05/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	5.56	Credit card processing - Desktop and recurring	09/05/2016	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	51.32	Credit card processing - My Account online	09/05/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	18.47	Credit card processing - My Account online	09/05/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	24.63	Credit card processing - My Account online	09/05/2016	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	34.67	Credit card processing - Desktop and recurring	09/05/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	12.48	Credit card processing - Desktop and recurring	09/05/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	16.64	Credit card processing - Desktop and recurring	09/05/2016	5250	-
7430	932	000000	969	PAYPAL HIPPMODERNB	49.15	RAKES	09/14/2016	4100	-
7430	593	000000	969	PAYPAL LABONVILLEI	102.83	CHAPS FOR CORY HESTEKIN	09/22/2016	4100	-
7460	827	000000	969	PAYPAL MBLASCHKO	21.99	FUSES	09/21/2016	8200	-
7430	921	000000	894	PIZZA PIT	29.10	lunch for staff preparation for PPW carnival	09/26/2016	3300	-
7430	921	000000	690	RADIOSHACK DEA00019513	103.26	Replacement cell phone - BHoops	09/29/2016	5250	-
7450	921	000000	690	RADIOSHACK DEA00019513	37.55	Replacement cell phone - BHoops	09/29/2016	5250	-
7460	851	000000	690	RADIOSHACK DEA00019513	46.94	Replacement cell phone - BHoops	09/29/2016	5250	-
7450	677	000000	748	SHERWIN WILLIAMS #3833	82.84	paint supplies	09/13/2016	8400	-
7460	833	000000	937	SPEE-DEE DELIVERY	12.83	SAMPLES	09/12/2016	8300	-
7430	921	000000	352	STAPLES	115.08	General office supplies	09/12/2016	5250	-
7450	921	000000	352	STAPLES	41.42	General office supplies	09/12/2016	5250	-
7460	851	000000	352	STAPLES	55.23	General office supplies	09/12/2016	5250	-
7430	233	001099	352	STAPLES	18.43	General office supplies	09/12/2016	5250	-
7430	921	000000	352	STAPLES	76.87	Kitchen supplies	09/12/2016	3660	-
7450	921	000000	352	STAPLES	27.95	Kitchen supplies	09/12/2016	3660	-
7460	851	000000	352	STAPLES	34.95	Kitchen supplies	09/12/2016	3660	-
7430	921	000000	352	STAPLS7163236398000001	76.95	JANITORIAL SUPPLIES	09/26/2016	5250	-
7450	921	000000	352	STAPLS7163236398000001	27.98	JANITORIAL SUPPLIES	09/26/2016	5250	-

Date: Thursday, October 13, 2016

Time: 01:02PM

User: SGUNSOLUS

## Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000065'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7460	851	000000	352	STAPLS7163236398000001	34.98	JANITORIAL SUPPLIES	09/26/2016	5250	-
7450	675	000000	436	STOUGHTON LUMBER CO	12.84	curb stop repair	09/21/2016	7400	-
7450	675	000000	436	STOUGHTON LUMBER CO	5.50	straw for terrace restorations	09/22/2016	7400	-
7460	831	000000	436	STOUGHTON LUMBER CO	10.77	cement for manhole repair	09/19/2016	8710	-
7430	232	001099	355	STUART C IRBY	1,345.75	electric inventory	09/02/2016	4100	-
7450	642	000000	164	THE UPS STORE 3617	9.60	water samples	09/15/2016	8400	-
7460	833	000000	164	THE UPS STORE 3617	125.08	LAB SAMPLES	09/05/2016	8300	-
7460	833	000000	164	THE UPS STORE 3617	51.83	WET TESTING SAMPLES	09/01/2016	8300	-
7430	921	000000	445	TLF STOUGHTON FLORAL	30.44	Sympathy arrangement	09/09/2016	3660	-
7450	921	000000	445	TLF STOUGHTON FLORAL	11.07	Sympathy arrangement	09/09/2016	3660	-
7460	851	000000	445	TLF STOUGHTON FLORAL	13.83	Sympathy arrangement	09/09/2016	3660	-
7430	143	000000	445	TLF STOUGHTON FLORAL	48.00	Sympathy arrangement - contribution	09/09/2016	3660	-
7450	642	000000	824	UPS 1ZGTP9850300029811	9.40	SHIPPING OF WATER SAMPLES	09/26/2016	3650	-
7450	652	000000	571	USA BLUE BOOK	32.39	hardware	09/14/2016	8400	-
7450	652	000000	571	USA BLUE BOOK	615.95	parts for chemical pumps	09/21/2016	8400	-
7430	921	000000	824	USPS 56797007232510315	6.80	PARCEL - MERCHANDISE RETURN	09/22/2016	3650	-
7430	921	000000	507	WAL-MART #1176	24.89	water for PPW carnival	09/28/2016	3300	-
7430	921	000000	507	WAL-MART #1176	30.68	ice and candy for PPW carnival	09/30/2016	8400	-
7450	675	000000	507	WAL-MART #1176	29.84	trailer light kit	09/26/2016	8700	-
7430	921	000000	994	WAL-MART #1267	98.34	HOT DOGS FOR PPW CARNIVAL	09/29/2016	3300	-
7430	232	001099	521	WESCO - # 7855	32.00	electric inventory	09/28/2016	4100	-
7430	593	000000	521	WESCO - # 7855	163.00	guy guards	09/16/2016	4100	-
7450	920	000000	994	WISCONSIN AWWA	165.00	AWWA Seminar	09/16/2016	4000	-
7460	833	000000	994	WISCONSIN CONTROL CORP	71.58	TIMER FOR WASTE BURNER	09/09/2016	8200	-
7450	675	000000	555	WOLF PAVING CO., INC.	161.98	blacktop for service repair	09/28/2016	8700	-
7460	831	000000	555	WOLF PAVING CO., INC.	325.61	Moline street repair	09/16/2016	8400	-
7450	673	000000	555	WOLF PAVING CO., INC.	1,061.77	main repair	09/15/2016	5275	-

**Total: 28,142.94**

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, October 17, 2016 – 5:30 p.m.**

**Edmund T. Malinowski Board Room**

**Stoughton Utilities Administration Office**

**600 S. Fourth St.**

**Stoughton, Wisconsin**

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

**Excused:** None.

**Absent:** None.

**Others Present:** 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 5:30 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 Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the September 19, 2016 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities August 2016 Financial Summary, Stoughton Utilities August 2016 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities September 2016 Activities Report. The motion carried unanimously 6 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 Payments Due List.
- Stoughton Utilities Committee August 15, 2016 Regular Meeting Minutes.
- Stoughton Utilities July 2016 Financial Summaries.
- Stoughton Utilities July 2016 Statistical Worksheet.

# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, October 17, 2016 – 5:30 p.m.**

**Stoughton, WI**

**Page No. 2**

## **Agreement For Disposition Of Available Borrow At The Stoughton Utilities West Electric Substation Property:**

Stoughton Utilities Director Robert Kardasz presented and discussed the request from the Forward Development Group to extend the agreement from October 15, 2016 to November 23, 2016. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member John Kallas, to approve the extension of time for the disposition of available borrow at the Stoughton Utilities West Electric Substation property from October 15, 2016 to November 23, 2016, and recommend the agreement extension to the Stoughton Common Council on October 25, 2016. The motion carried unanimously 6 to 0.

**New Stoughton Utilities Customer Service Technician:** Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz explained that Brandi D. Yungen is the new Utilities Customer Service Technician. Discussion followed.

**WPPI Energy Orientation:** Stoughton Utilities Director Robert Kardasz presented, discussed and invited the Stoughton Utilities Committee members to the November 3, 2016 WPPI Energy orientation. Discussion followed.

**Stoughton Utilities Committee Future Agenda Items:** None.

**Tour Of The Stoughton Utilities North Electric Substation:** Stoughton Utilities Director Robert Kardasz invited the Stoughton Utilities Committee membership to tour the North Electric Substation immediately after the Stoughton Utilities Committee Meeting.. Discussion followed.

**Adjournment:** Motion by Citizen Member David Erdman, the motion seconded by Citizen Member Alan Staats, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:52 p.m. The motion carried unanimously 6 to 0.

Alderperson Michael Engelberger joined Stoughton Utilities Director Robert Kardasz for a tour of the North Electric Substation.

Respectfully submitted,

Brian R. Hoops  
Stoughton Utilities Assistant Director

# Stoughton Utilities

## Financial Summary

### September 2016-YTD

#### Highlights-Comparison to prior month

*I have no concerns with the utility's financial status. The following items are meant to illustrate significant changes in the financial summary from prior periods.*

Financial results are as expected through September 2016.

The 2017 Operating and CIP Budget was approved by the Stoughton Common Council on November 1, 2016.

The electric rate application was filed with the Public Service Commission in September. Staff are working on multiple responses to PSC requests for additional information. Customers will be notified of the pending rate adjustment with an insert in their November bills.

Submitted by:  
Kim M. Jennings, CPA

## Stoughton Utilities

Income Statement

September 2016-YTD

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
Operating Revenue:				
Sales	\$ 11,332,900	\$ 1,452,083	\$ 1,502,365	\$ 14,287,349
Other	120,999	56,231	30,952	208,182
<b>Total Operating Revenue:</b>	<b>\$ 11,453,899</b>	<b>\$ 1,508,314</b>	<b>\$ 1,533,318</b>	<b>\$ 14,495,531</b>
Operating Expense:				
Purchased Power	\$ 8,760,884	\$ -	\$ -	\$ 8,760,884
Expenses	1,131,984	600,192	696,519	2,428,695
Taxes (Including PILOT)	344,111	286,891	-	631,002
Depreciation	712,053	321,903	614,997	1,648,953
<b>Total Operating Expense:</b>	<b>\$ 10,949,031</b>	<b>\$ 1,208,986</b>	<b>\$ 1,311,516</b>	<b>\$ 13,469,534</b>
<b>Operating Income</b>	<b>\$ 504,868</b>	<b>\$ 299,328</b>	<b>\$ 221,801</b>	<b>\$ 1,025,997</b>
Non-Operating Income	365,522	14,524	14,287	394,332
Non-Operating Expense	(104,366)	(122,811)	(127,503)	(354,681)
<b>Net Income</b>	<b>\$ 766,023</b>	<b>\$ 191,040</b>	<b>\$ 108,585</b>	<b>\$ 1,065,649</b>

## Stoughton Utilities

Rate of Return

September 2016-YTD

	<b>Electric</b>	<b>Water</b>
<b>Operating Income (Regulatory)</b>	\$ 504,868	\$ 299,328
Average Utility Plant in Service	24,319,980	12,999,654
Average Accumulated Depreciation	(12,149,499)	(4,604,392)
Average Materials and Supplies	154,144	32,435
Average Regulatory Liability	(177,284)	(273,828)
Average Customer Advances	(277,370)	
Average Net Rate Base	\$ 11,869,971	\$ 8,153,869
<b>Actual Rate of Return</b>	<b>4.25%</b>	<b>3.67%</b>
<b>Authorized Rate of Return</b>	<b>5.10%</b>	<b>6.50%</b>



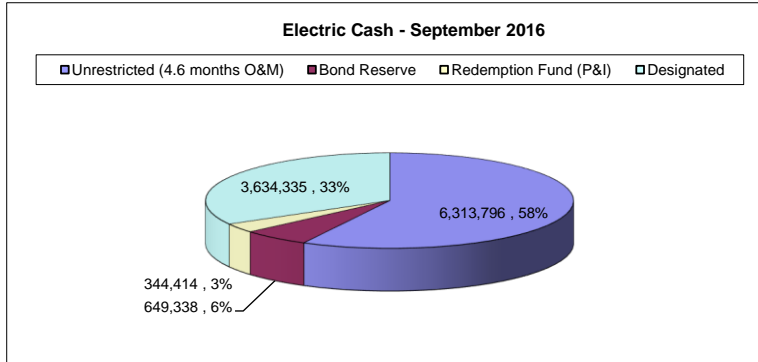
**Stoughton Utilities**

Cash & Investments

**Electric**

**Sep-16**

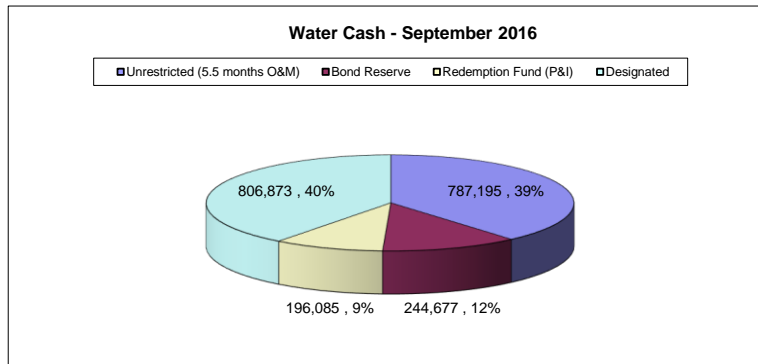
Unrestricted (4.6 months O&M)	6,313,796
Bond Reserve	649,338
Redemption Fund (P&I)	344,414
Designated	3,634,335
<b>Total</b>	<b>10,941,883</b>



**Water**

**Sep-16**

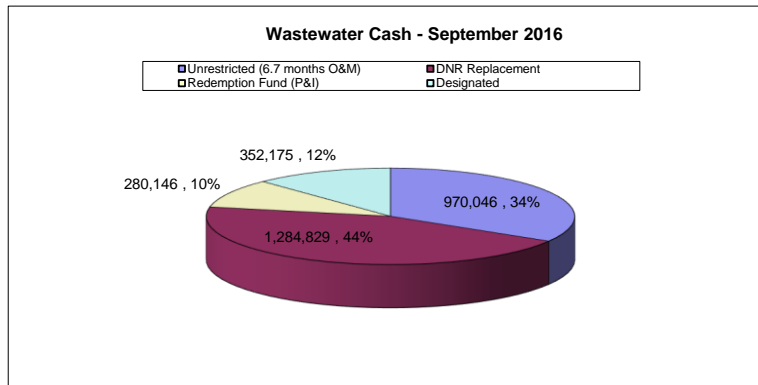
Unrestricted (5.5 months O&M)	787,195
Bond Reserve	244,677
Redemption Fund (P&I)	196,085
Designated	806,873
<b>Total</b>	<b>2,034,830</b>



**Wastewater**

**Sep-16**

Unrestricted (6.7 months O&M)	970,046
DNR Replacement	1,284,829
Redemption Fund (P&I)	280,146
Designated	352,175
<b>Total</b>	<b>2,887,196</b>



**Stoughton Utilities**

Balance Sheet

September 2016-YTD

<b>Assets</b>	<b>Electric</b>	<b>Water</b>	<b>WW</b>	<b>Total</b>
Cash & Investments	\$ 10,941,883	\$ 2,034,830	\$ 2,887,196	\$ 15,863,909
Customer A/R	1,589,761	197,548	192,358	1,979,667
Other A/R	191,249	38,281	11,412	240,942
Other Current Assets	942,924	660,690	478,521	2,082,135
Plant in Service	25,150,220	13,289,973	27,689,739	66,129,933
Accumulated Depreciation	(12,878,349)	(4,920,258)	(10,098,330)	(27,896,937)
Plant in Service - CIAC	2,904,714	7,118,233	-	10,022,947
Accumulated Depreciation-CIAC	(1,505,214)	(1,887,154)	-	(3,392,368)
Construction Work in Progress	574,573	679,703	372,433	1,626,709
<b>Total Assets</b>	<b>\$ 27,911,761</b>	<b>\$ 17,211,847</b>	<b>\$ 21,533,329</b>	<b>\$ 66,656,937</b>
<b>Liabilities + Net Assets</b>				
A/P	\$ 344,772	\$ 146,636	\$ 83,984	\$ 575,391
Taxes Accrued	659,007	648,252	3,441	1,310,700
Interest Accrued	24,999	38,554	75,729	139,282
Other Current Liabilities	866,465	176,018	129,895	1,172,378
Long-Term Debt	6,415,527	3,510,506	5,474,363	15,400,396
Net Assets	19,600,991	12,691,881	15,765,918	48,058,790
<b>Total Liabilities + Net Assets</b>	<b>\$ 27,911,761</b>	<b>\$ 17,211,847</b>	<b>\$ 21,533,329</b>	<b>\$ 66,656,937</b>

# STOUGHTON UTILITIES

## 2016 Statistical Worksheet

Electric	Total Sales 2015 kWh	Total kWh Purchased 2015	Total Sales 2016 kWh	Total kWh Purchased 2016	Demand Peak 2015	Demand Peak 2016
January	12,594,914	13,197,588	12,434,016	12,616,291	25,272	23,731
February	11,912,881	12,163,003	11,135,691	11,327,318	24,035	21,504
March	11,384,590	11,661,431	10,581,639	10,809,478	22,103	20,668
April	9,887,620	10,154,400	9,868,197	10,133,681	18,465	18,242
May	10,297,762	10,568,931	10,526,624	10,568,931	20,689	20,689
June	11,558,844	11,808,858	12,461,104	12,841,397	26,106	29,731
July	13,140,994	13,526,962	13,984,983	14,358,016	29,891	32,378
August	12,706,650	13,009,294	14,391,132	14,795,716	29,672	32,246
September	11,834,817	12,251,986	11,540,407	11,943,908	30,132	29,604
October						
November						
December						
<b>TOTAL</b>	<b>105,319,072</b>	<b>108,342,453</b>	<b>106,923,793</b>	<b>109,394,736</b>		

Water	Total Sales 2015 Gallons	Total Gallons Pumped 2015	Total Sales 2016 Gallons	Total Gallons Pumped 2016	Max Daily High 2015	Max Daily Highs 2016
January	38,998,000	43,515,000	38,657,000	42,976,000	1,699,000	1,642,000
February	36,093,000	38,638,000	37,426,000	40,703,000	1,650,000	1,877,000
March	39,487,000	42,609,000	38,688,000	42,714,000	1,573,000	1,745,000
April	37,589,000	40,597,000	36,824,000	40,784,000	1,614,000	1,618,000
May	40,954,000	44,010,000	40,240,000	43,744,000	1,664,000	1,754,000
June	40,546,000	45,437,000	41,868,000	49,688,000	1,907,000	2,310,000
July	39,884,000	48,536,000	41,277,000	52,189,000	2,521,000	2,216,000
August	42,414,000	44,437,000	41,673,000	46,456,000	1,807,000	1,900,000
September	40,659,000	44,312,000	39,450,000	43,768,000	1,715,000	1,769,000
October						
November						
December						
<b>TOTAL</b>	<b>356,624,000</b>	<b>392,091,000</b>	<b>356,103,000</b>	<b>403,022,000</b>		

Wastewater	Total Sales 2015 Gallons	Total Treated Gallons 2015	Total Sales 2016 Gallons	Total Treated Gallons 2016	Precipitation 2015	Precipitation 2016
January	25,781,000	33,133,000	26,559,000	29,125,000	0.72	0.55
February	24,242,000	28,758,000	23,957,000	26,577,000	0.70	0.64
March	26,064,000	34,089,000	25,438,000	30,379,000	0.47	4.07
April	24,758,000	34,145,000	25,232,000	30,654,000	3.00	1.96
May	27,077,000	36,688,000	27,412,000	30,376,000	4.61	3.04
June	27,122,000	36,798,000	26,768,000	29,147,000	4.09	5.64
July	27,276,000	30,094,000	27,893,000	31,955,000	3.61	4.77
August	28,406,000	26,947,000	26,931,000	32,189,000	3.04	5.80
September	26,326,000	28,737,000	25,044,000	31,080,000	5.39	4.34
October						
November						
December						
<b>TOTAL</b>	<b>237,052,000</b>	<b>289,389,000</b>	<b>235,234,000</b>	<b>271,482,000</b>	<b>25.63</b>	<b>30.81</b>



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** November 8, 2016  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications.

October 13, 2016 WPPI Energy memorandum “Things You Should Know” from President and CEO Michael W. Peters.

October 17, 2016 Letter from Stoughton Utilities Director Robert Kardasz to staff regarding operations.

October 20, 2016 Letter to the Editor from Stoughton Utilities Director Robert Kardasz regarding the September 29, 2016 Fall Carnival.

October 20, 2016 Stoughton Utilities news release regarding Stoughton Utilities 130<sup>th</sup> Anniversary.

October 26, 2016 Letter from Stoughton Utilities Director Robert Kardasz to the Forward Development Group extending the borrow pit agreement.

October 26, 2016 An open letter from the National Energy & Utility Affordability Coalition, signed by Stoughton Utilities, to congressional appropriations committees to increase funding for the Low Income Home Energy Assistance Program (LIHEAP) to at least \$4.7B in FY2017.

Encl.

cc: Brian Hoops  
Stoughton Utilities Assistant Director

**Monthly Wrap-Up for September 2016**

Issued Oct. 13, 2016

*Things You Should Know* is my monthly wrap-up for members of all things related to WPPI Energy. As always, I welcome your feedback. Hearing directly from you is critical to our ability to serve our members. If you have any questions, comments or concerns, please contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).

**A Successful Annual Meeting.** Thank you to the more than 200 member governing body representatives, mayors, utility officials and employees who attended our 2016 WPPI Energy Member Annual Meeting. We enjoyed a great lineup of speakers on topics ranging from sustainable water and infrastructure management to the top issues and priorities for customer groups. The scenic Heidel House Resort provided a beautiful backdrop for our time together.

***The State of WPPI Energy.*** To open the day's program, WPPI Energy Board Chair Jeff Feldt and I spoke to the membership on "The State of WPPI Energy." This session focused on the challenges ahead for WPPI Energy members and the industry, and the business priorities that will help us prepare for the future. It has always been my intent for this annual session to take the form of a conversation with the membership rather than an address from me, and I greatly appreciated all the excellent questions and discussion that followed. Thank you for your active engagement and participation.

We've found that a good number of members appreciate receiving a summary of this annual discussion in the form of a guest column they can submit to their local newspapers in order to keep their communities informed of how our member-owned joint action agency is faring. For a copy of this year's column for use by your local utility, please contact Katy Hillbo at 608-834-4583 or [khillbo@wppienergy.org](mailto:khillbo@wppienergy.org), or visit our members-only website, [myWPPI](http://myWPPI).

***Executive Committee Members Elected.*** The WPPI Energy Board of Directors gathered for its September business meeting on the morning following the annual meeting. On the agenda was an election to fill four seats on the Executive Committee (EC) of the Board of Directors, including the seats held by Lisa Christensen (Oconto Falls), Bob Friberg (Florence), Randy Jaeckels (New Holstein), and the seat vacated following the retirement of Tom Bushman (Two Rivers). Nominees included Lisa Christensen, Bob Friberg, Tom Gaffigan (Maquoketa), Randy Jaeckels, Joe Pickart (Oconomowoc), Randy Posthuma (Waupun), and Brian Yerges (Plymouth). Lisa Christensen, Bob Friberg, Randy Jaeckels, and Randy Posthuma were each elected for a three-year EC term by a vote of the majority of the Board.

Leadership by our members is essential to WPPI Energy's success, and service on the EC represents a significant commitment. I thank all of the nominees for their willingness to serve on our EC.

***Member Feedback Survey Results.*** The Board of Directors opened its September business meeting with a summary of the results from our recent Member Feedback Survey. In addition to our regular interactions and meetings with members, we conduct this survey every two years as a measure of how well we are meeting the membership's needs. The survey provides quantifiable metrics that help us track our progress with measurable data points for each two-year period and over the longer term.

As we reported to the Board, the survey results show that overall member satisfaction with WPPI Energy remains high, including areas such as power supply, WPPI Energy's services, our current advocacy efforts, our employees, and our management and leadership. Not only were this year's results higher than those for 2014, but we've also seen a long-term increase since 2010.

The survey results also reiterate a topic we've discussed during our member business planning meetings throughout the past year: the need to improve satisfaction with our hosted NorthStar customer information system. As technology continues to evolve and customer expectations increase, we know that member needs for technology support and services will only continue to grow. To keep up, we must plan together for what members need from WPPI Energy today, five years from now, and beyond. Expect to hear more on this topic as we finalize our 2017-2021 business plan priorities. I hope you'll plan to be actively engaged as our membership works together to implement a sustainable, effective technology strategy for the years ahead.

For more information about the member feedback survey, please do not hesitate to call Lauri Isaacson at (608) 834-4571 or email [lisaacson@wppienergy.org](mailto:lisaacson@wppienergy.org).

**Board of Directors Business Plan Meeting Oct. 28.** Technology and other member priorities will be topics of focus when the WPPI Energy Board of Directors meets on the morning of Fri., Oct. 28, at the Kalahari Resort in Wisconsin Dells to review the draft 2017-2021 WPPI Energy Business Plan. WPPI Energy is member-owned, member-governed and member-driven, and we encourage each member community's Director and/or Alternate on the WPPI Energy Board of Directors to attend.

In addition, on Thurs., Oct. 27, the Executive Committee of the Board of Directors will meet to discuss the 2017 WPPI Energy Budget in the morning and to hold its regular monthly meeting in the afternoon.

WPPI Energy members are welcome to attend the events on both days. Vicki Hewitt will make hotel reservations, and WPPI Energy will pay for board member lodging. Thank you in advance for your community's participation. Active engagement from all of our 51 member utilities helps ensure that we remain on the right track to respond to member needs and priorities.

If you plan to attend one or more of these meetings but have not yet RSVP'd, please contact Vicki Hewitt without delay at 608-834-4573 or [vhewitt@wppienergy.org](mailto:vhewitt@wppienergy.org).

**Wholesale Rate Updates.** Like all utilities, WPPI Energy members regularly see the effect of month-to-month cost volatility driven by seasonal demand changes, fluctuating fuel costs and other near-term factors. The members of our Rates and Delivery Service Advisory Group (RDSAG) have been working hard on this issue. As a result of their efforts over the past year, we have included in the 2017 budget proposed wholesale rate design changes. While these changes won't eliminate volatility, they are meant to help smooth out some

month-to-month demand-related cost changes for members and their customers. These changes also serve to send appropriate, cost-based signals during peak and non-peak load conditions.

I'd like to acknowledge the members of the RDSAG for tackling this important topic. This group will have more to do in the year to come, as we also anticipate looking at similar energy-related changes for these purposes in 2017. RDSAG members, thank you in advance for your continued work on our behalf. This is an example of why our member-led, member-driven model is so important to the success of our joint action agency.

Interested in more information about these wholesale rate design changes? We intend to offer a webinar for members on this topic. Please stay tuned in the weeks to come for scheduling information.

**Celebrating Public Power Week.** Public Power Week, which takes place the first full week in October, is an opportunity to celebrate all the good your utility provides to your community and your customers. I know that many WPPI Energy members opened their doors for Public Power Week events and open houses this month, and that your customers appreciated the opportunity to learn more about the value your utility brings to the community.

It's never too soon to begin thinking about your Public Power Week plans for next year, and our Community Relations Program provides dollars and outreach ideas to help. For more information about the Community Relations Funds available to your utility through WPPI Energy, contact your energy services representative (ESR) or Kayla Pierce at 608-834-4537 or [kpierce@wppienergy.org](mailto:kpierce@wppienergy.org).

**New Radio Ads Promote Value of Your Local Utility.** There's no need to wait for next year's Public Power Week to tell customers about the value of your local utility, and WPPI Energy provides year-round support to complement your local promotional efforts. In our newest offering, we're partnering with Badger Sports on radio advertising for Wisconsin members during the upcoming men's hockey season.

Radio is an excellent medium for reaching customers that don't fall neatly within larger TV and other mass-advertising markets, which is the case for many of WPPI Energy members' customers. Through joint action, WPPI Energy can leverage for members the power of radio advertising combined with the popularity of UW sports coverage to deliver cost-effective ads promoting the local utility and its many benefits.

We're working with the Badger Radio Network to coordinate customized ad production and distribution on 22 local WPPI Energy member radio stations in Wisconsin. These promotions will provide excellent value for the membership, with 2,800 total mentions of your local utility throughout the October-May hockey season. The ads will be branded as a sponsorship for two or three member utilities within each local station's coverage area. Also included in our Badger Sports partnership are multiple live, 10-second promotional mentions during each game broadcast; 10 ads in the digital publication, *Varsity*; and 300,000 geo-targeted web ads on [uwbadgers.com](http://uwbadgers.com).

We will monitor the effectiveness of this strategy by tracking website hits for members and our [whypublicpower.org](http://whypublicpower.org) site following the distribution of the ads, as well as through awareness metrics in the

next residential customer feedback study. We're also working to develop separate campaigns with equal reach for our Iowa and Michigan members.

If you have questions about this or any of WPPI Energy's member marketing support offerings, please contact your ESR or Manager of Marketing Programs Steve Lightbourn at 608-834-4519 or [slightbourn@wppienergy.org](mailto:slightbourn@wppienergy.org).

**RSVP for Upcoming Member Events.** WPPI Energy coordinates a variety of educational opportunities and events aimed at helping you get the most out of your utility's WPPI Energy membership. I hope you'll join us for one or more of the following:

***Chief Executives Breakfast – Oct. 20.*** Every fall, WPPI Energy hosts a breakfast for Wisconsin member community mayors and other elected officials, also known as “chief executives.” This year's breakfast will take place on Thurs., Oct. 20, at the Amber Grill restaurant, which is connected to the Holiday Inn Convention Center in Stevens Point, Wis. The breakfast coincides with the League of Wisconsin Municipalities Annual Conference. The early morning event will be a great opportunity to network and learn about the community's ownership in WPPI Energy. Invitations have been sent directly to member community chief executives.

***Fall Orientation to WPPI Energy – Nov. 3.*** Each year, WPPI Energy hosts two “Orientation to WPPI Energy” half-day programs designed to help members educate employees and utility stakeholders about our joint action agency. The next orientation is Thurs., Nov. 3, and any utility employee, official and/or governing body leader is encouraged to attend this informational session. To RSVP, please visit [www.wppienergy.org/orientation](http://www.wppienergy.org/orientation).

***Building Community Connections – Nov. 10.*** All WPPI Energy member utility employees are invited to join the conversation about some of the most challenging, yet important issues related to interacting with customers. You'll receive updates on WPPI Energy's support services, including a demo of the new Member Website Service, and hear from special guest Jenna Atkinson about the generational shift taking place among customers and how utilities must evolve to meet their changing expectations. This workshop will also allow for plenty of member interaction and sharing. Customer service representatives, utility managers, marketers, clerks, and office managers may all benefit from this workshop.

For more information about these events, please contact Kayla Pierce at 608-834-4537 or [kpierce@wppienergy.org](mailto:kpierce@wppienergy.org).

**Staff updates.** I am pleased to welcome Sam Dvorak, who joined WPPI Energy on Oct. 4. Sam is filling an existing vacancy as an operator in our System Operations Center.

I am always open to suggestions and feedback from WPPI Energy members. If you have any questions, comments or concerns about WPPI Energy or the updates I have provided here, please don't hesitate to contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

October 17, 2016

Dear Stoughton Utilities Employee:

As we continue to transition to new employees at Stoughton Utilities like other City of Stoughton Departments, I thought it would be important for you to know if operations are changing. From my standpoint, they are both improving and remaining the same. I am attaching our latest flow chart for you to familiarize yourself with.

Wastewater System Supervisor Brian Erickson oversees our wastewater treatment and collection system. I am Brian's backup in his absence.

Operations Superintendent Sean Grady oversees our electric system with Lead Metering Lineman Bryce Sime. I am their backup when they are both away from work.

Sean Grady also oversees our water system with Lead Water Operator Scott Gunsolus. I am their backup when they are both away.

Assistant Utilities Director Brian Hoops oversees our front office, technical service, and physical and cyber security. I am his backup, and in my absence, he is mine.

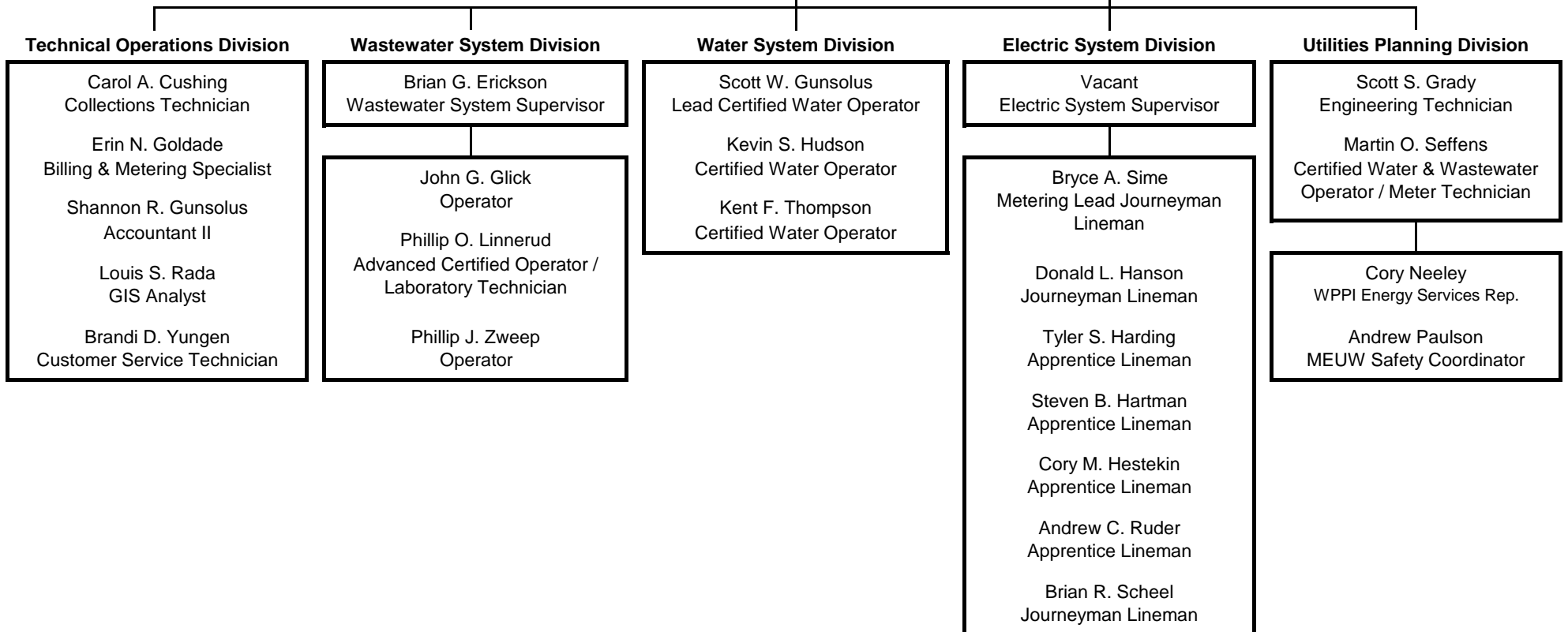
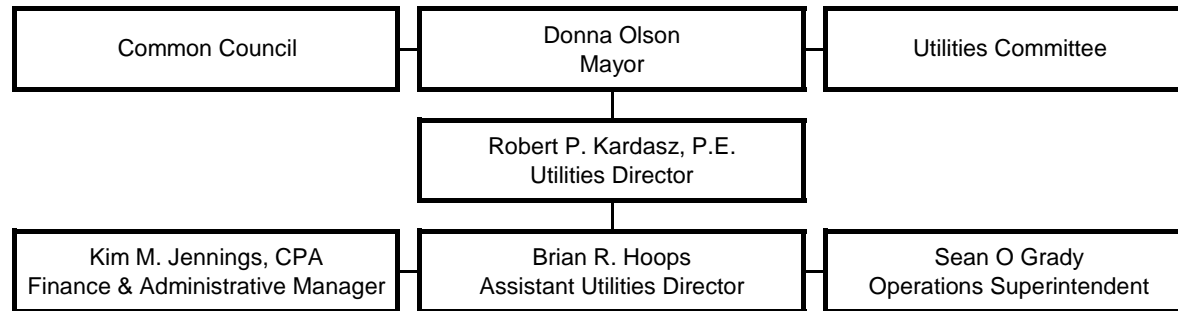
Finance and Administrative Manager Kim Jennings oversees our financial functions. I am Kim's backup in her absence.

Lastly comes me. Although we are transitioning, I want to share the same statement I made to Mayor Lineal Cooper back in 1980, and to all subsequent Mayors. I will give the City of Stoughton a one-year notice when I plan to retire. No notice has been provided to Mayor Olson, nor is one contemplated.

Public service is a great undertaking and I thank you for joining me in providing it.

Sincerely,  
STOUGHTON UTILITIES

Robert P. Kardasz, P.E.  
Director





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI53589-0383

*Serving Electric, Water & Wastewater Since 1886*

Stoughton Utilities

October 20, 2016

Contact: Robert P. Kardasz, P.E.  
(608) 877-7423

*ATTN: Submission for consideration as a letter to the editor or guest column*

On September 29, Stoughton Utilities came together with other municipal employees from a variety of City of Stoughton departments to host the first ever Municipal Services Open House and Fall Carnival. It was a unique opportunity for us to spend time with other municipal employees, as well as with the approximately 425 Stoughton residents who attended the event.

People of all ages enjoyed the beautiful fall evening. Families had a lineman's view of the city as they took turns going up in the bucket truck; children slid down the inflatable slide and played carnival games; and adults came from the cotton candy station with sticky fingers and happy grins.

We also had several special guests. Ole the police dog (arguably one of the most famous members of the Stoughton PD) was there with his handler, Officer Chad O'Neil; representatives from the Wisconsin Department of Transportation gave a seatbelt convincer demonstration; and there was even a photobooth operator who brought props with a Stoughton-style twist, including a cheesehead and Viking helmet.

The Fall Carnival was held in part to celebrate Public Power Week. This annual celebration gives the utility and its employees the opportunity to celebrate the advantages of our locally owned and non-profit electric utility with our customers, and to give back to the community.

Stoughton Utilities has been serving the people of Stoughton for 130 years. A lot has changed in that time, but one of the things that has not is Stoughton's strong sense of community. As is the case with our colleagues in other departments, many of us are born and raised Stoughtonites. We are proud to be able to provide our hometown with vital services, and we hope to see you at future events like this one!

Robert Kardasz  
Utilities Director  
Stoughton Utilities

**Thank you to the following Stoughton municipal service departments and organizations for partnering with us to host this event:** police department, fire department, recreation department, public works, emergency medical services, senior center, library, opera house, and city hall's human resources, planning, city clerk, and finance departments.



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*Serving Electric, Water & Wastewater Since 1886*

# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

October 20, 2016

Contact: Robert P. Kardasz, P.E., Utilities Director

### **Stoughton Utilities Celebrates 130<sup>th</sup> Anniversary**

Stoughton Utilities, Stoughton's locally owned, not-for-profit electric, water, and wastewater utility, celebrates its 130<sup>th</sup> anniversary this year.

The water utility was founded in 1886 by the citizens of Stoughton, with the electric utility following in 1891. It has remained a public power utility since that time, and utility employees continue to be guided by the principles of local ownership and control, keeping revenue in the community, providing first-rate customer service, and making a positive impact in the community through volunteer and outreach efforts.

Stoughton Utilities is a proud member-owner of WPPI Energy, a not-for-profit wholesale energy provider. The utility's milestone anniversary was recognized at an awards banquet during WPPI Energy's annual conference in September. Robert Kardasz, Utilities Director, accepted a token of esteem on behalf of Stoughton Utilities.

"I'd like to extend my congratulations and appreciation to Stoughton Utilities for 125 years of public power service to the Stoughton community," said Mike Peters, president and CEO of WPPI Energy.

"Working for a local utility that's owned by the community we serve gives us a much bigger reason to care about the work we do. We live in this community, too; it's our home. We want to be a part of making it great," said Utilities Director Kardasz.

While Stoughton Utilities employees are proud of the utility’s history, they also want to ensure that it will continue to serve the community for generations to come. As part of their effort to stay current and prepare for the future, Stoughton Utilities continues to promote renewable energy resources through our Green Power programs for businesses and residential homes, participate in solar buy-back programs, offer energy efficiency programs for homes and industries, invest in new technology, and update our underground and overhead electric, water, and wastewater infrastructure.

“Anniversaries are a great time to reflect both on what brought us to this point and where we want to go in the future,” said Kardasz.



**Photo:** Robert Kardasz (center), Stoughton Utilities Director, accepted a token of esteem on behalf of Stoughton Utilities. He is pictured here with awards presenter Jim Stawicki (left), and WPPI Energy president and CEO Mike Peters (right).

###

### ***About Stoughton Utilities***

*Stoughton Utilities is the city’s locally owned, not-for-profit electric, water and wastewater utility. Utility staff strive to provide their 8,500+ customers with low-cost, reliable electric service; clean, high-quality water that meets or exceeds all state and federal standards; and state-of-the-art wastewater treatment services. The utility is directed by a utility committee comprised of local residents, and citizens always have the opportunity to have a voice in utility decisions and programs.*



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

October 26, 2016

Mr. Dennis Steinkraus  
Development Manager  
Forward Development Group  
161 Horizon Dr., Suite 101A  
Verona, WI 53593

Dear Mr. Steinkraus:

On October 25, 2016, the City of Stoughton Common Council concurred with your October 4, 2016 request to extend the Agreement for Disposition of Available Borrow Material at the Stoughton Utilities West Electric Substation Property from October 15, 2016 to November 23, 2016.

Sincerely,  
STOUGHTON UTILITIES

Robert P. Kardasz, P.E.  
Utilities Director

## Please sign the 2017 All Parties Letter

### ***An Open Letter to Congressional Appropriations Committees to Increase Funding for LIHEAP to At Least \$4.7 Billion in FY2017***

Dear House and Senate Appropriators:

We are writing to urge you to increase funding for the Low Income Home Energy Assistance Program (LIHEAP) in FY2017. Sufficiently funded, LIHEAP serves a vital, life-saving role protecting millions of families from America's cold winters and hot summers. A FY2017 appropriation of at least \$4.7 billion is necessary if this program is to continue to allow states and their charitable partners to serve the growing need of America's most vulnerable households.

LIHEAP is an efficient, effective program. It helps your most vulnerable constituents, including the elderly – many of whom are on fixed incomes – the unemployed, families with young children, and the disabled. In FY 2015, 72% of the 6.8 million households receiving LIHEAP assistance had at least one member who was either elderly, disabled, or had a child under the age of five. According to a 2011 study by the National Energy Assistance Directors' Association, fully 20 percent of LIHEAP households (1.78 million) contain veterans.

LIHEAP is not an entitlement and does not receive increased funding as need increases. Congress must appropriate funding annually. While states set eligibility guidelines, federal statute sets the income maximum at 150 percent of the federal poverty guideline or 60 percent of the state's median income. (For FY2016, 150% of the federal poverty guideline for a family of three is \$30,035.) Most LIHEAP recipients fall well below the maximum thresholds and many LIHEAP-eligible households fail to receive any assistance because of insufficient funds.

In 2014, the national poverty rate was 14.8 percent and 46.7 million Americans lived in poverty, according to U.S. Census data. Though the economy is improving, the need for a program like LIHEAP persists. Between FY2009 and FY2016, LIHEAP's appropriation was cut by more than one-third. Because of these cuts, states have been forced to reduce the number of households served, cut benefits, or both. We believe these reductions are too much.

We respectfully ask you to substantially restore LIHEAP funding in FY2017. While an appropriation of at least \$4.7 billion is not enough to meet the full needs of vulnerable households, the program is much more effective at higher funding levels, and LIHEAP truly becomes a national program serving at-risk households in all regions of the country.

We know that Congress has made and will continue to make difficult budget decisions – but reducing LIHEAP funding is not the answer. We urge you to restore LIHEAP funding to at least \$4.7 billion in FY2017.





**Stoughton Utilities**

600 South Fourth Street  
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*Serving Electric, Water & Wastewater Since 1886*

**Date:** November 8, 2016

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Stoughton Utilities Committee Annual Calendar.

The following calendar is provided for information and discussion.

November 14, 2016	Regular Meeting
December 19, 2016	Regular Meeting may be cancelled
January 17, 2017	Regular Meeting - Stoughton Utilities RoundUp Donation - Goals discussion
January 18-20, 2017	Municipal Electric Utilities of Wisconsin (MEUW) Superintendents Conference in Wisconsin Dells
February 20, 2017	Regular Meeting – Bad debt write off discussion, approval, and recommendation to the Common Council
February 26-March 1, 2017	American Public Power Association (APPA) Legislative Rally in Washington, D.C.
February 28, 2017	Common Council Meeting - Approve bad debt write offs
March 14, 2017	Regular Meeting - Declarations of Official Intent - Review Drinking Water Consumer Confidence Report (CCR)
March 29-31, 2017	Wisconsin Rural Water Association (WRWA) Annual Conference in Green Bay
April 3-6, 2017	American Public Power Association (APPA) Engineering and Operations Conference in Minneapolis, MN



April 17, 2017	Regular Meeting - Stoughton Utilities 2016 Annual Audit and Management Letter presentation, discussion, approval and recommendation to the Common Council - Stoughton Utilities Tax Stabilization Dividends discussion, approval, and recommendation to the Common Council
April 25, 2017	Common Council Meeting - Approve 2015 Annual Audit and Management Letter - Accept the Tax Stabilization Dividends - Approve electric and water borrowing and refunding
May 1, 2017	WPPI Energy Regional Power Dinner Meeting in Evansville
May 7-13, 2017	Drinking Water Week
May 15, 2017	Regular Meeting - First Regular Meeting after the Common Council Reorganization Meeting - Elect Committee Chair and Vice Chair - Elect Committee Liaison and Alternate Liaison - Establish Meeting Time and Monthly Meeting Date
June 6, 2017	WPPI Energy orientation
June 7-9, 2017	American Water Works Association (AWWA) National Conference in Chicago, IL
June 12-16, 2017	American Public Power Association (APPA) National Conference in Phoenix, AZ
June 19, 2017	Regular Meeting - Approve and recommend the Wastewater Compliance Maintenance Annual Report (CMAR) and Resolution to the Common Council - Tour Well No. 5
June 27, 2017	Common Council Meeting - Approve the CMAR
June 28-30, 2017	Municipal Electric Utilities of Wisconsin (MEUW) Annual Conference in Madison
July 17, 2017	Regular Meeting - Approve the Stoughton Utilities RoundUp Donation - Tour Stoughton Utilities Building
August 14, 2017	Regular Meeting - Approve Declaration(s) of Official Intent - Tour the Wastewater Treatment Facility
August 17, 2017	Wisconsin Rural Water Exposition in Plover
September 13-15, 2017	Wisconsin Waterworks Association (AWWA) Annual Conference in Wisconsin Dells
September 13-15, 2017	WPPI Energy (WPPI) Annual Conference in Madison

September 18, 2017	Regular Meeting - Approve the Stoughton Utilities 2018 Budget including the maintenance of market rates, and Stoughton Utilities Five Year (2018-2022) Capital Projects Program and recommend it to the Stoughton Common Council
September 28, 2017	Stoughton Utilities Public Power Celebration
October 5, 2017	Common Council Budget Workshop
October 10-13, 2017	Wisconsin Wastewater Operators Association Annual Conference in Wisconsin Dells
October 16, 2017	Regular Meeting - Tour West Electric Substation
October 26, 2017	Stoughton Utilities 2017 Budget and CIP presentation
November 14, 2017	Common Council action on the Stoughton Utilities 2017 Budget and CIP
November 9, 2017	WPPI Energy Orientation Meeting in Sun Prairie

cc: Brian R. Hoops  
Stoughton Utilities Assistant Director



## Stoughton Utilities Activities Report October 2016

### **Administration**

Robert P. Kardasz, P.E.  
Utilities Director

A significant number of customer-driven projects were the focus of the Electric System and Metering Divisions during the month. The Water Division concentrated on valve and other infrastructure replacement projects. The Utilities Planning Division coordinated these projects. The Wastewater Division concentrated on projects at the wastewater treatment facility in preparation for the seasonal changes and sanitary sewer collection system flushing. The Technical Operations Division continued to work with customers to fulfill their financial obligations.

During the month of October, The Utilities Director participated in one Common Council meeting, a Stoughton Utilities Committee meeting, WPPI Energy Business Plan and Board of Directors meetings, Wastewater and Water Municipal Environmental Group meetings, one Kettle Park West coordination meeting, three West Electric Substation meetings, Wisconsin Wastewater Operators Association Annual meeting, a 2017 Budget and CIP presentation to the Stoughton Committee of the Whole, a Stoughton Risk Management Committee meeting, a Stoughton Leadership Team meeting, numerous external and internal meetings, and addressed numerous present and potential customer inquiries. The Director also provided a tour of the North Electric Substation.

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### **Finance**

Kim M. Jennings, CPA  
Utilities Finance and Administrative Manager

#### **Accomplishments:**

- Baker Tilly Utility University – October 11
- WPPI Rates & Delivery Service Advisory Group – Group 17
- MEUW Account & Customer Service Committee – October 24
- WPPI Business Plan Meetings – October 27-28
- 2017 Proposed budget at Committee of the Whole – October 27
- Finalize compensation recommendations
- A/P, A/R, CCER payroll and treasury management approvals
- Investment sales/purchases and income tracking
- Monthly account reconciliation, work order closings, reporting and billing statistics for September

#### **In Progress:**

- Response to Wisconsin Public Service Commission data requests for electric rate application
- Preliminary audit work
- Monthly account reconciliation and reporting for October 2016

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## **Technical Operations Division**

Brian R. Hoops  
Assistant Utilities Director

**Customer Payments:** Staff processed 8,969 payments totaling \$1.77 million, including 1,825 checks, 1,920 lockbox payments, 1,020 credit cards, 1,242 online E-Pay payments, 1,970 automated bank withdrawals, 767 direct bank payments, and over \$23,400 in cash.

**Delinquent Collections:** As of October 1, there were 1,922 active accounts carrying delinquent balances totaling over \$319,500, and 148 final-billed accounts carrying delinquent balances totaling over \$26,400. Of the total amount delinquent, \$61,300 was 30 or more days past due.

- Throughout the month of October, we mailed out 10-day notices of pending disconnection to 765 customers.
- On October 24, we delivered automated phone calls to 421 customers providing a 48-hour notice of pending service disconnection.
- On October 25, we delivered automated phone calls to 218 customers providing a 24-hour final notice of pending service disconnection.
- On October 26, we disconnected electric service to 19 customers that remained severely delinquent. Two remain disconnected.

We ended the month of October with \$55,800 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 12% higher than this time last year (\$49,300).

**Delinquent Collections – Tax Roll:** October 1 marked the beginning of the annual tax roll process. As of this date, all delinquent balances were considered to be liens against the properties serviced. On October 15, staff mailed notices to 71 property owners for 124 delinquent tenant accounts. A total of \$33,850 was owed.

Property owners have until November 1 to make payment, after which date a 10% penalty will be applied. If the amount remains unpaid on November 15, it will be submitted to the City Treasurer to be placed on the property tax roll.

**Energy Assistance:** During the month of October, energy assistance payments for six customers totaling \$1,093 were received from the State of Wisconsin Public Benefits Program and applied to customer accounts to assist low-income customers with their home heating expenses.

The 2016-17 winter heating season began October 1, and EA has begun to accept assistance applications from customers. SU will begin to receive funding disbursements during the month of November. All eligible customers must reapply for the current heating season, even if they have received assistance in the past. These payments are funded through a mandatory charge on every customer's electric statement.

**GIS Updates:** We have had one of our seasonal employees return on a temporary basis to continue the GPS data collection of our electric infrastructure. Lou has been working with them to collect GPS points, and to align the mapped infrastructure with the actual coordinates. We will continue this work until we have neared full completion of the GPS collection of our system. Water staff has also been completing GPS collection of the 2016 reconstruction projects and new developments.

Lou has been working to review our GIS SQL database for standardization and cleanup. Once complete, we will be able to expand our reporting offerings to staff. Several questions have come up during this process that have required further investigation.

**Holiday Light Exchange:** Staff began planning for the 2016 annual LED Holiday Light Exchange. This year, customers can exchange one set of their old and inefficient incandescent holiday lights for a set of new, energy-efficient LED holiday lights. The exchange starts November 1 and will continue throughout the holidays, or while supplies last.

**Information Technology:** Planning for the electric SCADA replacement project continued. Vendor RFPs were reviewed, follow-up questions were submitted to the vendors, and a follow-up phone call was scheduled to receive additional answers. At this time, we have tentatively chosen our preferred vendor and are working to get a few final details clarified. We expect the project to begin after the first of the year.

Fearings was onsite to install our security enhancements to the front entry, lobby, and customer-service desk. The new system provides better views of all areas, while being less visually intrusive.

Tyco Integrated Security was onsite to begin our access control expansion project. Electronic access control will be installed on the remaining exterior doors at the administration building, the administration building basement door, and the new Nordic Ridge wastewater lift station.

Mobile devices were deployed to the final three field employees at the utility. By utilizing our established Mobile Device Management (MDM) system, this process has become very streamlined and efficient. All field staff now have mobile access to GIS mapping data, as well as email and other internal communication platforms.

**RP3 Application:** Our 2016 application for the APPA Reliable Public Power Provider (RP3) award was submitted in September. In October, the RP3 review panel completed their preliminary review of our application, and requested additional information on just one submitted item. SU was last awarded Diamond status -- the highest RP3 designation -- in 2013, and we are striving for the same result in 2016.

**Staffing Update:** Customer Service Technician Brandi Yungen started her career with SU on October 17, and quickly picked up all tasks and requirements. Ongoing training will continue in November, including her participation in several WPPI workshops.

**Training and meetings:** Brian attended an APPA Leadership Workshop, a WPPI Energy Executive Committee meeting, a WPPI Energy Board of Directors Meeting, a KPW construction coordination meeting, two electric SCADA meetings with Sugar Hill Consulting, a Stoughton Utilities Committee meeting, and a Stoughton City Council meeting.

Brandi, Carol, and Erin attended a "No Hit Zone" training session arranged by the Stoughton Police Department.

Shannon attended the annual Baker Tilly Utility University financial training session.

Lou attended a Wisconsin Land Information Association (WLIA) Municipal user's group and workshop.

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## **Electric, Metering, Planning, and Water Divisions**

Sean O Grady

Utilities Operations Superintendent

**2016 Reconstruction Projects and Developments:** Staff completed our inspection of the new underground infrastructure. The information was shared with our engineering consultant and any necessary repairs will be included in the final punch list for each contractor. We also obtained GPS data for all new facilities, which will be placed into our mapping system.

**East Substation Outage:** We had a wildlife contact in the substation that created significant damage from the electric arc. As a result, one of two substation transformers and three reclosers were taken out of service until repairs and testing of the equipment can be completed. We hope to have the site back in full service within two weeks.

**Electric Estimates:** The fall rush is on. We are currently working on electric estimates for Family Dentistry, Hilton Hotel, Payne & Dolan, Skaalen Home, and several new residential projects in the city and townships.

**Highway 138 Roundabout Lighting:** Close coordination between our contractors and staff with WDOT and KPW developers insured electric service was installed just in time to open the new roundabout on STH 138 on schedule.

**Hydrant Repairs:** Staff drained all our fire hydrants that have wet barrels. If the water were to be left inside the barrel over the winter months, it would freeze and eventually break the hydrant barrel. This work is required in areas with high ground water levels and for hydrants that do not drain. Staff also worked on repairs consisting of leaking barrels, lubrication issues, missing hydrant flags, and painting.

**Lotus Salon:** Staff installed a new underground three-phase primary extension to feed the new salon on Nygaard Street.

**Nordic Ridge Subdivision:** Streetlights were installed this month and the electric work order for this project was closed. Wastewater and water operators received operations and maintenance training on the sanitary sewer lift station from the equipment supplier.

**Service Lateral Leaks:** We had one abandoned water lateral leak on Summit Ave. This repair work reinforces why we require owners to abandon the lateral all the way back to the water main.

**Tower III:** Staff noticed water tower leaking from the top of the tank during a heavy rainfall. Upon investigation, they noticed water leaking into the tower at the penetration points for cables feeding DaneCom's antennas, which were not sealed properly. DaneCom was contacted and made immediate repairs.

**Walmart Site:** Staff installed primary cable and equipment behind the car dealerships and terminated cable feeding the storm sewer control equipment. Staff relocated line fuses on STH 138 outside the new feeder feeding Walmart. MJ Electric returned and completed the streetlight installation along Jackson Street.

**Water Curb-Stop Repairs:** Staff has been working diligently to locate, repair, and exercise curb boxes serving condominiums and apartment buildings.

**Williams Drive Railroad Crossing:** Staff has been working with the railroad company and WDOT for permitting and relocating our overhead lines located across the tracks with underground cable. This upgrade is required to provide clearance between overhead electric wires and crossing arms. The project is scheduled to be completed by December.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 1.004 million gallons with a monthly total of 31.129 million gallons.

**Capacity, Management, Operation & Maintenance (CMOM) Program:** I continue to work on finalizing this program. The program is in place and I am working on a few modifications.

**Mercury Reduction:** We completed our annual inspection of amalgam separators installed in Stoughton's dental offices. Dental offices are the largest dischargers of mercury into the collection system. As part of our Wisconsin DNR permit requirements, we monitor dental offices, commercial, industrial, and manufacturing dischargers for mercury. We submitted our mercury variance request with the DNR.

**Miscellaneous Plant projects:** Final and Primary Clarifier maintenance continues. Lift station maintenance has taken up a lot of staff time this month. We found several issues during our routine maintenance that we are addressing. Disinfection equipment was taken out of service until spring. Staff is working on winterizing outdoor equipment.

**Nordic Ridge Lift Station:** Testing and inspections of the new lift station is ongoing. Our consulting engineer, Strand Associates, will have to sign off on the station before we take ownership.

**Permit Application:** The Wisconsin DNR is revoking our discharge permit and is in the process of reissuing us a new permit. The reason for the revocation and reissuance is to bring us onto the same permit cycle as Madison Metropolitan Sewer District (MMSD) to comply with the Adaptive Management Program. We have been working with our consulting engineers and the City Attorney on this issue.

**Sewer System Maintenance:** Staff continues to work in the sanitary sewer collection system, performing televising and cleaning operations.

**Street Department:** Staff worked with the Public Works Department on storm water maintenance with our jet-vac.

**Training:** John Glick and Phil Zweep attended wastewater classes to prepare for upcoming exams in November. Sean Grady, Robert Kardasz, and I attend the Annual WWOA Conference in La Crosse.

**Treatment:** Influent flows are up a little with all the rain that we received, however the plant continues to operate well below our limits.

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## **Energy Services Section of the Planning Division**

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

- I met as part of the Energy Team for the School District to talk about the upcoming projects and district-wide initiatives. One possible initiative is the DEET program, which stands for Delivering Energy Efficiency Together. This is for school districts like Stoughton that have done a lot over the years to reduce energy, focusing on behavioral changes and providing incentives for that.
- We have been awarded a matching grant of \$10,000 from the American Public Power Association. This project is for tunable lighting in the interior classrooms. We hope that this will show a positive effect for the children and teachers, and could lead to more tunable lighting applications in other work environments.
- We ordered the Holiday Lights for the annual LED exchange that will commence in early November. We ordered extra for the street department this year, who will be using the new LED lights to replace their old inefficient holiday lighting that is used in the downtown Main Street decorations.
- I am working with two new customers in the New Construction Design Assistance Program. One is a salon and the other is a large senior living facility.
- We are working on a procedure and manual for rate implementation and compliance. The framework is coming from an existing WPPI energy manual, and we are adding some of the ideas and concepts from a recent MEUW publication. This manual will be used to determine the best ways to make sure that customers are on the proper rate class, and to identify ways to communicate changes to the customers.
- We have looked into LED lighting for the Stoughton Utilities administration office. Prices for the LED lighting have come down substantially and it is now practical to retrofit city buildings, provided there is money budgeted within the individual department.
- We have received the last few applications for the 2016 AC Tuneup and Tree Power incentives. We reimbursed customers a total of \$594.22 for Tree Power incentives and \$2,310 in AC Tuneup incentives.
- We have developed a step-by-step "how to" form for residential customers interested in installing a solar power system. This comes as part of an attempt to be proactive with our potential solar customers and provide them with the initial information they need to make their decisions.

- I have met with various commercial customers to talk about exterior lighting, and most are looking to switch to LED lights.

*ESR was at Stoughton Utilities on October 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 11<sup>th</sup>, 14<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup>.*

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## **Safety Services Section of the Planning Division**

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

### **ACCOMPLISHMENTS**

#### **1. Training**

- a. Confined space
- b. Fire extinguisher
- c. Bloodborne pathogens
- d. Weekly safety manual review with electric linecrew

#### **2. Audits/Inspections**

- a. Utility walkthrough – General inspection
- b. WWTP walkthrough – General inspection
- c. Wells and water tower walkthroughs – General inspection
- d. Field visit – Sewer – Grease buildup
- e. 8<sup>th</sup> Street lift station – Needs modifications for entering confined space
- f. Wells / water towers confined spaces

#### **3. Compliance/Risk Management**

- a. Worked on LOTO SOG's
- b. Pre-inspection checklists
- c. Fork truck inspections
- d. Reviewed confined space written program (annual)
- e. Confined spaces – Labeling / documented confined spaces

### **GOALS AND OBJECTIVES**

#### **1. Training**

- a. Work zone safety training
- b. Makeup

#### **2. Audits/Inspections**

- a. Field Inspections
- b. Utility Walkthrough
- c. WWTP Walkthrough
- d. Wells
- e. Water Towers

#### **3. Compliance/Risk Management**



- a. Update HAZCOM Written Program with New GHS Standards – On Hold – Waiting for Direction from MEUW
- b. Review Stoughton Utilities safety rules
- c. Review excavation written program
- d. Hazardous energy control procedures
- e. Update SDSs
- f. Update training records
- g. Sharepoint documentation
- h. Confined space evaluations

*RSC was at Stoughton Utilities on October 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>.*

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Please visit us on our website at [www.stoughtonutilities.com](http://www.stoughtonutilities.com) to view current events, follow project schedules, view Utilities Committee meeting notices, packets and minutes, review our energy conservation programs, or to learn more about your Stoughton Utilities electric, water, and wastewater services. You can also view your current and past billing statements, update your payment and billing preferences, enroll in optional account programs, and make an online payment using *My Account* online.



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** November 8, 2016

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council.

The following items from the October 17, 2016 Regular Stoughton Utilities Committee Meeting were acted upon by the Stoughton Common Council:

Consent Agenda:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee September 19, 2016 Regular Meeting Minutes.
- Stoughton Utilities August 2016 Financial Summaries.
- Stoughton Utilities August 2016 Statistical Worksheet.

Business:

- Agreement For Disposition Of Available Borrow At The Stoughton Utilities West Electric Substation Property.
- 2017 Stoughton Utilities Budget and Five-Year (2017-2012) Capital Improvements Plan.

cc: Brian R. Hoops  
Stoughton Utilities Assistant Director



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**Date:** November 8, 2016  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E. - Stoughton Utilities Director  
**Subject:** Stoughton Utilities Meter Pit Abandonment Program.

At the October 27, 2016 Stoughton Common Council Committee of the Whole Meeting, it was requested that this program be discussed at the November 14, 2016 Stoughton Utilities Committee Meeting.

Our staff began working with the remaining eight customers on the water distribution system to properly abandon their water meter pits last year due to the following:

- The customer is required to provide a meter setting that accommodates our ability to own, operate and maintain the water meter.
- The customer's meter pit is a confined space.
- Your staff is required to physically read the water meter twice per year.
- At the customer's request, your staff is required to remove and test the accuracy of the meter in our office.
- Your staff is required to inspect the customer-owned water piping for cross connections on a reoccurring basis. Residential customer's water facilities are to be inspected every three years. This inspection is impossible to complete in a meter pit.
- Your staff is required to physically replace the water meter every 20 years and then test it every 10 years thereafter.

More recently, the regulators have placed a higher emphasis on these requirements over public health concerns due to back syphoning of contaminants from private property into the water distribution system. They have also set stringent standards for confined space entry due to deaths occurring throughout the country.

We expect the remaining one water meter pit to be properly abandoned by the end of this year.

cc: Sean O Grady - Stoughton Utilities Operations Superintendent  
Scott W. Gunsolus - Stoughton Utilities Lead Water Operator  
Brian R. Hoops - Stoughton Utilities Assistant Director



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**Date:** November 08, 2016

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Cancellation Of The December 19, 2016, Stoughton Utilities Committee Meeting.

As occurred in 2014 and 2015, no new business is anticipated to be presented to the Stoughton Utilities Committee next month. Accordingly, it is recommended that your December meeting be cancelled.

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent

Brian G. Erickson  
Stoughton utilities Wastewater System Supervisor

Brian R. Hoops  
Stoughton Utilities Assistant Utilities Director

Kim M. Jennings  
Stoughton Utilities Finance and Administrative Manager



600 South Fourth Street P.O.  
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*Serving Electric, Water & Wastewater Since 1886*

**Date:** November 8, 2016

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Stoughton Utilities Committee Future Agenda Item(s).

This item appears on all agendas of Committees of the City of Stoughton.

cc: Brian R. Hoops  
Stoughton Utilities Assistant Director