

OFFICIAL NOTICE AND AGENDA

There will be a Regular meeting of the City of Stoughton Utilities Committee on Tuesday, January 17, 2017 to be held at 5:30 p.m. in the Edmund T. Malinowski Board Room of the Stoughton Utilities Administration Office in the Stoughton Utilities Building, 600 S. Fourth Street, Stoughton, WI 53589

AGENDA:

Call To Order.

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

- a) Stoughton Utilities Payments Due List Report.
- b) Draft Minutes of the November 14, 2016 Regular Stoughton Utilities Committee Meeting.
- c) Stoughton Utilities Communications.
- d) Stoughton Utilities Committee Annual Calendar.
- e) Stoughton Utilities November and December 2016 Activities Report.

BUSINESS:

1. Status of the Stoughton Utilities Committee Recommendation(s) to the Stoughton Common Council. **(Discussion)**
2. Stoughton Utilities Proposed Updated Position Description for the Utilities Finance Manager. **(Action.)**
3. Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor. **(Action)**
4. Proposed Alternate Director to the WPPI Energy Board of Directors. **(Action.)**
5. Stoughton Utilities Declarations of Official Intent Numbers 2017-1 and 2017-2. **(Action.)**
6. Stoughton Utilities RoundUp Program. **(Action.)**
7. Stoughton Utilities Staffing Updates. **(Discussion.)**
8. Inclusion of City Informational Flyers in the Utility Billing Statements. **(Discussion)**
9. Stoughton Utilities Committee Future Agenda Item(s). **(Discussion)**

ADJOURNMENT:

Mayor Donna L. Olson, Chairperson
Stoughton Utilities Committee
January 10, 2017

Notices Sent To:

Mayor Donna Olson, Chair
Aldersperson Michael Engelberger, Liaison to the Stoughton Common Council
Aldersperson Greg Jenson, Vice-Chair and Alternate Liaison to the Stoughton Common Council
Stoughton Utilities Committee Citizen Member David Erdman
Stoughton Utilities Committee Citizen Member John Kallas
Stoughton Utilities Committee Citizen Member Alan Staats
Aldersperson Matt Bartlett

Stoughton Utilities Director Robert P. Kardasz, P.E.
Stoughton Utilities Assistant Director Brian Hoops
Stoughton Utilities Operations Superintendent Sean Grady
Stoughton Utilities Wastewater System Supervisor Brian G. Erickson

cc: Stoughton City Attorney Matthew Dregne
Stoughton City Clerk Lana Kropf
Stoughton Common Council Members
Stoughton Leadership Team
Stoughton Newspapers, Oregon Observer, and Wisconsin State Journal

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

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

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

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

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

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



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017

To: Stoughton Utilities Committee

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

Subject: Recommended Actions at the January 17, 2017 Stoughton Utilities Committee Meeting

AGENDA:

CONSENT AGENDA:

- a) Stoughton Utilities Payments Due List Report
(Review, discuss and approve the Stoughton Utilities Payments Due List Report via the consent agenda approval.)
- b) Draft Minutes of the November 14, 2016 Regular Stoughton Utilities Committee Meeting
(Review, discuss and approve the Draft Minutes of the November 14, 2016 Regular Stoughton Utilities Committee Meeting via the consent agenda approval.)
- c) Stoughton Utilities Communications
(Review, discuss and accept the Stoughton Utilities Communications via the consent agenda approval.)
- d) Stoughton Utilities Committee Annual Calendar
(Review, discuss and accept the Stoughton Utilities Committee Annual Calendar via the consent agenda approval.)
- e) Stoughton Utilities November and December 2016 Activities Report
(Review, discuss and accept the Stoughton Utilities November and December 2016 Activities Reports via the consent agenda approval.)

BUSINESS:

1. Status of the Stoughton Utilities Committee Recommendation(s) to the Stoughton Common Council. **(Discussion)**
(Review and discuss the topic.)
2. Stoughton Utilities Proposed Updated Position Description For The Utilities Finance Manager. **(Action)**

(Review, discuss, approve, and recommend to the Stoughton Personnel Committee and Stoughton Common Council.)

3. Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor. **(Action)**
(Review, discuss, approve, and recommend to the Stoughton Personnel Committee and the Stoughton Common Council.)
4. Proposed Alternate Director to the WPPI Energy Board of Directors. **(Action)**
(Review, discuss, approve, and recommend the approval and the adoption of the corresponding resolution to the Stoughton Common Council.)
5. Stoughton Utilities Declarations of Official Intent Numbers 2017-1 and 2017-2. **(Action)**
(Review, discuss and approve Declarations of Official Intent Numbers 2017-1 and 2017-2)
6. Stoughton Utilities RoundUp Program. **(Action)**
(Review, discuss and select the recipient of the RoundUp Program.)
7. Stoughton Utilities Staffing Updates. **(Discussion)**
(Review and discuss the topic.)
8. Inclusion of City Information Flyers in the Utility Billing Statements. **(Discussion)**
(Review and discuss the topic.)
9. Stoughton Utilities Committee Future Agenda Item(s). **(Discussion)**
(Review and discuss the topic.)

Encl.

cc: Brian R. Hoops
Stoughton Utilities Assistant Director

Date: Thursday, November 10, 2016

Time: 11:22AM

User: SGUNSOLUS

Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000066'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
Import ID: 009010		Import # : 0000000066							
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY - T	10/17/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON -	10/17/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ - T	10/17/2016	1000	-
7430	921	000000	352	STAPLES	-6.48	merchandise return	10/24/2016	3660	-
7430	143	000000	352	STAPLS7164827110001001	-25.08	GENERAL KITCHEN SUPPLIES - RESHIPMENT REFUND	10/31/2016	3680	-
7430	593	000000	327	BORDER STATES ELECTRIC	-4.69	BORDER STATES ELECTRIC	10/25/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	-22.11	BORDER STATES ELECTRIC	10/25/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	-53.70	BORDER STATES ELECTRIC	10/25/2016	4100	-
7460	833	000000	390	BADGER WATER	33.80	LAB WATER	10/03/2016	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	818.25	Permit testing	10/03/2016	8300	160303XX - 1
7460	833	000000	937	SPEE-DEE DELIVERY	12.83	shipping for samples	10/03/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	175.50	SAMPLES TESTING	10/07/2016	8300	-
7460	833	000000	830	NCL OF WISCONSIN INC	212.08	LAB SUPPLIES	10/17/2016	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY	12.83	shipping for samples	10/17/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	131.00	SAMPLES TESTING	10/31/2016	8300	-
7450	642	000000	824	UPS 1ZGTR0040300025615	9.40	WATER SAMPLE SHIPPING	10/03/2016	3650	-
7450	642	000000	824	UPS 1ZGTR0040303588226	9.40	WATER SAMPLE SHIPPING	10/10/2016	3650	-
7450	642	000000	824	UPS 1ZGTR0040303587834	9.40	WATER SAMPLE SHIPPING	10/24/2016	3650	-
7460	850	000000	894	THE CHARMANT HOTEL	125.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON -	10/14/2016	1000	-
7460	850	000000	894	THE CHARMANT HOTEL	125.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY - T	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	4.22	TRAINING EXPENSE - WWOA CONFERENCE - SOGRADY - EMPLOYEE R	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ - T	10/17/2016	1000	-
7460	850	000000	894	THE CHARMANT HOTEL	375.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ	10/17/2016	1000	-
7430	903	000000	419	PAYFLOW/PAYPAL	55.32	Credit card processing - MyAccount Online	10/04/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	19.91	Credit card processing - MyAccount Online	10/04/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	26.55	Credit card processing - MyAccount Online	10/04/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.87	Credit card processing - MyAccount Online	10/04/2016	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	31.12	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	11.20	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	14.94	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	4.99	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7430	920	000000	894	DANE CNTY AP PRKING 1	40.00	Training Expense -BHoops - APPA Leadership Workshop - Parking	10/10/2016	5250	-
7430	921	000000	836	MSFT E04002RDL1	28.63	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7450	921	000000	836	MSFT E04002RDL1	10.41	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7460	851	000000	836	MSFT E04002RDL1	13.02	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7430	921	000000	690	RADIOSHACK DEA00019513	492.00	iPads x2 - Electric - CHestekin and DHanson	10/17/2016	5250	-
7430	921	000000	604	CDW GOVERNMENT	88.74	iPad covers x2 - Electric - CHestekin and DHanson	10/18/2016	5250	-
7460	851	000000	604	CDW GOVERNMENT	37.77	AC adapter - WWTP televising laptop	10/24/2016	5250	-
7430	921	000000	422	AMAZON.COM	131.41	IT label maker and power strip	10/27/2016	5250	-
7450	921	000000	422	AMAZON.COM	47.78	IT label maker and power strip	10/27/2016	5250	-

Date: Thursday, November 10, 2016

Time: 11:22AM

User: SGUNSOLUS

Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000066'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7460	851	000000	422	AMAZON.COM	59.75	IT label maker and power strip	10/27/2016	5250	-
7460	852	000000	229	SAFETY FIRST	95.00	Gas monitor calibration	10/06/2016	8200	-
7450	626	000000	229	SAFETY FIRST	95.00	Gas monitor calibration	10/06/2016	8200	-
7430	594	000000	108	ASLESON'S TRUE VALUE HDW	62.46	hardware	10/06/2016	5200	-
7430	370	003300	327	BORDER STATES ELECTRIC	1,326.23	4 METERS	10/10/2016	5200	-
7450	675	000000	555	WOLF PAVING CO., INC.	207.67	restoration material	10/21/2016	5275	-
7450	652	000000	236	WW GRAINGER	199.43	Blower for chemical tanks	10/12/2016	8400	-
7450	676	000000	571	USA BLUE BOOK	319.62	hydrant extension kit	10/19/2016	8400	-
7450	673	000000	108	ASLESON'S TRUE VALUE HDW	36.00	Straw for dump site	10/21/2016	8400	-
7450	642	000000	164	THE UPS STORE 3617	14.10	well 4 nitrate sample	10/27/2016	8400	-
7450	626	000000	492	HD SUPPLY WATERWORKS 233	17.80	o rings	10/31/2016	8400	-
7450	633	000000	108	ASLESON'S TRUE VALUE HDW	19.98	elbows	10/14/2016	8700	-
7450	633	000000	108	ASLESON'S TRUE VALUE HDW	19.99	NPT tap	10/14/2016	8700	-
7450	675	000000	555	WOLF PAVING CO., INC.	109.15	backfill material	10/18/2016	8700	-
7450	933	000000	626	663 STOUGHTON BUMPER TO B	4.94	fuses	10/27/2016	8700	-
7430	921	000000	373	ESRI	1,375.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7450	921	000000	373	ESRI	500.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7460	851	000000	373	ESRI	625.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7430	920	000000	894	BLUE HERON BREW PUB WE	5.16	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7450	920	000000	894	BLUE HERON BREW PUB WE	1.87	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7460	850	000000	894	BLUE HERON BREW PUB WE	2.36	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7430	920	000000	373	ESRI DOMESTIC EVENTS	110.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7450	920	000000	373	ESRI DOMESTIC EVENTS	40.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7460	850	000000	373	ESRI DOMESTIC EVENTS	50.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7430	933	000000	894	KWIK TRIP 73800007385	7.96	fuel	10/03/2016	5400	-
7430	934	000000	194	ADVANCE AUTO PARTS 6292	87.96	wiper blades	10/06/2016	5400	-
7450	678	000000	108	ASLESON'S TRUE VALUE HDW	6.20	Bolts for valve turner	10/19/2016	7400	-
7450	678	000000	148	FASTENAL COMPANY01	39.30	cut off wheels for grinder	10/20/2016	7400	-
7450	677	000000	108	ASLESON'S TRUE VALUE HDW	3.80	cotter pins for hydrant repair	10/25/2016	7400	-
7450	624	000000	492	HD SUPPLY WATERWORKS 233	282.00	HD SUPPLY WATERWORKS 233	10/26/2016	7400	-
7450	921	000000	507	WAL-MART #1176	66.33	WAL-MART #1176	10/27/2016	7400	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	3.49	Work lights	10/17/2016	6910	-
7430	926	009262	578	THE SHOE BOX	170.00	safety boots Steve Hartman	10/17/2016	6910	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	66.44	pwr inverter and tie downs	10/21/2016	6910	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	351.97	Batteries for truck 16	10/27/2016	6910	-
7460	832	003602	108	ASLESON'S TRUE VALUE HDW	3.00	hardware	10/04/2016	8710	-
7460	833	003606	148	FASTENAL COMPANY01	82.07	clarifier parts	10/11/2016	8710	-
7460	827	000000	148	FASTENAL COMPANY01	96.73	ball valves	10/11/2016	8710	-
7460	833	003606	108	ASLESON'S TRUE VALUE HDW	15.36	hardware	10/14/2016	8710	-
7460	831	000000	894	POTBELLY #148	8.70	WW OPERATOR CLASS	10/20/2016	8710	-
7460	831	000000	894	DICKEY'S WI-421	10.81	WW OPERATOR CLASS	10/21/2016	8710	-
7460	828	000000	626	663 STOUGHTON BUMPER TO B	69.45	oil and filter	10/28/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	23.98	chain oil	10/06/2016	8720	-
7460	831	000000	894	POTBELLY #148	8.70	WW OPERATOR CLASS	10/20/2016	8720	-

Date: Thursday, November 10, 2016

Time: 11:22AM

User: SGUNSOLUS

Stoughton Utilities Posting Preview Report

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7460	831	000000	894	DICKEY'S WI-421	7.91	WW OPERATOR CLASS	10/21/2016	8720	-
7460	832	003603	108	ASLESON'S TRUE VALUE HDW	3.08	hardware	10/28/2016	8720	-
7460	833	003609	207	LW ALLEN, LLC	1,622.24	GBT VFD repairs	10/03/2016	8200	-
7460	833	003606	483	DORNER COMPANY	3,398.63	3 RAS PUMP CHECK VALVES	10/07/2016	8200	-
7460	833	003603	969	PAYPAL INTL GRNHSE	94.15	WINTER COVER FOR PRIMARY CLARIFIER	10/07/2016	8200	-
7460	831	000000	674	NORTHERN SEWER EQUIP	136.19	Shipping for Transtar II Tractor	10/11/2016	8200	-
7460	832	000000	969	PAYPAL PRIDE SIGNS	25.95	NORDIC RIDGE LIFT STATION SIGN	10/12/2016	8200	-
7460	833	003608	994	OCECO INC	100.59	DRIP TRAP SEALS	10/17/2016	8200	-
7460	850	000000	894	RADISSON HOTELS	278.00	WASTEWATER OPERATORS CONFERENCE	10/17/2016	8200	-
7460	833	003608	862	EVOQUA WATER TECHNOLOGY	771.64	Waste burner parts	10/18/2016	8200	-
7460	833	003608	108	ASLESON'S TRUE VALUE HDW	3.79	Hardware	10/19/2016	8200	-
7460	831	000000	674	NORTHERN SEWER EQUIP	203.38	camera repair	10/20/2016	8200	-
7460	852	000000	207	LW ALLEN, LLC	142.00	Nuisance alarm programming	10/24/2016	8200	-
7460	827	000000	795	EMS INDUSTRIAL, INC.	257.54	Motor for HVAC MCC room	10/24/2016	8200	-
7460	833	003608	862	EVOQUA WATER TECHNOLOGY	18.00	O-ring for sludge heater	10/25/2016	8200	-
7460	827	000000	148	FASTENAL COMPANY01	32.24	Hardware	10/25/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	5.99	Batteries	10/26/2016	8200	-
7460	832	000000	436	STOUGHTON LUMBER CO	6.99	POST FOR LIFT STATION ADDRESS SIGN	10/27/2016	8200	-
7430	926	009262	578	THE SHOE BOX	174.60	safety boots Brian Scheel	10/25/2016	5400	-
7430	921	000000	352	STAPLS7164827110000001	135.10	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7450	921	000000	352	STAPLS7164827110000001	49.13	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7460	851	000000	352	STAPLS7164827110000001	61.42	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7430	921	000000	352	STAPLS7164833536000001	51.85	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7450	921	000000	352	STAPLS7164833536000001	18.66	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7460	851	000000	352	STAPLS7164833536000001	24.89	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7430	233	001099	352	STAPLS7164833536000001	8.31	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7430	143	000000	352	STAPLS7164827110002001	25.08	GENERAL KITCHEN SUPPLIES - RESHIPMENT - REFUNDED	10/26/2016	3680	-
7450	642	000000	824	UPS 00000017Y623426	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	10/27/2016	3680	-
7450	642	000000	824	UPS 1ZG194WT0300010812	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	10/31/2016	3680	-
7430	232	001099	355	STUART C IRBY	940.20	electric inventory	10/03/2016	4100	-
7430	232	001099	355	STUART C IRBY	18.46	electric inventory	10/03/2016	4100	-
7430	232	001099	521	WESCO - # 7855	313.25	Ground rods	10/03/2016	4100	-
7430	593	000000	824	UPS 1Z54T6E40394204154	9.85	SHIPPING FOR RETURNS	10/03/2016	4100	-
7430	593	000000	824	UPS 1Z54T6E40393785761	9.40	SHIPPING FOR RETURNS	10/03/2016	4100	-
7430	932	000000	786	NAPA PARTS - SNP 0027410	32.23	Black can liner	10/05/2016	4100	-
7430	932	000000	331	MONONA PLUMBING	150.00	Quarterly sprinkler inspection	10/06/2016	4100	-
7430	232	001099	521	WESCO - # 7855	377.00	Elbow shrink kits	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,125.00	2 inch red lube tape	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	504.00	4 sol copper wire	10/06/2016	4100	-
7430	586	000000	134	CRESCENT ELECTRIC 017	38.75	Meter parts	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	202.32	2 inch couplings	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,948.70	u guards and secondary peds	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,135.20	red lube tape	10/06/2016	4100	-
7430	594	000000	422	AMAZON.COM	26.38	Deep impact socket	10/10/2016	4100	-

Date: Thursday, November 10, 2016

Time: 11:22AM

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Stoughton Utilities Posting Preview Report

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	143	000000	327	BORDER STATES ELECTRIC	4.69	credited in November	10/10/2016	4100	-
7430	232	001099	521	WESCO - # 7855	150.00	Ground wire molding	10/10/2016	4100	-
7430	594	000000	422	AMAZON.COM AMZN.COM/BILL	29.40	Deep impact socket	10/10/2016	4100	-
7430	143	000000	327	BORDER STATES ELECTRIC	26.80	credited in November	10/10/2016	4100	-
7430	593	000000	358	KUNZ GLOVE COMPANY INC	828.83	safety gloves	10/12/2016	4100	-
7430	932	000000	994	AMAZON MKTPLACE PMTS	24.99	fire alarm battery	10/13/2016	4100	-
7430	932	000000	169	JEFFERSON FIRE & SAFETY	855.70	fire extinguisher maintenance	10/14/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	428.09	line maintenance tools	10/18/2016	4100	-
7450	673	000000	957	OPC MSC SERVICE FEE 024	3.95	WRWA Class Scott Grady	10/20/2016	4100	-
7450	673	000000	957	OPC MSC SERVICE FEE 024	3.95	WRWA Class Marty Seffens	10/20/2016	4100	-
7450	673	000000	957	OPC WISCONSIN RURAL WTR	100.00	WRWA Class Marty Seffens	10/20/2016	4100	-
7450	673	000000	957	OPC WISCONSIN RURAL WTR	100.00	WRWA Class Scott Grady	10/20/2016	4100	-
7430	593	000000	786	NAPA PARTS - SNP 0027410	131.52	hardware	10/24/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	1,243.00	chain saw	10/24/2016	4100	-
7450	673	000000	894	CULVER'S OF PLOVER	17.18	WRWA CLASS - MEALS	10/25/2016	4100	-
7430	592	000000	571	USA BLUE BOOK	147.93	USA BLUE BOOK	10/26/2016	4100	-
7430	593	000000	355	STUART C IRBY	5,802.50	STUART C IRBY	10/27/2016	4100	-
7430	593	000000	521	WESCO - # 7855	384.51	WESCO - # 7855	10/27/2016	4100	-
7430	593	000000	521	WESCO - # 7855	515.82	WESCO - # 7855	10/27/2016	4100	-
7430	934	000000	172	TEREX SERVICES	1,260.67	Bucket truck maintenance	10/03/2016	4000	-
7430	934	000000	184	LAKESIDE INTERNATIONAL	741.56	Equipment maintenance	10/11/2016	4000	-
7460	850	000000	894	RADISSON HOTELS	278.00	WVWA CONFERENCE	10/17/2016	4000	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	250.00	Cleaning service	10/18/2016	4000	-
7430	926	009262	281	AMARIL UNIFORM COMPANY #1	162.07	Uniform expense	10/25/2016	4000	-
7430	933	000000	994	KWIK TRIP 73900007393	5.97	fuel purchase	10/03/2016	6940	-
7430	593	000000	601	FOSDAL BAKERY LLC	20.00	safety school	10/14/2016	6940	-
7430	593	000000	436	STOUGHTON LUMBER CO	34.49	Straw and rake for KPW restoration	10/17/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/26/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.00	PARKING FEE	10/26/2016	6940	-
7430	926	009262	994	BOOT BARN #120 / RCC	277.42	BOOTS FOR CORY HESTIKIN	10/26/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/27/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	5.50	PARKING FEE	10/27/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/28/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	5.50	PARKING FEE	10/28/2016	6940	-
7430	593	000000	894	HOLIDAY STATIONSTORES	17.59	fuel purchase	10/28/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.00	PARKING FEE	10/31/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.50	PARKING FEE	10/31/2016	6940	-
7430	593	000000	894	THE LISMORE HOTEL	410.00	APPRENTICE SCHOOL CORY HESTEKIN	10/31/2016	6940	-
7430	594	000000	894	THE LISMORE HOTEL	410.00	APPRENTICE SCHOOL TYLER HARDING	10/31/2016	6940	-

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
Import ID: 009010		Import # : 0000000066							
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY - T	10/17/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON -	10/17/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	-16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ - T	10/17/2016	1000	-
7430	921	000000	352	STAPLES	-6.48	merchandise return	10/24/2016	3660	-
7430	143	000000	352	STAPLS7164827110001001	-25.08	GENERAL KITCHEN SUPPLIES - RESHIPMENT REFUND	10/31/2016	3680	-
7430	593	000000	327	BORDER STATES ELECTRIC	-4.69	BORDER STATES ELECTRIC	10/25/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	-22.11	BORDER STATES ELECTRIC	10/25/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	-53.70	BORDER STATES ELECTRIC	10/25/2016	4100	-
7460	833	000000	390	BADGER WATER	33.80	LAB WATER	10/03/2016	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	818.25	Permit testing	10/03/2016	8300	160303XX - 1
7460	833	000000	937	SPEE-DEE DELIVERY	12.83	shipping for samples	10/03/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	175.50	SAMPLES TESTING	10/07/2016	8300	-
7460	833	000000	830	NCL OF WISCONSIN INC	212.08	LAB SUPPLIES	10/17/2016	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY	12.83	shipping for samples	10/17/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	131.00	SAMPLES TESTING	10/31/2016	8300	-
7450	642	000000	824	UPS 1ZGTR0040300025615	9.40	WATER SAMPLE SHIPPING	10/03/2016	3650	-
7450	642	000000	824	UPS 1ZGTR0040303588226	9.40	WATER SAMPLE SHIPPING	10/10/2016	3650	-
7450	642	000000	824	UPS 1ZGTR0040303587834	9.40	WATER SAMPLE SHIPPING	10/24/2016	3650	-
7460	850	000000	894	THE CHARMANT HOTEL	125.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - BERICKSON -	10/14/2016	1000	-
7460	850	000000	894	THE CHARMANT HOTEL	125.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - SOGRADY - T	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	4.22	TRAINING EXPENSE - WWOA CONFERENCE - SOGRADY - EMPLOYEE R	10/14/2016	1000	-
7430	143	000000	894	THE CHARMANT HOTEL	16.87	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ - T	10/17/2016	1000	-
7460	850	000000	894	THE CHARMANT HOTEL	375.00	TRAINING EXPENSE - LODGING - WWOA CONFERENCE - RKARDASZ	10/17/2016	1000	-
7430	903	000000	419	PAYFLOW/PAYPAL	55.32	Credit card processing - MyAccount Online	10/04/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	19.91	Credit card processing - MyAccount Online	10/04/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	26.55	Credit card processing - MyAccount Online	10/04/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.87	Credit card processing - MyAccount Online	10/04/2016	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	31.12	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	11.20	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	14.94	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	4.99	Credit card processing - Desktop and recurring	10/04/2016	5250	-
7430	920	000000	894	DANE CNTY AP PRKING 1	40.00	Training Expense -BHoops - APPA Leadership Workshop - Parking	10/10/2016	5250	-
7430	921	000000	836	MSFT E04002RDL1	28.63	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7450	921	000000	836	MSFT E04002RDL1	10.41	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7460	851	000000	836	MSFT E04002RDL1	13.02	LICENSING - MICROSOFT LYNC HOSTED - MONTHLY	10/12/2016	5250	-
7430	921	000000	690	RADIOSHACK DEA00019513	492.00	iPads x2 - Electric - CHestekin and DHanson	10/17/2016	5250	-
7430	921	000000	604	CDW GOVERNMENT	88.74	iPad covers x2 - Electric - CHestekin and DHanson	10/18/2016	5250	-
7460	851	000000	604	CDW GOVERNMENT	37.77	AC adapter - WWTP televising laptop	10/24/2016	5250	-
7430	921	000000	422	AMAZON.COM	131.41	IT label maker and power strip	10/27/2016	5250	-
7450	921	000000	422	AMAZON.COM	47.78	IT label maker and power strip	10/27/2016	5250	-

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7460	851	000000	422	AMAZON.COM	59.75	IT label maker and power strip	10/27/2016	5250	-
7460	852	000000	229	SAFETY FIRST	95.00	Gas monitor calibration	10/06/2016	8200	-
7450	626	000000	229	SAFETY FIRST	95.00	Gas monitor calibration	10/06/2016	8200	-
7430	594	000000	108	ASLESON'S TRUE VALUE HDW	62.46	hardware	10/06/2016	5200	-
7430	370	003300	327	BORDER STATES ELECTRIC	1,326.23	4 METERS	10/10/2016	5200	-
7450	675	000000	555	WOLF PAVING CO., INC.	207.67	restoration material	10/21/2016	5275	-
7450	652	000000	236	WW GRAINGER	199.43	Blower for chemical tanks	10/12/2016	8400	-
7450	676	000000	571	USA BLUE BOOK	319.62	hydrant extension kit	10/19/2016	8400	-
7450	673	000000	108	ASLESON'S TRUE VALUE HDW	36.00	Straw for dump site	10/21/2016	8400	-
7450	642	000000	164	THE UPS STORE 3617	14.10	well 4 nitrate sample	10/27/2016	8400	-
7450	626	000000	492	HD SUPPLY WATERWORKS 233	17.80	o rings	10/31/2016	8400	-
7450	633	000000	108	ASLESON'S TRUE VALUE HDW	19.98	elbows	10/14/2016	8700	-
7450	633	000000	108	ASLESON'S TRUE VALUE HDW	19.99	NPT tap	10/14/2016	8700	-
7450	675	000000	555	WOLF PAVING CO., INC.	109.15	backfill material	10/18/2016	8700	-
7450	933	000000	626	663 STOUGHTON BUMPER TO B	4.94	fuses	10/27/2016	8700	-
7430	921	000000	373	ESRI	1,375.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7450	921	000000	373	ESRI	500.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7460	851	000000	373	ESRI	625.00	ESRI LICENSING - ARCGIS ONLINE - ADDITIONAL USERS - ANNUAL	10/05/2016	4300	-
7430	920	000000	894	BLUE HERON BREW PUB WE	5.16	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7450	920	000000	894	BLUE HERON BREW PUB WE	1.87	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7460	850	000000	894	BLUE HERON BREW PUB WE	2.36	TRAINING EXPENSE - MEALS - ESRI MUNICIPAL USER GROUP	10/17/2016	4300	-
7430	920	000000	373	ESRI DOMESTIC EVENTS	110.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7450	920	000000	373	ESRI DOMESTIC EVENTS	40.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7460	850	000000	373	ESRI DOMESTIC EVENTS	50.00	Training expense - Registration - ESRI WI Users Group	10/21/2016	4300	-
7430	933	000000	894	KWIK TRIP 73800007385	7.96	fuel	10/03/2016	5400	-
7430	934	000000	194	ADVANCE AUTO PARTS 6292	87.96	wiper blades	10/06/2016	5400	-
7450	678	000000	108	ASLESON'S TRUE VALUE HDW	6.20	Bolts for valve turner	10/19/2016	7400	-
7450	678	000000	148	FASTENAL COMPANY01	39.30	cut off wheels for grinder	10/20/2016	7400	-
7450	677	000000	108	ASLESON'S TRUE VALUE HDW	3.80	cotter pins for hydrant repair	10/25/2016	7400	-
7450	624	000000	492	HD SUPPLY WATERWORKS 233	282.00	HD SUPPLY WATERWORKS 233	10/26/2016	7400	-
7450	921	000000	507	WAL-MART #1176	66.33	WAL-MART #1176	10/27/2016	7400	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	3.49	Work lights	10/17/2016	6910	-
7430	926	009262	578	THE SHOE BOX	170.00	safety boots Steve Hartman	10/17/2016	6910	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	66.44	pwr inverter and tie downs	10/21/2016	6910	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	351.97	Batteries for truck 16	10/27/2016	6910	-
7460	832	003602	108	ASLESON'S TRUE VALUE HDW	3.00	hardware	10/04/2016	8710	-
7460	833	003606	148	FASTENAL COMPANY01	82.07	clarifier parts	10/11/2016	8710	-
7460	827	000000	148	FASTENAL COMPANY01	96.73	ball valves	10/11/2016	8710	-
7460	833	003606	108	ASLESON'S TRUE VALUE HDW	15.36	hardware	10/14/2016	8710	-
7460	831	000000	894	POTBELLY #148	8.70	WW OPERATOR CLASS	10/20/2016	8710	-
7460	831	000000	894	DICKEY'S WI-421	10.81	WW OPERATOR CLASS	10/21/2016	8710	-
7460	828	000000	626	663 STOUGHTON BUMPER TO B	69.45	oil and filter	10/28/2016	8710	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	23.98	chain oil	10/06/2016	8720	-
7460	831	000000	894	POTBELLY #148	8.70	WW OPERATOR CLASS	10/20/2016	8720	-

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7460	831	000000	894	DICKEY'S WI-421	7.91	WW OPERATOR CLASS	10/21/2016	8720	-
7460	832	003603	108	ASLESON'S TRUE VALUE HDW	3.08	hardware	10/28/2016	8720	-
7460	833	003609	207	LW ALLEN, LLC	1,622.24	GBT VFD repairs	10/03/2016	8200	-
7460	833	003606	483	DORNER COMPANY	3,398.63	3 RAS PUMP CHECK VALVES	10/07/2016	8200	-
7460	833	003603	969	PAYPAL INTL GRNHSE	94.15	WINTER COVER FOR PRIMARY CLARIFIER	10/07/2016	8200	-
7460	831	000000	674	NORTHERN SEWER EQUIP	136.19	Shipping for Transtar II Tractor	10/11/2016	8200	-
7460	832	000000	969	PAYPAL PRIDE SIGNS	25.95	NORDIC RIDGE LIFT STATION SIGN	10/12/2016	8200	-
7460	833	003608	994	OCECO INC	100.59	DRIP TRAP SEALS	10/17/2016	8200	-
7460	850	000000	894	RADISSON HOTELS	278.00	WASTEWATER OPERATORS CONFERENCE	10/17/2016	8200	-
7460	833	003608	862	EVOQUA WATER TECHNOLOGY	771.64	Waste burner parts	10/18/2016	8200	-
7460	833	003608	108	ASLESON'S TRUE VALUE HDW	3.79	Hardware	10/19/2016	8200	-
7460	831	000000	674	NORTHERN SEWER EQUIP	203.38	camera repair	10/20/2016	8200	-
7460	852	000000	207	LW ALLEN, LLC	142.00	Nuisance alarm programming	10/24/2016	8200	-
7460	827	000000	795	EMS INDUSTRIAL, INC.	257.54	Motor for HVAC MCC room	10/24/2016	8200	-
7460	833	003608	862	EVOQUA WATER TECHNOLOGY	18.00	O-ring for sludge heater	10/25/2016	8200	-
7460	827	000000	148	FASTENAL COMPANY01	32.24	Hardware	10/25/2016	8200	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	5.99	Batteries	10/26/2016	8200	-
7460	832	000000	436	STOUGHTON LUMBER CO	6.99	POST FOR LIFT STATION ADDRESS SIGN	10/27/2016	8200	-
7430	926	009262	578	THE SHOE BOX	174.60	safety boots Brian Scheel	10/25/2016	5400	-
7430	921	000000	352	STAPLS7164827110000001	135.10	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7450	921	000000	352	STAPLS7164827110000001	49.13	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7460	851	000000	352	STAPLS7164827110000001	61.42	KITCHEN AND JANITORIAL SUPPLIES	10/24/2016	3680	-
7430	921	000000	352	STAPLS7164833536000001	51.85	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7450	921	000000	352	STAPLS7164833536000001	18.66	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7460	851	000000	352	STAPLS7164833536000001	24.89	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7430	233	001099	352	STAPLS7164833536000001	8.31	GENERAL OFFICE SUPPLIES	10/24/2016	3680	-
7430	143	000000	352	STAPLS7164827110002001	25.08	GENERAL KITCHEN SUPPLIES - RESHIPMENT - REFUNDED	10/26/2016	3680	-
7450	642	000000	824	UPS 00000017Y623426	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	10/27/2016	3680	-
7450	642	000000	824	UPS 1ZG194WT0300010812	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	10/31/2016	3680	-
7430	232	001099	355	STUART C IRBY	940.20	electric inventory	10/03/2016	4100	-
7430	232	001099	355	STUART C IRBY	18.46	electric inventory	10/03/2016	4100	-
7430	232	001099	521	WESCO - # 7855	313.25	Ground rods	10/03/2016	4100	-
7430	593	000000	824	UPS 1Z54T6E40394204154	9.85	SHIPPING FOR RETURNS	10/03/2016	4100	-
7430	593	000000	824	UPS 1Z54T6E40393785761	9.40	SHIPPING FOR RETURNS	10/03/2016	4100	-
7430	932	000000	786	NAPA PARTS - SNP 0027410	32.23	Black can liner	10/05/2016	4100	-
7430	932	000000	331	MONONA PLUMBING	150.00	Quarterly sprinkler inspection	10/06/2016	4100	-
7430	232	001099	521	WESCO - # 7855	377.00	Elbow shrink kits	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,125.00	2 inch red lube tape	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	504.00	4 sol copper wire	10/06/2016	4100	-
7430	586	000000	134	CRESCENT ELECTRIC 017	38.75	Meter parts	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	202.32	2 inch couplings	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,948.70	u guards and secondary peds	10/06/2016	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	1,135.20	red lube tape	10/06/2016	4100	-
7430	594	000000	422	AMAZON.COM	26.38	Deep impact socket	10/10/2016	4100	-

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7430	143	000000	327	BORDER STATES ELECTRIC	4.69	credited in November	10/10/2016	4100	-
7430	232	001099	521	WESCO - # 7855	150.00	Ground wire molding	10/10/2016	4100	-
7430	594	000000	422	AMAZON.COM AMZN.COM/BILL	29.40	Deep impact socket	10/10/2016	4100	-
7430	143	000000	327	BORDER STATES ELECTRIC	26.80	credited in November	10/10/2016	4100	-
7430	593	000000	358	KUNZ GLOVE COMPANY INC	828.83	safety gloves	10/12/2016	4100	-
7430	932	000000	994	AMAZON MKTPLACE PMTS	24.99	fire alarm battery	10/13/2016	4100	-
7430	932	000000	169	JEFFERSON FIRE & SAFETY	855.70	fire extinguisher maintenance	10/14/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	428.09	line maintenance tools	10/18/2016	4100	-
7450	673	000000	957	OPC MSC SERVICE FEE 024	3.95	WRWA Class Scott Grady	10/20/2016	4100	-
7450	673	000000	957	OPC MSC SERVICE FEE 024	3.95	WRWA Class Marty Seffens	10/20/2016	4100	-
7450	673	000000	957	OPC WISCONSIN RURAL WTR	100.00	WRWA Class Marty Seffens	10/20/2016	4100	-
7450	673	000000	957	OPC WISCONSIN RURAL WTR	100.00	WRWA Class Scott Grady	10/20/2016	4100	-
7430	593	000000	786	NAPA PARTS - SNP 0027410	131.52	hardware	10/24/2016	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	1,243.00	chain saw	10/24/2016	4100	-
7450	673	000000	894	CULVER'S OF PLOVER	17.18	WRWA CLASS - MEALS	10/25/2016	4100	-
7430	592	000000	571	USA BLUE BOOK	147.93	USA BLUE BOOK	10/26/2016	4100	-
7430	593	000000	355	STUART C IRBY	5,802.50	STUART C IRBY	10/27/2016	4100	-
7430	593	000000	521	WESCO - # 7855	384.51	WESCO - # 7855	10/27/2016	4100	-
7430	593	000000	521	WESCO - # 7855	515.82	WESCO - # 7855	10/27/2016	4100	-
7430	934	000000	172	TEREX SERVICES	1,260.67	Bucket truck maintenance	10/03/2016	4000	-
7430	934	000000	184	LAKESIDE INTERNATIONAL	741.56	Equipment maintenance	10/11/2016	4000	-
7460	850	000000	894	RADISSON HOTELS	278.00	WVWA CONFERENCE	10/17/2016	4000	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	250.00	Cleaning service	10/18/2016	4000	-
7430	926	009262	281	AMARIL UNIFORM COMPANY #1	162.07	Uniform expense	10/25/2016	4000	-
7430	933	000000	994	KWIK TRIP 73900007393	5.97	fuel purchase	10/03/2016	6940	-
7430	593	000000	601	FOSDAL BAKERY LLC	20.00	safety school	10/14/2016	6940	-
7430	593	000000	436	STOUGHTON LUMBER CO	34.49	Straw and rake for KPW restoration	10/17/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/26/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.00	PARKING FEE	10/26/2016	6940	-
7430	926	009262	994	BOOT BARN #120 / RCC	277.42	BOOTS FOR CORY HESTIKIN	10/26/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/27/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	5.50	PARKING FEE	10/27/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	1.00	PARKING FEE	10/28/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	5.50	PARKING FEE	10/28/2016	6940	-
7430	593	000000	894	HOLIDAY STATIONSTORES	17.59	fuel purchase	10/28/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.00	PARKING FEE	10/31/2016	6940	-
7430	593	000000	894	CITY OF EAU CLAIRE	6.50	PARKING FEE	10/31/2016	6940	-
7430	593	000000	894	THE LISMORE HOTEL	410.00	APPRENTICE SCHOOL CORY HESTEKIN	10/31/2016	6940	-
7430	594	000000	894	THE LISMORE HOTEL	410.00	APPRENTICE SCHOOL TYLER HARDING	10/31/2016	6940	-

Total: 38,911.09

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001349	HC	12/30/2016	64,231.10	025 Payroll Federal Taxes- Ach	Federal Taxes-Dec Ach/Federal Taxes-Dec Ach/Federal Taxes-Dec Ach/Federal Taxes-Dec Ach/Federal Taxes-Dec Ach/Federal Taxes-Dec Ach
001350	HC	12/30/2016	16,708.85	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev-Dec Ach/Dept of Rev-Dec Ach/Dept of Rev-Dec Ach/Dept of Rev-Dec Ach
001351	HC	12/30/2016	11,939.36	008 Payroll State Taxes - Ach	State Taxes-Dec Ach/State Taxes-Dec Ach/State Taxes-Dec Ach/State Taxes-Dec Ach/State Taxes-Dec Ach
001352	HC	12/30/2016	8,233.77	020 Wells Fargo Bank-Ach	Client Analysis-Dec Ach/Client Analysis-Dec Ach/Client Analysis-Dec Ach/Client Analysis-Dec Ach/Client Analysis-Dec Ach
001353	HC	12/30/2016	899,581.75	009 WPPI	WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Renewable energy/More...
024637	CK	12/6/2016	4,960.00	290 MID-WEST TREE & EXCAVATION, INC	Mid west Trenching-Trenching/Mid west Trenching-Trenching/Mid west Trenching-Trenching/Mid west Trenching-Trenching/Mid west Trenching-Trenching/Mid west Trenching-Trenching/More...
024638	CK	12/6/2016	725.24	327 BORDER STATES ELECTRIC SUPPLY	Border States-Supplies/Border States-Supplies/Border States-Supplies/Border States-Supplies/Border States-Supplies
024639	CK	12/6/2016	450.70	448 STRAND ASSOCIATES INC.	Strand-Cummins discharge/Strand-Cummins discharge/Strand-Uniroyal discharge/Strand-Uniroyal discharge/Strand-Scada/Strand-Scada/Strand-Scada/Strand-Scada

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024640	CK	12/6/2016	1,806.00	729 SHC SUGAR HILL CONSULTING, LLC	SHC Sugar Hill-Consulting/SHC Sugar Hill-Consulting
024641	CK	12/6/2016	349.65	143 DIGGERS HOTLINE, INC.	Diggers Hotline-Nov Locates/Diggers Hotline-Nov Locates
024642	CK	12/6/2016	705.26	324 ELECTRICAL TESTING LAB., LLC.	Elec Testing-Glove Testing/Elec Testing-Glove Testing/Elec Testing-Glove Testing/Elec Testing-Glove Testing
024643	CK	12/6/2016	1,923.99	448 STRAND ASSOCIATES INC.	Strand-For Dev Group/Strand-For Dev Group/Strand-Lateral observations/Strand-Lateral observations/Strand-Dunkirk Sewer/Strand-Dunkirk Sewer/Strand-Dane County/Strand-Dane County
024644	CK	12/6/2016	1,900.00	959 G. FOX & SON, INC.	G Fox-Dunkirk Ave project/G Fox-Dunkirk Ave project
024645	CK	12/6/2016	1,000.00	967 HYDRO CORP	Hydrocorp-Cross Connection/Hydrocorp-Cross Connection
024646	CK	12/6/2016	5,637.12	979 EFI INC	EFI-Lights/EFI-Lights/EFI-Lights/EFI-Lights/EFI-Lights/EFI-Lights
024647	CK	12/6/2016	275.89	064 STORI ANNE CO	Stori-Customer Refund/Stori-Customer Refund
024648	CK	12/6/2016	880.00	166 INKWORKS, INC.	Inkworks-Door Hangers/Inkworks-Door Hangers/Inkworks-Office supplies/Inkworks-Office supplies/Inkworks-Office supplies/Inkworks-Office supplies/Inkworks-Office supplies/Inkworks-Office supplies/Inkworks-Office supplies
024649	CK	12/6/2016	115.30	404 JACQUELINE TAULBEE & CHRIS ZIEGEL	J Taulbee-Customer Refund/J Taulbee-Customer Refund
024650	CK	12/6/2016	125.00	847 ROCK RIVER COALITION	Rock River-Membership ren/Rock River-Membership ren
024651	CK	12/6/2016	1,557.12	400 RESCO	Resco-Inventory/Resco-Inventory/Resco-Supplies/Resco-Supplies
024652	CK	12/6/2016	950.00	672 CHAINSAW SAFETY SPECIALISTS, LLC.	Chainsaw safety-Training/Chainsaw safety-Training
024653	CK	12/6/2016	25.00	675 WI STATE LABORATORY OF HYGIENE	Lab of Hygiene-Fluoride/Lab of Hygiene-Fluoride

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024654	CK	12/6/2016	4,423.75	727 GLS UTILITY LLC	GLS Utility-Nov Locates/GLS Utility-Nov Locates/GLS Utility-Nov Locates/GLS Utility-Nov Locates/GLS Utility-Nov Locates/GLS Utility-Nov Locates
024655	CK	12/14/2016	19,139.00	290 MID-WEST TREE & EXCAVATION, INC	Mid West-Trenching/Midwest-Trenching/Midwest-Trenching/Mid West-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
024656	CK	12/14/2016	276.06	433 WHEDA	WHEDA-Customer refund/WHEDA-Customer refund
024657	CK	12/14/2016	1,791.57	491 PUBLIC SVC. COMM. OF WI.	PSC-Assessments/PSC-Assessments
024658	CK	12/14/2016	29.00	580 DUCK SOUP SIGNS & DESIGN. LLC.	Duck Soup-Truck signage/Duck Soup-Truck signage
024659	CK	12/14/2016	188.00	627 ACTION LOCK & SECURITY SYSTEMS, LLC	Action Lock-Lock repairs/Action Lock-Lock repairs
024660	CK	12/14/2016	2,350.00	959 G. FOX & SON, INC.	G Fox-Lateral repairs/G Fox-Lateral repairs/G Fox-Lateral repairs/G Fox-Lateral repairs
024661	CK	12/14/2016	800.00	131 CITY OF STOUGHTON	City Stoton-Econ Develop/City Stoton-Econ Develop
024662	CK	12/14/2016	113.58	354 JACKIE HESEKER	J Haseker-Customer Refund/J Haseker-Customer Refund
024663	CK	12/14/2016	55.34	472 LADONNA SMITH	L Smith-Customer refund/L Smith-Customer refund/L Smith-Customer refund/L Smith-Customer refund/L Smith-Customer refund
024664	CK	12/14/2016	312.66	677 LESLIE DAVIS	L Davis-Customer Refund/L Davis-Customer Refund
024665	CK	12/14/2016	24.81	758 WILLIAM VOGEL	W Vogel-Customer Refund/W Vogel-Customer Refund
024666	CK	12/14/2016	4,985.50	362 UTILITY SERVICE CO., INC	Utility-Twr 2 maint.
024667	CK	12/14/2016	883.50	872 STOUGHTON HOSPITAL	Stoton Hosp-Wa Valve Repair/Stoton Hosp-Wa Valve Repair

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024668	CK	12/14/2016	257.00	279 STOUGHTON HOSPITAL ASSOC.	Stoton Hosp-Drug Tests/Stoton Hosp-Drug Tests/Stoton Hosp-Drug Tests/Stoton Hosp-Drug Tests/Stoton Hosp-Drug Tests
024669	CK	12/14/2016	1,336.09	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump Fees/Rosenbaum-Dump Fees/Rosenbaum-Dump Fees/Rosenbaum-Dump Fees
024670	CK	12/14/2016	2,860.49	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel
024671	CK	12/14/2016	16,207.06	539 DEPARTMENT OF ADMINISTRATION	Dept of Admin-Pub Benefits/Dept of Admin-Pub Benefits
024672	CK	12/14/2016	4,453.61	781 DUNKIRK WATER POWER CO LLC	Dunkirk-Nov Dunkirk/Dunkirk-Nov Dunkirk
024673	CK	12/14/2016	87.10	146 STOUGHTON ELECTRIC UTIL.	Stoton Elec-Petty Cash/Stoton Elec-Petty Cash/Stoton Elec-Petty Cash/Stoton Elec-Petty Cash/Stoton Elec-Petty Cash
024674	CK	12/14/2016	75.00	584 VINING SPARKS IBG, L.P.	Vining Sparks-Safekeeping/Vining Sparks-Safekeeping
024675	CK	12/19/2016	4.20	101 PROFESSIONAL PLACEMENT SERVICES, LLC	PPS-Collections fees/PPS-Collections fees
024676	CK	12/19/2016	182.99	318 PITNEY-BOWES INC	Pitney Bowes-Purchase power/Pitney Bowes-Purchase power/Pitney Bowes-Purchase power/Pitney Bowes-Purchase power/Pitney Bowes-Purchase power/Pitney Bowes-Purchase power
024677	CK	12/19/2016	51.75	327 BORDER STATES ELECTRIC SUPPLY	Border States-Inventory/Border States-Inventory
024678	CK	12/19/2016	6,689.00	400 RESCO	Resco-transformers/Resco-transformers
024679	CK	12/19/2016	991.46	491 PUBLIC SVC. COMM. OF WI.	PSC-Assessments/PSC-Assessments
024680	CK	12/19/2016	339.99	740 LAKELAND VETERINARY CARE	Lakeland-Customer Refund/Lakeland-Customer Refund/Lakeland-Customer Refund/Lakeland-Customer Refund

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024681	CK	12/19/2016	1,150.00	332 MADISON METRO SEWERAGE DIST	Mad Metro-Watershed/Mad Metro-Watershed
024682	CK	12/19/2016	6,549.06	364 TYCO INTEGRATED SECURITY LLC	Tyco-Admin bldg locks/Tyco-Admin bldg locks/Tyco-CSR Panel system/Tyco-CSR Panel system/Tyco-CSR Panel system/Tyco-CSR Panel system/Tyco-Admin bldg locks/Tyco-Admin bldg locks/Tyco-Admin bldg locks/Tyco-Admin bldg locks/Tyco-CSR Panel system/More...
024683	CK	12/19/2016	18,341.16	448 STRAND ASSOCIATES INC.	Strand-W Sub Site Design/Strand-W Sub Site Design/Strand-Clyde & Van buren sts/Strand-Clyde & Van buren sts/Strand-17 Utility const/Strand-17 Utility const/Strand-Van Buren sw wa/Strand-Van Buren sw wa/Strand-Nordic Ridge/Strand-Nordic Ridge/More...
024684	CK	12/19/2016	845.87	768 DAN OAKLAND	D Oakland-Solar Credit refund/D Oakland-Solar Credit refund
024685	CK	12/19/2016	45.00	956 WI DNR	WI DNR-WW Certificate/WI DNR-WW Certificate
024686	CK	12/19/2016	544.56	963 VIKING LAUNDROMAT	Viking-Customer Refund/Viking-Customer Refund/Viking-Customer Refund/Viking-Customer Refund/Viking-Customer Refund
024687	CK	12/29/2016	70,324.76	131 CITY OF STOUGHTON	City Stoton-Dec Retirement/City Stoton-Dec Retirement/City Stoton-November SW/City Stoton-November SW/City Stoton-Dec Retirement/City Stoton-Dec Retirement/City Stoton-Dec Retirement/City Stoton-Dec Retirement
024688	CK	12/29/2016	2,920.75	260 LR METER TESTING & REPAIR INC	LR Metering-Water Meter exp/LR Metering-Water Meter exp
024689	CK	12/29/2016	90.00	293 UNITED WAY OF DANE COUNTY	United Way-Dec contribution/United Way-Dec contribution
024690	CK	12/29/2016	35,630.31	131 CITY OF STOUGHTON	City Stoton-Oct Life ins/City Stoton-Oct Life ins/City Stoton-Oct Life Ins/City Stoton-Dec Life Ins/City Stoton-Dec Life Ins/City Stoton-Dec Life Ins/City Stoton-Dec Life Ins/City Stoton-Nov Aflac/City Stoton-Dec Life Ins/City Stoton-Dec Life Ins/City Stoton-Dec Life Ins+

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024691	CK	12/29/2016	135,738.29	131 CITY OF STOUGHTON	City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1/City Stoton-Contract 1
101357	CK	12/1/2016	2,000.00	463 GREAT-WEST	Great West-Dec A Def Comp/Great West-Dec A Def Comp
101358	CK	12/1/2016	2,493.12	718 CGC, INC.	CGC-Nordic Ridge Devolpment/CGC-Nordic Ridge Devolpment
101359	CK	12/1/2016	350.00	731 NORTH SHORE BANK FSB	N Shore Bank-Dec A Def Comp/N Shore Bank-Dec A Def Comp
101360	CK	12/1/2016	516.97	809 CINTAS CORPORATION #446	Cintas-Bldg Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/More...
101361	CK	12/1/2016	5,565.00	995 MEUW	MEUW-Safety Mgmt/MEUW-Safety Mgmt/MEUW-Safety Mgmt/MEUW-Safety Mgmt/MEUW-Safety Mgmt
101362	CK	12/7/2016	8,002.30	157 FORSTER ELEC. ENG.,INC.	Forester-KPW project/Forester-KPW project/Forster-KPW Project/Forster-KPW Project/Forster-East Sub Site visit/Forster-East Sub Site visit/Forster-Skaalen Project/Forster-Skaalen Project/Forster-W Sub project/Forster-W Sub project
101363	CK	12/7/2016	3,030.00	519 B & H LAWN CARE	B & H - South sub mowing/B & H - South sub mowing/B & H-Van Buren Mowing/B & H-Van Buren Mowing/B & H - Cnty B Mowing/B & H - Cnty B Mowing/B & H - Taylor Mowing/B & H - Taylor Mowing/B & H - Water Tower mowing/B & H - Water Tower mowing/More...
101364	CK	12/7/2016	4,635.00	597 N-DIMENSION SOLUTIONS	N Dimension-Annual services/N Dimension-Annual services/N Dimension-Annual services/N Dimension-Annual services/N Dimension-Annual services/N Dimension-Annual services
101365	CK	12/7/2016	162.46	809 CINTAS CORPORATION #446	Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning

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101366	CK	12/14/2016	27.00	310 HANSON PEST MANAGEMENT	Hanson Pest-Pest Maint/Hanson Pest-Pest Maint
101367	CK	12/14/2016	1,000.00	463 GREAT-WEST	Great West-Dec B Def Comp/Great West-Dec B Def Comp
101368	CK	12/14/2016	2,837.00	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilley-Audit/Baker Tilley-Audit/Baker Tilley-Audit/Baker Tilley-Audit/Baker Tilley-Audit/Baker Tilley-Audit
101369	CK	12/14/2016	350.00	731 NORTH SHORE BANK FSB	N Shore Bank-Dec B Def Comp/N Shore Bank-Dec B Def Comp
101370	CK	12/14/2016	327.17	809 CINTAS CORPORATION #446	Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/Cintas-Clothes cleaning/More...
101371	CK	12/14/2016	5,683.66	852 INFOSEND, INC	Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing
101372	CK	12/29/2016	800.00	463 GREAT-WEST	Great West-Dec C Def Comp/Great West-Dec C Def Comp
101373	CK	12/29/2016	5,254.43	603 SEERA	Seera-Commit to community/Seera-Commit to community
101374	CK	12/29/2016	350.00	731 NORTH SHORE BANK FSB	N Shore Bank-Dec C Derf comp/N Shore Bank-Dec C Derf comp
101375	CK	12/29/2016	289.41	809 CINTAS CORPORATION #446	Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Clothes Cleaning
Company Total			1,429,196.40		

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Time: 09:10AM

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Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000067'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
Import ID: 009010		Import # : 0000000067							
7430	933	000000	626	663 STOUGHTON BUMPER TO B	-19.20	fuel filter return	11/21/2016	6910	-
7430	593	000000	894	FRAUD-HOTEL RESERVATIONS.	-864.52	SCHOOL	11/04/2016		-
7460	833	000000	390	BADGER WATER	28.00	Lab water	11/01/2016	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY	19.36	shipping for samples	11/07/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	39.00	Lab water	11/16/2016	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	248.00	Lab testing	11/17/2016	8300	-
7430	903	000000	419	PAYFLOW/PAYPAL	54.37	Credit card processing - online epay	11/03/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	19.57	Credit card processing - online epay	11/03/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	26.10	Credit card processing - online epay	11/03/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.71	Credit card processing - online epay	11/03/2016	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	30.37	Credit card processing - desktop and recurring	11/03/2016	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	10.93	Credit card processing - desktop and recurring	11/03/2016	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	14.58	Credit card processing - desktop and recurring	11/03/2016	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	4.87	Credit card processing - desktop and recurring	11/03/2016	5250	-
7430	921	000000	532	COLLOBOS SOFTWARE, INC.	187.00	Annual subscription renewal - iPad printing software	11/11/2016	5250	-
7450	921	000000	532	COLLOBOS SOFTWARE, INC.	68.00	Annual subscription renewal - iPad printing software	11/11/2016	5250	-
7460	851	000000	532	COLLOBOS SOFTWARE, INC.	85.00	Annual subscription renewal - iPad printing software	11/11/2016	5250	-
7430	921	000000	836	MSFT E04002WH1J	30.29	MONTHLY SUBSCRIPTION - HOSTED LYNC SERVICE	11/14/2016	5250	-
7450	921	000000	836	MSFT E04002WH1J	11.01	MONTHLY SUBSCRIPTION - HOSTED LYNC SERVICE	11/14/2016	5250	-
7460	851	000000	836	MSFT E04002WH1J	13.79	MONTHLY SUBSCRIPTION - HOSTED LYNC SERVICE	11/14/2016	5250	-
7430	921	000000	604	CDW GOVERNMENT	285.12	Subscription renewal - Microsoft Endpoint virus Protection - 3 year renewal	11/21/2016	5250	-
7450	921	000000	604	CDW GOVERNMENT	103.68	Subscription renewal - Microsoft Endpoint virus Protection - 3 year renewal	11/21/2016	5250	-
7460	851	000000	604	CDW GOVERNMENT	129.60	Subscription renewal - Microsoft Endpoint virus Protection - 3 year renewal	11/21/2016	5250	-
7430	921	000000	604	CDW GOVERNMENT	406.29	Annual subscription renewal - mobile network document access	11/21/2016	5250	-
7450	921	000000	604	CDW GOVERNMENT	147.74	Annual subscription renewal - mobile network document access	11/21/2016	5250	-
7460	851	000000	604	CDW GOVERNMENT	184.69	Annual subscription renewal - mobile network document access	11/21/2016	5250	-
7430	107.14	000000	108	ASLESON'S TRUE VALUE HDW	11.40	Bolts for switch on Williams Dr.	11/09/2016	5200	160104UA - 1
7450	642	000000	974	NORTHERN LAKE SERVICE, IN	21.00	Nitrate test - Well No. 4	11/07/2016	5275	-
7450	673	000000	492	HD SUPPLY WATERWORKS 233	118.12	Johnson and Page leaking valve repair parts	11/25/2016	5275	-
7450	652	000000	571	USA BLUE BOOK	69.89	Chemical pump tubing	11/29/2016	8400	-
7450	933	000000	507	WAL-MART #1176	11.88	Oil filters	11/04/2016	8700	-
7460	831	000000	108	ASLESON'S TRUE VALUE HDW	12.99	1 elbow	11/10/2016	8700	-
7430	920	000000	894	EXXONMOBIL 97297659	4.53	TRAINING EXPENSE - FUEL - ESRI WI USERS GROUP	11/18/2016	4300	-
7450	920	000000	894	EXXONMOBIL 97297659	1.65	TRAINING EXPENSE - FUEL - ESRI WI USERS GROUP	11/18/2016	4300	-
7460	850	000000	894	EXXONMOBIL 97297659	2.07	TRAINING EXPENSE - FUEL - ESRI WI USERS GROUP	11/18/2016	4300	-
7430	920	000000	894	TUNDRA LODGE & WATE	90.20	Training expense - lodging - ESRI WI Users Group	11/21/2016	4300	-
7450	920	000000	894	TUNDRA LODGE & WATE	32.80	Training expense - lodging - ESRI WI Users Group	11/21/2016	4300	-
7460	850	000000	894	TUNDRA LODGE & WATE	41.00	Training expense - lodging - ESRI WI Users Group	11/21/2016	4300	-
7450	933	000000	507	WAL-MART #1176	36.28	Oil and filter for Trk No. 8	11/03/2016	7400	-
7450	626	000000	578	THE SHOE BOX	285.00	Safety Boots	11/07/2016	7400	-
7450	652	000000	108	ASLESON'S TRUE VALUE HDW	5.49	Chemical feed repair parts for Well No. 7	11/29/2016	7400	-
7450	672	000000	108	ASLESON'S TRUE VALUE HDW	30.48	Plugs for winterizing tower II	11/30/2016	7400	-

Date: Friday, December 09, 2016

Time: 09:10AM

User: SGUNSOLUS

Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000067'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7450	673	000000	894	KFC H653101	5.28	MEAL EXPENSE FOR CLASS	11/01/2016	8710	-
7450	673	000000	894	ROCKY ROCOCO PIZZA Q82	16.73	MEAL EXPENSE FOR CLASS	11/02/2016	8710	-
7460	833	000000	148	FASTENAL COMPANY01	12.86	Hardware	11/16/2016	8710	-
7460	831	000000	894	KFC H653101	10.81	WW TRAINING	11/01/2016	8720	-
7460	831	000000	894	ROCKY ROCOCO PIZZA Q82	7.37	WW TRAINING	11/02/2016	8720	-
7460	834	000000	550	FIRST SUPPLY#2010 WFPG	72.17	Garage heat supplies	11/04/2016	8720	-
7460	832	000000	550	FIRST SUPPLY#2010 WFPG	358.40	Stainless guide rails for Eastwood Lift Station	11/04/2016	8720	-
7460	834	000000	550	FIRST SUPPLY#2010 WFPG	248.40	Zone valves for garage heat units	11/04/2016	8720	-
7460	834	000000	550	FIRST SUPPLY#2010 WFPG	231.50	Intake filters for RTU #901	11/04/2016	8720	-
7460	833	000000	148	FASTENAL COMPANY01	15.49	Hardware for building heat project	11/08/2016	8720	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	11.98	Hardware for building heat project	11/08/2016	8720	-
7460	834	000000	550	FIRST SUPPLY LLC #2010	167.64	Piping for main building heat	11/08/2016	8720	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	5.99	Light bulb	11/10/2016	8720	-
7460	834	000000	550	FIRST SUPPLY#2010 WFPG	13.25	Freight cost for pipe	11/10/2016	8720	-
7460	834	000000	550	FIRST SUPPLY LLC #2010	278.78	Bearing assembly for main building heat	11/11/2016	8720	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	3.17	Hardware	11/16/2016	8720	-
7460	834	000000	550	FIRST SUPPLY#2010 WFPG	9.03	Freight cost for pipe	11/16/2016	8720	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	33.98	Tongue and groove plier	11/18/2016	8720	-
7460	833	000000	148	FASTENAL COMPANY01	12.59	hardware	11/23/2016	8720	-
7460	834	000000	748	SHERWIN WILLIAMS 703833	253.35	Paint supplies	11/02/2016	8200	-
7460	827	000000	270	MADISON NEWSPAPERS	225.52	annual newspaper subscription	11/02/2016	8200	-
7460	834	000000	236	WW GRAINGER	76.68	Equipment tags	11/03/2016	8200	-
7460	831	000000	207	LW ALLEN, LLC	158.56	East lift station repair work	11/09/2016	8200	-
7460	834	000000	994	COMPLIANCESIGNS.COM	90.00	safety signs	11/09/2016	8200	-
7460	851	000000	507	WAL-MART #1176	75.30	Cleaning supplies	11/10/2016	8200	-
7460	833	000000	571	USA BLUE BOOK	150.72	USA BLUE BOOK	11/15/2016	8200	-
7460	831	000000	108	ASLESON'S TRUE VALUE HDW	3.36	Anchors for signs	11/15/2016	8200	-
7460	854	000000	578	THE SHOE BOX	111.60	safety boots	11/25/2016	8200	-
7460	832	000000	207	LW ALLEN, LLC	2,702.98	Stone Crest lift station pumps rebuild	11/25/2016	8200	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	17.98	Bolts	11/01/2016	5400	-
7430	921	000000	352	STAPLS7164827110000002	13.00	KITCHEN SUPPLIES - CLEANING ITEMS	11/03/2016	3680	-
7450	921	000000	352	STAPLS7164827110000002	4.72	KITCHEN SUPPLIES - CLEANING ITEMS	11/03/2016	3680	-
7460	851	000000	352	STAPLS7164827110000002	5.92	KITCHEN SUPPLIES - CLEANING ITEMS	11/03/2016	3680	-
7430	921	000000	352	STAPLS7165497662000001	47.64	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7450	921	000000	352	STAPLS7165497662000001	17.15	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7460	851	000000	352	STAPLS7165497662000001	22.86	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7430	233	001099	352	STAPLS7165497662000001	7.64	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7430	921	000000	352	STAPLS7165497662000002	10.49	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7450	921	000000	352	STAPLS7165497662000002	3.77	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7460	851	000000	352	STAPLS7165497662000002	5.03	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7430	233	001099	352	STAPLS7165497662000002	1.70	GENERAL OFFICE SUPPLIES	11/04/2016	3680	-
7430	921	000000	445	TLF STOUGHTON FLORAL	46.95	TLF STOUGHTON FLORAL	11/04/2016	3680	-
7430	921	000000	352	STAPLS7164833536000002	30.04	JANITORIAL SUPPLIES	11/07/2016	3680	-
7450	921	000000	352	STAPLS7164833536000002	10.92	JANITORIAL SUPPLIES	11/07/2016	3680	-

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Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000067'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec	
7460	851	000000	352	STAPLS7164833536000002	13.67	JANITORIAL SUPPLIES	11/07/2016	3680	-	
7450	642	000000	824	UPS 1Z17Y6230394729015	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	11/07/2016	3680	-	
7450	642	000000	824	UPS 1ZG194WT0307804827	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	11/14/2016	3680	-	
7430	921	000000	601	FOSDAL BAKERY LLC	4.80	Meeting expense - Utilities Committee	11/16/2016	3680	-	
7450	921	000000	601	FOSDAL BAKERY LLC	1.74	Meeting expense - Utilities Committee	11/16/2016	3680	-	
7460	851	000000	601	FOSDAL BAKERY LLC	2.20	Meeting expense - Utilities Committee	11/16/2016	3680	-	
7430	921	000000	352	STAPLS7166279051000001	120.76	GENERAL KITCHEN AND JANITORIAL SUPPLIES	11/18/2016	3680	-	
7450	921	000000	352	STAPLS7166279051000001	43.91	GENERAL KITCHEN AND JANITORIAL SUPPLIES	11/18/2016	3680	-	
7460	851	000000	352	STAPLS7166279051000001	54.90	GENERAL KITCHEN AND JANITORIAL SUPPLIES	11/18/2016	3680	-	
7450	642	000000	824	UPS 1ZG194WT0307286030	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	11/18/2016	3680	-	
7430	921	000000	352	STAPLS7166390341000001	163.72	PRINTER TONER	11/21/2016	3680	-	
7450	921	000000	352	STAPLS7166390341000001	59.53	PRINTER TONER	11/21/2016	3680	-	
7460	851	000000	352	STAPLS7166390341000001	74.44	PRINTER TONER	11/21/2016	3680	-	
7430	934	000000	108	ASLESON'S TRUE VALUE HDW	21.52	Parts for LED light packs on buckets	11/03/2016	6910	-	
7430	933	000000	626	663 STOUGHTON BUMPER TO B	152.52	Oil and fuel filters for trucks	11/21/2016	6910	-	
7430	932	000000	436	STOUGHTON LUMBER CO	74.50	Material for outlets in truck room	11/25/2016	6910	-	
7430	932	000000	108	ASLESON'S TRUE VALUE HDW	20.76	Bolt stock	11/29/2016	6910	-	
7430	934	000000	626	663 STOUGHTON BUMPER TO B	3.20	Parts for LED lights on buckets	11/30/2016	6910	-	
7430	934	000000	626	663 STOUGHTON BUMPER TO B	8.07	Parts for LED lights on buckets	11/30/2016	6910	-	
7430	232	001099	355	STUART C IRBY	48.53	1/0 Primary.	11/02/2016	4100	-	
7450	626	000000	422	AMAZON.COM	67.36	Garden Hose	11/03/2016	4100	-	
7450	626	000000	422	AMAZON.COM AMZN.COM/BILL	83.68	Garden hose	11/04/2016	4100	-	
7430	932	000000	786	NAPA PARTS - SNP 0027410	148.02	Latex gloves and wypall towels	11/04/2016	4100	-	
7430	932	000000	775	NOR NORTHERN TOOL	2,249.99	Pressure Washer	11/07/2016	4100	-	
7430	594	000000	358	KUNZ GLOVE COMPANY INC	97.34	Work Gloves	11/10/2016	4100	-	
7430	593	000000	358	KUNZ GLOVE COMPANY INC	241.90	Work Gloves	11/10/2016	4100	-	
7430	933	000000	317	CENEX D M SERV07083686	64.00	Fork Trk Propane	11/10/2016	4100	-	
7430	932	000000	786	NAPA PARTS - SNP 0027410	25.67	Janitor Supplies	11/10/2016	4100	-	
7450	626	000000	969	PAYPAL HOME DEPOT	41.16	3/4 BRASS HOSE SWIVELS	11/14/2016	4100	-	
7430	593	000000	786	NAPA PARTS - SNP 0027410	101.34	Hardhats	11/23/2016	4100	-	
7430	932	000000	786	NAPA PARTS - SNP 0027410	53.30	Janitor supplies	11/28/2016	4100	-	
7430	143	000000	994	LOWES #00907	104.94	NOT AN APPROVED CHARGE AND IS BEING DISPUTED.	11/28/2016	4100	-	
7430	107.14	000000	994	CONTRACTORORIENTATION.COM	20.00	TRAINING TO WORK IN RAIL ROAD R/W	11/03/2016	4000	160104UA - 1	
7450	641	000000	309	HAWKINS INC	1,748.26	Chemical Supplies	11/04/2016	4000	-	
7430	926	009262	281	AMARIL UNIFORM COMPANY #1	139.90	FR Jacket - Cory	11/08/2016	4000	-	
7430	926	009262	281	AMARIL UNIFORM COMPANY #1	152.14	FR Jacket - Tyler	11/08/2016	4000	-	
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	250.00	Cleaning Service	11/21/2016	4000	-	
7430	933	000000	626	663 STOUGHTON BUMPER TO B	45.00	Trk Filters and Washer Fluid	11/03/2016	6940	-	
7430	933	000000	994	PERKINS OIL COMPANY	469.30	VEHICLE MOTOR OIL	11/04/2016	6940	-	
7430	593	000000	578	THE SHOE BOX	300.00	Safety Boots	11/07/2016	6940	-	
Total:					14,956.70					

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, November 14, 2016 – 5:37 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, and Mayor Donna Olson.

Excused: None.

Absent: Alderperson Greg Jenson and Citizen Member Alan Staats.

Others Present: Alderperson Matt Bartlett, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA and Stoughton Utilities Director Robert Kardasz, P.E.

Call To Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:37 p.m.

Stoughton Utilities Committee Consent Agenda: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda items. Discussion Followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the October 17, 2016 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities September 2016 Financial Summary, Stoughton Utilities September 2016 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities October 2016 Activities Report. The motion carried unanimously 4 to 0.

Status of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council: Stoughton Utilities Director Robert Kardasz presented and discussed the following items from the Stoughton Utilities Committee that were approved and placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee September 19, 2016 Regular Meeting Minutes.
- Stoughton Utilities August 2016 Financial Summaries.
- Stoughton Utilities August 2016 Statistical Worksheet.
- Approved the Agreement for the Disposition of Available Borrow at the Stoughton Utilities West Electric Substation Property.

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, November 14, 2016 – 5:37 p.m.

Stoughton, WI

Page No. 2

- Approved the Stoughton Utilities 2017 Budget and Five-Year CIP.

Stoughton Utilities Meter Pit Abandonment Program: Stoughton Utilities Director Robert Kardasz presented and discussed the Meter Pit Abandonment Program and emphasized the following:

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

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

Cancellation Of The December 19, 2016 Utilities Committee Meeting: Stoughton Utilities Director Robert Kardasz explained that the committee had cancelled the December meeting in 2014 and 2015 due to a lack of pressing business. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to cancel the December 19, 2016 Stoughton Utilities Committee Meeting Discussion followed. The motion carried unanimously 4 to 0 .

Stoughton Utilities Committee Future Agenda Items: None.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:43 p.m. The motion carried unanimously 4 to 0.

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



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Communications

November 10, 2016	WPPI Energy memorandum “Things You Should Know” from President and CEO Michael W. Peters.
November 10, 2016	WPPI Energy Third Quarter Fiscal Year Highlights.
November 22, 2016	Letter of Appreciation from the Stoughton Food Pantry.
November - December 2016	American Public Power Association (APPA) magazine “Public Power.”
December 2, 2016	Staff compliments from Roger Thompson of 1216 E. Academy Street.
December 5, 2016	APPA Grant Agreement for a tunable lighting in schools demonstration project.
December 5, 2016	Wisconsin Department of Natural Resources (WDNR) acceptance of the 2015 Stoughton Utilities Wastewater Compliance Maintenance Annual Report.
December 7, 2016	WPPI Energy invitation to participate in the 2017 APPA Legislative Rally.
December 8, 2016	WPPI Energy memorandum “Things You Should Know” from President and CEO Michael W. Peters.
Winter 2016	WPPI Energy renewable energy newsletter “Power Report.”
January 5, 2017	WPPI Energy memorandum “Things You Should Know” from President and CEO Michael W. Peters.

Encl.

cc: Brian R. Hoops
Stoughton Utilities Assistant Director

Monthly Wrap-Up for October 2016

Issued Nov. 10, 2016

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

Board of Directors Discusses Business Plan. Thank you to all who attended our Oct. 28 Board of Directors meeting to review the draft 2017-2021 WPPI Energy Business Plan. WPPI Energy is member-owned, member-governed and member-driven, and the development of the draft plan has been shaped and informed by your participation and feedback over the past six months.

- In May and June, more than 70 representatives from 47 communities attended one of 11 meetings to discuss local priorities and concerns. We held special follow-up meetings for the remaining four member communities that could not attend.
- The business plan was also a topic of discussion this summer when members of the Executive Committee of the WPPI Energy Board of Directors met in small groups with member utility leaders.
- As we discussed at the Annual Meeting in September, your responses to the recently completed member feedback survey helped to further shape and refine our direction.

The resulting draft business plan sets out four main objectives:

1. To provide reliable, environmentally responsible power at a stable, competitive cost while maintaining financial strength.
2. To provide best-in-class services, support, and cost sharing for program development and delivery, all in response to member needs.
3. To protect the interests and advocate the policy positions of WPPI Energy and its members in legislative, regulatory and industry forums.
4. To increase recognition of the value of member utilities, their dedication to their communities, and their leadership as customer advocates and environmental stewards.

The plan also identifies specific business priorities to direct our work as we carry out these objectives. There are more than two dozen priorities in total, too many to recap here, but I'd like to highlight as an example one priority of particular strategic importance: responding to changing technology and customer expectations.

For many decades, customers communicated with their utility providers either in person or over the telephone, and their electric usage was measured by analog meters. Today, advanced meters and other

technologies make it possible and necessary for utilities to do business online in order to operate as efficiently as possible and keep up with evolving customer expectations.

WPPI Energy members have devoted significant effort to developing a cost-effective shared meter data management system and customer information tools for this purpose, but significant work remains in this area to ensure that our membership is ready for the future. I know that WPPI Energy member utilities are proud of their long tradition of providing above-and-beyond local service, and our business plan will focus on continued technical advancement in order to preserve and enhance that tradition.

These and other industry changes will present both challenges and opportunities for the WPPI Energy membership during the five-year business plan cycle ahead. How we respond together will make all the difference. I am confident that we will continue to succeed because I have seen how much we can accomplish through joint action. Active engagement from all of our 51 member utilities will help ensure that we remain on the right strategic track as we respond to WPPI Energy member needs and priorities. Thank you in advance for your continued participation.

Customer Portal Pilot Update. On the subject of changing technology and customer expectations, last year we introduced a new pilot effort aimed at helping members engage with customers online and provide them with access to their energy usage data. In June of 2015, we launched the MyMeter online portal for large customers (in general, those with average demand higher than 100 kilowatts) in member communities that use advanced metering infrastructure (AMI) and/or WPPI Energy's large customer metering and billing service.

Since then, we've worked with two members, Sturgeon Bay and Waupun, to pilot the portal with all their customers. Both utilities have fully implemented AMI for all users on their local systems. Throughout 2016, we've worked with them to test and demonstrate the portal's ability to provide customers with online access to their individual, interval-based energy usage information. Currently, we're working to implement online bill presentment, third-party bill payment, and integration with our WPPI Energy-hosted NorthStar customer information system.

In the future, we expect portal functionality to support members' efforts to communicate about outages and other topics, process customer service requests, and send cost-based price signals to customers, including providing them timely information about opportunities to save energy and money by adjusting their usage during periods of higher demand. As we head in to the next business plan period, we anticipate wrapping up our evaluation of MyMeter's portal product by early 2017.

Board of Directors Takes Up Business Plan and Budget on Dec. 16. At its final meeting for 2016, the Board of Directors on Dec. 16 will take up for approval the 2017-2021 WPPI Energy Business Plan and the 2017 budget. We will host a webinar for all members on Dec. 8 to review the budget in detail prior to taking it up at the regular WPPI Energy Board of Directors meeting. Please stay tuned for meeting materials and registration information.

Rescheduled Webinar: Wholesale Rate Design Changes. Last month, I highlighted the recent work of our member Rates and Delivery Service Advisory Group to include wholesale rate design changes in the proposed 2017 WPPI Energy Budget. We were set to conduct a webinar today, Nov. 10, to provide interested members more information about the proposed changes, but unfortunately had to postpone due to last-minute technical difficulties with our web conference hosting provider. The rescheduled webinar will now take place on Wed., Nov. 16 at 1 p.m. Please see today's Weekly Digest email for technical and registration details. If you're unable to participate in the live event, I encourage you to view the archived webinar, which will be posted on our members-only intranet site, <http://mywppi.wppienergy.org>.

Supporting Cost-Based Rates. In addition to helping to smooth out some month-to-month demand-related cost volatility for members and their customers, the proposed wholesale rate change provides an appropriate, cost-based price signal by increasing wholesale demand costs during the more expensive summer months and decreasing them during other months. These changes flow through to customers through your utility's power cost adjustment, but for many, the change may not be very transparent. If your utility is interested in putting in place a retail rate with a seasonal component to more directly reflect these wholesale cost signals, WPPI Energy's rates team can help.

New Load Market Pricing Update. Retaining and attracting new, large, industrial electric load is an important way that WPPI Energy member retail rates can help strengthen the local economy, and this year we introduced a new tool to help members support this type of local economic development. New Load Market Pricing (NLMP) rates provide a market-based discount in order to encourage existing large customers to expand and new large customers to locate in the utility's service area.

Member utilities choosing to put this retail rate in place would, under our NLMP wholesale cost schedule, pass through to qualifying new load WPPI Energy's transmission and incremental wholesale power costs for short-term energy and capacity sourced from the MISO market. With current wholesale market spot prices generally lower than the typical utility's average cost of service, an NLMP rate may provide the customer with market-based savings for the four-year term allowed under the rate. At the same time, the retail rate is structured to ensure that the local utility is kept whole. Over the long term, the utility and its customers may benefit from the economies of scale gained through the addition of new or expanded load.

Fourteen members in Wisconsin have now secured Public Service Commission of Wisconsin (PSCW) approval for the retail NLMP rate, and customer projects to move or expand load are now underway in several of these communities. Our Iowa and Michigan members need only local approval to implement the NLMP rate.

Contact the WPPI Energy Rates Team. To discuss cost-based retail price signals and/or whether a retail NLMP rate is right for your utility, please contact Tim Noeldner at tnoeldner@wppienergy.org or 608-8344579, or Tim Ament at tament@wppienergy.org or 608-834-4530.

Chief Executives Breakfast. On Oct. 20, we hosted our 19th annual breakfast for Wisconsin member community "chief executives" and other elected community officials. Fourteen member officials from 11 member communities attended. The breakfast coincides with the League of Wisconsin Municipalities' Annual Conference and is a great opportunity for our local leaders to network with each other while also hearing about important WPPI Energy-related initiatives as well as industry-wide issues. It was my pleasure to attend and connect with this unique subset of our membership, our communities' highest elected officials

who are so well attuned to the needs and priorities of the communities they represent. Staying engaged with member officials is critically important for WPPI Energy, and this is one way that we do so. Thank you to all who attended.

Cybersecurity Update. If you were trying to work online during the weekend of Oct. 21, you're likely aware of the vast attack that occurred on U.S. and European internet infrastructure, taking down or significantly slowing traffic on sites including Netflix, Facebook, Twitter and more. It is believed the attack was launched using the "Internet of Things," which includes web-connected devices such as "smart" DVR players and webcams that are not always monitored for suspicious activity.

This recent occurrence was a topic of conversation at the Chief Executives Breakfast, as well as at the October meeting of the Executive Committee of WPPI Energy's Board of Directors. You, too, may be interested in how WPPI Energy ensures the security of internet-connected devices on our network.

First, we take measures to limit internet connectivity to only those devices that must be exposed to the internet. Those devices are properly secured in a "Demilitarized Zone," which in computer security speak is a sub-network that separates an internal local area network from other untrusted networks. WPPI Energy routinely patches these devices with security software updates and constantly monitors them for malicious activity.

In addition, WPPI Energy's advanced Intrusion Prevention System (IPS) is actively monitored and patched with updated information to help us identify malicious actors in order to prevent these sorts of attacks on our network. The IPS also prevents malicious actors from detecting and accessing devices on our network. All of WPPI Energy's hosted services for members are protected by the advanced IPS and benefit from these measures.

We also conduct routine end-user security training to educate all of our employees on how to spot and avoid malicious (phishing) emails, which can be used to take over a computer or other device for use in a cyberattack. This training is a great step toward protecting any system because end users are the largest, most vulnerable and most targeted part of any network.

WPPI Energy's instructor-led end-user training is available to members upon request. If you would like to learn more, please send an email to helpdesk@wppienergy.org.

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

FISCAL YEAR 2016

THIRD QUARTER HIGHLIGHTS

1425 Corporate Center Drive
Sun Prairie, WI 53590-4500
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November 10, 2016

Financial Highlights

Energy sales to members totaled 1,422,371 megawatt-hours (MWh) in the third quarter. This is 24,752 MWh or 1.8% greater than the same period a year ago. Total operating revenues for the third quarter were \$137,256,809 or 7.3% greater than the same period a year ago. Total operating expenses for the third quarter were \$130,170,583 or 6.9% greater than the same period a year ago. The increase in operating revenues and operating expenses in the third quarter, from the same period a year ago, is primarily due to higher purchased power and fuel expenses.

Power Supply Update

WPPI Energy's 20% share of Boswell Unit 4 generated 217,271 MWh at an average capacity factor of 84.1% during the third quarter. This compares to generation of 109,775 MWh and an average capacity factor of 42.5% in the third quarter of 2015. Unit 4 was out of service for six weeks during the third quarter of 2015 for a planned outage to tie in the new environmental control system. WPPI Energy's 8.33% share of the Elm Road Generating Station (ERGS) units generated 197,776 MWh at an average capacity factor of 84.8%. In the same quarter one year ago, the units generated 150,784 MWh at an average capacity factor of 64.7%.

News Highlights

The 2016 WPPI Energy annual conference took place September 15-16 in Green Lake, Wis. The conference built on this year's theme of "Tackling Tomorrow's Challenges Today." Presentations included a State of WPPI address from president and CEO Mike Peters and Board of Directors Chair Jeff Feldt, a customer panel discussion, awards banquet celebrating member achievements, and keynote speech by futurist Rebecca Ryan. The Board of Directors met directly following the conference.

Company Profile

WPPI Energy is a regional power company serving 51 customer-owned electric utilities. Through WPPI Energy, these public power utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 200,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.

FINANCIAL STATEMENTS

Statements of Net Position (Unaudited)

September 30,	2016	2015
Assets		
Current assets	\$ 156,380,743	\$ 161,120,579
Non-current assets	244,102,691	245,965,201
Electric plant, equipment, and land, net	395,461,069	334,724,200
Construction work in progress	7,384,741	67,518,351
Total assets	803,329,244	809,328,331
Deferred Outflows of Resources	24,593,543	19,702,653
Liabilities		
Current liabilities	67,500,079	63,956,876
Non-current liabilities	5,685,303	5,044,910
Long-term debt, net	435,403,771	458,319,202
Total liabilities	508,589,153	527,320,988
Deferred Inflows of Resources	62,766,075	61,751,463
Net Position	\$ 256,567,559	\$ 239,958,533

Statements of Revenue, Expenses, and Changes in Net Position (Unaudited)

	Quarter Ended September 30,		Fiscal-to-Date	
	2016	2015	2016	2015
Operating Revenues	\$ 137,256,809	\$ 127,972,732	\$ 360,554,472	\$ 372,167,799
Operating Expenses				
Purchased power	107,025,888	103,254,829	278,324,229	294,975,498
Fuel expense	9,301,455	6,062,944	24,516,616	21,075,695
Operation and maintenance	3,110,158	2,910,881	8,925,248	7,949,170
Customer service and administrative and general	5,007,285	4,836,075	14,267,646	13,960,125
Depreciation and amortization	4,006,687	3,044,260	12,029,301	9,692,657
Taxes	1,719,110	1,643,524	5,176,539	5,065,183
Total operating expenses	130,170,583	121,752,513	343,239,579	352,718,328
Operating Income	7,086,226	6,220,219	17,314,893	19,449,471
Non-Operating Revenues (Expenses)				
Investment income	2,751,810	3,192,789	9,194,376	8,681,840
Interest expense	(5,088,017)	(5,457,306)	(15,606,865)	(16,787,058)
Other	(695,886)	(111,636)	2,764,486	449,025
Total non-operating revenues (expenses), net	(3,032,093)	(2,376,153)	(3,648,003)	(7,656,193)
Change in Net Position	\$ 4,054,133	\$ 3,844,066	\$ 13,666,890	\$ 11,793,278

*Some 2015 amounts were reclassified to conform to the 2016 presentation.

WPPI Energy is the power supplier for the following locally owned utilities:

WISCONSIN	Evansville	Menasha	Plymouth	Two Rivers	MICHIGAN	IOWA
Algoma	Florence	Mount Horeb	Prairie du Sac	Waterloo	Alger Delta CEA	Independence
Black River Falls	Hartford	Muscoda	Reedsburg	Waunakee	Baraga	Maquoketa
Boscobel	Hustisford	New Glarus	Richland Center	Waupun	Crystal Falls	Preston
Brodhead	Jefferson	New Holstein	River Falls	Westby	Gladstone	
Cedarburg	Juneau	New London	Slinger	Whitehall	L'Anse	
Columbus	Kaukauna	New Richmond	Stoughton		Negaunee	
Cuba City	Lake Mills	Oconomowoc	Sturgeon Bay		Norway	
Eagle River	Lodi	Oconto Falls	Sun Prairie			



CITY OF STOUGHTON

381 East Main Street Stoughton, WI 53589
(608) 873-6677 www.ci.stoughton.wi.us

November 22, 2016

Stoughton Utility Staff
600 S. 4th Street
Stoughton, WI 53589

Dear Utility Staff,

On behalf of the Stoughton Food Pantry, I thank you for your **food donation of 78 pounds**. The Food Pantry is a valuable resource for needy families of our area, and many will benefit from your generosity. Your gift enables us to continue to meet the needs of those in need.

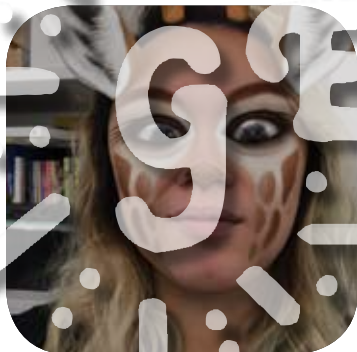
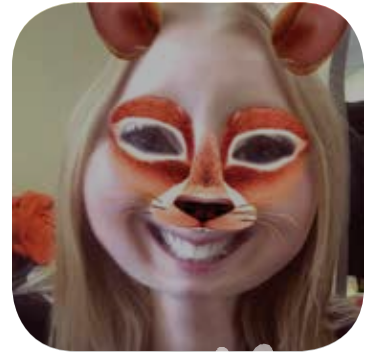
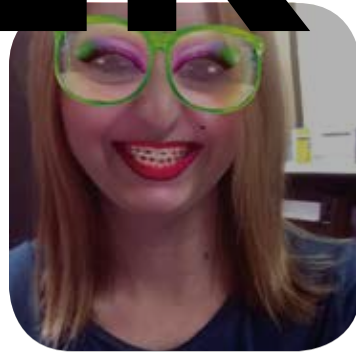
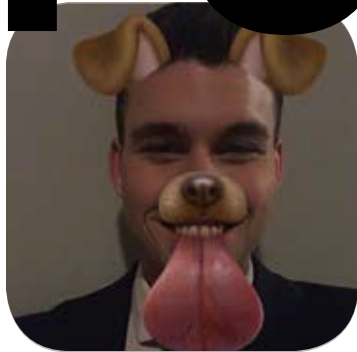
In October we served 180 families, 670 individuals and distributed 12,240 pounds of food.

Thank you for your continued support of the food pantry. Stoughton is a better place because of **caring** people such as you.

Sincerely,

Peg Smyth, Volunteer
The City of Stoughton Food Pantry

PUBLIC POWER



Robert Kardasz

From: Erin Goldade
Sent: Friday, December 02, 2016 2:30 PM
To: Electric Division Staff
Cc: Robert Kardasz; Sean Grady; Brian Hoops
Subject: Compliment

Roger Thompson of 1216 E Academy St was in this afternoon and wanted to pass along his compliments to our electric crew who did the great work removing and clearing a tree branch from the line at his home. He also wanted to express how wonderful the office staff was to work with during this clearance.

Great job everyone!
Erin

**Demonstration of Energy & Efficiency Developments (DEED) Grant Agreement
Stoughton Utilities
CG-2045 Tunable Lighting In Schools: Energy Savings and an Improved Learning
Environment**

This Grant Agreement (“Agreement”) is made and entered into by and between the American Public Power Association (“APPA”) and **Stoughton Utilities** (“Grantee” and, collectively with APPA, the “Parties”).

WHEREAS, the Board of Directors of the APPA has established the Demonstration of Energy & Efficiency Developments (“DEED”) program which is dedicated to improving the operations and services of public power utilities by supporting and demonstrating its members’ innovative activities through research, funding and education;

WHEREAS, Grantee has submitted a proposed demonstration project, in a DEED proposal submitted on 8/15/2016, which is incorporated herein by reference, with data including a project description, the rationale, schedule, and estimated cost of the project, together with a statement of why the project is widely applicable to members of APPA, and supporting technical material;

WHEREAS Grantee has agreed to the DEED Board of Director’s request to:

(a) Explain how energy savings is actually being measured.

(a) Expand the energy savings analysis;

WHEREAS, the DEED Board of Directors has found the proposed project to be meritorious and worthy of a DEED Grant;

NOW, THEREFORE, the Parties agree as follows:

1. **Funding.** APPA will supply a DEED Grant in the amount of **\$10,000.00** to Grantee.

Payment shall be made within 30 days of receipt of invoice at APPA, as further described in Sections 9 and 10.

2. **Project and Project Personnel.** The project to be undertaken by Grantee is as follows: Tunable LED lighting in the classroom can provide 50% or more energy savings over conventional fluorescent lighting just like standard, single color LED lighting. Tunable LED lighting, also known as Human Centric Lighting (HCL), can be used to improve the learning

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environment through potential health benefits. This study will examine the effects of tunable LED lighting on the people who spend the majority of their day in the classroom. Today many schools are rushing to put LED lighting into their facilities based on the energy savings alone. We believe there are other attributes to lighting that should be considered at the time of retrofit so that schools can achieve energy savings and enhance the lives of teachers and students. Part of the study is also to educate teachers on the use of the tunable LED lighting. Teachers will control the color temperature and intensity, allowing them to create adaptable learning environments. The expected outcomes are better sleep, fewer psychological effects from Seasonal Affective Disorder, greater ability to concentrate, and fewer behavioral issues., as more fully described in the Grantee's proposal **Tunable Lighting In Schools: Energy Savings and an Improved Learning Environment.**

Recent discoveries about the human eye have led to a new field of study which relates human behavior and psychological well-being to lighting. Since Edison invented the light bulb, the only real benefit of artificial lighting was thought to be the ability to see to complete tasks in the absence of outdoor lighting. Now we are finding there are other benefits as well.

The human eye takes lighting in and uses it to set our circadian rhythm. Circadian rhythm is just a term that encompasses the body's production of substances which help us sleep or feel awake. Humans evolved in natural sunlight, but in the last 100 years we have put ourselves in artificial caves. We now know humans need lighting that encompasses spectrums of natural sunlight to perform as expected and sleep as needed, We need to look at our indoor lighting systems in a new way.

Rich Blue Lighting refers to a general class of energy saving LED's that produce light that peaks around 460 nm, or blue color. Often these lights are referred to as 5000K or above, which references a blended color number to tell the consumer what color the light appears, but does not explain all of the spectrums involved. Lighting at 480 nm has been shown to have the

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greatest effect on the suppression of melatonin and thus making humans more awake. Colors in higher wave lengths (reds and yellows) have a calming effect based on the increase production of soothing substances in the body.

Stoughton School district wants to introduce lighting that can be varied by intensity and color into 4 classrooms. Teachers would be taught how to utilize the light and asked to help evaluate success in the classroom. Stoughton Utilities in coordination with the Stoughton School District would like to develop a documentary video. This video would highlight the before and after photographs of the rooms, light spectrums, training, survey results, and in-person interviews with the teachers and students who participate.

The proposal, as well as the document [DEED Grant Requirements](#) containing instructions related to preparing and submitting Quarterly Reports, Final Reports, and Summary Abstracts, are incorporated herein by reference and made a part of this Agreement. It is understood that the key personnel of this project are:

Cory Neeley, Energy Services Representative, Stoughton Utilities.

3. Term. The DEED Grant shall commence on the date of Agreement execution. The Grantee is required to complete the project as approved by the DEED Board of Directors by **08/01/2017** as noted in the proposal. Any changes to the completion date must be addressed as further described in Section 6.

4. Subcontractors. If Grantee proposes to hire a subcontractor to work on the project and such subcontractor is not identified in Grantee's original project proposal, Grantee shall request APPA's written permission to do so. In addition, Grantee shall ensure that APPA's rights under this Agreement are not diminished by the use of a subcontractor. Any agreement between Grantee and a subcontractor shall incorporate the terms and conditions of this Agreement, as

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necessary. At a minimum, any such agreement between Grantee and a subcontractor shall require a subcontractor:

- (a) to maintain books, records, and other documents and appropriate accounting procedures and practices sufficient to reflect receipt and disposition of project funds and total costs (direct and indirect) of the project, to retain such books, records and other documents until the expiration of three years from the date of final payment or completion of the project, and permit inspection and audit of such books, records or other documents by APPA or its contractors;
- (b) not to delegate or transfer to another party the responsibility for carrying out the project or the use of project funds unless approved in writing by APPA and Grantee;
- (c) to notify the Grantee and APPA of all proposed major project changes (such as those identified in Section 6 of this Agreement) in a manner consistent with the provisions of that Section, and to provide an opportunity for APPA and Grantee to disapprove any such changes in a manner consistent with the provisions of Section 6 of this Agreement;
- (d) not to terminate the project except for good cause, and if APPA or Grantee finds that the subcontractor has terminated the project work without good cause, all funds paid by Grantee to the subcontractor shall be returned, at the discretion of APPA, to Grantee or to APPA;
- (e) to return unexpended funds to Grantee or APPA, as determined by APPA, in the event that the work is terminated for good cause or the work is completed prior to expenditure of all funds; and
- (f) to expressly agree that APPA owns a nonexclusive, royalty-free, perpetual, worldwide, irrevocable license to use, copy, publish, create derivative works, distribute, market and support, in all mediums including APPA's website, all information, materials and work product created by subcontractor pursuant to this Agreement.

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No project shall be commenced without an agreement in the form of Attachment A signed by the subcontractor. Grantee shall provide APPA with a copy of the agreement between Grantee and the subcontractor (including Attachment A) before any payment of the DEED Grant award will be made.

5. Accounting and Records. Accounting for project funds (including receipts, Grantee or other contributions, and expenditures) will be in accordance with generally accepted accounting principles and practices, consistently applied, regardless of the source of funds.

Grantee shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly (a) the amount, receipt, and disposition by Grantee of all assistance received for the project and (b) the total cost of the project, including all direct and indirect costs of whatever nature incurred for the performance of the project.

Grantee's facilities or such facilities as may be engaged in the performance of the project for which the DEED Grant has been awarded, and records shall be subject at all reasonable times to inspection and audit by APPA.

Grantee shall preserve and make its records available to APPA until the expiration of three years from the date of final payment or completion of the project under this DEED Grant, whichever is later.

All APPA assistance received by Grantee pursuant to this Agreement shall be expended by Grantee solely for carrying out the approved project. Grantee may not delegate or transfer responsibility for the use of such funds. Grantee shall comply with all terms and conditions of the DEED Grant, to use grant funds efficiently and effectively within the approved budget, and to supervise completion of the project in a diligent and professional manner. This responsibility may be neither delegated nor transferred without written permission by APPA.

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6. Project Changes. Grantee shall promptly notify APPA in writing by e-mail to DEED@PublicPower.org or by certified mail (return receipt requested) of all proposed major project changes, including, but not limited to:

- (a) major changes in the technical plans or specifications for the project;
- (b) acceleration or deceleration in the time of performance of the project, or any major phase thereof;
- (c) major changes that may increase or decrease the total cost of a project;
- (d) major changes that may affect the approved scope of a project; and
- (e) major changed site conditions affecting the project.

APPA may disapprove project changes in writing not later than three weeks after receipt of notice. Failure of Grantee to give notice, or disapproval by APPA of the proposed change, shall result in disallowance of costs incurred that are attributable to the change.

Approved project changes that do not substantially alter the objective or scope of a project may give rise to grant amendments to increase or decrease the dollar amount, the term, or other provisions of the DEED Grant. A DEED Grant amendment shall be effected only by a written amendment to this Agreement signed by both Parties. Requests for modifications from this Agreement shall be submitted as far in advance as the exigencies of the situation will permit. Each request for a modification shall contain at a minimum:

- (a) A full description of the modification and the circumstances in which it will be used;
- (b) A description of the intended effect of the modification; and
- (c) Detailed reasons supporting the request, including any pertinent background information that will contribute to a better understanding of the modification sought.

7. Termination. If, without written notification to APPA, the project has not been initiated within six months of the effective date of this Agreement, the project will be subject to termination by the DEED Board of Directors. Grantee shall not terminate the project except for

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good cause. If APPA finds Grantee has terminated the project work without good cause, then it shall terminate the DEED Grant award, and all APPA grant funds previously paid to Grantee shall be returned as final settlement. In the event the project is terminated for good cause or completed prior to expenditure of all funds provided by APPA, the proportionate share of APPA's DEED Grant shall be refunded. Notwithstanding anything to the contrary in this Agreement, APPA may terminate this Agreement at its option with or without cause by providing written notice to Grantee. Unless otherwise stated in the termination notice, termination shall be effective upon receipt of the notice. After the effective date of termination, neither Party shall have any further obligation to the other under this Agreement except for Grantee's obligations under the provisions where a continuing obligation is implied, and APPA's obligation to pay Grantee a portion of the Agreement's fixed price equal to the percentage of work required by the Agreement that is actually completed.

Grantee shall deliver to APPA or its designee(s) upon request all information and work in tangible form created or compiled by Grantee or its subcontractor(s) in performing services under this Agreement.

8. **Press Release.** Press releases and other public dissemination of information by the Grantee shall acknowledge APPA support of the project through a DEED Grant.

9. **Reports.** Grantee shall prepare and submit to APPA quarterly project reports according to directions in the document [DEED Grant Requirements](#). These reports will be posted to the DEED project database, located on APPA's website for viewing by DEED members. Capturing the project in photos is encouraged. Electronic copies of project photos taken during the course of the project term shall be submitted to DEED@PublicPower.org. By submitting project photos to APPA, Grantee grants to APPA a non-exclusive limited worldwide license to use the project photos online and offline for promotional purposes. According to instructions in the document [DEED Grant Requirements](#), Grantee also shall submit to APPA/DEED: (1) an

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acceptable, detailed final report relating to the conduct and results of the approved project, describing activities, cost, bibliography, achievements, problems, results, and recommendations, to be submitted within six (6) months of project completion; and (2) a completed "DEED Project Summary Abstract;" and (3) any other deliverable as described in Grantee's original proposal or grant approval letter.

APPA will withhold 25 percent of the DEED Grant award pending satisfactory completion of said report and abstract. In the event the final report and abstract are not provided by the Grantee by the due date, APPA may complete the final report and/or abstract itself or hire a third party to do so. APPA may utilize up to the 25 percent withheld to pay for the costs of production and reduce the amount otherwise available to Grantee in the same amount.

10. Payment. The standard method of project payment shall be based on invoices for work completed to date. No more than 25 percent of the total DEED Grant award may be provided to Grantee at the inception of the project except in rare instances when the DEED program administrator may increase this amount up to a total of 50 percent due to special circumstances.

11. Limited License: Grantee hereby grants APPA a nonexclusive, royalty-free, perpetual, worldwide, irrevocable license to use, copy, publish, create derivative works, distribute, market and support, in all mediums including APPA's website, all information, materials and work product, including reports, abstracts, videos, guidebooks, software programs, documentation, and other deliverables, created pursuant to this Grant (collectively, the "Work"). Any software programs especially developed by Grantee or its Subcontractors during the course of the project, or substantially modified for use in the project, shall be supplied to APPA in a form that may be used by others independently of Grantee's proprietary programs or computer configurations. The Grantee shall incorporate a Section setting forth the substance of this Section

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11 in its agreement with the Subcontractor. Contracts between Grantee and its Subcontractor participating in the project shall contain similar provisions.

12. Representations and Warranties. Grantee represents and warrants for itself and any subcontractors that:

(a) The Work and Subcontractor Work Product are original and do not infringe on the intellectual property rights of any third party, or constitute defamation, invasion of privacy, or the violation of any right of publicity or any other right of any party; (b) Grantee and subcontractor has obtained all necessary licenses and/or permissions to use third party content that may appear in the Work and/or Subcontractor Work Product; (c) Grantee and any subcontractors shall maintain in strict confidence any confidential or proprietary information shared by APPA during the course of this Agreement, and such information shall not be disclosed to any third party, either directly or indirectly; and (d) Grantee has the unencumbered right to enter into this Agreement. Grantee agrees to defend, indemnify, and hold harmless APPA, its officers, directors, members, and employees for any losses, costs, damages, liabilities and expenses (including attorneys' fees and court costs) arising out of any breach of the warranties set forth in this Section 12.

13. Fees. Grantee also warrants that no person or agency has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide offices established and maintained by Grantee for the purpose of securing grants or business. For breach or violation of this warranty, APPA shall have the right to terminate this DEED Grant Agreement without liability or in its discretion to deduct from the grant award, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

14. Indemnifications. It is understood that this DEED Grant Agreement is not a joint venture and that Grantee is not an agent of APPA. APPA assumes no liability with respect to accidents, bodily injury, illness, breach of contract, or any other damages or loss, or with respect

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to any claims arising out of any activities undertaken with the financial support of the APPA DEED Grant, whether with respect to persons or property of Grantee or third parties. Grantee shall indemnify (including court costs and attorneys' fees) APPA if APPA is made a party to any litigation, arbitration, mediation or negotiations for activities connected with this DEED Grant Agreement, unless APPA, its employees or agents are found to be grossly negligent or otherwise directly at fault.

15. **Taxes.** Except with respect to taxes which may be due as a result of income to APPA, Grantee and any subcontractor shall be responsible for payment of all taxes for which Grantee, subcontractor or APPA may be liable in connection with this Agreement, including any sales, use, or other tax owed for work products delivered or services performed by Grantee or a subcontractor in connection with this Agreement. Except as required by law, APPA shall not withhold federal, state or local income tax, or any other tax, from any payment to Grantee pursuant to this Agreement.

The Parties hereto have executed this Agreement, effective as of the _____ day of _____, 20__.

American Public Power Association

DEED Program

Name: _____

Signature: _____

Title: _____

Date: _____

Stoughton Utilities:

Name: _____

Signature: _____

Title: _____

Date: _____

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ATTACHMENT A

License Agreement:

Agreement made by and between _____ 1) [a United States Citizen residing at _____ and born in 19____] or _____ 2) [a corporation located and doing business at _____] (hereinafter referred to as the “Subcontractor”) and, American Public Power Association, a corporation of the District of Columbia located and doing business at 1875 Connecticut Avenue, Northwest, Washington, D.C., 20009 (hereinafter referred to as “Commissioning Party”).

WHEREAS, the Subcontractor is not an employee of the Commissioning Party; and

WHEREAS, the Subcontractor was commissioned by the Commissioning Party to create (project name) _____ (hereinafter the “Subcontractor Work Product”) at the request of and for the benefit of the Commissioning Party.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. Subcontractor grants APPA a nonexclusive, royalty-free, perpetual, worldwide, irrevocable license to use, copy, publish, create derivative works, distribute, and market in all mediums including APPA’s website, the Subcontractor Work Product.
2. Subcontractor represents and warrants to the Commissioning Party the following:
 - a) that the Subcontractor Work Product is original and does not infringe the intellectual property rights of any third party, or constitute defamation, invasion of privacy, or the violation of any right of publicity or any other right of any party;
 - b) Subcontractor has obtained all necessary licenses and/or permissions to use third party content that may appear in the Subcontractor Work Product;

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c) Subcontractor shall maintain in strict confidence a confidential or proprietary information shared by the Commissioning Party during the course of this Agreement, and such information shall not be disclosed to any third party, either directly or indirectly; and

d) Subcontractor has the unencumbered right to enter into this Agreement.

3. Subcontractor shall indemnify and hold the Commissioning Party, its officers, directors, members and employees harmless for any costs, including, but not limited to, attorney's fees, which arise out of any breach of the warranties set forth in Section 2.

4. Subcontractor hereby acknowledges that [it or he/she] is an independent contractor for purposes of this Agreement.

5. This Agreement may not be modified or amended unless it is in writing and signed by both parties.

The parties hereto have executed this Agreement as of the date indicated below.

Subcontractor: _____

Name: _____

Signature: _____

Title: _____

Commissioning Party: American Public Power Association

Name: _____

Signature: _____

Title: _____

On this _____ day of _____ 20__.

Compliance Maintenance Annual Report

Stoughton Wastewater Treatment Facility

Last Updated: Reporting For:
6/29/2016 2015

DNR Response to Resolution or Owner's Statement

Name of Governing

Body or Owner:

Stouhton Cty Council

Date of Resolution or

Action Taken:

6/28/2016

Resolution Number:

R-76-2016

Date of Submittal:

6/29/2016

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = B

Permittee Response:

DNR Response:

Keep an eye on influent flow and loadings.

Effluent Quality: BOD: Grade = A

Permittee Response:

DNR Response:

Effluent Quality: TSS: Grade = A

Permittee Response:

DNR Response:

Effluent Quality: Phosphorus: Grade = A

Permittee Response:

DNR Response:

Biosolids Quality and Management: Grade = A

Permittee Response:

DNR Response:

Staffing: Grade = A

Permittee Response:

DNR Response:

Operator Certification: Grade = A

Permittee Response:

DNR Response:

Compliance Maintenance Annual Report

Stoughton Wastewater Treatment Facility

Last Updated: Reporting For:
6/29/2016 2015

Financial Management: Grade = A
Permittee Response:

DNR Response:

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)
Permittee Response:

DNR Response:

With your CMOM program now in place, we strongly recommend it includes an annual televising schedule. We recommend televising at least 10% or more of your sewer system each year so that your entire system is televised and assessed within 10 years or less. Sewer pipe televising and rehab should not be done only during street projects but as regular part a good CMOM program. It will provide the information you need about the condition of your sewer system so that you can make decisions, set priorities and establish your budget on those pipes in most need of repair/rehabilitation.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.91

Permittee Response:

DNR G.P.A. Response:

DNR CMAR Overall Response:

Thank you for completing and submitting your 2015 CMAR. The CMAR is an annual self-evaluation of your wastewater treatment plant, collection system and associated wastewater management activities. Everything looks to be in order and your facility is operating very well. There are no other requirements at this time. Nice job and thank you again.

DNR Reviewer: Garbe, Amy

Phone: (262) 574-2135

Address: 3911 Fish Hatchery Road, Fitchburg, WI 53711

Date: 12/5/2016



The way energy should be

1425 Corporate Center Drive
Sun Prairie, WI 53590
P: 608.834.4500 F: 608.837.0274
www.wppienergy.org

December 7, 2016

Mr Bob Kardasz
Utilities Director
600 S 4th St
PO Box 383
Stoughton, WI 53589-0383

RE: 2017 American Public Power Association (APPA) Legislative Rally

Dear Mr Kardasz:

The annual APPA Legislative Rally in Washington, D.C. provides a unique opportunity for members of the national public power community to focus on and directly influence the federal legislative process. The 2017 Legislative Rally will be held February 27 to March 1 at the Mayflower Hotel in Washington, D.C. Both the House and the Senate will be in session during this year's APPA Legislative Rally.

Once again, WPPI Energy staff and members will be part of this special effort to educate lawmakers about the issues facing our public power communities. Engagement by local leaders like you is as important now as it has ever been to advocate for and to protect the future of our customer-owned utilities and our communities. With the change in administration and single party control, we anticipate that tax reform, including the tax exempt status of municipal bonds, will be a high priority for the GOP. Additionally, the 115th Congress may take up energy related policy related to the Clean Power Plan. All of our legislators need to hear about the value of public power and how their decisions affect our communities and customers.

Past attendees have found the trip to be of great value and look forward to the opportunity each year. Earlier this year at the 2016 APPA Legislative Rally, 41 local leaders (including 10 chief executives) from 22 member communities represented public power's interests on Capitol Hill.

WPPI understands that attending the rally requires a significant commitment of time and resources. For this reason, our Executive Committee has established grants to help fund this event. For chief executives, the grant includes airfare costs and rally registration, plus a two-night hotel stay and a supplement (\$250) to cover additional expenses. Other community officials and utility representatives who wish to attend are eligible for airfare grants. **Please see the enclosed FAQ document for details on the travel grants, hotel policy, updates to the guest ticketing policy and general information.**

A form to apply for these grants is enclosed. Please return it as soon as possible, but no later than **Monday, January 9, 2017**. Rebecca Kraemer will work with you to organize travel plans, make hotel arrangements and register you for the rally as soon as she receives your commitment to attend. Please send your completed travel grant form to Rebecca at rkraemer@wppienergy.org. She can be reached at 608.834.4572 should you have any questions regarding the travel grant.

The event starts with MEUW's briefing and reception and APPA's welcoming reception the afternoon and evening of Monday, February 27. All rally activities – including visits with our Congressional delegation – will take place on Tuesday, February 28 and Wednesday, March 1. WPPI Energy will host a dinner on Tuesday evening. Many attendees will travel home the afternoon or evening of Wednesday, March 1. We will provide a detailed agenda and other informational materials to all attendees in advance of the trip.

APPA is also offering two pre-rally seminars on Monday, February 27: *“Governance Best Practices: Policy Development and Implementation”* and *“Pole Attachments: Major New Challenges and Opportunities”* (please note, if you attend the pole attachment seminar, you will miss the MEUW reception and the legislative meeting planning that occurs at the reception). WPPI Energy has three scholarships available for those who wish to attend these pre-rally seminars. Please contact me with any additional questions on the pre-rally seminars or to inquire as to the availability of the scholarships. Please remember that if you wish to attend one of the seminars or the workshop, you will need to arrive on Sunday, February 26, particularly if you wish to attend the “Governance Best Practices” seminar as it begins at 8:00AM. Visit www.publicpower.org for more details and the preliminary agenda for the rally.

We hope you or others from your community can join us for this very important lobbying opportunity!

If you have any questions about the event in general or regarding key issues and legislation, please feel free to contact me at 608.834.4517 or jowen@wppienergy.org.

Sincerely,



Joseph Owen
Manager of Government Relations

Attachments

cc: Mike Peters
Tom Hanrahan
Rebecca Kraemer

Monthly Wrap-Up for November 2016

Issued Dec. 8, 2016

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

See you at the December Board Meeting. At its final meeting for 2016, the Board of Directors on December 16 will take up two key items for approval: the 2017-2021 WPPI Energy Business Plan and the 2017 budget. The agenda also features Jeff Stone, the new Executive Director of the Municipal Electric Utilities of Wisconsin, and updates from our staff departments.

As we head into a new budget year and a new business plan period, our members are well prepared for 2017 and beyond. Wholesale rates have remained stable, and we have excellent financial health; strong credit ratings; high member satisfaction; a diverse, flexible, cost-effective power supply portfolio; a comprehensive array of services; and an effective voice for advocacy. These shared strengths will benefit members as we prepare for the future in an industry that is rapidly changing, most notably in the areas of power supply planning, technology and meeting customers' evolving expectations. As we take on the challenges and opportunities ahead, our member-driven business plan demonstrates your strong unity of purpose and commitment, and our budget supports the priorities you have identified for our business plan. By working and planning together, WPPI Energy and its members will be ready to serve as utilities of the future.

Thank you in advance for your participation in the board meeting. I look forward to seeing you on December 16. If you wish to attend but have not yet registered, please contact Vicki Hewitt at vhewitt@wppienergy.org or 608-834-4573.

Advisory Groups: Your Opportunity to Get Involved. Member-owned, member-governed and member-driven is how WPPI Energy operates. That means leadership, feedback and participation from members is what shapes the work we do on behalf of your utility and your community. WPPI Energy is your organization, and your engagement is critical to our success.

For members who are interested, we have opportunities to participate beginning in 2017 on various committees and advisory groups of the WPPI Energy Board of Directors. Member representatives who serve in this capacity help make sure that our joint-action agency effectively meets the membership's needs.

In mid-December, we will solicit advisory group nominations to be considered by the Executive Committee. We will have opportunities for members to participate in our Distribution Services Advisory Group, Policy & Communications Leadership Council, Rates Services Advisory Group, and more. I encourage you to

review the nomination materials and consider participating in a WPPI Energy member advisory group or passing along this invitation to your key staff members who might be interested. Nominations are due by January 13. For details, please contact Vicki Hewitt at vhewitt@wppienergy.org or 608-834-4573.

Program Highlights: New Construction Design Assistance. Construction projects are ideal opportunities to design and build for energy efficiency, and many WPPI Energy member utilities are using our New Construction Design Assistance program to help customers and your municipalities to do just that.

We know that efficiency efforts undertaken during construction are significantly less costly than retrofits after the fact, and helping customers plan well for these kinds of improvements is consistent with your community-owned, customer-focused utilities' commitment to helping keep costs down for those you serve. Toward this end, the NCDA program provides technical assistance and/or financial incentives to improve the energy efficiency of qualifying nonresidential, new construction projects in member communities.

A recent staff report on current activity in this very popular program demonstrated excellent participation and results.

- **The program is widely used.** There are currently 84 active or recently completed projects in a total of 41 member communities throughout Wisconsin, Upper Michigan and Iowa.
- **Customers are anticipated to save an annual \$300,000**, or 4 million kilowatt-hours, as a result of these projects.
- **Customer participation is diverse**, with building types including everything from agricultural to offices, multi-family homes to warehouses, and more.
- **Many projects include municipal buildings**, such as fire/police department facilities, community centers, city halls, high schools, and more. These municipal projects not only showcase the utility's support for energy efficiency in highly visible locations, but they also help save energy dollars for local taxpayers.

Energy efficiency savings from NCDA projects can boost the bottom line for local businesses, and growth benefits the local economy overall. Helping customers build or expand is another way that our members work together through WPPI Energy to keep their communities strong.

Experience tells us that we can best help customers take advantage of this program when we engage with them early in their planning processes. For information about how your customers and community can benefit, contact your energy services representative.

More Information about Wholesale Rate Design Changes. In recent editions of this memo, I have highlighted the work of our member Rates and Delivery Service Advisory Group on wholesale rate design changes for the proposed 2017 WPPI Energy Budget. The changes are designed to help smooth out some month-to-month demand-related cost changes for members and their customers while also sending appropriate, cost-based signals during peak summer months and non-peak load conditions.

On November 16, we conducted a webinar to provide interested members more information about the proposed changes. If you were unable to participate in the live event, I encourage you to view the archived webinar on our members-only intranet site, <http://mywppi.wppienergy.org>.

Also in November, we sent all members our updated wholesale tariff to reflect these changes (pending Board of Directors approval of the budget). Since that mailing, our Rates team has helped a number of interested members with customized analyses of the specific impacts for their communities. If you would like more information of this kind, please contact Tim Ament at tament@wppienergy.org or 608-834-4530.

Staff updates. On December 14, Nicole Vant Hoff will join our staff, filling an existing vacancy as WPPI Energy's Manager of Human Resources. On January 3, Kim Jennings will join our team in the newly created role of Manager of Special Projects – Customer Information Systems.

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

WPPI Energy's Renewable Energy Efforts: A Retrospective

As announced earlier this year, WPPI Energy is currently evaluating proposals for adding 100+ megawatts (MW) of renewable energy to its power supply portfolio. WPPI Energy's focus on renewable energy isn't new, however. Our members have offered renewable energy options to their customers for nearly 20 years.

Early Days

WPPI Energy's members first started offering renewable energy options in response to customer feedback. In the late 90s, market research indicated that approximately 75% of customers wanted options for supporting renewable energy and many were willing to pay extra to receive some or all of their electricity from renewable resources. At the same time, many customers were also concerned with keeping rates low.

Members listened and responded with options that would allow those who want to support renewable energy to do so on a voluntary basis. They developed a renewable energy program in which business and residential customers of WPPI Energy member utilities can purchase 150 kilowatt-hour (kWh) blocks of renewable energy. Proceeds go directly toward programs such as solar photovoltaic (PV) and wind turbine demonstration projects; a buyback tariff for customers who generate solar energy on their property; community solar gardens; and renewable energy grants. The energy from these programs is above and beyond the 35% of carbon-free resources that are part of WPPI Energy's overall power supply portfolio.

Renewable Portfolio Standards

In both Wisconsin and Michigan, current renewable portfolio standards have required utilities to generate 10% of their electricity from renewable resources beginning in 2015. WPPI Energy members have led by example in this area, meeting these requirements six years early.

.....

Since 2006, WPPI Energy and its members have provided incentives for the installation of 61 customer-sited renewable energy projects in 43 communities.

.....

Today, our power supply portfolio consists of 14% renewable energy from resources including wind, hydro, solar and biogas. The most recent addition came in 2014, when we began purchasing electricity generated by a new one-megawatt solar farm in the WPPI Energy member community of Jefferson, Wis.

Community Solar Gardens

Recently, members have built on these earlier achievements with additional program offerings. In October of 2015, New Richmond Utilities and River Falls Municipal Utilities opened

Continued on page 7



New Richmond residents gather for a groundbreaking ceremony featuring entertainment from a choir and brass band



River Falls residents break ground on the city's community solar garden

The State of WPPI in 2016

WPPI Energy has many shared strengths: financial health; strong credit ratings; high member satisfaction; a diverse, flexible, cost-effective power supply portfolio; a comprehensive array of services; and an effective voice for advocacy. These position us well for a future in which the electric industry will continue to change rapidly, most notably in the areas of electricity generation, technology and customer expectations.

Electricity Generation

While the ultimate fate of the U.S. Environmental Protection Agency's Clean Power Plan is not yet clear, we anticipate future regulatory limits—in one form or another—on power plant greenhouse gas (GHG) emissions. WPPI Energy has already significantly reduced our GHG emissions over the past 10 years. Going forward, we will continue to do so by encouraging energy efficiency and demand response, as well as adding to the renewable energy and natural gas resources in our energy portfolio. We will also work with other utilities, stakeholders and policy makers to advocate for reasonable environmental policies.

Customer Expectations

For many decades, customers interacted with their utility in person or over the telephone, and analog meters measured their electricity use. Today, many customers are used to doing business online. They expect to have more access to utility staff, timely notifications of outages and other events, and more control over their energy consumption. In order for our member utilities to continue the long tradition of providing above-and-beyond local service, our business strategy will continue to focus on technological advancement.

Technology

It's important for WPPI Energy members to leverage technology in order to meet changing customer expectations. Together, WPPI Energy members have devoted significant time and effort to implementing cost-effective advanced meters and meter data management and customer information tools.

The changing electric industry presents challenges and opportunities for WPPI Energy and the industry as a whole. How we respond together will make all the difference. I'm confident that we'll continue to succeed, because I've seen time and time again how much our members accomplish when they work together. As 51 communities committed to the benefit of those they serve, WPPI Energy's members are strong and well-positioned for what's to come.



Michael W. Peters
President/CEO

Member Spotlight: Waupun, Wisconsin

A Hometown Utility

By the time we leave our lunch interview at the Brittain House, a cozy supper club in Waupun, Wis., Randy Posthuma, general manager of Waupun Utilities (WU), has already exchanged greetings with several people. Posthuma, a friendly and easy going person, is clearly well-known in the community.

"I think it's important as a representative of the utility to interact with customers face-to-face outside of the utility office," he says.

He's always considered this area of Wisconsin home. Born and raised near Randolph, he moved to Waupun after marrying his high school sweetheart. He and his family have been here ever since. He started as a lineman at Waupun Utilities in 1990, and though he's been general manager since 2013, he still takes care of some of the electrical operations duties.

WU Staff: Hire for the Personality, Train for the Position

WU has accomplished much over the years, and Posthuma is quick to credit his staff for the utility's successes. He visibly beams when he talks about them.

"I've had the opportunity to build a strong staff, and I enjoy helping all of my employees advance in their careers and grow," he says. "My theory has always been, 'hire for the personality, train for the position...You can teach someone skills for the job. You can't change someone's personality.'"

Rising to the Challenge of AMI

The employees at the utility are passionate about the work they do and maintain a positive attitude, even when faced with new challenges. In 2013, WU



The Pioneers, a sculpture by local artists Clarence Shaler, was donated to the city in 1940. Photo courtesy of Waupun Tourism Office

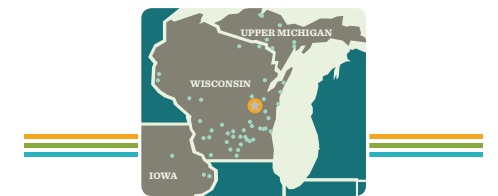
replaced outdated meters and equipment with advanced metering infrastructure (AMI). WU was one of the first WPPI Energy members to pioneer the effort to move to AMI. Although completely overhauling equipment, software and processes is a daunting process, the team's eagerness to learn and adapt made the transition a success.

"Randy Bentley and Steve Brooks who work out in the field were eager to learn the technology inside and out," says Posthuma. "Jen Benson, our billing clerk, dove full force into learning the new billing procedure. She was really up for the challenge."

Jared Oosterhouse, WU's finance director, led the effort to streamline reports and processes to simplify collection and billing procedures. He continues to work closely with the utility's customer information software to fine tune metering and reads. Oosterhouse recently

"I've had the opportunity to build a strong staff, and I enjoy helping all of my employees advance in their careers and grow"

Continued on page 4...



WAUPUN FAST FACTS

County: Dodge, Fond du Lac
Electric customers: 4,292
Member website:
www.waupunutilities.com

Did you know?

- The city was originally intended to be named "Waubun," Ojibwe for "Dawn of Day." State of Wisconsin staff made a spelling error when recording the name, and Waupun officials decided not to change it.
- Waupun has three prisons within its city limits - Waupun Correctional Institution, Dodge Correctional Institution and the John C. Burke Correctional Center. Waupun was chosen as the site for building these facilities, because of its natural abundance of limestone.
- The city has one of the highest concentrations of public art per capita in the US. It's called the "City of Sculpture" thanks to several sculptures gifted to the city by Waupun-born sculptor Clarence Shaler.
- WPPI Energy member since 1980

received WPPI Energy's Shining Star Award, which recognizes utility managers or employees who have shown notable growth and leadership over the past year.

The knowledge that WU employees acquired not only helped them meet the challenges of moving to AMI, but allowed them to help other WPPI Energy members plan their own AMI projects.

"We wanted to help our fellow utilities, because we want AMI to be successful for everybody. We know it's not just about Waupun," says Posthuma, who was recently elected to the Executive Committee of the WPPI Energy Board of Directors. "Working with other utilities allows us to build from the experiences of others and vice versa. It's one of the best ways for everyone to move forward."

The utility's adoption of AMI has made a number of operation procedures simpler and more efficient and helps the utility provide customers with automated billing services, more detailed information about their energy use and faster notification and resolution of power outages.

"AMI has completely changed our processes, says Posthuma. "We're able to conduct and control disconnects, automate billing, and integrate advanced meter data into the customer information system. AMI facilitates an interactive experience for both staff and customers."

A Strong Utility for a Strong Community

The people of WU think it's important to have a good relationship with the community they serve.

"We respect the customer," says Posthuma, "even if it's something as simple as a lineman taking off his dark

"We want to see the community succeed, and I think a strong utility is the foundation of the success of the community," says Posthuma.



Waupun's City Hall. Photo courtesy of Waupun Tourism Office

I'm concerned that there's a stereotype that the capabilities of little, municipal utilities are less than those of the large investor-owned utilities. I love to prove that stereotype wrong."

sunglasses when he talks to a customer so he can look that customer in the eye and engage with him or her." Put simply, "We want our customers to feel like they are treated the best by us."

"We want to see the community succeed, and I think a strong utility is the foundation of the success of the community," says Posthuma.

On the Horizon

WU employees plan to do a city-wide voltage conversion from 4,160 to over 12,000 volts in the next five years. This will provide more robust capacity and result in fewer outages and more reliable power.

They also want to continue to provide logistical and financial support to help large industrial customers make their

facilities more energy efficient.

Finally, they want to continue expanding AMI functionality to include outage management and a customer billing information portal. These changes will give customers more control over their energy spending, more insight into how they use energy throughout the day, and increased ability to do business with the utility online.

Says Posthuma, "I have a passion for the success of the utility and community, and I think I can play a role through that passion...I'm concerned that there's a stereotype that the capabilities of little, municipal utilities are less than those of the large investor-owned utilities. I love to prove that stereotype wrong."

MEMBER NEWS

Menasha Representatives Meet with Senator Roth:

Menasha Utilities' General Manager Melanie Krause, Customer Service Manager Paula Maurer, City of Menasha Mayor Don Merkes and WPPI Energy Manager of Government Relations Joseph Owen met with State Senator Roger Roth at the Menasha Utilities office in August. The group thanked Sen. Roth, who chaired a Senate committee that oversees energy and utility-related legislation, for supporting locally owned, not-for-profit utilities. Sen. Roth was recently elected to serve as Wisconsin Senate President for the 2017-2018 legislative session.

Members Recognized at Annual Meeting

WPPI Energy hosted an awards banquet at its annual meeting. Jim Stawicki, general manager of Sturgeon Bay Utilities, presented the awards. They are as follows:



Pictured from left: City of Menasha Mayor Don Merkes, Melanie Krause, Sen. Roger Roth, Paula Maurer

Community Service Award

Awarded to public officials and member utility managers who go above and beyond to contribute to the success of the utility and its image in the community

- Jerry Ewert** (Black River Falls)
- Jim Patenaude** (Oconto Falls)
- John Moore** (Kaukauna)

Shining Star Award

Awarded to utility managers or employees

who have shown notable growth and leadership over the past year

- Brian Hoops** (Stoughton)
- Jared Oosterhouse** (Waupun)

Individual Achievement Award

Awarded to a utility manager or employee who has made a significant contribution to the success of WPPI Energy through work on committees, task forces, and advisory groups

- Pat Drone** (Prairie du Sac)
- Tom Bushman** (Two Rivers)

Utility Leadership Award

Awarded to a member utility that has displayed excellence in advancing WPPI Energy membership strategic initiatives, providing benefits to the membership, providing a model for other utilities to follow, and supporting public power and joint action

River Falls Municipal Utilities

STATE ENERGY POLICY UPDATES

Michigan

Election Updates: Republican Jack Bergman will represent Michigan's First Congressional District after besting Democrat Lon Johnson. WPPI Energy members in the 1st Congressional District include: Alger Delta, Baraga, Crystal Falls, Gladstone, L'Anse, Negaunee and Norway. In the Michigan State House, the GOP will retain control 63-47. Republican Beau LaFave won the open 108th district race. LaFave will represent Alger Delta, Gladstone and Norway. No members of the GOP-controlled Michigan State Senate were up for re-election.

Wisconsin

Stone Named Executive Director of Municipal Electric Utilities of Wisconsin (MEUW): MEUW recently announced Jeff Stone as the new executive director. Stone comes to MEUW from the Public Service Commission of Wisconsin, where he served as division administrator of water compliance and consumer affairs. He also served for several years on the Wisconsin State Assembly and was a city councilman for Greenfield, Wis.

Customers First! Coalition Announces New Executive Director: Sarah Barry was recently named executive director

for the Customers First! Coalition, an advocacy organization for reliable and affordable electricity in Wisconsin. Barry has held leadership roles for four state senators and has worked as a non-partisan policy analyst and consultant.

Election Updates: Republican Mike Gallagher will represent Wisconsin's Eighth Congressional District after beating Democratic challenger Tom Nelson. Members in the 8th Congressional District include: Algoma, Kaukauna, New Holstein, New London, Oconto Falls and Sturgeon Bay. In the Wisconsin State Senate, the GOP gained one seat and retained control of the Senate 20-13. The GOP also gained a seat in the State Assembly and controls that house 64-35.

Iowa

Election Updates: The GOP took control of the Iowa State Senate by a 29-21 margin. Republican Craig Johnson beat incumbent Democrat Brian Schoenjahn and will represent WPPI Energy member Independence. In the Iowa State House, the GOP added two seats to its margin of control and now has a 59-41 advantage. Republican Andy McKean won the open 58th district seat, representing members Maquoketa and Preston.

Lighting Upgrades Equal Big Savings for Local Municipal Organizations and Businesses

WPPI Energy members are committed to bettering the communities they serve. One way they do this is by helping municipal organizations and local businesses save on energy costs. Upgrading to Light Emitting Diode (LED) lighting is a great way to save energy, and therefore cut down on energy costs. LED light bulbs are the most energy efficient bulbs currently on the market. They use up to 80% less energy than traditional incandescent bulbs, and can last up to 25 times longer.

Many WPPI Energy members have helped upgrade some or all of their community's street lights to LEDs. One of these members is Plymouth Utilities, which is currently in the middle of an LED street lighting project. City officials plan to replace 600 100-watt HPS heads with 45-watt LED heads over a three year period (2015-2017). The upgrade is estimated to save the city approximately 221,900 kilowatt-hours (kWh) of electricity annually, for an estimated cost savings of about \$14,000 per year. Plymouth Utilities, through WPPI Energy's Utility and Municipal Building Efficiency program, is providing financial assistance, as is the state's Focus on Energy program.

WPPI Energy members also provide several types of financial and logistical assistance to help local businesses upgrade to LEDs. Along with helping businesses be financially strong, this assistance encourages more local jobs, resources for residents and money staying in the community.

One example is True Value hardware store in New Holstein, Wis. The store, which is open 7 days a week, used to be lit by 488 T8 fluorescent tubes. In November of 2015, employees from New Holstein Utilities (NHU) helped True Value owner Melissa Reese and employee Jeff Dietz identify direct install LED T8 tubes as a



New Holstein True Value will save an estimated \$3,000 per year after updating to LED T8 tube lighting.

possible option to upgrade to more energy efficient lighting.

Reese and Dietz installed four 16.5 watt LED T8 tubes provided by NHU and were impressed with the amount and quality of the light they generated...so impressed that they decided to re-lamp the entire store.

Their new LED T8 tubes use approximately 40% less energy than the old fluorescent tubes, and can last up to 50,000 hours. They also carry a five-year warranty, produce less heat than fluorescents, don't contain mercury, don't emit UV rays or infrared radiation, and won't shatter on impact. They're designed to work with existing T8 fluorescent instant start ballasts, so Reese and Dietz didn't

have to do any re-wiring.

New Holstein True Value will save an estimated 29,000 kWh of energy for a cost savings of \$3,000 per year. Focus on Energy provided \$1,974 towards the project, and the remaining cost was funded through a loan from NHU and WPPI Energy.

There are countless other examples of WPPI Energy members bettering their community through energy efficiency. Since our member utilities are locally owned and not-for-profit, their main goal is to support and strengthen the local community. Helping municipal organizations and local businesses save on energy costs is just one way they're doing that.

Continued from cover

250-kilowatt solar PV "gardens" in their communities. Customers there can purchase a subscription for a solar panel in the garden and receive a credit on their bill for the energy it generates.

Renewable Energy Grants for Non-Profits

Another newer addition is Renewable Energy Grants for Non-Profits, a competitive bid program that helps non-profit organizations afford renewable energy projects. So far, this program has resulted in seven solar PV projects that are up and running or in progress at local churches, schools, city buildings and community buildings.

Renewable energy will continue to play an important role in WPPI Energy members' efforts to achieve customer satisfaction, improve the diversity and cost-effectiveness of their power supply portfolio, and reduce greenhouse gas emissions.

Upcoming Technical Training Courses

Seventhwave Training | seventhwave.org/education/events

Better Buildings: Better Business Conference

March 1-3, 2017 • Wisconsin Dells, Wis.

Conferences

Midwest Energy Solutions Conference

February 22-24, 2017 • Chicago, Ill.

www.mwalliance.org/conference

Sustainability Summit and Exposition

April 26-27, 2017 • Milwaukee, Wis.

www.sustainability-summit.us

WPPI ENERGY NEWS

WPPI Energy Board of Directors Elects Executive Committee Representatives:

The Board of Directors voted for Executive Committee (EC) members at WPPI Energy's annual meeting in September. Randy Posthuma (Waupun) was newly-elected, and Bob Friberg (Florence), Randy Jaekels (New Holstein) and Lisa Christensen (Oconto Falls) were re-elected. All received a vote of the majority of the Board to serve a three-year EC term.

WPPI Energy Little Free Library

WPPI Energy now has its own Little Free Library (LFL). The library, decorated with the theme "Here Comes the Sun," is located along a walking/bike path on Wilburn Road in Sun Prairie, Wis., near the WPPI Energy sign and solar panels. Five employees are volunteer library stewards. LFLs, which are intended to be community resources for promoting recycling and literacy, contain books that are free for anyone to take. People are also encouraged to donate loved books.



WPPI Energy's Little Free Library Stewards. Pictured from left: Carrie Nesson, Tammy Freeman, Mallory Kleven, Katy Vike. Not pictured: Grace David

Stronger Together: Shared Meter Technician Service

The Shared Meter Technician Service, started in 2015, is one of many energy distribution services offered through WPPI Energy. Member utilities that use this service share access to a team of expert meter technicians who travel on-site to provide support.

Since variables such as community size, number of employees, needs and challenges are unique to each member utility, so are the meter technicians' services.

"We basically provide any support the member might need," said Travis Gatza, Manager of Metering Services.

That can include helping utility employees transition to new technology, such as advanced metering infrastructure (AMI); testing meters in the field; verifying metering installations; running diagnostics and troubleshooting; and performing required standard testing.

The program benefits people at all stages of the billing cycle – utility staff to industrial customers to residents.

"Meters are the 'cash register' of the utility, because metering accuracy is directly related to billing accuracy. Having a second set of eyes checking meters is invaluable," said Chris Chartier, Director of Distribution Services. "Customers want and deserve an accurate bill, and utilities want to provide that for them," he said.

Metering technology has changed significantly from the electromechanical meters of the past. Advanced meters provide detailed data that's collected every 15 minutes. Working with this new technology requires different training and skills, but it can be cost-prohibitive for utilities to hire staff solely dedicated to metering. By sharing a team of meter

technicians, WPPI Energy member utilities have access to the manpower and expertise of highly skilled employees at a more affordable rate.

L'Anse, Mich. is one of 20 member communities that use the service. According to Village Manager Bob LaFave, "It has helped us identify meters in need of replacement, helped to avoid corrections due to meter errors, and added to our customers' confidence that their billings are correct."



The WPPI Energy Metering Department. Pictured from left: John Dault, Chris Chartier, Deb Adams, Mike Dolinac, Lindsay Chrisler, Tim Schmidt, Travis Gatza

Monthly Wrap-Up for December 2016

Issued Jan. 5, 2017

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

Electric Sector Not Believed to be Target of Alleged Cyber-Attack. Many of you may have seen a Dec. 30, 2016 *Washington Post* article titled, “Russian hackers penetrated U.S. electricity grid through a utility in Vermont, U.S. officials say.” You also may have seen a critical alert issued by the American Public Power Association, with action required, following the release of this article. The story, which received widespread attention, alleged that a U.S.-based electric utility was infiltrated by “the Russian military and civilian services.”

The *Post* has since edited its original article, noting: “An earlier version of this story incorrectly said that Russian hackers had penetrated the U.S. electric grid. Authorities say there is no indication of that so far.” The affected computer at Burlington Electric was not attached to the grid.

In terms of what this story means for our industry and our members, WPPI Energy’s Chief Information Officer Phil Hansen notes that, based on the information currently available, security experts do not believe the broader electricity sector or the impacted utility were targeted for a cyber-attack. The affected computer at the utility in question may have been compromised as part of a broader, untargeted campaign looking for vulnerable computers.

WPPI Energy has several layers of protection in place to safeguard our network, and we regularly conduct end-user security training to reduce the chance that malicious actors gain access to our network. At this point, there are no actions required by members specific to this alert, but as always, we recommend a high level of caution to avoid opening malicious emails or clicking on links to unknown sites. If you have any concerns or questions, please contact Phil Hansen at phansen@wppienergy.org or 608-834-4511.

2016 Year in Review. As we begin a busy and exciting new year, now is a good time to look back on a number of important joint-action accomplishments in 2016 for our membership.

- Since WPPI Energy’s founding more than 35 years ago, our focus has always been on maintaining our membership’s unity of purpose and the long-term benefits of joint action for our communities. In March, we wrapped up a significant and successful effort on this front with the completion of our **member all-requirements contract extension** efforts.

- Also in March, the WPPI Energy Board of Directors authorized the **issuance of WPPI's Series 2016A bonds** in order to refund an \$82 million portion of our 2008A bonds. As a result, our net present value savings on the refunding will total more than \$9.8 million dollars.
- In April, we celebrated the **re-dedication of Boswell Energy Center Unit 4**, following an environmental retrofit that was completed on time and significantly under budget. The improvements will ensure that Boswell 4 can continue serving as a cost-effective baseload generating resource for many years to come.
- In May, we issued a **request for proposals** to add 100-plus megawatts of renewable energy to our power supply portfolio, which we anticipate will not only bring more diversity and carbon-free resources to our portfolio, but also help reduce our long-term revenue requirement.
- Also in May, New London was the first WPPI Energy member to receive public service commission approval for a **new market-based retail rate**. The new load market pricing rate has since been approved for 13 additional members, and will help those communities encourage existing large customers to expand and new customers to locate in their utility's service area.
- In July, we wrapped up our most recent **member feedback survey** to measure member satisfaction with the performance of WPPI Energy. Your responses affirmed that overall member satisfaction remains very high, and also helped identify areas of focus as we continue strengthening our joint-action agency to best serve your communities now and in the future.
- Finally, throughout much of 2016, the membership participated in meetings and provided feedback to shape the development of WPPI's five-year strategy. Please see below for more information about our recently approved **Business Plan for 2017-2021**.

Thank you for your active involvement in efforts like these. As always, there remains much joint action work ahead for our membership. As we confront new challenges and opportunities together in the years to come, your participation and engagement is what will ensure that WPPI Energy remains on the right path to help you serve your communities well.

Budget and Business Plan Approved. At its final meeting for 2016, the Board of Directors on December 16 approved the 2017-2021 WPPI Energy Business Plan and the 2017 budget.



Business Plan. WPPI Energy's member-owned, member-driven business model provides the solid foundation for all that we do now and all that we will continue to do in the future. Throughout much of 2016, the membership worked together to develop WPPI Energy's new five-year business plan, demonstrating a strong unity of purpose and commitment to serving our communities well. This shared strength will benefit all members as we prepare for the future in an industry that is rapidly changing, most notably in the areas of power supply planning, technology and meeting customers' evolving expectations. Board members, please watch your mailboxes for your final printed copies of the plan, which we will distribute in the next two weeks.



2017 Budget. The 2017 WPPI Energy budget supports the priorities identified in our business plan. The revenue requirement under the approved 2017 budget is \$396 million, which is approximately \$29.1 million or 6.9% lower than the 2016 budget. The budgeted average power cost to members in 2017 budget is 76.15 mills per kilowatt-hour (kWh), which is a decrease of 5.4% compared to our budgeted average power cost for 2016 of 80.46 mills per kWh. Estimated actual average power costs for 2016 are projected to be 75.23 mills per kWh, which is approximately 6.5% below the 2016 budget. As a result, the 2017 budgeted average power cost is 1.2% higher than estimated actual 2016 average power costs.

Included in the approved budget are the wholesale rate design changes discussed and developed by the WPPI Energy member Rates and Delivery Service Advisory Group (RDSAG) throughout much of 2016. Both the RDSAG and the Executive Committee (EC) recommended approval of the changes, which are designed to help smooth out some month-to-month demand-related cost changes for members and their customers while also sending appropriate, cost-based signals during peak summer months and non-peak load conditions.

Please don't hesitate to contact me with questions regarding the membership's 2017-2021 business plan and/or the 2017 budget.

Advisory Groups Updates; Nominations Sought for 2017. Leadership, feedback and participation from WPPI Energy members shape the work our joint-action agency does on behalf of your utility and your community. For members who are interested, participation on the various committees and advisory groups of the WPPI Energy Board of Directors is a great way to get involved.

Updates to Advisory Groups, Responsibilities. In preparation for implementing the 2017-2021 business plan initiatives, the EC reviewed the responsibilities and workload of the current member advisory groups and made the following changes for 2017:

- The group formerly known as the RDSAG is now the Rates Services Advisory Group (RSAG).
- Retail rate strategy is included as a new area of responsibility for the RSAG.
- The responsibilities of the former Energy Services Advisory Group and the Information Technology Advisory Group are combined under a new Member Services Advisory Group (MSAG).
- An increased number of MSAG and RSAG meetings will be held throughout 2017 to ensure that our business plan initiatives progress steadily with consistent member feedback and input.

Nominations due January 13. At the end of each year, the current terms expire for a number of member representatives serving on our advisory groups. This year, we have a particularly high number of expiring terms, as well as some vacancies. We have opportunities in 2017 for members to participate in our Distribution Services Advisory Group, Policy & Communications Leadership Council, RSAG, and more.

In mid-December, Vicki Hewitt emailed the membership seeking 2017 advisory group nominations for the Executive Committee's consideration. I encourage you to review the nomination materials and consider participating in a WPPI Energy member advisory group or to pass along this invitation to your key staff

members who might be interested. Nominations are due January 13. For details, please contact Vicki at vhewitt@wppienergy.org or 608-834-4573.



APPA Legislative Rally: Travel Grant Requests Due Jan. 9. The 2017 Legislative Rally of the American Public Power Association, which takes place February 27 – March 1 in Washington, D.C, provides an opportunity to meet with our congressional delegates to discuss energy policy issues. As in previous years, WPPI Energy is offering travel grant funds to help member community officials attend the rally. Member travel grant request forms are due on January 9. If you are interested in attending but have not yet submitted your grant request, please contact Joseph Owen at 608-834-4517 or jowen@wppienergy.org.

LISTSERV Pilot Program Helps Members Exchange Ideas, Information. One benefit of WPPI Energy members coming together as part of a joint action agency is the ability to share expertise, information and best practices with other like-minded utilities. Last fall, WPPI Energy launched a new LISTSERV program pilot to help members connect and share with one another through email group conversations. The LISTSERV program currently offers two lists: one specifically for member utility managers and one with a topical focus on customer service and marketing for member staff working in that area. WPPI Energy members have the option to subscribe to either list as appropriate and have the opportunity to ask questions and share their experiences.

In one example of how the LISTSERV has helped member staffers connect with their peers, a customer service technician in one community was able to survey others about their utilities' use of social media. Responses from various utilities addressed topics such as which platforms they use, how much staff time is required, dealing with negative comments, and more. It is my hope that through the LISTSERV pilot we can continue fostering useful collaboration opportunities of this kind.

Interested WPPI Energy members may subscribe to receive instant emails via the LISTSERV, or they can receive these communications in a weekly digest format. To sign up, visit our members-only intranet site, myWPPI, at <http://mywppi.wppienergy.org> or simply contact Kayla Pierce at 608-834-4537 or kpierce@wppienergy.org.

Educational Webinars for Members: Seeking Suggestions for 2017. In 2015, WPPI Energy launched a series of webinars designed to provide convenient and timely educational opportunities to members. These online events have covered topics ranging from current legislative and regulatory issues to WPPI Energy's marketing and communications services, rates and financial modeling, advanced meter technology and more. No pre-registration is required, and those who are unable to log on for the scheduled live events can visit our members-only intranet site, myWPPI, where we make the recorded webinars available for playback anytime.

As we recently wrapped up the second year of our webinar efforts, I asked our staff to report on how things are going. Since 2015, we've hosted 15 webinars with more than 130 member participants. This participation is meaningful because it reflects our members' willingness to take time from their busy days to engage on important energy-specific topics and industry issues.

I also hope we can encourage more participation in the future, and I'm seeking your feedback in order to help us do so. We'd like to know what topics and issues would most interest you and your utility staff in 2017. To share your feedback and suggestions, please contact Lauri Isaacson at 608-834-4571 or lisaacson@wppienergy.org.

Staff updates. We welcome to the WPPI Energy staff team Lisa Liebenow, who joins us on January 9 as a Customer Information System Support Analyst I.

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



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Committee Annual Calendar

The following calendar is provided for information and discussion.

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

April 25, 2017	Common Council Meeting - Approve 2015 Annual Audit and Management Letter - Accept the Tax Stabilization Dividends
May 1, 2017	WPPI Energy Regional Power Dinner Meeting in Evansville
May 7-13, 2017	Drinking Water Week
May 15, 2017	Regular Meeting - First Regular Meeting after the Common Council Reorganization Meeting - Elect Committee Chair and Vice Chair - Elect Committee Liaison and Alternate Liaison - Establish Meeting Time and Monthly Meeting Date
June 6, 2017	WPPI Energy orientation in Sun Prairie
June 7-9, 2017	American Water Works Association (AWWA) National Conference in Chicago, IL
June 12-16, 2017	American Public Power Association (APPA) National Conference in Phoenix, AZ
June 19, 2017	Regular Meeting - Approve and recommend the Wastewater Compliance Maintenance Annual Report (CMAR) and Resolution to the Common Council - Tour Well No. 5
June 27, 2017	Common Council Meeting - Approve the CMAR
June 28-30, 2017	Municipal Electric Utilities of Wisconsin (MEUW) Annual Conference in Madison
July 17, 2017	Regular Meeting - Approve the Stoughton Utilities RoundUp Donation - Tour Stoughton Utilities Building
August 14, 2017	Regular Meeting - Approve Declaration(s) of Official Intent - Tour the Wastewater Treatment Facility
August 17, 2017	Wisconsin Rural Water Exposition in Plover
September 13-15, 2017	Wisconsin Waterworks Association (AWWA) Annual Conference in Wisconsin Dells
September 13-15, 2017	WPPI Energy (WPPI) Annual Conference in Madison
September 18, 2017	Regular Meeting - Approve the Stoughton Utilities 2018 Budget including the maintenance of market rates, and Stoughton Utilities Five Year (2018-2022) Capital Projects Program and recommend it to the Stoughton Common Council
September 28, 2017	Stoughton Utilities Public Power Celebration

October 5, 2017	Common Council Budget Workshop
October 10-13, 2017	Wisconsin Wastewater Operators Association Annual Conference in Wisconsin Dells
October 16, 2017	Regular Meeting - Tour West Electric Substation
October 26, 2017	Stoughton Utilities 2018 Budget and CIP presentation
November 9, 2017	WPPI Energy Orientation in Sun Prairie
November 14, 2017	Common Council action on the Stoughton Utilities 2018 Budget and CIP
November 20, 2017	Regular Meeting
December 18, 2017	Regular Meeting

cc: Brian R. Hoops
Stoughton Utilities Assistant Director



Stoughton Utilities Activities Report November 2016

Administration

Robert P. Kardasz, P.E.
Utilities Director

A significant number of customer-driven projects were the focus of the Electric System and Metering Divisions during the month. The Water Division concentrated on fire protection valve exercising and infrastructure replacement projects. The Utilities Planning Division coordinated these projects. The Wastewater Division concentrated on projects at the wastewater treatment facility and the sanitary sewer collection system flushing and televising. The Technical Operations Division continued to work with customers to fulfill their financial obligations and on a number of technical efforts occurring throughout Stoughton Utilities.

During the month of November, The Utilities Director participated in one Common Council meeting where the Stoughton Utilities 2017 Budget and Five-Year (2017-2021) Capital Projects Program recommendation from the Stoughton Utilities Committee was approved, a Stoughton Utilities Committee meeting, a WPPI Energy Distributions Services Advisory Committee Meeting where I tendered my resignation after six years of service to make way for a new participant, a 2017 projects meeting with our civil engineering consultants, a Rosewood Facility operational meeting, a Skaalen Home project planning meeting and preconstruction meeting, a Journeyman Lineman Interview, a meeting with Associated Bank, a rural development planning meeting, numerous external and internal meetings, and addressed numerous present and potential customer inquiries.

Finance

Kim M. Jennings, CPA
Utilities Finance and Administrative Manager

Accomplishments:

- Preliminary Audit Fieldwork – Baker Tilly In House – November 21, 2016
- Associated Bank Quarterly Review – November 29, 2016
- A/P, A/R, CCER, payroll and treasury management approvals
- Investment sales/purchases and income tracking.
- Monthly account reconciliation, work order closings, reporting and billing statistics for October 2016

In Progress:

- Response to Public Service Commission data requests for electric rate application
 - Preliminary audit work – December 12, 2016
 - Monthly account reconciliation and reporting for November 2016
-

Technical Operations Division

Brian R. Hoops
Assistant Utilities Director

Customer Payments: Staff processed 8,650 payments totaling \$1.54 million, including 1,697 checks, 1,837 lockbox payments, 921 credit cards, 1,138 online E-Pay payments, 1,976 automated bank withdrawals, 721 direct bank payments, and over \$12,000 in cash.

Delinquent Collections: As of November 1, there were 1,783 active accounts carrying delinquent balances totaling over \$292,200, and 123 final-billed accounts carrying delinquent balances totaling over \$8,652. Of the total amount delinquent, \$55,800 was 30 or more days past due.

- Throughout the month of November, we mailed out 10-day notices of pending disconnection to 765 customers.
- Due to the holiday season, we did not perform any automated phone calls or electric or water service disconnection. Service disconnections will resume in January

We ended the month of November with \$69,000 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 9% lower than this time last year (\$75,700).

Delinquent Collections – Tax Roll: As of October 1, all delinquent balances were considered to be liens against the properties serviced. On October 15, staff mailed notices to 71 property owners for 124 delinquent tenant accounts, with balances totaling \$33,850. As a result of these notices:

- Fourteen tenants paid their delinquent balances, totaling \$1,898.
- Nineteen property owners paid 38 tenant accounts, totaling \$9,026.

On November 1, all accounts remaining unpaid were assessed a 10% penalty, totaling \$2,433.

On November 15, unpaid balances totaling \$25,193, owed by 46 property owners for 74 tenant accounts at 52 parcels, were certified to the City Treasurer for placement on the property tax roll.

Energy Assistance: During the month of November, energy assistance (EA) payments for 230 customers totaling \$51,115 were received from the State of Wisconsin Public Benefits Program and applied to customer accounts to assist low-income customers with their home heating expenses.

The 2016-17 winter heating is in effect, and EA continues to accept assistance applications from customers. All eligible customers must reapply for the current heating season, even if they have received assistance in the past. These payments are funded through a mandatory charge on every customer's electric statement.

Fall Reconnection Reporting: Staff completed the annual Fall Reconnection Program mandated by the Wisconsin Public Service Commission. All currently disconnected properties were visited to verify occupancy, and staff attempted to discuss reconnection options with those properties that remained disconnected and occupied. By the first reporting deadline of November 15, customers at all occupied properties have made suitable payment arrangements, and have had their electric service reconnected for the upcoming winter months.

Stoughton Utilities does not disconnect electric service to residential properties between the dates of November 1 and April 15 of each year, unless that electric service is not a required component of the dwelling's heating system. Commercial properties remain subject to electric service disconnection.

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

Customer response to the exchange has been steady throughout the month, however fewer customers are participating than in recent years. This is a positive sign, as it means fewer customers have outdated

incandescent holiday lights, and the switch to energy efficient LED holiday lights may no longer need to be incentivized. Staff will explore new incentive program offerings in 2017.

Information Technology: Tyco Integrated Security was onsite to continue our access control expansion project. Electronic access control has been installed on the remaining exterior doors and secured internal areas of the administration building. Access control will be installed on the new Nordic Ridge wastewater lift station in December.

The Stoughton Utilities public website was upgraded to run the current released versions of .NET, jQuery, and AJAX Controls. Most changes were made to the backend code and the employee administration interface, however a few minor modifications were made to the public user interface. As we enter the winter months, additional user interface modifications are planned to be added.

Several software packages were upgraded in November, including our iPad AirPrint server software, video management system, cloud file sharing system, and all Barracuda system firmware.

Additional network documentation was created, and existing documentation updated to reflect recent system changes.

Training and meetings: Brian attended a meeting with our engineering consultants, two interviews for a Journeyman Lineman vacancy, a WPPI Energy webinar on the proposed wholesale rate design changes and the effect on retail ratemaking, one planning and one preconstruction meeting for the Skaalen Home water main and electric primary relocation, a meeting with a customer concerned about the water and sewer laterals on their numerous properties, and several meetings with internal leadership staff..

Brandi attended an orientation to WPPI Energy at their headquarters and operations facility in Sun Prairie, as well as their annual Building Community Connections Workshop. The BCC is always a valuable workshop to attend, as it fosters a lot of idea and information sharing amongst customer service and marketing staff at WPPI member utilities.

Lou attended the annual ESRI Wisconsin User's Group in Green Bay, and an ESRI webinar regarding the digital transformation of Water GIS. ESRI's numerous offerings of local (or virtual) and low-cost (or free) training opportunities continue to be a huge asset to Stoughton Utilities and the advancement of our employee's expertise in their professional field.

Walmart Billing: With the electric and water services to the new Walmart now active, staff attempted to perform the first remote meter read of the AMI meter. Due to issues with the setup and communications, the meter needed to be read and billed manually. These issues have since been resolved, and the automated metering system will be functional with December's billing.

Water Theft: While a water division employee was onsite to perform a customer-requested reconnection of service to a vacant property, they discovered that permanent plumbing had been installed to bypass the water meter. The technician worked with SU office personnel, the City building inspector, and the Stoughton Police Department to investigate the meter bypass and attempt to determine the amount of water illegally consumed.

Due to the nature of the bypass, it was impossible to determine an approximate amount, and therefore back billing will be calculated based on when we last confirmed the meter was properly plumbed, and the customer's historical water and sewer usage. It is estimated that the back billed amount will easily exceed several thousand dollars.

Electric, Metering, Planning, and Water Divisions

Sean O Grady
Utilities Operations Superintendent

Chain Saw Safety Training: The electric line division received a day of training, with emphasis placed on chain saw safety and felling trees. Next month we will participate in another training opportunity with the Department of Public Works, focusing on tree identification and pruning.

East Substation Outage: We had a wildlife contact at our substation that created enough damage from the arc to trip off one of two substation transformers. This transformer controlled three reclosers and powered three distribution circuits. The transformer and one regulator was tested for damage, and the bay remained out of service until repair parts were received. We restored the substation to full service the week of Thanksgiving.

Electric Distribution Line Reconstruction/Upgrade Project: Crews completed approximately three blocks of an overhead to underground reconstruction work on lines located along the rear lot lines on streets in the north side of the city. This was a good opportunity for our apprentices to gain confidence on climbing, roping, and underground cabling skills.

Hilton Hotel: This project is currently under bid. Staff provided estimates of customer contribution to provide two electric services to the site.

Lotus Salon: Staff heated up the electric services feeding the new building.

Payne & Dolan's Portable Blacktop Plant: We provided a preliminary estimate to provide electric service to feed the portable batching plant located at the pit. The owners decided to hold off on installing the electric service until they are able to purchase additional land to supply material on site for the plant. The current plant could be in service for 2-3 years or longer if they are able to acquire additional property.

Rosewood Apartments: During our normally scheduled main line valve testing, staff found a valve in the closed position. This closed valve likely contributed to poor water quality at the apartment building served off Dvorak Ct. This site and others in the immediate area will be closely monitored for water quality over the next several weeks.

Traffic Control at USH 51 & Jackson St: Electric service was installed to the new traffic control panel. The lights will most likely be placed in service in the spring of 2017.

Tree Line USA: Our annual application was completed and filed with the Wisconsin DNR. We should receive our 16th consecutive accreditation from the Arbor Day Foundation early next year.

Water Main Leak: Staff repaired a water leak on a previous repair estimated to be 15 years old and in an area notorious for water main breaks. It was a slow leak and appeared to be leaking for a long time based on the scale buildup on the pipe.

Water Theft: Staff was contacted by a customer to re-establish electric and water service to a residential property that had been vacated earlier this year. Upon completing the cross connection inspection, water staff found a by-pass around the water meter. After making contact with the building inspector, staff was informed the previous owner is a master plumber, a state plumbing inspector, and a volunteer for the city.

Well No. 4: We completed the last of four quarterly samples for raw water nitrates. This is the only well on our system that requires sampling by Wisconsin DNR. I am happy to report we remain well under the action levels.

Well No. 7: The well tripped offline earlier this month due to the failure of the well pump VFD. A new unit was ordered and the well should be placed back in service early next month.

Williams Drive Railroad Crossing: Staff completed the overhead to underground relocation project with the Wisconsin Department of Transportation and the owner of the tracks, Southern Rail Road Company. The intersection at Williams Dr. and N. Page Street is now controlled with both lights and arms.

Winter Preparation: Equipment servicing has been ongoing. An order was placed for a potable water hose to be used this winter if we encounter the deep freezing that has been forecasted for our area.

Brian G. Erickson
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 0.974 million gallons with a monthly total of 29.212 million gallons.

2017 Sanitary Sewer Projects: We have been working with engineers on our 2017 collection system improvement projects. Staff has been conducting a lot of televising of the sanitary sewer system in the project areas as part of the planning efforts.

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

DNR Certification Examinations: John Glick and Phil Zweep both passed their Wisconsin DNR certification exams that were taken recently. They both will be attending classes over the winter to prepare them for the remaining exams that will be taken in May. Successfully passing these exams is a significant milestone in the advancement of their wastewater careers.

Lift Station Pipe Failure: We had a pipe failure going into the 8th Street lift station, which resulted in a backup of a neighboring home's basement. We were able to open the pipe until we had it repaired.

Miscellaneous Plant Projects: Lift station maintenance continues to take up a lot of our time. The treatment plant's heating system has failed in several rooms, and has required repairs. John Glick has been working on installing new valves and switches.

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

Permit Application: We completed the Wisconsin DNR application process for the new permit. The DNR is looking to reissue our new permit in the spring.

Sewer System Maintenance: Staff continues to work on the sanitary sewer system televising and routine cleaning of the collection system.

Treatment: The treatment plant continues to operate well below our limits. We are experiencing settling issues in our primary tanks. I have been working with industries to see if they have changed chemicals or processes that may be effecting treatment.

Energy Services Section of the Planning Division

Cory Neeley
Stoughton Utilities and WPPI Energy Services Representative (ESR)

- We received the contract from APPA for the DEED Grant, which the WPPI Energy legal team reviewed and saw no issues. The contract stipulates that we submit invoices for payment and that we provide them with the deliverables by August of 2017.
- We have ordered fixtures and have a preliminary installation schedule for the tunable lighting project that was awarded from the DEED Grant. This grant was for \$10k of matching funds. WPPI Energy has agreed to help pay for the video production deliverables. The tentative schedule to install the lights is late December and we will be providing instruction to the teacher on operation of the lighting system prior to their return from winter break.
- I have reached out to the Corporate Facilities Manager at Stoughton Trailers to discuss the expansion of their facilities. There has not been much movement on this project, but I have urged them to keep in touch with me to take advantage of the New Construction Design Assistance program provided through WPPI Energy.

- Our Holiday Light Exchange has begun, and has so far been slower than normal by this time of the year. It looks like we may have hit the saturation point for the market, or that other LED holiday lights have become so economical that the customers are obtaining them from retailers.
- LED light prices have dropped considerably. I am planning to use the remaining Wholesale Commitment to Community funds this year to purchase T8 LED lights to give to small businesses to try out.
- In early November, I attended the APPA Customer Connections conference. There was a heavy emphasis on AMI metering, CIS integration, and planning for the utility of the future. Many of the local utility staff had mobile apps that were very easy to use and were integrated with the AMI meters installed in their homes.
- I also attended the Building Community Connections Conference at WPPI Energy. There are a lot of good things happening at WPPI member communities and we got a chance to learn from each other. One program that will be coming is a Customer Service and Communications email list that includes staff at each member utility. This will allow member utility staff to ask questions and share ideas for ways to better serve their customers.
- I am working on the 2017 Energy Services Action plan and will meet with Sean, Bob, and Brian in December to discuss.
- I am working with a local equine facility to help retrofit existing lighting with LED lights. They are going to retrofit their lighting with TLED lamps.
- I had scheduled to take part in an energy savings scavenger hunt with Cummins, but it was postponed until December.

ESR was at Stoughton Utilities on November 1st, 3rd, 11th, 17th, 18th, 22nd, and 29th.

Safety Services Section of the Planning Division

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

ACCOMPLISHMENTS

1. Training

- a. Workzone safety
- b. Flagger safety
- c. Weekly safety manual review with electric linecrew

2. Audits/Inspections

- a. Utility walkthrough – General inspection
- b. WWTP walkthrough – General inspection
- c. Wells and water tower walkthroughs – General inspection
- d. Field visit – Electric – Overhead line installation
- e. Fire extinguishers
- f. Eye wash stations/showers

3. Compliance/Risk Management

- a. Worked on LOTO SOG's
- b. PPE hazard assessments
- c. Reviewed Stoughton Utilities' safety rules written program

- d. Reviewed excavation written program
- e. Uploading information onto MEUW SharePoint
- f. Organization of files
- g. Updated training documentation.

GOALS AND OBJECTIVES

1. Training

- a. Makeup
- b. New Employee

2. Audits/Inspections

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

3. Compliance/Risk Management

- a. Update HAZCOM Written Program with New GHS Standards – On Hold – Waiting for Direction from MEUW
- b. Hazardous energy control procedures
- c. Update SDSs
- d. Update training records
- e. SharePoint documentation
- f. Confined space evaluations

RSC was at Stoughton Utilities on November 1st, 8th, 15th, and 22nd.

Please visit us on our website at 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 Activities Report December 2016

Administration

Robert P. Kardasz, P.E.
Utilities Director

A significant number of customer-driven projects were the focus of the Electric System and Metering Divisions during the month. The Water Division concentrated on scheduled infrastructure replacement projects up until mid-month. The Utilities Planning Division coordinated these projects. The Wastewater Division concentrated on projects at the wastewater treatment facility and the sanitary sewer collection system flushing and televising. The Technical Operations Division continued to work with customers to fulfill their financial obligations and on a number of technical efforts occurring throughout Stoughton Utilities.

During the month of December, The Utilities Director participated in WPPI Energy programs strategy meeting, a Personnel Committee meeting, three Human Resources planning meetings, a 2017 projects meeting with our civil engineering consultants, a wastewater ordinance planning meeting, a Leadership Team meeting, a Risk Management committee meeting, a Wellness Committee meeting, a meeting with Alderpersons and the Parks and Recreation Director regarding the area hydrologic cycle, numerous external and internal meetings, and addressed numerous present and potential customer inquiries.

Technical Operations Division

Brian R. Hoops
Assistant Utilities Director

Customer Payments: Staff processed 8,669 payments totaling \$1.57 million, including 1,611 checks, 2,095 lockbox payments, 914 credit cards, 1,158 online E-Pay payments, 1,984 automated bank withdrawals, 725 direct bank payments, and over \$9,700 in cash.

Delinquent Collections: As of December 1, there were 2,168 active accounts carrying delinquent balances totaling over \$335,600, and 50 final-billed accounts carrying delinquent balances totaling over \$8,900. Of the total amount delinquent, \$69,000 was 30 or more days past due.

- Throughout the month of December, we mailed out 10-day notices of pending disconnection to 133 customers with water or wastewater service. An additional 620 past-due notices were mailed to customers that only have electric service.
- Due to the holiday season, we did not perform any automated phone calls, or electric or water service disconnection. Service disconnections will resume in January

We ended the month of December with \$105,600 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 22% higher than this time last year (\$82,600).

Energy Assistance: During the month of December, energy assistance (EA) payments for 57 customers totaling \$12,700 were received from the State of Wisconsin Public Benefits Program and applied to customer accounts to assist low-income customers with their home heating expenses.

The 2016-17 winter heating is in effect, and EA continues to accept assistance applications from customers. All eligible customers must reapply for the current heating season, even if they have received assistance

in the past. These payments are funded through a mandatory charge on every customer's electric statement.

Energy Efficiency Incentive Programs for 2017: Staff met to begin discussing customer incentives to promote energy efficiency in 2017. SU will be offering LED light bulb giveaways throughout the year to promote various programs, implementing an email newsletter to promote efficiency and other customer programs, collaborating with Focus on Energy to offer a NEST Smart Thermostat incentive, and more. Focus on Energy will also be updating their 2017 incentive offerings

Holiday Light Exchange: Staff completed the 2016 annual LED Holiday Light Exchange. This year, customers could exchange one set of their old and inefficient incandescent holiday lights for a set of new, energy-efficient LED holiday lights. The exchange began November 1 and continued until supplies were exhausted the week of Christmas.

Customer response to the exchange started out a little slower than expected, but picked up as the holidays neared. A total of 374 strings of LED lights were provided to customers. Staff will explore new holiday-themed energy efficiency incentives in 2017.

Information Technology: Planning for our new electric SCADA head-end system progressed in December as we selected Open Systems International (OSI), Inc. to be the preferred vendor, and submitted a nonbinding letter of intent to enter into the contract negotiation phase. Stoughton will provide OSI with preconfigured server and workstation images, which OSI will configure and program with this software systems.

Recalculation of Budget Billing Plan Payment Amounts: Brandi completed the biannual review of our Budget Billing Plan customer payment amounts. These amounts are updated twice a year to reflect customer's current average usage in lieu of an annual true-up bill. Over 500 customer accounts were updated with a new payment amount.

Training and Meetings: Brandi attended a meeting with our WPPI ESR to discuss 2017 community relations and advertising goals.

Brian attended several meetings with our WPPI Energy Services Representative (ESR) to discuss 2017 community relations, energy efficiency, and advertising goals; a meeting with our engineering consultant to discuss 2017 projects; and an interview for the vacant Finance Manager position.

Shannon attended the 2016 Microsoft Dynamics Year End Seminar hosted by WPPI Energy. This annual seminar serves as a valuable refresher training for the numerous tasks that must be completed at the end of the year to begin the 2017 fiscal year.

Water Theft: Earlier in the year, a SU Water Division employee discovered that permanent plumbing had been installed to bypass the water meter at a residential property. The customer admitted to the installation of the meter bypass, and was charged \$5,300 in water and sewer consumption charges for potential unmetered consumption.

Electric, Metering, Planning, and Water Divisions

Sean O Grady
Utilities Operations Superintendent

2017 Line Clearance Program: Bids were received from four bidders this year, and the contract was awarded to Asplundh. Crews will be on site starting around March, and the project will most likely continue through autumn.

2017 Water and Wastewater Reconstruction Projects: Staff has been reviewing and providing comments on various system improvements projects scheduled for 2017. Project advertisements for bids should go out in January.

Car vs. Pole: During the first snow event in December, a motor vehicle slid off the road, striking a three-phase utility pole and breaking it off at ground level.

First Choice Dental: An estimate of customer contribution to provide electric service to the new building was submitted to the electrician.

Kwik Trip Store: Request for exiting utilities and fees associated with extending water and sewer laterals has been requested by sub-contractors bidding on the new store located in Kettle Park West. This structure is scheduled for construction in the spring of 2017.

Millfab Property: Three pole mounted transformers located between the building and the riverbank were removed and lowered to the base of the pole by SU staff for oil testing to be provided by others. The site had no room for a conventional bucket truck or digger-derrick to remove the transformers, so the pole had to be climbed the transformers lowered to the ground using a private property winch and hand lines.

Skaalen Home Addition: A section of publicly owned water main and underground primary cable was relocated this month to accommodate the construction of a new elderly care facility to be located on the existing site. Flushing the new water main before placing it back in service posed challenges for staff due to the below-freezing temperatures and the proximity to existing homes. Construction of the new building is scheduled to begin in the spring of 2017.

Tree Identification and Pruning Training: The line division staff, along with the public works department, received a day of training provided by CVMIC and coordinated by Public Works Director Brett Hebert. The training consisted of a half-day of classroom instruction, and a half-day in the field using the skills they learned.

Well No. 7: The check valve inside the well failed, causing system pressure to leak water past the valve and back into the aquifer. Our staff was able to troubleshoot the problem, order the replacement parts, and complete the repairs.

During the period while the well was offline, we had received erroneous data off one of our chemical feed pumps. After working with the original supplier of the scales, we pinpointed the issue to the control system motherboard. Fortunately, we had a spare control that we were able to use for a quick repair.

Year-End Accounting: Staff is working on completing all 2016 projects and physical inventory physical counts, and are on schedule to provide all data to our auditing team by mid-January.

Wastewater Division

Brian G. Erickson
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 0.959 million gallons with a monthly total of 29.725 million gallons.

2017 Sanitary Sewer Projects: We have been working with engineers on our 2017 collection system improvement projects. Staff has been conducting a lot of televising of the sanitary sewer system in the project areas as part of the planning efforts.

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

Lift Station Pipe Failure: We had a pipe failure going into the 8th Street lift station, which resulted in a backup of a neighboring home's basement. We were able to open the pipe until we had it repaired.

Miscellaneous Plant Projects: Lift station maintenance continues to take up a lot of our time. The treatment plant's heating system has failed in several rooms, and has required repairs. We have been working to install wind blockers on the primary clarifier.

Nordic Ridge Lift Station: Testing and inspections of the new lift station is ongoing. Our engineering consultant, Strand and Associates, has found a few issues with the station that are being addressed, and will need to sign off on the station before we take ownership.

Sewer System Maintenance: Staff continues to work on the sanitary sewer system televising and routine cleaning of the collection system.

Sludge Hauling: This fall we completed hauling 215,000 gallons of sludge out to farmer's fields in the surrounding townships. The sludge is injected into the soil.

Treatment: The treatment plant continues to operate well below our limits. We are experiencing settling issues in our primary tanks. I have been working with industries to see if they have changed chemicals or processes that may be effecting treatment.

Energy Services Section of the Planning Division

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

- I met with the teachers at Fox Prairie Elementary School and Stoughton High School to show them the controls of a demonstration unit for the tunable lighting project. We completed the installation of the tunable lighting at these schools over the winter break.
- I spoke with North American Fur Auctions (NAFA) to review the New Construction Design Assistance Program application for their new facility that is slated to begin construction in 2017.
- Sustainable Stoughton is interested in having a presentation on sustainable design concepts in anticipation of the riverfront project. I told them I would help in any way possible and I referred them to WPPI Energy's New Construction program head, Keith Swartz.
- I met with Stoughton Hospital to talk about upcoming projects in 2017. They are looking at a lighting retrofit once they are able to divert money from their other projects.
- I met with staff to discuss our 2017 Energy Services Plan. We have decided to remove the Tree Power and AC Tuneup Rebates in favor of two new incentive programs: bill credits for the purchase of Energy Star appliances or smart thermostats.
- Another target for this year's WCTC funds is partnering with a local home builder during the Parade of Homes in Stoughton. We hope to offer money to help promote new technology in the home and to let potential homeowners know about Stoughton Utilities and our dedication to our customers.
- I spoke with Stoughton Trailers about upcoming projects. Discussions will continue in early 2017.
- We have begun to receive specific information on the potential rate impacts to Stoughton's largest customers resulting from the wholesale rate change that was agreed upon at the recent WPPI Energy Board of Director's meeting. I will be communicating these changes with our large energy users in 2017. There will be a minimal impact for most of our industrial customers.
- Stoughton Utilities provided a \$800 donation to the City of Stoughton to help pay for upcoming promotional projects. This donation came from Economic Development funding.
- Brandi Yungen and I set up a meeting with the Chamber of Commerce to discuss possible sponsorship opportunities in 2017.

ESR was at Stoughton Utilities on December 1st, 2nd, 6th, 8th, 9th, 13th, 15th, 20th, 22nd, 27th, 29th, and 30th.

Safety Services Section of the Planning Division

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

ACCOMPLISHMENTS

1. Training

- a. Weekly safety manual review with electric linecrew

2. Audits/Inspections

- a. Utility walkthrough – General inspection

3. Compliance/Risk Management

- a. Worked on LOTO SOG's
- b. Uploading information onto MEUW SharePoint
- c. PPE hazard assessments completed and signed.

GOALS AND OBJECTIVES

1. Training

- a. New Employee

2. Audits/Inspections

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

3. Compliance/Risk Management

- a. Update HAZCOM Written Program with New GHS Standards – On Hold – Waiting for Direction from MEUW
- b. Hazardous energy control procedures
- c. Update SDSs
- d. Update training records
- e. SharePoint documentation
- f. Confined space evaluations

RSC was at Stoughton Utilities on December 13th.

Please visit us on our website at 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: January 10, 2017

To: Stoughton Utilities Committee

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

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

The following items from the November 14, 2016 Regular Stoughton Utilities Committee Meeting were acted upon by the Stoughton Common Council:

Consent Agenda:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee October 17, 2016 Regular Meeting Minutes.
- Stoughton Utilities September 2016 Financial Summaries.
- Stoughton Utilities September 2016 Statistical Worksheet.

cc: Brian R. Hoops
Stoughton Utilities Assistant Director



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017

To: Stoughton Utilities Committee

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

Subject: Stoughton Utilities Proposed Updated Position Description for the Utilities Finance Manager

The Utilities Finance and Administrative Manager position description has been updated to reflect present Stoughton Utilities operations and the addition of the Stoughton Human Resources Department. Accordingly, the proposed updated position description for the referenced Stoughton Utilities position has modified to Utilities Finance Manager. There is no fiscal impact.

I am requesting that the Stoughton Utilities Committee approve the proposed updated position description for the Utilities Finance Manager and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council.

Encl.

cc: Amy Jo Gillingham
Stoughton Human Resources and Risk Management Director

Sean O Grady
Stoughton Utilities Operations Superintendent

Brian R. Hoops
Stoughton Utilities Assistant Director

City of Stoughton Position Description

Name:		Department:	Stoughton Utilities
Title:	Utilities Finance & Administrative Manager	Pay Grade:	FLSA: N
Date:	June January, 2017 4	Reports To:	Stoughton Utilities Director

Purpose 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 and~~ general accounting functions and information processing, and perform critical accounting and fiscal management functions in accordance with Stoughton Utilities goals and objectives.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct the operation of a central accounting system in a manner consistent with established and accepted Utility 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.
- Administers the purchase card program. Reviews all credit transactions for accuracy, proper account coding, and adequacy of supporting documentation.
- Directs treasury management operations, online banking, and fraud protection programs.
- Manages relationships with treasury management and investment service providers. Reviews service fees, negotiates and develops contracts with service providers.
- Develop investment and borrowing strategies, optimize utility investments, and provides monthly reports.
- Do internal auditing and produce and cause a complete financial statement certified audit by a third party CPA firm.
- Develops financial systems, policies, and procedures to ensure effective, efficient, and secure fiscal management.
- Prepares and interprets financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director ~~and Utilities Operations Superintendent~~, and Utilities Committee.
- Compile statements of current operating and capital expenditures for use by the Utilities Director in preparing budget estimates.
- Directs the preparation of the annual Utilities budget, including advising the Utilities Director, ~~Utilities Operations Superintendent~~, Utilities Committee, and Utilities division supervisors in the review of estimates and the preparation of individual budget requests.
- Initiates proactively, or participates collaboratively, with department efforts to streamline financial operations, increase operational efficiency and effectiveness, and address financial issues and opportunities of current concern.
- Prepares work order processing including time, material, and equipment allocations, work order closing, and asset retirements, and provides support for direct billing.

Utilities Finance ~~& Administrative~~ Manager

- Directs the preparation of monthly general ledger account reconciliations.
- Audits the receipts and disbursement of Commitment to Community funds to ensure regulatory compliance.
- Analyzes Utilities debt structure and prepares recommendations to the Utilities Director and Utilities Committee regarding debt management and restructuring.
- Participates in rating agency calls and handles continuing disclosure requirements.
- Research grant funding opportunities for utility divisions and customers, prepare grant applications and maintain post-compliance monitoring and reporting.
- ~~Provides support for the supervision of daily accounting and billing operations and staff.~~
- ~~Fosters integrity, professionalism, and a team environment.~~
- Instruct office and field personnel in standard procedures, regulations, and internal controls. Reviews work performed for accuracy and effectiveness.
- Assist with the audit of the readings and billing of customer bills and refunds on finals, and monthly bills, when required.
- Direct preparation of employee payroll, tax withholding payments, periodic reporting, maintenance of adequate personnel records, and the administration of the employee benefits program with the City of Stoughton Director of Human Resources & Risk Management-Clerk/Personnel Director.
- Participate in required City of Stoughton Common Council meetings, as well as required meetings of the Utilities-Committee, Finance-Committee, and Personnel Committees, and Common Council meetings.
- Assist with development and implementation of a public information program and public events to promote a positive Utility environment in the City and service territory.
- ~~Assists Utilities Management Team with personnel management functions including recruitment and performance evaluation.~~
- Coordinates funding through the WI DNR Environmental Improvement Fund.
- Determines the necessity for and prepares rate applications for the Utilities Committee and the Public Service Commission.
- Prepares annual reports to the Public Service Commission.
- ~~Provides back up to account clerk, information systems/customer services technician; billing coordinator and consumer services specialist.~~
- Complies with all Stoughton Municipal Utilities Safety Programs.

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.

- Acts as a backup for duties assigned to the Accountant II position.
- Assists electric, wastewater and water divisions as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Accounting, or Financial Management. Preference for a Certified Public Accountant. Minimum of ten years of management or project management related to financial/accounting operations, preferably in the utility environment.

Utilities Finance ~~& Administrative~~ Manager

- A valid motor vehicle operator's license.
- 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 computer hardware and software used in the Utility environment, including~~ experience with automated accounting, financial, and billing systems. Familiarity with Microsoft Dynamics SL, and an aAdvanced user of Microsoft Office applications (Word, Excel, Access, and PowerPoint) preferred.
- Familiarity with State and Federal rules and regulations regarding utility systems and accounting requirements.
- ~~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.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- 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 collects 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, elected officials, auditors, technical support contractors, and the public verbally and in written form.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, 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

Utilities Finance ~~& Administrative~~ Manager

- 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.

Physical Requirements

- 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.

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.~~

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Stoughton Utilities
Title:	Utilities Finance Manager	Pay Grade:	FLSA: N
Date:	January, 2017	Reports To:	Stoughton Utilities Director

Purpose 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 general accounting functions and information processing, and perform critical accounting and fiscal management functions in accordance with Stoughton Utilities goals and objectives.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct the operation of a central accounting system in a manner consistent with established and accepted Utility 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.
- Administers the purchase card program. Reviews all credit transactions for accuracy, proper account coding, and adequacy of supporting documentation.
- Directs treasury management operations, online banking, and fraud protection programs.
- Manages relationships with treasury management and investment service providers. Reviews service fees, negotiates and develops contracts with service providers.
- Develop investment and borrowing strategies, optimize utility investments, and provides monthly reports.
- Do internal auditing and produce and cause a complete financial statement certified audit by a third party CPA firm.
- Develops financial systems, policies, and procedures to ensure effective, efficient, and secure fiscal management.
- Prepares and interprets financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director, and Utilities Committee.
- Compile statements of current operating and capital expenditures for use by the Utilities Director in preparing budget estimates.
- Directs the preparation of the annual Utilities budget, including advising the Utilities Director, Utilities Committee, and Utilities division supervisors in the review of estimates and the preparation of individual budget requests.
- Initiates proactively, or participates collaboratively, with department efforts to streamline financial operations, increase operational efficiency and effectiveness, and address financial issues and opportunities of current concern.
- Prepares work order processing including time, material, and equipment allocations, work order closing, and asset retirements, and provides support for direct billing.

Utilities Finance Manager

- Directs the preparation of monthly general ledger account reconciliations.
- Audits the receipts and disbursement of Commitment to Community funds to ensure regulatory compliance.
- Analyzes Utilities debt structure and prepares recommendations to the Utilities Director and Utilities Committee regarding debt management and restructuring.
- Participates in rating agency calls and handles continuing disclosure requirements.
- Research grant funding opportunities for utility divisions and customers, prepare grant applications and maintain post-compliance monitoring and reporting.
- Instruct office and field personnel in standard procedures, regulations, and internal controls. Reviews work performed for accuracy and effectiveness.
- Assist with the audit of the readings and billing of customer bills and refunds on finals, and monthly bills, when required.
- Direct preparation of employee payroll, tax withholding payments, periodic reporting, maintenance of adequate personnel records, and the administration of the employee benefits program with the City of Stoughton Director of Human Resources & Risk Management.
- Participate in required City of Stoughton Common Council meetings, as well as required meetings of the Utilities, Finance, and Personnel Committees.
- Assist with development and implementation of a public information program and public events to promote a positive Utility environment in the City and service territory.
- Coordinates funding through the WI DNR Environmental Improvement Fund.
- Determines the necessity for and prepares rate applications for the Utilities Committee and the Public Service Commission.
- Prepares annual reports to the Public Service Commission.
- Complies with all Stoughton Municipal Utilities Safety Programs.

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.

- Acts as a backup for duties assigned to the Accountant II position.
- Assists electric, wastewater and water divisions as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Accounting, or Financial Management. Preference for a Certified Public Accountant. Minimum of ten years of management or project management related to financial/accounting operations, preferably in the utility environment.
- A valid motor vehicle operator's license.
- 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 experience with automated accounting, financial, and billing systems. Familiarity with Microsoft Dynamics SL, and an advanced user of Microsoft Office applications (Word, Excel, Access, and PowerPoint) preferred.

Utilities Finance Manager

- Familiarity with State and Federal rules and regulations regarding utility systems and accounting requirements.
- Comprehensive knowledge of electric, wastewater and water systems.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- 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 collects 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.
- 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 and all Utility personnel, other City departments, Utilities Committee, elected officials, auditors, technical support contractors, and the public verbally and in written form.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, 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.

Physical Requirements

- 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.

Utilities Finance Manager

- 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.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017

To: Stoughton Utilities Committee

From: Brian G. Erickson
Stoughton Utilities Wastewater System Supervisor

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

Subject: Stoughton Utilities Proposed Updated Position Descriptions for Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor.

The Wisconsin Department of Natural Resources (DNR) has recently changed the requirements for state wastewater certification. Accordingly, the proposed updated position descriptions for the referenced five Stoughton Utilities positions have been modified. There is no fiscal impact.

We are requesting that the Stoughton Utilities Committee approve the proposed updated position descriptions for the Utilities Wastewater Operator, Utilities Basic Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator, Utilities Advanced Certified Wastewater Operator / Laboratory Technician, and Wastewater System Supervisor and recommend their approval to the Stoughton Personnel Committee and the Stoughton Common Council.

Encl.

cc: Amy Jo Gillingham
Stoughton Human Resources and Risk Management Director

Sean O Grady
Stoughton Utilities Operations Superintendent

Brian R. Hoops
Stoughton Utilities Assistant Director

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Wastewater Operator	Pay Grade:	FLSA: N
Date:	June, 2015 <u>January 2017</u>	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to ~~assist with the maintenance~~ and operation of the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Assists with obtaining and preparing samples, sample testing, and calculation of BOD, suspended solids, pH levels, volatile solids, phosphorus, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities safety programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as required.

Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with ~~three~~one years wastewater, water works, equipment operation, mechanics, or related experience.
- Valid driver's license required, with ability to obtain a Ccommercial driver's license with tanker and air brake certification ~~required~~.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

Wastewater Operator

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Wastewater Operator

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Wastewater Operator	Pay Grade:	FLSA: N
Date:	January 2017	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to assist with the maintenance and operation of the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Assists with obtaining and preparing samples, sample testing, and calculation of BOD, suspended solids, pH levels, volatile solids, phosphorus, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities safety programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as required.

Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with one year wastewater, water works, equipment operation, mechanics, or related experience.
- Valid driver's license required, with ability to obtain a commercial driver's license with tanker and air brake certification.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

Wastewater Operator

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

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Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	<u>Basic Certified</u> Wastewater Operator	Pay Grade:	FLSA: N
Date:	June, 2015 <u>January 2017</u>	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to maintain and operate the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Assists with obtaining and preparing samples, sample testing, and calculation of BOD, suspended solids, pH levels, volatile solids, phosphorus, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities safety programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as required.

Basic Certified Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three years wastewater, water works, equipment operation, mechanics or related experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Basic (general and a minimum of one subclass) or Collection System Certification.
- Ability to maintain the required continuing education credits for the Wisconsin DNR Wastewater Treatment Plant Operator – Basic or Collection System certification.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.

Basic Certified Wastewater Operator

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
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- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

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| Basic Certified Wastewater Operator

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

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Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Basic Certified Wastewater Operator	Pay Grade:	FLSA: N
Date:	January 2017	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to maintain and operate the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Assists with obtaining and preparing samples, sample testing, and calculation of BOD, suspended solids, pH levels, volatile solids, phosphorus, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities safety programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as required.

Basic Certified Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with three years wastewater, water works, equipment operation, mechanics or related experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Basic (general and a minimum of one subclass) or Collection System Certification.
- Ability to maintain the required continuing education credits for the Wisconsin DNR Wastewater Treatment Plant Operator – Basic or Collection System certification.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.

Basic Certified Wastewater Operator

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

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Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater System Division
Title:	Advanced Certified Wastewater Operator	Pay Grade:	FLSA: N
Date:	June, 2015 <u>January, 2017</u>	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to maintain and operate the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Obtain and prepare samples, and perform laboratory activities including sample testing and calculations for BOD, suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities Safety Programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assist with water and electric operations as required.

Advanced Certified Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, ~~with Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator—Advanced certification for the Stoughton Wastewater Treatment facilities,~~ and four to six years wastewater operator experience, ~~or any combination of education and experience that provides equivalent knowledge, skills, and abilities.~~
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- Ability to maintain the required continuing education credits for the DNR Operator - Advanced certification.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.

Advanced Certified Wastewater Operator

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

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Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Advanced Certified Wastewater Operator	Pay Grade:	FLSA: N
Date:	January, 2017	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to maintain and operate the wastewater treatment facilities and sanitary_sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors and records pump operations, chemical treatment, and flow levels.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Obtain and prepare samples, and perform laboratory activities including sample testing and calculations for BOD, suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on-call status for wastewater/water operations.
- Complies with all Stoughton Utilities Safety Programs.

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assist with water and electric operations as required.

Advanced Certified Wastewater Operator

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and four to six years wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- Ability to maintain the required continuing education credits for the DNR Operator - Advanced certification.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.

Advanced Certified Wastewater Operator

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust may cause or causing discomfort and where there is a risk of injury requiring extended recovery.

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Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater System Division
Title:	Advanced Certified Wastewater Operator / Laboratory Technician	Pay Grade:	FLSA: N
Date:	June, 2015 <u>January 2017</u>	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to obtain, prepare, and test wastewater treatment samples in a laboratory environment, and to maintain and operate the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Obtains and prepares samples for a variety of required tests to determine efficiency of plant operations. Sampling includes biochemical oxygen demand (BOD), suspended solids, pH levels, phosphorous, ammonia, industrial effluents, sludge, glucose glutamic acid, fecal coliform etc. Prepare graphs, charts, and reports from sample data. Enter data into various computer systems.
- Prepares microscope slides to observe and identify microorganisms. Calculates mean cell residence time and sludge age. Monitors industry loadings. Decides plant operations and calculates amount of chemical additives according to test results.
- Prepares and orders chemicals and other supplies used in laboratory tests. Maintains, calibrates, and repairs testing equipment, and/or arranges for outside services to do the same. Changes BOD probe membranes.
- Maintains knowledge regarding testing requirements for wastewater treatment facilities. Cleans and maintains lab equipment. Prepares and sends EPA samples.
- Checks wastewater facility operations and flows. Measures primary tank and clarifiers sludge depths. Monitors oxygen levels of aeration tanks.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance tasks on pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on call status for the wastewater/water operations.
- Complies with all Stoughton Utilities Safety Programs.

Advanced Certified Wastewater Operator
/ Laboratory Technician

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as needed

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, ~~and four to six years wastewater operator experience.~~
- ~~,with~~ Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator - Advanced certification for the Stoughton Wastewater Treatment facilities, ~~and four to six years wastewater operator experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.~~
- ~~Wastewater Treatment Plant Operator—Advanced certifications required in General and Laboratory.~~ Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification, including laboratory education credits.
- Ability to pass triennial Wisconsin DNR laboratory audit and annual proficiency testing.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as DNR wastewater permit; sample reports; lab notes and reports; DNR audits and reports; engineers' plans, specifications, and reports; flow charts, graphs, and charts; equipment, software, and operational control manuals and guidelines; soil sample reports; weather reports; maps; lab certification documents; procedures; and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to understand and apply algebraic and trigonometric formulas, as well as calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret inferential statistical reports and/or formulation and equation data.

Advanced Certified Wastewater Operator
/ Laboratory Technician

- Ability to interpret and create basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer; all lab instruments such as balance scale, muffle furnace, BOD meter, spectrophotometer, gravity oven, BOD incubator, samplers, sterilizer, centrifuge, and microscope; voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment, computer keyboard use, and testing wastewater samples.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury requiring extended recovery.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater System Division
Title:	Advanced Certified Wastewater Operator / Laboratory Technician	Pay Grade:	FLSA: N
Date:	January 2017	Reports To:	Wastewater System Supervisor

Purpose of Position

The purpose of this position is to obtain, prepare, and test wastewater treatment samples in a laboratory environment, and to maintain and operate the wastewater treatment facilities and sanitary sewer collection system for the City of Stoughton.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Obtains and prepares samples for a variety of required tests to determine efficiency of plant operations. Sampling includes biochemical oxygen demand (BOD), suspended solids, pH levels, phosphorous, ammonia, industrial effluents, sludge, glucose glutamic acid, fecal coliform etc. Prepare graphs, charts, and reports from sample data. Enter data into various computer systems.
- Prepares microscope slides to observe and identify microorganisms. Calculates mean cell residence time and sludge age. Monitors industry loadings. Decides plant operations and calculates amount of chemical additives according to test results.
- Prepares and orders chemicals and other supplies used in laboratory tests. Maintains, calibrates, and repairs testing equipment, and/or arranges for outside services to do the same. Changes BOD probe membranes.
- Maintains knowledge regarding testing requirements for wastewater treatment facilities. Cleans and maintains lab equipment. Prepares and sends EPA samples.
- Checks wastewater facility operations and flows. Measures primary tank and clarifiers sludge depths. Monitors oxygen levels of aeration tanks.
- Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.
- Performs routine maintenance tasks on pumps, motors, valves, flow meters, and completes other work orders as assigned.
- Televises, cleans, and repairs sanitary sewer collection system.
- Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.
- Monitors and records data, and makes adjustments to the wastewater/water SCADA System.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.
- Serves on call status for the wastewater/water operations.
- Complies with all Stoughton Utilities Safety Programs.

Advanced Certified Wastewater Operator
/ Laboratory Technician

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.

- Performs custodial tasks.
- Paints surfaces.
- Removes Ice and snow from walkways and drives.
- Performs carpentry tasks as needed.
- Assists with water and electric operations as needed

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and four to six years wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator - Advanced certification for the Stoughton Wastewater Treatment facilities
- Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification, including laboratory education credits.
- Ability to pass triennial Wisconsin DNR laboratory audit and annual proficiency testing.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as DNR wastewater permit; sample reports; lab notes and reports; DNR audits and reports; engineers' plans, specifications, and reports; flow charts, graphs, and charts; equipment, software, and operational control manuals and guidelines; soil sample reports; weather reports; maps; lab certification documents; procedures; and guidelines.
- Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.

Mathematical Ability

- Ability to understand and apply algebraic and trigonometric formulas, as well as calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to interpret and create basic descriptive statistical reports.

Advanced Certified Wastewater Operator
/ Laboratory Technician

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as sewer line jet truck, backhoe, loaders, dump truck, snowplow, cement mixer; all lab instruments such as balance scale, muffle furnace, BOD meter, spectrophotometer, gravity oven, BOD incubator, samplers, sterilizer, centrifuge, and microscope; voltmeter, welder, and excavation hand tools.
- Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment, computer keyboard use, and testing wastewater samples.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling over 100 pounds.
- Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury requiring extended recovery.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater System Division	
Title:	Wastewater System Supervisor	Pay Grade:	FLSA:	N
Date:	October, 2014 <u>January 2017</u>	Reports To:	Utilities Director	

Purpose of Position

The purpose of this position is to supervise, direct, and coordinate the Stoughton Utilities wastewater treatment facilities and sanitary sewer collection system operations and activities.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and directs the daily operations of the wastewater treatment plant and collection system; oversees and monitors the wastewater treatment process; ensures compliance with WPDES permit and other requirements.
- Assists in the preparation and monitors annual budget.
- Directs the operation of laboratory operations.
- Supervises and directs the activities of wastewater personnel; conducts performance evaluations.
- Directs the operation and maintenance of the wastewater treatment facility liquid and solids handling facilities and sewage collection system; conducts emergency repairs as required.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response to customer inquiries and complaints.
- Maintains contacts with vendors; prepares proposal requests; receives and evaluates proposals; prepares purchase orders and acquires materials as required.
- Maintains material inventory; receives packing slips; places new material into stock; enters data into computerized inventory program.
- Assigns work orders, maintains records, and prepares reports as required.
- Monitors industry loadings and bills industrial surcharges.
- Prepares annual reports, compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, annual air emissions report, along with other Wisconsin DNR reports and EPA reports.
- Program administrator for all Stoughton Utilities Safety Programs.
- Ensures that all safety standards are met and complies with all Stoughton Utilities Safety Programs.
- Develops emergency response programs for sanitary sewer system CMOM.
- Recommends and implements new methods in the collection system and the wastewater treatment facilities.
- Televises, cleans and repairs sanitary sewer collection system.
- Operates wastewater/water SCADA system.
- Assists with water and electric operations as required.

Wastewater System Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High School ~~graduate diploma or equivalent, with~~ technical training in wastewater treatment, and ten or more years wastewater ~~treatment operator~~ experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- ~~, and required WDNR - Wisconsin Department of Natural Resources (DNR) W~~wastewater ~~T~~treatment ~~Plant facilities~~ Operator - Aadvanced certification for the Stoughton Wastewater Treatment ~~F~~facilities.
- ~~-~~Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification.
- Commercial ~~d~~Driver's ~~L~~License with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including maintenance records, blueprints, lab records and reports, operations reports, plant operation and maintenance manuals, engineering reports, training manuals, State statutes and other regulations, permit requirements, etc.
- Ability to prepare a variety of documents including operation and lab reports, activity reports, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil and hydraulic engineering, mechanics, electrical, and basic chemistry and biology terminology.
- Ability to communicate effectively with wastewater treatment plant and other Utility and City personnel, consultants, vendors, customers, and others verbally and in writing.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Judgment 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.

Physical Requirements

- Ability to operate and maintain wastewater treatment facilities equipment including endloader, backhoe, sewer cleaning machine, dump truck, sanitary sewer televising equipment, etc.
- Ability to make use of a variety of mechanic's, carpentry, and electrical tools and equipment, including power tools.
- Ability to operate SCBA equipment as required in the Stoughton Municipal Utilities Facilities.
- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to push, pull, lift, and carry objects weighing up to 100 pounds.
- Ability to climb and balance carrying heavy objects.

Wastewater System Supervisor

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.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively with frequent exposure to temperature variations, strong odors, toxic gas and other agents, machinery noise, and wetness.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Wastewater System Supervisor	Pay Grade:	FLSA: N
Date:	January 2017	Reports To:	Utilities Director

Purpose of Position

The purpose of this position is to supervise, direct, and coordinate the Stoughton Utilities wastewater treatment facilities and sanitary sewer collection system operations and activities.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and directs the daily operations of the wastewater treatment plant and collection system; oversees and monitors the wastewater treatment process; ensures compliance with WPDES permit and other requirements.
- Assists in the preparation and monitors annual budget.
- Directs the operation of laboratory operations.
- Supervises and directs the activities of wastewater personnel; conducts performance evaluations.
- Directs the operation and maintenance of the wastewater treatment facility liquid and solids handling facilities and sewage collection system; conducts emergency repairs as required.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response to customer inquiries and complaints.
- Maintains contacts with vendors; prepares proposal requests; receives and evaluates proposals; prepares purchase orders and acquires materials as required.
- Maintains material inventory; receives packing slips; places new material into stock; enters data into computerized inventory program.
- Assigns work orders, maintains records, and prepares reports as required.
- Monitors industry loadings and bills industrial surcharges.
- Prepares annual reports, compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, annual air emissions report, along with other Wisconsin DNR reports and EPA reports.
- Program administrator for all Stoughton Utilities Safety Programs.
- Ensures that all safety standards are met and complies with all Stoughton Utilities Safety Programs.
- Develops emergency response programs for sanitary sewer system CMOM.
- Recommends and implements new methods in the collection system and the wastewater treatment facilities.
- Televises, cleans and repairs sanitary sewer collection system.
- Operates wastewater/water SCADA system.
- Assists with water and electric operations as required.

Wastewater System Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, technical training in wastewater treatment, and ten or more years wastewater operator experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator - Advanced certification for the Stoughton Wastewater Treatment facilities.
- Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including maintenance records, blueprints, lab records and reports, operations reports, plant operation and maintenance manuals, engineering reports, training manuals, State statutes and other regulations, permit requirements, etc.
- Ability to prepare a variety of documents including operation and lab reports, activity reports, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil and hydraulic engineering, mechanics, electrical, and basic chemistry and biology terminology.
- Ability to communicate effectively with wastewater treatment plant and other Utility and City personnel, consultants, vendors, customers, and others verbally and in writing.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Judgment 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.

Physical Requirements

- Ability to operate and maintain wastewater treatment facilities equipment including endloader, backhoe, sewer cleaning machine, dump truck, sanitary sewer televising equipment, etc.
- Ability to make use of a variety of mechanic's, carpentry, and electrical tools and equipment, including power tools.
- Ability to operate SCBA equipment as required in the Stoughton Municipal Utilities Facilities.
- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to push, pull, lift, and carry objects weighing up to 100 pounds.
- Ability to climb and balance carrying heavy objects.

Wastewater System Supervisor

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.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively with frequent exposure to temperature variations, strong odors, toxic gas and other agents, machinery noise, and wetness.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Proposed Alternate Director to the WPPI Energy Board of Directors

Stoughton Utilities Assistant Director Brian Hoops serves on the WPPI Energy Information Technology Advisory Group and the Outage Management Taskforce, and is very familiar with the operations of WPPI Energy.

Accordingly, I am requesting that the Stoughton Utilities Committee approve the appointment of Brian Hoops to the Alternate Director position on the WPPI Energy Board of Directors, and recommend the appointment and the adoption of the corresponding resolution to the Stoughton Common Council on January 24, 2017.

Stoughton Utilities Finance and Administrative Manager Kim Jennings had previously been our Alternate Director to the WPPI Energy Board of Directors since September of 2015.

Encl.

cc: Sean O Grady
Stoughton Utilities Operations Superintendent

City of Stoughton, 381 E Main Street, Stoughton WI 53589

RESOLUTION TO THE STOUGHTON UTILITIES COMMITTEE AND THE STOUGHTON COMMON COUNCIL	
Authorizing and directing the proper City officials to approve the appointment of Stoughton Utilities Assistant Director Brian Hoops as the Alternate Director to the WPPI Energy Board of Directors.	
Committee Action:	
Fiscal Impact:	None.
File Number:	Date Introduced: January 24, 2017

WHEREAS, it is in the best interests of the City of Stoughton through Stoughton Utilities to be a member of WPPI Energy, and

WHEREAS, as a member of WPPI Energy, the City of Stoughton’s Director to the Board of Directors is Stoughton Utilities Director Robert Kardasz, and

WHEREAS, Stoughton’s former Alternate Director, Stoughton Utilities Finance and Administrative Manager accepted employment with WPPI Energy, and

WHEREAS, your Stoughton Utilities Committee met on January 17, 2017 to consider, approve, and recommend Stoughton Utilities Assistant Director Brian Hoops to fill the role as the Alternate Director to the WPPI Energy Board of Directors, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed and authorized to appoint Stoughton Utilities Assistant Director Brian Hoops as the Alternate Director to the WPPI Energy Board of Directors.

Council Action: **Adopted** **Failed** **Vote** _____

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

Donna Olson, Mayor

Date

Council Action: _____ **Override** **Vote** _____



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Declarations of Official Intent Nos. 2017-1 and 2017-2

In order to preserve the ability to borrow funds for this project later, it is requested that the Stoughton Utilities Committee approve:

Declaration No. 2017-1 Stoughton Utilities Electric Vegetative Management Program for \$150,000.00.

Declaration No. 2017-2 Stoughton Utilities Wastewater Adaptive Management Program Assessment for \$5,000.00.

Encl.

cc: Brian G. Erickson
Stoughton Utilities Wastewater System Supervisor

Sean O Grady
Stoughton Utilities Operations Superintendent

Brian R. Hoops
Stoughton Utilities Assistant Director



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

**NO. 2017 - 1
DECLARATION OF OFFICIAL INTENT**

This is a Declaration of Official Intent of the City of Stoughton, Dane County, Wisconsin (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Income Tax Regulation Section 1.103-18. The undersigned has been designated as the entity authorized by the Issuer to make this Declaration of Official Intent Pursuant to a Resolution adopted on April 13, 1993. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project, or program or from the fund(s) / account(s) described below:

1. Project* description:

Stoughton Utilities Electric Vegetative Management Program

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. " ____ building program*", "highway capital improvement program", "hospital equipment acquisition," "combined utility improvement program," etc.)

or

2. Identify fund(s) /account(s):

Designated Operating Cash Fund

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "Construction fund program" and "parks and recreation fund" and "highway fund.")

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$150,000.00.

The Issuer intends to reimburse itself from borrowed funds within (1) one year after the expenditure is made or (2) one year after the facility is placed in service, whichever is later.

*Each of the expenditures described must be a cost of the type that is properly chargeable to capital account (or would be so chargeable with a proper election) under general federal income tax principles. Capital expenditures include costs incurred to acquire, construct or improve land, buildings, and equipment and exclude current operation expenses.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 17th Day of January 2017.

CITY OF STOUGHTON
UTILITIES COMMITTEE

By: _____

Title: STOUGHTON UTILITIES COMMITTEE CHAIR



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

**NO. 2017 - 2
DECLARATION OF OFFICIAL INTENT**

This is a Declaration of Official Intent of the City of Stoughton, Dane County, Wisconsin (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Income Tax Regulation Section 1.103-18. The undersigned has been designated as the entity authorized by the Issuer to make this Declaration of Official Intent Pursuant to a Resolution adopted on April 13, 1993. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project, or program or from the fund(s) / account(s) described below:

1. Project* description:

Stoughton Utilities Wastewater Adaptive Management Program Assessment

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. " ____ building program*", "highway capital improvement program", "hospital equipment acquisition," "combined utility improvement program," etc.)

or

2. Identify fund(s) /account(s):

Designated Operating Cash Fund

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "Construction fund program" and "parks and recreation fund" and "highway fund.")

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$5,000.00.

The Issuer intends to reimburse itself from borrowed funds within (1) one year after the expenditure is made or (2) one year after the facility is placed in service, whichever is later.

*Each of the expenditures described must be a cost of the type that is properly chargeable to capital account (or would be so chargeable with a proper election) under general federal income tax principles. Capital expenditures include costs incurred to acquire, construct or improve land, buildings, and equipment and exclude current operation expenses.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 17th Day of January 2017.

CITY OF STOUGHTON
UTILITIES COMMITTEE

By: _____

Title: STOUGHTON UTILITIES COMMITTEE CHAIR



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017

To: Stoughton Utilities Committee

From: Brian R. Hoops
Stoughton Utilities Assistant Director

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

Subject: Stoughton Utilities Round-Up Program.

On February 20, 2006, the Stoughton Utilities Committee approved the Round-Up Program for our customers. Under this program, when a Stoughton Utilities customer voluntarily enrolls, they agree to “Round-Up” their utilities bill to the next highest dollar amount. A summary of the tax-deductible contribution is provided on the customer bill each January. Each of the current 330 program participants will contribute an average of \$6.00 per year, and funds will be raised each year to be awarded by the Stoughton Utilities Committee bi-annually to qualifying applicants that register with us to allow our customers to support local charities, and individuals.

On July 14, 2008, the Stoughton Utilities Committee established the following additional 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 such applicants may only be eligible as a recipient once each calendar year.

Qualifying applications for funds collected during the 2016 calendar year are enclosed from the following candidates:

Folks Wagons, Inc.	PEPartnership	River Bluff Middle School
Saint Ann Catholic Parish	Stoughton United Ministries	Stoughton Area Senior Center
Stoughton Police Department		

It is requested that the Stoughton Utilities Committee donate \$1,000 from the SU Round-Up Program fund to the applicant of your choice at the January 2017 meeting.

Past recipients of Round-Up Funds include:

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	\$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	\$900
January 20, 2015	Folks Wagons, Inc.	\$1,200
July 7, 2015	PEPartnership	\$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
	Total:	\$21,500



Stoughton Utilities

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STOUGHTON UTILITIES

MAR 21 2016

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STOUGHTON, WI

Application for Funds from RoundUP Program Donation

Organization Name: FOLKSWAGONS, INC Phone #: 576-7003

Organization Address: 1567 WILLIAMS DR STOUGHTON, WI 53589

Name of Individual Submitting Application: JEFF ZARTH

Are you a non-profit organization? Yes No

Type of Request: Personal Group Community

How will the funds be used? FUNDS ARE USED TO COVER THE COST OF CAR REPAIRS TO KEEP AT RISK RESIDENTS OF STOUGHTON WORKING. WE ALSO DONATE CARS TO RESIDENTS IF THEIR CAR IS BEYOND REPAIR. WE PROVIDE MAINTENANCE & OIL CHANGES AS LONG AS NEEDED.

What are the benefits to the Stoughton Community? WE HELP KEEP RESIDENTS WORKING. OUR PROGRAM WORKS WITH START, DANE CO DEPT. OF HEALTH & HUMAN SERVICES, SENIOR CENTER, LOCAL CHURCHES & THE STOUGHTON POLICE DEPARTMENT. START & SOCIAL SERVICE AGENCIES HELP PROVIDE THE BASIC NEEDS WE FACILITATE TRANSPORTATION.

What other information would you like to share? PLEASE SEE OUR WEBSITE: WWW.FOLKSWAGONS.ORG WE DEPEND ON GRANTS & DONATIONS TO COVER COST OF DISCOUNTED SERVICES.

Thank You!

Applicant Signature: [Signature]

Date: 3/17/16

Applicant Signature: [Signature]

Date: 3/17/16

Cars for people in need who qualify within the Stoughton School District

THANK YOU TO OUR SUPPORTERS:

- THE WAHLIN FOUNDATION
- ALLIANT ENERGY
- ROUND UP



Thanks for your interest in Folks Wagons, Inc.

FOLKS WAGONS –
CARS FOR PEOPLE IN NEED

Folks wagons serves people in the Stoughton School District who have been residents of Stoughton for more than 6 months.

We provide parts and service to repair client's cars

We provide cars for people who need them
We provide continuing parts and service until no longer needed

We accept donations of cars, parts or service

We accept donations of funds to support our community

Folks Wagons, Inc

Cars for people in Need

folkswagons.org

Contact us at 608-576-7003 for information on how to contribute.

Folks Wagons, Inc

1567 Williams Dr
Stoughton, WI 53589

608-576-7003

folkswagons.org

Folks Wagons, Inc Serving the Stoughton Community

Folks Wagons, Inc provides services by referral only, to those who qualify, and have been living within the Stoughton School District.

We furnish automobiles and service at no cost to individuals or families in need, supplying transportation for purposes of schooling, employment, or attending to family needs.

We accept referrals from the SToughton Area Resource Team, local churches, the Department of Health and Human Services, and other local case workers.

We continue to provide repair services and maintenance to recipients as long as our services are needed.

contact us at 608-576-7003 today to make a donation!

Pay It Forward

At Folks Wagons, Inc, we serve our community by using the skills and talents we were blessed with.

We encourage our clients to use the skills and talents they have to help someone else in need.

Folks wagons,inc. Is a 501c3 not-for-profit corporation, incorporated in the state of Wisconsin.

Providing this service since 2000, we have given away over 60 cars to people in need living in Stoughton.



MISSION STATEMENT FOLKS WAGONS, INC.

The mission of Folks Wagons, Inc. is to provide safe and dependable vehicles, parts and services, for those persons within the Stoughton School District, in need, and referred by human service agencies.

Lack of adequate transportation was seen as a major need in a Stoughton community needs assessment survey in 2012.

Many services needed by Stoughton residents require going to Madison.

Stoughton has limited public transportation.



STOUGHTON UTILITIES

APR 29 2016

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STOUGHTON, WI

Stoughton Utilities

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Application for Funds from RoundUP Program Donation

Organization Name: Pepartnership Phone #: 608-576-5657
 Organization Address: 343 E. Main St. Stoughton WI 53589
 Name of Individual Submitting Application: Pam Schuk

Are you a non-profit organization? Yes X No _____

Type of Request: Personal _____ Group _____ Community X

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 + Food Share programs since food stamps do not allow for the purchase of non-food items.

What are the benefits to the Stoughton Community? PEP - Stoughton directly impacts the community by providing for their basic human needs. It is the only place to receive such items as: toilet paper, toothpaste, laundry soap, deodorant, diapers, etc. free of charge. For many, they are unable to afford on their own.

What other information would you like to share? Pep is an organization completely run by volunteers. Last year, over 1,000 people were served by PEP Stoughton.

Applicant Signature: Pamela A Schuk Date: 4/15/16

Applicant Signature: _____ Date: _____



STOUGHTON UTILITIES

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Application for Funds from RoundUP Program Donation

Organization Name: RIVER BLUFF MIDDLE SCHOOL Phone #: 608877-5540

Organization Address: 235 N. FOREST ST, STOUGHTON, WI 53589

Name of Individual Submitting Application: HEATHER GRADY

Are you a non-profit organization? Yes No

Type of Request: Personal Group Community

How will the funds be used? WE WILL BE TAKING APPROXIMATELY 100 SEVENTH

GRADE STUDENTS TO TREES FOR TOMORROW TO ATTEND A 3 DAY-2 NIGHT LIFE
SCIENCE WORKSHOP. TREES FOR TOMORROW IS AN ACCREDITED
NATURAL RESOURCE SPECIALTY SCHOOL LOCATED IN EAGLE RIVER,
WI. ALL COURSES ARE HANDS-ON, OUTDOOR, AND TAUGHT BY
BIOLOGISTS, NATURAL RESOURCE SPECIALISTS, AND FORESTERS.

What are the benefits to the Stoughton Community?

STUDENTS LEARN TO APPRECIATE THE OUTDOORS AND THE
VALUABLE RESOURCES OUR NATURAL WORLD PROVIDES
US WITH. STUDENTS LEARN ABOUT RESOURCE MANAGEMENT
PRACTICES THAT ULTIMATELY DRIVE THEIR FUTURE DECISIONS
IN THE COMMUNITY.

What other information would you like to share?

OUR TRIP ISN'T FUNDED BY
THE SCHOOL DISTRICT AND IS EXCLUSIVELY PAID FOR BY
DONATIONS AND FAMILIES. OUR TRIP IS A ONCE-IN-A LIFETIME
EXPERIENCE FOR OUR STUDENTS. THANK YOU.

Applicant Signature: Heather Grady

Date: 1/25/16

Applicant Signature: _____

Date: _____



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Application for Funds from RoundUP Program Donation

Organization Name: St Ann Parish Phone #: 873-7633

Organization Address: 323 N Van Buren St

Name of Individual Submitting Application: Cathie Truehl

Are you a non-profit organization? Yes No

Type of Request: Personal Group 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? _____

See attached

Applicant Signature: Cathie Truehl Date: 12-18-15

Applicant Signature: Edna Romy Budrow Date: 12-18-15

How will the funds be used?

85 high school teens and dozens of chaperones from Stoughton and other parishes in southern Wisconsin will be coming to Stoughton for Love Begins Here, a local, life changing mission program, the week of June 19-24, 2016. They will be staying at St. Ann Parish for the week, and while they are serving the local community there will be many expenses related to feeding them, equipping them for the service work, and providing shower facilities. Each teen pays a registration fee of \$120 for the week; community contributions and individual donors make up the remainder of the cost. Any amount you can give to us would be a great help, as Love Begins provides the youth with an opportunity to encounter Jesus Christ while being formed as the next generation of servant leaders.

What are the benefits to the Stoughton Community?

While Love Begins Here's stay in Stoughton, the teens and adult chaperones will be split into around 18 work groups. These groups will be helping individual residents of Stoughton (weeding, painting, washing windows, etc.), other nonprofit organizations (St. Vincent de Paul, Three Gaits, etc.) and any other community organizations that need help. As we get closer to spring, we will be contacting our parish members and the Senior Center to help us identify individuals who could benefit from our service. We will also be reaching out to nonprofits in Stoughton, as well as governmental agencies that might be able to use our help (parks and other public places).

What other information would you like to share?

This local service mission is known as "Love Begins Here" and is organized by the Diocese of Madison. The program is inspired by the work and life of Blessed Mother Teresa and her Missionaries of Charity. When Mother Teresa accepted the Nobel Peace Prize in 1979, she spoke boldly of the need to first look to our own homes and neighborhoods to find the poor.

LOVE BEGINS HERE

702 S. High Point Rd. | Madison, WI 53719

www.madisoncatholicyouth.com/lbh

www.facebook.com/lovebeginshere

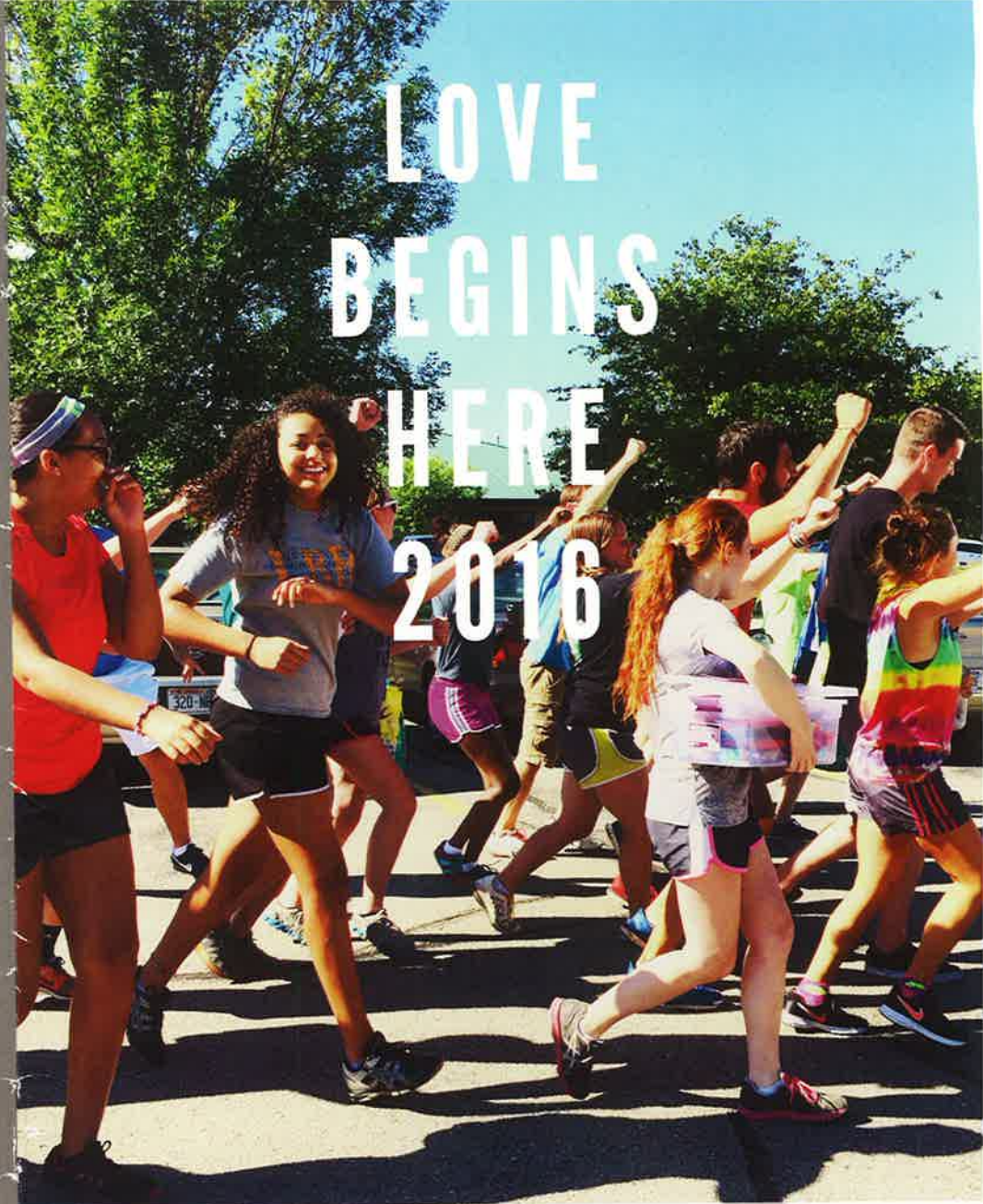
@lovebeginshere on Instagram + Snapchat

E-MAIL: lovebeginshere@straphael.org

"I learned that no task is too small in the eyes of the Lord, if you do it with great love." - Middle School Missionary

LOVE BEGINS HERE 2016

RADIATING CHRIST



A NOTE FROM THE MISSION DIRECTOR

By the time LBH2016 wraps up, I will have spent an entire year of my life living and working on the mission field we call Love Begins Here. Without a doubt, I know that I will be able to describe that time as **the best year of my life**. I will call this year **the best** because I have witnessed families deeply impacted by our service and seen young hearts set on fire with a Love that impels them to bring mercy to their neighbors in need. I will describe this year as **the best** because it has changed my life. The mission field teaches us how to live unselfishly, with true joy, and seek to encounter those the Lord places in our midst. **The best days (and years) are ones we spend praying, serving, and living in community.** I hope that you all have a chance to experience some of your best days on the mission field this summer.

As we remind our missionaries before they head home, we are called to begin love wherever we call home. Embrace the spirit of an LBH missionary and look around your neighborhoods today for those longing to be loved. Small things and great love, my friends.

Peace,
Lindsay Becher
LBH Founder and Mission Director



LOVE BEGINS HERE 2016 DATES AND RATES

High School Mission Trips: \$120

- June 12 - 17: OLA, Beloit
- June 19 - 24: St. Ann, Stoughton
- June 26 - July 1: St. Cecilia, WI Dells
- July 24 - 29: St. Mary, Portage

Rising Ninth Mission Trip: \$110

- July 18 - 22: St. John the Baptist, Montello

Middle School Mission Trips: \$100

- July 5 - 8: All Saints, Berlin
- July 10 - 13: Queen of Peace, Madison
- July 13 - 16: Queen of Peace, Madison

* Most teens register for LBH with their parish. If your parish isn't attending as a group, individual registration will open on December 15th.

Through the generosity of those who sponsor LBH, we are able to provide financial assistance to any families in need. For information, please e-mail lbh@straphael.org.



Who are the Love Begins Here MISSIONARIES?

LBH Missionaries are joyful, servant hearted and desire to bring the love of Jesus Christ to their neighbors in need.

HIGH SCHOOL MISSIONARIES

9th - 12th grade students during the 2015 - 2016 school year.

Their mission trips begin on Sunday night and end on Friday afternoon.

RISING NINTH MISSIONARIES

8th grade students during the 2015 - 2016 school year.

Their mission trip begins on Monday night and ends on Friday afternoon.

MIDDLE SCHOOL MISSIONARIES

6th - 8th grade students during the 2015 - 2016 school year.

Their mission trips will last for four days and three nights; days of the week vary.

ADULT + CHAPERONE MISSIONARIES

LBH welcomes adults 21 and older to serve as chaperones who help the teens make the most of their experience. We are especially interested in partnering with adults who are passionate about God, working with teens and service work. All LBH chaperones are in line with Diocesan Safe Environment policies.

All LBH mission trips are residential, overnight, summer camp experiences.



LOVE BEGINS HERE, an apostolate of the Catholic Diocese of Madison, works to provide the youth with an opportunity to encounter Jesus Christ in a **life changing** way through week long, **local** Mission Trips where they live in Catholic community and continue His work on earth.



LOVE BEGINS HERE

missionaries call Wisconsin home.

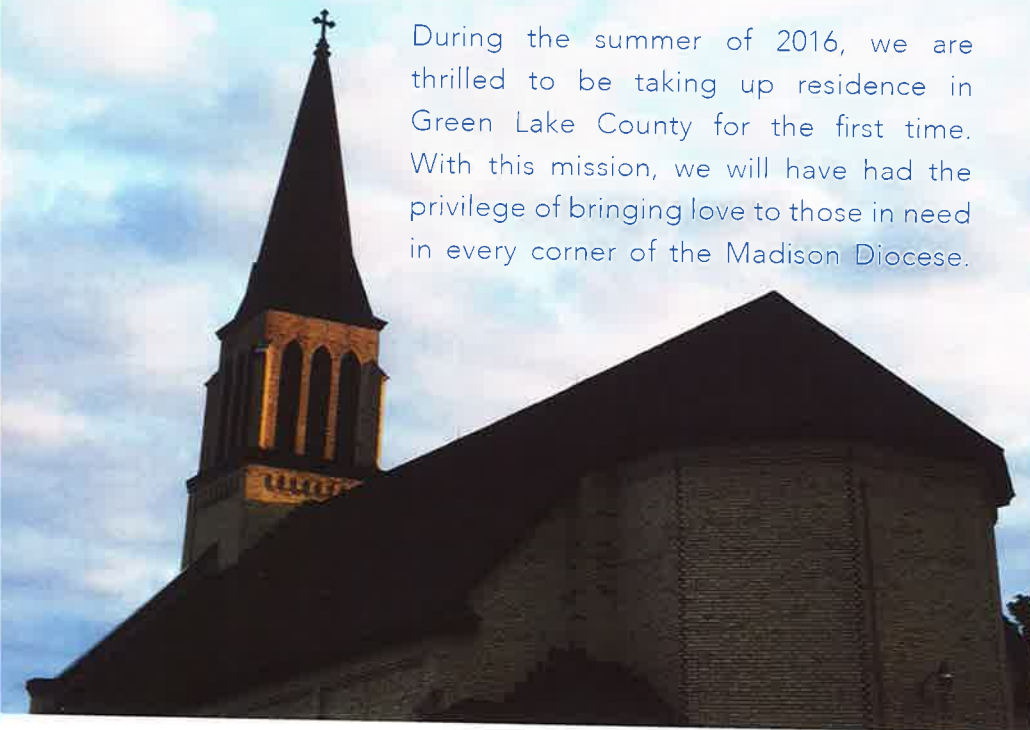
Over the course of 40 mission trips in the past seven summers, we have served in 10 of the 11 counties that make up the Diocese of Madison.

During the summer of 2016, we are thrilled to be taking up residence in Green Lake County for the first time. With this mission, we will have had the privilege of bringing love to those in need in every corner of the Madison Diocese.



LBH plants the seeds of faith, prayer, fellowship, and love of neighbor in the hearts of middle and high schoolers from the Diocese of Madison. **The fruit of this is authentic joy.** You'd be hard-pressed to find more smiles and laughter than on a week of Love Begins Here.

- Matt, LBH Volunteer + Core Team Member





THE SUPPORT

LBH is generously supported by the Apostolate to the Handicapped and many shareholders who invest in the mission.

Without this support, we would not be able to accomplish this good work year to year. By investing in LBH, you help form a new generation of servant leaders.



THE LORD DOES CARE ABOUT THE LITTLE THINGS.

Even if it is as simple as taking out the trash for someone or helping him or her with dishes, every little action that seems insignificant may actually mean a lot for that person. I think that not only I live this out on LBH, but everyone else does as well.

- Kira, High School Missionary

MISSION MANIFESTO

NEIGHBORS FIRST

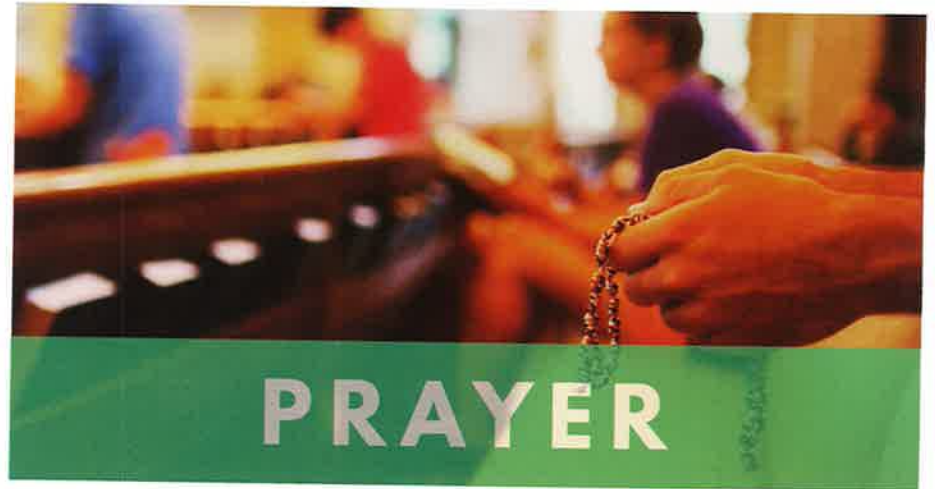
We boldly take initiative to bring love to our neighbors, evangelizing with patience and joy. We are aware that when we close our eyes to our neighbor, it also blinds us to God. We encounter Him in those we serve. By putting God first in all we do, we live to serve others. Things of the world come last. We will find ourselves and come alive when we make a sincere gift of ourselves to our neighbors.

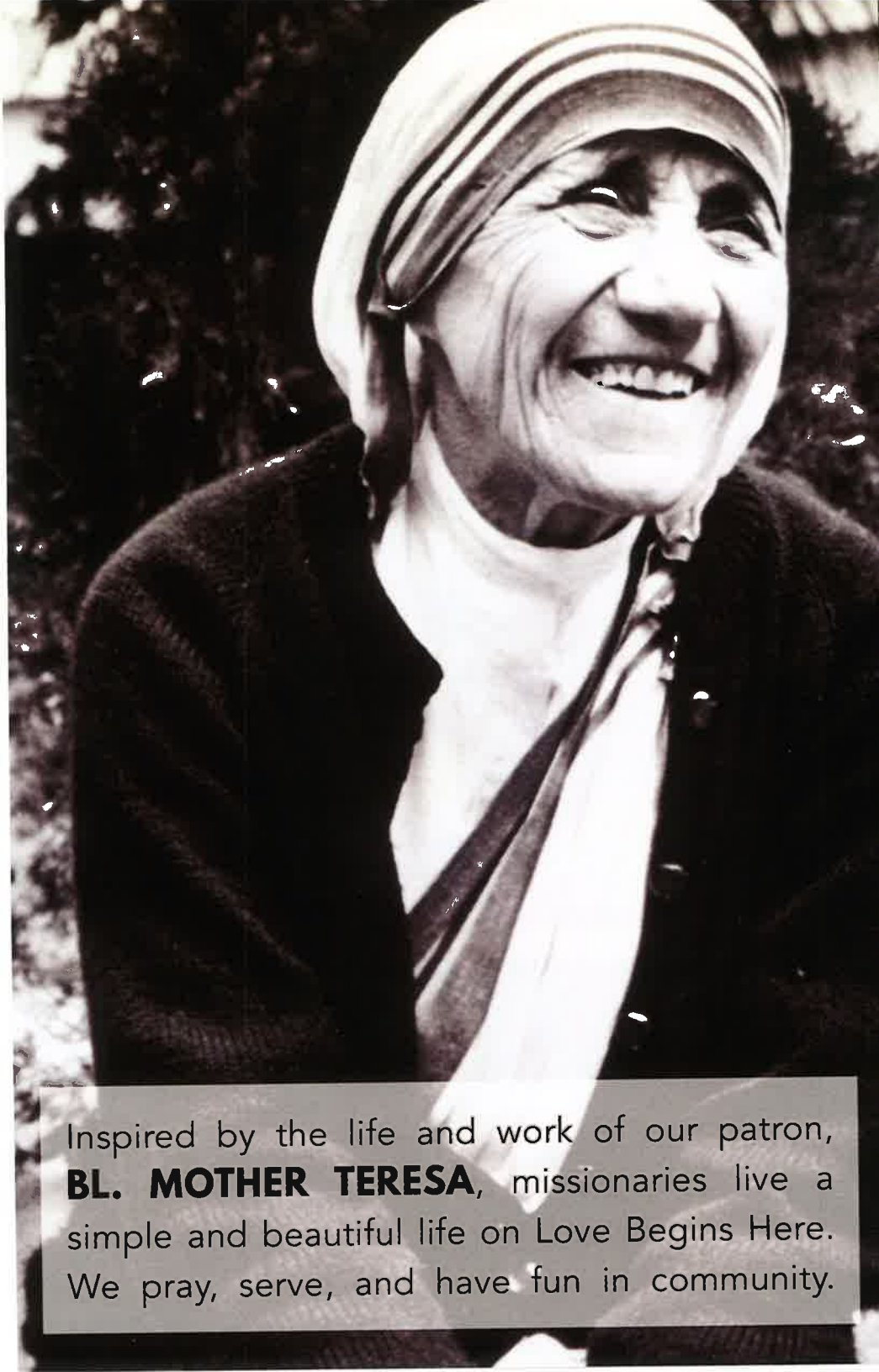
SMALL THINGS, GREAT LOVE

We work on a small scale with a larger perspective. No task is too small in the eyes of the Lord when filled with great love. We will aim for perfection in our work because our work belongs to the Lord.

MISSIONARY DISCIPLES

We are missionaries who work with passion, knowing we can bring God's love to our brothers and sisters who hunger. Love, in order to survive, must be nourished by sacrifices, especially the sacrifice of self. We refuse to settle for comfort and complacency, because we know each person is infinitely loved. We are the ones who enjoy life most, leaving security on the shore, on a mission to spread the joy of the Gospel.





Inspired by the life and work of our patron, **BL. MOTHER TERESA**, missionaries live a simple and beautiful life on Love Begins Here. We pray, serve, and have fun in community.

It is only in giving of ourselves that we will find true joy and meaning to life, as I experienced this week.

- Jessica, High School Missionary



Since our founding in 2009, LBH has given

48,000+ HOURS

of love to our neighbors in need.



Join us for the next 15,000.



STOUGHTON UTILITIES

JAN 27 2016

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Application for Funds from RoundUP Program Donation

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

Organization Address: 248 W. Main St.

Name of Individual Submitting Application: Cindy McGlynn

Are you a non-profit organization? Yes No

Type of Request: Personal Group Community

How will the funds be used? The Funds will be used to support an increase in programming to the older adults in the Stoughton Community.

What are the benefits to the Stoughton Community? More older adults will access programming & continuing education programs. We hope to provide a more diverse selection for all age groups we serve.

What other information would you like to share? _____

Applicant Signature: Cindy McGlynn

Date: 1/24/16

Applicant Signature: _____

Date: _____

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Application for Funds from RoundUP Program Donation

Organization Name: Stoughton Police Dept. Phone #: 608-873-3374

Organization Address: 321 S. 4th St. Stoughton, WI 53589

Name of Individual Submitting Application: Off. Chad O'Neil

Are you a non-profit organization? Yes No

Type of Request: Personal Group Community

How will the funds be used? Funds donated are placed into the K9 fund. The K9 fund is used to cover all costs associated with the care, maintenance, and training of our Police K9 "Ole".

What are the benefits to the Stoughton Community? "Ole" is used for narcotics detection, tracking individuals, and criminal apprehensions.

What other information would you like to share? Our K9 program is completely funded by donations and/or grants; we appreciate the consideration of the Roundup program!

Applicant Signature: [Signature] Date: 01-30-16

Applicant Signature: _____ Date: _____



STOUGHTON UTILITIES

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Application for Funds from RoundUP Program Donation

Organization Name: Stoughton United Ministries Phone #: 608-695-1890

Organization Address: 525 Lincoln Avenue Stoughton, WI 53589

Name of Individual Submitting Application: Dorothy Petersen

Are you a non-profit organization? Yes No

Type of Request: Personal Group Community

How will the funds be used? The funds will be used for the Affordable Transportation Program of Stoughton United Ministries (SUM). Specifically the funds will be used for mileage reimbursement from Stoughton to Madison and for the local food pantries for low income residents of the Stoughton School District.

Trip destinations include medical, business, job training, court apt, etc. Affordable transportation strive to promote self sufficiency.

What are the benefits to the Stoughton Community? The ATP of SUM promotes self sufficiency through empowerment of the client. As a result of the ATP, several clients were able to improve their lot which resulted in gainful employment.

What other information would you like to share? The ATP provided 315 rides in 2015.

Applicant Signature: Dorothy Petersen

Date: 2/22/2016

Applicant Signature: _____

Date: _____



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Staffing Updates

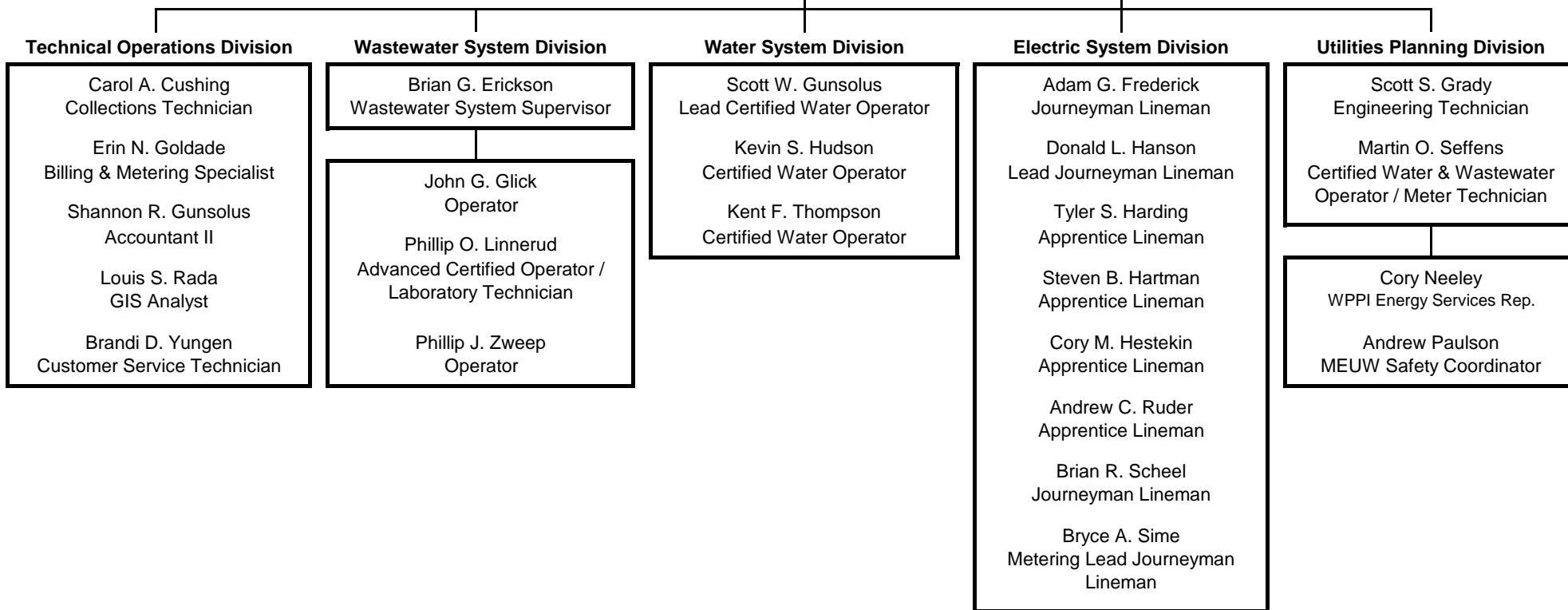
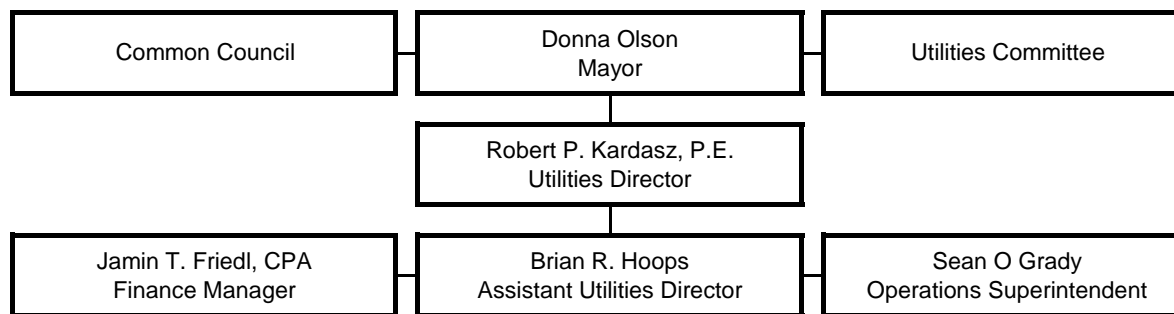
Stoughton Utilities has hired Adam Frederick as a new Utilities Journeyman Lineman. Adam's first day was December 12, 2016, and he comes to us from Evansville Water & Light.

Utilities Finance Manager Kim Jennings tendered her resignation, and ended her employment on December 22, 2016. The vacant position has been filled by Jamin Friedl, who will be starting at SU on January 23, 2017. Jamin comes to us from WPS Health Solutions in Madison.

Encl.

cc: Sean O Grady
Stoughton Utilities Operations Superintendent

Brian R. Hoops
Stoughton Utilities Assistant Director





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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017

To: Stoughton Utilities Committee

From: Brian R. Hoops
Stoughton Utilities Assistant Director

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

Subject: Inclusion of City Informational Flyers in the Utility Billing Statements.

This item is being added at the request of Alderpersons Jenson and Kittleson, who inquired whether city informational flyers could be included in the Utility billing statements.

It is the opinion of Stoughton Utilities staff that the rules set forth by the Wisconsin Public Service Commission (WPSC) in Chapter PSC 113 of the Wisconsin Administrative Code (Service rules for Electric Utilities) prohibit the inclusion of any such materials, unless those materials are directly related to utility service. Wisconsin Administrative Code PSC 113.0410 states the following:

***PSC 113.0410 Billing statement inserts.** No offer, advertisement, solicitation, announcement, statement, representation, or other material shall be placed on a customer's billing statement¹ unless it meets the criteria of s. 196.595(2), Stats., or ch. PSC 113.*

Wisconsin State Statute 196.595 sets forth the following criteria for utility advertising:

***WI 196.595(2)(b)** Advertising which produces a direct and substantial benefit for ratepayers is limited to advertising which:*

- 1. Demonstrates energy conservation methods;*
- 2. Conveys safety information on the use of energy;*
- 3. Demonstrates methods of reducing ratepayer costs;*
- 4. Otherwise directly and substantially benefits ratepayers; or*
- 5. Is required by law.*

¹ Although the WPSC code states “on a customer’s billing statement,” this has been clarified by WPSC staff during seminar presentations to include anything on or included with the billing statement, including statement inserts.



Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: January 10, 2017
To: Stoughton Utilities Committee
From: Robert P. Kardasz, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Committee Future Agenda Item(s).

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

cc: Brian R. Hoops
Stoughton Utilities Assistant Director