



# OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a regular meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**  
Date/Time: Monday, July 19, 2021 at 5:30 p.m.  
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office  
600 South Fourth Street, Stoughton, Wisconsin  
Members: Citizen Member David Erdman (Chair), Alderperson Ben Heili, Alderperson Regina Hirsch, Citizen Member John Kallas (Vice-Chair), Mayor Tim Swadley, Citizen Member Dustin Thoren, Alderperson Rachel Venegas

## **AGENDA:**

### CALL TO ORDER

### 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.)*

- a. Draft Minutes of the June 14, 2021 Regular Utilities Committee Meeting
- b. Stoughton Utilities June Payments Due List Report
- c. Stoughton Utilities May Financial Summary
- d. Stoughton Utilities May Statistical Report
- e. Stoughton Utilities June Activities Report
- f. Communications

### OLD BUSINESS

1. Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council **(Discussion)**
2. Status Update: Lead Service Line Replacement Programs **(Discussion)**

### NEW BUSINESS

3. Amendment of a Platted Sanitary Sewer Easement (From an Unstated Width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.) **(Action)**
4. Funding of Memorial for SU Journeyman Lineman Brian Scheel **(Action)**
5. Stoughton Utilities Round-Up Program **(Action)**
6. \*\* Utilities Financial Management Restructuring and Creation of a Utilities Finance Director Position **(Action)**
7. Utilities Committee Future Agenda Item(s) **(Discussion)**

### ADJOURNMENT

**\*\* May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Notices Sent To:

Stoughton Utilities Committee Members  
Stoughton Utilities Director Jill M. Weiss, P.E.  
Stoughton Utilities Assistant Director Brian Hoops  
Jerome T. Anderson and Patricia Micetic

cc: Stoughton City Attorney Matthew Dregne  
Stoughton Common Council Members  
Stoughton Interim City Clerk / Deputy Clerk Candee Christen  
Stoughton Leadership Team  
Stoughton Utilities Electric System Supervisor Bryce Sime  
Stoughton Utilities Operations Superintendent Sean Grady  
Stoughton Utilities Water System Supervisor Kent Thompson  
Stoughton Utilities Wastewater System Supervisor Brian Erickson  
Stoughton Utilities WPPI Energy Services Manager Amy Wanek  
Unified Newspaper Group – Stoughton Courier Hub

**REMOTE CONNECTION INSTRUCTIONS:** Pursuant to City of Stoughton Common Council Rule 19, members of the committee and members of the public may attend this meeting either in person or by virtual means. If participating virtually, please join the meeting from your computer, tablet or smartphone using the following URL:

<https://global.gotomeeting.com/join/466024901>

You can also dial in using your phone at (872) 240-3212 using access code: 466-024-901.

**ATTENTION COMMITTEE MEMBERS:** Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Brian Hoops via telephone at (608) 877-7412, or via email at [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com).

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 this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals through appropriate aids and services. For information, or to request such assistance, please contact Stoughton Utilities at (608) 873-3379.

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

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 14, 2021 – 5:30 p.m.

Stoughton, WI

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**Location:** Online Attendance: GoToMeeting ID 380-480-349

**Members Present:** Citizen Member David Erdman (Chair), Alderperson Ben Heili, Alderperson Regina Hirsch, Citizen Member John Kallas (Vice-Chair), Citizen Member Dustin Thoren

**Excused:** None

**Absent:** Mayor Tim Swadley, Alderperson Rachel Venegas

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Jill Weiss

**Call to Order:** Chairperson Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:30 p.m.

**Utilities Committee Consent Agenda:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items.

Staff highlighted the increase in Water System Division labor hours resulting from the ongoing lead service line replacement project, recent hiring of three new lineworkers in the Electric System Division, and recent notification received by Moody's Investors Service upgrading the Stoughton Electric Utility to an A1 rating.

Motion by Thoren, the motion seconded by Hirsch, to approve the following consent agenda items as presented:

- a. Draft Minutes of the May 17, 2021 Regular Utilities Committee Meeting
- b. Stoughton Utilities May Payments Due List Report
- c. Stoughton Utilities April Financial Summary
- d. Stoughton Utilities April Statistical Report
- e. Stoughton Utilities May Activities Report
- f. Communications

The motion carried unanimously 5 to 0.

**Status of the Utilities Committee recommendation(s) to the Stoughton Common Council:** Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

**Consent Agenda:**

1. Draft Minutes of the April 19, 2021 Regular Utilities Committee Meeting
2. Stoughton Utilities April Payments Due List Report
3. Stoughton Utilities March Financial Summary
4. Stoughton Utilities March Statistical Report

**Business:**

1. Stoughton Utilities 2020 Audit Reports and Management Letter

Discussion followed.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, June 14, 2021 – 5:30 p.m.

Stoughton, WI

Page No. 2

**Status Update: Lead Service Line Replacement Program:** Stoughton Utilities staff presented and discussed recent efforts that have occurred in preparation for the planned 2021 citywide lead service line replacement project of public and privately-owned lead service lines.

Staff discussed that the 2021 Lead Water Service Replacements (LSL) Project is underway, with construction efforts being taken by Five Star Energy Services, LLC. The contractor is currently averaging approximately ten LSL replacements per day. Since the project award, staff has held numerous discussions with the contractor as they begin their preparation work for the project. Staff also informed the committee that the in-home efforts to locate lead service lines and notice the property owners of the upcoming replacement have been largely completed.

Staff discussed our public outreach and education efforts, as well as how information will continue to be shared with residents and highlighted through social and local media. Updates regarding the ongoing construction project will be posted to [stoughtonutilities.com/lead](http://stoughtonutilities.com/lead) and [stoughtonutilities.com/construction](http://stoughtonutilities.com/construction) as they are made available by the contractor. Discussion followed.

**Stoughton Utilities 2020 Annual Water Consumer Confidence Report (CCR):** Stoughton Utilities staff presented and discussed the annual Consumer Confidence Report (CCR). The CCR provides information about Stoughton's drinking water quality and any detected contaminants during the previous monitoring year. Also included in this year's report is information about the health concerns associated with lead, and the ongoing lead service line replacement project. Staff discussed the report format, crediting Utilities Customer Service Technician Brandi Yungen for her creativity in its development. This report will be distributed to customers during the month of June. Discussion followed.

**Wastewater 2020 Compliance Maintenance Annual Report (CMAR):** Stoughton Utilities staff presented and discussed the 2020 CMAR. Staff informed the committee that annual submittal of an electronic CMAR form (eCMAR) is required to be completed no later than June 30. Staff further informed the committee that there were no concerns noted in the CMAR. Discussion followed.

Motion by Heili, the motion seconded by Hirsch, to approve the 2020 Compliance Maintenance Annual Report and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council on June 22, 2021. The motion carried unanimously 5 to 0.

**Utilities Committee Future Agenda Items:** Staff informed the committee that the upcoming July meeting is planned to be held in person, with the option for remote attendance upon request. Upcoming meeting topics include updates on the lead service line replacement program, information about a possible memorial for Electric Lineworker Brian Scheel, the first annual disbursement of Project RoundUP funding, and the partial release of a sanitary sewer easement. Hirsch shared information about an upcoming presentation being provided by Slipstream regarding the previously completed municipal energy efficiency study. Discussion followed.

**Adjournment:** Being no further business before the committee, the Chair adjourned the regular Stoughton Utilities Committee Meeting at 6:03 p.m.

Respectfully submitted

Brian R. Hoops

Stoughton Utilities Assistant Director

Date: Friday, July 02, 2021  
 Time: 03:38PM  
 User: SGUNSOLUS

**Stoughton Utilities**  
**Check Register Summary - Standard**

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

Period: - As of: 7/2/2021

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
002200	EP	6/4/2021	22,250.31	516 WELLS FARGO BANK	VO for check batch: 310404/VO for check batch: 310404
002201	HC	6/14/2021	798,598.73	009 WPPI	WPPI-Renewable Energy/WPPI-Renewable Energy/WPPI-Buy Back Solar Credit/WPPI-Buy Back Solar Credit/WPPI-Large Power/WPPI-Large Power/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services/More...
002202	HC	6/30/2021	31,895.91	025 Payroll Federal Taxes- Ach	Federal Taxes-June Ach/Federal Taxes-June Ach/Federal Taxes-June Ach/Federal Taxes-June Ach/Federal Taxes-June Ach/Federal Taxes-June Ach/Federal Taxes-June Ach
002203	HC	6/30/2021	6,438.94	008 Payroll State Taxes - Ach	State Taxes-June Ach/State Taxes-June Ach/State Taxes-June Ach/State Taxes-June Ach
002204	HC	6/30/2021	429.33	547 Charter Communications-Ach	Charter Comm-June Ach/Charter Comm-June Ach/Charter Comm-June Ach/Charter Comm-June Ach/Charter Comm-June Ach/Charter Comm-June Ach/Charter Comm-June Ach
002205	HC	6/30/2021	880.38	003 Alliant Energy - Ach	Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/More...
002206	HC	6/30/2021	30.52	421 FIRST DATA CHARGES	First Data - June Ach/First Data - June Ach/First Data - June Ach/First Data - June Ach/First Data - June Ach/First Data - June Ach/First Data - June Ach/First Data - June Ach
002207	HC	6/30/2021	482.69	007 TDS Metrocom - Ach	TDS Metrocom - June Ach/TDS Metrocom - June Ach/TDS Metrocom - June Ach/TDS Metrocom - June Ach/TDS Metrocom - June Ach/TDS Metrocom - June Ach/TDS Metrocom - June Ach
002208	HC	6/30/2021	40,632.56	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev-June Ach/Dept of Rev-June Ach/Dept of Rev-June Ach/Dept of Rev-June Ach

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**Stoughton Utilities**  
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Period: - As of: 7/2/2021

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
002209	HC	6/30/2021	180.00	318 PITNEY-BOWES INC-PURCHASE POWER	Pitney Bowes-June Ach/Pitney Bowes-June Ach/Pitney Bowes-June Ach/Pitney Bowes-June Ach/Pitney Bowes-June Ach/Pitney Bowes-June Ach/Pitney Bowes-June Ach
002210	HC	6/30/2021	679.48	002 Employee Benefits Corp - Ach	EBC - June Ach/EBC - June Ach/EBC - June Ach/EBC - June Ach/EBC - June Ach/EBC - June Ach
002211	HC	6/30/2021	1,986.34	001 Delta Dental - Ach	Delta Dental - June Ach/Delta Dental - June Ach/Delta Dental - June Ach/Delta Dental - June Ach
002212	HC	6/30/2021	152.04	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-June Ach/Gordon Flesch-June Ach/Gordon Flesch-June Ach/Gordon Flesch-June Ach/Gordon Flesch-June Ach
002213	HC	6/30/2021	1,204.79	004 Us Cellular - Ach	Us Cellular - June Ach/Us Cellular - June Ach/Us Cellular - June Ach/Us Cellular - June Ach
002214	HC	6/30/2021	174.73	952 AT&T	AT&T - June Ach/AT&T - June Ach/AT&T - June Ach/AT&T - June Ach
002215	HC	6/30/2021	10,135.73	020 Wells Fargo Bank-Ach	Client Analysis- June Ach/Client Analysis- June Ach/Client Analysis- June Ach/Client Analysis- June Ach/Client Analysis- June Ach
027568	VC	6/10/2021	-21.00	974 NORTHERN LAKE SERVICE, INC.	Northern Lake-Nitrate/Northern Lake-Nitrate
027593	CK	6/3/2021	500.00	099 KEGONSA SANITARY DISTRICT	Kegonsa-E One Pump/Kegonsa-E One Pump
027594	CK	6/3/2021	19,808.46	131 CITY OF STOUGHTON	City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages/City Stoton-JF Wages+
027595	CK	6/3/2021	138.77	400 RESCO	Resco-supplies/Resco-supplies

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027596	CK	6/3/2021	306.17	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel
027597	CK	6/3/2021	747.50	487 MARTELLE WATER TREATMENT	Martelle-Hypoch bulk/Martelle-Hypoch bulk
027598	CK	6/10/2021	1,615.62	131 CITY OF STOUGHTON	City Stoton-June A Def Comp/City Stoton-June A Def Comp
027599	CK	6/10/2021	1,537.50	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
027600	CK	6/10/2021	1,764.57	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel
027601	CK	6/10/2021	1,559.26	523 HALVERSON'S CABIN LLC	Halverson-Customer Refund/Halverson-Customer Refund
027602	CK	6/10/2021	641.17	838 TIMOTHY AUSTIN	T Austin-Customer Refund/T Austin-Customer Refund
027603	CK	6/10/2021	410.25	166 INKWORKS, INC.	Inkworks-Cust Notices/Inkworks-Cust Notices/Inkworks-Cust Notices/Inkworks-Cust Notices/Inkworks-Cust Notices/Inkworks-Cust Notices/Inkworks-Cust Notices
027604	CK	6/10/2021	320.73	448 STRAND ASSOCIATES INC.	Strand-General Eng/Strand-General Eng
027605	CK	6/10/2021	17,577.74	691 ASPLUNDH TREE EXPERTS CO., INC.	Asplundh-Tree Trimming/Asplundh-Tree Trimming/Asplundh-Tree Trimming/Asplundh-Tree Trimming
027606	CK	6/10/2021	931.40	143 DIGGERS HOTLINE, INC.	Diggers-Locates/Diggers-Locates
027607	CK	6/10/2021	1,705.20	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Sand top soil/Rosenbaum-Sand top soil/Rosenbaum-Sand top soil
027608	CK	6/10/2021	1,769.34	408 ALFA LAVAL INC.	Alfa-Supplies/Alfa-Supplies

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Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
027609	CK	6/10/2021	979.88	641 SHRED IT, C/O STERICYCLE, INC.	Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding/Shred It-Shredding+
027610	ZC	6/10/2021	0.00	974 NORTHERN LAKE SERVICE, INC.	Northern Lake-Nitrate/Northern Lake-Nitrate/Northern-Void check dup/Northern-Void check dup
027611	CK	6/17/2021	456.77	133 WISCONSIN SCTF	Wi Scf - Support/Wi Scf - Support
027612	CK	6/17/2021	56.52	456 PLEASANT SPRINGS SANITARY DISTRICT	Pleasant-Repair parts/Pleasant-Repair parts
027613	CK	6/17/2021	5,641.87	651 WISCONSIN DNR - ENVIRONMENTAL FEES	Wi Dnr-Env Fees/Wi Dnr-Env Fees
027614	CK	6/17/2021	7,121.20	691 ASPLUNDH TREE EXPERTS CO., INC.	Asplundh-Tree Trimming/Asplundh-Tree Trimming
027615	CK	6/17/2021	125.00	747 WISCONSIN DNR	WI DNR-Use Fees/WI DNR-Use Fees
027616	CK	6/17/2021	20,700.00	959 G. FOX & SON, INC.	G Fox-Sewer Repairs/G Fox-Sewer Repairs/G Fox-N Forrest St/G Fox-N Forrest St/G Fox-Sewer Repairs/G Fox-Sewer Repairs
027617	CK	6/17/2021	1,100.00	084 HARVEST FARMS, LLC	Harvest Farms-Lot 168A/Harvest Farms-Lot 168A/Harvest Farms-Lot 168B/Harvest Farms-Lot 168B
027618	CK	6/17/2021	5,533.91	362 UTILITY SERVICE CO., INC	Utility Svcs-Twr 2 Qtr/Utility Svcs-Twr 2 Qtr
027619	CK	6/17/2021	1,371.00	487 MARTELLE WATER TREATMENT	Martelle-Bulk Supplies/Martelle-Bulk Supplies
027620	CK	6/17/2021	238.50	673 MULCAHY SHAW WATER	Mulcahy-Rtd Assembly/Mulcahy-Rtd Assembly
027621	CK	6/17/2021	304.20	899 STOUGHTON AREA EMS	Stoton Ems-Defib Battery/Stoton Ems-Defib Battery
027622	CK	6/24/2021	5,627.81	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
027623	CK	6/24/2021	1,128.00	327 BORDER STATES ELECTRIC SUPPLY	Border States-Inventory/Border States-Inventory



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027624	CK	6/24/2021	818.70	358 NATIONAL SAFETY APPAREL	Natl Safety-Gloves/Natl Safety-Gloves/Natl Safety-Gloves/Natl Safety-Gloves
027625	CK	6/24/2021	2,259.00	787 MILLENNIUM	Millennium-Inventory/Millennium-Inventory
027626	CK	6/24/2021	335.00	839 JOHNSON EPOXY	Johnson-Work done/Johnson-Work done
027627	CK	6/24/2021	30.11	064 NICK ZIEGLER	N Ziegler-Customer Refund/N Ziegler-Customer Refund
027628	CK	6/24/2021	6.43	590 ADAM FRYDENLUND	A Frydenlund-Customer Refund/A Frydenlund-Customer Refund
027629	CK	6/24/2021	273.87	902 CHRISTINA COLLATI	C Collati-Customer Refund/C Collati-Customer Refund/C Collati-Customer Refund/C Collati-Customer Refund/C Collati-Customer Refund
027630	CK	6/24/2021	32.07	932 KENNETH HAUGEN	K Haugen-Customer Refund/K Haugen-Customer Refund/K Haugen-Customer Refund/K Haugen-Customer Refund
027631	CK	6/24/2021	244.41	494 BRUCE ANDRE	B Andre-Solar Credit/B Andre-Solar Credit
027632	CK	6/24/2021	1.87	515 ALYSSA WEIGEL	A Weigel-Customer Refund/A Weigel-Customer Refund
027633	CK	6/24/2021	314.39	659 JON OR PEGGY TRIELOFF	J Trieloff-Customer Refund/J Trieloff-Customer Refund
027634	CK	6/24/2021	285.19	858 CASEY HARKINS	C Harkins-Solar Credit/C Harkins-Solar Credit
027635	CK	6/24/2021	331.28	964 STEVE FELIO	S Felio-Solar Credit/S Felio-Solar Credit
027636	CK	6/24/2021	550.00	084 HARVEST FARMS, LLC	Harvest-Lot 113/Harvest-Lot 113
027637	CK	6/24/2021	178.85	158 JAMES POST	J Post-Solar Credit/J Post-Solar Credit
027638	CK	6/24/2021	471.08	166 INKWORKS, INC.	Inkworks-Water CCR/Inkworks-Water CCR
027639	CK	6/24/2021	9,409.20	691 ASPLUNDH TREE EXPERTS CO., INC.	Asplundh-Tree Trimming/Asplundh-Tree Trimming
027640	CK	6/24/2021	78.67	766 CHRIS EDDY	C Eddy-Solar Credit/C Eddy-Solar Credit

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027641	CK	6/24/2021	18,487.76	131 CITY OF STOUGHTON	City Stoton-June Retirement/City Stoton-June B Def Comp/City Stoton-June B Def Comp/City Stoton-June Retirement/City Stoton-June Retirement/City Stoton-June Retirement/City Stoton-June Retirement/City Stoton-June Retirement
027642	CK	6/24/2021	7,840.35	386 HOOPER CORPORATION	Hooper-Field Crew/Hooper-Field Crew/Hooper-Field Crew/Hooper-Field Crew/Hooper-Field Crew
027643	CK	6/24/2021	21,992.40	727 GLS UTILITY LLC	GLS - locates/GLS - locates/GLS - locates/GLS - locates/GLS - locates/GLS - locates/GLS - locates/GLS - locates
102047	CK	6/1/2021	12,435.00	157 FORSTER ELEC. ENG.,INC.	Forster-7 GA_3-P1/Forster-7 GA_3-P1/Forster-8 EA_4-P1/Forster-8 EA_4-P1/Forster-9 EA_4-P2/Forster-9 EA_4-P2/Forster-10 GA_1/Forster-10 GA_1/Forster-11 FA_4-Pt2/Forster-11 FA_4-Pt2/Forster-13 CA_1-Pt2/Forster-13 CA_1-Pt2/Forster-14 DA_3/Forster-14 DA_3+
102048	CK	6/1/2021	5,377.03	603 SEERA-WIPFLI LLP	SEERA-CTC Funds/SEERA-CTC Funds
102049	CK	6/1/2021	300.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-May B Def Comp/N Shore Bk-May B Def Comp
102050	CK	6/14/2021	300.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-June A Def Comp/N Shore Bk-June A Def Comp
102051	CK	6/24/2021	1,580.00	519 B & H LAWN CARE	B & H - Sub Station B/B & H - West Sub Station/B & H - Taylor In Mowing/B & H - Taylor In Mowing/B & H - WW Mowing/B & H - WW Mowing/B & H - City Bldg/B & H - West Sub Station/B & H - Sub Station B/B & H - City Bldg/B & H - South Sub Station/More...
102052	CK	6/24/2021	5,504.24	603 SEERA-WIPFLI LLP	Seera-CTC Funds/Seera-CTC Funds
102053	CK	6/24/2021	300.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-June B Def Comp/N Shore Bk-June B Def Comp
<b>Company Total</b>			<b>1,107,586.72</b>		

Date: Friday, June 04, 2021

Time: 09:56AM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000129'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000129</b>							
7460	833	000000	798	1901 INC.	362.50	MAKE-UP AIR UNIT REPAIR	05/04/2021	8200	-
7460	831	000000	626	663 STOUGHTON BUMPER TO B	10.40	JET VAC PARTS CLEANER	05/28/2021	8740	-
7460	828	000000	194	ADVANCE AUTO PARTS 6292	8.96	VOIDED	05/20/2021	8710	-
7460	828	000000	194	ADVANCE AUTO PARTS 6292	-8.96	VOIDED	05/20/2021	8710	-
7430	932	000000	422	AMZN MKTP US QP6YY48R3	63.94	MISC BLDG SUPPLIES	05/03/2021	4100	-
7430	592	000000	108	ASLESON'S TRUE VALUE HDW	54.53	FIBER MATERIALS AT SUBSTATIONS	05/14/2021	8400	-
7460	831	000000	108	ASLESON'S TRUE VALUE HDW	3.39	TELEVISIONING TRUCK REPAIRS	05/12/2021	8200	-
7430	932	000000	108	ASLESON'S TRUE VALUE HDW	11.96	MISC BLDG SUPPLIES	05/28/2021	5200	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	19.66	STRAPS AND BOLTS	05/14/2021	5200	-
7450	673	000000	108	ASLESON'S TRUE VALUE HDW	23.27	VALVE REPAIR	05/07/2021	8700	-
7450	652	000000	108	ASLESON'S TRUE VALUE HDW	2.98	CHEMICAL INJECTOR REPAIR	05/25/2021	8700	-
7460	833	000000	390	BADGER WATER	51.70	SAMPLING WATER	05/03/2021	8300	-
7430	934	000000	994	CAPITAL EQUIPMENT	69.00	FORK LIFT MAINT	05/21/2021	4100	-
7430	921	000000	604	CDW GOVT #D761808	10.92	Cables - Substation ethernet	05/28/2021	5250	-
7430	926	000000	809	CINTAS CORP	49.88	UNIFORM CLEANING	05/03/2021	1025	-
7450	926	000000	809	CINTAS CORP	22.86	UNIFORM CLEANING	05/03/2021	1025	-
7460	854	000000	809	CINTAS CORP	15.24	UNIFORM CLEANING	05/03/2021	1025	-
7430	926	000000	809	CINTAS CORP	49.88	UNIFORM CLEANING	05/10/2021	1025	-
7450	926	000000	809	CINTAS CORP	22.86	UNIFORM CLEANING	05/10/2021	1025	-
7460	854	000000	809	CINTAS CORP	15.24	UNIFORM CLEANING	05/10/2021	1025	-
7430	926	000000	809	CINTAS CORP	49.88	UNIFORM CLEANING	05/17/2021	1025	-
7450	926	000000	809	CINTAS CORP	22.86	UNIFORM CLEANING	05/17/2021	1025	-
7460	854	000000	809	CINTAS CORP	15.24	UNIFORM CLEANING	05/17/2021	1025	-
7430	926	000000	809	CINTAS CORP	49.88	UNIFORM CLEANING	05/24/2021	1025	-
7450	926	000000	809	CINTAS CORP	22.86	UNIFORM CLEANING	05/24/2021	1025	-
7460	854	000000	809	CINTAS CORP	15.24	UNIFORM CLEANING	05/24/2021	1025	-
7430	232	001099	134	CRESCENT ELECTRIC 087	5,673.60	ELECTRIC INVENTORY-CRESCENT	05/11/2021	4100	-
7430	143	000001	994	CULVERS OF STOUGHTON	107.61	WPPI Reimbursed - Lineman Appreciation Contest Prizes	05/11/2021	3680	-
7460	827	000000	148	FASTENAL COMPANY 01WISTG	11.76	EAR PLUGS	05/05/2021	8200	-
7430	926	000000	994	FRSAFETY.COM	3,597.34	LINEMAN CLOTHING	05/24/2021	5200	-
7450	107.14	000000	354	HYDRO DESIGNS	791.00	CROSS CONNECTIONS	05/04/2021	7400	210905XX - 1
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	280.50	JANITORIAL	05/14/2021	4000	-
7450	932	000000	322	IN SUNDANCE BIOCLEAN, IN	102.00	JANITORIAL	05/14/2021	4000	-
7460	834	000000	322	IN SUNDANCE BIOCLEAN, IN	127.50	JANITORIAL	05/14/2021	4000	-
7430	920	000000	994	JIMMY JOHNS - 1959 - E	195.72	SU LUNCH	05/14/2021	1025	-
7430	920	000000	994	JIMMY JOHNS - 1959 - E	177.30	SU LUNCH	05/05/2021	1025	-
7430	920	000000	894	KWIK TRIP 73800007385	33.72	SU BREAKFAST	05/10/2021	1025	-
7430	920	000000	894	KWIK TRIP 73800007385	23.98	SU LUNCH	05/17/2021	1025	-
7460	833	000000	994	KWIK TRIP 73900007393	1.99	ICE FOR SAMPLES	05/28/2021	8740	-
7430	921	000000	836	MICROSOFT#G004141440	6.84	STaaS - Azure - Cold Backup Storage	05/19/2021	5250	-
7450	921	000000	836	MICROSOFT#G004141440	2.48	STaaS - Azure - Cold Backup Storage	05/19/2021	5250	-
7460	851	000000	836	MICROSOFT#G004141440	3.12	STaaS - Azure - Cold Backup Storage	05/19/2021	5250	-

Date: Friday, June 04, 2021

Time: 09:56AM

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## Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000129'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	921	000000	836	MSFT E0400EAL12	14.36	SaaS - o365 - Microsoft 365 Apps for Business	05/03/2021	5250	-
7450	921	000000	836	MSFT E0400EAL12	5.22	SaaS - o365 - Microsoft 365 Apps for Business	05/03/2021	5250	-
7460	851	000000	836	MSFT E0400EAL12	6.53	SaaS - o365 - Microsoft 365 Apps for Business	05/03/2021	5250	-
7430	921	000000	836	MSFT E0400EAXAN	78.65	SaaS - o365 - Skype for Business Online II	05/03/2021	5250	-
7450	921	000000	836	MSFT E0400EAXAN	28.60	SaaS - o365 - Skype for Business Online II	05/03/2021	5250	-
7460	851	000000	836	MSFT E0400EAXAN	35.75	SaaS - o365 - Skype for Business Online II	05/03/2021	5250	-
7450	642	000000	974	NORTHERN LAKE SERVICE- IN	21.00	LAB TESTING	05/07/2021	7400	-
7430	903	000000	419	PAYFLOW/PAYPAL	109.51	Credit card processing - MyAccount Online	05/04/2021	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	15.64	Credit card processing - MyAccount Online	05/04/2021	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	23.46	Credit card processing - MyAccount Online	05/04/2021	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	7.84	Credit card processing - MyAccount Online	05/04/2021	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	90.12	Credit card processing - Desktop and Recurring	05/04/2021	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	12.87	Credit card processing - Desktop and Recurring	05/04/2021	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	19.31	Credit card processing - Desktop and Recurring	05/04/2021	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	6.45	Credit card processing - Desktop and Recurring	05/04/2021	5250	-
7430	903	000000	889	PITNEY BOWES PI	36.33	Office supplies - Customer mailings	05/19/2021	3680	-
7450	903	000000	889	PITNEY BOWES PI	13.08	Office supplies - Customer mailings	05/19/2021	3680	-
7460	840	000000	889	PITNEY BOWES PI	17.44	Office supplies - Customer mailings	05/19/2021	3680	-
7430	233	001099	889	PITNEY BOWES PI	5.82	Office supplies - Customer mailings	05/19/2021	3680	-
7430	920	000000	994	PIZZA PIT - STOUGHTON	89.36	SU LUNCH	05/05/2021	1025	-
7430	921	000000	994	QUICKIDCARD.COM	64.70	Vendor IDs and keycards - Hooper Corp	05/06/2021	5250	-
7430	921	000000	352	STAPLS7331439469000001	24.22	Kitchen, janitorial, and meeting supplies	05/26/2021	3680	-
7450	921	000000	352	STAPLS7331439469000001	8.80	Kitchen, janitorial, and meeting supplies	05/26/2021	3680	-
7460	851	000000	352	STAPLS7331439469000001	11.02	Kitchen, janitorial, and meeting supplies	05/26/2021	3680	-
7430	921	000000	352	STAPLS7331441961000001	201.84	Office supplies - General and front desk	05/26/2021	3680	-
7450	921	000000	352	STAPLS7331441961000001	72.66	Office supplies - General and front desk	05/26/2021	3680	-
7460	851	000000	352	STAPLS7331441961000001	96.88	Office supplies - General and front desk	05/26/2021	3680	-
7430	233	001099	352	STAPLS7331441961000001	32.30	Office supplies - General and front desk	05/26/2021	3680	-
7430	920	000000	445	STOUGHTON FLORAL	165.58	FUNERAL FLOWERS	05/05/2021	1025	-
7430	920	000000	445	STOUGHTON FLORAL	-7.33	FUNERAL FLOWERS	05/05/2021	1025	-
7430	232	001099	355	STUART C IRBY	2,460.00	ELECTRIC INVENTORY-IRBY	05/26/2021	4100	-
7430	593	000000	355	STUART C IRBY	803.88	CLAMPS AND STIRRUPS	05/26/2021	4100	-
7430	232	001099	355	STUART C IRBY	3,790.80	ELECTRIC INVENTORY-IRBY	05/27/2021	4100	-
7430	232	001099	355	STUART C IRBY	134.12	ELECTRIC INVENTORY-IRBY	05/28/2021	4100	-
7430	593	000000	355	STUART C. IRBY COMPANY	62.70	CONNECTORS	05/28/2021	4100	-
7430	593	000000	355	STUART C. IRBY COMPANY	849.50	CONNECTORS	05/26/2021	4100	-
7450	642	000000	164	THE UPS STORE 3617	11.36	SAMPLE SHIPPING	05/18/2021	8400	-
7430	921	000000	164	THE UPS STORE 3617	85.16	Shipping - EL substation SEL RMAs x4	05/20/2021	5250	-
7450	642	000000	164	THE UPS STORE 3617	11.36	SAMPLE SHIPPING	05/04/2021	8400	-
7450	642	000000	164	THE UPS STORE 3617	11.36	SAMPLE SHIPPING	05/11/2021	8400	-
7460	828	000000	994	TRACTOR SUPPLY #2236	37.98	RECEIVER ADAPTOR	05/21/2021	8710	-
7430	933	000000	994	TRACTOR SUPPLY #2236	25.09	PROPANE FOR FORK LIFT	05/12/2021	5275	-
7460	831	000000	994	TRACTOR SUPPLY #2236	57.59	JET VAC ROPE TAIL	05/03/2021	8740	-
7460	831	000000	994	UEMSI/HTV INC	134.79	TYGER TAILS FOR TELEVISIONING AND JET VAC	05/27/2021	8200	-

Date: Friday, June 04, 2021

Time: 09:56AM

User: SGUNSOLUS

# Stoughton Utilities

## Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000129'

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	920	000000	507	WAL-MART #1176	21.70	SU LUNCH	05/05/2021	1025	-
7430	920	000000	507	WAL-MART #1176	79.48	FUNERAL TRIBUTE BOARDS	05/07/2021	1025	-
7430	143	000001	994	WALGREENS #7519	141.80	WPPI Reimbursed - Lineman Appreciation Contest Prizes	05/11/2021	3680	-
7450	642	000000	675	WI STATE HYGIENE LAB	26.00	FLUORIDE ANALYSIS	05/05/2021	7400	-
7450	920	000000	994	WISCONSIN AWWA	25.00	WIAWWA DUES	05/17/2021	7400	-

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**Total: 22,250.31**

# Stoughton Utilities

## Financial Summary

### May 2021 YTD

#### **Overall Summary:**

YTD 2021 operating income was \$533,100, up \$280,400 from 2020. However, the results were not shared across all utilities. Electric accounts for 75% of the increase in operating income from 2020.

#### **Electric Summary:**

2021 operating income was \$254,700. 2021 operating revenues were \$108,800, or 2.0%, higher than 2020. Killowatt-hour sales YTD were 2.7% higher than 2020. Purchase power costs were down \$18,000, or 0.5%, from last year. Non-power operating expenses were down \$84,400 from the prior year. Labor costs, including wages and benefits, are down about \$70,000. This is due to vacancies offset in part by charging less time to capital projects.

The rate of return was 1.76% compared to 0.28% for YTD 2020. Unrestricted cash balances were \$5.5 million (5.1 months of sales).

#### **Water Summary:**

Operating income YTD was \$161,800, down \$1,400, or 0.8%, from 2020 YTD. Operating revenues were up \$12,100, or 1.3%, from prior YTD 2020, which was mainly due to total gallons sold YTD being 1.3% higher than 2020.

Operating expenses were up \$13,400, or 1.7%, from the prior year. The extra cost is from labor expense increases. The simplified rate case application for water was approved and will be effective on June 1, 2021.

The rate of return was 1.42% compared to 1.47% for YTD 2020. Unrestricted cash balances are \$1.0 million (5.2 months of sales).

#### **Wastewater Summary:**

2021 YTD operating income was \$116,600, up \$71,500, from 2020. 2021 operating revenue was up \$19,100, or 2.2%, from 2020. Increased revenues from the 2020 rate increase were offset by a 5.3 million, or 4.0%, reduction in treatment gallons sold.

Operating expenses were down \$52,400, or 6.5%, from 2020. Labor expenses were down about \$31,000 from the prior year. The remainder of the decline in expense is from depreciation factors. Unrestricted cash balances were \$0.8 million (4.5 months of sales).

Submitted by:  
Ryan Wiesen

**STOUGHTON UTILITIES**

Balance Sheets  
As of May 31, 2021

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 6,525,717	\$ 1,793,490	\$ 2,159,793	\$ 10,479,000
Customer A/R	1,439,847	246,124	233,089	1,919,061
Other A/R	165,347	(2,087)	-	163,260
Other Assets	1,297,142	289,672	171,706	1,758,520
Plant in Service	31,140,291	17,376,548	32,510,639	81,027,478
Accumulated Depreciation	(15,743,974)	(5,983,948)	(13,316,630)	(35,044,552)
Plant in Service - CIAC	4,134,712	7,962,587	-	12,097,299
Accumulated Depreciation-CIAC	(2,052,849)	(2,492,383)	-	(4,545,232)
Construction Work in Progress	2,031,430	111,397	15,925	2,158,752
GASB 68 Deferred Outflow	1,000,371	344,049	412,751	1,757,171
<b>Total Assets</b>	<u>\$ 29,938,034</u>	<u>\$ 19,645,450</u>	<u>\$ 22,187,273</u>	<u>\$ 71,770,757</u>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 846,279	\$ 63,902	\$ 45,062	\$ 955,243
Payable to City of Stoughton	254,243	186,665	-	440,908
Interest Accrued	10,550	4,809	5,487	20,846
Other Liabilities	1,556,289	104,908	112,235	1,773,432
Long-Term Debt	3,143,098	3,217,973	3,283,295	9,644,366
Net Assets	22,953,919	15,668,437	18,333,543	56,955,899
GASB 68 Deferred Inflow	1,173,656	398,757	407,651	1,980,064
<b>Total Liabilities + Net Assets</b>	<u>\$ 29,938,034</u>	<u>\$ 19,645,450</u>	<u>\$ 22,187,273</u>	<u>\$ 71,770,757</u>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

May 31, 2021

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 5,401,898	\$ 940,479	\$ 857,503	\$ 7,199,880
Other	73,181	29,468	14,742	117,391
<i>Total Operating Revenue:</i>	<b>\$ 5,475,079</b>	<b>\$ 969,947</b>	<b>\$ 872,245</b>	<b>\$ 7,317,270</b>
<i>Operating Expense:</i>				
Purchased Power	3,783,229	-	-	3,783,229
Expenses (Including Taxes)	688,462	411,132	413,986	1,513,581
PILOT	236,650	186,665	-	423,315
Depreciation	512,085	210,310	341,665	1,064,060
<i>Total Operating Expense:</i>	<b>\$ 5,220,426</b>	<b>\$ 808,107</b>	<b>\$ 755,651</b>	<b>\$ 6,784,184</b>
<i>Operating Income</i>	<b>\$ 254,652</b>	<b>\$ 161,839</b>	<b>\$ 116,594</b>	<b>\$ 533,086</b>
Non-Operating Income	458,980	10,844	24,079	493,903
Non-Operating Expense	(45,156)	(32,315)	(36,660)	(114,131)
<i>Net Income</i>	<b>\$ 668,477</b>	<b>\$ 140,368</b>	<b>\$ 104,013</b>	<b>\$ 912,858</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

May 31, 2020

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 5,295,837	\$ 931,952	\$ 840,024	\$ 7,067,814
Other	70,392	\$ 25,904	\$ 13,084	109,380
<i>Total Operating Revenue:</i>	<b>\$ 5,366,230</b>	<b>\$ 957,856</b>	<b>\$ 853,108</b>	<b>\$ 7,177,194</b>
<i>Operating Expense:</i>				
Purchased Power	3,801,211	-	-	3,801,211
Expenses (Including Taxes)	814,774	396,453	445,546	1,656,774
PILOT	196,250	185,000	-	381,250
Depreciation	510,585	213,225	362,500	1,086,310
<i>Total Operating Expense:</i>	<b>\$ 5,322,820</b>	<b>\$ 794,678</b>	<b>\$ 808,046</b>	<b>\$ 6,925,544</b>
<i>Operating Income</i>	<b>\$ 43,410</b>	<b>\$ 163,178</b>	<b>\$ 45,061</b>	<b>\$ 251,649</b>
Non-Operating Income	203,166	13,643	21,576	238,384
Non-Operating Expense	(42,103)	(36,238)	(40,960)	(119,301)
<i>Net Income</i>	<b>\$ 204,472</b>	<b>\$ 140,583</b>	<b>\$ 25,677</b>	<b>\$ 370,732</b>



**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of May 31, 2021

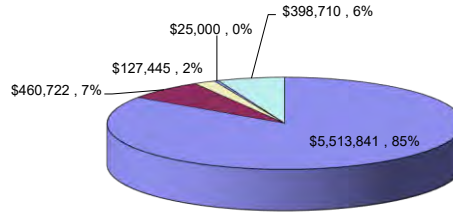
**Electric**

**May 2021**

Unrestricted (5.1 months sales)	\$	5,513,841
Bond Reserve	\$	460,722
Redemption Fund (P&I)	\$	127,445
Depreciation	\$	25,000
Designated	\$	398,710
<b>Total</b>	<b>\$</b>	<b>6,525,718</b>

**Electric Cash - May 2021**

■ Unrestricted (5.1 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



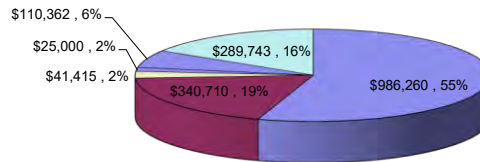
**Water**

**May 2021**

Unrestricted (5.2 months sales)	\$	986,260
Bond Reserve	\$	340,710
Redemption Fund (P&I)	\$	41,415
Depreciation	\$	25,000
Construction	\$	110,362
Designated	\$	289,743
<b>Total</b>	<b>\$</b>	<b>1,793,490</b>

**Water Cash - May 2021**

■ Unrestricted (5.2 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Construction ■ Designated



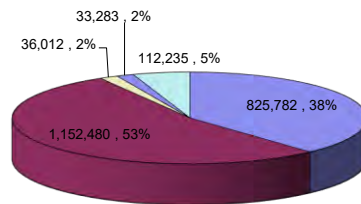
**Wastewater**

**May 2021**

Unrestricted (4.8 months sales)		825,782
DNR Replacement		1,152,480
Redemption Fund (P&I)		36,012
Depreciation		33,283
Designated		112,235
<b>Total</b>		<b>2,159,792</b>

**Wastewater Cash - May 2021**

■ Unrestricted (4.8 months sales) ■ DNR Replacement ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



**STOUGHTON UTILITIES**

Rate of Return

Year-to-Date May 31, 2021

	<b>Electric</b>	<b>Water</b>
Operating Income (Regulatory)	\$ 254,652	\$ 161,839
Average Utility Plant in Service	30,693,259	17,262,584
Average Accumulated Depreciation	(15,319,732)	(5,783,611)
Average Materials and Supplies	442,931	42,617
Average Regulatory Liability	(55,404)	(85,574)
Average Customer Advances	(1,262,227)	(2,500)
Average Net Rate Base	\$ 14,498,827	\$ 11,433,517
May 2021 Rate of Return	<b>1.76%</b>	<b>1.42%</b>
May 2020 Rate of Return	<b>0.28%</b>	<b>1.47%</b>
December 2020 Rate of Return	<b>5.16%</b>	<b>4.20%</b>
Authorized Rate of Return	<b>4.90%</b>	<b>5.00%</b>

**STOUGHTON UTILITIES**  
**2021 Statistical Worksheet**

<b>Electric</b>	<b>Total Sales 2020 kWh</b>	<b>Total kWh Purchased 2020</b>	<b>Total Sales 2021 kWh</b>	<b>Total kWh Purchased 2021</b>	<b>Demand Peak 2020</b>	<b>Demand Peak 2021</b>
January	11,728,250	12,391,530	11,902,372	12,568,526	21,586	21,527
February	11,129,324	11,416,153	11,678,924	11,992,637	21,887	23,755
March	10,906,593	11,186,342	10,949,430	11,170,845	19,372	19,911
April	9,652,850	9,951,790	9,775,372	9,996,551	18,601	18,026
May	10,102,735	10,421,886	10,680,399	10,936,134	26,854	25,030
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>53,519,752</b>	<b>55,367,701</b>	<b>54,986,497</b>	<b>56,664,693</b>		

<b>Water</b>	<b>Total Sales 2020 Gallons</b>	<b>Total Gallons Pumped 2020</b>	<b>Total Sales 2021 Gallons</b>	<b>Total Gallons Pumped 2021</b>	<b>Max Daily High 2020</b>	<b>Max Daily Highs 2021</b>
January	34,224,000	40,776,000	34,519,000	38,064,000	1,719,000	1,435,000
February	34,338,000	36,978,000	33,979,000	38,757,000	1,424,000	1,602,000
March	37,037,000	41,146,000	37,062,000	39,926,000	1,468,000	1,460,000
April	34,367,000	39,015,000	34,267,000	36,988,000	1,513,000	1,548,000
May	34,896,000	39,801,000	37,368,000	40,476,000	1,533,000	1,520,000
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>174,862,000</b>	<b>197,716,000</b>	<b>177,195,000</b>	<b>194,211,000</b>		

<b>Wastewater</b>	<b>Total Sales 2020 Gallons</b>	<b>Total Treated Gallons 2020</b>	<b>Total Sales 2021 Gallons</b>	<b>Total Treated Gallons 2021</b>	<b>Precipitation 2020</b>	<b>Precipitation 2021</b>
January	25,995,000	33,824,000	23,932,000	28,478,000	1.92	1.69
February	25,176,000	30,702,000	23,214,000	26,865,000	1.18	0.90
March	26,467,000	39,457,000	25,573,000	30,877,000	3.00	0.83
April	26,172,000	35,649,000	25,383,000	26,955,000	3.25	1.67
May	26,697,000	38,376,000	27,131,000	26,654,000	4.50	2.97
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>130,507,000</b>	<b>178,008,000</b>	<b>125,233,000</b>	<b>139,829,000</b>	<b>13.85</b>	<b>8.06</b>



# Stoughton Utilities Activities Report

## June 2021

### Technical Operations Division

Brian R. Hoops  
Assistant Utilities Director

**Customer Billings:** Erin Goldade, billing and metering specialist, processed 9,703 customer billing statements totaling \$1.60M during the month of June, including the primary monthly billing and supplemental daily billings following customer moves throughout the month. Total billings for the month were 1.1% lower than this month in 2020.

Electric utility billings totaled \$1.161M, water utility billings totaled \$0.193M, wastewater utility billings totaled \$0.184M, and stormwater utility billings totaled \$0.062M.

Our wholesale purchased power was 14,050 MWh with a peak demand of 33.73 MW occurring on June 10 at 6:00 p.m.

**Customer Payments:** Staff processed 9,460 payments totaling \$1.67M, including 1,616 checks, 1,562 lockbox payments, 333 credit cards by phone and in person, 1,716 *My Account* online payments, 3,479 AutoPay payments by credit card and bank withdrawal, 733 direct bank payments, and \$2,100 in cash.

**Delinquent Collections:** As of June 1, there were 1,106 active accounts carrying delinquent balances totaling \$163,400, and 74 closed accounts carrying delinquent balances totaling \$23,200. Of the total amount delinquent, \$56,700 was 30 or more days past due.

During the month of June, the following collection activity occurred:

- 10-day notices of pending disconnection were mailed to 491 delinquent accounts with past-due balances totaling \$66,970, averaging \$139 per customer.
  - An additional 10 past due notices were mailed to delinquent stormwater customers that do not have other utility service.
- Two days prior to disconnection, automated phone calls were made to 153 customers providing a warning of pending service disconnection.
- One day prior to disconnection, automated phone calls were made to 67 customers providing a final warning of pending service disconnection.
- Three electric service disconnections were completed for balances totaling \$411, averaging \$140 per disconnected customer.
  - All of these customers were reconnected within 24 hours of disconnection.

We ended the month of June with \$63,200 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 62% lower than this time last year (\$164,900). Month-over-month delinquencies increased by 11% from the end of May.

Carol Cushing, collections technician, continues to work with individual customers to create deferred payment agreements when requested, as well as to provide proactive payment reminders to habitually delinquent customers hoping to restore responsible and timely payment habits.

**Drinking Water Consumer Confidence Report:** Stoughton Utilities issues an annual report describing the quality of the community's drinking water. During the month of June, Brandi Yungen, customer service technician, completed and distributed the 2020 Consumer Confidence Report (CCR). This year's report is again presented in a full color booklet, and provides background and educational information about

Stoughton's drinking water in an attractive and professional layout. A large portion of the report focuses on lead and what SU is doing as we continue our program to remove lead service lines in 2021.

Printed copies of the CCR were posted in several public places and delivered to numerous community organizations. An electronic copy of the report was published online, and notifications of availability were published on customer billing statements, sent to customers via email, and published in local newspapers.

**Education & Customer Outreach:** Brandi Yungen, customer service technician, continued to utilize our social media presence to provide important and timely information to our customers.

Topics during June included:

- Information about common utility disconnection scams
- Warning about flushing anything other than toilet paper down the toilet, which can result in sewer blockages
- Reminder of the upcoming end of the SU Chamber Bucks promotion
- Public notice of the summer hydrant flushing program, and warning of potential temporary water discoloration
- Weekly updates on the lead service line replacement program and updates to where the contractor is working
- Public notice of the availability of the annual Drinking Water Consumer Confidence Report
- Sharing information about the Dane County Solar Group Buy program
- Summer energy savings tips related to home cooling and smart thermostats, and HVAC system maintenance tips
- Sharing a Focus on Energy special efficiency bundle to help lower customer's kitchen expenses

Our social media posts in May reached 5,030 viewers with an average engagement and participation rate of 7%.

**Energy Assistance:** During the month of June, energy assistance (EA) payments totaling \$11,660 were received from the State of Wisconsin Public Benefits Program and applied to 85 customer accounts to assist these customers with their seasonal home heating expenses.

The winter heating season and the availability of seasonal energy assistance ended on May 15. Emergency crisis funding, as well as additional funding provided through the Wisconsin Emergency Rental Assistance program will continue to be available throughout the summer months.

**Lead Service Line Replacement Project:** The service line replacement contractor ramped up their work in the field, and SU staff has been working with the contractor to set scheduling and data reporting expectations. Regular updates have been made to our GIS data to reflect field findings and to provide updates to the contractor from the parcel information previously provided. The public lead service line map on our website has been kept current with new findings.

Staff continued to meet to review each parcel individually to determine if the property had a public, private, or full lead service line, based on the information available from our potholing excavations, lateral cards from construction observations, and in-home verifications. Staff has been updating our website and social media pages to provide residents with weekly updates on the contractor's schedule and planned work locations.

Staff has been working to reconcile service replacement completion information between information known to SU, our engineering field representative, and the contractor's reports and pay requests, and to address customer-reported issues during and following scheduled replacements.

We are currently on track for substantial project completion in October.

**Office Reopening:** During the COVID-19 pandemic, customer service was provided to customers by phone and email without any interruption, and the office was open to customers by appointment. With

vaccines now available and active cases decreasing, Stoughton Utilities office reopened to the public at the start of the month. In-person payments and customer service has remained light since our return, as many customers have continued to pay by phone and online and complete their customer service requests by email.

**Recalculation of Budget Billing Plan Payment Amounts:** Customer Service Technician Brandi Yungen completed the biannual review of the payment amounts for customers enrolled in our Budget Billing Plan. Customer's monthly payment amounts are updated twice a year to reflect their current average usage, with monthly adjustments made in lieu of an annual true-up bill.

Over 500 customer accounts were updated with a new payment amount. Customers receiving a substantial increase or decrease are notified by letter, while those with nominal adjustments are notified using a message on their monthly billing statement.

**Scam Alert:** SU was notified by several rural Stoughton customers in late June that they had been contacted by phone and warned of service disconnection if they did not call a number to make a payment over the phone within 30 minutes. The caller used spoofed local cell phone numbers on the caller ID, and did not identify themselves as representing Stoughton Utilities.

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## **Electric Division and Planning Division**

Sean O Grady  
Operations Superintendent

Bryce A. Sime  
Electric System Supervisor

**Abel Court Development:** The new main line underground primary cable, transformers, and one new street light was installed in June to service this new development.

**Electric Service Installations:** During the month of June we installed three new underground services, six service cable upgrades, one temporary service for new construction, and one service repair.

**Electric System Trouble Calls:** Staff responded to a total of 19 after-hours trouble calls and outages during the month of June, including four tree branches impacting overhead wires, four wildlife contacts, one underground service lateral failure, two equipment failures, one lightning strike, one connection failure, one vehicle vs. utility pole, one structure fire, and three failed fuses.

**Employee Hiring:** We are extremely happy to welcome Joel Ends, apprentice lineman, who joined our team in June. Joel comes to us with from an investor-owned utility and will be starting as a fourth-year apprentice.

**Overhead Distribution System Upgrades:** Well over 100 cutouts have been replaced on the overhead distribution system. Focus has been placed on main feeders serving industrial, commercial, and large residential areas. By replacing aged cutouts prior to failure, we expect to reduce the occurrence of unscheduled after-hours power disruptions.

16 deteriorating poles were replaced, and one pole was straightened along with the installation of new pole anchors. Of the poles replaced, nine were located along the space cable pole line on South Page Street.

Overhead line reconstruction efforts along Hogie Road continues. All new poles have been installed, and we have begun stringing in the new overhead primary wires.

**Overhead Line Clearance Contract:** Our contracted line clearance contractor wrapped up our first phase of line clearance work throughout the five surrounding townships that SU serves. The second phase will begin in October and focus on oak tree trimming and line clearance work using a track machine along highways 51 East and 138 West, and various back lot lines.

**Overhead to Underground Primary Cable Upgrade Project:** With optimal weather conditions, our underground trenching and boring contractor made good progress this month and was able to install all the conduit and above ground boxes located along Prospect Lane and Estate Lane.

**Private Tree Removals / Home Repair Projects:** We received several customer requests over the past month requesting temporary service disconnections and overhead wire removals to allow for either the safe removal of trees located on private property or for home maintenance and repair projects.

**Stoughton Area School District Electrical Upgrades:** After months of planning and coordination with the school district and their electrical contractor, staff de-energized Sandhill school for main electrical equipment replacement and upgrades.

**Vehicle vs Pole Collision:** A vehicle struck a SU pole and broke it off at ground level. SU staff replaced the pole. The vehicle that caused the damage left the scene and has not been identified.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 0.860 million gallons with a monthly total of 25.612 million gallons. The total precipitation for the month was 5.11 inches.

**Compliance Maintenance Annual Report:** The annual Compliance Maintenance Annual Report (CMAR) was approved by the Utilities Committee and Stoughton Common Council, and was submitted to the Wisconsin Department of Natural Resources.

The CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements. This report addresses both the City of Stoughton Wastewater Treatment Facility as well as the city's sanitary sewer collection system.

The report indicated that we are nearing our influent capacity for removing BOD, however treatment still consistently falls within the plant's limits.

**Laboratory Procedures and Training:** We continue to have our staff lab technician develop and document lab procedures, as well as perform cross-training the other wastewater and water operators on laboratory processes and plant operations.

**Nordic Ridge lift station:** We had a gas valve fail on the standby generator at this station. A contractor replaced it with an extra valve that we had onsite and the generator was quickly returned to service. We also experienced a transducer failure on the pump controls, which was also replaced by a contractor.

**Plant Inspection:** The Wisconsin Department of Natural Resources conducted a routine inspection of the wastewater treatment facility. The inspection went well, and no issues, deficiencies, or violations were noted.

**Plant maintenance:** Staff continues working on maintenance and repairs of miscellaneous equipment throughout the plant. June's projects included the cleaning of effluent flow lines, rebuilding the digester recirculation pump, repairing the HVAC unit that services the treatment facility's laboratory, replacing the effluent sampler controller, cleaning of the wash press tubes, replacement of the final clarifiers rubber wear strips on all scum beaches, replacement of the primary micro switch, and replacement of a drive roller and side rails on the gravity belt thickener.

**Sanitary Sewer Collection System Maintenance:** Wastewater operators continues working on our 2021 sewer cleaning and televising programs. Throughout the summer, we will be cleaning approximately 20 miles of sanitary sewer mains, river crossings, and interceptors.

In addition to maintenance of the existing collection system, wastewater operators also televised nearly one mile of newly installed sanitary sewer main in the Kettle Park West Meadows Addition and Abel Court developments that are nearing completion.

**Standby Generator Load Curtailment:** On June 10 our regional grid operator – the Midcontinent Independent System Operator (MISO) – declared a hot weather alert and a maximum generation capacity event due to very high temperatures and system load. As a result, our purchase power provider, WPPI Energy, was instructed to operate certain contract generation and curtailable capacity, resulting in the standby generator at the Stoughton Wastewater Treatment Facility being called into service to decrease the facility's use of the power grid.

During this event, WPPI Energy customers participating in the voluntary program were able to remove a combined 12 MW of demand from the electrical grid.

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## **Water Division**

Kent F. Thompson  
Water System Supervisor

**2021 Construction Projects:** Water operators checked all of the valve boxes and curb stops along Abel Court after construction was completed. All valve boxes and curb stop valves are to grade and functions as they should. No items were identified as needing to be added to the contractors punch list.

**Annual System Flushing:** Water operators began the annual system flushing of over 700 fire hydrants throughout the water system. Approximately 3.1 million gallons of water was flushed from 300 hydrants during June.

Hydrant flushing is a controlled procedure that helps maintain customer's water clarity and quality by clearing iron and mineral deposits from the water mains. This process requires operators to visit and open all hydrants, at which time they also identify any repairs needed to keep the hydrant operating effectively and efficiently. Repairs to identified hydrants will occur once the flushing program is complete.

Flushing will continue throughout the month of July and possibly extend into August.

**Employee Continuing Education:** Two water operators attended the Wisconsin Rural Water Association Outdoor Exposition. Classroom sessions provided during the full-day expo discussed various topics, including developing and maintaining an efficient valve exercising program, the importance of maintenance vs. repair of critical distribution valves, large meter selection and service, commonly overlooked pumphouse maintenance, and how to protect your utility from cyber-attacks. As well as classroom sessions, there were over 75 water industry vendors with demonstration booths showcasing both existing and new products.

**Lead Service Line Replacement Program:** The lead replacement contractor continued replacing services during the month of June. A total of 222 services have been replaced as of July 6<sup>th</sup>, over 31% of the approximately 700 services released for replacement.

As the project has progressed, a number of service leaks have been both identified and eliminated, as well as caused and repaired during replacement efforts. Water operators have been able to quickly assist the contractor in getting the water mains shut down so that timely repairs can be made with as little interruption to customer service as possible.

Two water main breaks have also been caused by the construction efforts. Both mains were isolated by water operators and repaired by the replacement contractor.

**Service Leaks:** One service leak was identified on the private portion of the water lateral after the curb stop. This is a very slow leak, and the service is scheduled to be replaced by the lead service



replacement contractor within the next few weeks. Rather than requiring the customer to repair the costly leak, we have allowed this leak to continue until the service is replaced.

**Water Main Break:** One significant water main break occurred on Veterans Road near Stoughton Trailers at 3:30 in the afternoon. The main had a 4" diameter hole break through the side, allowing approximately 170,000 gallons of water to escape in less than 1 hour.

Water operators quickly mobilized to the site and isolated the main. Isolating the main shut the water and fire protection off to the south portion of the Stoughton Trailers manufacturing facility. A contractor was hired to repair this main during the night hours in order to get Stoughton Trailers back up and running as quickly as possible.

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## **Energy Services Section**

Amy B. Wanek  
Stoughton Utilities and WPPI Energy Services Manager (ESM)

**Key Electric Account Meetings:** I continue to meet in person with all our key electric users, defined as the 30 customers with the largest annual consumption. During these meetings, we discuss the customer's business plans, opportunities for energy efficiency projects and Focus on Energy incentives that may help them, our Choose Renewable Program, and more. The goal of these meetings is to strengthen the relationships between the customer and the utility, and to build upon the inherent benefits associated with local public power providers.

**Customer Distributed Generation:** One new rooftop solar distributed generation application was received and approved by SU. Rooftop solar projects remain popular in Stoughton, with numerous projects either recently completed, currently under construction, or planned for construction in the upcoming months.

I have been working with the public relations and marketing team at WPPI Energy to develop an informational article about rooftop solar systems that we will submit to the local newspaper. This article will discuss the benefits to customers and the utility, provide basic instructional information on what a customer should consider when considering rooftop solar, and discussing Stoughton Utilities' solar growth over the recent years.

**Focus on Energy Incentives:** During the month of June, Stoughton Utilities customers received the following incentive amounts for energy efficiency and renewable projects from Wisconsin Focus on Energy:

Residential Efficiency: Incentives totaling \$2,800 with projected annual savings of 7.8 kW and 61,882 kWh.

Stoughton Utilities submits all energy-efficiency funds collected through our Commitment to Community billing rate to Wisconsin Focus on Energy to fund the statewide efficiency fund that provides these incentives.

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Please visit 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:** July 13, 2021  
**To:** Stoughton Utilities Committee  
**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications

May 4, 2021 Stoughton Utilities press release regarding the current status of PFAS sampling regulations set by the United States Environmental Protection Agency and the Wisconsin Department of Natural Resources

June 23, 2021 Stoughton Utilities press release announcing receipt of national recognition by the American Public Power Association for achieving exception electric reliability in 2020.

July 8, 2021 Stoughton Utilities billing statement insert advertising our annual residential energy conservation incentives, including a continuation of our popular Energy Star appliance and Smart Thermostat customer bill credits.

July 8, 2021 Article in the Stoughton Courier Hub reporting on the ongoing lead service line replacement program construction efforts, grant funding availability, dangers and health effects of lead in the drinking water, and announcing the 30% completion milestone.



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# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

May 4, 2021

Contact: Jill Weiss, Stoughton Utilities Director

### **Testing for PFAS in Public Drinking Water**

Stoughton Utilities takes its role in protecting public health by providing safe drinking water to our community very seriously. Our drinking water is closely regulated by both the United States Environmental Protection Agency (EPA) and the Wisconsin Department of Natural Resources (DNR) and it meets strict Federal and State drinking water standards.

We appreciate that an important conversation is happening right now regarding per- and polyfluoroalkyl substances, commonly known as PFAS. PFAS is an emerging contaminant that EPA and DNR do not regulate at this time. PFAS is a group of thousands of compounds used in everything from food packaging and cookware to upholstery, clothing and firefighting foam. The chemicals do not break down in the environment and are commonly found in dust, air, soil and water. It is our understanding that PFAS can be found everywhere.

Testing for PFAS isn't required by state or federal regulators, and our utility is not testing for PFAS right now. EPA and DNR are both working to determine how and when PFAS should be regulated. We will continue to follow EPA's and DNR's lead on PFAS to keep your drinking water safe according to the Safe Drinking Water Act.

###

Founded in 1886, Stoughton Utilities serves wastewater and water customers located within the City of Stoughton.



**Stoughton Utilities**

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# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

June 23, 2021

Contact: Jill Weiss, Utilities Director

### **STOUGHTON UTILITIES RECEIVES RECOGNITION FOR EXCEPTIONAL SYSTEM RELIABILITY IN 2020**

Stoughton Utilities has received national recognition for achieving exceptional electric reliability in 2020. The recognition comes from the American Public Power Association, a trade group that represents more than 2,000 not-for-profit, community-owned electric utilities.

The Association helps electric utilities track power outage and restoration data through its subscription-based eReliability Tracker service and then compares the data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities.

“Community-owned public power utilities have an excellent record when it comes to reliability,” said the Association’s Senior Director of Energy and Environmental Services Alex Hofmann. “These utilities are the best of the best when it comes to keeping the lights on in their communities.”

Nationwide, the average public power customer has their lights out for less than half the time, compared to other types of utilities.

“We are proud to receive this recognition. It is a testament to the hard work of all our staff to ensure that we keep Stoughton powered,” said Jill Weiss, Utility Director at Stoughton Utilities.

For more information on Stoughton Utilities and its commitment to reliability, visit [www.stoughtonutilities.com](http://www.stoughtonutilities.com)

###



# START SAVING TODAY

**Saving energy isn't just important to you, it's important to us as well.** That's why we're again offering \$25 bill credit incentives to customers when purchasing a qualifying ENERGY STAR appliance or Smart Thermostat! Just fill out the form on the back and return it to our office with a copy of your receipt.



[stoughtonutilities.com](http://stoughtonutilities.com)  
(608) 873-3379

At Stoughton Utilities, we join forces with other local not-for-profit utilities through WPPI Energy to share resources and lower costs.

Shared strength through  WPPI Energy

**To qualify, purchases must be listed as an ENERGY STAR product. Completed form and receipt must be received prior to December 1, 2021. Visit our website for full details, limits and exclusions.**

Customer Name

Utility Account #

Customer Street Address

City, State, Zip

Home Phone #

Daytime Phone #

E-mail

Energy Star Product, Brand, Model #

Thermostat Brand, Model #

[https://www.unifiednewsgroup.com/stoughton\\_courier\\_hub/news/stoughton-has-removed-30-of-remaining-residential-lead-lines/article\\_44a6e37f-690a-5a85-977c-066a894c9b19.html](https://www.unifiednewsgroup.com/stoughton_courier_hub/news/stoughton-has-removed-30-of-remaining-residential-lead-lines/article_44a6e37f-690a-5a85-977c-066a894c9b19.html)

FEATURED

## Stoughton has removed 30% of remaining residential lead lines

Grant to pay cost of removing lines ends Dec. 15

Mackenzie Krumme Unified Newspaper Group  
Jul 8, 2021



State Rep. LaTonya Johnson, D-Milwaukee, holds corroded galvanized plumbing that was removed from her Milwaukee house. Galvanized pipes, likely to be in older homes, can accumulate lead from service lines, such as the one supplying Johnson's home.

Photo courtesy of the Wisconsin Center for Investigative Journalism

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### Free property inspections

Homeowners with houses built before 1960 who are unsure if their water service lines are lead-based can call Stoughton Utilities for a free inspection. Lines replaced before Dec. 15 will be of no cost to the homeowner, but homes missing that deadline could pay between \$3,000-\$5,000 out of pocket.

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With an impending deadline of Dec. 15, the City of Stoughton's partnership with Five Star Energy Services has removed nearly a third of the private lead lines that contaminate the drinking water supply.

Lead service lines in Stoughton are considered a public nuisance and safety threat under a June 2020 ordinance. As of Wednesday, July 7, the city has removed 200 of the lead service lines that are at least partially attached to households, Utilities Director Jill Weiss told the Hub. That brings the city to around 30% of its goal of removing the roughly 700 lines before the end of the year, Weiss added.

The initiative for all of the pipes leading to residential homes to be lead-free by the end of 2021 is in conjunction with a state Department of Natural Resources grant that will cover 100% of the cost for homeowners. A typical lead service line replacement can cost homeowners between \$3,000 and \$5,000, at Utilities news release states.

Galvanized steel water service replacements are also eligible for funding, because the galvanized services line was downstream of lead water services lines, Weiss said.

Wisconsin ranks in the top 10 states for the percentage of children to be lead poisoned, with one in 13 children testing for dangerous levels of lead exposure, according to the state Department of Health Services.

“Lead poisoning has affected children in every county in Wisconsin. Since 1996, over 200,000 children have been identified as having dangerous amounts of lead in their body,” according to a 2016 DHS publication.

Weiss said Five Star Energy has divided its staff into two teams to remove the lead service lines, and estimates they could be done in removing lead service lines from homes in October. Scheduling removal times with homeowners gets more complex as the completion date nears, Weiss added, which can extend the project completion date.

The team can remove most lead service lines without digging a trench, but does require access to a homeowner’s basement to complete the project.

Weiss said there are still roughly 30 homes that have been identified as having lead service lines that have not been in contact with Stoughton Utilities.

If a home was built before 1960, and residents are unsure if the house has lead or galvanized steel, they should contact Stoughton Utilities, whose staff will perform a free inspection.

Homes that do not have their lead service lines removed before Dec. 15 risk paying the cost out-of-pocket.

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Contact Mackenzie Krumme at [mackenzie.krumme@wcinet.com](mailto:mackenzie.krumme@wcinet.com).

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**Mackenzie Krumme**





**Stoughton Utilities**

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

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**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

**Subject:** Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council

The following items from prior Stoughton Utilities Committee Meeting(s) were presented to and/or acted upon by the Stoughton Common Council at their June 22, 2021 meeting:

Consent Agenda:

1. Minutes of the May 17, 2021 Regular Utilities Committee Meeting
2. Stoughton Utilities May Payments Due List Report
3. Stoughton Utilities April Financial Summary
4. Stoughton Utilities April Statistical Report

Business:

1. Wastewater 2020 Compliance Maintenance Annual Report (CMAR)



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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

**Subject:** Status Update: Lead Service Line Replacement Programs

Stoughton Utilities staff continues to work on numerous efforts in response to our 2019 lead action level exceedance. At this time, these efforts are almost entirely associated with the ongoing citywide lead service line replacement program for both public and privately-owned lead service lines.

Construction efforts for the 2021 Lead Water Service Replacements Project continue by the awarded construction contractor, Five Star Energy Services, LLC. Lead service lines have been replaced at approximately 250 addresses at this time, with an approximate 465 addresses remaining. If dry construction conditions continue, the contractor is on pace for an October completion, ahead of the November 15 substantial completion and December 15 final completion deadlines.

Stoughton Utilities staff and our consulting engineering field services technician continues to review the contractor's replacement progress, working and visiting onsite daily to review the construction work, operate main valves and service curb stop valves, identify lead service lines, answer questions and address concerns, review restoration efforts, communicate with customers, and more.

As they progress, the contractor continues to perform exploratory work such as locating services, completing pothole excavations to verify service line materials, and sanitary sewer televising to obtain a visual record of the condition of the sanitary sewer lateral prior to construction. These exploratory efforts will be ongoing, often in neighborhoods where construction efforts have not yet begun.

Following service excavation and visual verification efforts, and following actual findings in the field following excavation, staff continues to update our GIS data to reflect the verified data. A map of known and presumed lead service lines is available to be viewed by the general public online at [stoughtonutilities.com/lead](http://stoughtonutilities.com/lead). Staff has been working with the contractor and our consulting engineer's field services technician to reconcile the list of addresses where work has been completed, and we anticipate providing a public map showing these parcels in the upcoming weeks.

Customer outreach continues regarding the progress of the construction project. Regular updates are being made on our social media pages with detailed information on the contractor's current and planned project locations available at [stoughtonutilities.com/construction](http://stoughtonutilities.com/construction).

Our lead public education program continues. Staff continues to post informational and educational materials about lead service lines, including the completion and upcoming distribution of our annual Consumer Confidence Report. Information is also being provided to customers affected by the service line replacements, including advice for post-replacement service line flushing and addressing their questions and concerns. Our lead public education website at [stoughtonutilities.com/lead](http://stoughtonutilities.com/lead) continues to be reviewed and kept up to date.



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*Serving Electric, Water & Wastewater Since 1886*

**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

**Subject:** Amendment of a Platted Sanitary Sewer Easement (From an Unstated Width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.)

Stoughton Utilities has received a request from the homeowner at 219 E. Taft St. to amend the language used to describe the existing platted public utility easement for sanitary sewer that is recorded on this property.

The original sewer line easement on this property was granted to the City of Stoughton by an easement dated February 8, 1935, and recorded on February 21, 1945. The original easement was described as existing along the length of the property's west boundary line, but had no explicitly stated width. This amendment to the recorded easement specifies that the easement shall still run the length of the parcel's west property line, and shall be 12' in width.

Stoughton Utilities has existing sanitary sewer infrastructure located within the platted easements including sewer main and a manhole. The proposed amendment to the sanitary sewer easement has been reviewed by Stoughton Utilities staff and has been determined to be acceptable to the utility. It has also been reviewed by the Stoughton City Attorney and determined to be correct in form.

We are requesting that the Stoughton Utilities Committee review and approve the amendment of the platted sanitary sewer easement (from an unstated width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.), and recommend approval of the amendment to the easement to the Stoughton Common Council.

**AMENDED SANITARY SEWER EASEMENT**

**Document Number**

**Title of Document**

Record this document with the Register of Deeds

Name and Return Address:

**Jonathan M. Hajny  
221 Kings Lynn Road  
Stoughton, Wisconsin 53589**

**281/0511-082-1071-2**

(Parcel Identification Number)

## **AMENDED SANITARY SEWER EASEMENT**

WHEREAS, Jerome T. Anderson and Patricia Micetic (Grantors) are presently the owners of the real estate legally described on Exhibit A attached;

AND WHEREAS, an Easement (Original Easement) for the purpose of laying, installing, constructing, operating, and maintaining a sanitary sewer over Grantors' real estate was granted to the City of Stoughton (Grantee) by an Easement dated February 8, 1935, and recorded on February 21, 1945, in Vol. 182 of Misc., page 294, as Document No. 699361;

AND WHEREAS, the parties hereto desire to amend the Original Easement to provide that it shall be Twelve (12) feet in width running the length Grantors' West boundary line;

NOW, THEREFORE, In consideration of the premises and the mutual covenants and agreements herein contained, it is hereby agreed by and between the parties hereto as follows:

1. The Original Easement shall hereby be amended to grant by Grantors to Grantee a Twelve (12) foot sanitary sewer easement running the length Grantors' West boundary line as shown on the Plat of Survey attached as Exhibit B;
2. This Amended Sanitary Sewer Easement shall be perpetual and shall run with the land and shall be binding upon the parties, their heirs, successors and assigns.

Witness our hands and seals this 29 day of JUNE,

2021.



GRANTORS

Jerome T. Anderson  
Jerome T. Anderson  
Patricia Micetic  
Patricia Micetic

GRANTEE

City of Stoughton, Wisconsin,  
Acting Through Stoughton Utilities

\_\_\_\_\_  
By: Jill Weiss, Utility Director

STATE OF WISCONSIN)  
  )ss.  
COUNTY OF DANE        )

Personally before me this 29 day of JUNE,

2021, the above named Jerome T. Anderson and Patricia Micetic to me known to be the persons who executed the foregoing instrument and acknowledge the same.

[Signature]  
Notary Public, Dane County  
My Commission is/expires 2/23/2024



**EXHIBIT A**

Lot Two (2), and the West 23 feet of Lot One (1), Block Six (6), Corrected Survey and Plat of Mrs. Sarah E. Turner's Addition to the City of Stoughton, In the City of Stoughton, Dane County, Wisconsin, ALSO that part of vacated Kegonsa Street (formerly River Street) lying West of the extended East line of the West 23 feet of said Lot 1, Block 6 and extended North line of said Block 6.

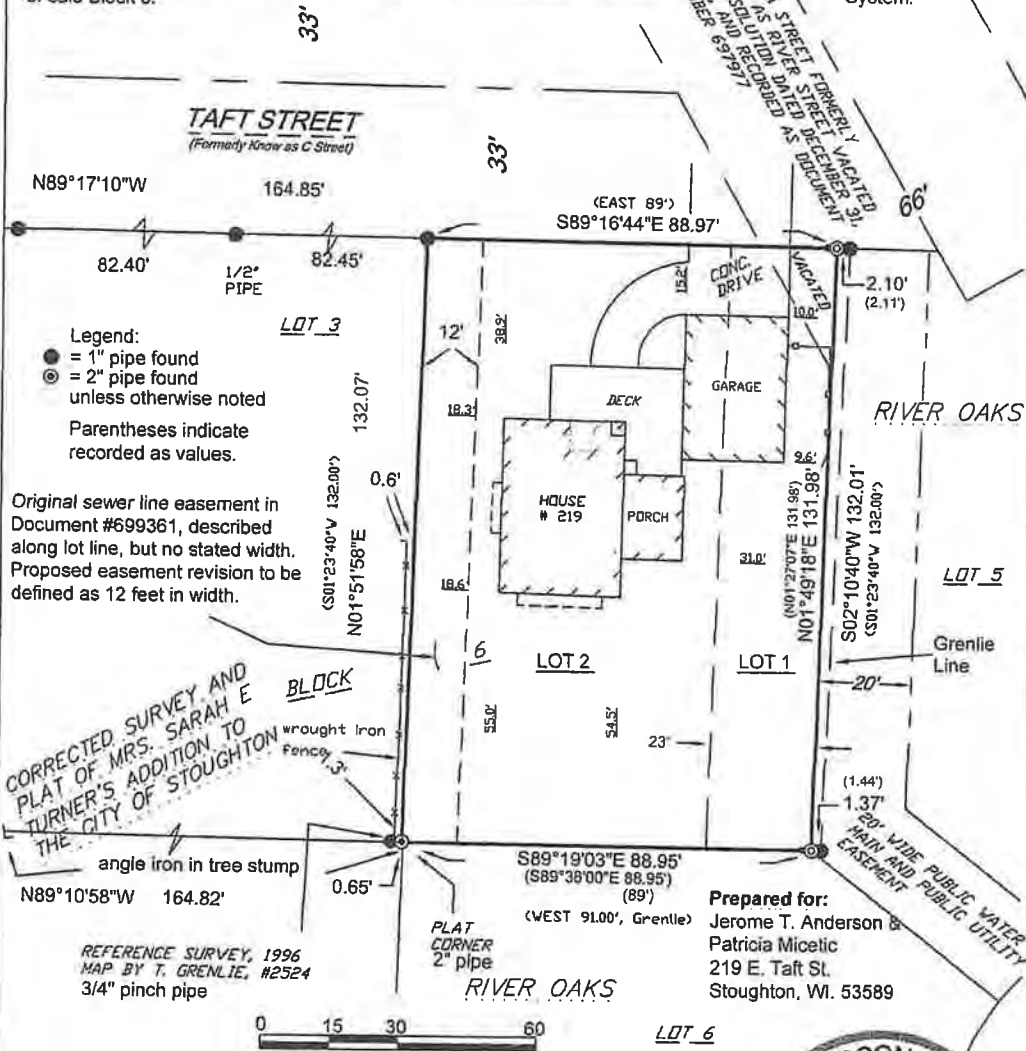


# Plat of Survey

Lot Two (2), and the West 23 feet of Lot One (1), Block Six (6), Corrected Survey and Plat of Mrs. Sarah E. Turner's Addition to the City of Stoughton, in the City of Stoughton, Dane County, Wisconsin, ALSO that part of Vacated Kegonsa Street (formerly River Street) lying West of the extended East line of the West 23 feet of said Lot 1, Block 6 and extended North line of said Block 6.



Referred to the Dane County Coordinate System.



**Legend:**  
 ● = 1" pipe found  
 ⊙ = 2" pipe found  
 unless otherwise noted  
 Parentheses indicate recorded as values.

Original sewer line easement in Document #699361, described along lot line, but no stated width. Proposed easement revision to be defined as 12 feet in width.

**CORRECTED SURVEY AND PLAT OF MRS. SARAH E. TURNER'S ADDITION TO THE CITY OF STOUGHTON**

REFERENCE SURVEY, 1996  
 MAP BY T. GRENLIE, #2524  
 3/4" pinch pipe

**Prepared for:**  
 Jerome T. Anderson &  
 Patricia Micetic  
 219 E. Taft St.  
 Stoughton, WI. 53589

**Surveyors Certificate**  
 I, David C. Riesop, Professional Land Surveyor, hereby certify that the foregoing survey was prepared by me or under my direction and control and that said survey meets the minimum standards for property surveys of the Wisconsin Administrative Code, and the map shown is a correct representation of said survey made, to the best of my knowledge and belief.

*David C. Riesop* 5/21/21  
 David C. Riesop S-1551



EXHIBIT B

**Wisconsin Mapping, LLC**  
 surveying and mapping services  
 306 West Quarry Street, Deerfield, Wisconsin 53531  
 (608) 764-5602

Dwg. No. 5609-20 Date field 09/10/2020  
 Sheet 1 of 1 sewer line easement 5/21/21

**RESOLUTION FROM THE UTILITIES COMMITTEE TO THE  
STOUGHTON COMMON COUNCIL**

Authorizing the Amendment of a Platted Sanitary Sewer Easement (From an Unstated Width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.)

Committee Action: Utilities Committee recommended Common Council approval \_\_\_ - \_\_\_

Fiscal Impact: None

**File Number:** R-xxx-2021

**Date Introduced:** July 27, 2021

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

**WHEREAS**, Stoughton Utilities has received a request from the property owner at 219 E. Taft St. to amend the size of an existing platted sanitary sewer easement; and

**WHEREAS**, the original sewer line easement on this property was granted to the City of Stoughton by an easement dated February 8, 1935, and recorded on February 21, 1945, and specifies an easement existing along the length of the property's west boundary line with no explicitly stated width; and

**WHEREAS**, Stoughton Utilities has existing sanitary sewer infrastructure located within the platted easement; and

**WHEREAS**, the proposed amendment of the sanitary sewer easement to remain along the full length of the property's west property line and to have an explicitly stated 12' width has been reviewed by Stoughton Utilities staff and has been determined to be acceptable to the utility; and

**WHEREAS**, on July 19, 2021, the Stoughton Utilities Committee approved and recommended to the Stoughton Common Council the amendment of the platted sanitary sewer easement (from an unstated width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.); now therefore

**BE IT RESOLVED** by the City of Stoughton Common Council that that the Stoughton Utilities Director be hereby directed to agree to the recording of an Amendment of a Platted Sanitary Sewer Easement (From Unstated Width to 12') on Lot 2 of Mrs. Sarah E. Turner's Addition (219 E. Taft St.).

**Council Action:**       **Adopted**                       **Failed**                      **Vote:** \_\_\_\_\_

**Mayoral Action:**       **Accept**                       **Veto**

\_\_\_\_\_  
Mayor Tim Swadley

\_\_\_\_\_  
Date

**Council Action:**      \_\_\_\_\_       **Override**                      **Vote:** \_\_\_\_\_



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

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**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

**Subject:** Funding of Memorial for SU Journeyman Lineman Brian Scheel

Stoughton Utilities Journeyman Lineman Brian Scheel passed away tragically on May 2, 2021. Following group discussions with the entire Stoughton Utilities team, it was determined that there is a strong desire for SU to provide a memorial honoring Brian's memory and long career at SU.

Staff has expressed a desire in providing the initial funding to create a memorial scholarship, as well as the planting of a tree on a Stoughton Utilities property with a memorial plaque. Both items will be one-time expenditures. Stoughton Utilities will work with the Stoughton Area School District to create the memorial scholarship and provide initial funding, and will then turn the scholarship over to the family for annual maintenance, recipient selection, fund management, and if desired, fund replenishment once the initial funding has been awarded.

We have discussed this topic with Mayor Swadley, Human Resources Director Gillingham, and Finance Director Friedl and they do not have concerns with a memorial being provided.

We are seeking approval from the Stoughton Utilities Committee to spend funds not to exceed \$6,000 to honor Stoughton Utilities Journeyman Lineman Brian Scheel memory through the creation and initial funding of a memorial scholarship and the planting of a tree with a memorial plaque on Stoughton Utilities property.



**Stoughton Utilities**

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P.O. Box 383  
Stoughton, WI 53589-0383

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**Date:** July 13, 2021  
**To:** Stoughton Utilities Committee  
**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director  
Jill M. Weiss, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Round-Up Program

On February 20, 2006, the Stoughton Utilities Committee approved the Round-Up Program to allow our customers to easily support local charities and organizations that benefit the Stoughton community. Under this voluntary opt-in program, enrolled customers agree to “Round-Up” their utilities bill to the next highest dollar amount. Each of the current 366 program participants will contribute an average of \$6.00 per year to the Round-Up program fund, which is awarded by the Stoughton Utilities Committee bi-annually.

On July 14, 2008, the Stoughton Utilities Committee established the following qualifying criteria: Qualifying applicants include individuals providing community service, community service organizations, organizations providing disaster relief, educational organizations, organizations providing service to youth, and advocates for the environment. Such applicants must apply or reapply annually in writing, and applicants may only be eligible as a recipient once each calendar year.

Qualifying applicants for funds collected during the 2021 calendar year are as follows:

Dane County Humane Society	Eyes of Hope, Stoughton Inc. *	FolksWagons, Inc. *
Friends of Badfish Creek Watershed	Friends of Great Scouts Stoughton - FRoGSS	Friends of the Stoughton Area Youth Center *
Friends of the Stoughton Library	Neighborhood Free Health Clinic	PEPartnership - Personal Essentials Pantry *
Pumpkin Patch Preschool	Society of St. Vincent de Paul – St. Ann Conference *	Stoughton Community Foundation
Stoughton Area Resource Team*	Stoughton Senior Center	Stoughton Lions Club
Stoughton United Methodist Food Pantry *	Stoughton Village Players	Three Gaits, Inc.

\* indicates recipient of Round-Up funds in a prior funding year

At the start of each Round-Up program year, Stoughton Utilities staff distributes organization application forms to qualifying applicants from the prior program year, past funding recipients, and other potentially qualifying non-profit organizations that have not previously applied for program funding. Staff sent program application forms to a total of 37 organizations for the 2021 program year and received 18 completed applications back.

Enclosed is a list of all recipients that have received funding from the Stoughton Utilities Round-Up Program since the creation of the program in 2006. Also enclosed are the application forms received from all qualifying applicants for the 2021 funding year.

It is requested that the Stoughton Utilities Committee donate \$1,000 from the 2021 SU Round-Up Program fund to the applicant of your choice at the July 19, 2021 meeting.

## Past recipients of Round-Up Program Funds:

June 18, 2007	Friends of the Stoughton Area Youth Center	\$1,000
December 14, 2007	Friends of the Stoughton Area Youth Center	\$550
January 14, 2008	Shalom Holistic Health Services	\$550
June 16, 2008	American Legion Post 59	\$1,100
December 15, 2008	Stoughton Wellness Coalition	\$1,100
July 20, 2009	Martin Luther Christian School	\$1,100
February 15, 2010	Friends of the Stoughton Area Youth Center	\$1,100
June 15, 2010	Stoughton Lions and Lionesses Clubs	\$1,100
December 20, 2010	Stoughton Wellness Coalition	\$550
	Stoughton Holiday Fund	\$550
June 20, 2011	American Cancer Society Relay for Life	\$600
	Friends of the Stoughton Public Library	\$600
	American Legion Post 59	\$600
January 16, 2012	Stoughton Holiday Fund	\$1,500
July 16, 2012	Stoughton Area Resource Team, Inc. (START)	\$1,100
January 14, 2013	American Legion Post 59	\$1,100
July 15, 2013	Friends of the Stoughton Public Library	\$1,100
January 21, 2014	Stoughton United Ministries	\$1,100
June 16, 2014	Stoughton Area Resource Team, Inc. (START)	\$900
January 20, 2015	Folks Wagons, Inc.	\$1,200
July 7, 2015	PEPartnership – Personal Essential Pantry	\$1,000
January 19, 2016	River Bluff Middle School – Trees for Tomorrow	\$1,000
July 18, 2016	Stoughton Area Resource Team, Inc. (START)	\$1,000
January 17, 2017	PEPartnership – Personal Essential Pantry	\$1,000
July 17, 2017	Friends of Lake Kegonsa Society (FOLKS)	\$1,000
January 16, 2018	Eyes of Hope Stoughton, Inc.	\$1,000
July 16, 2018	Free Health Clinic	\$1,000
January 14, 2019	Stoughton Police Department Safety Camp	\$500
	Stoughton United Methodist Food Pantry	\$500
July 18, 2019	Society of St. Vincent de Paul – St. Ann	\$1,000
January 30, 2020	Housing Advocacy Team of Stoughton	\$1,000
July 20, 2020	Stoughton Area Resource Team, Inc. (START)	\$1,000
February 15, 2021	Society of St. Vincent de Paul – St. Ann	\$500
	Folks Wagons, Inc.	\$500
	<b>Total:</b>	<b>\$30,500</b>



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### Application for Funds from RoundUP Program Donation

Organization Name: Dane County Humane Society Phone #: 608-838-0413

Organization Address: 5132 Voges Rd, Madison WI 53719

Name of Individual Submitting Application: Ash Collins

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? Funds will be used to provide compassion & care to thousands of animals in need!

What are the benefits to the Stoughton Community? DCHS is your local animal shelter providing compassion & housing for animals in need.

What other information would you like to share? \_\_\_\_\_

Applicant Signature: 

Date: 01/13/2021

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Application for Funds from RoundUP Program Donation

Organization Name: Eyes of Hope, Stoughton, Inc. Phone #: 815-298-1567 or 877-1528

Organization Address: PO Box 91 Stoughton

Name of Individual Submitting Application: Laura Roeven

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? We use all funding to provide programs for Stoughton's youth in hope they find their voice and use it to better their community + world. We run Highschool Girl 2 Girl + Middle School Girl 2 Girl

What are the benefits to the Stoughton Community? We connect youth with mentorship and opportunity so they become life long contributors to Stoughton's community. We help 1st generation college bound take the steps to their success.

What other information would you like to share? Our mentorship has provided stability + 100% graduation of HS for all who participate.

Applicant Signature: Laura Roeven

Date: 2-11-2021

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Application for Funds from RoundUP Program Donation

Organization Name: FOLKS WAGONS, INC Phone #: 608 576-7003

Organization Address: 1567 WILLIAMS DR. STOUGHTON, WI 53589

Name of Individual Submitting Application: JEFFREY V. ZARTH

Are you a non-profit organization? Yes X No       

Type of Request: Personal        Group        Community X

How will the funds be used? TO SERVICE OR REPLACE VEHICLES FOR FAMILIES IN NEED.

What are the benefits to the Stoughton Community? HELP KEEP EMPLOYMENT OR SCHOOLING OR MEDICAL TRIALS IN TACT.

What other information would you like to share? COPY OF ANNUAL REPORT ATTACHED.

Applicant Signature: J.V. Zarth

Date: JAN. 9, 2021

Applicant Signature: Burpha Zarth

Date: 1/9/2021

## Folks Wagons, Inc Annual Report for 2020

### Assets

In 2020 we had donations of \$10,000 from the Bryant Foundation  
And \$6,000 from the Wahlin Foundation

We had Cash donations totaling \$500  
We had a car donated, which we sold for \$825.  
**Total donations = \$17,325**

### Expenditures

We spent:

\$320 on a 2004 Chrysler to repair headlights, install battery and oil change  
\$400 on Folks wagons website and domain  
\$1,500 on a van transmission  
2 oil changes

We bought car #74, a 2005 PT Cruiser for \$2,500 which we gave to a client referred by START.  
This client needed to get to work.  
Car Registration costs increased in 2020 to \$282.5 due to state car registration increases  
Brake replace for \$241  
We replaced another car's brakes, oil change, for \$314  
Replaced an engine for PT Cruiser \$3,112.79

**Expenses totaled= \$8,761.03**

We helped 6 families stay on the road and get to work in 2020

+++++

### Year end summary

The Covid Pandemic had more people staying home, less travel for work. Referrals were down.

We expect referrals to increase again as the economy gets moving again.  
We estimate giving away 3-4 cars in 2021. Each car costing around \$3,000 = \$9,000-\$12,000  
We estimate car maintenance expenses of \$6,000 for 2021.

Our goal is to keep our clients cars maintained and safe on the road.

For a Complete accounting of all of our expenses please contact Brenda Zarth at  
[brendazarth@gmail.com](mailto:brendazarth@gmail.com) or call 608-622-8803.

**Thank you for your support!**

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Application for Funds from RoundUP Program Donation

Organization Name: Friends of Badfish Creek Watershed Phone #: 608-235-6317

Organization Address: 316 Grant St, Stoughton WI 53589

Name of Individual Submitting Application: Lynne Diebel

Are you a non-profit organization? Yes X No         

Type of Request: Personal          Group X Community         

How will the funds be used? see attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the benefits to the Stoughton Community? see attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other information would you like to share? FBCW is a chapter of the Rock River Coalition, a 501(c)(3) non-profit

Applicant Signature: Lynne Diebel Date: 18 Feb 2021

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### How will the funds be used?

Badfish Creek and the Lower Yahara River are very popular paddling routes, year around. For several years, Friends of Badfish Creek Watershed (FBCW) has been concerned about recent rising levels of E.coli, both in the Badfish and in the Lower Yahara below their confluence. Levels exceed (sometimes considerably) levels that are considered by DNR to be safe for recreation. During 2020, FBCW volunteers sampled seven sites on the creek and the Yahara. Sampling was done on six dates (Feb, Apr, May July, Oct, Nov). The purpose is to determine whether the E.coli is from human effluent (MMSD and Oregon) that has not been disinfected with UV, or from manure runoff. Our group will use the results to make policy recommendations to DNR.

Microbial Source Tracking of samples is done at the Wisconsin State Laboratory of Hygiene. The cost for each set of seven samples is \$995. Our existing funding from other grants will pay for four dates (Feb, Apr, May, July) in 2021, but in order to establish a solid two-year database, we want to sample a total of six dates in 2021. That means we need \$1,990 more. Since ours is a volunteer group, we work for free. **All donations will be used for lab costs only.**

### What are the benefits to the Stoughton Community?

The majority of canoeists and kayakers on the Badfish and Lower Yahara are from Stoughton and the surrounding area, and our paddling community deserves safe water. Our pandemic year has shown how valuable outdoor recreation is for mental health. **FBCW wants to ensure paddling the Badfish is a safe way to enjoy the outdoors, now and in years to come.**



**Friends of Badfish  
Creek Watershed**  
Chapter of the Rock River Coalition

- ◆ Watershed education
- ◆ Work in partnerships
- ◆ Improve riparian habitat
- ◆ Improve water quality
- ◆ Protect the creek



<http://rockrivercoalition.org/badfish/>  
Contact: [lsdiebel@gmail.com](mailto:lsdiebel@gmail.com)

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Application for Funds from RoundUP Program Donation

Organization Name: F.R.O.G.S.S Phone #: 608-212-6707

Organization Address: P.O. Box 35, Stoughton, WI 53589

Name of Individual Submitting Application: Susan Sylvester

Are you a non-profit organization? Yes X No       

Type of Request: Personal        Group        Community X

How will the funds be used? Friends of Great Scouts- Stoughton was created to allow fund raising by Girl Scout parents & leaders to support summer Camperships & College Scholarships for any registered Girl Scout in the Stoughton Community. We have supported this effort for 5 years.

What are the benefits to the Stoughton Community? Girls who go to camp stay in scouting longer & become strong leaders as adults. Girls stay in scouts in high school to get a college scholarship to become better educated and better community citizens. We create the non-profit because Girl Scout Council would not let us fund raise.

What other information would you like to share? Due to COVID pandemic all our efforts for fundraising were cancelled this year so we need funds to support our girls.

Applicant Signature: Susan Sylvester

Date: 5/11/21

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## Application for Funds from RoundUP Program Donation

**Organization Name:** Friends of the Stoughton Area Youth Center  
**Phone #:** (608) 438-5328 Bob Mc Geever  
**Organization Address:** % Bob Mc Geever, Treasurer  
309 W Randolph St., Stoughton WI 53589

**Name of Individual Submitting Application:** Bob Mc Geever,  
Treasurer, FSAYC

**Are you a non-profit** Yes  
**Type of Request:** Group

### How will the funds be used?

With the award of the 2021 Round Up Program funds we will purchase healthy after school snacks for the students that utilize the Stoughton Area Youth Center. As certain as the fact that many things will change, the one thing that stays the same is that kids are hungry after school. I know that I always was and I'm sure you were too. We would like to take that one step further and ensure that kids get a healthy snack to satisfy that after school hunger.

Youth Center Director Greg Hoyte will partner with business in town and others like Second Harvest Food Bank or Community Action Coalition to stretch these valuable donations to feed as many students as possible.

With the return of in person classes, some students have already returned to the youth center. We hope that as more folks are vaccinated and changes continue to take place over the summer, we will see a return to the pre-COVID daily attendance of about 50 students each day.

---

**What are the benefits to the Stoughton Community?**

The Stoughton Area Youth Center serves all students in the middle school within the Stoughton Area School District.

**What other information would you like to share?**

The youth center continues to provide that "safe place" for kids after school just like it did when it first opened in Stoughton in 1993. Through very generous community support, the youth center moved from a small space in the Utilities building to a large three-story building on East Main Street in 2006. Over \$500,000 was raised and an old tobacco warehouse was converted into a wonderful youth center. As time has gone by, we started looking at necessary updates. Again, with the help of community partners, some of those updates are underway.

Over 50 students usually utilize the youth center each day. Some students come on a regular basis while some come more sporadically or for special events.

Thank you so much for thinking of our students. This is truly an area where a small gesture goes a very long way. Many things have changed and will be different as we move forward from COVID 19. The one thing that never changes is that kids are always hungry. Please help us ensure that the youth center can continue to provide one of the "good things" that students can count on.

**Applicant Signature:** RJM Grew **Date:** 4-16-2021

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Application for Funds from RoundUP Program Donation

Organization Name: The Friends of the Stoughton Library Phone #: 608 469-7201Organization Address: 2364 Jackson St #136, Stoughton WI 53589Name of Individual Submitting Application: Jeanne Burt, TreasurerAre you a non-profit organization? Yes  No Type of Request: Personal  Group  Community 

How will the funds be used? The Friends maintain an ongoing used book sale in the library called the "Book Nook". When Covid hit the library was closed to the community. The Friends borrowed an old cart from the library, filled it with used books and placed it outside the library front door. The "Book Nook Cart" has become very popular. We would like to upgrade the cart and signs as well as the Book Nook inside the library eg, stronger, more mobile equipment.

What are the benefits to the Stoughton Community? Many readers in the community use the library even when it is closed through their curbside holds & pickups. At the same time, they used the Book Nook Cart. Many people have commented that they appreciate the cart. Moms walking by stop to buy a book for their children in their stroller, people of all ages enjoy it. One person said they just loved smelling the books.

What other information would you like to share? All money donated to the Friends goes to the library. The library is a link to the world for many patrons who have limited access outside the community and their personal lives.

Applicant Signature: Jeanne E Burt Date: 4/26/2021Applicant Signature: Jeanne E Burt Date: \_\_\_\_\_





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## Application for Funds from RoundUP Program Donation

Organization Name: Neighborhood Free Health Clinic Phone #: 608-205-0505  
Organization Address: 1520 Vernon Street, Stoughton WI 53589  
Name of Individual Submitting Application: Jill McHone (608-772-4867)

Are you a non-profit organization? Yes  No   
Type of Request: Personal  Group  Community

### How will the funds be used?

The Neighborhood Free Health Clinic uses a portion of their budget for office supplies and printing and mailing of outreach materials. Funds from the RoundUP program will help offset these expenses.

### What are the benefits to the Stoughton Community?

The Neighborhood Free Health Clinic's mission is to make health services accessible and available to low income residents who have no or inadequate health insurance in Stoughton and to residents in surrounding communities. Offering free and preventative services provides a cost savings to health care systems across the board. Locally, Stoughton Hospital benefits through reduced utilization of the ER and the community benefits as those that use the services provided by the clinic have improved health and receive the support they may need to make healthy lifestyle changes.

### What other information would you like to share?

The Neighborhood Free Health Clinic has been providing free, compassionate, non-emergency healthcare to adults living with insufficient health insurance since 2008. Valuing the body, mind and spirit of every patient, our healthcare providers offer: non-emergency primary care, preventative care, treatment for chronic illnesses, mental health and counseling services, and referrals to specialists. Later this summer the clinic will be offering pediatric dental screenings and preventative care.

Applicant Signature: Jill McHone Date: July 12, 2021  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Application for Funds from RoundUP Program Donation**

Organization Name: Peppartnership Phone #: 608-982-7174

Organization Address: 343 E Main St. Stoughton WI 53589

Name of Individual Submitting Application: Pam Schuch

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? Stoughton Personal Essentials Pantry offers the essentials of personal + household products to all people in need. Pep compliments local food pantries & Foodshare programs by providing essential items not covered by food stamps.

What are the benefits to the Stoughton Community? We directly impact the community by providing for basic human needs. It is the only place to receive items like toilet paper, laundry soap, deodorant & the like free of charge. The number of people below the poverty level continues to increase in Stoughton. Pep has more than doubled our customers this past year.

What other information would you like to share? PEP is run solely by volunteers and operates on grants & community donations alone.

Applicant Signature: Pamela Schuch Date: 2/8/21

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Application for Funds from RoundUP Program Donation

**Organization Name:** Pumpkin Patch Preschool **Phone #:** 608-873-3380

**Organization Address:** 1940 Jackson St Stoughton 53589

**Name of Individual Submitting Application:** Amanda Potratz

**Are you a non-profit organization?** Yes  No

**Type of Request:** Personal  Group  Community

**How will the funds be used?**

Pumpkin Patch Preschool will use grant funding to establish a snack fund to purchase healthy snacks for our classrooms and gym equipment in addition to the purchase of face masks and cleaning supplies for the school to reduce the transmission of COVID-19.

**What are the benefits to the Stoughton Community?**

The purpose of the Project Healthy Start Program at Pumpkin Patch is to teach young children how to build positive healthy habits and care for their personal well-being. Whether it's exploring how fruits and vegetables grow and where food comes from in our playground gardens, getting active by working on gross motor skills in our gymnasium, or learning proper hand washing techniques and face mask use. Pumpkin Patch Preschool strives to improve the health and well-being of our community by introducing a holistic approach to personal health to our youngest learners. We hope these experiences will reduce the spread of illnesses like COVID-19 and the flu, reduce the instances of childhood obesity, and build the foundation of a healthy lifestyle.

**What other information would you like to share?**

Project Healthy start has been supported by the Walmart Foundation, the Stoughton Community Foundation, and family fundraising efforts.

**Applicant Signature:** 

**Date:** 1/17/2021

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Application for Funds from RoundUP Program Donation**

Organization Name: Society of St. Vincent de Paul  
St. Ann Conference Phone #: 608 873-7633  
Organization Address: 323 N. Van Buren, Stoughton, WI 53589  
Name of Individual Submitting Application: Mary Severson (cell 608 695-2902)

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? All funds will be used to directly  
assist clients with rent, utilities or other urgent  
financial needs.

What are the benefits to the Stoughton Community? Our organization benefits the  
community by giving aid to those most in need in  
the community. By helping with financial needs, we  
help keep people in their homes with heat and electricity.  
This helps give families in our community  
some stability in times of need.

What other information would you like to share? We service anyone in the Stoughton  
Area School District and limit our aid to once a year  
per household so that we can help as many people as  
possible, with the amount of aid depending on funds available.

Applicant Signature: Mary Severson Date: 1/24/2021

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Application for Funds from RoundUP Program Donation**

Organization Name: Stoughton Area Community Foundation Phone #: 608 209-6227

Organization Address: P.O. Box 84 Stoughton WI 53589

Name of Individual Submitting Application: Cindy McGlynn - President

Are you a non-profit organization? Yes X No       

Type of Request: Personal        Group        Community X

How will the funds be used?       

the Community Foundation provides grants to many community organizations to help with projects in the Stoughton community that benefit all aspects of the lives of our population

What are the benefits to the Stoughton Community?

Hundreds of people benefit from the grants the SACF provide from youth to older adult and the poor and needy. 23 organizations were recipients last year.

What other information would you like to share?

Applicant Signature: Cindy McGlynn

Date: 1/20/2021

Applicant Signature:       

Date:



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Application for Funds from RoundUP Program Donation

Organization Name: Stoughton Area Resource Team-START Phone #: 608-577-5050

Organization Address: 1520 Vernon Street Stoughton WI 53589

Name of Individual Submitting Application: Cindy Thompson, Executive Director

Are you a non-profit organization? Yes  No  c.thompson@startstoughton.org

Type of Request: Personal  Group  Community

How will the funds be used? START provides a safety net for those in crisis throughout the Stoughton area. Throughout the Covid-19 pandemic START has been a vital resource for keeping our neighbors housed by providing rental assistance and case management to those who have been personally impacted by

What are the benefits to the Stoughton Community? Covid-19 through job loss, childcare issues or health related issues. Our housing case management has allowed our community to have an emergency contact throughout the pandemic related to basic needs. With funding from Stoughton Utilities we will be able provide direct financial help to those who are on the verge of

What other information would you like to share? homelessness. It will also allow us to continue providing case management through providing advocacy, goal setting, connections to resources & more.

Applicant Signature: Cynthia L. Thompson Date: 1/25/2021

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





*a safety net for those in crisis*

## SToughton Area Resource Team Inc. (START)

1520 Vernon St., Stoughton, WI 53589  
608.577.5650 [cthompson@startstoughton.org](mailto:cthompson@startstoughton.org)

January 2021

Dear Stoughton Utilities,

As COVID-19 continues to impact our neighbors, the future has never felt so unpredictable. These are challenging times for us all. Right now, we're doing everything possible to sustain daily operations and provide services to our community. Now, more than ever, our community needs us. And we need you.

The safety and health of our neighbors and community members means the most to us. Due to Covid-19, our organization is in need of additional funding to ensure the stability of our organization and community members. Due to safety concerns and state laws, we were unable to host our annual fundraising event which provides significant undesignated dollars on a yearly basis. The increase of need within our community of those who have been personally affected by Covid-19 through job/income loss, childcare needs, and health related support has increased. We are seeing a higher volume of crisis support requests on a daily basis.

We want to express our appreciation for those recognizing that unfortunately, now more than ever our services are needed. We are grateful to be a resource in Stoughton to support those who are in crisis, with a focus on housing and case management.

Thank you for considering our request to help families and individuals in the Stoughton Area School District through our Covid Relief- Eviction Prevention and Case Management Program.

In 2020 the Stoughton Area Resource Team successfully helped Stoughton residents maintain housing stability and households were provided with essential basic needs. We were able to provide direct assistance to those who have been personally impacted by Covid-19 through job loss, health and childcare issues.

We made an impact in the lives of 180 different households related to their basic needs. Now more than ever, START services are essential to the survival for many of our community members. START provides not only direct financial support toward housing, utility and medical costs but case management and resource referral to connect our neighbors with the essential resources in Dane County and surrounding area. During the Covid-19 pandemic these services have been vital to the stability of our community.

We have been able to ensure our participants have access to health insurance in addition to ensuring their housing stability and other basic needs. In times like this, we're reminded of how interconnected we all are. Thank you for being part of our community.

**Board of Directors:**  
Todd McVey, President  
Teresa Plumley,  
Vice-President  
Michelle Abey, Treasurer  
Barbara Roe  
Cathy Christman,  
Secretary  
Jessica Knutson

**Community Ambassadors:**  
Susan Albright  
Lisa Fernan  
Lindsay Gallagher  
Arlene Halsey  
Kate Hull  
Cheryl Hults  
Lisa Jackson  
Sgt. Andrew Johnson  
Teresa Lindfors  
Jeff Lovell  
Sharon Mason Boersma  
Donna Olson  
Sharon Quale  
Brooke Schmidt  
Jeannine Shoemaker  
Meg Veek  
Amy Hynek  
Abbey Wishau  
Colleen Wermuth  
Jeff Zarth

**Executive Director:**  
Cindy Thompson,  
MSW, LCSW

**Housing Case Manager:**  
Laura Braund

Todd McVey  
Board President

Cindy Thompson  
Executive Director



United Way  
of Dane County



*START is a 501(c)3 non-profit and donations are tax deductible as allowed by law.*

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**Application for Funds from RoundUP Program Donation**

Organization Name: Stoughton Area Senior Center Phone #: 873-8585

Organization Address: 248 W. Main St. Stoughton, WI

Name of Individual Submitting Application: Cindy McGlynn

Are you a non-profit organization? Yes \_\_\_\_\_ No X

Type of Request: Personal \_\_\_\_\_ Group X Community \_\_\_\_\_

How will the funds be used?

Funds will be used to continue services & programming for older adults and their families in the Stoughton Community

What are the benefits to the Stoughton Community?

Stoughton has a large number of residents over the age of 60. Our programs & service help to better their lives.

What other information would you like to share?

stoughtonseniorcenter.com

Applicant Signature: Cindy McGlynn Date: 1/13/21  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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### Application for Funds from RoundUP Program Donation

Organization Name: Stoughton Lions Club Phone #: 608-575-7680

Organization Address: 2364 Jackson St. Box 184, Stoughton WI 53589

Name of Individual Submitting Application: John Elvekrog

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? We will use the funds to support young people to attend our Lions camp at Rosholt, WI. It costs about \$900 to spend children with vision issues or hearing impairment, to camp for one week. It's all paid for by Lions clubs in Wisconsin. No cost to the parents.

What are the benefits to the Stoughton Community? \_\_\_\_\_

This camp is a big benefit to the students who otherwise would not be able to attend a normal camp. In the 65 years this camp has been operating, hundreds of student from Stoughton have attended. Normally 4 to 12 students per year from Stoughton.

What other information would you like to share? \_\_\_\_\_

The camp started for visually handicapped, but has been expanded to here hearing and also children that are slightly cognitive challenged. Each week is for different handicaps, so always with similar issues.

Applicant Signature: John Elvekrog

Date: 6-12-2021

Applicant Signature: Rick Hagen

Date: 6-12-2021



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### Application for Funds from RoundUP Program Donation

Organization Name: Stoughton United Methodist Food Pantry Phone #: 608-873-3273

Organization Address: 525 Lincoln Ave. Stoughton, WI 53589

Name of Individual Submitting Application: Jeanne A. Schwass-Long

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? These funds will be used to supplement our food with healthy, nutrient dense items including fresh produce. Our connection with Second Harvest allows our food \$ to go much further / meat is 18¢/pound. Many staple food items are purchased at cost.

What are the benefits to the Stoughton Community? Our food pantry provides healthy food to families in the Stoughton area. There are no financial restrictions, just show proof of address and picture / ID for household members. During COVID we box all food given, once over, we will return to "Client Choice". We also provide cat and dog food for our family pets.

What other information would you like to share? We are designated as an Emergency Pantry by Second Harvest. Anyone needing food in an emergency can contact the Church and we will provide them food!

Applicant Signature: Jeanne A Schwass Long Date: January 14, 2021

Applicant Signature: Pransi Long Date: 1-14-2021

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**Application for Funds from RoundUP Program Donation**

Organization Name: Stoughton Village Players Phone #: 608-873-7455

Organization Address: P.O. Box 710 Stoughton WI 53589

Name of Individual Submitting Application: Kathy Horton

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

How will the funds be used? We are renovating a bathroom for handicap accessibility. This is the 3rd bathroom upgrade. Two others are finished.

What are the benefits to the Stoughton Community? More accessibility for those with challenges to enjoy live theater.

What other information would you like to share? During Covid we have closed our doors, so income has ceased. We are using the time to make needed repairs to an old building

Applicant Signature: Kathy Horton Date: 1-25-21

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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**Application for Funds from RoundUP Program Donation**

Organization Name: Three Gaits, Inc. Phone #: 608-877-9086

Organization Address: 3741 Hwy 138 W/ Stoughton WI 53589 (Mail: PO Box 153 Oregon WI 53575)

Name of Individual Submitting Application: Lauren Cnare

Are you a non-profit organization? Yes  No

Type of Request: Personal  Group  Community

**How will the funds be used?**

As a program that provides therapeutic horseback riding to people with disabilities, and is significantly supported by volunteers, many of whom are older adults, safety is always our first concern. We follow the safety processes and policies of our international accrediting organization and have all staff trained in first aid and CPR. However, we are still a bit in the country and EMS have further to travel if we have an emergency. The ability to act immediately can save a life. CPR training now includes, as the preferable first response, the use of an AED (automatic external defibrillator) and we do not have one on the property. We are raising funds to install one at Three Gaits. The cost of an AED is approximately \$1200, and we are planning to combine funds from different sources for the full cost.

**What are the benefits to the Stoughton Community?**

As a community that celebrates its thriving small city reputation and strong connection to a respected rural economy, Stoughton's reputation is enhanced by being home to Three Gaits as the largest, oldest and only PATH Intl. premier certified therapeutic horsemanship center in the area. Our reputation as a safe and responsible organization reflects well on the city that we call home, too.

In addition, volunteers and students who are from Stoughton, as well as everyone else who works, learns, volunteers and teaches here, will have the extra level of safety with an AED on site.

**What other information would you like to share?**

For nearly 40 years, Three Gaits has been a unique offering in the Stoughton area, and proud to be a part of the community as a non-profit, a local purchaser of goods and services, a place to come for therapy using horses, volunteering for school or work hours and personal satisfaction, and for paid work. We appreciate your support as we adhere to our commitment to safety for all who come.

Applicant Signature: Lauren Cnare Date: 1-18-2021

Applicant Signature: Lauren Cnare Date: \_\_\_\_\_



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

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**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

Amy Jo Gillingham  
City of Stoughton Human Resources & Risk Management Director

**Subject:** Utilities Financial Management Restructuring and Creation of a Utilities Finance Director Position

Attached is a letter from City of Stoughton Human Resources & Risk Management Director Gillingham related to the restructuring of the Stoughton Utilities financial management reporting structure and the creation of a Utilities Finance Director position.

We are requesting that the Stoughton Utilities Committee review and recommend approval of the financial management restructuring to bring financial management operations back to Stoughton Utilities and reporting to the Stoughton Utilities Director, review and recommend approval of the proposed position description for the Utilities Finance Director position, review and recommend approval of the proposed salary details for the Utilities Finance Director position, and to recommend approval of all aspects of the reorganization to the City of Stoughton Personnel Committee and Stoughton Common Council.

# Stoughton *Wisconsin*

City of Stoughton  
Department of Human Resources & Risk Management  
207 S Forest Street, Stoughton, WI 53589  
[www.ci.stoughton.wi.us](http://www.ci.stoughton.wi.us)  
(608) 646-0272

Amy Jo Gillingham  
Director

*July 13, 2021*

*To: Stoughton Utilities Committee*

*Prior to July 2018, Stoughton Utilities had their own dedicated Finance Manager who reported to the Stoughton Utilities Director. The Utilities Finance Manager focused exclusively on the finances of Stoughton Utilities and the individual Electric, Water, and Wastewater utilities. In 2018, following the vacancy the City of Stoughton Finance Director position, leadership identified potential efficiency gains by restructuring and having all finance employees reporting to a single Finance Director.*

*The city proposed and received approval to restructure the City and Utilities finance positions into a single City of Stoughton Finance Department, and eliminate the Utilities Finance Manager position. The restructured Finance Department was to be responsible for the financial management of both the City of Stoughton and Stoughton Utilities, and Utilities Finance Manager Jamin Friedl, became the City of Stoughton Director of Finance for the city and utilities.*

*As part of the finance restructure, a City of Stoughton Assistant Finance Director was hired that would report to the Stoughton Finance Director. At this time, the City of Stoughton Assistant Finance Director incumbent has tendered his resignation. It states in our hiring policy that prior to filling any vacant position, the position be reviewed to ensure the position's scope still best fits our need and the position description remains up to date.*

*Following the notice of resignation, Director Friedl, Mayor Swadley, Director Weiss and I met to discuss the options available to us with the position opening. Upcoming financial management needs at Stoughton Utilities remain significant and complex, due to large CIP project planning, upcoming regulatory rate reviews and financial forecasting, a transition to a new enterprise resource planning (ERP) software package, and planned employee retirements. After discussion, it was determined that the financial management needs of Stoughton Utilities are significant and complex, and the utility will benefit from reverting to the previous finance structure and to again have their own dedicated financial management position with a strong utility finance background that reports directly to the Utilities Director to support their financial operations.*

*Prior to the 2018 restructure, the title of the Stoughton Utilities financial management position was Utilities Finance Manager. As part of our current discussions, we have determined that the title should be elevated to appropriately reflect the duties and responsibilities of this position, and to attract candidates that have the proper skill set. It is our opinion that this position is not a manager level position, but is rather at a director level, and we are currently proposing a new Utilities Finance Director position.*

*The Utilities Finance Director will report directly to the Stoughton Utilities Director. The Utilities Finance Director will be responsible for the financial management of Stoughton Utilities. This position will have one direct report, the Utilities Accountant II, who will handle accounts payable, accounts receivable, customer account management, and other accounting tasks for Stoughton Utilities, as well as the payroll processing for both Stoughton Utilities and the City of Stoughton.*

*The Finance Director position is not a department head and is not part of the City of Stoughton Leadership Team. The reporting structure and areas of responsibility will be clearly explained to interested candidates.*

*Included with this memo is a draft revised position description for the recreated Utilities Finance Director position, and a spreadsheet detailing the fiscal impact for 2021. The proposed salary details for the Utilities Finance Director position are as follows:*

**Utilities Finance Director:**

*Salary Classification: Grade 21- Exempt*

*2021 Salary Range: \$96,075.20 to \$126,880.00*

*Hourly: \$46.19 to \$61.00*

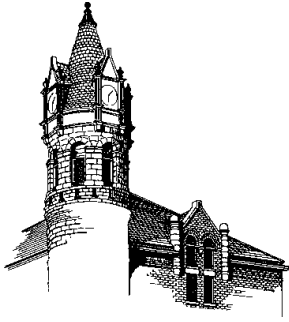
*Current City of Stoughton Director of Finance is compensated at \$116,251.20 (\$55.89 hourly).*

*At this time, we are requesting that the Stoughton Utilities Committee review and recommend approval of the financial management restructuring to bring financial management operations back to Stoughton Utilities and reporting to the Stoughton Utilities Director, review and recommend approval of the proposed position description for the Utilities Finance Director position, review and recommend approval of the proposed salary details for the Utilities Finance Director position, and to recommend approval of all aspects of the reorganization to the City of Stoughton Personnel Committee and Stoughton Common Council.*

*Sincerely,*

*Amy Jo Gillingham*

*Director of Human Resources & Risk Management*



# UTILITIES DEPARTMENT

## Utilities Finance Director

*City of Stoughton*

PAY GRADE: 21

FLSA: E

REPORTS TO: Stoughton Utilities Director

SUMMARY OF POSITION:

The purpose of this position is to be accountable for the overall planning, organizing, controlling and directing of the financial activities of the Utility, including coordination of all customer accounting with the Assistant Utilities Director and general accounting functions and information processing, and perform critical accounting and fiscal management functions in accordance with Utility goals and objectives.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Direct the operation of a central accounting system in a manner consistent with generally accepted accounting principles and practices and in sufficient detail to produce accurate cost, financial and statistical data for both management and statutory requirements.
- Implement and maintain a proper set of internal controls.
- Develop financial systems, policies and procedures to ensure effective fiscal management.
- Develop and maintain optimal investment, borrowing and other funding strategies
- Research grant funding opportunities for utility divisions and customers, prepare grant applications and maintain post-compliance monitoring and reporting.
- Prepare and maintain short, mid and long-term cash flow forecasts.
- Direct the preparation of the annual Utilities budget.



- Manage relationships with financial consultants. Review service fees, negotiate and develop contracts with service providers.
- Prepare for and oversee the annual audit and submit all required regulatory reports.
- Administer the purchase card program.
- Direct treasury management operations, online banking and fraud protection programs.
- Perform electric, water and wastewater retail rate analyses, develop rate structures that allow sufficient revenue recovery and obtain necessary local and regulatory approvals.
- Prepares and interprets financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director, Utilities Operations Superintendent, Utilities Committee and Common Council.
- Direct preparation of employee payroll and assist the Human Resources Director with administration of the employee benefits program.
- Participate in required Utility Committee and Common Council meetings. Prepare monthly status reports as well as other scheduled and unscheduled presentations and reports.
- Assist in development and implementation of public education programs to promote a positive Utility environment in the City and service territory.
- Provide support for personnel management functions including recruitment.
- Provides back up for duties of the Assistant Director of Utilities.

#### Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists electric, wastewater and water divisions as required.
- Performs other Stoughton Utilities tasks as required.

#### QUALIFICATIONS:

The ability to perform the Core Duties and Additional Duties listed above and:

#### Education/Training/Certifications

- Bachelor's degree in Business Administration, Accounting or financial management. Preference for a Certified Public Accountant. Minimum of

seven years of management or project management related to financial/accounting operations, preferably in the utility environment.

- Significant knowledge of generally accepted financial management and accounting principles and practices, including the ability to independently initiate analysis and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.
- Significant knowledge of Governmental Accounting Standards is preferred, but not required.
- Significant knowledge of computer hardware and software used in the Utility environment, including experience with automated accounting, financial and billing systems. Advanced user of Microsoft applications (Word, Excel, Access, and PowerPoint) preferred.
- Familiarity with State and Federal rules and regulations regarding utility systems.
- Proven success and experience in teambuilding and collaboration and experience with effective supervisory/management and human resource principles and techniques.
- Understanding of effective customer service principles and techniques.
- Comprehensive knowledge of electric, wastewater and water systems.

#### Language Skills

- Requires the ability to perform complex data analysis including the ability to analyze and interpret an extensive variety of technical information and governmental regulations. audit, deduce, assess, conclude and appraise.
- Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to define problems collect data, establish facts, and draw conclusions. Good decision-making and problem solving skills.
- Ability to promote teambuilding and maintaining good working relationships within the Utility and other City Departments.
- Ability to develop and maintain good working relationships with contractors, community members, elected officials, and regulatory staff.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, billing reports, reports, ledgers, journals, summaries, rate

applications, budgets, manuals/texts, codes, accounting systems, procedures and non-routine correspondence.

- Ability to communicate effectively with the Utilities Director, Utilities Operations Superintendent and all Utility personnel, other City departments, Utilities Committee, auditors, technical support contractors and the public verbally and in written form.

#### Mathematical Skills

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics.
- Ability to design and produce graphical representations of complex financial and performance data.

#### Judgement and Situational Reasoning Ability

- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling.
- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

#### Supervisory Skills

- Ability to assign, supervise and review the work of others.
- Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.

#### Physical and Mental Abilities Required to Perform Essential Position Functions:

- Requires the ability to operate, maneuver, and/or provide simple but continuous adjustment on equipment, machinery, and tools such as a computer and other office machines, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements such typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

EQUAL OPPORTUNITY EMPLOYER:

*The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

<b>TOTAL PAYROLL AND BENEFITS COSTS</b>									
	<b>Total Wages</b>	<b>WRS</b>	<b>FICA</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>	<b>TOTAL</b>		
<b>Director of Finance</b>	\$ 116,251	\$ 7,874	\$ 8,865	\$ 21,580	\$ 1,121	\$ 39	\$	\$	\$ 155,730
<b>Assistant Director of Finance</b>	\$ 89,149	\$ 6,038	\$ 6,798	\$ 21,580	\$ 1,121	\$ 74	\$	\$	\$ 124,761
	\$ 205,400	\$ 13,912	\$ 15,663	\$ 43,160	\$ 2,242	\$ 114	\$	\$	\$ 280,490

<b>CITY ALLOCATION</b>									
	<b>Total Wages</b>	<b>WRS</b>	<b>FICA</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>	<b>TOTAL</b>		
<b>Director of Finance</b>	\$ 75,563	\$ 5,114	\$ 5,758	\$ 14,027	\$ 729	\$ 39	\$	\$	\$ 101,230
<b>Assistant Director of Finance</b>	\$ 31,202	\$ 2,116	\$ 2,383	\$ 7,553	\$ 392	\$ 74	\$	\$	\$ 43,721
	\$ 106,765	\$ 7,230	\$ 8,141	\$ 21,580	\$ 1,121	\$ 114	\$	\$	\$ 144,950

<b>UTILITY ALLOCATION</b>									
	<b>Total Wages</b>	<b>WRS</b>	<b>FICA</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>	<b>TOTAL</b>		
<b>Director of Finance</b>	\$ 40,688	\$ 2,760	\$ 3,107	\$ 7,553	\$ 392	\$ -	\$	\$	\$ 54,500
<b>Assistant Director of Finance</b>	\$ 57,947	\$ 3,922	\$ 4,415	\$ 14,027	\$ 729	\$ -	\$	\$	\$ 81,040
	\$ 98,635	\$ 6,682	\$ 7,522	\$ 21,580	\$ 1,121	\$ -	\$	\$	\$ 135,540

<b>BUDGET IMPACT</b>									
	<b>Total Wages</b>	<b>WRS</b>	<b>FICA</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>	<b>TOTAL</b>		
<b>CITY</b>	\$ 9,486	\$ 644	\$ 724	\$ -	\$ -	\$ (74)	\$	\$	\$ 10,780
<b>UTILITIES</b>	\$ (9,486)	\$ (644)	\$ (724)	\$ -	\$ -	\$ 74	\$	\$	\$ (10,780)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$	\$ -



600 South Fourth Street P.O. Box 383  
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*Serving Electric, Water & Wastewater Since 1886*

**Date:** July 13, 2021

**To:** Stoughton Utilities Committee

**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director

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

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